

**ANNUAL REPORT  
&  
ACCOUNTS  
2022**

**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 – MONDAY, 19<sup>TH</sup> SEPTEMBER, 2022**

**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 6.30 P.M. MONDAY, 19th SEPTEMBER, 2022**

**NO ADMITTANCE WILL BE ALLOWED WITHOUT MEMBERSHIP CARD.**

- 1. APOLOGIES FOR ABSENCE.**
- 2. AGREE MINUTES OF PREVIOUS AGM HELD 8TH SEPT. 2021**
- 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 31<sup>ST</sup> MARCH, 2022.**
- 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, 8<sup>TH</sup> SEPTEMBER, 2021**

**1. APOLOGIES FOR ABSENCE**

Ms. L. Cray, Mr. P. Chapman.

**2. MINUTES OF PREVIOUS A.G.M.**

The minutes of the A.G.M. held on 2<sup>nd</sup> September, 2020 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 31<sup>st</sup> March, 2021 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 would like to thank all the staff for their efforts over the past year.**

**Please refer to the Association Chairman’s Report which details proposed changes to the HFCA site.**

### **AGM-SOCIAL CLUB TREASURER’S REPORT**

**Whilst we have had a loss of membership since pre-Covid, we have managed to balance income/expenditure by adjusting our opening hours.**

**We will be endeavouring to provide different additional social activities in the future and are setting up a group of people to come up with some ideas in this respect.**

**There is uncertainty about the future, as everybody knows, and all we can do is ask for your continued support to maintain our current situation.**

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

**AGENDA – ANNUAL GENERAL MEETING – MONDAY, 19<sup>TH</sup> SEPTEMBER, 2022**

**NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING  
OF THE HFCA WILL BE HELD AT HAINAULT FOREST COMMUNITY  
ASSOCIATION AT 6.30 P.M.  
MONDAY, 19<sup>th</sup> SEPTEMBER, 2022**

**NO ADMITTANCE WILL BE ALLOWED WITHOUT MEMBERSHIP CARD.**

- 1. APOLOGIES FOR ABSENCE.**
- 2. AGREE MINUTES OF PREVIOUS AGM HELD 8TH SEPT 2021.**
- 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 31<sup>ST</sup> MARCH, 2022.**
- 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.**

**You will all be aware by now that L.B. Redbridge is in the process of planning a new community hub, including housing, for HFCA's site and current information available shows that the actual re-build is proposed in four years' time.**

**Mick Willis (Manager), Linda Cray and Leo Heffernan (Committee), Gemma Witchell (Nursery Manager) and Gill Hudson (Administrator) have been directly involved in talks with L.B. Redbridge and are reporting to other Committee members accordingly.**

**We are informed that a bar, nursery and all existing activities are within future plans but we are still at an early stage to advise any further.**

**We anticipate that there will be draft plans for the future hub site in January 2023. These plans will be prepared as a result of a co-design process where selected residents of the community will be invited for their opinions towards the new community hub.**

**We will endeavour to keep you up to date with the progress and the effects it will have on current activities. At this stage, unfortunately, we cannot provide any further information.**

## **AGM-TREASURER'S REPORT**

**Covid has affected our financial situation over the past two years due to a reduction in footfall relevant to the general activities, bar and nursery.**

**We have been assisted financially by way of a grant from L.B. Redbridge which has given us the ability to keep operating.**

**Having said this, we are now seeing an increase in income which enables us to operate on a level footing and we have not needed to access the grant from L.B. Redbridge.**

**HAINAULT FOREST COMMUNITY  
ASSOCIATION**

**AND**

**H.F.C.A. SOCIAL CLUB LIMITED**

**"THE ASSOCIATION"**

**CONSOLIDATED ACCOUNTS**

**FOR THE YEAR ENDED**

**31ST MARCH 2022**

**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 2022**

**Page 1**

**"ASSOCIATION" ASSETS**

|   | Page No | 31.3.22<br>£   | 31.3.21<br>£   |
|---|---------|----------------|----------------|
| <b>FIXED ASSETS</b>                         |         |                |                |
| Centre and bar equipment                    |         | 23,494         | 30,069         |
| Leasehold improvements                      |         | 328,815        | 339,755        |
|   |         | -----          | -----          |
|   |         | 352,309        | 369,824        |
| <b>CURRENT ASSETS</b>                       |         |                |                |
| Bar stocks                                  |         | 7,325          | 3,318          |
| Sundry debtors - HFCA                       | 4       | 2,666          | 2,630          |
| Sundry debtors - Social Club                | 8       | 1,799          | 4,150          |
| Bank accounts - HFCA                        |         | 35,801         | 34,514         |
| Bank accounts - Social Club                 |         | 5,929          | 4,468          |
| Cash in hand - HFCA                         |         | 500            | 500            |
| Cash in hand - Social Club                  |         | 1,495          | 1,725          |
|   |         | -----          | -----          |
|   |         | 55,515         | 51,305         |
|   |         | -----          | -----          |
| <b>CREDITORS: due within one year</b>       |         |                |                |
| Trade creditors - HFCA                      |         | 2,351          | 2,514          |
| Trade creditors - Social Club               |         | 12,972         | -              |
| Sundry creditors - HFCA                     | 4       | 22,121         | 17,889         |
| Sundry creditors - Social Club              | 8       | 18,637         | 15,817         |
|   |         | -----          | -----          |
|   |         | 56,081         | 36,220         |
|   |         | -----          | -----          |
| <b>NET CURRENT (LIABILITIES) /ASSETS</b>    |         | (566)          | 15,085         |
|   |         | -----          | -----          |
| <b>TOTAL ASSETS LESS LIABILITIES</b>        |         | 351,743        | 384,909        |
| <b>CREDITORS: due in more than one year</b> | 8       | (3,500)        | (4,000)        |
|   |         | -----          | -----          |
| <b>NET ASSETS</b>                           |         | <b>348,243</b> | <b>380,909</b> |
|   |         | =====          | =====          |
| <b>SOURCE OF FUNDS</b>                      |         |                |                |
| Association accumulated funds               |         | 348,243        | 380,909        |
|   |         | =====          | =====          |

