

HANHAM COMMUNITY CENTRE

England & Wales - Charity number 1152575

Details

Status Registered

Legal form CIO

Registered 2013-06-25

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

Contact

Address Hanham Community Centre
118-124 High Street
Hanham
Bristol
BS15 3EJ

Phone 01179674439

Email admin@hanhamcentre.org

Website www.hanhamcentre.org

Activities

Objects: THE OBJECTS OF THE CIO ARE:(A) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF THE AREA OF BENEFIT 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 INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS;(B) 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;(C) TO PROMOTE SUCH OTHER CHARITABLE PURPOSES AS MAY FROM TIME TO TIME BE DETERMINED.THE CHARITY SHALL BE NON-PARTY IN POLITICS AND NON-SECTARIAN IN RELIGION. THE AREA OF BENEFIT ("AREA OF BENEFIT") SHALL BE HANHAM AND THE SURROUNDING DISTRICT.

Activities: HCC provides facilities and services in the Hanham area enabling the inhabitants to have a place to meet, participate in social interaction through clubs, activities and events - such as Drama, Bingo, Cricket, Tennis, Short Mat Bowls, Snooker, Social Club, Art Classes, Retirement Club and many more. We also offer rooms for the private parties and functions, as well as public events.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Arts/culture/heritage/science, Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- Bristol City
- South Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£197,608	£184,084	-	-
2024-03-31	£161,723	£183,380	-	-
2023-03-31	£156,362	£154,954	-	-
2022-03-31	£140,954	£156,708	-	-
2021-03-31	£155,428	£154,067	-	-

Trustees

Name	Role	Appointed
KEVIN MICHAEL LAWRENCE BEng CEng	Chair	2013-06-21
CHRISTOPHER NUNN		2013-06-21
Jamie Christopher Lambourne		2022-05-09

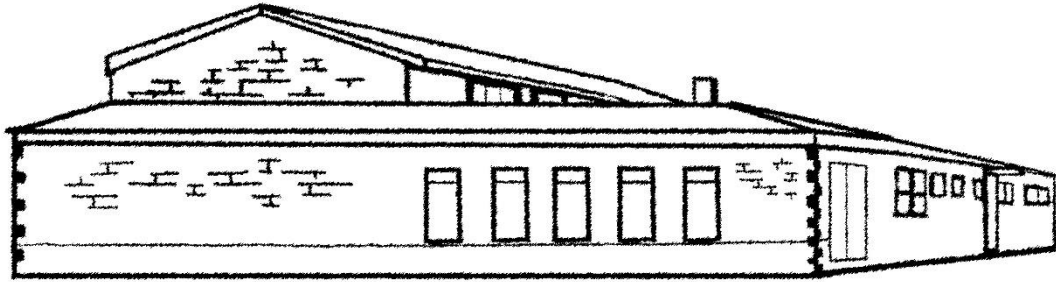
HANHAM COMMUNITY CENTRE

England & Wales - Charity number 1152575

Accounts

HANHAM COMMUNITY CENTRE

Charity Number 1152575



ANNUAL REPORT
AND
FINANCIAL STATEMENTS

FOR

Financial Year Ending
31 MARCH 2025

118-124 High Street
Hanham
Bristol
BS15 3EJ

www.hanhamcentre.org

Hanham Community Centre is a Charitable Incorporated Organisation (CIO)

**HANHAM COMMUNITY CENTRE
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDING 31 MARCH 2025**

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HANHAM COMMUNITY CENTRE
TRUSTEES ANNUAL REPORT
YEAR ENDING 31 MARCH 2025

The Trustees have pleasure in presenting this report and the unaudited financial statements of the Charity for the year ended 31 March 2025. As described the Charity's Trustees are responsible for the preparation of financial statements.

1. Responsibilities of the Trustees

The Charities Act 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 charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies, as described on page 10, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. They must also prepare the financial statements on the 'going concern' basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2. Background & Governing Document

The Charity is a local community association established following WWII and governed by a Trust Deed dated 20/5/1945. Since then, it has developed in membership, facilities and activities but has remained a focal point in the community. Located on the outskirts of Bristol (in the county of South Gloucestershire) it is now surrounded by local development which has taken it from a rural to urban environment. This has changed the nature of both the activities and the membership. The centre is located on a main site with a separate sports ground about 1 mile away. The Governing Document was completely revised on 2000, and from 1st April 2009 the centre operates under the working name of 'Hanham Community Centre'. In 2013 it registered this name as a new Charitable Incorporated Organisation (CIO), closing the old "Hanham Community Centre" charity. The current Constitution is dated 8th February 2018. In 2016 the Trustees formalised the Social Club as an independent trading company, wholly owned by charity.

3. Professional Advisors

<u>Bankers</u>	<u>Independent Examiner</u>	<u>Solicitor</u>
NatWest Bank	Victoria Hicks	Harris & Harris
90 Regent Street	28 Brunel Close	11 Stoney Street
Kingswood	Bridgegate	Frome
Bristol	Bristol	Somerset
BS16 8HS	BS30 5BB	BA11 1BU

4. Objectives

The objectives of the Charity, as stated in the CIO governing document are:

- a. to promote the benefit of the inhabitants of the area of benefit 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 interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- b. 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.
- c. to promote such other charitable purposes as may from time to time be determined.

And the Charity shall be non-party in politics and non-sectarian in religion. The area of benefit ("area of benefit") shall be Hanham and the surrounding district.

5. Vision & Mission

(a) Our Vision Statement is:

"To be a welcoming, community focused organisation; providing a place where people can flourish and enhance the community. We see a future that is sustainable, well managed and developing; through a family focused centre which is available-when-wanted, thriving, and well utilised; and provides the facilities and activities that are needed".

(b) Our Values are:

- We, put customers **first**, Take **pride** in what we do, **Respect** others, **Strive** to be the best, and Act with **integrity**
- **We recognise and value the commitment and hard work by our volunteers & staff**
- We are open to constructive criticism and to suggestions for improvement

(c) Our Mission Statement is:

"To provide a clean, safe and welcoming venue to the community, which through its facilities and activities shall allow people to learn, develop skills, socialise and gain friendships"

This has been developed into a number of specific strategic objectives:

- Ensure the centre is clean, warm, welcoming and safe
- Develop the usage of the facilities with new activities
- Reduce costs – particular energy costs
- Modernise the building
- Increase utilisation of centre
- Introduce better and updated management practices
- Engage with users and get feedback

6. The Board of Trustees

Details of the current membership of the Board of Trustees, the officers and the extant sub-committees are as listed at Annex A. The method of appointment of Trustees is detailed in the current governing document.

FY2024/25 has seen improvements in usage of both the centre and social club. The addition of Sky Sports and promotion of sport has seen a significant increase in bar usage and advertising has seen an increase in private functions and some increase in regular room hire – though more would be good to bring it back to pre-COVID levels. Expenditure, particularly labour and fuel costs remains the main concern.

On that basis - the centre has had a good year, with a nominal annual income figure of £197.6k, and a surplus of £13.5k (Noting this includes £4.7k of fund surplus from sections and the Development Fund, without which would have been a £8.8k surplus). This gives a total charity fund of £567k. Membership increased to £18 pa with approx. 530 members. The centre relies heavily on the Charity Trustees and volunteers for fund raising. We have a core staff of eight with a number of casual staff, as such the centre has a written Health and Safety Policy. The majority of our income is through our own fundraising and the hiring of our facilities (for parties and community activities etc).

7. Policies

(a) Reserves Policy

The Trustees have set a Reserves Policy which requires:

- Reserves are built/maintained/reduced to a level which ensures that 9 months of the organisations core activity could continue during a period of unforeseen difficulty (nominally 10% of income). For the current year this is estimated to equate to £15,000.
- A proportion of Reserves are maintained in a readily realisable form.
- A decision has been taken to develop a Designated Reserve of £10,000 for the purpose of Modernising and improving the Utilisation of the Centre, as well as a Designated Cyclical Maintenance Fund of £10,000; both these funds are subject to other financial commitments.

The Current level of Free General Reserves is £11k, which is at an acceptable level to provide 9 months core activity taking into account risks associated with each stream of income and

expenditure being different from that budgeted, planning activity level, and the organisation's commitments.

(b) Public Benefit Statement

In terms of PB1, public benefit requirement, the Trustees have outlined the mission, objectives (purpose) and achievements of the charity and believe they have clearly defined what the public benefits delivered are, predominantly in terms of the charitable purpose described as:

- the advancement of citizenship or community development;
- the advancement of the arts, culture, heritage or science;
- the advancement of amateur sport;
- the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
- other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose (Recreation Charity).

In terms of public benefit relating to running (PB2) and reporting (PB3) the Trustees can confirm they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant and reported herein.

The Cornerstones of our Services and Operation	
<p style="text-align: center;"><u>TO PARTICIPATE IN</u> Activities where the community can come and participate. Table Top Sales, Comedy, Mediumship, Craft Events, Art Exhibitions & Entertainment - Plays, Pantomimes and other shows, Parish and community meetings, and being a Trustee or Volunteer</p>	<p style="text-align: center;"><u>TO SUPPORT OTHERS</u> Those activities that offer support to the community and those who need us. Coffee Mornings, Education Classes, Dementia Club, Slimming, Clinic(s), History, Pregnancy Yoga, WI and Carers</p>
<p style="text-align: center;"><u>TO SHARE INTERESTS</u> As a place to share interests, interact and learn from others. Short Mat Bowls, Bridge, Cricket & Tennis, Snooker, Chess & Drama, Art Classes, Dance Classes & Keep Fit, and in the lounge bar – pool, TV, Sporting Events, darts</p>	<p style="text-align: center;"><u>TO MARK EVENTS</u> A place where people can meet with their friends and mark life's events! Births, Birthdays, Engagements, Weddings, Anniversaries, Celebration of Life, Baby Showers, Naming Ceremonies, Funeral Receptions, Family Parties, Children's Parties, School Disco and Graduations etc.</p>

8. Activities

The Charity normally offers a wide range of activities to support the local community and would continue to advertise for new activities. To give an idea of what we would normally offer is as follows:

- | | | |
|-------------------------------|----------------------|-----------------------|
| <u>Short Mat Bowls</u> | <u>Tennis Club</u> | Judo |
| Hanham Art Club | Zumba | Kids Karate |
| Womens Institute | Zumba Gold | <u>Social Club</u> |
| Pilates | Coffee Morning | Post Natal Yoga |
| Jive Dance Classes | <u>Art Classes</u> | Hanham History |
| Yoga | Zumba Chair | <u>Cricket Club</u> |
| 3D Dance | In Stitches | Hanham Cadet Force |
| <u>Brushstrokes Art Group</u> | Carers Support Group | Flow Yoga |
| <u>Amateur Drama</u> | Hearoic | <u>Chess</u> |
| Pregnancy Yoga | <u>Snooker</u> | 3D Senior Exercise |
| Bouncing Bobbins | <u>Bridge</u> | 3D Kids Street Dance/ |
| Music Train | Black Sheep Choir | Drama/ Contemporary |
| | | Dance |

Those underlined are either centre sections or centre organised activities. Whilst the facilities are utilised fully in the evenings the Trustees continue to develop the usage during the daytime.

9. Achievements

The main achievements and activities over this year are as follows:

(a) Management and Governance

- Trustee & Staff numbers have remained steady;
- The Centre is a member of NCVO;
- The HCC website is regularly updated, and a new version is being developed; and we are developing our social media presence;
- HCC land is now registered with Land Registry, but there remain a few pockets of land incorrectly registered to the local council (within our land area), and this will need to be investigated and resolved;
- In this period we lost 6 regular activities and gained 9 – those lost were for a mix of reasons, some including cost and lack of attendance;
- The energy assessment is progressing, and we are managing our usage more carefully. We have looked at seeking funding for solar panels and replacement a heating system, but as yet have not progressed this.
- The Trustees have agreed with the local secondary school (Hanham Woods) that the community centre is an Emergency Decant building for the school in case on an emergency;
- The Sports Ground bar was again closed over winter to save energy costs; and
- The agreement with InstaVolt, who installed 4 charging stations in the car park, has generate much needed income.

(b) Maintenance and Improvements

- HCC had a grant for “greening Hanham” and bought 8 planters and plants for the memorial garden; and
- Further LED lighting has been installed, and is now about 80% complete.

(c) Activities & Community Engagement

- The centre held a new Years Eve party raising £2500;
- The drama group held a pantomime and play and the centre hosted boxing, wrestling, clairvoyant evenings and comedy shows; and
- The addition of Sky and BT Sports with promotion of Sporting Events has significantly increase income and membership.

10. Issues & Risks

- As always, the centre lacks committed and willing volunteers to support the work of the Trustees, as such the Trustees will be focusing on maintaining equilibrium, based on the Strategic Objectives outlined above;
- The main challenge for 2025 onwards will be further increasing income and controlling expenditure to generate a greater surplus to fund solar panels and a new boiler in the near future; and
- Right of Way: There remains a dispute between the Charity and a neighbour over the right of way across our land. However there has been no major action on this matter during this reporting period, though there remains on-going harassment and endless ‘photo taking’.

11. Future Developments Projects

Whilst this report is strictly for the period 1st Apr 24 until 31st March 25, this section is more akin to a Business Plan for the forthcoming year; though at present the focus is on maintain the centre in an operational state, addressing key building issues and decoration rather any major changes. As such the details below remain unchanged.

Based on the 2019 review, the overall strategy remains generally unchanged. The shorter-term focus will be on modernising the older parts of the Centre, while trying to increase the overall utilisation of the existing facilities and reduce energy costs.

“Communicate to enable focused Modernisation and Utilisation”

Medium Term Aims and Objectives

<u>Theme: Resource Management</u> RM1 – Apply for Grants RM2 – Focus parking for users RM3 – Monitor and improve utilisation RM4 – Reduce costs – monitor utilities and visitor numbers.	<u>Theme: Enabling Processes</u> EP1 – Gain customer feedback EP2 – Gain staff feedback EP3 – Focus on Internal communications EP4 – Know Needs (of users)
<u>Theme: Working Together</u> WT1 – Develop Strategic Plan WT2 – Agree Annual Objectives WT3 – State Vision, Mission and Values to all WT4 – Share ‘common purpose’	<u>Theme: Customer (Public) Benefits</u> CB1 – Advertise Services CB2 – Modernise Building CB3 – Communicate Vision CB4 – Re-focus on key facilities

12. Declaration

I declare, in my capacity of Charity Trustee, that:

- the Trustees have approved the report above; and
- have authorised me to sign it on their behalf.

Signature

Full Name:

Kevin Michael Lawrence

Position:

Chairman

Date:

Oct 2025

Annex A

Structure, Membership and Organisation of Committees

Officers

The officers of the Charity (at 31 Mar 25) are:

Chairman	Mr K Lawrence
Vice Chairman	Mr J Lambourne
Administrator	Miss D Coles

Charity Trustees

The Charity Trustees (at 31 Mar 25) are:

Mr K Lawrence
Mr J Lambourne
Mr C Nunn

Committees and Sub-Committees

The Board of Trustees (executive committee) is composed of all Charity Trustees; and ex-officio Trustees (currently limited to the Designated Premises Supervisor). The meeting is also attended by a representative of the South Gloucestershire Council or local Parish Council. The Board meets on a monthly basis. Additional meetings and sub-committees are held as needed to support particular activities – such as the Budget.

