

NORTH WALSHAM COMMUNITY ASSOCIATION

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**ANNUAL REPORT
YEAR ENDED 31 MARCH 2022**

REGISTERED CHARITY NUMBER: 304022

NORTH WALSHAM COMMUNITY ASSOCIATION

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ANNUAL REPORT
YEAR ENDED 31 MARCH 2022

REGISTERED CHARITY NUMBER 264922

NORTH WALSHAM COMMUNITY ASSOCIATION

Legal and administrative details continued

Legal and Administrative Information

The association is registered with the Charity Commission (registration number 304022). It is managed by an executive committee of trustees who are elected by the members of the association.

Bankers

Address of Charity

North Walsham Community Centre
New Road
North Walsham
Norfolk
NR28 9DE

HSBC
18 London Street
Norwich
Norfolk
NR2 1JG

Trustees and Members of the Executive Committee who held office during the year:

Chairman	Mr C A Jeary
Honorary Secretary	Mrs A Hudson
Members	Mr R Oakley
	Mrs E Taylor
	Mr C Titmuss
	Mr M Kirby

Solicitors

Hansells
Canada House
4 Grammar School Road
North Walsham
Norfolk
NR28 9JH

Independent Examiner

Mr A Hart
H & M Accountancy Solutions
49 Cromer Road
North Walsham
Norfolk
NR28 0HE

Appointed 1st April 2022

NORTH WALSHAM COMMUNITY ASSOCIATION

Legal and administrative details continued

Legal and Administrative Information

The Association is registered with the Charity Commission (registration number 304032). It is managed by an executive committee of trustees who are elected by the members of the Association.

Bankers

HSBC
18 London Street
Norwich
Norfolk
NR2 1LG

Address of Charity

North Walsham Community Centre
New Road
North Walsham
Norfolk
NR28 8DE

Solicitors

Trustees and Members of the Executive Committee who held office during the year

Hansells
Canada House
4 Grammar School Road
North Walsham
Norfolk
NR28 9JH

Chairman
Mr C A Jolly

Honorary Secretary
Mrs A Hudson

Members
Mr R Oakley

Mrs E Taylor

Mr C Thompson

Independent Examiner

Mr M Kirby

Mr A Hart
H & M Accountancy Solutions
49 Cromer Road
North Walsham
Norfolk
NR28 0HB

Appointed 1st April 2022

NORTH WALSHAM COMMUNITY ASSOCIATION

REPORT OF THE TRUSTEES AND EXECUTIVE COMMITTEE

FINANCIAL YEAR ENDED 31 MARCH 2022

The trustees, who are also members of the executive committee (managing body), submit their annual report and financial statements for the year ended 31 March 2022.

Governing document

The charity is governed by a constitution dated 5 July 1971 amended 7 July 1998.

Consolidation of financial statements

The financial statements of the association for the year 1 April 2021 to 31 March 2022 have been prepared in accordance with the accounting policies set out in notes to the financial statements and comply with the charity's governing document, the Charities Act 2011 and 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 (FRS102) (effective 1 January 2015). Consolidated financial statements are required to help provide a true and fair overall view of the affairs and activities of the association and its subsidiary company, North Walsham Community Centre Limited. The directors of the subsidiary company are association nominees and the company donates the net profits arising from its trading activities to the association.

Objectives of the association

The association owns, maintains and manages for public benefit, the North Walsham Community Centre to provide meeting facilities to the local community for a wide range of education, social welfare, recreation and leisure activities. The facilities range from a large theatre to small meeting rooms and include two fully equipped kitchens and two bars.

Achievements and performance

North Walsham Community Centre followed its planned agreement with the NHS as a vaccination centre until August / September 2021. With minimal work required to be done the furlough scheme covered a percentage of the wages which greatly helped with the wage bill. Following the decommissioning of the vaccination centre, the Trustees decided it would be an ideal time to decorate the main hall and also update the jubilee room with LED lighting panels and suspended ceiling which could all be carried out prior to reopening to hirers. The centre reopened in November 2021 to a downturn in regular hirers who had booked with us pre covid19. Hirings remained steady for the rest of the year with several new hirers making block bookings. Due to the lack of regular bars the bar have been using bottle beers instead of Kegs to save on wastage.

