

REGISTERED COMPANY NUMBER: 3121688 (England and Wales)
REGISTERED CHARITY NUMBER: 1052456

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2023
FOR
COMMUNITY BASE
(A COMPANY LIMITED BY GUARANTEE)

Chariot House Limited
Chartered Accountants and Statutory Auditor
44 Grand Parade
Brighton
BN2 9QA

COMMUNITY BASE

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FOR THE YEAR ENDED 31ST MARCH 2023

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COMMUNITY BASE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Community Base's 1995 memorandum of association states Community Base's objects as promoting "any charitable purpose for the benefit of the inhabitants of Sussex and beyond without distinction of sex, race, disability, sexuality or political, religious or other convictions by the provision of accommodation and equipment and services to charities and voluntary organisations engaged in the furthering of charitable purposes."

Since its founding, Community Base's main activity has been the provision of good quality, affordable accommodation and associated services to charities and community groups in its central Brighton building. We have also provided meeting space and a range of free information services to the local community and voluntary sector.

Community Base has been in full occupation since 1998 and has become a vital resource for the community of Brighton and Hove.

Public benefit

In shaping our objectives and planning our activities for the year, the Trustees have given consideration to the duties set out in section 17(5) of the Charities Act 2011 to have due regard to public benefit. In particular, the Trustees have considered how the planned activities will contribute to the overall aims and objectives that they have set.

The Trustees believe that paragraphs, specifically on the "Objectives and Activities" and "Achievements and Performance" for the year, relate in detail the benefit that the charity provides to the public.

COMMUNITY BASE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2023**

STRATEGIC REPORT

Achievement and performance

Charitable activities

Community Base is a charity providing a home for, and services to, community and voluntary groups in Brighton and Hove. We use income from affordable rent and services to repay a mortgage on our seven floor building in central Brighton and meet our running costs. In 2022/23 we provided over 40 charities and community groups with accommodation and over 147 such groups with meeting space as well as 38 charitable groups with a postal address.

This year, as with all organisations, the cost of living crisis has seen continuing rising energy costs with our contractors passing those costs on alongside rising interest rates affecting the repayment of loans. To combat these rising costs we have been renewing our contracts, still in line with our commitment to a circular economy, and are developing a new fundraising strategy.

Despite these challenges Community Base still manages to offer low cost office space to enable our organisations to remain financial viable as well as keeping the building well maintained, making working conditions as comfortable as possible for those on the front line of providing services for vulnerable people. There was no drop in occupancy as expected and meeting room hire is healthy.

Improvements to the website continue to make sure that our services are accessible and the information provided clear and up to date and as a window to Community Base's values and activities reflected in our new Theory of Change.

Community Base runs four online information services - Brighton and Hove volunteer search, Brighton and Hove Job Search, Brighton and Hove service search and Brighton and Hove venue search - that help people find local volunteer opportunities, access help-lines and community services and get in touch with venues for hire Brighton & Hove Job Search is our most popular search with 1,700 subscribers to the daily jobs email.

Our reception provides information about groups at Community Base and many other matters to the general public. We publish an annual free copy of our poster guide to local services and distribute it widely across Brighton and Hove and through our reception.

Community Base is also the home of Brighton Soup, which showcases small projects. These small projects could be future users of Community Base's services and helps to understand how the landscape in the sector is shifting in uncertain times.

Community Base is a truly multicultural community centre, providing a home to groups offering real help to local black and minority ethnic communities alongside groups providing services to the wider community.

The friendly, supportive environment provided by Community Base allows a wide range of groups, large and small, to work together, sharing their expertise and providing much needed services. The diversity of these services reflects the variety of local need - groups are involved with homeless people, people with learning disabilities, bereaved people, carers, volunteers, refugees, community activists, travellers and many others.

Community Base is committed to ensuring the existence of a strong, independent and diverse community and voluntary sector as an essential element of a democratic society. Community Base is also committed to reducing its carbon footprint and has reduced its energy use every year since 2005 as well as recycling as much as possible within the building.

COMMUNITY BASE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2023**

STRATEGIC REPORT

Financial review

Financial Position

The net incoming resources for the year amounted to £4,043 (2022: outgoing £18,381)

Income increased slightly with Rental Income staying the same as last year with the same discount as last year, but room hire going up as the building reopened. Expenditure increased slightly.

