

**Registered Charity Number 291079**

**St John's Arts and Recreation Association**

**Trustees' Report and Financial Statement**

**For the Year Ended 31st July 2025**

**St John's Arts and Recreation Association**  
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**For the Year Ended 31st July 2025**

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# Trustees' Annual Report

## St John's Arts and Recreation Association

### Registered charity number 291079

For the financial year beginning: 1st August 2024

For the financial year ending: 31st July 2025

**Charity principal address:** St John's Arts and Recreation Centre  
St John's Walk, Market Street,  
Old Harlow, Essex.  
CM17 0AJ

### Charity Trustees (Management Committee)

	<u>Office Held</u>	<u>Appointing Body</u>
Elizabeth Cox	Chairman	
<vacant>	Deputy Chairman	
Emma Dilworth	Secretary	
John Bilton	Treasurer	Harlow Chorus
Marlies Heinecke		
Robin Woollams		
Jeannie Humphrey		
Sue Livings (Councillor)		Harlow Council
Emma Dilworth	ARC Administrator	Non-voting member of staff

### Description of the Charity's trusts

#### Governing Document

The St. John's Arts and Recreation Association (ARA) was founded on the 25<sup>th</sup> June 1983. The Association has a Constitution which provides for the conduct of its affairs and under this the Association is directed and managed by a committee, the members of which are to be regarded under the Charities Act 1993 as the Trustees of the Association.

#### Objects of the Charity

The Association is established firstly to promote the community life of the inhabitants of Old Harlow by providing communal facilities for the advancement of education and for the purpose of the arts, recreation and leisure-time activities and, secondly, to run the St. John's Arts and Recreation Centre.

#### Advisors

The Association's Bankers are Barclays and the Saffron Building Society

The Association's Independent Examiner is DJP Accountants

The Association's Surveyor and Architect is Malcolm Quinton RIBA

The Association's Custodian Trustees are Jo Verrells, Shenagh Waddoup and Elizabeth Cox.

#### Activities and Achievements

St. John's Arts and Recreation Centre provides a meeting place for numerous local groups, offering exercise, dancing, music making, family history, gardening and art appreciation activities for the very young through to the elderly. In addition, the ARA has promoted a wide

range of its own activities, many of which are music based. When not in use by regular groups, the building has been available for private hire and has been well used at weekends for parties, family occasions and other events.

### **Significant Events**

The blue chairs used in the Main Hall are at their end of life and are inspected regularly. Nearly half of the original 100 chairs have now been discarded due to safety issues. A Chair Fund has been started and grant aid submissions continue in an effort to raise the money required to buy new chairs.

Kumon have advised us that they are now required to provide an education session on Saturday mornings. The ARC is not available at that time, so Kumon have had to relocate elsewhere, which will result in a significant loss of income (of the order of £8,000) in future years.

The number of bookings remains at a high level, enabling the cost of running the ARC to be spread over a wider customer base. The continuing rise in heating costs over the year is still not covered by the rising income from extra bookings, though, and future increases in hiring rates are to be expected.

Finally, our music coordinator, Marlies Heinecke, has suffered ill health recently and has had to relinquish her task of organising and promoting the ARC's Friday Lunchtime Concerts. This work has been taken over by the Treasurer and Administrator (John and Emma), whilst a new concert promoter is sought. We are extremely grateful to Marlies for her professionalism and commitment made over many years and for the enjoyment the concerts have brought to our many supporters. The committee's intention is that the concert series should continue, if at all possible. We already have bookings from artists well into 2026.

### **Financial Summary**

Further financial details are provided later in this report. As at 31st July 2025, there was a deficit of £561 in total net income compared to a deficit of £5,966 in 2023/2024.

Financial year	2023/2024	2024/2025	Difference between the two years
Total unrestricted income	£59,504	£65,047	£5,543
Total unrestricted expenditure	£64,379	£65,884	£1,505
Surplus (deficit shown in brackets)	£(4,875)	£(837)	£4,038

### **Income**

#### Membership and Music Extra Fees

The committee is not planning to raise fees this coming year, so it is proposed to retain membership at £12.00 per year, music extra at £15.00 per year and group membership at £65.00 per year.

#### Regular Hire by affiliated groups

The hire rates are reviewed from time to time and are kept in line with hire charges for similar facilities in the area. Regular groups can benefit from discounts by becoming ARA group affiliates.

The groups affiliated to the ARA (i.e. having voting rights at an AGM) during the year were:

Essex Society for Family History  
Harlow Singers (via Harlow Chorus)

Harlow Chorus



### Regular Hire by non-affiliated groups and other users

As with the rates for affiliated groups, the general hire rates are reviewed from time to time and are kept in line with hire charges for similar facilities in the area.

