

# **Clockhouse Community Association**

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

## **Report and Financial Statements for the year ended 31 March 2024**

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

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**for the year ended 31 March 2024**

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## **Clockhouse Community Association**

Registered Charity Number: 1148357

Registered Company Number: 07907667 (England and Wales)

### **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  
Coulston, Surrey  
CR5 2PT

**Board of Directors** Leigh Wicks (Chairman) - appointed January 2020  
Rowena Wicks - appointed March 2020  
Barry Todman  
Amy Haldane (LB Sutton)  
Blessing Mayomi  
Moir Butt  
Lee Byatt  
Hannah Brittain

**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**

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### **Chair's report**

The steady stream of community interactions has allowed for the success of the association and in turn, its support of the community. The halls provide a steady place for community cohesion and allows for others to hear of many community outreach projects.

Cosmetic repairs and those to the fabric of the building continue to ensure the longevity of the premises. The want for community events is strong, though time from those closest to the organisation is sparse.

Our finances show us to be quite buoyant, though we have had troubles with energy bills and are therefore expecting a large bill in the next 12 months.



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 2023 to 31 March 2024

### **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 throughout the year 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 property: a community centre, Hillcrest Halls (a 25 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 the 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 12 hours a week. We have always paid above the national minimum rate.

### **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.

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### **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 surplus for the year was £4,391 (2023: £2,210 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.

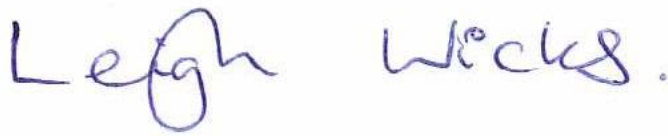
This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities issued by the Charities Commission, updated 2015, and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report and statement were approved by the Trustees on 23<sup>rd</sup> January 2025 and signed by

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Leigh Wicks

Chair of Clockhouse Community Association

## Clockhouse Community Association

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### Statement of Financial activities for the year ended 31 March 2024

	Note	Restricted Funds £	Unrestricted Funds £	Total Funds 2024 £	Total Funds 2023 £
<b>INCOME FROM:</b>					
Donations		-	1,405	1,405	3,198
Grants		-	-	-	1,000
Charitable activities		600	36,645	37,245	38,075
<b>Total:</b>	<b>2</b>	600	38,050	38,650	42,273
<b>EXPENDITURE ON:</b>					
Charitable Activities	<b>3</b>	-	34,259	34,259	40,063
<b>Total:</b>		-	34,259	34,259	40,063
<b>NET INCOMING/ (OUTGOINGS) FOR YEAR</b>		600	3,791	4,391	2,210
<b>Balance Brought Forward</b>		(5,090)	10,169	5,079	2,869
Funds Transfers		11,990	(11,990)	-	-
<b>Balance Carried Forward</b>		7,500	1,970	9,470	5,079

#### 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.



## Balance Sheet as at 31 March 2024

	Note	2024		2023	
		£	£	£	£
<b>CURRENT ASSETS:</b>					
Debtors		1,989		2,729	
Cash at bank and in hand		<u>16,248</u>		<u>9,557</u>	
			18,237		12,286
<b>CREDITORS:</b>					
Amounts falling due within one year	7	<u>8,767</u>		<u>7,207</u>	
			8,767		7,207
<b>NET CURRENT ASSETS:</b>			<u>9,470</u>		<u>5,079</u>
<b>NET ASSETS</b>			<u><u>9,470</u></u>		<u><u>5,079</u></u>
<b>RESERVES:</b>					
Restricted Funds	8		7,500		(5,090)
Unrestricted Funds	8		1,970		10,169
			<u><u>9,470</u></u>		<u><u>5,079</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

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 .....22/01/25.....and signed on its behalf by:



Chair of Clockhouse Community Association

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

## Clockhouse Community Association

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# Notes to the Financial Statements

for the year ended 31 March 2024

## 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 2024	Total Funds 2023
	£	£	£	£
Community events				
Grants-JRSG	-	-	-	1,000
Services				
Grants	600	-	600	558
Donations	-	1,405	1,405	3,198
Room Hire	-	36,645	36,645	36,683
Info Centre income	-	-	-	211
Reimbursements	-	-	-	623
Charitable Activities	600	38,050	38,650	42,273

## Clockhouse Community Association

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### Notes to the Financial Statements for the year ended 31 March 2024 (continued)

#### 3. Expenditure on Charitable Activities

	Restricted £	Unrestricted £	Total 2024 £	Total 2023 £
Info Centre Costs	-	50	50	1,291
Community Events expenses	-	1,078	1,078	250
Association costs	-	5,715	5,715	5,968
Hillcrest Halls	-	26,691	26,691	31,757
Accounting Fees	-	-	-	72
Independent Examination	-	725	725	725
	-	34,259	34,259	40,063

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

	2024 £	2023 £
<i>Gross Income by Fund</i>		
<i>Restricted</i>	600	250
<i>Unrestricted</i>	38,050	42,023
	38,650	42,273
<i>Total Expenditure by Fund</i>		
<i>Restricted</i>	-	764
<i>Unrestricted</i>	34,259	39,299
	34,259	40,064
<i>Net Movement in Funds</i>	4,391	2,209

#### 5. Staff Costs

	2024 £	2023 £
Gross wages, salaries and benefits in kind	11,222	10,767

The number of employees at the end of the year totalled two (2023: two).

# Clockhouse Community Association

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## Notes to the Financial Statements for the year ended 31 March 2024 (continued)

### 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

	2024	2023
	£	£
Halls deposits held	2,200	2,010
Creditors	6,568	5,197
	<u>8,768</u>	<u>7,207</u>

### 8. Movement in Funds

	At 31 March 2023	Income	Expenditure	Transfers	At 31 March 2024
	£	£	£	£	£
<b>Restricted</b>					
Sutton Community Fund	1,950	-	-	(1,950)	-
Donations for Halls Improvements	214	-	-	(214)	-
Service	(14,746)	-	-	14,746	-
Surety	(1,080)	-	-	1,080	-
Grants to community events	6,899	-	-	-	6,899
Grants-Kitchen	-	600	-	-	600
Halls Improvements: Neighbourhood Fund	1,672	-	-	(1,672)	-
	<u>(5,090)</u>	<u>600</u>	<u>-</u>	<u>11,990</u>	<u>7,500</u>
<b>Unrestricted</b>					
General Fund	10,169	38,050	(34,259)	(11,990)	1,970
	<u>5,079</u>	<u>38,650</u>	<u>(34,259)</u>	<u>-</u>	<u>9,470</u>

## **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 2024.

### **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: 19/01/25