

Company Registration Number: 04481253

Charity Registration Number: 1098666

# **The Mashamshire Community Office**

(A company limited by guarantee)

Annual Report and Financial Statements

For the Year Ended 31 March 2024

# **The Mashamshire Community Office**

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## **The Mashamshire Community Office**

### **Reference and Administrative Details**

<b>Trustees</b>	P F Theakston (Chairman) D Marr (Resigned 12 January 2024) T D I Klemz S J Briggs P Keigwin J Fuller S Palin (Treasurer) G Pearson M-C Brummel H Wade
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<b>Company Secretary</b>	H E Jackson
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<b>Principal Office</b>	7 Little Market Place Masham Ripon North Yorkshire HG4 4DY
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<b>Registered Office</b>	7 Little Market Place Masham Ripon North Yorkshire HG4 4DY
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<b>Company Reg No.</b>	4481253
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<b>Charity Reg No.</b>	1098666
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<b>Independent Examiner</b>	Clarksons Thornborough Hall Moor Road Leyburn North Yorkshire DL8 5AB
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# **The Mashamshire Community Office**

## **Structure, Governance and Management**

### **Governing Document**

The Mashamshire Community Office is a Company limited by guarantee governed by its Memorandum and Articles of Association dated 20<sup>th</sup> May 2002. It is registered as a Charity with the Charity Commission. Members undertake to contribute £10 to the Company's assets should it be wound up.

### **Appointment of Trustees**

The Trustees are appointed by the members in accordance with the terms of the Company's Articles of Association. One third of the Trustees automatically retire at each Annual General Meeting and are available for reappointment if they so wish.

### **Trustee Qualification**

Trustees are chosen from individuals with appropriate experience and who possess a good knowledge of the areas of support covered by the Charity's objectives.

### **Organisation**

The Board of Trustees, which shall not be less than two members, administers the Charity. The Board of Trustees meet at least 6 times per year and hold an annual AGM. A steering group meets monthly to progress initiatives and a manager is appointed by the Trustees to manage the day-to-day operations of the Charity.

# **MCO TRUSTEES' REPORT 2023-24**

## **OVERVIEW**

The Trustees of Mashamshire Community Office, who are directors for the purposes of company law, present the annual report of the company, together with the financial statements and independent examiners report of the company, for the year ended 31<sup>st</sup> March 2024.

The purpose of the Mashamshire Community Office (MCO) is to promote and deliver a broad range of services and activities that further the interests of both Masham and the wider Mashamshire community.

### **Our Goals:**

MCO was established to further the community's economic prosperity, quality of life and access to appropriate services by:

- Partnering with others to provide our community, residents, and local businesses with easy access to information and the services they need.
- Promoting Mashamshire - its location, its businesses, and its facilities, by providing information and services to visitors and potential visitors.
- Maintaining a stable financial position and sustainable future for Mashamshire Community Office.

### **Our Objectives:**

- To develop the skills and capabilities of our trustees, staff, and volunteers to ensure our services are the best they can be.
- To maintain a welcoming "hub" for both visitors and residents or businesses in our rural community to access the services and information they need.
- To ensure our digital resources i.e., data, website, and social media, are maximized to the benefit of our community.
- To make connections with people, partners, and organisations, locally and in the wider area, to work together to benefit our community.
- To ensure through good governance, a secure and sustainable future for our organisation.

## **MCO ACHIEVEMENTS & PERFORMANCE**

As well as performing the core activities, outlined in this section, the greatest challenge overcome during this reporting period, was the successful purchase of our building, The Old Police House.

