



BCA Report 2018

HALLMARK



a quality
standard scheme
for village halls

Hallmark 3 achieved



Belmont Community Association,
Belmont Community Centre,
Sunderland Road,
Gilesgate Moor,
Durham, DH1 2LL

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☎ 0191 3751252 (Belmont School)
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1 Overview and Mission Statement

1:1 Overview; Belmont Community Association was established in 1971. BCA operates from Belmont Community Centre and has a "shared use" agreement with Belmont Community School for use of their facilities outside of school hours. The Association provides opportunities for individuals of all ages to meet for a common interest, purpose or pastime, including participation in sporting activities. BCA employs a manager for 15 hours per week.

The Community Centre is owned by BCA, who are therefore responsible for all maintenance costs. The Centre has three meeting rooms and a small sports hall (large enough to accommodate a badminton court), a kitchen (due to be updated during 2017) and is home to the office of Belmont Parish Council. The Centre is located in a pleasant green setting, surrounded by a park which includes children's playgrounds, football and cricket pitches, tennis and basketball courts and a bowling green. Footpaths around the complex are well used by dog walkers.

A car park owned by Durham County Council is adjacent to the Centre, and is available to users without charge. This has a capacity of approximately 50 cars.

The Centre is located adjacent to Sunderland Road, which is well served by service buses. Durham City Centre and the A1M motorway are each approximately two miles from the Centre (in opposite directions!) There are many shops a short walk away, including B&Q, Tesco, Boots, Curry's-PC World, Aldi & B&M, a Premier travel inn and restaurant.

There is a "shared use" agreement between Belmont Community Association and Belmont Community School. Belmont Community School is located on Buckinghamshire Road in Belmont (DH1 2QP), in a housing estate, and approximately half a mile from the Community Centre. BCA is able to use the school facilities outside of school hours. Facilities here include a large sports hall which is host to a badminton centre of excellence, a gymnasium, Astroturf five a side football court, football pitches and classrooms. 90% of any profit made on activities at the school site are paid to the school as a contribution to the upkeep of facilities.

During 2016 Belmont Community Association achieved a Hallmark Level 3 award.

1:2 Mission Statement "To work in partnership with Belmont Community School to provide a community centre for recreational use and a wide range of sports facilities at affordable cost to the residents of Belmont, Carrville, Gilesgate Moor and the surrounding areas."

1:3 Equality Statement Belmont Community Association is firmly committed to diversity and equality in all of its activities. We are committed to promoting equality of opportunity within our Association and with partners. We recognise that the strength of the Association is built on the understanding of individual strengths and differences and seeks to respect these. We recognise that certain groups and individuals in society are disadvantaged because of discrimination experienced. We seek to ensure that our Association respects and includes

everyone and that no user, partner, employee or job applicant receives less favourable treatment on the basis of age, disability, marital status (including civil Partnerships), race, religion or belief, sex (including gender reassignment) sexual orientation, pregnancy and maternity, trade union membership, political views or affiliations.

2 Governance

2:1 Management Team: A Management Committee, drawn from the community and user groups, is elected at the Annual General Meeting, held on the second Wednesday in March. Monthly meetings are held to set policies and to monitor the activities of the Association, establish procedures, provide feedback from groups and to take decisions arising from Officers' reports. All members of BCA may attend the proceedings.

During 2018 the officers of Belmont Community Association were:

Chairman	Bill Moir
Vice Chairman	Dave Drinkwater
Treasurer	Mick Bennett
Secretary	Peter Corbett

2:2 Legal Structure The constitution was approved at the AGM in March 2014, and has been undergoing further revision. Trustees "have and must accept ultimate responsibility for directing the affairs of the charity and ensuring that it is solvent, well run and delivering the charitable outcomes for the benefit of the public for which it has been set up."

2:3 Belmont Community Association is a registered charity. (Throughout 2018 the Charity Commission reference was 520726).

2:4 Staff The Community Development Manager of BCA is Sue Smith, assisted by Jacquie Miller.

