

# PORTCHESTER COMMUNITY CENTRE LIMITED

England & Wales · Charity number 1150814

## Details

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**Other names** PORTCHESTER COMMUNITY CENTRE

**Status** Registered

**Legal form** Charitable company

**Company number** [08233813](#)

**Registered** 2013-02-14

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Portchester Community Centre  
Westlands Grove  
Portchester  
Fareham  
PO16 9AD

**Phone** 02392788111

**Email** [info@portchestercommunitycentre.co.uk](mailto:info@portchestercommunitycentre.co.uk)

**Website** [www.portchestercommunitycentre.co.uk](http://www.portchestercommunitycentre.co.uk)

## Activities

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**Objects:** THE CHARITY'S OBJECTS (OBJECTS') ARE SPECIFICALLY RESTRICTED TO THE FOLLOWING: TO 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 INTEREST OF SOCIAL WELFARE FOR RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS; 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; TO PROMOTE SUCH OTHER CHARITABLE PURPOSES AS MAY FROM TIME TO TIME BE DETERMINED.

**Activities:** Portchester Community Centre Limited is a charity created to manage and operate the new community centre in Portchester, for the benefit of all the residents of Portchester and the surrounding area. It provides an environment in which members of the community are motivated and enabled, to operate their own clubs, activities and services for the benefit of the community as a whole.

## Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes
- **Who:** The General Public/mankind

## Geography

- Hampshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£169,833	£164,114	-	-
2023-12-31	£170,317	£169,040	-	-
2022-12-31	£154,974	£169,223	-	-
2021-12-31	£143,975	£149,130	-	-
2020-12-31	£132,275	£136,707	-	-

## Trustees

Name	Role	Appointed
<b>Karen Fryatt</b>	Chair	2014-01-20
JAMES BLAKE FCA		2013-01-08
John Knight		2024-04-14
Lisa Whittle Councillor		2025-06-03
Paul Nother Councillor		2024-09-03
Paul Whittle Councillor		2024-09-03
Susan Walker		2017-07-17

**PORTCHESTER COMMUNITY CENTRE LIMITED**

England & Wales - Charity number 1150814

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# Accounts

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**PORTCHESTER COMMUNITY CENTRE LIMITED**  
(A company limited by guarantee)

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31st DECEMBER 2024**



Charity Number 1150814



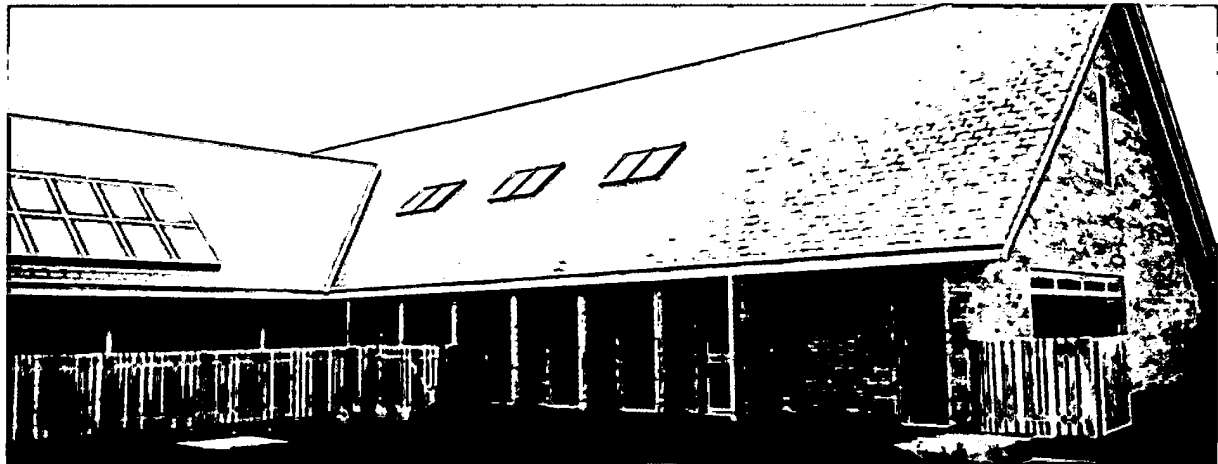
**PORTCHESTER COMMUNITY CENTRE LIMITED**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31st DECEMBER 2024**



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Portchester Community Centre  
Westlands Grove  
Portchester  
Fareham  
PO16 9AD

Tel: 02392 321 787  
Email: [info@portchestercommunitycentre.co.uk](mailto:info@portchestercommunitycentre.co.uk)  
Website: [www.portchestercommunitycentre.co.uk](http://www.portchestercommunitycentre.co.uk)

## **OBJECTIVES OF THE CHARITY**

Portchester Community Centre Limited is a charity created on the 28th September 2012 to manage and operate the community centre in Portchester, for the benefit of all the residents of Portchester and the surrounding area.

Our aim is to provide an environment and the support services whereby people from the community are motivated and enabled, to develop and operate their own clubs, activities, services for the benefit of the whole community.

The emphasis is to not just provide services to the community, but to encourage the community to work together to provide the services they want, for each other, whilst ensuring a diverse and cohesive service provision. We undertake regular networking with other providers in the area to establish comprehensive provision enabling us to signpost where appropriate, and streamlining provision to ensure the needs of the community are met.

Where somebody wants to establish and run their own club or activity, and they meet the criteria of our Code of Conduct, we work with them by providing them with the support they need to develop their idea and establish the activity.

Where there are gaps in community provision or in the demographics of the users of the Community Centre, the community outreach worker seeks to identify these needs, enabling us to provide the service ourselves, until someone from within the community wishes to continue the service themselves. Where groups become established and able to support themselves, we encourage interested parties to take over the activity and continue to run it. This encourages involvement and ideas ownership from the community to the community.

Regular focus groups take place and market research within the community (not just those users at the Centre), to ensure we are identifying and providing the services that the community wants and maximising the use of the Community Centre within the community.

In order to ensure that we are meeting our goals for the Community Centre we monitor the numbers and range of users using the services, to ensure that we are reaching out to as much of the community and to as wider spectrum of users as possible.

## **VISION**

Our vision is a Community Centre where a wide range of activities are run for the whole community, so that all users, of all ages can socialise with other members of the community in activities of entertainment and art, and improving their health, fitness, and general wellbeing.

It is about bringing the community together, to develop programs of activities and services that benefit the whole community, with the Community Centre properly at the heart of the Portchester community.

**REFERENCE AND ADMINISTRATIVE DETAILS**

The Trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the period ended 31st December 2024.

<b>Registered charity name</b>	Portchester Community Centre Limited	
<b>Charity registration number</b>	1150814	
<b>Company registration number</b>	08233813	
<b>Charity address</b>	Portchester Community Centre Westlands Grove Portchester Fareham Hampshire PO16 9AD	
<b>Registered office</b>	3 Acorn Business Centre Northarbour Road Cosham Portsmouth Hampshire PO6 3TH	
<b>Trustees</b>	James Blake Richard Carlyle Karen Fryatt John Knight Cllr. Paul Nother Susan Walker Cllr. Nicholas Walker Cllr. Paul Whittle Cllr. Lisa Whittle	(Chair of the Trustees) appointed 14 May 2024 appointed 3 September 2024  resigned 14 May 2024 appointed 3 September 2024 appointed 3 June 2025

**ACHIEVEMENTS AND PERFORMANCE IN 2024:**

Building on the successes shared in 2023, we have continued in 2024 to expand the resources offered to our community by looking to provide our services for all ages whether it is for the very young and their new mums with various groups for new babies and progressing into play learning to support their start their educational journeys through the onsite nursery.

We continue the journey through all age groups offering dance and various forms of exercise groups to children, young adults, and other clients of all age groups.

We have supported the medical profession by hosting monthly blood donation events, offering our facilities to NHS training events and supporting our GP services with venues for seasonal inoculation campaigns. We also provide facilities for the 'Strong and Steady' group to help people recovering from more serious illnesses and a new regular hire providing monthly Drug link sessions.

We have a total of sixty-one (61) regular hirers and nine (9) centre run groups. New during 2024 is the establishment of a Dementia Hub which has grown from one (1) session a week to three (3) daily hirings offering friendly groups to both newly diagnosed and existing dementia patients, with help and advice whilst providing ongoing support and advice to both them and those that care for them.

A complimentary activity to the Dementia Hub is Corals Kitchen, which provides weekly support to those less able by teaching them cooking skills (whilst their carers relax) and subsequently allowing them to serve a meal to their carers/ support workers.

These groups and activities continue to expand on the themes to promote wellbeing, i.e. yoga, Pilates, meditation, which have brought opportunities for social and healthy activities amongst the community. The introduction of the dementia hub expands this coverage and allows us to add focus on all abilities including those listed and neurodiversity.

With an interesting variety of new hirings including bookings for Active8minds, Country Dancing, Beekeepers Association in addition to those stated previously stated. We also provide a weekly hiring to a culturally healthy African church community, and it has become a trend to offer facilities for South Asian and Arabic cultures and their Mehndi parties these centres around pre-wedding ceremonies – a festive event to symbolise good fortune and joy for the bride, the groom and their respective family and friends.

**Events:**

We continued with our own events in the form of the annual beer festival which 2024 again was well attended, and the profits went towards funding for much needed kitchen equipment.

We repeated many of the regular events that our community so enjoy and expanded on children's parties at Easter, Halloween, and Christmas

Additional hirers regularly include for many through life celebrations including baby showers, parties for birthday of all ages, engagements, weddings and anniversaries and funeral wakes.

**Plans:**

The forecast for 2025 looks brighter as bookings are robust and hirers are now more confident and seem to be financially stable. We are looking to continue with the wellbeing and social support and encouragement of new hirers who may assist in us reaching the wider demographic.

We are developing plans to introduce a Café within the Courtyard of our Community Centre – this will be run by volunteers of all ages and abilities and may be supported by some of the budding cooks from Corals Kitchen We are also working towards the establishment of a Repair Café where we plan to use the skills of locals and hold a weekly workshop to allow members of the community to bring in items for repair and reuse.

**ACHIEVEMENTS AND PERFORMANCE IN 2024 *(continued)***

**Management:**

As previously shared in 2023 the recovery from the effects of COVID, its closures and regaining the confidence of hirers along with added competition for hall hire has had a significant impact on our finances. In addition, 2024 saw a substantial increase in the utility charges and whilst we manage the Community Centre through an agreement with the local school this is not sustainable. For the future we will see an end to this agreement in 2025 and we will become a self-managing Community Centre.

This change will provide the opportunity to save money and improve our finances thus allowing us to reinvest in vital maintenance at the centre. All financial aspects will be reviewed and whilst we plan to ensure that the centre is always manned when the building is in use, we must consider staffing costs and the most effective way of managing these for the future.

**Volunteers and partnerships:**

We continue to grow valued volunteers and look to build sponsorship for events from local businesses.

Our volunteers assist with centre cover, administration, IT support, and firsthand help with our events.

We continue to look to expand these volunteering groups and the provision of activities at the centre.

**Marketing and publicity:**

The centre has a solid reputation within the community and word of mouth advertising, local businesses, community notice boards and our website are also used to promote our facilities and events.

However, trustees are keen to promote our facilities further and look to attract skilled volunteers to help improve our knowledge and use of specialist tools e.g. the use of social media.

**FINANCIAL REVIEW**

The Statement of Financial Activities, set out on page 8, shows the income and expenditure of the charity for the year ended 31st December 2024, with comparative showing the year ended 31st December 2023.

The last few years have been difficult financial years for the charity, as like many charitable organisations in the UK during this period, the charity has been affected by the cost-of-living crisis, with high cost inflation impacting the charity's own costs as well as impacting the revenue from users of the Community Centre due to reduced footfall. During 2024 and subsequently, the trustees and the management of the charity have implemented several strategies to reduce costs and increase revenues to protect the continuance of the charity going forward.

Despite the economic environment the charity recorded an increase in its unrestricted revenue generation for the year ended 31 December 2024 of £169,833 (2023 - £160,720) and was able to keep costs to a similar level as the prior year at £164,114 (2023 - £169,040).

Overall, the charity recorded a modest surplus on unrestricted funds for the year of £5,719 (2023 - deficit of £8,320).

Bank balances remain low on 31st December 2024 due to the charity needing to use its cash reserves to fund its operations during the Covid-19 affected periods and not recovering subsequently due to the cost-of-living crisis period. The charity's bank balances continue to be carefully managed to ensure the charity has sufficient resources to meet its obligations as they fall due and to continue the successful operation of the charity on a sustainable basis, for the foreseeable future.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Organisation**

The charity is an incorporated company limited by guarantee, registered with the Charity Commission and the Registrar of Companies in England and Wales. The charity was established to operate the newly constructed community centre in Portchester for the benefit of the local inhabitants of Portchester, which was opened and started activities on 7th January 2013.

The charity was under the control of its Board of Trustees throughout the period and is governed by its Memorandum and Articles of Association. The Board of Trustees is made up of an equal number of representatives appointed by Fareham Borough Council and Portchester Community School, plus further Trustees appointed from the community and local businesses, to provide a balanced Board of Trustees. The Board of Trustees meet regularly to assess the performance of the charity and to make strategic decisions on the charity's ongoing activities. Such decisions are made by the Trustees of the charity on a majority vote basis, where each trustee has one vote.

The operational management of the community centre is performed by the Centre Managers who report directly to the Trustees.

### **Risk Management**

The Board of Trustees carefully monitors the financial performance of the charity and the availability of its financial resources. The management accounts of the charity are evaluated by the Trustees at every board meeting and appropriate action is taken where necessary to address risks as they arise. The charity's budget is monitored closely, and every effort is made to ensure our operations are as efficient possible.

Prospective Trustees can apply to the existing Board of Trustees if they wish to become a trustee of the charity. New Trustees are briefed as to their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, and the charities policies and procedure manual. They will also be briefed on the board structure, budgeting and other financial matters and the general operating procedures of the charity.

### **Reserves Policy**

The aim of the Trustees is for the charity to maintain a positive cash flow to meet its financial commitments. The eventual aim is to build up sufficient unrestricted funds in reserves to cover future potential maintenance costs on the building and to allow the community centre to remain open without trading for a period of three months.

### **Public benefit statement**

The Board of Trustees are satisfied that they have fully complied with the duty in section 4 of the 2011 Charities Act to have due regard to public benefit guidance issued by the Charity Commission, and that the mission, aims and activities of Portchester Community Centre Limited meet with these criteria.

**STRUCTURE, GOVERNANCE AND MANAGEMENT** *(continued)*

**Responsibilities of the Trustees**

The Trustees (who are also directors of Portchester Community Centre Limited 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 the 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 policies and then apply them consistently.
- observe the methods and principles in the Charity SORP 2015 (FRS 102).
- 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 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 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.

