

Charity registration number: 1158193

Trawden Forest Community Centre

Annual Report and Financial Statements

for the Year Ended 30 September 2023

KM
Chartered Accountants
1st Floor, Block C
The Wharf
Manchester Rd
Burnley
BB11 1JG

Trawden Forest Community Centre

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Trawden Forest Community Centre

Reference and Administrative Details

Trustees as at the date of signing	Chris Whitaker-Webb Maureen Askew Dave Webber Sara Jane Swann Elizabeth Kay Berridge Malcolm Gregory Pate Peter John Carroll Kevin McNulty Ann Boocock Helen Margaret Hodgkinson Robert David Boocock Joanne Cunliffe Andy Froud
Charity Registration Number	1158193
Principal Office	Church Street Trawden BB8 8RU
Independent Examiner	KM Chartered Accountants 1st Floor, Block C The Wharf Manchester Rd Burnley BB11 1JG

Trawden Forest Community Centre

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 30 September 2023.

Objectives

Overview

Trawden Forest Community Centre is a volunteer managed building located in the centre of Trawden, a small village in East Lancashire.

The objects of the charity are:

to further or benefit the residents of Trawden Forest and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other options by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents, and

to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such centre for activities promoted by the charity in furtherance of the above objects.

Public benefit

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

2022/23 was a successful year for the charity, building on a successful emergence from the pandemic in 2021/22.

The shop continues to be our main source of income with a substantial donation to the charity following their year end in 2022/23.

Community Centre bookings were buoyant for both bar and non-bar events, such as weddings, christenings and other private functions, along with regular children's parties, training sessions and meetings. Alongside one-off bookings, our regular hirers such as yoga, Pilates, dance fitness, ceramics, Cubs, Brownies and Guides enhanced the rich programme of activities at the Centre.

Our own regular groups, such as Tai Chi, parent & toddler group, craft group, Friendship Group and carpet bowls, plus regular informal chat groups in the library, also contributed to this varied programme.

Volunteers also organised a variety of community and fundraising activities, including an 'Old Trawden' slideshow, whisky night, wine tasting, festive fair, spring fair, car boot sale and New Year's Eve party. The Volunteer Co-ordinator organised a volunteer celebration in April, and a Big Help Out event in May which showcased the range of volunteering opportunities in Trawden.

We received a grant from the National Lottery Community Fund, which will cover the salary costs of our two part-time posts over the three years. The Volunteer Coordinator and the Community Support Worker positions are vital to continuing to develop the work of the charity. We were also successful in gaining funding from the Lancashire Environment Fund to install a portacabin to provide much-needed additional meeting space.

Trawden Forest Community Centre

Trustees' Report (continued)

Financial review

At the end of September 2023 the reserves of the charity were as follows:

General reserve £56,775 (plus donation from subsidiary not included of £30,000)
Fixed asset reserve (ie:the amount invested by the charity in fixed assets) £177,773
Revaluation reserve £71,999

Restricted fund balances:

Small grants received in prior years and fully utilised in 2023/24 £5,220
National Lottery £20,792
Lancashire Environmental Fund - amounts incurred by the year end £18,781

The trustees are pleased with the financial performance in the year.

Policy on reserves

The trustees review the level of reserves on a regular basis to ensure appropriate amounts are maintained to finance the day to day operations of the charity.

Subsidiary company

The charity owns 100% of Trawden Forest Community Shop Limited, company limited by guarantee.

For the year ended 30th September 2023 the net assets are £44,503 with a gift aid donation of £30,000 made since the year end.

Turnover for the year was £355,160 compared with £297,399 the previous year.

Profits before tax were £37,789 compared with £8,501 the previous year.

The charity received £10,000 donation in the year, based on the 2022 profits, plus service charges for use of the charity's assets.

At the year end £11,500 was due from the company to the charity. Interest is charged on the loan.

S J Swann, trustee of the charity, is also a director of the company. Separate governance is exercised from the charity.

Structure, governance and management

Nature of governing document

The charity is a Charitable Incorporated Organisation (Association) governed by its constitution dated 8th August 2014 as amended in 2017 and 2022.