### **Successful Building Purchase**

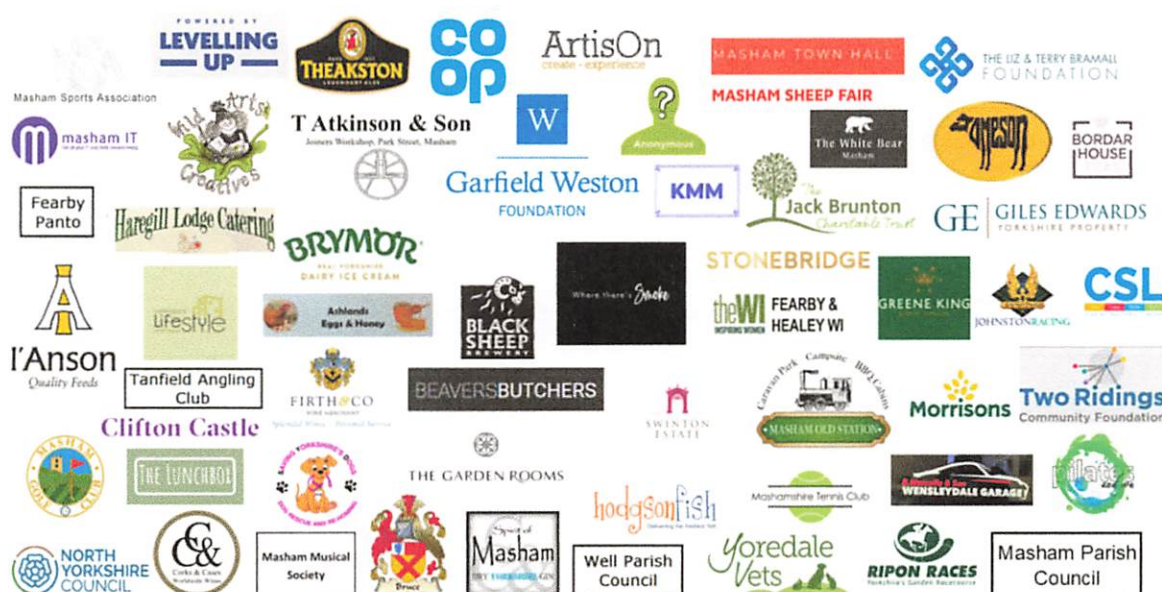
The Old Police House at 7 Little Market Place in Masham, leased from North Yorkshire Police, has been the base from which our charity has delivered vital services to our community for over 20 years. In 2022 the Police, Fire and Crime Commissioner decided to co-locate fire and police estate requirements in Masham and we were offered the opportunity to purchase the building. In just 15 months, thanks to the tireless work of our staff, volunteers, trustees and many supporters and funders, Mashamshire Community Office raised £218,581 and completion took place on 31<sup>st</sup> August 2023. Thus, securing a home for our charity to continue supporting Mashamshire in perpetuity.

Following the public announcement in May 2022 a period of strategy planning, research, gear up and community engagement was undertaken. Our “MCO Forever” volunteer fundraising team was formed. Some fundraising events and grant applications were undertaken in the previous reporting period and outlined in the annual Report 2022-23.

Activities ramped up during this reporting period. We submitted grant applications to Trusts and received support from Garfield Weston, Liz and Terry Bramall Foundation, Jack Brunton, Masham Parish Council, North Yorkshire Council, UK Shared Prosperity Fund. We had a total of 57 public financial supporters contributing, with many more anonymous donations. “MCO Forever” fundraising team ran a total of 14 different fundraising events, 2 auctions, a “Cow Pat Competition”, and created a successful 100 club, which is ongoing.

Our thanks go to everyone for their support and generosity, whether it was in financial contributions or in-kind donations; to everyone who volunteered with us; to those who use our services and helped promote our cause; to the local individuals, businesses, organisations and community groups, and more widely, the trusts and foundations for their financial support.

Thank you to all our supporters:



The timeline below shows intense activities from May 2022 to purchase in August 2023:

**£215,000 raised in 15 months to secure the Old Police House for Mashamshire community for perpetuity**

14/06/2022: £50,000 (MCO reserves*)	16th May 2022	NYPFCC publicly announce intention to dispose of Police House as community asset
	14th Jun 2022	MCO hold public meeting and call for support
	18th Jul 2022	Met with funding expert from Community First Yorkshire
	6th Aug 2022	Fundraising event - The Great American Songbook
	15th Aug 2022	1st "MCO Forever" volunteer meeting (met monthly for 1 year)
11/11/2022: £64,115.19	18 Nov 2022	Jack Brunton Trust grant application successful
09/12/2022: £122,133.67	24th Nov 2022	Initiate work with funding consultant Colibra (funded by NYC)
04/01/2023: £138,325.74	7th Dec 2022	First 100 Club draw
03/02/2023: £140,503.25		Liz and Terry Bramall Foundation grant application successful
08/03/2023: £142,936.12	1st Jan 2023	The White Bear Quiz
	2nd Feb 2023	Existing lease expired (extension agreed with Police)
		The Bruce start regular pub quiz
	2nd Apr 2023	Where There's Smoke dinner
	6th Apr 2023	Garfield Weston Foundation grant application successful
	14th Apr 2023	Two Paul's and a Bucket of Yeast (Swinton Estate)
	6th May 2023	Swinton Estate's Coronation Celebration Garden Party
17/05/2023: £182,698.69	8th May 2023	Coronation Celebration Family Fun Day and Cow Pat Competition
	3rd Jun 2023	An Evening by the Riverside
19/06/2023: £186,805.70	7th Jun 2023	ArtisOn 1 full day and 4 half day workshops
	18th Jun 2023	Clifton Castle Open Garden
	20th Jun 2023	Jervaulx Hall Open Garden
	30th Jun 2023	MCO Forever auction closes
	10th Jul 2023	MPC donation offer accepted with thanks
11/08/2023: £215,000	11th Aug 2023	ArtisOn art auction closes
	31st Aug 2023	<b>BUILDING PURCHASE COMPLETES</b>