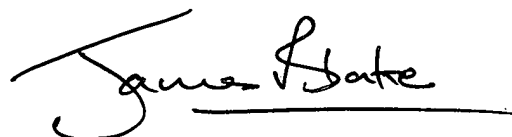
The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:  
3 Acorn Business Centre  
Northarbour road  
Cosham  
Hampshire  
PO6 3TH

Signed by order of the Trustees.



James Blake  
Trustee

29/9/2025

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PORTCHESTER COMMUNITY CENTRE LIMITED**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31st December 2024, which are set out on pages 8 to 16.

**Responsibilities and basis of report**

As the charity trustees of the charitable company (and 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 charitable 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 charitable 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:

- accounting records were not kept in respect of the company as required by section 386 of the 2006 Act: or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 386 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
- 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 to enable a proper understanding of the accounts to be reached.

Signed:



Danny Porter FCA

Dated: 29/9/2025

for and on behalf of TC Group

3 Acorn Business Centre, Northharbour Road, Cosham, Portsmouth PO6 3TH

STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31st DECEMBER 2024



	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
<b>INCOMING RESOURCES</b>					
Incoming resources from activities for generating funds:					
Voluntary income	2	123	–	123	200
Community fundraising and events	2	19,100	–	19,100	20,891
Incoming resources from charitable activities	3	150,610	–	150,610	149,226
<b>TOTAL INCOMING RESOURCES</b>		<b>169,833</b>	<b>–</b>	<b>169,833</b>	<b>170,317</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Community fundraising and events		(8,755)	–	(8,755)	(8,096)
Charitable activities	4	(155,359)	–	(155,359)	(160,944)
<b>TOTAL RESOURCES EXPENDED</b>		<b>(164,114)</b>	<b>–</b>	<b>(164,114)</b>	<b>(169,040)</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>5,719</b>	<b>–</b>	<b>5,719</b>	<b>1,277</b>
<b>RECONCILIATION OF FUNDS</b>					
Brought forward at 1st January 2024		(744)	9,597	8,853	7,576
Transfers between funds		9,597	(9,597)	–	–
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>14,572</b>	<b>–</b>	<b>14,572</b>	<b>8,853</b>
<b>NOTE:</b>					
Total incoming resources		169,833	–	169,833	170,317
Total resources expended		(164,114)	–	(164,114)	(169,040)
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		<b>5,719</b>	<b>–</b>	<b>5,719</b>	<b>1,277</b>

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 notes on page 10 to 16 form part of these financial statements.

PORTCHESTER COMMUNITY CENTRE LIMITED

BALANCE SHEET

YEAR ENDED 31st DECEMBER 2024



	Note	At 31st Dec 2024 £	At 31st Dec 2023 £
<b>FIXED ASSETS</b>			
Tangible assets	8	9,184	1,611
<b>CURRENT ASSETS</b>			
Debtors	9	9,354	11,328
Cash at bank and in hand		17,398	27,328
		<u>26,752</u>	<u>38,656</u>
<b>CREDITORS: Amounts falling due within one year</b>	10	<u>(21,364)</u>	<u>(31,414)</u>
<b>NET CURRENT ASSETS</b>		<u>5,388</u>	<u>7,242</u>
<b>NET ASSETS</b>		<u>14,572</u>	<u>8,853</u>
<b>FUNDS</b>			
Restricted income funds	12	–	9,597
Unrestricted income funds	11	14,572	(744)
<b>TOTAL FUNDS</b>		<u>14,572</u>	<u>8,853</u>

These financial statements have been prepared in 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

For the year ending 31st December 2024 the charitable company 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 company to obtain an audit of its accounts for the year in question in accordance with section 476.
- 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 were approved by the Trustees on 29/9/2025, and are signed on their behalf by:

James Blake  
Trustee and Treasurer

Company Registration Number 08233813

The notes on page 10 to 16 form part of these financial statements.

## 1. ACCOUNTING POLICIES

### Company information

Portchester Community Centre Limited (08233813) is a company limited by guarantee incorporated in England and Wales and is a registered charity (1150814). The registered office is 3 Acorn Business Centre, Northarbour Road, Cosham, Portsmouth PO6 3TH.

### Basis of accounting

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

Portchester Community Centre Limited 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 year ended 31 December 2024 continued to be a financially difficult year for the charity, as like many organisations in the UK during that period, the charity was affected by the cost-of-living crisis, with high-cost inflation impacting the charity's own costs and reduced footfall during the year.

As set out in the statement on the Responsibilities of the Trustees on pages 5 to 6, in preparing these financial statements the trustees are required to prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate. In satisfaction of this responsibility the trustees have considered their expectations for the charity over the next 12 months and the charity's ability to meet its liabilities as they fall due, based upon the information available to the trustees at the date of these financial statements.

These forecasts suggest that the charity will be able to generate sufficient resources to enable it to continue to operate for the foreseeable future. Accordingly, the Trustees have prepared the financial statements on the going concern basis.

**1. ACCOUNTING POLICIES** *(continued)*

**Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Income from the hire of the community centre's facilities and rooms is recognised at the date of the hire.

**Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.

**Resources expended.**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with voluntary income and the costs of fundraising purposes. Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the 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.

**Fixed assets and depreciation**

All fixed assets are initially recorded at cost. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office Equipment	- 25% straight line
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**Fund's structure**

The charity has a number of restricted income funds to account for a situation where a donor requires that a donation must be spent on a particular purpose or where funds have been raised for a specific purpose.

Unrestricted income funds are funds available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds are funds set aside by the Trustees out of unrestricted income funds for specific future purposes or projects.

**2. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
<b>Voluntary income</b>				
Donations – Miscellaneous	123	–	123	200
<b>Community fundraising and events</b>				
Fundraising events and other income	19,100	–	19,100	20,891
	<u>19,223</u>	<u>–</u>	<u>19,223</u>	<u>21,091</u>

**3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
<b>Services provided to users of the community centre</b>				
Community user groups	47,155	–	47,155	40,047
Commercial user groups providing services to the public	78,827	–	78,827	81,136
Private hire by members of the public	24,628	–	24,628	18,446
<b>Government grants</b>				
Local government grants	–	–	–	9,597
	<u>150,610</u>	<u>–</u>	<u>150,610</u>	<u>149,226</u>

**4. COSTS OF CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Staff salaries	64,572	–	64,572	65,029
Costs of community own provisioning	258	–	258	846
Centre management charges	20,529	–	20,529	40,697
Rent	4,905	–	4,905	4,961
Utility and energy costs	24,141	–	24,141	13,969
General maintenance and cleaning costs	27,610	–	27,610	24,839
Print, post and stationery	2,084	–	2,084	2,468
Telephone and internet	768	–	768	1,257
Advertising	21	–	21	149
Insurance	1,292	–	1,292	100
Licensing costs	2,744	–	2,744	2,295
Accountancy fees	4,068	–	4,068	1,944
Unrecovered debtors	84	–	84	2,088
Depreciation of office equipment	2,283	–	2,283	302
	<u>155,359</u>	<u>–</u>	<u>155,359</u>	<u>160,944</u>

**5. NET INCOMING RESOURCES FOR THE PERIOD**

This is stated after charging:

	2024	2023
	£	£
Depreciation	<u>2,283</u>	<u>302</u>

**6. STAFF COSTS AND EMOLUMENTS**

Total staff costs were as follows:

	2024	2023
	£	£
Wages and salaries	62,306	62,940
Training and other staff costs	2,266	2,089
	<u>64,572</u>	<u>65,029</u>

Particulars of employees:

The average number of employees during the year was as follows:

	2024	2023
	No	No
Number of centre staff	<u>11</u>	<u>11</u>
	<u>11</u>	<u>11</u>

During the year Portchester Community School continued to provide members of its staff to assist with the management of the charity. Such persons were employees of Portchester Community School and not the charity, hence are not included in the figures above. During the year ended 31st December 2024 the charity paid Portchester Community School £20,529 (2023 - £40,697) in respect of the management services provided by employees of Portchester Community School.

No remuneration was paid to Trustees during the period.

**7. RELATED PARTY TRANSACTIONS**

Richard Carlyle is the Headteacher of Portchester Community School. At the 31st December 2024, the charity owed Portchester Community School £3,185 (2023 - £9,746), which is disclosed within 'Other creditors'.

Councillors Paul Whittle, Lisa Whittle and Paul Nother are councillors of Fareham Borough Council. During the year ended 31st December 2024, the charity paid rents totalling £4,905 (2023 - £4,961) to Fareham Borough Council for the use of the community centre building.

James Blake is an employee of the accountancy firm, the TC Group. During the year ended 31st December 2024 the TC Group provided payroll and accountancy services to the charity totalling £4,068 (2023 - £1,944).

**8. TANGIBLE FIXED ASSETS**

	Office equipment £	Total £
<b>COST</b>		
At 1 January 2024	39,907	39,907
Additions	<b>9,856</b>	<b>9,856</b>
<b>At 31 December 2024</b>	<b>49,763</b>	<b>49,763</b>
<b>DEPRECIATION</b>		
At 1 January 2024	38,296	38,296
Charge for the period	<b>2,283</b>	<b>2,283</b>
<b>At 31 December 2024</b>	<b>40,579</b>	<b>40,579</b>
<b>NET BOOK VALUE</b>		
<b>At 31 December 2024</b>	<b>9,184</b>	<b>9,184</b>
At 31 December 2023	1,611	1,611

Fixed asset additions during the year ended 31 December 2024, primarily relate to lighting upgrades which were funded from restricted funds (see note 12).

**9. DEBTORS**

	At 31st Dec 2024 £	At 31st Dec 2023 £
Amounts receivable from facility hirers	<b>4,317</b>	6,894
Prepayments and accrued income	<b>5,037</b>	4,434
	<b>9,354</b>	11,328

**10. CREDITORS: Amounts falling due within one year**

	At 31st Dec 2024 £	At 31st Dec 2023 £
Amounts owed to third party suppliers	<b>3,174</b>	1,056
Accruals	<b>3,892</b>	2,143
Deferred income	<b>7,498</b>	8,803
Payroll creditors (including wages and taxes)	<b>1,925</b>	4,666
Other creditors	<b>4,875</b>	14,746
	<b>21,364</b>	31,414

**11. UNRESTRICTED INCOME FUNDS**

	Balance at 31 Dec 2023	Incoming resources	Outgoing resources	Transfers	Balance 31 Dec 2024
	£	£	£	£	£
2024 analysis					
General fund	(20,744)	169,833	(164,114)	9,597	(5,428)
Sinking maintenance fund	20,000	–	–	–	20,000
<b>Unrestricted funds</b>	<b>(744)</b>	<b>169,833</b>	<b>(164,114)</b>	<b>9,597</b>	<b>14,572</b>

**General fund**

The General fund is the 'free reserves' of the charity allowing for all designated funds.

**Sinking maintenance fund**

The Sinking maintenance fund is a designated fund created by the Trustees to provide for potential future costs of maintaining the Portchester Community Centre building.

	Balance at 31 Dec 2022	Incoming resources	Outgoing resources	Transfers	Balance 31 Dec 2023
	£	£	£	£	£
2023 comparative					
General fund	(20,424)	160,720	(169,040)	8,000	(20,744)
Sinking maintenance fund	28,000	–	–	(8,000)	20,000
<b>Unrestricted funds</b>	<b>7,576</b>	<b>160,720</b>	<b>(169,040)</b>	<b>–</b>	<b>(744)</b>

**12. RESTRICTED INCOME FUNDS**

	Balance at 31 Dec 2023	Incoming resources	Resources expended	Transfers	Balance at 31 Dec 2024
	£	£	£	£	£
2024 analysis					
Lighting fund	9,597	–	–	(9,597)	–
<b>Restricted funds</b>	<b>9,597</b>	<b>–</b>	<b>–</b>	<b>(9,597)</b>	<b>–</b>

	Balance at 31 Dec 2022	Incoming resources	Resources expended	Transfers	Balance at 31 Dec 2023
	£	£	£	£	£
2023 comparative					
Lighting fund	–	9,597	–	–	9,597
<b>Restricted funds</b>	<b>–</b>	<b>9,597</b>	<b>–</b>	<b>–</b>	<b>9,597</b>

**Lighting fund**

The Lighting fund was established in 2023 to fund the costs of upgrading the lighting within the Community Centre onto energy efficient LED lights. The installation works were completed in February 2024 and fully utilised the funds received. The costs of the lighting upgrade are included within fixed assets, and hence within these financial statements the restricted funds have been released to reflect the satisfaction of the restricted purpose of these funds having been met. The charity would like to thank the generous support of Fareham Borough Council and Hampshire County Council for their grants towards this project.

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	Balance 31 Dec 2024
		£	£
<b>2024 analysis</b>			
Tangible fixed assets	9,184	–	9,184
Cash at bank and in hand	17,398	–	17,398
Other net current liabilities	(12,010)	–	(12,010)
<b>Total Funds</b>	<b>14,572</b>	<b>–</b>	<b>14,572</b>
	Unrestricted funds	Restricted funds	Balance 31 Dec 2023
		£	£
<b>2023 comparative</b>			
Tangible fixed assets	1,611	–	1,611
Cash at bank and in hand	17,731	9,597	27,328
Other net current liabilities	(20,086)	–	(20,086)
<b>Total Funds</b>	<b>(744)</b>	<b>9,597</b>	<b>8,853</b>

**PORTCHESTER COMMUNITY CENTRE LIMITED**

England & Wales - Charity number 1150814

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# Accounts

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**PORTCHESTER COMMUNITY CENTRE LIMITED**  
(A company limited by guarantee)

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31st DECEMBER 2023**



**Charity Number 1150814**

**PORTCHESTER COMMUNITY CENTRE LIMITED**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31st DECEMBER 2023**



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Portchester Community Centre  
Westlands Grove  
Portchester  
Fareham  
PO16 9AD

Tel : 02392 321 787  
Email : [info@portchestercommunitycentre.co.uk](mailto:info@portchestercommunitycentre.co.uk)  
Website : [www.portchestercommunitycentre.co.uk](http://www.portchestercommunitycentre.co.uk)

### **OBJECTIVES OF THE CHARITY**

Portchester Community Centre Limited is a charity created on the 28th September 2012 to manage and operate the community centre in Portchester, for the benefit of all the residents of Portchester and the surrounding area.

Our aim is to provide an environment and the support services whereby people from the community are motivated and enabled, to develop and operate their own clubs, activities, services for the benefit of the community as a whole.

The emphasis is to not just provide services to the community, but to encourage the community to work together to provide the services they want, for each other, whilst ensuring a diverse and cohesive service provision. We undertake regular networking with other providers in the area to establish comprehensive provision enabling us to signpost where appropriate, and streamlining provision to ensure the needs of the community are met.

Where somebody wants to establish and run their own club or activity, and they meet the criteria of our Code of Conduct, we work with them by providing them with the support they need to develop their idea and establish the activity.