All reserves are Unrestricted. Included in these are a Designated Fund of £100,000 and a Revaluation Reserve of £2,763,142. The Designated Fund is set aside as an emergency closure reserve. The Revaluation Reserve arose on the revaluation of the property in 2018. General funds now stand at £488,047. There are no Restricted funds.

Investment policy and objectives

The Trustees have considered the most appropriate policy for investing funds and are continuing to monitor the placement of funds.

Reserves policy

Community Base holds financial reserves in order to finance

- an unexpected decrease in rental income
- an unexpected increase in running costs
- capital expenditure to ensure the maintenance of our building and facilities
- an ordered and proper winding up of Community Base should the need arise.

It is the policy of Community Base to maintain immediately accessible reserves of between three and six months revenue expenditure.

Community Base will ensure that all budgets will allow for the building and maintenance of reserves in accordance with this policy. Community Base will review its reserves and its reserves policy at least every calendar year. Variations to this policy, for whatever reason, will be identified and recorded.

Principal risks and uncertainties

The trustees review risks to which the charity is exposed on a regular basis and take action to mitigate these risks.

Every year the trustees review Community Base's assessment of potential risks posed to development of the organisation during the next five year period. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects. To ensure consistent quality of delivery for all operational aspects of the charitable company, these procedures are periodically reviewed to ensure they conform to the Charity's stated aims.

Future plans

The Centre Manager will be looking at different ways to keep maintenance costs in check and will be working alongside the trustees on updating Community Base's strategy and business plan. There is a planned rise in the license fee in April 2024 with full consideration of the licensees and the likely funding cuts they will face. The Trustees continue to forge closer relationships with other organisations, the local council and local business.

The trustees will continue to monitor the economic landscape to inform financial decisions and activities, with a new fundraising strategy.

Community Base remains financially viable and maintains a healthy waiting list based on its reputation for fair rents, good service and a high standard of maintenance which continues with a new phone system in anticipation of the digital switchover in 2025.

COMMUNITY BASE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Community Base is a company limited by guarantee, incorporated on 3 November 1995, number 3121688, and registered as a charity on 31 January 1996, number 1052456.

Charity constitution

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles the Trustees are elected at the Annual General Meeting to serve a period of 3 years subject to ratification at each Annual General Meeting.

The board of trustees has power to appoint a trustee during the year. Any trustee so appointed must be re-elected at the subsequent annual general meeting.

The trustees have guaranteed to contribute a maximum of £1 each in the event of the company being wound up.

Organisational structure

The charity is run by the Board comprising the Trustees who delegate the day to day running to the Centre Manager..

The board of Trustees, which can have up to 15 members, administers the charity.

The Articles of Association require that there should be a minimum of 5 and a maximum of 15 Trustees. During the year there were 5 Trustees (on average).

The Board meets approximately four times a year. All have given their time and advice outside and beyond the board meeting. All new Trustees receive orientation and induction training.

Induction and training of new trustees

Potential new Trustees are invited to attend a board meeting prior to appointment. Following appointment, new trustees undergo orientation to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the board of Trustees and decision making processes, the business plan and recent financial performance of the charity. During the orientation they meet key employees and other Trustees, and are given an overview of the activities of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Key management remuneration

The Trustees consider the Board of Trustees and the Centre Manager to be the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day to day basis.

All Trustees give their time freely and no trustee remuneration was paid in the year. Details of Trustees' expenses and related party transactions are disclosed in the notes of the accounts.

Trustees are required to disclose all relevant interests and register them with the board in accordance with the charity's policy.

The pay of the Centre Manager along with all staff is reviewed annually by the Board and when appropriate increased taking into consideration inflation, average salaries in the area and salaries of other similar sized charities to ensure that the remuneration set is fair and not out of line with that generally paid for similar roles.

COMMUNITY BASE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2023

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

3121688 (England and Wales)

Registered Charity number

1052456

Registered office

Community Base
113/117 Queens Road
Brighton
East Sussex
BN1 3XG

Trustees

P Evans
R Gentles
H Cydnie
A Halle
S Meredith

Senior Statutory Auditor

Shona Wardrop C.A.

