

**Report of the Trustees and  
Financial Statements for the Year Ended 31 December 2019  
for  
Crowborough Community Association  
(A Company Limited by Guarantee)**

**Crowborough Community Association**

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for the Year Ended 31 December 2019**

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**Crowborough Community Association**

**Reference and Administrative Details  
for the Year Ended 31 December 2019**

**TRUSTEES**

Mrs C F Wilson (Chair)  
Mr R Wakefield (Secretary)  
Mrs J Somers (Treasurer)  
Mr D R Larkin  
Mr F J Lees  
Mr T C Wilson  
Mr P R Ellefsen  
Mr R J W Bishop  
Mrs A J Suter  
Mr G Owen-Williams

**COMPANY SECRETARY**

Mr R Wakefield

**REGISTERED OFFICE**

Crowborough Community Centre  
Pine Grove  
Crowborough  
East Sussex  
TN6 1FE

**REGISTERED COMPANY NUMBER**

07130145 (England and Wales)

**REGISTERED CHARITY NUMBER**

1134266

**INDEPENDENT EXAMINER**

Always Accounting Limited  
54a High Street  
Heathfield  
East Sussex  
TN21 8JB

**BANKERS**

Lloyds Bank  
The Broadway  
Crowborough  
East Sussex

**Report of the Trustees  
for the Year Ended 31 December 2019**

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2019. The Trustees have adopted the provisions of 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).

**OBJECTIVES AND ACTIVITIES**

**Objectives and Aims**

The objectives of the Company are fully set out in its Articles of Association and are the same as those of the Crowborough Community Association ("Old CCA") which the company was formed to replace.

To paraphrase the Objectives of the Company, they are:

To promote the benefit of local residents without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together such residents and the local authorities, voluntary and other organisations 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 object of improving the quality of life;

To establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in cooperation with any local authority or other body) in furtherance of these objectives; and

To promote such other charitable purposes as may from time to time be determined.

**ACTIVITIES**

The CCA was able to start 2019 on an optimistic note. There was the excitement of the new sound and lighting system, giving the Community Centre opportunities to market itself to a much wider audience. A new café team had settled in under Alex, the executive chef, with imaginative ideas for developing the café.

**Mead House Redevelopment**

There were also many challenges. One of those was the disruption as a result of the start of development of the Mead House site. The first action the developers took was to close the previous WDC car park adjacent to the Centre. This immediately caused significant difficulty for Centre users as the nearest alternative car park involves crossing a very busy road with no pedestrian crossing. Helping Centre users find parking places or reserving spaces for those really in need of a space in the Centre's car park put noticeable additional pressure on the Centre Managers and Duty Managers throughout the year. Once development began, there was noise, dust, dirt and water run-off nuisance, all of which had to be managed on top of the day job.

An unexpected and rather sad consequence of the development of the Mead House site and its adjacent wood was the displacement of badgers which lived there. On 3 separate occasions badgers were found in the area round the Centre and badger rescue organisations had to be called in to help.

The impact of the loss of adjacent parking was also felt in the loss of bookings. These amounted to at least £10,000 worth, although I am pleased to report that by the end of 2019 other bookings were making up this loss.

**Café**

Another significant challenge presented itself when the executive chef left suddenly in September. However, the rest of the café team pulled together magnificently and met the Christmas demand with confidence and aplomb.

Very sadly, Janet, the head cook, was forced to resign in December due to personal reasons. It was a testament to her and the well-trained café team that they were so successful in managing the Christmas rush and subsequently were prepared to continue seamlessly into 2020.

The café was the subject of much strategic debate by the Board. Whilst accepting there may be a need to subsidise the café in order to maintain it as a vital hub of the Centre, the Board wanted to move it to at least a break-even position by the end of 2019. This was to be achieved by a greater control on costs and encouraging organic growth, principally through greater use by Centre users.

A very difficult decision was also taken to withdraw access to the main kitchen for Centre users. The mix of Centre users and café staff was making control very difficult, especially when the kitchen was used by Centre users in the evenings. Migration away from the kitchen to using other methods for refreshments required a delicate management approach but the change was necessary to maintain food and hygiene safety and to prevent breakages of equipment and china.

So much for the challenges. What about the opportunities?



