

**NEWCOURT COMMUNITY ASSOCIATION
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2016**

**NEWCOURT COMMUNITY ASSOCIATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016**

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NEWCOURT COMMUNITY ASSOCIATION

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31ST DECEMBER 2016

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name: Newcourt Community Association

Registered Charity Number: 1152841

Address: Newcourt Community Centre
Blakeslee Drive
Exeter
EX2 7FN

Trustees:

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

S Gedye (Chair from 1st Feb 2017)
J Arkell (Chair to 31st January 2017)
Councillor M Baldwin
P Brady
J Brown (appointed 10th May 2016)
L Bryant
A Clover
J Cretney
K Cretney (resigned 4th July 2016) (Treasurer)
S Gedye (appointed 4th July 2016)
G Hallett
J Hedge (appointed 4th July 2016)
PCSO A Keller
K Newberry
T Parker (resigned 26th April 2016)
J Smith (resigned 26th April 2016)

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

NEWCOURT COMMUNITY ASSOCIATION

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31ST DECEMBER 2016

The Trustees present their report along with the financial statements of the CIO for the year to 31st December 2016. The financial statements have been prepared in accordance with the accounting policies set out on page 9; 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'.

New trustees are appointed by the decision of the members or the existing trustees, and ratified at the annual general meeting.

The trustees have identified any major risks facing the charity 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.

The trustees confirm that they have taken into account the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

3. Achievements and Performance

The Newcourt Community has grown from a development with just under 1000 homes at the beginning of January 2016 – to around 1,300 homes by the end of 2016. The Newcourt Community Association (CIO) has had a significant role in supporting and encouraging residents during this time.

There have been three main areas of activity over the last 12 months:

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3.1 Continuing to establish the Newcourt Community Centre

- a. The Centre continues to be on target to become fully financially viable, through increased use by:
 - i. Individual local residents (e.g. birthday parties), societies (brownies, guides, men's circuit training), and the local parish church (Babies & Toddlers group, regular Sunday evening service).
 - ii. Small business users providing fitness, dance, theatre, exercise classes for members of the community
 - iii. Local County Council and NHS use of rooms for events such as safeguarding training etc.
- b. The income developed from above bookings has enabled the CIO to host an increasing number of complementary community activities and events in the Centre.
- c. The CIO continues to benefit from the grant from Exeter City Council's *New Homes Bonus Scheme* grant for Year II (from July 2015) enabling it to further equip the Centre and support ongoing operations. It is expected that the Centre will be fully self-financing before these start-up funds are exhausted. Two part-time caretakers were appointed on 1 December 2016, in order to support the practical running and maintenance of the Centre.

3.2 Events & Activities that Encourage Continued Community Cohesion

a. Community events for local residents

Several one-off events have been organised – including an Easter Egg hunt, a Big Lunch in May; Devon cream tea to celebrate The Queen's 90th birthday; community songs & desserts; a Bingo night; a Hallowe'en event; and a Christmas Fair (all held in the Community Centre; and a Carols on the Green event before Christmas.

Regular community activities organised on a non-commercial basis include weekly Community Choir; baby and toddler groups; drop in Pop-up café and play session; men's circuits, brownies, guides & rainbows.

b. Youth activities

Community Arts Newcourt (CAN) was set up to involve young and older in artwork in the community. Events have included pebble painting and street dance classes.

c. Trustee base broadened

Three new Trustees were co-opted who live in different parts of the development, so broadening the base of trustee involvement. This brings the number of trustees up to the full complement of 12.

d. Communications

Various teams have been working together to ensure:

- new residents are welcomed onto the development, and email addresses collected.
- a twice-yearly broadsheet – *Newcourt News* – was produced again (printed by Bradley's Estate Agents), and distributed to every home: it provides residents with information on local initiatives, update on school build, new planning initiatives, Community Centre activities, ways to get involved, and adverts for local businesses.