Auditors

Chariot House Limited
Chartered Accountants and Statutory Auditor
44 Grand Parade
Brighton
BN2 9QA

Principal Officer

Olivia Canham

Bankers

CafCash Ltd
Kings Hill
West Malling
Kent
ME19 4TA

Triodos Bank NV

Deanery Road
Bristol
BS1 5AS

COMMUNITY BASE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2023**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Community Base for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Chariot House Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 26th March 2024 and signed on the board's behalf by:

P Evans - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF COMMUNITY BASE

Opinion

We have audited the financial statements of Community Base (the 'charitable company') for the year ended 31st March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
COMMUNITY BASE**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF COMMUNITY BASE

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the charitable company and the industry in which it operates, and considered the risk of acts by the charitable company that were contrary to applicable laws and regulations, including fraud.

We did not find any instances of non-compliance or breaches of the legislation framework applicable to the charitable company.

We designed audit procedures to respond to the risk, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

We identified that the following areas were of high risk:

- Completeness of income. We performed various audit tests to ensure that income was not materially understated in the financial statements.
- Management override of controls. We performed various audit tests to ensure there was no material management override of controls

We focussed on laws and regulations which could give rise to a material misstatement in the financial statements, including, but not limited to, the Companies Act 2006, UK tax legislation, Charities Act 2011 and Charities SORP 2019. Our tests included agreeing the financial statement disclosures to underlying supporting documentation, enquiries with management and enquiries of legal counsel when considered necessary. There are inherent limitations in the audit procedures described above and, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. We did not identify any key audit matters relating to irregularities, including fraud. As in all our audits, we also addressed the risk of management override of internal controls, including testing journals and evaluating whether there was evidence of management bias by the directors that represented a risk of material misstatement due to fraud.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
COMMUNITY BASE**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Shona Wardrop C.A. (Senior Statutory Auditor)
for and on behalf of Chariot House Limited
Chartered Accountants and Statutory Auditor
44 Grand Parade
Brighton
BN2 9QA

Date: 27th March 2024

COMMUNITY BASE**STATEMENT OF FINANCIAL ACTIVITIES**
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2023

		2023 Unrestricted funds £	2022 Unrestricted funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	2	-	400
Charitable activities	5		
Premises		477,833	382,632
Provision of services		22,728	17,305
Other trading activities	3	32,000	32,000
Investment income	4	1,861	61
Total		<u>534,422</u>	<u>432,398</u>
EXPENDITURE ON			
Charitable activities	6		
Premises		257,163	210,146
Administration		156,630	144,816
Financial Costs		92,239	63,532
Provision of services		24,347	32,285
Total		<u>530,379</u>	<u>450,779</u>
NET INCOME/(EXPENDITURE)		4,043	(18,381)
RECONCILIATION OF FUNDS			
Total funds brought forward		3,347,146	3,365,527
TOTAL FUNDS CARRIED FORWARD		<u><u>3,351,189</u></u>	<u><u>3,347,146</u></u>

The notes form part of these financial statements

COMMUNITY BASE (REGISTERED NUMBER: 3121688)**BALANCE SHEET**
31ST MARCH 2023

		2023 Unrestricted funds £	2022 Unrestricted funds £
FIXED ASSETS	Notes		
Tangible assets	11	4,868,574	4,941,966
CURRENT ASSETS			
Debtors	12	36,080	34,788
Cash at bank and in hand		<u>241,154</u>	<u>257,656</u>
		277,234	292,444
CREDITORS			
Amounts falling due within one year	13	(149,655)	(168,972)
		<u> </u>	<u> </u>
NET CURRENT ASSETS		<u>127,579</u>	<u>123,472</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		4,996,153	5,065,438
CREDITORS			
Amounts falling due after more than one year	14	(1,644,964)	(1,718,292)
		<u> </u>	<u> </u>
NET ASSETS		<u>3,351,189</u>	<u>3,347,146</u>
FUNDS	18		
Unrestricted funds:			
General fund		488,047	455,472
Designated Fund		100,000	100,000
Revaluation Reserve		<u>2,763,142</u>	<u>2,791,674</u>
		<u>3,351,189</u>	<u>3,347,146</u>
TOTAL FUNDS		<u>3,351,189</u>	<u>3,347,146</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 26th March 2024 and were signed on its behalf by:

