

**Company Registered Number: 07914387**

**Registered Charity Number: 1156663**

**CAMP HILL COMMUNITY CENTRE**  
**DIRECTORS & TRUSTEES REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31<sup>ST</sup> MARCH 2023**

CAMP HILL COMMUNITY CENTRE

DIRECTORS REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023

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CAMP HILL COMMUNITY CENTRE

DIRECTORS REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023

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Legal and Administrative information:

Company Registration Number: 07914387

Registered Office  
Camp Hill Community Centre  
Dayrell Road  
Northampton  
NN4 9RR

Directors/Trustees:  
Elizabeth Dicker (Chair)  
Christopher Robinson-Smith (Manager/Treasurer)  
Susan Robinson-Smith  
Annie White  
Ella Styles

Company Secretary:

Bankers: CAF Bank & Nationwide Building Society

Independent Examiners:  
Lorraine Scullion MAAT  
17 Peregrine Place  
Northampton NN4 0SL

The Directors/Trustees of Camp Hill Community Centre present their report, together with the Financial Statements for the year ended 31<sup>st</sup> March 2023.

### **Structure, Governance and Management**

Camp Hill Community Centre is a Company Limited by Guarantee, having no share capital. Directors operate under the Memorandum and Articles of Association.

There are 6 Directors/Trustees who have the final say on organisational and financial matters; elected from General User Committee nominations.

There is currently 5 directors in place. We a vacancy for 1 director.

General User Committee: made up of one representative from each organisation that regularly uses the centre.

Directors are appointed and re-elected at the AGM and retire on a rotation basis. On appointment new Directors/Trustees are advised of their responsibilities, included in the induction process are copies of the articles, processes and procedures, guidance notes from the Charity Commission and Companies House.

### **Principle Objectives**

- Promote the benefit of the inhabitants of Camp Hill and the surrounding areas without distinction of gender, 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 the common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- Establish, or secure the establishment of a community centre and to maintain and manage the same co-operation with the Northampton borough council and any other person or body in furtherance of these objects;
- Promote such other charitable purposes as may from time to time be determined

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### **Achievement and performance**

2022-23 covered another period of ups/downs. Fortunately Tots Play now use our facilities, and although the income increase is warmly welcomed, however we are still not up to levels seen pre-covid with the loss of some U3A groups and Tree Tops nursery.

The increase in minimal wage and the knock-on costs with the cleaning company, lead us to engaging a site-supervisor direct as a cost saving exercise.. The site supervisor also has responsibilities for facilities testing, engaging subcontractors for repairs and meeting parties, ensuring we have cover for unlock/lock for parties, as well as cleaning duties.

More financial bad news, saw us embracing the hike in gas and electricity charges imposed on us, with our 'normal' monthly winter bills going from around £600 to £1900!

With all the uncertainty, we did however cover our normal running costs to some extent. The big overspend that we did have though, was due to the procuring and installation of the new shutters (£20k+), the cost of which we took from reserves. During the year, we also saw the installation of a new water heater for the kitchenette, water heater for the main kitchen, new pressurisation unit for the central heater, all purchased the previous year.

Director/Trustee meetings have been minimum with financial decisions discussed/agreed typically via 'whatsapp' group chat.

At the time of this report AGM for 2023 will happen in October (and will cover financial periods 2021-22 & 2022-23), and bring us to date with the post-covid catch-up.

### **Financial Review**

Financially the company is in a strong position with around £105k of reserves at bank (down from £130k on the previous year) . Income is in line with expenditure and all centre maintenance is mostly up to date.

The actual income from bookings was approx £24k, Ideally this needs to around £30k/annum, so we can get further monies into reserves, so we can maintain services.

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Risk is managed by

- All cheques require 2 signatures
- Internet banking is used for regular payments and utilities bills
- Regular user groups are encouraged to pay by BACS
- Cash is banked regularly and no money is left at the centre
- The treasurer has full access to the internet bank account with one of two other directors/trustees having access to monitor the account and to second payments.
- Small sundry items are now purchased by CAF Bank debit card, and other items pre-authorised as per minutes of directors meeting. [Card currently issued to C.Robinson-Smith only]

The company has no debts and does not have a policy of securing finance.

#### **Public Benefit**

The organisation provides a safe and secure building for a wide variety of clubs and groups. These include Women's Institute, Squirrel, Beaver, Cub and Scout groups, Theatre school, Karate, Bowling groups, as well as Model Aircraft, First Aid, Clubbercise, Health groups and Tots Play. There is no discrimination and we cater for all age groups in NN4 and the surrounding areas of Northampton. Children's parties and family parties occur mostly at weekends.

