

Charity number: 1129153



BOARD OF TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

SIDNEY WEST CENTRE CHARITY

CONTENTS

	Page
Reference and administrative details of the Charity, its trustees and advisers	1
Board of Trustees' report	2 - 3
Statement of financial activities	4
Balance sheet	5
Notes to the financial statements	6 - 7
Independent Examiner's report	8 - 16

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2024**

Board of Trustees

Christine Cherry

Nick Ellis

Anne Eves

Diane Heckles

Simon Hicks – Chairman

Stephen Laing

Charity registered number

1129153.

Principal office

96 Church Walk, Burgess Hill, West Sussex, RH15 9AS.

Financial Report prepared by:

Burgess Hill Town Council, 96 Church Walk, Burgess Hill, RH15 0LA.

Auditors

Mulberry & Co Chartered Certified Accountants & Chartered Tax Advisers. Eastgate House, Dogflud Way, Farnham, Surrey GU9 7UD

Bankers

National Westminster Bank, Haywards Heath.

BOARD OF TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

The Board of Trustees submit their annual report and the financial statements of the Sidney West Centre Charity (the Charity) for the year ended 31 March 2024. The Board of Trustees confirm the annual report and financial statements of the Charity comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Charity is governed by a Memorandum and Articles of Association, dated 31 October 2008, and is a registered Charity number 1129153.

Method of Appointment or Election of Board of Trustees

The management of the Charity is the responsibility of the Board of Trustees, which is elected under the terms of the Memorandum and Articles of Association.

Organisational Structure and Decision Making

The Board of Trustees meets quarterly and makes the main decisions regarding the business of the Charity. It delegates the day to day running of the Community Centre to Burgess Hill Town Council.

Risk Management

The Board of Trustees has assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity, and is satisfied that systems are in place to mitigate its exposure to the major risks.

OBJECTIVES AND ACTIVITIES

Policies and Objectives

The principal objects of the Charity are to promote the benefit of the inhabitants of Burgess Hill in the County of West Sussex and to establish, maintain and manage a Community Centre.

There have been no changes to the objects in the last year.

ACHIEVEMENTS AND PERFORMANCE

Review of Activities

The Charity continues to be a well-used facility from fitness, martial arts and children's party hirers through to being the local area's family safeguarding location.

Financial results for the year show a deficit of £6,858 due, in the main, to increased maintenance charges.

Investment policy and Performance

Net Current Assets remain strong at just under £74k, and, where possible, funds have been placed on long term deposits with established high street banks and building societies.

Related third party transactions

During the year under review, the Charity was charged £16,200 by Burgess Hill Town Council for Management Fees. This is shown in the accounts under note 3 "Resources Expended". At the year-end date, the town council held £88,498 of the charity's funds.

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2024

	Note	Total funds 2023/24	Total funds 2022/23
		£	£
INCOMING RESOURCES			
Income from the hire of facilities	2	51,251	44,405
Grant income (Covid)		0	0
Interest earned		2,192	516
TOTAL INCOMING RESOURCES		<u>53,443</u>	<u>44,921</u>
RESOURCES EXPENDED			
Running Costs	3	44,101	36,214
Management Fee		16,200	16,200
TOTAL RESOURCES EXPENDED		<u>60,301</u>	<u>52,414</u>
NET INCOME / (EXPENDITURE)		(6,858)	(7,493)
TOTAL FUNDS AT 1 APRIL 2023		80,359	87,852
TOTAL FUNDS AT 31 MARCH 2024		<u>73,501</u>	<u>80,359</u>

All funds are unrestricted

The notes on pages 6 to 7 form part of these financial statements.

FINANCIAL REVIEW

Reserves Policy

It is the policy of the Charity to maintain a Sinking Fund for the long-term future repair and replacement of major items of expenditure. Currently, 50% of the annual surplus, if any, is transferred each year to the Sinking Fund.

Principal Income

The Charity's principal income is derived from hiring out the facilities at the Community Centre.

PLANS FOR THE FUTURE

The Charity will continue to hire-out the facility to local groups and individuals.

This report was approved by the Board of Trustees on 26/09/2024 and signed on their behalf by:



Chairperson
Simon Hicks

BALANCE SHEET AS AT 31 MARCH 2024

		2023/24	2022/23
CURRENT ASSETS			
Debtors & prepayments	4	6,113	36,411
Cash at bank		24,338	86,093
Intra Account (BHTC-Net)		88,498	0
Total Current Assets		118,949	122,504
Creditors: amounts falling within 1 year		2,950	3,617
Accruals and Advance income	5	42,498	36,617
Inter Liability (net) – BHTC		0	1,911
Total Current Liabilities		45,448	42,145
NET CURRENT ASSETS		73,501	80,359
TOTAL NET ASSETS		73,501	80,359
CHARITY FUNDS			
General Funds	6	17,716	24,574
Designated Funds	6	55,785	55,785
TOTAL FUNDS		73,501	80,359

These financial statements were approved by the Board of Trustees on 26/03/2024 and signed on their behalf by:



**Chairperson
Simon Hicks**



Graham Fairbairn, Finance Manager

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments (if applicable) which are included at market value, and in accordance with the Financial Reporting Standard (section 1A of FRS 102). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005 and applicable accounting standards.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Board of Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds are unrestricted funds which have been set aside by the Board of Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. To change the purpose for which a designated fund has been set-up, must be approved by the Board of Trustees.

