

Report of the Trustees and
Audited Financial Statements
for the Year Ended 31 March 2022
for
CUFFLEY AND NORTHAW YOUTH AND COMMUNITY
CENTRE

Haines Watts
Chartered Accountants and Statutory Auditors
3rd Floor
Marlborough House
298 Regents Park Road
Finchley
London
N3 2SZ

CUFFLEY AND NORTHAW YOUTH AND COMMUNITY
CENTRE

Contents of the Financial Statements
for the year ended 31 March 2022

	Page
Report of the Trustees	1 to 2
Report of the Independent Auditors	3 to 5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 12
Detailed Statement of Financial Activities	13

CUFFLEY AND NORTHAW YOUTH AND COMMUNITY
CENTRE

Report of the Trustees
for the year ended 31 March 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

Objectives and aims

The principal objectives are to:

- Provide premises for use by local residents and organisations.
- Maintain the premises to a high standard, to ensure that the premises meet with the local authority regulations.

Achievement and performance

Charitable activities

The centre continues to provide premises for use by local residents and organisations and the level of usage has remained consistent with previous years.

The charity continues to act in line with its objectives to provide leisure time activities benefiting the community of the area whether through internal resources or third party suppliers. We continue to maintain a high level of indirect youth activities through various sporting and performing arts organisations.

Structure, governance and management

Governing document

The Charity was registered on 14 October 1965 with the Charity Commission under charity registration number 302435. It is governed by a constitution which was first adopted on 30 January 1964 and last amended 3 August 2016. The Constitution's stated aim is, 'for the Centre to provide leisure-time activities for the benefit of the youth of the area which will educate and assist their development to maturity. This together with wider community activities for all ages will be delivered by both internal resources and third party providers'.

Recruitment and appointment of new trustees

Recruitment of new trustees takes place from time to time if existing trustees stand down. The Trustees endeavour to ensure that new recruits bring additional skills or specialisations in order to maintain the balance of the committee.

Organisational structure

The Charity is organised so that the Trustees meet regularly to manage its affairs. The Trustees are appointed through election at the Annual General Meeting and have an interest in the provision of community services. There are three part time members of staff responsible for the day-to-day administration of the Charity.

Reference and administrative details

Registered Charity number

302435

Principal address

Community Centre
Station Road
Cuffley
Hertfordshire
EN6 4EY

Trustees

Mr D Cain
Mrs C A Lewis
Mrs K Jordan

CUFFLEY AND NORTHAW YOUTH AND COMMUNITY
CENTRE

Report of the Trustees
for the year ended 31 March 2022

Reference and administrative details

Auditors

Haines Watts
Chartered Accountants and Statutory Auditors
3rd Floor
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Financial review

The Trustees have reviewed the reserves of the Charity. This review encompassed the nature of the Income and expenditure streams, the need to match variable Income with fixed commitments and the nature of the reserves. The review concluded that to allow the Charity to be managed efficiently and to provide a buffer for uninterrupted services, reserves equivalent to £100,000 should be ideally maintained. During the year, the Charity's funds have increased from £199,192 (2021) to £211,015.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to Charities in England and Wales, The Charities Act 2011 (Accounts and Reports) Regulations 2015 and provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

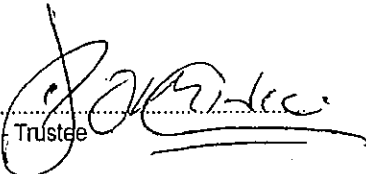
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, The Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by order of the board of trustees on 11 January 2023 and signed on its behalf by:

.....
Mr D Cain, Trustee



Opinion

We have audited the financial statements of Cuffley and Northaw Youth and Community Centre (the 'charity') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2022, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 13 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Enquiring of management concerning actual and potential litigation and claims.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Reading minutes of meetings of those charged with governance.
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members, and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Report of the Independent Auditors to the Trustees of
Cuffley and Northaw Youth and Community
Centre

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Haines Watts
Chartered Accountants and Statutory Auditors
3rd Floor
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London
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Date: 27 January 2023