P Evans - Trustee

The notes form part of these financial statements

COMMUNITY BASE**CASH FLOW STATEMENT**
FOR THE YEAR ENDED 31ST MARCH 2023

	Notes	2023 £	2022 £
Cash flows from operating activities			
Cash generated from operations	1	<u>(12,332)</u>	<u>4,366</u>
Net cash (used in)/provided by operating activities		<u>(12,332)</u>	<u>4,366</u>
 Cash flows from investing activities			
Purchase of tangible fixed assets		(6,031)	(18,506)
Interest received		<u>1,861</u>	<u>61</u>
Net cash used in investing activities		<u>(4,170)</u>	<u>(18,445)</u>
		<hr/>	<hr/>
Change in cash and cash equivalents in the reporting period		(16,502)	(14,079)
Cash and cash equivalents at the beginning of the reporting period		<u>257,656</u>	<u>271,735</u>
 Cash and cash equivalents at the end of the reporting period		<u>241,154</u>	<u>257,656</u>

The notes form part of these financial statements

COMMUNITY BASE**NOTES TO THE CASH FLOW STATEMENT**
FOR THE YEAR ENDED 31ST MARCH 2023**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2023 £	2022 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	4,043	(18,381)
Adjustments for:		
Depreciation charges	79,424	78,357
Interest received	(1,861)	(61)
(Increase)/decrease in debtors	(1,292)	91,955
Decrease in creditors	<u>(92,646)</u>	<u>(147,504)</u>
Net cash (used in)/provided by operations	<u><u>(12,332)</u></u>	<u><u>4,366</u></u>

2. ANALYSIS OF CHANGES IN NET DEBT

	At 1/4/22 £	Cash flow £	At 31/3/23 £
Net cash			
Cash at bank and in hand	<u>257,656</u>	<u>(16,502)</u>	<u>241,154</u>
	<u>257,656</u>	<u>(16,502)</u>	<u>241,154</u>
Debt			
Debts falling due within 1 year	(105,466)	21,610	(83,856)
Debts falling due after 1 year	<u>(1,718,292)</u>	<u>73,328</u>	<u>(1,644,964)</u>
	<u>(1,823,758)</u>	<u>94,938</u>	<u>(1,728,820)</u>
Total	<u><u>(1,566,102)</u></u>	<u><u>78,436</u></u>	<u><u>(1,487,666)</u></u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future and on that basis the charity is considered to be a going concern.

The financial statements are prepared in sterling which is the functional currency of the entity, and are rounded to the nearest £1.

Income

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Grants including grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT is shown separately.

Tangible fixed assets

Depreciation is calculated on a straight line basis.

Depreciation is provided to write down the cost or valuation less estimated residual values of tangible fixed assets over their estimated useful lives at annual rates of :

- Freehold Land - Not depreciated.
- Building and Improvements - 2% pa on a straight line basis.
- Other Building Works - 5% pa on a straight line basis
- Electronic Equipment - 20% pa on a straight line basis.
- Website - 10% on a straight line basis
- Fixtures & Fittings - 20% pa on a straight line basis.

Items of equipment are capitalised where the purchase price exceeds £500.

Recognition and measurement

Fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses.

1. ACCOUNTING POLICIES - continued

Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK Corporation Taxes purposes. Accordingly the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Pensions

The pension cost charge represents the contributions payable by the company to the employees' pension schemes.

Leases

Rentals applicable to operating leases, where substantially all of the benefits and risks of ownership remain with the lessor, are charged on a straight-line basis over the lease term.

Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the charity is required to make judgments, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both the current and future periods.

There are no estimates and assumptions that are considered to have a significant risk of causing a material adjustments to the financial statements in a future period.

Financial instruments

The charity has only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and are subsequently measured at their settlement value with the exception of bank loans which are measured at amortised cost using the effective interest method.

Financial Assets

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any discounts due.

