

# PIN GREEN COMMUNITY ASSOCIATION

England & Wales · Charity number 1156808

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2014-04-25

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Pin Green Community Association  
Hampson Park Community Centre  
Hampson Park  
Webb Rise  
Stevenage  
SG1 5QU

**Phone** 01438354662

**Email** [hampsonparkcc@gmail.com](mailto:hampsonparkcc@gmail.com)

**Website** [www.hampsonparkcc.co.uk](http://www.hampsonparkcc.co.uk)

## Activities

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**Objects:** 1) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALLY, RACE OR OF POLITICAL, RELIGIOUS OR OPINIONS, BY ASSOCIATING TOGETHER THE SAID INHABITANTS AND THE STATUTORY 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 LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.2) TO ESTABLISH, OR SECURE THE ESTABLISHMENT OF, A COMMUNITY CENTRE AND TO MAINTAIN AND MANAGE THE SAME (WHETHER ALONE OR IN CO-OPERATION WITH ANY LOCAL AUTHORITY OR OTHER PERSON OR BODY)IN FURTHERANCE OF THE OBJECTS.3) TO PROMOTE SUCH OTHER CHARITABLE PURPOSES AS MAY FROM TIME TO TIME BE DETERMINED.

**Activities:** we run a community centre in the Pin Green area of Stevenage, providing halls for local people to hire for a range of activities including keeping fit, dance classes and other recreational. We also run a lunch club during the week and coffee mornings. The centre is a place where people can come to socialise as well get information.

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£174,594	£174,432	-	-
2024-03-31	£162,087	£171,200	-	-
2023-03-31	£157,760	£146,583	-	-
2022-03-31	£131,712	£115,906	-	-
2021-03-31	£81,519	£85,909	-	-

## Trustees

Name	Role	Appointed
Dianne Josephine Green		2014-02-07
LIN MARTIN-HAUGH		2015-09-25
MICHAEL JAMES SYMMONS		2019-10-24
MRS JACKIE CURTIN		2009-02-19

**PIN GREEN COMMUNITY ASSOCIATION**

England & Wales - Charity number 1156808

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# Accounts

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**Pin Green Community Association, Charity number 1156808**  
**Financial Review for the year ending 31st March 2025**

The centre and coffee shop have been busy this year so there has been a steady income. The increase in minimum wages was applied to all staff. The Community Centre received two grants from local councillors, one for £300 Christmas Dinners, serving up to 80 members of the community and £250 for our Easter Trail, benefitting more than 100 local children.

No major staff changes to impact on payroll throughout the year.

The canteen has had a steady amount of people attending, which means it is more sustainable long term. Most who attend are elderly, on a pension or benefits.

We still have some money left from a grant awarded two years ago to provide meals from meal vouchers provided from The Food Shed, we still have money in this pot, due to not having a lot of vouchers being redeemed, despite encouraging for them to be utilised.

**Pin Green Community Association, Charity number 1156808**  
**Notes to the Financial Statements**  
**For the Year Ended 31st March 2024**

**Accounting Convention**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with: the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the charities Act 2011. The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts

**Income resources**

All income resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be qualified with reasonable accuracy.

**Resources expended**

Expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all cost related to the category.

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Taxation**


The charity is exempt from corporation tax on its charitable activities.

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

**Depreciation of Fixed Assets**

Equipment will be depreciated over a 5 year period, where improvements have been made to the building these will be done over an 8 year period.

Accounts for 2024 – 2025 Approved on behalf of the trustees of Pin Green Community Association	Print Name	Signature	Date of approval dd/mm/yyyy
	<i>Lia Martin-Haugh</i>		13/11/25
Approved	Jeannette Thomas	<u>JAThomas</u> <small>JAThomas (Nov 11, 2025 14:53:01 GMT)</small>	11/11/25

# Pin Green Community Association Annual Accounts

## Year ending 31st March 2025

### Section A Statement of financial activities Section A

Recommended categories by activity	Unrestricted funds £	Designated Funds £	Restricted funds £	Total funds £	Prior year funds £
<b>Incoming resources</b>					
<b>Income and endowments from:</b>					
Donations and legacies	-	-	-	-	63
Charitable activities	72,649	15,313	550	88,512	81,988
Other trading activities	-	84,665	-	84,665	79,078
Investments	1,107	-	-	1,107	958
Other	-	310	-	310	-
<b>Total Note 2</b>	<b>73,756</b>	<b>100,288</b>	<b>550</b>	<b>174,594</b>	<b>162,087</b>
<b>Resources expended</b>					
<b>Expenditure on:</b>					
Raising funds	355	-	212	567	913
Charitable activities	72,325	100,775	300	-	169,896
Charitable activities (notes 3a-c)	25	440	-	465	-
<b>Total Note 3</b>	<b>72,705</b>	<b>101,215</b>	<b>512</b>	<b>174,432</b>	<b>170,809</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	1,051	-927	38	162	-8,722
Net gains/(losses) on investments			-	-	-
<b>Net income/(expenditure)</b>	1,051	-927	38	162	-8,722
<b>Transfers between funds</b>					
Gross transfers between funds - in	1,814	849	51	2,714	43,175
Gross transfers between funds - out	-420	-593	-1,701	-2,714	-43,175
<b>Net income/(expenditure)</b>	2,445	-671	-1,612	162	-8,722
<b>Other recognised gains / losses</b>					
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-	-
Gains / losses on investment assets	-	-	-	-	-
<b>Net movement in funds</b>	2,445	-671	-1,612	162	-8,722
<b>Reconciliation of funds:</b>					
Total funds brought forward	-4,755	21,769	26,803	43,817	52,540
<b>Total funds carried forward (note 2)</b>	<b>-2,311</b>	<b>21,097</b>	<b>25,191</b>	<b>43,978</b>	<b>43,817</b>

## Section B Balance sheet

	Unrestricted funds £	Designated funds £	Restricted Funds £	Total this year £	Total last year £
<b>Fixed assets</b>					
Tangible assets <span style="float: right;">Note 3</span>	8,663	-	-	8,663	8,663
<b>Total fixed assets</b>	8,663	-	-	8,663	8,663
<b>Current assets</b>					
Debtors	4,569	324	-	4,893	1,628
Cash at bank and in hand	-14,123	22,143	28,238	36,258	38,887
<b>Total current assets</b>	-9,554	22,467	28,238	41,151	40,515
<b>Creditors: amounts falling due within one year</b>	1,418	1,368	3,048	5,834	5,359
<b>Net current assets/(liabilities)</b>	-10,972	21,099	25,190	35,317	35,156
<b>Total assets less current liabilities</b>	-2,309	21,099	25,190	43,980	43,820
<b>Total net assets or liabilities</b>	-2,309	21,099	25,190	43,980	43,820
<b>Funds of the Charity</b>					
Designated funds	-	-	25,190	25,190	21,770
Restricted income funds	-	21,099	-	21,099	26,803
Unrestricted funds	-2,309	-	-	-2,309	-4,756
<b>Total funds</b>	-2,309	21,099	25,190	43,980	43,817

**Pin Green Community Association**  
**Notes to the Financial Statements**  
**For the Year Ended 31 March 2024**

**1 ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the with the Charities Act 2011, and the Statement of Recommended Practice for Accounting by Charities. The financial statements have been prepared under the historical cost convention.

**Funds**

Unrestricted funds represent the funds of the community association that are not subject to any restrictions regarding their use and are available for application on the general purposes.