HANHAM COMMUNITY CENTRE
INDEPENDENT EXAMINERS REPORT
YEAR ENDING 31 MARCH 2025

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

I report on the unaudited accounts of the charity for the year ending 31 March 2025 set out on pages 8 – 14.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

As the Charity Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of the procedures specified in the General Directions given by the Charities Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS REPORT

My examination was carried out in accordance with the general directions given by the Charities Commissioner. An independent examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINERS STATEMENT

In connection with my examination, no matter has come to our attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 41 of the Act; and
 - b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the act

have not been met, or

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

28 Brunel Close
Bridgegate
Bristol
BS30 5BB

Victoria Hicks LLB(Hons), CPFA, CiLCA
Independent Examiner

Nov 2025

HANHAM COMMUNITY CENTRE
STATEMENT OF FINANCIAL ACTIVITY
YEAR ENDED 31 MARCH 2025

	Notes	2025 £	2024 £
INCOME RESOURCES			
Donations		-	-
Income from charitable trading activities		197,445.50	161,569.85
Income from non-charitable trading activities		<u>162.76</u>	<u>153.33</u>
TOTAL INCOMING RESOURCES		<u>197,608.26</u>	<u>161,723.18</u>
RESOURCES EXPENDED			
Direct charitable expenditure	1	175,557.97	175,680.74
Fundraising and publicity	2	19.00	1,013.41
Management and administration	3	<u>8,506.73</u>	<u>6,685.77</u>
TOTAL RESOURCES EXPENDED	4	<u>184,083.70</u>	<u>183,379.92</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR		<u>13,524.56</u>	<u>-21,656.74</u>
Allocated in the Year			
General Fund		13,284.58	-23,953.92
Development Fund		<u>239.98</u>	<u>2,297.18</u>
		<u>13,524.56</u>	<u>-21,656.74</u>
MOVEMENT IN FUNDS			
General Fund:-			
Balance b/fwd		522,799.21	546,986.92
Surplus for the year		<u>13,284.58</u>	<u>-24,187.71</u>
Balance c/fwd		536,083.79	522,799.21
Development Fund:-			
Balance b/fwd		31,128.77	28,597.80
Surplus for the year		<u>239.98</u>	<u>2,530.97</u>
Balance c/fwd		<u>31,368.75</u>	<u>31,128.77</u>
Total Unrestricted Fund Balance c/fwd	14/15	567,452.54	553,927.98

All movements are in Unrestricted Funds

HANHAM COMMUNITY CENTRE
BALANCE SHEET
YEAR ENDING 31 MARCH 2025

		2025		2024
		£	£	£
FIXED ASSETS				
Tangible assets	5		419,843.51	422,893.54
CURRENT ASSETS				
Stocks	6	1,230.75		570.72
Debtors	7	1,650.95		5,743.72
Cash at bank and in hand	8	<u>150,323.28</u>		<u>130,445.40</u>
			153,204.98	136,759.84
CREDITORS: Amounts falling due within one year	9	<u>(5,595.95)</u>		<u>(5,725.40)</u>
NET CURRENT LIABILITIES			147,609.03	131,034.44
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>567,452.54</u>	<u>553,927.98</u>
CREDITORS: Amounts falling due after more than one year	10		<u>0.00</u>	<u>0.00</u>
NET ASSETS			<u>567,452.54</u>	<u>553,927.98</u>
UNRESTRICTED FUNDS				
General Fund			536,083.79	522,799.21
Development Fund			<u>31,368.75</u>	<u>31,128.77</u>
TOTAL FUNDS			<u>567,452.54</u>	<u>553,927.98</u>

These financial statements were approved and signed by the members of the committee in Oct 2025

Mr K M Lawrence

Signed on behalf of the Trustees

HANHAM COMMUNITY CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Statement of Recommended Practice on accounting by charities (SORP 2005).

Depreciation

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Property

The premises are shown at their 1995 professional valuation as instigated by the Centre's bank for the purpose of providing security against borrowings

Office Equipment, Furniture and Fitting and Sports Field Equipment

These are shown at their written down value as estimated by the Centre's Treasurer and are subject to depreciation on a straight-line basis over the expected useful life of the particular asset.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

	2025		2024
	£		£
2. DIRECT CHARTIABLE EXPENDITURE			
Provision of Charitable Services	175,557.97		175,681
3. MANAGEMENT AND ADMINISTRATION			
Office costs	4,246.48		3,591
Accountancy fees	100.00		100
Personnel fees	0.00		0
Legal and professional	0.00		-1624
Interest payable (inc Bank charges)	1,110.22		1,179
Depreciation	3,050.03		3,440
	8,506.73		6,686
4. TOTAL RESOURCES EXPENDED			
	Staff costs		Total 2024
	£		£
Direct charitable expenditure	112,911.73		175,681
Fundraising and publicity	-		1,013
Management and administration	-		6,686
	112,911.73		183,380
The aggregate payroll costs were:			
Wages and salaries			107,777
Social security Costs (NIC)			3,175
			110,953
Other Costs:			
Premises			63,762
Professional Fees			-1,524
Other			6,749
			68,987
Particulars of employees:			
The average number of staff employed by the charity during the financial year amounted to:			
	No		No
	7		7

5. TANGIBLE ASSETS

	Community Centre Buildings £	Sports Ground £	Equipment £	Total £
COST				
At 1 April 2024	300,000.00	57,000.00	212,298.65	569,298.65
Additions	-	-	-	0.00
Disposals	-	-	-	0.00
At 31 March 2025	<u>300,000.00</u>	<u>57,000.00</u>	<u>212,298.65</u>	<u>569,298.65</u>
DEPRECIATION				
Depreciation At 1 April 2024	-	-	146,405.11	146,405.11
Depreciation Charge	-	-	3,050.03	3,050.03
At 31 March 2025	<u>0</u>	<u>0</u>	<u>149,455.14</u>	<u>149,455.14</u>
NET BOOK VALUE				
At 31 March 2025	<u>300,000.00</u>	<u>57,000.00</u>	<u>62,843.51</u>	<u>419,843.51</u>
At 31 March 2024	<u>300,000.00</u>	<u>57,000.00</u>	<u>65,893.54</u>	<u>422,893.54</u>

	2025 £	2024 £
6. STOCK		
Stock	1230.75	571
7. DEBTORS		
Trade debtors	2694.95	7562
Prepayments and accrued income	-1044.00	-1818
	1650.95	5744
8. CASH AT BANK AND IN HAND		
Current Account	41840.77	26906.65
Cash in Hand (HCC)	2496.69	2400.55
Cash in Hand (Sections)	62890.04	58445.16
Development Fund	31368.75	31128.77
Reserve Account	11727.03	11564.27
	<u>150323.28</u>	<u>130445.40</u>
9. CREDITORS Amounts falling due within one year		
Bank loans and overdrafts	0.00	0.00
Letting deposits	3715.00	3715.00
Social Security Creditor	282.74	0.00
Trade Creditors	852.69	1011.95
Accruals	576.30	418.75
Other Creditors	169.22	579.70
	<u>5595.95</u>	<u>5725.40</u>
10. CREDITORS Amounts falling due after more than one year		
Bank loans and overdrafts	<u>0.00</u>	<u>0</u>

11. SECTION ACCOUNTS*

	Income 2025	Expenditure 2025	Funds Held 2025	Contribution 2025*	Contribution 2024
Bridge Club	2,159.00	2,066.49	975.65	1,650.00	1,650.00
Brush strokes Art Club	1,595.00	1,650.00	89.41	1,595.00	1,595.00
Chess Club	380.00	380.00	422.27	380.00	380.00
Cricket Club	20,356.40	25,289.33	9,459.44	2,425.50	2,425.50
Drama Club (Hanham Players)	12,251.40	12,973.07	25,632.28	3,152.50	3,152.50
Snooker Club	5,383.00	4,267.26	2,304.01	4,253.00	4,253.00
Tennis Club	13,438.44	7,563.75	19,562.10	2,770.00	2,770.00
Other				0.00	0.00
	55,563.24	54,189.90	58,445.16	16,226.00	16,226.00
<i>Funds held 2024</i>			58,445.16		
		* Taken from section account			
		Fund Change	0.00		

	Income	Expenditure	Funds Held	Projects Funded
Development Fund	6,265.90	1,929.00	31,128.77	0.00
<i>Funds held 2024</i>			31,128.77	

12. TRADING FUNDS

	Total Income 2025	Expenditure 2025 (inc COGS)	Funds Held 2025 (NCA)	Contribution 2025	Contribution 2024
HCC Bar and Trading Svr Ltd	152,957.80	143,529.02	30,720.49	25,200.00	25,200.00
<i>Funds held 2024</i>			30,720.49		

13. CHARITABLE GRANTS (Paid directly from Grant Body)

	2025	2024
None	0	0
	<u>0</u>	<u>0</u>
	0	0

14. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

	£	£	£
	Tangible fixed assets	Other net assets	Total
Unrestricted funds (31/3/25)	419,843.51	147,609.03	567,452.54
<i>Unrestricted funds (31/3/24)</i>	422,893.54	131,034.44	553,927.98

HANHAM COMMUNITY CENTRE
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDING 31 MARCH 2025

	<u>2025</u>		<u>2024</u>
	£	£	£
INCOME			
Donations		0.00	0.00
Development Fund (Net Income)		239.98	2,530.97
General/Late Section payments		0.00	0.00
Activities		7927.73	5575.41
Centre Sections Contributions		19837.05	16736.78
Surplus/Deficit of Sections		4444.88	437.69
Membership		9501.00	6112.50
Centre Lettings		124859.67	102173.15
Rents Received		120.75	110.25
Social Club (inc SG Surplus)		30000.00	27159.71
Interest Income		162.76	153.33
Misc Income		514.44	733.39
TOTAL INCOME		<u>197608.26</u>	<u>161723.18</u>
DIRECT CHARITABLE EXPENDITURE			
Wages and salaries	112911.73		110952.75
Rates & water	2479.09		2202.08
Light and heat	33061.38		33028.54
Insurance	8175.61		7430.50
Repairs and maintenance	2899.69		5965.84
Waste Disposal	2856.56		2252.66
H&S and Security	788.77		738.03
Cleaning Materials	3389.20		4870.39
Activities	581.78		428.32
Sundry Costs (DCC)	0.00		683.50
Licences & Subs (Theatre, PRS, PPL)	2152.65		2018.78
Sports Ground Rates, Water & Waste	1079.81		1764.26
Sports Ground Electricity	3844.50		2807.03
New Projects	0.00		119.98
Miscellaneous/General	1337.20		418.08
		<u>175557.97</u>	<u>175680.74</u>
FUNDRAISING AND PUBLICITY			
Advertising costs		19.00	1013.41
MANAGEMENT AND ADMINISTRATION			
Telephone	601.39		809.95
Office Supplies	422.17		395.91
Photocopier	1156.38		1171.73
Information Systems	2066.54		1212.91
Legal fees	0.00		-1623.61
Accountant/Auditor fees	100.00		100.00
Personnel fees	0.00		0.00
Bank Charges	1110.22		1178.56
Depreciation of fixed assets	3050.03		3440.32
		<u>8506.73</u>	<u>6685.77</u>
INTEREST PAYABLE			
Bank interest payable	0.00		0.00
Interest on other loans	0.00		0.00
		<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURE		<u>184083.70</u>	<u>183379.92</u>
NET (Deficit)/SURPLUS		<u>13524.56</u>	<u>(21,656.74)</u>
Other Expenditure			
Sports Ground Projects	0.00		0.00
		<u>0.00</u>	<u>0.00</u>
Final Net Deficit/Surplus		<u>13524.56</u>	<u>(21,656.74)</u>

This page does not form part of the statutory financial statements

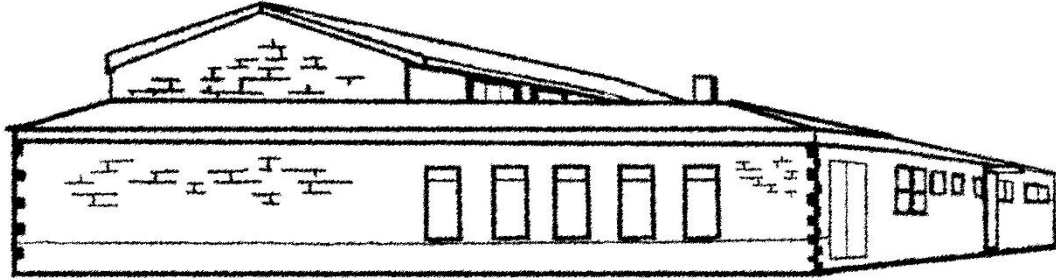
HANHAM COMMUNITY CENTRE

England & Wales - Charity number 1152575

Accounts

HANHAM COMMUNITY CENTRE

Charity Number 1152575



ANNUAL REPORT
AND
FINANCIAL STATEMENTS

FOR

Financial Year Ending
31 MARCH 2024

118-124 High Street
Hanham
Bristol
BS15 3EJ

www.hanhamcentre.org

Hanham Community Centre is a Charitable Incorporated Organisation (CIO)

**HANHAM COMMUNITY CENTRE
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDING 31 MARCH 2024**

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HANHAM COMMUNITY CENTRE
TRUSTEES ANNUAL REPORT
YEAR ENDING 31 MARCH 2024

The Trustees have pleasure in presenting this report and the unaudited financial statements of the Charity for the year ended 31 March 2024. As described the Charity's Trustees are responsible for the preparation of financial statements.

1. Responsibilities of the Trustees

The Charities Act 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 charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies, as described on page 10, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. They must also prepare the financial statements on the 'going concern' basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2. Background & Governing Document

The Charity is a local community association established following WWII and governed by a Trust Deed dated 20/5/1945. Since then, it has developed in membership, facilities and activities but has remained a focal point in the community. Located on the outskirts of Bristol (in the county of South Gloucestershire) it is now surrounded by local development which has taken it from a rural to urban environment. This has changed the nature of both the activities and the membership. The centre is located on a main site with a separate sports ground about 1 mile away. The Governing Document was completely revised on 2000, and from 1st April 2009 the centre operates under the working name of 'Hanham Community Centre'. In 2013 it registered this name as a new Charitable Incorporated Organisation (CIO), closing the old "Hanham Community Centre" charity. The current Constitution is dated 8th February 2018. In 2016 the Trustees formalised the Social Club as an independent trading company, wholly owned by charity.

3. Professional Advisors

<u>Bankers</u>	<u>Independent Examiner</u>	<u>Solicitor</u>
NatWest Bank	Victoria Hicks	Harris & Harris
90 Regent Street	28 Brunel Close	11 Stoney Street
Kingswood	Bridgegate	Frome
Bristol	Bristol	Somerset
BS16 8HS	BS30 5BB	BA11 1BU

4. Objectives

The objectives of the Charity, as stated in the CIO governing document are:

- a. to promote the benefit of the inhabitants of the area of benefit 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 interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- b. 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.
- c. to promote such other charitable purposes as may from time to time be determined.

And the Charity shall be non-party in politics and non-sectarian in religion. The area of benefit ("area of benefit") shall be Hanham and the surrounding district.

5. Vision & Mission

(a) Our Vision Statement is:

"To be a welcoming, community focused organisation; providing a place where people can flourish and enhance the community. We see a future that is sustainable, well managed and developing; through a family focused centre which is available-when-wanted, thriving, and well utilised; and provides the facilities and activities that are needed".

(b) Our Values are:

- We, put customers **first**, Take **pride** in what we do, **Respect** others, **Strive** to be the best, and Act with **integrity**
- **We recognise and value the commitment and hard work by our volunteers & staff**
- We are open to constructive criticism and to suggestions for improvement

(c) Our Mission Statement is:

"To provide a clean, safe and welcoming venue to the community, which through its facilities and activities shall allow people to learn, develop skills, socialise and gain friendships"

This has been developed into a number of specific strategic objectives:

- Ensure the centre is clean, warm, welcoming and safe
- Develop the usage of the facilities with new activities
- Reduce costs – particular energy costs
- Modernise the building
- Increase utilisation of centre
- Introduce better and updated management practices
- Engage with users and get feedback

6. The Board of Trustees

Details of the current membership of the Board of Trustees, the officers and the extant sub-committees are as listed at Annex A. The method of appointment of Trustees is detailed in the current governing document.

FY2023/24 has also been a challenging year after COVID-19. The centre lost a lot of activities following COVID and has not as yet been able to replace them with new activities – though we continue to advertise and have had good progress this year. Expenditure has also risen with increased labour and fuel costs. A survey of similar local community centres indicated we could not increase rental charges further, and this is reflected in some groups moving elsewhere. We have reduced costs further and promote the centre to increase revenue and have had an energy assessment to look at further savings. The BATS bar income is growing due to increase sports via Sky Sports.

So, on that basis - the centre is just about stable, with a nominal annual income figure of £162k, and a deficit of £22k (Noting this includes £3k of fund surplus from sections and the Development Fund, without which would have been a £25k deficit). This gives a total charity fund of £554k. Membership increased to £18 pa with approx. 408 members. The centre relies heavily on the Charity Trustees and volunteers for fund raising. We have a core staff of eight with a number of casual staff, as such the centre has a written Health and Safety Policy. The majority of our income is through our own fundraising and the hiring of our facilities (for parties and community activities etc).

