



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2019		31	March	2020

Charity name **Broadfield Youth and Community Centre**

Other names charity is known by **Broadfield Community Centre**

Registered charity number (if any) **1156601**

Charity's principal address **Broadfield Barton**

**Broadfield**

**Crawley, West Sussex**

**Postcode**

**RH11 9BA**

### 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 Ian Johnson	Chairman		
2 Alan Quirk			
3 Kevin Gordon			
4 Neil Stewart			
5 Peter Wigglesworth	Treasurer		
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

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

Name	Dates acted if not for whole year

# Structure, governance and management

## Description of the charity's trusts

Type of governing document

Constitution (adopted 27<sup>th</sup> February 2014)

How the charity is constituted

Charitable Incorporated Organisation

Trustee selection methods

By decision of members at an AGM

## Objectives and activities

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

To promote for the benefit of the inhabitants of Broadfield without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local 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 other leisure time occupations with the objects of improving the conditions of life of the said inhabitants, and to establish or secure the establishment of a community Centre (hereinafter called 'the Centre') and to maintain and manage the same (whether alone or in co-operation with any local authority or person or body) in furtherance of these objects.

### 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)

See: Trustees Report, below

## Trustees Report for the Year Ending 31 March 2020

Broadfield Community Centre (hereafter 'the Centre') is a vibrant thriving multi-purpose community resource that provides a wide range of activities and meeting spaces for people of all ages. The Centre is a central meeting point hosting groups and projects that improve wellbeing, bring people together and build community. Tracy Frake, Centre Manager, and Viv Evans, Community Centre Development Worker, have worked well as a team, bringing much needed improvements in and around the Centre.

The Centre was registered as a Charitable Incorporated Organization in April 2014. There have been no changes in the Trustees over the period.

We collaborate closely with the local authority, police, Broadfield Library, local shops, charities, groups and local residents, reflecting and refining our provision to the community. The Broadfield Community Centre boasts very high occupancy with the Centre used every day by multiple groups. At the end of the year there were 56 regular community groups using the Centre, with a footfall in excess of 2300 per week.

The 2019 Broadfield Arts Festival proved an enormous success raising the profile of Broadfield, lifting spirits and celebrating art. The performance day saw over 300 people attend and enjoy a celebration of the creative



and diverse cultural talent of Broadfield through a glorious art exhibition, with 192 exhibits of art, photography, crafts and sculptures; with acts from East-African dancers and singers, Chagossian dance and song, multi-ethnic dance groups, rap, beatbox, folk and pop singing, traditional British BBQ and Chagossian food.

Managing the venue to be attractive, warm and inviting encourages visitors to take up activities, many of which will improve health and fitness and should reduce obesity, other groups build social cohesion. For the children, attending the playgroups will positively influence them in their early years and help them to develop their learning and social skills. As they grow older the Centre is the venue for hundreds of children, young people and adults to discover a physical, educational, spiritual or wellbeing activity that can be enjoyed and sustained.

The Coronavirus pandemic caused the Centre to be temporarily closed a week before the reporting year end. The Centre remained closed for four months. It began to welcome a limited number of permissible activities during August 2020.

The financial statements show the current state of the charity's finances for the period ended 31 March 2020. During the year, the Centre generated income of £133,199 and expended resources of £136,455. At the year-end, it held Restricted Funds of £26,248 and Unrestricted Funds of £61,779. The primary sources of income are made up of hall hire and grants (including ongoing support from Crawley Borough Council). The Restricted Funds include £20,000 contributed by Crawley Borough Council held for future use in the Major Buildings Repairs Fund, plus a further £53,000 designated by the Trustees for the same purpose.

**Brief statement of the charity's policy on reserves**

The trustees determined that a reserve of £25,000 was needed to support major building repairs and renewals. This has been achieved and will be increased further as results permit.

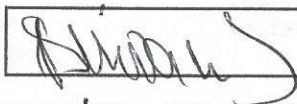
The Trustees recognise the need to develop an operational reserve to support the day-to-day activities of the centre, and continue to seek funding to do this but do not consider it necessary to compromise the centre's services by diverting significant amounts of unrestricted income to achieve it.

**Details of any funds materially in deficit**

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

**Signed on behalf of the charity's trustees**

**Signature(s)**



**Full name(s)**

Peter Wigglesworth

**Position (eg Secretary, Chair, etc)**

Treasurer

**Date**

10 November 2020

**Independent  
examiner's report on  
the accounts**

Report to the  
trustees/  
members of

**Charity Name**  
**Broadfield Community Centre**

On accounts  
for the year  
ended

**31 March 2020**

**Charity no**  
**1156601**  
**(if any)**

Set out on  
pages

**1-12**

**Respective  
responsibilities  
of trustees  
and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [ ] if not applicable.*

It is my responsibility to:  
examine the accounts under section 145 of the Charities Act,  
to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and  
to state whether particular matters have come to my attention

**Basis of independent examination**  
My examination was carried out in accordance with general Directions given by the Charity Commission. An **examiner's statement** 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the



statement below.

**Independent examiner's statement** In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

the accounting records were not kept in accordance with section 130 of the Charities Act; or  
the accounts did not accord with the accounting records; or  
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed: D. Sutcliffe Date: 4/12/20

Name: DATASHA SUTCLIFFE

Relevant professional qualification(s) or body (if any): AAT DIPLOMA LEVEL 4

Address: 2 IFIELD GREEN  
IFIELD  
R+111 OBP

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).



