

PETERSFIELD COMMUNITY ASSOCIATION

England & Wales · Charity number 1179587

Details

Status Registered

Legal form CIO

Registered 2018-08-17

Register [View on the Charity Commission register](#)

Contact

Address Petersfield Community Centre
Love Lane
Petersfield
GU31 4BW

Phone 01730 637246

Email CONTACT@PETERSFIELDCOMMUNITYCENTRE.ORG.UK

Website <http://www.petersfieldcommunitycentre.org.uk>

Activities

Objects: TO FURTHER OR BENEFIT THE RESIDENTS OF PETERSFIELD, HAMPSHIRE AND ITS NEIGHBOURHOOD, WITHOUT DISTINCTION OF GENDER, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING TOGETHER THE SAID RESIDENTS AND THE LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE FOR THE RESIDENTS. IN FURTHERANCE OF THESE OBJECTS BUT NOT OTHERWISE, THE TRUSTEES SHALL HAVE POWER: TO ESTABLISH OR SECURE THE ESTABLISHMENT OF A COMMUNITY CENTRE AND TO MAINTAIN OR MANAGE OR CO-OPERATE WITH ANY STATUTORY AUTHORITY IN THE MAINTENANCE AND MANAGEMENT OF SUCH A CENTRE FOR ACTIVITIES PROMOTED BY THE CHARITY IN FURTHERANCE OF THE ABOVE OBJECTS.

Activities: To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Religious Activities, Arts/culture/heritage/science, Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Hampshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£79,259	£76,850	-	-
2024-03-31	£66,579	£60,712	-	-
2023-03-31	£65,400	£86,460	-	-
2022-03-31	£80,139	£49,588	-	-
2021-03-31	£46,199	£43,041	-	-

Trustees

Name	Role	Appointed
Michael William Park	Chair	2022-03-22
Beryl Smith		2024-11-01
GARY MICHAEL BUTLER		2025-07-10
Jamie McDougall		2024-05-31
Nicholas Paul Spong		2024-11-01
Noel Thomson		2023-10-09
Robert Brown		2025-09-24
Vincent Choi		2023-10-20
Violet Agnes Park		2025-05-23

Accounts

PETERSFIELD COMMUNITY ASSOCIATION

REGISTERED CHARITY NUMBER 1179587

**ACCOUNTS
and
TRUSTEES REPORT**

FOR THE YEAR ENDED 31 MARCH 2025



PETERSFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER 1179587

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

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CHARITY INFORMATION

Trustees:	Mrs E (Liz) Moss – Chair Mr Mike Park – Buildings Manager Mrs Lyndsey Gilbey Mrs Gill Jolly Ms Liz Payze (retired 22.3.24) Mr Roger Pendell (retired 22.3.24) Mr Laurie Redstone – Temp Treasurer (Dec) Mr Bill Organ Mr John Williams (resigned 9.5.23) Mr Luc Blais (resigned 11.12.23) – Treasurer Ms Megan Sheeham (appointed 21.6.23) Noel Thompson (appointed 9.10.23)
Treasurer:	Mrs Jenny Broadhead
Charity Number:	1179587
Principal Office:	Petersfield Community Association The Centre Love lane Petersfield Hampshire GU31 4BW
Independent Examiner:	Mr G R Beer MA (Cantab) FCA 4, Chilgrove House, Marden Way Petersfield Hampshire GU31 4PU
Bankers:	Natwest Bank 250 Bishopsgate, London, EC2M 4AA

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Petersfield Community Association has existed as a charity since 25/5/71.

In 2018 the Charitable Trust was changed to a Charitable Incorporated Organisation (CIO) and given a new charity number 1179587

A committee of trustees elect all officers. The day-to-day management is delegated to a part-time manager.

The named Officers of the Association together with the Centre Manager form a Senior Management Team (SMT), which communicates when matters arise that cannot wait until a full committee meeting is convened.

Trustee Management meetings occurred on 31 May, 3 August, 1 November 2004 and 21 March 2005.

Outside representatives were Cllr L Bevan (EHDC) and Cllr Phil Shaw (PTC)

The AGM was held on 17 July 2024.

Objectives (public benefit)

The objectives of the Association, as laid out in the constitution are:

To promote the benefit of the inhabitants of Petersfield and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with object of improving the conditions of life for the said inhabitants.

To maintain and manage the Community Centre in furtherance of these objects.

Activities

The rooms of the community centre are hired out to groups and clubs from Petersfield and the surrounding area, in accordance with the objectives.

Staff and Volunteers

The office (open weekday mornings) was staffed by a salaried manager, centre assistant and a total of 4 volunteers during the year. A caretaker and assistant caretakers were also employed for cleaning and some maintenance.

PETERSFIELD COMMUNITY ASSOCIATION**TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)****ACHIEVEMENTS AND PERFORMANCE****Usage of the centre**

	2024-25	2023-24
No. of Bookings taken for year (4 rooms plus kitchen)	3016	2869

Number of Hirers of Rooms in Centre	2024-25	2023-24
Regular (most weekly or more, all at least monthly)	48	69
Occasional (less than monthly)	14	18
Casual (once only)	36	35
Total No. of hirers	99	122

Groups Using the Centre

Petersfield Academy of Dance	Health Visitors Advice Clinic	Philatelic Federation
Age Concern Lunch Club	Hidden Hearing	Pilates - Emma Cordingley
Altonian Care Ltd	History Group	Private Children's party x 5
Ancient Order of Foresters	Hope Church	Private Dance Lesson x 2
Art Life	Junior Phoenix	Private Dance Practice
Arts Society	Kitbags Live On	Private Photographic Sale
Beth Svarovska Pilates	Kowasabi Japanese Community School	Private Photography Session
Bjarnar Folk	Kumon Maths & English	Private Session
Bobbie's Yoga	Lion and Unicorn Players	Private Wake
Bridge Practice	Lions Bridge Competition	Restorative Yoga
Broadway Park	Liss Forest Ballet	Rural Refugee Network
Buriton Art Group	Little City UK	Sailors Linedanz Club
Canine Partners	Love 4 Life	Sam Taylor Private Booking
CCADS Theatre	Mini First Aid	Solent Stamps (for Panda Fairs)
Charman Creation Ltd	Mummy Matters Course	Southern Health NHS Foundation
Create	Narcotics Anonymous	Springboard Speech
Dog Training Society	Nationwide Gold Ltd	Stop Domestic Abuse
Draw with George	Pact Christmas Dinner	Stroke Support
East Hants Conservative Association	Papercraft	Tai Chi Group
East Hants Primary Care Network	PERCH (Climate Group)	Tai Chi Practice
EH Labour Party	Petersfield & District Angling Club	The Creation Station
Entertainment Events Ltd	Petersfield & District Beekeepers Assn	The Grange Surgery
Fairthorn Consultancy	Petersfield & District Philatelic Society	The Square Strummers
Friday Bridge Group	Petersfield Bridge Club	Townswomen's Guild
Friends of Petersfield Heath	Petersfield Conservative Association	U3A
Friends of Petersfield Hospital	Petersfield Jazz & Blues	Upholstery
Gaming Group	Petersfield Photographic Society	Watercolour Improvers
Gerald Pilkington First Aid	Petersfield Stitchers	We Buy Vintage
Green A Team	Petersfield Twinning Association	West Sussex Children's Services
Guide Dogs	Petersfield Womans Institute	Winton House
Hampshire Farmers Market	PHA Homes	Young Farmers Clubs

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)

CHAIR'S REPORT: 2024-2025

This is my first term as the Chair of the Trustees after having recently taken over the role from our previous Chair, Liz Moss. I wish to thank Liz for all of the excellent work and time she has dedicated to the running of the PCA in the past years.

The PCA continues to be a well-used and respected community facility. Our wide range of groups and activities ensure a good level of income allowing us to keep room hire prices stable and probably the lowest in the area. Hire charges were frozen this year, but they will increase 2% from January 2026.

We have maintained an excellent level of building maintenance thanks to our very talented caretaker/handyman Richard. A 'stitch in time' approach rather than trouble shooting being our adopted mantra. Our next big project is to have the partition wall, between the Main Hall and the Club room replaced, hopefully within the next few months. Last years project to install solar panels on the flat roof has already started to benefit the Centre by lowering our energy costs.

Our trustees have benefitted from 2 new members recently although 4 longstanding trustees, Liz Moss, Laurie Redstone, Bill Organ, and Gill Jolly, have stood down in accordance with our constitution. We are currently seeking to further expand our number of Trustees by contacting not only our existing users but other local Community organisations to hopefully increase our numbers.

Emma continues to run a tight ship as PCA manager, her excellent people skills and knowledge of everything PCA related makes her invaluable to the Association. She is well supported by a brilliant team of volunteers and paid staff.

PETERSFIELD COMMUNITY ASSOCIATION

MAINTENANCE OF PREMISES

Maintenance and improvements to the Centre and its land is the responsibility solely of the Petersfield Community Association and is carried out under the supervision of the House Manager, Mike Park, a member of the committee, along with the Centre Manager.

Comprehensive Risk Assessments and a Fire Risk Assessment of the building are carried out annually by the Manager under the supervision of the House Manager.

Minor day-to-day maintenance issues are handled by the Centre Manager and Caretaker.

In the year under report, the following repairs and improvements were carried out:

The building continues to need regular maintenance such as:

Boilers servicing and repairs

Annual checks on Fire Alarm, fire equipment and emergency lighting

Annual checks on CCTV and security system

Deep clean of carpets and flooring

Annual hedge trimming

The CCTV system was upgraded with new cameras and recorder

Solar panels were fitted to roof

PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

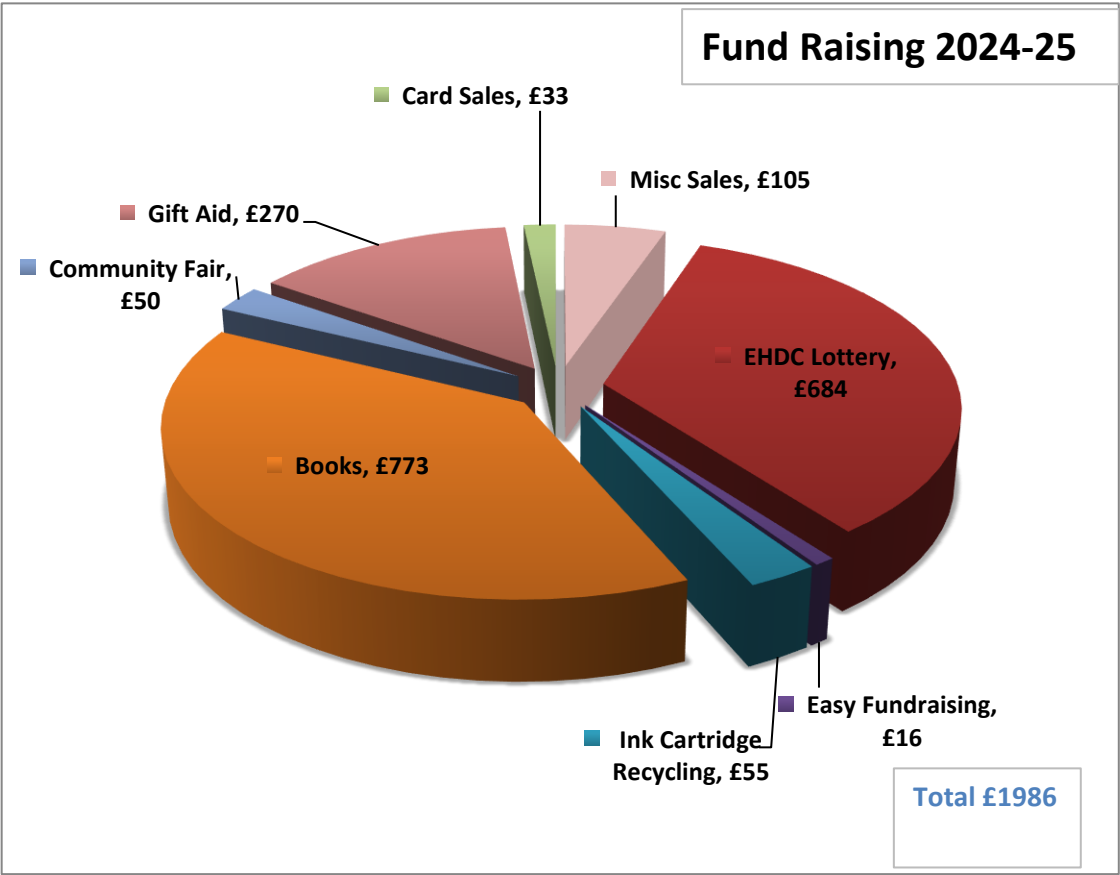
FUND RAISING

The Association has no regular revenue support from any Local Government body. Occasional donations and legacies provide welcome assistance when they occur but cannot be considered a reliable source of income. The Association depends on raising the necessary funding to meet all the running expenses of the centre through hire charges and internal fundraising activities.

The Community Fair is organised by the Stroke Support Group and run jointly with us. Most money raised goes to them, although table hire and some donations also come to us.

Fund Raising 2024-25

Misc Sales	£105
EHDC Lottery	£684
Easy Fundraising	£16
Ink Cartridge Recycling	£55
Books	£773
Community Fair	£50
Gift Aid	£270
Card Sales	£33
Total	£1,986



PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

FINANCIAL REVIEW –

Overview

The financial results for 2024-25 show an income of £77,540, expenditure of £75,131 with an overall surplus of £2,049. The number of hirers who used the centre were 99 which is slightly down from the previous year but the total number of bookings were up at 3016.

The total Net Assets (excluding the value of the Building and Land) increased to £140,630. The cash reserves are now held with Flagstone and are invested in different length fixed term accounts chosen with the short and longer term in view. This way we can obtain the best interest rates on offer, currently averaging over 4%. Due to the change in investment policy during the previous financial year the interest received this year was significant totalling £7,141.

The level of Reserves is maintained in accordance with the Association's policy of ensuring that it can continue to deliver its primary charitable function which is to serve the people of Petersfield and surrounding areas. It also ensures that we can undertake any structural repairs, renovation and improvements needed to keep the Centre building fully functional and fit for purpose.

The major project undertaken during the 2024-25 financial year was the installation of Solar Panels at a cost of £16650. We were most grateful to receive a generous donation of £1,000 towards this project from an anonymous donor. A grant of £8,000 from EHDC has been approved in principle but will not be shown in the accounts until it is actually received.

We are grateful to all those who support us through our fund raising activities and by giving us donations. All the money we receive goes towards keeping the level of room hire charges as low as we can achieve.

The estimated value of the Freehold Property remains at £1,253,385, an estimate as explained in the Accounting Policies Note 1 (e). This would only be realised at such time as the PCA decides to cease its work and the property is sold. Even then the rules of the Charity Commission mean that any money realised from the sale would have to pass to any successor organisation with the same charitable rules.

We maintain our policy of paying staff at rates in line with local government salary scales and where appropriate at levels set by the National Living Wage.

I took over as Treasurer part way through the 2024-25 financial year and thank Laurie Redstone for his excellent work as Acting Treasurer up to that point. We must all be profoundly grateful to Emma Bunday and her colleagues together with the team of volunteers who help in the office. Thanks to them the Centre is run professionally and efficiently. The day to day accounts are kept scrupulously. Thanks must also go to Gordon Beer for his input and guidance as the Independent Examiner of our accounts.

In summary, the Petersfield Community Association is in a good financial state and well able to maintain the essential service it provides to our community, now and for the foreseeable future.

Mrs. Jenny Broadhead Treasurer

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

PETERSFIELD COMMUNITY ASSOCIATION

Financial Review, Investment Policy and Reserves

Reserves Policy

Unrestricted funds are needed:

- a. To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and
- b. To cover administration fund-raising and support costs without which the charity could not function.

The trustees consider it prudent that unrestricted reserves should be sufficient:

- a. To cover one year's administration, fund-raising and support costs;
- b. To provide a pool equal to 10% of the average charitable expenditure over the preceding years from which funds can be designated to specific projects.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

I report to the trustees on my examination of the accounts of Petersfield Community Association for the year ended 31 March 2025.

Responsibilities and Basis of Report

As the trustees of the Charity 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 Charity’s accounts carried out under section 145 of the 2011 Act and 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 confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1.accounting records were not kept in respect of the Charity as required by section 130 of the Act; or

2 the accounts do not accord with those records; or

3.the accounts do 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.