**2 INCOMING RESOURCES**

	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Private hire	19,953	-	-	19,953
Lettings	49,512			49,512
Fundraisng general	2,878			2,878
Canteen income		13,594		13,594
Interest	1,107			1,107
Coffee shop takings		84,665		84,665
Donations		310		310
Adverts, office services	18			18
Other	288			288
Coffee shop room hire		1,115		1,115
Grants restricted			550	550
Christmas dinner		504		504
Fundraising coffee shop		100		100
	<b>73,756</b>	<b>100,288</b>	<b>550</b>	<b>174,594</b>

### 3 EXPENDED RESOURCES

	Unrestricted Funds	Designated Funds	Restricted Funds	Total
	£	£	£	£
Staff costs - general	55,147			55,147
Staff costs - canteen		9,550		9,550
Staff costs - coffee shop		58,607		58,607
Food purchases - canteen		5,577		5,577
Food & drink purchases - Coffee shop		25,533		25,533
Cleaning - general	3,352			3,352
Cleaning - canteen		18		18
Cleaning - coffee shop		431		431
Heat, light and water	5,448			5,448
Insurance	1,259			1,259
Licences and subscriptions	1,238			1,238
Printing, postage, Stationery & advert	261			261
Repairs, renewals & Equipment - General	2,711			2,711
Repairs, renewals & Equipt - Coffee shop		669		669
Sundry expenses	125			125
Telephone & internet	923			923
Fundraising	356		212	568
Uniform		37		37
Charity donation		165	300	465
Christmas dinner		628		628
HR charges	1,798			1,798
Volunteer expenses	87			87
	72,705	101,215	512	174,432

### 3 FIXED ASSETS

	Canopy	Total
	£	£
<b>Cost</b>		
Brought forward		
Additions	8663	8,663
Carried forward		-
	8663	8,663
<b>Depreciation</b>		
Brought forward	-	-
Charge for year	-	-
Carried forward	-	-
	0	0
Net Book Value 2025	8,663	8,663
Net Book Value 2024	8,663	8,663

**Independent examiner's report to the trustees of Pin Green Community Association – Registered Charity No. 1156808**

I report to the trustees on my examination of the accounts of Pin Green Community Association (the Charity) for the year ended 31 March 2025.

**Responsibilities and basis of report**

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed by examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or

2) the accounts do not accord with those records; or

3) the accounts do 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:

Name: S Viles

Address: 14 St Marys, Gamlingay SG19 3ET

Date: 6<sup>th</sup> November 2025

**Independent examiner's report to the trustees of Pin Green Community Association – Registered Charity No. 1156808**

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Signed:

Name: S Viles

Address: 14 St Marys, Gamlingay SG19 3ET

Date: 6<sup>th</sup> November 2025

**PIN GREEN COMMUNITY ASSOCIATION**

England & Wales - Charity number 1156808

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# Accounts

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## Section B

## Balance sheet

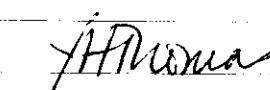
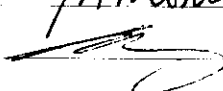
	Unrestricted funds £	Restricted income funds £	Designated funds £	Total this year £	Total last year £
<b>Fixed assets</b>					
Tangible assets (Note 5)	8,662	-	-	8,662	3,021
<b>Total fixed assets</b>	8,662	-	-	8,662	3,021
<b>Current assets</b>					
Debtors (Note 7)	1,356	-	272	1,628	2,853
Investments (Note 6)	-	-	-	-	-
Cash at bank and in hand (Note 6)	35,715	-	2,779	38,494	39,531
<b>Total current assets</b>	37,071	-	3,051	40,124	42,384
<b>Creditors: amounts falling due within one year (Note 8)</b>	1,464	3,491	405	5,359	4,269
<b>Net current assets/(liabilities)</b>	35,608	-3,491	2,646	34,765	51,030
<b>Total assets less current liabilities</b>	44,270	-3,491	2,646	43,427	52,540

<b>Excess to date</b>	-9,113	11,178
<b>Brought forward</b>	52,540	41,362
<b>Total funds</b>	43,427	52,540

### Funds of the Charity

Designated funds	-	1,803	1,803	20,877
Restricted income funds (Note 6)	10,491		10,491	13,396
Unrestricted funds	31,133		31,133	18,267
<b>Total funds</b>	31,133	10,491	1,803	43,427
				52,540

Approved on behalf of the trustees of Pin Green Community Association

Print Name	Signature	Date of approval dd/mm/yyyy
JEANNETTE THORPE		12/12/2024
LIN MARTIN-HAUGH		14/12/2024

# Pin Green Community Association Annual Accounts

Year ending 31<sup>st</sup> March 2024

## Section A Statement of financial activities

Recommended categories by activity	Unrestricted funds £	Restricted funds £	Total funds £	Prior year funds £
<b>Incoming resources (Note 2)</b>				
<b>Income from:</b>				
Donations and fundraising (notes 2a-b)	78,684	-	78,684	81,885
Charitable activities (note 2c)	3,200	-	3,200	9,328
Other trading activities	79,079		79,079	66,270
Investments (note 2d)	957	-	957	116
Other (note 2e)	167	-	167	
<b>Total</b>	<b>162,087</b>	<b>-</b>	<b>162,087</b>	<b>157,599</b>
<b>Resources expended (Note 3)</b>				
<b>Expenditure on:</b>				
Raising funds	1,304	-	1,304	521
Charitable activities (notes 3a-b)	169,896	-	169,896	145,862
Other (note 3c)			-	200
<b>Total</b>	<b>171,200</b>	<b>-</b>	<b>171,200</b>	<b>146,583</b>
<b>Net income/(expenditure)</b>	<b>-9,113</b>	<b>-</b>	<b>-9,114</b>	<b>11,016</b>
Net gains/(losses) on investments			390	-
<b>Transfer between funds in</b>	<b>16,275</b>	<b>26,900</b>	<b>43,175</b>	<b>24,717</b>
<b>Transfer between funds out</b>	<b>-29,682</b>	<b>-13,493</b>	<b>-43,175</b>	<b>-24,717</b>
Other gains/(losses)			-	-
<b>Net movement in funds</b>	<b>-22,521</b>	<b>-13,492</b>	<b>-9,504</b>	<b>11,016</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward	39,501	2,023	52,540	41,524
<b>Total funds carried forward</b>	<b>16,981</b>	<b>-11,469</b>	<b>43,036</b>	<b>52,540</b>

## Section B

## Balance sheet

		Unrestricted funds £	Restricted income funds £	Designated funds £	Total this year £	Total last year £
<b>Fixed assets</b>						
Tangible assets	(Note 5)	8,662	-	-	8,662	3,021
<b>Total fixed assets</b>		8,662	-	-	8,662	3,021
<b>Current assets</b>						
Debtors	(Note 7)	1,356	-	272	1,628	2,853
Investments	(Note 6)	-	-	-	-	-
Cash at bank and in hand	(Note 6)	35,715	-	2,779	38,494	39,531
<b>Total current assets</b>		37,071	-	3,051	40,124	42,384
Creditors: amounts falling due within one year	(Note 8)	1,464	3,491	405	5,359	4,269
<b>Net current assets/(liabilities)</b>		35,608	-3,491	2,646	34,765	51,030
<b>Total assets less current liabilities</b>		44,270	-3,491	2,646	43,427	52,540

<b>Excess to date</b>	-9,113	11,178
<b>Brought forward</b>	52,540	41,362
<b>Total funds</b>	43,427	52,540

### Funds of the Charity

Designated funds	-	1,803	1,803	20,877
Restricted income funds (Note 6)	10,491		10,491	13,396
Unrestricted funds	31,133		31,133	18,267
<b>Total funds</b>	31,133	10,491	1,803	43,427
				52,540

Approved on behalf of the trustees of Pin Green Community Association

Print Name	Signature	Date of approval dd/mm/yyyy

**Pin Green Community Association**  
**Charity number 1156808**  
**Financial Review for the year ending 31<sup>st</sup> March 2024**

The centre and coffee shop have been busy this year so there has been a steady income. The Increase in minimum wages was applied to all staff except the 2 managers who had a 2% increase. The trustees reviewed the financial situation in September and felt that the association was in a strong enough position to give the 2 managers the 6% and backdate this. Fundraising for the coffee shop canopy began and by the April the full amount (£10,000) had been raised. This included 2 grants, £2,000 from Stevenage Community Trust and £3,000 from Hertfordshire Community Trust and a generous donation of £1700 from an individual donor.

