

# Trustee Annual Report – as at 31<sup>st</sup> December 2023

## 1. Charity Details

- **Charity Name:** Rendlesham Community Centre
- **Charity Registration Number:** 1125733
- **Legal Status:** Trust
- **Address:** 31 Walnut Tree Avenue,  
Rendlesham,  
Suffolk  
IP12 2GG
- **Trustees:** Rendlesham Parish Council
- **Key Contact Person:** Cllr. Janice Weller,  
Chair, Rendlesham Community Centre Committee

## 2. Objectives and Activities

- To run Rendlesham Community Centre for the use of the inhabitants of the Parish of Rendlesham in Suffolk without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including the use of the property for recreation and leisure time occupations in the interests of social welfare for the said inhabitants.

## 3. Financial Review

- o **Total Income:** £27,513
- o **Total Expenditure:** £34,064
- **Reserves Policy:** Reserves will be held to ensure the centre has sufficient funds to meet all necessary expenditure
- **Financial Challenges:** Energy costs, property related and Capital expenditure all increased in 2023 compared to the expenditure in 2022. Energy costs in particular will continue to be a challenge in future years.  
In addition, it is recognised that the centre must increase its income to become self-sufficient while still meeting the needs of the community.

## 4. Recommendations

### The auditor made 2 recommendations

- **That all invoices/vouchers be signed/initialled by the signatories to confirm the validity of the payment**  
Future invoices will be discussed and approved at Community Centre Committee meetings
- **That the Trustees monitor any large credits building up as a result of direct debit payments**  
Income and expenditure, including all direct debit payments, will be reviewed on a monthly basis

## 5. Approval

This report was approved by Rendlesham Parish Council, as sole trustee of the Rendlesham Community Centre Committee, at a Parish meeting on 10<sup>th</sup> March 2025

# Rendlesham Community Centre Charity

Prepared by: DAVID LONG RFO  
Name and Role (Clerk/RFO etc)

Date: 11/1/24

Approved by: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

Date: \_\_\_\_\_

<b>Bank Reconciliation at 31/12/2023</b>			
<b>A</b>	Cash in Hand 01/01/2023		19,292.41
	<b>ADD</b> Receipts 01/01/2023 - 31/12/2023		27,513.09
			46,805.50
	<b>SUBTRACT</b> Payments 01/01/2023 - 31/12/2023		34,064.42
	<b>Cash in Hand 31/12/2023</b> (per Cash Book)		<b>12,741.08</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 01/04/2023	0.00	
	Unity Trust - Savings 31/12/2023	522.53	
	Unity Trust - Current 31/12/2023	13,786.67	
			<b>14,309.20</b>
	Less unrepresented payments		1,697.16
			12,612.04
	Plus unrepresented receipts		129.04
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>12,741.08</b>
<b>A = B Checks out OK</b>			

**Rendlesham Community Centre Charity**  
**Uncashed payments/transfers out (All banks)**  
**(Upto 31/12/2023)**

Voucher	Date	Cheque No.	Description	Total	Bank
85	30/11/2023		RCCC Supplies	297.23	Unity Trust - Current
93	13/12/2023		DRAX Electricity	1,262.93	Unity Trust - Current
96	31/12/2023		Eleanor Blackburn	71.50	Unity Trust - Current
97	31/12/2023		Man Friday	65.50	Unity Trust - Current
99	01/12/2023		refurbished Kirby Vacuum Cleaner		Unity Trust - Current
Total				1,697.16	

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Total				<b>1,697.16</b>	

# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Mrs Heather Heelis  
Rendlesham Community Centre Charity  
Rendlesham Community Centre  
Walnut Tree Avenue Rendlesham  
Woodbridge  
IP12 2GG

**Date:** 31/12/2023

**Account Name:** Rendlesham Community Centre Charity

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20459233

Your arranged overdraft limit is £0.00

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

## Contact Us

Call us: **0345 140 1000**

Email us: **[us@unity.co.uk](mailto:us@unity.co.uk)**

Visit us: **[unity.co.uk](https://www.unity.co.uk)**

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
04/12/2023		Balance brought forward	£0.00	£0.00	£13,875.91
05/12/2023	Faster Payment Debit	B/P to: G N Foreman	£640.00	£0.00	£13,235.91
06/12/2023	Faster Payment Debit	B/P to: Man Friday	£49.60	£0.00	£13,186.31
08/12/2023	Credit	Credit 000029	£0.00	£90.00	£13,276.31

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Statement number 027

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Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
11/12/2023	Credit	REND SOC CLU	£0.00	£715.00	£13,991.31
12/12/2023	Credit	SCCAPORS BACS	£0.00	£20.00	£14,011.31
15/12/2023	Credit	Fuuse Limited	£0.00	£47.60	£14,058.91
19/12/2023	Credit	Post Office Cash Deposit 179130 179130	£0.00	£90.00	£14,148.91
20/12/2023	Faster Payment Debit	B/P to: Nichola Delacamp 2	£86.00	£0.00	£14,062.91
20/12/2023	Transfer	B/P to: Rendlesham PC	£462.11	£0.00	£13,600.80
20/12/2023	Faster Payment Debit	B/P to: E Blackburn	£66.00	£0.00	£13,534.80
20/12/2023	Faster Payment Debit	B/P to: Nichola Delacamp	£42.75	£0.00	£13,492.05
20/12/2023	Faster Payment Debit	B/P to: H Trietsch	£274.01	£0.00	£13,218.04
20/12/2023	Faster Payment Debit	B/P to: Man Friday	£50.37	£0.00	£13,167.67
22/12/2023	Credit	SCCAPORS BACS	£0.00	£462.00	£13,629.67
22/12/2023	Credit	Credit 000030	£0.00	£15.00	£13,644.67
29/12/2023	Credit	SCCAPORS BACS	£0.00	£160.00	£13,804.67
31/12/2023	Fee	Service Charge	£18.00	£0.00	£13,786.67