7. Policies

(a) Reserves Policy

The Trustees have set a Reserves Policy which requires:

- Reserves are built/maintained/reduced to a level which ensures that 9 months of the organisations core activity could continue during a period of unforeseen difficulty (nominally 10% of income). For the current year this is estimated to equate to £15,000.
- A proportion of Reserves are maintained in a readily realisable form.
- A decision has been taken to develop a Designated Reserve of £10,000 for the purpose of Modernising and improving the Utilisation of the Centre, as well as a Designated Cyclical Maintenance Fund of £10,000; both these funds are subject to other financial commitments.

The Current level of Free General Reserves is £XXXXX, which is at an acceptable level to provide 9 months core activity taking into account risks associated with each stream of income and expenditure being different from that budgeted, planning activity level, and the organisation's commitments.

(b) Public Benefit Statement

In terms of PB1, public benefit requirement, the Trustees have outlined the mission, objectives (purpose) and achievements of the charity and believe they have clearly defined what the public benefits delivered are, predominantly in terms of the charitable purpose described as:

- the advancement of citizenship or community development;
- the advancement of the arts, culture, heritage or science;
- the advancement of amateur sport;
- the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
- other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose (Recreation Charity).

In terms of public benefit relating to running (PB2) and reporting (PB3) the Trustees can confirm they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant and reported herein.

The Cornerstones of our Services and Operation	
<p style="text-align: center;"><u>TO PARTICIPATE IN</u> Activities where the community can come and participate. Table Top Sales, Craft Events, Art Exhibitions & Entertainment - Plays, Pantomimes and other shows, Parish and community meetings, and being a Trustee or Volunteer</p>	<p style="text-align: center;"><u>TO SUPPORT OTHERS</u> Those activities that offer support to the community and those who need us. Coffee Mornings, Clinic(s), History, Pregnancy Yoga, WI and Carers</p>
<p style="text-align: center;"><u>TO SHARE INTERESTS</u> As a place to share interests, interact and learn from others. Short Mat Bowls & Line Dance, Bridge, Cricket & Tennis, Snooker, Chess & Drama, Art Classes, Dance Classes & Keep Fit, and in the lounge bar – pool, TV, Crib, darts</p>	<p style="text-align: center;"><u>TO MARK EVENTS</u> A place where people can meet with their friends and mark life's events! Births, Birthdays, Engagements, Weddings, Anniversaries, Funeral Receptions, Family Parties and Children's Parties etc.</p>

8. Activities

The Charity normally offers a wide range of activities to support the local community and would continue to advertise for new activities. In this period we had reduced activities. To give an idea of what we would normally offer is as follow:

- | | | |
|------------------------------|----------------------|---------------------|
| <u>Short Mat Bowls</u> | <u>Tennis Club</u> | Judo |
| Hanham Art Club | Zumba | Line Dancing |
| Womens Institute | Zumba Gold | <u>Social Club</u> |
| Pilates | Coffee Morning | Post Natal Yoga |
| Jive Dance Classes | <u>Art Classes</u> | Hanham History |
| Yoga | Zumba Chair | <u>Cricket Club</u> |
| 3D Dance | In Stitches | Hanham Cadet Force |
| <u>Brushstokes Art Group</u> | Carers Support Group | Flow Yoga |
| <u>Amateur Drama</u> | Hearoic | <u>Chess</u> |
| Pregnancy Yoga | <u>Snooker</u> | <u>AmDram Youth</u> |
| Bouncing Bobbins | <u>Bridge</u> | |

Those underlined are either centre sections or centre organised activities. Whilst the facilities are utilised fully in the evenings the Trustees continue to develop the usage during the daytime.

9. Achievements

The main achievements and activities over this year are as follows:

(a) Management and Governance

- Trustee & Staff numbers have remained steady with a few changes;
- The Centre is a member of NCVO;
- The HCC website is regularly updated and we are developing our social media presence;
- HCC land is now registered with Land Registry, but there remain a few pockets of land incorrectly registered to the local council (within our land area), and this will need to be investigated and resolved;
- In this period we lost 9 regular activities and gained 14 – those lost were for a mix of reasons, some including cost and lack of attendance;
- The energy assessment is progressing, and we are seeking funding for solar panels and replacement a heating system.
- Whilst no further action has been taken on refurbishing the annex, the floor has been replaced;
- The Trustees have agreed with the local secondary school (Hanham Woods) that the community centre is an Emergency Decant building for the school in case on an emergency;
- The Sports Gound bar was again closed over winter to save energy costs; and
- The Trustees have paused engagement in 'early' assessment to look at a major redevelopment of the community centre premises.
- We have an agreement with InstaVolt who installed 4 charging stations in the car park, which will (next year) generate some income (£4000+).

(b) Maintenance and Improvements

- HCC had a grant for "greening Hanham" and will buy 12 planters and plants for the memorial garden; and
- Further LED lighting has been installed, and is now about 75% complete.

(c) Activities & Community Engagement

- The centre held a new Years Eve party raising £2000;
- The drama group held a pantomime and play and the centre hosted boxing, wrestling, clairvoyant evenings and comedy shows; and
- The bar (BATS) has added BT Sports and are promoting Sporting Events to increase income and membership.

10. Issues & Risks

- As always, the centre lacks committed and willing volunteers to support the work of the Trustees, as such the Trustees will be focusing on maintaining equilibrium, based on the Strategic Objectives outlined above;
- The main challenge for 2024 onwards will be addressing out lack of income and controlling expenditure to move to a balance surplus in the near future; and
- Right of Way: There remains a dispute between the Charity and a neighbour over the right of way across our land. However there has been no major action on this matter during this reporting period, though there remains on-going harassment and endless 'photo taking'.

11. Future Developments Projects

Whilst this report is strictly for the period 1st Apr 23 until 31st March 24, this section is more akin to a Business Plan for the forthcoming year. The Trustees would normally revise the Strategic Plan in April, however given the global situation with the unknown COVID-19 pandemic this did not take place again this period. As such the details below remain unchanged.

Based on the 2019 review, the overall strategy remains generally unchanged. The shorter-term focus will be on modernising the older parts of the Centre, while trying to increase the overall utilisation of the existing facilities and reduce energy costs.

“Communicate to enable focused Modernisation and Utilisation”

Medium Term Aims and Objectives

<u>Theme: Resource Management</u> RM1 – Apply for Grants RM2 – Focus parking for users RM3 – Monitor and improve utilisation RM4 – Reduce costs – monitor utilities and visitor numbers.	<u>Theme: Enabling Processes</u> EP1 – Gain customer feedback EP2 – Gain staff feedback EP3 – Focus on Internal communications EP4 – Know Needs (of users)
<u>Theme: Working Together</u> WT1 – Develop Strategic Plan WT2 – Agree Annual Objectives WT3 – State Vision, Mission and Values to all WT4 – Share ‘common purpose’	<u>Theme: Customer (Public) Benefits</u> CB1 – Advertise Services CB2 – Modernise Building CB3 – Communicate Vision CB4 – Re-focus on key facilities

12. Declaration

I declare, in my capacity of Charity Trustee, that:

- the Trustees have approved the report above; and
- have authorised me to sign it on their behalf.

Signature _____

Full Name: Kevin Michael Lawrence
 Position: Chairman
 Date: Nov 2024

Annex A

Structure, Membership and Organisation of Committees

Officers

The officers of the Charity (at 31 Mar 24) are:

Chairman	Mr K Lawrence
Vice Chairman	Mr J Lambourne
Administrator	Miss D Coles

Charity Trustees

The Charity Trustees (at 31 Mar 24) are:

Mr K Lawrence
Mr J Lambourne
Mr C Nunn

Committees and Sub-Committees

The Board of Trustees (executive committee) is composed of all Charity Trustees; and ex-officio Trustees (currently limited to the Designated Premises Supervisor). The meeting is also attended by a representative of the South Gloucestershire Council or local Parish Council. The Board meets on a monthly basis. Additional meetings and sub-committees are held as needed to support particular activities – such as the Budget.

HANHAM COMMUNITY CENTRE
INDEPENDENT EXAMINERS REPORT
YEAR ENDING 31 MARCH 2024

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

I report on the unaudited accounts of the charity for the year ending 31 March 2024 set out on pages 8 – 14.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

As the Charity Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of the procedures specified in the General Directions given by the Charities Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS REPORT

My examination was carried out in accordance with the general directions given by the Charities Commissioner. An independent examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINERS STATEMENT

In connection with my examination, no matter has come to our attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 41 of the Act; and
 - b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the act

have not been met, or

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

28 Brunel Close
Bridgeway
Bristol
BS30 5BB

Victoria Hicks LLB(Hons), CPFA, CiLCA
Independent Examiner

Dec 2024

HANHAM COMMUNITY CENTRE
STATEMENT OF FINANCIAL ACTIVITY
YEAR ENDED 31 MARCH 2024

	Notes	2024 £	2023 £
INCOME RESOURCES			
Donations		-	-
Income from charitable trading activities		161,569.85	156,311.78
Income from non-charitable trading activities		<u>153.33</u>	<u>49.98</u>
TOTAL INCOMING RESOURCES		<u>161,723.18</u>	<u>156,361.76</u>
RESOURCES EXPENDED			
Direct charitable expenditure	1	175,680.74	143,369.54
Fundraising and publicity	2	1,013.41	1,166.25
Management and administration	3	<u>6,685.77</u>	<u>10,418.60</u>
TOTAL RESOURCES EXPENDED	4	<u>183,379.92</u>	<u>154,954.39</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR		<u>-21,656.74</u>	<u>1,407.37</u>
Allocated in the Year			
General Fund		-23,953.92	-889.81
Development Fund		<u>2,297.18</u>	<u>2,297.18</u>
		<u>-21,656.74</u>	<u>1,407.37</u>
MOVEMENT IN FUNDS			
General Fund:-			
Balance b/fwd		546,986.92	547,876.73
Surplus for the year		<u>-24,187.71</u>	<u>-889.81</u>
Balance c/fwd		522,799.21	546,986.92
Development Fund:-			
Balance b/fwd		28,597.80	26,300.62
Surplus for the year		<u>2,530.97</u>	<u>2,297.18</u>
Balance c/fwd		31,128.77	28,597.80
Total Unrestricted Fund Balance c/fwd	14/15	<u>553,927.98</u>	<u>575,584.72</u>

All movements are in Unrestricted Funds

HANHAM COMMUNITY CENTRE
BALANCE SHEET
YEAR ENDING 31 MARCH 2024

		2024		2023
		£	£	£
FIXED ASSETS				
Tangible assets	5		422,893.54	425,623.86
CURRENT ASSETS				
Stocks	6	570.72		1,410.07
Debtors	7	5,743.72		2,504.50
Cash at bank and in hand	8	130,445.40		153,590.70
			136,759.84	157,505.27
CREDITORS: Amounts falling due within one year	9	(5,725.40)		(7,375.19)
NET CURRENT LIABILITIES			131,034.44	150,130.08
TOTAL ASSETS LESS CURRENT LIABILITIES			553,927.98	575,753.94
CREDITORS: Amounts falling due after more than one year	10		0.00	0.00
NET ASSETS			553,927.98	575,753.94
UNRESTRICTED FUNDS				
General Fund			522,799.21	547,156.14
Development Fund			31,128.77	28,597.80
TOTAL FUNDS			553,927.98	575,753.94

These financial statements were approved and signed by the members of the committee in Oct 2024

Mr K M Lawrence

Signed on behalf of the Trustees

HANHAM COMMUNITY CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Statement of Recommended Practice on accounting by charities (SORP 2005).

Depreciation

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Property

The premises are shown at their 1995 professional valuation as instigated by the Centre's bank for the purpose of providing security against borrowings

Office Equipment, Furniture and Fitting and Sports Field Equipment

These are shown at their written down value as estimated by the Centre's Treasurer and are subject to depreciation on a straight-line basis over the expected useful life of the particular asset.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

	2024		2023
	£		£
2. DIRECT CHARTIABLE EXPENDITURE			
Provision of Charitable Services	175,680.74		143,370
3. MANAGEMENT AND ADMINISTRATION			
Office costs	3,590.50		3,967
Accountancy fees	100.00		100
Personnel fees	0.00		0
Legal and professional	-1,623.61		1624
Interest payable (inc Bank charges)	1,178.56		960
Depreciation	3,440.32		3,769
	6,685.77		10,419
4. TOTAL RESOURCES EXPENDED			
	Staff costs	Depreciation	Other costs
	£	£	£
Direct charitable expenditure	110,952.75	-	64,727.99
Fundraising and publicity	-	-	1,013.41
Management and administration	-	3,440.32	3,245.45
	110,952.75	3,440.32	68,986.85
			183,379.92
The aggregate payroll costs were:			
Wages and salaries			107,777.38
Social security Costs (NIC)			3,175.37
			110,952.75
Other Costs:			
Premises			63,761.61
Professional Fees			-1,523.61
Other			6,748.85
			68,986.85
Particulars of employees:			
The average number of staff employed by the charity during the financial year amounted to:			No
			7
			No
			7

5. TANGIBLE ASSETS

	Community Centre Buildings £	Sports Ground £	Equipment £	Total £
COST				
At 1 April 2023	300,000.00	57,000.00	211,588.65	568,588.65
Additions	-	-	710.00	710.00
Disposals	-	-	-	0.00
At 31 March 2024	<u>300,000.00</u>	<u>57,000.00</u>	<u>212,298.65</u>	<u>569,298.65</u>
DEPRECIATION				
Depreciation At 1 April 2023	-	-	142,964.79	142,964.79
Depreciation Charge	-	-	3,440.32	3,440.32
At 31 March 2024	<u>0</u>	<u>0</u>	<u>146,405.11</u>	<u>146,405.11</u>
NET BOOK VALUE				
At 31 March 2024	<u>300,000.00</u>	<u>57,000.00</u>	<u>65,893.54</u>	<u>422,893.54</u>
At 31 March 2023	<u>300,000.00</u>	<u>57,000.00</u>	<u>68,623.86</u>	<u>425,623.86</u>

	2024 £	2023 £
6. STOCK		
Stock	<u>570.72</u>	<u>1410</u>
7. DEBTORS		
Trade debtors	7561.72	2940
Prepayments and accrued income	<u>-1818.00</u>	<u>-435</u>
	5743.72	2505
8. CASH AT BANK AND IN HAND		
Current Account	26906.65	53462.09
Cash in Hand (HCC)	2400.55	2112.40
Cash in Hand (Sections)	58445.16	58007.47
Development Fund	31128.77	28597.80
Reserve Account	<u>11564.27</u>	<u>11410.94</u>
	130445.40	153590.70
9. CREDITORS Amounts falling due within one year		
Bank loans and overdrafts	0.00	0.00
Letting deposits	3715.00	3715.00
Social Security Creditor	0.00	0.00
Trade Creditors	1011.95	1089.92
Accruals	418.75	418.75
Other Creditors	<u>579.70</u>	<u>2151.52</u>
	<u>5725.40</u>	<u>7375.19</u>
10. CREDITORS Amounts falling due after more than one year		
Bank loans and overdrafts	<u>0.00</u>	<u>0</u>

11. SECTION ACCOUNTS*

	Income 2024	Expenditure 2024	Funds Held 2024	Contribution 2024*	Contribution 2023
Bridge Club	2,159.00	2,066.49	975.65	1,650.00	1,525.00
Brush strokes Art Club	1,595.00	1,650.00	89.41	1,595.00	1,528.00
Chess Club	380.00	380.00	422.27	380.00	380.00
Cricket Club	20,356.40	25,289.33	9,459.44	2,425.50	2,650.00
Drama Club (Hanham Players)	12,251.40	12,973.07	25,632.28	3,152.50	2,940.00
Snooker Club	5,383.00	4,267.26	2,304.01	4,253.00	2,971.00
Tennis Club	13,438.44	7,563.75	19,562.10	2,770.00	2,520.00
Other				0.00	0.00
	55,563.24	54,189.90	58,445.16	16,226.00	14,514.00
<i>Funds held 2023</i>			58,007.47		
			* Taken from section accounts 21/22		
		Fund Change	437.69		

	Income	Expenditure	Funds Held	Projects Funded
Development Fund	6,265.90	1,929.00	31,128.77	0.00
<i>Funds held 2023</i>			28,597.80	

