



Totteridge & District Community Centre

Report of the Trustees

For the financial year 1st April 2022 – 31st March 2023

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Charities principle objectives

THE CHARITY'S OBJECTIVES ARE TO USE THE PROPERTY SITUATED IN TOTTERIDGE FOR THE GENERAL BENEFIT OF THE RESIDENTS OF TOTTERIDGE BY PROVIDING A FACILITY TO ENABLE:-

- THE PROVISION OF A GENERAL MEETING PLACE FOR RESIDENTS
- THE PROVISION OF FACILITIES FOR EDUCATIONAL PURPOSES
- THE PROVISION OF FACILITIES FOR HEALTH & FITNESS PURPOSES
- TO PROMOTE COMMUNITY FELLOWSHIP

Summary of main activities for public benefit in support of charities principle objectives

During this period, the community centre was used by various groups. Centre usage fell into the following categories:

- Social gatherings including private hires for parties, funeral services and general socialising principally from the centres public bar.
- Providers offering keep fit, martial arts, Tai Chi and Slimming programmes to the general public in addition to providing venue for local residents to gather and socialise.

Charitable activities vs trading activities

The community centres' operating model is to use income generated via its principle trading activity of operating a members bar to pay for its general running costs and remuneration for staff who work both in support of the trading activity as well as in support of the charities main objectives.

The community centre typically only conducts fund raising activities for specific projects, and in this period, no such fund-raising projects were undertaken. The centre is currently included as a good cause in the local Wycombe Lottery. The centre received a small income from this which is detailed in the financial statements attached to this report.

Supervision

Before the formation of the community centre, the land and buildings were operated for approximately 50 years as a social members club. To preserve that heritage, the community centre operates a 'members' group. This is a group of people who join as stakeholders in the community centre, and as per the community centres articles of association operate similar to shareholders in a normal company. As such, this group has a deep working relationship with the centre and plays a vital role in its operation. Our members observe, scrutinise, assist and provide advice as well as volunteer for community activities.

Staffing & Management

During this period, the community centre employed 8 members of staff, with varying working patterns dependant on demand. During this period the community centre has undertaken a review of staffing contracts to specify a minimum number of monthly hours for each member of staff.

Management of the centre is done by the management group (or committee), which is made up of at least 1 trustee representative, 3 of our long-standing staff members and representatives from the community centres members group who join to provide the committee with views as expressed by the patrons of the centre. The centre manager meets with at least 1 trustee weekly, with a meeting with all centre staff occurring approximately quarterly. A formal AGM is held yearly.

Year in review

During this period the centre noted a particular increase in users visiting the centre. Strong attendance was observed across all the various activities which the centre provides, or hosts along side partners. The centres own fitness programme grew and is now well attended, with visitors also joining in the now thriving Tai-Chi café sessions held at the centre on Wednesdays and Thursdays.

The centres general social provision has also seen strong attendances throughout the period with the centre benefiting from a consolidation locally in the pub sector – driving new people visiting the centre and making use of the public bar, but also then taking advantage of the various other activities taking place at the centre.

Moreover, all activities have shown a marked increase in attendance.

The increase in attendance is reflected in revenues generated via the centre's public bar, hall hires and other incomes. This will allow a programme of renewals and renovations to be completed in the 23/4 financial year to refresh internal spaces, upgrade the centres CCTV equipment, re-gravel and fill uneven areas in the centres car park and refurbish the centres toilets. Improving the quality of the centres internal and external spaces will be aimed at

retaining new visitors, and ensuring the centre remains a good quality, clean and safe facility for the centres users.

TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD

Company limited by guarantee

**Company Registration Number:
06521736 (England and Wales)**

Unaudited micro entity accounts for the year ended 31 March 2023

Period of accounts

Start date: 01 April 2022

End date: 31 March 2023

TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD

Company limited by guarantee

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for the Period Ended 31 March 2023

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TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD

Company limited by guarantee

Company Information

for the Period Ended 31 March 2023

Registered office:	Totteridge Community Centre Totteridge Drive Totteridge High Wycombe Buckinghamshire HP13 6XG
Company Registration Number:	06521736 (England and Wales)

TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD

Company limited by guarantee

Income and Expenditure Account

for the Period Ended 31 March 2023

	<i>2023</i>	<i>2022</i>
	<i>£</i>	<i>£</i>
Turnover	306,799	196,422
Income from coronavirus (COVID-19) business support grants	0	16,168
Cost of Materials	(155,249)	(109,029)
Staff Costs	(73,922)	(78,189)
Surplus or (Deficit) for Period	77,628	25,372

TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD

Company limited by guarantee

Balance sheet

As at 31 March 2023

	<i>2023</i> <i>£</i>	<i>2022</i> <i>£</i>
Current assets:	21,948	5,072
Creditors: amounts falling due within one year:	(1,749)	(4,396)
Net current assets (liabilities):	20,199	676
Total assets less current liabilities:	20,199	676
Total net assets (liabilities):	20,199	676
Reserves:	20,199	676

TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD

Company limited by guarantee

Balance sheet continued

For the year ending 31 March 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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 and delivered in accordance with the provisions of the small companies regime applicable to micro-entities.

This report was approved by the board of directors on 28 December 2023

And Signed On Behalf Of The Board By:

Name: Kevin Keith Jones

Status: Director

The notes form part of these financial statements

TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD

Company limited by guarantee

Footnotes to the Financial Statements

for the Period Ended 31 March 2023

1. Employee Information

Average number of employees: 10

TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD

Company limited by guarantee

Footnotes to the Financial Statements

for the Period Ended 31 March 2023

2. Off balance sheet disclosure

No

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.



Totteridge & District Community Centre

Totteridge Drive – Totteridge – High Wycombe – HP13 6UG

Registered Charity Number: 1123743

Financial statements report 2023

FY 2022/23

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These statements are presented to the members as a record of trading activities of Totteridge & District Community Centre for the period 1st April 2022 to 31st March 2023.

Income

The centre generates income by the sale of beverage at its public bar, direct donations and hall hires. We also receive income from gaming machines in our public bar, special raffles and events.

Income from primary trading activity

	<u>£</u>
Hall hire & Invoiced sales inc. Land Rentals	4,287
Donations	35
Bar Sales Income	77,458
Machine Income	100,179
Bar Sales via Credit/Debit Card	117,005
Raffles (Meat Raffle)	5,087
Kitchen	673
Barclays Loyalty reward	287
One-Off Raffles	352

Income from charitable activities

Donations received via Wycombe Lottery	745
Membership donations	978

Grant incomes

COVID: Buckinghamshire Business Support Grant	NILL
COVID: Job Retention Scheme Grants	NILL

TOTAL INCOME (TURNOVER)

306,799

- 1) From December 2019 recording of machine incomes changed introducing a new billing system for the supplier share of machine profits. This change is reflected in the machine income reconciliation (which includes supplier share), but is balanced by an additional outgoing in cost of sales marked as 'machines outgoing'. Machines outgoing is inclusive of statutory Machines Games Duty, levied at 20% on gross profit.

Expenditure

Cost of Sales

	<u>£</u>
Cost of Sales	97,742
Materials	261
Meat Raffle / Buffet	4,735
Equipment Hire	851
Machines outgoing *	51,659

TOTAL COST OF SALES

155,249

- 2) * Machine outgoing cost is comprised of machines games duty on B3 category machines (taxed at 20% on gross profits) and invoiced profit share for game machine provider

Administration Expenses

	<u>£</u>
Building improvements & maintenance	870
Heat & Light	7,144
Sky & BT Sport	11,175
Centre Costs	4,783
Computer Software	780
Computer Hardware	627
Centre Equipment (leasing & repairs)	3,478
Internet & Telephone	1,059
Mobile Phone	1,193
Printing	111
Stationery	135
Sundries	281
Motor Expenses inc Fuel & RFL	NILL
Advertising and Promotion	NILL
Accountancy Fees	350
Interest Payable	NILL
Bank/Finance Charges (cost of accepting card payments)	5,320
Insurance (Public Liability & Employers)	3,574
Postage	NILL
Subscriptions (Bar Billiards) & Trade Subs	147
Council tax	1,613

TOTAL ADMIN COSTS

42,640

Staffing Costs

	£
Salaries	69,370
Employer NICs	170
Staff Pensions	3,010
Trustees' Salaries	NILL
Bands & Entertainers	1,202
Grounds keeper	170

Creditors/Debtors

Trade creditors (due in less than one year)

Total outstanding as at 31 st March 2023	£1,748.67
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<u>Trade debtors (due in less than one year)</u>	£ NILL
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Reserves

Cash reserves

Cash at bank as at 31 st March 2023 (Barclays)	£17,839
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Cash at centre as at 31 st March 2023	£ 986
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Stock

Stock at 31st March 2023

(Beverages, snacks and other consumables, food):	£ 3,123
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<u>Total Reserves</u>	£21,948
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Borrowing

The community centre has no outstanding commercial loans as at 31/03/2023.