In September the manager submitted her resignation and a new manager was appointed who started in November. Unfortunately this appointment did not work out so the process was repeated and another new manager appointed. This meant that the original manager was not able to leave and had to repeat all training. Having 2 managers for a total of 5 months has eaten in to the bank account.

The canteen has had an increase in the number of people coming for dinner. This will make the lunch club more sustainable. A grant of £3000 was awarded from Stevenage Works Community Chest Fund to subsidise the cost of the dinners, to help families and individuals with the cost of living crisis. Most who come are elderly, on a pension or benefits. We still have some money left from a grant last year to provide meals from meal vouchers provided from The Food Shed, we still have money in this pot, due to not having a lot of vouchers being redeemed, despite encouraging for them to be utilised.

**Reserve Policy.** It is the Associations policy to try and keep 3 months worth of operating costs in reserve including enough to cover redundancy costs. £2,000 was added to the reserves making a total of £17,000. The amount needed will be revised in the coming year as the amount needed for redundancy will drop due to the manager leaving.

**Pin Green Community Association**  
**Charity number 1156808**  
**Notes to the Financial Statements**  
**For the Year Ended 31<sup>st</sup> March 2024**

**Note 1**

**Accounting Convention**

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**Income resources**

All income resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be qualified with reasonable accuracy.

**Resources expanded**

Expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

**Depreciation of Fixed Assets**

Equipment will be depreciated over a 5 year period, where improvements have been made to the building these will be done over an 8 year period.

2 INCOMING RESOURCES		General centre funds	Canteen designated funds	Coffee shop designated funds	Restricted Funds	TOTAL	
						2023-2024	2022-23
		£	£	£	£	£	£
2(a)	<i>Incoming Resources</i>						
	*Donations & fundraising	4,893		281		5,174	2,659
	Private hire	17,465		976		18,441	21,458
	Lettings	44,481				44,481	41,258
	canteen income & Christmas dinner		10,546			10,546	15,446
	office services & adverts	43				43	25
		66,881	10,546	1,257	-	78,684	80,845
2(b)	Trading activities						
	Coffee shop takings			79,079		79,079	66,295
		-		79,079		79,079	66,295
2(c)	"Grants						
	grants	200	3,000			3,200	10,342
		200	3,000	-	-	3,200	10,342
2(d)	<i>Income from investments</i>						
	Bank interest receivable	957				957	117
		957				957	117
2(e)	<i>Other incoming resources</i>						
	Other income	167				167	-
		167	-	-	-	167	-
TOTAL INCOMING RESOURCES		68,205	13,546	80,336	-	162,087	157,599

"£3000 for lunch club grant awarded from Stevenage Works Community Fund. £200 Easter in the park grant awarded by Lin - Pin Green Councillor

### 3 RESOURCES EXPENDED

	General centre funds	Canteen designated funds	Coffee shop designated funds	Restricted Funds	TOTAL	
					2023-24	2022-23
	£	£	£	£	£	£
<b>3(a) Charitable activities</b>						
Staff costs	52,541	8939	53932	-	115,412	101,404
Food & drink		6,546	26,186	-	32,732	23,500
cleaning	1,732	66	296	-	2,094	2,042
utilities	5,806				5,806	5,068
Insurance	1,214			-	1,214	1,193
Licenses and subscriptions (payroo, internet security,ppi/prs,zoom, BrightHR)	4,208			-	4,208	2,197
Telephone & internet (landline, mobile phone)	1,157				1,157	890
Disposables & Uniform		65	239		304	1,060
Office services & Advertising (printing, postage,stationary)	510				510	95
Equipment & repairs	2,154		1,141		3,295	6,025
*Other (bank charges,charity,sundry expenses,)	414				414	898
Depreciation	2,005		743	-	2,748	1,511
	71,743	15,616	82,537	-	169,896	145,883
<b>3(b)Other expenditure</b>						
charity donations					-	-
Governance					-	180
Gains / Losses	390					
Furlough wages grant JTS					-	
**outside shelter					-	
	390	-		-	390	180
<b>3(c) Fundraising</b>	914				1,304	520
	1,304			-	1,304	520
<b>Total Expenditure</b>	<b>73,438</b>	<b>15,616</b>	<b>82,537</b>	<b>-</b>	<b>171,200</b>	<b>146,583</b>

\*Restricted amount £186 SCCA activities

\*\*£750 For architect and planning fees for outside shelter from grant.

#### 4 STAFF COSTS (including furlough)

Office Staff (incl. Caretakers for 23-24)  
 Cleaners  
 Caretakers  
 Canteen Staff  
 Coffee Shop Staff  
 Employers pension and NI

**Total**

	2023-24 £	2022-23 £
Office Staff (incl. Caretakers for 23-24)	52,541	38,882
Cleaners	2,579	4,763
Caretakers		2,295
Canteen Staff	8,939	7,561
Coffee Shop Staff	53,932	46,484
Employers pension and NI		1,419
<b>Total</b>	<b>117,991</b>	<b>101,404</b>

#### 5 FIXED ASSETS

##### Cost

Brought forward  
 Additions  
 Disposals  
 Carried forward

##### Depreciation

Brought forward  
 Charge for year  
 Disposal  
 Carried forward

Net Book Value 2023-24

	General build £	Coffee shop build £	Canopy £	Total 2023- 24 £
Brought forward	6,164	5,923	9900	21987
Additions				
Disposals	-	-		
Carried forward	6,164	5,923	9900	21,987
Brought forward	5,397	5,180		10,577
Charge for year	767	743	1238	2,748
Disposal	-	-		
Carried forward	6,164	5,923	8662	13,325
Net Book Value 2023-24	-	-	8,662	8,662

## 6 ANALYSIS OF NET ASSETS BY FUND

	General centre funds £	Designated funds £	Restricted funds £	TOTAL £
Fixed Assets	8,662	-		8,662
Cash at bank and at hand	11,951	2,779	0	14,731
Building society reserves	20036			20,037
	40,649	2,779	0	43,428

## 7 DEBTORS

	2023-24 £	2022-23 £
Hall Hire	1356	6,907
Dinners	272	309
Designated		189
Other Debtors		
	1,628	7,405

## 8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023-24 £	2022-23 £
Unrestricted	1464	1,018
Designated	405	486
Agency collections	3491	2,765
	5,360	4,269