Financial review

The Consolidated Statement of Financial Activities for the year is set out on page 6. The total incoming resources amounted to £87,235 (2021 £69,099) and, after deducting the total resources expended of £78,506 (2021 £52,764), there were net incoming resources of £8,729 (2021 £16,335).

At £8,729, the net result for the year ended 31 March 2022 is down by £7,606.

The net incoming resources have been added to the consolidated funds to leave a balance at 31 March 2022 of £272,742 (2021 £264,013), which the Committee believe to be a satisfactory state of affairs.

Reserves policy

It is the policy of the charity to maintain unrestricted reserves to cover expenditure for a period of 12 months.

Risk management

The charity monitors its risk on an ongoing basis and has ensured that both policies and funding to mitigate those risks will be met during the financial year 2022/23.

NORTH WALSHAM COMMUNITY ASSOCIATION

Report of the trustees and executive committee continued

Internal risks are minimised by the implementation of authorisation and checking procedures covering all transactions undertaken and monitoring procedures to ensure consistent and quality delivery of the services provided by the centre. The trustees regularly review these procedures to ensure that they meet the needs of the charity.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

Fixed assets

Details of fixed assets are as set out in note 7 to the accounts.

Governance and internal control

Charity law 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 surplus or deficit of the charity for that year. In preparing those financial statements, the trustees have:

- selected suitable accounting policies and then applied them consistently;
- observe the methods and principles in the applicable Charities SORP;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on the going concern basis.

The trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

The Trustees who served during the year and up to the date of this report are set out on page 1. The Trustees have full decision making responsibility and meet regularly.

Appointment of Trustees

The Trustees are elected by the members of the general committee at the Annual General Meeting. Additionally, the Trustees may co-opt further individuals as Trustees, which also have to be approved by the members of the general committee.

Independent examiner

A proposal regarding the appointment Mr A Hart of H & M Accountancy Solutions as Independent Examiner will be made at the forthcoming Annual General Meeting.

This report was approved by the trustees on 16th November 2022


.....
Mr C Jeary
CHAIRMAN

NORTH WALSHAM COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES AND EXECUTIVE COMMITTEE

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 6 to 14.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mr A Hart
H & M Accountancy Solutions
49 Cromer Road
North Walsham
Norfolk
NR28 0HB

Date: 22-12-2022

NORTH WALSHAM COMMUNITY ASSOCIATION

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Incoming resources					
Activities to further the Charity's objects:					
Hire charges		53,369	-	53,369	28,190
Contribution to light & heat		957	-	957	351
Subscriptions		0	-	0	117
Government grants		18,239	-	18,239	39,857
Other grant income		-	-	-	-
Other		1,143	-	1,143	-
Activities for generating funds:					
Fundraising		-	-	-	-
Interest received		-	-	-	279
Trading subsidiary income	2	12,343	-	12,343	305
Quasi subsidiary income	3	1,184	-	1,184	-
Total incoming resources		87,235	-	87,235	69,099
Resources expended					
Cost of activities in furtherance of the Charities objects:					
Wages and salaries	6	27,324	-	27,324	22,785
Premises costs	5	33,876	-	33,876	21,545
General charity expenditure		1,572	-	1,572	3,052
Costs of generating funds:					
Trading subsidiary expenditure					
Wages	6	6,503	-	6,503	1,667
Other costs		4,071	-	4,071	1,637
Governance costs:					
Professional fees		5,160	-	5,160	2,002
Photocopies & postage		-	-	-	76
Total resources expended	5	78,506	-	78,506	52,764
Net incoming resources		8,729	-	8,729	16,335
Fund balances brought forward 1 April 2021		264,013	-	264,013	247,678
		272,742	-	272,742	264,013
Transfers		-	-	-	-
Fund balances carried forward 31 March 2022		272,742	-	272,742	264,013

