

TRUSTEES' ANNUAL REPORT JUNE 24

OBJECTIVES OF THE CHARITY

Whiteley Community Association (WCA) is a registered charity which was established on the 12 May 1997. The primary responsibility of the charity is to manage and operate the Whiteley Community Centre (WCC) for the benefit of the residents of Whiteley and the surrounding area. When initially envisaged, the residential area of Whiteley was a small new build community. However, over the years Whiteley has more than doubled in size and continues to grow with the rapid expansion of the Whiteley North development. Whiteley now has a large shopping centre, Tesco, Lidl, two hotels, many restaurants, a cinema, numerous gyms, two primary schools, a doctor's surgery, a dental practice, and a large business park.

The goal of the WCA is to advance education and provide facilities in the interest of social welfare. Our aim is to provide an environment and support service for people from the community who are motivated and enabled to develop and operate their own clubs, activities, and services for the benefit of local residents and the wider community. To enable us to do this we have two key centre managers and a team of trustees, without whom the WCC would not be what it is today. The trustees meet on a regular basis to review the running of the centre. These meetings are attended by the trustees, the centre managers, and key centre hirers/users. Other interested parties are also invited to attend. Quarterly General Committee Meetings are open to the public. A further 7 Executive Committee Meetings are held annually.

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The WCC has a charity run pre-school and a private nursery school onsite, who have both provided community education/childcare services for over 20 years. Whiteley Pre-School (Reg. Ch. No. 1098615), and Buttercups Nursery School both offer EYFS education and care for those aged from 2 years 6 months.

The WCA finances a very popular youth club which operates during term-time and can see numbers in excess of 35 attendees each week. This would not be possible without the superb support of Y Services (Reg. Ch. No. 1145664) who are enlisted to run the youth club on behalf of the WCA. We also host the Whiteley Computer Club, which is also funded by the WCA and provides an opportunity for young people to learn and develop IT skills for the future. A very popular club with a long waiting list, this is made possible by a committed team of volunteers, whose dedication involved in running the club is very much appreciated. 1st Whiteley Scouts are also based at the WCC, and we also host numerous regular hirers, such as dance groups, fitness classes, Weight Watchers, and yoga. The centre is also a popular children's birthday party venue, with private hires most weekends. We also offer facilities to the NHS, and local and central government, and serve as one of the polling stations for the borough of Fareham.

The physical facilities of the WCC comprise the Whiteley Hall; a 140m² multi-functional space fitted with a sprung wooden dancefloor (with adjacent garden area and outdoor play equipment), plus the nursery space, and 3 smaller meeting rooms. A communal lounge area and kitchen sit at the heart of the building.

The Centre is open all year round, except on bank holidays.

We have ample parking in the Car Park we share with the adjacent primary school. Line markings were repainted during Sep 23, and the costs split evenly between both parties.

The Centre's 5-year Electrical Installation Condition Report was commissioned in 2023, and all issues addressed over the following 6 months.

We continue to wait for Fareham Borough Council to repair/replace the roof and high-level windows, which are in a state of disrepair. Funding has been allocated, but logistical issues continue to delay the works.

Cllr Seán Woodward retired during this financial year, and as a result stood down as Fareham Borough Council's representative on the committee. Cllr Woodward was the inspirational driver behind the formation of the WCA, and the building of the current WCC back in 2001. As an expression of gratitude, the centre's coffee lounge has been renamed the Woodward Lounge in his honour. Subsequently, he was replaced on the committee by Cllr David Foot.

