



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From: 1 April 2021 To: 31 March 2022

Charity name: Broadfield Youth and Community Centre

Charity registration number: 1156601

Structure

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

Covid restrictions

The period under review was during the Covid pandemic and lockdown restrictions in England. The Centre remained open to permitted groups throughout the period, with some new groups starting and others gradually returning as circumstances permit. The Centre has been, and is being, used as a vaccination clinic.

Our Purpose

Our constitution specifies the object of the Centre as "working together with 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 object of improving the conditions of life of the inhabitants of Broadfield."

Our primary driver is to deliver positive social impact and to that end we maintain and manage the facility so that the Centre is a vibrant thriving multi-purpose resource for community engagement, activity, and learning. We offer the local residents and groups an affordable venue from which they can provide valuable services, and the Centre is a central meeting point hosting groups and projects that improve well-being, bring people together and build community.

These groups offer a wide range of social, health, recreational, cultural, and educational opportunities to all sectors of the community. There are 30 groups running 90 sessions each week, in addition to occasional hirers. Managing the demands of all these groups, maintaining good relationships with, and between, groups is a significant task.

Our Impact

We record hall hire in terms of hourly hiring to track the occupancy levels of our facilities. After the lifting of all restrictions, this has returned to its pre-Covid level of 80% or more, and group leaders report strong returns to their groups.

We measure the impact of our activities through feedback with hirers in the form of an annual survey and through regular dialogue. The survey confirms that users are "very satisfied" with facilities and the hall hire rates.

The staff actively signpost individuals to other organisations and agencies where applicable.

Making the Centre warm and inviting encourages people to take up activities; many of which address the specific needs of social isolation; focussed extra-curricular activities for children, young people, and adults; improving individuals mental health, and support for those seeking to overcome drug addiction. Making the playgroup halls attractive, warm, and safe will encourage parents to use them and resume work or gain employment improving the local economy and reducing poverty. For the children, attending the playgroups will positively influence them in their early years and help them to develop their learning and social skills.

Management

The Centre itself is maintained to a good standard in terms of cleanliness and accessibility. We have continued to employ a Centre Manager and Community Development Worker.

We have adapted our model of working to provide 24-hour contact by telephone, email and in-person. This has enabled bookings, enquiries, maintenance issues and queries to be dealt with promptly.

Relationships between the Centre staff and group leaders has been strengthened through the period with a strong sense of working together for the greater good.

Finance

We have increased our ability to respond quickly to unforeseen emergencies requiring major works to the premises – and thus maintaining our services with a minimum of disruption to users – by increasing the major building repairs fund.

Having received grants from the Co-op Local Community Fund we undertook a capital project to replace ten 40-year-old windows with integrated controllable ventilation, installed an energy efficient hot water system and replaced the dishwasher to ensure crockery and equipment is kept clean and sanitised.

The financial statements show the current state of the charity's finances for the period ended 31 March 2022. During the year, the Centre generated income of £155,156 and expended resources of £124,558. At the year-end, it held Unrestricted Funds of £25,873 and Restricted and Designated Funds of £133,425 with the major building repairs fund being £127,077 of the latter. The primary sources of income are made up of hall hire and grants including ongoing support from Crawley Borough Council.

Names of the charity trustees who manage the charity

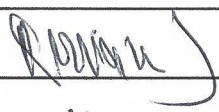
	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ian Johnson	Chairman		
2	Alan Quirk			
3	Kevin Gordon			
4	Neil Stewart			
5	Peter Wigglesworth	Treasurer		

Declarations

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

4 November 2022



Broadfield Community Centre			Charity No.	1156601	CC39a
Annual accounts for the period					
Period start date	01/04/21	To	Period end date	31/03/22	

