



# **Chesham & District Community Association**

**Charitable Incorporated Organisation No. 1168816**

## **Annual Report**

**for the year ended 31st March 2024**

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

# **Annual Report**

**for the period from  
1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2024**

## **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                             |
| • John Graham       | 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.

*How the Association is governed:* The Association is governed by a Board of Trustees and a Management Committee.

### *Trustee Selection methods:*

- The Persons forming the Management Committee may be representatives of individual groups or ordinary members.
- The Trustees have, so far, not considered it necessary to hold separate meetings with all matters covered by the regular Management Committee meetings.
- 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.

### *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.

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.

#### **Achievement and challenges facing the Charity:**

##### **Achievements:**

- We have now completed painting the entire building, refurbished and replaced all flooring, curtains and blinds.
- All kitchens have been refurbished which has resulted in increased use including some cooking courses.
- We have resurfaced the car park which has made the entrance more appealing and the surface safer in cold weather.
- We received a grant to insulate the roof spaces and we have also installed sensor light switches in the toilet blocks. Hopefully these measures and others will reduce our carbon footprint and energy bills.
- We have renovated the bar and lounge room to create a more spacious and flexible space.

##### **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.

#### **Financial Review**

The Trustees are required to set a recommended level of reserves (in the form of current assets) to cover immediate and complete closure of the Centre for whatever reason. The Trustees decided this figure should be agreed at three months expenditure which was set at £25,000. Currently our reserves are well above this level.

**Registered number 1168816**

**Chesham & District Community Association**

**Accounts**

**31 March 2024**

## **Treasurer's Overall Summary**

Formal audited accounts are not required for the Association due to the comparative size of our finances. 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 the accounts.

During the year we received a charitable donation of £185,000 to upgrade our facilities, including essential maintenance which of necessity would otherwise have been spread over some years. Much of this work has now been completed or nearing completion. However, a specific project scheduled for August 2024 is to remove the asbestos tiles in the downstairs kitchen, replacing the roof, and improving its insulation properties. A contract for this work has been agreed at £33,732.

Although total income for the year has exceeded expenditure by £125,629, this is after receipt of the £185,000 referred to above, and over £74,000 spent on repairs. It is important to understand the funds received are not to be used to subsidise current day to day expenditure.

Over the past three years we have spent £195,000 upgrading and redecorating the building and resurfaced the car park. We believe this has significantly improved the ambiance of our facilities.

In my report last year, I explained we had been lent £25,000 by the Heart of Bucks Charity towards the cost of resurfacing the car park. It was intended the loan would be repaid over five years. However, following receipt of the large donation we have repaid this loan, saving future finance costs.

I am very pleased to say our financial position is now strong. This is in no small part due to the generous donation received for which I must express sincere thanks.

John Hatton

Treasurer.

**Income & Expenditure Account**  
**Chesham & District Community Association**  
**For the year ended 31 March 2024**

Account	2024	2023
<b>Turnover</b>		
<b>Activities Income</b>		
Badminton	£1,966.60	£3,406.40
Bowls (Pioneer)	£616.20	£613.50
Bowls (Friday)	£630.00	£844.50
Table Tennis	£5,078.50	£5,068.25
<b>Total Activities Income</b>	<b>£8,291.30</b>	<b>£9,932.65</b>
<b>Room Hire &amp; Rents</b>		
Rents	£24,659.40	£24,729.00
Room Hire	£74,508.39	£68,546.33
	£99,167.79	£93,275.33
<b>Total Room Hire &amp; Rents</b>	<b>£107,459.09</b>	<b>£103,207.98</b>
<b>Membership, Donations, Fund Raising</b>		
Membership Fees	£1,454.00	£1,458.00
Donations Received	£508.40	£1,097.70
Tax recovered - Membership & Donations	£320.65	£398.18
Donations - Car Park Appeal	£623.86	£2,677.03
Tax recovered - Special Appeals		£357.55
Fundraising Activities	£621.00	£989.00
Legacy		£500.00
Distribution from Charitable Trust	£185,000.00	
Grants, etc	£10,800.00	£14,953.52
Bank Interest Received	£4,006.92	£68.87
<b>Total Membership, Donations, Fund Raising</b>	<b>£203,334.83</b>	<b>£22,499.85</b>
<b>Total Turnover</b>	<b>£310,793.92</b>	<b>£125,707.83</b>

