

CHALFONT ST. PETER COMMUNITY CENTRE

Company No. 7297219 Charity No. 1137306

Annual Report of the Directors for the year ended 31 August 2023

Structure, Governance and Management.

The Company is registered with Companies House as No. 7297219 and with the Charity Commission as No. 1137306.

Address

The Company's address and registered office is:
Gravel Hill,
Chalfont St. Peter,
Bucks. SL9 9QX

Telephone: 01753 885778

E-mail: info@cspcc.org.uk

Website: www.cspcc.org.uk

Twitter: [@ChalfontCCentre](https://twitter.com/ChalfontCCentre)

Instagram: [chalfontstpetercommunitycentre](https://www.instagram.com/chalfontstpetercommunitycentre)

Facebook: [Chalfont St Peter Community Centre](https://www.facebook.com/ChalfontStPeterCommunityCentre)

Constitution

With effect from 1st September 2010 the Company took over the business, assets and liabilities of Chalfont St. Peter Community Association (CSPCA), registered Charity no. 300239 which has been dissolved.

The Company is governed by its articles. The original memorandum and articles were dated 2nd June 2010 and amended on 31st May 2011 to accommodate Chiltern District Council's right to appoint a director. Standing Orders were approved by the board on 27th September 2011 fixing the term of office of directors and for the appointment of officers. Directors remain in office from the time of their appointment until the next Annual General Meeting and are eligible for reappointment. Officers comprise the Chairman, the Vice Chairman, the Treasurer, and such other posts as may be agreed by the directors and shall be appointed at the Annual General Meeting of the company and shall serve until the following Annual General Meeting.

Limited by Guarantee

The Company is limited by guarantee in the amount of £10 per member.

Membership

Membership of the Association is of four types:

1. Individual members being persons aged 18 and above,
 - (i) who live within the area of benefit who are full members,
 - (ii) who live outside the area of benefit who are associate members
2. Junior members, being persons under the age of 18,

Occupational Licences

The lease permits the Company to issue occupational licences to various bodies for those buildings or parts of the premises exclusively occupied by them. Individual licences must be disclosed to Buckinghamshire Council as required by the lease. They are renewable annually. The current licensees, are Apex Physiotherapy, Chalfont St. Peter Garden Club and St. Peter Players

Review of Operations – Centre Users.

In the year there were 2466 hiring's in the Centre to some 59 bodies. Normally activities are as diverse as bridge, fine arts, drama, sports, dance, fitness, education, and parties. A number of these organisations have been using the Centre since the outset.

The Centre's own Activities

There was no Craft Fair's or Quiz Night's during the year.
The Coffee Morning continues to be run by the centre, but Bingo has now closed.

Chairman's Report –

Thank you all for attending.

Firstly, I would like to thank Tony who is retiring as our treasurer but remaining as a trustee which, we are delighted to report.

You will have seen Tony's report to the Charities Commission, but I would like to add my own comments.

The past year has been a difficult year which has put a lot of pressure on Carol and Jen. One of the major problems we have had is with Fire Security. We have had to put in a completely new system which is separate from the Intruder Alarm system. It took a great deal of patience and perseverance by Carol to get it properly installed. We have also had to repair the roof over the small kitchen.

Now that the new Fire Alarm system is in place Carol has ensured that the relevant people know what to do in case of an emergency. As I will mention later as part of the new Security System, we must instal new fire doors in several rooms.

We are now in the process of installing an up-to-date sound system in the Hall. The estimated cost is between £6,000 and £7000 to which Chalfont's U3A have agreed to donate £1000. Currently we are putting in an application for a grant from Bucks County Council. We hope to complete the project early in the new year.

Regarding the building while it is still generally in a good state, the cost of maintaining it is gradually increasing.

I am sorry to say that the work on the New Centre has stalled. Unfortunately, Tim Inshaw who was the main person running the project resigned. We are now setting up a new team to continue the project and hopefully there will be better news next year.

Finally I would like to thank Carol and Jen who have been working so hard to keep the Centre active and to Alan our caretakes and Michael who have provide invaluable help throughout the year.

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Officers comprise the Chairman, the Vice Chairman, the Treasurer, and such other posts as may be agreed by the directors and shall be appointed at the Annual General Meeting of the company and shall serve until the following Annual General Meeting.

