

**NEWCOURT COMMUNITY ASSOCIATION
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2017**

**NEWCOURT COMMUNITY ASSOCIATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

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NEWCOURT COMMUNITY ASSOCIATION

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31ST DECEMBER 2017

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name: Newcourt Community Association

Working Name: NCA

Registered Charity Number: 1152841

Address: Newcourt Community Centre
Blakeslee Drive
Exeter
EX2 7FN

Bankers: National Westminster Bank PLC
18 St Thomas Centre
Cowick Street
Exeter
EX4 3DL

Independent Examiner: Mr M B J Cronin MAAT FCIE
Bowhill Bookkeeping Services
172 Newman Road
Exeter
EX4 1PQ

Trustees:

The following trustees served during the year and to the date this report was approved:

C Sampson (appointed January 2017, chair from May 2017)
J Arkell (chair to 31st January 2017)
Councillor M Baldwin (resigned May 2017)
P Brady
J Brown
L Bryant (resigned November 2017)
A Clover (resigned October 2017)
J Cretney
A Evans (appointed May 2017)
S Gedye (chair from 1st February till 2nd May 2017)
G Hallett (resigned May 2017)
JP Hedge (resigned Nov 2017)
PCSO A Keller (resigned May 17)
K Newbery (resigned January 2017)
Councillor R Newby (appointed November 2017)
C Pinsent (appointed May 2017)

Officers:

The following officers served during the year and to the date this report was approved:

Ken Cretney - Treasurer
Cath Jones – Assistant Treasurer (until Oct 17)
Claire Pinsent - Secretary (Jan 17-Oct 17)
Steven Jones Secretary (Oct 17-Dec 17)
Kate Arkell - Minute Secretary
Cath Jones - Line Manager for Community Centre (up to Oct 17)
Claire Pinsent – Line Manager for Community Centre (Oct-Nov 17)
Andrew Cook – Line Manager for Community Centre

NEWCOURT COMMUNITY ASSOCIATION

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31ST DECEMBER 2017

The Trustees present their report along with the financial statements of the CIO for the year to 31st December 2017. The financial statements have been prepared in accordance with the accounting policies set out on page 10; comply with the CIO's constitution, applicable law, and follow best practice as laid down in the SORP FRS 102.

The reference and administrative information set out on page 1 forms part of this report.

1. Structure, Governance and Management

Newcourt Community Association is a Charitable Incorporated Organisation (CIO) which is governed by an 'associated' model Constitution adopted on 16 June 2013. The charity was registered with the Charity Commission on 12 July 2013, and took over the bank balance as at that date of its predecessor, the unincorporated association 'Newcourt Community Association'.

The NCA is governed by a board comprising a minimum of 3 and a maximum of 12 appointed trustees, of which at least two thirds of the trustees must be residents of Newcourt and voting members of the NCA. New trustees are appointed either through being elected by the members, or co-opted by the existing trustees. New trustees appointed by the existing trustees must retire at the next AGM following their appointment, and one third of the trustees appointed by the members must also retire at the AGM. This ensures that there will always be an opportunity for at least four new trustees to be appointed each year at the AGM.

This year the trustees have established two committees to assist with the day to day operations of the NCA:

The Operations Committee is responsible for providing day to day executive management and oversight of NCA activities, events, groups and teams, consistent with achieving the goals and objectives of the 5 year plan.

The Community Centre Operations Group is responsible for providing oversight, guidance and direction to the routine operations of the community centre.

The trustees have identified any major risks facing the NCA and taken such steps as they can to mitigate them.

2. Objectives, Activities and Public Benefit

The charity's objects are to:

- benefit the residents of the Newcourt district of Exeter, Devon and its neighbourhood (without distinction of sex, sexual orientation, race or of political, religious or other opinions) by associating together these residents and the relevant local authorities, voluntary and other organisations in a common effort to improve community life and to provide facilities in the interests of social welfare and the local environment with the objective of improving the conditions of life for the residents.

In furtherance of these aims, but not otherwise, the CIO shall:

- communicate local information, gather and consider residents' ideas, concerns and opinions;
- design, manage and promote activities;
- consult and liaise with local authorities and other relevant parties.

The trustees are satisfied that the charity's objects meet the public benefit purpose of the advancement of community development.

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3. Values, Mission and Vision (agreed by the trustees over the last 3 months of 2017)

Our Values represent who we are and why we do what we do:

- We are committed to making Newcourt a great place to live - a safe, welcoming, positive community.
- We value and encourage the friendships and relationships that are formed through community activities as part of a healthy community life.
- We value being part of the wider communities of Exeter and Devon.
- We believe in transparency and openness in the way that we conduct ourselves and our activities, working together to serve the community.
- We respect and value every member of our community.