CUFFLEY AND NORTHAW YOUTH AND COMMUNITY
CENTRE

Statement of Financial Activities
for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2021 Total funds £
Income and endowments from			
Other trading activities	2	<u>59,293</u>	<u>56,561</u>
Expenditure on			
Raising funds	3	43,186	43,204
Other		<u>4,284</u>	<u>4,291</u>
Total		<u>47,470</u>	<u>47,495</u>
NET INCOME		11,823	9,066
Reconciliation of funds			
Total funds brought forward		199,192	190,126
Total funds carried forward		<u>211,015</u>	<u>199,192</u>

The notes form part of these financial statements

CUFFLEY AND NORTHAW YOUTH AND COMMUNITY
CENTRE

Balance Sheet
31 March 2022

	Notes	2022 Unrestricted funds £	2021 Total funds £
Fixed assets			
Tangible assets	7	108,868	110,950
Current assets			
Debtors	8	2,700	152
Cash at bank and in hand		<u>105,820</u>	<u>82,349</u>
		108,520	92,501
Creditors			
Amounts falling due within one year	9	(4,171)	(4,259)
Net current assets		<u>104,349</u>	<u>88,242</u>
Total assets less current liabilities		<u>211,015</u>	<u>199,192</u>
NET ASSETS		<u>211,015</u>	<u>199,192</u>
Funds			
Unrestricted funds	11	<u>211,015</u>	<u>199,192</u>
Total funds		<u>211,015</u>	<u>199,192</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 11 January 2023 and were signed on its behalf by:


.....
Mr D Cain - Trustee


.....
Mrs K Jordan - Trustee

The notes form part of these financial statements

CUFFLEY AND NORTHAW YOUTH AND COMMUNITY
CENTRE

Notes to the Financial Statements
for the year ended 31 March 2022

1. **Accounting policies**

Basis of preparing the financial statements

These financial statements of the charity, which is a public entity under FRS 102 are prepared in accordance with the Charities SORP (FRS 102) 'Accounting And Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to UK and Republic of Ireland (FRS 102) (effective 1 January 2015)'. Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and Charities Act 2011.

Keys sources of estimation, uncertainty and judgements

The preparation of financial statements in conformity with generally accepted accounting practice requires trustees to make estimates and judgement that affect the reported amounts of assets and liabilities as well as the disclosure of contingent assets and liabilities at the balance sheet date and the reported amounts of revenues and expenses during the reporting period.

There is estimation uncertainty in calculating depreciation. A full line by line review of fixed assets is carried out by trustees regularly. Whilst every attempt is made to ensure that the depreciation policy is as accurate as possible, there remains a risk that the policy does not match the useful economic life of the assets.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold	- over the length of the lease
Improvements to property	- over the length of the lease
Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Financial instruments

Financial assets and financial liabilities are recognised in the balance sheet when the charity becomes a party to the contractual provisions of the instrument.

Debtors and creditors are classified as basic financial instruments and measured at initial recognition at transaction price. Debtors and creditors are subsequently measured at amortised cost using the effective interest rate method. A provision is established when there is objective evidence that the charity will not be able to collect all amounts due.

CUFFLEY AND NORTHAW YOUTH AND COMMUNITY
CENTRE

Notes to the Financial Statements - continued
for the year ended 31 March 2022

1. **Accounting policies - continued**

Financial instruments

Cash and cash equivalents are classified as basic financial instruments and comprise cash in hand and at bank.

2. **Other trading activities**

	2022	2021
	£	£
Lettings & sundry	<u>59,293</u>	<u>56,561</u>

3. **Raising funds**

Raising donations and legacies

	2022	2021
	£	£
Staff costs	14,615	12,680
Rent	5	5
Rates and water	1,736	2,068
Insurance	963	1,880
Support costs	<u>25,867</u>	<u>26,571</u>
	<u>43,186</u>	<u>43,204</u>

4. **Trustees' remuneration and benefits**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

5. **Staff costs**

The average monthly number of employees during the year was as follows:

	2022	2021
Number of employees	<u>2</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

6. **Comparatives for the statement of financial activities**

	Unrestricted funds £
Income and endowments from	
Other trading activities	<u>56,561</u>
Expenditure on	
Raising funds	43,204
Other	<u>4,291</u>
Total	47,495