12. TRADING FUNDS

	Total Income 2024	Expenditure 2024 (inc COGS)	Funds Held 2024 (NCA)	Contribution 2024	Contribution 2023
HCC Bar and Trading Svr Ltd	152,957.80	143,529.02	30,720.49	25,200.00	30,068.43
<i>Funds held 2023</i>			21,291.71		

13. CHARITABLE GRANTS (Paid directly from Grant Body)

	2024	2023
None	0	0
	<u>0</u>	<u>0</u>
	0	0

14. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

	£	£	£
	Tangible fixed assets	Other net assets	Total
Unrestricted funds (31/3/24)	422,893.54	131,203.66	554,097.20
<i>Unrestricted funds (31/3/23)</i>	425,623.86	150,130.08	575,753.94

HANHAM COMMUNITY CENTRE
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDING 31 MARCH 2024

	2024		2023
	£	£	£
INCOME			
Donations		0.00	0.00
Development Fund (Net Income)		2,530.97	2,297.18
General/Late Section payments		0.00	0.00
Activities		5575.41	5255.37
Centre Sections Contributions		16736.78	14066.60
Surplus/Deficit of Sections		437.69	11768.67
Membership		6112.50	3342.00
Centre Lettings		102173.15	88187.38
Rents Received		110.25	115.50
Social Club (inc SG Surplus)		27159.71	30068.43
Interest Income		153.33	49.98
Misc Income		733.39	1210.65
TOTAL INCOME		<u>161723.18</u>	<u>156361.76</u>
DIRECT CHARITABLE EXPENDITURE			
Wages and salaries	110952.75		100948.85
Rates & water	2202.08		3264.62
Light and heat	33028.54		13753.91
Insurance	7430.50		6826.34
Repairs and maintenance	5965.84		4077.68
Waste Disposal	2252.66		1848.94
H&S and Security	738.03		512.50
Cleaning Materials	4870.39		3991.39
Activities	428.32		376.35
Sundry Costs (DCC)	683.50		1375.69
Licences & Subs (Theatre, PRS, PPL)	2018.78		1546.58
Sports Ground Rates, Water & Waste	1764.26		1181.03
Sports Ground Electricity	2807.03		2666.37
New Projects	119.98		276.00
Miscellaneous/General	418.08		723.29
		<u>175680.74</u>	<u>143369.54</u>
FUNDRAISING AND PUBLICITY			
Advertising costs		1013.41	1166.25
MANAGEMENT AND ADMINISTRATION			
Telephone	809.95		739.14
Office Supplies	395.91		457.24
Photocopier	1171.73		1880.46
Information Systems	1212.91		889.87
Legal fees	-1623.61		1623.61
Accountant/Auditor fees	100.00		100.00
Personnel fees	0.00		0.00
Bank Charges	1178.56		959.68
Depreciation of fixed assets	3440.32		3768.60
		<u>6685.77</u>	<u>10418.60</u>
INTEREST PAYABLE			
Bank interest payable	0.00		0.00
Interest on other loans	0.00		0.00
		<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURE		<u>183379.92</u>	<u>154954.39</u>
NET (Deficit)/SURPLUS		<u>-21656.74</u>	<u>1,407.37</u>
Other Expenditure			
Sports Ground Projects	0.00		0.00
		<u>0.00</u>	<u>0.00</u>
Final Net Deficit/Surplus		<u>-21656.74</u>	<u>1,407.37</u>

This page does not form part of the statutory financial statements

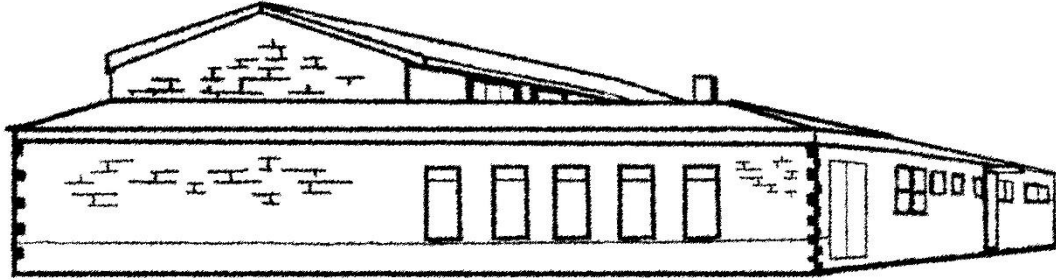
HANHAM COMMUNITY CENTRE

England & Wales - Charity number 1152575

Accounts

HANHAM COMMUNITY CENTRE

Charity Number 1152575



ANNUAL REPORT
AND
FINANCIAL STATEMENTS

FOR

Financial Year Ending
31 MARCH 2023

118-124 High Street
Hanham
Bristol
BS15 3EJ

www.hanhamcentre.org

Hanham Community Centre is a Charitable Incorporated Organisation (CIO)

**HANHAM COMMUNITY CENTRE
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDING 31 MARCH 2023**

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HANHAM COMMUNITY CENTRE
TRUSTEES ANNUAL REPORT
YEAR ENDING 31 MARCH 2023

The Trustees have pleasure in presenting this report and the unaudited financial statements of the Charity for the year ended 31 March 2023. As described the Charity's Trustees are responsible for the preparation of financial statements.

1. Responsibilities of the Trustees

The Charities Act 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 charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies, as described on page 10, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. They must also prepare the financial statements on the 'going concern' basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2. Background & Governing Document

The Charity is a local community association established following WWII, and governed by a Trust Deed dated 20/5/1945. Since then it has developed in membership, facilities and activities but has remained a focal point in the community. Located on the outskirts of Bristol (in the county of South Gloucestershire) it is now surrounded by local development which has taken it from a rural to urban environment. This has changed the nature of both the activities and the membership. The centre is located on a main site with a separate sports ground about 1 mile away. The Governing Document was completely revised on 2000, and from 1st April 2009 the centre operates under the working name of 'Hanham Community Centre'. In 2013 it registered this name as a new Charitable Incorporated Organisation (CIO), closing the old "Hanham Community Centre" charity. The current Constitution is dated 8th February 2018. In 2016 the Trustees formalised the Social Club as an independent trading company, wholly owned by charity.

3. Professional Advisors

<u>Bankers</u>	<u>Independent Examiner</u>	<u>Solicitor</u>
NatWest Bank	Victoria Hicks	Harris & Harris
90 Regent Street	28 Brunel Close	11 Stoney Street
Kingswood	Bridgegate	Frome
Bristol	Bristol	Somerset
BS16 8HS	BS30 5BB	BA11 1BU

4. Objectives

The objectives of the Charity, as stated in the CIO governing document are:

- a. to promote the benefit of the inhabitants of the area of benefit 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 interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- b. 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;
- c. to promote such other charitable purposes as may from time to time be determined.

And the Charity shall be non-party in politics and non-sectarian in religion. The area of benefit ("area of benefit") shall be Hanham and the surrounding district.

5. Vision & Mission

(a) Our Vision Statement is:

"To be a welcoming, community focused organisation; providing a place where people can flourish and enhance the community. We see a future that is sustainable, well managed and developing; through a family focused centre which is available-when-wanted, thriving, and well utilised; and provides the facilities and activities that are needed".

(b) Our Values are:

- We, put customers **first**, Take **pride** in what we do, **Respect** others, **Strive** to be the best, and Act with **integrity**
- **We recognise and value the commitment and hard work by our volunteers & staff**
- We are open to constructive criticism and to suggestions for improvement

(c) Our Mission Statement is:

"To provide a clean, safe and welcoming venue to the community, which through its facilities and activities shall allow people to learn, develop skills, socialise and gain friendships"

This has been developed into a number of specific strategic objectives:

- Ensure the centre is clean, warm, welcoming and safe
- Develop the usage of the facilities with new activities
- Modernise the building
- Increase utilisation of centre
- Introduce better and updated management practices
- Engage with users and get feedback

6. The Board of Trustees

Details of the current membership of the Board of Trustees, the officers and the extant sub-committees are as listed at Annex A. The method of appointment of Trustees is detailed in the current governing document.

FY2022/23 has been a challenging year after COVID-19. The centre lost a lot of activities following COVID and has not as yet) been able to replace them with new activities – though we continue to advertise. Expenditure has also risen with increased labour and fuel costs. A survey of similar local community centres indicated we could not increase rental charges further, and this is reflected in some groups moving elsewhere. In 2023/4 we will look to reduce costs further and promote the centre in increase revenue. , like 20/21 has been a rather odd year with COVID closing the centre for most of the period. The BATS bar income is stable, and has recently added Sky Sports to attract more sales – though the cost benefit of this is still being assessed.

So, on that basis - the centre is just about stable, with a nominal annual income figure of £156312, and a financial surplus of £1407 (Noting this includes £14491 of fund surplus from sections and the Development Fund, without which would have been a £13K deficit). This gives a total charity fund of £575754. Membership increased to £15 pa with approx. 222 members. The centre relies heavily on the Charity Trustees and volunteers for fund raising. We have a core staff of eight with a number of casual staff, as such the centre has a written Health and Safety Policy. The majority of our income is through our own fundraising and the hiring of our facilities (for parties and community activities etc).

7. Policies

(a) Reserves Policy

The Trustees have set a Reserves Policy which requires:

- Reserves are built/maintained/reduced to a level which ensures that 9 months of the organisations core activity could continue during a period of unforeseen difficulty (nominally 10% of income). For the current year this is estimated to equate to £15,000.
- A proportion of Reserves are maintained in a readily realisable form.
- A decision has been taken to develop a Designated Reserve of £10,000 for the purpose of Modernising and improving the Utilisation of the Centre, as well as a Designated Cyclical Maintenance Fund of £10,000; both these funds are subject to other financial commitments.

The Current level of Free General Reserves is £11411, which is at an acceptable level to provide 9 months core activity taking into account risks associated with each stream of income and expenditure being different from that budgeted, planning activity level, and the organisation's commitments.

(b) Public Benefit Statement

In terms of PB1, public benefit requirement, the Trustees have outlined the mission, objectives (purpose) and achievements of the charity and believe they have clearly defined what the public benefits delivered are, predominantly in terms of the charitable purpose described as:

- the advancement of citizenship or community development;
- the advancement of the arts, culture, heritage or science;
- the advancement of amateur sport;
- the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
- other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose (Recreation Charity).

In terms of public benefit relating to running (PB2) and reporting (PB3) the Trustees can confirm they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant and reported herein.

The Cornerstones of our Services and Operation	
<p style="text-align: center;"><u>TO PARTICIPATE IN</u> Activities where the community can come and participate. Table Top Sales, Craft Events, Art Exhibitions & Entertainment - Plays, Pantos and other shows, Parish and community meetings, and being a Trustee or Volunteer</p>	<p style="text-align: center;"><u>TO SUPPORT OTHERS</u> Those activities that offer support to the community and those who need us. Coffee Mornings, Clinic(s), History</p>
<p style="text-align: center;"><u>TO SHARE INTERESTS</u> As a place to share interests, interact and learn from others. Short Mat Bowls & Line Dance, Bridge, Cricket & Tennis, Snooker, Chess & Drama, Art Classes, Dance Classes & Keep Fit, and in the lounge bar – pool, TV, Crib, darts</p>	<p style="text-align: center;"><u>TO MARK EVENTS</u> A place where people can meet with their friends and mark life's events! Births, Birthdays, Engagements, Weddings, Anniversaries, Funeral Receptions, Family Parties and Children's Parties etc.</p>

8. Activities

The Charity normally offers a wide range of activities to support the local community and would continue to advertise for new activities. However in this period we had reduced activities. However to give an idea of what we would normally offer.

- | | | |
|------------------------------|-----------------------|---------------------|
| <u>Short Mat Bowls</u> | Dog training Classes | Judo |
| Hanham Art Club | Zumba | Line Dancing |
| Womens Institute | Zumba Gold | <u>Social Club</u> |
| Pilates | <u>Coffee Morning</u> | Post Natal Yoga |
| Jive Dance Classes | <u>Art Classes</u> | Hanham History |
| Yoga | Zumba Chair | <u>Cricket Club</u> |
| 3D Dance | In Stitches | Hanham Cadet Force |
| <u>Brushstokes Art Group</u> | Carers Support Group | Flow Yoga |
| <u>Amateur Drama</u> | Hearoic | <u>Chess</u> |
| <u>Pregnancy Yoga</u> | <u>Snooker</u> | <u>AmDram Youth</u> |
| Bouncing Bobbins | <u>Bridge</u> | <u>Tennis Club</u> |

Those underlined are either centre sections or centre organised activities. Whilst the facilities are utilised fully in the evenings the Trustees continue to develop the usage during the daytime.

9. Achievements

The main achievements and activities over this year are as follows:

(a) Management and Governance

- Trustee & Staff numbers have remained steady with a few changes;
- The Centre is a member of NCVO;
- The HCC website is regularly updated and we are developing our social media presence;
- HCC land is now registered with Land Registry, but there remain a few pockets of land incorrectly registered to the local council (within our land area), and this will need to be investigated and resolved;
- In this period we lost nine regular activities and gained twelve – those lost were for a mix of reasons, some including cost and lack of attendance;
- There has been no further action on solar panels or refurbishing the annex;
- The Trustees have agreed with the local secondary school (Hanham Woods) that the community centre is an Emergency Decant building for the school in case on an emergency;
- The Sports Gound bar was again closed over winter to save energy costs; and
- The Trustees have paused engagement in 'early' assessment to look at a major redevelopment of the community centre premises.

(b) Maintenance and Improvements

- HCC has not progressed any capital grants/award in this period;
- The centre boiler was repaired at a cost of £6K, but will need replacement soon – the Trustee are looking at grant options to progress this in 2024;
- A new large fridge was purchase for the main kitchen;
- Further LED lighting has been installed, and is now about 70% complete; and
- Trees at centre and sports ground were trimmed.

(c) Activities & Community Engagement

- The centre held a new Years Eve party raising £2000;
- The drama group held a pantomime, play and youth group productions and the centre hosted eight boxing/wrestling events, four clairvoyant evenings and two comedy shows; and
- The bar (BATS) has added Sky Sports and are promoting Sporting Events to increase income and membership.

10. Issues & Risks

- As always, the centre lacks committed and willing volunteers to support the work of the Trustees, as such the Trustees will be focusing on maintaining equilibrium, based on the Strategic Objectives outlined above;
- The main challenge for 2023 onwards will be addressing out lack of income and controlling expenditure to move to a balance surplus in the near future; and
- Right of Way: There remains a dispute between the Charity and a neighbour over the right of way across our land. However there has been no major action on this matter during this reporting period, though there remains on-going harassment and endless 'photo taking'.

11. Future Developments Projects

Whilst this report is strictly for the period 1st Apr 22 until 31st March 23, this section is more akin to a Business Plan for the forthcoming year. The Trustees would normally revise the Strategic Plan in April, however given the global situation with the unknown COVID-19 pandemic this did not take place again this period. As such the details below remain unchanged.

Based on the 2019 review, the overall strategy remains generally unchanged. The shorter-term focus will be on modernising the older parts of the Centre, while trying to increase the overall utilisation of the existing facilities.

“Communicate to enable focused Modernisation and Utilisation”

Medium Term Aims and Objectives

<u>Theme: Resource Management</u> RM1 – Apply for Grants RM2 – Focus parking for users RM3 – Monitor and improve utilisation RM4 – Reduce costs – monitor utilities and visitor numbers.	<u>Theme: Enabling Processes</u> EP1 – Gain customer feedback EP2 – Gain staff feedback EP3 – Focus on Internal communications EP4 – Know Needs (of users)
<u>Theme: Working Together</u> WT1 – Develop Strategic Plan WT2 – Agree Annual Objectives WT3 – State Vision, Mission and Values to all WT4 – Share ‘common purpose’	<u>Theme: Customer (Public) Benefits</u> CB1 – Advertise Services CB2 – Modernise Building CB3 – Communicate Vision CB4 – Re-focus on key facilities

12. Declaration

I declare, in my capacity of Charity Trustee, that:

- the Trustees have approved the report above; and
- have authorised me to sign it on their behalf.