Financial support – Year ending June 2024: During the financial year spanning July 2023 – June 2024; the Centre continued to recover from the impact of Covid 19, as Govt. support grants came to an end. Despite energy prices stabilising, they continue to be a cause for concern. Switching suppliers annually reduces costs slightly, but prices remain high and have not significantly decreased since the impact of the war in Ukraine was first felt in 2022. As the centre is open all year round and hosts two early years settings, energy costs are a significant expense. The committee are keen to mitigate any additional costs and look for cost savings where possible. We have increased our hire fees in line with the rate of inflation to assist with these ongoing financial challenges. However, we remain highly sensitive to the financial impact of rate increases on our regular hirers, and endeavour to be careful and measured when raising fees. A key consideration is ensuring that we maintain a high standard of provision for users and the community. To this end a programme of internal/external decorating works is scheduled to take place from July 24 onwards (to include the Whiteley Hall, and main corridor during the school summer holidays in August). There continue to be many external factors influencing our finances, incl. the underlying rate of inflation, and we continue to experience the impact of that in our cost base – from energy prices to equipment, materials, and staffing costs.

Whiteley Community Centre

Receipts and Payments Account for Year Ended 30 June 2024

<u>Payments</u>			<u>Receipts</u>		
	30-Jun-24	30-Jun-23		30-Jun-24	30-Jun-23
Utilities	14609.28	9926.32	Casual	7747.09	6467.04
Office	1240.81	1977.29	Regular	18922.86	12438.4
Staff	42769.02	42813.67	Buttercups	32495.2	28968
Cleaning	3150.67	2284.92	Pre-School	24500.14	26532.56
Licences	3884.8	2242.85	Advertising		
Equipment	1,159.54	1,024.70	Computer Club	839	1067.5
Insurance	1466.4	1204.66	Equipment Hire		
Security and Fire	1930.31	1501.57	Misc ¹	4661.19	1909.5
Maintenance	5977.54	29738.66	Photocopying	116.01	586.61
Garden Maintenance	485	542.98	Interest	1742.41	725.5
Payroll/Auditors/Financial	2987.44	3174.41	Donations		
Lease	2025.6	2025.6	Youth Club	2915.92	2398.19
Pest control	388.8	360	Grant		2620.2
Waste	2826.74	2509.53	<i>Retained Deposits</i>	200	650
Cafe/Refreshments	1230.27	828.25			
Misc	1193.41	1111.92			
	87,325.63	103,267.33			
Excess	6,814.19	-18,903.83			
Total	94,139.82	84,363.50		£94,139.82	£84,363.50

Balance Sheet as at 30 June 2024

<u>Capital</u>		<u>Assets</u>	
Accumulated General Fund			
B/Fwd 22/23	£95,137.23	Current Account	£12,139.48
Profit/Loss for 23/24	£6,814.19	Reserve Account	£16,143.16
		Nationwide Account	£73,668.78
Total	£101,951.42		£101,951.42



Mark Gray
Whiteley Community Centre
Gull Coppice
Yew Tree Drive
Whiteley
PO15 7LA

5th December 2023

Dear Mark

I today carried out an Independent Examination of your July to September 2023 accounts, as agreed.

1. The expenditure entries have been matched against available invoices and receipts to confirm validity. Where there is a corresponding bank transaction, this has been followed through and matched against the bank statement. Therefore, I am confident that all transactions have been recorded correctly within the accounts.
2. The income entries have been matched against the yellow receipts to confirm accuracy and the bank credits have been matched to the bank statement.
3. The formulas and the arithmetic on your spreadsheets have been checked and where figures have been brought from one sheet over to another, these have also been checked for accuracy.
4. I have checked through the payroll records to confirm that the totals have been transferred to the payment spreadsheet correctly, however I have not checked that the PAYE and NI deductions have been calculated correctly. I understand that these payroll calculations have been carried out by a professional payroll bureau 'Moorepay'.
5. I have carried out a bank reconciliation to confirm that every transaction has been recorded within the accounts and a brief income and expenditure reconciliation – see attached.

The accounts have been prepared on a receipt and payment basis.

I am pleased to have been of service and hope I can continue to do so in the future.