Our Mission represents what we do:

- We connect and communicate with residents through face to face, printed and electronic means.
- We manage and maintain a Community Centre to provide a range of activities that benefit the community and generate revenue to sustain the facility.
- We aim to unite and actively involve residents to build a sense of community, promoting mutual support and safety.
- We organise community-building activities whilst supporting groups in their local activities.
- We facilitate individuals, working groups and initiatives to help address local issues.
- We advocate and campaign on behalf of community needs, acting as the collective voice of residents with local businesses, authorities and developers.
- We reach out to underrepresented areas of the growing community and look to nurture and develop representation from those areas.
- We work to build good relationships with the wider communities of Exeter and Devon, local authorities, developers, and other organisations relevant to the Newcourt community.

Our Vision represents our long term Vision of our future:

- That Newcourt is great place to live.
- To fully engage with and support all residents, and understand the needs of the whole community.
- To provide sustainable and up-to-date facilities through a Community Centre that is attractive, accessible, welcoming and appealing to all residents.
- To grow and consolidate Newcourt as a vibrant community, and to encourage initiatives that help residents to flourish.

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4. Achievements and Performance

The NCA has had a very active year, supporting a community that has grown from approximately 1,250 to 1,400 homes in 2017. The main areas of activity include:

- Leading and growing the NCA; including encouraging the involvement of new trustees; launching a 5 year planning process and workshops; agreeing values, mission and vision, goals and objectives.
- Engaging & communicating with residents through an updated web site; a residents' survey; a twice-yearly newsletter; a growing residents' email list; more public meetings for residents.
- Improving the environment, traffic flow and safety through parking proposals submitted to DCC; assessing likely IKEA traffic build-up; supporting the Train Station group and Britain in Bloom.
- Operating & improving the Community Centre, through establishing the community garden and maintaining an operating surplus - alongside providing the facilities for the first two terms of the new primary school in advance of the completion of the School build.
- Encouraging and supporting a range of community activities: including Street dancing; Babies and toddlers; Litter picks; Quiz nights; BBQs; Carols on the Green; Job club; Summer, Halloween and Christmas events.
- Providing effective and robust financial management (see section 5).

5. Financial Review

The charity made a cash surplus in the year of £45,713 (2016 – cash surplus £42,366).

Total cash receipts were £112,832 an increase of 45% compared to the previous year. Significant grants were received or drawn down during the year and rental income from the Community Centre showed a 69% increase compared to 2016. The income for the community centre was £67,558, an average monthly income of £5,630.

Total cash payments were £67,119 an increase of 90% compared to 2016. Salaries costs showed increase with additional staff employed. Most cost categories increased compared to 2016 with greater use of the Centre. Community centre payments showed a 48% increase compared to 2016. The expenditure for the Community Centre was £46,818, an average monthly expenditure of £3,901.

Total cash funds at 31st December 2017 totalled £110,799. £105,370 is held by the trustees in a separate unrestricted fund to continue to develop the community centre including an operating balance £48,016 and residual of grant provided from Exeter City Council £57,354 to be invested in 2018. The 'draw down' grant from Exeter City Council has now been fully drawn down. The Community Centre made a surplus of £51,453.

The remaining unrestricted funds totalling £5,429 have been assigned by the trustees to be spent as outlined in note 3 on page 10 of the financial statements.

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TRUSTEES' ANNUAL REPORT

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6. Reserves

The charity's reserves including the unrestricted community centre fund total £110,799 at the year-end. The reserves cover adequately all current and anticipated financial commitments including:

- payroll and other operating costs of the NCC
- general management and administration costs of the charity
- maintaining regulatory compliance as an employer e.g. employment contracts, policies, health and safety
- maintaining regulatory compliance as a charity e.g. new data protection legislation
- provision to protect/maintain significant key installations (eg lifts, fire escapes)
- cash buffer for emergencies

The trustees continually review their reserves and as the charity grows will ensure any further monies are set aside if necessary to ensure all financial commitments continue to be met. Equally, as the charity grows, any surpluses will continue to be spent on the charity's objectives including:

- the goals and objectives as stated in the 5 year plan
- improving the management tools, processes and systems at the NCC
- improving the facilities and equipment at the NCC
- offsetting local competition from other facilities with rooms for hire

The trustees are developing a more robust financial planning process to more accurately forecast and prioritise the demands on the charity's reserves and surpluses, and which will be aligned with the periodic review and update of the 5 year plan.

