



Mortlake Community Association Annual Report and Accounts – 2018



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1 Legal and Administrative Information

Charity Number 282067

Executive Committee and Trustees

Kate Woodhouse (Chair)
Robert Orr Ewing (Hon Treasurer)
Martin Borrett
Geraldine Dawes (Resigned November 2018)
Francine Bates
Gareth Davies (Resigned July 2018)
Helen Deaton

Employees

Martina Philips
Manager
Robert Marlow
Administrative Assistant and Premises Assistant

Governing Instrument

Charity Commission for England and Wales
Approved amended constitution 19 March 2001

Principal Address

St Mary the Virgin C of E Church
Mortlake High Street. London SW14 8JA

Bankers

Barclays plc
PO Box 13
8 George Street, Richmond, TW9 1JU

Independent Examiner

J D Blythe FCA
Blythe & Co
206 Upper Richmond Road West
London SW14 8AH



2 Foreword from the Chair

The Mortlake Community Association has enjoyed a successful year continuing to provide groups and activities to suit a variety of interests for the residents of Mortlake. Many people have contributed to this success. Martina Philips, our manager, and Robert Marlow, our premises and administrative assistant have worked tirelessly to ensure that our activities provide enjoyment and companionship, and that everyone is welcome and valued. Our excellent tutors and committed volunteer group leaders inspire and encourage the many people who come to the MCA.

In 2018 we were invigorated by our new logo and website. New people have joined groups after seeing the posters and website, which is encouraging. We continue to reach out to more people so that they too can benefit from all the MCA has to offer. We are grateful to our funders, particularly Richmond Parish Lands Charity, and to everyone who has contributed financially.

The trustees have done much this year to guide the work of the MCA, their work, experience and contribution are much appreciated. Gerry Dawes has resigned, our thanks for her many years of loyal service. We are looking forward to welcoming new trustees in 2019.

Thank you to everyone involved with the MCA, users, staff, volunteers and tutors helping to make Mortlake a special and exciting place to live.

Kate Woodhouse
March 2019

3 Manager's Report

It has been a pleasure to lead Mortlake Community Association (MCA) for the last three years. I have really enjoyed developing MCA as an organisation that was maintaining a number of regular activities to a familiar group of people, to one that is offering new activities and events to a larger and more diverse user group. But mostly I am happy that we have made progress towards our vision of helping more people to improve their physical and mental well-being.

We often ask ourselves, does what we do matter? So, recently we conducted a survey asking people how satisfied they were with the activities they attended and how they benefitted. I would like to say thank you to all the people who responded and took the time filling out the questionnaire. The amazing results show both the social impact and the continuing need for a service such as ours. Particularly encouraging are the lovely comments from people, especially one which sums up what MCA is about "Makes me feel better!"

I am very pleased with the progress we have made this year and I hope that this will continue. I want to offer a special thank you to Robert Marlow, who has been very committed and dependable and who makes everybody feel welcome. I would also like to thank all our trustees, volunteers and tutors for their commitment to making a difference to so many people.

Thank you to our funders and supporters

All our Volunteers	Barnes Children's Centre
Barnes Hospital	Barnes Workhouse Fund
Ethnic Minorities Action Group	Mortlake Hall
Mortlake and East Sheen Society	Richmond Borough Mind
Richmond Parish Lands Charity	Richmond Council for Voluntary Services
St Mary the Virgin Church	The Guide Hall

Martina Philips
March 2019

4 Financial Statements

4.1 Introduction

The Income and Expenditure Account, the Balance Sheet and accompanying notes for the period 1st Jan. 2018 to 31st Dec. 2018 are set out in this section. The Committee has considered the key risks to which it might be exposed whilst carrying out its activities and obligations, and has appropriate systems and financial procedures in place to mitigate those risks.

4.2 Overview

MCA's finances remain healthy; we have continued to benefit from a continued core grant and are managing to deliver more activities either through using our reserves or through small participant contributions.

As at 31st December 2018, MCA's reserves were £52,856 (2017: £58,492) – (Notes 6 and 8). There are £24,722 of free reserves and £28,134 of restricted reserves of which £4,861 is available for MCA projects and £21,796 has been set aside for funding a more permanent base for MCA and its activities. The remainder is held by MCA on behalf of the Mortlake Brewery Community Group (MBCG), a group established to represent local interests in the redevelopment of the Stag Brewery site. We will continue to allocate our reserves, where possible, to support our core funding and to deliver projects where funding shortfalls occur. The Association's reserves policy is to maintain sufficient funds to operate the charity for approximately nine months in the event that all sources of income are withdrawn; we exceed this position.

