

**Registered Charity Number 803261**

**ST JOHN'S COMMUNITY ASSOCIATION**  
**TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

# ST JOHN'S COMMUNITY ASSOCIATION

## CONTENTS

---

	<b>Page</b>
Legal and administrative information	1
Trustees' report	2 - 3
Independent examiner's report	4
Statement of Financial Activities	5
Balance sheet	6
Notes to the financial statements	7 - 9

**ST JOHN'S COMMUNITY ASSOCIATION**

**LEGAL AND ADMINISTRATIVE INFORMATION**

***FOR THE YEAR ENDED 31 AUGUST 2020***

---

<b>Trustees</b>	<p>The charity is managed by its trustees. The trustees serving during the year and since the year end were as follows:</p> <p>Martin Kiteley Tracey Hewett Jeanne Haigh Kirsty Duguid Julie Murray Sue Clements Neil Clements</p>
<b>Chairman</b>	Brian Hewitt
<b>Treasurer</b>	Kirsty Duguid
<b>Secretary to Trustees</b>	Elizabeth Taylor
<b>Registered Charity Number</b>	803261
<b>Governing document</b>	Constitution adopted 8 March 1990 as amended 5 September 1995 and 23 November 1995
<b>Objects per governing document</b>	<p>I To promote the benefit of the St John's area and the neighborhood without distinction of sex or political, religious or other options by associating the local authorities in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objects of improving the conditions of life for the said inhabitants.</p> <p>II To maintain and manage the community Centre or to co-operate with any local statutory authority in the maintenance and management of such a Centre for activities promoted by the association and its constituent bodies in furtherance of the above objects.</p>
<b>Registered office</b>	St John's Road, Hitchin, Hertfordshire, SG4 9JP
<b>Independent Examiner</b>	Mark Hjertzen, H W Associates Limited, Portmill House, Portmill Lane Hitchin, Hertfordshire, SG5 1DJ
<b>Bankers</b>	HSBC Bank plc 1 Market Place, Hitchin, Hertfordshire, SG5 1 DR

## ST JOHN'S COMMUNITY ASSOCIATION

### TRUSTEES' REPORT

*FOR THE YEAR ENDED 31 AUGUST 2020*

---

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 August 2020.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with the charity's Constitution, 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<sup>st</sup> January 2019).

#### **Structure, Governance and Management**

St John's Community Association is a registered charity governed by its Constitution. St John's Community Association is run by a team of Trustees based in the UK.

Trustees are recruited from those with an interest in running the Centre that provides buildings facilities and services, helps young children and people with disabilities and does the general charitable work in arts, culture, heritage and other areas.

As set out in the Constitution the board of trustees shall comprise of 4 Officers, namely the Hon. Chairman, Hon. Vice Chairman, Hon. Treasurer, Hon. Secretary, and a minimum of 5 other elected members, who meet regularly to administer the charity.

#### **Objectives of St John's Community Association**

To promote the benefits of the inhabitants of the St John's area and the neighborhood without distinction of sex or political, religious or other opinions by associating the local authorities in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objectives of improving the conditions of life for the said inhabitants.

To maintain and manage the Community Centre or to co-operate with any local authority in the maintenance and management of such a Centre for activities promoted by the Association and its constituent bodies in the furtherance of the above objects.

#### **Public benefit**

The trustees acknowledge the requirement to demonstrate clearly that it must have charitable purposes that are for the public benefit. Details of activities for the public benefit are described in the above paragraphs. The trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

#### **Financial review**

##### **Reserves and Investment policies**

General Fund £1,407. (2019: £1,713)

All monies received are given for the purpose of meeting the charity's objectives set out in the Constitution.

**ST JOHN'S COMMUNITY ASSOCIATION**

**TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 AUGUST 2020***

---

**Risk assessment**

The Trustees do not believe that St John's Community Association is subject to any substantial risks beyond the liabilities disclosed in the annual report. Trustees ensure appropriate use of funds, and their safeguard policy is up to date. A risk assessment policy and risk assessment register have been prepared and are reviewed on a regular basis.

**Accountants**

A resolution will be proposed at the AGM that Mark Hjertzen of HW Associates Limited be re-appointed as Independent Examiner for the ensuing year.

**Statement of Trustees' Responsibilities**

Charity law requires the trustees to prepare a trustees' annual report and accounts 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 requires the charity Trustees to prepare accounts 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 for that period. In preparing those accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, Statements of Recommended Practice and the provisions of the Constitution. The trustees are also responsible for safeguarding the assets of the charity and for their proper application as required by charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:

**B Hewitt**  
**Chairman**  
12<sup>th</sup> May 2022

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE  
UNAUDITED ACCOUNTS OF ST JOHN'S COMMUNITY ASSOCIATION**

---

I report to the charity trustees on my examination of the accounts of St John's Community Association (the charity) for the year ended 31 August 2020.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

**Responsibilities and basis of report**

As the charity trustees of St John's Community Association, 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 (the Act). 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 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 accounting 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.