\*£60,000 later secured through the North Yorkshire Council UK Shared Prosperity Fund for the building purchase releasing MCO reserves

## Supporting Our Community - Residents, Groups & Businesses

- We provided a safe, warm, welcoming space for residents for over 300 days a year with access to information and support. MCO received the following feedback published in the results of the Mashamshire Neighbourhood Plan survey in April 2023:

***"MCO does a great job and following its vital role in the pandemic has continued to increase its supportive activities"***

***"Since it's inauguration MCO has proved to be an invaluable asset and support to our community."***

- MCO responded to over 5,000 local enquiries.
- Our volunteer-led Community Library had 186 active borrowers throughout the year, 3,312 visits and provided 5,780 issues. Issues are up compared with last year, although visiting numbers are lower. This tells us that when people visit, they borrow more books than they previously did. We experience a peak in visitor numbers following our quarterly stock exchange when our volunteers hand pick new books based on their knowledge of our readers' preferences. The increase in issues proves their success. The library is well used by children - the Summer Reading Challenge signed up 38 starters, 24 finishers; our volunteers provide weekly story-time sessions with Acorns Preschool, as well as regular engagement from the older children at Masham School.

***"The volunteers at Masham are all amazing- they are so engaging and make the library such a safe place as well as a place for reading!"***

- We provide access to computers, information, WiFi, printing, laminating, support with blue badges, bus passes, passport renewals and much more. During this period 171 individuals received digital support, totalling 75 hours.
- We provide equipment hire including wheelchairs, walking sticks, data projection and screen.
- Our Jigsaw Library provides activities for people at home and 450 jigsaws were borrowed or purchased during the period.
- Our "Masham Strollers" wellbeing walks delivered almost 60 wellbeing walks with over 300 participants. 50 short accessible walks saw 242 attendees. 8 new more challenging walks were provided for 53 attendees. Walks support people to be more active, socially connected and less isolated.

***"It has been such a pleasure to walk with them. I couldn't have met a friendlier group and as I was new to the area, it was just what I needed. I was offered lifts, help with my removal, invitations to lunch, books to read - I couldn't have asked for more."***

- MCO sold 1,268 tickets for 29 different events throughout the year. We processed 562 bookings on behalf of Masham Town Hall, all contributing to the range of activities and entertainment available locally, widening opportunities to participate in training, events, arts and culture, all supporting and collaborating with another local charity.
- We organised professionally delivered First Aid Training and Customer Service Training, upskilling 36 local community members.
- Our hub has provided a base or space for 10 external organisations this year including Acorns Preschool, MIND in Harrogate, Citizens Advice, Just B, Masham Parish Council, Flock Gallery, Peacock & Verity Community Spaces, Masham Town Hall, Marie Curie, Masham Foodshare.

- From the MCO building, Citizens Advice delivered on average, 30 face-to-face appointments every month.
- Our 100 club ended the year with 158 members, providing valuable ongoing funds for our charity and its activities.
- We provided meaningful volunteer roles for almost 60 community members, with 77% of volunteers that completed our annual survey saying MCO helps them to give back to their community and that we support the most vulnerable community members. 71% also said that MCO helps to support community cohesion and 77% think that MCO helps to attract resources (money and services) for Masham.

## **Welcoming Visitors**

- MCO responded to over 7,000 visitor enquiries.
- Our website, visitmasham.com welcomed more than 73,000 users throughout the year and promoted 755 event listings.
- Visit Masham Facebook page continues to grow and currently has 3,078 likes, 3,840 followers and approximately 1,800 visits per month.
- Instagram provides an excellent platform for promoting Mashamshire to our visitors and at the end of March 2024 we had 1,061 followers.
- We produce regular promotional and news content for social media and our website highlighting local businesses, events and activities on offer to encourage visitors to the area.
- Our volunteers attended activities and talks from local businesses including Theakstons Brewery and Farm Adventure to learn more about local visitor attractions.

## **Keeping Our Community Connected**

Connecting, Collaborating and providing trusted information and signposting is key to our role.

