

Chinnor Village Centre

Trustee's Annual Report & Accounts

For the year ended 31st March 2021

Registered Charity No.1007949

Chinnor Village Centre

Annual report & accounts for the twelve months ending 31st March 2021

Objectives

The Centre was established and registered with the Charity Commission as a charity in January 1992. Its main purpose is to promote the benefit of the inhabitants of Chinnor and the surrounding parishes by providing a community centre to relieve the elderly and younger ages from their disabilities by means of social welfare and day care facilities and a coffee shop facility providing a range of meals snacks and refreshments for everyone to enjoy.

Organisation

The membership consists of subscribing 'Friends of the Village Centre' and at end of this financial period the total number of members stood at 85. Only 'Friends' (otherwise known as members) can vote at formal meetings or be elected to become a trustee and therefore join the Board of Trustees.

The governance of the Centre is carried out by the Board of Trustees. There can be up to 9 Trustees, including up to 4 honorary officers and they are elected annually. The Board reports to an Open Meeting no fewer than 3 times per year including an Annual General Meeting, at which any Friend can attend and vote.

Trustees

Alan Mawby	- <i>Chairman</i>	Michele Pethers
Andy Bennett	- <i>Vice Chairman</i>	Michael Moore Co-opted
Cindy Bull	- <i>Secretary</i>	Elaine Stokes Co-opted

Staff

Sue Collins	<i>Coffee Shop Manager</i>
Tina Clarke	<i>Coffee Shop Assistant</i>
Emily Carstairs	<i>Coffee Shop Assistant</i>
Alan Dedman	<i>Cleaner</i>
Tania Case	<i>Bookkeeper</i>

Independent Examiner

Stephen Beard Accountancy Services (approved by the Board of Trustees).

Banks

Lloyds TSB, Thame, Oxon.
Santander Bootle, Merseyside
Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne NE3 4PL.
CCLA Fund, Senator House, 85 Queen Victoria Street, London EC4V 4ET

Investments

M&G Securities Limited, Laurence Pountney Hill, London EC4R 0HH.

Centre Report

The reporting period covers the financial year from 1st April 2020 to 31st March 2021. The Centre was unable to provide its full range of services for most of the financial year due to COVID-19.

In the reporting period, Centre was financially supported by Oxfordshire County Council and South Oxfordshire District Council. A Day Care Grant was provided by Oxfordshire County Council until 31st March 2021. Chinnor Parish Council continued to support funding of our minibus repairs. The Centre very much appreciates the continued support from all funding authorities, but the long periods of the Centre being closed limited the level of financial support in the financial year to end 31 March 2021.

Centre continues to apply for all relevant grants, when possible. Thanks to Mike Moore for his continued involvement with this task.

The Centre readily appreciates any form of support that may be offered by members and volunteers alike.

Maintaining financial stability, in what continues to be difficult conditions for many commercial, charitable and voluntary organisations, in the past twelve months has proved very difficult. As mentioned previously, COVID -19 has forced the Centre to close for long periods and that will continue for some time.

Day Care, otherwise known as the Friendship Club normally operating for 3 days each week was unable to meet during the financial year which was a great shame as the number of elderly residents who are in need of social welfare is undoubtedly increasing. Currently, the Centre is without a Care Services Manager and a Deputy.

The 'Forget Me Knot Café' and the 'Stroke Club' was unable to open during the financial year.

The Coffee Shop was only able to open on certain days in April, September, October and December - this reflected in the low turnover of £4,632.

Fundraising

The fund raising Group continued overseen by Elaine Stokes and her team of helpers including Julie Bennett, Dorothea Dunn, Andrea and Chris Melbourne, Jo Smythe, Karen Marshall and Cindy Bull. Unfortunately, due to Covid-19 the only fund raising event they were able to arrange was the sale of goods on E-Bay, which raised £1,157.

The normal Father Christmas float was unable to be held for various reasons but Craig Williams of CW Active stepped in the breach and arranged an open lorry to take its place and provided a Father Christmas with helpers. They arranged the same routes as in previous years, and it was a magnificent effort by Craig and his team which raised £584 in this year's accounts and £1,663 in the following year's accounts.

Other

The minibus was not able to be used during the financial year

The Centre thanks Cindy Bull for being the minute taker at the Board of Trustees and Open Meetings during the reporting period.

Results

The detailed results for the year are set out in the Statement of Financial Activities on page 5. The Balance Sheet is shown on page 5. Associated notes are shown on pages 6, 7 and 8. The Independent Examiner's Report is included as page 9.

