

ANNUAL REPORT OF CHESTERTON COMMUNITY PARTNERSHIP

2024-2025

The balance sheet for the year shows a deficit of £3,813 for the Community Centre. This is considerably more than the deficit in 2023-24 which was £695.

The expected increase in income from the Playgroup for the exclusive use of the Village Hall has still not been forthcoming due to protracted negotiations with the Lease. It is hoped that these will be resolved in the next few months but it is unlikely that any additional backdated rent for 2024-25 will be collected.

The regular bookings for the Centre have been more or less on a par with the previous year but there has been a decrease in the number of private hire bookings. This downturn is expected to continue. Meanwhile there have been higher costs in the past year for general maintenance – the lighting has all been changed to LED, new blinds have been purchased as well as new cupboards and the sound system upgraded.

The outlook for the forthcoming year is that a large amount of expenditure is inevitable for the Village Hall. A figure of over £7,000 is estimated to deal with damp proofing, lighting and window improvements.

Currently the total funds held are £47,953 – comprised of a deposit account with Virgin Money (£18,206) and a current account balance of £29,747.

Finally the independent examiners report on the accounts was done by Stephen Chu BSc, MBCS, CITP (Retired) with no concerns noted.

Philip Clarke (Chair of Trustees)

April, 2025

Chesterton Community Partnership
Balance Sheet for Year ended 31 March 2025

<u>Income</u>	<u>Hirer</u>	<u>Village Hall</u>	<u>Community Centre</u>	<u>Total</u>
Education	Chesterton Playgroup	£6,831.00		£6,831.00
Clubs & Regulars	Bicester Table Tennis		2,520.00	£2,520.00
	Bowls		1,492.60	£1,492.60
	Bruern Abbey		3,664.00	£3,664.00
	Events Committee		130.00	£130.00
	Evergreens		80.00	£80.00
	Film Night		0.00	£0.00
	Lunch Club		0.00	£0.00
	Girl Guides		455.00	£455.00
	Ride on Time		510.00	£510.00
	A Gould(Ballet)		860.00	£860.00
	U3A		1,830.00	£1,830.00
	Yoga(JB)		820.00	£820.00
	K Green Yoga		660.00	£660.00
Other Income	CDC Voting, Playgroup, Pavilion		1,032.61	£1,032.61
	Private Hire		8,340.50	£8,340.50
	Interest (Virgin Money)			166.98
Total	Income	£6,831.00	£22,394.71	£29,392.69
<u>Expenditure</u>				
Services	Gas		1,605.97	£1,605.97
	Electricity		1,515.49	£1,515.49
	Water		459.39	£459.39
	Telephone/Internet		654.79	£654.79
Maintenance	General Maintenance		3,080.34	£3,080.34
	Cleaning Materials		1,075.25	£1,075.25
Other Costs	Administration		1,989.46	£1,989.46
	Catering		113.56	£113.56
	Equipment		2,328.98	£2,328.98
	Other Costs		604.89	£604.89
	Salaries		10,997.46	£10,997.46
Lease	Parish Council		1,000.00	£1,000.00
Insurance	Community Centre		781.89	£781.89
	Village Hall Maintenance	353.58		£353.58
				£0.00
Total	Expenditure	353.58	26207.47	26561.05
	Excess of Income/Expenditure	£6,477.42	-£3,812.76	£2,831.64
Balance Sheet			Barclays Reconciliation	31.03.25
	Balances brought forward	45,121.85	Statement Balance	30,293.72
	Add excess of income	2,831.64	Add cash for March	566.20
	Balances carried forward	47,953.49	banked in April 25	
	Barclays current A/C	29,747.50	Less chqs not presented	1,112.42
	Virgin Reserve A/C	18,205.99		
		47,953.49		29,747.50

