

**ANNUAL REPORT
&
ACCOUNTS
2021**

**HAINAULT FOREST
COMMUNITY ASSOCIATION
SOCIAL CLUB LTD.**

AND

**HAINAULT FOREST
COMMUNITY ASSOCIATION**

100b MANFORD WAY, CHIGWELL, ESSEX, IG7 4DF

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HAINAULT FOREST COMMUNITY ASSOCIATION SOCIAL CLUB LTD.
100b MANFORD WAY, CHIGWELL, ESSEX.

AGENDA – ANNUAL GENERAL MEETING – WEDNESDAY, 8TH SEPTEMBER, 2021

**NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING
OF THE H.F.C.A. SOCIAL CLUB LTD. WILL BE HELD AT HAINAULT
FOREST COMMUNITY ASSOCIATION AT
6.00 P.M. WEDNESDAY, 8th SEPTEMBER, 2021**

NO ADMITTANCE WILL BE ALLOWED WITHOUT MEMBERSHIP CARD.

- 1. APOLOGIES FOR ABSENCE.**
- 2. AGREE MINUTES OF PREVIOUS AGM HELD 2ND SEPT. 2020**
- 3. RECEIVE AND ENDORSE THE SOCIAL CLUB CHAIRMAN'S
REPORT AND TREASURER'S REPORT.**
- 4. RECEIVE, AGREE AND ENDORSE THE AUDITED AND SIGNED
ANNUAL STATEMENTS OF ACCOUNTS FOR THE 12 MONTHS
ENDED 31ST MARCH, 2021.**
- 5. RECEIVE AND ENDORSE THE PROPOSED OFFICERS.**
- 6. RECEIVE AND ENDORSE THE PROPOSED INDIVIDUAL
MEMBERS.**
- 7. APPOINT ONE AUDITOR FOR ONE YEAR, WHO SHALL NOT
BE AN OFFICER, NOR EMPLOYEE OR HAVE ANY
CONNECTION WITH THE SOCIAL CLUB'S BUSINESS OR
ACTIVITIES.**
- 8. ANY OTHER BUSINESS.**

HAINAULT FOREST COMMUNITY ASSOCIATION SOCIAL CLUB LTD.

MINUTES OF THE H.F.C.A. SOCIAL CLUB LTD.
ANNUAL GENERAL MEETING HELD ON
WEDNESDAY, 2ND SEPTEMBER, 2020

1. APOLOGIES FOR ABSENCE

Ms. L. Cray, Mrs. B. Willis, Mr. P. Chapman.

2. MINUTES OF PREVIOUS A.G.M.

The minutes of the A.G.M. held on 12th June, 2019 were confirmed by the meeting as a true record for the Minute Book.

3. SOCIAL CLUB CHAIRMAN'S REPORT - accepted.

SOCIAL CLUB TREASURER'S REPORT - accepted.

5. AUDITED ACCOUNTS

The accounts for the year ended 31st March, 2020 were agreed.

6. ELECTION OF OFFICERS

The following were elected unopposed:

Chairperson	Mr. S. Hindle
Vice Chairperson	Ms. L. Cray
Treasurer	Mr. R. Turner
Secretary	Mrs. B. Willis

The following members were elected unopposed:

Individual Members	Mr. P. Chapman
	Mr. L. Heffernan

7. APPOINTMENT OF AUDITOR

It was agreed to appoint Clay Ratnage Daffin & Co. for the coming year.

8. ANY OTHER BUSINESS – None.

AGM—SOCIAL CLUB CHAIRMAN’S REPORT

We can only re-iterate the comments made in the Association’s Chairman’s Report.

I would like to thank all the staff for their efforts over the past year.

It is with regret that we announce the retirement of the Bar Manager, Cliff at the end of this month.

The Social Club continues to provide a welcoming environment for members. Many centres, such as ours, have had to close their doors but, thankfully, due to the manner in which our organisation is administered and with the continued support by local residents, this will hopefully ensure our long term future.

AGM-SOCIAL CLUB TREASURER’S REPORT

This has been a tough year and whilst Greene King gave us credits for unused beers, we have suffered losses on ‘out of date’ products during lockdown.

Notwithstanding the above we have maintained an adequate bank balance due to funding received from L.B. Redbridge.

HAINAULT FOREST COMMUNITY ASSOCIATION
100b MANFORD WAY, CHIGWELL, ESSEX.

AGENDA – ANNUAL GENERAL MEETING – WEDNESDAY, 8TH SEPTEMBER, 2021

**NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING
OF THE HFCA WILL BE HELD AT HAINAULT FOREST COMMUNITY
ASSOCIATION AT 6.00 P.M.
WEDNESDAY, 8th SEPTEMBER, 2021**

NO ADMITTANCE WILL BE ALLOWED WITHOUT MEMBERSHIP CARD.