Our grant **income** recognised in 2018 was marginally up on the previous year at £15,835 (Notes 1, 7 and 9). In addition to the core grant of £11,035 from Richmond Parish Lands Charity (RPLC) we also received £3,000 from Barnes Workhouse Fund. We are grateful for the generosity of RPLC and BWF for continued support of the MCA. We received donations from MESS, The Friends of Barnes Hospital and St Mary the Virgin church to help deliver our activities. We have continued to charge for some of our events to help cover basic costs: within the other income received (£13,527) in 2018, £7,716 was from participants - a small increase on the previous year.

MCA's **Expenditure** has increased by 9% to £34,228 as a result of an increase in community activities £13,476 (2017: £12,334), an increase in employment costs £17,185 (2017: £15,805), and an increase depreciation charge £2,246 (2017: £1,941). The details of the charity's expenditure are set out in Note 2. The total cost of delivering the community activities including an apportionment of the indirect and employment costs is set-out in Note 10.

Assets (Notes 3 & 4) were down to £64,545 (2017: £71,654); fixed assets increased to £4,494 as we made improvements to the community garden, upgraded computer equipment and improved our website. **Current Liabilities** (Note 5) were marginally lower at £11,689 (2017: £13,162).

Robert Orr Ewing, Hon. Treasurer

4.3 Income and Expenditure Account

	Notes	Year Ended 31 December	
		2018	2017
		(£)	(£)
Income	1	29,402	30,694
Expenditure	2	(35,038)	(34,751)
Net Income/(Expenditure)		(5,636)	(4,057)
Fund Balance Brought Forward		58,492	62,549
Fund Balance Carried Forward		52,856	58,492

4.4 Balance Sheet

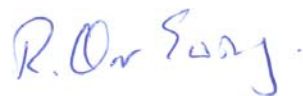
	Notes	As at 31 December	
		2018	2017
		(£)	(£)
Fixed Assets	3	4,494	3,884
Current Assets	4	60,051	67,770
Current Liabilities	5	(11,689)	(13,162)
Net Assets		52,856	58,492
Represented by			
General Fund	6	52,856	58,492

Approved by:

(Chair)



(Treasurer)



6th March 2019

The Accounts have been prepared on the “accruals” basis to properly reflect the income and expenditure relating to the accounting period.

Fixed assets are capitalised in the balance sheet and depreciated over three years with a full year of depreciation charged in the year of acquisition.

4.5 Notes to the Financial Statements

4.5.1 Note 1 – Income

	Notes	Year Ended 31 December	
		2018	2017
		(£)	(£)
Donations and Other Income	7	13,527	15,253
Bank Interest		40	30
Grants	9	15,835	15,411
		<u>29,402</u>	<u>30,694</u>

4.5.2 Note 2 – Expenditure (Direct Costs)

	Notes	Year Ended 31 December	
		2018	2017
		(£)	(£)
Community Activities			
Positive Living			22
Gentle Exercise		2,330	2,154
Healthy Cooking		744	93
Yoga		1,440	1,170
Community Singing		1,800	1,852
Drawing		2,049	2,076
Outings and Trips		621	645
Community Garden/Environment		211	45
Other Activities		126	101
Activity Communications and Marketing		175	583
Activity and Learning Support Costs		3,980	3,593
Expenditure on MCA Activities		<u>13,476</u>	<u>12,334</u>
Employee Costs (incl. recruitment and travel)		17,165	15,805
Depreciation		2,246	1,941
Administration		1,341	1,449
MCA Operational Expenditure	10	<u>34,228</u>	<u>31,529</u>
Brewery Expenditure on behalf of MBCG		<u>810</u>	<u>3,222</u>
Total Expenditure		<u>35,038</u>	<u>34,751</u>

4.5.3 Note 3 – Fixed Assets

	Notes	As at 31 December	
		2018	2017
		(£)	(£)
Computer Equipment		1,903	519
Fixtures and Fittings		2,591	3,365
		<u>4,494</u>	<u>3,884</u>

4.5.4 Note 4 – Current Assets

	Notes	As at 31 December	
		2018	2017
		(£)	(£)
Current Account		7,031	9,785
Deposit Account		52,920	57,885
Cash		100	100
Debtors			
		<u>60,051</u>	<u>67,770</u>

4.5.5 Note 5 – Current Liabilities

	Notes	As at 31 December	
		2018	2017
		(£)	(£)
Creditors		248	327
Deferred Income		11,441	12,835
		<u>11,689</u>	<u>13,162</u>

4.5.6 Note 6 – Reserves

The Association's reserve policy is to maintain sufficient funds to operate the Charity for approximately nine months in the event that all sources of income are withdrawn.