Restricted funds (if applicable) are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses, if identifiable, are allocated to the appropriate fund.

1.3 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Gifts in kind donated for distribution (if any) are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale (if any) are included as income when they are sold.

1.4 Resources expended

All expenditure is accounted for on an accruals basis.

1.5 Tangible fixed assets and depreciation

There are no tangible fixed assets or depreciation.

1.6 Staff and Trustees' costs

There are no staff or Trustees' costs.

1.7 Pension Commitments

There are no pension commitments.

	2023/24	2022/23
2. INCOMING RESOURCES	£	£
	2,509	2,617
Ad-hoc hirers	48,742	41,788
Regular hirers	51,251	44,405
Total income		
3. RESOURCES EXPENDED		
Cleaning	9,638	9,842
Electric	4,089	2,329
Gas	6,262	5,212
Insurance	989	929
Maintenance/Repairs/Renewals	19,038	15,327
Management Fees	16,200	16,200
Planting	1,092	600
Security	1,262	1,034
Waste Management	160	145
Water/Sewage	957	366
Other costs less than £1,000	614	530
Total Resources Expended	60,301	52,414
4. DEBTORS		
Prepayments	603	804
Sales Ledger	5,447	35,607
Accrued Income	63	0
Total Debtors	6,113	36,411
5. ACCRUALS AND ADVANCE INCOME		
Accruals	888	727
Advance Income	41,610	35,890
Total Accruals and Advance Income	42,498	36,617
6. CHARITY FUNDS		
General Funds		
Funds B/Fwd 01/04/2023	24,574	32,067
Incoming Resources	(6,858)	(7,493)
Transfers out	0	0
Total General Funds 31/03/2024	17,716	24,574
Designated Funds		
a.Sinking Fund		
Funds B/Fwd 01/04/2023	55,785	55,785
Transfers in	0	0
Total Sinking Fund 31/03/2024	55,785	55,785
Total Charity Funds as at 31/03/2024	73,501	80,359

Independent Examination Notes
Sidney West Centre Charity
Year Ending 31st March 2024

Direction 1: Check whether the charity is eligible to have an independent examination.

The examiner must check to see if the charity is permitted to have an independent examination or whether it is required to have an audit by charity or company law or for any other reason. If the trustees have chosen to prepare the accounts on a receipts and payments basis, the examiner must check that the charity is eligible for receipts and payments accounts.

The charity is registered at the charities commission under the number 1129153, its objectives are to establish, maintain and manage a Sports and Community Centre for the benefit of the inhabitants of Burgess Hill in the county of West Sussex. To promote the benefit of the inhabitants of the town of Burgess Hill in the county of West Sussex without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associated together with said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants. To establish or secure the establishment of, a community centre and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.

Its governing document is a memorandum and articles of association incorporated 3rd of February 2009.

It is managed by a board of trustees.

Key Stats

	2024	2023	2022	2021	2020
Gross assets	118.9k	122.5k	128k		
Net assets	73.5k	80.3k	87.8k		
Income	55.4K	44.9k	45.93k	55.21K	49.97k
Expenses	60.3K	52.41k	43.42k	34.90k	44.89k

A charity is required to have an audit for financial years ending on or after 31 March 2015 if either its gross income exceeds £1m, or its gross income exceeds £250,000 and the gross assets (not net assets) exceeds £3.26m.

If the gross income for the year is £25,000 or less, an independent examination is not required, but the trustees may decide to have one if they wish.

If the gross income of the charity exceeds £250,000, then only persons who are members of one of the listed bodies can undertake the examination.

If the charity is not a charitable company (a charitable company incorporated under company law) then receipts and payments accounts may be prepared provided that the gross income is £250,000 or less and accruals accounts are not required by the charity's governing document, a condition of funding, or for any other reason. If the receipts and payments option is not available or has not been taken then accruals accounts must be prepared following the applicable SORP.

Independent examination eligible by member of a professional body – **Charity has elected to not use Receipts & Payments Basis** as accounts contain accruals. The Trustees have not requested an audit. Mulberry & Co are registered members of the ACCA.