**Report of the Trustees  
for the Year Ended 31 December 2019**

**New AV Equipment**

The new A/V installation stimulated the Board to take a strategic approach to marketing the whole centre but the hall in particular. A new marketing group was set up, including 2 non-CCA volunteers with extensive professional skills and experience. We are extremely grateful to them for assisting in this way. The result of the working group's meetings was to produce a strategic marketing plan for the CCC hall along with an operational plan for the next 12 months. Alongside this, a social media strategy was developed and both strategies agreed by the Board.

**Basepoint Business Centre**

Other opportunities arose when Basepoint opened their business centre in the Pine Grove offices in April, followed very soon afterwards by the Town Council into its new offices. We were delighted that Basepoint selected the CCC café as the preferred caterer for its events and the CCA Board is proud of the efficient and professional way the café staff fulfilled the catering to Basepoint.

Having the Town Council, the Enterprise Centre and the refurbished library on the same site as CCC has created a new and vibrant dynamic in Pine Grove and strengthened communication and co-operation between all 4 organisations.

**Centre Bookings**

From a slow start at the beginning of 2019, bookings picked up very significantly during the year, in particular from hirers offering public entertainment such as comedians and tribute artists. These were a welcome addition to the already wide range of activities which take place in the Centre. Income was above budget and costs better controlled, helped by grant applications for specific items. This all looked set for a strong start to 2020 with a higher number of bookings for the beginning of the year than in previous years.

**Public benefit**

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'. The trustees conclude that, since the Crowborough Community Association exists to support the community, its staff and centre users they feel the charity can demonstrate each of the principles outlined in the Charity Commission's guidance on Charities and Public Benefit are being met.

**FINANCIAL REVIEW**

**Financial position**

Total income for 2019 was £215,875 (2018: £394,212). This included the café income of £48,548 (2018: £34,719) and interest income of £408. 2018 benefited from significant donations.

Expenditure was £327,138 (2018: £271,526).

The centre showed a net deficit of £111,263 after depreciation of £101,628 (2018: net income £122,686).

**Reserves policy**

A review of the CCA reserves policy was carried out in 2018. As a result, the trustees consider that they should aim to hold free reserves equal to at least £88,600. Should it be required and approved by the trustees this would rise by 3% to account for inflation.

The company held free reserves of £88,400 as at the 31 December 2019 (£138,001 - 2018).

**Going concern**

The trustees have no material uncertainty with regards to Crowborough Community Association's ability to continue as a going concern.

**FUTURE PLANS**

So, we thought we had everything under control for a very successful 2020, going from strength to strength with our marketing and social media strategies in place, a strong sales platform and a stable café team. Indeed, the year did start well with more bookings for January and February than usual. Then everything changed, which will be the subject of the chairman's report for 2020.

**Report of the Trustees  
for the Year Ended 31 December 2019**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The company is governed by its Memorandum and Articles of Association; members of the company guarantee that in the event of the company's insolvency and if requested, each member will contribute towards its liabilities to a maximum of £10.

**Charity constitution**

The charity is a company limited by guarantee and was formed on 19 January 2010. The company was entered in the Register of Charities on 11 February 2010.

The trustees, who are also directors for the purposes of company law, include;

Chantal Wilson - Chairperson  
Russell Wakefield - Secretary  
Janet Somers - Treasurer  
David Larkin  
Frank Lees  
Clive Wilson  
Peter Ellefsen  
Roger Bishop  
Angela Suter  
Gareth Owen Williams

**Recruitment and appointment of new trustees**

Trustees are recruited on the basis of skills needed on the Board with a preference for trustees who live fairly locally so that they can provide the support needed to the staff. Generally, this is done by personal contact. No new skill requirements were identified in 2019. When new trustees are appointed, the charity secretary provides them with a pack of essential documents and links to significant documents on external websites such as the Charity Commission OIC.

I am pleased to report that Peter Ellefsen, who had been the director nominated by Crowborough Council, agreed to remain as a Board member in his own right when he stepped down from the council. In his place, the council nominated Gareth Owen-Williams and we were pleased to welcome him to the Board in July.

**Decision making**

All transactions undertaken by the company are carried out in accordance with the decision taken at meetings of the trustees with these being minuted and followed-up at subsequent meetings. Copies of the minutes of all Management Committee meetings are sent to all the trustees. All financial transactions are undertaken through its bank accounts in accordance with mandates approved by the trustees and in accordance with financial regulations adopted by the trustees.