G R Beer MA FCA
4, Chilgrove House
Marden Way
Petersfield, Hampshire GU31 4PU

2025

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

	2025.....				2024.....			
Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2025 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2024 £
Incoming Resources								
Hiring	64,063	0	0	64,063	57,777	0	0	57,777
Storage	1,908	0	0	1,908	1,872	0	0	1,872
Vending	577	0	0	577	520	0	0	520
Fund Raising	1,986	0	0	1,986	2,465	0	0	2,465
Grants and other Income	1,385	719	0	2,104	1,277	1,000	0	2,277
Interest	7,141	0	0	7,141	1,291	0	0	1,291
Legacy & Donations	360	1,000	0	1,360	257	0	0	257
Damage Account	120	0	0	120	120	0	0	120
Total resources incoming	77,540	1,719	0	79,259	65,579	1,000	0	66,579
Resources Expended								
Vending	483	0	0	483	344	0	0	344
Fund Raising	0	0	0	0	13	0	0	13
M & R Internal	2,643	719	0	3,362	2,685	1,000	0	3,685
M & R External	1,472	0	0	1,472	2,294	0	0	2,294
Projects	20,841	1,000	0	21,841	7,755	0	0	7,755
Licences & Subscriptions	(1,212)	0	0	(1,212)	1,561	0	0	1,561
Salaries & Wages	37,372	0	0	37,372	34,289	0	0	34,289
Overheads	13,532	0	0	13,532	10,771	0	0	10,771
Total resources expended	75,131	1,719	0	76,850	59,712	1,000	0	60,712

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025 (Continued)

	2005-----				2004-----			
Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2025 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2024 £
Net Incoming resources / (resources expended)	2,049	0	0	2,409	5,867	0	0	5,867
Transfer between funds	0	0	0	0	0	0	0	0
Funds brought forward at 1 April 2023	138,221	0	1,253,385	1,391,606	132,354	0	1,253,385	1,385,739
Funds carried forward at 31 March 2024	<u>£140,630</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,394,015</u>	<u>£138,221</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,391,606</u>

PETERSFIELD COMMUNITY ASSOCIATION
BALANCE SHEET
AS AT 31 MARCH 2025

		2025				2024			
	Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2025 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2024 £
Fixed Assets									
Tangible Assets	2	0	0	1,253,385	1,253,385	0	0	1,253,385	1,253,385
Investments – Flagstone		128,266	0	0	128,266	130,616	0	0	130,616
Total Fixed Assets		<u>128,266</u>	<u>0</u>	<u>1,253,385</u>	<u>1,381,651</u>	<u>130,616</u>	<u>0</u>	<u>1,253,385</u>	<u>1,384,001</u>
Current Assets									
Debtors and prepayments		1,234	0	0	1,234	1,239	0	0	1,239
Petty Cash		95	0	0	95	42	0	0	42
NatWest Current Account		13,023	0	0	13,023	9,728	0	0	9,728
Total Current Assets		<u>14,352</u>	<u>0</u>	<u>0</u>	<u>14,352</u>	<u>11,009</u>	<u>0</u>	<u>0</u>	<u>11,009</u>
Creditors Amounts falling due within one year	9	<u>(1,988)</u>	<u>0</u>	<u>0</u>	<u>(1,988)</u>	<u>(3,404)</u>	<u>0</u>	<u>0</u>	<u>(3,404)</u>
Net Current Assets		<u>12,364</u>	<u>0</u>	<u>0</u>	<u>12,364</u>	<u>7,605</u>	<u>0</u>	<u>0</u>	<u>7,605</u>
Net Assets		<u>£140,630</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,394,015</u>	<u>£138,221</u>	<u>£0</u>	<u>£1,253,385</u>	<u>£1,391,606</u>
The Funds of the Charity:									
Unrestricted Funds	8	140,630	0	0	138,221	138,221	0	0	138,221
Restricted Funds		0	0	0	0	0	0	0	0
Endowment Fund	8	<u>0</u>	<u>0</u>	<u>1,253,385</u>	<u>1,253,385</u>	<u>0</u>	<u>0</u>	<u>1,253,385</u>	<u>1,253,385</u>
Total Charity Funds		<u>£140,630</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,394,015</u>	<u>£138,221</u>	<u>£0</u>	<u>£1,253,385</u>	<u>£1,391,606</u>

We approve the attached accounts and confirm that we have made available all relevant records and information for their preparation.

Mr M.Park - Chairman 2025

Mrs.J.Broadhead

– Treasurer

..... 2025

The notes on pages 14 to 17 form part of these accounts.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

1.Accounting Policies

(a)Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP):Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the charity is responsible in law.

The charity constitutes a public benefit entity as defined by FRS 102

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b)Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

(c)Income Recognition

All income and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the charity is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

(d)Expenditure Recognition

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the charity. All other expenditure is generally recognized when it is incurred and is accounted for gross.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025 (Continued)

(e) Tangible Fixed Assets

The Freehold Property being The Centre in Love Lane, Petersfield and adjoining land was transferred at nil cost from PCA Land Trustees. The Trustees had revalued The Centre at its insurance value in 2020 and it is now included as an Endowment Fund in the Balance Sheet. The land adjoining The Centre has not been revalued as a value for it has been unobtainable.

The Trustees consider that as The Centre property and adjoining land has a high residual value there is no need to charge depreciation on it in the year. This position will be reviewed at each year end in future.

(f) Pensions

The Charity has registered with NEST and employees have joined the defined contribution “money purchase” scheme and the charity’s contributions are shown in Note 3.

2. Tangible Assets

	Freehold Property £
Cost or estimated cost at 1 April 2024	1,253,385
Addition	0
Revaluation	0
At 31 March 2025	<u>1,253,385</u>
Accumulated depreciation at 1 April 2024	0
Charge for the year	0
At 31 March 2025	<u>0</u>
Net book value at 31 March 2025	<u>£1,253,385</u>
Net book value at 31 March 2024	<u>£1,253,385</u>

3. Taxation

The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025 (Continued)

4. Analysis of employee costs

	2025 £	2024 £
Salaries	37,158	34,064
Staff Pension costs	214	225
Social Security Costs	0	0
Total	<u>£37,372</u>	<u>£34,289</u>

No employee received emoluments of over £60,000 during the year (2024 – nil).

Average number employees for the year was 4 (2024 - 4).

Average number of full-time equivalent employees for the year was 2 (2024 – 2).

5. Legal and Professional costs

	2025 £.	2024 £
Independent Examiner's Fees	420	420
Licenses	<u>(1,648)</u>	<u>1.162</u>

6. Donated Services

The trustees receive no remuneration for their services.

7. Commitments

The trustees have committed to and authorized a £14,000 capital purchase at the year end.
(2024- nil)

8. Analysis of Fund Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Fund £	Total £
Tangible Fixed Assets	0	0	1,253,385	1,253,385
Investments	128,266	0	0	128,266
Current Assets	14,352	0	0	14,352
Current Liabilities	(1,988)	0	0	(1,988)
	<u>£140,630</u>	<u>£0</u>	<u>£1,253,385</u>	<u>£1,394,015</u>

The unrestricted funds of the charity may be applied for any charitable purpose at the discretion of the trustees.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025 (Continued)

9.Creditors: Amounts falling due within one year.

	2025 £	2024 £
Trade Creditors	0	1,298
Key Money	910	985
Advance Bookings	322	378
Accruals	756	743
	£1,988	£3,404

PETERSFIELD COMMUNITY ASSOCIATION

	2025	2024
DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2025		
	£	£
Hiring		
Main Hall Community Hire	9,473	8,509
Main Hall Business Hire	11,525	11,241
Club Room Community Hire	7,356	6,692
Club Room Business Hire	5,867	3,937
Committee Room Community Hire	5,132	4,801
Committee Room Business Hire	2,332	2,697
Exhibition Room Community Hire	13,932	11,925
Exhibition Room Business Hire	6,435	6,036
Kitchen Hire	2,011	1,939
	<u>£64,063</u>	<u>£57,777</u>
Fund Raising		
East Hampshire Lottery	684	816
Music Evening	0	371
Easy Fund Raising	16	118
Eco Recycle	0	245
Inkjet Recycle	55	79
Amazon Smile	0	20
Card Sales	33	17
Books	773	692
Advertising TV Display	0	25
Community Fair	50	52
Other Income	105	0
Gift Aid Income	270	30
	<u>1,986</u>	<u>2,465</u>
Less: Fund Raising expenses	<u>0</u>	<u>(13)</u>
	<u>£1,986</u>	<u>£2,452</u>
Grants and other Income		
EHDC Lottery Grant	0	1,000
EHDC Community Grant	719	0
Southern Water Grant	0	0
Tesco Community Fund	0	0
Petersfield Town Council Grant	0	0
Equipment Hire	460	353
Photocopying and Telephone	16	39
Cancellations	0	70
Wayleave	265	265
Commissions	264	0
Sound System	380	550
	<u>2,104</u>	<u>2,277</u>

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

	2025 £	2024 £
M & R Internal		
Health & Safety	0	28
Window Cleaning	128	96
Contract Cleaning	0	46
Interior General	282	259
Committee Room Maintenance	670	181
Main Hall Maintenance	0	18
Exhibition Room Maintenance	0	230
Cleaning Materials	1,022	873
Toilets Maintenance	66	322
Boiler Maintenance	190	612
Cannon Hygiene	190	179
Electrical Legal	0	72
Electrical Spares & General	570	183
Equipment Specific	97	486
Kitchen Expenses	147	94
Sound System	0	6
	£3,362	£3,685
M & R External		
Exterior General	73	633
External Works Car Park	0	618
External Decoration	0	2
Gardening	1,399	1,041
	£1,472	£2,294
Projects		
Redecoration	0	5,877
Replacement Furniture	1,781	0
CCTV Replacement	3,410	0
Roof Repairs	0	558
Solar Panels	16,650	0
Tree Works	0	1,320
	£21,841	£7,755

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

	2025 £	2025 £	2024 £	2024 £
Salaries & Wages				
Manager's Salary		13,367		13,734
Clerical		2,059		1,750
Centre Assistant		5,590		3,371
Caretaker's Salary		10,123		9,500
Assistant Caretaker's Salary		4,882		4,824
Handyman and Casual Labour		87		45
Payroll Expenses		1,050		840
Pension Contributions		214		225
		<u>£37,372</u>		<u>£34,289</u>
Licences & Subscriptions				
Licences		(1,648)		1,162
Subscriptions		436		399
		<u>£(1,212)</u>		<u>£1,561</u>
Overheads				
Security				
Kestrel Guards	366		274	
CIA Intruder & Fire Alarms	1,047		901	
Insurance	<u>1,708</u>	3,121	<u>1,417</u>	2,592
Post & Communication				
Website	144		144	
Postage & Carriage	0		3	
Telephone and Broadband	810		878	
Internet Protection	<u>0</u>	954	<u>0</u>	1,025
Office Expenses				
First Aid	30		0	
Printing & Stationery	233		142	
Training Costs	37		166	
Travelling	49		23	
Office Expenses	169		15	
Staff Refreshments	101		134	
Hospitality	78		67	
IT Software Costs	<u>398</u>	1,095	<u>184</u>	731
Electricity, Gas & Water				
Electricity	2,272		2,074	
Gas	2,598		894	
Water Rates	<u>2,342</u>	7,212	<u>2,521</u>	5,489
Sundries				
Council Tax	86		81	
Independent Examiner's Fee	420		420	
Planning Fees	310		0	
Bank Charges – Sum Up & CAF	61		214	
Volunteers Expenses	<u>273</u>		<u>219</u>	
		<u>1,150</u>		<u>934</u>
		<u>£13,532</u>		<u>£10,771</u>

Accounts

PETERSFIELD COMMUNITY ASSOCIATION

PETERSFIELD COMMUNITY ASSOCIATION

REGISTERED CHARITY NUMBER 1179587

**ACCOUNTS
and
TRUSTEES REPORT**

FOR THE YEAR ENDED 31 MARCH 2024



PETERSFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER 1179587

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

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CHARITY INFORMATION

Trustees:	Mrs E (Liz) Moss – Chair Mr Mike Park – Buildings Manager Mrs Lyndsey Gilbey Mrs Gill Jolly Ms Liz Payze (retired 22.3.24) Mr Roger Pendell (retired 22.3.24) Mr Laurie Redstone – Temp Treasurer (Dec) Mr Bill Organ Mr John Williams (resigned 9.5.23) Mr Luc Blais (resigned 11.12.23) – Treasurer Ms Megan Sheeham (appointed 21.6.23) Noel Thompson (appointed 9.10.23)
Charity Number:	1179587
Principal Office:	Petersfield Community Association The Centre Love lane Petersfield Hampshire GU31 4BW
Independent Examiner:	Mr G R Beer MA (Cantab) FCA 4, Chilgrove House, Marden Way Petersfield Hampshire GU31 4PU
Bankers:	Natwest Bank 38 High Street Alton Hants GU34 1BF

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Petersfield Community Association has existed as a charity since 25/5/71.

In 2018 the Charitable Trust (301916) was changed to a Charitable Incorporated Organisation (CIO) and given a new charity number 1179587

A committee of trustees elect all officers. The day-to-day management is delegated to a part-time manager.

The named Officers of the Association together with the Centre Manager form a Senior Management Team (SMT), which usually meets when matters arise that cannot wait until a full committee meeting is convened.

Trustee Management meetings occurred on 21 April, 30 June, 6 October 2023 and 5 January, 22 March 2024.

Outside representatives were Cllr B Bentley, East Hants District Town Council, Cllr J Deane, Petersfield Town Council until May, then Cllr L Bevan (EHDC) and Cllr Phil Shaw (PTC)

The AGM was held on 21 July 2023.

Objectives (public benefit)

The objectives of the Association, as laid out in the constitution are:

To promote the benefit of the inhabitants of Petersfield and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with object of improving the conditions of life for the said inhabitants.

To maintain and manage the Community Centre in furtherance of these objects.

Activities

The rooms of the community centre are hired out to groups and clubs from Petersfield and the surrounding area, in accordance with the objectives.

Staff and Volunteers

The office (open weekday mornings) was staffed by a salaried manager, centre assistant and a total of 4 volunteers during the year. A caretaker and assistant caretakers were also employed for cleaning and some maintenance.

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)

ACHIEVEMENTS AND PERFORMANCE

Usage of the centre

	2023-24	2022-23
No. of Bookings taken for year (4 rooms plus kitchen)	2869	2798

Number of Hirers of Rooms in Centre	2023-24	2022-23
Regular (most weekly or more, all at least monthly)	69	55
Occasional (less than monthly)	18	18
Casual (once only)	35	40
Total No. of hirers	122	113

Groups Using the Centre

Age Concern Lunch Club	Green A Team	Petersfield Stitchers
Altonian Care Ltd	Hampshire County Federation of WI	Petersfield Womans Institute
Ancient Order of Foresters	Hidden Hearing	Petersfield Youth Theatre
Art Life	History Group	Philatelic Federation
Arts Society	Holiday at Home	Pilates - Emma Cordingley
Bereavement Counselling Charity	Hope Church	Private Booking - child's part x 9
Beth Svarovska Pilates	Junior Phoenix	Private Booking - adult events x 2
Beth Svarovska Seated Pilates	Kitbags Live On	Private Dance Practice
	Kowasabi Japanese Community	
Bicycle Buddies	School	Private Tutor
Bjarnar Folk	Kumon Maths & English	Restorative Yoga
Bluebird Care	Lions Bridge Competition	Rural Refugee Network
Bobbie's Yoga	Liss Forest Ballet	Sailors Linedanz Club
Bowmen of Petersfield	Little City UK	Smokefree Hampshire
Bridge Practice	Meritts Meadow	Solent Stamps (for Panda Fairs)
Broadway Park	Mini First Aid	Stop Domestic Abuse
Canine Partners	Mummy Matters Course	Stroke Support
Co Dependents Anonymous	Online Therapy	Tai Chi Group
Create	Pact Christmas Dinner	Tai Chi Practice
Creative Art Group	Papercraft	The Creation Station
D Hinds MP surgery	PERCH (Climate Group)	The Grange Surgery
Petersfield & District Dog Training Society		
	Petersfield & District Angling Club	The Square Strummers
	Petersfield & District Beekeepers Association	Trainmaster
Draw with George	Petersfield & District Philatelic Society	Travel Agency
East Hants Conservative Association	Petersfield Academy of Dance	U3A (20 groups over the year)
East Hants Primary Care Network	Petersfield Bridge Club	Upholstery
Friday Bridge Group	Petersfield Climate Action Network	Watercolour Improvers
Friends of Petersfield Hospital	Petersfield Conservative Association	Winton House
Gaming Group	Petersfield Jazz & Blues	Women of This Town
Garden Furniture Sales	Petersfield Photographic Society	Young Farmers Club
Gerald Pilkington First Aid		

CHAIR'S REPORT: 2023-2024

The PCA continues to be a well-used and respected community facility. Our wide range of groups and activities ensure a good level of income allowing us to keep room hire prices stable and probably the lowest in the area. Hire charges did increase by 5% this year after a 5 year freeze, but they will not increase next year.

