

THE LEATHERHEAD COMMUNITY ASSOCIATION
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

Company Number 07608015

Charity Number 1142164

 accounts • tax • legal • financial planning

The Granary
Hones Yard
1 Waverley Lane
Farnham
Surrey
GU9 8BB

THE LEATHERHEAD COMMUNITY ASSOCIATION
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024

CONTENTS	PAGE
Trustees Annual Report	1
Independent examiner's report to the Trustees	11
Statement of financial activities	12
Balance sheet	13
Notes to the financial statements	14

THE LEATHERHEAD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Registered name	The Leatherhead Community Association
Registered number	07608015
Charity registration number	1142164
Registered Office and Operational Address	Leatherhead Institute 67 High Street Leatherhead KT22 8AH

DIRECTORS AND TRUSTEES

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are referred to collectively as the Trustees. The Trustees serving during the period and since the end of the period were as follows:

Mrs F Fleming	Chairman
Mr D W Hanson	Treasurer
Mrs L J Coulton	
Mr J Falkner	
Mrs I Gawne	
Mrs K Oakley	
Mr S A Ritchie	
Mrs J A Slater	

COMPANY SECRETARY Mrs J A Slater

COORDINATOR Mrs A L Rieley

ADMINISTRATOR Mrs L M Ager

INDEPENDENT EXAMINER Mr S P F Howell, FCCA
TC Group
The Granary
Hones Yard
1 Waverley Lane
Farnham
GU9 8BB

PRINCIPAL BANKERS HSBC Bank PLC

THE LEATHERHEAD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

The Trustees present their report and examined accounts for the year ended 31 March 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The reference and administrative information set out above forms part of this report.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; FRS 102) issued in October 2019.

STRUCTURE, GOVERNANCE AND MANAGEMENT

CONSTITUTION, OBJECTS, AIMS AND POLICIES

Governing Document

The Association is a company limited by guarantee and is a registered charity. It is governed by its Articles of Association, which were registered with Companies House at its incorporation on 18 April 2011 and registered with the Charity Commission on 31 May 2011. The company was dormant until 1 July 2011 when it took over the assets and activities of an unincorporated charity with the same name, charity number 277404.

Constitution

In accordance with its Articles the purpose of the Association shall be:

- a. to promote the benefit of the inhabitants of the town of Leatherhead and its surrounding districts (defined as the area of authority of the Mole Valley District Council or any successor body, together with any other area within 6 miles of the charity's registered office and hereinafter called the "area of benefit") without distinction of gender, 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 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 in life for the said inhabitants;
- b. 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 statutory authority or other person or body) in furtherance of the Objects;
- c. to promote such other charitable purposes within the area of benefit as may from time to time be determined.

The Association shall be non-partisan in politics and non-sectarian in religion.

Aims and Policies

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives. In particular, the Trustees have considered how planned activities will contribute to the charitable aims of the Association as follows:

Hiring rooms to over 70 organisations, for educational, recreational and social activities.

Organising events and activities including London Walks, Visits to Properties, Gardens, Museums, Galleries and Concerts.

THE LEATHERHEAD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

Providing Art Lectures, General Interest Lectures, Coffee Mornings, Indoor Games, Walks in the Surrey Area, Music Appreciation, Book Club and Guitar Lessons. A Sewing Group and a Knitting and Crocheting for Charity Group have been introduced this year. There is a well-stocked free lending library, with a range of jigsaw puzzles, also available free of charge.

CHAIRMAN'S STATEMENT

The Leatherhead Community Association warmly welcomes members, members' groups, recreational and social hirers, together with all business hirers into the institute and continues to offer good facilities at the heart of Leatherhead Town Centre.

Our Annual Report covers the considerable contribution made jointly by the Trustees, Administrator, Coordinator and Volunteer Members to fulfil our charitable objects throughout the year.