- 57 community e-newsletters were circulated to 800+ local residents (with an average open rate of 60%) meaning more people are accessing information about services and support that is available to them.
- Our community Facebook page has more than 1,550 followers, 1,000 likes and receives 5,400 visits per month helping the community share information.
- Our hard copy directory was delivered to approx. 1,500 households, promoting over 120 businesses (all of whom also appear on our website) and almost 100 community groups, benefiting the economy and helping people access support and social activities.
- Our “Health & Wellbeing” leaflet promotes services available across Mashamshire. It is updated every 6 months and distributed to local venues. It is used as an information source by local agencies, community groups, volunteers, the Social Prescriber, GP Surgery and churches, helping people signpost to services and support available to those with ill health, special needs or disabilities.
- “Welcome Packs” were created and delivered to 60 new residents welcoming them to the community, providing information about what’s on offer in Mashamshire, where and how to access information and support as well as promoting opportunities to volunteer.
- “What Makes Masham Tick” leaflet was also developed and distributed to 1,500 (with the directory) with the aim of increasing awareness of MCO and civic society - local charities, Council Services, leisure activities and other facilities (shops, travel, Post Office etc), encouraging participation and involvement in the community.
- Weekly content collated and submitted to the Ripon Gazette and Darlington and Stockton newspapers.



## **Partnerships & Collaboration**

MCO works hard to be a catalyst, connector, enabler and advocate to help generate positive outcomes for our community. We work to make a difference directly at a grass roots level, whilst also partnering and collaborating with wider stakeholders to support our community to thrive and grow. Over the past year, our activities have included:

- MCO coordinates “Masham Futures”, a network which we established, comprising of 22 local organisations with an interest in, and influence on, the future of our community. This year we held 7 meetings with 36 members attending face-to-face, whilst almost 100 community groups receive electronic updates throughout the year about collaboration, training or funding opportunities.
- Our “Masham Connections” network aims to develop a mutually supportive group of local businesses. 34 people participated in two meetings. Electronic updates are shared with almost 120 businesses throughout the year.
- MCO participated in the Harrogate and Rural District Community Mental Health Hub Steering Group, formed to explore and develop new approaches to practice. We have also contributed to research conducted by Orb Community Arts on the Community Mental Health Transformation project where MCO has advocated for improved access to mental health services across our rural locality.
- We are supporting the MacMillan Community Personalised Care Project to develop community care beacons, helping to share knowledge and build relationships between community-based organisations and health teams.
- MCO representatives attend and report our activities at monthly Masham Parish Council meetings and have developed a productive relationship. We also work closely with our Local Councillor, North Yorkshire Council Communities and Tourism teams.

We are grateful to the following organisations for their informal ongoing collaboration:

**Masham Foodshare, St Marys Church, Masham Methodist Church, Wednesday Welcome Group, Keep Moving Masham, Day Lewis Pharmacy, Mashamshire Neighbourhood Plan Committee, Masham Sports Association, Masham GP Surgery, Living Well, IDAS, Just B, MIND, Wellspring, Carers Resource, Horizons, Jane Caress Ltd, Maple Creek, Masham Primary School, Warm and Well, Yorkshire Energy Doctor, HADCA, Bedale Community Minibus Service, Ripon Community House, Nidderdale Plus, CHAIN Lane, Boroughbridge Community Care, Community First Yorkshire.**

## **OUR MCO VOLUNTEERS**

MCO relies on the dedication, passion and skills of our volunteers and we are so grateful for their continued support. Volunteers are woven through the fabric of our charity in every way and at every level. Their intricate knowledge of the local area, vast and complex connections, passion and commitment, drive MCO to deliver the best service we can for our community.

Integral to our charity, this year 59 volunteers gave an incredible 6,630 unpaid hours to MCO - that's equivalent to 3.5 full time staff. We are hugely appreciative of the time and skills given to us by our volunteers. New volunteers are always welcome. We are looking for more walk leaders and individuals with experience of social media, marketing, digital technology or copywriting skills. Volunteering has huge benefits and at MCO we pride ourselves on offering supportive and flexible volunteering opportunities.

## **FINANCIAL REVIEW**

The Trustees have maintained funding levels to enable our charitable activities. We continue to balance income from donations, grants and contracts, with additional trading income to achieve a sustainable financial position.