**HAINAULT FOREST COMMUNITY ASSOCIATION AND  
HFCA SOCIAL CLUB LIMITED  
CONSOLIDATED STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31ST MARCH 2022**

**Page 2**

|  | Page No | 2022<br>£ | 2021<br>£ |
|--|---------|-----------|-----------|
| <b>TOTAL INCOME</b>                                |         |           |           |
| HFCA   | 4       | 347,014   | 193,788   |
| SOCIAL CLUB- Bar                                   | 6       | 94,450    | 24,663    |
| - Other income                                     | 6       | 45,448    | 20,881    |
|  |         | -----     | -----     |
|  |         | 486,912   | 239,332   |
|  |         | -----     | -----     |
| <b>EXPENDITURE ACCOUNT</b>                         |         |           |           |
| WAGES - HFCA                                       |         | 340,857   | 321,181   |
| - Social Club                                      |         | 94,047    | 81,042    |
| EXPENSES - HFCA                                    | 5       | 107,139   | 76,987    |
| - Social Club                                      | 7       | 44,786    | 22,298    |
|  |         | -----     | -----     |
|  |         | 586,829   | 501,508   |
|  |         | -----     | -----     |
| <b>OPERATING DEFICIT - HFCA</b>                    |         | (100,982) | (204,380) |
| <b>OPERATING SURPLUS / (DEFICIT) - SOCIAL CLUB</b> |         | 1,065     | (57,796)  |
| Grants Received – LBR Grant                        |         | 28,300    | 8,300     |
| Grants Received – RIAE Grant                       |         | 3,000     | 3,000     |
| Grants Received – Coronavirus Support Grant        |         | 35,948    | 218,277   |
| Investment income                                  |         | 3         | 10        |
|  |         | -----     | -----     |
| <b>EXCESS OF (EXPENDITURE) OVER INCOME</b>         |         | (32,666)  | (32,589)  |
| <b>ACCUMULATED FUND BROUGHT FORWARD</b>            |         | 380,909   | 413,498   |
|  |         | -----     | -----     |
| <b>ACCUMULATED FUND CARRIED FORWARD</b>            |         | 348,243   | 380,909   |
|  |         | =====     | =====     |

**HAINAULT FOREST COMMUNITY ASSOCIATION AND  
HFCA SOCIAL CLUB LIMITED  
CONSOLIDATED STATEMENT OF COMPREHENSIVE INCOME (cont.)  
FOR THE YEAR ENDED 31ST MARCH 2022**

**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 2022 of the two undertakings.

*Clay Ratnage Daffin + Co Ltd*

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 2022

|                                      | 2022<br>£      | 2021<br>£      |
|--------------------------------------|----------------|----------------|
| <b>TOTAL INCOME</b>                  |                |                |
| Regular hall and room hire           | 66,590         | 13,842         |
| Membership fees                      | 1,755          | 246            |
| Fundraising income                   | 676            | -              |
| Nursery income                       | 277,993        | 179,700        |
|                                      | <u>347,014</u> | <u>193,788</u> |
| <b>SUNDRY DEBTORS</b>                |                |                |
| Nursery fees                         | 1,300          | 1,744          |
| Other debtors                        | 1,366          | 886            |
|                                      | <u>2,666</u>   | <u>2,630</u>   |
| <b>SUNDRY CREDITORS</b>              |                |                |
| <b>Amounts due within one year</b>   |                |                |
| Independent examiners fees           | 2,400          | 2,100          |
| Light and heat                       | 2,117          | 855            |
| Net wages                            | 5,609          | 4,778          |
| General and water rates              | -              | 591            |
| H M Revenue & Customs - PAYE and NIC | 6,308          | 4,026          |
| Nursery fees prepaid                 | 2,433          | 5,539          |
| Consultancy fees                     | 960            | -              |
| Membership fees- deferred income     | 2,294          | -              |
|                                      | <u>22,121</u>  | <u>17,889</u>  |