Recruitment and appointment of trustees

Trustees are elected at the Annual General Meeting.

Trustees of the charity as at the date of approval of these accounts are on page 1.

Changes in the year are:

Resigned: Rebecca Catterall - 26th February 2024

Appointed: Andy Froud and Joanne Cunliffe - 1st February 2024

Trawden Forest Community Centre

Trustees' Report (continued)

Organisational structure

Trustees meet throughout the year and set the charity's policies and direction. Informal sub groups meet.

Major risks and management of those risks

The trustees have a duty to identify and review risks to which the charity may be exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Risks to which the charity is exposed have been identified and are regularly monitored.

Trawden Forest Community Centre

Trustees' Report (continued)

The annual report was approved by the trustees of the charity on 22 July 2024 and signed on its behalf by:

.....
Chris Whitaker-Webb
Trustee

Trawden Forest Community Centre

Independent Examiner's Report to the trustees of Trawden Forest Community Centre

I report to the trustees on my examination of the accounts of Trawden Forest Community Centre for the year ended 30 September 2023.

Responsibilities and basis of report

As the charity trustees of Trawden Forest Community Centre 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 Trawden Forest Community Centre'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 my 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 Trawden Forest Community Centre 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 accounting 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.

.....
Mark Heaton FCCA FCIE DChA

KM
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1st Floor, Block C
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22 July 2024

Trawden Forest Community Centre

Statement of Financial Activities for the Year Ended 30 September 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Unrestricted funds £	Restricted funds £	Total 2022 £
Income from:							
Donations	2	25,552	-	25,552	31,100	-	31,100
Charitable activities	3	26,140	57,127	83,267	18,768	25,081	43,849
Other trading activities	4	15,199	-	15,199	19,370	-	19,370
Investment income	5	1,095	-	1,095	729	-	729
Other income	6	18,422	-	18,422	18,902	-	18,902
Total income		<u>86,408</u>	<u>57,127</u>	<u>143,535</u>	<u>88,869</u>	<u>25,081</u>	<u>113,950</u>
Expenditure on:							
Raising funds	7	(5,225)	-	(5,225)	(8,409)	-	(8,409)
Charitable activities	8	<u>(82,891)</u>	<u>(37,163)</u>	<u>(120,054)</u>	<u>(87,809)</u>	<u>(5,352)</u>	<u>(93,161)</u>
Total expenditure		<u>(88,116)</u>	<u>(37,163)</u>	<u>(125,279)</u>	<u>(96,218)</u>	<u>(5,352)</u>	<u>(101,570)</u>
Net (expenditure)/income		<u>(1,708)</u>	<u>19,964</u>	<u>18,256</u>	<u>(7,349)</u>	<u>19,729</u>	<u>12,380</u>
Net movement in funds		(1,708)	19,964	18,256	(7,349)	19,729	12,380
Reconciliation of funds							
Total funds brought forward		<u>308,234</u>	<u>24,829</u>	<u>333,063</u>	<u>315,583</u>	<u>5,100</u>	<u>320,683</u>
Total funds carried forward	19	<u>306,526</u>	<u>44,793</u>	<u>351,319</u>	<u>308,234</u>	<u>24,829</u>	<u>333,063</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 19.

The notes on pages 9 to 16 form an integral part of these financial statements.

Trawden Forest Community Centre
(Registration number: 1158193)
Balance Sheet as at 30 September 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	14	268,553	260,693
Current assets			
Stocks	15	2,229	1,057
Debtors	16	38,484	20,231
Cash at bank and in hand		<u>51,233</u>	<u>59,550</u>
		91,946	80,838
Creditors: Amounts falling due within one year	17	<u>(9,180)</u>	<u>(8,468)</u>
Net current assets		<u>82,766</u>	<u>72,370</u>
Net assets		<u><u>351,319</u></u>	<u><u>333,063</u></u>
Funds of the charity:			
Restricted income funds			
Restricted funds		44,793	24,829
Unrestricted income funds			
Unrestricted funds		<u>306,526</u>	<u>308,234</u>
Total funds	19	<u><u>351,319</u></u>	<u><u>333,063</u></u>

The financial statements on pages 7 to 16 were approved by the trustees, and authorised for issue on 22 July 2024 and signed on their behalf by:

.....
Chris Whitaker-Webb
Trustee

Trawden Forest Community Centre

Notes to the Financial Statements for the Year Ended 30 September 2023

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Trawden Forest Community Centre meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) 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.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Gift aid

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination, strategic management and trustees meetings and reimbursed expenses.