BUILDINGS

We have an excellent level of building maintenance thanks to our very talented caretaker/handyman Richard. A 'stitch in time' approach rather than trouble shooting being our adopted mantra. Our next big project is to have solar panels with batteries installed, hopefully within the next few months.

TRUSTEES

Our trustees have benefitted from 4 new members recently although 2 longstanding trustees, Liz Payze and Roger Pendell, have stood down in accordance of our constitution. We also said goodbye to the treasurer, Luc Blais, who held the position for the period Nov 2022 – Dec 2023. His lasting legacy was to safely invest our spare funds in a number of good interest accounts through Flagstone. They continue to achieve a good rate of interest. We continue to seek appropriate grants and funds towards big projects. Smaller amounts have been successfully gained from lottery fund enabling the purchase of such items as new chairs and a state-of-the-art cleaner.

STAFF & VOLUNTEERS

Emma continues to run a tight ship as PCA manager, her excellent people skills and knowledge of everything PCA related makes her invaluable to the Association. She is well supported by a brilliant team of volunteers and paid staff. New to us this year is Jenny and also the Centre Assistant, Rick. Coco has returned to duties from her sabbatical in Japan, so we have let go of the temporary cleaners. Richard has repainted much of the exterior of the building and has performed many money saving jobs around the centre, he is always an asset to the PCA.

This is my final year as Chair, it has been an absolute honour and delight to have been allowed to serve for such a long time.

Liz Moss
Chair of Trustees

PETERSFIELD COMMUNITY ASSOCIATION

MAINTENANCE OF PREMISES

Maintenance and improvements to the Centre and its land is the responsibility solely of the Petersfield Community Association and is carried out under the supervision of the House Manager, Mike Park, a member of the committee, along with the Centre Manager.

Comprehensive Risk Assessments and a Fire Risk Assessment of the building are carried out annually by the Manager under the supervision of the House Manager.

Minor day-to-day maintenance issues are handled by the Centre Manager and Caretaker.

In the year under report, the following repairs and improvements were carried out:

The building continues to need regular maintenance such as:

Boilers servicing and repairs

Annual checks on Fire Alarm, fire equipment and emergency lighting – a new fire alarm panel was fitted.

Annual checks on CCTV and security system

Deep clean of carpets and flooring

Annual hedge trimming

The exhibition room was redecorated and chairs/chair trolley renewed, the exhibition room roof was cleared of moss

The committee room was redecorated

The bank was cut back and 4 rogue Sycamore trees removed from same

PETERSFIELD COMMUNITY ASSOCIATION

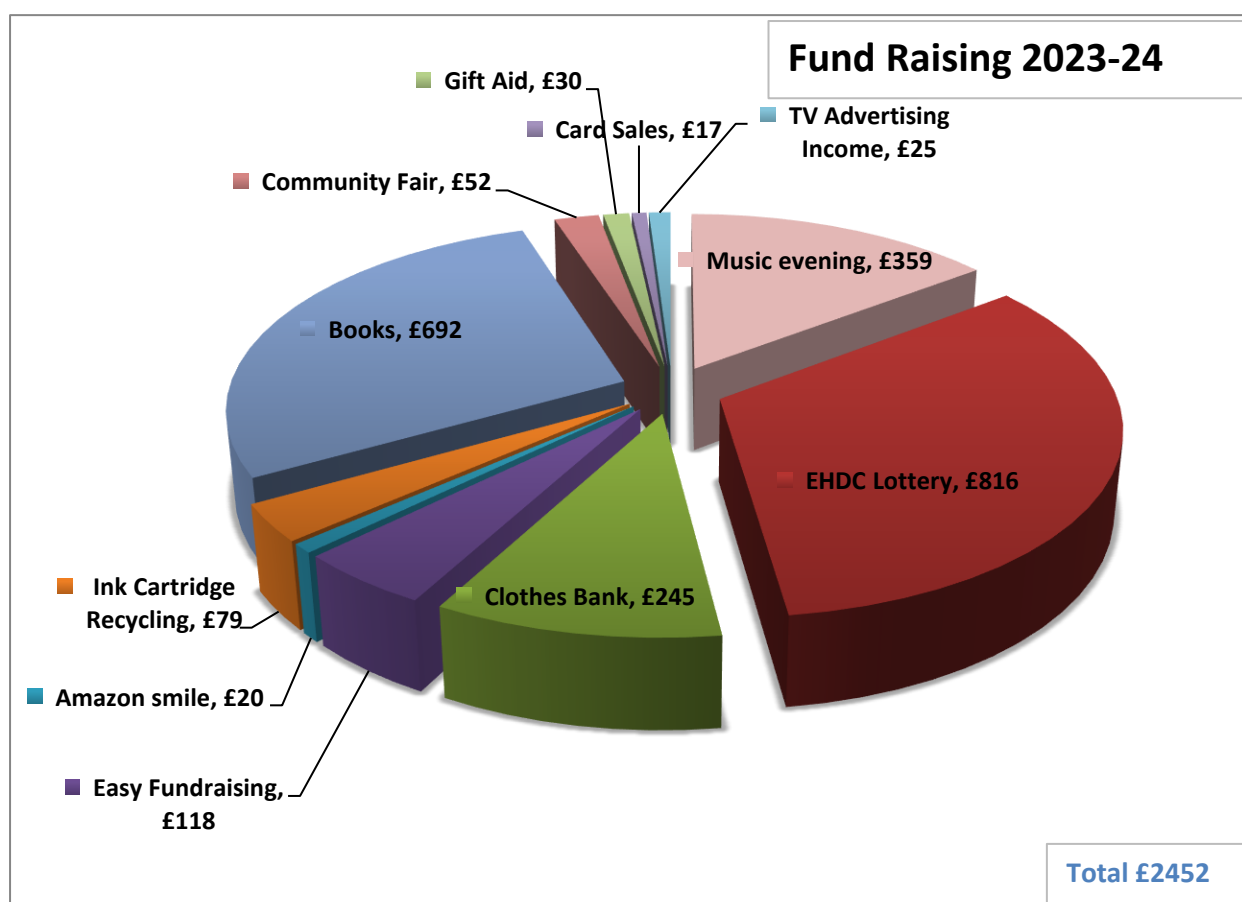
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)

FUND RAISING

The Association has no regular revenue support from any Local Government body. Occasional donations and legacies provide welcome assistance when they occur but cannot be considered a reliable source of income. The Association depends on raising the necessary funding to meet all the running expenses of the centre through hire charges and internal fundraising activities.

The Community Fair is organised by the Stroke Support Group and run jointly with us. Most money raised goes to them, although table hire and some donations also come to us.

Music evening	£359	£12 expenses
EHDC Lottery	£816	
Clothes Bank	£245	2 payments (one relating to previous year)
Easy Fundraising	£118	
Amazon smile	£20	Final payment (now discontinued)
Ink Cartridge Recycling	£79	
Books	£692	
Community Fair	£52	
Gift Aid	£30	
Card Sales	£17	
TV Advertising Income	£25	
Total	£2,452	



PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)

FINANCIAL REVIEW –

Overview

The financial results for 2023-24 showed a year of consolidation with both the number of hirers (122) and Bookings (2869) increasing from the previous year and an overall surplus of income (£66,579) over expenditure (£60,712) of £5,867. The total net Assets including reserves increased to £138,221. (This excludes the value of the building and land).

The Reserves are deposited in interest bearing bonds managed through the Charities Aid Foundation which at current interest rates are giving a return of some 5% p.a. This compares favourably to the less than 1% interest paid while invested with National Savings.

This level of reserves is maintained in accordance with the Association's policy of ensuring that it can continue to function serving the people of Petersfield and surrounding areas – our primary charitable function. It also ensures that we can respond to any structural repairs, renovation, maintenance and improvements needed to keep the centre building fully functional and fit for purpose.

Fundraising activities yielded £2452 in FY23/24. The detail is listed in the preceding page. While this represents only 3.7% of the total revenue, it is a welcome contribution to our funds. We are grateful to those who support these activities and encourage others to participate as every penny raised in this way goes towards keeping the level of room charges lower than might otherwise be necessary.

The estimated value of the Freehold Property remains at £1,253,385 as an estimate, as explained in the notes to the accounts shown below. This cannot be realised until such time as the PCA decides to cease its work and the property is sold. Even then the rules of the Charity Commission mean that any money realised from the sale would have to pass to any successor organisation with the same charitable aims.

We maintain our policy of paying our staff at rates in line with local government salary scales and where appropriate at levels set by the National Living Wage.

As acting treasurer, I am profoundly grateful to the Centre Manager, Emma and the volunteers who man the office for the scrupulous, efficient and professional way they maintain the day-to-day accounts, and to our Examiner for the discharge of his responsibilities.

In summary, The Petersfield Community Association is in a good financial state and well able to maintain the essential services it provides to our community, now and for the foreseeable future.

Laurie Redstone
Trustee and Acting Treasurer

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)

Financial Review, Investment Policy and Reserves

Reserves Policy

Unrestricted funds are needed:

- a. To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and
- b. To cover administration fund-raising and support costs without which the charity could not function.

The trustees consider it prudent that unrestricted reserves should be sufficient:

- a. To cover one year's administration, fund-raising and support costs;
- b. To provide a pool equal to 10% of the average charitable expenditure over the preceding years from which funds can be designated to specific projects.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PETERSFIELD COMMUNITY ASSOCIATION

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

I report to the trustees on my examination of the accounts of Petersfield Community Association for the year ended 31 March 2024.

Responsibilities and Basis of Report

As the trustees of the Charity 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 Charity’s accounts carried out under section 145 of the 2011 Act and 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 confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1.accounting records were not kept in respect of the Charity as required by section 130 of the Act; or

2 the accounts do not accord with those records; or

3.the accounts do 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.

G R Beer MA FCA
4, Chilgrove House
Marden Way
Petersfield, Hampshire GU31 4PU

2024

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	2024.....				2023.....			
Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2024 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2023 £
Incoming Resources								
Hiring	57,777	0	0	57,777	56,734	0	0	56,734
Storage	1,872	0	0	1,872	1,790	0	0	1,790
Vending	520	0	0	520	557	0	0	557
Fund Raising	2,465	0	0	2,465	1,724	0	0	1,724
Grants and other Income	1,277	1,000	0	2,277	2,505	1,600	0	4,105
Interest	1,291	0	0	1,291	120	0	0	120
Legacy & Donations	257	0	0	257	309	0	0	309
Damage Account	120	0	0	120	61	0	0	61
Total resources incoming	65,579	1,000	0	66,579	63,800	1,600	0	65,400
Resources Expended								
Vending	344	0	0	344	886	0	0	886
Fund Raising	13	0	0	13	0	0	0	0
M & R Internal	2,685	1,000	0	3,685	5,004	1,599	0	6,603
M & R External	2,294	0	0	2,294	1,368	0	0	1,368
Projects	7,755	0	0	7,755	15,301	20,757	0	36,058
Licences & Subscriptions	1,561	0	0	1,561	599	0	0	599
Salaries & Wages	34,289	0	0	34,289	30,472	0	0	30,472
Overheads	10,771	0	0	10,771	10,474	0	0	10,474
Total resources expended	59,712	1,000	0	60,712	64,104	22,356	0	86,460

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024 (Continued)

	2004 -----				2003			
Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2024 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2023 £
Net Incoming resources / (resources expended)	5,867	0	0	5,867	(304)	(20,756)	0	(21,060)
Transfer between funds	0	0	0	0	1	(1)	0	0
Funds brought forward at 1 April 2023	132,354	0	1,253,385	1,385,739	132,657	20,757	1,253,385	1,376,248
Funds carried forward at 31 March 2024	<u>£138,221</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,391,606</u>	<u>£132,354</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,385,739</u>

PETERSFIELD COMMUNITY ASSOCIATION
BALANCE SHEET
AS AT 31 MARCH 2024

		2024				2023			
	Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2024 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2023 £
Fixed Assets									
Tangible Assets	2	0	0	1,253,385	1,253,385	0	0	1,253,385	1,253,385
Investments – NS&I & CAF		130,616	0	0	130,616	129,032	0	0	129,032
Total Fixed Assets		<u>130,616</u>	<u>0</u>	<u>1,253,385</u>	<u>1,384,001</u>	<u>129,032</u>	<u>0</u>	<u>1,253,385</u>	<u>1,382,417</u>
Current Assets									
Debtors and prepayments		1,239	0	0	1,239	973	0	0	973
Petty Cash		42	0	0	42	95	0	0	95
NatWest Current Account		9,728	0	0	9,728	4,871	0	0	4,871
Total Current Assets		<u>11,009</u>	<u>0</u>	<u>0</u>	<u>11,009</u>	<u>5,939</u>	<u>0</u>	<u>0</u>	<u>5,939</u>
Creditors Amounts falling due within one year	9	<u>(3,404)</u>	<u>0</u>	<u>0</u>	<u>(3,404)</u>	<u>(2,617)</u>	<u>0</u>	<u>0</u>	<u>(2,617)</u>
Net Current Assets		<u>7,605</u>	<u>0</u>	<u>0</u>	<u>7,605</u>	<u>3,322</u>	<u>0</u>	<u>0</u>	<u>3,322</u>
Net Assets		<u><u>£138,221</u></u>	<u><u>0</u></u>	<u><u>£1,253,385</u></u>	<u><u>£1,391,606</u></u>	<u><u>£132,354</u></u>	<u><u>£0</u></u>	<u><u>£1,253,385</u></u>	<u><u>£1,385,739</u></u>
The Funds of the Charity:									
Unrestricted Funds	8	138,221	0	0	138,221	132,354	0	0	132,354
Restricted Funds		0	0	0	0	0	0	0	0
Endowment Fund	8	<u>0</u>	<u>0</u>	<u>1,253,385</u>	<u>1,253,385</u>	<u>0</u>	<u>0</u>	<u>1,253,385</u>	<u>1,253,385</u>
Total Charity Funds		<u><u>£138,221</u></u>	<u><u>0</u></u>	<u><u>£1,253,385</u></u>	<u><u>£1,391,606</u></u>	<u><u>£132,354</u></u>	<u><u>£0</u></u>	<u><u>£1,253,385</u></u>	<u><u>£1,385,739</u></u>

We approve the attached accounts and confirm that we have made available all relevant records and information for their preparation.

Mrs E. Moss – Chairman.....
The notes on pages 15 to 18 form part of these accounts.

2024

Mr Laurie Redstone – Treasurer.....

2024

PETERSFIELD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

1.Accounting Policies

(a)Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP):Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the charity is responsible in law.

The charity constitutes a public benefit entity as defined by FRS 102

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b)Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

(c)Income Recognition

All income and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the charity is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

(d)Expenditure Recognition

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the charity. All other expenditure is generally recognized when it is incurred and is accounted for gross.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 (Continued)

(e) Tangible Fixed Assets

The Freehold Property being The Centre in Love Lane, Petersfield and adjoining land was transferred at nil cost from PCA Land Trustees. The Trustees had revalued The Centre at its insurance value in 2020 and it is now included as an Endowment Fund in the Balance Sheet. The land adjoining The Centre has not been revalued as a value for it has been unobtainable.

The Trustees consider that as The Centre property and adjoining land has a high residual value there is no need to charge depreciation on it in the year. This position will be reviewed at each year end in future.

(f) Pensions

The Charity has registered with NEST and employees have joined the defined contribution “money purchase” scheme and the charity’s contributions are shown in Note 3.