Where there are gaps in community provision or in the demographics of the users of the Community Centre, the community outreach worker seeks to identify these needs, enabling us to provide the service ourselves, until someone from within the community wishes to continue the service themselves. Where groups become established and able to support themselves we encourage interested parties to take over the activity and continue to run it. This encourages involvement and ideas ownership from the community to the community.

Regular focus groups take place and market research within the community as a whole (not just those users at the Centre), to ensure we are identifying and providing the services that the community wants and maximising the use of the Community Centre within the community as a whole.

In order to ensure that we are meeting our goals for the Community Centre we monitor the numbers and range of users using the services, to ensure that we are reaching out to as much of the community and to as wider spectrum of users as possible.

### **VISION**

Our vision is a Community Centre where a wide range of activities are run for the whole community, so that all users, of all ages can socialise with other members of the community in activities of entertainment and art, and improving their health, fitness and general wellbeing.

It's about bringing the community together, to develop programs of activities and services that benefit the whole community, with the Community Centre properly at the heart of the Portchester community.

**REFERENCE AND ADMINISTRATIVE DETAILS**

The Trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the period ended 31st December 2023.

<b>Registered charity name</b>	Portchester Community Centre Limited	
<b>Charity registration number</b>	1150814	
<b>Company registration number</b>	08233813	
<b>Charity address</b>	Portchester Community Centre Westlands Grove Portchester Fareham Hampshire PO16 9AD	
<b>Registered office</b>	3 Acorn Business Centre Northarbour Road Cosham Portsmouth Hampshire PO6 3TH	
<b>Trustees</b>	James Blake Richard Carlyle Karen Fryatt John Knight Cllr. Paul Nother Sue Walker Cllr. Nicholas Walker Cllr. Paul Whittle	(Chair of the Trustees) appointed 14 May 2024 appointed 3 September 2024 resigned 14 May 2024 appointed 3 September 2024
<b>Centre manager</b>	Carol Mertens	

### **ACHIEVEMENTS AND PERFORMANCE IN 2023**

2023 has been a great year for the centre. We have a total of 45 regular hirers and 9 centre led activities. We hosted 13 blood donation events and are relied upon by our local GP practices to offer a venue for mass annual vaccinations. A new Dementia hub has had a significant impact as it supports sufferers and their care givers. The theme of many of the new groups and activities throughout 2023 has been wellbeing, yoga, Pilates, meditation, and coffee mornings which have brought opportunities for social and healthy activities.

Our pre-school, Big Discoveries, which runs 50 weeks of the year continues to grow and now has a waiting list. During 2024 we received grants from Fareham Borough Council and Hampshire County Council, to replace all the interior lighting at the centre to LED lighting. Our office has started working to becoming paperless.

We have seen a continuation in the theme where many individuals and many of our community groups, have taken a long time to recover from the significant downturn which happened because of Covid. It has however been great to watch the confidence of our community grow throughout the year, and we are seeing an upturn in activities which improve social cohesion.

2023 was a testing year financially, whilst the charity has maintained the primary purpose of promoting opportunities for members of the community to meet, the financial needs of the centre has necessitated a change in the way the centre is to be managed from 2024.

#### **Events**

Our annual beer festival was well attended, and the profits of the festival has funded a new dishwasher which has been a welcome replacement for the one that broke down in 2021.

We continue to offer quiz nights, family discos and family days. A new event coordinator has been taken on for 2024 and we hope to add in some new and exciting events.

#### **Plans for the future**

The forecast for 2024 looks brighter as bookings are robust and hirers are now on a much more confident and financially stable. We are looking to continue with the wellbeing and social support and encouragement of new hirers who may assist in us reaching a wider demographic.

#### **Management**

The centre continues to be managed through Portchester Community School, community department. The output of this agreement has been amended for 2024 to better meet the financial implications of the economic downturn and ensure that the charity is viable into the future. Staffing levels have been maintained to ensure that the centre is always staffed when there is a hirer in the building.

**ACHIEVEMENTS AND PERFORMANCE IN 2023** *(continued)*

**Volunteers and partnerships**

We continue to value significant and meaningful partnerships with local businesses and members of our community. Gavin Jones, Vevo, has taken on some corporate social responsibility for the outdoor spaces and our grounds are looking well kept. We have a core of over 20 volunteers who assist with centre cover, administration, website upkeep, and the provision of activities at the centre. Our volunteers assist with gardens, cleaning and with running our variety club group.

**Marketing and publicity**

The centre can now rely on its excellent reputation and word of mouth advertising for most events. However, staff are keen to continuously attract new users by using social media, local businesses, magazine publications, newspaper articles, local forums and groups and our website.

**Public benefit statement**

The Board of Trustees are satisfied that they have fully complied with the duty in section 4 of the 2011 Charities Act to have due regard to public benefit guidance issued by the Charity Commission, and that the mission, aims and activities of Portchester Community Centre Limited meet with these criteria.

**FINANCIAL REVIEW**

The Statement of Financial Activities, set out on page 8, shows the income and expenditure of the charity for the year ended 31st December 2023, with comparative showing the year ended 31st December 2022.

The years ended 31 December 2022 and 2023 have been difficult financial years for the charity, as like many organisations in the UK during this period, the charity has been affected by the cost of living crisis, with high cost inflation impacting the charity's own costs as well as impacting the revenue from users of the Community Centre due to reduced footfall. During 2023, the trustees and the management of the charity implemented a number of strategies to reduce costs and increase revenues to protect the continuance of the charity going forward.

Despite the economic environment the charity recorded an increase in its unrestricted revenue generation for the year ended 31 December 2023 of £160,720 (2022 - £154,974), and was able to keep costs to a similar level as the prior year at £169,040 (2022 - £169,223).

Overall the charity recorded a deficit on unrestricted funds for the year of £8,320 (2022 - deficit of £14,249).

Bank balances remain low at 31st December 2023 due to the charity needing to use its cash reserves to fund its operations during the Covid-19 affected periods and subsequent cost of living crisis period. The charity's bank balances continue to be carefully managed to ensure the charity has sufficient resources to meet its obligations as they fall due and to continue the successful operation of the charity on a sustainable basis, for the foreseeable future.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Organisation**

The charity is an incorporated company limited by guarantee, registered with the Charity Commission and the Registrar of Companies in England and Wales. The charity was established to operate the newly constructed community centre in Portchester for the benefit of the local inhabitants of Portchester, which was opened and started activities on 7th January 2013.

The charity was under the control of its Board of Trustees throughout the period and is governed by its Memorandum and Articles of Association. The Board of Trustees is made up of an equal number of representatives appointed by Fareham Borough Council and Portchester Community School, plus further Trustees appointed from the community and local businesses, to provide a balanced Board of Trustees. The Board of Trustees meet regularly to assess the performance of the charity and to make strategic decisions on the charity's ongoing activities. Such decisions are made by the Trustees of the charity on a majority vote basis, where each trustee has one vote.

The operational management of the community centre is performed by the Centre Managers who report directly to the Trustees.

### **Risk Management**

The Board of Trustees carefully monitors the financial performance of the charity and the availability of its financial resources. The management accounts of the charity are evaluated by the Trustees at every board meeting and appropriate action is taken where necessary to address risks as they arise. The charity's budget is monitored closely and every effort is made to ensure our operations are as efficient possible.

Prospective Trustees can apply to the existing Board of Trustees if they wish to become a trustee of the charity. New Trustees are briefed as to their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, and the charities policies and procedure manual. They will also be briefed on the board structure, budgeting and other financial matters and the general operating procedures of the charity.

### **Reserves Policy**

The aim of the Trustees is for the charity to maintain a positive cash flow in order to meet its financial commitments. The eventual aim is to build up sufficient unrestricted funds in reserves to cover future potential maintenance costs on the building and to allow the community centre to remain open without trading for a period of three months.

**STRUCTURE, GOVERNANCE AND MANAGEMENT** *(continued)*

**Responsibilities of the Trustees**

The Trustees (who are also directors of Portchester Community Centre Limited 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 the 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 policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS 102);
- 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 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 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 in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:  
3 Acorn Business Centre  
Northarbour road  
Cosham  
Hampshire  
PO6 3TH

Signed by order of the Trustees



James Blake  
Trustee

27 September 2024

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PORTCHESTER COMMUNITY CENTRE LIMITED**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31st December 2023, which are set out on pages 8 to 16.

**Responsibilities and basis of report**

As the charity trustees of the charitable 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 charitable 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 charitable 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:

- accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 386 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
- 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:



Danny Porter FCA

Dated: 27 SEPT 2024

for and on behalf of TC Group  
3 Acorn Business Centre, Northarbour Road, Cosham, Portsmouth PO6 3TH

STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)



YEAR ENDED 31st DECEMBER 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>INCOMING RESOURCES</b>					
Incoming resources from activities for generating funds:					
Voluntary income	2	200	–	200	270
Community fundraising and events	2	20,891	–	20,891	19,735
Incoming resources from charitable activities	3	139,629	9,597	149,226	134,969
<b>TOTAL INCOMING RESOURCES</b>		<b>160,720</b>	<b>9,597</b>	<b>170,317</b>	<b>154,974</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Community fundraising and events		(8,096)	–	(8,096)	(5,950)
Charitable activities	4	(160,944)	–	(160,944)	(163,273)
<b>TOTAL RESOURCES EXPENDED</b>		<b>(169,040)</b>	<b>–</b>	<b>(169,040)</b>	<b>(169,223)</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(8,320)</b>	<b>9,597</b>	<b>1,277</b>	<b>(14,249)</b>
<b>RECONCILIATION OF FUNDS</b>					
Brought forward at 1st January 2023		7,576	–	7,576	21,825
Transfers between funds		–	–	–	–
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>(744)</b>	<b>9,597</b>	<b>8,853</b>	<b>7,576</b>
<b>NOTE:</b>					
Total incoming resources		160,720	9,597	170,317	154,974
Total resources expended		(169,040)	–	(169,040)	(169,223)
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		<b>(8,320)</b>	<b>9,597</b>	<b>1,277</b>	<b>(14,249)</b>

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 notes on page 10 to 16 form part of these financial statements.

**PORTCHESTER COMMUNITY CENTRE LIMITED**

**BALANCE SHEET**

**YEAR ENDED 31st DECEMBER 2023**



	Note	At 31st Dec 2023 £	At 31st Dec 2022 £
<b>FIXED ASSETS</b>			
Tangible assets	8	1,611	193
<b>CURRENT ASSETS</b>			
Debtors	9	11,328	16,585
Cash at bank and in hand		27,328	21,765
		<b>38,656</b>	<b>38,349</b>
<b>CREDITORS: Amounts falling due within one year</b>	10	<b>(31,414)</b>	<b>(30,966)</b>
<b>NET CURRENT ASSETS</b>		<b>7,242</b>	<b>7,383</b>
<b>NET ASSETS</b>		<b>8,853</b>	<b>7,576</b>
<b>FUNDS</b>			
Restricted income funds	12	9,597	–
Unrestricted income funds	11	(744)	7,576
<b>TOTAL FUNDS</b>		<b>8,853</b>	<b>7,576</b>

These financial statements have been prepared in 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

For the year ending 31st December 2023 the charitable company 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 company to obtain an audit of its accounts for the year in question in accordance with section 476;
- 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 were approved by the Trustees on 27/9/2024, and are signed on their behalf by:

James Blake  
Trustee and Treasurer

Company Registration Number 08233813

The notes on page 10 to 16 form part of these financial statements.

## 1. ACCOUNTING POLICIES

### Company information

Portchester Community Centre Limited (08233813) is a company limited by guarantee incorporated in England and Wales and is a registered charity (1150814). The registered office is 3 Acorn Business Centre, Northarbour Road, Cosham, Portsmouth PO6 3TH.

### Basis of accounting

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

Portchester Community Centre Limited 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 year ended 31 December 2023 continued to be a financially difficult year for the charity, as like many organisations in the UK during that period, the charity was affected by the cost of living crisis, with high cost inflation impacting the charity's own costs and reduced footfall during the year.

As set out in the statement on the Responsibilities of the Trustees on pages 5 to 6, in preparing these financial statements the trustees are required to prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate. In satisfaction of this responsibility the trustees have considered their expectations for the charity over the next 12 months and the charity's ability to meet its liabilities as they fall due, based upon the information available to the trustees at the date of these financial statements.

These forecasts together with the continued support of Portchester Community School suggest that the charity will be able to generate sufficient resources to enable it to continue to operate for the foreseeable future. Accordingly the Trustees have prepared the financial statements on the going concern basis.

**1. ACCOUNTING POLICIES** *(continued)*

**Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Income from the hire of the community centre's facilities and rooms is recognised at the date of the hire.

**Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with voluntary income and the costs of fundraising purposes. Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the 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.

**Fixed assets and depreciation**

All fixed assets are initially recorded at cost. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office Equipment	- 25% straight line
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**Funds structure**

The charity has a number of restricted income funds to account for a situation where a donor requires that a donation must be spent on a particular purpose or where funds have been raised for a specific purpose.

Unrestricted income funds are funds available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds are funds set aside by the Trustees out of unrestricted income funds for specific future purposes or projects.

**2. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Voluntary income</b>				
Donations – Miscellaneous	200	–	200	270
<b>Community fundraising and events</b>				
Fundraising events and other income	20,891	–	20,891	19,735
	<u>21,091</u>	<u>–</u>	<u>21,091</u>	<u>20,005</u>

**3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Services provided to users of the community centre</b>				
Community user groups	40,047	–	40,047	35,996
Commercial user groups providing services to the public	81,136	–	81,136	76,460
Private hire by members of the public	18,446	–	18,446	18,513
<b>Government grants</b>				
Local government grants	–	9,597	9,597	4,000
	<u>139,629</u>	<u>9,597</u>	<u>149,226</u>	<u>134,969</u>

**4. COSTS OF CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Staff salaries	65,029	–	66,650	66,650
Costs of community own provisioning	846	–	391	391
Centre management charges	40,697	–	42,731	42,731
Rent	4,961	–	3,114	3,114
Utility and energy costs	13,969	–	16,955	16,955
General maintenance and cleaning costs	24,839	–	22,915	22,915
Print, post and stationery	2,468	–	785	785
Telephone and internet	1,257	–	1,753	1,753
Advertising	149	–	394	394
Insurance	100	–	1,219	1,219
Licensing costs	2,295	–	2,537	2,537
Accountancy fees	1,944	–	2,844	2,844
Unrecovered debtors	2,088	–	–	–
Depreciation of office equipment	302	–	985	985
	<u>160,944</u>	<u>–</u>	<u>160,944</u>	<u>163,273</u>

**5. NET INCOMING RESOURCES FOR THE PERIOD**

This is stated after charging:

	<b>2023</b>	2022
	£	£
Depreciation	<b>302</b>	985

**6. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	<b>2023</b>	2022
	£	£
Wages and salaries	<b>62,940</b>	64,602
Training and other staff costs	<b>2,089</b>	2,048
	<b>65,029</b>	66,650

**Particulars of employees:**

The average number of employees during the year was as follows:

	<b>2023</b>	2022
	No	No
Number of centre staff	<b>11</b>	11
	<b>11</b>	11

The Centre Manager; Carol Mertens is an employee of Portchester Community School and not the charity, hence is not included in the above. During the year ended 31st December 2023 the charity paid Portchester Community School £40,697 (2022 - £42,731) in respect of the management services provided by the Centre Manager.