Broadfield Community Centre			Charity No (if any)	1156601	CC39a
Annual accounts for the period					
Period start date	01/04/19	To	Period end date	31/03/20	

## Section A Statement of financial activities

Descriptions by natural category	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
		F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>						
Donations and Grants		36,300	7,734	-	44,034	51,610
Hall Hire		79,326	-	-	79,326	92,016
Fundraising Events		-	-	-	-	-
Sales and Services		2,372	-	-	2,372	2,982
Grants for Services		7,296	-	-	7,296	7,296
Other Income		171	-	-	171	289
<b>Total incoming resources</b>	S01	125,465	7,734	-	133,199	154,193
<b>Resources expended (Notes 4-7)</b>						
Utilities		18,771	-	-	18,771	22,347
Property Expenses		17,257	6,563	-	23,820	23,382
Cleaning		27,998	-	-	27,998	27,027
Insurance		2,526	-	-	2,526	2,483
Office Expenses		3,318	-	-	3,318	13,165
Staff Costs		45,781	-	-	45,781	43,285
Governance, Professional Fees		574	-	-	574	350
Cost of Events & Services		2,168	5,308	-	7,476	3,843
Depreciation, Bad Debts		6,191	-	-	6,191	2,342
<b>Total resources expended</b>	S02	124,584	11,871	-	136,455	138,224
<b>Net incoming/(outgoing) resources before transfers</b>	S03	881	4,137	-	3,256	15,969
<b>Gross transfers between funds</b>	S04	-	1,763	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>	S05	-	882	-	3,256	15,969
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use	S06	-	-	-	-	-
Gains and losses on investment assets	S07	-	-	-	-	-
<b>Net movement in funds</b>	S08	-	882	-	3,256	15,969
<b>Total funds brought forward</b>	S09	62,661	28,722	-	91,383	75,414
<b>Total funds carried forward</b>	S10	61,779	26,348	-	88,127	91,383

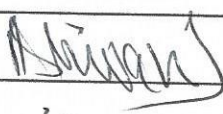


# Section B

# Balance sheet

		Note	Total this year £ F01	Total last year £ F02
<b>Fixed assets</b>				
Tangible assets (Note 8)		B01	6,893	7,105
		B02	-	-
Investments (Note 9)		B03	-	-
<b>Total fixed assets</b>		B04	6,893	7,105
<b>Current assets</b>				
Stock and work in progress		B05	-	-
Debtors (Note 10)		B06	4,034	13,138
(Short term) investments		B07	-	-
Cash at bank and in hand		B08	78,761	74,566
<b>Total current assets</b>		B09	82,795	87,704
<b>Creditors: amounts falling due within one year</b> (Note 11)		B10	1,561	3,426
<b>Net current assets/(liabilities)</b>		B11	81,234	84,278
<b>Total assets less current liabilities</b>		B12	88,127	91,383
<b>Creditors: amounts falling due after one year</b> (Note 11)		B13	-	-
<b>Provisions for liabilities and charges</b>		B14	-	-
<b>Net assets</b>		B15	88,127	91,383
<b>Funds of the Charity</b>				
Unrestricted funds		B16	8,779	9,661
Designated funds		B17	53,000	53,000
<b>Total unrestricted funds</b>			61,779	62,661
Restricted income funds (Note 12)		B18	26,348	28,722
Endowment funds (Note 12)		B19	-	-
<b>Total funds</b>		B20	88,127	91,383

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

Signature	Date of approval
	05 DEC 20

**Note 1 Basis of preparation**

*This section should be completed by all charities.*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);

- and with\*

or

✓

Financial Reporting Standards for Smaller Enterprises (FRSSE);

- and with the Charities Act.

- 
- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
  - if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years



## Note 2

## Accounting policies

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

## INCOMING RESOURCES

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>the trustees are virtually certain they will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.  Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.  Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

## EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

## ASSETS

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

**Note 3 Analysis of incoming resources**

*Incoming resources may be further analysed if this would help the reader of the accounts.*

	Analysis	Unrestricted £	Restricted £	This year £	Last year £
<b>Donations and Grants</b>	Crawley Borough Council	35,500	2,500	38,000	38,729
	Crawley Town AFC	0	0	0	1,500
	Happy Hours Playschool	0	0	0	2,250
	Sussex Community Foundation	0	5,000	5,000	-
	WSCC	0	0	0	7,594
	Individuals	0	0	0	466
	Other	800	234	1,034	1,071
	<b>Total</b>	<b>36,300</b>	<b>7,734</b>	<b>44,034</b>	<b>51,610</b>
<b>Hall Hire</b>	Hall Hire	72,931	0	72,931	89,146
	Elections Hire	5,400	0	5,400	1,770
	Hirers' Insurance Charges	750	0	750	840
	Hirers' Deposits Forfeited	245	0	245	260
	<b>Total</b>	<b>79,326</b>	<b>0</b>	<b>79,326</b>	<b>92,016</b>
<b>Sales and Services</b>	Bouncy Castle	315	0	315	220
	Equipment Hire	1,466	0	1,466	1,643
	Refreshments	591	0	591	1,119
	Other				
	<b>Total</b>	<b>2,372</b>	<b>0</b>	<b>2,372</b>	<b>2,982</b>
<b>Grants for Services</b>	Broadfield Churches JMC	7,296	0	7,296	7,296
	<b>Total</b>	<b>7,296</b>	<b>0</b>	<b>7,296</b>	<b>7,296</b>
<b>Other Income</b>	Bank Interest	0	0	0	40
	Photocopier	170	0	170	249
	Reconciliation Discrepancies	0	0	0	0
	Other	1	0	1	0



