



**NEWCOURT COMMUNITY ASSOCIATION
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022**

**NEWCOURT COMMUNITY ASSOCIATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

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NEWCOURT COMMUNITY ASSOCIATION
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31ST DECEMBER 2022
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

Co-operative Bank PLC
Online banking

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:

Gordon Edwards	(Chair)
Lucy Bliss	
Paulene Godfrey	(appointed 6 th April 2022)
Helen Harper	
Samantha Prestwood	(appointed 6 th April 2022)
Gill Westcott	
Paul Brady	(resigned 5 th July 2022)
Judy Cretney	(resigned 2 nd February 2022)
Jonathan Draper	(resigned 5 th July 2022)
Lesley Harvey	(resigned 2 nd February 2022)
Christina Joyce	(resigned 5 th July 2022)
Emma Kain	(resigned 4 th May 2022)
Richard Whittaker	(resigned 1 st June 2022)

Officers:

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

Karen Silcox –Treasurer and Secretary from 1st November 2021.
– Clerk to the Trustees from January 2022.

NEWCOURT COMMUNITY ASSOCIATION

TRUSTEES' ANNUAL REPORT

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The Trustees present their report along with the financial statements of the CIO for the year to 31st December 2022. The financial statements have been prepared in accordance with the accounting policies set out on page 8; 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.

At the end of 2021 the trustee board was changing with a number of trustees indicating their intention to stand down in 2022. In January 2022 Karen Silcox took on a wider role in the organisation taking on management of the community centre on a fixed term contract until December 2022. This role allowed the trustees time to review the situation which ultimately led to a staffing restructure and recruiting of a new Community and Engagement Lead, Lisa Gordon, in August 2022.

In September 2022 the trustees agreed to extend Karen's contract until December 2023 to provide some stability and allow Lisa to settle in.

In the Autumn of 2022 the trustees in conjunction with Karen Silcox began reviewing banking payroll arrangements in order to provide greater resilience within the organisation.

2. Objectives, Activities and Public Benefit

The charity's objectives 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, 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 objectives meet the public benefit purpose of the advancement of community development.

NEWCOURT COMMUNITY ASSOCIATION

TRUSTEES' ANNUAL REPORT

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3. Values, Mission and Vision

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.

4. Achievements and performance

During the year the main focus has been navigating the crisis of multiple vacancies in the trustee board at the same time as losing the Centre Manager. This was largely complete by August 2022 when the new Community Engagement Lead, Lisa Gordon started work. Lisa has made a great start to her post organising events for families during the October Half Term. Lisa has also taken on producing the Newcourt Newsletter and maintenance of community noticeboards from volunteers who stepped down. The trustees want to record their thanks all the volunteers their time they have given over the years.

The trustees also want to record their thanks to Mik Ratcliffe for the way he stepped up during this time.

NEWCOURT COMMUNITY ASSOCIATION

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31ST DECEMBER 2022

5. Financial Review

The charity made a cash deficit in the year of **£407** (2021 – cash deficit £827).

Total cash receipts increased by 26.5% compared to the previous year. Rental income showed an increase of 76%.

Total cash payments increased by 25.6% compared to 2021. Maintenance costs showed a significant increase with new cameras and an access control system fitted. Cleaning and catering costs also increased in line with the increased use of the building. Employment costs increased by 14.3% with new employees joining during the year.

Cash balances totalled £84,895 at 31st December 2022 of which £100 was held in restricted funds.

6. Reserves

The charity's cash reserves therefore total **£84,795** at the year-end. The reserves cover adequately all current and anticipated financial commitments including:

- payroll and other operating costs of the Newcourt Community Centre (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 (e.g., lifts, fire escapes),
- cash buffer for emergencies of £50,000

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:

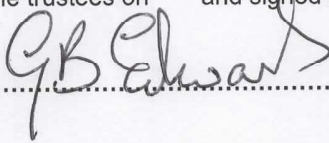
- the goals and objectives
- improving the management tools, processes, and systems at the NCC
- improving the facilities and equipment at the NCC
- Supporting local community initiatives across the community allocating up a budget equivalent of up to 25% of our unrestricted reserves.

NEWCOURT COMMUNITY ASSOCIATION
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7. Plans for the Future

The trustees were able to complete their targets for 2022 though his has taken longer than anticipated. Now as we move out of crisis mode the trustees wish to build for the future. A review period will start in February 2023 with the aim of completing a new 5-year plan in by the end of 2023. This is a year later than anticipated but will give the trustees time to evaluate the new staffing roles.

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

Gordon Edwards (Chair).....  Date 7th June 2023

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 2022, which are set out on pages 7 to 9. **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").

