

# **Clockhouse Community Association**

**(A registered Charity and Company Limited by Guarantee)**

## **Report and Financial Statements for the year ended 31 March 2023**

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

**Report and Financial Statements**  
**for the year ended 31 March 2023**

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## **Clockhouse Community Association**

Registered Charity Number: 1148357

Registered Company Number: 07907667 (England and Wales)

### **Reference & Administrative Details**

<b>Charity Name</b>	Clockhouse Community Association
<b>Date of Incorporation</b>	12th January 2012
<b>Registered Company No:</b>	07907667
<b>Charity Registration No.</b>	1148357
<b>Address</b>	Hillcrest Halls 42 Fryston Avenue The Mount Coulsdon, Surrey CR5 2PT
<b>Board of Directors</b>	Leigh Wicks (Chair) - appointed January 2020 Hannah Britain (Secretary) Rowena Wicks (Treasurer) Barry Todman Cllr Amy Haldane (LB Sutton appointment) Noor Sumun (LB Sutton appointment) Cllr Moira Butt (LB Sutton appointment) Lee Byatt Blessing Edede
<b>Company Treasurer</b>	Rowena Wicks
<b>Bankers</b>	The Co-operative Bank
<b>Independent Examiner</b>	Dunstanette Kuti Community Accountant Community Action Sutton Granfers Community Centre

## **Clockhouse Community Association**

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73-79 Oakhill Rd  
Sutton SM1 3AA

### **2022/23 Chairmans report**

This year's biggest battle has been passing ownership of the Information Centre on Clockhouse Parade, back to LBS. This comes after many months of battling to save the premises from damp and ruin. After this was deemed not possible due to the lack of support from SHP, the decision was made to hand back the property to LBS and focus solely on the running of Hillcrest Halls.

Hillcrest Halls continues to need repair work to ensure its full functionality. It is used by many so the benefits outweigh the costs. Next on the list is for the kitchen in the smaller hall to be replaced, following a leak which has caused damage.

Volunteers for various events seem hard to come by. Over the next 12 months we are keen to share organised events with the local community but this, as ever, will rely on the help and support of more than just the willing few.

Our finances remain buoyant so we are keen to keep spending to improve the fabric of the building to ensure its longevity.

Leigh Wicks

**Chair of Clockhouse Community Association**

## **Clockhouse Community Association**

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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 2022 to 31 March 2023

### **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 one single property which comprises a community centre, Hillcrest Halls (a 25 year lease). There is a management agreement for the Halls which ensures that it is rent free. The company is responsible for the running cost of this 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.

### **FINANCIAL REVIEW**

## **Clockhouse Community Association**

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### **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.

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**

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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 Wednesday 20<sup>th</sup> December 2023 and signed by

.....

Leigh Wicks

Chair of Clockhouse Community Association

# Clockhouse Community Association

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## Statement of Financial activities for the year ended 31 March 2023

	Note	Restricted Funds	Unrestricted Funds	Total Funds 2023	Total Funds 2022
		£	£	£	£
<b>INCOME FROM:</b>					
Fundraising				-	-
Donations		250	2,948	3,198	2,917
Grants		-	-	-	13,020
Grants-JRSG		-	1,000	1,000	1,275
Charitable activities		-	38,075	38,075	30,401
Other Income		-	-	-	55
<b>Total:</b>	<b>2</b>	<b>250</b>	<b>42,023</b>	<b>42,273</b>	<b>47,668</b>
<b>EXPENDITURE ON:</b>					
Charitable Activities	<b>3</b>	<b>764</b>	<b>39,299</b>	<b>40,063</b>	<b>47,942</b>
<b>Total:</b>		<b>764</b>	<b>39,299</b>	<b>40,063</b>	<b>47,942</b>
<b>NET INCOMING/ (OUTGOINGS) FOR YEAR</b>		<b>(514)</b>	<b>2,724</b>	<b>2,210</b>	<b>(274)</b>
<b>Balance Brought Forward</b>		<b>(4,576)</b>	<b>7,445</b>	<b>2,869</b>	<b>3,143</b>
Funds Transfers		-	-	-	-
<b>Balance Carried Forward</b>		<b>(5,090)</b>	<b>10,169</b>	<b>5,079</b>	<b>2,869</b>

