

Charity Registration No. 1134266

Company Registration No. 07130145 (England and Wales)

CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2018

CROWBOROUGH COMMUNITY ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

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

Charity number

1134266

Company number

07130145

Principal address and registered office

Crowborough Community Centre
Pine Grove
Crowborough
East Sussex
TN6 1FE

Independent examiner

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Bankers

Lloyds TSB
The Broadway
Crowborough
East Sussex
TN6 1DA

CROWBOROUGH COMMUNITY ASSOCIATION

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CROWBOROUGH COMMUNITY ASSOCIATION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018

The trustees present their report and accounts for the year ended 31 December 2018.

The accounts have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 (FRS 102) (effective 1 January 2016).

The Trustees' Report is prepared in accordance with special provisions of part 15 of the Companies Act 2006 relating to small companies.

Structure, governance and management

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

The trustees, who are also the directors for the purpose of company law, include:

Chantal Wilson	Chairman
Russell Wakefield	Secretary
Janet Somers	Treasurer (appointed 14 May 2018)
David Larkin	
Frank Lees	
Clive Wilson	
Peter Ellefsen	
Jeanette Towey	(resigned 30 May 2018)
Roger Bishop	
Angela Suter	
Gareth Owen-Williams	(appointed 8 July 2019)

We were delighted to welcome a new finance director/treasurer to the Board, Janet Somers, whose qualifications, experience and skill are a perfect fit for the position. We are exceptionally fortunate that she is willing to serve.

The position of Wealden District Council appointed trustee was removed from our Constitution as the position had lost its relevance.

Management of the Company

All transactions undertaken by the Company are carried out in accordance with the decisions 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.

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 2018. 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 and OIC. Induction sessions for the new trustee are held by the chairman 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.

CROWBOROUGH COMMUNITY ASSOCIATION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018

There was a small turnover of managerial staff during the year, with a final team of 2 part-time centre managers, 5 part-time contracted duty managers and 5 zero hours staff, plus café staff.

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.

Objectives and activities

Objectives

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:

- (a) 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;
- (b) 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
- (c) To promote such other charitable purposes as may from time to time be determined.

Activities

2018 was a tumultuous year in which the Board and management had to be flexible, agile, responsive and exceptionally hard working in order to meet our objective of maintaining Crowborough Community Centre as a vibrant and viable focus for community activity, social cohesion and community spirit in Crowborough.

Major donation in kind

Let's start with an astonishing good news story. The CCA identified a need to replace some old stage lights which were expensive to run. Our volunteer grants officer obtained two grants towards the total cost which left a £1,650 deficit. We approached the Church of Scientology for a grant for the shortfall in their annual round of grant giving. What resulted was support of a scale the CCA could never have dreamed of.

The Church of Scientology then offered to assess our full audio/visual system in the main hall and advise us on what we needed to do to upgrade our systems, well beyond just replacing 8 lights.

We were invited to meet the chairman of the Church of Scientology to receive the assessment, only to be told that all the specified equipment had been purchased and was being donated to us. In addition, a team of installers was on hand to install it immediately and were prepared to work every night for a week to complete the installation with no disruption to the operation of the main hall. The result was an upgrade well beyond anything we had expected and all in time for the Christmas panto.

We are very grateful for this exceptional donation. Not only is it wonderful to have a state-of-the-art audio/visual system with a professional grade projector, but it is so encouraging to have an international organisation believe in us enough to invest so heavily and without asking us to fill in a single form!

CROWBOROUGH COMMUNITY ASSOCIATION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018

As well as producing a fascinating story, what does this mean for the CCA and the Community Centre? It puts on the CCA and the Centre staff a significant obligation to use the equipment to the full to help sustain the viability and sustainability of the Centre. It's the least we can do in response to such generosity. We are confident that there are no other venues with such facilities for many miles around and we are determined to use this key selling point to maximum advantage.

Oh, and by the way, the Church of Scientology were as good as their word and also gave us a very significant grant as can be seen in the accounts.

Loss of adjacent public car park

In the background to everything the CCA did in 2018 was the potential redevelopment of the adjacent 99 space public car park (on which we relied so heavily) and the refurbishment of the Pine Grove offices on the other side of the Centre. During the year a huge amount of energy went into opposing the loss of the car park in which the CCA was magnificently supported by the local population. Despite drawing up in detail a compromise proposal which would have retained about 50 parking spaces but still allowed for about 50 dwellings, in April the planning application to remove all 99 spaces and build 67 dwellings was approved and the land sold to a private developer.

Re-development on both sides of the Community Centre

At the beginning of the year, refurbishment started on the office building on the other side of the Centre with scaffold on our demised area. With this and the loss of the car park in April, the management effort which had to be put into customer information and service increased significantly and our staff did a remarkable job keeping users content - more work on top of their normal jobs. This was a very worrying time for Trustees as we and the staff had to adjust to a totally different external environment whilst having no control over it. It is disappointing to report that we lost one large annual booking which relied on adequate parking and two other regular users.