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TRUSTEES' ANNUAL REPORT

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- a Community Association webpage and Community Centre webpage provides local details
- relevant local information is emailed to residents on circulation list (about 515 at the end of the year)
- high-speed broadband availability to all parts of the development is improved

3.3 Environment

e. Britain in Bloom

Newcourt received an 'Advancing Award' for effort put in; with young and older residents getting involved in brightening up the community.

f. Station adoption

A small team of residents have worked to ensure that the station and its environs are kept attractive and cared for. The actual official 'adoption' process has yet to be completed.

g. Community Garden

Preparatory work has been done prior to heavy groundwork in Spring 2017 to get the Community Garden up and running. It is supported by Tesco Bags funding, as a result of an application made by a resident.

h. Litter Picks

Continuing to organise occasional Saturday morning community litter pick opportunities.

4. Financial Review

The charity made a cash surplus in the year of £42,366 (2015 – cash surplus £5,220).

Total cash receipts were £77,749 an increase of 141% compared to the previous year. Significant grants were received or drawn down during the year and rental income from the community centre showed a 42% increase compared to 2015.

Total cash payments were £35,383 an increase of 31% compared to 2015. Salaries costs showed increase with additional staff employed. Light, heat, water and room set up costs increased compared to 2015 with greater use of the centre. Purchase of IT, garden and sundry other equipment, fixtures and fittings were further significant costs during the year.

Total cash funds at 31st December 2016 totalled £65,086. £7,997 is held in a restricted fund to be spent for the community garden from the grants given from 'Tesco Bags of Help Scheme.' £53,917 is held by the trustees in a designated fund to continue to develop the community centre from the grants provided from Exeter City Council. A further £30,682 grant from Exeter City Council is still to be drawn down.

The remaining unrestricted funds totalling £3,172 have been designated by the trustees to be spent as outlined in note 3 on page 9 of the financial statements.

5. Reserves

The trustees have earmarked £2,000 as their target reserves and this figure is included in the unrestricted funds. The trustees continually review their reserves and as the charity grows will earmark further monies to reserves to mitigate any risk of reduced income and ensure commitments to staff and other financial commitments are maintained.

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TRUSTEES' ANNUAL REPORT

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6. Plans for the Future

1. Involve the whole community in developing a 5 year vision for the future of the Newcourt Community
2. Newcourt Community Centre
 - a. Continue to market the Community Centre within and outside Newcourt, deploying additional part-time staff as needed; A key objective is to minimise the need for further grant funding from the local Council beyond that already pledged.
 - b. Putting in place some improvements, including creating a second doorway access into one of the storage rooms; and splitting the main hall lighting circuits and changing from fluorescent tubes to LED lamps.
3. Continue existing environment-enhancing initiatives, including litter picks, completing the work on Community Garden at the back of the Community Centre, and aiming for further success in the 2017 Britain in Bloom competition.
4. Support the continual development of formal and informal Neighbourhood Watch types of networks across the development. Continue to organise community events and activities that help bring residents together.
5. Continue to work in favour of seeing better provision for youth, including campaigning for the construction of a Multi-Use-Games-Area (MUGA).
6. Being ready to negotiate appropriate parking restriction / permit arrangements (including yellow lines) for implementation at the point of road adoption. Secure agreements with DCC and Exeter Chiefs for parking restrictions and control, related to Rugby fans and station users abusing the resident parking areas.
7. Continue to monitor and respond to developers' / Council plans, including monitoring the building of the IKEA store (scheduled to open by Christmas 2017), seeking to establish good community relations with the local IKEA management.
8. Support the establishment of the new Primary School (opening September 2017) in the Seabrook Orchard area of the development, to include supporting the election of appropriate community & parent governors.
9. Continuing to attract the best people as NCA trustees, seeking to strengthen the leadership and skills base to help guarantee the CIO's capacity to continue serving Newcourt community needs into the long-term.

