

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2022		31	03	2023

Section A Reference and administration details

Charity name	Knoll Community Association
Other names charity is known by	Ref: AR20-CIO-REM-8
Registered charity number (if any)	1155501
Charity's principal address	St Richard's Community Centre
	Egmont Road
	Hove, East Sussex
	Postcode BN3 7FP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Rali Sarker	Chairperson		
2	Mrs Pat Weller MBE			
3	Rev David Hazell			
4	Mrs Dawn Barnett			
5	Ms Sarah Don			
6				
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19				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	As an Association
Trustee selection methods (eg. appointed by, elected by)	Elected by local community

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees.
- the charity's organisational structure and any wider network with which the charity works.
- relationship with any related parties.
- trustees' consideration of major risks and the system and procedures to manage them.

All trustees are offered relevant training.

Our policies and procedures are listed within our Constitution.

Everyone who lives within the area has a vote to elect the management committee, who then meet on a regular basis monthly and quarterly. All trustees have a full report on all aspects of the charity on a regular basis.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote the benefits of the inhabitants of the area of benefit, to advance education and to provide facilities in the interests of social welfare, with the object of improving conditions of life for the said inhabitants.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We run a local community centre and numerous volunteers led activities. We have over 50 groups housed within our building, as well as community led meetings and housing meetings.

We have tuition and advice services.

We have counselling and job search, lunch clubs and various informative classes.

We have leisure activities and keep fit amongst many others.

We listen to our community and deliver their needs where possible

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making.
- policy programme related investment.
- contribution made by volunteers.

We normally are fortunate enough to have an abundance of volunteers at St Richard's, all our groups are run by volunteers on a very low budget.

We do not deliver Grant Aid.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We have an extremely fine and knowledgeable team of trustees.

During the year, we have managed to fill most of the gaps in building usage, filled gaps in funding and building maintenance where was urgently required

We have employed a new part time Community Centre Manager with extensive business experience to review and update our financial practises where appropriate.

This will complement our Assistant Manager who has a great deal of experience dealing with charities and with the local community.

Section E Financial review

Brief statement of the charity's policy on reserves

We are always **aiming** to secure x 3 months running costs as reserves, and to secure redundancy of statutory proportion, plus monies to fulfil our commitment to suppliers.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising).
- how expenditure has supported the key objectives of the charity.
- investment policy and objectives including any ethical investment policy adopted.

Fundraising commitments are ongoing, but we do rely heavily on rental obligations: Hall Hire and office hire.

All expenditure relates only to the employment of part time key personnel and facilitation of building running costs.

We are planning to gain more funding to update some of our building fixtures and fitting as required.

Section F Other optional information

Our reserves policy assures that 12,000 shall be held, plus a sum of statutory redundancy payment not exceeding 4,000 as set out on national guidelines. (Obviously this is an ongoing sum).

This is our aim to incorporate over the next two years.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mrs Rali Sarker	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	24/01/23	

Knoll Community Association CIO

Charity Reg. No. 1155501

NB On 22/08/24 this summary page was amended to correct an addition error.

Pages 3 - 7 remain unchanged from original dated 16/08/2023

Summary Receipts and Payments Account for the period 1st April 2022 to 31st March 2023

Please note that errors of +/- £1 may occur due to rounding

	2022/23 Restricted	2022/23 Unrestricted	2022/23 Total	2021/22 Restricted	2021/22 Unrestricted	2021/22 Total
Receipts						
General Fund						
Donations, grants and legacies	1,000	-	1,000	-	928	928
Income from charitable activities	-	674	674	-	928	928
Other income	-	371	371	432	646	1,078
St Richard's Church and Community Centre						
Donations, grants and legacies	21,350	10,300	31,650	18,800	14,655	33,455
Income from charitable activities	-	35,461	35,461	-	26,969	26,969
Other income	-	4	4	-	1	1
Knoll Community Association - Tenant Participation						
Donations, grants and legacies	520	-	520	-	-	-
Total Receipts	22,870	46,809	69,680	19,232	43,199	62,431
Payments						
General Fund						
Expenditure on charitable activities	-	647	647	-	931	931
Other expenditure	1,000	-	1,000	432	-	432
St Richard's Church and Community Centre						
Expenditure on charitable activities	11,667	41,686	53,353	14,957	45,388	60,345
Expenditure on raising funds	-	1,438	1,438	-	1,506	1,506
Knoll Community Association - Tenant Participation						
Expenditure on charitable activities	243	-	243	-	-	-
Total Payments	12,910	43,771	56,681	15,389	47,826	63,215
Net receipts for the year	9,961	3,038	12,999	3,843	(4,627)	(784)
Net transfers between funds	(194)	194	-	-	-	-
Balance of Funds at 1st April 2022	4,229	15,836	20,065	386	20,463	20,849
Balance of Funds at 31st March 2023	13,996	19,068	33,064	4,229	15,836	20,065

