



# **Chesham & District Community Association**

**Charitable Incorporated Organisation No. 1168816**

## **Annual Report**

**for the year ended 31st March 2022**

**White Hill Centre  
White Hill, Chesham  
Buckinghamshire HP5 1AG**

**Annual Report**  
**for the period from**  
**1<sup>st</sup> April 2021 to 31st March 2022**

**Names of the Charity Trustees and Management Committee who manage the charity:**

- |   |                   |   |
|---|-------------------|---|
| • | Alison Shepherd   | Chair of Trustees, Hon. Secretary and Personnel Officer |
| • | Patricia Cherrill | Trustee   |
| • | Keith Farlie      | Trustee and Licensee                                    |
| • | John Hatton       | Trustee and Treasurer                                   |
| • | Nigel Brand       | Chair of the Management Committee                       |
| • | Yvonne Plester    | Management Committee Member                             |

**Structure, Governance, and Management of the Association**

How the Charity is constituted:	The charity is a Charitable Incorporated Organisation registered with the Charity Commission and has a constitution approved by the Charity Commission.
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How the Association is governed:	The Association is governed by a Board of Trustees and a Management Committee.
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The Persons forming the Management Committee may be representatives of individual groups or ordinary members.

Trustee Selection methods:	The Trustees have, so far, not considered it necessary to hold separate meetings with all matters covered by the regular Management Committee meetings.
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Trustees are elected to the Board of Trustees at the annual general meeting each year from the Membership. At every annual general meeting one-third of the Trustees shall retire from office but are eligible for reappointment.

**Objectives and Activities**

Summary of the Charity Objects set out in the Governing Document:	To benefit the residents of Chesham by associating together to advance education and provide facilities for recreation and leisure time activities. To establish, maintain and manage a community centre.
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Summary of the main activities in relation to these objectives:	The Association owns the Freehold of the White Hill Centre, Chesham, (the Centre) which it manages as a major resource for the community and the members. Activities are arranged for members; in addition, the Centre accommodates a variety of Groups which provide cultural and recreational facilities for the community. Parts of the building are let on short leases to other organisations.
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**Objectives and Activities:**

Due to the size and age of the Centre a major part of the work of the Association is directed towards maintaining and improving the facilities available within the building. Our objective is to provide accommodation which the members and the wider community will find attractive and will wish to use as much as possible.

**Achievements and Challenges**

**Summary of the main achievements during the year, and challenges facing the Charity:**

**Achievements:**

- Throughout the period of the Pandemic the Management Committee have sought to take advantage of empty rooms and public spaces to upgrade the Centre as a whole. Significant achievements have been seen over the past two years.
- All wood floors in the public areas of the building have been sanded and varnished to give a clean and fresh feel.
- In January 2022 replacement kitchen units and equipment were fitted to the downstairs kitchen area. At the same time the room was redecorated, and a new floor laid. This has substantially improved this area, with users expressing delight at the upgrade.
- Both bars have seen improvements. This has resulted in successful functions being held at the Centre again.
- Use of the Main Hall has been offered to local charities for quizzes at low cost to assist with their fundraising post-pandemic.

**Challenges:**

- Appointing new Trustees with the variety of skills needed to run a Community Centre of this size.
- Reinvigorating the committees with people possessing experience and skills to deal with funding applications, human resources, building maintenance, and community work.
- To fully resurface the car park area. This is made more difficult to finance as such expenditure tends not to be an acceptable purpose by grant providers.

**Financial Review**

The Trustees are required to set a recommended level of reserves (in the form of net current assets) to cover immediate and complete closure of the Centre for whatever reason. A driver in this has been the need to identify the level of funds that could be made available for the ongoing upgrade of the Centre. The Trustees decided this General Reserve should approximate to three months of normal expenditure, but with additional reserves for specific projects.

The Trustees decided the minimum reserve recommended should be £25,000 of net current assets. Due to an immediate and unexpected need to replace the boilers in 2019 the reserve level fell substantially below this figure. In his report our Treasurer comments specifically on this and steps taken to rebuild the reserves.



Registered number 1168816

Chesham & District Community Association  
Accounts  
31 March 2022

## **Chesham & District Community Association**

### **Treasurer's Overall Summary**

As in previous years formal audited accounts are not required. However, as in previous years we have enlisted the assistance of SRL Accounting Services Ltd of Chesham to assist in preparing these accounts.

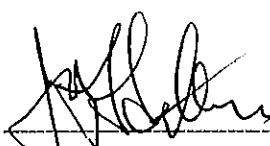
The completed accounts have been inspected by our 'overseer' – Stephen L'Estrange – whose formal statement appears at the end of these accounts.

Over the past year we have continued the planned refurbishment of the building within the funds available. This has been greatly assisted by substantial grants received. Although the total of grants in 2021/22 has been lower than in 2020/21, room-rent income recovered from September 2021 allowing most of the grants to be used to finance refurbishment.