No remuneration was paid to Trustees during the period.

**7. RELATED PARTY TRANSACTIONS**

Richard Carlyle is the Headteacher of Portchester Community School. At the 31st December 2023 the charity owed Portchester Community School £9,746 (2022 - £9,746), which is disclosed within 'Other creditors'.

Councillor Nicholas Walker and Councillor Sue Bell were councillors of Fareham Borough Council. During the year ended 31st December 2023, the charity paid rents totalling £4,961 (2022 - £3,114) to Fareham Borough Council for the use of the community centre building.

James Blake is an employee of the accountancy firm, the TC Group. During the year ended 31st December 2023 the TC Group provided payroll and accountancy services to the charity totalling £1,944 (2022 - £2,844).

8. TANGIBLE FIXED ASSETS

	Office equipment £	Total £
<b>COST</b>		
At 1 January 2023	38,186	38,186
Additions	<b>1,721</b>	<b>1,721</b>
<b>At 31 December 2023</b>	<b>39,907</b>	<b>39,907</b>
<b>DEPRECIATION</b>		
At 1 January 2023	37,994	37,994
Charge for the period	<b>302</b>	<b>302</b>
<b>At 31 December 2023</b>	<b>38,296</b>	<b>38,296</b>
<b>NET BOOK VALUE</b>		
<b>At 31 December 2023</b>	<b>1,611</b>	<b>1,611</b>
At 31 December 2022	193	193

9. DEBTORS

	At 31st Dec 2023 £	At 31st Dec 2022 £
Amounts receivable from facility hirers	<b>6,894</b>	8,032
Prepayments and accrued income	<b>4,434</b>	8,553
	<b>11,328</b>	16,585

10. CREDITORS: Amounts falling due within one year

	At 31st Dec 2023 £	At 31st Dec 2022 £
Amounts owed to third party suppliers	<b>1,056</b>	1,899
Accruals	<b>2,143</b>	5,223
Deferred income	<b>8,803</b>	9,525
Payroll creditors (including wages and taxes)	<b>4,666</b>	4,573
Other creditors	<b>14,746</b>	9,746
	<b>31,414</b>	30,966

**11. UNRESTRICTED INCOME FUNDS**

	Balance at 31 Dec 2022	Incoming resources	Outgoing resources	Transfers	Balance 31 Dec 2023
	£	£	£	£	£
2023 analysis					
General fund	(20,424)	160,720	(169,040)	8,000	(20,744)
Sinking maintenance fund	28,000	–	–	(8,000)	20,000
<b>Unrestricted funds</b>	<b>7,576</b>	<b>160,720</b>	<b>(169,040)</b>	<b>–</b>	<b>(744)</b>

**General fund**

The General fund is the 'free reserves' of the charity allowing for all designated funds.

**Sinking maintenance fund**

The Sinking maintenance fund is a designated fund created by the Trustees to provide for potential future costs of maintaining the Portchester Community Centre building.

	Balance at 31 Dec 2021	Incoming resources	Outgoing resources	Transfers	Balance 31 Dec 2022
	£	£	£	£	£
2022 comparative					
General fund	(14,175)	154,974	(169,223)	8,000	(20,424)
Sinking maintenance fund	36,000	–	–	(8,000)	28,000
<b>Unrestricted funds</b>	<b>21,825</b>	<b>154,974</b>	<b>(169,223)</b>	<b>–</b>	<b>7,576</b>

**12. RESTRICTED INCOME FUNDS**

	Balance at 31 Dec 2022	Incoming resources	Resources expended	Transfers	Balance at 31 Dec 2023
	£	£	£	£	£
2023 analysis					
Lighting fund	–	9,597	–	–	9,597
<b>Restricted funds</b>	<b>–</b>	<b>9,597</b>	<b>–</b>	<b>–</b>	<b>9,597</b>

	Balance at 31 Dec 2021	Incoming resources	Resources expended	Transfers	Balance at 31 Dec 2022
	£	£	£	£	£
2022 comparative					
Lighting fund	–	–	–	–	–
<b>Restricted funds</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>

**Lighting fund**

The Lighting fund was established to fund the costs of upgrading the lighting within the Community Centre onto energy efficient LED lights. The installation works was completed in February 2024, at which point the fund was fully utilised. The charity would like to thank the generous support of Fareham Borough Council (£5,881) and Hampshire County Council (£3,716) for their grants towards this fund.

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds £	Balance 31 Dec 2023 £
<b>2023 analysis</b>			
Tangible fixed assets	1,611	–	1,611
Cash at bank and in hand	17,731	9,597	27,328
Other net current liabilities	(20,086)	–	(20,086)
<b>Total Funds</b>	<b>(744)</b>	<b>9,597</b>	<b>8,853</b>
<b>2022 comparative</b>			
Tangible fixed assets	193	–	193
Cash at bank and in hand	21,765	–	21,765
Other net current liabilities	(14,382)	–	(14,382)
<b>Total Funds</b>	<b>7,576</b>	<b>–</b>	<b>7,576</b>

**PORTCHESTER COMMUNITY CENTRE LIMITED**

England & Wales - Charity number 1150814

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# Accounts

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COMPANY REGISTRATION NUMBER 08233813

**PORTCHESTER COMMUNITY CENTRE LIMITED**  
(A company limited by guarantee)

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31st DECEMBER 2022**



**Charity Number 1150814**

**PORTCHESTER COMMUNITY CENTRE LIMITED**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31st DECEMBER 2022**



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Portchester Community Centre  
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Portchester  
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**PORTCHESTER COMMUNITY CENTRE LIMITED**

**TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31st DECEMBER 2022**



### **OBJECTIVES OF THE CHARITY**

Portchester Community Centre Limited is a charity created on the 28th September 2012 to manage and operate the new community centre in Portchester, for the benefit of all the residents of Portchester and the surrounding area.

Our aim is to provide an environment and the support services whereby people from the community are motivated and enabled, to develop and operate their own clubs, activities, services for the benefit of the community as a whole.

The emphasis is to not just provide services to the community, but to encourage the community to work together to provide the services they want, for each other, whilst ensuring a diverse and cohesive service provision. We undertake regular networking with other providers in the area to establish comprehensive provision enabling us to signpost where appropriate, and streamlining provision to ensure the needs of the community are met.

Where somebody wants to establish and run their own club or activity, and they meet the criteria of our Code of Conduct, we work with them by providing them with the support they need to develop their idea and establish the activity.

Where there are gaps in community provision or in the demographics of the users of the Community Centre, the community outreach worker seeks to identify these needs, enabling us to provide the service ourselves, until someone from within the community wishes to continue the service themselves. Where groups become established and able to support themselves we encourage interested parties to take over the activity and continue to run it. This encourages involvement and ideas ownership from the community to the community.

Regular focus groups take place and market research within the community as a whole (not just those users at the Centre), to ensure we are identifying and providing the services that the community wants and maximising the use of the Community Centre within the community as a whole.

In order to ensure that we are meeting our goals for the Community Centre we monitor the numbers and range of users using the services, to ensure that we are reaching out to as much of the community and to as wider spectrum of users as possible.

### **VISION**

Our vision is a Community Centre where a wide range of activities are run for the whole community, so that all users, of all ages can socialise with other members of the community in activities of entertainment and art, and improving their health, fitness and general wellbeing.

It's about bringing the community together, to develop programs of activities and services that benefit the whole community, with the Community Centre properly at the heart of the Portchester community.

**PORTCHESTER COMMUNITY CENTRE LIMITED**

**TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31st DECEMBER 2022**



**REFERENCE AND ADMINISTRATIVE DETAILS**

The Trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the period ended 31st December 2022.

<b>Registered charity name</b>	Portchester Community Centre Limited
<b>Charity registration number</b>	1150814
<b>Company registration number</b>	08233813
<b>Charity address</b>	Portchester Community Centre Westlands Grove Portchester Fareham Hampshire PO16 9AD
<b>Registered office</b>	3 Acorn Business Centre Northarbour Road Cosham Portsmouth Hampshire PO6 3TH
<b>Trustees</b>	James Blake Richard Carlyle Karen Fryatt (Chair of the Trustees) Cllr. Nicholas Walker Cllr. Sue Walker
<b>Centre manager</b>	Carol Mertens

**PORTCHESTER COMMUNITY CENTRE LIMITED**

**TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31st DECEMBER 2022**



## **ACHIEVEMENTS AND PERFORMANCE IN 2022**

If we thought 2020 and 2021 were testing years, 2022 has eclipsed these for complexity and especially challenging times. It has been a tough time for many individuals and many of our community groups, some groups have taken a significant downturn. It seems that our older community members had low confidence in going out due to residual concerns over contracting covid 19 and many of our centre users are being hit with a lack of available funds due to the ongoing cost of living crisis. It has been great to watch confidence grow throughout the year as we welcomed back many familiar faces as the months went by.

Many groups which were traditionally robust such as slimming world, bridge, badminton, and some of the children's groups, have either closed or have reduced hiring time with us to continue meeting. The theme of many of the new groups and activities throughout the year has been wellbeing, yoga, Pilates, meditation, and coffee mornings have brought opportunities for social and healthy activities.

### **Quarter 1 (January to March)**

During the first quarter of 2022 government regulations were significantly reduced, we continued offering covid 19 and influenza vaccination clinics and we also saw some of the hirers start to return. We held our first post pandemic events with a successful children's disco and a quiz night. It was rewarding to welcome these events as we started to help build confidence in some of the members of our community who had not been out of their homes in a while.

Occasional bookings and party bookings started to increase, and we had 5 new regular hirers starting with us, comprising a church group, 3 wellbeing groups and a regular coffee morning.

### **Quarter 2 (April to June)**

During quarter 2 all remaining covid restrictions fell away. We had some difficult news as many of our hirers expressed challenges with membership and ceased to exist or moved to different premises, this included our two biggest hirers. Party and occasional bookings continued to grow, and we welcomed two new regular hirers; the themes being wellbeing, yoga, and Pilates.

### **Quarter 3 (July to September)**

Quarter 3 is traditionally our quietest times for hire as many groups suspend activities for the summer. Many of our groups had stated that they would start up post covid activities again in September and we were expecting that we would be busy following the summer holidays.

In July, we saw the return of the (Annual) beer festival celebrating its 20th year. Traditionally the beer festival was held in April, however we found the July festival was very well received and put some much-needed excitement and entertainment into our year. The beer festival attracts a demographic which, traditionally, we struggle to reach.

As part of our outreach, we were invited to provide an interview about volunteering in the community on a local charity radio station and we had a couple of new volunteers to help with the Beer festival and to do some gardening at the centre.

**PORTCHESTER COMMUNITY CENTRE LIMITED**

**TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31st DECEMBER 2022**



**ACHIEVEMENTS AND PERFORMANCE IN 2022** *(continued)*

#### **Quarter 4 (October to December)**

During the final quarter of the year, the centre was starting to feel a little more like it did before the pandemic. We were able to put on a Christmas fayre and a disco and our hirers were starting to prosper.

The pre-school expressed some concern regarding business pressures, this was supported by the trustees, and they are going from strength to strength. We introduced a new accounting system, and this took a while to implement putting some strain on the finance team. Having got the accounting package up and running it has worked very well and we now have better control of finances.

#### **Plans for the future**

The forecast for 2023 looks brighter as bookings are robust and it seems most hirers are now on a much more stable footing. We are looking to continue with the wellbeing and social support and encouragement of new hirers who may assist in us reaching a wider demographic.

#### **Volunteers and partnerships**

We continue to value significant and meaningful partnerships with local businesses and members of our community. We have a core of over 16 volunteers who assist with centre cover, administration, website upkeep, and the provision of activities at the centre. Our volunteers assist with gardens, cleaning and with running our variety club group.

#### **Marketing and publicity**

The centre can now rely on its excellent reputation and word of mouth advertising for most events. However, staff are keen to continuously attract new users by using social media, local businesses, magazine publications, newspaper articles, local forums and groups and our website.

#### **Public benefit statement**

The Board of Trustees are satisfied that they have fully complied with the duty in section 4 of the 2011 Charities Act to have due regard to public benefit guidance issued by the Charity Commission, and that the mission, aims and activities of Portchester Community Centre Limited meet with these criteria.

#### **FINANCIAL REVIEW**

The Statement of Financial Activities, set out on page 8, shows the income and expenditure of the charity for the year ended 31st December 2022, with comparative showing the year ended 31st December 2021.

The charity recorded gross incomes of £154,974 (2020 - £143,975). But unlike the 2021 financial period which had a few months of Covid restrictions, there was fewer government grants available to the charity during 2022.

Hire income recovered moderately during 2021 in comparison to the charity pre-Covid hire income (2022 hire income was 97% of 2019, whilst 2021 hire income was 72% of 2019). This does not appear to be a significant difference between the two years, however factoring in inflation then it is clear that the charity is still short of what the charity appeared pre-covid. Similarly the Covid restrictions eliminated the charity's ability to hold any fundraising events during the year, which were an important part of the charity's income generation in 2019, generating over £35,000 per year pre Covid-19.

Overall the charity recorded a deficit for the year of £14,249 (2021 - deficit of £5,155).

**PORTCHESTER COMMUNITY CENTRE LIMITED**

**TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31st DECEMBER 2022**



**FINANCIAL REVIEW** *(continued)*

Bank balances remain low at 31st December 2022 due to the charity needing to use its cash reserves to fund its operations during the Covid-19 affected periods. The charity's bank balances continue to be carefully managed to ensure the charity has sufficient resources to meet its obligations as they fall due and to continue the successful operation of the charity on a sustainable basis, for the foreseeable future.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisation**

The charity is an incorporated company limited by guarantee, registered with the Charity Commission and the Registrar of Companies in England and Wales. The charity was established to operate the newly constructed community centre in Portchester for the benefit of the local inhabitants of Portchester, which was opened and started activities on 7th January 2013.

The charity was under the control of its Board of Trustees throughout the period and is governed by its Memorandum and Articles of Association. The Board of Trustees is made up of an equal number of representatives appointed by Fareham Borough Council and Portchester Community School, plus further Trustees appointed from the community and local businesses, to provide a balanced Board of Trustees. The Board of Trustees meet regularly to assess the performance of the charity and to make strategic decisions on the charity's ongoing activities. Such decisions are made by the Trustees of the charity on a majority vote basis, where each trustee has one vote.

The operational management of the community centre is performed by the Centre Managers who report directly to the Trustees.