#### **Reserves Policy**

It is the intention of the management team to ensure that sufficient funds are available to cover future commitments and to build a general reserve of 4 years worth of running costs.

#### **Risk Policy**

The board of directors has conducted a review of the major risks to which the company is exposed. Where appropriate systems or procedures have been established to mitigate the risks the company faces.

#### **Company special provision**

The report of the Directors has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Company law requires the members of the Board of Directors to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the Company and of the income and expenditure of the Company for that period. In preparing these financial statements the members of the board are required to:

- Select suitable accounting policies and then apply them consistently
- Make adjustments and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue its activities

The members of the board are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They have a general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Company and to prevent and detect fraud and other irregularities.

The Report was approved 25<sup>th</sup> September 2023 the board of Directors (and Trustees) and signed on their behalf



Christopher Robinson-Smith     Director/Trustee

**Independent Examiner's Report to the Trustees of:  
CAMP HILL COMMUNITY CENTRE**

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**Registered Charity Number: 1156663**

I report on the accounts of the Company for the year ended 31<sup>st</sup> March 2023 which are set out on the attached pages 7 to 11

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act:
- Follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.
- 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 of the accounts, and seeking explanations from you as 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 matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect, the requirements:
  - To keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - To prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
Lorraine Scullion MAAT  
5<sup>th</sup> October 2023



**STATEMENT OF FINANCIAL ACTIVITIES**
**FOR THE YEAR ENDED 31st MARCH 2023**

	Notes	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Unrestricted 2022 £	Restricted 2022 £
<b>Income and endowments from:</b>						
Donations and legacies		-	-	-	20	-
Charitable activities	1	24,833	-	24,833	32,815	-
Investments		754	-	754	16	-
Other		-	-	-	-	-
<b>Total Income and endowments</b>		<b>25,587</b>	<b>-</b>	<b>25,587</b>	<b>32,851</b>	<b>-</b>
<b>Expenditure on:</b>						
Raising funds		-	-	-	-	-
Charitable Activities	2	37,401	-	37,401	23,439	-
Other		-	-	-	-	-
<b>Total Expenditure</b>		<b>37,401</b>	<b>-</b>	<b>37,401</b>	<b>23,439</b>	<b>-</b>
Transfer between funds		-	-	-	-	-
<b>Net movement in funds</b>		<b>(11,814)</b>	<b>-</b>	<b>(11,814)</b>	<b>9,412</b>	<b>-</b>
Total funds brought forward		137,718	-	137,718	128,306	-
<b>Total funds carried forward</b>		<b>125,904</b>	<b>-</b>	<b>125,904</b>	<b>137,718</b>	<b>-</b>

*All of the activities of the charitable company are classed as continuing.*

*There are no recognised gains or losses other than those included in the Statement of Financial*

*Activities shown above.*

**BALANCE SHEET AS AT 31st MARCH 2023**

Company Number: 07914387

	Notes	Unrestricted £	Restricted £	Total 2023 £	Total 2022 £
<b>ASSETS:</b>					
<b>Fixed Assets</b>	<b>3</b>	19,328	-	19,328	2,549.00
<b>Current Assets</b>					
Debtors	<b>4</b>	560	-	560	3,488
Cash at Bank		107,963	-	107,963	132,609
		108,523	-	108,523	136,097
<b>Creditors</b>					
Amounts falling due within one year	<b>5</b>	(1,947)	-	(1,947)	(928)
		(1,947)	-	(1,947)	(928)
<b>Net Current Assets</b>		106,576	-	106,576	135,169
<b>NET ASSETS</b>		125,904	-	125,904	137,718

**FUNDS**

	Unrestricted £	Restricted £	Total 2023 £	Total 2022 £
Unrestricted General Reserve	125,904	-	125,904	137,718
	125,904	-	125,904	137,718

For the year ending 31st March 2023, the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (i) the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- (ii) the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- (iii) these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts have been prepared in accordance with the special provisions relating to small companies within the Companies Act 2006.

Approved at a meeting of Directors on 25th September 2023 and signed on their behalf



Christopher Robinson-Smith Director

**PRINCIPAL ACCOUNTING POLICIES****FOR THE YEAR ENDED 31ST MARCH 2023**

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The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) (102), 'Accounting and Reporting by Charities' issued in January 2015, applicable UK Accounting Standards and the Charities Act 2011.

The principal accounting policies of the charity are set out below.