The notes set out on pages 8 to 14 form an integral part of these accounts


NORTH WALSHAM COMMUNITY ASSOCIATION

CONSOLIDATED BALANCE SHEET

FOR THE YEAR ENDING **31 MARCH 2022**

	Notes	Consolidated		Association	
		2022	2021	2022	2021
		£	£	£	£
Fixed assets					
Tangible assets	7	135,837	140,003	135,837	140,003
Investments	8	-	-	4	4
		<u>135,837</u>	<u>140,003</u>	<u>135,841</u>	<u>140,007</u>
Current assets					
Stock	9	1,957	766	-	-
Debtors	10	11,472	3,261	15,011	5,293
Premium Bond		50	50	50	50
National Savings Investment Account		23,195	23,193	23,195	23,193
National Savings Income Bonds		16,000	16,000	16,000	16,000
Bank and Building Society balances		86,808	83,520	77,818	73,722
Cash in hand		1,693	878	129	146
		<u>141,175</u>	<u>127,668</u>	<u>132,203</u>	<u>118,404</u>
Creditors: Amounts falling due within one year	11	4,270	3,658	4,258	3,603
Net current assets		<u>136,905</u>	<u>124,010</u>	<u>127,945</u>	<u>114,801</u>
Total net assets		<u>272,742</u>	<u>264,013</u>	<u>263,786</u>	<u>254,808</u>
Funds					
Unrestricted funds:					
General funds	12	185,569	176,591	182,569	173,591
Restricted funds	13	-	-	-	-
Designated funds	13	87,173	87,422	81,217	81,217
		<u>272,742</u>	<u>264,013</u>	<u>263,786</u>	<u>254,808</u>

These accounts were approved by the Executive Committee on 16th November 2022


Chairman: Mr C Jeary

For and on behalf of the Executive Committee

The notes set out on pages 8 to 14 form an integral part of these accounts

NORTH WALSHAM COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies

(a) Basis of preparation

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The financial statements consolidate as a group undertaking the accounts of North Walsham Community Centre Limited, the shares of which are held for the benefit of the Association, and the accounts of the Friends of North Walsham Community Association which is deemed to be a quasi-subsiidiary.

The charity constitutes a public benefit entity as defined by FRS 102.

(b) Incoming resources

Income from operating activities in furtherance of the charity's objects is included in the period in which the charity is entitled to receipt.

(c) Grants and donations

Grants and donations, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year they are receivable.

(d) Gifts in kind

Non monetary assets gifted to the company for a specific project are capitalised, placed into a restricted fund and written off over their estimated useful lives.

(e) Voluntary help

There is a significant level of support received by way of voluntary help. This unpaid assistance is not quantifiable and does not appear on the Statement of Financial Activities.

(f) Resources expended

Resources expended are recognised in the period in which they are incurred.

(g) Tangible fixed assets

Individual fixed assets are capitalised at cost or trustee's valuation if gifted. Depreciation is charged at the following rates:

Leasehold property	Over period of lease
Fixtures, fittings and equipment	4 – 20% straight line

(h) Stocks

Stocks are stated at the lower of cost and net realisable value.

NORTH WALSHAM COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

Accounting policies continued

(i) Fund accounting

Funds held by the charity are either:

- Unrestricted general funds —these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- Designated funds —these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.
- Restricted funds —these are funds that can only be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of the management and support costs.

Further explanations of the nature and purpose of each fund is included in the notes to the financial statements.

(ii) Taxation

The association is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

NORTH WALSHAM COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

2. Trading subsidiary income and expenditure

The trading subsidiary North Walsham Community Centre Limited (Company Number: 02371452), manages the bar facilities. It donates its profits to the Association. Trading results extracted from its accounts to 31 March 2022 are shown below:

	2022	2021
	£	£
Turnover	12,343	305
Less: Cost of sales	<u>3,782</u>	<u>1,533</u>
Gross profit / (loss)	8,561	(1,228)
Administration expenses	<u>6,792</u>	<u>1,771</u>
Operating profit / (loss)	1,769	(2,999)
Donations received	<u>-</u>	<u>-</u>
Net profit for the year / (loss)	1,769	(2,999)
Donation to / (Transfer of loss from) North Walsham Community Association	(1,769)	2,999
Amount retained for the year	<u>Nil</u>	<u>Nil</u>

