

**PRIORY PARK COMMUNITY ASSOCIATION**  
**Annual report of the Trustees for the year ended 31 December 2023**

**Charity No. 1002848**

**PRIORY PARK COMMUNITY ASSOCIATION**

**TRUSTEES' REPORT AND ACCOUNTING STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

M Benfield ACMA CGMA, Chartered Management Accountant  
26 Lydney Road, Locks Heath, Southampton SO31 6PY. 07879 671175

**PRIORY PARK COMMUNITY ASSOCIATION**  
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Priory Park is constituted by Community Association Trust Deed and is a registered charity. The charity was formed to run the Community Hall in Priory Park, Locks Heath. The address is Priory Park Community Hall, Upper Brook Drive, Locks Heath, Southampton, Hampshire. The trustees for the year were:

Chairman	Mrs Judi Sainsbury, 43 Woodlands Close, Sarisbury Green.
Vice-Chairman	Mrs Julia Coates, 2 Horseshoe Lodge, Warsash.
Treasurer	Position vacant
Trustees	Mrs Gilly Ostler 22 Cornflower Close, Locks Heath. Mrs Julia Coates, 2 Horseshoe Lodge, Warsash.

The trustees are initially appointed for a term of one year and each is liable for re-election at the end of their term. Election is by ballot of all Priory Park residents attending the annual General Meeting.

The object of the charity is to run and maintain the hall for the benefit of residents of Priory Park and the surrounding area. To this end, the trustees charge rental on the hall for use by local groups on an hourly basis and engage the services of local builders as necessary to carry out maintenance work. A part time Manager is employed by the charity to keep control of the day to day running of the centre. The cleaning of the community hall is undertaken by a local cleaning company.

The policy of the trustees is to charge sufficient rentals to run and maintain the hall to a high standard and to build up a reserve for major repairs should any become necessary.

During the year the hall was hired out on a regular basis to several groups for meetings / activities, which include Pre-school, a Performing Arts Academy, Local Authorities, Church, Pilates, Pre and Postnatal exercise classes, Children's and Adult craft sessions, Scouts, and Guides. In addition, the hall was also hired for private functions and the trustees remain convinced that the high standard of facilities available at the hall are a major factor in securing regular bookings for such events, which contribute substantially to the income of the charity. The bookings for 2024 remain buoyant.

The community association has undertaken some refurbishment projects during the year. These include: - new internal fire doors, redecoration of both halls, kitchen and foyer, various plumbing repairs and upgrades, new curtain track in the small hall and new LED lighting throughout the building. General maintenance and day-to day repairs have been ongoing throughout the year.

The trustees wish to continue to monitor outgoings to keep cash reserves stable.

Cash funds held on deposit at the end of 2023 remain buoyant and the trustees do not consider it necessary to hold a specific fund-raising event at present. It is however the intention of the trustees to continue to apply for grant money to help fund essential upgrading projects to make certain the building remains safe and well maintained.

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**Trustees' responsibilities**

The trustees are required under the Charities Act 1993 to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year unless the charity is entitled to prepare accounts on the alternative receipts and payments basis. In preparing financial statements giving a true and fair view the trustees should follow the best practice and:

- (a) Select suitable accounting policies and apply them consistently.
- (b) Make Judgements and estimates that are reasonable and prudent.
- (c) State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.
- (d) Prepare the financial statements on a going concern basis unless it is inappropriate to presume the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity, and which enable them to ascertain the financial position of the charity, and which enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of and detection of fraud and other irregularities.

This report was approved by the trustees on 04/04/2024 and is signed on behalf of them all.



Mrs Judi Sainsbury  
Chairman

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**Independent Examiner's Report**

Report to the trustees of Priory Park Community Association, Charity number 1002848, on the accounts for the year ended 31 December 2023 which are set out on the attached pages.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2023.

**Responsibilities and basis of report**

As the charity's trustees, 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 Trust'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 which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Mark Benfield ACMA CGMA  
Chartered Management Accountant  
26 Lydney Road  
Locks Heath  
Southampton  
SO31 6PY

Date: 16 April 2024

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**Receipts and payments account: General Fund**