Smaller groups are encouraged to use the privacy of the Vestry Room, so that the entire Refectory can be used as a communal area. Some arts/crafts groups prefer to hire the rear section of the Refectory because its additional top lighting and non-carpeted floor are felt to be more suited to their activities.

Non-affiliated groups that met regularly were:

Art-A-Peel	Harlow Concert Band
Ballet First with Theresa Crumb	Hartbeeps (mother & baby)
Danny's Guitar Group	Barbara's Yoga
Carmel Church	New Arts Harlow
U3A Art & Design	Harlow Quakers
Kumon Maths & English after school study	

Occasional users were:

New Edition Singers	ISM
Essex Music Services	Harlow Symphony Orchestra
Old Harlovians	Harlow Rock School
National Childbirth Trust	Coro94
Razed Roof	Oddfellows
de Merc Chamber Choir	Riverside Court Management

Committee

### Private Hire and Occasional Group Hire

A regular annual booking of the ARC was received from the Old Harlovians (our building used to be their College Chapel). Other regular users normally hold additional events, such as quiz nights, during the year – often for their own fund raising efforts. Many private hire events (parties and one-off bookings) took place and the use of the ARC as both a rehearsal and concert venue has been demonstrated by ARA-promoted events, Coro94 and Harlow Concert Band concerts.

### Events mounted at the ARA's risk

The Lunchtime Concerts on Fridays continue to be a major draw and remain the most popular events that we have, as well as covering their costs (just). We held the normal, three concert series in the year. Two young musicians who appeared at these recitals (either individually or in a group) have received support from the Tollinton fund (see later). The ARA also promotes other public concerts and events (e.g. Harmony in Harlem) which have been held at the ARC, with administrative support, box office, refreshments and advertising provided by ARA volunteers.

### Classes

There are now no classes for which the ARA pays the tutor.

### Recordings

No audio recording sessions took place in the year, but the Main Hall was booked for a couple of video recording sessions.

### Deposits

As well as our day-to-day current account banking with Barclays, we have an interest bearing 90-day deposit account and a no-notice deposit account with Saffron Building Society. These are required to cover future ARC maintenance, as well as any revenue losses caused by increased heating bills.

### Fund Raising

A huge thank-you is in order for our volunteers, who have supported the ARC in so many ways. Fund raising events, such as Quiz Nights and donations for use of books, have raised in excess of £466 for the ARC.

### Grants and Donations Received

We are very grateful to those who have given donations to the ARC. Including Lunchtime Concert donations, members have added £7,303 to ARC funds by their generosity. Many have helped further by Gift-Aiding their subscriptions. The GASDS scheme, whereby we can reclaim small donations (e.g. those made at Lunchtime Concerts), is a further benefit. The total HMRC reclaim was £1,208.

Applications to various grant-aiding bodies were made during the year and we are pleased to record support of £2,500 from Stansted Airport Community Fund towards boiler repairs. We have also applied to grant-aiders for help with the chair fund, but no applications have been successful, so far.

### **Expenditure**

This year has seen a minimisation of expenditure, to recover previous years' additional heating costs.

### Catering expenditure

Catering income and expenditure were negligible for the year.

### Staff costs

The ARA employs Emma Dilworth as the Administrator, John Steer as a Caretaker and Dave Hewitt as a Cleaner; all roles are part-time. Gardening, repair and maintenance work is done by volunteers, local contractors and handymen. All other work is done by volunteers, at present.

### Rates (Business)

As a charity we are liable for a lower Business Rate to Harlow Council.

### Water, Light and Heat

We continue to monitor gas, electricity and water usage closely and meters are read monthly. Despite any benefits of long-term contracts, the ARA is well aware of the high cost of heating a large Victorian building and tries to minimise the consumption of both gas and electricity.

### Insurance

Our insurers are Ansvar (via Norris & Fisher), who are specialists in community centre insurance. There were no insurance claims made during the year.

### Advertising

We continue to produce the usual brochures, newsletters, posters and flyers. We endeavour to keep the ARC website current. Please note that you may need to use the full website address in order to visit our website. The full address is: **<http://www.stjohnsarc.org.uk>** (don't use https protocol).

### Capital Expenditure

None, during the reported financial year.

### Maintenance/Repair Expenditure

Although much maintenance work has been completed this year, there is continuing maintenance expenditure in roof repairs, gardening and hedge trimming, as well as indoor cleaning & repair costs.

### Miscellaneous Expenses

Our annual PRS levy is based on turnover and represents the cheapest way of covering PRS costs.

### Accountancy

DJP (previously known as Douglas Jones) Accountants are our accountants. In addition to the fee for the annual independent examination of our accounts, we pay them to carry out payroll and pension responsibilities for us.

### **Restricted income**

There are three types of restricted income:–

1. Grants awarded for specific types of expenditure only. See the “Grants” paragraph in the “Income Received” section of the financial statement for details of any new income received in the year. This includes general donations made in support of ARC music-making, not as part of the Tollinton Fund.

