



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From** 1 April 2020  
**31 March 2021**

**Period start date To**  
**Period end date**

**Charity name: Woodhall Farm Community Association**

**Charity registration number: 1047095**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	a) to promote the benefit of the inhabitants of Woodhall Farm and the neighbourhood (hereinafter called "the area of benefit") without distinction of sex, or of political, religious or other opinions, by associating the local authorities, voluntary organisations, and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time conditions of life for the said inhabitants. b) to establish or to secure the establishment of a community centre and to maintain and manage such a centre.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The maintenance management and promotion of the community centre as a safe and welcoming space for education, social intercourse, recreation and leisure
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have regard to the guidance issued by the Charity Commission.

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>

Policy on social investment including program related investment	Para 1.38	<b>N/A</b>
Contribution made by volunteers	Para 1.38	The trustees record their thanks to all volunteers that have supported the community centre over the last year.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Hire for local groups i.e., scouts, brownies, PHN and Family Centre

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>All met</b>
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Financially this has been a difficult year as we remained closed for the first 3months due to COVID, but then opened the centre for the Pubic Health Nurses and Family Centre so that new mothers could bring they babies for all heath checks and immunisations. however we were pleased to received grant aid enabling the Trustees to return a modest surplus
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held in light of guidance from the Charity Commission.
Amount of reserves held	Para 1.22	<b>£55K</b>
Reasons for holding zero reserves	Para 1.22	<b>Six months of salary costs plus building maintenance costs in line for the DBC leaseholders requirements</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	

A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		<b>N/A</b>
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election at the AGM and 2 Trustees appointed by Dacorum Borough Council.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Woodhall Farm Community Association
Other name the charity uses	Woodhall Farm Community Centre
Registered charity number	1047095

Charity's principal address	Woodhall Farm Community Centre Datchet Close Woodhall Farm Hemel Hempstead Hertfordshire HP2 7JX

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Colette Wyatt-Lowe	Trustee		
2	Rosie Sutton	Trustee		
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees - names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	


## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

--

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

### Other optional information

--

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

**Signature(s)**

M Harland

**Full name(s)**

Mandy Harland

**Position (eg  
Secretary, Chair, etc)**

Centre Manager

**Date**

13 January 2023

**Woodhall Farm Community Association**  
**Income & Expenditure account**  
**for the year ended 31 March 2021**

	Note	2021		2020	
		£	£	£	£
<b>Income</b>					
Hall hire			21,563		57,652
Grants			25,541		3,000
Other receipts			0		0
Donations			0		31
			<u>47,104</u>		<u>60,683</u>
<b>Direct Costs</b>					
Employment costs		<u>18,125</u>		<u>21,668</u>	
			18,125		21,668
			<u>28,979</u>		<u>39,015</u>
<b>Expenses</b>					
Rates		180		834	
DBC Grant refund		0		0	
Insurance		698		698	
Light and heat		5,295		4,742	
Cleaning		2,420		2,391	
Repairs and maintenance		3,051		7,859	
Fencing cost		0		0	
Printing, postage and stationery		2,818		769	
Licences		174		1,260	
Advertising		0		36	
Telephone		711		926	
Payroll costs		0			
Travel		0		42	
Entertaining		0		426	
Accountancy		660		980	
Bank charges		0		460	
General expenses		0		154	
Depreciation on fixtures & equipment		<u>0</u>		<u>0</u>	
			16,007		21,577
<b>Other Income &amp; Expenditure</b>					
Interest Received		<u>0</u>		<u>74</u>	
			0		74
<b>Net Surplus</b>			<u><u>12,972</u></u>		<u><u>17,513</u></u>

**Woodhall Farm Community Association**  
**Balance sheet**  
**as at 31 March 2021**

	Note	2021	2020
		£	£
Fixed assets			
Tangible assets		15,172	15172
Current assets			
Debtors & Prepayments		30	30
Cash at bank and in hand		101,786	88,154
		<u>101,816</u>	<u>88,184</u>
Current liabilities			
Accruals	2	2,018	1,358
		<u>2,018</u>	<u>1,358</u>
Net current assets		99,799	86,827
Net assets		<u>114,971</u>	<u>101,999</u>
Funds			
Brought forward		101,999	84,486
Net Surplus		12,972	17,513
		<u>114,971</u>	<u>101,999</u>

These financial statements were approved by the members of the committee and are signed on their

.....  
Mrs C B Wyatt-Lowe  
Trustee

.....  
Date

.....  
Mrs R Sutton  
Trustee

.....  
Date

**Woodhall Farm Community Association**  
**Notes to the accounts**  
**for the Year ended 31 March 2021**

**1 Accounting Policies**

**1.1 Accounting convention**

These accounts have been prepared on the basis of historic cost in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP)
- and with the Charities Act.

**1.2 Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the

<b>2 Accruals</b>	<u><b>2021</b></u>	<u><b>2020</b></u>
Total gas & power	0	0
Insurance	698	698
PAYE	0	0
Accountancy	1,320	660
	<u>2,018</u>	<u>1,358</u>

**3 Related party transactions**

Any related party transactions are shown in the trustee's annual report.



## Woodhall Farm Community Association

### Independent Examiners Report to The Trustees of Woodhall Farm Community Association

I report on the accounts of Woodhall Farm Community Association for the period ended 31 March 2019 which comprise the income and expenditure account, balance sheet and related notes.

This report is made solely to the trustees in accordance with Sections 145 of the Charities Act. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

#### Respective responsibilities of trustees and examiner

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 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

#### Basis of independent examiners 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 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to this matters set out in the statement below.

#### 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: (a) to keep accounting records in accordance with section 130 of the Charities Act; and (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act have 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.

Nick Alkman  
Hicks Chartered Accountants  
83 High Street  
Hemel Hempstead  
Hertfordshire  
HP1 3AH

Date 11 October 2019

Carole Lyth-Long  
MADITION