



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
COUNDON AND LEEHOLME COMMUNITY ASSOCIATION

1155072

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1-Apr-23

To

Period end date  
31-Mar-24

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Restricted Funds and Grants	-	500	-	500	500
Hall Hire	6,755		-	6,755	10,326
Fund Raising Events	3,238	-	-	3,238	1,183
Club Activities	9,921	-	-	9,921	7,514
Donations	405	-	-	405	231
Bank Interest	18	-	-	18	1
sales	966	-	-	966	
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	21,302	500	-	21,802	19,755
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	21,302	500	-	21,802	19,755
<b>A3 Payments</b>					
utilities	3,480	-	-	3,480	2,442
		-	-	-	
		-	-	-	
Wages	5,418	-	-	5,418	5,035
Insurances and Licences	744	-	-	744	872
Building checks	1,806	-	-	1,806	2,848
General Running costs	5,009	-	-	5,009	2,713
Events and Clubs	5,775	500	-	6,275	3,988
Capital Works (fence)	-			-	9,261
training	-			-	
	-	-	-	-	-
<b>Sub total</b>	22,232	500	-	22,732	27,159
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	22,232	500	-	22,732	27,159
<b>Net of receipts/(payments)</b>	- 930	-	-	- 930	- 7,404
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	43,633		-	43,633	
<b>Cash funds this year end</b>	42,704	-	-	42,703	930

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	BANK ACCOUNT	40,948	-	-
	CASH IN HAND	1,756	-	-
		-	-	-
	<b>Total cash funds</b>	<b>42,704</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	agreement	agreement	OK

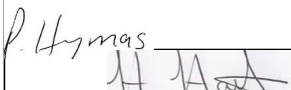
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	PAM HYMAS	
	HELEN HART	

**COUNDON AND LEEHOLME COMMUNITY ASSOCIATION**  
**TRUSTEES ANNUAL REPORT APRIL 2023 TO MARCH 2024**

**Registered Charity 1155072**

**Administrative Details:**

The Charity address is Coundon and Leeholme Community Centre Leeholme Road, Leeholme Co Durham DL14 8HN

The Charity currently has 5 trustees at the time of reporting:

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates Appointed</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Helen Hart	Chair	1/3/24	Existing Trustees
2	Anthea Parsley		26-6-21	Existing Trustee
3	Pam Hymas	Treasurer	1/2/24	Existing Trustees
4	Brenda Ambrose		22-6-23	Existing Trustees
5	Nicola Warburton		22-6-23	Existing Trustees
	Patricia Clarey			Secretary/charity contact/Adviser

**Structure, Governance and Management**

The Charity is set up under the **CIO Foundation' model constitution** and was registered with the Charity Commission from 18 December 2013. It is an unincorporated organization.

Trustees are appointed for a term of 3 years. New trustees and re-appointees can be appointed at a meeting especially convened for the purpose and where a resolution is passed by existing trustees.

**Training for Trustees/Members**

Helen Hart has successfully completed a Makerton course level 1 and 2 (signs and symbols for the deaf) All trustees are aware of compliance and guidance for community buildings keeping up to date with the changes to building risk assessment management. In addition, the Trustees and committee members have been provided with written and verbal guidance on all policies and Health and Safety and Fire Risks legislation.

Trustees are asked to sign a declaration to the effect that they are fully aware of the legal obligations and responsibilities of being a trustee. All trustees and those considering becoming a trustee should be fully aware of the Governance policies and procedure, the Constitution and should have accessed the information on the Charity

Commission website. The secretary/advisor keeps up to date with charity legislation using the Charity Commission website and Charity Commission updates.

<https://www.gov.uk/guidance/>

## **Financial Review 2023 -24**

### **RESERVES POLICY 2023/2024**

A fund will be held in reserve to cover 6 months running costs for Coundon and Leeholme Community Centre, a contingency fund for major building work, withdrawal of hire and emergency closure will be added.