A more detailed breakdown of income and expenditure for each area of activity follows on pages 3-7.

Please note that additions may vary by +/- £1 due to rounding

Knoll Community Association CIO

Charity Reg. No. 1155501

Receipts and Payments Account for the period 1st April 2022 to 31st March 2023

Please note that errors of +/- £1 may occur due to rounding

General Fund

	2022/23 Restricted	2022/23 Unrestricted	2022/23 Total	2021/22 Restricted	2021/22 Unrestricted	2021/22 Total
Receipts						
<i>Donations, grants and legacies</i>						
Brighton & Hove City Council (grant for Christmas meal)	1,000	-	1,000	-	-	-
<i>Income from charitable activities</i>						
Knoll Scroll re printing	-	602	602	-	928	928
Refund from Hangleton Harbinger	-	72	72	-	-	-
<i>Other income</i>						
Fundraising (general)	-	-	-	-	379	379
Donations for Forget-me-nots	-	-	-	282	-	282
Co-op: grant for Hangleton & Knoll Community Action	-	-	-	150	-	150
Fundraising (book sale, tombola)	-	371	371	-	267	267
Total Receipts	1,000	1,045	2,045	432	1,575	2,007
Payments						
<i>Expenditure on charitable activities</i>						
Printing	-	526	526	-	631	631
Locality Membership	-	-	-	-	300	300
Trustee training	-	50	50	-	-	-
HMRC (on behalf of St Richard's)	-	72	72	-	-	-
<i>Other expenditure</i>						
Grant passed to Cllr Barnet for older people's xmas meal	1,000	-	1,000	-	-	-
Donations passed on to Forget-me-nots	-	-	-	282	-	282
Grants passed on to Hangleton & Knoll Community Action	-	-	-	150	-	150
Total Payments	1,000	647	1,647	432	931	1,363
Net receipts for the year	-	398	398	-	643	643
Transfer to Pavilion Fund	-	-	-	-	(193)	(193)
Balance of Funds at 1st April 2022	-	2,463	2,463	-	2,013	2,013
Balance of Funds at 31st March 2023	-	2,861	2,861	-	2,463	2,463

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Knoll Community Association CIO

Charity Reg. No. 1155501

Receipts and Payments Account for the period 1st April 2022 to 31st March 2023

Please note that errors of +/- £1 may occur due to rounding

St Richard's Church and Community Centre

	2022/23 Restricted	2022/23 Unrestricted	2022/23 Total	2021/22 Restricted	2021/22 Unrestricted	2021/22 Total
Income Receipts						
<i>Donations, grants and legacies</i>						
Big Lottery Fund	-	-	-	9,800	-	9,800
Brighton & Hove City Council, Communities Fund	-	10,000	10,000	-	10,000	10,000
Brighton & Hove City Council, Warm Space grant	350	-	350	-	-	-
Chalk Cliff Trust	4,000	-	4,000	-	-	-
Garfield Weston Foundation	7,500	-	7,500	-	-	-
HMRC, Job Retention Scheme	-	-	-	-	4,655	4,655
Neighbourly Foundation (B&Q)	4,500	-	4,500	-	-	-
Sussex Community Foundation	-	-	-	5,000	-	5,000
Trust for Developing Communities	-	300	300	4,000	-	4,000
Trusthouse Charitable Foundation	5,000	-	5,000	-	-	-
<i>Income from charitable activities</i>						
Hire of Rooms	-	22,920	22,920	-	14,370	14,370
Office rent	-	12,041	12,041	-	12,599	12,599
Fundraising	-	500	500	-	-	-
<i>Other income</i>						
Bank interest	-	4	4	-	1	1
Total Receipts	21,350	45,764	67,114	18,800	41,625	60,425
Payments						
<i>Expenditure on Charitable activities</i>						
Staff wages	4,000	23,318	27,318	-	28,623	28,623
Payroll service	-	-	-	-	216	216
Insurances	-	827	827	-	1,237	1,237
Electricity and gas	3,368	12,145	15,513	-	5,642	5,642
Water charges	-	720	720	-	578	578
General repairs and maintenance	2,976	2,390	5,367	-	3,581	3,581
Roof repairs	-	-	-	14,800	3,800	18,600
Cleaning materials	-	917	917	-	801	801
Stationery, postage and telephone	-	768	768	-	813	813
Website	1,323	-	1,323	157	-	157
Sundry expenses	-	601	601	-	97	97
<i>Expenditure on raising funds</i>						
Staff wages	-	1,438	1,438	-	1,506	1,506
Total Payments	11,667	43,124	54,791	14,957	46,895	61,852
Net receipts for the year	9,683	2,640	12,323	3,843	(5,270)	(1,427)
transfer from KCA account for room hire and refreshments	-	194	194	-	-	-
Balance of funds at 1st April 2022	3,939	13,373	17,312	96	18,643	18,739
Balance of Funds at 31st March 2023	13,622	16,207	29,829	3,939	13,373	17,312

