

Company registration number: 06895512

Charity registration number: 1142510

# Top Valley Community Centre Ltd

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 May 2024

Community Accounting Plus  
Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

# **Top Valley Community Centre Ltd**

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## **Top Valley Community Centre Ltd**

### **Reference and Administrative Details**

<b>Trustees</b>	Christopher Needham
	Steve Grocock
	Teresa Goodwin
	Robin Goodwin
<b>Charity Registration Number</b>	1142510
<b>Company Registration Number</b>	06895512
<b>Registered Office</b>	Top Valley Community Centre, Unit 6, Top Valley Way Nottingham Nottinghamshire NG5 9DD
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

# **Top Valley Community Centre Ltd**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 May 2024.

### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Christopher Needham
	Steve Grocock
	Teresa Goodwin
	Robin Goodwin

### **Structure, governance and management**

#### ***Nature of governing document***

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 5/5/2009. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

#### ***Recruitment and appointment of trustees***

Trustees are nominated and seconded by existing Trustees at a Management Meeting or A.G.M.

### **Objectives and activities**

#### ***Objects and aims***

The objects of the charity ("the objects") are to:

- 3.1 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 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 of life for the said inhabitants;
- 3.2 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;
- 3.3 Promote such other charitable purposes as may from time to time be determined.

#### ***Objectives, strategies and activities***

Room Hire to a variety of groups.

#### ***Public benefit***

We give residents a community venue to enjoy a number of activities

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Achievements and performance**

We have increased the number of visitors to the centre by increasing the number of groups we have attracted to the centre.

# **Top Valley Community Centre Ltd**

## **Trustees' Report**

### **Financial review**

We are happy with financial position.

### ***Policy on reserves***

The Trustees aim to build up 25% of its annual running costs as free reserves.

### ***Principal risks and uncertainties***

#### ***Financial risk***

We have to now pay market rate for our rent on the community centre which will be a large increase in expenditure.

# Top Valley Community Centre Ltd

## Trustees' Report

### Statement of Responsibilities

The trustees (who are also the directors of Top Valley Community Centre Ltd for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.


Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they 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 its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 14.02.25 and signed on its behalf by:



.....  
Steve Grocock  
Trustee

### Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

## **Top Valley Community Centre Ltd**

### **Independent Examiner's Report to the trustees of Top Valley Community Centre Ltd**

#### **Independent examiner's report to the trustees of Top Valley Community Centre Ltd ('the Company')**

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

#### **Responsibilities and basis of report**

As the charity's 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 charity'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.



.....  
John O'Brien MSc, FAIA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date: 18/02/2025 .....

# Top Valley Community Centre Ltd

## Statement of Financial Activities for the Year Ended 31 May 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Total 2024 £	Total 2023 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	3,037	3,037	-
Charitable activities	3	39,885	39,885	39,692
Investment income	4	1,736	1,736	196
Total Income		44,658	44,658	39,888
<b>Expenditure on:</b>				
Charitable activities	5	(37,829)	(37,829)	(35,145)
Total Expenditure		(37,829)	(37,829)	(35,145)
Net income		6,829	6,829	4,743
Net movement in funds		6,829	6,829	4,743
<b>Reconciliation of funds</b>				
Total funds brought forward		116,445	116,445	111,702
Total funds carried forward	11	123,274	123,274	116,445

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 8 to 15 form an integral part of these financial statements.



# Top Valley Community Centre Ltd

(Registration number: 06895512)

## Balance Sheet as at 31 May 2024

	Note	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	7	1,485	-
<b>Current assets</b>			
Debtors	8	730	-
Cash at bank and in hand		122,205	117,315
		122,935	117,315
<b>Creditors: Amounts falling due within one year</b>	9	(1,146)	(870)
<b>Net current assets</b>		121,789	116,445
<b>Net assets</b>		123,274	116,445
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		123,274	116,445
<b>Total funds</b>	11	123,274	116,445


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

### Directors' responsibilities:

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

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 6 to 15 were approved by the trustees, and authorised for issue on 14.2.25 and signed on their behalf by:

  
.....  
Steve Grocock  
Trustee

The notes on pages 8 to 15 form an integral part of these financial statements.

# **Top Valley Community Centre Ltd**

## **Notes to the Financial Statements for the Year Ended 31 May 2024**

### **1 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### **Basis of preparation**

Top Valley Community Centre Ltd 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 notes.

#### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

#### **Exemption from preparing a cash flow statement**

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### ***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

# Top Valley Community Centre Ltd

## Notes to the Financial Statements for the Year Ended 31 May 2024

### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

### Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

### Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### Tangible fixed assets

Individual fixed assets costing £1500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures & fittings	10% Straight line

# Top Valley Community Centre Ltd

## Notes to the Financial Statements for the Year Ended 31 May 2024

### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

## 2 Income from donations and legacies

	Unrestricted funds General £	Total 2024 £
Grants, including capital grants; Government grants	3,037	3,037
	<u>3,037</u>	<u>3,037</u>

## 3 Income from charitable activities

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Room rents & services	39,885	39,885	39,692
	<u>39,885</u>	<u>39,885</u>	<u>39,692</u>

# Top Valley Community Centre Ltd

## Notes to the Financial Statements for the Year Ended 31 May 2024

### 4 Investment income

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Interest receivable and similar income;			
Interest receivable on bank deposits	1,736	1,736	196

### 5 Expenditure on charitable activities

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Wages, NI and pension	23,943	23,943	19,411
Professional fees	1,320	1,320	1,599
Charitable Contributions	-	-	216
Utilities	1,486	1,486	1,820
Premises maintenance	4,883	4,883	2,881
Insurance	270	270	964
Communications	-	-	133
Printing & stationery	250	250	589
Equipment, repairs & renewals	2,970	2,970	6,686
Depreciation	165	165	-
Refreshments & hospitality	800	800	107
Internet & software	424	424	589
Volunteer expenses	200	200	150
Cleaning	902	902	-
Telephone & Postage	216	216	-
	37,829	37,829	35,145

# Top Valley Community Centre Ltd

## Notes to the Financial Statements for the Year Ended 31 May 2024

### 6 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
<b>Staff costs during the year were:</b>		
Wages and salaries	23,154	18,498
Social security costs	109	-
Pension costs	680	913
	<u>23,943</u>	<u>19,411</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2024 No	2023 No
Average number of employees	<u>1</u>	<u>2</u>

1 (2023 - 2) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £680 (2023 - £913).

No employee received emoluments of more than £60,000 during the year.

### 7 Tangible fixed assets

	Fixtures & fittings £	Total £
<b>Cost</b>		
At 1 June 2023	17,500	17,500
Additions	<u>1,650</u>	<u>1,650</u>
At 31 May 2024	<u>19,150</u>	<u>19,150</u>
<b>Depreciation</b>		
At 1 June 2023	17,500	17,500
Charge for the year	<u>165</u>	<u>165</u>
At 31 May 2024	<u>17,665</u>	<u>17,665</u>
<b>Net book value</b>		
At 31 May 2024	<u>1,485</u>	<u>1,485</u>
At 31 May 2023	<u>-</u>	<u>-</u>

# Top Valley Community Centre Ltd

## Notes to the Financial Statements for the Year Ended 31 May 2024

### 8 Debtors

	2024 £
Prepayments	<u>730</u>

### 9 Creditors: amounts falling due within one year

	2024 £	2023 £
Other creditors	<u>1,146</u>	<u>870</u>

# Top Valley Community Centre Ltd

## Notes to the Financial Statements for the Year Ended 31 May 2024

### 10 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

### 11 Funds

	Balance at 1 June 2023 £	Incoming resources £	Resources expended £	Balance at 31 May 2024 £
<b>Unrestricted funds</b>				
<i>General</i>				
General	116,445	44,658	(37,829)	123,274
	<b>Balance at 1 June 2022 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Balance at 31 May 2023 £</b>
<b>Unrestricted funds</b>				
<i>General</i>				
General	107,547	39,888	(30,990)	116,445
<b>Restricted</b>				
Covid Recovery	4,155	-	(4,155)	-
<b>Total funds</b>	<b>111,702</b>	<b>39,888</b>	<b>(35,145)</b>	<b>116,445</b>

### 12 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 May 2023 £
Current assets	117,315	117,315
Current liabilities	(870)	(870)
Total net assets	116,445	116,445

### 13 Benefits in kind

Nottingham City Council provides the building free of charge.



## Top Valley Community Centre Ltd

### Notes to the Financial Statements for the Year Ended 31 May 2024

#### 14 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2024 £	2023 £
Independent examination	730	660
Other financial services	256	326
	<u>986</u>	<u>986</u>

#### 15 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 16 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

Directors only receive a £50 gift card at Christmas instead of a Christmas party.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

#### 17 Related party transactions

There were no related party transactions in the year.