It is with sadness that I report the passing of our President, and past Chairman (2010-2021), June Robinson, who was a driving force behind the updating and promoting of the Leatherhead Community Association.

An Honours Board has been purchased for the Kirby Room, donated by the Kirby Bequest, acknowledging the Chairmen of the LCA from its inception in 1977.

MEMBERSHIP

Membership is open to anyone in the town of Leatherhead and its surrounding districts. This year there were 387 individual members.

We are always looking for new members and visitors to the Institute are encouraged to join the Association.

DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS

COMMUNITY CENTRE

The Letherhead Institute was given to the residents of Leatherhead by Abraham Dixon in 1892 for social, leisure and educational purposes. It is in the care of a registered charity – The Letherhead Institute, Charity Number 1185057.

The LCA Trustees work with the Trustees of the Institute building to fulfil the charitable objects of both organisations, which derive directly from the terms of the original gift by Abraham Dixon, made with no endowment or provision for maintenance. The Association contributes towards the cost of any appropriate capital expenditure as it arises, focussing always on improving the experience of members, hirers and visitors alike.

To deliver the charitable objects of the charities, the Association has leased from the Letherhead Institute ten rooms, two kitchens and ten parking spaces for a ten-year term from 17 May 2017, with a break clause after five years, at an annual rent of £15,000. At the five-year review in 2022 the LI and the LCA agreed to a rolling twelve-month break clause. The Association makes a substantial contribution towards the costs of building maintenance, insurance, caretaking and cleaning. A designated fund of £10,000 was established to cover refurbishments and maintenance required under the terms of the lease. A new Caretaker was appointed in August 2023. The LCA contributed £5,000 towards the updating and refurbishment of the cottage which comes as part of the Caretaker's contract.

THE LEATHERHEAD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

The Institute is in a conservation area and our aim is to maximise the appearance and facilities for members and hirers, whilst maintaining the integrity and character of the outstanding Victorian building.

ADMINISTRATOR: Ruth Bates/Luisa Ager

Following the resignation of Ruth Bates, Luisa Ager was appointed Administrator in October 2023. Luisa has settled well into the role with the support of Amy Rieley, the Coordinator, and is covering the remit which includes the hire of our leased rooms, dealing with all invoicing, together with organising requested set-up arrangements and any subsequent queries and concerns raised by hirers. Luisa also organises the electronic noticeboard, the inventory, use of the car park spaces leased to the LCA and maintains a good working relationship with the Institute Caretaker, for whom the LCA pays 70% of his salary, in line with the percentage of the building's rooms which it uses.

COORDINATOR: Amy Rieley

Amy's remit as Office Manager is wide-ranging, overseeing all areas of the day to day running of the LCA's portfolio at the Institute. She is solely responsible for the arrangements for membership renewal in March of each year and for the compiling, editing and publication of the LCA Newsletter, which is circulated three times a year. Amy supports the volunteers at the Institute as they plan their various events and controls the bookings and advertising for visits, events and lectures. Amy is now part of the Management Team to ensure good contact between the office and the Trustees.

Amy and Luisa work well together. They jointly cover the numerous queries and concerns raised by members and visitors to the building and are competent in covering the other's role should the need arise.

A First Aid course was arranged in January for the Coordinator, Administrator, Caretaker and the volunteers who run the various activities.

REFURBISHMENT AND FACILITIES

The Institute Trustees continue to update the building with the steady replacement of the large windows of this Victorian building and the repair of the surrounding stonework.

The Coordinator reviews the rooms leased by the Association on a regular basis and reports to the Trustees as updating is required. Improvements have been made to the A/V system, the chairs, carpets and floor of the Abraham Dixon Hall have been cleaned professionally and orders placed for new heating in two rooms.

RISK MANAGEMENT

The Trustees regularly consider the major risks to which the charity is exposed, including those related to operational and financial matters and health and safety. Trustees together with the Administrator and Coordinator are encouraged to attend appropriate training courses as necessary.

