

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 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.

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



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.



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



| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2022 £ | Total Funds 2021 £ |
|---|------|----------------------------|--------------------------|--------------------------|--------------------------|
| INCOMING RESOURCES | | | | | |
| 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 |
| TOTAL INCOMING RESOURCES | | 154,974 | – | 154,974 | 143,975 |
| RESOURCES EXPENDED | | | | | |
| Costs of generating funds: | | | | | |
| Community fundraising and events | | (5,950) | – | (5,950) | (2,578) |
| Charitable activities | 4 | (163,273) | – | (163,273) | (146,552) |
| TOTAL RESOURCES EXPENDED | | (169,223) | – | (169,223) | (149,130) |
| NET MOVEMENT IN FUNDS | | (14,249) | – | (14,249) | (5,155) |
| RECONCILIATION OF FUNDS | | | | | |
| Brought forward at 1st January 2020 | | 21,825 | – | 21,825 | 26,980 |
| Transfers between funds | | – | – | – | – |
| TOTAL FUNDS CARRIED FORWARD | | 7,576 | – | 7,576 | 21,825 |
| NOTE: | | | | | |
| Total incoming resources | | 154,974 | – | 154,974 | 143,975 |
| Total resources expended | | (169,223) | – | (169,223) | (149,130) |
| NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS | | (14,249) | – | (14,249) | (5,155) |

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 £ |
|---|------|-----------------------------|-----------------------------|
| FIXED ASSETS | | | |
| Tangible assets | 8 | 193 | 1,177 |
| CURRENT ASSETS | | | |
| Debtors | 9 | 16,585 | 17,456 |
| Cash at bank and in hand | | 21,765 | 25,661 |
| | | 38,349 | 43,117 |
| CREDITORS: Amounts falling due within one year | 10 | (30,966) | (22,469) |
| NET CURRENT ASSETS | | 7,383 | 20,648 |
| NET ASSETS | | 7,576 | 21,825 |
| FUNDS | | | |
| Restricted income funds | | — | — |
| Unrestricted income funds | 11 | 7,576 | 21,825 |
| TOTAL FUNDS | | 7,576 | 21,825 |

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 £ |
|---|----------------------------|--------------------------|--------------------------|--------------------------|
| Voluntary income | | | | |
| Donations – Miscellaneous | 270 | – | 270 | 10 |
| Community fundraising and events | | | | |
| 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 £ |
|---|----------------------------|--------------------------|--------------------------|--------------------------|
| Services provided to users of the community centre | | | | |
| 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 |
| Coronavirus government support grants | | | | |
| 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:

| | 2022 | 2021 |
|--------------|------|-------|
| | £ | £ |
| Depreciation | 985 | 1,784 |

6. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

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

Particulars of employees:

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

| | 2022 | 2021 |
|------------------------|-----------|-----------|
| | No | No |
| Number of centre staff | 11 | 11 |
| | <u>11</u> | <u>11</u> |

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 £ |
|----------------------------|--------------------------|---------------|
| COST | | |
| At 1 January 2022 | 38,186 | 38,186 |
| Additions | — | — |
| At 31 December 2022 | 38,186 | 38,186 |
| DEPRECIATION | | |
| At 1 January 2022 | 37,009 | 37,009 |
| Charge for the period | 985 | 985 |
| At 31 December 2022 | 37,994 | 37,994 |
| NET BOOK VALUE | | |
| At 31 December 2022 | 193 | 193 |
| 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 |
| | 16,585 | 17,456 |

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 |
| | 30,966 | 22,469 |

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 |
| Unrestricted funds | 21,825 | 154,974 | (169,223) | – | 7,576 |

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 |
| Unrestricted funds | 26,980 | 143,975 | (149,130) | – | 21,825 |

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) |
| Total Funds | 7,576 | – | 7,576 |

| 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) |
| Total Funds | 21,825 | – | 21,825 |