**Risk Management**

The Board of Trustees carefully monitors the financial performance of the charity and the availability of its financial resources. The management accounts of the charity are evaluated by the Trustees at every board meeting and appropriate action is taken where necessary to address risks as they arise. The charity's budget is monitored closely and every effort is made to ensure our operations are as efficient possible.

Prospective Trustees can apply to the existing Board of Trustees if they wish to become a trustee of the charity. New Trustees are briefed as to their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, and the charities policies and procedure manual. They will also be briefed on the board structure, budgeting and other financial matters and the general operating procedures of the charity.

**Reserves Policy**

The aim of the Trustees is for the charity to maintain a positive cash flow in order to meet its financial commitments. The eventual aim is to build up sufficient unrestricted funds in reserves to cover future potential maintenance costs on the building and to allow the community centre to remain open without trading for a period of three months.

During the Covid-19 lockdown restrictions the charity has needed to use its brought forward reserves to fund the continuance of the charity. The Trustees hope to replenish these reserves over the next few years, with the charity returning to normal operating capacity post Covid-19.

PORTCHESTER COMMUNITY CENTRE LIMITED

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31st DECEMBER 2022



STRUCTURE, GOVERNANCE AND MANAGEMENT *(continued)*

#### Responsibilities of the Trustees

The Trustees (who are also directors of Portchester Community Centre Limited 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 the 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 policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS 102);
- 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 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 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 in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:  
3 Acorn Business Centre  
Northarbour road  
Cosham  
Hampshire  
PO6 3TH

Signed by order of the Trustees

James Blake  
Trustee

27/9/2023

**PORTCHESTER COMMUNITY CENTRE LIMITED**

**INDEPENDENT EXAMINER'S REPORT**

**YEAR ENDED 31st DECEMBER 2022**



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PORTCHESTER COMMUNITY CENTRE LIMITED**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31st December 2022, which are set out on pages 8 to 16.

**Responsibilities and basis of report**

As the charity trustees of the charitable 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 charitable 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 charitable 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:

- accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 386 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
- 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:

Graham Figgins FCA

Dated: 26 September 2023

for and on behalf of TC Group

3 Acorn Business Centre, Northharbour Road, Cosham, Portsmouth PO6 3TH

**PORTCHESTER COMMUNITY CENTRE LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 31st DECEMBER 2022**



	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
Note	£	£	£	£
<b>INCOMING RESOURCES</b>				
Incoming resources from activities for generating funds:				
Voluntary income	2 270	–	270	10
Community fundraising and events	2 19,735	–	19,735	3,420
Incoming resources from charitable activities	3 134,969	–	134,969	140,545
<b>TOTAL INCOMING RESOURCES</b>	<b>154,974</b>	<b>–</b>	<b>154,974</b>	<b>143,975</b>
<b>RESOURCES EXPENDED</b>				
Costs of generating funds:				
Community fundraising and events	(5,950)	–	(5,950)	(2,578)
Charitable activities	4 (163,273)	–	(163,273)	(146,552)
<b>TOTAL RESOURCES EXPENDED</b>	<b>(169,223)</b>	<b>–</b>	<b>(169,223)</b>	<b>(149,130)</b>
<b>NET MOVEMENT IN FUNDS</b>	<b>(14,249)</b>	<b>–</b>	<b>(14,249)</b>	<b>(5,155)</b>
<b>RECONCILIATION OF FUNDS</b>				
Brought forward at 1st January 2020	21,825	–	21,825	26,980
Transfers between funds	–	–	–	–
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>7,576</b>	<b>–</b>	<b>7,576</b>	<b>21,825</b>
<b>NOTE:</b>				
Total incoming resources	154,974	–	154,974	143,975
Total resources expended	(169,223)	–	(169,223)	(149,130)
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>	<b>(14,249)</b>	<b>–</b>	<b>(14,249)</b>	<b>(5,155)</b>

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 notes on page 10 to 15 form part of these financial statements.

PORTCHESTER COMMUNITY CENTRE LIMITED

BALANCE SHEET

YEAR ENDED 31st DECEMBER 2022



	Note	At 31st Dec 2022 £	At 31st Dec 2021 £
<b>FIXED ASSETS</b>			
Tangible assets	8	193	1,177
<b>CURRENT ASSETS</b>			
Debtors	9	16,585	17,456
Cash at bank and in hand		21,765	25,661
		<u>38,349</u>	<u>43,117</u>
<b>CREDITORS: Amounts falling due within one year</b>	10	<b>(30,966)</b>	(22,469)
<b>NET CURRENT ASSETS</b>		<u>7,383</u>	<u>20,648</u>
<b>NET ASSETS</b>		<u>7,576</u>	<u>21,825</u>
<b>FUNDS</b>			
Restricted income funds		–	–
Unrestricted income funds	11	7,576	21,825
<b>TOTAL FUNDS</b>		<u>7,576</u>	<u>21,825</u>

These financial statements have been prepared in 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

For the year ending 31st December 2022 the charitable company 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 company to obtain an audit of its accounts for the year in question in accordance with section 476;
- 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 were approved by the Trustees on 27/9/2023, and are signed on their behalf by:

James Blake  
Trustee and Treasurer

Company Registration Number 08233813

The notes on page 10 to 15 form part of these financial statements.



**1. ACCOUNTING POLICIES**

**Company information**

Portchester Community Centre Limited (08233813) is a company limited by guarantee incorporated in England and Wales and is a registered charity (1150814). The registered office is 3 Acorn Business Centre, Northarbour Road, Cosham, Portsmouth PO6 3TH.

**Basis of accounting**

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

Portchester Community Centre Limited 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**

At the date of approval of these financial statements, the charity like many organisations in the UK, is affected by the cost of living crises, with high cost inflation, especially in energy costs caused by the Russia-Ukraine war. The charity has seen a significant increase in its operation costs at a time when demand for hire of the community centre remains fragile following the impact of the Covid-19 pandemic and the lockdown restrictions.

These factors are largely outside of the control of the charity's trustees, but could have a significant impact on the charity for the forthcoming period throughout 2023/24.

As set out in the statement on the Responsibilities of the Trustees on pages 5 to 6, in preparing these financial statements the trustees are required to prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate. In satisfaction of this responsibility the trustees have considered their expectations for the charity over the next 12 months and the charity's ability to meet its liabilities as they fall due, based upon the information available to the trustees at the date of these financial statements.

These forecasts together with the continued support of Portchester Community School suggest that the charity will be able to generate sufficient resources to enable it to continue to operate for the foreseeable future. Accordingly the Trustees have prepared the financial statements on the going concern basis.

**1. ACCOUNTING POLICIES** *(continued)*

**Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Income from the hire of the community centre's facilities and rooms is recognised at the date of the hire.

**Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with voluntary income and the costs of fundraising purposes. Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the 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.

**Fixed assets and depreciation**

All fixed assets are initially recorded at cost. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office Equipment	- 25% straight line
------------------	---------------------

**Funds structure**

The charity has a number of restricted income funds to account for a situation where a donor requires that a donation must be spent on a particular purpose or where funds have been raised for a specific purpose.

Unrestricted income funds are funds available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds are funds set aside by the Trustees out of unrestricted income funds for specific future purposes or projects.

PORTCHESTER COMMUNITY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st DECEMBER 2022



2. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Voluntary income</b>				
Donations – Miscellaneous	270	–	270	10
<b>Community fundraising and events</b>				
Fundraising events and other income	19,735	–	19,735	3,420
	<u>20,005</u>	<u>–</u>	<u>20,005</u>	<u>3,430</u>

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Services provided to users of the community centre</b>				
Community user groups	35,996	–	35,996	43,367
Commercial user groups providing services to the public	76,460	–	76,460	50,438
Private hire by members of the public	18,513	–	18,513	7,675
<b>Coronavirus government support grants</b>				
Coronavirus Job Retention Scheme	–	–	–	37,967
Other local government grants	4,000	–	4,000	1,098
	<u>134,969</u>	<u>–</u>	<u>134,969</u>	<u>140,545</u>

4. COSTS OF CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Staff salaries	66,650	–	66,650	56,759
Costs of community own provisioning	391	–	391	169
Centre management charges	42,731	–	42,731	41,212
Rent	3,114	–	3,114	3,114
Utility and energy costs	16,955	–	16,955	20,148
General maintenance and cleaning costs	22,915	–	22,915	15,757
Print, post and stationery	785	–	785	892
Telephone and internet	1,753	–	1,753	1,636
Advertising	394	–	394	110
Insurance	1,219	–	1,219	1,251
Licensing costs	2,537	–	2,537	948
Accountancy fees	2,844	–	2,844	2,772
Legal and professional fees	–	–	–	–
Depreciation of office equipment	985	–	985	1,784
	<u>163,273</u>	<u>–</u>	<u>163,273</u>	<u>146,552</u>

**PORTCHESTER COMMUNITY CENTRE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st DECEMBER 2022**



**5. NET INCOMING RESOURCES FOR THE PERIOD**

This is stated after charging:

	<b>2022</b>	2021
	£	£
Depreciation	<b>985</b>	1,784

**6. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	<b>2022</b>	2021
	£	£
Wages and salaries	<b>64,602</b>	58,319
Training and other staff costs	<b>2,048</b>	2,065
	<b>66,650</b>	60,384

**Particulars of employees:**

The average number of employees during the year was as follows:

	<b>2022</b>	2021
	No	No
Number of centre staff	<b>11</b>	11
	<b>11</b>	11

The Centre Manager; Carol Mertens is an employee of Portchester Community School and not the charity, hence is not included in the above. During the year ended 31st December 2022 the charity paid Portchester Community School £42,731 (2021 - £41,212) in respect of the management services provided by the Centre Manager.

No remuneration was paid to Trustees during the period.

**7. RELATED PARTY TRANSACTIONS**

Richard Carlyle is the Headteacher of Portchester Community School. At the 31st December 2022 the charity owed Portchester Community School £9,746 (2021 - £2,540), which is disclosed within 'Other creditors'.

Councillor Nicholas Walker and Councillor Sue Bell are councillors of Fareham Borough Council. During the year ended 31st December 2022, the charity paid rents totalling £3,114 (2021 - £3,114) to Fareham Borough Council for the use of the community centre building.

James Blake is an employee of the accountancy firm, the TC Group. During the year ended 31st December 2022 the TC Group provided payroll and accountancy services to the charity totalling £2,844 (2021 - £2,772).

PORTCHESTER COMMUNITY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st DECEMBER 2022



8. TANGIBLE FIXED ASSETS

	Office equipment £	Total £
<b>COST</b>		
At 1 January 2022	38,186	38,186
Additions	–	–
<b>At 31 December 2022</b>	<b>38,186</b>	<b>38,186</b>
<b>DEPRECIATION</b>		
At 1 January 2022	37,009	37,009
Charge for the period	985	985
<b>At 31 December 2022</b>	<b>37,994</b>	<b>37,994</b>
<b>NET BOOK VALUE</b>		
<b>At 31 December 2022</b>	<b>193</b>	<b>193</b>
At 31 December 2021	1,177	1,177

9. DEBTORS

	At 31st Dec 2022 £	At 31st Dec 2021 £
Amounts receivable from facility hirers	8,032	10,270
Prepayments and accrued income	8,553	7,186
	<b>16,585</b>	<b>17,456</b>

10. CREDITORS: Amounts falling due within one year

	At 31st Dec 2022 £	At 31st Dec 2021 £
Amounts owed to third party suppliers	1,899	90
Accruals	5,223	2,338
Deferred income	9,525	13,133
Payroll creditors (including wages and taxes)	4,573	4,369
Other creditors	9,746	2,539
	<b>30,966</b>	<b>22,469</b>

PORTCHESTER COMMUNITY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st DECEMBER 2022



11. UNRESTRICTED INCOME FUNDS

2022 analysis	Balance at 31 Dec 2021 £	Incoming resources £	Outgoing resources £	Transfers £	Balance 31 Dec 2022 £
General fund	(14,175)	154,974	(169,223)	8,000	(20,424)
Sinking maintenance fund	36,000	–	–	(8,000)	28,000
<b>Unrestricted funds</b>	<b>21,825</b>	<b>154,974</b>	<b>(169,223)</b>	<b>–</b>	<b>7,576</b>

**General fund**

The General fund is the 'free reserves' of the charity allowing for all designated funds.

**Sinking maintenance fund**

The Sinking maintenance fund is a designated fund created by the Trustees to provide for potential future costs of maintaining the Portchester Community Centre building.

2021 comparative	Balance at 31 Dec 2020 £	Incoming resources £	Outgoing resources £	Transfers £	Balance 31 Dec 2021 £
General fund	(9,020)	143,975	(149,130)	–	(14,175)
Sinking maintenance fund	36,000	–	–	–	36,000
<b>Unrestricted funds</b>	<b>26,980</b>	<b>143,975</b>	<b>(149,130)</b>	<b>–</b>	<b>21,825</b>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

2022 analysis	Unrestricted funds £	Restricted funds £	Balance 31 Dec 2022 £
Tangible fixed assets	193	–	193
Cash at bank and in hand	21,765	–	21,765
Other net current liabilities	(14,382)	–	(14,382)
<b>Total Funds</b>	<b>7,576</b>	<b>–</b>	<b>7,576</b>

2021 comparative	Unrestricted funds £	Restricted funds £	Balance 31 Dec 2021 £
Tangible fixed assets	1,177	–	1,177
Cash at bank and in hand	25,661	–	25,661
Other net current liabilities	(5,013)	–	(5,013)
<b>Total Funds</b>	<b>21,825</b>	<b>–</b>	<b>21,825</b>

**PORTCHESTER COMMUNITY CENTRE LIMITED**

England & Wales - Charity number 1150814

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# Accounts

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**PORTCHESTER COMMUNITY CENTRE LIMITED**  
(A company limited by guarantee)

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31st DECEMBER 2021**



**PORTCHESTER COMMUNITY CENTRE LIMITED**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31st DECEMBER 2021**



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Portchester Community Centre  
Westlands Grove  
Portchester  
Fareham  
PO16 9AD

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Website : [www.portchestercommunitycentre.co.uk](http://www.portchestercommunitycentre.co.uk)



## **OBJECTIVES OF THE CHARITY**

Portchester Community Centre Limited is a charity created on the 28th September 2012 to manage and operate the new community centre in Portchester, for the benefit of all the residents of Portchester and the surrounding area.

Our aim is to provide an environment and the support services whereby people from the community are motivated and enabled, to develop and operate their own clubs, activities, services for the benefit of the community as a whole.

The emphasis is to not just provide services to the community, but to encourage the community to work together to provide the services they want, for each other, whilst ensuring a diverse and cohesive service provision. We undertake regular networking with other providers in the area to establish comprehensive provision enabling us to signpost where appropriate, and streamlining provision to ensure the needs of the community are met.

Where somebody wants to establish and run their own club or activity, and they meet the criteria of our Code of Conduct, we work with them by providing them with the support they need to develop their idea and establish the activity.

