

## **TRUSTEES' ANNUAL REPORT JUNE 25**

### OBJECTIVES OF THE CHARITY

Whiteley Community Association (WCA) is a registered charity (No. 1062300) 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 Whiteley North. 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 and development. 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.

Trustees (2024/25):

Chair - Mr M. Allan

Vice Chair - Cllr J. Burton

Treasurer - Mrs A. Irvine

Secretary - Mrs A. Hogg

FBC Rep – Cllr D. Foot

Trustee - Mr H. Millington (Whiteley Computer Club)

### ANNUAL REPORT JUNE 25

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 and 2 years 9 months respectively. The High Five Hive after-school club also operates Mon – Thurs during term-time, between 3.30pm – 6.00pm, offering after school activities for children from the neighbouring Whiteley Primary School.

The WCA finances a very popular youth club for school years 6 – 9, which operates during term-time and has a max. capacity of 50 young people a week.

This would not be possible without the superb support of Y Services (Reg. Ch. No. 1145664) who are contracted to run the youth club on behalf of the WCA. The Centre hosts the Whiteley Computer Club too, 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. Sadly, one of these volunteers, Dave Faller, passed away in 2025 after a very short illness. Dave had been a volunteer with the Computer Club since 2018 and will be sorely missed. 1st Whiteley Scouts are also based at the WCC, as well as numerous regular hirers, such as dance groups, fitness classes, Weight Watchers, and yoga. The centre is also a popular venue for children's birthday parties, with several private hires most weekends during the year. We also offer our 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 140m<sup>2</sup> multi-functional space fitted with a sprung wooden dancefloor (with adjacent garden area and outdoor play equipment), plus the nursery space used by Buttercups, and 3 smaller meeting rooms. A communal lounge area and kitchen sit at the heart of the building.

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

There is ample parking in the Car Park shared with the adjacent primary school. Line markings were repainted as recently as Sep 23, and the costs split evenly between both parties.

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 was allocated several years ago, but logistical problems continue to delay the works. Ongoing issues with the Hall floor also persist, which were alleviated during the summer of 2024 by the provision of a dehumidifier from FBC.

The renewal of our Lease from FBC is still pending. Due in 2022, issues with the Head Lease held by Hampshire County Council continue to delay proceedings.

Finances - year ending June 2025: During the financial year spanning July 2024 – June 2025; despite energy price stabilisation, energy costs continue to be a considerable 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 WCC 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 again, 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 we have pursued our programme of internal/external decorating works. Beginning in July 24, these have included the Whiteley Hall and main corridor, internal doors, and select external areas. There continue to be many factors influencing the Association's 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 2025

<u>Payments</u>			<u>Receipts</u>		
	30-Jun-25	30-Jun-24		30-Jun-25	30-Jun-24
Utilities	19113.65	14609.28	Casual	6530.27	7747.09
Office	605.97	1240.81	Regular	19531.41	18922.86
Staff	47140.72	42769.02	Buttercups	35620.52	32495.2
Cleaning	3002.7	3150.67	Pre-School	25720.44	24500.14
Licences	1523.45	3884.8	Advertising	60	
Equipment	1,521.41	1,159.54	Computer Club	973	839
Insurance	1330.09	1466.4	Equipment Hire		
Security and Fire	2992.04	1930.31	Misc'	6993.83	4661.19
Maintenance	8972.33	5977.54	Photocopying		116.01
Garden Maintenance	495	485	Interest	1789.32	1742.41
Payroll/Auditors/Final	1637.91	2987.44	Donations		
Lease	2025.6	2025.6	Youth Club	3564.99	2915.92
Pest control	388.8	388.8	Grant	1650	
Waste	3103.78	2826.74	<i>Retained Deposits</i>	<i>150</i>	<i>200</i>
Cafe/Refreshments	762.28	1230.27			
Misc	91.21	1193.41			
	94,706.94	87,325.63			
Excess	7,876.84	6,814.19			
Total	102,583.78	94,139.82		£102,583.78	£94,139.82

### Balance Sheet as at 30 June 2025

<u>Capital</u>		<u>Assets</u>	
Accumulated General Fund			
B/Fwd 23/24	£101,951.42	Current Account	£10,070.38
Profit/Loss for 24/25	£7,876.84	Reserve Account	£24,382.36
		Nationwide Account	£75,153.98
		Petty Cash	£221.54
Total	£109,828.26		£109,828.26



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

14<sup>th</sup> November 2024

Dear Mark

I today carried out an Independent Examination of your July to September 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