## Note 4

## Analysis of resources expended

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	Unrestricted £	Restricted £	This year £	Last year £
Utilities	Electricity	5,780	0	5,780	7,088
	Gas	5,781	0	5,781	7,771
	Waste Disposal	4,910	0	4,910	4,433
	Water	2,300	0	2,300	3,055
	<b>Total</b>	<b>18,771</b>	<b>0</b>	<b>18,771</b>	<b>22,347</b>
Property Expenses	Building Repairs & Maintenance	14,122	0	14,122	20,412
	Grounds	1,503	6,563	8,066	1,650
	CCTV	1,632	0	1,632	1,320
	<b>Total</b>	<b>17,257</b>	<b>6,563</b>	<b>23,820</b>	<b>23,382</b>
Cleaning	Cleaning Contract	24,228	0	24,228	23,270
	Cleaning Materials	2,322	0	2,322	2,558
	Toilets Contract	1,448	0	1,448	1,199
	<b>Total</b>	<b>27,998</b>	<b>0</b>	<b>27,998</b>	<b>27,027</b>
Insurance	Public Liability; Buildings & Contents	2,526	0	2,526	2,483
	<b>Total</b>	<b>2,526</b>	<b>0</b>	<b>2,526</b>	<b>2,483</b>
Office Expenses	Furniture & Equipment	0	0	0	10,152
	Licenses, Subscriptions, etc.	1,039	0	1,039	308
	Photocopier	876	0	876	723
	Software	264	0	264	223
	Telephone	926	0	926	1,319
	Travel	61	0	61	151
	Office Supplies	152	0	152	289
	<b>Total</b>	<b>3,318</b>	<b>0</b>	<b>3,318</b>	<b>13,165</b>
Staff Costs	Salaries	44,736	0	44,736	42,613
	Nest Pension	973	0	973	611
	Other	72	0	72	61
	<b>Total</b>	<b>45,781</b>	<b>0</b>	<b>45,781</b>	<b>43,285</b>
Legal & Professional Fees	Independent Examination	350	0	350	350
	AGM Expenses	224	0	224	-
				0	-
	<b>Total</b>	<b>574</b>	<b>0</b>	<b>574</b>	<b>350</b>
Cost of Events & Services	Services & Events	2,168	0	2,168	1,511
	Art Exhibition	0	5,308	5,308	2,332
	<b>Total</b>	<b>2,168</b>	<b>5,308</b>	<b>7,476</b>	<b>3,843</b>
Other	Depreciation	2,024		2,024	1,420
	Bad Debts	3,593			
	Fundraising & Other	574		574	922
	<b>Total</b>	<b>6,191</b>	<b>0</b>	<b>2,598</b>	<b>2,342</b>
		<b>124,584</b>	<b>11,871</b>	<b>132,862</b>	<b>138,224</b>

## Note 5 Details of certain items of expenditure

### 5.1 Trustee expenses

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
0	0
0	0
£	£

### 5.2 Fees for examination or audit of the accounts

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
350	350
0	0



## Section C

## Notes to the accounts

(cont)

## Note 6

## Paid employees

Please complete this note if the charity has any employees.

## 6.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	44,736	42,613
Employer's National Insurance costs	-	-
Pension costs	973	611
	-	-
<b>Total staff costs</b>	<b>45,709</b>	<b>43,224</b>

## 6.2 Average number of full-time equivalent employees in the year

The parts of the charity in which the employees work

	This year Number	Last year Number
Support/Admin	1.9 fte.	1.9 fte.
	-	-
	-	-
	-	-
<b>Total</b>	<b>1.9 fte.</b>	<b>1.9 fte.</b>

## 6.3 Defined contribution pension scheme

Please complete if a defined contribution pension scheme is operated.

Brief details of the scheme

NEST

The costs of the scheme to the charity for the year

The amount of any contributions outstanding at the year end

The amount of any contributions prepaid at the year end

This year £	Last year £
973	611

**Note 7****Grantmaking**

*Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.*

**7.1 Total value of grants**

Purpose for which grants made	Grants to institutions Total amount £	Grants to individuals Total amount £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Total</b>	-	-

**7.2 Grants made to institutions**

*If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution supported, purpose of the grant and total paid to each institution listed. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.*

Names of institutions	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
<b>Total grants to institutions</b>		-



**Note 8****Tangible fixed assets**

*Please complete this note if the charity has any tangible fixed assets*

**8.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward		-	-		-	-
Additions			-	-	-	-
Revaluations	-	0	-	-	-	-
Disposals	-	0	-	-	-	-
Transfers *	-		-	-	-	-
Balance carried forward	-	0	-	-	-	-

**8.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB
<b>** Rate</b>				SL	

Balance brought forward				7,105	-	7,105
Depreciation charge for year				- 2,024	-	2,024
Impairment provisions	-	-	-	-	-	-
Additions		-	-	1,812	-	1,812
Disposals	-		-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-		-	6,893	-	6,893

**8.3 Net book value**

Brought forward	-	-	-	7,105	-	7,105
Carried forward	-	-	-	6,893	-	6,893

**8.4 Revaluation**

*If any fixed assets have been revalued please give details of the valuer and method of valuation*

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\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

**Note 10 Debtors and prepayments**

*Please complete this note if the charity has any debtors or prepayments.*

**Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	2,743	11,112	-	-
Amounts due from subsidiary and associated undertakings	0	0	-	-
Other debtors	0	0	-	-
Prepayments and accrued income	1,291	2,026	-	-
<b>Total</b>	<b>4,034</b>	<b>13,138</b>	<b>-</b>	<b>-</b>

**Note 11 Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**11.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	611	405	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	600	900	-	-
Accruals and deferred income	350	2,121	-	-
<b>Total</b>	<b>1,561</b>	<b>3,426</b>	<b>-</b>	<b>-</b>

**11.2 Security over assets**

*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

--



**Note 12 Endowment and restricted income funds**

*Please complete this section if the charity has any endowment or restricted income funds.*

**12.1 Funds held**

*Please give a brief description of any of the following type of funds held by the charity:*

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).
- other funds .