## 9 FUND DETAILS

### Unrestricted Funds

	2023-24 £	2022-23 £
General Funds	31,042	18,429
Designated (includes reserves)	1,894	20,715
	32,936	39,144

### Restricted Funds

booklet money SCCA	591	591
Other	9,900	12,805
	10,491	13,396

### TOTALS

	<b>43,427</b>	<b>52,540</b>
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**Independent examiner's report to the trustees of Pin Green Community Association – Registered Charity No. 1156808**

I report to the trustees on my examination of the accounts of Pin Green Community Association (the Charity) for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed by examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or

2) the accounts do not accord with those records; or

3) the accounts do 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:

Name: S Viles

Address: 14 St Marys, Gamlingay SG19 3ET

Date: 13<sup>th</sup> January 2025

**PIN GREEN COMMUNITY ASSOCIATION**

England & Wales - Charity number 1156808

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# Accounts

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Trustees Annual Report March 2023  
Pin Green Community Association  
Charity number 1156808

### **Charitable Objectives**

1. To promote the benefits available for the inhabitants in the area, without distinction of sex, sexual orientation, age, disability, nationality, race, political and religious preferences.
2. To improve the conditions of life for local residents, using the statutory authority, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare, recreation and leisure.
3. To establish and secure a community centre, maintaining and managing the centre (whether alone or in co-operation with any local authority or other person or body) in pursuance of the objectives.
4. To promote other charitable purposes as may be determined.

### **Activities**

We ran the community centre in Hampson Park in the Pin Green area of Stevenage. All services have been operational since Covid restrictions have been removed. Private parties have been running all year. Lunch club is getting busier and now running 3 days a week, Tuesday, Thursday and Friday.

The trustees had regard for the Charity Commission's guidance on public benefit.

### **Achievements and performance**

PGCA aims to help people feel part of their neighbourhood, community and town. By using the community centre, people of similar needs, whether they were physical, social or spiritual, came together to achieve their own aims. PGCA supported the non-profit groups by giving them discounted rates while still allowing small commercial type groups easy, affordable and flexible access to space.

### **Financial Review**

Like many Charities and businesses, this year has again been very challenging financially for us. The cost of living crisis has been pushing up costs of running the centre, including the costs of the lunch club. The lunch club therefore is running a slight loss / breaking even each month.

As things were settling after all disturbances during the Covid pandemic, all staff received pay rises in line with the National Minimum Wage percentage increase. The Co-Op Bank has been used well for the past year for both our accounts for the centre and the coffee shop, with cash and cheque deposits accepted at post office branches locally. We have recently opened an Epworth savings account, which is solely for charities and offers a better interest rate, this money is to be kept aside as a contingency fund.

## **Reserves**

It is the Associations policy to try and keep 3 months' worth of operating costs in reserve. We are close to reaching that target within the Epworth savings account and will be depositing money as and when appropriate to help reach our target over the next financial year.

## **Assets**

No new equipment was added to our asset register.

## **Staffing Levels**

The number of staff employed by the Community Association remained stable. A new staff member was recruited for the coffee shop and a new Centre Manager was employed due to the retirement of the previous manager of 16 years. One caretaker left and we are currently recruiting for another, with the current caretaker and manager covering as required. We have had 2 new evening cleaners hired over the past year.

## **Serious incidents**

There were no serious incidents.

## **Structure, Governance and Management**

Pin Green Community Association is a charitable incorporated organisation (CIO) as recommended by the Charity Commission.

The number of trustees remained stable. We continue to try to recruit more trustees from the local community and these can be elected by a majority decision of the current trustees. There is no constitutional requirement for any person from any statutory body to be a trustee but a representative from the local council is assigned to the Association as a non-voting member of the board acting in an advisory capacity only.

There is a part time manager who runs the centre dealing with all the hall bookings, general care of the building, paying bills including staff wages and HMRC, dealing with day to day finances, supervising and managing staff and representing the Association at meetings. The trustees oversee the running of the centre as a whole, looking at the policies, pricing, staff issues and pay, overseeing the H & S of the building and planning for the successful continuation of the Association.

The centre is also an active member of the Stevenage Community Centre Alliance which enables centres in Stevenage to work together. The Association has a good working relationship with the local council which is keen to promote the use of community centres in the town.

## **Reference and administrative details**

The Pin Green Community Association is a CIO and registered with the Charity Commission with registration number 1156808.

The registered address is:	Pin Green Community Association Hampson Park Community Centre Webb Rise Stevenage Hertfordshire SG1 5QU
Tel:	01438 354662
Email:	Email: <a href="mailto:hampsonparkcc@gmail.com">hampsonparkcc@gmail.com</a>
Website:	Website: <a href="http://www.hampsonparkcc.co.uk">www.hampsonparkcc.co.uk</a>
Charity Trustees	Ms Lin Martin-Haugh - Chair Mrs Jackie Curtin – Treasurer Mr Ken Moore Mrs Dianne Green Mr Michael Symmons Mr Liam Bayfield Mrs Jeanette Thomas (Stevenage Borough Council Rep)

There are no corporate trustees.  
No trustees hold title to any property.  
There are no exemptions from disclosure.

Centre Manager: Mrs Sophie Jenkins

# Pin Green Community Association Annual Accounts

## Year ending 31<sup>st</sup> March 2023

### Section A Statement of financial activities

Recommended categories by activity	Unrestricted funds £	Restricted funds £	Total funds £	Prior year funds £
<b>Incoming resources (Note 2)</b>				
<b>Income from:</b>				
Donations and fundraising (notes 2a-b)	77,006	4,000	81,006	53,760
Charitable activities (note 2c)	900	9,442	10,342	29,521
Other trading activities	66,295		66,295	48,126
Investments (note 2d)	117	-	117	1
Other (note 2e)	-	-	-	304
<b>Total</b>	<b>144,318</b>	<b>13,442</b>	<b>157,760</b>	<b>131,712</b>
<b>Resources expended (Note 3)</b>				
<b>Expenditure on:</b>				
Raising funds	520	-	520	22
Charitable activities (notes 3a-b)	145,883	-	145,883	108,354
Other (note 3c)	180		180	7,530
<b>Total</b>	<b>146,583</b>	<b>-</b>	<b>146,583</b>	<b>115,906</b>
<b>Net income/(expenditure)</b>	<b>-2,265</b>	<b>13,442</b>	<b>11,177</b>	<b>15,806</b>
Net gains/(losses) on investments		-	-	-
<b>Transfer between funds in</b>	<b>24,718</b>		<b>24,718</b>	<b>1,707</b>
<b>Transfer between funds out</b>	<b>-22,648</b>	<b>-2,070</b>	<b>-24,718</b>	<b>-1,707</b>
Other gains/(losses)		-	-	-
<b>Net movement in funds</b>	<b>-196</b>	<b>11,373</b>	<b>11,177</b>	<b>15,806</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward	39,501	2,023	41,524	25,718
<b>Total funds carried forward</b>	<b>39,306</b>	<b>13,396</b>	<b>52,701</b>	<b>41,524</b>

## Section B

## Balance sheet

		Unrestricted funds £	Restricted income funds £	Designated funds £	Total this year £	Total last year £
<b>Fixed assets</b>						
Tangible assets	(Note 5)	767	-	743	1,510	3,021
<b>Total fixed assets</b>		767	-	743	1,510	3,021
<b>Current assets</b>						
Debtors	(Note 7)	6,907	-	498	7,405	2,853
Investments	(Note 6)	-	-	-	-	-
Cash at bank and in hand	(Note 6)	11,772	16,161	20,122	48,055	39,531
<b>Total current assets</b>		18,679	16,161	20,620	55,461	42,384
Creditors: amounts falling due within one year	(Note 8)	1,018	2,765	486	4,269	3,881
<b>Net current assets/(liabilities)</b>		17,662	13,396	20,134	51,192	38,503
<b>Total assets less current liabilities</b>		18,429	13,396	20,877	52,702	41,524