**Administrative Costs**

<b>Salaries &amp; Accountancy Costs</b>			
Salary	£53,703.00		£51,577.71
Employer Pension Contributions	£571.32		£574.90
Office Wages - Self Employed Staff	£968.00		
Accounting System	£489.60		£460.80
Accountants Fees	£900.00		£864.00
<b>Total Salaries &amp; Accountancy Costs</b>	<b>£56,631.92</b>		<b>£53,477.41</b>
<b>Utilities Costs</b>			
Electricity	£11,914.72		£7,348.08
Gas	£12,896.43		£11,172.09
Insurance	£9,249.41		£8,436.76
Security System Maintenance	£1,364.46		£866.87
Telephone Costs	£2,824.45		£1,756.83
Water Supply	£1,796.90		£1,477.11
Waste Water (Sewerage)	£1,246.23		£1,241.70
Waste (Bins)	£3,558.79		£3,076.15
<b>Total Utilities Costs</b>	<b>£44,851.39</b>		<b>£35,375.59</b>
<b>Repairs &amp; Maintenance</b>			
Repairs, Renewals and Maintenance	£74,043.80		£37,418.52
Cleaning Materials	£3,476.02		£1,817.01
<b>Total Repairs &amp; Maintenance</b>	<b>£77,519.82</b>		<b>£39,235.53</b>
<b>General Expenditure</b>			
General Office Costs	£572.62		£751.18
Website/computers/IT	£1,162.20		£101.00
Photocopier Rental	£432.00		£1,728.00
Photocopying Income	-£25.91		-£110.05
	£406.09	£406.09	£1,617.95
Print Supplies	£106.16		£123.31
PRS/PPL & MPL Licences	£1,232.53		£2,032.02
PRS/PPL Recoveries	-£1,134.00		-£972.00
	£98.53	£98.53	£1,060.02
Premises/Personal Licences	£200.00		£200.00
<b>Total General Expenditure</b>	<b>£2,545.60</b>		<b>£3,853.46</b>
<b>Finance Costs</b>			
Heart of Bucks Loan fees	£1,000.00		
Bank Fees	£110.09		£135.87
Streamline Card Machine Charges	£720.78		£713.13
<b>Total Finance Costs</b>	<b>£1,830.87</b>		<b>£849.00</b>
<b>Depreciation &amp; Amortisation of Assets</b>			
Depreciation	£1,094.60		£1,459.46
Car Park Resurfacing Amortisation	£1,952.40		
<b>Total Depreciation &amp; Amortisation of Assets</b>	<b>£3,047.00</b>		<b>£1,459.46</b>
<b>Total Administrative Costs</b>	<b>£186,426.60</b>		<b>£134,250.45</b>
<b>Operating Surplus (Deficit)</b>	<b>£124,367.32</b>		<b>-£8,542.62</b>
<b>Bar Income &amp; Expenditure</b>			
Bar Sales	£6,914.56		£9,238.70
Bar Purchases	-£5,652.81		-£7,229.39
<b>Total Bar Income &amp; Expenditure</b>	<b>£1,261.75</b>	£1,261.75	<b>£2,009.31</b>
<b>Surplus (Deficit) of Income Over Expenditure</b>	<b>£125,629.07</b>		<b>-£6,533.31</b>
<b>Surplus of Income over Expenditure</b>	<b>£125,629.07</b>		<b>-£6,533.31</b>

Balance Sheet  
Chesham & District Community Association  
As at 31 March 2024

Account	31 Mar 2024	31 Mar 2023
<b>Fixed Assets</b>		
<b>Tangible Assets</b>		
Buildings	£21,223.52	£21,223.52
Furniture, Fittings, & Equipment	£25,272.68	£25,272.68
Depreciation F&F	<u>-£21,988.89</u>	<u>-£20,894.29</u>
	£3,283.79	£4,378.39
Car Park Resurfacing	£48,560.40	
Car Park Resurfacing Amortisation Fund	<u>-£1,952.40</u>	
	<u>£46,608.00</u>	
<b>Total Fixed Assets</b>	<b><u>£71,115.31</u></b>	<b><u>£25,601.91</u></b>
<b>Current Assets</b>		
<b>Cash at bank and in hand</b>		
Barclays Bank Current Account	£764.51	£6,915.74
Streamline Card Machine Payments Due	£156.78	£8.00
Virgin Money Charity Deposit Account		£25,506.11
CCLA/COIF - CO3042335 - General Reserve	£106,640.00	£207.87
Bar Float	£50.00	£137.50
Office Float		£18.60
<b>Total Cash at bank and in hand</b>	<b><u>£107,611.29</u></b>	<b><u>£32,793.82</u></b>
Invoices receivable	£4,227.07	£237.60
Bar Stock	<u>£147.81</u>	<u>£475.94</u>
<b>Total Current Assets</b>	<b><u>£111,986.17</u></b>	<b><u>£33,507.36</u></b>
<b>Creditors: amounts falling due within one year</b>		
Invoices payable	£1,655.69	£2,661.67
Rent Deposits	£2,480.00	£2,480.00
Chesham Art Society - Club Funds		£36.80
Chesham Folk Club - Club Funds	£1,807.43	£2,401.51
<b>Total Creditors: amounts falling due within one year</b>	<b><u>£5,943.12</u></b>	<b><u>£7,579.98</u></b>
<b>Net Current Assets (Liabilities)</b>	<b><u>£106,043.05</u></b>	<b><u>£25,927.38</u></b>
<b>Total Assets less Current Liabilities</b>	<b><u>£177,158.36</u></b>	<b><u>£51,529.29</u></b>
<b>Net Assets</b>	<b><u>£177,158.36</u></b>	<b><u>£51,529.29</u></b>
<b>Funds</b>		
General Fund - Brought Forward	£51,529.29	£58,062.60
Current Year Earnings	<u>£125,629.07</u>	<u>-£6,533.31</u>
<b>Total Funds</b>	<b><u>£177,158.36</u></b>	<b><u>£51,529.29</u></b>