

Registered Charity Number: 1148357

Registered Company Number: 07907667 (England and Wales)

Clockhouse Community Association

(A registered Charity and Company Limited by Guarantee)

Report and Financial Statements for the year ended 31 March 2022

Clockhouse Community Association
(A registered Charity and Company Limited by Guarantee)

Report and Financial Statements
for the year ended 31 March 2022

Contents

	Pages
Reference & Administrative details	3
Trustees' report	4-7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10-12
Independent Examiner's Report	13

Clockhouse Community Association
A Company Limited by Guarantee No: 07907667

Reference & Administrative Details

Charity Name	Clockhouse Community Association
Date of Incorporation	12th January 2012
Registered Company No:	07907667
Charity Registration No.	1148357
Address	Hillcrest Halls 42 Fryston Avenue The Mount Coulsdon, Surrey CR5 2PT
Board of Directors	Leigh Wicks (Chairman) - appointed January 2020 Rowena Wicks - appointed March 2020 Barry Todman Amy Haldane (LB Sutton) Jason Reynolds Moir Butt Lee Byatt
Company Treasurer	Rowena Wicks
Bankers	The Co-operative Bank
Independent Examiner	Dunstanette Kuti Community Accountant Community Action Sutton Granfers Community Centre 73-79 Oakhill Rd Sutton SM1 3AA

Clockhouse Community Association
A Company Limited by Guarantee No: 07907667

2021/22 Chairmans report

With constant repairs to the building we have been busy maintaining the building for use by all. The number of regular groups has steadily increased and we are still awaiting instruction from LBS about the future of the Information Centre on Clockhouse Parade.

It is likely that we will be losing some of our trustees soon and we always have a need for volunteers to ensure the longevity of the halls.

Our finances show us to be quite buoyant and we hope to undertake some additional projects in the new financial year, to further improve the premises.

Leigh Wicks

Chair of Clockhouse Community Association

Clockhouse Community Association
A Company Limited by Guarantee No: 07907667

The Board of Trustees, who are also directors of the Charity for the purposes of the Companies Act 2006, presents its Annual Report and the Financial Statements of Clockhouse Community Association for the period 1 April 2021 to 31 March 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. CONSTITUTION

The Articles of Association were adopted by the founder Directors in December 2011 and registered with Companies House in January 2012. It became a registered charity in July 2012. It is the successor organisation to Clockhouse Community Association registered number 303229 which was unanimously dissolved by a general meeting of members on 28 February 2013 when it was agreed that the assets would be transferred to this company from 30 September 2013.

The Company is limited by guarantee and has no share capital.

b. METHOD OF APPOINTMENT OR ELECTION OF BOARD OF DIRECTORS

The Articles of Association set out the process for electing and appointing trustees who are also Directors of the Company. The founding directors were the 3 Trustees of the old charity. A further 2 Directors/trustees were co-opted and these appointments were confirmed by the first AGM in June 2013, together with the nomination of the LB of Sutton. The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the trust deed.

c. ORGANISATIONAL STRUCTURE AND DECISION MAKING

The Directors meet approximately every other month in order to establish the policies and procedures for the company, setting its policies, overseeing the finances and guiding its work.

d. OBJECTIVES AND ACTIVITIES

The charity's general objective is to promote the benefit of the area by working with local authorities, other organisations and residents to provide facilities for education, recreation and leisure and improve the quality of life. It particular the charity would maintain and manage a community centre for the benefit of the local community

Premises

The company leases two properties, a community centre, Hillcrest Halls (a 25 year lease) and a shop front, 13 Hillcrest Parade (on a 10 year lease). There is a management agreement for the Halls which ensures that they are rent free. Otherwise the company is responsible for the running cost of both premises.

Staffing

As previously, the company has 2 employees. Our Administrator Hannah Brittain for 7 hours a week. Our Cleaner, Mrs Mary Bond is assisted by her husband and works 14 hours a week. We have always paid above the national minimum rate.