Funds –

The Centre has funds totalling £284,560 (see page 6) and that consists of the following funds:

- **Tangible Fixed Assets designated** fund of £190,283 which represents the original book cost values of the building, minibus, furniture and equipment purchased less the annual depreciation charges to date. Additions to assets were £216 compared with £50,654 last year.
- **Day Care and Stroke Club designated** fund of £46,481 which is carried forward from the previous year. Due to Covid-19 there have been no meetings of Day Care and Stroke Club from 1st April 2020.
- **Minibus designated** fund of £8,750 is a reserve to replace the current Minibus which was purchased in June 2019 for £44,860.
- **Donation for Concert** of £8,000. This was an outside donation for a Concert which was planned for the beginning of the financial year in 2021. Unfortunately this could not go ahead due to Covid-19 and this will be held over to arrange at a suitable time.
- **Forget Me Knot Café restricted** fund of £8,907 has not altered since the previous year due to no meetings being held due to Covid-19
- **General unrestricted** fund of £22,139 which is equivalent to 3 months of Centre's annual charitable expenditure, excluding the Day Care service that has its own designated fund. This fund is £34,051 down from the previous financial year end.

Investments

The current policy is to invest surplus cash balances between:

- medium and long term investment in an actively managed fixed interest fund specifically for charities and designed to produce high income while preserving capital values,
- fixed rate interest bearing short term bank deposits
- cash available at bank on current accounts for meeting operating and one-off project requirements.

Annual General Meeting

The Annual General Meeting will be held on 8th September 2021 at the Village Centre, High Street, Chinnor.

Alan Mawby
Chairman

Chinnor Village Centre

Statement of Financial Activities for the 12 months ending 31st March 2021

		Unrestricted	Restricted	12 Months ended 31 March 2021	12 Months ended 31 March 2020
Notes:		Funds £	Funds £	Total £	£
INCOMING RESOURCES					
Day Care	Subscriptions from users	-	-		28,011
	OCC Grant	-	6,000	6,000	7,000
	Donation			-	20
Forget Me Knot	Attendance	-		-	1,375
	Donations	-		-	1,297
	Grants	-		-	
Stroke Club	Attendance	-		-	1,085
	Donations	-		-	
Talking Circle	Donations	-		-	
Furloughed Rebate		41,334	-	41,334	2,914
Coffee Shop		4,632	-	4,632	91,698
Fundraising Events		1,804	-	1,804	22,803
Donations	General	5,013	-	5,013	17,345
General Grants	SODC	10,000	-	10,000	4,596
	Chinnor PC s etc	-	-	-	-
	Other	200		200	4,485
Restricted Grant	SODC			-	-
Rooms Hire		2,338	-	2,338	15,692
Minibus Hire		-	-	-	6,170
Profit/ Loss on Sale of Fixed Asset		-	-	-	500
Investment Income		927	-	927	932
Total Incoming Resources		66,248	6,000	72,248	205,923
CHARITABLE EXPENDITURE					
Day Care	Staff	3,641	6,000	9,641	18,635
	Direct	4,399	-	4,399	14,981
	Other	-	-	-	7,819
Forget Me Knot	Other	-	-	-	1745
Stroke Club	Other	-	-	-	825
Centre & Coffee Shop	Staff	67,012	-	67,012	84,555
	Food & Drink	2,649	-	2,649	26,299
	Other	17,427	-	17,427	28,148
Fundraising		-	-	-	5,050
Minibus		599	-	599	2,306
Depreciation		13,377	-	13,377	12,019
Total Charitable Expenditure		109,104	6,000	115,104	202,382
NET INCOMING/ (OUTGOING) RESOURCES		(42,856)	0	(42,856)	3,541
Unrealised (loss) / gain on investment		(181)	-	(181)	232
Extraordinary Items		(2,033)	-	(2,033)	-
NET INCOMING/ (OUTGOING) RESOURCES		(45,070)	0	(45,070)	3,773
TOTAL FUNDS AT 1 April 2020/ 31 March 19		306,390	23,240	329,630	325,856
Transfers between Funds					
TOTAL FUNDS AT 1 April 2021/ 31 March 20		281,320	23,240	284,560	329,629

Chinnor Village Centre

Balance Sheet as at 31 March 21

		<u>31 March 2021</u>	<u>31 March 2020</u>
Notes:		£	£
TANGIBLE FIXED ASSETS	3	190,283	203,444
Investments - M & G Charibond		33,828	34,009
CURRENT ASSETS			
Stocks		817	1,282
Bank Fixed Term Deposits			
CCLA COIF Cash Deposit		873	873
Bank Cash Deposits		21,509	21,404
Bank Current Accounts		43,460	74,101
Credit Card		29	29
Petty Cash		454	603
Cash in Hand		1,000	550
Debtors	7	1,332	8,041
Total Current Assets		<u>69,474</u>	<u>106,883</u>
CREDITORS	8	(9,025)	(14,707)
NET CURRENT ASSETS		60,449	92,176
TOTAL NET ASSETS		<u><u>284,560</u></u>	<u><u>329,629</u></u>
FUNDS			
Designated Tangible Fixed Assts	5	190,283	203,444
Designated Day Care, Stroke Club & Talking Circle	5	46,481	46,481
Designated Minibus	5	8,750	3,750
Restricted Forget Me Knot Club	5	8,907	8,907
Restricted Donation for Concert	5	8,000	8,000
Restricted Donation re Lottery Grant	5	-	2,857
General	5	22,139	56,190
TOTAL FUNDS		<u><u>284,560</u></u>	<u><u>329,629</u></u>

The accompanying notes on pages 7,8 and 9 form part of these Accounts.