3. Quasi-subsidary income and expenditure

The quasi-subsidary, Friends of North Walsham Community Association, organises fundraising events and donates its profits to the Association. Results extracted from its accounts to 31 March 2022 are shown below:

	2022	2021
	£	£
Fundraising income	1,184	-
Cost of fundraising activities	<u>1,433</u>	<u>-</u>
Deficit for the year	(249)	-
Balance 1 April 2021	6,205	6,256
Receipts from North Walsham Community Association	-	-
Payments to North Walsham Community Association	<u>-</u>	<u>(51)</u>
Balance 31 March 2022	<u>5,956</u>	<u>6,205</u>

NORTH WALSHAM COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

4. Net outgoing resources

Net outgoing resources is stated after charging:

	2022 £	2021 £
Depreciation and amortisation of owned assets	11,811	7,341

5. Total resources expended

	Governance costs £	Staff costs £	Depreciation £	Other £	Total £
Direct charitable expenditure:					
Wages and salaries	-	27,324	-	-	27,324
Premises costs	-	-	11,811	22,065	33,876
Other expenditure:					
Trading expenditure	-	-	-	10,574	10,574
General charity expenditure	-	-	-	1,572	1,572
Independent examination fee	1,500	-	-	-	1,500
Other financial services	3,660	-	-	-	3,660
	<u>5,160</u>	<u>27,324</u>	<u>11,811</u>	<u>34,211</u>	<u>78,506</u>

6. Staff costs

	2022 £	2021 £
Wages and salaries	26,493	23,553
Social Security costs	2,239	2,007
Pension costs	831	899
Employment Allowance	(2,239)	(2,007)
	<u>27,324</u>	<u>24,452</u>

The average number of employees for the charity was: 2 2

No employee received total employee benefits of more than £60,000.

NORTH WALSHAM COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

7. Tangible fixed assets

	Consolidated & Association		
	Leasehold property	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
1 April 2021	217,359	161,596	378,955
Additions	-	7,645	7,645
31 March 2022	217,359	169,241	386,600
Depreciation			
1 April 2021	103,644	135,308	238,952
Charge for the year	5,173	6,638	11,811
31 March 2022	108,817	141,946	250,763
Net book amount			
31 March 2022	108,543	27,295	135,837
31 March 2021	113,715	26,288	140,003

8. Fixed assets investments

	Consolidated		Association	
	2022	2021	2022	2021
	£	£	£	£
Cost at 31 March 2022				
North Walsham Community Centre Limited Ordinary shares of £1 each (incorporated in England)	-	-	4	4

9. Stock

	Consolidated		Association	
	2022	2021	2022	2021
	£	£	£	£
Bar stock for resale	1,957	766	-	-

NORTH WALSHAM COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

10. Debtors

	Consolidated		Association	
	2022	2021	2022	2021
	£	£	£	£
Trade debtors	8,743	-	8,743	-
Prepayments and accrued income	2,729	2,621	2,729	2,621
Other debtors	-	640	3,539	2,672
	<u>11,472</u>	<u>3,261</u>	<u>15,011</u>	<u>5,293</u>

11. Creditors

	Consolidated		Association	
	2022	2021	2022	2021
	£	£	£	£
Trade creditors	(955)	-	(955)	-
Taxation and social security	-	-	-	-
Pension contributions	-	216	-	216
Accruals	2,676	2,582	2,664	2,527
Other creditors	2,549	860	2,549	860
	<u>4,270</u>	<u>3,658</u>	<u>4,258</u>	<u>3,603</u>

12. Analysis of net assets between funds

	General Funds	Restricted Funds	Designated Funds	Total Funds
	£	£	£	£
Tangible fixed assets	135,837	-	-	135,837
Investments	-	-	-	-
Current assets	54,002	-	87,173	141,175
Current liabilities	(4,270)	-	-	(4,270)
	<u>185,569</u>	<u>-</u>	<u>87,173</u>	<u>272,742</u>