## EXPENSES FOR THE YEAR ENDED 31ST MARCH 2022

|   | 2022           | 2021          |
|---|----------------|---------------|
|   | £              | £             |
| Business and water rates                      | 2,978          | 1,436         |
| Gas and electricity                           | 19,111         | 10,712        |
| Telephone                                     | 5,542          | 7,014         |
| Insurance                                     | 2,874          | 3,082         |
| Maintenance and repairs                       | 18,836         | 13,177        |
| Office supplies and stationery                | 3,868          | 3,087         |
| Postage                                       | 27             | 55            |
| Grass cutting                                 | 1,338          | 750           |
| Independent examiners fees                    | 2,400          | 2,100         |
| Consultancy fees                              | 960            | -             |
| Nursery expenses                              | 28,561         | 13,366        |
| Bank charges and interest                     | 889            | 575           |
| Refuse collection                             | 3,320          | 2,831         |
| Rentokil                                      | 1,323          | 1,251         |
| Sundry expenses                               | 367            | 213           |
| TV licence                                    | 159            | 158           |
| Computer expenses                             | 3,204          | 3,018         |
| Writers group                                 | 106            | 968           |
| Depreciation – leasehold improvements         | 7,814          | 7,814         |
| Depreciation – centre equipment and furniture | 3,462          | 4,615         |
| Loss on disposal of fixed assets              | -              | 765           |
|   | <u>107,139</u> | <u>76,987</u> |

## EXTRACTS FROM THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

|  | <b>2022</b> | <b>2021</b> |
|--|-------------|-------------|
|  | <b>£</b>    | <b>£</b>    |
| <b>CENTRE BAR</b>  |             |             |
| TAKINGS  | 183,962     | 51,960      |
| <b>COST OF SALES</b>                                       |             |             |
| Opening stock  | 3,318       | 6,602       |
| Purchases: beer, spirits,<br>crisps, sundries and tobaccos | 93,519      | 24,013      |
|  | -----       | -----       |
|  | 96,837      | 30,615      |
| Less: Closing stock  | 7,325       | 3,318       |
|  | -----       | -----       |
|  | 89,512      | 27,297      |
|  | =====       | =====       |
| <b>CENTRE BAR SURPLUS</b>                                  | 94,450      | 24,663      |
|  | =====       | =====       |
| <b>OTHER INCOME</b>  |             |             |
| Pool table income  | 5,242       | 1,071       |
| Lottery gaming machine income                              | 35,206      | 14,810      |
| Grants received  | 500         | 500         |
| Greene King sponsorship                                    | 4,500       | 4,500       |
|  | -----       | -----       |
| <b>TOTAL OTHER INCOME</b>                                  | 45,448      | 20,881      |
|  | =====       | =====       |
| Wages  | 94,047      | 81,042      |
| Other expenses   | 44,786      | 22,298      |
|  | -----       | -----       |
| <b>EXCESS / (DEFICIT) OF INCOME</b>                        | 1,065       | (57,796)    |
|  | =====       | =====       |

**EXPENSES FOR THE YEAR ENDED 31ST MARCH 2022**

|   | <b>2022</b>   | <b>2021</b>   |
|---|---------------|---------------|
|   | <b>£</b>      | <b>£</b>      |
| Lottery gaming machine expenses               | 13,842        | 6,748         |
| Transport costs                               | 140           | 50            |
| Maintenance and repairs                       | 5,415         | 1,155         |
| Accountancy fees                              | 2,000         | 1,250         |
| Bank charges and interest                     | 2,797         | 1,596         |
| Stocktaking fees                              | 600           | 360           |
| Entertainment                                 | 1,610         | 100           |
| Sundry expenses                               | 1,904         | 918           |
| Pool table rental                             | 238           | 161           |
| Sky expenses                                  | 9,160         | 1,624         |
| Security                                      | 841           | 531           |
| Depreciation – leasehold improvements         | 3,127         | 3,129         |
| Depreciation – centre equipment and furniture | 3,112         | 4,676         |
|   | -----         | -----         |
|   | <u>44,786</u> | <u>22,298</u> |

## EXTRACTS FROM THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

|  | 2022<br>£     | 2021<br>£     |
|--|---------------|---------------|
| <b>SUNDRY DEBTORS</b>                        |               |               |
| Lottery income accrued                       | 1,635         | 2,700         |
| Prepaid expenses                             | 164           | 1,450         |
|  | <u>1,799</u>  | <u>4,150</u>  |
| <b>SUNDRY CREDITORS</b>                      |               |               |
| <b>Amounts due within one year</b>           |               |               |
| Accountancy fees                             | 2,000         | 1,250         |
| Net wages                                    | 1,491         | 1,300         |
| Stock take fees                              | 120           | 120           |
| Deferred grant income                        | 500           | 500           |
| Deferred sponsorship income                  | 6,750         | 11,250        |
| Bank charges                                 | 246           | -             |
| GM Duty                                      | 1,517         | -             |
| HM Revenue & Customs – PAYE, NIC and pension | 1,357         | 931           |
| VAT  | 4,656         | 466           |
|  | <u>18,637</u> | <u>15,817</u> |
| <b>Amounts due in more than one year</b>     |               |               |
| Deferred grant income                        | <u>3,500</u>  | <u>4,000</u>  |