Fund Name	Type PE, EE , R or other	Purpose and restrictions
CBC Major Buildings	R	Reserve for Major Buildings Repair/Renewal
BCC Major Buildings	Other	Designated reserve for Major Buildings Repair/Renewal
Social Hall Renewal	R	Social Hall renewal
Outdoor Gym	R	Installation of Gym Equipment
Art Exhibition	R	Art Exhibition

**12.2 Movements of major funds**

*Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.*

Fund names	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	Fund balances carried forward £
CBC Major Buildings	17,500	2,500				20,000
Social Hall Renewal	1,760	-				1,760
Art Exhibition	4,663	5,233	- 5,308			4,588
Outdoor Gym	4,800	-	- 6,563	1,763		-
Acoustic Panels	-					-
<b>Total Funds</b>	<b>28,723</b>	<b>7,733</b>	<b>- 11,871</b>	<b>1,763</b>	<b>-</b>	<b>26,348</b>

**12.3 Transfers between funds**

*Please give details of any transfers between funds.*

From Fund (Name)	To Fund (Name)	Reason	Amount
Unrestricted Funds	Outdoor Gym	To cover deficit of restricted gifts	1,763

**12.4 Analysis of net assets between funds**

Fixed assets  
Investments  
Net current assets  
Creditors due in more  
than one year and  
provisions  
Total net assets

Unrestricted funds £	Restricted funds £	Endowed funds £	Total £
-	-	-	-
-	-	-	-
61,779	26,348	-	88,127
-	-	-	-
61,779	26,348	-	88,127

**Independent  
examiner's report on  
the accounts**

Report to the  
trustees/  
members of

**Charity Name**  
**Broadfield Community Centre**

On accounts  
for the year  
ended

**31 March 2020**

**Charity no**  
**1156601**  
**(if any)**

Set out on  
pages

**1-12**

**Respective  
responsibilities  
of trustees  
and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [ ] if not applicable.*

It is my responsibility to:  
examine the accounts under section 145 of the Charities Act,  
to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and  
to state whether particular matters have come to my attention

**Basis of independent examination**  
My examination was carried out in accordance with general Directions given by the Charity Commission. An **examiner's statement** 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the



statement below.

**Independent examiner's statement** In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

the accounting records were not kept in accordance with section 130 of the Charities Act; or  
the accounts did not accord with the accounting records; or  
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed: D. Sutcliffe Date: 4/12/20

Name: DATASHA SUTCLIFFE

Relevant professional qualification(s) or body (if any): AAT DIPLOMA LEVEL 4

Address: 2 IFIELD GREEN  
IFIELD  
RH11 0BP

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).



Broadfield Community Centre		Charity No (if any)		1156601	CC39a
Annual accounts for the period					
Period start date	01/04/19	To	Period end date	31/03/20	

## Section A Statement of financial activities

Descriptions by natural category	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
		F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>						
Donations and Grants		36,300	7,734	-	44,034	51,610
Hall Hire		79,326	-	-	79,326	92,016
Fundraising Events		-	-	-	-	-
Sales and Services		2,372	-	-	2,372	2,982
Grants for Services		7,296	-	-	7,296	7,296
Other Income		171	-	-	171	289
<b>Total incoming resources</b>	S01	125,465	7,734	-	133,199	154,193
<b>Resources expended (Notes 4-7)</b>						
Utilities		18,771	-	-	18,771	22,347
Property Expenses		17,257	6,563	-	23,820	23,382
Cleaning		27,998	-	-	27,998	27,027
Insurance		2,526	-	-	2,526	2,483
Office Expenses		3,318	-	-	3,318	13,165
Staff Costs		45,781	-	-	45,781	43,285
Governance, Professional Fees		574	-	-	574	350
Cost of Events & Services		2,168	5,308	-	7,476	3,843
Depreciation, Bad Debts		6,191	-	-	6,191	2,342
<b>Total resources expended</b>	S02	124,584	11,871	-	136,455	138,224
<b>Net incoming/(outgoing) resources before transfers</b>	S03	881	4,137	-	3,256	15,969
<b>Gross transfers between funds</b>	S04	-	1,763	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>	S05	-	882	-	3,256	15,969
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use	S06	-	-	-	-	-
Gains and losses on investment assets	S07	-	-	-	-	-
<b>Net movement in funds</b>	S08	-	882	-	3,256	15,969
<b>Total funds brought forward</b>	S09	62,661	28,722	-	91,383	75,414
<b>Total funds carried forward</b>	S10	61,779	26,348	-	88,127	91,383

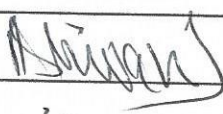


# Section B

# Balance sheet

		Note	Total this year £ F01	Total last year £ F02
<b>Fixed assets</b>				
Tangible assets (Note 8)		B01	6,893	7,105
		B02	-	-
Investments (Note 9)		B03	-	-
<b>Total fixed assets</b>		B04	6,893	7,105
<b>Current assets</b>				
Stock and work in progress		B05	-	-
Debtors (Note 10)		B06	4,034	13,138
(Short term) investments		B07	-	-
Cash at bank and in hand		B08	78,761	74,566
<b>Total current assets</b>		B09	82,795	87,704
<b>Creditors: amounts falling due within one year</b> (Note 11)		B10	1,561	3,426
<b>Net current assets/(liabilities)</b>		B11	81,234	84,278
<b>Total assets less current liabilities</b>		B12	88,127	91,383
<b>Creditors: amounts falling due after one year</b> (Note 11)		B13	-	-
<b>Provisions for liabilities and charges</b>		B14	-	-
<b>Net assets</b>		B15	88,127	91,383
<b>Funds of the Charity</b>				
Unrestricted funds		B16	8,779	9,661
Designated funds		B17	53,000	53,000
<b>Total unrestricted funds</b>			61,779	62,661
Restricted income funds (Note 12)		B18	26,348	28,722
Endowment funds (Note 12)		B19	-	-
<b>Total funds</b>		B20	88,127	91,383

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

Signature	Date of approval
	05 DEC 20

**Note 1 Basis of preparation**

*This section should be completed by all charities.*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);

- and with\*

or

✓

Financial Reporting Standards for Smaller Enterprises (FRSSE);

- and with the Charities Act.

