



HIGHWORTH COMMUNITY ASSOCIATION

**11th ANNUAL GENERAL MEETING
FOR YEAR
APRIL 2022 TO MARCH 2023**

**MONDAY 29th JANUARY 2024
AT 7.00PM
HIGHWORTH COMMUNITY CENTRE**

Highworth Community Centre

HCA AGM

22nd January 2024

Chair's Report.

Yet another challenging year in so many ways but I'm sure you will agree, another successful one for the community centre.

I would like to once again thank our dedicated group of trustees and volunteers, who continue to maintain the building, keep it clean, heated and secure and ensure the smooth day to day running of the whole operation. Believe me, you would not believe how much effort goes into running the community centre behind the scenes.

I would also like to take this opportunity to thank our clients, both long term and new, whose contribution to the centre is vital in keeping this amazing local resource open and viable. Please take a look at our booking calendar where you will be amazed at the diversity of clubs, societies, groups, companies and individuals that use our facilities. They include everything from children's groups to company training sessions and many private parties. We are also a polling station and even a second hand book shop which has incredibly raised over £3000 for the centre . We also offer indoor and outdoor facilities for parties and weddings/receptions.

Finally, thank you once again from me for all your efforts. The feedback we get from our clients show that all the effort and hard work is really appreciated by the local community.

Here's to a calmer, healthier year for all of us.

List of Trustees 2013

Paul Newton-Smith Chairperson

Keith Smith Vice Chair and Secretary

Ken Saunders Treasurer

Ian Webb Trustee

Tony Houghton Trustee

Paul Newton-Smith, Chair of the Highworth Community Centre

Treasurer's report: 2022/2023

The 2022/2023 financial year had a difficult start.

Effects of Covid were still being felt and bookings were low however over the course of the year our bookings secretary's Hard work paid off and we ended the year with a profit of £9523.24 a remarkable achievement.

Of those bookings we received, the income was divided 46% from community bookings and 54% from For Profit hire.

Community bookings were up 2% (44% to 46%), whilst for profit hire was down 1% (55% to 54%) of booking income.

It is apparent that our policy of HIRING space continues to be sound and in a normal year we can expect to make a reasonable if small profit.

Financially we are sound and have sufficient reserves to continue into the 2023/2024 financial year whilst we hopefully we continue to build our bookings.

A note of caution needs to be sounded.

Our Gas / Electricity supplier has indicated, in line with other such suppliers a substantial increase in fuel costs which will at least double our fuel bills.

Based on current consumption it is likely that we will operate at a loss in the coming year.

Hire costs. The trustees as part of their Annual Review will look at hire costs and if the climate permits, and they feel it to be necessary, adjust them as seems appropriate.

Ken Saunders

Treasurer.

Balance sheet for period 01/04/2022 to 31/03/2023

	Opening Bal	Closing Bal	Difference
Assets C/Fd £0.00			
Nat West No 1 Acc	£30,018.19	£39,541.43	£9,523.24
Nat West No 2Acc	£45,653.83	£45,653.83	£0.00
Cash Book receipts	£0.00	£0.00	£0.00
Petty Cash Acc	£1.56	£1.56	£0.00
Sum up	£0.00	£0.00	£0.00
Totals	£75,673.58	£85,196.82	£9,523.24

Expenditure

Utilities	-£9,316.05
water	-£314.67
Phones	-£789.44
Cleaning services	-£6,446.00
Housekeeping	-£338.73
Sanitary disposal	-£72.44
Grounds & Maintenance	-£1,875.00
Other Maintenance	-£1,037.96
Insurances/ licences	-£1,363.10
Inspections	£0.00
Donations	-£5,000.00
IT	-£477.90
Stationary	£0.00
Advertising	£0.00
Refund	-£559.40
Other Expenditure	£0.00
Furniture	£0.00

Income

Room Hire	£19,384.96
For Profit	
Casual Bookings	£5,241.33
Not-for-profit	£11,095.65
Donation	£1,391.99
Fund raising	£0.00
Refunds	£0.00
Grants	£0.00
Other	£0.00

£37,113.93

Expenditure	-£27,590.69
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Total Income £37,113.93

Total Expenditure	-£27,590.69
	£0.00

Balance Difference check £0.00

Income over Expenditure current year £9,523.24

-£27,590.69

2021/22 Income over Expenditure B/Fd £75,673.58

Represented by

Total Income over Expenditure £85,196.82

Nat West No 1 Acc	£39,541.43
Nat West No 2Acc	£45,653.83
Petty Cash	£1.56
Cash book	£0.00
Assets	£0.00
Total	£85,196.82

Signed

Kenneth Saunders

Dated

13th April 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

CC16a Receipts and payments accounts

Receipts and payments accounts

CC16a

For the period
from

01/04/2022

To

31/03/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Room Hire	35,722	-	-	35,722	23,177
Donations	1,392	-	-	1,392	417
other	-	-	-	-	566
Covid payments	-	-	-	-	4,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	37,114	-	-	37,114	28,160
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	37,114	-	-	37,114	28,160
A3 Payments					
Advertising	-	-	-	-	-
Cleaning services	6,446	-	-	6,446	10,963
sanitary Services	72	-	-	72	275
Housekeeping	339	-	-	339	177
Refunds	559	-	-	559	392
Maintenance	2,913	-	-	2,913	2,320
Insurance /Licences	1,363	-	-	1,363	7,514
Utilities	10,421	-	-	10,421	6,794
Other	-	-	-	-	240
IT	478	-	-	478	583
Donations	5,000	-	-	5,000	1,745
Sub total	27,591	-	-	27,591	31,003
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	27,591	-	-	27,591	31,003
Net of receipts/(payments)	9,523	-	-	9,523	- 2,843
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	75,707	-	-	75,707	-
Cash funds this year end	85,197	-	-	9,523	- 2,843

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Nat West No 1 A/c	39,541	-	-
	Nat West No 2 Ac	45,654	-	-
	Petty Cash	2	-	-
	Total cash funds	85,197	-	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Tables		-	-
	Chairs		-	-
	Computers		-	-
	Heaters		-	-
	Crockery		-	-
	Chair Movers		-	-
	WiFi		-	-
	CCTV		-	-
	Misc		-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees				
	Signature	Print Name	Date of approval	
	<i>Kenneth Saunders</i>	Kenneth Saunders	29/01/2024	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Highworth Community Associiion

On accounts for the year
ended

31st March 2022

Charity no
(if any)

1139727

Set out on pages

1 & 2

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2020.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Joan A Webb

Date:

1/12/2023

Name:

Joan Webb

Relevant professional
qualification(s) or body
(if any):

Address:	26 Lismore Road
	HIGHWORTH
	Swindon SN6 7HU

Section B	Disclosure
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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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