Info Centre

The Info Centre has continued to be a cost to the Association. As it suffered substantial damage over the past few months via a leak from the above flats managed by SHP, steps have been taken to pass its ownership back to LBS.

Clockhouse Community Association
A Company Limited by Guarantee No: 07907667

FINANCIAL REVIEW

a. RESERVES POLICY

The Board of Directors monitor the financial position in regard to the Charity's reserves policy and ensured that there are sufficient reserves in unrestricted funds to meet its foreseeable commitments.

b. SURPLUS

The results for the year and the Charity's financial position at the end of the year are shown in the attached Financial Statement. The deficit for the year was £274 (2021: £973 surplus).

In this year, the Directors continued to monitor running costs and where possible negotiate cost effective contracts with suppliers. This, as always, is reliant on finding more help via volunteers within the community.

Responsibilities of the Board of Trustees

The Trustees (who are also the Directors of Clockhouse Community Association 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. Company Law requires the Trustees to prepare the financial statements for each financial year which gives a true and fair view of the state of affairs of the charitable company and of the income resources and application of resources, including the income and expenditure of the charitable company for the year. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK accounting Standards have been followed, subject to any material departure disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records which 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as possible the Trustees are aware:

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

Audit Exemption

The trustees have decided to take advantage of the audit provisions of the Companies Act 2006. However, under the provisions of section 145 of the Charities Act 2011 they have appointed Sutton CVS to be their independent examiner.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities issued by the Charities Commission, updated 2015,

Clockhouse Community Association
A Company Limited by Guarantee No: 07907667

and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report and statement were approved by the Trustees on Friday 27th January 2023 and signed by

..........

Leigh Wicks

Chair of Clockhouse Community Association

Clockhouse Community Association
A Company Limited by Guarantee No: 07907667

Statement of Financial activities for the year ended 31 March 2022

	Note	Restricted Funds	Unrestricted Funds	Total Funds 2022	Total Funds 2021
		£	£	£	£
INCOME FROM:					
Donations		1,609	1,308	2,917	1,215
Grants		5	13,020	13,025	11,000
Grants-JRSG		-	1,270	1,270	6,935
Charitable activities		60	30,341	30,401	16,700
Other income		-	55	55	-
Total:	2	1,674	45,994	47,668	35,850
EXPENDITURE ON:					
Charitable Activities	3	1,646	46,296	47,942	34,908
Total:		1,646	46,296	47,942	34,908
NET INCOMING/ (OUTGOINGS) FOR YEAR		28	(302)	(274)	943
Balance Brought Forward		(4,604)	7,747	3,143	2,200
Balance Carried Forward		(4,576)	7,445	2,869	3,143

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the current or previous years.

TOTAL RECOGNISED GAINS AND LOSSES

The charity has no recognised gains or losses (other than the income/outgoings) for the year.

Clockhouse Community Association
A Company Limited by Guarantee No: 07907667

Balance Sheet as at 31 March 2022

	Note	2022		2021	
		£	£	£	£
CURRENT ASSETS:					
Debtors		1,369		924	
Cash at bank and in hand		<u>7,498</u>		<u>19,012</u>	
			8,867		19,936
CREDITORS:					
Amounts falling due within one year	7	5,998		3,743	
Deferred income	8	<u></u>	5,998	<u>13,050</u>	16,793
NET CURRENT ASSETS:			<u>2,869</u>		<u>3,143</u>
NET ASSETS			<u><u>2,869</u></u>		<u><u>3,143</u></u>
RESERVES:					
Restricted Funds	9		(4,576)		(4,604)
Unrestricted Funds	9		7,445		7,747
			<u><u>2,869</u></u>		<u><u>3,143</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the charity to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Director acknowledges their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The financial statements were approved by the board on _31/01/____ 2023 and signed on its behalf by:



Chair of Clockhouse Community Association

The notes on pages 10 to 15 form part of these accounts.

Clockhouse Community Association
A Company Limited by Guarantee No: 07907667

Notes to the Financial Statements for the year ended 31 March 2022

1. ACCOUNTING POLICIES

1.1a Basis of preparation of the financial statements

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting & Reporting by Charities" revised in 2015.