#### 2. Tollinton Fund

The ARC receives donations in memory of the late Dr Tollinton, to promote music making by young professional musicians and recently formed groups of musicians, providing their performances are at the ARC. This fund continues to be actively supported, although a larger number of contributors would be helpful to secure the future of the fund, which has reached its 22nd Anniversary this year.

#### 3. Chair Fund

The ARC has now opened a chair fund, to raise money for replacing the Main Hall Blue Chairs.

### **In Conclusion**

The Association owes much to the current ARC staff for their ongoing care of St. John's ARC and its users:

- Emma Dilworth, Administrator
- John Steer, Caretaker
- Dave Hewitt, Cleaner

### **Voluntary Help**

The Association is very aware that running costs would be much higher if not for the many hours of voluntary work contributed by members of the Association. In addition to the ongoing work carried out by all the Trustees, special thanks are due to John Bilton for all the research and negotiating he carries out as Treasurer and to Elizabeth Cox for her role in co-ordinating the Committee.

It would be invidious to try and identify all of the voluntary help which the ARC receives, but we wish to mention Elaine and Tim Matthews for the gardening, Jean Wright and Jeannie Humphrey for catering and serving refreshments at Friday Lunchtime Concerts and Mary Wiltshire for helping with occasional catering work.


We are also fortunate to have the active support of Councillor Sue Livings: helping with fund raising and with her numerous contacts, interest in the arts and help at events, her efforts are much appreciated. Finally, very many thanks must go to Marlies Heinecke for organising and publicising the many Music Extra / Friday Lunchtime Concerts, for booking the musicians and for her tireless work in connection with the Tollinton Fund. We shall miss her expertise and pleasant manner.

We also wish to thank our Custodian Trustees: Elizabeth Cox, Jo Verrells and Shenagh Waddoup – who join the Management Committee in offering our thanks for the efforts of all of our volunteers.

Approved by the Management Committee as the Trustees on:

30/10/2025

  
.....  
John Bilton

  
.....  
Elizabeth Cox

## Independent examiner's report

Independent examiner's report to the Trustees of St John's Arts and Recreation Association.

I report on the accounts of the trust for the year ended 31<sup>st</sup> July 2024 which are set out on pages 8 to 11.

### *Respective responsibilities of trustees and examiner*

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of s43 (2) of the Charity's Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s43 (7)(b) of the Act, 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 Commissioners. 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 the seeking of 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, I do not express an audit opinion on the view given by the accounts.

### *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 s41 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

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Douglas Jones Phillips Ltd  
33 High Street  
Old Harlow  
Essex  
CM17 0DN

Date:

# St John's Art and Recreation Association

## Statement of Financial Activities For the Year Ended 31<sup>st</sup> July 2025

	Unrestricted Funds £	Restricted Funds £	Total £	Total 2024 £
<b>Incoming resources</b>				
Membership fees	684	-	684	734
Affiliated hire	7,058	-	7,058	4,936
Non-affiliated hire	30,053	-	30,053	32,947
Private hire	3,508	-	3,508	4,687
Classes	-	-	-	-
Catering	1,439	-	1,439	1,232
Events	4,272	-	4,272	3,263
Donations & fundraising	10,619	1,551	12,170	6,565
Grants	-	-	-	-
Miscellaneous	<u>7,414</u>	<u>-</u>	<u>7,414</u>	<u>5,364</u>
<b>Total incoming resources</b>	<b>65,047</b>	<b>1,551</b>	<b>66,598</b>	<b>59,728</b>
<b>Resources expended</b>				
Catering Costs	140	-	140	601
Admin employee costs	13,076	-	13,076	13,207
Gardening costs	1,472	-	1,472	1,300*
Staff Pension costs	205	-	205	209
Rates	227	-	227	133
Water Rates	993	-	993	817
Telephone	1,076	-	1,076	1,034
Post, stationery & publicity	1,153	-	1,153	1,622
Repairs and renewals	10,467	-	10,467	3,913
Caretaking	4,001	-	4,001	4,454
Light & heat	11,957	-	11,957	16,030
Insurance	3,531	-	3,531	3,439
Legal & professional fees	-	-	-	-
Cleaning	13,199	-	13,199	11,566*
Miscellaneous expenses	84	-	84	85
Accountancy	2,817	-	2,817	3,401
Event Costs	1,170	650	1,820	2,942
Depreciation	<u>316</u>	<u>625</u>	<u>941</u>	<u>941</u>
<b>Total resources expended</b>	<b>65,884</b>	<b>1,275</b>	<b>67,159</b>	<b>65,694</b>
<b>Net incoming resources for the year</b>	<b>(837)</b>	<b>276</b>	<b>(561)</b>	<b>(5,966)</b>
<b>Funds brought forward</b>	<b><u>89,902</u></b>	<b><u>9,129</u></b>	<b><u>99,031</u></b>	<b><u>104,997</u></b>
<b>Funds carried forward</b>	<b><u>89,065</u></b>	<b><u>9,405</u></b>	<b><u>98,470</u></b>	<b><u>99,031</u></b>