<b>Quarterly current acct bank rec</b>				
BF bank 01/07/2024	<b>12139.48</b>			
Total paid in	20647.62			
Total paid out	22057			
Total	<b>10730.10</b>			
Closing bank 30/09/2024		<b>10730.1</b>	diff	<b>0.00</b>
Quarterly Surplus/Deficit	-1046.28			
Income	21010.72			
Expenditure	22057			
Bank diff		-1409.38		<u><b>363.10</b></u> Not yet paid into the bank

<b>Petty cash BF</b> 247.48		<b>Reserve Account</b>	
Petty cash CF 247.48		BF bank 01/07/2024 £16,143.16	
PAYE liability CF		interest	<u>60.35</u> 60.35 Additional income
		CF bank 30/09/2024	16,203.51
		<b>Nationwide Account</b>	
Total income 21480.33		BF bank 01/07/2024 £73,668.78	
Total expenditure 22057		interest	<u>409.26</u> 409.26 Additional income
<b>Quarterly Surplus/Deficit -576.67</b>		CF bank 30/09/2024	74,078.04





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

3<sup>rd</sup> February 2025

Dear Mark

I today carried out an Independent Examination of your October to December 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.

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Yours sincerely

Trudy Braithwaite MICB CB.Cert



<b>Quarterly current acct bank rec</b>				
BF bank 01/10/2024	<b>10730.1</b>			
Total paid in	25415.42			
Total paid out	20445.92			
Total	<b>15699.60</b>			
Closing bank 31/12/2024	<b>15699.6</b>	diff	<b>0.00</b>	
Quarterly Surplus/Deficit	4606.4			
Income	25052.32			
Expenditure	20445.92			
Bank diff	4969.50		<u>-363.10</u>	carried forward amount paid in

<b>Petty cash BF</b> 247.48		<b>Reserve Account</b>	
Petty cash CF247.48		BF bank 01/10/2024£16,203.51	
		interest55.9155.91 Additional income	
PAYE liability CF		CF bank 31/12/202416,259.42	
<div><div>Total income25493.7</div><div>Total expenditure20445.92</div><div>Quarterly Surplus/Deficit5047.78</div></div>		<b>Nationwide Account</b>	
		BF bank 01/10/2024£74,078.04	
		interest385.47385.47 Additional income	
		CF bank 31/12/202474,463.51	





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

21<sup>st</sup> May 2025

Dear Mark

I today carried out an Independent Examination of your January to March 2025 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 01/01/2025	15699.6		
Total paid in	22138.56		
Total paid out	23025.77		
Total	14812.39		
Closing bank 31/03/2025	9812.39	diff	5000.00 transfer to reserve
Quarterly Surplus/Deficit	-887.21		
Income	22138.56		
Expenditure	23025.77		
Bank diff	-887.21	<u>0.00</u>	carried forward amount paid in

**Petty cash BF** 247.48

Petty cash CF 247.48

PAYE liability CF

Total income 22560.46

Total expenditure 23025.77

**Quarterly Surplus/Deficit -465.31****Reserve Account**

BF bank 01/01/2025	£16,259.42	
Transfer 20/01/2025	5000.00	
interest	<u>63.29</u>	63.29 Additional income
CF bank 31/03/2025	21,322.71	

**Nationwide Account**

BF bank 01/01/2025	£74,463.51	
interest	<u>358.61</u>	358.61 Additional income
CF bank 31/03/2025	74,822.12	



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

9<sup>th</sup> July 2025

Dear Mark

I today carried out an Independent Examination of your April to June 2025 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 30<sup>th</sup> June 2025 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



BF bank 01/04/2025	9812.39
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Total paid in	32657.78
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Total paid out	29399.79
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Total	13070.38
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Closing bank 30/06/2025	10070.38	diff	3000.00 transfer to reserve net
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Quarterly Surplus/Deficit	3257.99
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Income	32657.78
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Expenditure	29399.79
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Bank diff	3257.99	0.00
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Petty cash BF	247.48
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Petty cash CF	221.54	25.94
		Additional expenses

PAYE liability CF

BF bank 01/04/2025      £21,322.71

Transfer out 07/04/25	-£2,000.00
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Transfer in 02/06/25	5000.00
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interest	59.65
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59.65 Additional income

CF bank 30/06/2025	24,382.36
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BF bank 01/04/2025	£74,822.12
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interest	331.86
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331.86 Additional income

Total income	33049.29
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Total expenditure	29425.73
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<b>Quarterly Surplus/Deficit</b>	<b>3623.56</b>
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