PUBLIC BENEFIT STATEMENT

Section 4 of the Charities Act 2011 requires charity trustees to comply with their duty to have due regard to public benefit guidance published by the Charity Commission in exercising their powers or duties. As Trustees we are mindful of this obligation and have referred to the guidance when reviewing our aims, objectives and policies, and in plans for the future of the Association.

THE LEATHERHEAD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

COMMUNITY INVOLVEMENT

External and Partnership Meetings: The Association is not a political nor lobbying organisation, however, we continue to inform members of local issues when brought to our attention, on which they may wish to take a view. The Chairman or a designated Trustee will attend meetings of other community organisations when invited.

PUBLICITY AND COMMUNICATION

Website

The website www.leatherheadca.org.uk is updated regularly for members and the general public. The links directing potential hirers to information on the facilities we have to offer are straightforward and clear. Well-defined links to Upcoming Events, Activity Groups and the latest Newsletter are simple to use.

High Street Notice Board

Attractive posters advertise events planned by the Association and by our hirers. Contact details for the office are clearly displayed.

Newsletters and Mailchimp messages

The Newsletter is delivered electronically, via Mailchimp, three times a year to a large percentage of our membership. The Trustees took the decision to change the method of distribution due to the sizeable increase in the cost of postage in recent years. Those members not on email receive a hard copy hand delivered or via the post.

Mailchimp messages are sent regularly to members by the Coordinator, reminding them of forthcoming events and advising of recently added outings and activities.

GRANTS

A decision was taken by the Trustees to suspend grant payments during this financial year.

ACTIVITIES

The Association organises a wide range of events and activities, notified to members via the Newsletter. News of late additions are circulated by Mailchimp, all supported by posters on the inside and outside notice boards. Activities are organised by our invaluable volunteer members and their contribution and support is immeasurable.

As our volunteers retire, having given tremendous support over many years, the challenge of finding members willing to replace them is difficult.

Music Appreciation: Diana Carr, former Trustee and long serving volunteer oversees this group. Members take it in turn to present a programme of mainly classical music with the Hi-Fi equipment operated by volunteer David Bishop.

Book Club: Organised by Kathy Bucknall, the group meets on a monthly basis in the Kirby Room to discuss a book chosen in turn by each member of the club and discussed in detail at the following meeting.

Visits Programme: The Chairman: Fran Fleming, Member of the Trustee Board: Irene Gawne and Volunteer Member: Janet Stokoe arranged a programme of visits during the year incorporating independent and coach travel which included:

Visits in the local area: Deepdene Guided Walk, Painshill Park, Cobham, and a Ranger led walk on Ashted Common.

In London: Imperial War Museum, Freemason's Hall, Leighton House.

THE LEATHERHEAD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

Visits Programme (continued): Walking Tours: 'London Spymasters', 'Grand Union Canal and little Venice', 'Unknown London – Bermondsey'.

Coach Trips: Historic Rochester, Midsomer Murders-Thame and Hellfire Caves, Walmer Castle and Gardens, Hughenden Manor.

Art History Lectures with a Difference: A new team of volunteer members, Dorothy Stapleton and Vivien Pepino took over the running of these very popular lectures. There were seven lectures in Autumn 2023 with titles including Botticelli, Art of the Inn signs and Eardley and Redpath – For the Love of Paint. The Winter months of 2024 also had a wide range with topics including The Art of Paul and John Nash, Caravaggio and Barbara Hepworth and the St Ives Colony.

Friday Talks: President: June Robinson and Chairman: Fran Fleming. During the period April to September a variety of talks were arranged for members including: 'A Coffee-Fuelled Revolution', 'Victorian Life Upstairs and Downstairs' and 'Westminster Detectives: Fact or Fiction'.