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Statement number 027



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# **Independent Examiner's Report to the Trustees of Rendlesham Community Centre Charity – year ended 31 December 2023**

**Registered Charity No: 1125733**

**Receipts in Year: £27,513.09**

**Payments in Year: £34,064.42**

**Reserves as at 31 December 2023: £12,741.08**

## **1. Respective responsibilities of Trustees and Independent Examiner**

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees require an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

## **2. Report for the year ended 31 December 2023**

The Governing Document (Trust Deed) is dated 9 April 2008. The Area of Benefit is the Parish of Rendlesham in the County of Suffolk.

The aims and activities of the Charity are '*to run Rendlesham Community Centre like a village hall for the use of the inhabitants of the Parish of Rendlesham in Suffolk without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including the use of the property for recreation and leisure time occupations in the interests of social welfare for the said inhabitants*'. Further details regarding 'what the Charity does, who the Charity helps and how the Charity works' have been registered with the Charity Commission.

The Scribe Accounting system is in place with detailed breakdown of receipts and payments recorded within the system. Satisfactory documentation and records are maintained and payments are supported by appropriate paperwork. The Accounts are maintained on a Receipts and Payments basis. Transactions for both receipts and payments in the year of account were examined on a sample basis. All documentation was very well presented for the Independent Examination.

The following observations are made (recommendations and areas where action is required to be taken are shown in **bold**):

- a) The Accounts for the year ending 31 December 2023 have yet to be approved by the Trustees.
- b) The Charities Act 2011 requires all registered charities to prepare a Trustees' Annual Report (TAR) and Accounts and to submit them to the Charity Commission if their income was greater than £25,000. The Commission's website entry for Rendlesham Community Centre Charity confirms that the reporting is significantly out of date. The most recent submission of Accounts and the TAR was for the year ended 31 December 2021 having been received by the Commission on 13 April 2022. A submission for the year ended 31 December 2022 has not been made to the Charity Commission and, accordingly, the Commission's website records the Charity's submission for the year 2022 as being 228 days overdue as at 15 June 2024.
- c) The current Independent Examination covers the period 1 January 2023 to 31 December 2023. As at 31 December 2023 the End-of-Year Accounts have been constructed and balanced by the Parish Council's Locum Clerk using the Scribe Accounting system and displays a balance of £12,741.08 as at 31 December 2023.
- d) The Charity's Accounts are supported by on-line bank statements from Unity Trust Bank displaying a Current Account balance of £13,786.67 as at 31 December 2023 and a Savings Account of £522.53.
- e) The bank accounts' total of £14,309.20 has been reconciled to the Accounts balance of £12,741.08 by:
  - A deduction of unrepresented payments of £1,697.16 (itemised and presented to the Examiner)
  - An addition of unrepresented receipts of £129.04 (a contribution from the Parish Council).
- f) The Independent Examiner confirmed that an adequate system is in place for the control and administration of payments made by the Charity. Invoices are filed under the expenditure headings (and code reference numbers) with the date of payment being notated to provide a link to the bank statements.
- g) A sample of invoices was examined to confirm the controls exercised over the payments system, vouching the invoice through the system to the entry on the bank statements.
- h) From the sample examined, it was noted that invoices and vouchers supporting the online payments are no longer being initialled by signatories in confirmation of the payment being correctly made. This important control has lapsed since the Independent Examination in relation to the 2021 accounts. **It is recommended that all invoices/vouchers should be signed/initialled by the signatories to confirm the validity of the payment.**
- i) The sample included invoices received from Wave for water charges (payments are made by direct debit). As at 15 May 2023 the account stood at a credit of £887.63 and the company formally advised the Centre by letter dated 11 August 2023 that this large credit remained in place. **It is recommended that the Trustees in future should monitor any large credits built up in this way as a result of direct debits. Whilst some reasonable credits on account are acceptable, the retention by the water company of such a large credit over that period of time does indicate that a higher level of supervision and control over the Charity's finances by Trustees may be required.**



- r) Three Trustees have been listed by the Charity Commission viz, Rendlesham Parish Council, Michael Stevenson and Heather Heelis. It is the responsibility of the Trustees to ensure that any changes in Trustees are promptly notified to the Charity Commission. The Examiner was advised that the Charity is in the process of updating the list of Trustees.

### **3. Basis of Independent Examiner's report**

My examination was carried out in accordance with the applicable Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **4. Independent Examiner's statement**

I have completed my examination.

- a) I confirm that no material matters have come to my attention which gives me cause to believe that in any material respect the accounting records for the year ending 31 December 2023 were not kept in accordance with Section 130 of the Charities Act 2011 or the accounts did not accord with the accounting records or comply with the applicable requirements concerning the form and content of accounts.
- b) 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 (**other than those matters already listed at item 2 above**) in order to enable a proper understanding of the accounts to be reached.



**Trevor Brown**

**Chartered Institute of Public Finance and Accountancy**

**15 June 2024**