



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2023		31	March	2024

Section A Reference and administration details

Charity name

Potter Street Community Association

Other names charity is known by

Registered charity number (if any)

1132742

Charity's principal address

Potter Street Community Association

Harlow

Essex

Postcode

CM17 9AQ

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	Scott Simpson	Chair		
2	Lisa Cameron	Treasurer		
3	Kevin Wright	Director		
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17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

MEMORANDUM AND ARTICLES OF ASSOCIATION

How the charity is constituted
(eg. trust, association, company)

INCORPORATED

Trustee selection methods
(eg. appointed by, elected by)

Elected

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

(A) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF POTTER STREET AND DISTRICT WITHOUT DISTINCTION OF SEX OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING THE LOCAL AUTHORITIES, VOLUNTARY ORGANISATIONS AND INHABITANTS 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

(B) TO ESTABLISH OR TO SECURE THE ESTABLISHMENT OF A COMMUNITY CENTRE AND TO MAINTAIN AND MANAGE, OR TO CO-OPERATE WITH ANY LOCAL STATUARY AUTHORITY IN THE MAINTENANCE AND MANAGEMENT OF SUCH A CENTRE FOR ACTIVITIES PROMOTED BY THE ASSOCIATION AND ITS CONSTITUENT BODIES IN FURTHERANCE OF THE ABOVE OBJECTS.

- EDUCATION / TRAINING
- ECONOMIC / COMMUNITY DEVELOPMENT / EMPLOYMENT

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Potter Street Community Association has continued to provide an extensive range of activities for the local community and inhabitants of Potter Street and Harlow.

Currently offering over 70 hours per week of classes, activities and meetings for people aged 18months to adults.

The introductions of a Nursery has also increased our ability to provide vital services for the local community.

The re-decoration of the main hall, two smaller halls and corridor areas, including new flooring in the latter.

New Fencing and update security for the centre.

Section E Financial review

Brief statement of the charity's policy on reserves

The centre maintains a reserve fund to cover unexpected repairs to the premises, rent increases or rises in energy costs.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Scott Simpson

Position (eg Secretary, Chair, etc)

Chair

Date

22/01/2025

Registered Number:06892325

England and Wales

Potter Street Community Association

Report of the Directors and Unaudited Financial Statements

For the year ended 31 March 2024

Potter Street Community Association
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For the year ended 31 March 2024

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Potter Street Community Association
Company Information
For the year ended 31 March 2024

Directors	Mr Kevin Wright Mr Scott Lee Simpson Mrs Lisa Jayne Cameron
Registered Number	06892325
Registered Office	Potter Street Community Centre Harlow Essex CM17 9AQ
Accountants	Wesley James Limited Summit House Horsecroft Road Harlow Essex CM19 5BN

Potter Street Community Association
Directors' Report
For the year ended 31 March 2024

The director presents his report and financial statements for the year ended 31 March 2024.

Principal activities

The principal activity of the company continued to be that of community association

Directors

The director who served the company throughout the year was as follows:

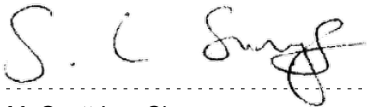
Mr Kevin Wright

Mr Scott Lee Simpson

Mrs Lisa Jayne Cameron

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors

A handwritten signature in black ink, appearing to read 'S. L. Simpson', is written over a horizontal dashed line.

Mr Scott Lee Simpson
Director

Date: 11 December 2024

Potter Street Community Association
Independent Accountants' Report
For the year ended 31 March 2024

As described on the Statement of Financial Position you are responsible for the preparation of the financial statements for the year ended 31 March 2024 and you consider that the company is exempt from an audit under the Companies Act 2006. In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Wesley James Limited
Summit House
Horsecroft Road
Harlow
Essex
CM19 5BN
Date: 11 December 2024

Potter Street Community Association
Income Statement
For the year ended 31 March 2024

	2024 £	2023 £
Turnover	44,770	21,646
Cost of raw materials and consumables	(2,182)	(140)
Depreciation and other amounts written off assets	(422)	(374)
Other charges	(31,560)	(16,467)
Profit for the financial year	10,606	4,665

Potter Street Community Association
Statement of Financial Position and Notes to the Accounts
As at 31 March 2024

	£	2024 £	£	2023 £
Fixed assets		2,265		2,117
Current assets	45,063		34,605	
Net current assets		45,063		34,605
Total assets less current liabilities		47,328		36,722
Accruals and deferred income		(655)		(655)
Net assets		46,673		36,067
Capital and reserves		46,673		36,067

Notes to the Accounts

Statutory Information

Potter Street Community Association is a private limited company, limited by guarantee, domiciled in England and Wales, registration number 06892325.

Registered address:
Potter Street Community Centre
Harlow
Essex
CM17 9AQ

The presentation currency is £ sterling.

2. Average number of persons employed

During the year the average number of employees was 3 (2023 : 3)

For the year ended 31 March 2024 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The director acknowledges his responsibilities for:

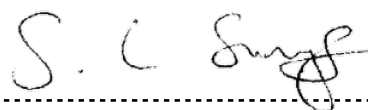
- ensuring that the company keeps proper accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 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 company.

These financial statements have been prepared in accordance with the micro-entities provisions.

These financial statements were approved and authorised for issue by the Board on 11 December 2024 and were signed by:



Mr Kevin Wright
Director



Mr Scott Lee Simpson
Director

Potter Street Community Association
Trading and Profit and Loss Account
For the year ended 31 March 2024

		2024 £	2023 £
Turnover			
Domestic Sales		44,770	21,646
Cost of Sales			
Purchases	2,182	140	
Plant Hire	81	-	
		(2,263)	(140)
Gross Profit		42,507	21,506
Administrative Expenses			
Accountancy Fees	655	655	
Legal and Professional fees (allowable)	35	32	
Rates & Water	1,198	1,084	
Light, Heat & Power	4,127	3,648	
Property Insurance	383	373	
Cleaning of Premises	4,990	5,338	
General Travel Expenses	123	1	
Bad Debts Written Off (specific)	190	-	
Bank Charges	3	2	
Depreciation Charge: Fixtures & Fittings	422	374	
Advertising	108	-	
Computer Expenses	72	58	
Repairs & Renewals	16,327	3,526	
Stationery & Postage	34	225	
Telephone, Fax & Internet	1,154	880	
Sundry Expenses	2,080	645	
		(31,901)	(16,841)
Operating Profit		10,606	4,665
Profit before Taxation		10,606	4,665

Potter Street Community Association
Independent Examiners Report to the Trustees
For the year ended 31 March 2024

I report to the trustees on my examination of the accounts of the charitable company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity Trustees, who are also directors for the purposes of company law, 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 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 examiners 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 that in any material respect:

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 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.



Wesley James Limited
Summit House
Horsecroft Road
Harlow
Essex
CM19 5BN

16 January 2025