- 
- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
  - if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years



## Note 2

## Accounting policies

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

## INCOMING RESOURCES

Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>the trustees are virtually certain they will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>
Incoming resources with related expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual income and performance related grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.  Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.  Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
Donated services and facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
Investment income	This is included in the accounts when receivable.
Investment gains and losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

## EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without performance conditions	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

## ASSETS

Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
Stocks and work in progress	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

**Note 3 Analysis of incoming resources**

*Incoming resources may be further analysed if this would help the reader of the accounts.*

	Analysis	Unrestricted £	Restricted £	This year £	Last year £
<b>Donations and Grants</b>	Crawley Borough Council	35,500	2,500	38,000	38,729
	Crawley Town AFC	0	0	0	1,500
	Happy Hours Playschool	0	0	0	2,250
	Sussex Community Foundation	0	5,000	5,000	-
	WSCC	0	0	0	7,594
	Individuals	0	0	0	466
	Other	800	234	1,034	1,071
	<b>Total</b>	<b>36,300</b>	<b>7,734</b>	<b>44,034</b>	<b>51,610</b>
<b>Hall Hire</b>	Hall Hire	72,931	0	72,931	89,146
	Elections Hire	5,400	0	5,400	1,770
	Hirers' Insurance Charges	750	0	750	840
	Hirers' Deposits Forfeited	245	0	245	260
	<b>Total</b>	<b>79,326</b>	<b>0</b>	<b>79,326</b>	<b>92,016</b>
<b>Sales and Services</b>	Bouncy Castle	315	0	315	220
	Equipment Hire	1,466	0	1,466	1,643
	Refreshments	591	0	591	1,119
	Other				
	<b>Total</b>	<b>2,372</b>	<b>0</b>	<b>2,372</b>	<b>2,982</b>
<b>Grants for Services</b>	Broadfield Churches JMC	7,296	0	7,296	7,296
	<b>Total</b>	<b>7,296</b>	<b>0</b>	<b>7,296</b>	<b>7,296</b>
<b>Other Income</b>	Bank Interest	0	0	0	40
	Photocopier	170	0	170	249
	Reconciliation Discrepancies	0	0	0	0
	Other	1	0	1	0



## Note 4

## Analysis of resources expended

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	Unrestricted £	Restricted £	This year £	Last year £
Utilities	Electricity	5,780	0	5,780	7,088
	Gas	5,781	0	5,781	7,771
	Waste Disposal	4,910	0	4,910	4,433
	Water	2,300	0	2,300	3,055
	<b>Total</b>	<b>18,771</b>	<b>0</b>	<b>18,771</b>	<b>22,347</b>
Property Expenses	Building Repairs & Maintenance	14,122	0	14,122	20,412
	Grounds	1,503	6,563	8,066	1,650
	CCTV	1,632	0	1,632	1,320
	<b>Total</b>	<b>17,257</b>	<b>6,563</b>	<b>23,820</b>	<b>23,382</b>
Cleaning	Cleaning Contract	24,228	0	24,228	23,270
	Cleaning Materials	2,322	0	2,322	2,558
	Toilets Contract	1,448	0	1,448	1,199
	<b>Total</b>	<b>27,998</b>	<b>0</b>	<b>27,998</b>	<b>27,027</b>
Insurance	Public Liability; Buildings & Contents	2,526	0	2,526	2,483
	<b>Total</b>	<b>2,526</b>	<b>0</b>	<b>2,526</b>	<b>2,483</b>
Office Expenses	Furniture & Equipment	0	0	0	10,152
	Licenses, Subscriptions, etc.	1,039	0	1,039	308
	Photocopier	876	0	876	723
	Software	264	0	264	223
	Telephone	926	0	926	1,319
	Travel	61	0	61	151
	Office Supplies	152	0	152	289
	<b>Total</b>	<b>3,318</b>	<b>0</b>	<b>3,318</b>	<b>13,165</b>
Staff Costs	Salaries	44,736	0	44,736	42,613
	Nest Pension	973	0	973	611
	Other	72	0	72	61
	<b>Total</b>	<b>45,781</b>	<b>0</b>	<b>45,781</b>	<b>43,285</b>
Legal & Professional Fees	Independent Examination	350	0	350	350
	AGM Expenses	224	0	224	-
				0	-
	<b>Total</b>	<b>574</b>	<b>0</b>	<b>574</b>	<b>350</b>
Cost of Events & Services	Services & Events	2,168	0	2,168	1,511
	Art Exhibition	0	5,308	5,308	2,332
	<b>Total</b>	<b>2,168</b>	<b>5,308</b>	<b>7,476</b>	<b>3,843</b>
Other	Depreciation	2,024		2,024	1,420
	Bad Debts	3,593			
	Fundraising & Other	574		574	922
	<b>Total</b>	<b>6,191</b>	<b>0</b>	<b>2,598</b>	<b>2,342</b>
		<b>124,584</b>	<b>11,871</b>	<b>132,862</b>	<b>138,224</b>

## Note 5 Details of certain items of expenditure

### 5.1 Trustee expenses

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
0	0
0	0
£	£

### 5.2 Fees for examination or audit of the accounts

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
350	350
0	0



## Section C

## Notes to the accounts

(cont)

## Note 6

## Paid employees

Please complete this note if the charity has any employees.

## 6.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	44,736	42,613
Employer's National Insurance costs	-	-
Pension costs	973	611
	-	-
<b>Total staff costs</b>	<b>45,709</b>	<b>43,224</b>

## 6.2 Average number of full-time equivalent employees in the year

The parts of the charity in which the employees work

	This year Number	Last year Number
Support/Admin	1.9 fte.	1.9 fte.
	-	-
	-	-
	-	-
<b>Total</b>	<b>1.9 fte.</b>	<b>1.9 fte.</b>

## 6.3 Defined contribution pension scheme

Please complete if a defined contribution pension scheme is operated.