**Mark Hjertzen BA FCA  
H W Associates Limited  
Chartered Accountants**

Portmill House  
Portmill Lane  
Hitchin  
Herts  
SG5 1DJ

ST JOHN'S COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 AUGUST 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
					<b>All unrestricted</b>
<b>Income</b>					
Income	2	16,744	-	16,744	26,260
Government Grant Received		10,000	-	10,000	-
<b>Total</b>		<u>26,744</u>	<u>-</u>	<u>26,744</u>	<u>26,260</u>
<b>Expenditure on:</b>					
Administration and governance	3	(564)	-	(564)	(564)
Direct charitable expenditure:					
Water rates		(76)	-	(76)	(541)
Repairs and renewals		(2,778)	-	(2,778)	(1,542)
Postage, stationery and printing		(196)	-	(196)	(170)
Insurance and licenses		(778)	-	(778)	(670)
Light and heat		(2,234)	-	(2,234)	(2,714)
Telephone		(922)	-	(922)	(872)
Cleaning and sundries		(7,086)	-	(7,086)	(5,526)
Youth club		(89)	-	(89)	(405)
Football club		(250)	-	(250)	(332)
Administration expenses		(10,666)	-	(10,666)	(10,450)
Caretaker		-	-	-	-
Meetings		(58)	-	(58)	(172)
Functions		(1,353)	-	(1,353)	(1,208)
<b>Total</b>		<u>(27,050)</u>	<u>-</u>	<u>(27,050)</u>	<u>(25,166)</u>
<b>Net income/(expenditure)</b>		(306)	-	(306)	1,094
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		(306)	-	(306)	1,093
Total funds brought forward		1,713	-	1,713	619
<b>Total funds carried forward</b>		<u><u>1,407</u></u>	<u><u>-</u></u>	<u><u>1,407</u></u>	<u><u>1,713</u></u>

ST JOHN'S COMMUNITY ASSOCIATION

**BALANCE SHEET**  
AS AT 31 AUGUST 2020

	Notes	2020		2019	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets			-		-
<b>CURRENT ASSETS</b>					
Debtors	5	106		-	
Cash at bank and in hand		2,429		2,841	
		<u>2,535</u>		<u>2,841</u>	
<b>CREDITORS:</b> amounts falling due within one year	6	(1,128)		(1,128)	
		<u></u>		<u></u>	
<b>NET CURRENT ASSETS</b>			1,407		1,713
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>1,407</u>		<u>1,713</u>
<b>FUNDS</b>					
Unrestricted Funds	7				
General			1,407		1,713
Designated			-		-
			<u>1,407</u>		<u>1,713</u>
Restricted			-		-
<b>TOTAL FUNDS</b>			<u>1,407</u>		<u>1,713</u>

Approved by the trustees on 12<sup>th</sup> May 2022 and signed on their behalf by:

.....  
**B Hewitt**  
**Chairman**  
**Charity No 803261**

ST JOHN'S COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2020

---

**1 Accounting policies**

**1.1 Basis of preparation**

The accounts 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 (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1<sup>st</sup> January 2015) (as amended by Update Bulletin 1 on 2<sup>nd</sup> February 2016) and the Charities Act 2011.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these accounts are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

These accounts for the year ended 31 August 2020 are prepared in accordance with FRS102, The Financial Reporting Standard in the UK and Republic of Ireland. The date of transition to FRS102 was 1 September 2015. The reported financial position and financial performance for the previous period are not affected by the transition to FRS102.

Assets and liabilities are initially recognised at cost value unless otherwise stated in the relevant accounting policy.

The charity has taken advantage of the concession available to smaller charities in the Statement of Recommended Practice which permits the analysis of incoming resources and resources expended by natural categories rather than by activity.

**1.2 Going concern**

The trustees are confident that the charity is able to continue to meet its liabilities as they fall due for the foreseeable future and that the accounts should be prepared on a going concern basis.

**1.3 Income**

Fundraising

Fundraising represent the total donations received from any fundraising or direct to the bank account during the year, including any associated Gift Aid reclaims.

Interest receivable

Interest receivable is included in the financial statements on an accruals basis.

**1.4 Expenditure**

Liability recognition

Liabilities are recognized as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. Expenditure includes any VAT which cannot be recovered.

Governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice.

ST JOHN'S COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

**1.5 Fund Accounting**

*Unrestricted funds*

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

*Restricted funds*

These are funds that can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when funds are raised for particular restricted purposes.

<b>2 Incoming resources</b>		<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
Fundraising	Unrestricted funds	16,744	26,258
Donations	Unrestricted funds	-	-
Government Grant Received	Unrestricted funds	10,000	-
Interest receivable	Unrestricted funds	1	2
		<hr/>	<hr/>
		26,744	26,260
		<hr/> <hr/>	<hr/> <hr/>
 <b>3 Administrative and governance costs</b>			
Independent Examiner's fees		564	564
AGM expenses		-	-
		<hr/>	<hr/>
		564	564
		<hr/> <hr/>	<hr/> <hr/>

ST JOHN'S COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

4 **Trustee remuneration and expenses**

None of the trustees received any remuneration or reimbursed expenses during the year.

5 <b>Debtors</b>	2020 £	2019 £
Weekly activities	106	-
Hiring	-	-
	<u>106</u>	<u>-</u>

6 **Creditors: amounts falling due within one year**

Accruals	1,128	1,128
Taxation and social security	-	-
	<u>1,128</u>	<u>1,128</u>

7 **Analysis of Net Assets between Funds**

	Unrestricted Funds £	Restricted Funds £	2020 Total £
Tangible fixed assets	-	-	-
Debtors	106	-	106
Cash at bank and in hand	2,429	-	2,429
Creditors: amounts falling due within one year	(1,128)	-	(1,128)
	<u>1,407</u>	<u>-</u>	<u>1,407</u>

8 **Related parties**

There are no related party transactions to disclose.