

CAPEL COMMUNITY ASSOCIATION

(Registered Charity No. 1179661)

**REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2023**

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The Trustees present their report for the year ended 31 August 2023.

Principal Address

Capel Village Hall
Falmouth Place
Five Oak Green
Tonbridge TN12 6RD

Structure, governance and management***Constitution***

Capel Community Association (the 'Charity') is a registered charity, registration number 1179661.

The Charity was established as a Charitable Incorporated Organisation (CIO) under a Constitution adopted on 27 December 2018. The Constitution defines the Charity's objects and powers. The Trustees are appointed by the Members or by Trustees in accordance with the Constitution.

The Trustees who served during the year and up to the date of signature of the financial statements were:

JH Cleminson
J Corcoran
GW Hardwick

A Smith
DJ Young
H Patterson

Organisation of the Charity

The Charity is under the control and management of its trustees who have overall oversight of the charity. Volunteers deal with day-to-day matters, attend committee meetings, liaise with and report to Trustees.

Objectives and Activities

Under the Charity's Constitution, the objects of the Charity are:

- To further or benefit the residents of the Parish of Capel and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and their voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents. To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.
- In furtherance to these objects but not otherwise, the trustees shall have the power: To establish or secure a village hall 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 the furtherance of the above objectives. Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable.

In planning the activities of the Charity, in particular setting the fees for hire of the Village Hall and attendance by local children at Pre School, the Trustees have considered the Charity Commissioners guidance on public benefit and specifically the guidance on the charging of fees. There are regular reviews of the fees charged and works to ensure the Hall facilities are available at an affordable price to the residents of the Parish in accordance with the object of the Charity.

Review of the period

During the year the three longstanding Trustees retired and seven new Trustees were appointed. Shortly afterwards one Trustee resigned but six continued to serve.

In the following six months, whilst managing transfer processes, we dealt with a number of issues including:

- Completing and submitting accounts from the three previous periods;
- Changing bank accounts to Unity Trust, a provider specialising in accounts for Charities;
- Following a long service the Hall Lettings/Cleaner retired. To help increase bookings we appointed a Hall Manager;
- The long-term future of the Hall was considered and a planning process initiated;
- Ongoing refurbishments took place with assistance from volunteers. Urgent works were also carried out.

The economic situation had an impact through rising costs and lower utilisation of hall facilities. Pre School pupil numbers were significantly down during the year. This is considered to have been partly due to demographics as local Pre Schools reported similar issues with attendee numbers. Perhaps an ongoing result of Covid.

Future Plans

Our plans are to keep the existing Hall fit for purpose, to increase revenue from all hirers, and to consider how best to develop the Hall for future users.

Financial Report for the year***Results for the year***

A summary of the year's results is given on page 5 of the financial statements.

The deficit recorded for the year of £21,725 (deficit £6,198 - 2022), comprised a deficit of £1,657 (deficit £800 - 2022) of unrestricted funds and a deficit of £20,068 (deficit £5,398 - 2022) on restricted reserves. The deficit on restricted reserves relates to Pre School. A transfer was made from the restricted reserves to general reserves of £8,705 to reflect Pre School's use of the Village Hall's facilities.

Reserves policy

The Charity requires reserves to protect its current activities, in order to allow the Trustees to meet their day-to-day responsibilities and to ensure that it continues to operate as a going concern. To secure the future of the hall the Trustees designate part of the general funds to a reserve: The Building Fund, which comprises monies designated for major work required for Hall maintenance or improvement, whether planned or unexpected in nature.

Reserves comprise:

- Unrestricted General funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and are maintained at a level which the Trustees consider necessary.
- Designated funds comprise of monies set aside out of unrestricted general funds for specific future hall purposes or projects.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal. Pre School is part of the Capel Community Association charity. The Pre School funds, which comprise the surplus on grants received and fees paid, constitute a restricted fund within the Charity.

Reserves policy (continued)

As at 31 August 2023, the Charity had general funds of £18,072, designated funds of £71,000 and restricted funds of £4,583. The Trustees will keep the level of reserves under constant review.

Investments

Any surpluses are held in interest bearing bank accounts. The interest generated is used in the furtherance of the Charity's objectives.

