

## **Sherfield Park Community Association (SPCA) Trustees Report**

**For year ending 30 September 2023**

### **Introduction**

The Sherfield Park Community Association (SPCA) is a registered charity dedicated to running Sherfield Park Community Centre and enhancing the quality of life for the residents of Sherfield Park and surrounding areas through the provision of a wide range of activities and events. The Trustees are pleased to present their annual report together with financial statements for the year ending September 2023.

### **Objectives and Activities:**

**Mission Statement** : Sherfield Park Community Association (SPCA) provides a safe and welcoming space for everyone visiting its amenities. We are the heart of our community offering a broad range of activities, events, and support that promote inclusiveness and social cohesion, and facilitates the personal growth development and well being of residents in our local and neighbouring communities.

### **Key Activities:**

- Community Events : Organizing social, cultural and recreational events
- Youth Programs : Providing activities and support for younger people
- Support for Older adults : Offering services and activities for older residents
- Facility Management : Maintaining and managing the community centre and surrounding areas.
- Volunteer Engagement : Encouraging people to volunteer within the community.

### **Achievements and Performance:**

#### **Community Events:**

- Successfully organised the annual Sherfest music and food festival attracting over 1000 attendees.
- Successfully organised a wide range of community activities including a weekly café, craft evenings, pub nights, quizzes and both the Jubilee celebration and Kings Coronation Party.

#### **Youth Programs:**

- Continued with our weekly Wednesday night youth group, now split in to three age ranges due to substantial increase in number of attendees

#### **Support for Older adults**

- Grew the popular weekly café, and now have an average attendance of over 30.

- Continued our “warm space” initiative, providing a safe space for any resident who wants to drop in for a drink, snack or just a chat.
- Continue to support the over 55’s social group on a weekly basis with a variety of events including quizzes, socials and talks. We also secured funding to towards the cost of a coach for them to take a day trip out.

### **Facility Management:**

- Completed a number of repairs to the community centre to maintain its comfort, and safety for all users.

### **Governance and Structure:**

- Trustees : The Board of Trustees is responsible for the governance and strategic direction of the SPCA. We successfully recruited a number of trustees throughout the year, and now have a full board.
- Meetings : The board met monthly to review performance, plan activities and ensure compliance with legal and financial requirements. All minutes for these meetings are then published on our website.

### **Staff and Volunteers :**

- SPCA employs two full time staff members who manage daily operations and coordinate activities, alongside 3 youth workers, our caretaker /handyman and a team of dedicated volunteers.

### **Plans for the future**

#### **Strategic goals for 2023/2024**

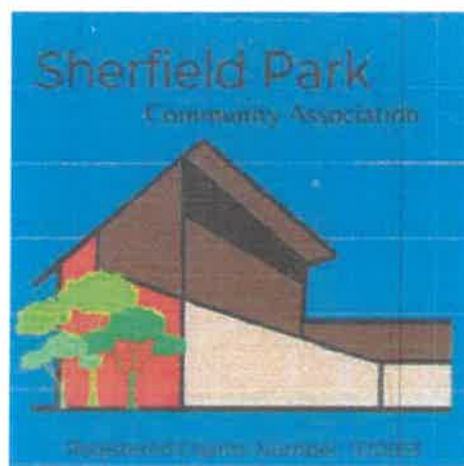
- Expand Outreach programs to engage more residents particularly those who are suffering loneliness and isolation, as well as those who may have mental health needs such as dementia.
- Enhance digital engagement through a revamped website, and increased social media presence.
- Continue to source and apply for grants to raise funds for further facility improvements, or to expand our current activities programme.
- Partner with, and work with local companies such as Sovereign network, on joint initiatives.

### **Conclusion:**

The Trustees would like to thank all the volunteers, staff, partners and residents who have contributed to the success of the Sherfield Park Community Association over the past year. We look forward to building on our achievements and continuing to serve the Sherfield Park community in the coming year.