CUFFLEY AND NORTHAW YOUTH AND COMMUNITY
CENTRE

Notes to the Financial Statements - continued
for the year ended 31 March 2022

6.	Comparatives for the statement of financial activities - continued		Unrestricted funds £			
			9,066			
	NET INCOME					
	Reconciliation of funds					
	Total funds brought forward		190,126			
	Total funds carried forward		199,192			
7.	Tangible fixed assets					
		Short leasehold £	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
	Cost					
	At 1 April 2021 and 31 March 2022	45,336	95,390	928	2,810	144,464
	Depreciation					
	At 1 April 2021	9,617	20,235	911	2,751	33,514
	Charge for year	1,374	2,890	5	15	4,284
	At 31 March 2022	10,991	23,125	916	2,766	37,798
	Net book value					
	At 31 March 2022	34,345	72,265	12	44	106,666
	At 31 March 2021	35,719	75,155	17	59	110,950
8.	Debtors: amounts falling due within one year					
				2022		2021
				£		£
	Prepayments and accrued income			2,700		152

CUFFLEY AND NORTHAW YOUTH AND COMMUNITY
CENTRE

Notes to the Financial Statements - continued
for the year ended 31 March 2022

9. Creditors: amounts falling due within one year

	2022	2021
	£	£
Other creditors	241	329
Accruals and deferred income	<u>3,930</u>	<u>3,930</u>
	<u>4,171</u>	<u>4,259</u>

10. Leasing agreements

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2022	2021
	£	£
Within one year	5	5
Between one and five years	20	20
In more than five years	<u>105</u>	<u>110</u>
	<u>130</u>	<u>135</u>

11. Movement in funds

	At 1/4/21	Net movement in funds	At 31/3/22
	£	£	£
Unrestricted funds			
General fund	199,192	11,823	211,015
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>199,192</u>	<u>11,823</u>	<u>211,015</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	59,293	(47,470)	11,823
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>59,293</u>	<u>(47,470)</u>	<u>11,823</u>

Comparatives for movement in funds

	At 1/4/20	Net movement in funds	At 31/3/21
	£	£	£
Unrestricted funds			
General fund	190,126	9,066	199,192
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>190,126</u>	<u>9,066</u>	<u>199,192</u>

CUFFLEY AND NORTHAW YOUTH AND COMMUNITY
CENTRE

Notes to the Financial Statements - continued
for the year ended 31 March 2022

11. **Movement in funds - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	56,561	(47,495)	9,066
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>56,561</u>	<u>(47,495)</u>	<u>9,066</u>

12. **Related party disclosures**

There were no related party disclosures for the year ended 31 March 2022 (2021: None).

13. **Frc ethical standard - provisions available for small entities**

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements.

CUFFLEY AND NORTHAW YOUTH AND COMMUNITY
CENTRE

Detailed Statement of Financial Activities
for the year ended 31 March 2022

	2022 £	2021 £
Income and endowments		
Other trading activities		
Lettings & sundry	<u>59,293</u>	<u>56,561</u>
Total incoming resources	59,293	56,561
Expenditure		
Raising donations and legacies		
Wages	14,615	12,680
Rent	5	5
Rates and water	1,736	2,068
Insurance	<u>963</u>	<u>1,880</u>
	17,319	16,633
Other		
Short leasehold	1,374	1,374
Improvements to property	2,891	2,891
Fixtures and fittings	4	6
Computer equipment	<u>15</u>	<u>20</u>
	4,284	4,291
Support costs		
Management		
Furnishing & equipment repairs	5,330	3,090
Light and heat	6,862	9,105
Telephone	752	765
Postage and stationery	54	742
Sundries	780	2,131
Cleaning	<u>5,559</u>	<u>5,528</u>
	19,337	21,361
Finance		
Bank charges	410	290
Governance costs		
Auditors' remuneration	2,500	2,500
Professional fees	<u>3,620</u>	<u>2,420</u>
	<u>6,120</u>	<u>4,920</u>
Total resources expended	<u>47,470</u>	<u>47,495</u>
Net income	<u>11,823</u>	<u>9,066</u>

This page does not form part of the statutory financial statements