As in the previous year the work achieved was greatly assisted by Nigel Brand, together with the employment of Willam to assist with this work. Further work is scheduled over the coming year.

In 2019/20 we incurred a very large deficit which resulted in our net current assets falling to a critically low figure of £8025. Some recovery was seen in 2020/21 (despite the pandemic) and that figure had recovered to £19,303. In 2021/22 this improved to £31,001 comfortably above the recommended minimum of £25,000. However, planned expenditure over the period since March 2022 will eliminate this surplus and dependent upon receipts and payments during the remainder of the year, the reserve figure at the end of this financial year may again fall below £25,000.

We are now turning our attention to resurfacing the car park and exit lane. When the boiler repairs were required in 2019, we obtained an interest free loan through British Gas. Final repayment of the loan is due in August 2022. It seems likely we will need to seek further loan assistance for the car park repairs and are now investigating possible sources. This may include an appeal to members for loans and / or donations.

Sign 

**John Hatton**  
**Honorary Treasurer**  
**Chesham & District Community Association**  
**White Hill Centre**

### **Report of Independent Examiner**

Having had access to the bookkeeping records of the Association I have inspected the accounts submitted for the year ended 31st March 2022 and consider these to be a fair representation of the financial position for the year.

Sign 

**Stephen L'Estrange**  
**Independent Examiner**

Balance Sheet  
Chesham & District Community Association  
As at 31 March 2022

	31-Mar-22	31-Mar-21	31-Mar-20
<b>Fixed Assets</b>			
Buildings	£21,223.52	£21,223.52	£21,223.52
Fixed Assets	£5,837.85	£6,449.80	£8,599.73
<b>Total Fixed Assets</b>	<b>£27,061.37</b>	<b>£27,673.32</b>	<b>£29,823.25</b>
<b>Current Assets</b>			
Bar Stock	£872.31	£0.00	£638.33
Invoices receivable	£3,109.80	£0.00	£992.15
<b>Cash at bank and In hand</b>			
Bank Current Account	£10,848.62	£889.25	£788.09
Streamline - Card payments due	£38.25		
Barclays Business Banking Savings	£5,000.30	£12,000.00	£7,000.00
COIF Charities Deposit Fund	£204.24	£204.17	£203.94
Virgin Money	£24,558.93	£31,463.19	£31,309.23
Bar Float	£100.00	£0.00	£250.00
Office Float	£0.00	£0.00	£40.00
<b>Total cash at bank and In hand</b>	<b>£40,750.34</b>	<b>£44,556.61</b>	<b>£39,591.26</b>
<b>Total Current Assets</b>	<b>£44,732.45</b>	<b>£44,556.61</b>	<b>£41,221.74</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accruals/Prepayments	£0.00	£0.00	£708.30
Commercial Letting Deposits	£615.00	£615.00	£615.00
Invoices payable	£6,914.49	£3,869.72	£2,696.67
Arts & Crafts Society - Creditor account	£123.20	£101.80	£0.00
Macquarie Corporate & Asset Finance loan	£6,078.53	£20,666.81	£29,176.64
<b>Total Current Liabilities</b>	<b>£13,731.22</b>	<b>£25,253.33</b>	<b>£33,196.61</b>
<b>Net Current Assets (Liabilities)</b>	<b>£31,001.23</b>	<b>£19,303.28</b>	<b>£8,025.13</b>
<b>Net Assets</b>	<b>£58,062.60</b>	<b>£46,976.60</b>	<b>£37,848.38</b>
<b>Equity</b>			
General Fund	£46,976.60	£37,848.38	£93,891.07
Current year surplus	£11,086.00	£9,128.22	-£56,042.69
	£58,062.60	£46,976.60	£37,848.38
<b>Total Equity</b>	<b>£58,062.60</b>	<b>£46,976.60</b>	<b>£37,848.38</b>
<b>Calculation of Net Current Assets</b>			
<b>Actual position</b>			
Total Assets	£71,793.82	£72,229.93	£71,044.99
less Fixed Assets	-£27,061.37	-£27,673.32	-£29,823.25
	£44,732.45	£44,556.61	£41,221.74
less Liabilities	-£13,731.22	-£25,253.33	-£33,196.61
<b>Current Reserve</b>	<b>£31,001.23</b>	<b>£19,303.28</b>	<b>£8,025.13</b>
<b>Recommended minimum net current assets</b>	<b>£25,000.00</b>	<b>£25,000.00</b>	<b>£25,000.00</b>

Chesham & District Community Association  
Income & Expenditure  
Turnover to date - year ended 31 March 2022