2. Tangible Assets

	Freehold Property £
Cost or estimated cost at 1 April 2023	1,253,385
Addition	0
Revaluation	0
At 31 March 2024	<u>1,253,385</u>
Accumulated depreciation at 1 April 2023	0
Charge for the year	0
At 31 March 2024	<u>0</u>
Net book value at 31 March 2024	<u>£1,253,385</u>
Net book value at 31 March 2023	<u>£1,253,385</u>

3. Taxation

The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 (Continued)

4. Analysis of employee costs

	2024 £	2023 £
Salaries	34,064	30,220
Staff Pension costs	225	252
Social Security Costs	0	0
Total	<u>£34,289</u>	<u>£30,472</u>

No employee received emoluments of over £60,000 during the year (2023 – nil).

Average number employees for the year was 4.5 (2023 - 4).

Average number of full-time equivalent employees for the year was 2 (2023 – 2).

5. Legal and Professional costs

	2024 £	2023 £
Independent Examiner's Fees	420	400
Licenses	<u>1,162</u>	<u>212</u>

6. Donated Services

The trustees receive no remuneration for their services.

7. Commitments

The trustees have not committed to or authorized a capital purchase at the year end. (2023- nil)

8. Analysis of Fund Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Fund £	Total £
Tangible Fixed Assets	0	0	1,253,385	1,253,385
Fixed Asset Investment	130,616	0	0	130,616
Current Assets	11,009	0	0	11,009
Current Liabilities	(3,404)	0	0	(3,404)
	<u>£138,221</u>	<u>£0</u>	<u>£1,253,385</u>	<u>£1,391,606</u>

The unrestricted funds of the charity may be applied for any charitable purpose at the discretion of the trustees.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 (Continued)

9.Creditors: Amounts falling due within one year.

	2024	2023
	£	£
Trade Creditors	1,298	55
Key Money	985	920
Advance Bookings	378	338
Accruals	743	1,304
	<u>£3,404</u>	<u>£2,617</u>

PETERSFIELD COMMUNITY ASSOCIATION

	2024	2023
DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2024		
	£	£
Hiring		
Main Hall Community Hire	8,509	8,365
Main Hall Business Hire	11,241	11,252
Club Room Community Hire	6,692	6,473
Club Room Business Hire	3,937	4,815
Committee Room Community Hire	4,801	4,704
Committee Room Business Hire	2,697	1,674
Exhibition Room Community Hire	11,925	12,093
Exhibition Room Business Hire	6,036	5,232
Kitchen Hire	1,939	2,126
	<u>£57,777</u>	<u>£56,734</u>
Fund Raising		
East Hampshire Lottery	816	735
Music Evening	371	0
Easy Fund Raising	118	106
Eco Recycle	245	0
Inkjet Recycle	79	58
Amazon Smile	20	16
Card Sales	17	40
Books	692	599
Advertising TV Display	25	0
Community Fair	52	140
Gift Aid Income	30	30
	<u>2,465</u>	<u>1,724</u>
Less: Fund Raising expenses	<u>(13)</u>	<u>(0)</u>
	<u>£2,452</u>	<u>£1,724</u>
Grants and other Income		
EHDC Lottery Grant	1,000	1,600
EHDC Community Grant	0	218
Southern Water Grant	0	1,000
Tesco Community Fund	0	500
Petersfield Town Council Grant	0	0
Equipment Hire	353	309
Photocopying and Telephone	39	23
Cancellations	70	10
Wayleave	265	265
PAT Test Donations	0	0
Sanitary Vending Machine	0	0
Sound System	550	180
	<u>2,277</u>	<u>4,105</u>

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)

	2024 £	2023 £
M & R Internal		
Health & Safety	28	30
Window Cleaning	96	160
Contract Cleaning	46	0
Interior General	259	376
Committee Room Maintenance	181	306
Main Hall Maintenance	18	112
Exhibition Room Maintenance	230	0
Cleaning Materials	873	916
Toilets Maintenance	322	209
Boiler Maintenance	612	227
Cannon Hygiene	179	166
Electrical Legal	72	378
Electrical Spares & General	183	527
Equipment Specific	486	2,965
Kitchen Expenses	94	231
Sound System	6	0
	<u>£3,685</u>	<u>£6,603</u>
M & R External		
Exterior General	633	0
External Works Car Park	618	0
External Decoration	2	0
Gardening	1,041	1,368
	<u>£2,294</u>	<u>£1,368</u>
Projects		
Redecoration	5,877	0
Roof Repairs	558	26,706
Suspended Ceiling Replacement	0	9,352
Tree Works	1,320	0
	<u>£7,755</u>	<u>£36,058</u>

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)

	2024 £	2024 £	2023 £	2023 £
Salaries & Wages				
Manager's Salary		13,734		14,632
Clerical		1,750		1,710
Centre Assistant		3,371		0
Caretaker's Salary		9,500		8,720
Assistant Caretaker's Salary		4,824		4,358
Handyman and Casual Labour		45		122
Payroll Expenses		840		678
Pension Contributions		225		252
		<u>£34,289</u>		<u>£30,472</u>
Licences & Subscriptions				
Licences		1,162		212
Subscriptions		399		387
		<u>£1,561</u>		<u>£599</u>
Overheads				
Security				
Kestrel Guards	274		350	
CIA Intruder & Fire Alarms	901		980	
Insurance	<u>1,417</u>	2,592	<u>1,226</u>	2,556
Post & Communication				
Website	144		72	
Postage & Carriage	3		(1)	
Telephone and Broadband	878		656	
Internet Protection	<u>0</u>	1,025	<u>0</u>	727
Office Expenses				
First Aid	0		1	
Printing & Stationery	142		447	
Training Costs	166		8	
Travelling	23		0	
Office Expenses	15		35	
Staff Refreshments	134		83	
Hospitality	67		57	
IT Software Costs	<u>184</u>	731	<u>212</u>	843
Electricity, Gas & Water				
Electricity	2,074		2,493	
Gas	894		1,936	
Water Rates	<u>2,521</u>	5,489	<u>1,202</u>	5,631
Sundries				
Council Tax	81		154	
Independent Examiner's Fee	420		400	
Bank Charges – Sum Up & CAF	214		11	
Volunteers Expenses	<u>219</u>		<u>153</u>	
		<u>934</u>		<u>718</u>
		<u>£10,771</u>		<u>£10,475</u>

Accounts

PETERSFIELD COMMUNITY ASSOCIATION

PETERSFIELD COMMUNITY ASSOCIATION

REGISTERED CHARITY NUMBER 1179587

**ACCOUNTS
and
TRUSTEES REPORT**

FOR THE YEAR ENDED 31 MARCH 2023



PETERSFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER 1179587

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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CHARITY INFORMATION

Trustees:	Mrs E (Liz) Moss – Chair Mr Mike Park – Buildings Manager Mrs Lyndsey Gilbey Mrs Gill Jolly Ms Liz Payze Mr Roger Pendell Mr Colin Smith (Rtd 5.5.22) Mr Laurie Redstone – Temp Treasurer May Mr Bill Organ Mr John Edwards Mrs Emma Cordingley (Rtd 27.1.23) Mr Luc Blais (4.11.22) – Treasurer
Charity Number:	1179587
Principal Office:	Petersfield Community Association The Centre Love lane Petersfield Hampshire GU31 4BW
Independent Examiner:	Mr G R Beer MA (Cantab) FCA 4, Chilgrove House, Marden Way Petersfield Hampshire GU31 4PU
Bankers:	Natwest Bank 38 High Street Alton Hants GU34 1BF

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Petersfield Community Association has existed as a charity since 25/5/71.

In 2018 the Charitable Trust (301916) was changed to a Charitable Incorporated Organisation (CIO) and given a new charity number 1179587

A committee of trustees was set up under a foundation constitution. Trustees elect all officers. The day-to-day management is delegated to a part-time manager.

The named Officers of the Association together with the Centre Manager form a Senior Management Team (SMT), which usually meets when matters arise that cannot wait until a full committee meeting is convened.

Trustee Management meetings occurred on 5 May, 5 August, 4 November 2022 and 27 January 2023.

Outside representatives were Cllr B Bentley, East Hants District Town Council, Cllr J Deane, Petersfield Town Council.

The AGM was held on 23 September 2022.

Objectives (public benefit)

The objectives of the Association, as laid out in the constitution are:

To promote the benefit of the inhabitants of Petersfield and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with object of improving the conditions of life for the said inhabitants.

To maintain and manage the Community Centre in furtherance of these objects.

Activities

The rooms of the community centre are hired out to groups and clubs from Petersfield and the surrounding area, in accordance with the objectives.

Staff and Volunteers

The office (open weekday mornings) was staffed by a salaried manager and a total of 4 volunteers during the year. A caretaker and assistant caretakers were also employed for cleaning and some maintenance.

PETERSFIELD COMMUNITY ASSOCIATION**TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)****ACHIEVEMENTS AND PERFORMANCE****Usage of the centre 2022-2023**

	2022-23	2021-22
No. of Bookings taken for year (4 rooms plus kitchen)	2798	2311

Number of Hirers of Rooms in Centre	2022-23	2021-22
Regular (most weekly or more, all at least monthly)	55	68
Occasional (less than monthly)	18	19
Casual (once only)	40	28
Total No. of hirers	113	115

Groups Using the Centre

Age Concern Lunch Club	Japanese Book Club	Petersfield Photographic Society
Alitex	Junior Phoenix	Petersfield Stitchers
Ancient Order of Foresters	Kindwell Ltd	Petersfield Womens Institute
Art Life	Kitbags Live On	Philatelic Federation
Balance Therapy	Kowasabi Japanese Community School	Phoenix Friends
Barnardos	Kumon Maths & English	Pilates Groups
Bereavement Counselling Charity	Liss Forest Ballet	Private booking - child's party x 10
Beth Svarovska Pilates	Little City UK	Private booking - adult events x 3
Bicycle Buddies	Little First Aid Company	Private Dance Practice
Bluebird Care	Meritts Meadow	Regent Street Antiques
Bobbie's Yoga	Migrant Help	Restorative Yoga
Bowmen of Petersfield	Milly Grace Pilates	Sailors Linedanz Club
Bridge Practice	Mini First Aid	Smokefree Hampshire
Broadway Park	Monkey Music	Solent NHS Pulmonary Rehab
Co Dependents Anonymous	NFS Mediation	Solent Stamps
Create	Pact Christmas Dinner	Stop Domestic Abuse
Dementia Friendly Petersfield	Papercraft	Stroke Support
Dog Training Society	Petersfield & Area Liberal Democrats	Surrey Community Action
Draw with George	Petersfield & District Angling Club	Tai Chi Groups (x 2)
	Petersfield & District Beekeepers Association	
East Hants Conservative Association	Petersfield & District Philatelic Society	Tapestry Chorus
Fiddlesticks Music	Petersfield Academy of Dance	The Arts Society
Friday Bridge Group	Petersfield Bridge Club	The Square Strummers
Friends of Petersfield Heath	Petersfield Climate Action Network	TJays Fun 4 All
Friends of Petersfield Hospital	Petersfield Conservative Association	U3A (21 groups over the year)
Gaming Group	Petersfield Jazz & Blues	UnluckyAtMidnight
Gerald Pilkington First Aid	Petersfield Lions	Upholstery
Green A Team	Petersfield Mens Shed	Watercolour Improvers
Hampshire County Federation of WI	Petersfield Music Festival	Weight Watchers
Hampshire Healthy Families	Petersfield Photographic Society	Women of This Town
Hidden Hearing	Petersfield Ramblers	WWA Studios
History Group	Petersfield Society of Special Needs	Young Farmers Clubs
Hope Church		Zumbathon

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)

CHAIR'S REPORT: 2022-2023

It has been a very good year since re-opening after Covid (which has had a lingering impact upon the centre). Most of our customers returned although a few groups had to close. New groups were welcomed and our hiring income has improved although it has yet to reach pre Covid levels.

Our new Treasurer is actively in seeking a better rate of interest for our reserves. There seems to be a problem for Trustees of a Community Association to get a rate equivalent to personal investors. Hopefully this will be resolved shortly. In the meantime, our finances are healthy and well managed.

The Exhibition room ceiling was replaced early in the new year and is a great success being on one level, clean and bright. The Centre is well maintained with painting and decorating being carried out regularly. A new cleaning machine was purchased, this is a highly efficient piece of kit and the floors look very good. We are frequently praised for the appearance of the Centre.

We have improved our emergency equipment by fitting an external defibrillator to the building. We are also grateful to Broadway Park for donating an emergency wheelchair.

Staff.

Our two temporary cleaners who job share have proved to be a success and will continue until Coco returns later this year. Richard continues to fulfil his role as caretaker and handyman, we are very lucky to have him and thank him for his work. He is responsible for the excellent appearance of the Centre.

Emma's day to day running of the Centre is exemplary, her hard work and knowledge of all things Centre-based are much appreciated. It is her intention to reduce her hours by one half day which will give us an opportunity to train up a new deputy manager.

The volunteers are a valuable part of the Association, and help us run the Centre smoothly.

Committee Members.

We had to say goodbye to Emma Cordingley whose commitments elsewhere unfortunately meant she had to resign.

Colin Smith stepped down after many years of service, our grateful thanks to him.
Luc Blais joined us as Treasurer, his financial experience is enormous and he has made a huge impact already.

The Vice chair's role remains unfilled. Succession has been discussed as several members are coming to the end of their service in the next year or so and cannot be re-elected. We are starting a recruitment campaign and encouraging volunteers from our larger hiring groups.

Committee meeting and AGMs have occurred as normal and are well attended.

It is with pride and pleasure that I can say our Centre and its staff is well organised and run with great efficiency. The activities and accommodation offered are wide and varied and attract many people from the local community.

PETERSFIELD COMMUNITY ASSOCIATION

MAINTENANCE OF PREMISES

Maintenance and improvements to the Centre and its land is the responsibility solely of the Petersfield Community Association and is carried out under the supervision of the House Manager, Mike Park, a member of the committee, along with the Centre Manager.

Comprehensive Risk Assessments and a Fire Risk Assessment of the building are carried out annually by the Manager under the supervision of the House Manager.

Minor day-to-day maintenance issues are handled by the Centre Manager and Caretaker.

In the year under report, the following repairs and improvements were carried out:

The building continues to need regular maintenance such as:

Boilers servicing and repairs

Annual checks on Fire Alarm, fire equipment and emergency lighting – a new fire alarm panel was fitted.

Annual checks on CCTV and security system

Deep clean of carpets and flooring

Annual hedge trimming

The roof on the main dome was replaced, as was the exhibition room ceiling.

An AED was fitted to the outside of the building (also for community use) and an emergency wheelchair provided.

PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)

FUND RAISING

The Association has no regular revenue support from any Local Government body. Occasional donations and legacies provide welcome assistance when they occur but cannot be considered a reliable source of income. The Association depends on raising the necessary funding to meet all the running expenses of the centre through hire charges and internal fundraising activities.

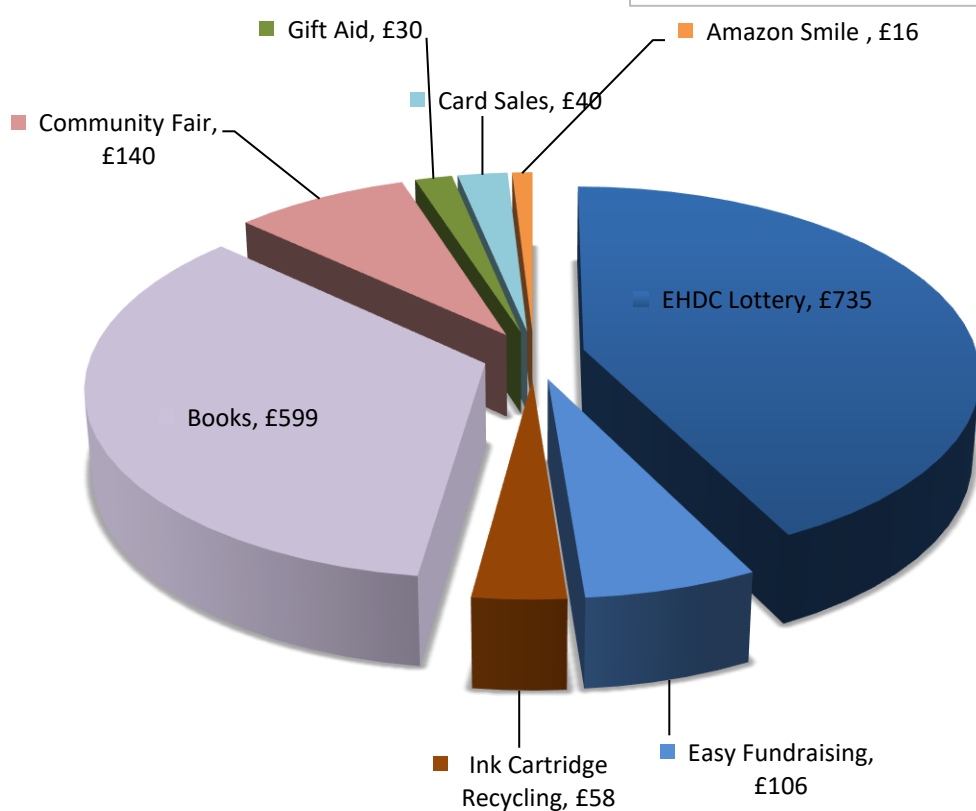
The Community Fair is organised by the Stroke Support Group and run jointly with us. Most money raised goes to them, although table hire and some donations also come to us.