### **Our Supporters**

Thank you to the following organisations for their financial support in the form of service level agreements, grants and contracts during this reporting period:

**Garfield Weston Foundation, Jack Brunton Trust, Liz and Terry Bramall Foundation, Orb Community Arts, Peacock and Verity Community Spaces, Two Ridings Community Foundation, North Yorkshire Council, NYC UK Shared Prosperity Fund, Nidderdale Plus, Coop, Masham Town Hall, Acorns Preschool, Masham Parish Council, MIND, Just B, Masham Tennis Club, Citizens Advice, Fleece, North Yorkshire Police, Yorkshire Dales Millenium Trust, Harrogate Neighbourhood Watch.**

### **Current Assets**

The charitable company has net assets of £355,678. There has been a significant increase in Tangible Fixed Assets during this reporting period – from £2,429 in 2022-23, to £219,247. This is due to the successful purchase of the building.

#### ***Restricted Funds***

The total net assets of £355,678 also include **restricted funds** of £229,148. This is comprised of the building asset value, together with currently unspent funds, that are restricted to specific projects.

#### ***Unrestricted Funds***

Unrestricted funds shown in these accounts total £126,530. Of this total, £50,000 is retained according to our reserves policy below. The remaining balance is available to be allocated to spending at the discretion of the Board of Trustees. See MCO Going Forward, below, for details.

### **MCO Reserves Policy**

In accordance with the Charity Commissions guidelines the Trustees have considered the reserve needs of the charity. The Trustees' objective is for the charitable company to have reserves that are equal to at least six months budgeted expenditure. The policy of MCO is to hold reserves of £50,000 covering six months expenditure plus contractual liabilities.

### **Notable Changes from 2022-23**

- Trading income has increased
- Staffing costs have increased due to annual salary increases which, as usual, followed public sector pay awards, plus additional hours and an additional temporary appointment to a new post funded by UK Shared Prosperity Fund as part of our capacity building.
- Charitable income shows as slightly reduced in these accounts. This is due to a change in the way this income is recorded. Income from Masham Town Hall ticket sales now show only the commission element rather than the whole ticket price. Aside from this recording change, the income has actually slightly increased.

## **MCO – GOING FORWARD**

The backdrop for Mashamshire Community Office going forward, continues to change. The needs of residents, businesses and visitors together with the funding and political landscape we work within require constant refocusing.

Following the investment of the money, time, energy and resources that enabled the successful purchase the Old Police House, it is now our priority to ensure that the building is maintained and operated as efficiently as possible. In January 2024 we commissioned a funded decarbonisation review to establish the best ways to make our building more energy and environmentally efficient to run. The results will inform future investment priorities.

We now need our focus to shift to better meeting the needs of our community.

- We will invest funds in a stable technology infrastructure to ensure it is fit for purpose and our 12 year-old website will be redeveloped and extended to enable us to do more, better.
- We will invest in increased staffing and a University Intern Placement Student to build capacity and skills within our team and more effectively support and train our volunteers.
- Our plans include engaging older and isolated people to connect, stay healthy and maintain their wellbeing; increasing digital inclusion and confidence with technology; improving the support we provide to local businesses and community groups through promoting collaboration, information and skills sharing; promoting our area more widely to attract more visitors and strengthen the local economy; and exploring ways to enable better access to transport solutions for work and wellbeing.
- We will carry out a community consultation to ensure we understand the needs of those we aim to support and formulate a strategy to ensure their priorities are met.

It has been an overwhelmingly challenging but rewarding year and the team at MCO would like to thank everyone involved for supporting us.

## **APPROVAL**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies by order of the Trustees.

The annual report was approved by the trustees of the charity on 5 November 2024 and signed on its behalf by:

*Sue Palin*

18 Oct 2024

.....  
S Palin

Treasurer and Trustee

## **The Mashamshire Community Office**

### **Statement of Trustees' Responsibilities**

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

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 its incoming resources and application of resources, including its income and expenditure, 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 UK Accounting Standards 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

Approved by the trustees of the charity on 5 November 2024 and signed on its behalf by:



18 Oct 2024

.....  
P F Theakston  
Chairman and Trustee

**The Mashamshire Community Office**  
**Independent Examiner's Report to the trustees of**  
**The Mashamshire Community Office**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024 which are set out on pages 12 to 21.

**Respective Responsibilities of Trustees and Examiner**

As the charity's trustees of The Mashamshire Community Office (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 Mashamshire Community Office 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 The Mashamshire Community Office 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.