Films: Volunteer Meredith Shiers. Our Company Secretary, Joanna Slater, obtained a grant from Mole Valley District Council enabling us to offer three films free to members and the general public on winter Sunday afternoons together with tea and cake. 'Singing in the Rain; and 'Mrs Harris goes to Paris', with 'Wall-e' for younger members of the community, were chosen with great success.

Audio Visual: For all these talks and more besides we are fortunate to have been assisted by volunteer Martin Hogg and his team. We are indebted to Martin for updating and organising clear instructions for our AV system and covering talks and events when requested. Martin kindly donated four column speakers which have enhanced the sound quality in the ADH, particularly when our talks and lectures take place.

Classical Guitar: Terry Parfett offers informal and friendly sessions of learning how to play the guitar.

Walks Programme: The programme of walks arranged by Peter Humphreys and his team continues to be well supported by members with a choice of short walks lasting less than two hours or longer walks, normally incorporating a lunch stop. Non-members are welcome to all walks, the first being free followed by a charge of £3 for each subsequent walk.

Saturday Coffee Mornings: Hosted by volunteer Hilary Porter, the Kirby Room is open to everyone for tea and coffee on the first Saturday of each month.

Indoor Games: Dave Lamb. Former trustee and long serving volunteer, Dave, ensures the Tuesday table tennis afternoon is enjoyed by those members attending.

Knitting and Crocheting for Charity: Fran Fleming. An enthusiastic group meets once a month producing items for a designated charity. A new charity is chosen every three months.

Sewing Group: members meet weekly to work on their projects and support each other with any challenges.

THE LEATHERHEAD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

Concerts: Ten concert visits have been arranged by Treasurer, David Hanson. For ease of travel the Royal Festival Hall continues to be favoured with composers ranging through Beethoven, Bartok, Prokofiev, Berlioz, Tchaikovsky and more. In February there was an outstanding performance by Pablo Fernandez performing Shostakovich's First Cello Concerto. In December we enjoyed a Christmas Showcase concert given by the talented pupils of the Yehudi Menuhin School.

Christmas Event: The Downsmen Barbershop Chorus entertained members followed by coffee and mince pies. The Chairman invited member volunteers for drinks in the Kirby Room as a 'thank you' for their support and enthusiasm in arranging activities at the LCA.

Hire Activity: There has been an increase in hire activity during the year with new hirers enjoying the support offered by the office team. These organisations, between them, make a rich contribution to the delivery of our charitable objects of promoting education, social welfare and recreation for the benefit of the inhabitants of Leatherhead and surrounding districts.

These include three Art Groups, two bridge groups, the Leatherhead Orchestra and the Vaughan Williams singers. Support services including the Mary Frances Trust, Achieve Together, Barnardo's, the NCT, two 1-to-1 Counsellors, YMCA, Autism support in the workplace and Citizens Advice Drop In regularly hire rooms. We also host groups including Children's Dance, Sing and Sign encouraging baby's communication, Pilates, Keep Fit and the Leatherhead History Society. In December Santa returned once again and welcomed over 800 visitors to his Sitting Room. Church Groups, Local Residents Associations and Community Interest Groups also use the accommodation.

SPECIAL EVENTS

Heritage Open Days took place in September with the theme 'Creativity Unwrapped'. Mark Hill from BBC's Antiques Roadshow gave a very well received lecture entitled 'Undressing Antiques' which was supported by the Kirby Bequest.

In September Amy, assisted by members, hosted a MacMillan Coffee Morning, open to all, which was well supported.

As part of the Mole Valley Arts Alive Festival in October, Cynthia Coleman Sparke gave a fascinating lecture entitled, 'A celebration of Ukrainian Heritage: Ilya Repin'.

ACHIEVEMENTS

The Institute is a busy and lively centre. The Newsletter is full of events for members to join in, if they wish, and the variety on offer has been widely complimented. The office provides an excellent service to our hirers and members. The Trustees strive to continue the legacy of Abraham Dixon to provide social, educational and recreational opportunities.

FINANCIAL REVIEW

In every respect, except for the close to 70% increase in our utility bills, it was an excellent year.

