

Company registration number: 03620572

Charity registration number: 1076628

# Lingfield And Dormansland Community Centre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2024

Carter Nicholls Ltd  
Chartered Accountants  
Victoria House  
Stanbridge Park  
Staplefield Lane  
Staplefield  
West Sussex  
RH17 6AS

# **Lingfield And Dormansland Community Centre**

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## **Lingfield And Dormansland Community Centre**

### **Reference and Administrative Details**

#### **Trustees**

Mr IM Jones  
Mrs SE Watson  
Mrs CA Tebbutt  
Mr GR Tebbutt  
Ms AM Skinner  
Ms LM Carey  
Mr D Layzelle

#### **Secretary**

Mr GR Tebbutt

#### **Charity Registration Number**

1076628

#### **Company Registration Number**

03620572

The charity is incorporated in England.

#### **Registered Office**

Community Centre  
High Street  
Lingfield  
Surrey  
RH7 6AB

#### **Independent Examiner**

Carter Nicholls Ltd  
Chartered Accountants  
Victoria House  
Stanbridge Park  
Staplefield Lane  
Staplefield  
West Sussex  
RH17 6AS

#### **Bankers**

Barclays Bank PLC  
East Grinstead  
90-92 High Street  
Crawley  
West Sussex  
RH10 1BP

## **Lingfield And Dormansland Community Centre**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 August 2024.

#### **Objectives and activities**

##### ***Objects and aims***

The objects of the charitable company are:

- a) to promote the benefit of the inhabitants of Lingfield and Dormansland, Surrey and the neighbourhood without distinction of sex, sexual orientation, race or political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for the recreation and leisure-time occupation with the objective of improving the conditions of life for the said inhabitants.
- b) to establish, or secure the establishment of, a community centre and to maintain and manage the same

The charitable company manages and maintains the Community Centre building which is owned by the Parish Council. The Centre provides facilities for classes and other leisure activities and is available for private functions and parties. It accommodates the Parish Office and the local police office. There is also an IT suite which is available for one to one training and for access to the internet on a drop-in basis.

As in previous years the main objectives of the year continued to focus upon:

- increasing the user base
- maintaining and enhancing the facilities of the Centre for the benefit of the community
- fundraising through grant applications and other sources.

##### ***Public benefit***

The charitable company runs a community centre for the benefit of the local residents.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

# **Lingfield And Dormansland Community Centre**

## **Trustees' Report**

### **Achievements and performance**

#### **LDCC annual report 2023/24**

Our new manager settled in during the year. We also saw turnover amongst our directors. Paul Pirie and Danielle Little departed. Paul was a director for many years, steering much of our communications activity and promoting Flix in the Stix. He made many other contributions to the Centre and we miss him. Danielle's time with us was shorter but also valuable.

We welcomed a new director in David Layzelle. David has already made a difference to the Centre, deploying his range of communications skills to good effect, including the production of a much needed quarterly newsletter.

Over the past year we have seen a wide range of events held with, overall, a good level of support. They have included The Great American Songbook – a musical evening – opera, a quiz, blues and, of course, the autumn play. As well as offering events for people to attend, they contribute funds that allow us to run the wider range of Community Centre services.

We removed the room-divider from the Llewellyn Palmer Hall. This had become a white elephant, installed on the basis we would use the room for different activities at the same time. In reality, this rarely happened and the cost of servicing the divider could no longer be justified. We took steps to reduce the height of the wall at the rear of the Centre, following advice and discussion with the neighbour. There has, as ever, been a steady flow of routine maintenance.

Towards the end of the year we became focussed on the need to upgrade our IT. We have developed a programme that we hope will lead to improved IT support for the community, for our own staff and a new website offering better access to events.

Financially we remain in a sound position. We have reserves that should enable us to manage any unexpected crises and we continue to match our expenditure to our income over the year as a whole. My thanks to all involved in keeping us on the financial straight and narrow.

### **Structure, governance and management**

#### ***Nature of governing document***

The company's governing document is the Memorandum of Association dated 10 August 1998 which sets out its objects and is governed by its Articles of Association.

#### ***Recruitment and appointment of trustees***

The directors are appointed in General Meeting; in addition, under the Articles of Association the directors have power of appointment. There is no maximum term of appointment.

# **Lingfield And Dormansland Community Centre**

## **Trustees' Report**

### ***Major risks and management of those risks***

#### ***Charity Governance code***

The directors are aware of, and adhere to, the Charity governance code.

A formal re-assessment of the major risks to which the charitable company is exposed is carried out on an annual basis. They are satisfied that systems are in place to mitigate exposure to such risks and review company policies and procedures on a regular basis.

### **Statement of trustees' responsibilities**

The trustees (who are also the directors of Lingfield And Dormansland Community Centre for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they 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 its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 that can disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

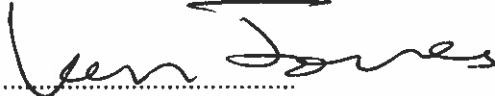
### **Disclosure of information to auditor**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

## Lingfield And Dormansland Community Centre

### Trustees' Report

The annual report was approved by the trustees of the charity on 30 September 2024 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'IM Jones', written over a dotted line.