The staff team attend to the everyday running of the Centre and school facilities, ensuring that the Association's affairs are handled in a smooth and efficient manner. The Association further benefits from the contribution of many individuals who offer their services freely on a voluntary basis.

2:5 Members A group registration scheme replaced individual memberships at the beginning of January 2014.

3 BCA in 2018

The sports hall was redecorated.

New door signs were installed.

Lighting was updated.

It was agreed to approve the Deed of Transfer from BCA unincorporated Charity to Charitable Incorporated Organisation. (To be effective from January 1st 2019)

New fascia was installed at the Community Centre.

Re-decoration and new carpeting was carried out in Room 3, with new flooring in Room 2.

New Security cameras were installed.

Repairs to heating and plumbing were required at the Community Centre.

Gifts were purchased for retiring Trustees Anita Steven (a crystal tankard) & Alex Wilson (a pewter / copper tankard) and were presented to them in a special meeting in October.

BCA's "Their War, Our History" project came to an end, with a 1918 style Christmas Fayre & Armistice Party, held on 7 December.

Security lights had been installed, at a cost of £1,000, on the outside of the Centre and are activated by movement within 2 metres of the building.

Kepier room had been decorated, at a cost of £440, and a new carpet laid, at a cost of £1,075.

Hiring data suggests that improvements to the Centre have attracted significant new business.

Events held at Belmont Community Centre during 2018

Aikido	Alington Quilters
Baby & Toddlers	Beagles dog show
Belly Dancing	Belmont Parish Council
Bikeability	Boxing
Chat & Craft	Cheesy Waffles
Children's parties x 6	Christening party
Community Speedwatch	Co. Durham Housing
Cruse Training (bereavement)	DCC Allotments meeting
DCC Dog Health checks	Dunelm U3A
Durham Bat Watch	Durham City Harriers
Durham Dinners Project	Durham Friendship
Enterprise Training	Family History
FCA choir practice	First Aid meeting
First aid training	Flower arranging
Foster Care Associates	Hallowe'en Party
Haywood Dance	Innovations
Irish Dancing	Irish Setters

Judith Rickaby Badminton
King's Church
Metafit
NEKFA
NHS
North East Ambulance
Northern Lights Dance
Orchard Care
Saudi students
Smoke Free Life
Sunday Club
Taekwando
Tyne & Wear Care Alliance
WEA
Wider World project
Wing Chun

Kalma Baby
Labour Party
National Blood Transfusion Service
N & S Shields Canine Society
Nicola Owens Dance
Northern Border Terriers
Oaklea Trust
St Anne's
Skinny Pigs
Sticky Fingers (child care)
Swiss Foster Care
Tai Chi
Vikings
Weight Watchers
Wider World Project Cafe

Events held at Belmont School Campus during 2018

Aikido
Badminton
Steven Beresford Karate
Bump / Bounce
Durham County Badminton
DCFC U9, U13 U14, U15 & U16
Dubmire Milan (football)
Durham Swifts
Durham University Badminton
Hetton Juniors Roma (football)
Junsui Shotokan Karate
Laurel United Youth Project
Metafit
Post Soccer
Saint Giles' Archers
Saudi Volleyball
Sherburn United
Soccarena U11
Squash Club (football)
Jackie Wells (football)

John Appleby (football)
Basketball (Andrew Knox)
Boxing
Coxhoe United U11
Durham County Colts
Drumming
DUFC Wildcats
Durham United FC
Go karting
Jane Corrigan (karate)
King's Church (football)
Lumley Ladies
Philips Football
RB - Dance
Saudi Football
School of Rock
Smith Football
South Durham Boys (football)
WEA Spanish

4 Hiring Charges

Fee per hour:

Centre	Regular	Casual	Commercial
Room	£12	£15	£22
Hall	£16	£23	£28
Kitchen	£11	£11	£11
Badminton Court	£14	£17	£25

Notes

- 1 Cleaning fee of £50 for dog shows and £30 for other groups where appropriate. *This does not relieve groups of responsibility to clear up after their function.*
- 2 Registration fee of £25 per calendar year for each group, due on January 1st in order to qualify for Regular User rates.
- 3 Full day room hire charge £70 for Regular Users, £90 for Casual Users and £200 for Commercial Users.
- 4 Daily hire of full Centre £200 for Casual and £250 for Commercial use

