



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01.09.23 **Period start date**
To 31.08.24 **Period end date**

Charity name: The Downley Old School Community Association

Charity registration number: 1108347

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To develop and maintain a community centre for the use of the inhabitants of Downley and to encourage the broadest cross-section of the community to make use of the facilities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Local marketing and promotion of the facilities offered at the centre and regular news updates are detailed in the free quarterly village magazine. Local notice boards, a web page entry and Facebook are also used to promote awareness of upcoming events and what can be offered at the Centre. The charity's trustees and management committee meet every month to discuss and develop all aspects of the centre's management and encourage representation of key local groups on its management committee.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Small grants to local associations are agreed by the committee from time to time. Emphasis is given to other groups or organisations who also act to the benefit of local residents.
Policy on social investment including program related investment	Para 1.38	Surplus income is returned to the local community through maintenance and improvement of the building itself and the free provision of community rooms for nominated communal events and grants

		made to small local charities.
Contribution made by volunteers	Para 1.38	All trustees and management committee members are volunteers and the centre only runs through their support and activity
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Having restored income to pre-Covid levels, the committee has focussed this year on other matters (e.g. bringing down the average age of committee members). We have widened our focus on the activities that we make available to the community and now have over 30 active groups on our weekly/monthly regular schedule.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's financial position is now strong.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity continues to maintain a contingency fund which is designed to deal with any unforeseen expenditure eg. Heating system or plumbing failures
Amount of reserves held	Para 1.22	£50,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Charity still has concerns re cost of utilities (notably gas) but we've taken steps to control misuse/waste.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The main source of income comes from room hire.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Any trustee can propose a new trustee or committee member. It has been our practice to invite new volunteers to attend a number of meetings before any proposal is made. Any new prospective trustee is then proposed and seconded at a trustees meeting by all those present.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	A detailed Trustees Handbook is maintained which details all current policies and procedures. Available to all trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity works closely with the local Parish Council. Occasional joint funding on local projects
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Downley Old School Community Association
Other name the charity uses	
Registered charity number	1108347
Charity's principal address	School Close Downley, High Wycombe Bucks HP13 5TR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephen Morton	Chair	21/05/2024 – 31/08/2024	
2	David Worsdall	Chair	01/09/2023 – 21/05/2024	
3	Giles Tandy			
4	Catherine Price			
5	Frances Neary	Secretary		
6	Paul Homer			
7	Peter Loadman			
8	Wendy Monroe -West			
9	Pauline Baker	Treasurer		
10	Richard Armitage		17/10/2023 – 31/08/2024	
11	Kimberley Reed		03/04/2024 – 31/08/2024	
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Stephen J Morton	
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Full name(s)

Stephen James Morton	
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Position (eg Secretary,
Chair, etc)

Chair	
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Date

10/01/2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Downley Old School Community Association

1108347

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/09/2023

To

Period end date
31/08/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants and Donations	-	-	-	-	75
Hire of Building	36,916	-	-	36,916	32,992
Bank Interest	1,126	-	-	1,126	436
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	38,042	-	-	38,042	33,503
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	38,042	-	-	38,042	33,503
A3 Payments					
Caretaker/Cleaning	8,132	-	-	8,132	8,260
Room Refurbishment	-	-	-	-	3,500
Repairs and Maintenance	3,599	-	-	3,599	8,007
Donations and Grants	1,712	-	-	1,712	1,270
Subscriptions	35	-	-	35	35
Utilities	3,496	-	-	3,496	2,853
Community projects	1,965	-	-	1,965	3,607
Health and Safety	68	-	-	68	280
Insurance	1,433	-	-	1,433	1,238
Postage and Telephone	55	-	-	55	72
Office & Computer Exps	84	-	-	84	594
Rates	64	-	-	64	62
Bank Charges	77	-	-	77	76
Sub total	20,720	-	-	20,720	29,854
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	20,720	-	-	20,720	29,854
Net of receipts/(payments)	17,322	-	-	17,322	3,649
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	69,728	-	-	69,728	-
Cash funds this year end	87,050	-	-	87,050	3,649

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	9,398	-	-
	Deposit Account	77,652	-	-
		-	-	-
	Total cash funds	87,050	-	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Debtors	265	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Utilities	Unrestricted	139	
	Surety Deposits	Unrestricted	1,400	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	Stephen J Morton	STEPHEN MORTON	19-NOV-24
	P Baker	PAYLWE BAKER	19-NOV-24



Section A

Independent Examiner's Report

Report to the trustees/
members of

Downley Old School Community Association

On accounts for the year
ended

31st August 2024

Charity no
(if any)

1108347

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

R. A. Cook

Date:

31/10/2024

Name:

Robert Peter Cook

Relevant professional
qualification(s) or body
(if any):

N/A

Address:

105 Littleworth Road

Downley, High Wycombe

Bucks HP13 5XA