Yours sincerely

Trudy Braithwaite MICB CB.Cert



Quarterly current acct bank rec				
BF bank 01/07/2023	6567.7			
Total paid in	17083.14			
Total paid out	23049.12			
Total	601.72			
Closing bank 30/09/2023		3101.72	diff	-2500.00 Transferred in from reserve account
Quarterly Surplus/Deficit	-5965.98			
Income	17083.14			
Expenditure	23049.12			
Bank diff		-5965.98		<u>0.00</u> Difference

Petty cash BF	75.82	Reserve Account		
Petty cash CF	71.42	BF bank 01/07/2023	£16,417.89	
		transfer out 27/09/23	-2500.00	
		interest	<u>56.79</u>	56.79 Additional income
PAYE liability CF	872.28	CF bank 30/09/2023	13,974.68	
		Nationwide Account		
Total income	17451.51	BF bank 01/07/2023	£72,151.64	
Total expenditure	23049.12	interest	<u>311.58</u>	311.58 Additional income
Quarterly Surplus/Deficit	-5597.61	CF bank 30/09/2023	72,463.22	



Mark Gray
Whiteley Community Centre
Gull Coppice
Yew Tree Drive
Whiteley
PO15 7LA

12th February 2024

Dear Mark

I today carried out an Independent Examination of your October to December 2023 accounts, as agreed.

1. The expenditure entries have been matched against available invoices and receipts to confirm validity. Where there is a corresponding bank transaction, this has been followed through and matched against the bank statement. Therefore, I am confident that all transactions have been recorded correctly within the accounts.
2. The income entries have been matched against the yellow receipts to confirm accuracy and the bank credits have been matched to the bank statement.
3. The formulas and the arithmetic on your spreadsheets have been checked and where figures have been brought from one sheet over to another, these have also been checked for accuracy.
4. I have checked through the payroll records to confirm that the totals have been transferred to the payment spreadsheet correctly, however I have not checked that the PAYE and NI deductions have been calculated correctly. I understand that these payroll calculations have been carried out by a professional payroll bureau 'Moorepay'.
5. I have carried out a bank reconciliation to confirm that every transaction has been recorded within the accounts and a brief income and expenditure reconciliation – see attached.

The accounts have been prepared on a receipt and payment basis.

I am pleased to have been of service and hope I can continue to do so in the future.

Yours sincerely

Trudy Braithwaite MICB CB.Cert



Quarterly current acct bank rec

BF bank 01/10/2023	3101.72			
Total paid in	28451.31			
Total paid out	19389.8			
Total	12163.23			
Closing bank 31/12/2023	10163.23	diff	2000.00	Transferred out to reserve account
Quarterly Surplus/Deficit	9061.51			
Income	28451.31			
Expenditure	19389.8			
Bank diff	9061.51		0.00	Difference

Petty cash BF	71.42
Petty cash CF	71.42
PAYE liability CF	799.78

Total income	28906.29
Total expenditure	19389.8
Quarterly Surplus/Deficit	9516.49

Reserve Account

BF bank 01/10/2023	£13,974.68	
transfer in 06/12/23	2000.00	
interest	<u>52.41</u>	52.41 Additional income
CF bank 31/12/2023	16,027.09	

Nationwide Account

BF bank 01/10/2023	£72,463.22	
interest	<u>402.57</u>	402.57 Additional income
CF bank 31/12/2023	72,865.79	



Mark Gray
Whiteley Community Centre
Gull Coppice
Yew Tree Drive
Whiteley
PO15 7LA

7th May 2024

Dear Mark

I today carried out an Independent Examination of your January to March 2024 accounts, as agreed.

1. The expenditure entries have been matched against available invoices and receipts to confirm validity. Where there is a corresponding bank transaction, this has been followed through and matched against the bank statement. Therefore, I am confident that all transactions have been recorded correctly within the accounts.
2. The income entries have been matched against the yellow receipts to confirm accuracy and the bank credits have been matched to the bank statement.
3. The formulas and the arithmetic on your spreadsheets have been checked and where figures have been brought from one sheet over to another, these have also been checked for accuracy.
4. I have checked through the payroll records to confirm that the totals have been transferred to the payment spreadsheet correctly, however I have not checked that the PAYE and NI deductions have been calculated correctly. I understand that these payroll calculations have been carried out by a professional payroll bureau 'Unity'.
5. I have carried out a bank reconciliation to confirm that every transaction has been recorded within the accounts and a brief income and expenditure reconciliation – see attached.