Approved by the trustees and signed on their behalf by:



Mr G W Hardwick
Trustee

Approved on:

8th February 2024

Independent Examiner's Report to the Trustees of Capel Community Association

I report to the trustees on my examination of the accounts of the Charity for the year ended 31 August 2023, which are set out on pages 6 to 12.

Respective responsibilities of Trustees and Examiner

The Charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 'Act'). The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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 reasonable cause to believe that in any material respect:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- the accounts do not accord with those; or
- 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 respect in order to enable a proper understanding of the accounts to be reached.



Mark Wildi
Chartered Accountant
Orchard Brook
Five Oak Green Road
Tonbridge TN12 6TJ

Date: 20 / 6 / 24

CAPEL COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
 (incorporating income and expenditure account)
 For the Year Ended 31 August 2023

	Notes	Unrestricted Fund £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Incoming resources					
Income from:					
Donations, legacies and similar incoming resources	1	570	955	1,525	1,029
Letting receipts and rents		9,724	-	9,724	9,752
Pre-school fees receivable		-	104,106	104,106	118,817
Investment Income		406	13	419	35
Total Income		10,700	105,074	115,774	129,633
Resources expended					
Expenditure on charitable activities:					
Letting expenses	2	149	-	149	429
Premises costs	3	13,809	86	13,895	11,545
Staff costs	4	6,636	112,896	119,532	117,863
Activity costs		-	1,667	1,667	2,658
Management and administration	5	468	1788	2,256	3,336
Total Expenditure		21,062	116,437	137,499	135,831
Net (expenditure) income before transfers		(10,362)	(11,363)	(21,725)	(6,198)
Transfers between funds		8,705	(8,705)	-	-
Net income and net movement in funds		(1,657)	(20,068)	(21,725)	(6,198)
Reconciliation of funds					
Total funds brought forward at 1 September 2022		90,729	24,651	115,380	121,578
Total funds carried forward at 31 August 2023		£89,072	£4,583	£93,655	£115,380

All recognised gains and losses are included in the above statement of financial activities.
 All of the charity's activities derived from continuing operations during the above two financial periods.

The Accounting Policies and Notes on pages 7 to 10 form part of these Accounts.

CAPEL COMMUNITY ASSOCIATION
BALANCE SHEET
Year ended 31 August 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Fixed Assets	7		-		141
Tangible fixed assets					
Current Assets					
Debtors	8	6,985		6,749	
Cash at bank and in hand		90,655		110,414	
		<u>97,640</u>		<u>117,163</u>	
Creditors: Amounts falling due within one year	9	(3,985)		(1,924)	
		<u></u>		<u></u>	
Net Current Assets			93,655		115,239
			<u>93,655</u>		<u>115,380</u>
Total net assets			<u>93,655</u>		<u>115,380</u>
The funds of the charity	12				
Restricted funds	10		4,583		24,651
Unrestricted funds					
Designated funds	11		71,000		71,000
General funds			18,072		19,729
			<u>93,655</u>		<u>115,380</u>

Approved by the trustees of Capel Community Association, and signed on their behalf by:

Mr G W Hardwick
Trustee



Approved on:

8th February 2024

The Accounting Policies and Notes on pages 7 to 10 form part of these Accounts.

Accounting Policies**Basis of Accounting**

The Accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

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

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees and management to make significant judgements and estimates. The items in the accounts where these judgements and estimates have been made include:

- the useful economic lives attributed to tangible fixed assets used to determine the annual depreciation charge;
- the assumptions adopted in determining the value of any designations required from the charity's general unrestricted funds

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts, in respect to a period of one year from the date of approval of these accounts. The trustees have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern.

The specific accounting policies adopted are set out below.

Fund accounting

- Unrestricted General funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. The Trustees consider that general funds should be maintained to cover approximately six months expenditure.
- Designated funds comprise monies set aside out of unrestricted general funds specific future purposes or projects.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Incoming Resources

Grants and other similar income are credited to the Statement of Financial Activities in the period to which it relates. Donations, legacies and similar incoming resources represents that given by individuals, corporations and other charitable organisations. Such income is credited to the Statement of Financial Activities in the year in which it is received. Investment income, representing interest, is credited to the Statement of Financial Activities when received. Volunteer time is not recognised.

Accounting Policies (continued)**Debtors**

Debtors are measured on initial recognition at settlement amount after any discounts or amounts advanced by the charity. Subsequently they are measured at the cash or other consideration expected to be received.

Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT and is reported as part of the expenditure to which it relates.

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Fixed assets

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The following rates have been adopted:

- Furniture and outside play area – 10% (straight line)
- Computer Equipment – 20% (straight line)

1. Donations, legacies and similar incoming resources

	Total 2023	Total 2022
	£	£
100 Club funds	490	490
Donations	1,035	539
	<hr/>	<hr/>
	1,525	1,029
	<hr/>	<hr/>

2. Letting expenses

	Total 2023	Total 2022
	£	£
Licences	149	429
	<hr/>	<hr/>
	149	429
	<hr/>	<hr/>

3. Premises costs

	Total 2023	Total 2022
	£	£
Rent	1	1
Utilities	4,991	4,733
Cleaning	1,984	588
Insurance	1,353	1,328
Repairs and maintenance	5,566	4,895
	<hr/>	<hr/>
	13,895	11,545
	<hr/>	<hr/>

4. Staff costs

	Total 2023	Total 2022
	£	£
Gross salaries	115,497	114,124
Social security costs	1,504	1,676
Other staff costs	2,531	2,063
	<hr/>	<hr/>
	119,532	117,863
	<hr/>	<hr/>

5. Management and Administration of the Charity

	Total 2023	Total 2022
	£	£
Telephone and fax	219	218
Bad debts	(25)	(25)
Computer costs	207	495
Office equipment depreciation	142	188
Subscriptions	197	194
Sundry expenses	350	1,118
Printing, postage and stationery	715	784
General insurance	451	364
	<hr/>	<hr/>
	2,256	3,336
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6. Trustees' Remuneration

No Trustee received any remuneration in connection with their duties as trustees during the year to 31 August 2023, (2022: £nil).

7. Tangible Fixed Assets
Cost

	Outside Play Area/Furniture	Computer Equipment	Total
			£
At 1 September 2022	10,422	2,119	12,541
	<hr/>	<hr/>	<hr/>
At 31 August 2023	10,422	2,119	12,541
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 September 2022	10,422	1,978	12,400
Charge for the year	-	141	141
	<hr/>	<hr/>	<hr/>
At 31 August 2023	10,422	2,119	12,541
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 August 2023	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 August 2022	-	141	141
	<hr/>	<hr/>	<hr/>

8. Debtors

	Total 2023	Total 2022
	£	£
Trade debtors – fees	6,427	5,742
Other debtors – Hall lettings/100 club	-	490
Prepayments and accrued income	558	517
	<hr/>	<hr/>
	6,985	6,749
	<hr/>	<hr/>

9. Creditors: Amounts falling due within one year

	Total 2023 £	Total 2022 £
Other creditors	1,830	1,254
Accruals and deferred income	237	367
Social security and other taxes	1,918	303
	<hr/>	<hr/>
	3,985	1,924
	<hr/>	<hr/>

10. Restricted Fund

	Balance at 1 Sept 2022 £	Incoming resources £	Resources expended £	Balance at 31 Aug 2023 £
Capel Pre-school	24,651	(11,363)	(8,705)	4,583
	<hr/>	<hr/>	<hr/>	<hr/>

11. Designated Fund

	Balance at 1 Sept 2022 £	New designation £	Released to General fund £	Balance at 31 Aug 2023 £
Building Fund	71,000	-	-	71,000
	<hr/>	<hr/>	<hr/>	<hr/>

The Building Fund comprises monies designated for major work required in respect of the maintenance or improvement of the Hall, whether planned or unexpected in nature.

12. Analysis of Total Funds

	Fixed Assets £	Current Assets £	Current Liabilities £	Total 2023 £
2023:				
Restricted fund		8,114	(3,531)	4,583
Designated	-	71,000	-	71,000
General fund	-	18,526	(454)	18,072
	<hr/>	<hr/>	<hr/>	<hr/>
	-	97,640	(3,985)	93,655
	<hr/>	<hr/>	<hr/>	<hr/>
	£	£	£	£
2022:				
Restricted fund	141	26,488	(1,978)	24,651
Designated	-	71,000	-	71,000
General	-	19,675	54	19,729
	<hr/>	<hr/>	<hr/>	<hr/>
	141	117,163	(1,924)	115,380
	<hr/>	<hr/>	<hr/>	<hr/>