Approval

At the Annual general meeting held on 29th November 2023 the members present reviewed and voted to approve these financial statements.

It is our opinion to the best of our knowledge and having reviewed all records and transactions that these statements are a true and accurate report of the trading activities for the financial year 1st April 2022 – 31st March 2023.

DocuSigned by:

Signed:D30CB976ACA4BE.....Mr K Jones BSc(HONS) (Trustee)

DocuSigned by:

Signed:FEFG0358742F435.....Mr James McKechnie (Centre Manager on behalf of the members)

DocuSigned by:

Signed:7000FA7D3282445.....Ms K Westbrook BSc (HONS) FCCA (external auditor/examiner)

28/12/2023 28/12/2023 28/12/2023 December 2023

Appendices

Notes

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Reference Information

and basis of calculations

Machine income

The community centre hosts 4 gaming machines owned and maintained by Wycombe Coin LTD. All income and prizes are audited by Wycombe Coin or Essex Leisure every 2 weeks. The community centre receives 50% of the proceeds (profits).

1 of the gaming machines are category B3A machines which attract no machines games duty or VAT as they are straight lotteries. The remaining machines are category B or C machines and games duty at 20% is payable on the total profit. The community centre pays the full MGD on the profits, but retains only half.

Members Box 21 Raffle

The Box 21 lottery is a members-restricted 21c3 style lottery with a fixed odds of 1330/1 of winning the current jackpot amount.

Jackpot amounts are rolled over until a 'Box' reaches £1000. A second 'box' is opened and accrues. If a winning ticket is submitted the winner receives the jackpot in the box, in the case of the 1st box reaching £1000 they would win £1000, and the box would be emptied.

If both boxes reach £1000 and there has been no winner, Box 1 is subdivided into 10x£100 prizes. These are distributed individually to tickets which are picked randomly.

The Box 21 lottery is held every Sunday between 3 and 3:30 pm, and is held in the open under the full scrutiny of the members and patrons present.

The community centre does not receive a yield from the income of ticket sales, all proceeds are distributed to winners. The box 21 lottery is managed by the members, and is not reported as part of the centre's statutory returns.

Assets

1. The community centre; land and buildings.

For the purpose of reporting, we do not list the land and buildings of the community centre as an asset because there would likely be constraints imposed should the scenario arise whereby the land/buildings are to be sold. These constraints would likely impose conditions as to where any monies could be spent.

The trustee's view is any yield from a sale could only be distributed in 1 of 2 ways: 1) as a fund raising activity to relocate the current community centre to a new site, or 2) in the advent of a dissolution of the charity: in which case yielded funds would be constrained for charitable purposes, most likely pursuant to the charities objectives (after any outstanding debts are paid)

2. Fixture and fittings

All fixture and fittings that were directly bought by the centre were recorded as a purchase of a capital asset and depreciated accordingly. There was no purchase of such assets in this period.

Members

The community centre operates a membership group. Membership differs from an associated members organisation whereby members have a stake in the organisation such that in the event of a dissolution, remaining funds after all outstanding debts have been paid are **not** divided amongst members.

The community centre is constituted as a Limited company by guarantee, and as such it has no shareholders with a direct stake. The community centre does not, as a result, pay dividends.

However, the members do have similar powers as shareholders in that they have the right to inspect, advise and vote on significant matters and/or changes to the centre's articles of association (see by-laws and voting).

Statement of Guarantee

The members (Trustees/Directors) promise to contribute a sum not exceeding £10 (ten pounds) as may be demanded whilst serving as a Director (Trustee) and for twelve months thereafter.

Staff Pensions statement

The community centre operates a staff pension scheme operated by Nest Pensions.