**Induction and training of new trustees**

Induction sessions for the new trustee are held by the Chairperson and the charity Secretary which include a detailed tour of the community centre, a session on how the centre is run and the systems it uses, and an opportunity to meet the centre managers.

**Management of Risk**

The Trustees take the management of risk very seriously. Advice is taken from external professionals as considered appropriate and also from individual trustees with relevant experience and expertise. In particular, a detailed risk report has been prepared and is regularly updated in relation to the development of the Community Centre and a full Operational Risk Plan is in place for the running of the Centre. Detailed Financial Regulations specifying how financial transactions are to be undertaken have been adopted by the trustees.

**Thank yous!**

As always, I am very pleased to have this opportunity to thank the members of the Board for the amazing amount of time they give voluntarily to the running of the Community Centre and to the quality of their professional-standard input. We are incredibly lucky to have such a high-quality Board. I would also like to thank the two Centre Managers for their dedication and commitment to the success of the Centre - they always go the extra mile. And thank you, of course, to the duty managers, café staff and caretaker who work tirelessly day in and day out to make the Centre as attractive and pleasant an experience as possible for users. Last but not least I would like to thank a small but very effective band of volunteers who help behind the scenes with fund raising, marketing, banking, exhibitions and the like.

**Report of the Trustees  
for the Year Ended 31 December 2019**

**EVENTS SINCE THE END OF THE YEAR**

Information relating to events since the end of the year is given in the notes to the financial statements.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 25 August 2020 and signed on its behalf by:

Chantal Wilson  
Mrs C F Wilson - Trustee



## **Crowborough Community Association**

### **Statement of Trustees Responsibilities for the Year Ended 31 December 2019**

The trustees (who are also the directors of Crowborough Community Association for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



**Independent Examiner's Report to the Trustees of  
Crowborough Community Association (Registered number: 07130145)**

**Independent examiner's report to the trustees of Crowborough Community Association ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2019.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

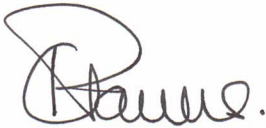
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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



Mrs Katie Parsons  
FMAAT AATQB  
Always Accounting Limited  
54a High Street  
Heathfield  
East Sussex  
TN21 8JB

Date: 25/08/2020.....

**Crowborough Community Association**

**Statement of Financial Activities  
for the Year Ended 31 December 2019**

	Notes	Unrestricted fund £	Designated funds £	Restricted fund £	31.12.19 Total funds £	31.12.18 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>						
Donations and legacies	2	4	-	3,816	3,820	204,250
<b>Charitable activities</b>	4					
Community hall lettings		153,394	-	-	153,394	149,630
Cafe		48,548	-	-	48,548	34,719
Investment income	3	408	-	-	408	-
Other income		<u>9,705</u>	<u>-</u>	<u>-</u>	<u>9,705</u>	<u>5,613</u>
<b>Total</b>		212,059	-	3,816	215,875	394,212
<b>EXPENDITURE ON</b>						
Raising funds		790	-	-	790	-
<b>Charitable activities</b>	5					
Community hall lettings		207,119	-	579	207,698	176,779
Cafe		49,829	-	-	49,829	16,313
Community centre building		-	-	64,899	64,899	66,510
Other		<u>3,922</u>	<u>-</u>	<u>-</u>	<u>3,922</u>	<u>11,924</u>
<b>Total</b>		261,660	-	65,478	327,138	271,526
<b>NET INCOME/(EXPENDITURE)</b>		(49,601)	-	(61,662)	(111,263)	122,686
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds brought forward</b>		<u>189,401</u>	<u>88,600</u>	<u>2,622,902</u>	<u>2,900,903</u>	<u>2,778,217</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>139,800</u>	<u>88,600</u>	<u>2,561,240</u>	<u>2,789,640</u>	<u>2,900,903</u>

The Statement of Financial Activities also complies with the requirement for an income and expenditure account under the Companies Act 2006.

All activities are classified as continuing. There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

The notes on pages 11 to 17 form part of these financial statements.

