

**THE ORPINGTON CONSERVATIVE ASSOCIATION**

**Accounts  
For the Year Ended 31 December 2019**

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# THE ORPINGTON CONSERVATIVE ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

The Officers of Orpington Conservative Association (the “Association”) present the financial position for the year ended 31 December 2019.

### The Officers of the Association on 31 December 2019

|                         |   |
|-------------------------|---|
| Graham Short            | Chairman                                    |
| Councillor Mike Botting | Deputy Chairman Political                   |
| Linda Hewitt            | Deputy Chairman Memberships and Fundraising |
| Susan Clark             | Treasurer                                   |
| Councillor Tony Owen    | Secretary                                   |

### The Trustees

By a Deed of Retirement and Appointment of New Trustees dated 15<sup>th</sup> June 2020 the current Trustees are

Paul Martin Bonter  
Valerie Anita Cosette Huntington-Thresher  
Simon Henry Fawthrop  
Robert Blanchett

The Trustees hold all that Freehold property situate at and known as 4, 4a and 6 Sevenoaks Road, Orpington, Kent, all of which said property is registered at the Land Registry with Title Number SGL58878 (the “Trust Fund” ) as Bare Trustees for the Association pursuant to a Declaration of Trust dated 26<sup>th</sup> April 2011 made between Antony Youd, Paul Bonter and Julian Benington of the one part and Brian Martin Cooke of the other part (the “Declaration of Trust”)

The Financial Statements are approved by the Officers appointed at the Annual General Meeting on 3<sup>rd</sup> July 2020 and signed on their behalf on \_\_\_\_\_ by:

.....  
Councillor Mike Botting - Chairman

## **INDEPENDENT EXAMINERS' REPORT TO THE MEMBERS OF THE ORPINGTON CONSERVATIVE ASSOCIATION**

I report on the financial statements of the Association for the year ended 31 December 2019 which are attached to this report.

### **Respective Responsibilities of the Officers and Examiner**

The Officers are responsible for the preparation of the accounts. The Officers have decided that an audit is not required for this year and that an independent examination is needed.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Association whether particular matters have come to our attention.

### **Basis of Independent Examiners' Report**

My examination was carried out in accordance with the General Directions given by the Association. An examination includes a review of the accounting records kept by the Association and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, I do not express an audit opinion on the view given by the financial statements.

### **Independent Examiners' Statement**

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

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with requirements of the Association; and
  - to prepare financial statements which accord with the accounting records and to comply with the requirements of the Associationhave 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.



**A M Meredith FCCA  
Baxter & Co  
Chartered Certified Accountants**

Lynwood House  
Crofton Road  
Orpington  
Kent BR6 8QE

## THE ORPINGTON CONSERVATIVE ASSOCIATION

### Income and Expenditure Account for the Year Ended 31 December 2019

|                                       | NOTE | 2019          |                   | 2018          |                   |
|---------------------------------------|------|---------------|-------------------|---------------|-------------------|
|                                       |      | £             | £                 | £             | £                 |
| <b>Income:</b>                        |      |               |                   |               |                   |
| Members & Subs                        |      | 10,424        |                   | 9,694         |                   |
| Donations                             |      | 4,896         |                   | 1,267         |                   |
| Contribution to Expenses              |      | <u>12,893</u> |                   | <u>15,240</u> |                   |
|                                       |      |               | 28,213            |               | 26,201            |
| <b>Rental Income:</b>                 |      |               |                   |               |                   |
| Club Rent                             |      | 15,000        |                   | 18,833        |                   |
| Office Rent                           |      | 3,580         |                   | 4,776         |                   |
| Hall Rent                             |      | <u>3,080</u>  |                   | <u>3,895</u>  |                   |
|                                       |      |               | 21,660            |               | 27,504            |
| <b>Fundraising Income:</b>            |      |               |                   |               |                   |
| Branch Function Income                |      | 8,229         |                   | 9,356         |                   |
| Association Function Income           |      | 1,463         |                   | 6,568         |                   |
| Raffle Income                         |      | 2,058         |                   | 1,955         |                   |
| Club Function Income                  |      | <u>3,672</u>  |                   | <u>3,918</u>  |                   |
|                                       |      |               | 15,422            |               | 21,797            |
| <b>Investment Income:</b>             |      |               |                   |               |                   |
| Bank Interest Received                |      |               | 483               |               | 246               |
|                                       |      |               | <u>          </u> |               | <u>          </u> |
| <b>Total Income</b>                   |      |               | <u>£65,778</u>    |               | <u>£75,748</u>    |
| <b>Expenses:</b>                      |      |               |                   |               |                   |
| Administrative Expenses               | 2    | 33,269        |                   | 35,599        |                   |
| Campaign Expenses                     |      | 13,380        |                   | 7,520         |                   |
| CCHQ Contribution                     |      | <u>35</u>     |                   | <u>35</u>     |                   |
|                                       |      |               | (46,684)          |               | (43,154)          |
| <b>Fundraising Costs:</b>             |      |               |                   |               |                   |
| Branch Function Costs                 |      | 4,716         |                   | 3,920         |                   |
| Association Function Costs            |      | 58            |                   | 2,377         |                   |
| Raffle Expenditure                    |      | <u>1,170</u>  |                   | <u>1,117</u>  |                   |
|                                       |      |               | (5,944)           |               | (7,414)           |
|                                       |      |               | <u>          </u> |               | <u>          </u> |
| <b>Total Expenditure</b>              |      |               | <u>(52,628)</u>   |               | <u>(50,568)</u>   |
| Surplus before tax                    |      |               | 13,150            |               | 25,180            |
| Corporation tax due                   |      |               | (1,330)           |               | (3,434)           |
| Prior year Corporation tax adjustment |      |               | 1,868             |               | 43                |
|                                       |      |               | <u>          </u> |               | <u>          </u> |
| <b>Net surplus for the year</b>       |      |               | <u>£13,688</u>    |               | <u>£21,789</u>    |



