

**NEWCOURT COMMUNITY ASSOCIATION
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2018**

**NEWCOURT COMMUNITY ASSOCIATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

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NEWCOURT COMMUNITY ASSOCIATION

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31ST DECEMBER 2018

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:

(Note: Four trustees have been co-opted during January 2019 awaiting approval at the AGM on 30th April 2019)

Lawrence Clinton	(co-opted March, appointed 24 th April 2018, chair from 12 th July 2018)
Chris Sampson	(chair to 12 th July 2018)
Paul Brady	
Judy Cretney	
Jonathan Draper	(co-opted 18/01/18 - appointed 24 th April 2018)
David Russell.	(co-opted 14 th January 2019 awaiting final AGM approval)
Yvonne Russell	(co-opted 14 th January 2019 awaiting final AGM approval)
Emma Kain	(co-opted 24 th January 2019 awaiting final AGM approval)
Richard Whitaker	(co-opted 24 th April 2019 awaiting final AGM approval)
Councillor Newby	(resigned 24 th April 2018)
Claire Pinsent	(resigned 24 th April 2018)
Anna Evans	(resigned 24 th April 2018)
Sam Gedye	(resigned 24 th April 2018)
John Arkell	(resigned July 2018)
Joanne Brown	(resigned 16 th December 2018)
Jenna Hamilton-Pursglove	(appointed 24 th April 2018, resigned 16 th October 2018)
David Russell	(co-opted 15/03/18 - appointed 24 th April 2018, resigned 20 th October 2018)
Emmanuelle Regrain	(appointed 24 th April 2018, resigned 16 th December 2018)
Maiteth Jones	(appointed 24 th April 2018, resigned 16 th December 2018)

Officers:

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

Ken Cretney	- Treasurer
Yvonne Russell	- Minute Secretary (from 12 th July 2018)
Kate Arkell	- Minute Secretary (until 12 th July 2018)
Andrew Cook	- Line Manager for Community Centre (until May 2018)
Steven Jones	- Legal secretary (January 2018)
Maiteth Jones	- Assistant Treasurer (from May 2018 until December 2018)

NEWCOURT COMMUNITY ASSOCIATION

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31ST DECEMBER 2018

The Trustees present their report along with the financial statements of the CIO for the year to 31st December 2018. 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 streamlined the CIO structure by merging the two previous committees (The Operations Committee and The Community Centre Operations Group) into the single Operations Committee (OC). The OC, in addition to 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) is also responsible for providing oversight, guidance and direction to the management and operations of the Newcourt Community Centre (NCC). This relieves the trustees of day to day decisions and allows them to focus on the 5-Year plan.

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.

NEWCOURT COMMUNITY ASSOCIATION

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31ST DECEMBER 2018

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

The NCA has continued to support the growing community of Newcourt which now has approximately 2,000 homes in 2018. The main areas of activity include:

The Community Centre has become a focal point for local information and for the use and enjoyment of residents. For the first quarter of the year the Community Centre was used by the Trinity school while they waited for the completion of their new building. This was a worthwhile support for the community but constrained bookings for that period. It took until Autumn for the Centre to regain the previous level of booking.

NEWCOURT COMMUNITY ASSOCIATION

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31ST DECEMBER 2018

4. Achievements and performance (continued)

Community social events for local residents (complimentary or at a reduced rate).

Organisation of individual local events such as community barbeques, summer parties, 'baby and toddler' groups, pop in café for all age groups, dance, circuit training and support for the local parish church with regular Sunday evening services. Christmas party and 'Carols on the Green' event.

Several youth activities – Community Arts Newcourt (CAN) continues to be well supported to encourage street dance classes and pebble painting for the young and art classes for the older residents.

Business hire (charged at business rate, reduced for regular hirers).

These provide specialised dance classes, fitness sessions, exercise classes, Zumba, women's meetings etc. The Local County Council, Exeter City Council and NHS hire the rooms for events such as mental health support, wellbeing, safeguarding training, surgeries, election voting etc. (at their special rates). The income received from the chargeable private and business bookings have allowed many complimentary activities and events in the Centre.

Achievements.

Working with IKEA to reduce the impact of the opening of the new store in the Spring. Good personal contact was established to achieve an understanding of the control of traffic flow especially on days when the Exeter Chiefs were playing rugby and parking could be a huge problem. This will continue.