1.1b Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of a grant.

2. Income from Charitable Activities

	Restricted	Unrestricted	Total Funds 2022	Total Funds 2021
	£	£	£	£
Grants	5	13,020	13,020	11,000
Grants-JRSG	-	1,270	1,270	6,935
Grants	-	-	-	4,900
Donations	1,609	1,308	2,917	1,215
Room Hire	-	29,420	29,420	11,173
Info Centre income	-	649	649	618
Membership subs	-	-	-	10
Reimbursements	60	273	333	-
Other income	-	55	55	-
Charitable Activities	1,674	45,994	47,668	35,850

3. Expenditure on Charitable Activities

	Restricted	Unrestricted	Total 2022	Total 2021
	£	£	£	£
Info Centre Costs	-	2,318	2,318	1,314
Association costs	-	5,943	5,943	4,906
Hillcrest Halls	1,646	37,248	38,894	27,900
Accounting Fees	-	72	72	72
Independent Examination	-	715	715	715
	1,646	46,296	47,942	34,908

Clockhouse Community Association
A Company Limited by Guarantee No: 07907667

Notes to the Financial Statements for the year ended 31 March 2022 (continued)

4. Statement of Net Income By Fund

	2022 £	2021 £
Gross Income by Fund		
Restricted	1,674	4,979
Unrestricted	45,994	30,871
	<u>47,668</u>	<u>35,850</u>
Total Expenditure by Fund		
Restricted	1,646	-
Unrestricted	46,296	34,908
	<u>47,942</u>	<u>34,908</u>
Net Movement in Funds	<u>(274)</u>	<u>943</u>

5. Staff Costs

No remuneration was paid to Trustees in the year, nor were any expenses reimbursed to them

	2022 £	2021 £
Gross wages, salaries and benefits in kind	<u>11,482</u>	<u>8,806</u>

The number of employees at the end of the year totalled two (2021: two).

6. Trustee Remuneration & Related Party Transactions

No remuneration directly or indirectly out of the funds of the charity was paid or is payable for the year to any trustee or to any person or persons known to be connected with any of them.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year. (2021 - nil).

7. Creditors: Amounts falling due within one year

	2022 £	2021 £
Halls deposits held	2,360	1,475
Creditors	3,638	2,268
	<u>5,998</u>	<u>3,743</u>

Clockhouse Community Association
A Company Limited by Guarantee No: 07907667

Notes to the Financial Statements for the year ended 31 March 2022 (continued)

8. Deferred income

	2021 £	2021 £
London Borough of Sutton:		
Grant for toilet refurbishments	-	13,050

9. Movement in Funds

	At 31 March 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
Restricted					
Sutton Community Fund	1,950	-	-	-	1,950
Donations for Halls Improvements	761	1,614	(1,646)	-	729
Service	(14,746)	-	-	-	(14,746)
Surety	(1,140)	60	-	-	(1,080)
Grants to community events	6,899	-	-	-	6,899
Halls Improvements: Neighbourhood Fund	1,672	-	-	-	1,672
	(4,604)	1,674	(1,646)	-	(4,576)
Unrestricted					
General Fund	7,747	45,994	(46,296)	-	7,445
Total Funds	3,143	47,668	(47,942)	-	2,871

Clockhouse Community Association
A Company Limited by Guarantee No: 07907667

Independent Examiner's Report on the Accounts

I report on the accounts for the charity for the year ended 31st March 2022.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an Independent Examination is needed

It is my responsibility to:

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

Basis of independent review

My examination was carried out in accordance with 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 with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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.

Independent examiner's statement

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 Trustees have not met the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records, and comply with the accounting requirements of the 2011 Charities Act

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Dunstanette Kuti, FCCA MCSI

Position: Community Accountant

Community Action Sutton

Granfers Community Centre, 73-79 Oakhill Road, Sutton, Surrey, SM1 3AA

Date: 31/01/ 2023