The notes on page 8-9 form part of these accounts

\*£6,140 has been moved from Gardening costs to Cleaning in the 2024 comparative year due to a misposting

# St John's Arts and Recreation Association

## Balance Sheet

**For the Year Ended 31<sup>st</sup> July 2025**

	Notes	Unrestricted Funds £	Restricted Funds £	Total £	Total 2024 £
<b>Tangible Fixed Assets</b>	2	5,976	1,777	7,753	8,694
<b>Current Assets</b>					
Debtors and Prepayments		3,613	-	3,613	3,021
Bank Deposit Account		69,272	6,210	75,482	73,977
Investment Bond		-	-	-	-
Cash at Bank and in Hand		<u>12,363</u>	<u>1,418</u>	<u>13,781</u>	<u>15,821</u>
		<u>85,248</u>	<u>7,628</u>	<u>92,876</u>	<u>92,819</u>
<b>Current Liabilities</b>					
Sundry Creditors and Accruals		2,159	-	2,159	2,482
Piano Fund Accounts		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<u>2,159</u>	<u>-</u>	<u>2,159</u>	<u>2,482</u>
<b>Net Current Assets</b>		<u>83,089</u>	<u>7,628</u>	<u>90,717</u>	<u>90,337</u>
<b>Net Assets</b>		<u><b>£89,065</b></u>	<u><b>£9,405</b></u>	<u><b>£98,470</b></u>	<u><b>£99,031</b></u>
Represented by;					
<b>General Fund</b>					
Balance as at 1 <sup>st</sup> August 2024		89,902	9,129	99,031	104,997
Net Incoming/(Outgoing)					
For the year		(837)	276	(561)	(5,966)
<b>Balance as at 31<sup>st</sup> July 2025</b>		<u><b>£89,065</b></u>	<u><b>£9,405</b></u>	<u><b>£98,470</b></u>	<u><b>£99,031</b></u>

Approved by the management Committee as the Trustees on:

30/10/25

*John Bilton*

John Bilton

*Elizabeth Cox*

Elizabeth Cox.

# St John's Arts and Recreation Association

## Notes to the Financial Statements

### For the Year Ended 31<sup>st</sup> July 2025

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#### 1. Accounting Policies

##### 1.1 Accounting Convention and Standards

These financial statements have been prepared under the historical cost convention in accordance with Statement of Recommended Practice No 2 – Accounting for Charities.

##### 2.1 Depreciation

Depreciation is calculated to write down the cost, less estimated residual value, of all tangible fixed assets over their expected lives. The rates generally applicable are:

Piano	30 years
Other Equipment	20% Straight Line

#### 2. Tangible Fixed Assets

Cost	Piano £	Other Equipment £	Sculpture & Artwork £	Total £
As at 1 <sup>st</sup> August 2024	10,675	47,350	6,282	64,307
Additions	---	---	---	---
Disposals	---	---	---	---
As at 31 <sup>st</sup> July 2025	<u>10,675</u>	<u>47,350</u>	<u>6,282</u>	<u>64,307</u>
<b>Depreciation</b>				
As at 1 <sup>st</sup> August 2024	10,675	44,938	---	55,613
Eliminated on Disposal	---	---	---	---
Charged for the year	---	<u>941</u>	---	<u>941</u>
As at 31 <sup>st</sup> July 2025	<u>10,675</u>	<u>45,879</u>	<u>---</u>	<u>56,554</u>
<b>Net Book Value</b>				
As at 31 <sup>st</sup> July 2025	£ -	<u>£1,471</u>	<u>£6,282</u>	<u>£7,753</u>
As at 31 <sup>st</sup> July 2024	£ -	<u>£2,412</u>	<u>£6,282</u>	<u>£8,694</u>



## **St John's Arts and Recreation Association**

### **Notes to the Financial Statements**

#### **For the Year Ended 31<sup>st</sup> July 2025**

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#### **3. General Fund**

There is a restricted reserve in the general fund of **£9,405**

This balance can be summarised as follows:-

**£2,139** is made up from the balance of charitable donations in memory of the late Dr Tollinton and is used to promote music by and for young people at the ARC.

**£5,289** is made up from the balance of charitable donations to support lunchtime concerts, not as part of the Tollington Fund

**£200** is made up from the chair fund

**£1,250** is the net book value of flooring and a sound system purchased in earlier years for which the grants were received specifically for.

**£527** is the net book value of an Angela Godfrey Sculpture that monies were specifically donated for in earlier years.

The rest of the fund is to be used in accordance with the association's constitution.