### 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

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## Balance Sheet as at 31 March 2023

	Note	2023		2022	
		£	£	£	£
<b>CURRENT ASSETS:</b>					
Debtors		2,729		1,369	
Cash at bank and in hand		<u>9,557</u>		<u>7,498</u>	
			12,286		8,867
<b>CREDITORS:</b>					
Amounts falling due within one year	7	7,207		5,998	
Deferred income	8	<u>-</u>	7,207	<u>-</u>	5,998
			<u>5,079</u>		<u>2,869</u>
<b>NET CURRENT ASSETS:</b>					
			<u>5,079</u>		<u>2,869</u>
<b>NET ASSETS</b>			<u>5,079</u>		<u>2,869</u>
<b>RESERVES:</b>					
Restricted Funds	9		(5,090)		(4,576)
Unrestricted Funds	9		10,169		7,445
			<u>5,079</u>		<u>2,869</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

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 .....20/12/23.....and signed on its behalf by:

**LeighWicks**

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Chair of Clockhouse Community Association  
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The notes on pages 10 to 15 form part of these accounts.

# Clockhouse Community Association

Registered Charity Number: 1148357

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## Notes to the Financial Statements for the year ended 31 March 2023

### 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 2023	Total Funds 2022
	£	£	£	£
Community events				
Grants	-	-	-	13,020
Grants-JRSG	-	1,000	1,000	1,275
Services				
Grants	-	558.00	558	83
Donations	250	2,948	3,198	2,917
Room Hire	-	36,683	36,683	29,420
Info Centre income	-	211.34	211	649
Reimbursements	-	623	623	250
Other income	-	-	-	55
Charitable Activities	250	42,023	42,273	47,668

### 3. Expenditure on Charitable Activities

	Restricted	Unrestricted	Total 2023	Total 2022
	£	£	£	£
Info Centre Costs	-	1,291	1,291	2,318
Community Events expenses	250	-	250	-
Association costs	-	5,968	5,968	5,943
Hillcrest Halls	514	31,243	31,757	38,894
Accounting Fees	-	72	72	72
Independent Examination	-	725	725	715
	764	39,299	40,063	47,942

## Clockhouse Community Association

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### Notes to the Financial Statements for the year ended 31 March 2023 (continued)

#### 4. Statement of Net Income By Fund

	2023 £	2022 £
Gross Income by Fund		
Restricted	250	1,674
Unrestricted	42,023	45,994
	<u>42,273</u>	<u>47,668</u>
Total Expenditure by Fund		
Restricted	764	1,646
Unrestricted	39,299	46,296
	<u>40,064</u>	<u>47,942</u>
Net Movement in Funds	<u>2,209</u>	<u>(274)</u>

#### 5. Staff Costs

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

	2023 £	2022 £
Gross wages, salaries and benefits in kind	<u>10,767</u>	<u>11,482</u>

The number of employees at the end of the year totalled two (2022: 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. (2022 - nil).

#### 7. Creditors: Amounts falling due within one year

	2023 £	2022 £
Halls deposits held	2,010	2,360
Creditors	5,197	3,638
	<u>7,207</u>	<u>5,998</u>

# Clockhouse Community Association

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## Notes to the Financial Statements for the year ended 31 March 2023 (continued)

### 8. Deferred income

	2023	2022
	£	£
	-	-

### 9. Movement in Funds

	At 31 March 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	£	£	£
<b>Restricted</b>					
Sutton Community Fund	1,950	-	-	-	1,950
Donations for Halls Improvements	729	-	(514)	-	214
Service	(14,746)	-	-	-	(14,746)
Surety	(1,080)	-	-	-	(1,080)
Grants to community events	6,899	250	(250)	-	6,899
Halls Improvements: Neighbourhood Fund	1,672	-	-	-	1,672
	(4,576)	250	(764)	-	(5,090)
<b>Unrestricted</b>					
General Fund	7,445	42,023	(39,299)	-	10,169
<b>Total Funds</b>	<b>2,869</b>	<b>42,273</b>	<b>(40,063)</b>	<b>-</b>	<b>5,079</b>

## **Clockhouse Community Association**

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### **Independent Examiner's Report on the Accounts**

I report on the accounts for the charity for the year ended 31st March 2023.

#### **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: 20/12/23