EHDC Lottery
 Easy Fundraising
 Ink Cartridge Recycling
 Books
 Community Fair
 Gift Aid
 Card Sales
 Amazon Smile
 Total

Notes:

1. Clothes Bank forgot to send payment for year but it is coming shortly
2. Amazon Smile has now stopped donations though Easy Fundraising also gives % of online sales to us (if used)
3. A Tesco grant of £500 was also a factor since people had to vote for us but is not included in chart

Fund Raising 2022-23



Total £1724

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)

FINANCIAL REVIEW – LUC BLAIS

Overview

We have achieved a good financial year in 2022 - 2023. Our Total Income were still below the pre-covid levels at £65,400 compared to £80,626 in 2019. Despite this lower revenue, our deficit was only £304 (before Unrestricted Funds), reflecting the tight financial control on expenditures. During the year, a thorough review of all financial and non-financial standard operating policies and procedures has been conducted. The conclusion is that they are complete, regularly updated and following the highest standards applicable to our organisation.

We really appreciate the support of the following organisations:

EHDC - grant of £1600 for an Automated External Defibrillator (AED)

Tesco - grant towards a new commercial Hoover

Southern Water - grant towards fuel costs

U3A - grant towards the AED

And special thanks to our anonymous donor sending us £10 a month throughout the year.

Income

The main source of income is from hiring, where we achieved £56,734 (£47,028 last year LY) from our valued customers. We also received £4,105 in Grants and Other Income (£17,181 LY mainly due to the support received during covid). All other incomes were in line with the previous year.

Expenditure

Our expenditure totaled £65,703 (£47,430 LY). This large increase in expenses relates to major works completed during the year. We make sure our premises are kept in excellent condition and invested £36,058 towards roof repairs and refurbishing of the Exhibition room, using £20,757 of Restricted Funds reserves to mitigate the impact. Our salaries and wages were up by 8% to £30,472 (£28,212 LY) in line with the Civil Service pay scales.

Future Expenditure / Income

After 5 years without increasing the room rates, the Trustees have decided to increase them by 5%. This was deemed necessary to compensate for the large energy costs we are facing.

We are still planning additional major works for the roof, in future years, expected at around £50,000.

We have sufficient reserves to fund this over the years to come.

Staff Pensions

The centre continues to make the necessary contributions.

Reserves

The Association is privileged to have Unrestricted Funds of £132,354 and to be the owner of the land and premises which should ensure its long-term stability.

Independent Examiner

We are grateful for the excellent services from Mr GR Beer, our Chartered Accountant, who examined our accounts and certified that they are accurate.

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)

Financial Review, Investment Policy and Reserves

Reserves Policy

Unrestricted funds are needed:

- a. To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and
- b. To cover administration fund-raising and support costs without which the charity could not function.

The trustees consider it prudent that unrestricted reserves should be sufficient:

- a. To cover one year's administration, fund-raising and support costs;
- b. To provide a pool equal to 10% of the average charitable expenditure over the preceding years from which funds can be designated to specific projects.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PETERSFIELD COMMUNITY ASSOCIATION

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

I report to the trustees on my examination of the accounts of Petersfield Community Association for the year ended 31 March 2023.

Responsibilities and Basis of Report

As the trustees of the Charity 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 Charity’s accounts carried out under section 145 of the 2011 Act and 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 confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1.accounting records were not kept in respect of the Charity as required by section 130 of the Act; or

2 the accounts do not accord with those records; or

3.the accounts do 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.

G R Beer MA FCA
4, Chilgrove House
Marden Way
Petersfield, Hampshire GU31 4PU

2023

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	2023.....				2022.....			
Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2023 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2022 £
Incoming Resources								
Hiring	56,734	0	0	56,734	47,028	0	0	47,028
Storage	1,790	0	0	1,790	1,582	0	0	1,582
Vending	557	0	0	557	251	0	0	251
Fund Raising	1,724	0	0	1,724	1,721	0	0	1,721
Grants and other Income	2,505	1,600	0	4,105	17,181	5,500	0	22,681
Interest	120	0	0	120	11	0	0	11
Legacy & Donations	309	0	0	309	528	6,257	0	6,785
Damage Account	61	0	0	61	80	0	0	80
Total resources incoming	63,800	1,600	0	65,400	68,382	11,757	0	80,139
Resources Expended								
Vending	886	0	0	886	322	0	0	322
Fund Raising	0	0	0	0	0	0	0	0
M & R Internal	5,004	1,599	0	6,603	4,237	2,158	0	6,395
M & R External	1,368	0	0	1,368	1,324	0	0	1,324
Projects	15,301	20,757	0	36,058	995	0	0	995
Licences & Subscriptions	599	0	0	599	2,019	0	0	2,019
Salaries & Wages	30,472	0	0	30,472	28,212	0	0	28,212
Overheads	10,474	0	0	10,474	10,321	0	0	10,321
Total resources expended	64,104	22,356	0	86,460	47,430	2,158	0	49,588

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023 (Continued)

	2003 -----				2002			
Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2023 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2022 £
Net Incoming resources / (resources expended)	(304)	(20756)	0	(21,060)	20,952	9,599	0	30,551
Transfer between funds	1	(1)	0	0	(11,158)	11,158	0	0
Funds brought forward at 1 April 2022	132,657	20,757	1,253,385	1,406,799	122,863	0	1,253,385	1,376,248
Funds carried forward at 31 March 2023	<u>£132,354</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,385,739</u>	<u>£132,657</u>	<u>20,757</u>	<u>£1,253,385</u>	<u>£1,406,799</u>

PETERSFIELD COMMUNITY ASSOCIATION
BALANCE SHEET
AS AT 31 MARCH 2023

		2023.....				2022.....			
	Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2023 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2022 £
Fixed Assets									
Tangible Assets	2	0	0	1,253,385	1,253,385	0	0	1,253,385	1,253,385
Investments – NS&I		129,032	0	0	129,032	118,155	20,757	0	138,912
Total Fixed Assets		<u>129,032</u>	<u>0</u>	<u>1,253,385</u>	<u>1,382,417</u>	<u>118,155</u>	<u>20,757</u>	<u>1,253,385</u>	<u>1,392,297</u>
Current Assets									
Debtors and prepayments		973	0	0	973	1,868	0	0	1,868
Petty Cash		95	0	0	95	272	0	0	272
NatWest Current Account		4,871	0	0	4,871	16,190	0	0	16,190
Total Current Assets		<u>5,939</u>	<u>0</u>	<u>0</u>	<u>5,939</u>	<u>18,330</u>	<u>0</u>	<u>0</u>	<u>18,330</u>
Creditors Amounts falling due within one year	9	<u>(2,617)</u>	<u>0</u>	<u>0</u>	<u>(2,617)</u>	<u>(3,828)</u>	<u>0</u>	<u>0</u>	<u>(3,828)</u>
Net Current Assets		<u>3,322</u>	<u>0</u>	<u>0</u>	<u>3,322</u>	<u>14,502</u>	<u>0</u>	<u>0</u>	<u>14,502</u>
Net Assets		<u><u>£132,354</u></u>	<u><u>0</u></u>	<u><u>£1,253,385</u></u>	<u><u>£1,385,739</u></u>	<u><u>£132,657</u></u>	<u><u>£20,757</u></u>	<u><u>£1,253,385</u></u>	<u><u>£1,406,799</u></u>
The Funds of the Charity:									
Unrestricted Funds	8	132,354	0	0	132,354	132,657	0	0	132,657
Restricted Funds		0	0	0	0	0	20,757	0	20,757
Endowment Fund	8	<u>0</u>	<u>0</u>	<u>1,253,385</u>	<u>1,253,385</u>	<u>0</u>	<u>0</u>	<u>1,253,385</u>	<u>1,253,385</u>
Total Charity Funds		<u><u>£132,354</u></u>	<u><u>0</u></u>	<u><u>£1,253,385</u></u>	<u><u>£1,385,739</u></u>	<u><u>£132,657</u></u>	<u><u>£20,757</u></u>	<u><u>£1,253,385</u></u>	<u><u>£1,406,799</u></u>

We approve the attached accounts and confirm that we have made available all relevant records and information for their preparation.

Mrs E. Moss - Chairman 2023

Mr L.Blais – Treasurer 2023

The notes on pages 14 to 17 form part of these accounts.

PETERSFIELD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

1.Accounting Policies

(a)Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP):Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the charity is responsible in law.

The charity constitutes a public benefit entity as defined by FRS 102

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b)Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

(c)Income Recognition

All income and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the charity is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

(d)Expenditure Recognition

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the charity. All other expenditure is generally recognized when it is incurred and is accounted for gross.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023 (Continued)

(e) Tangible Fixed Assets

The Freehold Property being The Centre in Love Lane, Petersfield and adjoining land was transferred at nil cost from PCA Land Trustees. The Trustees had revalued The Centre at its insurance value in 2020 and it is now included as an Endowment Fund in the Balance Sheet. The land adjoining The Centre has not been revalued as a value for it has been unobtainable.

The Trustees consider that as The Centre property and adjoining land has a high residual value there is no need to charge depreciation on it in the year. This position will be reviewed at each year end in future.

(f) Pensions

The Charity has registered with NEST and employees have joined the defined contribution “money purchase” scheme and the charity’s contributions are shown in Note 3.

2. Tangible Assets

	Freehold Property £
Cost or estimated cost at 1 April 2022	1,253,385
Addition	0
Revaluation	0
At 31 March 2023	<u>1,253,385</u>
Accumulated depreciation at 1 April 2022	0
Charge for the year	0
At 31 March 2023	<u>0</u>
Net book value at 31 March 2023	<u>£1,253,385</u>
Net book value at 31 March 2022	<u>£1,253,385</u>

3. Taxation

The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023 (Continued)

4. Analysis of employee costs

	2023 £	2022 £
Salaries	30,220	27,994
Staff Pension costs	252	218
Social Security Costs	0	0
Total	<u>£30,472</u>	<u>£28,212</u>

No employee received emoluments of over £60,000 during the year (2022 – nil).

Average number employees for the year was 4 (2022 - 4).

Average number of full-time equivalent employees for the year was 2 (2022 – 2).

5. Legal and Professional costs

	2023 £	2022 £
Independent Examiner's Fees	400	400
Licenses	<u>212</u>	<u>1,710</u>

6. Donated Services

The trustees receive no remuneration for their services.

7. Commitments

The trustees have not committed to or authorized a capital purchase at the year end. (2022- nil)

8. Analysis of Fund Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Fund £	Total £
Tangible Fixed Assets	0	0	1,253,385	1,253,385
Fixed Asset Investment	129,032	0	0	129,032
Current Assets	5,939	0	0	5,939
Current Liabilities	(2,617)	0	0	(2,617)
	<u>£132,354</u>	<u>£0</u>	<u>£1,253,385</u>	<u>£1,385,739</u>

The unrestricted funds of the charity may be applied for any charitable purpose at the discretion of the trustees.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023(Continued)

9.Creditors: Amounts falling due within one year.

	2023 £	2022 £
Trade Creditors	55	980
Key Money	920	905
Advance Bookings	338	714
Accruals	1,304	1,229
	£2,617	£3,828

PETERSFIELD COMMUNITY ASSOCIATION

	2023	2022
DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2023		
	£	£
Hiring		
Main Hall Community Hire	8,365	5,802
Main Hall Business Hire	11,252	12,635
Club Room Community Hire	6,473	4,223
Club Room Business Hire	4,815	5,169
Committee Room Community Hire	4,704	2,791
Committee Room Business Hire	1,674	1,372
Exhibition Room Community Hire	12,093	9,059
Exhibition Room Business Hire	5,232	4,348
Kitchen Hire	2,126	1,629
	<u>£56,734</u>	<u>£47,028</u>
Fund Raising		
East Hampshire Lottery	735	959
Easy Fund Raising	106	149
Eco Recycle	0	94
Inkjet Recycle	58	12
Amazon Smile	16	8
Card Sales	40	0
Books	599	446
Community Fair	140	0
Gift Aid Income	30	53
	<u>1,724</u>	<u>1,721</u>
Less: Fund Raising expenses	<u>(0)</u>	<u>(0)</u>
	<u>£1,724</u>	<u>£1,721</u>
Grants and other Income		
Furlough Grant	0	2,382
EHDC Retail and Leisure Grant	1,600	9,167
EHDC Lockdown Grant	0	8,000
EHDC Community Grant	218	0
Southern Water Grant	1,000	0
Tesco Community Fund	500	0
Petersfield Town Council Grant	0	1,500
Equipment Hire	309	264
Photocopying and Telephone	23	26
Cancellations	10	10
Wayleave	265	1,260
PAT Test Donations	0	8
Sanitary Vending Machine	0	4
Sound System	180	60
	<u>4,105</u>	<u>22,683</u>

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)

	2023 £	2022 £
M & R Internal		
Health & Safety	30	84
Window Cleaning	160	64
Interior General	376	1,069
Committee Room Maintenance	306	0
Main Hall Maintenance	112	0
Cleaning Materials	916	426
Toilets Maintenance	209	152
Boiler Maintenance	227	1,271
Cannon Hygiene	166	156
Electrical Legal	378	922
Electrical Spares & General	527	9
Equipment Specific	2,965	2,177
Kitchen Expenses	231	65
	£6,603	£6,395
M & R External		
Exterior General	0	129
Gardening	1,368	1,195
	£1,368	£1,324
Projects		
Toilets Redecoration	0	995
Roof Repairs	26,706	0
Suspended Ceiling Replacement	9,352	0
	£36,058	£995

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)

	2023 £	2023 £	2022 £	2022 £
Salaries & Wages				
Manager's Salary		14,632		13,512
Clerical		1,710		1,470
Caretaker's Salary		8,720		8,048
Assistant Caretaker's Salary		4,358		4,136
Handyman and Casual Labour		122		86
Payroll Expenses		678		742
Pension Contributions		252		218
		<u>£30,472</u>		<u>£28,212</u>
Licences & Subscriptions				
Licences		212		1,710
Subscriptions		387		309
		<u>£599</u>		<u>£2,019</u>
Overheads				
Security				
Kestrel Guards	350		258	
CIA Intruder & Fire Alarms	980		1,968	
Insurance	<u>1,226</u>	2,556	<u>1,471</u>	3,697
Post & Communication				
Website	72		72	
Postage & Carriage	(1)		66	
Telephone and Broadband	656		599	
Internet Protection	<u>0</u>	727	<u>82</u>	819
Office Expenses				
First Aid	1		24	
Printing & Stationery	447		413	
Training Costs	8		0	
Office Expenses	35		382	
Staff Refreshments	83		39	
Hospitality	57		49	
Computer Replacements	<u>212</u>	843	<u>35</u>	942
Electricity, Gas & Water				
Electricity	2,493		1,842	
Gas	1,936		1,877	
Water Rates	<u>1,202</u>	5,631	<u>712</u>	4,431
Sundries				
Council Tax	154		79	
Independent Examiner's Fee	400		400	
Bank Charges – Sum Up	11		(200)	
Volunteers Expenses	<u>153</u>		<u>153</u>	
		<u>718</u>		<u>432</u>
		<u>£10,475</u>		<u>£10,321</u>

Accounts

PETERSFIELD COMMUNITY ASSOCIATION

PETERSFIELD COMMUNITY ASSOCIATION

REGISTERED CHARITY NUMBER 1179587

**ACCOUNTS
and
TRUSTEES REPORT**

FOR THE YEAR ENDED 31 MARCH 2022



PETERSFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER 1179587

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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CHARITY INFORMATION

Trustees:	Mrs E (Liz) Moss – Chair Mr Les Mitchinson – Vice Chair (Rtd 24.8.21) Mr Colin Smith Mr Laurie Redstone Mr Roger Pendell Mr Bill Organ Ms Liz Payze Mrs Gill Jolly Mrs Emma Cordingley (17.7.21) Mr John Williams (24.8.21) Mrs Lyndsey Gilbey (10.12.21) Mr Mike Park – Buildings Manager (25.3.22)
Charity Number:	1179587
Principal Office:	Petersfield Community Association The Centre Love lane Petersfield Hampshire GU31 4BW
Independent Examiner:	Mr G R Beer MA (Cantab) FCA 4, Chilgrove House, Marden Way Petersfield Hampshire GU31 4PU
Bankers:	Natwest Bank 38 High Street Alton Hants GU34 1BF

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Petersfield Community Association has existed as a charity since 12/10/93.