Mr IM Jones  
Trustee

## **Lingfield And Dormansland Community Centre**

### **Independent Examiner's Report to the trustees of Lingfield And Dormansland Community Centre ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2024.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Lingfield And Dormansland Community Centre as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



.....  
Stephen Dewar Potter FCA  
Chartered Accountants  
ICAEW

Victoria House  
Stanbridge Park  
Staplefield Lane  
Staplefield  
West Sussex  
RH17 6AS

30 September 2024



## Lingfield And Dormansland Community Centre

### Statement of Financial Activities for the Year Ended 31 August 2024 (Including Income and Expenditure Account and Statement of Total

	Note	Total funds All Unrestricted 2024 £	Total funds All Unrestricted 2023 £
<b>Income and Endowments from:</b>			
Donations and legacies	3	601	1,660
Charitable activities	4	64,355	64,202
Other trading activities	5	10,735	8,408
Investment income	6	667	102
Other income		5,004	3,221
Total income		81,362	77,593
<b>Expenditure on:</b>			
Raising funds		(4,866)	(3,730)
Charitable activities	7	(79,619)	(70,560)
Total expenditure		(84,485)	(74,290)
Gains/losses on investment assets		4097	163
Net income		974	3,466
Net movement in funds		974	3,466
<b>Reconciliation of funds</b>			
Total funds brought forward		100,439	96,973
Total funds carried forward	16	101,413	100,439

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 10 to 16 form an integral part of these financial statements.

# Lingfield And Dormansland Community Centre

(Registration number: 03620572)  
Balance Sheet as at 31 August 2024


	Note	2024 £	2023 £
<b>Current assets</b>			
Debtors	12	3,502	3,442
Investments	13	37,168	33,071
Cash at bank and in hand	14	67,968	68,073
		<u>108,638</u>	<u>104,586</u>
<b>Creditors: Amounts falling due within one year</b>	15	<u>(7,225)</u>	<u>(4,147)</u>
<b>Net assets</b>		<u>101,413</u>	<u>100,439</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>101,413</u>	<u>100,439</u>
<b>Total funds</b>	16	<u>101,413</u>	<u>100,439</u>

For the financial year ending 31 August 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

## Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 7 to 16 were approved by the trustees, and authorised for issue on 30 September 2024 and signed on their behalf by:

  
.....  
Mr IM Jones  
Trustee

The notes on pages 10 to 16 form an integral part of these financial statements.

## **Lingfield And Dormansland Community Centre**

### **Notes to the Financial Statements for the Year Ended 31 August 2024**

#### **1 Charity status**

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Community Centre  
High Street  
Lingfield  
Surrey  
RH7 6AB

These financial statements were authorised for issue by the trustees on 30 September 2024.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### **Basis of preparation**

Lingfield And Dormansland Community Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

## **Lingfield And Dormansland Community Centre**

### **Notes to the Financial Statements for the Year Ended 31 August 2024**

#### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### ***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### ***Expenditure***

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### ***Support costs***

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### ***Governance costs***

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

#### ***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 tax 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.

## Lingfield And Dormansland Community Centre

### Notes to the Financial Statements for the Year Ended 31 August 2024

#### Current asset investments

Current asset investments are included at market value.

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

### 3 Income from donations and legacies

	Total Funds All Unrestricted 2024	Total Funds All Unrestricted 2023
	£	£
Donations and legacies;		
Donations	601	1,660

### 4 Income from charitable activities

	Total Funds All Unrestricted 2024	Total Funds All Unrestricted 2023
	£	£
Grant - Warm Hub	0	500
Room Hire and IT income	64,355	63,702
	64,355	64,202

# **Lingfield And Dormansland Community Centre**

## **Notes to the Financial Statements for the Year Ended 31 August 2024**

### **5 Income from other trading activities**

	<b>Total Funds All Unrestricted 2024</b>	<b>Total Funds All Unrestricted 2023</b>
	<b>£</b>	<b>£</b>
Events income;		
Other events income	10,735	8,408

### **6 Investment income**

	<b>Total Funds All Unrestricted 2024</b>	<b>Total Funds All Unrestricted 2023</b>
	<b>£</b>	<b>£</b>
Interest receivable and similar income;		
Interest receivable on bank deposits	667	102

### **7 Expenditure on charitable activities**

		<b>Total Funds All Unrestricted 2024</b>	<b>Total Funds All Unrestricted 2023</b>
	<b>Note</b>	<b>£</b>	<b>£</b>
Allocated support costs		77,925	69,057
Governance costs	8	1,694	1,503
<b>Total</b>		<b>79,619</b>	<b>70,560</b>

## Lingfield And Dormansland Community Centre

### Notes to the Financial Statements for the Year Ended 31 August 2024

#### 8 Analysis of governance and support costs

##### Governance costs

	Total Funds All Unrestricted 2024	Total Funds All Unrestricted 2023
	£	£
Other governance costs	106	63
Allocated support costs	1,588	1,440
Total	<u>1,694</u>	<u>1,503</u>