Section A

Statement of financial activities

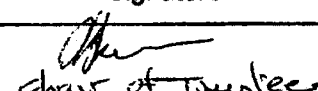
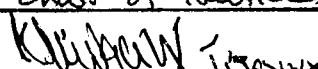
Descriptions by natural category	Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
Incoming resources (Note 3)						
Donations and Grants		65,072	2,500	-	67,572	103,425
Hall Hire		80,750	-	-	80,750	31,806
Fundraising Events		-	-	-	-	-
Sales and Services		711	-	-	711	240
Grants for Services		2,432	-	-	2,432	3,648
Other Income		91	-	-	91	1,382
Total incoming resources	S01	149,056	2,500	-	151,556	140,501
Resources expended (Notes 4-7)						
Utilities		19,196	-	-	19,196	14,552
Property Expenses		20,825	-	-	20,825	12,108
Cleaning		27,563	-	-	27,563	13,858
Insurance		2,211	-	-	2,211	2,500
Office Expenses		3,876	-	-	3,876	2,565
Staff Costs		46,917	-	-	46,917	47,844
Governance, Professional Fees		831	-	-	831	350
Cost of Events & Services		15	-	-	15	210
Depreciation, Bad Debts		3,125	-	-	3,125	2,181
Total resources expended	S02	124,558	-	-	124,558	96,168
Net incoming/(outgoing) resources before transfers	S03	24,498	2,500	-	26,998	44,333
Gross transfers between funds	S04			-	-	
Net incoming/(outgoing) resources before other recognised gains/(losses)	S05	24,498	2,500	-	26,998	44,333
Other recognised gains/(losses)						
Gains and losses on revaluation of fixed assets for the charity's own use	S06	-	-	-	-	-
Gains and losses on investment assets	S07	-	-	-	-	-
Net movement in funds	S08	24,498	2,500	-	26,998	44,333
Total funds brought forward	S09	108,927	23,373	-	132,300	87,967
Total funds carried forward	S10	133,425	25,873	-	159,298	132,300

Section B

Balance sheet

	Note	Total this year £ F01	Total last year £ F02
Fixed assets			
Tangible assets (Note 8)	B01	6,065	4,869
	B02	-	-
Investments (Note 9)	B03	-	-
Total fixed assets	B04	6,065	4,869
Current assets			
Stock and work in progress	B05	-	-
Debtors (Note 10)	B06	6,256	6,332
(Short term) investments	B07	-	-
Cash at bank and in hand	B08	152,825	123,640
Total current assets	B09	159,081	129,972
Creditors: amounts falling due within one year (Note 11)	B10	5,847	2,541
Net current assets/(liabilities)	B11	153,233	127,431
Total assets less current liabilities	B12	159,298	132,300
Creditors: amounts falling due after one year (Note 11)	B13	-	-
Provisions for liabilities and charges	B14	-	-
Net assets	B15	159,298	132,300
Funds of the Charity			
Unrestricted funds	B16	80,425	55,927
Designated funds	B17	53,000	53,000
Total unrestricted funds		133,425	108,927
Restricted income funds (Note 12)	B18	25,873	23,373
Endowment funds (Note 12)	B19	-	-
Total funds	B20	159,298	132,300

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

Signature	Date of approval
 Chair of Trustees	24/10/22
 Treasurer	24/10/22

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

Total funds carried forward have been increased by £1,284 to reflect changes in accounting principles in 2022 and ensure comparability with 2021.

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"> the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
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 £
Crawley Borough Council	36,260	2,500	38,760	38,760
Sussex Community Foundation			0	-
Furlough Salaries	12,811		12,811	33,221
Coronavirus Business Support Grants	16,000		16,000	27,714
			0	-
			0	-
Other	1		1	3,730
			0	-
Total	65,072	2,500	67,572	103,425
Hall Hire	78,723		78,723	31,751
Elections Hire	1,800		1,800	-
Hirers' Insurance Charges	220		220	-
Hirers' Deposits Forfeited	7		7	55
Total	80,750	0	80,750	31,806
Bouncy Castle			0	-
Equipment Hire	511		511	40
Refreshments	200		200	200
Other			0	
Total	711	0	711	240
Broadfield Churches JMC	2,432		2,432	3,648
Total	2,432	0	2,432	3,648
Bank Interest	7		7	98
Photocopier			0	0
Reconciliation Discrepancies	84		84	0
Net Adjustments			0	1,284
	91	0	91	1,382
	0	0	0	0
Total	0	0	0	0
Total Income	149,056	2,500	151,556	140,501