Signature _____

Full Name: Kevin Michael Lawrence

Position: Chairman

Date: Aug 2023

Annex A

Structure, Membership and Organisation of Committees

Officers

The officers of the Charity (at 31 July 23) are:

Chairman	Mr K Lawrence
Vice Chairman	Mr J Lambourne
Administrator	Mrs J Cox

Charity Trustees

The Charity Trustees (at 31 July 23) are:

Mr K Lawrence
Mr J Lambourne
Mr C Nunn

Committees and Sub-Committees

The Board of Trustees (executive committee) is composed of all Charity Trustees; and ex-officio Trustees (currently limited to the Designated Premises Supervisor). The meeting is also attended by a representative of the South Gloucestershire Council or local Parish Council. The Board meets on a monthly basis. Additional meetings and sub-committees are held as needed to support particular activities – such as the Budget.

HANHAM COMMUNITY CENTRE
INDEPENDENT EXAMINERS REPORT
YEAR ENDING 31 MARCH 2023

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

I report on the unaudited accounts of the charity for the year ending 31 March 2023 set out on pages 8 – 14.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

As the Charity Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of the procedures specified in the General Directions given by the Charities Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS REPORT

My examination was carried out in accordance with the general directions given by the Charities Commissioner. An independent examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINERS STATEMENT

In connection with my examination, no matter has come to our attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 41 of the Act; and
 - b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the act

have not been met, or

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

28 Brunel Close
Bridgegate
Bristol
BS30 5BB

Victoria Hicks LLB(Hons), CPFA, CiLCA
Independent Examiner

Nov 2023

HANHAM COMMUNITY CENTRE
STATEMENT OF FINANCIAL ACTIVITY
YEAR ENDED 31 MARCH 2023

	Notes	2023 £	2022 £
INCOME RESOURCES			
Donations		-	34,434.97
Income from charitable trading activities		156,311.78	106,517.55
Income from non-charitable trading activities		49.98	1.14
TOTAL INCOMING RESOURCES		<u>156,361.76</u>	<u>140,953.66</u>
RESOURCES EXPENDED			
Direct charitable expenditure	1	143,369.54	148,812.87
Fundraising and publicity		1,166.25	831.90
Management and administration	3	10,418.60	7,063.57
TOTAL RESOURCES EXPENDED	4	<u>154,954.39</u>	<u>156,708.34</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR		<u>1,407.37</u>	<u>-15,754.68</u>
Allocated in the Year			
General Fund		-889.81	-15,995.02
Development Fund		2,297.18	240.34
		<u>1,407.37</u>	<u>-15,754.68</u>
MOVEMENT IN FUNDS			
General Fund:-			
Balance b/fwd		547,876.73	563,871.75
Surplus for the year		<u>-889.81</u>	<u>-15,995.02</u>
Balance c/fwd		546,986.92	547,876.73
Development Fund:-			
Balance b/fwd		26,300.62	26,060.28
Surplus for the year		<u>2,297.18</u>	<u>240.34</u>
Balance c/fwd		28,597.80	26,300.62
Total Unrestricted Fund Balance c/fwd	14/15	<u>575,584.72</u>	<u>574,177.35</u>

All movements are in Unrestricted Funds

HANHAM COMMUNITY CENTRE
BALANCE SHEET
YEAR ENDED 31 MARCH 2023

	Notes	2023		2022
		£	£	£
FIXED ASSETS				
Tangible assets	5		425,623.86	419,484.22
CURRENT ASSETS				
Stocks	6	1,410.07		1,329.23
Debtors	7	2,504.50		3,712.25
Cash at bank and in hand	8	153,590.70		157,484.44
			157,505.27	162,525.92
CREDITORS: Amounts falling due within one year	9	(7,375.19)		(7,832.79)
NET CURRENT LIABILITIES			150,130.08	154,693.13
TOTAL ASSETS LESS CURRENT LIABILITIES			575,753.94	574,177.35
CREDITORS: Amounts falling due after more than one year	10		0.00	0.00
NET ASSETS			575,753.94	574,177.35
UNRESTRICTED FUNDS				
General Fund			547,156.14	547,876.73
Development Fund			28,597.80	26,300.62
TOTAL FUNDS			575,753.94	574,177.35

These financial statements were approved and signed by the members of the committee in Oct 2022

Mr K M Lawrence

Signed on behalf of the Trustees

HANHAM COMMUNITY CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Statement of Recommended Practice on accounting by charities (SORP 2005).

Depreciation

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Property

The premises are shown at their 1995 professional valuation as instigated by the Centre's bank for the purpose of providing security against borrowings

Office Equipment, Furniture and Fitting and Sports Field Equipment

These are shown at their written down value as estimated by the Centre's Treasurer and are subject to depreciation on a straight-line basis over the expected useful life of the particular asset.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

	2023		2022
	£		£
2. DIRECT CHARTIABLE EXPENDITURE			
Provision of Charitable Services	143,369.54		148,813
3. MANAGEMENT AND ADMINISTRATION			
Office costs	3,966.71		3,502
Accountancy fees	100.00		0
Personnel fees	0.00		0
Legal and professional	1,623.61		0
Interest payable (inc Bank charges)	959.68		685
Depreciation	3,768.60		2,877
	10,418.60		7,064
4. TOTAL RESOURCES EXPENDED			
	Staff costs	Depreciation	Other costs
	£	£	£
Direct charitable expenditure	100,948.85	-	42,420.69
Fundraising and publicity	-	-	1,166.25
Management and administration	-	3,768.60	6,650.00
	100,948.85	3,768.60	50,236.94
	100,948.85	3,768.60	50,236.94
The aggregate payroll costs were:			
Wages and salaries			97,773.48
Social security Costs (NIC)			3,175.37
			100,948.85
Other Costs:			
Premises			41,045.05
Professional Fees			1,723.61
Other			7,468.28
			50,236.94
			50,236.94
Particulars of employees:			
The average number of staff employed by the charity during the financial year amounted to:			
	No		No
	7		7

5. TANGIBLE ASSETS

	Community Centre Buildings £	Sports Ground £	Equipment £	Total £
COST				
At 1 April 2022	300,000.00	57,000.00	201,680.00	558,680.00
Additions	-	-	9,908.65	9,908.65
Disposals	-	-	-	0.00
At 31 March 2023	<u>300,000.00</u>	<u>57,000.00</u>	<u>211,588.65</u>	<u>568,588.65</u>
DEPRECIATION				
Depreciation At 1 April 2022	-	-	139,196.19	139,196.19
Depreciation Charge	-	-	3,768.60	3,768.60
At 31 March 2023	<u>0</u>	<u>0</u>	<u>142,964.79</u>	<u>142,964.79</u>
NET BOOK VALUE				
At 31 March 2023	<u>300,000.00</u>	<u>57,000.00</u>	<u>68,623.86</u>	<u>425,623.86</u>
At 31 March 2022	<u>300,000.00</u>	<u>57,000.00</u>	<u>62,484.00</u>	<u>419,484.00</u>

	2023 £	2022 £
6. STOCK		
Stock	<u>1410.07</u>	<u>1329</u>
7. DEBTORS		
Trade debtors	2939.50	3712
Prepayments and accrued income	<u>-435.00</u>	<u>0</u>
	2504.50	3712
8. CASH AT BANK AND IN HAND		
Current Account	53462.09	71439
Cash in Hand (HCC)	2112.40	2145
Cash in Hand (Sections)	58007.47	46239
Development Fund	28597.80	26301
Reserve Account	<u>11410.94</u>	<u>11361</u>
	153590.70	157484
9. CREDITORS Amounts falling due within one year		
Bank loans and overdrafts	0.00	0
Letting deposits	3715.00	4067
Social Security Creditor	0.00	11192
Trade Creditors	1089.92	2857
Accruals	418.75	419
Other Creditors	<u>2151.52</u>	<u>-10703</u>
	<u>7375.19</u>	<u>7833</u>
10. CREDITORS Amounts falling due after more than one year		
Bank loans and overdrafts	<u>0.00</u>	<u>0</u>

11. SECTION ACCOUNTS*

	Income 2023	Expenditure 2023	Funds Held 2023	Contribution 2023*	Contribution 2022
Bridge Club	1,969.00	1,715.05	883.14	1,525.00	1,350.00
Brush strokes Art Club	1,685.00	1,595.59	144.41	1,528.00	905.00
Chess Club	234.00	410.00	422.27	380.00	150.00
Cricket Club	21,481.37	17,445.67	15,328.02	2,650.00	4,886.00
Drama Club (Hanham Players)	10,255.39	8,159.82	26,353.95	2,940.00	1,500.00
Snooker Club	3,619.60	2,989.09	1,188.27	2,971.00	1,795.00
Tennis Club	17,750.36	13,618.49	13,687.41	2,520.00	2,400.00
Other				0.00	0.00
	56,994.72	45,933.71	58,007.47	14,514.00	12,986.00
<i>Funds held 2022</i>			46,239.00		
			* Taken from section accounts 21/22		
		Fund Change	11,768.47		

	Income	Expenditure	Funds Held	Projects Funded
Development Fund	4,272.66	1,975.48	28,597.80	0.00
<i>Funds held 2022</i>			26,301.00	

12. TRADING FUNDS

	Total Income 2023	Expenditure 2023 (inc COGS)	Funds Held 2023 (NCA)	Contribution 2023	Contribution 2022
HCC Bar and Trading Svr Ltd	114,985.68	104,475.58	21,291.71	30,068.43	24,000.00
<i>Funds held 2022</i>			24,452.00		

13. CHARITABLE GRANTS (Paid directly from Grant Body)

	2023	2022
None	0	0
	<u>0</u>	<u>0</u>
	0	0

14. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

	£	£	£
	Tangible fixed assets	Other net assets	Total
Unrestricted funds (31/3/23)	425,623.86	150,130.08	575,753.94
<i>Unrestricted funds (31/3/22)</i>	419,484.00	154,693.00	574,177.00

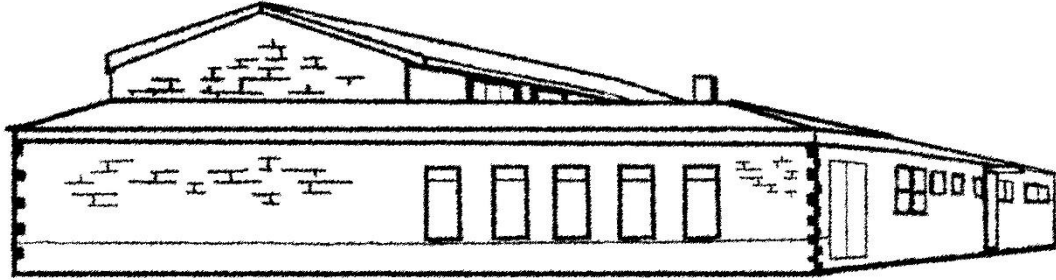
HANHAM COMMUNITY CENTRE

England & Wales - Charity number 1152575

Accounts

HANHAM COMMUNITY CENTRE

Charity Number 1152575



ANNUAL REPORT
AND
FINANCIAL STATEMENTS

FOR

Financial Year Ending
31 MARCH 2022

118-124 High Street
Hanham
Bristol
BS15 3EJ

www.hanhamcentre.org

Hanham Community Centre is a Charitable Incorporated Organisation (CIO)

**HANHAM COMMUNITY CENTRE
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDING 31 MARCH 2022**

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HANHAM COMMUNITY CENTRE
TRUSTEES ANNUAL REPORT
YEAR ENDING 31 MARCH 2022

The Trustees have pleasure in presenting this report and the unaudited financial statements of the Charity for the year ended 31 March 2022. As described the Charity's Trustees are responsible for the preparation of financial statements.

1. Responsibilities of the Trustees

The Charities Act 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 charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies, as described on page 10, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. They must also prepare the financial statements on the 'going concern' basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2. Background & Governing Document

The Charity is a local community association established following WWII, and governed by a Trust Deed dated 20/5/1945. Since then it has developed in membership, facilities and activities but has remained a focal point in the community. Located on the outskirts of Bristol (in the county of South Gloucestershire) it is now surrounded by local development which has taken it from a rural to urban environment. This has changed the nature of both the activities and the membership. The centre is located on a main site with a separate sports ground about 1 mile away. The Governing Document was completely revised on 2000, and from 1st April 2009 the centre operates under the working name of 'Hanham Community Centre'. In 2013 it registered this name as a new Charitable Incorporated Organisation (CIO), closing the old "Hanham Community Centre" charity. The current Constitution is dated 8th February 2018. In 2016 the Trustees formalised the Social Club as an independent trading company, wholly owned by charity.

3. Professional Advisors

<u>Bankers</u>	<u>Independent Examiner</u>	<u>Solicitor</u>
NatWest Bank	Victoria Hicks	Harris & Harris
90 Regent Street	28 Brunel Close	11 Stoney Street
Kingswood	Bridgeway	Frome
Bristol	Bristol	Somerset
BS16 8HS	BS30 5BB	BA11 1BU

4. Objectives

The objectives of the Charity, as stated in the CIO governing document are:

- a. to promote the benefit of the inhabitants of the area of benefit 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 interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- b. 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;
- c. to promote such other charitable purposes as may from time to time be determined.

And the Charity shall be non-party in politics and non-sectarian in religion. The area of benefit ("area of benefit") shall be Hanham and the surrounding district.

5. Vision & Mission

(a) Our Vision Statement is:

"To be a welcoming, community focused organisation; providing a place where people can flourish and enhance the community. We see a future that is sustainable, well managed and developing; through a family focused centre which is available-when-wanted, thriving, and well utilised; and provides the facilities and activities that are needed".

(b) Our Values are:

- We, put customers **first**, Take **pride** in what we do, **Respect** others, **Strive** to be the best, and Act with **integrity**
- **We recognise and value the commitment and hard work by our volunteers & staff**
- We are open to constructive criticism and to suggestions for improvement

(c) Our Mission Statement is:

"To provide a clean, safe and welcoming venue to the community, which through its facilities and activities shall allow people to learn, develop skills, socialise and gain friendships"

This has been developed into a number of specific strategic objectives:

- Ensure the centre is clean, warm, welcoming and safe
- Develop the usage of the facilities with new activities
- Modernise the building
- Increase utilisation of centre
- Introduce better and updated management practices
- Engage with users and get feedback

6. The Board of Trustees

Details of the current membership of the Board of Trustees, the officers and the extant sub-committees are as listed at Annex A. The method of appointment of Trustees is detailed in the current governing document.

FY2021/22, like 20/21 has been a rather odd year with COVID closing the centre for most of the period. Income has been grants for community organisations and Furlough payments for both HCC and BATS staff (as this was all paid into HCC bank accounts), but this period with some activities generating income. It has not been a normal year by any means, and it will take some time to get back to anything approaching normal – as we have lost several activities and attendance at activities, events and functions has been down – impacting income and BATS bar sales.

So, on that basis - the centre is fairly stable, with a nominal annual income figure of £140954 (of which £34435 was COVID related grants), and a financial loss of £15755K (Noting -£622 is fund change, £20059K is a capital expenditure - represents an operating surplus of £3682K). Whilst membership remained at £12 pa, few members paid their membership in this year. The centre relies heavily on the Charity Trustees and volunteers for fund raising. We have a core staff of eight with a number of casual staff, as such the centre has a written Health and Safety Policy. The majority of our income is through our own fundraising and the hiring of our facilities (for parties and community activities etc).

7. Policies

(a) Reserves Policy

The Trustees have set a Reserves Policy which requires:

- Reserves are built/maintained/reduced to a level which ensures that 9 months of the organisations core activity could continue during a period of unforeseen difficulty (nominally 10% of income). For the current year this is estimated to equate to £15,000.
- A proportion of Reserves are maintained in a readily realisable form.
- A decision has been taken to develop a Designated Reserve of £10,000 for the purpose of Modernising and improving the Utilisation of the Centre, as well as a Designated Cyclical Maintenance Fund of £10,000; both these funds are subject to other financial commitments.

The Current level of Free General Reserves is £11361, which is at an acceptable level to provide 9 months core activity taking into account risks associated with each stream of income and

expenditure being different from that budgeted, planning activity level, and the organisation's commitments.

(b) Public Benefit Statement

In terms of PB1, public benefit requirement, the Trustees have outlined the mission, objectives (purpose) and achievements of the charity and believe they have clearly defined what the public benefits delivered are, predominantly in terms of the charitable purpose described as:

- the advancement of citizenship or community development;
- the advancement of the arts, culture, heritage or science;
- the advancement of amateur sport;
- the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
- other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose (Recreation Charity).

In terms of public benefit relating to running (PB2) and reporting (PB3) the Trustees can confirm they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant and reported herein.