**Crowborough Community Association (Registered number: 07130145)**

**Statement of Financial Position  
At 31 December 2019**

	Notes	Unrestricted fund £	Designated funds £	Restricted fund £	31.12.19 Total funds £	31.12.18 Total funds £
<b>FIXED ASSETS</b>						
Tangible assets	10	108,258	-	2,557,324	2,665,582	2,760,484
<b>CURRENT ASSETS</b>						
Debtors: amounts falling due within one year	11	11,518	-	-	11,518	10,566
Cash at bank		<u>43,328</u>	<u>88,600</u>	<u>3,916</u>	<u>135,844</u>	<u>155,550</u>
		54,846	88,600	3,916	147,362	166,116
<b>CREDITORS</b>						
Amounts falling due within one year	12	(23,304)	-	-	(23,304)	(25,697)
<b>NET CURRENT ASSETS</b>		<u>31,542</u>	<u>88,600</u>	<u>3,916</u>	<u>124,058</u>	<u>140,419</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>139,800</u>	<u>88,600</u>	<u>2,561,240</u>	<u>2,789,640</u>	<u>2,900,903</u>
<b>NET ASSETS</b>		<u><u>139,800</u></u>	<u><u>88,600</u></u>	<u><u>2,561,240</u></u>	<u><u>2,789,640</u></u>	<u><u>2,900,903</u></u>
<b>FUNDS</b>	14					
Unrestricted funds:						
Other charitable funds					139,800	189,401
Designated funds					<u>88,600</u>	<u>88,600</u>
					228,400	278,001
Restricted funds:						
Restricted income funds					<u>2,561,240</u>	<u>2,622,902</u>
<b>TOTAL FUNDS</b>					<u><u>2,789,640</u></u>	<u><u>2,900,903</u></u>

The notes form part of these financial statements

**Statement of Financial Position - continued**  
**At 31 December 2019**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 25 August 2020 and were signed on its behalf by:

Chantal Wilson  
Mrs C F Wilson -Trustee



## **Crowborough Community Association**

### **Notes to the Financial Statements for the Year Ended 31 December 2019**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

##### **Expenditure**

Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be recovered within the item of expenditure to which it relates.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### **Governance costs**

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees and costs linked to the strategic management of the charity.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Land and buildings	- 2% straight line
Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 33% straight line

##### **Taxation**

The Company is a Registered Charity (number: 1134266). All activities are undertaken to fulfil the primary objectives of the charity and are therefore exempt under Part 11 of the Corporation Tax Act 2010.

##### **Fund accounting**

The charity has various funds for which it is responsible;

Unrestricted funds - these are for use on the general charitable objectives of the charity.

Restricted funds - these funds are for use as directed by the donor. A description of the projects can be found in note 15.

Designated funds - these are unrestricted funds ring fenced by the trustees for specific purposes. A description can be found in note 16.

##### **Pension costs and other post-retirement benefits**

The charitable company contributes to the People's Pension. Contributions payable are charged to the Statement of Financial Activities in the period to which they relate.

**Crowborough Community Association**

**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2019**

**1. ACCOUNTING POLICIES - continued**

**Debtors**

Trade and other debtors are recognised at the settlement amount due.

**Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments. The trustees seek to use short- and medium-term deposit where possible to maximize the return on monies held at the bank and to manage cash flow.

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

**2. DONATIONS AND LEGACIES**

	31.12.19	31.12.18
	£	£
Donations	3,820	64,250
Donated assets	<u>-</u>	<u>140,000</u>
	<u>3,820</u>	<u>204,250</u>

**3. INVESTMENT INCOME**

	31.12.19	31.12.18
	£	£
Deposit account interest	<u>408</u>	<u>-</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	31.12.19	31.12.18
	£	£
Community hall lettings	153,394	149,630
Café income	<u>48,548</u>	<u>34,719</u>
	<u>201,942</u>	<u>184,349</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Totals
	£	£
Community hall lettings	207,698	207,698
Café	49,829	49,829
Community centre building	<u>64,899</u>	<u>64,899</u>
	<u>322,426</u>	<u>322,426</u>

**Crowborough Community Association**

**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2019**

**6. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.12.19	31.12.18
	£	£
Depreciation - owned assets	<u>101,628</u>	<u>66,510</u>

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2019 nor for the year ended 31 December 2018.

During the year the charity was controlled by the Trustees.

**Trustees' expenses**

None of the trustees (or any persons connected with them) received any expenditure reimbursements during the year (2018 - none).