**Format**

The company has taken advantage of the provisions of the Companies Act 2006 and presented an income and expenditure account in the form of a Statement of Financial Activities on the grounds that it enables the financial statements to show a true and fair view of the result for the year.

**Fixed Assets**

Depreciation is calculated on a straight line method to write down the cost of all tangible fixed assets by instalments over the expected useful lives.

Buildings 4%

Fixtures, fittings and Equipment 25%

Short Life Asset 50%

**Stocks**

Any stocks of cleaning materials and stationery held are valued at cost.

**Incoming Resources**

Income is brought into account on a receivable basis.

**Investment Income**

Interest is brought into account on a receivable basis.

**Gifts in Kind and Donated Services and Facilities**

Gifts in kind, donated facilities and voluntary help, are not included in the financial statements since it is not considered practical to quantify such income.

**Resources Expended**

Expenditure is stated inclusive of value added tax, and brought into account in the year in which it is due.

**Designated Funds**

Designated funds – these are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects

**Reserves**

The current reserve policy is to maintain sufficient cash flow for known commitments, and the replacement of certain assets.

**Risk**

The Directors/Board of Trustees do not believe the organisation is subject to any substantial risk beyond those disclosed in the Annual Report and Accounts.

The organisation has insurance to protect it in the case of a claim.

**NOTES TO THE ACCOUNTS**

	Unrestricted	Restricted	Total	Total
	£	£	2023	2022
			£	£
<b>Note 1 Charitable Activities</b>				
Grant WNC- COVID Relief	-	-	-	12,167
Room Hire	24,833	-	24,833	20,648
	<b>24,833</b>	<b>-</b>	<b>24,833</b>	<b>32,815</b>
<b>Note 2 Charitable Activities</b>				
<b>Administration Costs</b>				
Telephone	477	-	477	431
Licenses	377	-	377	372
Stationery/Postage	23	-	23	-
Other Expenditure	20	-	20	116
<b>Premises Costs</b>				
Cleaning	13,468	-	13,468	12,745
Insurance	465	-	465	462
Utilities	9,993	-	9,993	4,203
Water Rates	1,062	-	1,062	1,150
Rent/Rates	240	-	240	240
Repairs & Renewals	3,993	-	3,993	1,300
General Expenses	72	-	72	1,080
<b>Governance</b>				
Independent Examination	338	-	338	338
Trustee Expenses	146	-	146	152
Depreciation	6,727	-	6,727	850
	<b>37,401</b>	<b>-</b>	<b>37,401</b>	<b>23,439</b>

There are no employees at present

During the year the trustees received £nil (2022:£nil) remuneration .

The total expenditure reimbursed to the trustees amounted to £146 (2022:£152)

<b>Note 3 Fixed Assets</b>	<b>Fixtures &amp; Fittings</b>	<b>Total</b>	<b>Total</b>
	£	£	£
At 1 April 2022	3,399	3,399	-
Additions	23,506	23,506	3,399
At 31 March 2023	26,905	26,905	3,399
<b>Depreciation</b>			
At 1 April 2022	850	850	-
Charge in year	6,727	6,727	850
At 31 March 2023	7,577	7,577	850
<b>Net Book Value</b>			
At 31 March 2023		<b>19,328</b>	
At 31 March 2022			<b>2,549</b>

**NOTES TO THE ACCOUNTS**

	Unrestricted	Restricted	Total 2022	Total 2021
	£	£	£	£
<b>Note 4 Debtors</b>				
Sundry Debtors	242	-	242	3,124
Pre-Paid Debtors	318	-	318	364
	<b>560</b>	<b>-</b>	<b>560</b>	<b>3,488</b>
<b>Note 5 Creditors</b>				
Amounts falling due in one year.	(1,547)	-	(1,547)	-
Accruals	(400)	-	(400)	(928)
	<b>(1,947)</b>	<b>-</b>	<b>(1,947)</b>	<b>(928)</b>

**Unrestricted Funds**

	Opening Balance 01.04.22	Incoming Resources	Outgoing Resources	Transfers	Closing Balance 31.03.23
	£	£	£	£	£
General Reserve	137,718	25,587	(37,401)	-	125,904
	<b>137,718</b>	<b>25,587</b>	<b>(37,401)</b>	<b>-</b>	<b>125,904</b>

**Restricted Funds**

There are no restricted funds at present

**Note 6 Related Party Transactions**

There were no related party transactions

**Note 7 Ultimate Controlling Party**

The company is under the ultimate control of its directors, and whose names are shown at the front of the financial statements.