The Cornerstones of our Services and Operation	
<p style="text-align: center;"><u>TO PARTICIPATE IN</u> Activities where the community can come and participate. Table Top Sales, Craft Events, Art Exhibitions & Entertainment - Plays, Pantos and other shows, Parish and community meetings, and being a Trustee or Volunteer</p>	<p style="text-align: center;"><u>TO SUPPORT OTHERS</u> Those activities that offer support to the community and those who need us. Coffee Mornings, Clinic(s), History</p>
<p style="text-align: center;"><u>TO SHARE INTERESTS</u> As a place to share interests, interact and learn from others. Short Mat Bowls & Line Dance, Bridge, Cricket & Tennis, Snooker, Chess & Drama, Art Classes, Dance Classes & Keep Fit, and in the lounge bar – pool, TV, Crib, darts</p>	<p style="text-align: center;"><u>TO MARK EVENTS</u> A place where people can meet with their friends and mark life's events! Births, Birthdays, Engagements, Weddings, Anniversaries, Funeral Receptions, Family Parties and Children's Parties etc.</p>

8. Activities

The Charity normally offers a wide range of activities to support the local community and would continue to advertise for new activities. However in this period we had reduced activities. However to give an idea of what we would normally offer.

- | | | |
|------------------------------|-----------------------|----------------------------|
| <u>Short Mat Bowls</u> | Dog training Classes | Judo |
| Hanham Art Club | Zumba | Line Dancing |
| Womens Institute | Zumba Gold | <u>Social Club</u> |
| Pilates | <u>Coffee Morning</u> | Natural History |
| Real Fitness | <u>Art Classes</u> | Hanham History |
| Yoga | Zumba Chair | <u>Cricket Club</u> |
| 3D Dance | In Stitches | Hanham Cadet Force |
| <u>Brushstokes Art Group</u> | Carers Support Group | Flow Yoga |
| Aerobics | Craft Buddies | <u>Chess</u> |
| <u>Pregnancy Yoga</u> | <u>Snooker</u> | <u>Amateur Drama Group</u> |
| Bouncing Bobbins | <u>Bridge</u> | <u>Tennis Club</u> |
| Pins and Needles | | |

Those underlined are either centre sections or centre organised activities. Whilst the facilities are utilised fully in the evenings the Trustees continue to develop the usage during the daytime.

9. Achievements

The main achievements and activities over this year are as follows:

(a) Management and Governance

- Trustee & Staff numbers have remained steady with a few changes;
- The Centre is a member of NCVO;
- The HCC website is regularly updated and we are developing our social media presence;
- HCC land is now registered with Land Registry, but there remain a few pockets of land incorrectly registered to the local council (within our land area), and this will need to be investigated and resolved;
- In this period we lost fourteen regular activities and gained eleven;
- There has been no further action on solar panels or refurbishing the annex;
- The policy to not permit 18th Birthday parties, agreed in 2017, has been revised to permit 18th Birthday parties under strict conditions and has been well received;
- The Trustees have agreed with the local secondary school (Hanham Woods) that the community centre is an Emergency Decant building for the school in case on an emergency;
- The Sports Gound bar was closed over winter to save energy costs; and
- The Trustees have paused engagement in 'early' assessment to look at a major redevelopment of the community centre premises.

(b) Maintenance and Improvements

- HCC has not progressed any capital grants/award in this period;
- Whilst we were closed, the Elbow suite was redecorated (wallpaper, new LED lighting) at a cost of circa £25K;
- During the closure, further LED lighting has been installed;
- Trees at centre and sports ground were trimmed; and
- The drink vending machine was replaced.

(c) Activities & Community Engagement

- There was a slow return to activities and events, and a gradual re-opening of the bar.

10. Issues & Risks

- As always, the centre lacks committed and willing volunteers to support the work of the Trustees, as such the Trustees will be focusing on maintaining equilibrium, based on the Strategic Objectives outlined above. We lost one Trustees which has been replaced, but we look to add two additional Trustees in 22/23;
- Right of Way: There remains a dispute between the Charity and a neighbour over the right of way across our land. However there has been no major action on this matter during this reporting period, though there remains on-going harassment and endless 'photo taking'; and
- The COVID-19 pandemic, which continued to impact had a significant impact on the centre with limited activities. In 22/23 the centre should be back to normal operations, though with a reduced number of activities, which may impact our 2022/23 report and accounts.

11. Future Developments Projects

Whilst this report is strictly for the period 1st Apr 21 until 31st March 22, this section is more akin to a Business Plan for the forthcoming year. The Trustees would normally revise the Strategic Plan in April, however given the global situation with the unknown COVID-19 pandemic this did not take place again this period. As such the details below remain unchanged.

Based on the 2019 review, the overall strategy remains generally unchanged. The shorter-term focus will be on modernising the older parts of the Centre, while trying to increase the overall utilisation of the existing facilities.

“Communicate to enable focused Modernisation and Utilisation”

Medium Term Aims and Objectives

Theme: Resource Management RM1 – Apply for Grants RM2 – Focus parking for users RM3 – Monitor and improve utilisation	Theme: Enabling Processes EP1 – Gain customer feedback EP2 – Gain staff feedback EP3 – Focus on Internal communications
---	---

RM4 – Reduce costs – monitor utilities and visitor numbers.	EP4 – Know Needs (of users)
Theme: Working Together WT1 – Develop Strategic Plan WT2 – Agree Annual Objectives WT3 – State Vision, Mission and Values to all WT4 – Share ‘common purpose’	Theme: Customer (Public) Benefits CB1 – Advertise Services CB2 – Modernise Building CB3 – Communicate Vision CB4 – Re-focus on key facilities

Improvement and Maintenance Programme

Improvement Projects	Maintenance Projects
Complete fence {Applied for grant} Snooker cooling Refurbish Annex Options for field Abbot Boardroom Complete windows Stair lift {Grant Needed}	Radiators (LB, Abbot) Trim tree (car park) Floor – Gloucester Stairs Floor – Landing (Avon/Somerset) Lounge bar redecoration Floor – Annex Floor – Whittuck Corridor

In terms of governance the Trustees aim to complete the land registration and address the anomalies remaining, progress formal registration of the Social Club and address the requirements of SORP 2015.

12. Declaration

I declare, in my capacity of Charity Trustee, that:

- the Trustees have approved the report above; and
- have authorised me to sign it on their behalf.

Signature _____

Full Name: Kevin Michael Lawrence
Position: Chairman
Date: July 2022

Annex A

Structure, Membership and Organisation of Committees

Officers

The officers of the Charity (at 31 May 22) are:

Chairman	Mr K Lawrence
Administrator	Mrs J Cox

Charity Trustees

The Charity Trustees (at 31 May 22) are:

Mr K Lawrence
Mr J Lambourne
Mr C Nunn

Committees and Sub-Committees

The Board of Trustees (executive committee) is composed of all Charity Trustees; and ex-officio Trustees (currently limited to the Designated Premises Supervisor). The meeting is also attended by a representative of the South Gloucestershire Council or local Parish Council. The Board meets on a monthly basis. Additional meetings and sub-committees are held as needed to support particular activities – such as the Budget.

HANHAM COMMUNITY CENTRE
INDEPENDENT EXAMINERS REPORT
YEAR ENDING 31 MARCH 2022

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

I report on the unaudited accounts of the charity for the year ending 31 March 2022 set out on pages 8 – 14.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

As the Charity Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of the procedures specified in the General Directions given by the Charities Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS REPORT

My examination was carried out in accordance with the general directions given by the Charities Commissioner. An independent examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINERS STATEMENT

In connection with my examination, no matter has come to our attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 41 of the Act; and
 - b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the act

have not been met, or

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

28 Brunel Close
Bridgegate
Bristol
BS30 5BB

Victoria Hicks LLB(Hons), CPFA, CiLCA
Independent Examiner

Nov 2022

HANHAM COMMUNITY CENTRE
STATEMENT OF FINANCIAL ACTIVITY
YEAR ENDED 31 MARCH 2022

	Notes	2022 £	2021 £
INCOME RESOURCES			
Donations		34,434.97	132,517.31
Income from charitable trading activities		106,517.55	22,906.34
Income from non-charitable trading activities		1.14	4.63
TOTAL INCOMING RESOURCES		<u>140,953.66</u>	<u>155,428.28</u>
RESOURCES EXPENDED			
Direct charitable expenditure	1	148,812.87	144,670.70
Fundraising and publicity	2	831.90	30.00
Management and administration	3	7,063.57	9,366.56
TOTAL RESOURCES EXPENDED	4	<u>156,708.34</u>	<u>154,067.26</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR		<u>-15,754.68</u>	<u>1,361.02</u>
Allocated in the Year			
General Fund		-15,995.02	830.02
Development Fund		240.34	531.00
		<u>-15,754.68</u>	<u>1,361.02</u>
MOVEMENT IN FUNDS			
General Fund:-			
Balance b/fwd		563,871.75	563,041.73
Surplus for the year		-15,995.02	830.02
Balance c/fwd		547,876.73	563,871.75
Development Fund:-			
Balance b/fwd		26,060.28	25,529.28
Surplus for the year		240.34	531.00
Balance c/fwd		26,300.62	26,060.28
Total Unrestricted Fund Balance c/fwd	14/15	<u>574,177.35</u>	<u>589,932.03</u>

All movements are in Unrestricted Funds

HANHAM COMMUNITY CENTRE
BALANCE SHEET
YEAR ENDED 31 MARCH 2022

	Notes	2022		2021
		£	£	£
FIXED ASSETS				
Tangible assets	5		419,484.22	404,810.82
CURRENT ASSETS				
Stocks	6	1,329.23		1,681.91
Debtors	7	3,712.25		1,103.00
Cash at bank and in hand	8	157,484.44		189,882.61
			162,525.92	192,667.52
CREDITORS: Amounts falling due within one year	9	(7,832.79)		(7,546.31)
NET CURRENT LIABILITIES			154,693.13	185,121.21
TOTAL ASSETS LESS CURRENT LIABILITIES			574,177.35	589,932.03
CREDITORS: Amounts falling due after more than one year	10		0.00	0.00
NET ASSETS			574,177.35	589,932.03
UNRESTRICTED FUNDS				
General Fund			547,876.73	564,402.75
Development Fund			26,300.62	25,529.28
TOTAL FUNDS			574,177.35	589,932.03

These financial statements were approved and signed by the members of the committee in Oct 2022

Mr K M Lawrence

Signed on behalf of the Trustees

HANHAM COMMUNITY CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Statement of Recommended Practice on accounting by charities (SORP 2005).

Depreciation

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Property

The premises are shown at their 1995 professional valuation as instigated by the Centre's bank for the purpose of providing security against borrowings

Office Equipment, Furniture and Fitting and Sports Field Equipment

These are shown at their written down value as estimated by the Centre's Treasurer and are subject to depreciation on a straight-line basis over the expected useful life of the particular asset.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

	2022		2021
	£		£
2. DIRECT CHARTIABLE EXPENDITURE			
Provision of Charitable Services	148,813		144,671
3. MANAGEMENT AND ADMINISTRATION			
Office costs	3,502		3,065
Accountancy fees	0		300
Personnel fees	0		0
Legal and professional	0		2802
Interest payable (inc Bank charges)	685		388
Depreciation	2,877		2,812
	7,064		9,367
4. TOTAL RESOURCES EXPENDED			
	Staff costs	Depreciation	Other costs
	£	£	£
Direct charitable expenditure	89,953	-	58,860
Fundraising and publicity	-	-	832
Management and administration	-	2,877	4,187
	89,953	2,877	63,878
The aggregate payroll costs were:			
Wages and salaries			86,778
Social security Costs (NIC)			3,175
			89,953
Other Costs:			
Premises			37,503
Professional Fees			0
Other			26,376
			63,878
Particulars of employees:			
The average number of staff employed by the charity during the financial year amounted to:	No		No
	7		7

5. TANGIBLE ASSETS

	Community Centre Buildings £	Sports Ground £	Equipment £	Total £
COST				
At 1 April 2021	300,000	57,000	198,040	555,040
Additions	-	-	3,640	3,640
Disposals	-	-	-	0
At 31 March 2022	<u>300,000</u>	<u>57,000</u>	<u>201,680</u>	<u>558,680</u>
DEPRECIATION				
Depreciation At 1 April 2021	-	-	136,319	136,319
Depreciation Charge	-	-	2,877	2,877
At 31 March 2022	<u>0</u>	<u>0</u>	<u>139,196</u>	<u>139,196</u>
NET BOOK VALUE				
At 31 March 2022	<u>300,000</u>	<u>57,000</u>	<u>62,484</u>	<u>419,484</u>
At 31 March 2021	<u>300,000</u>	<u>57,000</u>	<u>47,811</u>	<u>404,811</u>

	2022	<i>2021</i>
	£	£
6. STOCK		
Stock	<u>1329</u>	<u>1682</u>
7. DEBTORS		
Trade debtors	3712	103
Prepayments and accrued income	<u>0</u>	<u>1000</u>
	3712	1103
8. CASH AT BANK AND IN HAND		
Current Account	71439	104051
Cash in Hand (HCC)	2145	1312
Cash in Hand (Sections)	46239	47100
Development Fund	26301	26060
Reserve Account	<u>11361</u>	<u>11360</u>
	157484	189883
9. CREDITORS Amounts falling due within one year		
Bank loans and overdrafts	0	0
Letting deposits	4067	4067
Social Security Creditor	11192	1503
Trade Creditors	2857	0
Accruals	419	419
Other Creditors	<u>-10703</u>	<u>1558</u>
	<u>7833</u>	<u>7546</u>
10. CREDITORS Amounts falling due after more than one year		
Bank loans and overdrafts	<u>0</u>	<u>0</u>

11. SECTION ACCOUNTS*

	Income 2022	Expenditure 2022	Funds Held 2022	Contribution 2022*	Contribution 2021
Bridge Club	1,628	1,421	630	1,350	200
Brush strokes Art Club	1,015	960	55	905	0
Chess Club	204	150	598	150	0
Cricket Club	16,714	18,929	10,584	4,886	1,875
Drama Club (Hanham Players)	7,536	7,242	24,258	1,500	0
Snooker Club	2,215	3,893	558	1,795	0
Tennis Club	14,777	11,237	9,556	2,400	1,800
Other				0	0
	44,089	43,832	46,239	12,986	3,875
<i>Funds held 2021</i>			47,233		
		* Taken from section accounts 21/22			
		Fund Change	-994		

	Income	Expenditure	Funds Held	Projects Funded
Development Fund	2,409	2,169	26,301	0
<i>Funds held 2021</i>			26,060	

12. TRADING FUNDS

	Total Income 2022	Expenditure 2022 (inc COGS)	Funds Held 2022 (NCA)	Contribution 2022	Contribution 2021
HCC Bar and Trading Svr Ltd	66,948	39,908	24,452	24,000	0
<i>Funds held 2021</i>			20,981		

13. CHARITABLE GRANTS (Paid directly from Grant Body)

	2021	2020
None	0	0
	0	0
	<u>0</u>	<u>0</u>

14. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

	£	£	£
	Tangible fixed assets	Other net assets	Total
Unrestricted funds (31/3/22)	419,484	154,693	574,177
<i>Unrestricted funds (31/3/21)</i>	404,811	162,344	589,932

HANHAM COMMUNITY CENTRE
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDING 31 MARCH 2022