In 2018 the Charitable Trust (301916) was changed to a Charitable Incorporated Organisation (CIO) and given a new charity number 1179587

A committee of trustees was set up under a foundation constitution. Trustees elect all officers. The day-to-day management is delegated to a part-time manager.

The named Officers of the Association together with the Centre Manager form a Senior Management Team (SMT), which usually meets to each meeting of the full committee or when matters arise that cannot wait until a full committee meeting is convened. The treasurer, whilst not a trustee, also attends most meetings. SMT did not meet at all in the year, due to the Coronavirus pandemic.

The year under report was slightly disrupted by the Coronavirus pandemic. The Centre re-opened part way through May 2021 although many groups did not resume meeting until September 2021. Staff were furloughed in April and part of May.

Trustee Management meetings occurred on 5 May, 24 August, 10 December 2021 and 25 March 2022.

Outside representatives were Cllr B Bentley, East Hants District Town Council, Cllr J Deane, Petersfield Town Council.

The delayed Annual General Meeting (re 2019-2020) was held 'in house' on 16 July 2021. The AGM for 2020-2021 was held on 24 September 2021.

Objectives (public benefit)

The objectives of the Association, as laid out in the constitution are:

To promote the benefit of the inhabitants of Petersfield and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with object of improving the conditions of life for the said inhabitants.

To maintain and manage the Community Centre in furtherance of these objects.

Activities

The rooms of the community centre are hired out to groups and clubs from Petersfield and the surrounding area, in accordance with the objectives.

Staff and Volunteers

The office (open weekday mornings) was staffed by a salaried manager and a total of 4 volunteers during the year. A caretaker and assistant caretaker were also employed for cleaning and some maintenance.

PETERSFIELD COMMUNITY ASSOCIATION**TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)****ACHIEVEMENTS AND PERFORMANCE****Usage of the centre 2021-2022**

	2021-22	2020-21
No. of Bookings taken for year (4 rooms plus kitchen)	2311	463

Number of Hirers of Rooms in Centre	2021-22	2020-21
Regular (most weekly or more, all at least monthly)	68	33
Occasional (less than monthly)	19	3
Casual (once only)	28	7
Total No. of hirers	115	43

Groups Using the Centre

Age Concern Lunch Club	Meritts Meadow	Pulmonary Rehab
AGRA South Central Network	Milly Grace Pilates	Sailors Linedanz Club
Ancient Order of Foresters	Mini First Aid	Small Shepherds Club
Art History	Monkey Musi	Steep Tennis Club
Art Life	MP surgery	Stop Domestic Abuse
Bereavement Counselling	PACT Christmas Dinner	U3A Current affairs
Bicycle Buddies	Papercraft	U3A Cycling
Bobbie's Yoga	PartofaPlan	U3A Environment & Climate
Bowmen of Petersfield	Petersfield & District Angling Club	U3A Family history
Bridge Practice	Petersfield & District Beekeepers	U3A Friendly duplicate Bridge
Broadway Park	Petersfield & District Philatelic Society	U3A Health Matters
Counselling Service (Petersfield)	Petersfield Academy of Dance	U3A Jazz Appreciation
Create	Petersfield Bridge Club	U3A Painting
Dog Training Society	Petersfield Conservative Club	U3A Science & Technology
Family Support Service (HCC)	Petersfield Jazz & Blues	U3A Scrabble
Fiddlesticks Music	Petersfield Men's Shed	U3A Watercolour Group
First Aid - Gerald Pilkington	Petersfield Music Festival	U3A Welcome Group
Friday Bridge Group	Petersfield Stitchers	U3A Wine appreciation Groups x 4
Friends of Petersfield Heath	Petersfield Woman's Institute	Upholstery
Friends of Petersfield Hospital	Petersfield Youth Theatre	Watercolour Class
Green Party	Phoenix Friends	Weight Watchers
Hampshire Philatelic Federation	Phoenix Stitchers	Winton Player
Helena's Flamenco School	Photographic Society	Yoga
History Group	Pilates (Emma Cordingley)	Young Farmers Club
Hope Church	Pilates Beth Svarovska	
Junior Phoenix	Private bookings x 6	
Kowasabi Japanese Community	Private booking - child's party x 8	
Kumon Maths & English	Private Booking - Wake	
Lip Reading	Private Booking - Wedding	
Liss Forest Ballet	Private Dance Lessons x 2	
Little First Aid Company	Private Dance Practice	

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

CHAIR'S REPORT: 2021-2022

We were closed until May due to Covid restrictions.

Our customer base in some cases was a little cautious about returning and some groups did not. However, by September we were mostly back to normal with some new groups and others returned.

Our finances were good - helped by furlough payments, grants and a start up grant, thank you EHDC, PTC and the government for this. Also, thank you to Emma and Geoff for keeping their eyes on the ball regarding extra funding and appropriate applications.

We have a £30K surplus from the year which is earmarked for re-felting the main hall barrel roof in 2022-23. Work to be completed in spring 2022.

The Exhibition room ceiling is the next major project and we hope to initiate this work early in 2023. An amount of money left to the centre by a kind benefactor will go a long way in funding this. During this time, 2021-22 we had no major project but the toilets were redecorated thus keeping the centre in good order.

Staff.

Coco, the assistant caretaker, went off on leave to Japan in February and we appointed 2 ladies for a job share to cover her absence, this is working very well.

Committee members.

Sadly we said goodbye to Les Mitchinson who left in Aug. 2021.

We welcomed 4 new members,

Emma Cordingley in July 2021

John Williams in Aug 2021

Lyndsey Gilbey December 2021

Mike Park in March 2022

There is still a Vice Chair vacancy and the current Chair has only a few more months of service remaining until she must stand down not only from this position but from the committee as the constitution demands. Please consider offering yourselves as replacements.

We managed 2 AGMs during this period which enabled us to catch up on business and planning information, gladly as life returns to 'normal' we can have our committee meetings and AGMs at their usual times.

Thank you for your support and continued service to the PCA, we can proudly say that we have a well-oiled machine that continues to offer a wide range of activities and accommodation for the community.

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

MAINTENANCE OF PREMISES

Maintenance and improvements to the Centre and its land is the responsibility solely of the Petersfield Community Association and is carried out under the supervision of the House Manager, a member of the committee, along with the Centre Manager.

Comprehensive Risk Assessments and a Fire Risk Assessment of the building are carried out annually by the Manager under the supervision of the House Manager.

The House Manager position was filled in March 2022 when Mike Park joined the trustees. Until that point repairs and improvements were carried out under the supervision of the Manager and the Chair. Other maintenance issues were handled by the Centre Manager and Caretaker.

In the year under report, the following repairs and improvements were carried out:

The building continues to need regular maintenance such as:

Boilers servicing and repairs

Annual checks on Fire Alarm, fire equipment and emergency lighting – a new fire alarm panel was fitted.

Annual checks on CCTV and security system

Deep clean of carpets and flooring

Annual hedge trimming

The only project for the year was the redecoration of the toilets, although quotes were sought and a contract agreed for the re-roofing of the main dome to be started in April 2022.

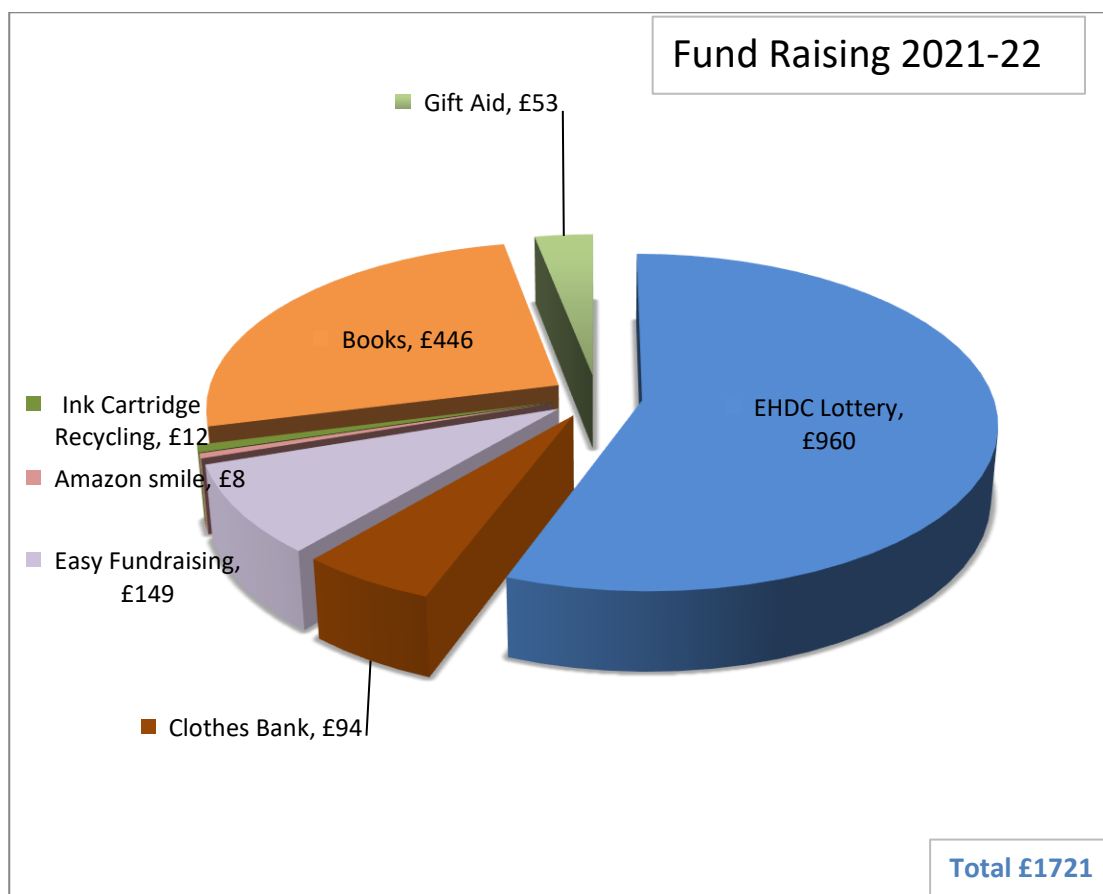
PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

FUND RAISING

The Association has no regular revenue support from any Local Government body. Occasional donations and legacies provide welcome assistance when they occur but cannot be considered a reliable source of income. The Association depends on raising the necessary funding to meet all the running expenses of the centre through hire charges and internal fundraising activities.

In the year under report, fundraising was limited by covid restrictions. The annual quiz, community fair and fundraising family history talks were all cancelled and books could not be sold from the foyer. The EHDC lottery was a new, and welcome, source of fundraising income.

EHDC Lottery	£960
Clothes Bank	£94
Easy Fundraising	£149
Amazon smile	£8
Ink Cartridge Recycling	£12
Quiz	
Books	£446
Gift Aid	£53
Total	£1,721



TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

FINANCIAL REVIEW – GEOFF LAMBELL

Overview

The accounts (page 12 onwards) show a surplus of £30,551 which is a welcome result as the Association emerged from the Covid restrictions. The surplus in 2020-21 was £2,996.

Our income is driven mainly by

Room Hire / Fundraising / Donations and grants.

We are grateful to:

- . EHDC for a grant of £9,167 under the 'Retail and leisure' support.
- . EHDC for a 'Lockdown' grant of £8,000
- . Petersfield Town Council for a grant of £1,500.
- . We also made use of the UK government furlough scheme £2,382.
- . The Association benefited from a legacy from Mrs J Pickering, £6,257.

Our costs are carefully managed and we review our contracts when up for renewal to ensure we are getting the best deals for the centre.

Income

The income of £80,139 (c/w £47,199 in 2020-21), of this - £47,028 came from our room hire, which is a good result, in light of the long closure we had. We are grateful to all the centre users for their continuing support.

We have been assisted by the available grants as mentioned above and our fundraising activities mainly via EH Community lottery this year.

Expenditure

The total expenditure of £49,588 (£44,203 in 2020-21), This is comprised mainly by

- .projects at the centre (£995) (refurbish of toilets)
- .general maintenance of (£7,719),
- .staff costs (£28,212) which rose by 8% - in line with the Civil Service pay scales.

Reserves

The reserves have been increased slightly this year to £132,711 which is a useful bridge against the risk of large unplanned / planned maintenance bills, necessary with a building of his age.

Future Expenditure / Income

The planned upgrading/ repairing the roof was completed in April 2022 the large cost (£25K) has been largely met out of our reserves.

The ceiling in the Exhibition Room is planned to be replaced and quotations are being sought..

The Trustees have again taken the decision to hold room charges at the current rates for the rest of the financial year.

Staff Pensions

The centre continues to make the necessary contributions.

Independent Examiner

Mr GR Beer chartered accountant has certified these accounts as accurate.

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

Financial Review, Investment Policy and Reserves

Reserves Policy

Unrestricted funds are needed:

- a. To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and
- b. To cover administration fund-raising and support costs without which the charity could not function.

The trustees consider it prudent that unrestricted reserves should be sufficient:

- a. To cover one year's administration, fund-raising and support costs;
- b. To provide a pool equal to 10% of the average charitable expenditure over the preceding years from which funds can be designated to specific projects.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PETERSFIELD COMMUNITY ASSOCIATION

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

I report to the trustees on my examination of the accounts of Petersfield Community Association for the year ended 31 March 2022.

Responsibilities and Basis of Report

As the trustees of the Charity 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 Charity’s accounts carried out under section 145 of the 2011 Act and 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 confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1.accounting records were not kept in respect of the Charity as required by section 130 of the Act; or

2 the accounts do not accord with those records; or

3.the accounts do 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.