Conclusion:

Independent examination eligible – as income below £1m and assets below £3.26m.

Accruals accounts with independent examination

Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination.

The examiner must not be influenced, or perceived to be influenced, by either close personal relationship with the trustees of the charity, being a major donor or having control or significant influence over a major funder to the charity, or through day to day involvement in the administration of the charity being examined. The examiner must ensure that there are no matters and no potential matters that would reasonably give rise to a perception of their independence that would affect their ability to carry out the examination in a wholly objective manner.

There are no known conflicts or related party transactions. We have no professional or personal relationships with the trustees. We do not carry out any other professional assignments for this client.

Conclusion:

There are no conflicts of interest and no associations that prevent us from undertaking this assignment.

Direction 3: Record your independent examination.

The examiner must keep a record of their examination and the conclusions reached which is sufficient to allow a third party unconnected with their work to conclude that they have followed the Directions (including Directions 1 and 2)

Work undertaken:

- Workings completed to check accounts with accounting records, bank statements.
- Review of underlying Sage data for March 2023
- The information required for examination was available within the accounting records.

Working papers are kept in the client folder electronically and backed up to our main cloud server. All access is via password.

Engagement letters issued September 2023.

The accounts did not contain large numbers of adjusting entries, errors or misstatements.

Conclusion:

Our workings and conclusion contained in this report are supported by working papers held on file.

Direction 4: Plan the independent examination.

To plan the specific examination procedures, appropriate to the circumstances of the charity, the examiner must review:

- the charity's constitution
- the way the organisation is controlled and managed.
- whether action has been taken on any previous recommendations for improvement
- the accounting records and systems
- the charity's structure, its funds and how fund balances changed in the year.
- the charity's activities in the year and spending and the financial risks the charity faces

Research carried out to understand the objectives of the charity, reviewed Trustees' Annual Return and information contained on the Charities Commission website. There has been no change in the nature and scope of the charity's activities in the year under review.

Sidney West Centre operates a village hall for community use. Its main income is from letting the hall, and its main expenditure is management charge and costs of running and maintaining the hall.

The total closing bank balance was £86k, down from £127k last year. A deficit was made this year compared to a small surplus last year.

The charity is controlled by a board of trustees.

There have been no incidences in the past of error or misstatement.

There are usually circa 200-300 transactions per year covering both income and expenditure – all transactions are recorded in Sage.

The records are neat and tidy and easy to follow. Sample testing of randomly selected items will be undertaken.

Conclusion:

My opinion is that inherent risk of error or misstatement is low. I will verify the balance sheet items to third party evidence and will review the ledgers to ensure items are posted to the heading to which they relate.

Direction 5: Check that accounting records are kept to the required standard.

The examiner must ensure that accounting records have been kept in compliance with the relevant legislative requirements.

Accounting records are kept on Sage system. No change year on year.

The accounting records are easy to follow and are up to date; there is evidence of bank reconciliations being carried out correctly, performed at least annually.

The charity has circa 10-20 transactions per month. The majority of income (95%+ related to lettings and the balance interest. Income is posted via the in-built sales ledger.

There is no evidence to suggest the Sage system is not in compliance with any legislative requirements. We would not recommend any change.

Conclusion:

My opinion is that the charity is keeping the correct records for a charity of this size.

Direction 6: Check that the accounts are consistent with the accounting records.

The examiner must compare the accounts of the charity with the charity's accounting records in sufficient detail to reasonably conclude that the accounts are not materially inconsistent with the accounting records.

- Income resources – £58,443 (2023: £44,921) – this comprises Hire of £51,251 (2023: £44,405) and interest income of £2,192 (2023: £516)
- The nature and scope of income has not changed year on year. Interest has increased due to a general increase in interest rates and is not unexpected.
 - The accounts match the underlying trial balance records exactly.
- Resources Expended – £60,301 (2023: £52,414) This comprises running costs £44,101 (2023: £36,214) and Management fees of £16,200 (2023: £16,200.) Of the running costs £19,038 (2023: £15,327) comprise maintenance, repairs and renewals and £9,638 (2023: £9,842) Cleaning.
 - The accounts match the underlying trial balance records exactly.
- Bank & Investment Balances £24,338.44 (2023: £86,093) – I have verified the year end bank reconciliation.
 - Balances on the accounts are reconcilable to the underlying records.
- The accounts show a debtor balance of £5,447 (2023: £35,607)
- There is a new balance this year pertaining to a treasury function managed by Burgess Hill Town Council, which shows a net balance owing to the Charity of £88,498.

Conclusion: Balances on the accounts are reconcilable to the underlying documents and prior year accounts.

Direction 7: If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts.

