



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/04 2020** To **31/03/2021**

Charity name: **Sycamore Halls Community Association**

Charity registration number: **1169184**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To run local community centre to help benefit the local community
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provide three community spaces for hire for free for community use; at charity rate for registered charities or at a reasonable hourly rate for local businesses
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	Provision of groups and activities at a reduced rate including a playgroup for parent and toddlers; a youth club for ages 7 - 17; over 55s lunch club and chair yoga.
Contribution made by volunteers	Para 1.38	Volunteers help us to run the Youth club, playgroup, and lunch club. Without them these services would not be possible.

Other		
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Nothing achieved due to Covid

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	A new business plan has been written for 2023
Performance of fundraising activities against objectives set	Para 1.41	None set due to Covid
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Balance 12646.73 See financial documents for full details
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have two reserve funds, one for emergencies and one that contains covid grant payments to aid with maintenance of the building and our administrators wages.
Amount of reserves held	Para 1.22	See financial documents for full details
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Hirer fees Grants
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are nominated and elected at AGM or EGM in special circumstances.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Constitution; Children & Vulnerable adults; Health & Safety; Equal Opportunities; Equality & Discrimination; Whistleblowing; Complaints; Data Protection; GDPR; Disciplinary & Grievance; Fraud, Theft & Any Bullying; Stress; Confidentiality; Volunteering
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Chair; Vice Chair; Secretary; Treasurer - Trustees/voluntary Administrator - paid role Project Leader - Youth Group/Voluntary Project Leader - Play Group/Voluntary Host/Hostess - Lunch Club/Voluntary
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Sycamore Halls Community Association
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Other name the charity uses	SHCA
Registered charity number	1169184
Charity's principal address	Sycamore Halls Community Centre Sycamore Way Winklebury Basingstoke RG23 8AB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Shirley Keer	Chair		
2	Matthew Clarke	Vice Chair		
3	Diana Clarke	Treasurer		
4	Martella Hayes	Secretary		
5	Angela Freeman	Trustee		
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Diana Clarke

SHIRLEY KEER

Full name(s)

Diana Maria Clarke

Shirley Marea Keer

**Position (eg
Secretary, Chair, etc)**

Treasurer

Chairperson

Date

20/08/2022

Receipts and payments accounts

For the period from

01/04/2020

To


31/03/2021

CC16a

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hirers - Hall	3,569	-	-	3,569	31,712
Cash Receipts -Hirers	744	-	-	744	7,586
Party - Hire	160	-	-	160	236
WYP	490	-	-	490	5,308
Advertising	-	-	-	-	240
Saplings	-	-	-	-	-
Grants	23,407	-	-	23,407	33,507
Hall Events	-	-	-	-	4,804
Other	18	-	-	18	1,190
Sub total (Gross income for AR)	28,388	-	-	28,388	84,584
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	28,388	-	-	28,388	84,584
A3 Payments					
Consumables	267	-	-	267	523
Stationary	-	-	-	-	12
Utilities	5,419	-	-	5,419	9,970
Advertising	-	-	-	-	1,631
Maintenances	8,984	-	-	8,984	36,075
Equipment	294	-	-	294	881
Training	-	-	-	-	-
insurance	118	-	-	118	961
Cleaning Materials	400	-	-	400	7,589
Event costs	-	-	-	-	4,361
Wages - Cleaner	7,109	-	-	7,109	6,721
misc	315	-	-	315	2,440
Sub total	22,906	-	-	22,906	71,163
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	22,906	-	-	22,906	71,163
Net of receipts/(payments)	5,482	-	-	5,482	13,420
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,629	-	-	15,629	-
Cash funds this year end	21,110	-	-	21,110	13,420

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds	
		to nearest £	to nearest £	to nearest £	
B1 Cash funds	Bank	21,110	-	-	This is the end balance
	Cash	-	-	-	
		-	-	-	
	Total cash funds	21,110	-	-	
	(agree balances with receipts and payments account(s))	OK	OK	OK	
		Unrestricted funds	Restricted funds	Endowment funds	
	Details	to nearest £	to nearest £	to nearest £	
B2 Other monetary assets		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)	
			-		
			-		
			-		
			-		
			-		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval		
		Matthew Clarke	11/5/2022		



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Sycamore Halls Community Association

On accounts for the year
ended

31/03/21

Charity no
(if any)

1169184

Set out on pages

Page 1 and 2

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/03/2021.

As the charity's trustees, 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 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

I have completed my examination. I confirm that no material matters have come to my attention 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 Charities 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:

Date: 15/05/22

Name:

Leslie James McEvoy

Relevant professional

ACMA, CGMA – CIMA

qualification(s) or body
(if any):

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Address:

33 Willoughby Way
Basingstoke
RG23 8AX

Section B

Disclosure

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

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

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