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1. Individual members being persons aged 18 and above,
 - (i) who live within the area of benefit who are full members,
 - (ii) who live outside the area of benefit who are associate members
2. Junior members, being persons under the age of 18,

3. Affiliated members being organisations operating solely or partly within the area of benefit who wish to support the Company's objectives.
 4. Statutory Authority members in whose administrative area the area of benefit lies. The area of benefit is the parish of Chalfont St. Peter and the surrounding neighbourhood to include Chiltern District and the parish of Gerrards Cross.
- Unlike the old Association the Company does not require persons using the Centre under the auspices of Affiliated members to become members but asks the Affiliate to include a per capita amount as part of its Affiliated membership fee. Such users remain eligible to apply for Individual membership in their own right if they so wish.

There are currently 5 Individual Members, 16 Affiliated members and 2 Statutory Authority members.

A not-for-profit user body may become an Affiliated member and is eligible to nominate their representative for appointment as a director. Affiliates also enjoy various privileges including discounted room hire rates.

Board and Management

The general management of the company is vested in its board of directors. It is present practice to hold two director's meetings each quarter followed by a general meeting to ensure fullest involvement of members especially Affiliated members.

The following persons served as directors during the year were:

David Frank Burbidge	Chairman
Karen Dickson	Vice Chairman
Anthony Micallef	Treasurer
Wendy Elizabeth Graham	
Cecil John Wertheim,	
Jonathan James Spencer Rush,	Buckinghamshire Council Representative
Linda Margaret Smith,	Parish Council Representative.

All except the Statutory Authority members retire at the AGM and are eligible to offer themselves for re-appointment.

The present Chairman and Deputy Chairman are willing to stand again for office. The current Treasurer has indicated that he no longer wishes to act but will remain as a trustee, a new treasurer has been nominated. Members and nominees of Affiliates willing to stand for these offices should complete this form. If there is more than one person willing to stand for these offices an election may be necessary

The company has two-part time employees, Mrs Jennifer Everitt, Administrator and Mrs. Carol Birkenshaw as Deputy Administrator. Mrs Everitt attends meetings of the company and of the directors.

Officers

Officers of the company comprise the Chairman, the Vice Chairman and the Treasurer. The present Chairman and Deputy Chairman are willing to stand again for office. The current Treasurer has indicated that he no longer wishes to act but will remain as a trustee, a new treasurer has been nominated.

Bankers the Company's principal banker is HSBC PLC, 9 Penn Road, Beaconsfield HP9 2PT Bucks. HSBC have closed their branches in both Chalfont St. Peter and Gerrards Cross. Funds are also deposited with The Yorkshire Building Society.

Independent Examiner

The Independent Examiner is Mr Jeffrey Coteman – 11a Denham Walk, Chalfont St Peter, Bucks.

Solicitor

When required, the Company consults BP Collins, 20 Station Road, Gerrards Cross, SL9 8EL.

Objectives.

The objects of the Company are to:

1. Promote the benefit of the inhabitants without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organizations 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;
 2. Establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects.
 3. Promote such other charitable purposes as may from time to time be determined.
- The Company shall be non-party in politics and non-sectarian in religion.

Title's

Lease

The core of the present Community Centre was constructed in 1960-62, on land leased from the then Amersham Rural District Council. Over the years, various extensions and outbuildings were added. Under the terms of the lease, the land and all the buildings on it reverted to the ownership of Chiltern District Council in February 2004. A fresh 21-year long term lease was negotiated, and the Company now has security of tenure to February 2025.

The lease was transferred from the Official Custodian of Charities (where it was held on behalf of the Association) to the Company on 9th August 2011 and is registered with the Land Registry under Title number BM300748.

Negotiations with the Council for a 99 year lease are ongoing and should hopefully be concluded soon.

Premises Licence.

The Company holds the Premises Licence (formerly held by Chalfont St. Peter Community Association) for the Centre covering the performance of plays, music and dance and the retail sale of alcohol. Mr J. Long, who worked on a voluntary basis for many years at the centre sadly passed away and was the Designated Premises Supervisor and held the Personal Licence. The trustees decided not to renew but to apply for temporary alcohol licences if as and when we need them.

Occupational Licences

The lease permits the Company to issue occupational licences to various bodies for those buildings or parts of the premises exclusively occupied by them. Individual licences must be disclosed to Buckinghamshire Council as required by the lease. They are renewable annually. The current licensees, are Apex Physiotherapy, Chalfont St. Peter Garden Club and St. Peter Players

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Finally I would like to thank Carol and Jen who have been working so hard to keep the Centre active and to Alan our caretakes and Michael who have provide invaluable help throughout the year.

Treasurers Report

Financial Review

Accounts for the Centre are presented together with the report of the Independent Examiner. Attention is drawn to the note at the foot of the balance sheet concerning the small company's regime, audit exemption and the responsibility of directors for the accounts.