Having satisfied myself that the accounts of the CIO are not required to be audited and are eligible for independent examination, I report in respect of my examination of the CIO'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

Signed

DocuSigned by:
Martin Cronin
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Date

6/19/2023

NEWCOURT COMMUNITY ASSOCIATION

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2022

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2022	TOTAL FUNDS 2021
	£	£	£	£
RECEIPTS				
Grants	-	5,850	5,850	21,375
Rental Income – Community Centre	73,946	-	73,946	42,074
Rental Extras	89	-	89	288
Advert Sales	190	-	190	450
Rental Deposits Held	354	-	354	-
Other Income/Donations	2,146	-	2,146	1,064
TOTAL RECEIPTS	76,725	5,850	82,575	65,251
PAYMENTS				
Light, Heat & Water	3,084	-	3,084	3,215
Employment costs	34,710	-	34,710	30,363
Telephone	876	-	876	969
Rent	-	4,500	4,500	7,800
Maintenance (including Health & Safety)	19,651	-	19,651	5,154
Cleaning and Catering	5,388	-	5,388	1,325
Post, Print and Stationery	50	-	50	1,219
Information Technology	2,394	-	2,394	2,212
Payroll costs	713	-	713	605
Training Costs	604	-	604	721
Insurance	1,863	873	2,736	1,988
Events and other RF areas costs	4,064	850	4,914	3,681
Bank Charges	54	-	54	-
Music Licences	1,358	-	1,358	1,189
Legal / Independent examination	1,009	-	1,009	3,041
Miscellaneous expenses	392	-	392	1,886
Repairs, Renewals and Equipment	549	-	549	570
Rental Deposits refunded	-	-	-	30
Charity Donations	-	-	-	110
TOTAL PAYMENTS	76,759	6,223	82,982	66,078
NET RECEIPTS/(PAYMENTS)	(34)	(373)	(407)	(827)
TRANSFERS BETWEEN FUNDS (note 3)	(473)	473	-	-
NET MOVEMENT IN FUNDS	(507)	100	(407)	(827)
CASH BALANCES BROUGHT FORWARD	85,302	-	85,302	86,129
CASH BALANCES CARRIED FORWARD	84,795	100	84,895	85,302



NEWCOURT COMMUNITY ASSOCIATION
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 DECEMBER 2022

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2022	TOTAL FUNDS 2021
	£	£	£	£
CASH FUNDS				
Bank Current accounts	84,146	100	84,246	85,274
Events Float/Petty Cash	50	-	50	13
Soldo Card	599	-	599	15
TOTAL CASH FUNDS	84,795	100	84,895	85,302
OTHER MONETARY ASSETS				
Rental Income – Community Centre	5,000	-	5,000	4,093
Deposits held	-	-	-	250
Undeposited Funds	-	-	-	146
TOTAL OTHER MONETARY ASSETS	5,000	-	5,000	4,489
LIABILITIES				
Light and Heat & Water	337	-	337	302
Employment costs	803	-	803	61
Deposits Held	354	-	354	-
Telephone	68	-	68	-
Legal/Independent Examination	964	-	964	1,000
Events and other RF Costs	631	-	631	-
Information Technology	7	-	7	-
Deposits held	-	-	-	250
TOTAL LIABILITIES	3,164	-	3,164	1,613

ASSETS RETAINED FOR OWN USE

The charity holds various fixtures, fittings and furniture, IT office and garden equipment. These have an approximate value of **£11,133** at the year-end.

The charity holds a 30-year lease on Newcourt Community Centre from Exeter City Council. A grant of £5,000 was granted to the charity by Exeter City Council to cover the part of £5,373 rent and insurance payable. The charity was also entitled to full rates relief.

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

Gordon Edwards (Chair)

G B Edwards Date *7th June 2023*

NEWCOURT COMMUNITY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2022

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.

The charity's insurance included trustee indemnity insurance.

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

There were no related party transactions during the year.

3. RESTRICTED FUNDS/TRANSFERS BETWEEN FUNDS

Fund	Fund			Transfers	
	Balances	Receipts	Payments	From	Fund Balances
	B/Forward			Unrestricted	C/Forward
	£	£	£	Funds	£
ECC – Rent grant	-			373	-
Warm Rooms Grant	-	5,000	(5,373)	-	100
Creative Youth Café	-	100	(850)	100	-
		750			
Total Funds	-	5,850	(6,223)	473	100

Exeter City Council

A **£5,000** grant was also given by Exeter City Council in lieu of part of the rent and insurance payable (£5,373).

Warm Rooms Grant

A local grant of £100 was given to support the local council initiative to create warm spaces for those struggling to heat their homes. The monies were carried forward to be spent in the current year.

Creative Youth Café

A grant was given of £750 from the Northcott Theatre to support four arts café sessions run at the centre. Costs exceeded the grant given and £100 was therefore transferred from the unrestricted funds.

4. OUTSTANDING GUARANTEES

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