NORTH WALSHAM COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

13. Statement of funds

	At 1 April 2021	Incoming Resource	Outgoing Resources	Transfer s	At 31 March 2022
	£	£	£	£	£
Unrestricted funds:					
General fund	176,591	86,051	(77,073)		185,569
Designated funds:					
Lobby improvements fund	15,000	-	-	-	15,000
Furniture replacement fund	10,000	-	-	-	10,000
Easement fund	500	-	-	-	500
Roof repair fund	15,000	-	-	-	15,000
Contingencies reserve	40,717	-	-	-	40,717
Repairs and improvement reserve	6,205	1,184	(1,433)	-	5,956
Total funds	264,013	87,235	(78,506)		272,742

Purposes of designated funds:

The contingencies reserve comprises monies set aside for emergencies. The repairs and improvements reserve represents the monies currently held by the Friends of North Walsham Community Association for general improvements to the centre. In 2018 the Trustees deemed it appropriate to designate funds to various areas of the centre which are in need of improvements.

The Trustees designated the following from General Funds:

- Lobby improvements fund £15,000
- Furniture replacement fund £10,000
- Easement fund £500
- Roof repair fund £15,000

14. Related party transactions

Certain Trustees received approved remuneration for services provided to the Association in addition to their duties as Trustees. The amounts paid were as follows:

	2022 £	2021 £
Mr C Jeary	122	680
Mrs A Hudson	27	44

No Trustees received any expenses during the year (2021 £Nil).

NORTH WALSHAM COMMUNITY ASSOCIATION

MANAGEMENT INFORMATION

FOR THE YEAR ENDED 31 MARCH 2022

FOR THE YEAR ENDED 31 MARCH 2022

	2021	2022	
	£	£	£
Income			
Hire Charges	28,190	24,583	
Contributions to light & heat	381	257	
Subscriptions	117	-	
Interest received	239	-	
Miscellaneous Income	-	1,113	
Fundraising	-	-	
Government grants	39,857	18,238	
Other grants	-	-	
North Walsham Community Centre Ltd	-	-	
Management charges	-	1,789	
Donation	(62,705)	78,881	
Less			
Expenditure			
Wages and salaries	22,785	21,324	
Premises			
Cleaning	1,308	2,211	
Light, heat and water	2,832	2,228	
Rent and rates	-	874	
Repairs, renewals and maintenance	8,588	10,216	
Insurance	2,519	3,808	
Depreciation of fixtures and fittings	1,098	8,838	
Amortisation of leased property	2,042	2,178	
Management and administration	21,244	22,878	
Telephone and internet	692	982	
Printing, postage, stationery & adverts	157	178	
Office equipment maintenance	56	458	
Licences	111	154	
Professional fees	4,130	2,480	
Sundry expenses	82	182	
Bank charges	-	78	
	8,131	8,722	
	10,480	67,922	
Profit for the year	16,238	8,722	

The information set out on page 15 does not form part of the report and financial statements

NORTH WALSHAM COMMUNITY ASSOCIATION

MANAGEMENT INFORMATION

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	2022		2021
	£	£	£
Income			
Hire Charges		54,553	28,190
Contributions to light & heat		957	351
Subscriptions		-	117
Interest received		-	279
Miscellaneous Income		1,143	-
Fundraising		-	-
Government grants		18,239	39,857
Other grants		-	-
North Walsham Community Centre Ltd:			
Management charge		1,769	-
Donation		-	(2,999)
		<hr/>	<hr/>
		76,661	65,795
Less			
Expenditure			
Wages and salaries	<hr/>		<hr/>
	27,324		22,785
Premises			
Cleaning		2,211	1,308
Light, heat and water		5,256	3,837
Rent and rates		674	1
Repairs, renewals and maintenance		10,316	5,538
Insurance		3,608	3,519
Depreciation of fixtures and fittings		6,638	1,998
Amortisation of leasehold property		5,173	5,343
	<hr/>		<hr/>
	33,876		21,544
Management and administration			
Telephone and internet		662	592
Printing, postage, stationery & adverts		139	157
Office equipment maintenance		425	56
Licences		154	111
Professional fees		5,160	4,130
Sundry expenses		122	85
Bank charges		70	-
	<hr/>		<hr/>
	6,732		5,131
		<hr/>	<hr/>
		67,932	49,460
Profit for the year		<hr/>	<hr/>
		8,729	16,335