G R Beer MA FCA
4, Chilgrove House
Marden Way
Petersfield, Hampshire GU31 4PU

2022

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	2022.....				2021.....			
Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2022 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2021 £
Incoming Resources								
Hiring	47,028	0	0	47,028	8,947	0	0	8,947
Storage	1,582	0	0	1,582	0	0	0	0
Vending	251	0	0	251	1	0	0	1
Fund Raising	1,721	0	0	1,721	918	0	0	918
Grants and other Income	17,181	5,500	0	22,681	34,732	1,000	0	35,732
Interest	11	0	0	11	770	0	0	770
Legacy & Donations	528	6,257	0	6,785	831	0	0	831
Damage Account	80	0	0	80	0	0	0	0
Total resources incoming	68,382	11,757	0	80,139	46,199	1,000	0	47,199
Resources Expended								
Vending	322	0	0	322	0	0	0	0
Fund Raising	0	0	0	0	0	0	0	0
M & R Internal	4,237	2,158	0	6,395	1,405	718	0	2,123
M & R External	1,324	0	0	1,324	904	444	0	1,348
Projects	995	0	0	995	7,442	0	0	7,442
Licences & Subscriptions	2,019	0	0	2,019	2,076	0	0	2,076
Salaries & Wages	28,212	0	0	28,212	25,133	0	0	25,133
Overheads	10,321	0	0	10,321	6,081	0	0	6,081
Total resources expended	47,430	2,158	0	49,588	43,041	1,162	0	44,203

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022 (Continued)

	2002 -----				2001			
Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2022 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2021 £
Net Incoming resources / (resources expended)	20,952	9,599	0	30,551	3,158	(162)	0	2,996
Transfer between funds	(11,158)	11,158	0	0	(162)	162	0	0
Funds brought forward at 1 April 2020	122,863	0	1,253,385	1,376,248	119,867	0	1,253,385	1,373,252
Funds carried forward at 31 March 2021	<u>£132,657</u>	<u>20,757</u>	<u>£1,253,385</u>	<u>£1,406,799</u>	<u>£122,863</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,376,248</u>

PETERSFIELD COMMUNITY ASSOCIATION
BALANCE SHEET
AS AT 31 MARCH 2022

		2022				2021			
	Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2022 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2021 £
Fixed Assets									
Tangible Assets	2	0	0	1,253,385	1,253,385	0	0	1,253,385	1,253,385
Investments – NS&I		118,155	20,757	0	138,912	108,900	0	0	108,900
Total Fixed Assets		<u>118,155</u>	<u>20,757</u>	<u>1,253,385</u>	<u>1,392,297</u>	<u>108,900</u>	<u>0</u>	<u>1,253,385</u>	<u>1,362,285</u>
Current Assets									
Debtors and prepayments		1,868	0	0	1,868	87	0	0	87
Petty Cash		272	0	0	272	178	0	0	178
NatWest Current Account		16,190	0	0	16,190	15,627	0	0	15,627
Total Current Assets		<u>18,330</u>	<u>0</u>	<u>0</u>	<u>18,330</u>	<u>15,892</u>	<u>0</u>	<u>0</u>	<u>15,892</u>
Creditors Amounts falling due within one year	9	<u>(3,828)</u>	<u>0</u>	<u>0</u>	<u>(3,828)</u>	<u>(1,929)</u>	<u>0</u>	<u>0</u>	<u>(1,929)</u>
Net Current Assets		<u>14,502</u>	<u>0</u>	<u>0</u>	<u>14,502</u>	<u>13,963</u>	<u>0</u>	<u>0</u>	<u>13,963</u>
Net Assets		<u><u>£132,657</u></u>	<u><u>20,757</u></u>	<u><u>£1,253,385</u></u>	<u><u>£1,406,799</u></u>	<u><u>£122,863</u></u>	<u><u>0</u></u>	<u><u>£1,253,385</u></u>	<u><u>£1,376,248</u></u>
The Funds of the Charity:									
Unrestricted Funds	8	132,657	0	0	132,711	122,863	0	0	122,863
Restricted Funds		0	20,757	0	20,757	0	0	0	0
Endowment Fund	8	<u>0</u>	<u>0</u>	<u>1,253,385</u>	<u>1,253,385</u>	<u>0</u>	<u>0</u>	<u>1,253,385</u>	<u>1,253,385</u>
Total Charity Funds		<u><u>£132,657</u></u>	<u><u>20,757</u></u>	<u><u>£1,253,385</u></u>	<u><u>£1,406,799</u></u>	<u><u>£122,863</u></u>	<u><u>0</u></u>	<u><u>£1,253,385</u></u>	<u><u>£1,376,248</u></u>

We approve the attached accounts and confirm that we have made available all relevant records and information for their preparation.

Mrs E. Moss - Chairman 2022

Mr G. Lambell – Treasurer 2022

The notes on pages 14 to 17 form part of these accounts.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

1.Accounting Policies

(a)Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP):Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the charity is responsible in law.

The charity constitutes a public benefit entity as defined by FRS 102

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b)Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

(c)Income Recognition

All income and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the charity is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

(d)Expenditure Recognition

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the charity. All other expenditure is generally recognized when it is incurred and is accounted for gross.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)

(e) Tangible Fixed Assets

The Freehold Property being The Centre in Love Lane, Petersfield and adjoining land was transferred at nil cost from PCA Land Trustees. The Trustees had revalued The Centre at its insurance value in 2020 and it is now included as an Endowment Fund in the Balance Sheet. The land adjoining The Centre has not been revalued as a value for it has been unobtainable.

The Trustees consider that as The Centre property and adjoining land has a high residual value there is no need to charge depreciation on it in the year. This position will be reviewed at each year end in future.

(f) Pensions

The Charity has registered with NEST and employees have joined the defined contribution "money purchase" scheme and the charity's contributions are shown in Note 3.

2. Tangible Assets

	Freehold Property £
Cost or estimated cost at 1 April 2021	1,253,385
Addition	0
Revaluation	0
At 31 March 2022	<u>1,253,385</u>
Accumulated depreciation at 1 April 2021	0
Charge for the year	0
At 31 March 2022	<u>0</u>
Net book value at 31 March 2022	<u>£1,253,385</u>
Net book value at 31 March 2021	<u>£1,253,385</u>

3. Taxation

The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)

4. Analysis of employee costs

	2022 £	2021 £
Salaries	27,994	24,946
Staff Pension costs	218	187
Social Security Costs	0	0
Total	<u>£28,212</u>	<u>£25,133</u>

No employee received emoluments of over £60,000 during the year (2021 – nil).

Average number employees for the year was 4 (2021 - 4).

Average number of full-time equivalent employees for the year was 2 (2021 – 2).

5. Legal and Professional costs

	2022 £	2021 £
Independent Examiner's Fees	380	380
Licenses	<u>1,812</u>	<u>1,812</u>

6. Donated Services

The trustees receive no remuneration for their services.

7. Commitments

The trustees have not committed to or authorized a capital purchase at the year end. (2021- nil)

8. Analysis of Fund Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Fund £	Total £
Tangible Fixed Assets	0	0	1,253,385	1,253,385
Fixed Asset Investment	118,155	20,757	0	138,912
Current Assets	18,330	0	0	18,330
Current Liabilities	(1,983)	0	0	(1,983)
	<u>£132,657</u>	<u>£20,757</u>	<u>£1,253,385</u>	<u>£1,406,799</u>

The unrestricted funds of the charity may be applied for any charitable purpose at the discretion of the trustees.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022(Continued)

9.Creditors: Amounts falling due within one year.

	2022 £	2021 £
Trade Creditors	980	129
Key Money	905	795
Hire Refunds	-	404
Advance Bookings	714	-
Accruals	1229	601
	£3,828	£1,929

PETERSFIELD COMMUNITY ASSOCIATION

	2022	2021
DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2022		
	£	£
Hiring		
Main Hall Community Hire	5,802	827
Main Hall Business Hire	12,635	2,588
Club Room Community Hire	4,223	794
Club Room Business Hire	5,169	1,328
Committee Room Community Hire	2,791	230
Committee Room Business Hire	1,372	102
Exhibition Room Community Hire	9,059	1,162
Exhibition Room Business Hire	4,348	1,507
Kitchen Hire	1,629	409
	<u>£47,028</u>	<u>£8,947</u>
Fund Raising		
East Hampshire Lottery	959	626
Easy Fund Raising	149	66
Eco Recycle	94	87
Inkjet Recycle	12	33
Amazon Smile	8	8
Card Sales	0	3
Books	446	0
Family History Talks	0	0
Community Fair	0	0
Gift Aid Income	53	87
	<u>1,721</u>	<u>918</u>
Less: Fund Raising expenses	<u>(0)</u>	<u>(0)</u>
	<u>£1,721</u>	<u>£918</u>
Grants and other Income		
Furlough Grant	2,382	14,014
EHDC Retail and Leisure Grant	9,167	14,000
EHDC Lockdown Grant	8,000	6,708
Police Grant	0	500
Tesco Community Fund	0	500
Petersfield Town Council Grant	1,500	0
Equipment Hire	264	10
Photocopying and Telephone	26	0
Cancellations	10	0
Wayleave	1,260	0
PAT Test Donations	8	0
Sanitary Vending Machine	4	0
Sound System	60	0
	<u>22,681</u>	<u>35,732</u>

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

	2022 £	2021 £
M & R Internal		
Health & Safety	84	718
Window Cleaning	64	128
Interior General	1,069	252
Cleaning Materials	426	78
Toilets Maintenance	152	0
Boiler Maintenance	1,271	433
Cannon Hygiene	156	186
Electrical Legal	922	48
Electrical Spares & General	9	9
Equipment Specific	2,177	222
Kitchen Expenses	65	49
	£6,395	£2,123
M & R External		
Exterior General	129	0
External Lights	0	444
Gardening	1,195	904
	£1,324	£1,348
Projects		
Toilets Redecoration	995	0
Drainage System Works	0	5,097
Corridor & Foyer Maintenance	0	2,345
	£995	£7,442

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

	2022 £	2022 £	2021 £	2021 £
Salaries & Wages				
Manager's Salary		13,512		12,475
Clerical		1,470		265
Caretaker's Salary		8,048		7,457
Assistant Caretaker's Salary		4,136		3,771
Handyman and Casual Labour		86		0
Payroll Expenses		742		978
Pension Contributions		218		187
		<u>£28,212</u>		<u>£25,133</u>
Licences & Subscriptions				
Licences		1,710		1,812
Subscriptions		309		264
		<u>£2,019</u>		<u>£2,076</u>
Overheads				
Security				
Kestrel Guards	258		250	
CIA Intruder & Fire Alarms	1,968		579	
Insurance	<u>1,471</u>	3,697	<u>1,470</u>	2,299
Post & Communication				
Website	72		72	
Postage & Carriage	66		0	
Telephone and Broadband	599		590	
Internet Protection	<u>82</u>	819	<u>0</u>	662
Office Expenses				
First Aid	24		1	
Printing & Stationery	413		119	
Training Costs	0		80	
Office Expenses	382		310	
Staff Refreshments	39		11	
Hospitality	49		0	
Computer Replacements	<u>35</u>	942		521
Electricity, Gas & Water				
Electricity	1,842		817	
Gas	1,877		710	
Water Rates	<u>712</u>	4,431	<u>562</u>	2,089
Sundries				
Council Tax	79		0	
Independent Examiner's Fee	400		380	
Legal Fees	(200)		0	
Volunteers Expenses	<u>153</u>		<u>130</u>	
		<u>432</u>		<u>510</u>
		<u>£10,321</u>		<u>£6,081</u>

Accounts

PETERSFIELD COMMUNITY ASSOCIATION

PETERSFIELD COMMUNITY ASSOCIATION

REGISTERED CHARITY NUMBER 1179587

**ACCOUNTS
and
TRUSTEES REPORT**

FOR THE YEAR ENDED 31 MARCH 2021



PETERSFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER 1179587

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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CHARITY INFORMATION

Trustees:	Mrs E (Liz) Moss – Chair Mr Les Mitchinson – Vice Chair Mr John Wigley (Rtd 28.10.20) Mr Colin Smith Mr L Redstone Mrs D Syms (Rtd 28.10.20) Mr R Pendell Mr Bill Organ Ms L Payze Mrs G Jolly Mrs E Cordingley (co-opted 28.10.20)
Charity Number:	1179587
Principal Office:	Petersfield Community Association The Centre Love lane Petersfield Hampshire GU31 4BW
Independent Examiner:	Mr G R Beer MA (Cantab) FCA 4, Chilgrove House, Marden Way Petersfield Hampshire GU31 4PU
Bankers:	Natwest Bank 38 High street Alton Hants GU34 1BF

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Petersfield Community Association has existed as a charity since 12/10/93.

In 2018 the Charitable Trust (301916) was changed to a Charitable Incorporated Organisation (CIO). This was registered with the Charity Commission on 21/08/2018 and given a new charity number 1179587

A committee of trustees was set up under a foundation constitution. Trustees elect all officers. The day-to-day management is delegated to a part-time manager.

The named Officers of the Association together with the Centre Manager form a Senior Management Team (SMT), which usually meets to each meeting of the full committee or when matters arise that cannot wait until a full committee meeting is convened. The treasurer, whilst not a trustee, also attends most meetings. SMT did not meet at all in the year, due to the Coronavirus pandemic.

The year under report was greatly disrupted by the Coronavirus pandemic. Lockdowns closed the centre from April-June 2020, November 2020, and January-April 2021. During these periods, staff were furloughed.

The planned 23 April meeting was cancelled, and a report circulated and agreed by all trustees in lieu of meeting in person. Subsequently, the management meetings occurred on 19 June, 14 August, 28 October, and 9 December 2020 (generally between lockdowns)

Outside representatives were Cllr B Bentley, East Hants District Town Council, Cllr P Shaw, Petersfield Town Council, although they were unable to attend most meetings due to the reduced room capacity.

The Annual General Meeting was postponed and was held 'in house' on 16 July 2021.

Objectives (public benefit)

The objectives of the Association, as laid out in the constitution are:

To promote the benefit of the inhabitants of Petersfield and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with object of improving the conditions of life for the said inhabitants.

To maintain and manage the Community Centre in furtherance of these objects.

Activities

The rooms of the community centre are hired out to groups and clubs from Petersfield and the surrounding area, in accordance with the objectives.

Staff and Volunteers

The office (open weekday mornings) was staffed by a salaried manager and a total of 4 volunteers during the year. A caretaker and assistant caretaker were also employed for cleaning and some maintenance.

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

ACHIEVEMENTS AND PERFORMANCE

Usage of the centre 2020-2021

	2020-21	2019-20
No. of Bookings taken for year (4 rooms plus kitchen)	463	3313

Number of Hirers of Rooms in Centre	2020-21	2019-20
Regular (most weekly or more, all at least monthly)	33	64
Occasional (less than monthly)	3	18
Casual (once only)	7	27
Total No. of hirers	43	106

Groups Using the Centre

Age Concern Lunch Club
Art History
Art Life
Baby Sensory
Bowmen of Petersfield
Casual Art
Crop Circle Lecture
Dog Training Society
Family History Group
History Group
Hope Church
Junior Phoenix
Kumon Maths & English
Lip Reading
Liss Forest Ballet
Meritts Meadow
Monkey Music
MP Surgery
NCS Youth Programme
Papercraft
Petersfield & District Angling Club
Petersfield & District Philatelic Society

Petersfield Academy of Dance
Petersfield Gardeners Club
Petersfield Stitchers
Phoenix Stitchers
Pilates
Pilates Summer School
Private Dance Practice
Sailors Linedanz Club
Steep Tennis Club
Tai Chi Group
Tai Chi Practice
The Arts Society
The Square Strummers
TK Trading
Trevor John Band
U3A
U3A Bookclub
Upholstery
Watercolour Class
Weight Watchers
Yoga (SL)

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

CHAIR'S REPORT: 2020-2021

The year was punctuated by Covid 19.

For 8 of the 12 months we were closed. However, even during that time the Centre was being carefully monitored and cared for and re-opening procedures put in place ready to welcome our users when allowed. This happened on May 17th.

We said farewell to Diana Syms and John Wigley who stepped down as trustees. We thank them for their invaluable contributions to the PCA.

I apologise for the brevity of this report however let us hope for considerably more action during the next financial year.

MAINTENANCE OF PREMISES

Maintenance and improvements to the Centre and its land is the responsibility solely of the Petersfield Community Association and is carried out under the supervision of the House Manager, a member of the committee, along with the Centre Manager.

Comprehensive Risk Assessments and a Fire Risk Assessment of the building are carried out annually by the Manager under the supervision of the House Manager.

The House Manager position remained unfilled during the year so repairs and improvements were carried out under the supervision of the Manager and the Chair. Other maintenance issues were handled by the Centre Manager and Caretaker.

In the year under report, the following repairs and improvements were carried out:

The building continues to need regular maintenance such as;
Boilers servicing and repairs
Annual checks on Fire Alarm, fire equipment and emergency lighting
Annual checks on CCTV and security system
Deep clean of carpets and flooring
Annual hedge trimming

The major project for the year was work to the drains alongside the right of the building (when facing it). This became necessary after heavy rain caused a small lake outside the exhibition room. The soakaway was found to have failed and the drains had to be dug up and re-run outside the main hall and kitchen. This work caused little disruption since the centre was closed at the time, due to Covid.

The corridor & foyer were also redecorated at this time, and rub rails fitted along the corridor to protect the walls.

