

REGISTERED COMPANY NUMBER: 05015149 (England and Wales)  
REGISTERED CHARITY NUMBER: 1108051

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2025  
FOR  
BUNGAY COMMUNITY CENTRE



**BUNGAY COMMUNITY CENTRE**

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**for the Year Ended 28 FEBRUARY 2025**

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## **BUNGAY COMMUNITY CENTRE**

### **REPORT OF THE TRUSTEES**

**for the Year Ended 28 February 2025**

The trustees present their report with the financial statements of the charity for the year ended 28 February 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives of the charity**

To promote the benefit of the inhabitants of Bungay and the neighbourhood without distinction of sex, sexual orientation, race or of 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 interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

##### **Main activities undertaken for the public benefit**

We continue to be mainly a space for people to hire and put on their own events, whether it is classes, clubs, music or social occasions such as parties. We now have more than 30 regular groups. As the fact we are a fully licenced premises has become much more well known, we have been used for adult parties and can offer limited catering for some events. We have also engaged with Suffolk County Council to have our EV charging points replaced and we are working towards installing a path from St John's Road to the front entrance, which will improve access from people with limited mobility.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Achievements of the charity during the year**

We have continued to improve the building, this year installing a range of solar panels on the roof. These will save us considerable expenditure on power, which is welcome. Due to a charitable donation, we now have a defibrillator on the outside of the building, which has been used. At the end of 2024 we registered with a company called QuickBooks to better manage our invoicing and payments. We have also employed an Admin Manager to take bookings and communicate with hirers as well as other duties, all previously undertaken by Trustees.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

It is the trustees' policy to maintain reserves at a level it considers necessary to meet cash flow requirements.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

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

New trustees are recruited and appointed by existing trustees.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the trust is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company Number**

05015149 (England and Wales)

##### **Registered Charity number**

1108051

**BUNGAY COMMUNITY CENTRE**

**REPORT OF THE TRUSTEES**  
**for the Year Ended 28 February 2024**

**Registered office**

**11 Trinity Street**

Bungay

Suffolk

NR35 1EH

**Trustees**

Mrs R L Botham

Mrs J Cloke

M Evans

Mrs B Herring

P Dunning

A Adams

J H Green (appointed 15.1.24)

J E Walker (appointed 15.1.24)

**Company Secretary**

M Evans

**Independent examiner**

J van Dijk

FMAAT

van Dijk Accountants

11 Trinity Street

Bungay

Suffolk

NR35 1EH

Approved by order of the board of trustees and signed on its behalf by:

M Evans - Trustee

Date:

30/04/2025

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**BUNGAY COMMUNITY CENTRE**

**Independent examiner's report to the trustees of Bungay Community Centre ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 28 February 2025.

**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 the Company 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.

J van Dijk  
FMAAT  
van Dijk Accountants  
11 Trinity Street  
Bungay  
Suffolk  
NR35 1EH

21 April 2025

**BUNGAY COMMUNITY CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 28 February 2025**

	Notes	Unrestricted Fund £	Restricted Fund £	28.02.25 Total funds £	29.02.24 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		50,790	-	50,790	38,600
Other trading activities	2	36,354	-	36,354	32,435
Other income		1,485		1,485	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL</b>		<b>88,629</b>	<b>-</b>	<b>88,629</b>	<b>71,035</b>
<b>EXPENDITURE ON</b>					
Raising funds		73,287	535	73,822	61,286
<b>NET INCOME</b>		<b>15,342</b>	<b>(535)</b>	<b>14,807</b>	<b>9,749</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>957,647</b>	<b>2,582</b>	<b>960,229</b>	<b>950,480</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>972,989</b>	<b>2,047</b>	<b>975,036</b>	<b>960,229</b>
		<hr/>	<hr/>	<hr/>	<hr/>