Fee per hour:

School	Regular	Casual	Commercial
Sports Hall	£28	£34	£40
Gymnasium	£17	£22	£30
Astroturf inc f'lights	£37	£42	£65
Badminton Court	£14	£17	£25
Football Pitch	£18	£21	£25
Performing Arts Block (Full facility)	£33	£?	£?
Performing Arts Block (Part facility)	£20	£?	£?
Classroom	£13	£16	£25
Car Park (by special arrangement)	£13	n/a	n/a

Notes

- 1 Registration fee of £25 per calendar year for each group, due on January 1st in order to qualify for Regular User rates.
- 2 Football pitch hire for full season - £720 (based on 2 hours x 20 matches) + £18 for training sessions.
(Discount for advance payment or arranged monthly payments of £95 for seven months from September to March inclusive (ie £665).
Where 2 teams from the same club play at the same time the combined season charge is £1,200.



**BELMONT COMMUNITY
ASSOCIATION**

STATEMENT OF ACCOUNTS

2018



BELMONT COMMUNITY ASSOCIATION

Income and Expenditure Account

Year to 31 December 2018

	2018		2017	
<u>INCOMING RESOURCES</u>				
Centre:				
Lettings	40,902.82		41,773.74	
Posh Pawz	1,100.00		0.00	
Parish Council office rent, hirings & re-charges	<u>4,356.04</u>	46,358.86	<u>4,064.59</u>	45,838.33
Unallocated		0.00		2,855.15
School:				
School - Classroom	1,904.50		807.25	
School - Car Park	114.00		277.50	
Performing Arts Block	5,225.00		0.00	
School - Astroturf	3,739.00		6,900.25	
School - Sports Hall	21,736.40		21,845.65	
School - Gym	8,136.00		10,113.40	
School - Field	3,379.00	44,233.90	<u>5,274.25</u>	45,218.30
Membership fees:				
Centre	575.00		639.00	
School	525.00	1,100.00	<u>500.00</u>	1,139.00
Grants (see Note 7)		11,000.00		33,100.00
Bank interest		537.44		571.42
Misc		0.00		1,584.90
Drinks		<u>0.00</u>		<u>196.35</u>
TOTAL INCOMING RESOURCES		103,230.20		130,503.45
<u>EXPENDITURE</u>				
Wages - Centre	9,257.98		28,189.75	
Wages - School	19,283.54		0.00	
Cleaning contract	4,143.72		3,970.82	
Heating and Lighting	4,432.73		4,048.00	
Water Rates	1,459.10		1,412.56	
Refuse collection	461.20		422.00	
Cleaning Materials	1,021.13		654.12	
Maintenance - routine	4,137.53		17,655.94	
Maintenance - non budgeted	28,766.60		0.00	
Maintenance Wages	2,590.25		573.75	
Kitchen modernisation	0.00		26,030.65	
Alarms and Shutters	535.20		9,280.30	
Telephone	523.67		518.56	
Printing, Postage & Stationery	672.14		546.51	
Insurance	2,321.46		2,234.10	

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Shared Use (Belmont Community School)	22,323.49	22,136.00
Audit fee	125.00	125.00
Drinks	0.00	56.64
Sundries	586.21	737.07
Music Licence	1,002.56	760.20
Depreciation (see Note 2)	2,157.65	1,967.73
Business Rates	0.00	0.00
TOTAL EXPENDITURE	<u>105,801.16</u>	<u>121,319.70</u>
NET INCOMING RESOURCES FOR YEAR	-2,570.96	9,183.75
TOTAL INCOMING RESOURCES BROUGHT FORWARD	819,573.44	788,404.65
REVALUATION OF COMMUNITY CENTRE	31,593.00	30,343.00
TRANSFER TO RESERVES (see Note 3)	0.00	5,000.00
Less: TRANSFER FROM RESERVES (see Note 3)	0.00	3,909.00
"THEIR WAR, OUR HISTORY" PROJECT (see below)	3,668.16	5,502.81
"IT'S UP TO YOU"	0.00	1,405.06
GROW PROJECT	0.00	2,541.09
TOTAL INCOMING RESOURCES AT 31 DECEMBER 2018	<u><u>844,927.32</u></u>	<u><u>819,573.44</u></u>