Brief details of the scheme

NEST

The costs of the scheme to the charity for the year

The amount of any contributions outstanding at the year end

The amount of any contributions prepaid at the year end

This year £	Last year £
973	611

**Note 7****Grantmaking**

*Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.*

**7.1 Total value of grants**

Purpose for which grants made	Grants to institutions Total amount £	Grants to individuals Total amount £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Total</b>	-	-

**7.2 Grants made to institutions**

*If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution supported, purpose of the grant and total paid to each institution listed. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.*

Names of institutions	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
<b>Total grants to institutions</b>		-



**Note 8****Tangible fixed assets**

*Please complete this note if the charity has any tangible fixed assets*

**8.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward		-	-		-	-
Additions			-	-	-	-
Revaluations	-	0	-	-	-	-
Disposals	-	0	-	-	-	-
Transfers *	-		-	-	-	-
Balance carried forward	-	0	-	-	-	-

**8.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB
<b>** Rate</b>				SL	

Balance brought forward				7,105	-	7,105
Depreciation charge for year				- 2,024	-	2,024
Impairment provisions	-	-	-	-	-	-
Additions		-	-	1,812	-	1,812
Disposals	-		-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-		-	6,893	-	6,893

**8.3 Net book value**

Brought forward	-	-	-	7,105	-	7,105
Carried forward	-	-	-	6,893	-	6,893

**8.4 Revaluation**

*If any fixed assets have been revalued please give details of the valuer and method of valuation*

--

\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

**Note 10 Debtors and prepayments**

*Please complete this note if the charity has any debtors or prepayments.*

**Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	2,743	11,112	-	-
Amounts due from subsidiary and associated undertakings	0	0	-	-
Other debtors	0	0	-	-
Prepayments and accrued income	1,291	2,026	-	-
<b>Total</b>	<b>4,034</b>	<b>13,138</b>	<b>-</b>	<b>-</b>

**Note 11 Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**11.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	611	405	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	600	900	-	-
Accruals and deferred income	350	2,121	-	-
<b>Total</b>	<b>1,561</b>	<b>3,426</b>	<b>-</b>	<b>-</b>

**11.2 Security over assets**

*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

--



**Note 12 Endowment and restricted income funds**

*Please complete this section if the charity has any endowment or restricted income funds.*

**12.1 Funds held**

*Please give a brief description of any of the following type of funds held by the charity:*

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).
- other funds .

Fund Name	Type PE, EE , R or other	Purpose and restrictions
CBC Major Buildings	R	Reserve for Major Buildings Repair/Renewal
BCC Major Buildings	Other	Designated reserve for Major Buildings Repair/Renewal
Social Hall Renewal	R	Social Hall renewal
Outdoor Gym	R	Installation of Gym Equipment
Art Exhibition	R	Art Exhibition

**12.2 Movements of major funds**

*Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.*

Fund names	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	Fund balances carried forward £
CBC Major Buildings	17,500	2,500				20,000
Social Hall Renewal	1,760	-				1,760
Art Exhibition	4,663	5,233	- 5,308			4,588
Outdoor Gym	4,800	-	- 6,563	1,763		-
Acoustic Panels	-					-
<b>Total Funds</b>	<b>28,723</b>	<b>7,733</b>	<b>- 11,871</b>	<b>1,763</b>	<b>-</b>	<b>26,348</b>

**12.3 Transfers between funds**

*Please give details of any transfers between funds.*

From Fund (Name)	To Fund (Name)	Reason	Amount
Unrestricted Funds	Outdoor Gym	To cover deficit of restricted gifts	1,763

**12.4 Analysis of net assets between funds**

Fixed assets  
Investments  
Net current assets  
Creditors due in more  
than one year and  
provisions  
Total net assets

Unrestricted funds £	Restricted funds £	Endowed funds £	Total £
-	-	-	-
-	-	-	-
61,779	26,348	-	88,127
-	-	-	-
61,779	26,348	-	88,127



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

**Broadfield Community Centre**

On accounts for the year  
ended

**31 March 2021**

Charity no

**1156601**

Set out on pages

**1-12**

*(remember to include the page numbers of additional sheets)*

**Respective responsibilities  
of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [ ] if not applicable.*

It is my responsibility to:

examine the accounts under section 145 of the Charities Act,  
to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and  
to state whether particular matters have come to my attention

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.



**Independent examiner's statement** In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

the accounting records were not kept in accordance with section 130 of the Charities Act; or

the accounts did not accord with the accounting records; or

the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed: S Downes Date: 25/10/2021

Name: SUZETTE DOWNES

Relevant professional qualification(s) or body (if any):

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Address: 12 HIGHWOOD CRESCENT  
HORSHAM  
RH12 1EN

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).



Broadfield Community Centre			Charity No.	1156601	CC39a
Annual accounts for the period					
Period start date	01/04/20	To	Period end date	31/03/21	

## Section A Statement of financial activities

Descriptions by natural category	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
		F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>						
Donations and Grants		100,925	2,500	-	103,425	44,034
Hall Hire		31,806	-	-	31,806	79,326
Fundraising Events		-	-	-	-	-
Sales and Services		240	-	-	240	2,372
Grants for Services		3,648	-	-	3,648	7,296
Other Income		98	-	-	98	171
<b>Total incoming resources</b>	S01	136,717	2,500	-	139,217	133,199
<b>Resources expended (Notes 4-7)</b>						
Utilities		14,552	-	-	14,552	18,771
Property Expenses		6,633	5,475	-	12,108	23,820
Cleaning		13,858	-	-	13,858	27,998
Insurance		2,500	-	-	2,500	2,526
Office Expenses		2,493	-	-	2,493	3,478
Staff Costs		47,916	-	-	47,916	45,781
Governance, Professional Fees		350	-	-	350	574
Cost of Events & Services		210	-	-	210	7,476
Depreciation, Bad Debts		2,181	-	-	2,181	6,191
<b>Total resources expended</b>	S02	90,693	5,475	-	96,168	136,615
<b>Net incoming/(outgoing) resources before transfers</b>	S03	46,024	- 2,975	-	43,049	- 3,416
<b>Gross transfers between funds</b>	S04			-	-	
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>	S05	46,024	- 2,975	-	43,049	- 3,416
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use	S06	-	-	-	-	-
Gains and losses on investment assets	S07	-	-	-	-	-
<b>Net movement in funds</b>	S08	46,024	- 2,975	-	43,049	- 3,416
<b>Total funds brought forward</b>	S09	61,619	26,348	-	87,967	91,383
<b>Total funds carried forward</b>	S10	107,643	23,373	-	131,016	87,967