7. Plans for the Future

The purpose of the 5-year plan is to ensure that the NCA has clearly defined goals and objectives that are consistent with its stated mission and vision statements. Goals provide a general sense of priority and direction for the charity's activities and events, and the investment of its financial resources. Objectives define specific and measurable things that should be completed by a certain date. Goals can look as far ahead as five years; objectives tend to be limited to the current year.

The plan is regularly reviewed and updated, approved and published by the trustees each December.

Goals

- **Increase the number and diversity of residents** who actively contribute to leading and organising NCA activities.
- **Develop a succession plan** for NCA Trustees and Officers, and key team leaders and members.
- **Develop a training programme** for Trustees and Officers, and team leaders and members, to include governance, planning and problem-solving skills.

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YEAR ENDED 31ST DECEMBER 2017

7. Plans for the Future (continued)

- **Support the establishment of the new Primary School**, including the election of appropriate community & parent governors.
- **Minimise the need for further grant funding** from the local Council beyond that already pledged.
- **Provide timely communication** with residents about NCA goals and objectives, community activities and events, and matters of local interest.
- **Develop a relationship with ECC and developers** whereby they proactively communicate with the NCA on all planning and development matters that could impact Newcourt residents.
- **Establish and maintain good relations with the local IKEA** management team.
- **Continue to address issues** identified in the adoption survey.
- **Campaign for a Multi-Use-Games-Area (MUGA)**, to be constructed at the same time as the new housing development adjacent to the IKEA store.
- **Provide a wide range** of revenue-generating classes and activities to benefit the community.
- **Be a good neighbour for local residents** with respect to noise, safety and anti-social behaviour.
- **Organise community events and activities** that help bring residents together.
- **Increase the number of youth activities.**
- **Increase the number of complimentary community activities** and events in the community centre.
- **Explore opportunities to expand local neighbourly engagement groups.**

Objectives

Specifically through 2018 we want to:

- Plan for our Community Centre to provide an even better experience for users of the Centre and enables us to increase the operating surplus by 5% compared to the last quarter of 2017.
- Support the newly council-appointed Community Builder in her new role in Newcourt.
- Develop a social media communications strategy.
- Strengthen relationships with our councils and developers so that we can ensure the best possible implementation of the Phase 1 proposals from the adoption team.

The biggest challenge the NCA faces is finding residents who have the time, inclination and enthusiasm to help in making a difference to this growing community. The specific goals of the 5-year plan will not be realised unless more residents get involved for the benefit of the whole community

This report was approved by the trustees on.....and signed on their behalf by:

C Sampson (Chairman from 9th May 2017 to date)

S Gedye (Chairman 1st Feb 2017 to 9th May 2017)

J Arkell (Chairman to 31st Jan 2017)

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
NEWCOURT COMMUNITY ASSOCIATION**

I report on the accounts of the charitable incorporated association for the year ended 31 December 2017, which are set out on pages 8 to 10.

Responsibilities and basis of report

As the charity trustees of the CIO, 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 the Association's accounts carried out under section 145 of the 2011 Act and 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 material 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 CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

**Mr M Cronin MAAT FCIE
Bowhill Bookkeeping Services
172 Newman Road
Exeter
EX4 1PQ**

Date

NEWCOURT COMMUNITY ASSOCIATION

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2017

	Note	Unrestricted Funds £	Unrestricted Community Centre Fund £	Restricted Fund Community Garden £	TOTAL FUNDS 2017 £	TOTAL FUNDS 2016 £
RECEIPTS						
Grants		8,500	30,682	3,000	42,182	36,322
Rental Income – Community Centre		-	67,558	-	67,558	40,096
Event income		1,344	-	-	1,344	687
Other Income		1,735	13	-	1,748	644
TOTAL RECEIPTS		11,579	98,253	3,000	112,832	77,749
PAYMENTS						
Light, Heat & Water		-	3,545	-	3,545	2,297
Salaries		-	29,752	-	29,752	15,482
Telephone		-	794	-	794	681
Maintenance (including Health & Safety)		-	2,322	-	2,322	1,711
Cleaning and Catering		-	1,929	-	1,929	1,735
Post, Print and Stationery		34	1,017	-	1,051	942
Information Technology		-	291	-	291	68
Payroll costs		-	618	-	618	357
Training Costs		-	468	-	468	90
Insurance		-	1,441	-	1,441	1,273
Signs and Advertising		1,200	170	-	1,370	247
Set up costs		-	-	-	-	465
Events costs		3,465	108	-	3,573	2,725
Community garden and station costs		947	-	12,234	13,181	-
Room set up costs		-	-	-	-	1,940
Music Licences		-	994	-	994	694
Independent examination		-	600	-	600	1,170
Miscellaneous expenses		57	202	-	259	241
Repairs, Renewals and Equipment		-	322	-	322	805
Purchase of Fixed Assets – Fixt, Fittings & Furnit		-	1,335	-	1,335	163
Purchase of Fixed Assets – IT equipment		-	-	-	-	1,899
Purchase of Fixed Assets – General Equipment		-	910	-	910	-
Purchase of Fixed Assets – The Garden Project		-	-	1,767	1,767	398
Purchase of Fixed Assets – NCA other		597	-	-	597	-
TOTAL PAYMENTS		6,300	46,818	14,001	67,119	35,383
NET RECEIPTS/(PAYMENTS)		5,279	51,435	(11,001)	45,713	42,366
TRANSFERS BETWEEN FUNDS	4	(3,022)	18	3,004	-	-
NET MOVEMENT IN FUNDS		2,257	51,453	(7,997)	45,713	42,366
CASH BALANCES BROUGHT FORWARD		3,172	53,917	7,997	65,086	22,720
CASH BALANCES CARRIED FORWARD		5,429	105,370	-	110,799	65,086