Trawden Forest Community Centre

Notes to the Financial Statements for the Year Ended 30 September 2023 (continued)

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Stock

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

2 Income from donations

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Donations and gifts inc Friendship Group	15,552	15,552	11,100
Donation from subsidiary received in year	10,000	10,000	20,000
	<u>25,552</u>	<u>25,552</u>	<u>31,100</u>

Trawden Forest Community Centre

Notes to the Financial Statements for the Year Ended 30 September 2023 (continued)

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Grants received	1,000	57,127	58,127	25,081
Centre bookings and events	25,140	-	25,140	18,768
	<u>26,140</u>	<u>57,127</u>	<u>83,267</u>	<u>43,849</u>

4 Income from other trading activities

	Unrestricted funds General £	Total funds £	Total 2022 £
Trading income;			
Bar sales	15,199	15,199	19,370
	<u>15,199</u>	<u>15,199</u>	<u>19,370</u>

5 Investment income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Interest receivable			
Bank interest	253	253	-
Interest on subsidiary loan	842	842	729
	<u>1,095</u>	<u>1,095</u>	<u>729</u>

6 Other income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Service charges: subsidiary undertaking	18,422	18,422	18,902

Trawden Forest Community Centre

Notes to the Financial Statements for the Year Ended 30 September 2023 (continued)

7 Expenditure on raising funds

a) Costs of trading activities

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Bar purchases	5,225	5,225	8,409
	<u>5,225</u>	<u>5,225</u>	<u>8,409</u>

8 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Centre running costs	66,555	1,764	68,319	64,194
Depreciation	14,536	-	14,536	16,338
Staff costs	-	35,399	35,399	10,729
Governance costs	1,800	-	1,800	1,900
	<u>82,891</u>	<u>37,163</u>	<u>120,054</u>	<u>93,161</u>

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Independent examiner fees			
Examination of the financial statements	600	600	600
Other fees paid to examiners	1,200	1,200	1,300
	<u>1,800</u>	<u>1,800</u>	<u>1,900</u>

10 Trustees remuneration and expenses

Trawden Forest Community Centre

Notes to the Financial Statements for the Year Ended 30 September 2023 (continued)

During the year the charity made the following transactions with trustees:

Helen Margaret Hodkinson

Helen Margaret Hodkinson received remuneration of £14,940 (2022: £Nil) during the year.

Salary paid as above is authorised by the constitution of the charity.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

11 Staff costs

The aggregate payroll costs were as follows:

	2023	2022
	£	£
Staff costs during the year were:		
Wages and salaries	30,886	10,729
Social security costs	3,202	-
Pension costs	1,311	-
	<u>35,399</u>	<u>10,729</u>

No employee received emoluments of more than £60,000 during the year

12 Independent examiner's remuneration

	2023	2022
	£	£
Independent examiner's fee	600	600
Other fees paid to examiners	1,200	1,300
	<u>1,800</u>	<u>1,900</u>

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Trawden Forest Community Centre

Notes to the Financial Statements for the Year Ended 30 September 2023 (continued)

14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 October 2022	216,336	134,400	350,736
Additions	18,781	3,615	22,396
At 30 September 2023	<u>235,117</u>	<u>138,015</u>	<u>373,132</u>
Depreciation			
At 1 October 2022	23,708	66,335	90,043
Charge for the year	4,327	10,209	14,536
At 30 September 2023	<u>28,035</u>	<u>76,544</u>	<u>104,579</u>
Net book value			
At 30 September 2023	<u>207,082</u>	<u>61,471</u>	<u>268,553</u>
At 30 September 2022	<u>192,628</u>	<u>68,065</u>	<u>260,693</u>

