

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: hampsonparkcc@gmail.com
Website:	Website: www.hampsonparkcc.co.uk
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 31st March 2023

Section A Statement of financial activities

Recommended categories by activity	Unrestricted funds £	Restricted funds £	Total funds £	Prior year funds £
Incoming resources (Note 2)				
Income from:				
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
Total	144,318	13,442	157,760	131,712
Resources expended (Note 3)				
Expenditure on:				
Raising funds	520	-	520	22
Charitable activities (notes 3a-b)	145,883	-	145,883	108,354
Other (note 3c)	180		180	7,530
Total	146,583	-	146,583	115,906
Net income/(expenditure)	-2,265	13,442	11,177	15,806
Net gains/(losses) on investments		-	-	-
Transfer between funds in	24,718		24,718	1,707
Transfer between funds out	-22,648	-2,070	-24,718	-1,707
Other gains/(losses)		-	-	-
Net movement in funds	-196	11,373	11,177	15,806
Reconciliation of funds:				
Total funds brought forward	39,501	2,023	41,524	25,718
Total funds carried forward	39,306	13,396	52,701	41,524

Section B Balance sheet

		Unrestricted funds £	Restricted income funds £	Designated funds £	Total this year £	Total last year £
Fixed assets						
Tangible assets	(Note 5)	767	-	743	1,510	3,021
Total fixed assets		767	-	743	1,510	3,021
Current assets						
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
Total current assets		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
Net current assets/(liabilities)		17,662	13,396	20,134	51,192	38,503
Total assets less current liabilities		18,429	13,396	20,877	52,702	41,524

Excess to date	11,178	15,806
Brought forward	41,524	25,718
Total funds	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
Total funds	18,429	13,396	20,877	52,702

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 31st 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 31st 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		4,000	15,446	6,290
	office services & adverts	24				24	4
		64,560	11,633	813	4,000	81,006	53,760
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	12,098
	Furlough wages grant JTS					-	6,756
	Government lockdown grants					-	10,667
		900	-	-	9,442	10,342	29,521
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
	£	£	£	£	£	£
3(a) Charitable activities						
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
3(b)Other expenditure						
charity donations					-	-
Governance	180				180	180
Furlough wages grant JTS					-	7,168
**outside shelter					-	932
	180	-		-	180	8,280
3(c) Fundraising	520				520	172
	520			-	520	172
Total Expenditure	64,300	11,780	70,503	-	146,583	115,906

*Restricted amount £186 SCCA activities

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

4 STAFF COSTS (including furlough)

Office Staff
Cleaners
Caretakers
Canteen Staff
Coffee Shop Staff
Employers pension and NI
HR payments
Total

2022-23 £	2021-22 £
38,882	28,568
4,763	4,599
2,295	4,060
7,561	7,681
46,484	37,238
1,419	1,217
1,252	1,252
102,656	84,615

5 FIXED ASSETS

Cost

Brought forward
Additions
Disposals
Carried forward

Depreciation

Brought forward
Charge for year
Disposal
Carried forward

Net Book Value 2019-20

Net Book Value 2020-21

General build £	Coffee shop build £	Total 2022- 23 £
6,164	5,923	12,087
-	-	
6,164	5,923	12,087
4,626	4,440	9,066
771	740	1,511
-	-	
5,397	5,180	10,577
1,538	1,483	3,021
767	743	1,510

6 ANALYSIS OF NET ASSETS BY FUND

Fixed Assets
Cash at bank and at hand
Building society reserves

General centre funds £	Designated funds £	Restricted funds £	TOTAL £
767	743		1,510
11,772	20,122	16,161	48,056
0			-
12,539	20,865	16,161	49,565

7 DEBTORS

Hall Hire
Dinners
Designated
Other Debtors

2022-23 £	2021-22 £
6,907	2,758
309	
189	94
7,405	2,852

8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Unrestricted
Designated
Agency collections

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

9 FUND DETAILS

Unrestricted Funds

General Funds
Designated (includes reserves)

Restricted Funds

Dementia Cafe
booklet money SCCA
Other

2022-23 £	2021-22 £
18,429	33,772
20,877	5,729
39,306	39,501
-	942
591	708
12,805	373
13,396	2,023
52,702	41,524

TOTALS

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: 28th July 2023