The notes form part of these financial statements

**BUNGAY COMMUNITY CENTRE**  
**STATEMENT OF FINANCIAL POSITION**  
**for the Year Ended 28 February 2025**

	Notes	Unrestricted Fund £	Restricted Fund £	28.02.25 Total funds £	29.02.24 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	897,425	-	897,425	888,434
<b>CURRENT ASSETS</b>					
Stocks	7	923	-	923	289
Debtors	8	469	-	469	3,413
Cash at bank		75,567	2,047	77,614	69,504
		76,959	2,047	79,006	73,206
<b>CREDITORS</b>					
Amounts falling due within one year	9	(1,395)	-	(1,395)	(1,411)
<b>NET CURRENT ASSETS</b>		75,564	2,047	77,611	71,795
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		972,989	2,047	975,036	960,229
<b>CREDITORS</b>					
Amounts falling due after more than one year	10				-
<b>NET ASSETS</b>		972,989	2,047	975,036	960,229
<b>FUNDS</b>					
Unrestricted funds	12			972,989	957,647
Restricted funds				2,047	2,582
<b>TOTAL FUNDS</b>				975,036	960,229

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 28 February 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 28 February 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

**BUNGAY COMMUNITY CENTRE**  
**STATEMENT OF FINANCIAL POSITION - continued**  
**for the Year Ended 28 February 2025**

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

The financial statements were approved by the Board of Trustees and authorised for issue on 30 April 2025 and were signed on its behalf by:

M Evans - Trustee



**BUNGAY COMMUNITY CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the Year Ended 28 February 2025**

**1 ACCOUNTING POLICIES**

Basis of preparing the financial statements

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

**Income**

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

**Expenditure**

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

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Building	- in accordance with the property
Equipment and fittings	- 25% on reducing balance

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**BUNGAY COMMUNITY CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 28 February 2025**

<b>2 OTHER TRADING ACTIVITIES</b>	28.02.25	29.02.24
	£	£
Hirings	32,295	32,435
Bar and food sales	4,059	-
	<u>36,354</u>	<u>32,435</u>

**3 NET INCOME/(EXPENDITURE)**

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

	28.02.25	29.02.24
	£	£
Depreciation - owned assets	34,563	26,198
Hire of plant and machinery	43	259
Surplus on disposal of fixed assets	-	-
	<u>-</u>	<u>-</u>

**4 TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 28 February 2025 nor for the year ended 29 February 2024

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 28 February 2025 nor for the year ended 29 February 2024.

**5 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund	Restricted fund	Total funds
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	38,600	-	38,600
Other trading activities	32,435	-	32,435
Other income	-	-	-
<b>Total</b>	<u>71,035</u>	<u>-</u>	<u>71,035</u>
<b>EXPENDITURE ON</b>			
Raising funds	61,286	-	61,286
<b>NET INCOME</b>	9,749	-	9,749
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	947,898	2,582	950,480
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>957,647</u>	<u>2,582</u>	<u>960,229</u>

continued...

**BUNGAY COMMUNITY CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 28 February 2025**

**6 TANGIBLE FIXED ASSETS**

	Building £	Equipment and fittings £	Totals £
<b>COST</b>			
At 1 March 2024	885,128	74,318	959,446
Additions		43,554	43,554
At 28 February 2025	<u>885,128</u>	<u>117,872</u>	<u>1,003,000</u>
<b>DEPRECIATION</b>			
At 1 March 2024	48,913	22,099	71,012
Charge for the year	16,724	17,839	34,563
At 28 February 2025	<u>65,637</u>	<u>39,938</u>	<u>105,575</u>
<b>NET BOOK VALUE</b>			
At 28 February 2025	819,491	77,934	897,425
At 29 February 2024	<u>836,215</u>	<u>52,219</u>	<u>88,434</u>

**7 STOCKS**

	28.02.25 £	29.02.24 £
Stocks		
	<u>923</u>	<u>289</u>

**8 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	28.02.25 £	29.02.24 £
Trade debtors	469	3,413
Other debtors	-	-
Prepayments	-	-
	<u>469</u>	<u>3,413</u>

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**BUNGAY COMMUNITY CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 28 February 2025**

**9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	28.02.25	29.02.24
	£	£
Other loans (see note 11)	-	-
Trade creditors	675	691
Other creditors	-	-
Accrued expenses	720	720
	<u>1,395</u>	<u>1,411</u>