<b>Excess to date</b>	11,178	15,806
<b>Brought forward</b>	41,524	25,718
<b>Total funds</b>	52,702	41,524

### Funds of the Charity

Designated funds	-	20,877	20,877	5,729
Restricted income funds (Note 6)	13,396		13,396	2,023
Unrestricted funds	18,429		18,429	33,772
<b>Total funds</b>	18,429	13,396	20,877	41,524

Approved on behalf of the trustees of Pin Green Community Association

Print Name	Signature	Date of approval dd/mm/yyyy
		05/07/23
		05/07/23

**Pin Green Community Association**  
**Charity number 1156808**  
**Financial Review for the year ending 31<sup>st</sup> March 2023**

The centre and coffee shop have been busy this year so there has been a steady income. The Increase in minimum wages was applied to all staff except the 2 managers who had a 2% increase. The trustees reviewed the financial situation in September and felt that the association was in a stronger enough position to give the 2 manager the 6% and backdate this. Fund raising for the coffee shop canopy began and by the April the full amount (£10,000) had been raised. This included 2 grants, £2,000 from Stevenage Community Trust and £3,000 from Hertfordshire Community Trust and a generous donation of £1700 from an individual donor.

In September the manager submitted her resignation and a new manager was appointed who started in November. Unfortunately this appointment did not work out so the process was repeated and another new manager appointed. This meant that the original manager was not able to leave and had to repeat all the training. Having 2 managers for a total of 5 months has eaten in to the bank account.

In September the cook for the lunchtime meals gave in her notice and the assistant took over her role. Since then there has been a steady increase in the number of people coming for dinner. This will make the lunch club more sustainable. Money was received from DWP (£1,500) to help families and individuals with the cost of living crisis. The money was used, working with a local foodbank, Herts Help and Citizens advise, to fund a voucher scheme which would allow a person to have either a meal at lunchtime or use it in the coffee shop to purchase food and drinks. Money was also received from Hertfordshire Community Foundation (£4,000) to support the those who use the lunchtime meal facility. This has been used to subsidise the meals. Most who come are elderly, on a pension or benefits.

**Reserve Policy.** It is the Associations policy to try and keep 3 months worth of operating costs in reserve including enough to cover redundancy costs. £2,000 was added to the reserves making a total of £17,000. The amount needed will be revised in the coming year as the amount needed for redundancy will drop due to the manager leaving.

**Pin Green Community Association**  
**Charity number 1156808**  
**Notes to the Financial Statements**  
**For the Year Ended 31<sup>st</sup> March 2023**

**Note 1**

**Accounting Convention**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with: the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the charities Act 2011. The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts

**Income resources**

All income resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be qualified with reasonable accuracy.

**Resources expanded**

Expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

**Depreciation of Fixed Assets**

Equipment will be depreciated over a 5 year period, where improvements have been made to the building these will be done over an 8 year period.

2 INCOMING RESOURCES		General centre funds	Canteen designated funds	Coffee shop designated funds	Restricted Funds	TOTAL	
						2022-23	2021-22
		£	£	£	£	£	
2(a)	<i>Incoming Resources</i>						
	*Donations & fundraising	2,472	187		2,659	2,257	
	Private hire	21,458			21,458	14,483	
	Lettings	40,606		813	41,419	30,727	
	canteen income & Christmas dinner		11,446		15,446	6,290	
	office services & adverts	24			24	4	
		64,560	11,633	813	4,000	81,006	
2(b)	Trading activities						
	Coffee shop takings			66,295	66,295	48,126	
		-		66,295	66,295	48,126	
2(c)	"Grants						
	grants	900			9,442	10,342	
	Furlough wages grant JTS				-	6,756	
	Government lockdown grants				-	10,667	
		900	-	-	9,442	10,342	
2(d)	<i>Income from investments</i>						
	Bank interest receivable	117			117	1	
		117			117	1	
2(e)	<i>Other incoming resources</i>						
	Other income				-	304	
		-	-	-	-	304	
TOTAL INCOMING RESOURCES		65,577	11,633	67,108	13,442	157,760	
						131,712	

### 3 RESOURCES EXPENDED

	General centre funds	Canteen designated funds	Coffee shop designated funds	Restricted Funds	TOTAL	
					2022-23	2021-22
	£	£	£	£	£	£
<b>3(a) Charitable activities</b>						
Staff costs	47,359	7561	46484	-	101,404	74,979
Food & drink		4,143	19,357	-	23,500	14,508
cleaning	1,779	76	187	-	2,042	1,288
utilities	5,068				5,068	4,796
Insurance	1,193			-	1,193	1,185
Licenses and subscriptions (payroo, internet security,ppi/prs,zoom, BrightHR)	2,197			-	2,197	2,061
Telephone & internet (landline, mobile phone)	890				890	1,002
Disposables & Uniform			1,060		1,060	1,191
Office services & Advertising (printing, postage,stationary)	95				95	241
Equipment & repairs	3,350		2,675		6,025	3,762
*Other (bank charges,charity,sundry expenses,)	898				898	634
Depreciation	771		740	-	1,511	1,807
	63,600	11,780	70,503	-	145,883	107,454
<b>3(b)Other expenditure</b>						
charity donations					-	-
Governance	180				180	180
Furlough wages grant JTS					-	7,168
**outside shelter					-	932
	180	-		-	180	8,280
<b>3(c) Fundraising</b>	520				520	172
	520			-	520	172
<b>Total Expenditure</b>	<b>64,300</b>	<b>11,780</b>	<b>70,503</b>	<b>-</b>	<b>146,583</b>	<b>115,906</b>

\*Restricted amount £186 SCCA activities

\*\*£750 For architect and planning fees for outside shelter from grant.

4 STAFF COSTS (including furlough)	2022-23	2021-22
	£	£
Office Staff	38,882	28,568
Cleaners	4,763	4,599
Caretakers	2,295	4,060
Canteen Staff	7,561	7,681
Coffee Shop Staff	46,484	37,238
Employers pension and NI	1,419	1,217
HR payments	1,252	1,252
<b>Total</b>	<b>102,656</b>	<b>84,615</b>

#### 5 FIXED ASSETS

	General build	Coffee shop build	Total 2022-23
Cost	£	£	£
Brought forward	6,164	5,923	12,087
Additions			
Disposals	-	-	
Carried forward	6,164	5,923	12,087
<b>Depreciation</b>			
Brought forward	4,626	4,440	9,066
Charge for year	771	740	1,511
Disposal	-	-	
Carried forward	5,397	5,180	10,577
Net Book Value 2019-20	1,538	1,483	3,021
Net Book Value 2020-21	767	743	1,510

## 6 ANALYSIS OF NET ASSETS BY FUND

	General centre funds £	Designated funds £	Restricted funds £	TOTAL £
Fixed Assets	767	743		1,510
Cash at bank and at hand	11,772	20,122	16,161	48,056
Building society reserves	0			-
	12,539	20,865	16,161	49,565

## 7 DEBTORS

	2022-23 £	2021-22 £
Hall Hire	6,907	2,758
Dinners	309	
Designated	189	94
Other Debtors		
	7,405	2,852

## 8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022-23 £	2021-22 £
Unrestricted	1,018	475
Designated	486	423
Agency collections	2,765	2,983
	4,269	3,881

## 9 FUND DETAILS

### Unrestricted Funds

	2022-23 £	2021-22 £
General Funds	18,429	33,772
Designated (includes reserves)	20,877	5,729
	39,306	39,501

### Restricted Funds

Dementia Cafe	-	942
booklet money SCCA	591	708
Other	12,805	373
	13,396	2,023

### TOTALS

	<b>52,702</b>	<b>41,524</b>
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**Independent examiner's report to the trustees of Pin Green Community Association – Registered Charity No. 1156808**

I report to the trustees on my examination of the accounts of Pin Green Community Association (the Charity) for the year ended 31 March 2023.