BELMONT COMMUNITY ASSOCIATION
"THEIR WAR, OUR HISTORY PROJECT" (RESTRICTED FUND)
Income and Expenditure Account

Year to 31 December 2018

	2018	2017
<u>INCOMING RESOURCES</u>		
Grants (see Note 7)	500.00	-1,354.00
Events	<u>20.95</u>	<u>0.00</u>
TOTAL INCOMING RESOURCES	520.95	-1,354.00
<u>EXPENDITURE</u>		
Office Accommodation	0.00	47.00
Management Fee	0.00	500.00
Wages	0.00	418.88
Events:		
Beamish Visit (HLF)	0.00	135.50
Somme event	0.00	-377.65
Communmity Engagement	0.00	-122.74
Armistice Party	1,397.63	0.00
CD Production	2,791.48	0.00
Remembrance (HLF)	0.00	70.00
Year 6 (HLF)	0.00	803.14
Year 7 (HLF)	0.00	1,005.26
Ladies Night (HLF)	0.00	374.06
Family Night (HLF)	0.00	532.41
Young People's Display (HLF)	0.00	742.00
Miscellaneous	0.00	20.95
TOTAL EXPENDITURE	<u>4,189.11</u>	<u>4,148.81</u>
NET INCOMING RESOURCES FOR YEAR	-3,668.16	-5,502.81
TOTAL INCOMING RESOURCES BROUGHT FORWARD	9,864.06	15,366.87
TOTAL INCOMING RESOURCES AT 31 DECEMBER 2018	<u><u>6,195.90</u></u>	<u><u>9,864.06</u></u>

BELMONT COMMUNITY ASSOCIATION

Balance Sheet At 31 December 2018

	2018	2017
FIXED ASSETS (see Note 2):		
Property	749,624.00	718,031.00
Furniture & Equipment	<u>0.00</u>	<u>0.00</u>
	749,624.00	718,031.00
CURRENT ASSETS		
Cash in hand	270.00	425.00
Bank Accounts (see Note 4):		
Tracker account	0.00	639.32
Deposit Notice Account	41,762.55	41,349.06
Variable interest Deposit Account	22,058.21	21,934.69
Current Account	54,876.28	65,181.22
Less unpresented cheques	781.51	194.95
Debtors (see Note 5)	0.00	0.00
Add pre-payment (see Note 6)	<u>2,402.38</u>	<u>2,216.98</u>
	120,587.91	131,551.32
CURRENT LIABILITIES		
Creditors (see Note 5)	25,284.59	30,008.88
NET CURRENT ASSETS	<u>95,303.32</u>	<u>101,542.44</u>
TOTAL NET ASSETS	<u><u>844,927.32</u></u>	<u><u>819,573.44</u></u>
REPRESENTED BY		
Capital Fund	749,624.00	718,031.00
Restricted Funds (see Note 3):		
Roof replacement reserve	26,000.00	26,000.00
External Building Repairs	10,500.00	10,500.00
Centre Improvement Fund	15,000.00	15,000.00
"Their War our History" Project	6,195.90	9,864.06
Income Reserves	<u>37,607.42</u>	<u>40,178.38</u>
TOTAL FUNDS	<u><u>844,927.32</u></u>	<u><u>819,573.44</u></u>

BELMONT COMMUNITY ASSOCIATION
Charity No 520726

Notes to the Accounts
Year to 31 December 2018

1. ACCOUNTING POLICIES

These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting for Charities.