COMMUNITY BASE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023

1. ACCOUNTING POLICIES - continued

Financial Liabilities

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

2. DONATIONS AND LEGACIES

	2023	2022
	£	£
Grants	<u>-</u>	<u>400</u>

Grants received, included in the above, are as follows:

	2023	2022
	£	£
Brighton and Hove City Council	<u>-</u>	<u>400</u>

3. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Advertising	<u>32,000</u>	<u>32,000</u>

4. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	<u>1,861</u>	<u>61</u>

COMMUNITY BASE**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2023**5. INCOME FROM CHARITABLE ACTIVITIES**

		2023	2022
	Activity	£	£
Rental Income	Premises	416,711	335,923
Room Hire	Premises	42,108	29,667
Storage	Premises	821	433
Parking	Premises	17,974	16,609
Sundry Income	Premises	219	-
Recharge of services	Provision of services	<u>22,728</u>	<u>17,305</u>
		<u>500,561</u>	<u>399,937</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7) £
Premises	257,163
Administration	156,630
Financial Costs	92,239
Provision of services	<u>24,347</u>
	<u>530,379</u>

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2023	2022
	£	£
Staff costs	96,794	108,638
Light and Heat	49,208	43,367
Cleaning and Recycling	36,250	16,323
Rates and Water	7,616	1,254
Building Maintenance	76,196	59,365
Service Contracts	13,983	11,096
Insurance	8,469	9,546
Administration and Services	11,346	14,162
Telephone, Copying and Postage Services	26,581	28,067
Sundry Expenses	344	2,037
Irrecoverable VAT	30,275	13,093
Legal and professional	1,654	1,942
Bookkeeping	5,312	6,809
Mortgage interest	82,027	53,423
Auditor's fee	4,900	3,300
Depreciation	<u>79,424</u>	<u>78,357</u>
	<u>530,379</u>	<u>450,779</u>

COMMUNITY BASE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Depreciation - owned assets	79,423	78,355
Auditor's fee - audit services	4,000	2,300
Auditor's fee - non audit services	<u>1,000</u>	<u>1,000</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2023 nor for the year ended 31st March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2023 nor for the year ended 31st March 2022.

10. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	93,123	101,371
Social security costs	1,100	3,245
Other pension costs	<u>2,571</u>	<u>4,022</u>
	<u>96,794</u>	<u>108,638</u>

The average monthly number of employees during the year was as follows:

	2023	2022
Average	<u>7</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

Average number of employees on a Full Time equivalent basis was 3 (2022: 3).

Key management personnel remuneration, being the Trustees and the Centre Manager and comprising gross pay, employers' National Insurance and Employers' pension contributions) amounted to £27,147 (2022: £44,176).

COMMUNITY BASE**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2023**11. TANGIBLE FIXED ASSETS**

	Freehold land £	Improvements and freehold property £	Electronic Equipment £
COST			
At 1st April 2022	1,717,000	3,469,702	97,929
Additions	-	-	-
At 31st March 2023	<u>1,717,000</u>	<u>3,469,702</u>	<u>97,929</u>
DEPRECIATION			
At 1st April 2022	-	283,123	96,719
Charge for year	-	<u>73,495</u>	<u>241</u>
At 31st March 2023	-	<u>356,618</u>	<u>96,960</u>
NET BOOK VALUE			
At 31st March 2023	<u>1,717,000</u>	<u>3,113,084</u>	<u>969</u>
At 31st March 2022	<u>1,717,000</u>	<u>3,186,579</u>	<u>1,210</u>
	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1st April 2022	44,927	40,194	5,369,752
Additions	-	<u>6,031</u>	<u>6,031</u>
At 31st March 2023	<u>44,927</u>	<u>46,225</u>	<u>5,375,783</u>
DEPRECIATION			
At 1st April 2022	43,930	4,014	427,786
Charge for year	<u>997</u>	<u>4,690</u>	<u>79,423</u>
At 31st March 2023	<u>44,927</u>	<u>8,704</u>	<u>507,209</u>
NET BOOK VALUE			
At 31st March 2023	<u>-</u>	<u>37,521</u>	<u>4,868,574</u>
At 31st March 2022	<u>997</u>	<u>36,180</u>	<u>4,941,966</u>

The Freehold Land and Building was re-valued in December 2018 by Flude Commercial, Chartered Surveyors , and this value was included in the accounts for the year ended 31 March 2019.

The historical cost of Freehold Land and Building, originally purchased in 1998 for £699,467, is £2,144,196.