The fund for 2023/24 which can be subject to review at any time by the Trustees has been agreed as follows:

6 months forecast running costs = £9000

Contingency for major repairs = £5000

Contingency for withdrawal of hire =£2000

Contingency for emergency closure -£4000

**Total £20000**

### **RESTRICTED FUNDS POLICY (designated funds)**

Restricted funds are those which have been granted by funders for a specific purpose plus those which have been earned/allocated by the association for the sustainability of a project. Receipts and expenditure are included in the main accounts however sub accounts will also be kept for restricted funds.

These restricted funds will not be available towards the running costs and upkeep of the hall unless authorized by the funder or trustees

Records will separate restricted funds from the hall maintenance funds showing clearly what money is available in these accounts.

At the end of March 2023, the Accounts show the following: (rounded to nearest £)

Fund	Amount	Last year
Total Funds Held by Coundon and Leeholme Community Association as at 31/3/19	£42704	£43645
Restricted or Designated Funds total	£5530	£4033
Breakdown of Designated Funds:		
Coundon and Leeholme Craft Club	£2042	£1073



## **Partnerships**

The trustees are continually seeking new partners to increase the diversity of activities we offer.

Among the new partnerships we have built are

- Northern Hartlands
- Well Being for Life
- DCC Community Building Support Team: Support Officer
- Durham Community Aid and learning network.
- Beamish Museum Community Team
- Local Durham County Councillor
- AAP Team Shildon and Bishop Auckland
- DCC Electoral Services – Use of a polling Station.
- County Durham and Darlington Fire Service
- Sainsbury's Local)
- Tesco Newton Aycliffe
- Police and Community team
- Coundon Primary School
- Carole W Productions live theatre
- ATOMS Education
- Fundraise and recycle
- STARS community learning
- WEA adult learning within reach

### **Hall Hire:**

The total revenue from hall hire in 2023/24 (including hire charge to sub activity accounts of £4020)) was £10775. £3762 less than the previous year. Most of the hire revenue was lost by Slimming World and The Jazz Band withdrawing their weekly hire

## **Fund Raising and Donations and Grants**

Fund raising in the form of one-off events raised a net total of £1594. More events are planned for 24/25 year to make up revenue loss from hire.

However £1376 was received from sales and donations an increase of £1144 on last year. The earnings came mostly from a bric a brac and second hand clothes shop and the clothes bank partnership with Fundraise and Recycle

## **Improving the Condition of the building**

The trustees have completed their 5 year program to improve the fabric of the building following asset transfer. All maintenance issues and compliance checks are up to date and the building has been passed as fully compliant with public building regulations and health and safety law by an independent assessor from Durham County Council.

We had no Capital costs in the 23/24 financial year

### **Volunteers/Management Team**

Services delivered by Coundon and Leeholme Community Association including the trustees management and administration of the building and charitable organization are entirely carried out by volunteers. We employ a part time paid cleaner

There are 20 regular volunteers including the management team and 5 trustees.

### **Future Developments**

Our focus in the 24/25 reporting year will be to sustain our current activities and to support additional children and family activities for those living in the village and surrounding areas. We will also seek further opportunities in partnerships and with hirers to bring more people out of isolation into our groups

We now have a secure outside space for the children to enjoy which will be further developed.

We will continue to promote the hire of our hall to increase revenue and the diversity of the activities we offer.

Succession planning will be a focus of all our activities in the future. We aim to encourage young volunteers who have used the hall as children to become volunteers and members of our management committee.

Over the last 5 years we have had a programme of continuous improvement to the fabric of our building. All our objectives in this area have been achieved and the building was highly praised in a recent customer survey for the facilities it offers.

We have not identified any further need for improvements to the building but are mindful of the need to maintain it to a high standard for our users.

Where revenue cannot be sufficient through hire to maintain the organisation we will continue with fundraising events.

### **Budget Forecasting for 2023-24**

**Income Forecast**

Hire of Hall £12000

Fundraising net £3000

Clubs/ activities net £2000

**Expenditure forecast:**

Running costs £16000

Capital costs 2000

It is estimated that our end of year balance will be £41000 ( not taking into account emergency repairs and unexpected capital costs)

**Verification and Acceptance of Report**

**This report has been accepted and verified by 2 trustees. All trustees have been sent a copy.**

**Signed:**

**Trustee 11-6-24**



**Signed:**

**Trustee 11-6-24**