		31-Mar-22		31-Mar-21		31-Mar-20
Badminton		£2,320.23		£0.00		£4,020.00
Bowls (Friday)		£600.00		£0.00		£0.00
Bowls (Pioneer)		£434.00		£0.00		£530.20
Pioneer Bowls		£0.00		£0.00		£0.00
Over 50s Bowls		£0.00		£0.00		£1,736.60
U3A Bowls		£0.00		£0.00		£555.00
Table Tennis		£5,564.95		£1,277.50		£3,539.55
<b>Current Activities</b>		<b>£8,919.18</b>		<b>£1,277.50</b>		<b>£10,381.35</b>
Discounted Activities		£0.00		£0.00		£4,164.73
<b>Total Activities</b>		<b>£8,919.18</b>		<b>£1,277.50</b>		<b>£14,546.08</b>
Rent and Service Charges	£62,862.15		£16,569.17		£75,557.61	
Commercial Rents	£25,981.20	£88,843.35	£25,028.00	£41,597.17	£25,455.75	£101,013.36
Membership Fees		£1,806.00		£741.20		£2,501.93
Donations Received		£930.86		£783.75		£2,433.37
Tax recovered - Membership & Donations		£513.84		£203.84		£512.00
Jackie's Quiz		£0.00		£0.00		£1,445.90
Fundraising Activities		£555.00		£400.00		£2,207.43
Grants		£21,741.00		£36,866.00		£4,025.00
Bank Interest Received		£38.45		£158.52		£368.99
<b>Total Income</b>		<b>£123,347.68</b>		<b>£82,027.98</b>		<b>£129,054.06</b>
<b>Administrative Costs</b>						
Salary	£50,346.62		£41,506.46		£58,510.13	
Job Retention Scheme	-£8,579.95		-£24,363.26		£0.00	
Employer Pension Contributions	£523.55		£376.64		£539.08	
Accountants Fees	£748.80	£43,039.02	£936.00	£18,455.84	£2,643.00	£61,692.21
Electricity	£6,617.63		£4,449.83		£6,707.94	
Gas	£5,810.63		£5,652.56		£5,916.34	
Insurance	£7,411.54		£6,492.24		£5,563.18	
Security System Maintenance	£817.04		£817.39		£980.14	
Telephone Costs	£1,716.63		£1,576.85		£1,549.38	
Waste Removal	£2,757.71		£2,213.38		£2,456.56	
Water Supply	£1,389.36		£1,618.72		£1,496.45	
Water/Waste (Sewerage)	£1,143.52		£1,161.79		£1,216.68	
Water Machine Hire / Maintenance	£0.00		£436.62		£376.74	
	<b>£27,664.06</b>	<b>£27,664.06</b>	<b>£24,419.38</b>	<b>£24,419.38</b>	<b>£26,263.41</b>	<b>£26,263.41</b>
Repairs, Renewals and Maintenance	£35,610.98		£20,458.06		£86,710.33	
Cleaning Materials	£1,437.70	£37,048.68	£517.24	£20,975.30	£3,002.06	£89,712.39
General Office Costs		£246.54		£222.50		£579.32
Accounting System		£432.00		£417.60		£448.88
Computer Costs		£260.00		£0.00		£0.00
Website		£146.00		£92.00		£275.00
Photocopier Rental	£1,728.00		£1,728.00		£1,728.00	
Photocopying Income	-£141.75	£1,586.25	-£5.00	£1,723.00	-£247.62	£1,480.38
Postage & Stationery		-£22.10		-£35.20		£43.48
Print Supplies		£84.82		£46.41		£189.27
PRS/PPL & MPL Licences	£644.54		£2,574.88		£2,476.71	
PRS/PPL Recoveries	-£930.00	-£285.46	-£390.00	£2,184.88	-£1,513.60	£963.11
Premises/Personal Licences		£200.00		£200.00		£200.00
Brochure		£0.00		£0.00		£485.00
Bank Fees		£149.46		£68.51		£592.68
Debit Card Machine		£504.64		£365.74		£466.63
Legal & Professional Fees		£0.00		£0.00		£2,640.00
Depreciation		£1,945.95		£2,149.93		£2,866.58
Bad Debts Write off		£0.00		£1,402.35		£0.00
<b>Total Administrative Costs</b>		<b>£112,999.86</b>		<b>£72,688.24</b>		<b>£188,898.34</b>
<b>Operating Surplus / Deficit</b>		<b>£10,347.82</b>		<b>£9,339.74</b>		<b>-£59,844.28</b>
<b>Other Income</b>						
Bar Sales		£4,345.62		£0.00		£13,160.72
Bar Stock - Coronavirus write-off		£0.00		-£211.52		-£342.35
Bar Purchases		-£3,607.46		£0.00		-£9,403.56
Refreshments Inc/exp		£0.00		£0.00		£389.78
<b>Total Other Income</b>		<b>£738.16</b>		<b>-£211.52</b>		<b>£3,804.59</b>
<b>Overall Surplus / Deficit on Activities</b>		<b>£11,086.00</b>		<b>£9,128.22</b>		<b>-£56,039.69</b>