Financial Review

There was a Surplus this year of £14,708, compared to a surplus last year of £14,378, however, this included expenditure of £724 (£11,822) and income of £27,253 (£17,934) for the New Build Project. When these items are excluded, there is an Operating Deficit of £11,850 (last year's surplus of £8,267). The turnaround in surplus to deficit is the result of the combined impact of Fire Alarm System Upgrade £12,522 and increased utility costs. I anticipate the utility cost to reduce next year, in line with market prices.

Lettings Income was £78,539 up on last year (£75,142), showing a flat performance year on year, as we increased our rates by 5%.

Total cash, bank and building Society balances has increased to £124,418 compared to last year (£100,240), with debtors slightly lower at £5,193 (£7,687).

Income - £122,528 (last Year £109,048)

Lettings Income at £78,539 for the year (£75,142) is still the dominant source of income. We increased our hiring tariff by 5%, effective from 01 April 2023.

Debtors of £5,193 (£7,687) are lower due to the timing of issuing invoices; these have either been paid or good to pay.

The rent of the Misbourne Suite at £7,800 (£7,800) remains an important contribution to income. In addition to this we recovered electricity costs of £1,854 (£921) and bin collection costs of £360 (£330), the latter of which was agreed during COVID.

No grant was received from Government, although we received a Covid of £4,000 last year. Interest income now negligible increased to £239 (£4).

Expenditure £107,821 (£95,820 Last Year)

Staff Pay £40,965 (£40,106), this has increased slightly. We continue to qualify for the Employer's Allowance (returning employer's NI contributions) the chargeable amount by £3,103 (£3,376).

Maintenance £20,101 (£11,566)

Maintenance remained steady, but the increase is due to the installation of an undated fire alarm system £12,522. We have committed to repairs to the roof above the small kitchen, which will cost £5,750 next year.

Utilities £16,028 (£4,957)

- Electricity £5,879 (£1,926) increased in line with market prices.
- Gas £9,526 (£2,749). We are still linked with Buckinghamshire Council; their contract continues to be with Total Power for now.
- Water £622 (£280)

Gas and Electricity costs increased in line with market prices, whilst water is due to the higher usage of the facility following covid.

Performing Rights £1,025 (£1,269)

The PRS licence remains steady.

Insurance £2,620 (£2,787)

Contents insurance totalled £1,070, which includes trustee liability insurance.

We have provided £550 in the accruals for the Buildings Insurance, which is issued by Buckinghamshire Council as the freeholder.

Balance Sheet

Cash balances at the year end amounted to £124,418 (£100,240) of which £30,881 (£866) with the Yorkshire Building Society (YBS), £45,098 (£77,557) with HSBC on current account, HSBC New Build account £3,232 (£21,817) and £45,207 HSBC New Build Savings account. £485 (£618) was held as petty cash and a float of £200 for the Fundraising Events. This year we decided to move money into interest bearing accounts, as there are good interest rates available, so we transferred £30,000 from our current account to YBS and £45,000 to a New Build Savings account with HSBC.

New Centre Development

The Fundraising Committee has not been active but will resume in the New Year; the 50/50 Club was formed in June 2021, continues. No fundraising events have been held this year, but we have had some significant donation, the largest £20,000 anonymous and £2,000 Krys Simpkins.

David Burbidge, Chairman



Dated


28/11/2023

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
BALANCE SHEET
as at 31st August 2023

2022		2023
£		
	Fixed Assets	
	Centre and Memorial Gardens	
681	see Note 5.	406
1,051	Office Extension	627
-	Rewiring the Centre	0
<u>1,732</u>		<u>1,033</u>
	Current Assets	
7,687	Debtors	5,193
-	Prepayments and Accrued Due	0
<u>7,687</u>		<u>5,193</u>
100,241	Cash at Banks & Building Society	124,418
1,708	Bank deposit held on behalf of Licensee	1,727
818	Cash in hand	685
<u>110,454</u>	Total Current Assets	<u>132,023</u>
	Current Liabilities	
1,695	Deposit by Licensee	1,695
904	Other creditors and provisions /50/50 prepaid	855
600	Accruals	6,811
<u>3,199</u>	Total Current Liabilities	<u>9,361</u>
<u>107,255</u>	Net Current Assets	<u>122,662</u>
<u>108,987</u>	Total Net assets	<u>123,695</u>
	Represented by:	
95,759	Funds brought forward	108,987
13,228	Surplus or (Deficit) for the year	14,708
<u>108,987</u>		<u>123,695</u>
	Comprising	
-	Designate Fund see Note 11	0
108,987	General Fund	123,695
£ <u>108,987</u>	Accumulated Fund at 31st August 2023	£ <u>123,695</u>

The accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to smaller companies. For the year ended 31st August 2023 the company was entitled to exemption from audit under section 477(2)(a) of the Companies Act 2006. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476(1). The directors acknowledge their responsibility for:

i) Ensuring the company keeps accounting records which comply with section 386; and ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of, and of its income and expenditure for, the financial year in accordance with section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.