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	5,508		5,508	3,758
	Gas	7,645		7,645	5,199
	Waste Disposal	3,898		3,898	3,303
	Water	2,145		2,145	2,292
	Total	19,196	0	19,196	14,552
Property Expenses	Building Repairs & Maintenance	19,465		19,465	10,816
	Grounds	700		700	632
	CCTV	660		660	660
	Total	20,825	0	20,825	12,108
Cleaning	Cleaning Contract	24,453		24,453	10,345
	Cleaning Materials	1,578		1,578	2,018
	Toilets Contract	1,532		1,532	1,495
	Total	27,563	0	27,563	13,858
Insurance	Public Liability; Buildings & Contents	2,211		2,211	2,500
	Total	2,211	0	2,211	2,500
Office Expenses	Furniture & Equipment	216		216	-
	Licenses, Subscriptions, etc.	976		976	330
	Photocopier	892		892	787
	Software	360		360	360
	Telephone	1,041		1,041	925
	Travel	21		21	18
	Office Supplies	371		371	145
	Total	3,876	0	3,876	2,565
Staff Costs	Salaries	45,914		45,914	45,455
	Nest Pension	1,003		1,003	989
	Other			0	1,400
	Total	46,917	0	46,917	47,844
Legal & Professional Fees	Independent Examination	350		350	350
	AGM Expenses	297		297	-
	Prior Year Adjustment	184		184	-
	Total	831	0	831	350
Cost of Events & Services	Services & Events	15		15	210
	Art Exhibition			0	-
	Total	15	0	15	210
Other	Depreciation	2,894		2,894	2,024
	Bad Debts			0	92
	Fundraising & Other	230		230	65
	Total	3,125	0	3,125	2,181
Total Expenses		124,558	-	124,558	96,168

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

This year	Last year
0	0
0	0
£	£

Nature of the expenses

Total amount paid

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	45,914	45,455
Employer's National Insurance costs	-	1,387
Pension costs	1,003	989
Other	-	85
Total staff costs	46,917	47,916

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

	This year Number	Last year Number
The parts of the charity in which the employees work		
Support/Admin	2.0 fte.	2.0 fte.
	-	-
	-	-
	-	-
Total	2.0 fte.	2.0 fte.

6.3 Defined contribution pension scheme*Please complete if a defined contribution pension scheme is operated.***Brief details of the scheme**

NEST

	This year £	Last year £
The costs of the scheme to the charity for the year	-1,003	989
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		

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

**Basis	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB
** Rate				SL	

Balance brought forward				4,869	-	4,869
Depreciation charge for year				- 2,894	-	2,894
Impairment provisions	-	-	-	-	-	-
Additions		-	-	4,090	-	4,090
Disposals	-		-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-		-	6,065	-	6,065

8.3 Net book value

Brought forward	-	-	-	4,869	-	4,869
Carried forward	-	-	-	6,065	-	6,065

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	4,431	2,712	-	-
Amounts due from subsidiary and associated undertakings	0	0	-	-
Other debtors (rounding)	1	2,734	-	-
Prepayments and accrued income	1,824	886	-	-
Total	6,256	6,332	-	-

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	2,305	1,343	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	825	300	-	-
Accruals and deferred income	2,717	898	-	-
Total	5,847	2,541	-	-

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.

--

Section C

Notes to the accounts

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
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	17,025	2,500	-			19,525
Social Hall Renewal	1,760	-				1,760
Art Exhibition	4,588	-	-			4,588
	-	-	-	-		-
	-					-
Total Funds	23,373	2,500	-	-	-	25,873

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 £
-		-	-
-	-	-	-
133,425	25,873	-	159,298
-	-		-
133,425	25,873	-	159,298

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				



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Broadfield Community Centre

**On accounts for the year
ended**

31 March 2022

Charity no

1156601

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.

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 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.

Signed:

S Downes

Date:

21/09/2022

Name:

Suzette Downes

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).