#### 9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

#### 10 Staff costs

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2024 No	2023 No
Management and administration	4	4
Employees who participated in the Defined Contribution Pension Schemes	1	2
Contributions to the employee pension schemes	<u>659</u>	<u>597</u>

#### 11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## Lingfield And Dormansland Community Centre

### Notes to the Financial Statements for the Year Ended 31 August 2024

#### 12 Debtors

	2024 £	2023 £
Trade debtors	2,386	828
Prepayments	1,116	2,579
Accrued income	-	35
	<u>3,502</u>	<u>3,442</u>

#### 13 Current asset investments

	2024 £	2023 £
Listed other shares	<u>37,168</u>	<u>33,071</u>

#### 14 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	100	100
Cash at bank	<u>67,868</u>	<u>67,973</u>
	<u>67,968</u>	<u>68,073</u>

#### 15 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	819	710
Accruals	<u>6,406</u>	<u>3,437</u>
	<u>7,225</u>	<u>4,147</u>

#### 16 Funds

	Balance at 1 September 2023 £	Incoming resources £	Resources expended £	Other recognised gains/(loss) £	Balance at 31 August 2024 £
<b>Unrestricted funds</b>					
General	79,883	76,496	(79,619)	4,097	80,857
Designated	<u>20,556</u>	-	-	-	<u>20,556</u>
<b>Total funds</b>	<u>100,439</u>	<u>76,496</u>	<u>(79,619)</u>	<u>4,097</u>	<u>101,413</u>



## Lingfield And Dormansland Community Centre

### Notes to the Financial Statements for the Year Ended 31 August 2024

	Balance at 1 September 2022 £	Incoming resources £	Resources expended £	Other recognised gains/(loss) £	Balance at 31 August 2023 £
<b>Unrestricted funds</b>					
General	76,417	73,863	(70,560)	163	79,883
Designated	20,556	-	-	-	20,556
<b>Total funds</b>	<b>96,973</b>	<b>73,863</b>	<b>(70,560)</b>	<b>163</b>	<b>100,439</b>

The specific purposes for which the funds are to be applied are as follows:

During the year to 31 August 2015, the company acquired the assets of the Community Care Association, Dormansland and District (Charity Reg no 291637) a local charity set up to relieve sick, elderly and handicapped persons in the area through the provision of meals. it also managed a hall to enable members of the community to meet.

The Directors resolved to treat these funds as designated funds for the future maintenance and upkeep of the hall. There has been no change in these funds during the year and they continue to form part of the general funds at the year end.

The directors have set aside designated funds for planned maintenance and marketing projects.

#### 17 Analysis of net assets between funds

	Unrestricted funds		Total funds at
	General	Designated	31 August
	£	£	2024
Current assets	88,082	20,556	108,638
Current liabilities	(7,225)	-	(7,225)
<b>Total net assets</b>	<b>80,857</b>	<b>20,556</b>	<b>101,413</b>
	Unrestricted funds		Total funds at
	General	Designated	31 August
	£	£	2023
Current assets	84,030	20,556	104,586
Current liabilities	(4,147)	-	(4,147)
<b>Total net assets</b>	<b>79,883</b>	<b>20,556</b>	<b>100,439</b>

## Lingfield And Dormansland Community Centre

### Detailed Statement of Financial Activities for the Year Ended 31 August 2024

	Total 2024 £	Total 2023 £
<b><i>Donations and legacies</i></b>		
Appeals and donations	601	1,660
	<u>601</u>	<u>1,660</u>
<b><i>Charitable activities</i></b>		
Letting of non-investment property in furtherance of the charity's objects	64,355	63,702
Grants receivable	-	500
	<u>64,355</u>	<u>64,202</u>
<b><i>Other trading activities</i></b>		
Fundraising income	10,735	8,408
	<u>10,735</u>	<u>8,408</u>
<b><i>Investment income</i></b>		
Interest on cash deposits	667	102
	<u>667</u>	<u>102</u>
<b><i>Raising funds</i></b>		
Other fundraising costs	(4,866)	(3,730)
	<u>(4,866)</u>	<u>(3,730)</u>
<b><i>Charitable activities</i></b>		
Wages and salaries	(32,622)	(30,533)
Staff pensions (Defined contribution) - pension scheme 1	(659)	-
Rates	(1,882)	(1,506)
Light, heat and power	(12,097)	(7,488)
Insurance	(2,653)	(2,324)
Repairs and maintenance	(10,054)	(14,598)
Telephone and internet	(1,395)	(1,097)
Computer software and maintenance costs	(8,581)	(3,202)
Printing, postage and stationery	(285)	(734)
Subscriptions & licences	(1,134)	(1,421)
Sundry expenses	(580)	(458)
Cleaning	(5,621)	(5,419)
Advertising	(362)	(277)
Bank charges	(106)	(63)
Independent examiner's fee	(1,588)	(1,440)
	<u>(79,619)</u>	<u>(70,560)</u>