Our membership participated with enthusiasm in an increased range of activities and events, such that these contributed over £5,000 to the year's surplus. As noted at several points in this report, these activities are almost entirely run by volunteers, whose contribution, supported by the office team, is invaluable.

THE LEATHERHEAD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

FINANCIAL REVIEW (*continued*)

Our total Hiring Income exceeded £125,000, a 20% increase on the splendid result of the previous year. Around 5% was due to increased hire charges while 15% resulted from greater usage of our rooms. This in turn reflects the excellent service the team of two in our office, plus the building's caretaker, provide to existing and new hirers, of which there have been several during the year.

In addition to refreshing and renewing the rooms we lease, we were pleased to be able to contribute £5,000 towards the refitting of the onsite accommodation for the new caretaker prior to his arrival last August.

We ended the year with a very strong cash position that enables us to start the new financial year with further improvements, beginning with new heaters in two of our rooms and with more to follow.

INVESTMENT POLICY

The Trustees have power to make investments within the terms set out in the Association's Articles. In accordance with the policy set by the Trustees, the Association held no investments during the period covered by this report, retaining its liquid reserves in cash.

By further decision of the Trustees a low risk policy aimed at protecting its assets is applied in determining where the cash balances are held. One element of this policy is that the amount deposited with any bank or building society should not exceed the maximum sum covered by the Financial Services Compensation Scheme, £85,000 from 30 January 2017. Details of the cash balances held at 31 March 2024 are set out in Note 14.

THE FUTURE

Membership Renewals due 31 March started encouragingly, and have continued in the same vein.

The Newsletter published in mid-April showed a full programme of Events together with the return of coach outings.

We continue to have a good working relationship with the Leatherhead Institute Trustees, essential to the smooth running of the building.

Our focus is to recruit more volunteers. Many of our longstanding helpers have taken the decision to retire, prompted principally by the long period of lockdown giving them time to reflect. Some have joined us recently and we welcome their contribution to the life of the LCA.

THE LEATHERHEAD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

RESERVES POLICY

Council considers the level of unrestricted funds that it holds on an on-going basis, alongside its Risk Management Policy. At 31 March 2024, the Association held £144,278 of unrestricted funds, after deducting the following:

- 1 £6,193 of Designated Funds that the Trustees have voted to be set aside for the following particular purposes:

Joan Kirby Bequest	£1,308
Institute Dilapidations Fund	£4,885

- 2 £2,109 of net Fixed Assets which are central to the Association's running of the Community Centre.

Currently the Association considers the level of unrestricted funds to be held for the following purposes:

	IDENTIFIED EMERGENCY COVER		
1	Departure of a major hirer	£15,000	
2	Temporary loss of premises - 6 months loss of hirings income - in the event of a fire, etc.	£60,000	
3	Relocation costs due to permanent loss of premises	£40,000	
4	Paid Officers-temporary cost of replacing current honorary officers with remunerated posts	£25,000	
	TOTAL		£140,000

THE LEATHERHEAD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also directors of The Leatherhead Community Association for the purposes of company law) are responsible for preparing the Trustees Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting practices and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the n/;charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant information of which the charitable company's Examiner is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the Examiner is aware of that information.

INDEPENDENT EXAMINER

At the Annual General Meeting to be held on 5 July 2024 a resolution will be proposed to appoint Mr S P F Howell of TC Group, The Granary, Hones Yard, 1 Waverley Lane, Farnham, GU9 8BB as Independent Examiner for the year ending 31 March 2025.

Signed on behalf of the Trustees



Mrs Frances Fleming
Chairman
10 June 2024

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE LEATHERHEAD COMMUNITY ASSOCIATION
A CHARITABLE COMPANY LIMITED BY GUARANTEE**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024, which are set out on pages 12 to 21.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity trustees of the company (and also its directors for the purposes of company law) you 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 company's accounts as 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 EXAMINER'S 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 accounting 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.