Audrey Gordon

Chair of Trustees



**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2023**

**Charity Number 1170953**

## **SHERFIELD PARK COMMUNITY ASSOCIATION TRUSTEES INFORMATION**

<b>Trustees</b>	Audrey Gordon (Chairman) Sarah Morgan (Treasurer) Claire Walker Sue Yearsley Ian Pegram Davina Kimber – Appointed 29 March 2023 Matt Reeves – Appointed 3 May 2023 Mark Gardener – Appointed 3 May 2023 Helen Jones – Appointed 23 May 2023 Sally Palmer – Appointed 21 June 2023
<b>Charity Number</b>	1170953
<b>Principle Address</b>	Sunwood Drive Sherfield-on-Loddon Hook Hampshire RG27 0FP
<b>Independent Examiner</b>	PKB Accountants Limited Beechey House 87 Church Street Crowthorne RG45 7AW
<b>Bankers</b>	Barclays Bank PLC 8 Market Place Basingstoke Hampshire RG21 7QA

# **INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF SHERFIELD PARK COMMUNITY ASSOCIATION**

## **Independent examiner's report to the Trustees of Sherfield Park Community Association**

I report to the Trustees on our examination of the financial statements of the charity ("the Trust") for the year ended 30 September 2023.

### **Responsibilities and basis of report**

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

Having satisfied myself that the accounts of the charity are not required to be audited and are eligible for independent examination, I report in respect of my examination of the Trust's accounts carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I can 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records
- the accounts do not comply with the accounting requirement 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; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no major 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.

*PKB Accountants Limited*

**PKB Accountants Limited  
Beechey House  
87 Church Street  
Crowthorne  
RG45 7AW**

**Date: 13 May 2024**

**SHERFIELD PARK COMMUNITY ASSOCIATION  
RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

	Notes	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
<b>RECEIPTS</b>					
Charitable activities		8,667	-	8,667	4,125
Grants and Donations	1	5,824	26,624	32,448	6,115
Fundraising activities		18,822	-	18,822	18,372
Hire Charges		75,288	-	75,288	70,039
Rental income		25,738	-	25,738	22,485
Other income		538	-	538	29
		<b>134,877</b>	<b>26,624</b>	<b>161,501</b>	<b>121,165</b>
<b>PAYMENTS</b>					
Charitable activities		2,272	796	3,068	1,558
Fundraising and events		11,431	2,016	13,447	11,345
Employee costs		40,115	5,971	46,086	42,050
Cleaning costs		17,960	-	17,960	18,833
Administration		213	-	213	213
Maintenance		28,119	-	28,119	16,907
Utilities		9,572	3,625	13,197	12,746
Insurance & Licensing		3,069	-	3,069	5,332
Asset Purchases replacements	3	851	568	1,419	3,132
Other (including Sundry)		2,788	-	2,788	1,409
Professional Fees		1,116	-	1,116	1,060
		<b>117,506</b>	<b>12,976</b>	<b>130,483</b>	<b>114,605</b>
<b>Net receipts/ payments</b>		<b>17,371</b>	<b>13,648</b>	<b>31,019</b>	<b>6,560</b>
<b>Cash funds at the beginning of the year</b>		<b>89,727</b>	<b>-</b>	<b>89,727</b>	<b>83,167</b>
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<b>Cash funds at the end of the year</b>		<b>107,098</b>	<b>13,648</b>	<b>120,746</b>	<b>83,167</b>

**SHERFIELD PARK COMMUNITY ASSOCIATION  
ASSETS AND LIABILITIES  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

	Notes	2023 £	2022 £
<b>ASSETS</b>			
<b>Cash Funds</b>			
Cash and Bank		18,567	19,179
Cash Reserves		100,701	68,796
		<u>119,268</u>	<u>87,975</u>
<b>Other Monetary assets</b>			
Debtors		2,244	1,750
<b>Fixed Assets for the Charity's own use</b>			
	3		
Gifted assets		16,798	16,798
Purchased assets		59,341	59,341
		<u>76,139</u>	<u>76,139</u>
<b>Total Assets</b>		<u>197,651</u>	<u>165,864</u>
<b>LIABILITIES</b>			
Refunds due		-	-
Tax liabilities		385	-
Supplier amounts due		-	-
		<u>-</u>	<u>-</u>
<b>Total Liabilities</b>		<u>385</u>	<u>-</u>
<b>Net Assets</b>		<u>197,266</u>	<u>165,864</u>

Approved by the trustees on the 9 May 2024 and signed on their behalf by:



**Audrey Gordon  
(Chairman)**

**SHERFIELD PARK COMMUNITY ASSOCIATION  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

**1. Donations and Grants**

Donations kindly received in the year were all unrestricted.

Restricted fund grants received in the year have been allocated in accordance with the Grantor's wishes.