2. FIXED ASSETS

Land and Buildings – Expenditure on the Community Centre has been capitalised as follows:

Brought forward	718,031
Revaluation revision	31,593
Depreciation charge for year	Nil
Per Balance Sheet	<u>749,624</u>

(Trustees are aware that the open market value of the building at the present time is “nil” and the amount shown on the balance sheet is a reflection of the re-building cost)

Furniture and Equipment:

Brought forward	0.00
Additions in year:	
Henry Hoover	151.57
Pedal bin	32.09
Tables	618.00
Furniture	239.40
Fans	24.97
Tables & Trolley	<u>1,091.62</u>
Total to date	2,157.65
Depreciation charge for year	2,157.65
Per Balance Sheet	<u>0.00</u>

3. RESTRICTED FUNDS

The Trustees agreed to make no changes to the level of Reserves during the year:

Roof Replacement b/f	26,000
Added during the year	<u>0,000</u>
	<u>26,000</u>
External Building Repairs b/f	10,500
Added during the year	<u>0,000</u>
	<u>10,500</u>
Centre Improvement Fund b/f	15,000
Added during the year	<u>0,000</u>
Remaining at the year-end	<u>15,000</u>

Project Fund

"Their War our History" b/f	9,864
Used during the year	<u>3,668</u>
Remaining at the year-end	<u>6,196</u>

4. CAPITAL

No new capital was introduced. A variable interest Virgin Money Charity Deposit Notice Account and a Virgin Variable Deposit Account are held to maximise the interest on money held in reserves, whilst ensuring that sufficient funds are available on demand. Other accounts held are Barclays Community Account for day to day transactions. A Barclays Business Savings Account was closed with the balance being transferred to the Community Account.

5. CREDITORS AND DEBTORS

A sum of £22,323.49 was due to Belmont Community School, in accordance with a shared use agreement. Accrued leave due to be paid to staff in 2019 amounted to £530.32. A sum of £1,000 was set aside to settle the electricity account, as a result of non-billing following supplier Extra Energy entering administration. Security work carried out on the Centre was completed at a cost of £1,008. Late billing of Water was estimated at £300. A sum of £122.78 was owed on the WW1 Project. At present there are no other outstanding liabilities that the Trustees are aware of.

6. PRE-PAYMENTS

A sum of £2,402.38 was paid in advance to Barrie of Durham, in respect of insurance premiums for the period 1 January – 31 December 2019.

7. GRANTS

Total grant income of £11,500 was received. £10,000 was received through the National Lottery, Awards for All (England) towards external repairs, £1,000 from an individual user for environmental improvements and £500 from County Durham Housing Group to cover costs at the WW1 Armistice Party.

8. INSURANCE

Insurance cover includes Buildings, contents, public liability and Trustee indemnity.

9. PAYROLL

Durham County Council is engaged as our Payroll Bureau and submits all HMRC returns and makes appropriate payments under a Service Level Agreement. All staff receive a letter advising them of their right to join a workplace pension, even though BCA is not required to automatically enrol them, as they do not meet the criteria of earning £192 per week. No staff have decided to join the Pension Scheme.

10. CHANGE OF LEGAL STATUS

Belmont Community Association has been registered as a Charitable Incorporated Organisation with a new charity number 1177041 and will operate under this new legal status from 1 January 2019, providing trustees with more protection.

11. TRUSTEE REMUNERATION AND EXPENSES

No remuneration or expenses was paid either directly or indirectly out of the funds of the Charity to any Trustee or any person or persons known to be connected with any Trustee during the year ended 31 December 2018.

12. FINANCIAL COMMITMENTS

The Trustees are confident that all financial obligations and commitments of Belmont Community Association can be met.

13. INDEPENDENT EXAMINER

Fees were paid to Mr T J Hardman in his position as independent examiner of the Charity's accounts

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE BELMONT COMMUNITY ASSOCIATION, DURHAM**

I report on the accounts of the Belmont Community Association for the year ended 31 December 2018 which are as set out on the attached pages.

Respective Responsibilities of Trustees and Examiner

The Charities Trustees are responsible for the preparation of the accounts. The Charities Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 Commission. 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 seeking 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 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:

1) Which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


T J Hardiman
CTA

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Durham DH1 3DA
21 February 2019