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

S Gedye (Chairman from Feb 1st 2017 to date)

J Arkell (Chairman to 31st January 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 2016, which are set out on pages 7 to 9.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 145 of the Charities Act 2011) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145 (5) (b) of the Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - a) to keep accounting records in accordance with section 130 of the Act; and
 - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- to which, in my opinion, attention should be drawn 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 2016

	Note	Unrestricted Funds £	Designated Community Centre Fund £	Restricted Fund Community Garden £	TOTAL FUNDS 2016 £	TOTAL FUNDS 2015 £
RECEIPTS						
Grants		650	26,672	9,000	36,322	3,220
Rental Income – Community Centre		-	40,096	-	40,096	28,277
Functions		687	-	-	687	665
Other Income		463	181	-	644	111
TOTAL RECEIPTS		1,800	66,949	9,000	77,749	32,273
PAYMENTS						
Light, Heat & Water		-	2,297	-	2,297	1,642
Salaries		-	15,482	-	15,482	10,543
Telephone		-	681	-	681	910
Maintenance (including Health & Safety)		-	1,711	-	1,711	1,596
Cleaning and Catering		-	1,735	-	1,735	2,047
Postage and Stationery		-	942	-	942	669
Information Technology		-	68	-	68	386
Payroll costs		-	357	-	357	-
Training Costs		-	90	-	90	150
Insurance		-	1,273	-	1,273	1,168
Signs and Advertising		-	247	-	247	-
Set up Costs		-	465	-	465	693
Events and Ring-Fenced areas		2,682	43	-	2,725	2,742
Room set up costs		-	1,940	-	1,940	-
Music Licences		-	694	-	694	-
Independent examination		-	1,170	-	1,170	1,158
Miscellaneous expenses		-	241	-	241	1,414
Repairs, Renewals and Equipment		-	200	605	805	-
Purchase of Fixed Assets – Fixt, Fittings & Furnit		-	163	-	163	1,935
Purchase of Fixed Assets – IT equipment		-	1,899	-	1,899	-
Purchase of Fixed Assets – Garden		-	-	398	398	-
TOTAL PAYMENTS		2,682	31,698	1,003	35,383	27,053
NET RECEIPTS/(PAYMENTS)		(882)	35,251	7,997	42,366	5,220
TRANSFERS BETWEEN FUNDS	4	976	(976)	-	-	-
NET MOVEMENT IN FUNDS		94	34,275	7,997	42,366	5,220
CASH BALANCES BROUGHT FORWARD		3,078	19,642	-	22,720	17,500
CASH BALANCES CARRIED FORWARD		3,172	53,917	7,997	65,086	22,720

NEWCOURT COMMUNITY ASSOCIATION
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 DECEMBER 2016

	Unrestricted Funds £	Designated Community Centre Fund £	Restricted Fund Community Garden £	TOTAL FUNDS 2016 £	TOTAL FUNDS 2015 £
CASH FUNDS					
Bank Current account and cash balances	3,172	53,917	7,997	65,086	22,720
TOTAL CASH FUNDS	3,172	53,917	7,997	65,086	22,720
OTHER MONETARY ASSETS					
Grants	768	30,682	3,000	34,450	57,054
TOTAL OTHER MONETARY ASSETS	768	30,682	3,000	34,450	57,054
LIABILITIES					
Light, Heat & Water	-	556	-	556	-
Salaries (PAYE due)	-	82	-	82	-
Independent examination	-	600	-	600	1,200
TOTAL LIABILITIES	-	1,238	-	1,238	1,200

ASSETS RETAINED FOR OWN USE

The charity holds various fixtures, fittings and furniture, IT office and garden equipment. These have an approximate value of £6,590 at the year-end.

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

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

S Gedye (Chairman from Feb 1st 2017 to date)

J Arkell (Chairman to 31st January 2017)

NEWCOURT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2016

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 the year with a further £3,000 to be received following successful review and monitoring of the grant.

Designated Community Centre Fund

Grants from Exeter City Council have been given to establish and develop the community centre. The trustees continue to monitor this part of the charity's work and have a designated fund for this purpose.

Unrestricted Funds

The remaining funds are held in the charity's unrestricted funds. The year- end cash balance of £3,172 has been designated by the trustees as follows:

Devon & Cornwall Housing Grants £300, Devon County Council Grant (£490) – monies spent - awaiting grant of £500, Exeter City Council Grants £215, NCA (Events Team) £77, NCA (Pop-up café) £306, Community Arts Newcourt £500, Other Funds £2,264.

4. TRANSFERS BETWEEN FUNDS

A transfer of £976 was reallocated to the unrestricted funds from the designated fund during the year.

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.