



**HIGHWORTH COMMUNITY ASSOCIATION**

**ANNUAL RETURNS**

**2023 TO 2024**

## CHAIRMAN'S ANNUAL REPORT 2023/2024

This has been another challenging year for the centre but once again we have beaten the odds and come through it. Despite the economic climate we have managed to maintain a healthy income due to the outstanding efforts of the whole team but especially our bookings secretary.

This means that this year we hope to spend some time and effort in improving and updating some of our facilities as well as continuing to ensure that the outdoor areas remain accessible and safe for all our clients.

I thank you all for the hard work and dedication you continue to show towards the centre and look forward to another successful year.

Paul Newton Smith

Chairman

# Treasurer's report: 2023/2024

The 2023/2024 financial year has been a difficult year.

The hike in gas and electricity prices has meant that our utilities bills have more than doubled. The utilities costs have been exacerbated with continued ongoing incompatibility issues with our boiler and hot water system, hopefully the proposed solution will at least partially reduce costs but only time will tell

over the course of the year our users have come and gone but yet again our bookings secretary's hard work has meant that income from bookings was only down £257.00 on last year, yet another remarkable achievement.

Of those bookings we received, the income was divided 47.5% from community bookings and 52.5% from For Profit hire.

Community bookings were up 1.5% (46% to 47.5%), whilst for profit hire was down 1.5% (54% to 52.5%) of booking income.

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 2024/2025 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, a minor decrease in fuel costs which will welcomed.

**Upgrades to the centre:** Whilst we have ended the year £649.83 down on the year, we spent £13262.81 on refurbishing and modernising the 4 sets of toilets within the centre (2 Female and 2 Male). Had we not done so we would have ended the year with a net profit of £12619.98.

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 01/04/2023 to 31/03/2024

	Opening Bal	Closing Bal	Difference
<b>Assets C/Fd</b> <span style="border: 1px solid black; padding: 2px;">£0.00</span>			
Nat West No 1 Acc	£39,541.43	£31,124.62	-£8,416.81
Nat West No 2Acc	£45,653.83	£40,000.00	-£5,653.83
Cash Book receipts	£33.00	£191.00	£158.00
Petty Cash Acc	£1.56	£1.56	£0.00
Sum up	£0.00	£0.00	£0.00
<b>Totals</b>	<span style="border: 1px solid black; padding: 2px;">£85,229.82</span>	<span style="border: 1px solid black; padding: 2px;">£71,317.18</span>	<span style="border: 1px solid black; padding: 2px;">-£13,912.64</span>

<u>Expenditure</u>		<u>Income</u>		
Utilities	-£19,835.24	Room Hire	For Profit	£18,640.66
water	-£720.53		Casual Bookings	£4,974.73
Phones	-£897.44		Not-for-profit	£11,849.37
Cleaning services	-£5,970.35		Donation	£853.92
Housekeeping	-£882.10		Fund raising	£0.00
Sanitary disposal	-£186.65		Refunds	£0.00
Grounds & Maintenance	-£2,250.00		Grants	£0.00
Other Maintenance	-£679.47		Other	
Insurances/ licences	-£4,029.66			
Inspections	£0.00			
Donations	-£500.00			
IT	-£617.07			
Stationary	£0.00			
Advertising	£0.00			
Refund	-£400.00			
Furniture	£0.00			
	<span style="border-top: 1px solid black; border-bottom: 3px double black;">-£36,968.51</span>	<u>income/loss to date</u>		
		<u>excluding projects</u>	<b>-£649.83</b>	
<b>Projects</b>	<span style="border-top: 1px solid black; border-bottom: 3px double black;">-£13,262.81</span>		<b>Total Income</b>	<span style="border-top: 1px solid black; border-bottom: 3px double black;">£36,318.68</span>
<b>Total Expenditure</b>	<span style="border-top: 1px solid black; border-bottom: 3px double black;">-£50,231.32</span>	<b>Balance Difference check</b>	£0.00	
	<span style="border-top: 1px solid black; border-bottom: 3px double black;">£0.00</span>	<b>TOTAL Income over Expenditure current year</b>		<span style="border: 1px solid black; padding: 2px;">-£13,912.64</span>
	<span style="border-top: 1px solid black; border-bottom: 3px double black;">-£50,231.32</span>	<b>2022/23 Income over Expenditure B/Fd</b>		£85,229.82

Represented by Total Income over Expenditure £71,317.18

Nat West No 1 Acc	£31,124.62
Nat West No 2Acc	£40,000.00
Petty Cash	£1.56
Cash book	£191.00
Assets	£0.00
<b>Total</b>	<span style="border: 1px solid black; padding: 2px;">£71,317.18</span>

NB: £33.00 unaccounted believed carry over from 2022/3

Signed *Kenneth Saunders*

Dated

08/04/2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2023

To

31/03/2024

### 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 £
<b>A1 Receipts</b>					
Room Hire	35,465	-	-	35,465	35,722
Donations	854	-	-	854	1,392
other	33	-	-	33	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>36,352</b>	<b>-</b>	<b>-</b>	<b>36,352</b>	<b>37,114</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>36,352</b>	<b>-</b>	<b>-</b>	<b>36,352</b>	<b>37,114</b>
<b>A3 Payments</b>					
Advertising	-	-	-	-	-
Cleaning services	5,970	-	-	5,970	6,446
sanitary Services	187	-	-	187	72
Housekeeping	882	-	-	882	339
Refunds	400	-	-	400	559
Maintenance	2,929	-	-	2,929	2,913
Insurance /Licences	4,030	-	-	4,030	1,363
Utilities	22,070	-	-	22,070	10,421
Other	13,263	-	-	13,263	-
IT	-	-	-	-	478
Donations	500	-	-	500	5,000
<b>Sub total</b>	<b>50,231</b>	<b>-</b>	<b>-</b>	<b>50,231</b>	<b>27,591</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>50,231</b>	<b>-</b>	<b>-</b>	<b>50,231</b>	<b>27,591</b>
<b>Net of receipts/(payments)</b>	<b>- 13,879</b>	<b>-</b>	<b>-</b>	<b>- 13,879</b>	<b>9,523</b>
<b>A5 Transfers between funds</b>		-	-		-
<b>A6 Cash funds last year end</b>	<b>85,197</b>	-	-	<b>85,197</b>	<b>75,674</b>
<b>Cash funds this year end</b>	<b>71,317</b>	-	-	<b>71,317</b>	<b>85,197</b>

## 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 £
<b>B1 Cash funds</b>	Nat West No 1 A/c	31,125	-	-
	Nat West No 2 Ac	40,000	-	-
	Petty Cash	192	-	-
	<b>Total cash funds</b>	<b>71,317</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))				
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Tables		-	-
	Chairs		-	-
	Computers		-	-
	Heaters		-	-
	Crockery		-	-
	Chair Movers		-	-
	WiFi		-	-
	CCTV		-	-
	Misc		-	-
<b>B5 Liabilities</b>	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
		Kenneth Saunders	15/01/2025



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Highworth Community Association

**On accounts for the year  
ended**

31<sup>st</sup> March 2024

**Charity no  
(if any)**

1139727

**Set out on pages**

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:**

28/11/24

**Name:**

Joan Webb

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

**Address:**

26 Lismore Road

Highworth

Swindon SN6 7H

Only complete if the examiner needs to highlight 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.**