Where there are gaps in community provision or in the demographics of the users of the Community Centre, the community outreach worker seeks to identify these needs, enabling us to provide the service ourselves, until someone from within the community wishes to continue the service themselves. Where groups become established and able to support themselves we encourage interested parties to take over the activity and continue to run it. This encourages involvement and ideas ownership from the community to the community.

Regular focus groups take place and market research within the community as a whole (not just those users at the Centre), to ensure we are identifying and providing the services that the community wants and maximising the use of the Community Centre within the community as a whole.

In order to ensure that we are meeting our goals for the Community Centre we monitor the numbers and range of users using the services, to ensure that we are reaching out to as much of the community and to as wider spectrum of users as possible.

## **VISION**

Our vision is a Community Centre where a wide range of activities are run for the whole community, so that all users, of all ages can socialise with other members of the community in activities of entertainment and art, and improving their health, fitness and general wellbeing.

It's about bringing the community together, to develop programs of activities and services that benefit the whole community, with the Community Centre properly at the heart of the Portchester community.



**REFERENCE AND ADMINISTRATIVE DETAILS**

The Trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the period ended 31st December 2021.

<b>Registered charity name</b>	Portchester Community Centre Limited
<b>Charity registration number</b>	1150814
<b>Company registration number</b>	08233813
<b>Charity address</b>	Portchester Community Centre Westlands Grove Portchester Fareham Hampshire PO16 9AD
<b>Registered office</b>	3 Acorn Business Centre Northarbour Road Cosham Portsmouth Hampshire PO6 3TH
<b>Trustees</b>	James Blake Richard Carlyle Karen Fryatt Cllr. Nicholas Walker Cllr. Sue Walker (Chair of the Trustees)
<b>Centre manager</b>	Carol Mertens Lucy Redfern

## **ACHIEVEMENTS AND PERFORMANCE IN 2021**

Following a tumultuous 2020 we were unsure what to expect of 2021. During most of the year 2021 we reacted to the various levels, lockdowns, and restrictions that every community in England was subject to and we were heartened by the support of our volunteers, our hirers, our groups, and our community.

### 1st January 2021 to 12th April 2021

During the first quarter of 2021, the centre was under full lockdown restrictions, and we opened for the pre-school provision and for NHS Blood donations. During March we worked with a partnership of 4 local medical practices to become a Covid 19 vaccination centre for Portchester and Fareham. The vaccination centre opened on March 4th with the capacity to vaccinate up to 2400 members of our community per day.

### 13th April to 31 August 2021

During this period, the ongoing restrictions constrained bookings and whilst we continued with the Pre-School, Blood donor sessions and vaccination sessions, we only saw a slow recovery of children's group hires. From the beginning of May some of the adult centric groups were permitted and whilst the users exhibited low confidence, we did see some of our pre-Covid regular hirers return. These groups were no contact, socially distanced and were wearing face coverings and always adhering to hand hygiene protocols. On the 6th of May the first local elections in 2 years took place and the election officer was happy with the arrangements and the turn out. Many hirers elected to re-start in September as the concern of another lockdown was often imminent.

### 1st September to the end of 2021

During this period, we saw an upturn in hirers returning however ongoing restrictions meant that confidence remained low and many groups struggled to keep membership numbers sufficient to meet their needs. In September we assisted the local doctors practice with mass flu vaccinations over several weekends. On the 31st of October we ran our first event, a Halloween Disco for under 6's and this was a resounding success. On the 3rd of December we ran our first adult centred event, a quiz with 90 people attending.

### Summary

During 2021 we had 33 party bookings, in a normal year this would be closer to 200. We did however increase our usual number of blood donation bookings from 11 sessions to 17 sessions in the year.

In partnership with the 4 local doctors' practices, we were central in helping them administer over 70,000 doses of Covid-19 vaccine between 4th March and 29th of December to the members of our community.

We were unable to run many of our fundraising events this year including our two main fundraisers, the Beer Festival and the Cider and Sausage festival.

We moved into 2022 with lower hire levels than before the Covid pandemic outbreak, however are hopeful that the recovery from this most unusual period will be successful.

### **Plans for the future**

The viability of the centre is of utmost importance. We continue to focus on ensuring that we can accurately ascertain the needs of the community and react to those needs appropriately.

High inflation is having a significant impact on the community, and similarly has a significant impact on the costs of running the charity, and the costs to our hirers too. The charity's management carefully monitors the costs of the charity and seeks to run the charity as efficiently as possible, whilst still providing the charity's services.

**ACHIEVEMENTS AND PERFORMANCE IN 2021** *(continued)*

**Volunteers and partnerships**

We continue to value significant and meaningful partnerships with local businesses and members of our community. We have a core of over 12 volunteers who assist with centre cover, administration, website upkeep, and the provision of activities at the centre. Our volunteers assist with gardens, cleaning and with running our variety club group.

**Marketing and publicity**

The centre can now rely on its excellent reputation and word of mouth advertising for most events. However, staff are keen to continuously attract new users by using social media, local businesses, magazine publications, newspaper articles, local forums and groups and our website.

**Public benefit statement**

The Board of Trustees are satisfied that they have fully complied with the duty in section 4 of the 2011 Charities Act to have due regard to public benefit guidance issued by the Charity Commission, and that the mission, aims and activities of Portchester Community Centre Limited meet with these criteria.

**FINANCIAL REVIEW**

The Statement of Financial Activities, set out on page 8, shows the income and expenditure of the charity for the year ended 31st December 2021, with comparative showing the year ended 31st December 2020.

Despite the community centre being closed to providing many of its community services for over 3 months of the year, due to the Covid restrictions, the charity recorded gross incomes of £143,975 (2020 - £132,275). But unlike the 2020 financial period which had 9 months of Covid restrictions, there was fewer government grants available to the charity during 2021.

Hire income recovered slowly during 2021, but still fell along way short of that achieved by the charity pre-Covid (2021 hire income was 72% of 2019, whilst 2020 hire income was 52% of 2019). Similarly the Covid restrictions eliminated the charity's ability to hold any fundraising events during the year, which were an important part of the charity's income generation in 2019, generating over £35,000 per year pre Covid-19.

Maintenance work which had been postponed during 2020 was completed during 2021 to coincide with the lifting of the Covid-19 restrictions, to get the Community Centre ready for the recommencement of hiring.

Overall the charity recorded a deficit for the year of £5,155 (2020 - deficit of £4,324).

Bank balances remain low at 31st December 2021 due to the charity needing to use its cash reserves to fund its operations during the Covid-19 affected periods. The charity's bank balances continue to be carefully managed to ensure the charity has sufficient resources to meet its obligations as they fall due and to continue the successful operation of the charity on a sustainable basis, for the foreseeable future.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Organisation**

The charity is an incorporated company limited by guarantee, registered with the Charity Commission and the Registrar of Companies in England and Wales. The charity was established to operate the newly constructed community centre in Portchester for the benefit of the local inhabitants of Portchester, which was opened and started activities on 7th January 2013.

The charity was under the control of its Board of Trustees throughout the period and is governed by its Memorandum and Articles of Association. The Board of Trustees is made up of an equal number of representatives appointed by Fareham Borough Council and Portchester Community School, plus further Trustees appointed from the community and local businesses, to provide a balanced Board of Trustees. The Board of Trustees meet regularly to assess the performance of the charity and to make strategic decisions on the charity's ongoing activities. Such decisions are made by the Trustees of the charity on a majority vote basis, where each trustee has one vote.

The operational management of the community centre is performed by the Centre Managers who report directly to the Trustees.

### **Risk Management**

The Board of Trustees carefully monitors the financial performance of the charity and the availability of its financial resources. The management accounts of the charity are evaluated by the Trustees at every board meeting and appropriate action is taken where necessary to address risks as they arise. The charity's budget is monitored closely and every effort is made to ensure our operations are as efficient possible.

Prospective Trustees can apply to the existing Board of Trustees if they wish to become a trustee of the charity. New Trustees are briefed as to their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, and the charities policies and procedure manual. They will also be briefed on the board structure, budgeting and other financial matters and the general operating procedures of the charity.

### **Reserves Policy**

The aim of the Trustees is for the charity to maintain a positive cash flow in order to meet its financial commitments. The eventual aim is to build up sufficient unrestricted funds in reserves to cover future potential maintenance costs on the building and to allow the community centre to remain open without trading for a period of three months.

During the Covid-19 lockdown restrictions the charity has needed to use its brought forward reserves to fund the continuance of the charity. The Trustees hope to replenish these reserves over the next few years, with the charity returning to normal operating capacity post Covid-19.

### **Responsibilities of the Trustees**

The Trustees (who are also directors of Portchester Community Centre Limited 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).

**STRUCTURE, GOVERNANCE AND MANAGEMENT** *(continued)*

Company law requires the 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 policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS 102);
- 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 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 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 in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:  
3 Acorn Business Centre  
Northarbour road  
Cosham  
Hampshire  
PO6 3TH

Signed by order of the Trustees



James Blake  
Trustee  
28 September 2022

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PORTCHESTER COMMUNITY CENTRE LIMITED**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31st December 2021, which are set out on pages 8 to 16.

**Responsibilities and basis of report**

As the charity trustees of the charitable 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 charitable 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 charitable 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:

- accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 386 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
- 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:



Graham Figgins FCA

Dated: 28 September 2022

for and on behalf of TC Group

3 Acorn Business Centre, Northarbour Road, Cosham, Portsmouth PO6 3TH

STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)



YEAR ENDED 31st DECEMBER 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>INCOMING RESOURCES</b>					
Incoming resources from activities for generating funds:					
Voluntary income	2	10	–	10	51
Community fundraising and events	2	3,420	–	3,420	4,273
Incoming resources from charitable activities	3	140,545	–	140,545	127,951
<b>TOTAL INCOMING RESOURCES</b>		<b>143,975</b>	<b>–</b>	<b>143,975</b>	<b>132,275</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Community fundraising and events		(2,578)	–	(2,578)	(1,276)
Charitable activities	4	(146,552)	–	(146,552)	(135,431)
<b>TOTAL RESOURCES EXPENDED</b>		<b>(149,130)</b>	<b>–</b>	<b>(149,130)</b>	<b>(136,707)</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(5,155)</b>	<b>–</b>	<b>(5,155)</b>	<b>(4,432)</b>
<b>RECONCILIATION OF FUNDS</b>					
Brought forward at 1st January 2020		26,980	–	26,980	31,412
Transfers between funds		–	–	–	–
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>21,825</b>	<b>–</b>	<b>21,825</b>	<b>26,980</b>
<b>NOTE:</b>					
Total incoming resources		143,975	–	143,975	132,275
Total resources expended		(149,130)	–	(149,130)	(136,707)
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		<b>(5,155)</b>	<b>–</b>	<b>(5,155)</b>	<b>(4,432)</b>

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 notes on pages 10 to 16 form part of these financial statements.

**PORTCHESTER COMMUNITY CENTRE LIMITED**

**BALANCE SHEET**

**YEAR ENDED 31st DECEMBER 2021**



	Note	At 31st Dec 2021 £	At 31st Dec 2020 £
<b>FIXED ASSETS</b>			
Tangible assets	8	1,177	2,757
<b>CURRENT ASSETS</b>			
Debtors	9	17,456	8,934
Cash at bank and in hand		25,661	34,720
		<u>43,117</u>	<u>43,654</u>
<b>CREDITORS: Amounts falling due within one year</b>	10	<b>(22,469)</b>	<b>(19,431)</b>
		<u>20,648</u>	<u>24,223</u>
<b>NET CURRENT ASSETS</b>		<b>20,648</b>	<b>24,223</b>
<b>NET ASSETS</b>		<u><b>21,825</b></u>	<u>26,980</u>
<b>FUNDS</b>			
Restricted income funds	11	–	–
Unrestricted income funds	12	21,825	26,980
<b>TOTAL FUNDS</b>		<u><b>21,825</b></u>	<u>26,980</u>

These financial statements have been prepared in 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

For the year ending 31st December 2021 the charitable company 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 company to obtain an audit of its accounts for the year in question in accordance with section 476;
- 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 were approved by the Trustees on 28 / 09 / 2022, and are signed on their behalf by:

James Blake  
Trustee and Treasurer

Company Registration Number 08233813

The notes on pages 10 to 16 form part of these financial statements.

## 1. ACCOUNTING POLICIES

### Company information

Portchester Community Centre Limited (08233813) is a company limited by guarantee incorporated in England and Wales and is a registered charity (1150814). The registered office is 3 Acorn Business Centre, Northarbour Road, Cosham, Portsmouth PO6 3TH.

### Basis of accounting

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

Portchester Community Centre Limited 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

At the date of approval of these financial statements, the charity like many organisations in the UK, is affected by the cost of living crises, with high cost inflation, especially in energy costs caused by the Russia-Ukraine war. The charity has seen a significant increase in its operation costs at a time when demand for hire of the community centre remains fragile following the impact of the Covid-19 pandemic and the lockdown restrictions.

These factors and any future policy announcements by the UK government concerning supporting businesses and voluntary groups with the increased costs of energy, are largely outside of the control of the charity's trustees, but could have a significant impact on the charity for the forthcoming period throughout 2022/23.

As set out in the statement on the Responsibilities of the Trustees on pages 5 to 6, in preparing these financial statements the trustees are required to prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate. In satisfaction of this responsibility the trustees have considered their expectations for the charity over the next 12 months and the charity's ability to meet its liabilities as they fall due, based upon the information available to the trustees at the date of these financial statements.

At the time of approving the financial statements, the charity's bank balances have been significantly weakened by the lower than anticipated hire demand following the lifting of the Covid-19 restrictions and the considerably higher than expected inflation costs affecting the charity. The trustees have implemented strategies to address the reduction in the charity's cash reserves, and with increased fundraising the charity expects to generate positive cash flows to the charity.

The trustees therefore have a reasonable expectation that the charity has sufficient resources to be able to continue to operate for at least the next 12 months and to contend with the uncertainties that may arise as a result of this ongoing period of higher inflation. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**1. ACCOUNTING POLICIES** *(continued)*

**Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Income from the hire of the community centre's facilities and rooms is recognised at the date of the hire.

**Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with voluntary income and the costs of fundraising purposes. Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the 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.

**Fixed assets and depreciation**

All fixed assets are initially recorded at cost. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office Equipment	- 25% straight line
------------------	---------------------

**Funds structure**

The charity has a number of restricted income funds to account for a situation where a donor requires that a donation must be spent on a particular purpose or where funds have been raised for a specific purpose.

Unrestricted income funds are funds available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds are funds set aside by the Trustees out of unrestricted income funds for specific future purposes or projects.

2. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Voluntary income</b>				
Donations – Miscellaneous	10	–	10	51
<b>Community fundraising and events</b>				
Fundraising events and other income	3,420	–	3,420	4,273
	<u>3,430</u>	<u>–</u>	<u>3,430</u>	<u>4,324</u>

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Services provided to users of the community centre</b>				
Community user groups	43,367	–	43,367	10,879
Commercial user groups providing services to the public	50,438	–	50,438	53,051
Private hire by members of the public	7,675	–	7,675	8,970
<b>Coronavirus government support grants</b>				
Coronavirus Job Retention Scheme	37,967	–	37,967	30,051
Other grants	1,098	–	1,098	25,000
	<u>140,545</u>	<u>–</u>	<u>140,545</u>	<u>127,951</u>

4. COSTS OF CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Staff salaries	56,759	–	56,759	60,384
Costs of community own provisioning	169	–	169	1,775
Centre management charges	41,212	–	41,212	41,212
Rent	3,114	–	3,114	3,114
Utility and energy costs	20,148	–	20,148	13,754
General maintenance and cleaning costs	15,757	–	15,757	4,078
Print, post and stationery	892	–	892	772
Telephone and internet	1,636	–	1,636	1,501
Advertising	110	–	110	1,656
Insurance	1,251	–	1,251	1,130
Licensing costs	948	–	948	724
Accountancy fees	2,772	–	2,772	3,108
Legal and professional fees	–	–	–	–
Depreciation of office equipment	1,784	–	1,784	2,223
	<u>146,552</u>	<u>–</u>	<u>146,552</u>	<u>135,431</u>

**5. NET INCOMING RESOURCES FOR THE PERIOD**

This is stated after charging:

	<b>2021</b>	2020
	£	£
Depreciation	<b>1,784</b>	2,223

**6. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	<b>2021</b>	2020
	£	£
Wages and salaries	<b>54,959</b>	58,319
Training and other staff costs	<b>1,800</b>	2,065
	<b>56,759</b>	60,384

**Particulars of employees:**

The average number of employees during the year was as follows:

	<b>2021</b>	2020
	No	No
Number of centre staff	<b>11</b>	11
	<b>11</b>	11

The Centre Managers; Lucy Redfern and Carol Mertens are employees of Portchester Community School and not the charity, hence are not included in the above. During the year ended 31st December 2021 the charity paid Portchester Community School £41,212 (2020 - £41,212) in respect of the management services provided by the Centre Managers.

No remuneration was paid to Trustees during the period.

**7. RELATED PARTY TRANSACTIONS**

Richard Carlyle is the Headteacher of Portchester Community School. At the 31st December 2021 the charity owed Portchester Community School £nil (2020 - £2,539), which is disclosed within 'Other creditors'.

Councillor Nicholas Walker and Councillor Sue Bell are councillors of Fareham Borough Council. During the year ended 31st December 2021, the charity paid rents totalling £3,114 (2020 - £3,114) to Fareham Borough Council for the use of the community centre building.

James Blake is an employee of the accountancy firm, the TC Group. During the year ended 31st December 2021 the TC Group provided payroll and accountancy services to the charity totalling £2,772 (2020 - £3,108).

8. TANGIBLE FIXED ASSETS

	Office equipment £	Total £
<b>COST</b>		
At 1 January 2021	37,982	37,982
Additions	<b>204</b>	<b>204</b>
<b>At 31 December 2021</b>	<b><u>38,186</u></b>	<b><u>38,186</u></b>
<b>DEPRECIATION</b>		
At 1 January 2021	35,225	35,225
Charge for the period	<b>1,784</b>	<b>1,784</b>
<b>At 31 December 2021</b>	<b><u>37,009</u></b>	<b><u>37,009</u></b>
<b>NET BOOK VALUE</b>		
<b>At 31 December 2021</b>	<b><u>1,177</u></b>	<b><u>1,177</u></b>
At 31 December 2020	<u>2,757</u>	<u>2,757</u>

9. DEBTORS

	At 31st Dec 2021 £	At 31st Dec 2020 £
Amounts receivable from facility hirers	<b>10,270</b>	5,046
Prepayments and accrued income	<b>7,186</b>	3,887
	<b><u>17,456</u></b>	<u>8,933</u>

10. CREDITORS: Amounts falling due within one year

	At 31st Dec 2021 £	At 31st Dec 2020 £
Amounts owed to third party suppliers	<b>90</b>	807
Accruals	<b>2,338</b>	2,864
Deferred income	<b>13,133</b>	8,943
Payroll creditors (including wages and taxes)	<b>4,369</b>	4,279
Other creditors	<b>2,539</b>	2,539
	<b><u>22,469</u></b>	<u>19,432</u>



**12. UNRESTRICTED INCOME FUNDS**

2021 analysis	Balance at 31 Dec 2020 £	Incoming resources £	Outgoing resources £	Transfers £	Balance 31 Dec 2021 £
General fund	(9,020)	143,975	(149,130)	–	(14,175)
Sinking maintenance fund	36,000	–	–	–	36,000
<b>Unrestricted funds</b>	<b>26,980</b>	<b>143,975</b>	<b>(149,130)</b>	<b>–</b>	<b>21,825</b>

**General fund**

The General fund is the 'free reserves' of the charity allowing for all designated funds.

**Sinking maintenance fund**

The Sinking maintenance fund is a designated fund created by the Trustees to provide for potential future costs of maintaining the Portchester Community Centre building.

2020 comparative	Balance at 31 Dec 2019 £	Incoming resources £	Outgoing resources £	Transfers £	Balance 31 Dec 2020 £
General fund	(4,588)	132,275	(136,707)	–	(9,020)
Sinking maintenance fund	36,000	–	–	–	36,000
<b>Unrestricted funds</b>	<b>31,412</b>	<b>132,275</b>	<b>(136,707)</b>	<b>–</b>	<b>26,980</b>

**13. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

2021 analysis	Unrestricted funds	Restricted funds	Balance 31 Dec 2021
		£	£
Tangible fixed assets	1,177	–	1,177
Cash at bank and in hand	25,661	–	25,661
Other net current liabilities	(5,013)	–	(5,013)
<b>Total Funds</b>	<b>21,825</b>	<b>–</b>	<b>21,825</b>

2020 comparative	Unrestricted funds	Restricted funds	Balance 31 Dec 2020
		£	£
Tangible fixed assets	2,757	–	2,757
Cash at bank and in hand	34,720	–	34,720
Other net current liabilities	(10,497)	–	(10,497)
<b>Total Funds</b>	<b>26,980</b>	<b>–</b>	<b>26,980</b>

**PORTCHESTER COMMUNITY CENTRE LIMITED**

England & Wales - Charity number 1150814

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# Accounts

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**PORTCHESTER COMMUNITY CENTRE LIMITED**  
(A company limited by guarantee)

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31st DECEMBER 2020**



**Charity Number 1150814**

**PORTCHESTER COMMUNITY CENTRE LIMITED**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31st DECEMBER 2020**



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Portchester Community Centre  
Westlands Grove  
Portchester  
Fareham  
PO16 9AD

Tel : 02392 321 787  
Email : [info@portchestercommunitycentre.co.uk](mailto:info@portchestercommunitycentre.co.uk)  
Website : [www.portchestercommunitycentre.co.uk](http://www.portchestercommunitycentre.co.uk)

## **OBJECTIVES OF THE CHARITY**

Portchester Community Centre Limited is a charity created on the 28th September 2012 to manage and operate the new community centre in Portchester, for the benefit of all the residents of Portchester and the surrounding area.

Our aim is to provide an environment and the support services whereby people from the community are motivated and enabled, to develop and operate their own clubs, activities, services for the benefit of the community as a whole.

The emphasis is to not just provide services to the community, but to encourage the community to work together to provide the services they want, for each other, whilst ensuring a diverse and cohesive service provision. We undertake regular networking with other providers in the area to establish comprehensive provision enabling us to signpost where appropriate, and streamlining provision to ensure the needs of the community are met.

Where somebody wants to establish and run their own club or activity, and they meet the criteria of our Code of Conduct, we work with them by providing them with the support they need to develop their idea and establish the activity.

Where there are gaps in community provision or in the demographics of the users of the Community Centre, the community outreach worker seeks to identify these needs, enabling us to provide the service ourselves, until someone from within the community wishes to continue the service themselves. Where groups become established and able to support themselves we encourage interested parties to take over the activity and continue to run it. This encourages involvement and ideas ownership from the community to the community.

Regular focus groups take place and market research within the community as a whole (not just those users at the Centre), to ensure we are identifying and providing the services that the community wants and maximising the use of the Community Centre within the community as a whole.

In order to ensure that we are meeting our goals for the Community Centre we monitor the numbers and range of users using the services, to ensure that we are reaching out to as much of the community and to as wider spectrum of users as possible.

## **VISION**

Our vision is a Community Centre where a wide range of activities are run for the whole community, so that all users, of all ages can socialise with other members of the community in activities of entertainment and art, and improving their health, fitness and general wellbeing.

It's about bringing the community together, to develop programs of activities and services that benefit the whole community, with the Community Centre properly at the heart of the Portchester community.

**REFERENCE AND ADMINISTRATIVE DETAILS**

The Trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the period ended 31st December 2020.

<b>Registered charity name</b>	Portchester Community Centre Limited	
<b>Charity registration number</b>	1150814	
<b>Company registration number</b>	08233813	
<b>Charity address</b>	Portchester Community Centre Westlands Grove Portchester Fareham Hampshire PO16 9AD	
<b>Registered office</b>	3 Acorn Business Centre Northarbour Road Cosham Portsmouth Hampshire PO6 3TH	
<b>Trustees</b>	James Blake Richard Carlyle Denise Fletcher-Lance Karen Fryatt Cllr. Nicholas Walker Cllr. Sue Walker	(Resigned 21st January 2020) (Chair of the Trustees)
<b>Centre manager</b>	Carol Mertens Lucy Redfern	

## **ACHIEVEMENTS AND PERFORMANCE IN 2020**

Portchester Community Centre has been open for approximately nine years and has established a reputation for exceptional service and an excellent quality provision within Portchester village and the surrounding district. 2020 commenced with a sense of confidence and a robust schedule of events which were targeted to attract an increasingly diverse section of our community.

During late February and early March 2020 it became increasingly apparent that the Covid-19 threat would impact on the activities at the centre. Risk assessment and plans were put in place to be able to provide a safe environment for members of the community to continue to attend groups and events at the centre, however faced with frequently changing government guidance, the Trustees during an extraordinary meeting on the 16th of March, took the decision to close the centre on the 20th of March 2021. Initial planning for a 12 week closure as set out initially by the government, led to the staff being placed on what ultimately led to a furlough arrangement. The upkeep of the centre was taken up by the management team, with external contracts suspended as part of a system of budget cuts effected to focus on sustainability of the centre and its survival.

During the various restriction levels, tiers of lockdown and government Covid-19 measures throughout 2020, the centre was often prevented from opening and providing our usual services. We continued to be registered as an emergency response centre, host to the Big Discoveries Pre-School and as a local venue for the NHS Blood Donation service.

Whilst many community halls were unable to open their doors, the local NHS trusts found difficulty in booking venues for blood donation to take place, so we increased our provision by hosting 7 additional sessions to 3 different NHS Trusts. Throughout the pandemic, Big-Discoveries Pre-School offered services to key worker children, as together we all contributed towards keeping the critical and emergency services working in the district.

During the times where lockdown and tiers allowed, we continued to provide room hire to groups offering permitted activities. Throughout the periods where we were able to open, robust risk assessment has been in place to safeguard the members of the community, our staff and all our volunteers. We continued to ensure communication with our user groups throughout, including directing them to the various grants and funding available to assist them in ensuring their own sustainability.

We would like to thank every member of the community who attend and support the groups and events held at the community centre, for their generous support.

### **Plans for the future**

We are unsure of what 2021 will bring as the risk of disruption from Covid-19 remains and the interruption to the aims of the charity continues to be likely. Future focus is on ensuring that we can accurately ascertain the needs of the community and react to those needs appropriately. We will focus on helping our remaining hirers to return to the centre safely. The viability of the centre is of utmost importance. We started 2020 with 53 regular hirers which was an increase in 6 on 2019. Currently only 7 of the 53 hirers have stated that they will not be returning to hire, mainly due to low take up with their own members or where they have lost their own funding and are no longer able to return.

The appropriateness of fundraising events and activities will remain as a key factor and we will return to activities such as the quarterly quiz, the Cider and Sausage Festival and Beer Festival as soon as it is practical.

**ACHIEVEMENTS AND PERFORMANCE IN 2020** *(continued)*

**Volunteers and partnerships**

We continue to value significant and meaningful partnerships with local businesses and members of our community. We have a core of over 20 volunteers who assist with centre cover, administration, website upkeep, and the provision of activities at the centre. Our volunteers assist with gardens, cleaning and with running our variety club group.

Once free from the Covid-19 pandemic, we will, be even more reliant and grateful for the voluntary assistance we have going forward as we navigate beyond the destruction this disease has wrought in the community. In partnership with the local medical centre, 1Community (Fareham) and the local schools we aim to reach as many of our 'hardest to reach' community members and we find successes every week to celebrate.

**Marketing and publicity**

The centre can now rely on its excellent reputation and word of mouth advertising for most events. However, staff are keen to continuously attract new users by using social media, local businesses, magazine publications, newspaper articles, local forums and groups and our website.

**Public benefit statement**

The Board of Trustees are satisfied that they have fully complied with the duty in section 4 of the 2011 Charities Act to have due regard to public benefit guidance issued by the Charity Commission, and that the mission, aims and activities of Portchester Community Centre Limited meet with these criteria.

**FINANCIAL REVIEW**

The Statement of Financial Activities, set out on page 8, shows the income and expenditure of the charity for the year ended 31st December 2020, with comparative showing the year ended 31st December 2019.

Despite the community centre being closed to providing many of its community services for 9 months of the year, due to the Coronavirus restrictions, the charity recorded gross incomes of £132,275 (2019 - £175,296) a significant proportion of which arising from the government support grants provided in relation to the Coronavirus pandemic. Against this significant drop in income, the charity was able to successfully reduce its expenditure to £136,707 (2019 - £204,908) by curtailing most of its fundraising events and operating a reduced staffing roster (2019 expenditure being higher than normal due to significant repairs and maintenance work being undertaken replacing the boilers and hot water systems in the community centre). Overall the charity recorded a deficit for the year of £4,324 (2019 - deficit of £29,612).

Bank balances remain low at 31st December 2020 due to the impact of the 2nd lockdown, which meant that the community centre received few bookings in advance of the first quarter of 2021. The charity's bank balances continue to be carefully managed to ensure the charity has sufficient resources to meet its obligations as they fall due and to continue the successful operation of the charity on a sustainable basis, for the foreseeable future.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Organisation**

The charity is an incorporated company limited by guarantee, registered with the Charity Commission and the Registrar of Companies in England and Wales. The charity was established to operate the newly constructed community centre in Portchester for the benefit of the local inhabitants of Portchester, which was opened and started activities on 7th January 2013.