Please note that additions may vary by +/- £1 due to rounding

Knoll Community Association CIO

Charity Reg. No. 1155501

Receipts and Payments Account for the period 1st April 2022 to 31st March 2023

Please note that errors of +/- £1 may occur due to rounding

Knoll Community Association - Tenant Participation

	2022/23	2022/23	2022/23	2021/22	2021/22	2021/22
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Income Receipts						
<i>Donations, grants and legacies</i>						
Brighton & Hove City Council Residents' Association grant	520	-	520	-	-	-
Total Receipts	520	-	520	-	-	-
Payments						
<i>Expenditure on charitable activities</i>						
Refreshments and stationery	243	-	243	-	-	-
Total Payments	243	-	243	-	-	-
Net receipts for the year	278	-	278	-	-	-
Transfer to Saint Richards re room hire	(194)	-	(194)	-	-	-
Balance of Funds at 1st April 2022	290	-	290	290	-	290
Balance of Funds at 31st March 2022	374	-	374	290	-	290

Please note that additions may vary by +/- £1 due to rounding

Knoll Community Association CIO

Charity Reg. No. 1155501

Statement of Assets and Liabilities at 31st March 2023

Monetary Assets*

Please note that errors of +/- £1 may occur due to rounding

<i>Bank accounts</i>	General Fund	St Richard's	Tenant Participation	Total
Barclays Bank Community Account ****258	-	27,525.47	-	27,525.47
Barclays Bank Community Account ****053	2,861.57	300.00	374.00	3,534.57
Barclays Savings account ****280	-	2,003.67	-	2,003.67
Cash in hand	-	-	-	-
	2,862	29,829	374	33,064

Non-Monetary Assets

The association has no non-monetary assets

Liabilities none

* At 31st March 2023 St Richard's Church was also owed £1,472 for hall hire.

Knoll Community Association CIO

Charity Reg. No. 1155501

Restricted funds held at 31st March 2023

Please note that errors of +/- £1 may occur due to rounding

Funder	Balance of fund at 31/03/23
Youth support grant	96
Brighton and Hove Council: Tenant Participation	374
Garfield Weston (held for wages 2023/24)	4,482
Trusthouse (for utility bills and wages 2023/24)	5,000
Neighbourly Foundation (B&Q) (for maintenance and carpets)	4,044
<hr/>	
TOTAL of restricted funds held at 31st March 2023	13,996

Independent Examiner's report on the accounts

Report to the trustees of Knoll Community Association CIO

Registered Charity number 1155501

Accounts for the period 1st April 2022 to 31st March 2023

The accounts have been prepared on the Receipts and Payments basis.

Respective responsibilities of trustees and independent examiner

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to follow the procedures specified in the General Directions of the Charity Commissioners under section 145 (5) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Report

In connection with my examination, no matter has come to my attention (except that detailed over):

- (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 comply with the accounting requirements of the Acthave 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.



Kate Chapman
Resource Centre
6 Tilbury Place
Brighton BN2 0GY
15th March 2024

Disclosure section

none