	2022		2021
	£	£	£
INCOME			
Donations		34434.97	132517.31
Development Fund (Net Income)		240.34	531.00
General/Late Section payments		0.00	0.00
Activities		3851.10	827.83
Centre Sections Contributions		10748.40	4187.20
Surplus/Deficit of Sections		-861.62	6213.00
Membership		2598.00	870.00
Centre Lettings		65417.24	9511.75
Rents Received		147.00	131.25
Social Club (inc SG Surplus)		24000.00	0.00
Interest Income		1.14	4.63
Misc Income		377.09	634.31
TOTAL INCOME		<u>140953.66</u>	<u>155428.28</u>
DIRECT CHARITABLE EXPENDITURE			
Wages and salaries	89953.05		73555.46
Rates & water	376.29		2741.38
Light and heat	15226.93		8536.54
Insurance	6200.24		5675.17
Repairs and maintenance	5403.02		7289.61
Waste Disposal	1241.15		887.32
H&S and Security	943.63		1322.01
Cleaning Materials	2188.45		304.87
Activities	1153.65		775.62
Sundry Costs (DCC)	0.00		52.00
Licences & Subs (Theatre, PRS, PPL)	2370.38		1483.96
Sports Ground Rates, Water & Waste	1388.03		333.93
Sports Ground Electricity	2164.53		2943.03
New Projects	20058.82		3427.74
Miscellaneous/General	144.70		35342.06
		<u>148812.87</u>	<u>144670.70</u>
FUNDRAISING AND PUBLICITY			
Advertising costs		831.90	30.00
MANAGEMENT AND ADMINISTRATION			
Telephone	820.38		808.80
Office Supplies	345.67		155.89
Photocopier	1852.55		1660.89
Information Systems	483.00		439.23
Legal fees	0.00		2802.00
Accountant/Auditor fees	0.00		300.00
Personnel fees	0.00		0.00
Bank Charges	685.02		388.24
Depreciation of fixed assets	2876.95		2811.51
		<u>7063.57</u>	<u>9366.56</u>
INTEREST PAYABLE			
Bank interest payable	0.00		0.00
Interest on other loans	0.00		0.00
		<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURE		<u>156708.34</u>	<u>154067.26</u>
NET (Deficit)/SURPLUS		<u>-15754.68</u>	<u>1,361.02</u>
Other Expenditure			
Sports Ground Projects	0.00		0.00
		<u>0.00</u>	<u>0.00</u>
Final Net Deficit/Surplus		<u>-15754.68</u>	<u>1,361.02</u>

This page does not form part of the statutory financial statements

HCC & BATS CONSOLIDATED ACCOUNTS
STATEMENT OF FINANCIAL ACTIVITIES (SPORTS GROUND ACCOUNT)
YEAR ENDING 31 MARCH 2022

		SC	HCC
		£	£
<u>BATS ACCOUNTS</u>			
<u>INCOME</u>			
Sales	Act.	2,790	
Cost of Goods Sold			
- Bar Goods	Act.	0	
- Coors	Act.	2,764	
- Crisps & Nuts	Act.	0	
- Stock Movement	Act.	-3,471	
		<u>-707</u>	
Gross Surplus		<u>3,497</u>	
<u>EXPENDITURE</u>			
General			
- IT	20%	94	
- Nat West Charges	20%	-267	
- Giro Charges	Act		
- Optics / Glasses	Act		
- Music Copyright	50%		
		<u>-173</u>	
Sports Ground			
- Wages	Act.	0	
- Stock Write-Off	Act.	0	
- Equipment Purchases	Act.	0	
- Cleaning & Toilet Materials	Act.	0	
- Gas & Cylinder Rental	Act.	13	
- General Maintenance	Act.	0	
- Sky TV	Act.	0	
- Telephone	Act.	526	
		<u>539</u>	
TOTAL EXPENDITURE		<u>367</u>	
Other Income/Expenditure		0	
Net Surplus (BATS)		<u>3,130</u>	
<u>COMMUNITY CENTRE ACCOUNTS</u>			
<u>INCOME</u>			
Transfer from BATS to Community Centre	Act.	-3,130	3,130
Other Income			
- Donations/Misc	Act.	0	
- Lettings	Act.	70	
- Electricity (Tennis)	Act.	0	
			<u>70</u>
Total Income			<u>3,200</u>
<u>Expenditure</u>			
Insurance	Act.	1,550	
H&S (FE)	Act.	16	
Licenses	Act.	180	
Banking	8%		
Misc	8%		
IT & Subs	8%	33	
Office Supplies	8%	28	
Pavilion Costs			
- Electricity	Act.	2,038	
- Cleaning	Act.	216	
- Rates	Act.	252	
- Security	Act.	365	
- Gen Maintenance	Act.	1,300	
- Waste Removal	Act.	305	
- Water	Act.	115	
Payroll - Cleaner	Act.	1,372	
Payroll - Admin	100%		
Professional Fees	8%	0	
Total Expenditure			<u>7,768.95</u>
Net Surplus		<u>0</u>	<u>-4,569.09</u>
Funded Projects			0
Consolidated Total Net Surplus 21/22 (SG Account)			<u>-4,569.09</u>
<u>Sports Ground Balance Sheet</u>			
B/F From 31 March 2021			
Net Surplus			(58,757.82)
			<u>(4,569.09)</u>
C/F to 1 April 2022			<u>(63,326.91)</u>

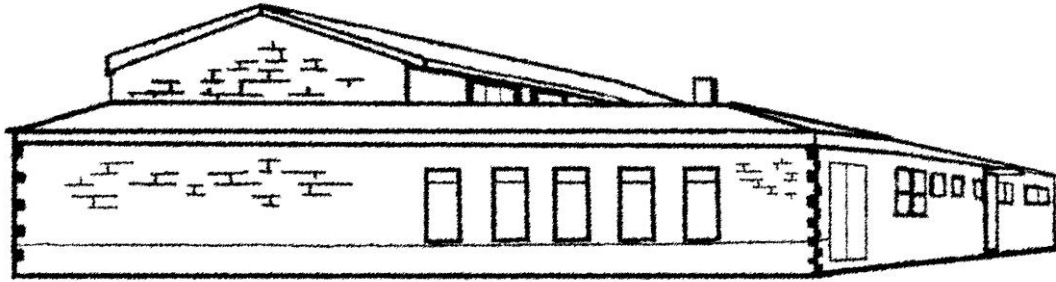
HANHAM COMMUNITY CENTRE

England & Wales - Charity number 1152575

Accounts

HANHAM COMMUNITY CENTRE

Charity Number 1152575



ANNUAL REPORT
AND
FINANCIAL STATEMENTS

FOR

Financial Year Ending
31 MARCH 2021

118-124 High Street
Hanham
Bristol
BS15 3EJ

www.hanhamcentre.org

Hanham Community Centre is a Charitable Incorporated Organisation (CIO)

**HANHAM COMMUNITY CENTRE
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDING 31 MARCH 2021**

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HANHAM COMMUNITY CENTRE
TRUSTEES ANNUAL REPORT
YEAR ENDING 31 MARCH 2020

The Trustees have pleasure in presenting this report and the unaudited financial statements of the Charity for the year ended 31 March 2021. As described the Charity's Trustees are responsible for the preparation of financial statements.

1. Responsibilities of the Trustees

The Charities Act 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 charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies, as described on page 10, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. They must also prepare the financial statements on the 'going concern' basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2. Background & Governing Document

The Charity is a local community association established following WWII, and governed by a Trust Deed dated 20/5/1945. Since then it has developed in membership, facilities and activities but has remained a focal point in the community. Located on the outskirts of Bristol (in the county of South Gloucestershire) it is now surrounded by local development which has taken it from a rural to urban environment. This has changed the nature of both the activities and the membership. The centre is located on a main site with a separate sports ground about 1 mile away. The Governing Document was completely revised on 2000, and from 1st April 2009 the centre operates under the working name of 'Hanham Community Centre'. In 2013 it registered this name as a new Charitable Incorporated Organisation (CIO), closing the old "Hanham Community Centre" charity. The current Constitution is dated 8th February 2018. In 2016 the Trustees formalised the Social Club as an independent trading company, wholly owned by charity.

3. Professional Advisors

<u>Bankers</u>	<u>Independent Examiner</u>	<u>Solicitor</u>
NatWest Bank	Victoria Hicks	Harris & Harris
90 Regent Street	28 Brunel Close	11 Stoney Street
Kingswood	Bridgegate	Frome
Bristol	Bristol	Somerset
BS16 8HS	BS30 5BB	BA11 1BU

4. Objectives

The objectives of the Charity, as stated in the CIO governing document are:

- a. to promote the benefit of the inhabitants of the area of benefit 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 interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- b. 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;
- c. to promote such other charitable purposes as may from time to time be determined.

And the Charity shall be non-party in politics and non-sectarian in religion. The area of benefit ("area of benefit") shall be Hanham and the surrounding district.

5. Vision & Mission

(a) Our Vision Statement is:

"To be a welcoming, community focused organisation; providing a place where people can flourish and enhance the community. We see a future that is sustainable, well managed and developing; through a family focused centre which is available-when-wanted, thriving, and well utilised; and provides the facilities and activities that are needed".

(b) Our Values are:

- We, put customers **first**, Take **pride** in what we do, **Respect** others, **Strive** to be the best, and Act with **integrity**
- **We recognise and value the commitment and hard work by our volunteers & staff**
- We are open to constructive criticism and to suggestions for improvement

(c) Our Mission Statement is:

"To provide a clean, safe and welcoming venue to the community, which through its facilities and activities shall allow people to learn, develop skills, socialise and gain friendships"

This has been developed into a number of specific strategic objectives:

- Ensure the centre is clean, warm, welcoming and safe
- Develop the usage of the facilities with new activities
- Modernise the building
- Increase utilisation of centre
- Introduce better and updated management practices
- Engage with users and get feedback

6. The Board of Trustees

Details of the current membership of the Board of Trustees, the officers and the extant sub-committees are as listed at Annex A. The method of appointment of Trustees is detailed in the current governing document.

FY2020/21 has been a rather odd year with COVID closing the centre for almost the whole of this period. Any income we have had has been grants for community organisations and Furlough payments for both HCC and BATS staff (as this was all paid into HCC bank accounts). It has not been a normal year by any means, and it will take some time to get back to anything approaching normal – as we have lost several activities and attendance at activities, events and functions has been down – impacting income and BATS bar sales.

So, on that basis - the centre is fairly stable, with a nominal annual income figure of around £181K, and loss of £34K (Noting £8K is fund change, £4K is a capital grant, and represents an operating surplus of £22K). Whilst membership remained at £12 pa, few members paid their membership in this year. The centre relies heavily on the Charity Trustees and volunteers for fund raising. We have a core staff of five with a number of casual staff, as such the centre has a written Health and Safety Policy. The majority of our income is through our own fundraising and the hiring of our facilities (for parties and community activities etc).

7. Policies

(a) Reserves Policy

The Trustees have set a Reserves Policy which requires:

- Reserves are built/maintained/reduced to a level which ensures that 9 months of the organisations core activity could continue during a period of unforeseen difficulty (nominally 10% of income). For the current year this is estimated to equate to £15,000.
- A proportion of Reserves are maintained in a readily realisable form.
- A decision has been taken to develop a Designated Reserve of £10,000 for the purpose of Modernising and improving the Utilisation of the Centre, as well as a Designated Cyclical Maintenance Fund of £10,000; both these funds are subject to other financial commitments.

The Current level of Free General Reserves is £11,355, which is at an acceptable level to provide 9 months core activity taking into account risks associated with each stream of income and

expenditure being different from that budgeted, planning activity level, and the organisation's commitments.

(b) Public Benefit Statement

In terms of PB1, public benefit requirement, the Trustees have outlined the mission, objectives (purpose) and achievements of the charity and believe they have clearly defined what the public benefits delivered are, predominantly in terms of the charitable purpose described as:

- the advancement of citizenship or community development;
- the advancement of the arts, culture, heritage or science;
- the advancement of amateur sport;
- the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
- other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose (Recreation Charity).

In terms of public benefit relating to running (PB2) and reporting (PB3) the Trustees can confirm they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant and reported herein.

The Cornerstones of our Services and Operation	
<p style="text-align: center;"><u>TO PARTICIPATE IN</u></p> <p style="text-align: center;">Activities where the community can come and participate.</p> <p>Table Top Sales, Craft Events, Art Exhibitions & Entertainment - Plays, Pantos and other shows, Parish and community meetings, and being a Trustee or Volunteer</p>	<p style="text-align: center;"><u>TO SUPPORT OTHERS</u></p> <p style="text-align: center;">Those activities that offer support to the community and those who need us.</p> <p>Young@Heart Club, Coffee Mornings, Clinic(s), History</p>
<p style="text-align: center;"><u>TO SHARE INTERESTS</u></p> <p style="text-align: center;">As a place to share interests, interact and learn from others.</p> <p>Short Mat Bowls & Line Dance, Bridge, Cricket & Tennis, Snooker, Chess & Drama, Art Classes & Bingo, Dance Classes & Keep Fit, Lace & Flowers, and in the lounge bar – pool, TV, Crib, darts</p>	<p style="text-align: center;"><u>TO MARK EVENTS</u></p> <p style="text-align: center;">A place where people can meet with their friends and mark life's events!</p> <p>Births, Birthdays, Engagements, Weddings, Anniversaries, Funeral Receptions, Family Parties and Children's Parties etc.</p>

8. Activities

The Charity normally offers a wide range of activities to support the local community and would continue to advertise for new activities. However in this period we had almost no activities. However to give an idea of what we would normally offer, these are the activities pre-COVID.

<u>Short Mat Bowls</u>	Slimming World	Young @Heart
Tai Chi	Zumba	Line Dancing
Womens Institute	Zumba Gold	Tiny Tutus
Pilates	<u>Coffee Morning</u>	Natural History
Real Fitness	<u>Art Classes</u>	Hanham History
Yoga	Zumba Chair	Footcare (Chiropodist)
3D Dance	In Stitches	Ladies Keep Fit
<u>Brushstokes Art Group</u>	Carers Support Group	Flow Yoga
Aerobics	Craft Buddies	<u>Chess</u>
<u>Pregnancy Yoga</u>	<u>Snooker</u>	<u>Amateur Drama Group</u>
<u>Bingo</u>	<u>Bridge</u>	<u>Sequence Dance</u>
Hanham Cadet Force	Pins and Needles	Bouncing Bobbins
Flower Club	<u>Cricket Club</u>	<u>Tennis Club</u>
Canine Partners	<u>Social Club</u>	Hanham Art Club

Those underlined are either centre sections or centre organised activities. Whilst the facilities are utilised fully in the evenings the Trustees continue to develop the usage during the daytime.

9. Achievements

The main achievements and activities over this year are as follows:

(a) Management and Governance

- Trustee & Staff numbers have remained steady with few changes;
- The Centre is a member of NCVO;
- The HCC website is regularly updated, with COVID relates information;
- HCC land is now registered with Land Registry, but there remain a few pockets of land incorrectly registered to the local council (within our land area), and this will need to be investigated and resolved;
- The Trustees continue to look at the options to install solar panels on the roof;
- Options to refurbish and remodel the annex are being considered, but in the interim an Asbestos assessment of the centre and Sports Ground has now been undertaken;
- The policy to not permit 18th Birthday parties, agreed in 2017, remained in place and has been well received;
- The Trustees have agreed with the local secondary school (Hanham Woods) that the community centre is an Emergency Decant building for the school in case on an emergency;
- The Trustees have paused engagement in 'early' assessment to look at a major redevelopment of the community centre premises;
- The Trustees have now moved HCC and BATS accounts to Quickbooks online; and
- The Trustees have met on-line (Zoom) and in person over the period to manage COVID safety assessments and measures, support activities and staff and process grant and Furlough payments.

(b) Maintenance and Improvements

- HCC has not progressed any capital grants/award in this period;
- Whilst we were closed, the Elbow suite was redecorated (wallpaper, new LED lighting) at a cost of circa £25K.
- As the centre has been little used, the function suite floors were not sanded and revarnished this year;
- During the closure, LED lighting has been installed in the Avon, Gloucester and Somerset Rooms – with plans to continue this in 2021/22; and
- Trees at centre and sports ground were trimmed.

(c) Activities & Community Engagement

- There were no activities, events or public engagement during this period.

10. Issues & Risks

- As always, the centre lacks committed and willing volunteers to support the work of the Trustees, as such the Trustees will be focusing on maintaining equilibrium, based on the Strategic Objectives outlined above. In 20/21 we hoped to add two additional Trustees;
- Right of Way: There remains a dispute between the Charity and a neighbour over the right of way across our land. However there has been no major action on this matter during this reporting period, though there remains on-going harassment and endless 'photo taking'; and
- The COVID-19 pandemic, which was just emerging at the start of this period has had a significant impact on the centre with no activities and a loss of staff. In 21/22 the centre is showing some signs of opening, but we wait to see how that develops, and is likely to impact our 2021/22 report and accounts.

11. Future Developments Projects

Whilst this report is strictly for the period 1st Apr 19 until 31st March 20, this section is more akin to a Business Plan for the forthcoming year. The Trustees would normally revise the Strategic Plan in April, however given the global situation with the unknown COVID-19 pandemic this did not take place again this period. As such the details below remain unchanged.