A residents' survey had highlighted many issues which the NCA tackled such as inconsiderate parking, the need for double yellow lines and the issue of the dangerous road bend at the junction of Omaha Drive and River Plate Road. Considerable work was undertaken by trustees and residents together and a petition was organised to alter the junction. Considerable progress has been made with Devon CC and with the local councillors' assistance a conclusion is expected soon. Other Community problems such as dog fouling were progressed, and litter is controlled by a monthly litter pick from the Community Centre.

Communication, technology and conformity.

The twice-yearly newsletter posted through every letterbox brought residents up to date with local news and events. Regular contact was established with the Community Builder to give feedback from local people and links were established with the Exeter Community Forum for wider news.

The Community email service constantly informed residents of local problems, local issues and events. A new Website was created showing the vibrant facilities in the Community Centre.

In the first quarter the NCA conformity was addressed. This brought policies up to date such as: Equal Opportunities, Flexible working, Bribery, Complaints, Drug & Alcohol, Harassment & Bullying, Lone working, Maternity, Modern slavery, Performance improvement, Retention of records, Social Media, Whistle blowing and Email and Internet use. Later the GDPR was finalised together with the Privacy Policy and Health and Safety.

At the Community Centre, the security was upgraded with an improved burglar alarm system, electronic entry system and additional CCTV. An air conditioning unit was installed in the small reception office. Portable lighting was obtained to facilitate outdoor children's football and netball during winter months. The lighting was also available for 'Carols on the Green' and hire by the school or other reliable users.

NEWCOURT COMMUNITY ASSOCIATION

TRUSTEES' ANNUAL REPORT

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5. Financial Review

The charity made a cash deficit in the year of **£9,678** (2017 – cash surplus £45,713).

Total cash receipts were **£68,195** a reduction of 39.6% compared to the previous year (2017 = £112,832). There was just one minor restricted grant for £500 during the year, and the rental income from the Community Centre showed a small 3.4% decrease compared to 2017 (2017 =£67,558). The income for the community centre was **£65,247** an average monthly income of £5,437.

Total cash payments were **£77,873** a 16% increase compared to the previous year (2017=£67,119). Salaries and Payroll costs showed an increase with additional staff employed. Most cost categories increased compared to 2017 with greater use of the Centre and spend on building improvements. Community centre payments showed a 40.8% increase compared to 2017 (2017=£46,818). The expenditure for the Community Centre was **£65,934** an average monthly expenditure of £5,495.

Total cash funds at 31st December 2018 totalled **£101,121** (2017 was £110,799).

A balance of £90,630 is held by the trustees in two separate unrestricted funds to continue to develop the community centre and provide community facilities (£33,276) and as a reserve which may be invested in 2019 (£57,354). A separate operating fund for the community centre has a balance £7,353.

The Community Centre made a small deficit of **£663** in 2018.

The remaining unrestricted funds totalling **£3,138** have been assigned by the trustees to be spent as outlined in note 3 on page 10 of the financial statements.

6. Reserves

The charity's cash reserves including the unrestricted community centre fund total £101,121 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 have developed 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.

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TRUSTEES' ANNUAL REPORT

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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 year.

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.
- **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.
- **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 2019 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 2018.
- 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:

Chris Sampson (Chairman to 12th July 2018)

Lawrence Clinton (Chairman from 12th July 2018 to date)

**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 2018, 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 2018

	Note	Unrestricted Funds £	Unrestricted Community Centre Fund £	Restricted CAN (/DCHR) Fund £	TOTAL FUNDS 2018 £	TOTAL FUNDS 2017 £
RECEIPTS						
Grants		-	-	500	500	42,182
Rental Income – Community Centre		-	65,247	-	65,247	67,558
Functions / Event income		450	-	-	450	1,344
Other Income		821	24	1,153	1,998	1,748
TOTAL RECEIPTS		1,271	65,271	1,653	68,195	112,832
PAYMENTS						
Light, Heat & Water		-	4,914	-	4,914	3,545
Salaries		-	35,512	-	35,512	29,752
Telephone		-	744	-	744	794
Maintenance (including Health & Safety)		-	5,255	-	5,255	2,322
Cleaning and Catering		-	5,514	-	5,514	1,929
Post, Print and Stationery		-	1,419	-	1,419	1,051
Information Technology		-	711	-	711	291
Payroll costs		-	1,044	-	1,044	618
Training Costs		-	1,412	-	1,412	468
Insurance		-	1,399	-	1,399	1,441
Signs and Advertising		-	40	-	40	1,370
Events and other RF areas costs		2,433	-	1,668	4,101	16,754
NCA Capital Expenditure RF costs		4,064	-	-	4,064	-
Music Licences		-	1,621	-	1,621	994
Legal / Independent examination		-	2,020	-	2,020	600
Miscellaneous expenses		-	560	-	560	259
Repairs, Renewals and Equipment		-	1,135	-	1,135	322
Purchase of Fixed Assets – Fixt, Fittings & Furnit		-	1,744	-	1,744	1,335
Purchase of Fixed Assets – IT equipment		-	255	-	255	-
Purchase of Fixed Assets – General Equipment		-	635	-	635	910
Purchase of Fixed Assets – Garden projects		114	-	-	114	1,767
Purchase of Fixed Assets – NCA other		3,660	-	-	3,660	597
TOTAL PAYMENTS		10,271	65,934	1,668	77,873	67,119
NET RECEIPTS/(PAYMENTS)		(9,000)	(663)	(15)	(9,678)	45,713
TRANSFERS BETWEEN FUNDS	3	97,339	(97,354)	15	-	-
NET MOVEMENT IN FUNDS		88,339	(98,017)	-	(9,678)	45,713
CASH BALANCES BROUGHT FORWARD		5,429	105,370	-	110,799	65,086
CASH BALANCES CARRIED FORWARD	3	93,768	7,353	-	101,121	110,799