Status	Date Paid	Period
Paid	10 Oct 2023	1 Sep - 30 Sep 2023
Paid	10 Sep 2023	1 Aug - 31 Aug 2023
Paid	10 Aug 2023	1 Jul - 31 Jul 2023
Paid	10 Jul 2023	1 Jun - 30 Jun 2023
Paid	10 Jun 2023	1 May - 31 May 2023
Paid	10 May 2023	1 Apr - 30 Apr 2023
Paid	10 Apr 2023	1 Mar - 31 Mar 2023
Paid	10 Mar 2023	1 Feb - 28 Feb 2023
Paid	10 Feb 2023	1 Jan - 31 Jan 2023
Paid	10 Jan 2023	1 Dec - 31 Dec 2022
Paid	10 Dec 2022	1 Nov - 30 Nov 2022
Paid	10 Nov 2022	1 Oct - 31 Oct 2022
Paid	10 Oct 2022	1 Sep - 30 Sep 2022
Paid	10 Sep 2022	1 Aug - 31 Aug 2022
Paid	10 Aug 2022	1 Jul - 31 Jul 2022
Paid	10 Jul 2022	1 Jun - 30 Jun 2022
Paid	10 Jun 2022	1 May - 31 May 2022
Paid	10 May 2022	1 Apr - 30 Apr 2022

PAYE For Employers – Annual Statement

2022 to 2023 Tax Year

Individual payments with single allocations

16 Feb 2023 to 3 Apr 2023 payments received

Date payment received	Payment allocated to	Payment amount
3 Apr 2023	6 Mar 2023 to 5 Apr 2023 month 12 breakdown	£531.12
24 Mar 2023	6 Feb 2023 to 5 Mar 2023 month 11 breakdown	£607.49
16 Feb 2023	6 Jan 2023 to 5 Feb 2023 month 10 breakdown	£548.88

Single payment of 664.08 with multiple allocations

16 February 2023 payments received

Date payment received	Payment allocated to	Payment amount
16 Feb 2023	6 Feb 2023 to 5 Mar 2023 month 11 breakdown	£0.43
16 Feb 2023	6 Dec 2022 to 5 Jan 2023 month 9 breakdown	£663.65
Total payment amount		£664.08

Single payment of 1,198.59 with multiple allocations

3 January 2023 payments received

Date payment received	Payment allocated to	Payment amount
3 Jan 2023	6 Nov 2022 to 5 Dec 2022 month 8 breakdown	£584.52
3 Jan 2023	6 Oct 2022 to 5 Nov 2022 month 7 breakdown	£614.07
Total payment amount		£1,198.59

Individual payments with single allocations

11 Jul 2022 to 12 Oct 2022 payments received

Date payment received	Payment allocated to	Payment amount
12 Oct 2022	6 Sep 2022 to 5 Oct 2022 month 6 breakdown	£513.87
7 Oct 2022	6 Aug 2022 to 5 Sep 2022 month 5 breakdown	£648.11
5 Oct 2022	6 Jul 2022 to 5 Aug 2022 month 4 breakdown	£651.07
11 Jul 2022	6 Jun 2022 to 5 Jul 2022 month 3 breakdown	£566.08

Individual payments with single allocations

15 June 2022 payments received

Date payment received	Payment allocated to	Payment amount
15 Jun 2022	6 May 2022 to 5 Jun 2022 month 2 breakdown	£704.28

15 June 2022 payments received

Date payment received	Payment allocated to	Payment amount
15 Jun 2022	6 Apr 2022 to 5 May 2022 month 1 breakdown	£625.68

Individual payments with single allocations


12 Apr 2022 to 22 Apr 2022 payments received

Date payment received	Payment allocated to	Payment amount
22 Apr 2022	6 Mar 2022 to 5 Apr 2022 month 12 breakdown	£277.42
21 Apr 2022	6 Mar 2022 to 5 Apr 2022 month 12 breakdown	£400.00
14 Apr 2022	6 Feb 2022 to 5 Mar 2022 month 11 breakdown	£380.60
12 Apr 2022	6 Jan 2022 to 5 Feb 2022 month 10 breakdown	

VAT Account statement

Date	Payment description	You paid HMRC	HMRC paid you
7 Sep	VAT for period 1 May to 31 Jul 2023	£1,216.67	£0.00
20 Jun	Unallocated payment you made an overpayment which can be refunded to you or left on account	£1,783.33	£0.00
10 Jun	VAT for period 1 Feb to 30 Apr 2023	£2,627.40	£0.00
10 Mar	VAT for period 1 Nov 2022 to 31 Jan 2023		

Corporation Tax Account

 HM Revenue & Customs

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Information as at 21 Oct 2023

Totteridge & District Community Centre

Tax Reference Number:

Corporation Tax

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Your balance

Corporation Tax account position

Amount due: £0.00 (see details below)

There are no outstanding accounting period balances to display. Please follow the 'Accounting periods' link in the left hand menu to view your balanced accounting period records.

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