Signed

P J Clarke, CIO Chairman

P.J. Clarke

C M Steiner, CIO Finance Officer

Cm Steiner

27/04/2025

Chesterton Community Partnership Financial Regulations
Reviewed March 2025

1. The Trustees will manage the assets of the Charity in accordance with the Chesterton Community Partnership Trust Deed.
2. Chesterton Community Partnership will insure the Village Hall, fixtures and fittings with a reputable Insurance Company on an all risks basis for its full rebuild value, the sums insured shall be reviewed annually. It will also insure the contents of Chesterton Community Centre with a reputable insurance company on an all risks basis for their full replacement, reviewed annually. Chesterton Parish Council will insure the Community Centre building, fixtures and fittings on an all risks basis, and may ask for a donation from Chesterton Community Partnership towards the cost.
3. Financial records will be kept to ensure that Chesterton Community Partnership meets its legal and other obligations under Charity Law, Revenue and Customs, and common law.
4. The financial year will end on 31st March and accounts for each financial year will be drawn up and approved by the Trustees prior to examination by the auditor.
5. The accounts will be independently examined by an auditor or examiner of accounts appointed by the Trustees, prior to submitting to the Charity Commissioners.
6. The Trustees will approve an income and expenditure budget prior to the start of each financial year and monitor financial performance at every meeting.
7. The Trustees shall approve a Reserves Policy and determine the extent and nature of reserves designated as Restricted Funds.
8. All funds will be held in accounts in the name of Chesterton Community Partnership at such banks and on such terms as the Trustees shall decide. All cheques, direct debits and payments by bank transfer can be made using one signature.
9. The Finance Officer shall present a financial report to every meeting of the Trustees: the format and content of the report to be decided by the Trustees.
10. All expenditure shall be properly authorised and documented, as per the Financial Procedures Policy (copy attached). All income shall be paid into the bank without delay.
11. The Trustees will undertake a financial risk assessment of all trust activities and review it annually.

Chesterton Community Partnership Financial Procedures Policy

1. Financial Records

The following records shall be kept up to date by the Finance Officer.

- a. A cashbook analysing all of the transactions in the Chesterton Community Partnership bank accounts.
- b. No petty cash is held.
- c. Inland Revenue records are kept for all paid members of staff.
- d. Pension records, where appropriate, are kept for all paid members of staff

2. Payment Procedure

- a. The Centre Manager will be responsible for holding the cheque book (unused and partly used cheque books), which should be kept locked away.
- b. Blank cheques will NEVER be signed.
- c. The relevant payees name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
- d. No cheques should be signed without original documentation.
- e. The Finance Officer can make payments direct from the bank, and these will be evidenced by the necessary documentation.

3. Income Procedure

- a. Cash is to be counted by the person collecting it. A record should be made showing the source, date and amount. It should be given to the Finance Officer who will count and confirm the amount, prior to banking.
- b. Hiring agreement forms showing conditions of hire, date, purpose of hire, the rate per hour and total due must be signed by the hirer on booking, and kept by the Centre Manager.

4. Payment Documentation

- a. Every payment out of the bank accounts will be evidenced by an original invoice. Bank payments and cheques will be referenced on the invoice and dated.
- b. The only exceptions to cheques not being supported by an original invoice would be for such items as advanced booking fees for a future course, deposit for a venue, salary payments ect.
- c. Salary. All employees will be paid within PAYE and National Insurance regulations.
- d. All staff appointments/departures will be authorised by the Trustees, minuting the dates and salary level. All changes in hours and variable payments such as overtime or honorarium payments will be authorised by the Trustees.
- e. Petty Cash. There is no petty cash held,
- f. Expenses/allowances. Chesterton Community Partnership will if asked, reimburse expenditure paid for personally by staff or Trustees on behalf of the Charity, providing: Fares are evidenced by tickets. Other expenditure is evidenced by original receipts. Car mileage is based on local authority scales. No cheque signatory can sign for the payment of expenses to themselves.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Chesterton Community Partnership

On accounts for the year
ended

31 March 2025

Charity no
(if any)

1161996

Set out on pages

One to Four

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

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

I report in respect of my examination of the Trust'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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,;

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Stephen Chu

Date:

2 JUNE 2025

Name:

STEPHEN CHU

Relevant professional
qualification(s) or body
(if any):

BSc, MBCS, CITP (Retired)

Address:

7 SCOTT CLOSE
BICESTER
OX26 2FB

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

None

Chesterton Community Partnership

Charity Information

Period Ended 31 March 2025

Charity No.: 1161996

Trustees:

Philip Clarke (Chair)

Fiona Rowe

David Pheasey

Hilary Walbank

Graham Leach

Address:

2 Geminus Road

Chesterton

Bicester

Oxon

OX26 1BJ

Independent Examiner:

Stephen Chu

7 Scott Close

Bicester

Oxon

OX26 2FB

Bank:

Barclays

Bicester

Chesterton Community Partnership

Statement of Income and Expenditure

Period Ended 31 March 2025

Income

Receipts received	29225.71	
Bank interest (Virgin money a/c)	166.98	
	-----	29392.69

Less Expenditure

Payment made	26561.05	26561.05

Net monies raised		2831.64

Add Balance Brought forward (31/03/2024)		45121.85

		£ 47953.49
		=====

Reflected in Bank account movements

Bank current account closing 31/03/2025	30293.72	
Virgin Money (Development account)	18205.99	
Add cash for March	566.20	
	-----	49065.91
Less Chqs not presented		1112.42

		£ 47953.49
		=====