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

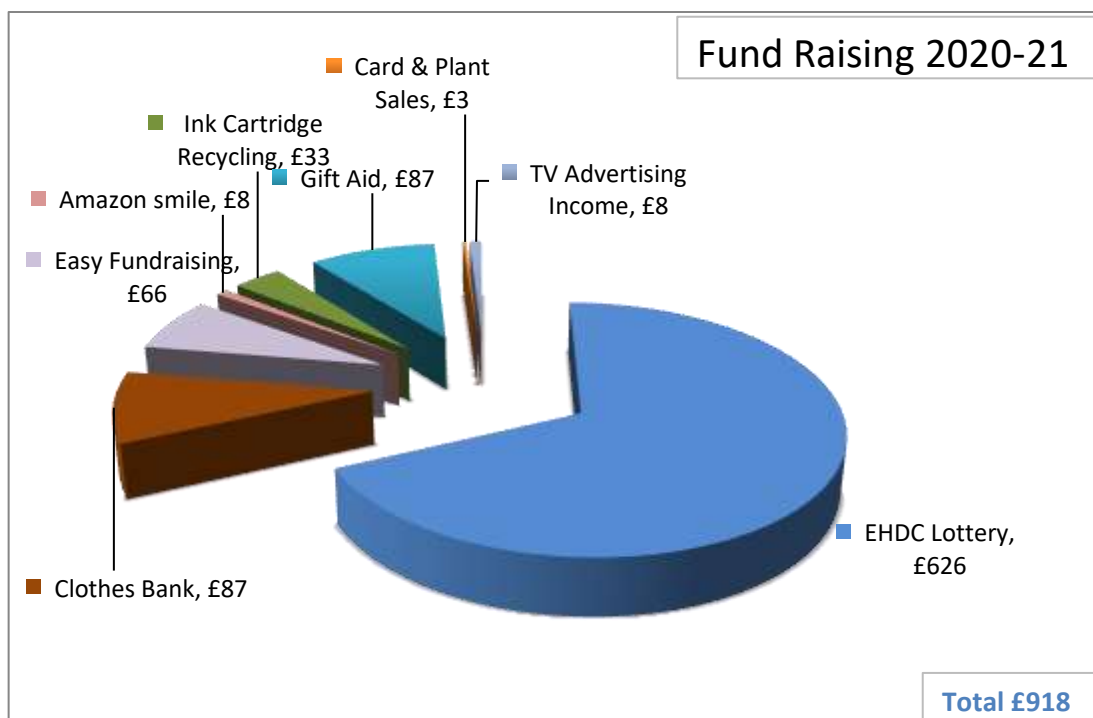
FUND RAISING

The Association has no regular revenue support from any Local Government body. Occasional donations and legacies provide welcome assistance when they occur but cannot be considered a reliable source of income. The Association depends on raising the necessary funding to meet all the running expenses of the centre through hire charges and internal fundraising activities.

In the year under report, fundraising was limited by covid restrictions. The annual quiz, community fair and fundraising family history talks were all cancelled and books could not be sold from the foyer. The EHDC lottery was a new, and welcome, source of fundraising income.

Source

EHDC Lottery	£626
Clothes Bank	£87
Easy Fundraising	£66
Amazon smile	£8
Ink Cartridge Recycling	£33
Gift Aid	£87
Card & Plant Sales	£3
TV Advertising Income	£8
Total	£918



PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

FINANCIAL REVIEW – GEOFF LAMBELL

A copy of the Association's approved Annual Finance Report for the period 1st April 2020 to 31st March 2021, is attached for reference and more details.

Overview

The accounts show a surplus of £2,996 which is a welcome result as the centre was closed for most of the year due to the impact of Covid regulations. The surplus in 2020 was £12,471.

Our income is driven mainly by

Room Hire / Fundraising / Donations and grants.

We are grateful to

- . Tesco for a Community fund donation of £500 to assist in our re-start after lockdown.
- . EHDC for a grant of £14,000 under the 'Retail and leisure' support.
- . EHDC for a 'Lockdown' grant of £6,708
- . Hampshire Police for improvements to our security lighting £500.
- . We also made use of the UK government furlough scheme £14,014

Our costs are carefully managed and we review our contracts when up for renewal to ensure we are getting the best deals for the centre.

Income

The income of £47,199 (£75,533 in 2019/20), of this - £8,947 came from our room hire, which is a good result, in light of the long closure we had. We are grateful to all the centre users for their continuing support.

We have been sustained primarily by the grants made available by UK government and our fundraising activities mainly via EH Community lottery this year.

Expenditure

The total expenditure of £44,203 (£63,062 in 2019/20), This is comprises mainly

- .projects at the centre (£7,442) including drain repairs @£5,097,
- .general maintenance of (£3,471),
- .staff costs (£25,133) which rose by 3% - in line with the Civil Service pay scales.

Reserves

Unrestricted Funds have been increased slightly this year to £122,863 which is a useful bridge against the risk of large unplanned / planned maintenance bills, necessary with a building of his age.

Future Expenditure / Income

There are no planned maintenance projects of a large cost currently scheduled though we are aware of the need to keep a watch over the building fabric.

The Trustees have taken the decision that room charges will be held at the current rates for the next financial year.

Changes in income as groups come and go is also a risk we are mindful of.

Staff Pensions

The centre continues to make the necessary contributions.

Independent Examiner

Mr GR Beer chartered accountant has certified these accounts as accurate.

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

Financial Review, Investment Policy and Reserves

Reserves Policy

Unrestricted funds are needed:

- a. To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and
- b. To cover administration fund-raising and support costs without which the charity could not function.

The trustees consider it prudent that unrestricted reserves should be sufficient:

- a. To cover one year's administration, fund-raising and support costs;
- b. To provide a pool equal to 10% of the average charitable expenditure over the preceding years from which funds can be designated to specific projects.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

I report to the trustees on my examination of the accounts of Petersfield Community Association for the year ended 31 March 2021.

Responsibilities and Basis of Report

As the trustees of the Charity 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 Charity's accounts carried out under section 145 of the 2011 Act and 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 confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1.accounting records were not kept in respect of the Charity as required by section 130 of the Act; or

2 the accounts do not accord with those records; or

3.the accounts do 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.

G R Beer MA FCA
4, Chilgrove House
Marden Way
Petersfield, Hampshire GU31 4PU

2021

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2021 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2020 £
Incoming Resources									
Hiring		8,947	0	0	8,947	67,744	0	0	67,744
Storage		0	0	0	0	1,783	0	0	1,783
Vending		1	0	0	1	598	0	0	598
Fund Raising		918	0	0	918	2,894	0	0	2,894
Grants and other Income		34,732	1,000	0	35,732	847	0	0	847
Interest		770	0	0	770	793	0	0	793
Legacy & Donations		831	0	0	831	744	0	0	744
Damage Account		-	0	0	0	130	0	0	130
Total resources incoming		46,199	1,000	0	47,199	75,533	0	0	75,533
Resources Expended									
Vending		0	0	0	0	318	0	0	318
Fund Raising		0	0	0	0	564	0	0	564
M & R Internal		1,405	718	0	2,123	8,340	0	0	8,340
M & R External		904	444	0	1,348	1,620	0	0	1,620
Projects		7,442	0	0	7,442	13,577	0	0	13,577
Licences & Subscriptions		2,076	0	0	2,076	2,069	0	0	2,069
Salaries & Wages		25,133	0	0	25,133	25,396	0	0	25,396
Overheads		6,081	0	0	6,081	11,178	0	0	11,178
Total resources expended		43,041	1,162	0	44,203	63,062	0	0	63,062

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021 (Continued)

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2021 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2020 £
Net Incoming resources / (resources expended)		3,158	(162)	0	2,996	12,471	0	0	12,471
Transfer between funds		(162)	162	0	0	0	0	0	0
Extraordinary item – Gain on Revaluation of Fixed Assets		0	0	0	0	0	0	1,253,385	1,253,385
Funds brought forward at 1 April 2020		119,867	0	1,253,385	1,373,252	107,396	0	0	107,396
Funds carried forward at 31 March 2021		<u>£122,863</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,376,248</u>	<u>£119,867</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,373,252</u>

PETERSFIELD COMMUNITY ASSOCIATION
BALANCE SHEET
AS AT 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2021 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2020 £
Fixed Assets									
Tangible Assets	2	0	0	1,253,385	1,253,385	0	0	1,253,385	1,253,385
Investments – NS&I		108,900	0	0	108,900	108,130	0	0	108,130
Total Fixed Assets		<u>108,900</u>	<u>0</u>	<u>1,253,385</u>	<u>1,362,285</u>	<u>108,130</u>	<u>0</u>	<u>1,253,385</u>	<u>1,361,515</u>
Current Assets									
Debtors and prepayments		87	0	0	87	1,465	0	0	1,465
Petty Cash		178	0	0	178	82	0	0	82
NatWest Current Account		15,627	0	0	15,627	14,120	0	0	14,120
Total Current Assets		<u>15,892</u>	<u>0</u>	<u>0</u>	<u>15,892</u>	<u>15,667</u>	<u>0</u>	<u>0</u>	<u>15,667</u>
Creditors Amounts falling due within one year	9	(1,929)	0	0	(1,929)	(3,930)	0	0	(3,930)
Net Current Assets		<u>13,963</u>	<u>0</u>	<u>0</u>	<u>13,963</u>	<u>11,737</u>	<u>0</u>	<u>0</u>	<u>11,737</u>
Net Assets		<u>£122,863</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,376,248</u>	<u>£119,867</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,373,252</u>
The Funds of the Charity:									
Unrestricted Funds	8	122,863	0	0	122,863	119,867	0	0	119,867
Restricted Funds		0	0	0	0	0	0	0	0
Endowment Fund	8	<u>0</u>	<u>0</u>	<u>1,253,385</u>	<u>1,253,385</u>	<u>0</u>	<u>0</u>	<u>1,253,385</u>	<u>1,253,385</u>
Total Charity Funds		<u>£122,863</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,376,248</u>	<u>£119,867</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,373,252</u>

We approve the attached accounts and confirm that we have made available all relevant records and information for their preparation.

Mrs E. Moss - Chairman 2021

Mr G. Lambell – Treasurer 2021

The notes on pages 14 to 17 form part of these accounts.

PETERSFIELD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1.Accounting Policies

(a)Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP):Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the charity is responsible in law.

The charity constitutes a public benefit entity as defined by FRS 102

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b)Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

(c)Income Recognition

All income and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the charity is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

(d)Expenditure Recognition

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the charity. All other expenditure is generally recognized when it is incurred and is accounted for gross.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)

(e) Tangible Fixed Assets

The Freehold Property being The Centre in Love Lane, Petersfield and adjoining land was transferred at nil cost from PCA Land Trustees. The Trustees had revalued The Centre at its insurance value in 2020 and it is now included as an Endowment Fund in the Balance Sheet. The land adjoining The Centre has not been revalued as a value for it has been unobtainable.

The Trustees consider that as The Centre property and adjoining land has a high residual value there is no need to charge depreciation on it in the year. This position will be reviewed at each year end in future.

(f) Pensions

The Charity has registered with NEST and employees have joined the defined contribution “money purchase” scheme and the charity’s contributions are shown in Note 3.

2. Tangible Assets

	Freehold Property £
Cost or estimated cost at 1 April 2020	1,253,385
Addition	0
Revaluation	0
At 31 March 2021	<u>1,253,385</u>
Accumulated depreciation at 1 April 2020	0
Charge for the year	0
At 31 March 2021	<u>0</u>
Net book value at 31 March 2021	<u>£1,253,385</u>
Net book value at 31 March 2020	<u>£1,253,385</u>

3. Taxation

The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)

4. Analysis of employee costs

	2021 £	2020 £
Salaries	24,946	25,211
Staff Pension costs	187	185
Social Security Costs	0	0
Total	<u>£25,133</u>	<u>£25,396</u>

No employee received emoluments of over £60,000 during the year (2020 – nil).

Average number employees for the year was 4 (2020 - 4).

Average number of full-time equivalent employees for the year was 2 (2020 – 2).

5. Legal and Professional costs

	2021 £	2020 £
Independent Examiner's Fees	380	380
Licenses	<u>1,812</u>	<u>1,621</u>

6. Donated Services

The trustees receive no remuneration for their services.

7. Commitments

The trustees have not committed to or authorized a capital purchase at the year end. (2020- nil)

8. Analysis of Fund Assets and Liabilities

	Unrestricted Funds £	Expendable Endowment Fund £	Total £
Tangible Fixed Assets	0	1,253,385	1,253,385
Fixed Asset Investment	108,900	0	108,900
Current Assets	15,892	0	15,892
Current Liabilities	(1,929)	0	(1,929)
	<u>£122,863</u>	<u>£1,253,385</u>	<u>£1,376,248</u>

The unrestricted funds of the charity may be applied for any charitable purpose at the discretion of the trustees.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021(Continued)

9.Creditors: Amounts falling due within one year.

	2021 £	2020 £
Trade Creditors	129	29
Key Money	795	840
Hire Refunds	404	-
Advance Bookings	-	1,464
Accruals	601	1,597
	£1,929	£3,930

PETERSFIELD COMMUNITY ASSOCIATION

	2021	2020
DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2021		
	£	£
Hiring		
Main Hall Community Hire	827	6,987
Main Hall Business Hire	2,588	14,990
Club Room Community Hire	794	6,684
Club Room Business Hire	1,328	6,411
Committee Room Community Hire	230	4,781
Committee Room Business Hire	102	2,848
Exhibition Room Community Hire	1,162	11,783
Exhibition Room Business Hire	1,507	10,815
Kitchen Hire	409	2,445
	<u>£8,947</u>	<u>£67,744</u>
Fund Raising		
Advertising TV Display	8	20
Quiz	0	1,534
East Hampshire Lottery	626	0
Easy Fund Raising	66	102
Eco Recycle	87	62
Inkjet Recycle	33	57
Amazon Smile	8	0
Card Sales	3	34
Books	0	715
Family History Talks	0	229
Community Fair	0	110
Gift Aid Income	87	31
	<u>918</u>	<u>2,894</u>
Less: Fund Raising expenses	<u>(0)</u>	<u>(564)</u>
	<u>£918</u>	<u>£2,330</u>
Grants and other Income		
Furlough Grant	14,014	0
EHDC Retail and Leisure Grant	14,000	0
EHDC Lockdown Grant	6,708	0
Police Grant	500	0
Tesco Community Fund	500	0
Waitrose Community Fund	0	282
Equipment Hire	10	360
Photocopying and Telephone	0	27
Cancellations	0	15
Late Payment Penalty	0	3
Sound System	0	160
	<u>35,732</u>	<u>847</u>

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

	2021 £	2020 £
M & R Internal		
Health & Safety	718	9
Window Cleaning	128	160
Interior General	252	614
Cleaning Materials	78	1,044
Club Room Maintenance	0	164
Exhibition Room Maintenance	0	904
Main Hall Maintenance	0	1,064
Committee Room Maintenance	0	716
Toilets Maintenance	0	66
Boiler Maintenance	433	351
Cannon Hygiene	186	335
Electrical Legal	48	144
Electrical Spares & General	9	860
Equipment Specific	222	1,787
Kitchen Expenses	49	122
	£2,123	£8,340
M & R External		
Exterior General	0	27
External Lights	444	0
Gardening	904	1,593
	£1,348	£1,620
Projects		
Buildings Signage	0	1,649
Drainage System Works	5,097	0
Corridor & Foyer Maintenance	2,345	0
Main Hall/Club Room Decorations	0	11,928
	£7,442	£13,577

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

	2021 £	2021 £	2020 £	2020 £
Salaries & Wages				
Manager's Salary		12,475		12,317
Clerical		265		1,494
Caretaker's Salary		7,457		7,238
Assistant Caretaker's Salary		3,771		3,653
Handyman and Casual Labour		0		174
Payroll Expenses		978		335
Pension Contributions		187		185
		<u>£25,133</u>		<u>£25,396</u>
Licences & Subscriptions				
Licences		1,812		1,621
Subscriptions		264		448
		<u>£2,076</u>		<u>£2,069</u>
Overheads				
Security				
Kestrel Guards	250		279	
CIA Intruder & Fire Alarms	579		1,525	
Insurance	<u>1,470</u>	2,299	<u>1,402</u>	3,206
Post & Communication				
Website	72		72	
Postage & Carriage	0		63	
Telephone and Broadband	590		465	
Internet Protection	<u>0</u>	662	<u>27</u>	627
Office Expenses				
First Aid	1		9	
Travelling	0		42	
Printing & Stationery	119		479	
Training Costs	80		0	
Office Expenses	310		272	
Staff Refreshments	11		67	
Hospitality	<u>0</u>		35	
		521		904
Electricity, Gas & Water				
Electricity	817		1,431	
Gas	710		2,101	
Water Rates	<u>562</u>	2,089	<u>1,749</u>	5,281
Sundries				
Council Tax	0		303	
Independent Examiner's Fee	380		380	
Legal Fees	0		200	
Consultancy Fees	0		120	
Volunteers Expenses	<u>130</u>		<u>157</u>	
		510		1,160
		<u>£6,081</u>		<u>£11,178</u>