Approved by the Trustees at the Management Committee Meeting on 26th August 2021

Signed on behalf by:



 Chair



 Acting Treasurer

Registered charity No 1007949

Chinnor Village Centre

1. Accounting Policies

These accounts have been drawn up on the historical cost and the accrual basis. The income from a grant received is apportioned over the period to which it relates. The proceeds of certain fund-raising events are shared with other charities and the amount shown in these accounts is the net share due to this charity.

Buildings, equipment and furnishings are recorded at cost or, in the case of gifts to the Centre, at their approximate market values.

The building has been depreciated at the rate of 2% per annum and there is a continual maintenance programme to keep the premises in a good state of repair and appearance. The costs are charged to expenditure as and when incurred. Equipment and Furnishings have been depreciated at 33⅓% per annum. The minibus is depreciated at 10% per annum.

Investment is stated at market valuation as at financial year end date. Gains and losses on disposals or revaluations of investments are charged or credited to the Statement of Financial Activities shown on page 5.

2. Management and Administration of the Association

All paid staff are engaged in the application of the Centre's charitable work and any costs involved with administration (photocopying, postage etc. for meetings) are negligible in relation to other activities and, accordingly, have not been separated within these accounts.

Chinnor Village Centre

3. Tangible Fixed Assets

	Centre Building & Car Park £	Equip & Furn. £	Vehicles £	Total £
Cost				
at 1 April 2020	291,186	89,248	44,860	425,294
Additions		216		216
Disposals		(59,320)		(59,320)
at 31 March 2021	<u>291,186</u>	<u>30,144</u>	<u>44,860</u>	<u>366,190</u>
Depreciation				
at 1 April 2021	135,054	83,057	3,739	221,850
Annual Charge	5,820	3,071	4,486	13,377
Disposals		(59,320)		(59,320)
at 31 March 2021	<u>140,874</u>	<u>26,808</u>	<u>8,225</u>	<u>175,907</u>
Net Book Value				
At 1 April 2020	<u>156,132</u>	<u>6,191</u>	<u>41,121</u>	<u>203,444</u>
At 31 March 2021	<u>150,312</u>	<u>3,336</u>	<u>36,635</u>	<u>190,283</u>

4. Capital Commitments

5. Movement in Funds

	Designated			Restricted			Unrestricted	Total
	Tangible Fixed Assets £	Day Care, Stroke Club & Talking Circle £	Minibus £	Forget Me Knot Club £	Donat. For Concert £	Lottery Grant £	£	
Balance 1 April 2020	203,444	46,481	3,750	8,907	8,000	2,857	56,190	329,629
Net Incoming / (Outgoing) Resources						(2,857)	(42,212)	(45,069)
Additions to Tangible Assets	216		5,000					
Disposals of Tangible Assets	(59,320)						(5,216)	-
Depreciation of Tangible Assets	(13,377)						59,320	
Depreciation of Disposals of Tangible Assets	59,320						13,377	-
Transfers							(59,320)	-
Balance 31 March 2021	<u>190,283</u>	<u>46,481</u>	<u>8,750</u>	<u>8,907</u>	<u>8,000</u>	<u>-</u>	<u>22,139</u>	<u>284,560</u>

Funds are explained in the Funds section of the Trustees Annual Report.

Chinnor Village Centre

6. Activities

The principal activities of the Association continue to be provision of Day Care for the elderly and the Coffee Shop, which is the main source of income.

7. Debtors	2021	2020
Insurance Prepaid	159	2,168
SODC		
Water & Cleaning	83	288
Telephone & Internet	107	-
VAT	418	
Suppliers	243	
Furloughed Rebate	-	2,914
Amounts due receivable	322	2,671
	<u>1,332</u>	<u>8,041</u>

8. Creditors	2021	2020
VAT	-	2,285
Payroll Tax ,NIC and Pension	466	1,720
Suppliers and accrued liabilities	8,559	10,702
	<u>9,025</u>	<u>14,707</u>

**Independent Examiner's Report to the Trustees of Chinnor Village Centre
of Chinnor Village Centre**

This report on the accounts of Chinnor Village Centre for the twelve months ended 31st March 21 is in respect of an examination carried under S43 of the Charities Act 1993.

Respective responsibilities of trustees and examiner

As the trustees you are responsible for the preparation of the accounts: you consider the audit requirement of section 43(2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to issue this report on the accounts in accordance with the terms of Regulation 7 of the Charities (Accounts and Reports) Regulations 1995.

Basis of independent examiner's report

My examination was carried out in accordance with the general direction given by the Charity Commission under section 43(7) (b) of the Act. That examination includes a review of the accounting records kept by the trustees and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you, as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently, I do not express an audit opinion on the view taken by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act have not been met.

OR

- (2) to which, in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Stephen Beard Accountancy Services
10 Cheshire Road
Thame
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Date: 2nd September 2021