	<u>Note</u>	<b>2023</b> £	<b>2022</b> £
<b>Income Receipts</b>			
Trade in pursuit of the charity's objects			
Hall rentals	1	30,884	26,443
Fundraising activities			
Photocopier hire		44	159
Investment income			
Bank interest		196	14
Other income			
Grants from Fareham Borough Council		2,460	2,667
Grant from Pre-School		0	0
Misc income		71	2,951
<b>Total Receipts</b>		<b><u>33,656</u></b>	<b><u>32,233</u></b>
 <b>Direct Charitable expenditure</b>			
	2		
Warden, caretaker and cleaning costs		19,631	17,987
Repairs and maintenance of hall		8,797	9,241
Lighting and heating costs		4,197	3,370
Water rates and refuse		2,749	1,974
Insurance		1,118	1,014
Rent to Fareham Borough Council		728	728
		<b><u>37,220</u></b>	<b><u>34,313</u></b>
 <b>Other expenditure</b>			
	3		
General fundraising events		239	478
General administrative expenses		344	479
Postage and telephone calls		1,094	916
Auditors fees		198	198
		<b><u>1,874</u></b>	<b><u>2,071</u></b>
<b>Total expenditure</b>		<b><u>39,094</u></b>	<b><u>36,384</u></b>
Net Expenses/Receipts for the year		-5,439	-4,151
Bank balances at beginning of year		26,263	30,414
<b>Bank balances at end of year</b>		<b><u>20,824</u></b>	<b><u>26,263</u></b>

There are no restricted income funds, contingency funds or endowment funds.

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**Statement of assets and liabilities as at 31 December 2023**

		<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
<b>Monetary assets</b>			
Bank balances			
General fund	- Bank Current Account	701	1,337
	- Bank Deposit Account	20,123	24,926
	- Cash in hand	0	0
		<b><u>20,824</u></b>	<b><u>26,263</u></b>

There are no other assets of the charity

**Accounting policies**

The receipts and payments accounts have been drawn up as a summary of the receipts and payments made during the year by the charity. Amounts are included as received by the charity or as cheques drawn.

The accounts and statements do not include accruals and prepayments in respect of income or expenses.

The receipts and payments accounts and statement of assets and liabilities have been prepared following the guidance on accounting for smaller charities issued by the Charity Commission.

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**PRIORY PARK COMMUNITY ASSOCIATION**  
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**Notes to the accounts for the year ended 31 December 2023**

**Note 1**

<b>Hall Rentals</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Priory Park Pre-School	14,456	12,895
In Time Dance	0	0
5th Locks Heath Guides	713	679
2nd Locks Heath Scout Group	2,394	1,894
1st Titchfield Rangers	462	401
Fareham Borough Council	0	259
Gilly's Pilates	2,176	1,570
Circuit Training	0	0
Pyjama Drama	0	22
Little Learners	0	0
Singsational Choir	0	358
Son Rise	1,609	732
Tabnabs	14	778
Private Hire and Parties	2,911	3,013
Storage	358	412
Strong Mum Crew	514	74
Kings Academy	1,393	0
Bowlers Contributions to Expenses	3,886	3,356
<b>Total</b>	<b><u>30,884</u></b>	<b><u>26,443</u></b>

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**Notes to the accounts for the year ended 31 December 2023**

**Note 2**

<b>Direct Charitable expenditure</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<u>Warden, Caretaker and Cleaning costs</u>		
Wardens	10,281	9,345
Caretaker	0	0
Cleaner	8,524	7,314
Cleaning Materials	611	818
Window and Wheelie Bin Cleaning	216	509
	<b><u>19,631</u></b>	<b><u>17,987</u></b>
<u>Repairs and Maintenance of Hall</u>		
Maintenance	8,135	8,333
Furniture and Equipment	663	908
	<b><u>8,797</u></b>	<b><u>9,241</u></b>
<u>Lighting and Heating costs</u>		
Electricity	<b><u>4,197</u></b>	<b><u>3,370</u></b>
<u>Water rates and refuse</u>		
Water rates	1,834	1,139
Trade refuse	915	835
	<b><u>2,749</u></b>	<b><u>1,974</u></b>
<u>Insurance</u>	<b><u>1,118</u></b>	<b><u>1,014</u></b>
<u>Rent</u>	<b><u>728</u></b>	<b><u>728</u></b>
<b>Total</b>	<b><u>37,220</u></b>	<b><u>34,313</u></b>



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**Notes to the accounts for the year ended 31 December 2023**

**Note 3**

<b>Other Expenditure</b>	<b>2023 £</b>	<b>2022 £</b>
<u>General fundraising events</u>		
Performing Rights Society	239	478
	<u>239</u>	<u>478</u>
<u>General Administrative expenses</u>		
Miscellaneous	344	479
Photocopier rental	0	0
	<u>344</u>	<u>479</u>
<u>Postage and telephone calls</u>		
Telephone expenses	930	659
Office Supplies and postage	164	257
	<u>1,094</u>	<u>916</u>
<u>Auditing Fees</u>	<u>198</u>	<u>198</u>
<u>Bank charges</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<b><u>1,874</u></b>	<b><u>2,071</u></b>

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