- 1. APOLOGIES FOR ABSENCE.**
- 2. AGREE MINUTES OF PREVIOUS AGM HELD 2ND SEPT 2020.**
- 3. RECEIVE AND ENDORSE THE CHAIRMAN'S AND
TREASURER'S REPORTS.**
- 4. RECEIVE, AGREE AND ENDORSE THE AUDITED AND SIGNED
ANNUAL STATEMENTS OF ACCOUNTS FOR THE 12 MONTHS
ENDED 31ST MARCH, 2021.**
- 5. RECEIVE AND ENDORSE THE PROPOSED OFFICERS.**
- 6. RECEIVE AND ENDORSE MEMBERS OF THE MANAGEMENT
COMMITTEE.**
- 7. APPOINT ONE AUDITOR FOR ONE YEAR, WHO SHALL NOT
BE AN OFFICER, NOR EMPLOYEE OR HAVE ANY
CONNECTION WITH THE ASSOCIATION'S BUSINESS OR
ACTIVITIES.**
- 8. ANY OTHER BUSINESS.**

AGM-CHAIRMAN'S REPORT

My special thanks go out to the endeavours of Mick, Gill and Jean for their administration and PR skills that have paved the way for a smooth continuance of the HFCA and also eased any burden for the Management Committee.

HFCA continues to offer a wide variety of activities and we are still maintaining an excellent relationship with the Inclusive Communities Group.

HFCA is seen as a focal meeting point for the community and works in partnership with many different organisations to ensure a diverse range of activities for many different inhabitants of the local area.

Having responsibility for 30 members of staff can be daunting at times but we like to think we keep a 'happy ship' and our turnover of staff reflects this.

AGM-TREASURER'S REPORT

Overall the Association is still managing to operate at a level which allows us to maintain our high standards in all areas. In today's economic climate, this is a testament to the efficient management of the Centre, especially taking Covid into account.

Covid has affected everybody over the past year and, fortunately, in terms of finances, we are in a satisfactory position. Nobody is certain about future Covid scenarios and we can only hope that things will continue to remain as they are.

**HAINAULT FOREST COMMUNITY
ASSOCIATION**

AND

H.F.C.A. SOCIAL CLUB LIMITED

"THE ASSOCIATION"

CONSOLIDATED ACCOUNTS

FOR THE YEAR ENDED

31ST MARCH 2021

**Clay Ratnage Daffin & Co Limited
Chartered Accountants
& Statutory Auditors**

**HAINAULT FOREST COMMUNITY ASSOCIATION AND
HFCA SOCIAL CLUB LIMITED
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT 31ST MARCH 2021**

Page 1

"ASSOCIATION" ASSETS

	Page No	31.3.21 £	31.3.20 £
FIXED ASSETS			
Centre and bar equipment		30,069	31,589
Leasehold improvements		339,755	350,698
		-----	-----
		369,824	382,287
CURRENT ASSETS			
Bar stocks		3,318	6,602
Sundry debtors - HFCA	4	2,630	34,868
Sundry debtors - Social Club	8	4,150	3,096
Bank accounts - HFCA		34,514	48,632
Bank accounts - Social Club		4,468	8,101
Cash in hand - HFCA		500	500
Cash in hand - Social Club		1,725	1,504
		-----	-----
		51,305	103,303
		-----	-----
CREDITORS: due within one year			
Trade creditors - HFCA		2,514	2,303
Trade creditors - Social Club		-	16,500
Sundry creditors - HFCA	4	17,889	20,034
Sundry creditors - Social Club	8	15,817	28,755
		-----	-----
		36,220	67,592
		-----	-----
NET CURRENT ASSETS		15,085	35,711
		-----	-----
TOTAL ASSETS LESS LIABILITIES		384,909	417,998
CREDITORS: due in more than one year	8	(4,000)	(4,500)
		-----	-----
NET ASSETS		380,909	413,498
		=====	=====
SOURCE OF FUNDS			
Association accumulated funds		380,909	413,498
		=====	=====

**HAINAULT FOREST COMMUNITY ASSOCIATION AND
HFCA SOCIAL CLUB LIMITED
CONSOLIDATED STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST MARCH 2021**

Page 2

	Page No	2021 £	2020 £
TOTAL INCOME			
HFCA	4	193,788	420,672
SOCIAL CLUB- Bar	6	24,663	144,984
- Other income	6	20,881	59,243
		-----	-----
		239,332	624,899
		-----	-----
EXPENDITURE ACCOUNT			
WAGES		321,181	377,193
- HFCA			
- Social Club		81,042	106,112
EXPENSES		76,987	125,083
- HFCA	5		
- Social Club	7	22,298	62,329
		-----	-----
		501,508	670,717
		-----	-----
OPERATING DEFICIT - HFCA		(204,380)	(81,604)
OPERATING (DEFICIT)/SURPLUS - SOCIAL CLUB		(57,796)	35,786
Grants Received – LBR Grant		8,300	9,733
Grants Received – RIAE Grant		3,000	-
Grants Received – Coronavirus Support Grant		218,277	32,149
Investment income		10	34
Donations		-	(335)
		-----	-----
EXCESS OF (EXPENDITURE) OVER INCOME		(32,589)	(4,237)
ACCUMULATED FUND BROUGHT FORWARD		413,498	417,735
		-----	-----
ACCUMULATED FUND CARRIED FORWARD		380,909	413,498
		=====	=====