COMMUNITY BASE**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2023**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
	£	£
Debtors arising on direct activities	16,718	13,480
Prepayments	<u>19,362</u>	<u>21,308</u>
	<u>36,080</u>	<u>34,788</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Bank loans and overdrafts (see note 15)	83,856	105,466
Creditors arising on direct activities	22,116	20,871
Social security and other taxes	1,435	1,211
VAT	1,358	1,484
Other creditors	29,351	28,016
Accruals and deferred income	<u>11,539</u>	<u>11,924</u>
	<u>149,655</u>	<u>168,972</u>

14. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2023	2022
	£	£
Bank loans (see note 15)	<u>1,644,964</u>	<u>1,718,292</u>

15. LOANS

An analysis of the maturity of loans is given below:

	2023	2022
	£	£
Amounts falling due within one year on demand:		
Bank loans	<u>83,856</u>	<u>105,466</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	<u>397,490</u>	<u>422,613</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more 5 yr by instal	1,247,474	1,295,679

There are 3 bank loans in place, 2 of which are scheduled to be repaid in 2032, and 1 in 2039.

COMMUNITY BASE**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2023**16. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2023 £	2022 £
Within one year	1,263	1,263
Between one and five years	<u>2,843</u>	<u>4,106</u>
	<u>4,106</u>	<u>5,369</u>

17. SECURED DEBTS

The following secured debts are included within creditors:

	2023 £	2022 £
Bank loans	<u>1,728,820</u>	<u>1,823,758</u>

The loans are secured by legal fixed and floating charges over the property.

18. MOVEMENT IN FUNDS

	At 1/4/22 £	Net movement in funds £	At 31/3/23 £
Unrestricted funds			
General fund	455,472	32,575	488,047
Designated Fund	100,000	-	100,000
Revaluation Reserve	<u>2,791,674</u>	<u>(28,532)</u>	<u>2,763,142</u>
	<u>3,347,146</u>	<u>4,043</u>	<u>3,351,189</u>
TOTAL FUNDS	<u>3,347,146</u>	<u>4,043</u>	<u>3,351,189</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	534,421	(501,846)	32,575
Revaluation Reserve	<u>1</u>	<u>(28,533)</u>	<u>(28,532)</u>
	<u>534,422</u>	<u>(530,379)</u>	<u>4,043</u>
TOTAL FUNDS	<u>534,422</u>	<u>(530,379)</u>	<u>4,043</u>

COMMUNITY BASE**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2023**18. MOVEMENT IN FUNDS - continued****Comparatives for movement in funds**

	At 1/4/21 £	Net movement in funds £	At 31/3/22 £
Unrestricted funds			
General fund	445,320	10,152	455,472
Designated Fund	100,000	-	100,000
Revaluation Reserve	<u>2,820,207</u>	<u>(28,533)</u>	<u>2,791,674</u>
	<u>3,365,527</u>	<u>(18,381)</u>	<u>3,347,146</u>
TOTAL FUNDS	<u>3,365,527</u>	<u>(18,381)</u>	<u>3,347,146</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	432,398	(422,246)	10,152
Revaluation Reserve	<u>-</u>	<u>(28,533)</u>	<u>(28,533)</u>
	<u>432,398</u>	<u>(450,779)</u>	<u>(18,381)</u>
TOTAL FUNDS	<u>432,398</u>	<u>(450,779)</u>	<u>(18,381)</u>

The Designated Fund is set aside as an emergency closure reserve. The Revaluation Reserve arose on the revaluation of the property in 2018.

19. EMPLOYEE BENEFIT OBLIGATIONS

The charitable company operates a defined contribution pension scheme with contributions being made by both employer and employees at variable rates. Total pension costs in the current year amounted to £2,571 (2022: £4,022). At the year end £502 was due to the provider (2022: £429).

COMMUNITY BASE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023

20. RELATED PARTY DISCLOSURES

The following current or former Trustees have the following relationship with Community Base:

Employees of tenants of Community Base :

Paul Evans - NHS Support Federation.

Athol Halle - Trust for Developing Communities

Partner is an employee of a tenant of Community Base

Robert Gentles - Friends Families and Travellers

21. COMPANY LIMITED BY GUARANTEE

The Charity has no share capital but instead is limited by guarantee, each member being committed to contribute a maximum of £1 in the event of a winding up during the time that they are members or within 12 months afterwards.