Possible new parking spaces

Wealden District Council proposed the possibility of adding 42 additional car parking spaces to its car park across the road from the Centre. Pursuing this was another work stream carried out by the CCA. The private housing developer is obliged by planning condition to install a pedestrian crossing across Pine Grove once the first dwelling is occupied. The CCA is working with the town council and others to bring this action forward and create a comprehensive scheme of parking spaces, pedestrian crossing, pedestrian routes out of the car park and appropriate signage. This had not come to fruition by the end of 2018. Being able to access the Community Centre safely from the (now) nearest public car park on the far side of a busy road is essential for our users and it is a project the CCA will pursue until it is achieved.

Café

No annual report would be complete without mention of the café in the Community Centre. The operator of the café, SCDA, gave notice that they intended to withdraw in March. Just as our work was at a peak in relation to the external pressures, we had to gear up to this change of circumstance. The Board re-confirmed its view that the café is an essential element to the offer in the Centre. It is a place where people socialise and where casual interaction is encouraged. It gives the Centre a heart and is an important service to our users and non-users. It was therefore decided to take the café in-house. A part time professional chef was engaged in April and the existing SCDA staff retained under TUPE arrangements. It was a steep learning curve to manage the café and to establish a reliable and stable work force, helped by managerial staff being willing to help in the café when needed. The CCA felt by the end of the year that we had created a distinctive offer of healthy, seasonal, home cooked food. We are indebted to the chef for making everything in house, even things you might expect to come from a bottle, and to our in-house baker.

CROWBOROUGH COMMUNITY ASSOCIATION

TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018

In accordance with our duties stated in section 17(5) of the 2011 Charities Act the trustees have considered the guidance provided by the Charity Commission in regard to public benefit. This is taken into account when deciding what activities the charity should undertake.

Financial review

Total income for 2018 was £394,212 (2017: £147,389). This included the generous donation referred to above of £140,000 of equipment and £60,000 of cash, and income from the café of £34,719.

Expenditure increased from £214,997 to £271,526 largely as a result of increased maintenance expenditure as the building ages.

The centre showed net income for the year of £122,686 (2017: net deficit of £67,608).

Reserves

A review of the CCA reserves policy was triggered by a high level of unexpected expenditure in the year, creating a trading loss of £15,000. The hall floor needed refurbishing, (thanks to high use), the hot water system failed leaving the whole Centre without hot water for a month and there was a serious break-down in the lift mechanism. We also suffered temporary closure due to snow when there was no income. The costs incurred by these were met from reserves leading to the trustees deciding that a more formal reserves policy was needed to ensure adequate reserves were in place for future such events. The policy was comprehensively reviewed and cash to cover our obligations was placed in a separate bank account.

The Trustees consider that they should aim to hold free reserves equal to at least £88,600, rising by 3% each year to account for inflation.

The company held free reserves of £138,001 at the 31 December 2018 (up from £88,805 in 2017).

Plans for the future

Plans for 2019 have been greatly influenced by the significant donation of cash and A/V equipment.

The CCA's first priority will be to review its reserves policy to ensure that sufficient cash is placed in reserves to cover the principal risks.

With exceptional audio-visual equipment, the CCA will concentrate its efforts to market this unique advantage compared with other community and village halls. A new marketing group is being established which will focus on increasing the use of the main hall in the Centre for high value events which are likely to be attracted by the A/V facilities. There is very little, if any, professional entertainment in Crowborough and this may be a market to which the Centre can usefully contribute. However, the CCA will not bear any financial risk in connection with such events.

The board sees the café in the Centre as an important social meeting place and is pleased it has had the opportunity to bring running the café in house. The aim is to stabilise the staff team and to run a good value and consistent service.

The CCA also intends to raise its profile as the organisation running the community centre. This will be in order to emphasise that it is run by a charity with a board which consists entirely of volunteers and that it needs and justifies support from the community. Too often the Centre is seen as a social enterprise with the charitable aims little understood.

CROWBOROUGH COMMUNITY ASSOCIATION

TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018

Thank yous!

My grateful thanks as always go to the Trustees and staff who all work so hard and passionately for the prosperity of the Community Centre. Between us we have the satisfaction of knowing that the Centre becomes more and more the social and cultural centre of Crowborough where social activities and community spirit flourish. The staff and trustee teams work independently but with such undisputed common objectives, come together to form the strong single team which is the essence of the Centre.

On behalf of the board of trustees



Chantal Wilson **Chair**
Trustee

Dated: 25th September 2019

CROWBOROUGH COMMUNITY ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2018

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard in the UK and Republic of Ireland'.

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each 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, of the charity for that period.