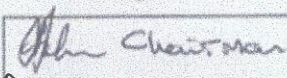
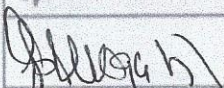


# Section B

# Balance sheet

	Note	Total this year £ F01	Total last year £ F02
<b>Fixed assets</b>			
Tangible assets (Note 8)	B01	4,869	6,893
	B02	-	-
Investments (Note 9)	B03	-	-
<b>Total fixed assets</b>	B04	4,869	6,893
<b>Current assets</b>			
Stock and work in progress	B05	-	-
Debtors (Note 10)	B06	6,332	3,874
(Short term) investments	B07	-	-
Cash at bank and in hand	B08	124,856	78,761
<b>Total current assets</b>	B09	131,188	82,635
<b>Creditors: amounts falling due within one year</b> (Note 11)	B10	5,041	1,561
<b>Net current assets/(liabilities)</b>	B11	126,147	81,074
<b>Total assets less current liabilities</b>	B12	131,016	87,967
<b>Creditors: amounts falling due after one year</b> (Note 11)	B13	-	-
<b>Provisions for liabilities and charges</b>	B14	-	-
<b>Net assets</b>	B15	131,016	87,967
<b>Funds of the Charity</b>			
Unrestricted funds	B16	54,643	8,619
Designated funds	B17	53,000	53,000
<b>Total unrestricted funds</b>		107,643	61,619
Restricted income funds (Note 12)	B18	23,373	26,348
Endowment funds (Note 12)	B19	-	-
<b>Total funds</b>	B20	131,016	87,967

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

Signature	Date of approval
	8/11/21
	9/11/21



**Note 1 Basis of preparation**

*This section should be completed by all charities.*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);

- and with\*

or

✓

Financial Reporting Standards for Smaller Enterprises (FRSSE);

- and with the Charities Act.

- 
- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
  - if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years

## Note 2

## Accounting policies

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

## INCOMING RESOURCES

Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>the trustees are virtually certain they will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>
Incoming resources with related expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual income and performance related grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.  Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.  Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
Donated services and facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
Investment income	This is included in the accounts when receivable.
Investment gains and losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

## EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without performance conditions	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

## ASSETS

Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
Stocks and work in progress	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**



**Note 3 Analysis of incoming resources**

*Incoming resources may be further analysed if this would help the reader of the accounts.*

	Analysis	Unrestricted £	Restricted £	This year £	Last year £
<b>Donations and Grants</b>	Crawley Borough Council	36,260	2,500	38,760	38,000
	Sussex Community Foundation	0	0	0	5,000
	Furlough Salaries	33,221	0	33,221	-
	Coronavirus Business Support Grants	27,714		27,714	-
		0	0	0	-
		0	0	0	-
	Other	3,730		3,730	1,034
		0		0	-
	<b>Total</b>	<b>100,925</b>	<b>2,500</b>	<b>103,425</b>	<b>44,034</b>
<b>Hall Hire</b>	Hall Hire	31,752	0	31,752	72,931
	Elections Hire	0	0	0	5,400
	Hirers' Insurance Charges	0	0	0	750
	Hirers' Deposits Forfeited	55	0	55	245
	<b>Total</b>	<b>31,806</b>	<b>0</b>	<b>31,806</b>	<b>79,326</b>
<b>Sales and Services</b>	Bouncy Castle		0	0	315
	Equipment Hire	40	0	40	1,466
	Refreshments	200	0	200	591
	Other				
	<b>Total</b>	<b>240</b>	<b>0</b>	<b>240</b>	<b>2,372</b>
<b>Grants for Services</b>	Broadfield Churches JMC	3,648	0	3,648	7,296
	<b>Total</b>	<b>3,648</b>	<b>0</b>	<b>3,648</b>	<b>7,296</b>
<b>Other Income</b>	Bank Interest	98	0	98	0
	Photocopier	0	0	0	170
	Reconciliation Discrepancies	0	0	0	0
	Other		0	0	1

**Note 4 Analysis of resources expended**

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	Unrestricted £	Restricted £	This year £	Last year £
<b>Utilities</b>	Electricity	3,758	0	3,758	5,780
	Gas	5,199	0	5,199	5,781
	Waste Disposal	3,303	0	3,303	4,910
	Water	2,292	0	2,292	2,300
	<b>Total</b>	<b>14,552</b>	<b>0</b>	<b>14,552</b>	<b>18,771</b>
<b>Property Expenses</b>	Building Repairs & Maintenance	5,341	5,475	10,816	14,122
	Grounds	632	0	632	8,066
	CCTV	660	0	660	1,632
	<b>Total</b>	<b>6,633</b>	<b>5,475</b>	<b>12,108</b>	<b>23,820</b>
<b>Cleaning</b>	Cleaning Contract	10,345	0	10,345	24,228
	Cleaning Materials	2,018	0	2,018	2,322
	Toilets Contract	1,495	0	1,495	1,448
	<b>Total</b>	<b>13,858</b>	<b>0</b>	<b>13,858</b>	<b>27,998</b>
<b>Insurance</b>	Public Liability; Buildings & Contents	2,500	0	2,500	2,526
	<b>Total</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>2,526</b>
<b>Office Expenses</b>	Furniture & Equipment	0	0	0	-
	Licenses, Subscriptions, etc.	330	0	330	1,039
	Photocopier	787	0	787	876
	Software	288	0	288	264
	Telephone	925	0	925	926
	Travel	18	0	18	61
	Office Supplies	146	0	146	312
	<b>Total</b>	<b>2,493</b>	<b>0</b>	<b>2,493</b>	<b>3,478</b>
<b>Staff Costs</b>	Salaries	45,455	0	45,455	44,736
	Nest Pension	989	0	989	973
	Other	1,472	0	1,472	72
	<b>Total</b>	<b>47,916</b>	<b>0</b>	<b>47,916</b>	<b>45,781</b>
<b>Legal &amp; Professional Fees</b>	Independent Examination	350	0	350	350
	AGM Expenses	0	0	0	224
	<b>Total</b>	<b>350</b>	<b>0</b>	<b>350</b>	<b>574</b>
<b>Cost of Events &amp; Services</b>	Services & Events	210	0	210	2,168
	Art Exhibition	0	0	0	5,308
	<b>Total</b>	<b>210</b>	<b>0</b>	<b>210</b>	<b>7,476</b>
<b>Other</b>	Depreciation	2,024		2,024	2,024
	Bad Debts	92		92	3,593
	Fundraising & Other	65		65	574
	<b>Total</b>	<b>2,181</b>	<b>0</b>	<b>2,181</b>	<b>6,191</b>
		<b>90,693</b>	<b>5,475</b>	<b>96,168</b>	<b>136,615</b>