David Frank Burbidge, Chairman


Anthony Micallef, Treasurer

Date 15/11/23

Chalfont St Peter Community Centre

Accounts for year ended 31st August 2023

David Burbidge	Chair
Karen Dickson	Vice Chair
Anthony Micallef	Treasurer
Rev Wendy Graham	Trustee
John Wertheim	Trustee
Jonathan Rush	Bucks Council Repres
Linda Smith	Parish Council Repres

Principal Office

Gravel Hill
Chalfont St Peter
Bucks
SL9 9QX

Registered Charity No. 1137306
Company No. 7297219

Chalfont St Peter Community Centre
Company No 7297219 Charity No. 1137308

Movement of Funds Statement
for the year ended 31st August 2023

Reconcillation of the Movement of Funds

Accumulated funds as at 1st September 2022	£108,987
Increase in Debtors	-£2,494
Increase in Creditors	-£6,162
Increase in Cash Balances	£24,063
Decrease in Fixed Assets	-£699
Accumulated Funds as at 31st August 2023	£123,695

Reconciled to:

Funds b/f	£108,987
Surplus for the Year	£14,708
Accumulated Funds as at 31st August 2023	£123,695

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
STATEMENT OF FINANCIAL AFFAIRS
for the Year ended 31st August 2023

2022			2023
£			£
	Income		
4,195	Incoming resources from generated funds		4,186
	Donations & Grants		
	activities for generating funds		
	Income from CSPCC events		
	Investment Income		
4	Interest from Banks and building society		239
17,934	New Build Income		27,252
-	Incoming resource Membership Subscriptions, see note 6		0
-	Affiliated Membership Subscriptions		0
1,014	Affiliated User fees		715
75,142	Lettings		78,539
9,051	Misbourne Suite Rental		10,015
435	Locker Fees		550
-	Catering		0
1,271	Licence Fees and Insurance Recoverable		1,032
2	Miscellaneous income		
86,915			
109,048	Other Incoming Resources	Total Incoming Resources	122,528
	Resources Expended		
	Cost of g Cost of generating voluntary income		
	Fundraising trading:cost of goods sold and other costs		
	Investment management costs		
40,106	Charitable activitie Staff Costs		40,965
11,566	Maintenance		20,101
-	Security		-
2,787	Insurance		2,620
5,500	Rent to Chiltern District Council		5,500
4,957	Utilities		16,028
8,970	Cleaning Contractors		9,420
2,699	Cleaning materials and cloakrom supplies & refuse collection		3,069
1,269	Performing Rights Fees		1,720
17	Catering expenses		24
3,623	Office costs		5,450
159	TV Licence		159
1,418	Professional Fees		900
50	Subscriptions		
178	Miscellaneous expenses		441
83,299			106,397
	Governance Costs		
83,299	Other Resources Expended	Total Resources Expended	106,397
25,749		Net Incoming/(Outgoing) Resources	16,131
(699)	Other Recognise Gains/(Losses) on revaluation of fixed assets for the Charity's own use		
	Depreciation of fixed assets		(699)
	Gains/(Losses) on investment assets		
	Actuarial Gains/(Losses) on defined benefit pension schemes		
25,050	Net Movement in funds		15,432
11,822	New Centre Development		724
13,228	Net position		14,708
95,759	Reconciliation o Total funds brought forward		108,987
108,987		Note 11.	123,695
108,987	Total Funds carried forward	Own Funds	123,695

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
INCOME AND EXPENDITURE ACCOUNT
for the Year ended 31st August 2023