Fundraising income received in the year consists of restricted income that has been allocated in accordance with the fundraising purpose.

**2. Trustees expenses**

There were no trustees' expenses paid for the year ended 30 September 2023 nor for the year ended 30 September 2022.

**3. Fixed Assets for the Charity's own use**

<b>Unrestricted assets - Cost</b>	<b>Furniture Fixtures and Fittings</b>	<b>Computers and other equipment</b>	<b>Sporting and Development equipment</b>	<b>Total</b>
As at 1 October 2022	63,670	11,494	975	76,139
Gifted additions	-	-	-	-
Purchased additions	-	-	-	-
Disposals	-	-	-	-
<b>As at 30 September 2023</b>	<b>63,670</b>	<b>11,494</b>	<b>975</b>	<b>76,139</b>

During the year the charity purchased replacement assets which are shown in the summary of receipts and payments. None of these assets have been capitalised due to the nature of the purchase and their immateriality.

**4. Going concern**

At the time of approving the receipts and payments account, the trustees, have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the income and expenditure account.



To: PKB Accountants Limited  
Beechey House  
87 Church Street  
Crowthorne  
Berkshire  
RG45 7AW

Dear Sirs

**Letter of representation in respect of Sheffield Park Community Association**

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your independent examination of the charitable company's financial statements for the year ended 30<sup>th</sup> September 2023. These enquiries have included inspection of supporting documentation where appropriate and are sufficient to satisfy ourselves that we can make each of the following representations. All representations are made to the best of our knowledge and belief.

**General**

- 1 We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK) and that you do not express an audit opinion.
- 2 We confirm that the charitable company qualifies as small in accordance with the conditions set out in chapter 1 of part 15 of the Companies Act 2006.
- 3 We confirm that the charitable company was entitled to exemption under section 144 of the Charities Act 2011 the requirement to have its financial statements for the financial year ended 30<sup>th</sup> September 2023 audited. We also confirm that the members have not required the company to obtain an audit of its financial statements for the financial year in accordance with section 476 of the Companies Act 2006.
- 4 We have fulfilled our responsibilities as directors / trustees as set out in the terms of your engagement letter, under the Companies Act 2006 or preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.
- 5 All the transactions undertaken by the charitable company have been properly reflected and recorded in the accounting records.
- 6 All the accounting records have been made available to you for the purpose of your independent examination. We have provided you with unrestricted access to all appropriate persons within the charitable company, and with all other records and related information requested, including minutes of all management and trustee meetings and correspondence with The Charity Commission.
- 7 The financial statements are free of material misstatements, including omissions.
- 8 The effects of uncorrected misstatements (as set out in the appendix to this letter) are immaterial both individually and in total.

**Assets and liabilities**

- 9 The charitable company has satisfactory title to all assets and there are no liens or encumbrances on the charitable company's assets, except for those that are disclosed in the notes to the financial statements.
- 10 All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.
- 11 We have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.

**Accounting estimates**

- 12 Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

**Loans and arrangements**

- 13 The charitable company has not granted any advances or credits to, or made guarantees on behalf of, directors other than those disclosed in the financial statements.

**Legal claims**

- 14 We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for, and disclosed in, the financial statements.

**Laws and regulations**

- 15 We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

**Related parties**

- 16 Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with legislative and accounting standards requirements.

**Subsequent events**

- 17 All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

**Going concern**

- 18 We believe that the charitable company's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charitable company's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charitable company's ability to continue as a going concern need to be made in the financial statements.

**Grants and donations**

- 19 All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

**Accounting policies**

- 20 We confirm that these are appropriately adopted and disclosed.

**Valuation of donated goods**

- 21 We confirm that the value attributed to donated goods has been fairly calculated by the Directors/trustees based on anticipated market value of the assets.

**Going concern**

- 22 We believe that the charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.

Yours faithfully

*Audrey*

.....  
Audrey Gordon

Signed on behalf of the board of trustees

Date: 10/06/2024

Chairman: A Gordon

Trustees: SA Gordon, S Morgan, C Walker, S Yearsley, I Pegram, D Kimber, M Reeves, M Gardener, H Jones, S Palmer

Registered Office: Sherfield Park Community Centre, Sunwood Drive, Sherfield-on-Loddon, Hook, RG27 0FP

Registered in England and Wales

Company No: CE009516

Charity No:1170953