NEWCOURT COMMUNITY ASSOCIATION
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 DECEMBER 2017

	Unrestricted Funds £	Unrestricted Community Centre Fund £	Restricted Fund Community Garden £	TOTAL FUNDS 2017 £	TOTAL FUNDS 2016 £
CASH FUNDS					
Bank Current account	5,429	105,308	-	110,737	64,900
Petty Cash	-	62	-	62	186
TOTAL CASH FUNDS	5,429	105,370	-	110,799	65,086
OTHER MONETARY ASSETS					
Grants	-	-	-	-	34,450
Rental Income – Community Centre	-	5,679	-	5,679	-
TOTAL OTHER MONETARY ASSETS	-	5,679	-	5,679	34,450
LIABILITIES					
Telephone	-	354	-	354	51
Light and Heat	-	462	-	462	505
Salaries (PAYE due)	-	-	-	-	82
Professional fees	-	235	-	235	-
Independent examination	-	700	-	700	600
TOTAL LIABILITIES	-	1,751	-	1,751	1,238

ASSETS RETAINED FOR OWN USE

The charity holds various fixtures, fittings and furniture, IT office and garden equipment. These have an approximate value of £8,960 at the year-end.

The charity holds a 30 year lease on Newcourt Community Centre from Exeter City Council.

These accounts were approved by the trustees on.....and signed on their behalf by:

C Sampson (Chairman from 9th May 2017 to date)

S Gedye (Chairman 1st Feb 2017 to 9th May 2017)

J Arkell (Chairman to 31st Jan 2017)

NEWCOURT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements are prepared under the receipts and payments basis and comply with the Charities Act 2011 and follow best accounting practice as laid out in the SORP FRS 102.

2. TRUSTEES' REMUNERATION AND EXPENSES

No remuneration, directly or indirectly, out of the funds of the charity was paid or is payable for the year to any of the trustees, or to any other person or persons known to be connected to any of them.

No reimbursement of expenses in respect of services provided has been made or is due to be made to any of the trustees.

3. FUNDS

Restricted Community Garden Fund

A grant of £12,000 was offered from 'Tesco Bags of Help Scheme' for the community garden. £9,000 was received during 2016 with a further £3,000 received following successful review and monitoring of the grant in 2017. This fund has now been fully spent.

Unrestricted Community Centre Fund

Grants from Exeter City Council were originally given to establish and develop the community centre. The fund is unrestricted but has been shown separately to facilitate monitoring by the trustees.

Unrestricted Funds

The remaining monies are held in the charity's unrestricted funds. A grant of £8,000 was offered by Devon County Council, from the local Councillor's Locality Budget, to assist with some small projects, such as the community garden, children's events (Christmas/Summer), community centre lighting improvements, parking and road adoption issues, 'dead tree' replacement etc. The year- end cash balance of £5,429 comprises as follows:

Devon & Cornwall Housing Grants, £0, Devon County Council Grant, £2,869, Exeter City Council Grants, £215, NCA (Events Team), £328, NCA (Pop-up café), £268, Community Arts Newcourt £110, Other Funds, £1,639.

4. TRANSFERS BETWEEN FUNDS

A transfer of £90 was reallocated to the unrestricted funds from the unrestricted community centre fund during the year. A transfer of £108 was transferred to the unrestricted community centre fund from the unrestricted funds during the year.

Expenditure exceeded the grant income in the restricted community garden fund and a transfer was therefore made of £3,004 from the unrestricted fund to the restricted fund to cover this expenditure.

5. OUTSTANDING GUARANTEES

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the period end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.