*Dawn Clarkson*

.....  
Dawn Clarkson  
Clarksons  
Thornborough Hall  
Leyburn  
North Yorkshire  
DL8 5AB

5 November 2024

**The Mashamshire Community Office**  
**Statement of Financial Activities for the Year Ended 31 March 2024**  
**(Including Income and Expenditure Account and Statement of Total Recognised**  
**Gains and Losses)**

		Unrestricted funds	Restricted funds	Total 2024
	Note	£	£	£
<b>Income and Endowments from:</b>				
Donations and Grants	3	53,533	187,414	240,947
Charitable Activities	4	11,998	0	11,998
Other trading activities	5	28,628	0	28,628
Investment Income	6	1,489	0	1,489
<b>Total Income</b>		<b>95,647</b>	<b>187,414</b>	<b>283,061</b>
<b>Expenditure on:</b>				
Raising funds	7	5,877	2,684	8,562
Charitable Activities	8	59,886	36,435	96,321
<b>Total Expenditure</b>		<b>65,763</b>	<b>39,119</b>	<b>104,882</b>
<b>Net (expenditure)/income</b>		<b>29,884</b>	<b>148,295</b>	<b>178,178</b>
<b>Reconciliation of funds</b>				
<b>Total funds brought forward</b>		<b>96,646</b>	<b>80,853</b>	<b>177,499</b>
<b>Total funds carried forward</b>	16	<b>126,530</b>	<b>229,148</b>	<b>355,677</b>
		Unrestricted funds	Restricted funds	Total 2023
	Note	£	£	£
<b>Income and Endowments from:</b>				
Donations Grants and Legacies	3	43,887	80,853	124,740
Charitable Activities	4	22,452	0	22,452
Other trading activities	5	25,972	0	25,972
Investment Income	6	621	0	621
<b>Total Income</b>		<b>92,932</b>	<b>80,853</b>	<b>173,785</b>
<b>Expenditure on:</b>				
Raising funds	7	18,792	0	18,792
Charitable Activities	8	80,626	583	81,209
<b>Total Expenditure</b>		<b>99,418</b>	<b>583</b>	<b>100,001</b>
<b>Net (expenditure)/income</b>		<b>-6,486</b>	<b>80,270</b>	<b>73,784</b>
Designated Funds Purchase of Building		50,000	-50,000	0
<b>Net movement in funds</b>		<b>43,514</b>	<b>30,270</b>	<b>73,784</b>
<b>Reconciliation of funds</b>				
<b>Total funds brought forward</b>		<b>53,132</b>	<b>50,583</b>	<b>103,715</b>
<b>Total funds carried forward</b>		<b>96,646</b>	<b>80,853</b>	<b>177,499</b>

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2024 is shown in note 16.

**The Mashamshire Community Office**  
**(Registration Number 04481253)**  
**Balance Sheet as at 31 March 2024**

	Note	2024 £	2023 £
<b>Fixed Assets</b>			
Tangible assets	11	219,247	2,429
<b>Current assets</b>			
Stocks	12	1,483	1,357
Debtors	13	2,104	970
Cash at bank and in hand		139,277	177,677
		<u>142,863</u>	<u>180,004</u>
<b>Creditors: Amounts falling due within one year</b>	14	-6,432	-4,935
<b>Net current assets (liabilities)</b>		<u>136,431</u>	<u>175,069</u>
<b>Total assets less current liabilities</b>		355,678	177,499
<b>Creditors: Amounts falling due after more than one year</b>	15	0	0
<b>Net assets</b>		<u><u>355,678</u></u>	<u><u>177,499</u></u>
<b>Funds of the charity:</b>			
Restricted funds		229,148	80,853
Unrestricted funds		<u>126,530</u>	<u>96,646</u>
<b>Total funds</b>	16	<u><u>355,678</u></u>	<u><u>177,499</u></u>

For the financial year ending 31 March 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 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.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 13 to 20 were approved by the trustees, and authorised for issue on 5 November 2024 and signed on their behalf by:



18 Oct 2024

.....  
**P F Theakston**  
**Chairman and Trustee**

**The Mashamshire Community Office**  
**Notes to the Financial Statements for the Year Ended 31 March 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 £10 towards the assets of the charity in the event of liquidation.

The address of the registered office is:

7 Little Market Place  
Masham  
Ripon  
North Yorkshire  
HG4 4DY

The principal place of business is:

7 Little Market Place  
Masham  
Ripon  
North Yorkshire  
HG4 4DY

These financial statements were authorised for issue by the trustees on 9 October 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 (FRS102) (effective 1 January 2015) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102). They also comply with the Companies Act 2006 and Charities Act 2011.

**Basis of preparation**

The Mashamshire Community Office meets the definition of a public benefit entity under FRS102. 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.



**The Mashamshire Community Office**  
**Notes to the Financial Statements for the Year Ended 31 March 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.

**Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

**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 trading activities that raise funds.

**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 trustee's meetings and reimbursed expenses.

**Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

**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.

**The Mashamshire Community Office**  
**Notes to the Financial Statements for the Year Ended 31 March 2024**

**Tangible Fixed Assets**

Individual Fixed Assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

**Depreciation and Amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Freehold Land & Buildings	2% straight line basis over 50 years
Fixtures, Fittings and Equipment	20% reducing balance basis

**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.

**Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities. Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

**Fund structure**

Unrestricted funds of £126,530 are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Restricted funds amount to £229,148, which are available to cover costs and depreciation associated with the purchase of the freehold of the building at the end of the lease term in 2023.

**Related Parties**

There were no related party transactions

**Trustees Expenses**

There were no trustees expenses

**The Mashamshire Community Office**  
**Notes to the Financial Statements for the Year Ended 31 March 2024**

**3 Income from Donations and Grants**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
			0	
Other Donations and Grants	39,533	69,481	109,014	88,098
North Yorkshire Council	14,000	107,933	121,933	23,142
Harrogate Borough Council	0	0	0	10,000
Masham Parish Council	0	10,000	10,000	3,500
	<b>53,533</b>	<b>187,414</b>	<b>240,947</b>	<b>124,740</b>

**4 Income from charitable activities**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Activity Income	11,998		11,998	22,452
	<b>11,998</b>	<b>0</b>	<b>11,998</b>	<b>22,452</b>

**5 Income from other trading activities**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Rent, sales and other income	28,628		28,628	25,972

**6 Investment income**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Interest receivable	1,489		1,489	621

**The Mashamshire Community Office**  
**Notes to the Financial Statements for the Year Ended 31 March 2024**

**7 Expenditure on raising funds**

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Costs of Raising Funds	5,877	2,684	8,562	18,792
	<u>5,877</u>	<u>2,684</u>	<u>8,562</u>	<u>18,792</u>

**8 Expenditure on charitable activities**

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Governance costs	59,886	36,435	96,321	81,209
	<u>59,886</u>	<u>36,435</u>	<u>96,321</u>	<u>81,209</u>

**9 Analysis of governance and support costs**

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Accountancy fees	2,383	0	2,383	3,487
Marketing and publicity	307	2,032	2,339	5,651
Employment Costs	32,233	29,968	62,200	52,370
R & R Grant	0	0	0	479
Other governance costs	24,963	4,435	29,398	19,222
	<u>59,886</u>	<u>36,435</u>	<u>96,321</u>	<u>81,209</u>

*The average number of employees during the year totalled 6. These staff undertook administrative duties.*

**10 Taxation**

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

**11 Tangible Fixed Assets**

	Land & Buildings £	Short leasehold property £	Fixtures, fittings and equipment £	Total £
<b>Cost</b>				
At 1 April 2023	0	158,598	15,131	173,729
Additions	221,739			221,739
Disposals				0
At 31 March 2024	<u>221,739</u>	<u>158,598</u>	<u>15,131</u>	<u>395,468</u>
<b>Depreciation</b>				
At 1 April 2023	0	158,598	12,702	171,300
Charge for the year	4,435		486	4,921
Disposals				0
At 31 March 2024	<u>4,435</u>	<u>158,598</u>	<u>13,188</u>	<u>176,220</u>
<b>Net book value</b>				
At 31 March 2024	<u>217,304</u>	<u>0</u>	<u>1,943</u>	<u>219,247</u>
At 31 March 2023	<u>0</u>	<u>0</u>	<u>2,429</u>	<u>2,429</u>

**The Mashamshire Community Office**  
**Notes to the Financial Statements for the Year Ended 31 March 2024 continued**

<b>12 Stocks</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Stocks	1,483	1,357

<b>13 Debtors</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Trade debtors	917		917	712
Other debtors	1,187		1,187	258
	2,104	0	2,104	970

<b>14 Creditors: amounts falling due within one year</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Trade creditors	3,080	666
Accruals and deferred income	2,601	4,142
Other creditors	752	126
	6,432	4,935

<b>15 Creditors: amounts falling due after one year</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Other creditors		0
Deferred Income		0
	0	0

<b>16 Funds</b>	<b>Balance at 01-Apr-23</b>	<b>Incoming Resources</b>	<b>Resources expended £</b>	<b>Balance at 31-Mar-24 £</b>
Unrestricted funds	96,646	95,647	-65,763	126,530
Restricted funds	80,853	187,414	-39,119	229,148
Total funds	177,499	283,061	-104,882	355,678