**Responsibilities and basis of report**

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed by examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or

2) the accounts do not accord with those records; or

3) the accounts do 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:

Name: S Viles

Address: 14 St Marys, Gamlingay SG19 3ET

Date: 28<sup>th</sup> July 2023

**PIN GREEN COMMUNITY ASSOCIATION**

England & Wales - Charity number 1156808

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# Accounts

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Trustees Annual Report March 2021  
Pin Green Community Association  
Charity number 1156808

### **Charitable Objectives**

1. To promote the benefits available for the inhabitants in the area, without, distinction of sex, sexual orientation, age, disability, nationality, race, political and religious preferences.
2. To improve the conditions of life for local residents, using the statutory authority, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare, recreation and leisure.
3. To establish and secure a community centre, maintaining and managing the centre (whether alone or in co-operation with any local authority or other person or body) in pursuance of the objectives.
4. To promote other charitable purposes as may be determined.

### **Activities**

We ran the community centre in Hampson Park in the Pin Green area of Stevenage. During the year we were adversely affected by restrictions brought about by the Covid-19 pandemic. We had to close the building in March 2020 due to a national lockdown. In June we re-opened the Coffee Shop for a takeaway service and were working on plans for how to safely reopen for a limited number of groups but unfortunately this was short-lived. The building was inspected and judged to be unsafe so we had to close again in July for the necessary emergency rebuilding work. We moved to St Nicholas Pavilion in St Nicholas Park at the end of October, and in addition we were able to use the hall at Lytton Players building to accommodate a few of our groups. In November/December we were again forced to close due to a further lockdown and were only able to re-open for 3 weeks before a third lockdown. We did not reopen until moving back to Hampson Park in late March 2021. At that point we were only initially able to offer a takeaway service from the Coffee Shop.

The trustees had regard for the Charity Commission's guidance on public benefit.

### **Achievements and performance**

PGCA aims to help people feel part of their neighbourhood, community and town. By using the community centre, people of similar needs, whether they were physical, social or spiritual, came together to achieve their own aims. PGCA supported the non-profit groups by giving them discounted rates while still allowing small commercial type groups easy, affordable and flexible access to space.

### **Financial Review**

Like many Charities and business this year has been very challenging financially for us. The beginning of lockdown in March 20 meant that we closed completely. All groups and bookings that had been taken for the first 12 weeks were cancelled and many others who had booking

later in the year either postponed or cancelled. This led to the association having to pay back money that had been received. The rules for furlough at the early stages meant that you either worked or you were furloughed. All staff other than the centre manager were put on this scheme and paid 80% of their salary. The Manager worked from home doing her full 28 hours a week. The trustees felt that topping up to full pay for furloughed staff was not feasible given the small amount of savings and not knowing how long the community centre and coffee shop would be closed for.

Initial cash flow calculations indicated that the association would run out of money by October if restrictions were not lifted. In June, when restrictions began to open, the centre was allowed to have 1 group, a visiting chiropodist and we prepared to open the coffee shop as a takeaway only. At the beginning of July we were then hit with the council, who own the building, closing the building due to defects in the structure that were deemed unsafe. We again had to close completely. We were offered a temporary venue but it had to have work done on it to make it suitable for use. This did not open until the end of October 20. We managed to find a local venue that could accommodate a few of our groups in September and October which allowed them to continue and brought in a very small income (after paying the cleaner and venue hire). We moved in to the temporary venue and a few groups came back plus we opened our coffee shop. Unfortunately we were only open a few weeks and another lockdown was announced and we again had to close to all but a few support groups. When we were allowed to reopen just before Christmas, many groups decided not to restart and the coffee shop was very quiet. We were again locked down after Christmas for the rest of the financial year.

In October and November we received a compensation payment from the council for the period of having no building, July to end October of £11462. This covered the Manager's wage, the utility bills, insurance and other bills that still had to be paid regardless whether we were open or not. The trustees agreed to pay the 20% top up to staff as they had not been able to work and were still receiving 80% furlough. October we ran out of available cash and had to move all the money in our reserves to the general running account in order to pay wages.

This had to be done in stages as the account needed a minimum balance of £5000. The account has now been closed.

The injection of the compensation cash gave us enough cash flow to continue until Christmas. The government grants given out in November, December and March have allowed us to continue trading and means we have ended the year only £4300 down on the previous year. As no more grants are expected and the furlough scheme will be phased out in 2021, this money has to be used carefully until we are able to operate to full capacity again, hopefully towards the end of 2021

As there was no where to run the lunch club at St Nicholas and the furlough position was very unknown, the canteen staff were placed on redundancy warning. This was carried out after talks with our HR company BrightHR who supported us through this processes. We do not know if there will be the demand or the finances to run the canteen once we are fully open at Hampson Park and national restrictions are lifted.

## **Reserves**

The Association has 2 separate savings accounts in which surplus money is kept. The Monmouthshire Building Society which is solely for reserves, and a gold account attached to our bank accounts for quick access to surplus money. The Monmouthshire Building society was closed in November 2020 as all the reserves were needed to support the staff costs. At 31<sup>st</sup> March 2021 the total reserves were zero. Our reserves policy states that we should keep 1 months' worth of core operating costs plus the cost of making all staff redundant in reserve. Even if we had this money, it would not have been enough. The trustees will reassess the reserves policy once we are fully open in the next financial year.

## **Assets**

No new equipment was added to our asset register.

## **Staffing Levels**

The number of staff employed by the Community Association remained stable despite all being furloughed for the majority of the year. In the Coffee Shop 1 member of staff retired and 1 student left to go to University. In addition, 1 of our caretakers left.

## **Serious incidents**

There were no serious incidents.

## **Structure, Governance and Management**

Pin Green Community Association is a charitable incorporated organisation (CIO) as recommended by the Charity Commission.

The number of trustees remained stable. We continue to try to recruit more trustees from the local community and these can be elected by a majority decision of the current trustees. There is no constitutional requirement for any person from any statutory body to be a trustee but a representative from the local council is assigned to the Association as a non-voting member of the board acting in an advisory capacity only.

There is a part time manager who runs the centre dealing with all the hall bookings, general care of the building, paying bills including staff wages and HMRC, dealing with day to day finances, supervising and managing staff and representing the Association at meetings. The trustees oversee the running of the centre as a whole, looking at the policies, pricing, staff issues and pay, overseeing the H & S of the building and planning for the successful continuation of the Association.

The centre is also an active member of the Stevenage Community Centre Alliance which enables centres in Stevenage work together as well as the Stevenage Community Association Network, which meets 4 times a year with Council representatives. The Association has a good working relationship with the local council which is keen to promote the use of community centres in the town.