	Notes	As at 31 December	
		2018	2017 (£)
Restricted Funds	8	28,134	26,819
Free Reserves (Including Fixed Assets, Salary and Operating funds)		24,722	31,673
		<u>52,856</u>	<u>58,492</u>

4.5.7 Note 7 – Donations and Other Income Received

During 2018 donations have been gratefully received from the following organisations:

Donor	2018 (£)		2017 (£)
	Received	Recognised	Recognised
Contributions from Participants	7,716	7,716	6,629
Gift Aid			500
Easy Funding	17	17	41
Friends of Barnes Hospital Donation	1,355	949	
Mess Donation	500	500	
St Mary the Virgin	250	250	
Other Income - MCA	4,095	4,095	3,442
Other Income - MBCG			4,641
Total Received		13,527	15,253

4.5.8 Note 8 - Restricted Funds

In accordance with the restricted use of some grants, the Association maintains a number of restricted funds. The balances of these at 31 December 2018 are detailed below.

	Year Ended 31 Dec 2018 (£)	Year Ended 31 Dec 2017 (£)
Over 60s Projects	169	
Health Projects	3,442	1,937
Youth and Young Families	1,250	1,250
Investing for the Future	21,796	21,796
Total of MCA Restricted Funds	26,657	24,983
Brewery Funds (Held for MBCG)	1,477	1,836
Total Restricted Funds	28,134	26,819

4.5.9 Note 9 – Grants

The Association is most grateful for the grants awarded during the course of the 12 months ended 31 December 2018 from the following organisations:

Source of Funds	2018 (£)	Project/Purpose	2017 (£)
Richmond Parish Lands Charity	11,035	Salary and administrative costs	11,035
Richmond Parish Lands Charity		Website development	1,800
Civic Pride Barnes Workhouse Fund	3,000	Garden Improvements Salary and administrative costs	4,376
Total Grants Awarded	<u>14,035</u>		<u>17,211</u>
<i>Plus</i> Grants Deferred from 2017	<u>12,835</u>	<i>Plus</i> Grants Deferred from 2016	<u>11,035</u>
<i>Less</i> Grants Deferred to 2019	<u>-11,035</u>	<i>Less</i> Grants Deferred to 2018	<u>-12,835</u>
<i>Less</i> Accrued Income	<u>0</u>	<i>Less</i> Accrued Income	<u>0</u>
Grant Income Recognised in 2018	<u>15,835</u>	Grant Income Recognised in 2017	<u>15,411</u>

4.5.10 Note 10 - Expenditure (Direct Costs and Overhead Allocation)

	Year Ended 31 December 2018	Year Ended 31 December 2017
	Including Management Costs	Including Management Costs
	(£)	(£)
Positive Living and Mind Drop in Chiropody	1,034	326
Gentle Exercise	3,453	3,156
Healthy Cooking	1,241	420
Yoga	2,381	1,850
Community Singing	2,727	2,756
Drawing	3,009	3,053
Outings and Trips	923	1,152
Community Garden/Environment	512	60
Other Activities	935	1,936
Total Expenditure on Community Events including Indirect Cost Allocation	16,215	15,006
Direct Employee Costs (after Cost Allocation)	15,767	14,582
Depreciation	2,246	1,941
Total Expenditure	34,228	31,529

5 Independent examiner's report to the trustees of the Mortlake Community Association

I report on the accounts of the Mortlake Community Association for the year ended 31 December 2018, set out on pages 6 to 12.

5.1 Respective responsibilities of trustees and examiner

As 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 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, follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and state whether particular matters have come to my attention.

5.2 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 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.

5.3 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:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

J D Blythe FCA
206 Upper Richmond Road West,
London,
SW14 8AH
6th March 2019