## Note 5 Details of certain items of expenditure

### 5.1 Trustee expenses

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
0	0
0	0
£	£

### 5.2 Fees for examination or audit of the accounts

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
350	350
0	0



**Note 6****Paid employees**

*Please complete this note if the charity has any employees.*

**6.1 Staff Costs**

	<b>This year £</b>	<b>Last year £</b>
Gross wages, salaries and benefits in kind	45,455	44,736
Employer's National Insurance costs	1,387	-
Pension costs	989	973
Other	85	-
<b>Total staff costs</b>	<b>47,916</b>	<b>45,709</b>

**6.2 Average number of full-time equivalent employees in the year**

The parts of the charity in which the employees work

	<b>This year Number</b>	<b>Last year Number</b>
Support/Admin	2.0 fte.	1.9 fte.
	-	-
	-	-
	-	-
<b>Total</b>	<b>2.0 fte.</b>	<b>1.9 fte.</b>

**6.3 Defined contribution pension scheme**

*Please complete if a defined contribution pension scheme is operated.*

Brief details of the scheme

NEST

The costs of the scheme to the charity for the year

The amount of any contributions outstanding at the year end

The amount of any contributions prepaid at the year end

<b>This year £</b>	<b>Last year £</b>
989	973

**Note8****Tangible fixed assets**

*Please complete this note if the charity has any tangible fixed assets*

**8.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward		-	-		-	-
Additions			-	-	-	-
Revaluations	-	0	-	-	-	-
Disposals	-	0	-	-	-	-
Transfers *	-		-	-	-	-
Balance carried forward	-	0	-	-	-	-

**8.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB
<b>** Rate</b>				SL	
Balance brought forward				6,893	- 6,893
Depreciation charge for year			-	2,024	- 2,024
Impairment provisions	-	-	-	-	-
Additions		-	-		-
Disposals	-		-	-	-
Transfers*	-	-	-	-	-
Balance carried forward	-		-	4,869	- 4,869

**8.3 Net book value**

Brought forward	-	-	-	6,893	-	6,893
Carried forward	-	-	-	4,869	-	4,869

**8.4 Revaluation**

*If any fixed assets have been revalued please give details of the valuer and method of valuation*

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\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.



**Note 10 Debtors and prepayments**

*Please complete this note if the charity has any debtors or prepayments.*

**Analysis of debtors**

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
Trade debtors	2,712	2,583	-
Amounts due from subsidiary and associated undertakings	0	0	-
Other debtors	2,733	0	-
Prepayments and accrued income	886	1,291	-
<b>Total</b>	<b>6,332</b>	<b>3,874</b>	<b>-</b>

**Note 11 Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**11.1 Analysis of creditors**

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-
Trade creditors	1,343	611	-
Amounts due to subsidiary and associated undertakings	-	-	-
Other creditors	300	600	-
Accruals and deferred income	3,398	350	-
<b>Total</b>	<b>5,041</b>	<b>1,561</b>	<b>-</b>

**11.2 Security over assets**

*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

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**Note 12 Endowment and restricted income funds**

*Please complete this section if the charity has any endowment or restricted income funds.*

**12.1 Funds held**

*Please give a brief description of any of the following type of funds held by the charity:*

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).
- other funds .

Fund Name	Type PE, EE , R or other	Purpose and restrictions
CBC Major Buildings	R	Reserve for Major Buildings Repair/Renewal
BCC Major Buildings	Other	Designated reserve for Major Buildings Repair/Renewal
Social Hall Renewal	R	Social Hall renewal
Outdoor Gym	R	Installation of Gym Equipment
Art Exhibition	R	Art Exhibition

**12.2 Movements of major funds**

*Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.*

Fund names	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	Fund balances carried forward £
CBC Major Buildings	20,000	2,500	- 5,475			17,025
Social Hall Renewal	1,760	-				1,760
Art Exhibition	4,588	-	-			4,588
Outdoor Gym	-	-	-	-		-
Acoustic Panels	-					-
<b>Total Funds</b>	<b>26,348</b>	<b>2,500</b>	<b>- 5,475</b>	<b>-</b>	<b>-</b>	<b>23,373</b>

**12.3 Transfers between funds**

*Please give details of any transfers between funds.*

From Fund (Name)	To Fund (Name)	Reason	Amount

**12.4 Analysis of net assets between funds**

Fixed assets  
Investments  
Net current assets  
Creditors due in more  
than one year and  
provisions  
Total net assets

Unrestricted funds £	Restricted funds £	Endowed funds £	Total £
-		-	-
-	-	-	-
107,643	23,373	-	131,016
-	-		-
107,643	23,373	-	131,016



**Note 13****Transactions with related parties**

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 5) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.*

**13.1 Remuneration and benefits**

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.*

Name of trustee or related party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £
None			

**13.2 Loans**

*Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.*

	Name of trustee or related party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties	None			
Due from trustees and related parties	None			

**13.3 Other transaction(s) with trustees or related parties**

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.*

Name of the trustee or related party	Relationship to charity		This year £	Last year £
None				