**HAINAULT FOREST COMMUNITY ASSOCIATION AND
HFCA SOCIAL CLUB LIMITED
CONSOLIDATED STATEMENT OF COMPREHENSIVE INCOME (cont.)
FOR THE YEAR ENDED 31ST MARCH 2021**

Page 3

The 'Statement of Financial Position' and 'Statement of Comprehensive Income' set out on pages 1 and 2 show the results and assets of both the 'Hainault Forest Community Association' and 'H.F.C.A. Social Club Limited' on a consolidated basis. The schedules on pages 4 to 8 are extracts from each of the individual accounts. The reports in each set of accounts present an affirmative opinion on those accounts and we can confirm that the statements shown on pages 1 to 8 are true representations of the amounts shown in the accounts to 31st March 2021 of the two undertakings.

Clay Ratnage Daffin + Co Limited

Clay Ratnage Daffin & Co Limited
Chartered Accountants

Suite D, The Business Centre
Faringdon Avenue
Romford
Essex RM3 8EN

EXTRACTS FROM THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

	2021 £	2020 £
TOTAL INCOME		
Regular hall and room hire	13,842	73,378
Membership fees	246	4,304
Nursery income	179,700	342,990
	<u>193,788</u>	<u>420,672</u>
SUNDRY DEBTORS		
Nursery fees	1,744	731
Other debtors	886	3,233
Coronavirus support grant	-	30,904
	<u>2,630</u>	<u>34,868</u>
SUNDRY CREDITORS		
Amounts due within one year		
Independent examiners fees	2,100	2,832
Light and heat	855	1,709
Net wages	4,778	4,975
General and water rates	591	499
H M Revenue & Customs - PAYE and NIC	4,026	6,576
Nursery fees prepaid	5,539	3,443
	<u>17,889</u>	<u>20,034</u>

EXPENSES FOR THE YEAR ENDED 31ST MARCH 2021

	2021 £	2020 £
Business and water rates	1,436	6,057
Gas and electricity	10,712	20,034
Telephone	7,014	7,478
Insurance	3,082	3,266
Maintenance and repairs	13,177	22,640
Office supplies and stationery	3,087	2,996
Postage	55	39
Grass cutting	750	1,130
Independent examiners fees	2,100	2,832
Nursery expenses	13,366	36,802
Bank charges and interest	575	1,270
Refuse collection	2,831	2,740
Rentokil	1,251	1,183
Sundry expenses	213	796
TV licence	158	154
Computer expenses	3,018	2,424
Writers group	968	330
Depreciation – leasehold improvements	7,814	7,814
Depreciation – centre equipment and furniture	4,615	5,098
Loss on disposal of fixed assets	765	-
	----- 76,987	----- 125,083

EXTRACTS FROM THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

	2021 £	2020 £
CENTRE BAR		
TAKINGS	51,960	279,332
COST OF SALES		
Opening stock	6,602	6,927
Purchases: beer, spirits, crisps, sundries and tobaccos	24,013	134,023
	-----	-----
	30,615	140,950
Less: Closing stock	3,318	6,602
	-----	-----
	27,297	134,348
	=====	=====
CENTRE BAR SURPLUS	24,663	144,984
	=====	=====
OTHER INCOME		
Pool table income	1,071	1,918
Lottery gaming machine income	14,810	53,012
Grants received	500	500
Greene King sponsorship	4,500	3,813
	-----	-----
TOTAL OTHER INCOME	20,881	59,243
	=====	=====
Wages	81,042	106,112
Other expenses	22,298	62,329
	-----	-----
(DEFICIT)/EXCESS OF INCOME	(57,796)	35,786
	=====	=====

EXPENSES FOR THE YEAR ENDED 31ST MARCH 2021

	2021	2020
	£	£
Lottery gaming machine expenses	6,748	18,823
Transport costs	50	1,635
Maintenance and repairs	1,155	2,009
Accountancy fees	1,250	2,300
Bank charges and interest	1,596	3,328
Stocktaking fees	360	960
Entertainment	100	8,958
Sundry expenses	918	2,219
Pool table rental	161	989
Sky expenses	1,624	11,452
Security	531	1,022
Depreciation – leasehold improvements	3,129	3,129
Depreciation – centre equipment and furniture	4,676	5,505
	-----	-----
	22,298	62,329
	=====	=====

EXTRACTS FROM THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

	2021 £	2020 £
SUNDRY DEBTORS		
Lottery income accrued	2,700	1,295
Prepaid expenses	1,450	556
Coronavirus support grant	-	1,245
	<u>4,150</u>	<u>3,096</u>
SUNDRY CREDITORS		
Amounts due within one year		
Accountancy fees	1,250	2,300
Net wages	1,300	1,100
Kossway Tickets	-	1,565
Stock take fees	120	120
Deferred grant income	500	500
Deferred sponsorship income	11,250	15,750
HM Revenue & Customs – PAYE, NIC and pension	931	1,589
VAT	466	5,831
	<u>15,817</u>	<u>28,755</u>
Amounts due in more than one year		
Deferred grant income	<u>4,000</u>	<u>4,500</u>