# THE ORPINGTON CONSERVATIVE ASSOCIATION

## NOTES TO THE ACCOUNTS

### 1. Accounting Policies

The Association is unincorporated and controlled by its Officers in accordance with the Rules as adopted at the Annual General Meeting on 15<sup>th</sup> March 2012.

#### 1.1 Accounting Convention

The financial statements have been prepared in accordance with relevant guidance issued by the Accounting Standards Board and the requirements of the Statement of Recommended Practice (SORP) 2015 *Accounting by Charities*. Income from members' subscriptions, all donations, legacies and interest is included as and when it is received. Income from rent is accounted for in the period to which it is due. Expenditure is accounted for in respect of operating costs on an accruals basis. Approval of expenditure on projects or campaigns are treated as outstanding commitments, and not as actual expenditure, until invoices are received.

#### 1.2 Fixed Assets

Fixed assets are capitalised at cost and depreciated as follows:

- Fixtures and fittings – 25% reducing balance
- Freehold property – held at cost

The freehold property is held at cost and no revaluation has been undertaken. The Officers are satisfied that the property value is not impaired.

#### 1.3 Reserves

The Association holds sufficient reserves in order to meet its obligations as they fall due. Reserves are held as follows:

- The General fund is held to meet the Association's administrative costs, ongoing commitments and obligations, including the general maintenance of its assets for a period of 12 months.
- The Building Renovation fund is held as a reserve to meet the Association's commitment to fund the planned renovation works on the Association's building. The Officers have agreed a fund and programme to undertake the works over the coming years. The Officers will review the adequacy of the fund on an annual basis. During the year the fund was increased by £50,000 to fund proposed works
- The Election fund is the expected cost to the Association of an election campaign, notwithstanding any donations and contributions from members. This fund is reviewed annually.

Reserves are received unrestricted and the Officers elect to transfer between reserves annually.

# THE ORPINGTON CONSERVATIVE ASSOCIATION

## NOTES TO THE ACCOUNTS

### 2 Administrative expenses

|   | 2019   |         | 2018   |         |
|---|--------|---------|--------|---------|
|   | £      | £       | £      | £       |
| Salaries and Allowances                       | 17,599 |         | 16,894 |         |
| Rates   | 1,178  |         | 195    |         |
| Light, Heat and Water                         | 2,860  |         | 4,201  |         |
| Cleaning                                      | 1,815  |         | 1,980  |         |
| Printing, Stationery and<br>Computer Expenses | 1,885  |         | 2,451  |         |
| Broadband, Telephone and postage              | 924    |         | 4,589  |         |
| Sundries                                      | -      |         | 103    |         |
| Insurance                                     | 1,635  |         | 2,841  |         |
| Legal and Professional                        | 1,470  |         | 1,470  |         |
| Depreciation                                  | 499    |         | 616    |         |
| Bank Charges                                  | 112    |         | 23     |         |
|   |        | 29,977  |        | 35,363  |
| Repairs and Maintenance                       |        | 3,292   |        | 236     |
|   |        | £33,269 |        | £35,599 |

### 3. Trustees' remuneration

The Trustees cannot be reimbursed for their loss of time except within certain very narrow exceptions set out in Clause 12 of the Declaration of Trust as follows:

“Any trustee, whether acting as a solicitor or other person engaged in a profession or business or in a personal capacity, shall be entitled to charge and be paid all normal professional or other charges for business done, services rendered or time spent by such trustee personally, or by such trustee’s firm or company, in the administration of these trusts including acts which a trustee not engaged in any profession or business could have done personally”

The Trustees neither received nor waived any emoluments during the year (2018: Nil).

### 4. Outstanding Commitments

The Association has no outstanding commitments at the year end.

**THE ORPINGTON CONSERVATIVE ASSOCIATION**  
**NOTES TO THE ACCOUNTS**

**5. Trustees Indemnity**

The Trustees for the time being have the benefit of an indemnity set out in clause 6.1 of the Declaration of Trust as follows:

“The Association hereby covenants with the Trustees, and each of them, at all times fully and effectually to indemnify them, and each of them and their respective personal representatives, in respect of all liabilities, actions, proceedings, claims, demands, taxes and duties, and all associated interest, penalties and costs and all other costs and expenses whatever in respect of the Trust Fund and any leases or tenancies to which all or any part of the Trust Fund may from time to time be subject.”