**8. STAFF COSTS**

	31.12.19	31.12.18
	£	£
Wages and salaries	140,174	121,890
Social security costs	2,350	1,100
Other pension costs	<u>1,358</u>	<u>939</u>
	<u>143,882</u>	<u>123,929</u>

The average monthly number of employees during the year was as follows:

	31.12.19	31.12.18
Centre management staff	2	2
Centre staff	<u>14</u>	<u>14</u>
	<u>16</u>	<u>16</u>

There were no employees whose annual remuneration was £60,000 or more (2018: none).

They key management personnel of the charity comprise the Trustees and the joint Centre Managers. The total employee benefits of the key management personnel of the Charity were £37,169 (2018: £38,109) which were paid to the joint Centre Managers.

**Crowborough Community Association**

**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2019**

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Designated funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	200,750	-	3,500	204,250
<b>Charitable activities</b>				
Community hall lettings	149,630	-	-	149,630
Cafe	34,719	-	-	34,719
Other income	<u>5,613</u>	<u>-</u>	<u>-</u>	<u>5,613</u>
<b>Total</b>	<u>390,712</u>	<u>-</u>	<u>3,500</u>	<u>394,212</u>
<b>EXPENDITURE ON Charitable activities</b>				
Community hall lettings	173,279	-	3,500	176,779
Cafe	16,313	-	-	16,313
Community Centre Building	-	-	66,510	66,510
Other	<u>11,924</u>	<u>-</u>	<u>-</u>	<u>11,924</u>
<b>Total</b>	<u>201,516</u>	<u>-</u>	<u>70,010</u>	<u>271,526</u>
<b>NET INCOME/(EXPENDITURE)</b>	189,196	-	(66,510)	122,686
<b>Transfers between funds</b>	<u>(23,600)</u>	<u>23,600</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>	165,596	23,600	(66,510)	122,686
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>	<u>23,805</u>	<u>65,000</u>	<u>2,689,412</u>	<u>2,778,217</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>189,401</u>	<u>88,600</u>	<u>2,622,902</u>	<u>2,900,903</u>

**10. TANGIBLE FIXED ASSETS**

	Land and buildings £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 January 2019	3,001,134	271,539	-	3,272,673
Additions	<u>-</u>	<u>6,150</u>	<u>576</u>	<u>6,726</u>
At 31 December 2019	<u>3,001,134</u>	<u>277,689</u>	<u>576</u>	<u>3,279,399</u>
<b>DEPRECIATION</b>				
At 1 January 2019	400,152	112,037	-	512,189
Charge for year	<u>60,023</u>	<u>41,413</u>	<u>192</u>	<u>101,628</u>
At 31 December 2019	<u>460,175</u>	<u>153,450</u>	<u>192</u>	<u>613,817</u>
<b>NET BOOK VALUE</b>				
At 31 December 2019	<u>2,540,959</u>	<u>124,239</u>	<u>384</u>	<u>2,665,582</u>
At 31 December 2018	<u>2,600,982</u>	<u>159,502</u>	<u>-</u>	<u>2,760,484</u>



**Crowborough Community Association**

**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2019**

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.19	31.12.18
	£	£
Trade debtors	7,261	8,591
Prepayments	<u>4,257</u>	<u>1,975</u>
	<u>11,518</u>	<u>10,566</u>

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.19	31.12.18
	£	£
Trade creditors	1,877	2,742
Other creditors	1,680	1,809
Credit card creditor	847	-
Deferred income	5,379	7,158
Accrued expenses	<u>13,521</u>	<u>13,988</u>
	<u>23,304</u>	<u>25,697</u>

**13. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.12.19	31.12.18
	£	£
Within one year	45	179
Between one and five years	<u>-</u>	<u>45</u>
	<u>45</u>	<u>224</u>

**14. MOVEMENT IN FUNDS**

	At 1.1.19	Net movement	At 31.12.19
	£	in funds	£
		£	
<b>Unrestricted funds</b>			
Other charitable funds	189,401	(49,601)	139,800
Designated funds	<u>88,600</u>	<u>-</u>	<u>88,600</u>
	278,001	(49,601)	228,400
<b>Restricted funds</b>			
Restricted income funds	2,622,902	(61,662)	2,561,240
	<u>2,900,903</u>	<u>(111,263)</u>	<u>2,789,640</u>