Signed 

Date 26/06/2024

Mr S P F Howell, FCCA

TC Group
The Granary
Hones Yard
1 Waverley Lane
Farnham
Surrey
GU9 8BB

THE LEATHERHEAD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2024

		Unrestricted Funds	2024 Restricted Fund	Total Funds	2023 Total Funds
	Note	£	£	£	£
INCOME from					
Donations, Subscriptions and Grants	2	3,709	-	3,709	3,649
Charitable Activities	3	131,201	-	131,201	107,788
Investments	4	3,612	-	3,612	1,560
TOTAL INCOME		<u>138,522</u>	<u>-</u>	<u>138,522</u>	<u>112,997</u>
EXPENDITURE on					
Raising funds	5	(968)	-	(968)	(886)
Charitable activities	6	(126,814)	-	(126,814)	(111,407)
TOTAL EXPENDITURE		<u>(127,782)</u>	<u>-</u>	<u>(127,782)</u>	<u>(112,293)</u>
NET INCOME/(EXPENDITURE)	9	<u>10,740</u>	<u>-</u>	<u>10,740</u>	<u>704</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		141,840	-	141,840	141,136
TOTAL FUNDS CARRIED FORWARD		<u>152,580</u>	<u>-</u>	<u>152,580</u>	<u>141,840</u>

The Statement of Financial Activities includes all gains and losses in the period and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

THE LEATHERHEAD COMMUNITY ASSOCIATION

BALANCE SHEET

31 MARCH 2024

	Note	£	2024 £	2023 £
FIXED ASSETS				
Tangible assets	12		2,109	2,594
CURRENT ASSETS				
Debtors	13	11,993		11,968
Cash at bank and in hand	14	162,065		147,385
		174,058		159,353
CREDITORS: Amounts falling due within one year	15	(23,587)		(20,107)
NET CURRENT ASSETS			150,471	139,246
TOTAL ASSETS LESS CURRENT LIABILITIES			152,580	141,840
NET ASSETS			152,580	141,840
FUNDS				
Restricted Fund	17		-	-
Unrestricted Funds	16			
General	16		146,387	133,444
Designated	16		6,193	8,396
TOTAL FUNDS			152,580	141,840

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

Trustees' responsibilities:


- The members have not required the company to obtain an audit in accordance with section 476;
- The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime.

They were approved by the Trustees on the 10th of June and are signed on their behalf by:



Mrs F Fleming
Chairman



Mr D W Hanson
Director

Company Registration No. 07608015

The notes on pages 14 to 21 form part of these financial statements.

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of accounting

The Leatherhead Community Association is a charitable company limited by guarantee incorporated in England and Wales. In the event of winding up, each member may be required to contribute an amount, not exceeding £10, towards the settlement of the company's liabilities. The registered office is Letherhead Institute, 67 High Street, Leatherhead, Surrey KT22 8AH.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019) and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charitable company and rounded to the nearest £.

The Leatherhead Community Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Tangible Fixed assets

All fixed assets are initially recorded at cost. They are capitalised if they can be used for more than one year and cost more than £250.

Depreciation

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows: Fixtures, Fittings & Equipment - 25% straight line.

Income

Income is included in the Statement of Financial Activities (SOFA) when

- The charity becomes entitled to the resource;
- It is more likely than not that the charity will receive the resource;
- The monetary value can be measured with sufficient reliability.

Members' subscriptions paid in advance are deferred to the relevant year. Income received in advance of an event is similarly deferred until the event date.

Gift Aid is included in income when there is a valid declaration from the donor and any Gift Aid recovered on a donation is considered to be part of that gift.

The value of volunteer help received is not included in the accounts but is described in the Trustees' Report.

Income from interest is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

Expenditure and Liabilities

Expenditure is recognised in the year in which it is incurred. Payments made in advance of social events, for example advance payments for concert tickets, are deferred until the date of the event.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of twelve months or less.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities are classified according to the substance of the contractual arrangements entered into.