## **Reference and administrative details**

The Pin Green Community Association is a CIO and registered with the Charity Commission with registration number 1156808.

The registered address is:	Pin Green Community Association Hampson Park Community Centre Webb Rise Stevenage Hertfordshire SG1 5QU
Tel:	01438 354662
Email:	Email: <a href="mailto:hampsonparkcc@gmail.com">hampsonparkcc@gmail.com</a>
Website:	Website: <a href="http://www.hampsonparkcc.co.uk">www.hampsonparkcc.co.uk</a>
Charity Trustees	Ms Lin Martin-Haugh - Chair Mrs Jackie Curtin - Treasurer Mr Ken Moore Mrs Dianne Green Mr Michael Symmons

There are no corporate trustees.

No trustees hold title to any property.

There are no exemptions from disclosure.

Centre Manager: Mrs Helen Henry



Pin Green Community Association  
Charity No 1156808  
Hampson Park Community Centre  
Webb Rise  
Stevenage  
SG1 5QU

Accounts for year April 2020 to March 2021



**Pin Green Community Association**  
**Charity number 1156808**  
**Financial Review for the year ending 31<sup>st</sup> March 2021**

Like many Charities and business this year has been very challenging financially for us. The beginning of lockdown in March 20 meant that we closed completely. All groups and bookings that had been taken for the first 12 weeks were cancelled and many others who had booking later in the year either postponed or cancelled. This led to the association having to pay back money that had been received. The rules for furlough at the early stages meant that you either worked or you were furloughed. All staff other than the centre manager were put on this scheme and paid 80% of their salary. The Manager worked from home doing her full 28 hours a week. The trustees felt that topping up to full pay for furloughed staff was not feasible given the small amount of savings and not knowing how long the community centre and coffee shop would be closed for.

Initial cash flow calculations indicated that the association would run out of money by October if restrictions were not lifted. In June, when restrictions began to open, the centre was allowed to have 1 group, a visiting chiropodist and we prepared to open the coffee shop as a takeaway only. At the beginning of July we were then hit with the council, who own the building, closing the building due to defects in the structure that were deemed unsafe. We again had to close completely. We were offered a temporary venue but it had to have work done on it to make it suitable for use. This did not open until the end of October 20. We managed to find a local venue that could accommodate a few of our groups in September and October which allowed them to continue and brought in a very small income (after paying the cleaner and venue hire). We moved in to the temporary venue and a few groups came back plus we opened our coffee shop. Unfortunately we were only open a few weeks and another lockdown was announced and we again had to close to all but a few support groups. When we were allowed to reopen just before Christmas, many groups decided not to restart and the coffee shop was very quiet. We were again locked down after Christmas for the rest of the financial year.

In October and November we received a compensation payment from the council for the period of having no building, July to end October of £11462. This covered the Manager's wage, the utility bills, insurance and other bills that still had to be paid regardless whether we were open or not. The trustees agreed to pay the 20% top up to staff as they had not been able to work and were still receiving 80% furlough.

October we ran out of available cash and had to move all the money in our reserves to the general running account in order to pay wages. This had to be done in stages as the account needed a minimum balance of £5000. The account has now been closed. The injection of the compensation cash gave us enough cash flow to continue until Christmas. The government grants given out in November, December and March have allowed us to continue trading and means we have ended the year only £4300 down on the previous year. As no more grants are expected and the furlough scheme will be phased out in 2021, this money has to be used carefully until we are able to operate to full capacity again, hopefully towards the end of 2021.

General running account. This would expect to have a turnover of around £60,000+ but we took, excluding grants and compensation, £2,365. Grants from the government £20,241, Total furlough £44,420 and compensation £11,462. All wages were paid from the general account.

Canteen Account. We were unable to run a lunch club over the whole of lockdown as the temporary venue only had 1 kitchen which was used for the coffee shop and the rest of the time government restrictions would not have allowed it. As the bank account incur a monthly charge it was decided to close the canteen account and use the general account if the lunch club does runs again. Most of our stock including frozen food was lost due to being closed for so long.

Coffee Shop Account. We tried to run a takeaway service in June 20 but were only open a 3 days when we were told to shut by the council. We eventually reopened the coffee shop at the temporary venue but were put back in lockdown. The 2 weeks before Christmas saw a very small footfall. We did not open again after Christmas due to lockdown. We would have expected to take around £50,000 but only took £1,140. Over £500 worth of stock was also lost due to it going out of date while we were closed.

Reserve Policy. It is the Associations policy to try and keep 3 months worth of operating costs in reserve. We did not have this amount before we were lockdown and what we had proved completely inadequate. It would never have been anticipated that we would be closed for so long and we have business interruption insurance that may have covered us if we had had to close for other reasons We will now look to rebuild our reserves and open a new account to keep it in.

# Pin Green Community Association Annual Accounts

Year ending 31<sup>st</sup> March 2020

## Section A Statement of financial activities

Recommended categories by activity	Unrestricted funds £	Restricted funds £	Total funds £	Prior year funds £
<b>Incoming resources (Note 2)</b>				
<b>Income from:</b>				
Donations and fundraising (notes 2a-b)	2,365	-	2,365	72,119
Charitable activities (note 2c)	64,663	1,685	66,348	3,829
Other trading activities	1,140	-	1,140	48,049
Investments (note 2d)	22	-	22	45
Other (note 2e)	11,644	-	11,644	3,042
<b>Total</b>	<b>79,834</b>	<b>1,685</b>	<b>81,519</b>	<b>127,084</b>
<b>Resources expended (Note 3)</b>				
<b>Expenditure on:</b>				
Raising funds	-	-	-	377
Charitable activities (notes 3a-b)	38,786	867	39,653	125,009
Other (note 3c)	46,256	-	46,256	864
<b>Total</b>	<b>85,042</b>	<b>867</b>	<b>85,909</b>	<b>126,251</b>
<b>Net income/(expenditure)</b>				
Net gains/(losses) on investments	-5,208	818	-4,390	833
<b>Transfer between funds in</b>	<b>18,504</b>	<b>-</b>	<b>18,504</b>	<b>10,053</b>
<b>Transfer between funds out</b>	<b>-17,432</b>	<b>-1,071</b>	<b>-18,504</b>	<b>-10,053</b>
Other gains/(losses)	-	-	-	-
<b>Net movement in funds</b>	<b>-4,137</b>	<b>-1,152</b>	<b>-4,390</b>	<b>833</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward	27,009	3,099	30,108	29,275
<b>Total funds carried forward</b>	<b>22,872</b>	<b>1,947</b>	<b>25,718</b>	<b>30,108</b>

## Section B

## Balance sheet

	Unrestricted funds £	Restricted income funds £	Designated funds £	Total this year £	Total last year £
<b>Fixed assets</b>					
Tangible assets (Note 5)	2,605	-	2,223	4,828	9,704
<b>Total fixed assets</b>	2,605	-	2,223	4,828	9,704
<b>Current assets</b>					
Debtors (Note 7)	3,372	-	-	3,372	2,769
Investments (Note 6)	-	-	-	-	-
Cash at bank and in hand (Note 6)	14,527	3,269	711	18,507	20,211
<b>Total current assets</b>	17,899	3,269	711	21,878	22,980
<b>Creditors: amounts falling due within one year</b> (Note 8)	495	425	68	988	2,576
<b>Net current assets/(liabilities)</b>	17,403	2,844	642	20,890	20,404
<b>Total assets less current liabilities</b>	20,008	2,844	2,865	25,718	30,108