In preparing these financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

CROWBOROUGH COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018

I report to the trustees on my examination of the accounts of the Charity for the year ended 31 December 2018.

Responsibilities and basis of report

As the trustees of the Charitable Company, 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

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with the accounting records; or
- 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
- 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.

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 Cummins FCCA, FCIE

On behalf of
TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Date:

CROWBOROUGH COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2018

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
<u>Income from:</u>						
Donations and legacies	3	200,750	-	3,500	204,250	1,000
Charitable activities	4	184,349	-	-	184,349	140,975
Other income		5,613	-	-	5,613	5,414
Total		390,712	-	3,500	394,212	147,389
<u>Expenditure on:</u>						
Charitable activities:						
Lettings	5	201,516	-	3,500	205,016	146,327
Community centre building		-	-	66,510	66,510	68,670
Total		201,516	-	70,010	271,526	214,997
Net income/(expenditure)		189,196	-	(66,510)	122,686	(67,608)
Transfers between funds	13	(23,600)	23,600	-	-	-
Net movement in funds		165,596	23,600	(66,510)	122,686	(67,068)
Total funds brought forward at 1 January 2018		23,805	65,000	2,689,412	2,778,217	2,845,825
Total funds carried forward at 31 December 2018	14	189,401	88,600	2,622,902	2,900,903	2,778,217

The Statement of Financial Activities also complies with the requirements 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 10 to 17 form part of these financial statements.

CROWBOROUGH COMMUNITY ASSOCIATION

BALANCE SHEET AS AT 31 DECEMBER 2018

	Notes	£	2018 Total funds £	£	2017 Total funds £
Fixed assets					
Tangible assets	9		<u>2,760,484</u>		<u>2,686,994</u>
			2,760,484		2,686,994
Current assets					
Debtors	10	10,566		7,639	
Short term deposits, cash at bank and in hand		<u>155,550</u>		<u>108,399</u>	
		166,116		116,038	
Creditors: amounts falling due within one year	11	<u>(25,697)</u>		<u>(24,815)</u>	
Net current assets			140,419		91,223
Total net assets			<u>2,900,903</u>		<u>2,778,217</u>
 The funds of the charity:	14				
Restricted income funds	12		2,622,902		2,689,412
<i>Unrestricted funds:</i>					
Designated funds	13		88,600		65,000
Other charitable funds			<u>189,401</u>		<u>23,805</u>
			<u>2,900,903</u>		<u>2,778,217</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the Board on..... 25th September 2019

Chantal Wilson

Chantal Wilson (Chairman)
Trustee

Company Registration No. 07130145

CROWBOROUGH COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

1.0 Legal status of the charitable company

Crowborough Community Association is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found in the trustees' report.

In the event of the company being wound up the liability of the members is limited to £10 each.

2.0 Accounting Policies

2.1 Basis of accounting

The financial statements 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 (FRS102) and the Companies Act 2006.

Crowborough Community Association meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). The trustees have no material uncertainties with regards to Crowborough Community Association's ability to continue as a going concern.

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

2.2 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.

2.3 Expenditure and the basis of apportioning costs

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 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.

CROWBOROUGH COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

2.4 Tangible fixed assets

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its useful life, as follows:

Long leasehold land and building	2% straight line
Fixtures, fittings & equipment	25% reducing balance

2.5 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 12.

Designated funds – these are funds ring fenced by the trustees for specific purposes. A description can be found in note 13.

2.6 Debtors

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

2.7 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 deposits where possible to maximize the return on monies held at the bank and to manage cash flow.

2.8 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.

3 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Donations	60,750	3,500	64,250	1,000
Donated assets	140,000	-	140,000	-
	<u>200,750</u>	<u>3,500</u>	<u>204,250</u>	<u>1,000</u>

During the year the charity were donated assets including a projector and various items of lighting equipment.

CROWBOROUGH COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Community hall lettings	149,630	-	149,630	140,975
Café income	34,719	-	34,719	-
	<u>184,349</u>	<u>-</u>	<u>184,349</u>	<u>140,975</u>

5 Expenditure

	Staff costs £	Depreciation £	Other costs £	Total 2018 £	Total 2017 £
Expenditure on charitable activities					
<u>Lettings and café operation</u>					
Activities undertaken directly	123,929	-	69,163	193,092	139,914
Support costs	-	-	11,924	11,924	6,413
Total lettings costs	<u>123,929</u>	<u>-</u>	<u>81,087</u>	<u>205,016</u>	<u>146,327</u>
<u>Community centre building</u>					
Activities undertaken directly	-	66,510	-	66,510	68,670
Total Expenditure	<u>123,929</u>	<u>66,510</u>	<u>81,087</u>	<u>271,526</u>	<u>214,997</u>

Included within support costs are governance costs of £3,600 (2018: £3,600), representing amounts paid to the independent examiner in respect of accountancy examination services.