Basic financial liabilities

Basic financial liabilities, including creditors, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Taxation

The charitable company is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK tax purposes.

Fund accounting

- General funds are unrestricted funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees at their discretion for a specific purpose.
- Restricted funds are monies given to the charity for a purpose specified by the donor(s).

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

2. INCOME FROM DONATIONS, SUBSCRIPTIONS AND GRANTS

	2024	2023
	£	£
Donations	94	49
Members' subscriptions	3,070	3,057
Gift Aid	545	543
	<u>3,709</u>	<u>3,649</u>

All the income from these sources in both years was unrestricted.

3. INCOME FROM CHARITABLE ACTIVITIES

	2024	2023
	£	£
Community Centre Room Hirings	119,600	100,098
Community Centre Parking Fees	6,226	4,541
Social Events and Outings	5,375	3,149
	<u>131,201</u>	<u>107,788</u>

All income from charitable activities in both years was unrestricted.

4. INCOME FROM INVESTMENTS

	2024	2023
	£	£
Bank interest receivable	<u>3,612</u>	<u>1,560</u>

5. EXPENDITURE ON RAISING FUNDS

	2024	2023
	£	£
Membership expenses – newsletters and publicity	<u>968</u>	<u>886</u>

6. EXPENDITURE ON CHARITABLE ACTIVITIES

	2024	2023
	£	£
Community centre expenditure	119,795	109,437
Grant for building improvement	5,000	-
Governance Costs	2,019	1,970
	<u>126,814</u>	<u>111,407</u>

All expenditure on charitable activities in both years was unrestricted.

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

7. COMMUNITY CENTRE EXPENDITURE

	2024	2023
	£	£
Salary and wages	33,732	30,621
Rent and rates	16,252	16,679
Licences	511	23
Insurance	7,683	7,599
Light and heat	14,697	8,787
Cleaning	17,399	16,805
Caretaker	14,084	13,187
Repairs and maintenance	6,977	6,847
Telephone	172	106
Printing, postage and stationery	501	275
Computer costs	2,472	2,758
General expenses	352	247
Payroll expenses	180	180
Sundry equipment	600	380
Depreciation of fixtures, fitting and equipment	1,406	2,617
Refurbishment fund expended	870	2,296
Joan Kirby bequest expended	1,490	-
Staff training	417	30
	119,795	109,437

8. GOVERNANCE EXPENDITURE

	2024	2023
	£	£
Independent Examination Fee	1,956	1,920
Companies House Fee	13	-
Subscriptions	50	50
	2,019	1,970

9. NET INCOME FOR THE YEAR

This is stated after charging:

	2024	2023
	£	£
Depreciation	1,406	2,617
Independent Examination Fee	1,956	1,920
Accountancy and Payroll Services	180	180

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

10. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2024	2023
	£	£
Wages and salaries	33,732	30,621
Social security costs #	-	-
	<u>33,732</u>	<u>30,621</u>

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2024	2023
	No	No
Number of administrative staff	2	2

No employee received remuneration of more than £60,000 during the year (2023 - Nil).

The National Insurance Contributions Employment Allowance reduces Employers' National Insurance Contributions by up to £5,000 for each tax year. For the Association this allowance offset the whole of the NIC charge in this year and the previous year.

11. TRUSTEE REMUNERATION

The Trustees, or any person connected with them, have not received any remuneration from The Leatherhead Community Association during the year.

Amounts totalling £1,324 (2023 - £1,241) were reimbursed to two Trustees (2023 – two) for expenses in relation to postage, entertainment, travel and stationery paid by them on behalf of the Association.