Excess to date

-4,390      832

Brought forward

30,108      29,275

**Total funds**

25,718      30,108

### Funds of the Charity

Designated funds	-		1,073	1,073	12,419
Restricted income funds (Note 6)		2,844		2,844	3,099
Unrestricted funds	21,980			21,980	14,590
<b>Total funds</b>	21,980	2,844	1,073	25,898	30,108

Approved on behalf of the trustees of Pin Green Community Association

Print Name

Signature

Date of approval  
dd/mm/yyyy

IANNE GREEN

*I Green*

10/8/21

JACKIE CURTIN

*JACurtin*

11/8/21

# Pin Green Community Association

Charity number 1156808

## Notes to the Financial Statements For the Year Ended 31<sup>st</sup> March 2021

### Note 1

#### Accounting Convention

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with: the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the charities Act 2011. The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts

#### Income resources

income resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be qualified with reasonable accuracy. All

#### Resources expanded

Expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

#### Taxation

charity is exempt from corporation tax on its charitable activities. The

#### Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

#### Depreciation of Fixed Assets

Equipment will be depreciated over a 5 year period, where improvements have been made to the building these will be done over an 8 year period.

## 2 INCOMING RESOURCES

	General centre funds £	Canteen designated funds £	Coffee shop designated funds £	Restricted Funds £	2020-21 £	TOTAL 2019-20 £
2(a) <i>Incoming Resources</i>						
Donations & fundraising	144	0			144	2,502
Private hire	534	-			534	23,640
Lettings	1,673				1,673	33,895
canteen income & Christmas dinner office services & adverts	14	-		-	14	12,034
	2,365	-	-	-	2,365	72,119
2(b) <i>Trading activities</i>						
Coffee shop takings	-		1,140		1,140	48,049
			1,140		1,140	48,049
2(c) <i>*Grants</i>				1,685	-	3,829
grants	44,422					
Furlough wages grant JTS	20,241					
Government lockdown grants	64,663			1,685	66,348	3,829
2(d) <i>Income from investments</i>						
Bank interest receivable	22				22	45
	22				22	45
2(e) <i>Other incoming resources</i>						
*Other income	11,644		611		11,644	3,042
	11,644		611	-	11,644	3,042
<b>TOTAL INCOMING RESOURCES</b>	<b>78,694</b>	<b>-</b>	<b>1,751</b>	<b>1,685</b>	<b>81,519</b>	<b>127,084</b>

\* The restricted grant of £750 is for New cameras to expand our network, the restricted money of £935 belongs to Stevenage Community centre Alliance to be spent on items that affect all centres moved from Agency account

\* Includes £10,851 & £611 compensation from SBC for enforced closure due to building work and furlough grant received in April for March 21 pay.

### 3 RESOURCES EXPENDED

	TOTAL					
	General centre funds £	Canteen designated funds £	Coffee shop designated funds £	Restricted Funds £	2020-21 £	2019-20 £
<b>3(a) Charitable activities</b>						
Staff costs	18,634	1,383	6,366	-	26,383	85,083
Food & drink			138	-	138	15,468
cleaning	130			-	130	1815,29
utilities	1,479			-	1,479	6826
Insurance	1,230			-	1,230	1,185
Licenses and subscriptions (payroo, internet security, pp/ps, zoom, BrightHR)	1,668			-	1,668	1,877
Telephone & internet (landline mobile phone)	783			-	783	910
Disposables & Uniform			20		20	684
Office services & Advertising (printing, postage stationary)	335				335	1,419
Equipment & repairs	1,165		98	750	2,013	3,489
Other (bank charges, charity, sundry expenses)	481				481	1,378
Depreciation	1,796		3,080	-	4,876	4,875
	27,701	1,383	9,702	750	39,536	125,009
<b>3(b) Other expenditure</b>						
charity donations	25				25	684
Governance	105				105	180
Furlough wages grant JTS	44,421				44,421	-
*sundry expenses	1,705			117	1,822	
	46,256	-	0	117	46,373	864
<b>3(c) Fundraising</b>						
	-					377
	-					377
<b>Total Expenditure</b>	<b>73,957</b>	<b>1,383</b>	<b>9,702</b>	<b>867</b>	<b>85,909</b>	<b>126,251</b>

\*£1705 adjustment made to deposits. Changed from using a nominal account to an agency to record deposits but did not carry over balance correctly. £117 for payments on behalf of Stevenage community centres alliance for upkeep of website.

	2020-21	2019-20
	£	£
<b>4 STAFF COSTS</b>		
Office Staff	###	29,762
Cleaners	4,576	4,941
Caretakers	1,771	2,977
Canteen Staff	8,103	8,680
Coffee Shop Staff	29,074	36,415
Pension & Employers pension and NI	3,933	1,408
HR payments	980	900
<b>Total</b>	<b>75,306</b>	<b>85,082</b>

#### 5 FIXED ASSETS

	General equipment	General build	Coffee shop equipment	Coffee shop build	Total 2020-21
	£	£	£	£	£
<b>Cost</b>					
Brought forward	4,397	6,164	11,696	5,923	28,180
Additions	737	-	-	-	737
Disposals	-	-	-	-	28,917
Carried forward	5,134	6,164	11,696	5,923	28,917
<b>Depreciation</b>					
Brought forward	3,813	3,084	9,357	2,960	19,214
Charge for year	1,025	771	2,339	740	4,875
Disposal	-	-	-	-	-
Carried forward	4,838	3,855	11,696	3,700	24,089
<b>Net Book Value 2019-20</b>	<b>1,321</b>	<b>3,080</b>	<b>2,340</b>	<b>2,963</b>	<b>9,704</b>
<b>Net Book Value 2020-21</b>	<b>296</b>	<b>2,309</b>	<b>-</b>	<b>2,223</b>	<b>4,828</b>

## 6 ANALYSIS OF NET ASSETS BY FUND

	General centre funds £	Canteen designated funds £	Coffee shop designated funds £	Restricted Funds £	TOTAL £
Fixed Assets	2,605		2223	-	4,828
Cash at bank and at hand	£14,527	0	711	3269	18,507
Building society reserves	0			-	-
	17,132	0	2934	3,269	23,335

## 7 DEBTORS

	2020-21 £	2019-20 £
Hall Hire	618	2,309
Dinners Designated		460
Other Debtors	2,754	-
	3,372	2,769

## 8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020-21 £	2019-20 £
Unrestricted	495	1,688
Designated	68	310
Agency collections	425	579
	988	2,576

## 9 FUND DETAILS

	2020-21 £	2019-20 £
<u>Unrestricted Funds</u>		
General Funds	21,981	14,619
Designated	1,073	12,390
	23,054	27,009
<u>Restricted Funds</u>		
fence		213
Dementia Cafe	1,950	1950
booklet money SCCA	894	936
	2,844	3,099
<b>TOTALS</b>	<b>25,898</b>	<b>30,108</b>



**Independent examiner's report to the trustees of Pin Green Community Association – Registered Charity No. 1156808**

I report to the trustees on my examination of the accounts of Pin Green Community Association (the Charity) for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

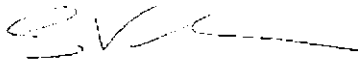
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed by examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do 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:

Name: S Viles

Address: 14 St Marys, Gamlingay SG19 3ET

Date: 9<sup>th</sup> August 2021



**Independent examiner's report to the trustees of Pin Green Community Association – Registered Charity No. 1156808**

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