**10 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	28.02.25	29.02.24
	£	£
Other loans (see note 11)	<u>-</u>	<u>-</u>

**11 LOANS**

An analysis of the maturity of loans is given below:

	28.02.25	29.02.24
	£	£
Amounts falling due within one year on demand:		
Other loans	<u>-</u>	<u>-</u>
Amounts falling between one and two years:		
Other loans - 1-2 years	<u>-</u>	<u>-</u>
Amounts falling due between two and five years:		
Other loans - 2-5 years	<u>-</u>	<u>-</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Other loans more 5yrs instal		

**12 MOVEMENT IN FUNDS**

	At 01.03.24	Net movement in funds	At 28.02.25
<b>Unrestricted funds</b>			
General fund	957,647	15,342	972,989
<b>Restricted funds</b>			
Youth club	2,582	(535)	2,047
<b>TOTAL FUNDS</b>	<u>960,229</u>	<u>14,807</u>	<u>975,036</u>

continued...

**BUNGAY COMMUNITY CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 28 February 2025**

**12 MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	88,629	(73,822)	14,807
<b>TOTAL FUNDS</b>	<u>88,629</u>	<u>(73,822)</u>	<u>14,807</u>

Comparatives for movement in funds

	At 01.03.23	Net movement in funds	At 29.02.24
<b>Unrestricted funds</b>			
General fund	947,898	9,749	957,647
<b>Restricted funds</b>			
Youth club	2,582	-	2,582
<b>TOTAL FUNDS</b>	<u>950,480</u>	<u>9,749</u>	<u>960,229</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	71,035	(61,286)	9,749
<b>TOTAL FUNDS</b>	<u>71,035</u>	<u>(61,286)</u>	<u>9,749</u>

continued...

**BUNGAY COMMUNITY CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 28 February 2025**

**12 MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 01.03.23	Net movement in funds	At 28.02.25
<b>Unrestricted funds</b>			
General fund	947,898	25,091	972,989
<b>Restricted funds</b>			
Youth club	2,582	(535)	2,047
<b>TOTAL FUNDS</b>	<u>950,480</u>	<u>24,556</u>	<u>975,036</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	159,664	(135,108)	24,556
<b>TOTAL FUNDS</b>	<u>159,664</u>	<u>(135,108)</u>	<u>24,556</u>

**13 RELATED PARTY TRANSACTIONS**

There were no related party transactions for the year ended 28 February 2025.

**BUNGAY COMMUNITY CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 28 February 2025**

<b>INCOME AND ENDOWMENTS</b>	28.02.25	29.02.24
	£	£
<b>Donations and legacies</b>		
Donations and gift aid	50,790	38,600
Grants	-	-
	<hr/>	<hr/>
<b>Other trading activities</b>		
Hirings	32,295	32,435
Bar and food sales	4,059	-
	<hr/>	<hr/>
<b>Other income</b>		
	1,485	-
Gain on sale of tangible fixed assets	<hr/>	<hr/>
<b>Total incoming resources</b>	88,629	71,035
	<hr/>	<hr/>
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Opening stock	289	150
Bad debts	24	24
Bar and hospitality costs	3,356	-
Closing stock	(923)	(289)
	<hr/>	<hr/>
	2,746	(115)
<b>Support costs - management</b>		
Hire of plant and machinery	43	259
Rates and water	710	111
Insurance	1,949	1,681
Light and heat	6,253	6,540
Premises maintenance	452	215
Postage and stationary	677	569
Caretaking	10,970	7,579
Sundries	1,223	1,449
Repairs and renewals	7,055	7,176
Waste and cleaning	4,140	4,956
Subscriptions and licenses	920	658
Accountancy	720	720
Professional fees	1,401	3,290
Freehold property	17,839	17,037
Equipment and fittings	16,724	9,161
	<hr/>	<hr/>
	71,076	61,401
	<hr/>	<hr/>
	73,822	61,286
	<hr/>	<hr/>
Total resources expended		
	<hr/>	<hr/>
<b>Net income</b>	14,807	9,749
	<hr/>	<hr/>

This page does not form part of the statutory financial statements