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

12. TANGIBLE FIXED ASSETS

	Fixtures & Fittings
	£
COST	
At 1 April 2023	108,596
Disposals	(12,821)
Additions	921
At 31 March 2024	<u><u>96,696</u></u>
DEPRECIATION	
At 1 April 2023	106,002
On Disposals	(12,821)
Charge for the period	1,406
At 31 March 2024	<u><u>94,587</u></u>
NET BOOK VALUE	
At 31 March 2024	<u><u>2,109</u></u>
At 31 March 2023	<u><u>2,594</u></u>

13. DEBTORS

	2024	2023
	£	£
Trade debtors	3,063	3,656
Prepayments and accrued income	8,930	8,312
	<u><u>11,993</u></u>	<u><u>11,968</u></u>

14. CASH AT BANK

	2024	2023
	£	£
Cambridge & Counties Bank (95 Day notice account @ 4.41%)	70,000	65,000
Metro Bank (Instant Access account @ 1.20%)	80,481	68,697
HSBC current account	11,584	13,688
	<u><u>162,065</u></u>	<u><u>147,385</u></u>

15. CREDITORS: Amounts falling due within one year

	2024	2023
	£	£
Accruals and deferred income	<u><u>23,587</u></u>	<u><u>20,107</u></u>

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

16. UNRESTRICTED INCOME FUNDS – Current year

	Balance at 1 April 2023	Incoming resources	Outgoing resources	Balance at 31 March 2024
	£	£	£	£
Institute Dilapidations Fund	5,642	113	(870)	4,885
Joan Kirby Legacy Fund	2,754	44	(1,490)	1,308
General Fund	133,444	138,365	(125,422)	146,387
	<u>141,840</u>	<u>138,522</u>	<u>(127,782)</u>	<u>152,580</u>

UNRESTRICTED INCOME FUNDS – Previous year

	Balance at 1 April 2022	Incoming resources	Outgoing resources	Balance at 31 March 2023
	£	£	£	£
Institute Dilapidations Fund	7,859	79	(2,296)	5,642
Joan Kirby Legacy Fund	2,727	27	-	2,754
General Fund	130,550	112,891	(109,997)	133,444
	<u>141,136</u>	<u>112,997</u>	<u>(112,293)</u>	<u>141,840</u>

PURPOSE OF UNRESTRICTED FUNDS

The General fund is an unrestricted fund used for the day to day running of the community centre and membership services.

The dilapidations fund is an unrestricted fund to be used to refurbish the community centre in accordance with the lease agreement. The Trustees decided to hold the sum of £10,000 in this fund at the start of the current lease in May 2017.

The Joan Kirby legacy fund is an unrestricted fund, which is being held as a designated fund to support events in memory of the late Chairman.

17. RESTRICTED INCOME FUND

There is no restricted income for the current or the previous year.

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS – Current year

	Tangible fixed assets £	Current assets £	Cash £	Current liabilities £	Total Net Assets £
Unrestricted Income Funds	2,109	11,393	162,065	(22,987)	152,580
Total Funds	<u>2,109</u>	<u>11,393</u>	<u>162,065</u>	<u>(22,987)</u>	<u>152,580</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS – Previous year

	Tangible fixed assets £	Current assets £	Cash £	Current liabilities £	Total Net Assets £
Unrestricted Income Funds	2,594	11,968	147,385	(20,107)	141,840
Total Funds	<u>2,594</u>	<u>11,968</u>	<u>147,385</u>	<u>(20,107)</u>	<u>141,840</u>

19. INDEMNITY INSURANCE

The charity paid for the insurance premiums to indemnify Trustees from any loss arising from neglect or defaults of Trustees and any consequent loss.

20. LEASE COMMITMENTS

The Association has a ten year lease from May 2017 at a rent of £15,000 per annum with inflation-linking every three years based on the Retail Prices Index. At the review dates in May 2020 and May 2023 there was no increase in the rent charged.

There is a break clause, exercisable at 12 months' notice.

21. RELATED PARTY TRANSACTIONS

There are no related party transactions during the year (2023 - nil)