



Trustees' Annual Report for the period

From 1st April 2020 Period start date To 31st March 2021
Period end date

Charity name: Long Itchington Community Centre

Charity registration number: 511376

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The centre shall be held upon trust for the purposes of a community centre for the use of persons resident within the parish of Long Itchington, including use for meetings lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Community Centre is the main meeting place for the village. It provides a venue for numerous community groups (Rainbows, Brownies, the Wednesday Club for pensioners, Parent and Toddler Group, the History Group and W.I.). It is used as a rural cinema and for exercises classes. It thus contributes to the social and emotional wellbeing of residents of all ages. It is used for birthday and christening gatherings and one-off events such as quizzes and coffee mornings. With very limited public transport to and from the village the Community Centre is an essential part of many residents' lives in combatting isolation and loneliness. There is no other not for profit venue in the village and is thus essential to the public benefit.
Statement confirming whether the trustees have had regard to the	Para 1.18	The trustees have had regard to the Charity Commission's guidance on public benefit.

guidance issued by the Charity Commission on public benefit		
---	--	--

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The Community Centre is grateful for those volunteers who support its events and sit on its Management Committee.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Community Centre is an important meeting place for the residents on Long Itchington. By making facilities available for meetings, it supports local residents, in particular their physical and mental health. Many of the groups which use the Community Centre support elderly residents in Long Itchington. This year is unusual due to COVID so the many events planned, and the planned window refurbishment were postponed. From Sept 2020 we were able to reopen in for a short time to support children's activities in the community and also for some limited exercise classes. This really supported the health and wellbeing of our community.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity carried forward £24872.31 into the next financial period. Full details of receipts and payments were included with Annual return. This is unusual and COVID support and a cease in regular activities contributed to this. The community centre received very little in hire costs and fundraising but this income was replaced with the grants from the district council to support the leisure industry.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustee's policy is to hold in the region of 6 months' running costs in reserves. This is to support the community centre if income is limited. This is typically between £3000 and £6000. This year, there is a higher amount carried forward as a result of grants linked to the Covid-19 pandemic.
Amount of reserves held	Para 1.22	£24872.31
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	In a typical year the principal source of funding is activity hire. During this financial year, there was a reduction in funding from activity hire due to social distancing rules. However, we have received several grants to support our activity and then a large start up grant that came just before the end of the financial year. These funds have not yet been spent and have contributed to our increased reserves going forward.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A

<p>A description of the principal risks facing the charity</p>	<p>Para 1.46</p>	<p>In this period the biggest risk was the potential impact of the COVID pandemic on the income for the Community Centre and the ability to pay the staff. The staff are paid from the hire costs received. All activities ceased in early March 2020. At the beginning of the year, we had very significant concerns regarding this. We took the grants available to us and this supported the centre. We were closed for a lot longer than anticipated in March 2020. There is continued concern regarding loss of income and even at times we are not in lockdown there is a general loss in confidence at holding events. Many regular activities have still not returned to the community centre (Jan 2022) and we are using the additional grants to support the running of the centre.</p>
<p>Other</p>		

Structure, Governance and Management

Description of charity's trusts:		The centre shall be held upon trust for the purposes of a community centre for the use of persons resident within the parish of Long Itchington, including use for meetings lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The Parish Council of Long Itchington is the Trustee of the Charity. Decisions in relation to the Charity are taken at meetings of the Parish Council. The Parish Council has delegated authority in relation to certain matters to a Management Committee which includes 3 Parish councillors and representatives from community groups who use the facility.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	The Parish Council of Long Itchington is the Trustee of the Charity.
Other		

--	--	--

Reference and Administrative details

Charity name	Long Itchington Community Centre
Other name the charity uses	
Registered charity number	511376
Charity's principal address	The Community Centre, Stockton Road, Long Itchington, Cv47 9QP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Long Itchington Parish Council			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		
Sally Shillitoe		
Linda Clark		
Barbara Atkins		
Jon Venn		
Ian Briggs		
Richard Jackson		
Louis Adam		
Nick Solmon		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
---------------------	--	--

Coventry Dioceses		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

Elizabeth	Bonney
-----------	--------

Position (eg
Secretary, Chair, etc)

Parish Clerk	
--------------	--

Date

24/01/2022

Long Itchington Parish Council
Summary of Receipts and Payments

27 January 2022 (2020-2021)

Cost Center 4

Community Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Precept - CC							(N/A)
5	Hire of facilities - CC		935.50	935.50				935.50 (N/A)
7	Fund Raising - CC	950.00	135.00	-815.00				-815.00 (-85%)
10	100 Club Contributions - CC							(N/A)
15	VAT Refund - CC							(N/A)
19	Donations & other income - CC	10,000.00	23,725.36	13,725.36				13,725.36 (137%)
22	Wages & Salaries - CC				6,600.00	3,343.14	3,256.86	3,256.86 (49%)
44	School Hall Charges charges - C				1,400.00		1,400.00	1,400.00 (100%)
45	Insurance - CC				600.00		600.00	600.00 (100%)
46	Repairs & Maintenance - CC				200.00	460.85	-260.85	-260.85 (-130%)
47	Water - CC				120.00	199.60	-79.60	-79.60 (-66%)
48	Rates - CC		419.84	419.84	505.00	529.84	-24.84	395.00 (78%)
49	Electricity - CC				700.00	454.11	245.89	245.89 (35%)
52	Fund raising Expenses - CC				50.00	425.01	-375.01	-375.01 (-750%)
53	Other Costs - CC				125.00	54.84	70.16	70.16 (56%)
56	Projects & improvements - CC					225.00	-225.00	-225.00 (N/A)
SUB TOTAL		10,950.00	25,215.70	14,265.70	10,300.00	5,692.39	4,607.61	18,873.31 (88%)