The charity was under the control of its Board of Trustees throughout the period and is governed by its Memorandum and Articles of Association. The Board of Trustees is made up of an equal number of representatives appointed by Fareham Borough Council and Portchester Community School, plus further Trustees appointed from the community and local businesses, to provide a balanced Board of Trustees. The Board of Trustees meet regularly to assess the performance of the charity and to make strategic decisions on the charity's ongoing activities. Such decisions are made by the Trustees of the charity on a majority vote basis, where each trustee has one vote.

The operational management of the community centre is performed by the Centre Managers who report directly to the Trustees.

### **Risk Management**

The Board of Trustees carefully monitors the financial performance of the charity and the availability of its financial resources. The management accounts of the charity are evaluated by the Trustees at every board meeting and appropriate action is taken where necessary to address risks as they arise. The charity's budget is monitored closely and every effort is made to ensure our operations are as efficient possible.

Prospective Trustees can apply to the existing Board of Trustees if they wish to become a trustee of the charity. New Trustees are briefed as to their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, and the charities policies and procedure manual. They will also be briefed on the board structure, budgeting and other financial matters and the general operating procedures of the charity.

### **Reserves Policy**

The aim of the Trustees is for the charity to maintain a positive cash flow in order to meet its financial commitments. The eventual aim is to build up sufficient unrestricted funds in reserves to cover future potential maintenance costs on the building and to allow the community centre to remain open without trading for a period of three months. The Trustees are pleased with the continued progress during 2020 to this aim.

### **Responsibilities of the Trustees**

The Trustees (who are also directors of Portchester Community Centre Limited 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 the 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.

**STRUCTURE, GOVERNANCE AND MANAGEMENT** *(continued)*

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 Charity SORP 2015 (FRS 102);
- 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 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 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 in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:  
3 Acorn Business Centre  
Northharbour road  
Cosham  
Hampshire  
PO6 3TH

Signed by order of the Trustees



James Blake  
Trustee

8 September 2021

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PORTCHESTER COMMUNITY CENTRE LIMITED**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31st December 2020, which are set out on pages 8 to 16.

**Responsibilities and basis of report**

As the charity trustees of the charitable 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 charitable 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 charitable 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:

- accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 386 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
- 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:



Graham Figgins FCA

Dated: 8 September 2021

for and on behalf of TC Group

3 Acorn Business Centre, Northarbour Road, Cosham, Portsmouth PO6 3TH

STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31st DECEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>INCOMING RESOURCES</b>					
Incoming resources from activities for generating funds:					
Voluntary income	2	51	–	51	151
Community fundraising and events	2	4,273	–	4,273	35,356
Incoming resources from charitable activities	3	127,951	–	127,951	139,789
<b>TOTAL INCOMING RESOURCES</b>		<b>132,275</b>	<b>–</b>	<b>132,275</b>	<b>175,296</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Community fundraising and events		(1,276)	–	(1,276)	(20,306)
Charitable activities	4	(135,431)	–	(135,431)	(184,602)
<b>TOTAL RESOURCES EXPENDED</b>		<b>(136,707)</b>	<b>–</b>	<b>(136,707)</b>	<b>(204,908)</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(4,432)</b>	<b>–</b>	<b>(4,432)</b>	<b>(29,612)</b>
<b>RECONCILIATION OF FUNDS</b>					
Brought forward at 1st January 2019		31,412	–	31,412	61,024
Transfers between funds		–	–	–	–
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>26,980</b>	<b>–</b>	<b>26,980</b>	<b>31,412</b>
<b>NOTE:</b>					
Total incoming resources		132,275	–	132,275	175,296
Total resources expended		(136,707)	–	(136,707)	(204,908)
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		<b>(4,432)</b>	<b>–</b>	<b>(4,432)</b>	<b>(29,612)</b>

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 notes on pages 10 to 16 form part of these financial statements.

**PORTCHESTER COMMUNITY CENTRE LIMITED**

**BALANCE SHEET**

**YEAR ENDED 31st DECEMBER 2020**



	Note	At 31st Dec 2020 £	At 31st Dec 2019 £
<b>FIXED ASSETS</b>			
Tangible assets	8	2,757	4,980
<b>CURRENT ASSETS</b>			
Debtors	9	8,934	12,408
Cash at bank and in hand		34,720	55,231
		43,654	67,639
<b>CREDITORS: Amounts falling due within one year</b>	10	(19,431)	(41,207)
		24,223	26,432
<b>NET CURRENT ASSETS</b>			
		26,980	31,412
<b>FUNDS</b>			
Restricted income funds	11	-	-
Unrestricted income funds	12	26,980	31,412
		26,980	31,412
<b>TOTAL FUNDS</b>		26,980	31,412

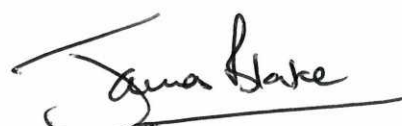
These financial statements have been prepared in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP (FRS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

For the year ending 31st December 2020 the charitable company 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 company to obtain an audit of its accounts for the year in question in accordance with section 476;
- 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 were approved by the Trustees on 8/9 / 2021, and are signed on their behalf by:

  
James Blake  
Trustee and Treasurer

Company Registration Number 08233813

**The notes on pages 10 to 16 form part of these financial statements.**

## 1. ACCOUNTING POLICIES

### Company information

Portchester Community Centre Limited (08233813) is a company limited by guarantee incorporated in England and Wales and is a registered charity (1150814). The registered office is 3 Acorn Business Centre, Northarbour Road, Cosham, Portsmouth PO6 3TH.

### Basis of accounting

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

Portchester Community Centre Limited 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

At the date of approval of these financial statements, the charity continues to be affected by the Covid-19 pandemic which effects the operation of the community centre, the number of visitors attending and impacts on the demand of user groups hiring the facilities. Whilst the government imposed restrictions are due to be removed shortly, there remains some uncertainty over the likelihood of future restrictions being re-imposed, the extent of measures necessary to provide an environment safe from Covid-19 and the expected future demand for community services. Although the UK government has extended its financial support for organisations affected by Covid-19, there is uncertainty over the duration of such support beyond the Autumn of 2021. These factors and any future policy announcements by the UK government are largely outside of the control of the charity's trustees, but could have a significant impact on the charity for the forthcoming period throughout 2021/22.

As set out in the statement on the Responsibilities of the Trustees on pages 5 to 6, in preparing these financial statements the trustees are required to prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate. In satisfaction of this responsibility the trustees have considered their expectations for the charity over the next 12 months and the charity's ability to meet its liabilities as they fall due, based upon the information available to the trustees at the date of these financial statements.

At the time of approving the financial statements, the charity has been able to largely maintain its cash reserves, by reducing its expenditure and utilising government support grants. As the Covid-19 lockdown measures cease, the charity is hopeful to return to normal operations, which are carefully budgeted to generate positive cash flows to the charity. The charity's trustees have strategies planned to address potential significant changes to its expected incomes during the forthcoming period, should the charity experience a significant change in its incomes. The trustees therefore have a reasonable expectation that the charity has adequate resources to contend with the uncertainties that may arise as a result of the ongoing Covid-19 pandemic, and to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**1. ACCOUNTING POLICIES (continued)**

**Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Income from the hire of the community centre's facilities and rooms is recognised at the date of the hire.

**Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with voluntary income and the costs of fundraising purposes. Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the 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.

**Fixed assets and depreciation**

All fixed assets are initially recorded at cost. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office Equipment	- 25% straight line
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**Funds structure**

The charity has a number of restricted income funds to account for a situation where a donor requires that a donation must be spent on a particular purpose or where funds have been raised for a specific purpose.

Unrestricted income funds are funds available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds are funds set aside by the Trustees out of unrestricted income funds for specific future purposes or projects.

## 2. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>Voluntary income</b>				
Donations – Miscellaneous	51	–	51	151
<b>Community fundraising and events</b>				
Fundraising events and other income	4,273	–	4,273	35,356
	<u>4,324</u>	<u>–</u>	<u>4,324</u>	<u>35,507</u>

## 3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>Services provided to users of the community centre</b>				
Community user groups	10,879	–	10,879	30,521
Commercial user groups providing services to the public	53,051	–	53,051	84,733
Private hire by members of the public	8,970	–	8,970	24,535
<b>Coronavirus government support grants</b>				
Coronavirus Job Retention Scheme	30,051	–	30,051	–
Retail, Hospitality and Leisure Grant Fund	25,000	–	25,000	–
	<u>127,951</u>	<u>–</u>	<u>127,951</u>	<u>139,789</u>

## 4. COSTS OF CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Staff salaries	60,384	–	60,384	61,693
Costs of community own provisioning	1,775	–	1,775	4,387
Centre management charges	41,212	–	41,212	41,686
Rent	3,114	–	3,114	3,114
Utility and energy costs	13,754	–	13,754	11,555
General maintenance and cleaning costs	4,078	–	4,078	49,783
Print, post and stationery	772	–	772	1,101
Telephone and internet	1,501	–	1,501	1,560
Advertising	1,656	–	1,656	1,400
Insurance	1,130	–	1,130	1,188
Licensing costs	724	–	724	1,894
Accountancy fees	3,108	–	3,108	2,544
Legal and professional fees	–	–	–	–
Depreciation of office equipment	2,223	–	2,223	2,697
	<u>135,431</u>	<u>–</u>	<u>135,431</u>	<u>184,602</u>

## 5. NET INCOMING RESOURCES FOR THE PERIOD

This is stated after charging:

	2020	2019
	£	£
Depreciation	<u>2,223</u>	<u>2,697</u>

## 6. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2020	2019
	£	£
Wages and salaries	58,319	59,451
Training and other staff costs	<u>2,065</u>	<u>2,242</u>
	<u>60,384</u>	<u>61,693</u>

Particulars of employees:

The average number of employees during the year was as follows:

	2020	2019
	No	No
Number of centre staff	<u>11</u>	<u>11</u>
	<u>11</u>	<u>11</u>

The Centre Managers; Lucy Redfern and Carol Mertens are employees of Portchester Community School and not the charity, hence are not included in the above. During the year ended 31st December 2020 the charity paid Portchester Community School £41,212 (2019 - £41,686) in respect of the management services provided by the Centre Managers.

No remuneration was paid to Trustees during the period.

## 7. RELATED PARTY TRANSACTIONS

Richard Carlyle is the Headteacher of Portchester Community School. At the 31st December 2020 the charity owed Portchester Community School £2,539 (2019 - £5,974), which is disclosed within 'Other creditors'.

Councillor Nicholas Walker and Councillor Sue Bell are councillors of Fareham Borough Council. During the year ended 31st December 2020, the charity paid rents totalling £3,114 (2019 - £3,114) to Fareham Borough Council for the use of the community centre building.

James Blake is an employee of the accountancy firm, the TC Group. During the year ended 31st December 2020 the TC Group provided payroll and accountancy services to the charity totalling £3,108 (2019 - £2,544).

## 8. TANGIBLE FIXED ASSETS

	Office equipment £	Total £
<b>COST</b>		
At 1 January 2020	37,982	37,982
Additions	—	—
<b>At 31 December 2020</b>	<u><u>37,982</u></u>	<u><u>37,982</u></u>
<b>DEPRECIATION</b>		
At 1 January 2020	33,002	33,002
Charge for the period	2,223	2,223
<b>At 31 December 2020</b>	<u><u>35,225</u></u>	<u><u>35,225</u></u>
<b>NET BOOK VALUE</b>		
<b>At 31 December 2020</b>	<u><u>2,757</u></u>	<u><u>2,757</u></u>
At 31 December 2019	<u><u>4,980</u></u>	<u><u>4,980</u></u>

## 9. DEBTORS

	At 31st Dec 2020 £	At 31st Dec 2019 £
Amounts receivable from facility hirers	5,046	8,417
Prepayments and accrued income	3,887	3,991
	<u><u>8,933</u></u>	<u><u>12,408</u></u>

## 10. CREDITORS: Amounts falling due within one year

	At 31st Dec 2020 £	At 31st Dec 2019 £
Amounts owed to third party suppliers	807	5,409
Accruals	2,864	5,115
Deferred income	8,943	20,567
Payroll creditors (including wages and taxes)	4,279	4,142
Other creditors	2,539	5,974
	<u><u>19,432</u></u>	<u><u>41,207</u></u>

11. RESTRICTED INCOME FUNDS

2020 analysis	Balance at 31 Dec 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 Dec 2020 £
The Lunch Box	-	-	-	-	-
Supper Club	-	-	-	-	-
Teeny Tots	-	-	-	-	-
<b>Restricted funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
2019 comparative	Balance at 31 Dec 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 Dec 2019 £
The Lunch Box	5,000	-	(5,000)	-	-
Supper Club	-	-	-	-	-
Teeny Tots	-	-	-	-	-
<b>Restricted funds</b>	<b>5,000</b>	<b>-</b>	<b>(5,000)</b>	<b>-</b>	<b>-</b>

**The Lunch Box**

This project which was generously supported by the Hampshire and Isle of Wight Community Foundation, provided free lunches during the school holidays to children who are in receipt of free school meals. The funding allowed for 20 x 1.5 hour sessions between January and December 2019. Sessions were twice per school holiday week, and provide activities with a choice of hot or cold meal.

## 12. UNRESTRICTED INCOME FUNDS

2020 analysis	Balance at 31 Dec 2019 £	Incoming resources £	Outgoing resources £	Transfers £	Balance 31 Dec 2020 £
General fund	(4,588)	132,275	(136,707)	–	(9,020)
Sinking maintenance fund	36,000	–	–	–	36,000
<b>Unrestricted funds</b>	<b>31,412</b>	<b>132,275</b>	<b>(136,707)</b>	<b>–</b>	<b>26,980</b>

### General fund

The General fund is the 'free reserves' of the charity allowing for all designated funds.

### Sinking maintenance fund

The Sinking maintenance fund is a designated fund created by the Trustees to provide for potential future costs of maintaining the Portchester Community Centre building.

2019 comparative	Balance at 31 Dec 2018 £	Incoming resources £	Outgoing resources £	Transfers £	Balance 31 Dec 2019 £
General fund	24	175,296	(179,908)	–	(4,588)
Sinking maintenance fund	56,000	–	(20,000)	–	36,000
<b>Unrestricted funds</b>	<b>56,024</b>	<b>175,296</b>	<b>(199,908)</b>	<b>–</b>	<b>31,412</b>

## 13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

2020 analysis	Unrestricted funds	Restricted funds £	Balance 31 Dec 2020 £
Tangible fixed assets	2,757	–	2,757
Cash at bank and in hand	34,720	–	34,720
Other net current liabilities	(10,497)	–	(10,497)
<b>Total Funds</b>	<b>26,980</b>	<b>–</b>	<b>26,980</b>

2019 comparative	Unrestricted funds	Restricted funds £	Balance 31 Dec 2019 £
Tangible fixed assets	4,980	–	4,980
Cash at bank and in hand	55,231	–	55,231
Other net current liabilities	(28,799)	–	(28,799)
<b>Total Funds</b>	<b>31,412</b>	<b>–</b>	<b>31,412</b>