The accounts have been prepared on a receipt and payment basis.

I am pleased to have been of service and hope I can continue to do so in the future.

Yours sincerely

Trudy Braithwaite MICB CB.Cert



Quarterly current acct bank rec				
BF bank 01/01/2024	10163.2			
Total paid in	20658.3			
Total paid out	24188.3			
Total	6633.27			
Closing bank 31/03/2024	6633.27	diff	0.00	Transferred out to reserve account
Quarterly Surplus/Deficit	-3029.01			
Income	21159.3			
Expenditure	24188.3			
Bank diff		-3529.96	<u>500.95</u>	Difference/not yet cleared in the bank

Petty cash BF	71.42	Reserve Account		
Petty cash CF	55.43	BF bank 01/01/2024	£16,027.09	
PAYE liability CF		interest	<u>57.37</u>	57.37 Additional income
		CF bank 31/03/2024	16,084.46	
		Nationwide Account		
Total income	21617	BF bank 01/01/2024	£72,865.79	
Total expenditure	24188.3	interest	<u>400.39</u>	400.39 Additional income
Quarterly Surplus/Deficit	-2571.25	CF bank 31/03/2024	73,266.18	



Mark Gray
Whiteley Community Centre
Gull Coppice
Yew Tree Drive
Whiteley
PO15 7LA

20th September 2024

Dear Mark

I today carried out an Independent Examination of your April to June 2024 accounts, as agreed.

1. The expenditure entries have been matched against available invoices and receipts to confirm validity. Where there is a corresponding bank transaction, this has been followed through and matched against the bank statement. Therefore, I am confident that all transactions have been recorded correctly within the accounts.
2. The income entries have been matched against the yellow receipts to confirm accuracy and the bank credits have been matched to the bank statement.
3. The formulas and the arithmetic on your spreadsheets have been checked and where figures have been brought from one sheet over to another, these have also been checked for accuracy.
4. I have checked through the payroll records to confirm that the totals have been transferred to the payment spreadsheet correctly, however I have not checked that the PAYE and NI deductions have been calculated correctly. I understand that these payroll calculations have been carried out by a professional payroll bureau 'Unity'.
5. I have carried out a bank reconciliation to confirm that every transaction has been recorded within the accounts and a brief income and expenditure reconciliation – see attached.
6. All annual figures have been transferred to an Annual Receipts and Payments statement and a Balance Sheet as at 30th June 2024 have been prepared.

The accounts have been prepared on a receipt and payment basis.

I am pleased to have been of service and hope I can continue to do so in the future.

Yours sincerely

Trudy Braithwaite MICB CB.Cert



Quarterly current acct bank rec				
BF bank 01/04/2024	6633.27			
Total paid in	26204.63			
Total paid out	20698.42			
Total	12139.48			
Closing bank 30/06/2024		12139.48	diff	0.00 Transferred in from reserve account
Quarterly Surplus/Deficit	5005.26			
Income	25703.68			
Expenditure	20698.42			
Bank diff		5506.21	<u>-500.95</u>	Difference BF from last quarter

Petty cash BF 55.43		Reserve Account		
Petty cash CF247.48		BF bank 01/04/2024£16,084.46		
		interest58.7		58.7 Additional income
		CF bank 30/06/202416,143.16		
PAYE liability CF				
Total income 26164.98		Nationwide Account		
Total expenditure 20698.42		BF bank 01/04/2024£73,266.18		
Quarterly Surplus/Deficit 5466.56		interest402.6		402.6 Additional income
		CF bank 30/06/202473,668.78		