CROWBOROUGH COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

6 Comparative Funds – Statement of Financial Activities year ended 31 December 2017

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	2017 Total funds £
Income from:					
Donations and legacies	3	-	-	1,000	1,000
Charitable activities	4				
Lettings		140,975	-	-	140,975
Other income		5,414	-	-	5,414
Total		146,389	-	1,000	147,389
Expenditure	5				
Charitable activities:					
Lettings		146,327	-	-	146,327
Community centre building		-	-	68,670	68,670
Total		146,327	-	68,670	214,997
Net income/(expenditure)		62	-	(67,670)	(67,608)
Total funds brought forward at 1 January 2017		23,743	65,000	2,757,082	2,845,825
Total funds carried forward at 31 December 2017	14	23,805	65,000	2,689,412	2,778,217

CROWBOROUGH COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

7 Staff costs

	2018 £	2017 £
Staff costs during the year were as follows:		
Wages and salaries	121,890	84,078
Social Security costs	1,100	1,365
Pension costs	939	359
	<u>123,929</u>	<u>85,802</u>

The average number of employees during the year, analysed by function, was as follows:

	2018	2017
Charitable activities:		
Centre Management Staff	2	2
Centre Staff	14	9
	<u>16</u>	<u>11</u>

There were no employees whose annual remuneration was £60,000 or more (2017: none).

The 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 £38,109 (2017: £33,464), which were paid to the joint Centre Managers.

8 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.

CROWBOROUGH COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

9 Tangible fixed assets

	Land and buildings £	Fixtures, fittings & equipment £	Total £
Cost			
At 1 January 2018	3,001,134	131,539	3,272,673
Additions	-	140,000	-
At 31 December 2018	3,001,134	271,539	3,272,673
Depreciation			
At 1 January 2018	340,130	105,549	445,679
Charge for the year	60,022	6,488	66,510
At 31 December 2018	400,152	112,037	512,189
Net book values			
At 31 December 2018	2,600,982	159,502	2,760,484
At 31 December 2017	2,661,004	25,990	2,686,994

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.

10 Debtors

	2018 £	2017 £
Trade debtors	8,591	6,253
Prepayments and accrued income	1,975	1,386
	10,566	7,639

11 Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	2,742	2,968
Other creditors	1,809	1,119
Accruals	13,988	9,880
Deferred income	7,158	10,848
	25,697	24,815

CROWBOROUGH COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

12 Restricted funds

	At 1 January 2018 £	Incoming resources £	Resources expended £	At 31 December 2018 £
New Community Centre Building Fund	2,688,412	-	(66,510)	2,621,902
Lighting fund	1,000	-	-	1,000
Mead House Campaign Legal Fees	-	3,500	(3,500)	-
	2,689,412	3,500	(70,010)	2,622,902

The New Community Centre Building and Council Loan Fund relates to council funding used to build a new community centre in Crowborough which was completed in May 2012. This is being reduced by depreciation of the fixed assets purchased. Note 9 sets out details regarding conditions imposed on funding by the Big Lottery Fund included in the above.

Last year £1,000 was received to fund the cost of replacement lighting.

Mead House Campaign Legal Fees fund established to enable legal advice to be sought in respect of a potential legal challenge to the development of the Mead House car park adjacent to the Centre.

13 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the Trustees for specific purposes:

	At 1 January 2018 £	Transfers £	Utilised in year £	At 31 December 2018 £
Ring fenced reserves	65,000	23,600	-	88,600
	65,000	23,600	-	88,600

Ring fenced reserves represent a sinking fund set aside by trustees in line with the charity's reserves policy. As outlined in the Trustees' Report, the reserves policy was updated in the year which has resulted in additional funds being transferred.

CROWBOROUGH COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

14 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2017 £
Fund balances at 31 December 2018 are represented by:				
Tangible fixed assets	140,000	-	2,620,484	2,760,484
Current assets	75,098	88,600	2,418	166,116
Creditors: amounts falling due within one year	(25,697)	-	-	(25,697)
	<u>189,401</u>	<u>88,600</u>	<u>2,622,902</u>	<u>2,900,903</u>

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 December 2017 are represented by:				
Tangible fixed assets	-	-	2,686,994	2,686,994
Current assets	48,620	65,000	2,418	116,038
Creditors: amounts falling due within one year	(24,815)	-	-	(24,815)
	<u>23,805</u>	<u>65,000</u>	<u>2,689,412</u>	<u>2,778,217</u>

15 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.

16 Trustees

During the year the charity was controlled by the trustees.

None of the trustees (or any persons connected with them) received any remuneration or expenditure reimbursements during the year (2017: none).

17 Lease commitments

	2018 £	2017 £
Due within 1 year	179	179
Due within 2 - 5 years	45	224
	<u>224</u>	<u>403</u>

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