2022			2023
£	£		£
		Income	
		Income resources from generated funds	
		Voluntary Income	
	4,195	Donations & Grants	4,186
		Activities for generating funds	
		Income from CSPCA events	-
		Investment Income	
	4	Interest from Banks and Building Society	239
	17,934	New Build Income - Donations & Events	27,252
		Incoming resources from charitable activities	
		Membership Subscriptions, note 6	-
		Affiliated Membership Subscriptions	
		Affiliated User fees	715
		Lettings	78,539
		Misbourne Suite Rental	10,015
		Locker Fees	550
		Catering	-
		Licence Fees and Insurance Recoverable	1,032
		Miscellaneous income	-
			90,851
	86,915		
	<u>109,048</u>		<u>122,528</u>
		Expenditure	
		Cost of generating income	
		Cost of generating voluntary income	
		Fundraising trading: cost of goods sold and other costs	
		Investment management costs	
		Charitable activities	
		Staff Costs	40,965
		Maintenance	20,101
		Security	-
		Insurance	2,620
		Rent to Chiltern District Council	5,500
		Utilities	16,028
		Cleaning	9,425
		Cleaning materials, cloakroom supplies & refuse collecti	3,064
		Performing Rights Fees	1,720
		Professional Fees	900
		Catering expenses	24
		TV Licence	159
		Office costs	5,450
		Subscriptions	-
		Miscellaneous expenses	441
			106,397
	83,299	Goverance Costs	
			699
	699	Depreciation	
			107,096
	<u>83,998</u>		
		Operating Surplus	15,432
	25,050		
		New Centre Development	(724)
	(11,822)		
	<u>£ 13,228</u>	Surplus	<u>£ 14,708</u>

Chalfont St Peter Community Centre
Company No 7297219 Charity No. 1137308

Summary Accounts
for the year ended 31st August 2023

2022		2023
£		£
109,048	Income	122,528
83,299	Expenditure	106,397
25,749	Net Income	16,131
699	Depreciation	699
25,050	Operating Suplus (Deficiency)	15,432
(11,822)	New Centre Development	(724)
13,228	Deficiency / Surplus	14,708
Fixed Assets		
1,732	Land and Buildings	1,033
Current Assets		
7,687	Debtors	5,193
	Bar Stock	-
102,767	Cash	126,830
110,454		132,023
112,186	Total Assets	133,056
3,199	less Current Liabilities	9,361
£108,987	Total Net Assets	£123,695

Full accounts attached

Chalfont St. Peter Community Centre

Company No. 7297219 Charity No. 1137306

Notes to the accounts for the year ended 31 August 2023

Note 1.

The business and assets of the former Chalfont St. Peter Community Association were taken over by the Company on 1st September 2010. The nature of the business is essentially unchanged.

Note 2

The Company is limited by guarantee

Note 3.

The Accounts comprise a Balance Sheet, Income and Expenditure Account, Notes, and a Statement of Financial Activities (SOFA) drawn up to conform with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRS 102) effective from 2015, and with the requirements of the Companies Act 2006

Note 4.

The accounts are prepared on an accruals basis according to the historical cost convention.

Note 5.

The Centre and Memorial Gardens are held on a 21 year lease from Buckinghamshire Council effective from 24th February 2004 at a rental of £5,500pa subject to five yearly reviews. No change was made to the rental at the 2009, 2014 & 2019 reviews. Currently we are negotiating a new 99 year lease effective from 2024.

Fixed Assets are shown at their net book values. Depreciation has been calculated so that the residual written down value of the Centre at 1st September 2006 including the office extension, is spread over the residual lease term or the asset life if shorter.

Note 6.

With the formation of the company the basis of membership changed. Individuals using the Centre under the auspices of an Affiliated member are no longer required to be members. The fee of the Affiliated member includes a user fee based on the number of their members using the Centre.

Note 7.

HMRC and the Charity Commission have agreed that the Centre can operate a bar on a limited ad hoc basis with effect from 1st September 2009. The bar was closed, at the moment we are reviewing our licenceholder.

Note 8.

There were no contingent liabilities

Note 9.

The Centre has no outstanding funds restricted by donors.

Note 10

Included in the £124,418 cash at Banks and Building Society balance is £48,638 for the New Build Development Fund. CSPCC's cash and bank includes £45,099 at HSBC with £30,881 at Yorkshire Building Society

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity and no trustee expenses have been incurred. The Independent Examiner has offered his services free of charge.

Note 12

Two part time staff were employed during the year.

Note 13

We have committed to repairing the roof over the small kitchen at a cost of £5,750

Report of the Independent Examiner to the Trustees of
Chalfont St. Peter Community Centre
(Company No. 7297219 and Registered Charity No. 1137306)
on the
Accounts for the year ended 31st August 2023

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 required. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

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 in these 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 statement below.

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:

- to keep accounting records in accordance with section 386 of the Companies Act 2006: and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of recommended practice: Accounting and Reporting by Charities.

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.

Jeffrey G Coteman FCCA (retired)

Sharrow Whit, Denham Walk, Chalfont St Peter, SL9 0EN

Dated: - 15/11/23