	<b>Balance at 01-Apr-22 £</b>	<b>Incoming Resources £</b>	<b>Designated Funds Purchase of Building</b>	<b>Resources expended £</b>	<b>Balance at 31-Mar-23 £</b>
Unrestricted funds	53,132	92,932	50,000	-99,418	96,646
Restricted funds	50,583	80,853	-50,000	-583	80,853
Total funds	103,715	173,785	0	-100,001	177,499

**17 Analysis of net assets between funds**

	<b>Funds General £</b>	<b>Total funds £</b>
Tangible fixed assets	219,247	219,247
Current assets	142,863	142,863
Current liabilities	-6,432	-6,432
	355,678	355,678

**18 Analysis of net funds**

	<b>At 1 April 2023 £</b>	<b>Cash flow £</b>	<b>At 31 March 2024 £</b>
Cash at bank and in hand	177,677	-38,400	139,277
Net debt	177,677	-38,400	139,277

**The Mashamshire Community Office**  
**Detailed Statement of Financial Activities for the Year Ended 31 March 2024**

**Income**

	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
<b>Income and endowments from:</b>				
Donations, Grants and legacies	53,533	187,414	240,947	124,740
Charitable activities	11,998	0	11,998	22,452
Other trading activities	28,628	0	28,628	25,972
Investment income	1,489	0	1,489	621
<b>Total income</b>	<b>95,647</b>	<b>187,414</b>	<b>283,061</b>	<b>173,785</b>
<b>Expenditure on:</b>				
Raising funds	5,877	2,684	8,562	18,792
Charitable activities	59,886	36,435	96,321	81,209
<b>Total expenditure</b>	<b>65,763</b>	<b>39,119</b>	<b>104,882</b>	<b>100,001</b>
<b>Net expenditure/income</b>	<b>29,884</b>	<b>148,295</b>	<b>178,179</b>	<b>73,784</b>
<b>Reconciliation of funds</b>				
Total funds brought forward	96,646	80,853	177,499	103,715
<b>Total funds carried forward</b>	<b>126,530</b>	<b>229,148</b>	<b>355,678</b>	<b>177,499</b>

	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
<b>Donations and Grants</b>				
Donations and Grants	39,533	69,481	109,014	88,098
Grants from other organisations	14,000	117,933	131,933	36,642
	<b>53,533</b>	<b>187,414</b>	<b>240,947</b>	<b>124,740</b>

	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
<b>Charitable activities</b>				
Charitable activities	11,998	0	11,998	22,452
	<b>11,998</b>	<b>0</b>	<b>11,998</b>	<b>22,452</b>

	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
<b>Other trading activities</b>				
Rent, sales and other income	28,628	0	28,628	25,972
	<b>28,628</b>	<b>0</b>	<b>28,628</b>	<b>25,972</b>

**The Mashamshire Community Office**  
**Detailed Statement of Financial Activities for the Year Ended 31 March 2024 continued**

**Income continued..**

	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
<b>Investment income</b>				
Interest receivable	1,489	0	1,489	621
	<u>1,489</u>	<u>0</u>	<u>1,489</u>	<u>621</u>

**Expenditure**

	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
<b>Raising funds</b>				
Goods for resale	5,877	2,684	8,562	18,792
	<u>5,877</u>	<u>2,684</u>	<u>8,562</u>	<u>18,792</u>

	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
<b>Charitable activities</b>				
Wages and national insurance	31,207	29968	61,174	50,351
Staff pensions	1,026		1,026	2,020
Staff training and welfare	100		100	237
Courses and event expenditure	421		421	982
Light and heat	7,204		7,204	5,904
Rates and water	802		802	614
Insurance	1,464		1,464	807
Repairs and maintenance	7,616		7,616	4,989
Telephone and internet	1,760		1,760	1,632
Printing, postage and stationery	3,096		3,096	2,768
Marketing	307		307	376
General expenses	739		739	637
Website cost	0	2,032	2,032	2,883
Depreciation of property	0	4,435	4,435	737
Depreciation of fixtures, fittings & equipment	486		486	1,190
R&R Grant expenditure	0		0	479
Library Expenses	0		0	27
Accountancy and bookkeeping	2,383		2,383	3,487
Card machine charges	1,167		1,167	1,090
Bad debt written off	108		108	0
	<u>59,886</u>	<u>36,435</u>	<u>96,321</u>	<u>81,209</u>



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Fri, 18th Oct 2024 16:11:07 BST	Mr Paul Francis Theakston - Signer (4b525b1eff958d280b0d00c67f9e901c)
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**Audit history log**

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