Based on the 2019 review, the overall strategy remains generally unchanged. The shorter-term focus will be on modernising the older parts of the Centre, while trying to increase the overall utilisation of the existing facilities.

“Communicate to enable focused Modernisation and Utilisation”

Medium Term Aims and Objectives

<u>Theme: Resource Management</u> RM1 – Apply for Grants RM2 – Focus parking for users RM3 – Monitor and improve utilisation RM4 – Reduce costs – monitor utilities and visitor numbers.	<u>Theme: Enabling Processes</u> EP1 – Gain customer feedback EP2 – Gain staff feedback EP3 – Focus on Internal communications EP4 – Know Needs (of users)
<u>Theme: Working Together</u> WT1 – Develop Strategic Plan WT2 – Agree Annual Objectives WT3 – State Vision, Mission and Values to all WT4 – Share ‘common purpose’	<u>Theme: Customer (Public) Benefits</u> CB1 – Advertise Services CB2 – Modernise Building CB3 – Communicate Vision CB4 – Re-focus on key facilities

Improvement and Maintenance Programme

Improvement Projects	Maintenance Projects
Complete fence {Applied for grant} Snooker cooling Refurbish Annex Options for field Abbot Boardroom Complete windows Stair lift {Grant Needed}	Radiators (LB, Abbot) Trim tree (car park) Floor – Gloucester Stairs Floor – Landing (Avon/Somerset) Lounge bar redecoration Floor – Annex Floor – Whittuck Corridor

In terms of governance the Trustees aim to complete the land registration and address the anomalies remaining, progress formal registration of the Social Club and address the requirements of SORP 2015.

12. Declaration

I declare, in my capacity of Charity Trustee, that:

- the Trustees have approved the report above; and
- have authorised me to sign it on their behalf.

Signature _____

Full Name: Kevin Michael Lawrence

Position: Chairman

Date: March 2021

Annex A

Structure, Membership and Organisation of Committees

Officers

The officers of the Charity (at 31 March 21) are:

Chairman	Mr K Lawrence
Administrator	Mrs J Cox

Charity Trustees

The Charity Trustees (at 31 March 21) are:

Mr K Lawrence
Mrs T Worlock
Mr C Nunn

Committees and Sub-Committees

The Board of Trustees (executive committee) is composed of all Charity Trustees; and ex-officio Trustees (currently limited to the Designated Premises Supervisor). The meeting is also attended by a representative of the South Gloucestershire Council or local Parish Council. The Board meets on a monthly basis. Additional meetings and sub-committees are held as needed to support particular activities – such as the Budget.

HANHAM COMMUNITY CENTRE
INDEPENDENT EXAMINERS REPORT
YEAR ENDING 31 MARCH 2021

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

I report on the unaudited accounts of the charity for the year ending 31 March 2020 set out on pages 8 – 12.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

As the Charity Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of the procedures specified in the General Directions given by the Charities Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS REPORT

My examination was carried out in accordance with the general directions given by the Charities Commissioner. An independent examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINERS STATEMENT

In connection with my examination, no matter has come to our attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 41 of the Act; and
 - b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the act

have not been met, or

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

28 Brunel Close
Bridgeway
Bristol
BS30 5BB

Victoria Hicks LLB(Hons), CPFA, CiLCA
Independent Examiner

Dec 2021

HANHAM COMMUNITY CENTRE
STATEMENT OF FINANCIAL ACTIVITY
YEAR ENDED 31 MARCH 2021

	Notes	2021 £	2020 £
INCOME RESOURCES			
Donations		132,517.31	3,634.08
Income from charitable trading activities		22,906.34	176,936.07
Income from non-charitable trading activities		<u>4.63</u>	<u>22.88</u>
TOTAL INCOMING RESOURCES		<u>155,428.28</u>	<u>180,539.03</u>
RESOURCES EXPENDED			
Direct charitable expenditure	1		
Fundraising and publicity	2	144,670.70	136,676.40
Management and administration	3	<u>30.00</u>	<u>875.30</u>
		9,366.56	7,602.97
TOTAL RESOURCES EXPENDED	4	<u>154,067.26</u>	<u>147,154.67</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR		<u>1,361.02</u>	<u>33,438.36</u>
Allocated in the Year			
General Fund		830.02	36,265.61
Development Fund		<u>531.00</u>	<u>-2,827.25</u>
		<u>1,361.02</u>	<u>33,438.36</u>
MOVEMENT IN FUNDS			
General Fund:-			
Balance b/fwd		563,040.93	526,775.32
Surplus for the year		<u>830.02</u>	<u>36,265.61</u>
Balance c/fwd		563,870.95	563,040.93
Development Fund:-			
Balance b/fwd		25,529.28	28,356.53
Surplus for the year		<u>531.00</u>	<u>-2,827.25</u>
Balance c/fwd		26,060.28	25,529.28
Total Unrestricted Fund Balance c/fwd	14/15	<u>589,931.23</u>	<u>588,570.21</u>

All movements are in Unrestricted Funds

HANHAM COMMUNITY CENTRE
BALANCE SHEET
YEAR ENDED 31 MARCH 2021

	Notes	2021		2020
		£	£	£
FIXED ASSETS				
Tangible assets	5		404,810.82	407,622.33
CURRENT ASSETS				
Stocks	6	1,681.91		1,706.50
Debtors	7	1,103.00		1,653.00
Cash at bank and in hand	8	189,882.61		185,099.08
			192,667.52	188,458.58
CREDITORS: Amounts falling due within one year	9	(7,546.31)		(7,510.70)
NET CURRENT LIABILITIES			185,121.21	180,947.88
TOTAL ASSETS LESS CURRENT LIABILITIES			589,932.03	588,570.21
CREDITORS: Amounts falling due after more than one year	10		0.00	0.00
NET ASSETS			589,932.03	588,570.21
UNRESTRICTED FUNDS				
General Fund			564,402.75	563,040.93
Development Fund			25,529.28	25,529.28
TOTAL FUNDS			589,932.03	588,570.21

These financial statements were approved and signed by the members of the committee in April 2021

Mr K M Lawrence

Signed on behalf of the Trustees

HANHAM COMMUNITY CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Statement of Recommended Practice on accounting by charities (SORP 2005).

Depreciation

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Property

The premises are shown at their 1995 professional valuation as instigated by the Centre's bank for the purpose of providing security against borrowings

Office Equipment, Furniture and Fitting and Sports Field Equipment

These are shown at their written down value as estimated by the Centre's Treasurer and are subject to depreciation on a straight-line basis over the expected useful life of the particular asset.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

				2021 £	2020 £
2. DIRECT CHARITABLE EXPENDITURE					
Provision of Charitable Services				144,671	138,676
3. MANAGEMENT AND ADMINISTRATION					
Office costs				3,065	3,858
Accountancy fees				300	200
Personnel fees				0	300
Legal and professional				2802	0
Interest payable (inc Bank charges)				388	1,151
Depreciation				2,812	2,094
				9,367	7,603
4. TOTAL RESOURCES EXPENDED					
	Staff costs	Depreciation	Other costs	Total 2021	Total 2020
	£	£	£	£	£
Direct charitable expenditure	73,555	-	71,115	144,671	138,676
Fundraising and publicity	-	-	30	30	875
Management and administration	-	2,812	6,555	9,367	7,603
	73,555	2,812	77,700	154,067	147,155
The aggregate payroll costs were:					
Wages and salaries				70,380	87,648
Social security Costs (NIC)				3,175	3,175
				73,555	90,823
Other Costs:					
Premises				31,570	45,648
Professional Fees				3,102	500
Other				43,028	8,089
				77,700	54,237
Particulars of employees:					
The average number of staff employed by the charity during the financial year amounted to:				No 7	No 7

5. TANGIBLE ASSETS

	Community Centre Buildings £	Sports Ground £	Equipment £	Total £		
COST						
At 1 April 2020	300,000	57,000	184,130	541,130		
Additions	-	-	0	0		
Disposals	-	-	-	0		
At 31 March 2021	<u>300,000</u>	<u>57,000</u>	<u>184,130</u>	<u>541,130</u>		
DEPRECIATION						
Depreciation At 1 April 2020	-	-	133,508	133,508		
Depreciation Charge	-	-	2,812	2,812		
At 31 March 2021	<u>0</u>	<u>0</u>	<u>136,319</u>	<u>136,319</u>		
NET BOOK VALUE						
At 31 March 2020	<u>300,000</u>	<u>57,000</u>	<u>47,811</u>	<u>404,811</u>		
At 31 March 2020	<u>300,000</u>	<u>57,000</u>	<u>50,622</u>	<u>407,622</u>		
				2021	2020	
				£	£	
6. STOCK						
Stock				1682	1707	
7. DEBTORS						
Trade debtors				103	1653	
Prepayments and accrued income				1000	0	
				1103	1653	
8. CASH AT BANK AND IN HAND						
Current Account				104051	104580	
Cash in Hand (HCC)				1312	2748	
Cash in Hand (Sections)				47100	40887	
Development Fund				26060	25529	
Reserve Account				11360	11355	
				<u>189883</u>	<u>185099</u>	
9. CREDITORS Amounts falling due within one year						
Bank loans and overdrafts				0	0	
Letting deposits				4067	4067	
Social Security Creditor				1503	-337	
BATS/DF Fund Loan				0	0	
Accruals				419	419	
Other Creditors				1558	3362	
				<u>7546</u>	<u>7511</u>	
10. CREDITORS Amounts falling due after more than one year						
Bank loans and overdrafts				0	0	

11. SECTION ACCOUNTS*

	Income 2021	Expenditure 2021	Funds Held 2021	Contribution 2021*	Contribution 2020
Bridge Club	65	200	424	200	1,450
Brush strokes Art Club	0	0	285	0	1,450
Chess Club	0	0	544	0	360
Cricket Club	15,396	10,264	12,476	1,875	2,500
Drama Club (Hanham Players)	224	0	23,964	0	2,800
Leisure Art Club	0	0	93	0	1,450
Sequence Dancing (Modern)	0	290	0	290	2,586
Snooker Club	30	22	2,235	0	3,142
Tennis Club	5,122	2,832	7,304	1,800	2,400
Other			-226	0	388
	20,837	13,608	47,100	4,165	18,526

Funds held 2020

* Taken from section accounts 20/21

Fund Change 6,212

	Income	Expenditure	Funds Held	Projects Funded
Development Fund	2,185	1,704	26,060	0
<i>Funds held 2020</i>			25,579	

12. TRADING FUNDS

	Total Income 2021	Expenditure 2021 (inc COGS)	Funds Held 2021 (NCA)	Contribution 2021	Contribution 2020
HCC Bar and Trading Svr Ltd	37,838	49,866	20,981	0	29,000
<i>Funds held 2020</i>			8,132		

13. GRANTS (Paid directly from Grant Body)

	2021	2020
None	0	0
	<u>0</u>	<u>0</u>
	0	0

14. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

	£	£	£
	Tangible fixed assets	Other net assets	Total
Unrestricted funds (31/3/21)	404,811	162,344	567,155
<i>Unrestricted funds (31/3/20)</i>	407,622	181,176	588,798

HANHAM COMMUNITY CENTRE
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDING 31 MARCH 2021

	2021		2020
	£	£	£
INCOME			
Donations		132517.31	3634.08
Development Fund (Net Income)		531.00	(2,777.25)
General/Late Section payments		0.00	0.00
Activities		827.83	8099.73
Centre Sections Contributions		4187.20	19077.02
Surplus/Deficit of Sections		6213.00	10462.79
Membership		870.00	4314.00
Centre Lettings		9511.75	108031.00
Rents Received		131.25	120.75
Social Club (inc SG Surplus)		0.00	29000.00
Interest Income		4.63	22.88
Misc Income		634.31	608.03
TOTAL INCOME		<u>155428.28</u>	<u>180593.03</u>
DIRECT CHARITABLE EXPENDITURE			
Wages and salaries	73555.46		90823.12
Rates & water	2741.38		5558.10
Light and heat	8536.54		19054.60
Insurance	5675.17		3146.99
Repairs and maintenance	7289.61		4113.43
Waste Disposal	887.32		2840.28
H&S and Security	1322.01		284.40
Cleaning Materials	304.87		2838.07
Activities	775.62		1407.54
Sundry Costs (DCC)	52.00		77.00
Licences & Subs (Theatre, PRS, PPL)	1483.96		2044.88
Sports Ground Rates, Water & Waste	333.93		2962.81
Sports Ground Electricity	2943.03		2727.88
New Projects	3427.74		0.00
Miscellaneous/General	35342.06		797.30
		<u>144670.70</u>	<u>138676.40</u>
FUNDRAISING AND PUBLICITY			
Advertising costs		30.00	875.30
MANAGEMENT AND ADMINISTRATION			
Telephone	808.80		826.65
Office Supplies	155.89		565.48
Photocopier	1660.89		1853.98
Information Systems	439.23		611.72
Legal fees	2802.00		0.00
Accountant/Auditor fees	300.00		200.00
Personnel fees	0.00		300.00
Bank Charges	388.24		1150.98
Depreciation of fixed assets	2811.51		2094.16
		<u>9366.56</u>	<u>7602.97</u>
INTEREST PAYABLE			
Bank interest payable	0.00		0.00
Interest on other loans	0.00		0.00
		<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURE		<u>154067.26</u>	<u>147154.67</u>
NET (Deficit)/SURPLUS		<u>1361.02</u>	<u>33,438.36</u>
Other Expenditure			
Sports Ground Projects	0.00		0.00
		<u>0.00</u>	<u>0.00</u>
Final Net Deficit/Surplus		<u>1361.02</u>	<u>33,438.36</u>

This page does not form part of the statutory financial statements

HCC & BATS CONSOLIDATED ACCOUNTS
STATEMENT OF FINANCIAL ACTIVITIES (SPORTS GROUND ACCOUNT)
YEAR ENDING 31 MARCH 2021

		SC £	HCC £
<u>BATS ACCOUNTS</u>			
<u>INCOME</u>			
Sales	Act.	0	
Cost of Goods Sold			
- Bar Goods	Act.	0	
- Coors	Act.	235	
- Crisps & Nuts	Act.	0	
- Stock Movement	Act.	820	
		<u>1,055</u>	
Gross Surplus		<u>-1,055</u>	
<u>EXPENDITURE</u>			
General			
- IT	20%	109	
- Nat West Charges	20%	26	
- Giro Charges	Act		
- Optics / Glasses	Act		
- Music Copyright	50%		
		<u>135</u>	
Sports Ground			
- Wages	Act.	0	
- Stock Write-Off	Act.	0	
- Equipment Purchases	Act.	0	
- Cleaning & Toilet Materials	Act.	0	
- Gas & Cylinder Rental	Act.	0	
- General Maintenance	Act.	0	
- Sky TV	Act.	0	
- Telephone	Act.	389	
		<u>389</u>	
TOTAL EXPENDITURE		<u>524</u>	
Other Income/Expenditure		354	
Net Surplus (BATS)		<u>-1,224</u>	
<u>COMMUNITY CENTRE ACCOUNTS</u>			
<u>INCOME</u>			
Transfer from BATS to Community Centre	Act.	1,224	-1,224
Other Income			
- Donations/Misc	Act.	2,096	
- Lettings	Act.	0	
- Electricity (Tennis)	Act.	0	
			<u>2,096</u>
Total Income			<u>872</u>
<u>Expenditure</u>			
Insurance	Act.	1,419	
H&S (FE)	Act.	43	
Licenses	Act.	338	
Banking	8%		
Misc	8%		
IT & Subs	8%	25	
Office Supplies	8%		
Pavilion Costs			
- Electricity	Act.	2,943	
- Cleaning	Act.	31	
- Rates	Act.	0	
- Security	Act.	237	
- Gen Maintenance	Act.	3,492	
- Waste Removal	Act.	243	
- Water	Act.	60	
Payroll - Cleaner	Act.		
Payroll - Admin	100%		
Professional Fees	8%	378	
Total Expenditure			<u>9,207.43</u>
Net Surplus		<u>0</u>	<u>-8,335.89</u>
Funded Projects			0
Consolidated Total Net Surplus 20/21 (SG Account)			<u>-8,335.89</u>
<u>Sports Ground Balance Sheet</u>			
B/F From 31 March 2020			
Net Surplus			(50,421.93)
			<u>(8,335.89)</u>
C/F to 1 April 2021			<u>(58,757.82)</u>