Summary

NET TOTAL	10,950.00	25,215.70	14,265.70	10,300.00	5,692.39	4,607.61	18,873.31 (88%)
V.A.T.					179.36		
GROSS TOTAL		25,215.70			5,871.75		

INTERNAL AUDIT REPORT FOR 1st April 2020 – 31st March 2021
FOR LONG ITCHINGTON PARISH COUNCIL

(The Internal audit was undertaken on 19th May 2021)

INTRODUCTION

This report covers the completed internal audit carried out for the financial year 2020-21 for Long Itchington Parish Council. On a day-to-day basis, the management of the Parish Council's finances is one of the duties of the Clerk's in their capacity as Responsible Finance Officer (RFO), supported by all members of the Parish Council.

STATEMENT OF RESPONSIBILITY

The work Xacct Ltd has undertaken was carried out based upon the Internal Audit requirements for Long Itchington Parish Council. This report has been prepared solely for Long Itchington Parish Council's use only and cannot be used for any other purpose.

The matters raised in this report are only those, which came to our attention during the course of the audit and are not necessarily a comprehensive list of all improvements that might be made. The responsibility for a sound system of internal control rests with Long Itchington Parish Council. Internal audit procedures are designed to focus on areas that are considered to be of greatest risk and significance, but implementation of any recommendations by the Internal Auditor are at the discretion of Long Itchington Parish Council if the Council believes that they will assist in the internal control of the Parish Council processes.

The Purpose of this report is:

- Provide the Council with an internal audit opinion of the effectiveness of the systems of financial control, risk management and control arrangements based on the work undertaken in the year.
- Summaries internal audit activity.
- Raise any particular issues arising from that work.

REVIEW OF ACCURATE BOOK-KEEPING

Our objective is to ensure that the accounting records are being maintained accurately and that no anomalous entries appear in cashbooks or financial ledgers.

- Income and expenditure entries to the cashbook were checked and found to be up to date and correct.
- An appropriate nominal coding structure is in place.
- All payments and receipts were found to be correct and supported by documentation (small batch picked adhoc)
- All receipts for the Long Itchington Council accounts, were banked in a timely manner
- Bank reconciliation was checked and found to be correct.
- A sample of payments were found to be matched to the individual invoices.
- VAT - The council is able to recover all VAT paid provided there are correct supporting invoices should the VAT be due. Repayments have been promptly made and properly accounted for.
- Petty Cash - We have reviewed a sample of payments during the year ensuring that each is appropriately supported by an invoice/receipt.
- Asset Register - It was noted that the Parish Council has a formal asset register; this was checked and found to be satisfactory

Detailed examinations of transactions have taken place to ensure financial records are up to date, the arithmetic is correct and that the accounts balance. In our opinion, appropriate books of account have been properly kept throughout the period covered by this report. It is noted that a payment list was prepared and presented to the Parish Council for review at every monthly Parish Council meeting.

Registered address: Xacct Ltd, 15 Short Lane, Long Itchington, Southam, Warwickshire, CV47 9PB

Company No: 9499389 | www.xacct.co.uk | admin@xacct.co.uk

Payroll - The Clerks salary and allowances were paid in accordance with Councils approvals, and PAYE and NI requirements were promptly applied.

Year End Accounts - The year-end accounts for the financial year 2020 – 2021 were checked and were found to be correct in agreement with the financial records shown by the Clerk, and the bank statements.

Budget Controls - It was noted that a proper budget and precept review for the year 2020-2021 was agreed. The budgetary procedures are effective; the Council ensures that its level of reserves is assessed for reasonableness. Monitoring of financial performance against the budget remains fully effective.

CORPORATE GOVERNANCE AND MINUTES OF THE PARISH COUNCIL MEETINGS

Our objective is to ensure that the Council has robust corporate governance documentation procedures in place and that the Council and Committee (where appropriate) hold meetings to cover all areas of discussion.

- This year's minutes are in place and are satisfactory with sections relating to financial awareness.

RISK MANAGEMENT AND INSURANCE

The Council continues to assess any significant risks and review the adequacy of arrangements to manage these. The public and product liability, employer's liability, employee dishonesty, commercial legal protection and official indemnity Insurance is in place.

This concludes the Internal Audit.

OVERALL CONCLUSION

We are pleased to conclude that, in the areas examined, the Council continues to have effective systems in place. The Clerk is showing an excellence knowledge of the requirements of the standard required by Local Government Finance Regulations.

Recommendations to look at only if Long Itchington Parish Council believes implementation would be beneficial.

Payroll

- We would suggest if you are paying anyone on a regular basis (this includes petty cash payments) and they are not on the payroll, that you should provide evidence that the individual has signed to say they will be paying their own PAYE and NI. *If the government deems an individual to only be being paid by one employer, they can prosecute both the supplier and the business paying them.*
- It may be intentional to put wage payments across different cost centers, but for trend analysis and year on year variances you may want to put them in one only. I have added a sheet to this letter to show the x2 area's noticed.

If you require any further information, advice or assistance please don't hesitate to contact me, as I would be happy to help out.

Kind Regards



Alexandra Feasey
Mob: 07733 005074
alex@xacct.co.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

~~DD~~/MM/YYYY 19 05 2021 DD/MM/YYYY

ENTRUSTED INTERNAL AUDITOR Xacct Ltd

Signature of person who carried out the internal audit

 KE REQUIRED

Date

24 05 2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).