15 Stock

	2023 £	2022 £
Stocks	<u>2,229</u>	<u>1,057</u>

16 Debtors

	2023 £	2022 £
Trade debtors	4,123	617
Due from group undertakings	11,500	17,500
Prepayments	185	569
VAT recoverable	3,894	-
Other debtors	18,782	1,545
	<u>38,484</u>	<u>20,231</u>

17 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	4,562	3,350
Other taxation and social security	159	208
Other creditors	48	-
Accruals	4,411	4,910
	<u>9,180</u>	<u>8,468</u>

Trawden Forest Community Centre

Notes to the Financial Statements for the Year Ended 30 September 2023 (continued)

18 Contingent assets

The charity acquired the building from Pendle Borough Council for the legal consideration of £1. In the event of a disposal by the charity of these premises there is an obligation to pay back half the proceeds to Pendle Borough Council.

19 Funds

	Balance at 1 October 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 30 September 2023 £
Unrestricted funds					
<i>General</i>					
General Funds	236,235	86,408	(88,116)	(177,773)	56,754
<i>Designated</i>					
Revaluation reserve	71,999	-	-	-	71,999
Fixed assets reserve	-	-	-	177,773	177,773
	<u>71,999</u>	<u>-</u>	<u>-</u>	<u>177,773</u>	<u>249,772</u>
Total unrestricted funds	<u>308,234</u>	<u>86,408</u>	<u>(88,116)</u>	<u>-</u>	<u>306,526</u>
Restricted funds					
Various restricted funds	6,735	-	(1,515)	-	5,220
National Lottery	18,094	38,346	(35,648)	-	20,792
Lancashire Environmental Fund	-	18,781	-	-	18,781
	<u>24,829</u>	<u>57,127</u>	<u>(37,163)</u>	<u>-</u>	<u>44,793</u>
Total funds	<u>333,063</u>	<u>143,535</u>	<u>(125,279)</u>	<u>-</u>	<u>351,319</u>

	Balance at 1 October 2021 £	Incoming resources £	Resources expended £	Balance at 30 September 2022 £
Unrestricted funds				
<i>General</i>				
General Funds	243,584	88,869	(96,218)	236,235
<i>Designated</i>				
Revaluation reserve	<u>71,999</u>	<u>-</u>	<u>-</u>	<u>71,999</u>
Total unrestricted funds	<u>315,583</u>	<u>88,869</u>	<u>(96,218)</u>	<u>308,234</u>

Trawden Forest Community Centre

Notes to the Financial Statements for the Year Ended 30 September 2023 (continued)

	Balance at 1 October 2021 £	Incoming resources £	Resources expended £	Balance at 30 September 2022 £
Restricted funds				
Various restricted funds	5,100	5,983	(4,348)	6,735
National Lottery	-	19,098	(1,004)	18,094
	<u>5,100</u>	<u>25,081</u>	<u>(5,352)</u>	<u>24,829</u>
Total funds	<u>320,683</u>	<u>113,950</u>	<u>(101,570)</u>	<u>333,063</u>

20 Analysis of net assets between funds

	Unrestricted funds General £	Designated £	Restricted funds £	Total funds at 30 September 2023 £
Tangible fixed assets	-	249,772	18,781	268,553
Current assets	65,934	-	26,012	91,946
Current liabilities	(9,180)	-	-	(9,180)
Total net assets	<u>56,754</u>	<u>249,772</u>	<u>44,793</u>	<u>351,319</u>

	Unrestricted funds General £	Designated £	Restricted funds £	Total funds at 30 September 2022 £
Tangible fixed assets	188,694	71,999	-	260,693
Current assets	56,009	-	24,829	80,838
Current liabilities	(8,468)	-	-	(8,468)
Total net assets	<u>236,235</u>	<u>71,999</u>	<u>24,829</u>	<u>333,063</u>