NEWCOURT COMMUNITY ASSOCIATION
STATEMENT OF ASSETS AND LIABILITIES

YEAR ENDED 31 DECEMBER 2018

	Unrestricted Funds £	Unrestricted Community Centre Fund £	TOTAL FUNDS 2018 £	TOTAL FUNDS 2017 £
CASH FUNDS				
Bank Current account	93,768	7,177	100,945	110,737
Petty Cash	-	176	176	62
TOTAL CASH FUNDS	93,768	7,353	101,121	110,799
OTHER MONETARY ASSETS				
Grants (DCC for lighting)	1,000	-	1,000	-
Rental Income – Community Centre	-	10,242	10,242	5,679
Cash to be Credited from Xmas Party 2018	148	-	148	-
NCA C.A.N. cash-in-hand	100	-	100	-
Owed by GWR (station fund to reclaim)	100	-	100	-
TOTAL OTHER MONETARY ASSETS	1,348	10,242	11,590	5,679
LIABILITIES				
Telephone	-	-	-	354
Light and Heat & Water	-	500	500	462
Charity Donation (Marie Curie)	60	-	60	-
Charity Donation (Dementia UK)	120	-	120	-
Professional fees	-	-	-	235
Independent examination	-	700	700	700
MBSS (Security – o/s invoice)	958	-	958	-
TOTAL LIABILITIES	1,138	1,200	2,338	1,751

ASSETS RETAINED FOR OWN USE

The charity holds various fixtures, fittings and furniture, IT office and garden equipment. These have an approximate value of **£12,294** 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:

Chris Sampson (Chairman to 12th July 2018) **Date:**

Lawrence Clinton (Chairman from 12th July 2018 to date) **Date:**

NEWCOURT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2018

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/TRANSFERS BETWEEN FUNDS

Restricted Community Arts Newcourt (CAN) Fund

A restricted grant of £500 was offered from Devon and Cornwall Housing association (a.k.a. LiveWest) to support the NCA Community Arts Newcourt (CAN) to provide low cost Street Dancing in Newcourt. Expenditure exceeded income and a transfer of £15 was made from the unrestricted fund.

This fund continues to be operated in 2019 as part of the unrestricted funds as reported in note 3 and there will be a need to apply for further funding.

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. The year-end cash balance is **£7,353**.

Unrestricted Funds

The remaining monies are held in the charity's unrestricted funds. This consists of £90,630 held by the trustees in two unrestricted funds to develop the community centre and provide community facilities (£33,276) and as a reserve to be invested in the current year (£57,354).

The remaining year-end cash balance of **£3,138** comprises as follows:

Devon & Cornwall Housing Grants, £0, Devon County Council Grant, £1,203, Exeter City Council Grants, £0, NCA (Events Team), £47, NCA (Pop-up café), £268, Community Arts Newcourt, £95, NCA Garden Projects, £186, Other Funds, £1,339.

A grant of £1,000 was offered by Devon County Council, from the local Councillor's Locality Budget, to help purchase portable lighting allowing outdoor sports such as football and netball over the darker months. This is still to be received as of January 2019 and is shown under 'Other Monetary Assets' in the Statement of Assets and Liabilities.

A transfer of £97,354 was reallocated to the unrestricted funds from the unrestricted community centre fund during the year.

4. 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.