The examiner must check that the trustees have considered if there were any related party transactions in the reporting period and check whether the trustees have made the disclosures required by the applicable Statement of Recommended Practice (SORP) in the notes to the accounts.

There have been related party transaction in the year – I will advise the client to add a disclosure to the accounts

Direction 8

Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts.

The examiner must:

- check whether the separate funds of the charity have been correctly accounted for and reported correctly in the accounts
- check the reasonableness of any significant estimates or judgments that have been made in preparing the accounts
- where accruals accounts are prepared, check that the accounting policies adopted are consistent with the applicable Statement of Recommended Practice: Accounting and Reporting by Charities (SORP) and are appropriate to the activities of the charity

The accounts are prepared on the going concern basis. There are no restricted or designated funds.

Other items tested above in direction 6

Conclusion: Accounts agree and are correctly stated.

Direction: 9 Direction 9

The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts.

Where accruals accounts are prepared, the examiner must ensure that the disclosures about going concern required by the applicable Statement of Recommended Practice (SORP) are made and that the trustees' assessment of going concern is reasonable given the available information. In particular the examiner must check if any material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern are disclosed in the notes to the accounts.

Where either receipts and payments or accruals accounts are prepared, the examiner must consider whether the trustees have assessed what invoices, bills and commitments remain outstanding at the end of the reporting period and whether the trustees have identified if they can settle these as and when they fall due.

The trustees consider the charity as a going concern.

There are no material uncertainties that cast doubt on the continued functioning of the charity.

As above there are no contingent liabilities to be entered into the accounts.

Conclusion: No evidence to suggest future liabilities and commitments have not been included. There are no material uncertainties.

Direction 10 Check the form and content of the accounts.

The examiner must carry out such procedures as the examiner considers necessary to provide a reasonable basis on which to conclude whether or not the accounts have been properly prepared. The examiner must:

- where receipts and payments accounts have been prepared check that the charity can lawfully prepare such accounts, that all the accounting statements are present and that the funds of the charity are correctly identified; or
- where accruals accounts are prepared check that they comply with the applicable Statement of Recommended Practice: Accounting and Reporting by Charities (SORP) and the applicable accounting standard; and
- if the charity is a company, check that the accounts also comply with the applicable company law requirements.

Accounts report content and form checked example reports on the charity commission website. No reason to believe the accounts have not been prepared in accordance the required guidelines.

Direction 11 Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence.

The examiner must carefully consider if, during the course of their examination, items were found that were material to the accounts which need further explanation or supporting evidence. If the examiner is concerned that the charity's accounts could be materially misstated, then the examiner must undertake sufficient additional work to be satisfied that any such item has been explained and correctly included in the accounts. The examiner must be alert to any related party transactions that require separate disclosure in the accounts. Where the examiner is not satisfied on any item then the examiner must refer to it in their independent examiner's report.

As shown under direction 6 there has been no change in the nature or scope of the charities activities.

No items were identified as needing additional documentary support.

There is no evidence from our review that the financial elements of the accounts are not consistent year on year.

Direction 12 Compare the trustees' annual report with the accounts.

The examiner must compare any narrative information or figures in the trustees' annual report with the accounts in order to identify any material inconsistency between the trustees' annual report and the accounts

If your charity's income is under £1,000,000 (and providing it doesn't have assets worth more than £3.26million), prepare a simple report including:

- your charity's name, registration number, address and trustee names
- its structure and details of how it is managed, including how it recruits trustees
- its activities and objectives in the year
- its achievements and performance, including reporting on its public benefit
- a financial review including any debts and details of your reserves policy (if applicable)
- details of any funds held as a custodian trustee
- You can put more detail into your trustees' annual report if you want to. You only have to send a copy to the commission with your annual return if your income is more than £25,000. But you need to send the commission a copy if it asks for it.

The trustees report is in agreement with the accounts and contains the relevant information

Direction 13 Write and sign the independent examination report.

The examiner must review the conclusions from their independent examination and then prepare and sign their independent examiner's report. The content of their report must cover all the matters required by the 2008 Regulations. If the examiner has identified a matter of concern because one or more of the specific matters listed in the 2008 Regulations or in this Direction are present or remain unresolved then the examiner must bring it to the attention of trustees in their independent examiner's report.

No cause for concern during the examination, nothing has come to my attention. No inconsistencies arose between accounts and the records.

Independent Examiner's Report to the trustees of Sidney West Centre Charity

I report to the trustees on my examination of the accounts of the Sidney West Centre Charity (the Charity) for the year ended 31st March 2024.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general 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 you as 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 next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 130 of the 2011 Act and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
 - c. have not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Mark Mulberry BA (Hons) FCCA CTA
Mulberry & Co
Registered Accountants and Tax Advisors
Eastgate House
Dogflud Way
Farnham
Surrey, GU8 7UD