Net movement in funds, included in the above are as follows:

	Incoming	Resources	Movement in
	resources	expended	funds
	£	£	£
<b>Unrestricted funds</b>			
Other charitable funds	212,059	(261,660)	(49,601)
<b>Restricted funds</b>			
Restricted income funds	3,816	(65,478)	(61,662)
	<u>215,875</u>	<u>(327,138)</u>	<u>(111,263)</u>

**Crowborough Community Association**

**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2019**

**14. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.1.18 £	Net movement in funds £	Transfers between funds £	At 31.12.18 £
<b>Unrestricted Funds</b>				
Other charitable funds	23,805	189,196	(23,600)	189,401
Designated funds	<u>65,000</u>	<u>-</u>	<u>23,600</u>	<u>88,600</u>
	88,805	189,196	-	278,001
<b>Restricted Funds</b>				
Restricted income funds	2,689,412	(66,510)	-	2,622,902
	<u>2,778,217</u>	<u>122,686</u>	<u>-</u>	<u>2,900,903</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Other charitable funds	390,712	(201,516)	189,196
<b>Restricted funds</b>			
Restricted income funds	3,500	(70,010)	(66,510)
	<u>394,212</u>	<u>(271,526)</u>	<u>122,686</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.18 £	Net movement in funds £	Transfers between funds £	At 31.12.19 £
<b>Unrestricted funds</b>				
Other charitable funds	23,805	139,595	(23,600)	139,800
Designated funds	<u>65,000</u>	<u>-</u>	<u>23,600</u>	<u>88,600</u>
<b>Restricted funds</b>				
Restricted income funds	<u>2,689,412</u>	<u>(128,172)</u>	<u>-</u>	<u>2,561,240</u>
<b>TOTAL FUNDS</b>	<u>2,778,217</u>	<u>11,423</u>	<u>-</u>	<u>2,789,640</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Other charitable funds	602,770	(463,176)	139,595
<b>Restricted funds</b>			
Restricted income funds	<u>7,316</u>	<u>(135,488)</u>	<u>(128,172)</u>
<b>TOTAL FUNDS</b>	<u>610,087</u>	<u>(598,664)</u>	<u>11,423</u>

## **Crowborough Community Association**

### **Notes to the Financial Statements - continued for the Year Ended 31 December 2019**

#### **15. RESTRICTED FUNDS**

The restricted funds relate to council funding used to build the new community centre in Crowborough which was completed in May 2012. This is being reduced by depreciation of the fixed assets purchased. Part of the funds made available to build and fit out the Centre were provided in grants made by the Big Lottery Fund. These grants were advanced on the condition that if the Charity decided to sell the centre within 20 years of each grant the Charity may be obliged to surrender a portion of the proceeds to the grant provider.

In 2018 £1,000 was received to fund the cost of replacement lighting and in 2019 £3,816 was received to purchase a new soundbar and screen along with partitioning screens.

#### **16. DESIGNATED FUNDS**

The designated funds represent a sinking fund set aside by the trustees in line with the charity's reserves policy. This is outlined in the Report of the Trustees.

#### **17. CONTINGENT LIABILITIES**

Under the VAT Act 1994 section 10, the Community Centre completed in 2012 was Zero rated due to its intended use for charitable purposes. Should the use of the building change within 10 years of its construction then the VAT on the construction costs may become payable. It is the intention of the trustees to use the building for charitable purposes for the foreseeable future.

#### **18. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2019.

#### **19. POST BALANCE SHEET EVENTS**

As a result of the COVID-19 outbreak the Trustees took the decision to close the Centre from 18 March 2020. It remained closed, as required by the Government, until 25 July 2020 when it was allowed to open at a significantly reduced capacity, in order to comply with physical distancing requirements.

For the period of the closure the Centre received no income from lettings or operation of the café, an estimated income reduction of £81,500 when compared with the same period in 2019. The Trustees were able to take advantage of business support measures introduced by the Government, including the Coronavirus Job Retention Scheme, business rates relief and a Retail, Hospitality and Leisure Grant. These payments significantly offset the loss of income although there were still costs incurred throughout the period of closure.

It is likely that the Centre will operate at a reduced capacity for the remainder of 2020, and this is likely to have a further material impact on the results for the year. The Trustees continue to monitor this and more details will be reflected in the 2020 year end accounts.