

HUCCLECOTE COMMUNITY ASSOCIATION CIO

Registered Charity No. 1186950



ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDING 31st MARCH 2023



Hucclecote Community Association

Report of the Trustees for the year ending 31 March 2022

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ANNUAL REPORT & ACCOUNTS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2023**

The Trustees present their report along with the financial statements of the charity for the year ended 31 March 2023. The financial statements have been prepared to comply with applicable law.

LEGAL AND ADMINISTRATIVE INFORMATION

Name of the Charity Hucclecote Community Association CIO

Address of the Office of the Charity

Hucclecote Community Centre
Hucclecote Road
Hucclecote
Gloucester
GL3 3RT

Telephone 01452 616289
E-mail hca@hucclecote.org.uk
Website www.hucclecote.org.uk

Names and addresses of other relevant organisations

Bankers: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

Independent Examiner: Ben Edwards, Esq., 8 Oak View, Hardwicke, Gloucester, GL2 4AT

Solicitors: Dean Barnard, Esq., Dee & Griffin, Hucclecote Court, 76, Hucclecote Road, Gloucester, GL3 3RU

Nature of the Governing Document The charity is governed by a Constitution which was adopted on 18th November 2019. It is Charitable Incorporated Association (CIO) registered under the Charities Act; registration number 1186950.

Objects of the Association

1. To promote the benefit of the inhabitants of Hucclecote and the neighbourhood ("the area of benefit") without the distinction of sex, sexual orientation, nationality, age, disability, or 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 the object of improving the conditions of life of the said inhabitants.
2. To establish or secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.
3. To promote such other charitable purposes as may from time to time be determined.

The Association shall be non-party in politics and non-sectarian in religion.

Method of election of Trustees At the Annual General Meeting members with power to vote elect a President, Chairman, Vice-Chairman, Treasurer and Secretary and up to ten individual members of the Association. Those elected are the Trustees of the Association and form the Management Committee. The Trustees who have served during the year are set out below.

Summary of investment powers The Constitution empowers the Association to invest money not immediately required for its objects in or upon such investments, securities or property as the Association may think fit, subject to such conditions as may be imposed by law.

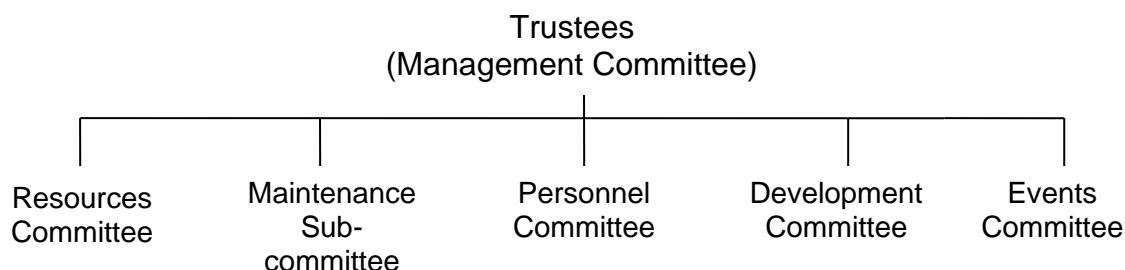
Names of Trustees as at 31.03.2023

Mr. R. Barker (Chair)
Ms G. Bond
Mrs J. Boote
Mr D. Brown
Mr R. Crowhurst (Vice-Chair)
Mr. W. Crowther (President)
Mr P. Finch (Honorary Secretary)
Mr M. Hall

Mrs H. Horwood
Mr S Lethbridge
Mr R Phillips
Mr M Rees
Mr C Slater
Mrs C Spencer
Mrs T Stevenson (Treasurer)

Organisational structure

The organisational structure of the Association is as below.



The Management Committee meets at least four times a year, when it receives reports from all relevant Committees. The Management Committee has responsibility for matters related to the constitution and to the overall direction of the Association, and considers recommendations from the other committees.

The Resources Committee undertakes budgetary planning and recommends financial strategy; it reviews income and expenditure; it recommends charges, membership subscriptions and wage rates. It also makes recommendations regarding major items of maintenance and capital expenditure; and it has responsibility for cleaning and Health & Safety.

The Maintenance Sub-committee is responsible to the Resources Committee, and oversees day-to-day maintenance, repairs and renewals to grounds, buildings and fixtures and fittings.

The Personnel Committee has responsibility for staff recruitment and welfare, and for training; it makes recommendations on pay and contracts.

The Development Committee has responsibility for policies, marketing, and awards and grants; it makes recommendations on long-term planning for the development of the Association.

The Events Committee, in liaison with the Social Club (see below), organises social and special events at the Community Centre and elsewhere.

In addition the Management Committee may from time to time set up as required

A Project Committee to oversee a specific major project; and

A Disciplinary & Arbitration Committee.

The life-span of any such committee is limited to the time needed to fulfil the particular remit for which it was appointed.

Related Parties

There is a Social Club, operated by Hucclecote Social Club (2012) Limited, which is a trading company owned by holding trustees appointed by the Community Association. The Social Club pays a monthly licence fee, and covenants its net profits to the Charity.

Review of the Activities of the Charity for the year **1 April 2022 to 31 March 2023**

The operating costs of the Community Association are now at full pre-pandemic levels but have increased in many areas due to the cost of living crisis that has impacted nationally across all sectors. In addition, the Association completed a major refurbishment of the Community Centre lounge that had been committed to prior to the cost of living crisis materialising to the extent that it did. This refurbishment however will set the Association in good stead for the years ahead and no other major refurbishments are planned in the short term.

In terms of income, all streams are being managed by the Trustees and are beginning to approach pre-pandemic levels. There is still work to be done to increase these streams further and this will be the ongoing focus of the Trustees. New accounting software is being implemented to give the Trustees better financial data on which to base their decisions.

With all of the above taken into account, the Association realised a deficit for the year of almost £23k. Whilst this deficit was higher than predicted and desired, it was highlighted in last year's report that the Association would not be able to realise a surplus until income streams fully recovered to the extent that they matched or exceeded rising costs. This remains work-in-hand and the primary drive of the Trustees.

In addition to the Association's primary income stream of room hire, regular events such as live music, quiz nights, bingo, children's parties and weekly activities for the under-5's continue to provide fantastic services to the local community and the trustees are grateful for the staff and volunteers that work so hard to make these things happen.

The two main franchises within the Community Centre are the Social Club (2012) Ltd and the Essence Café. Both of these organisations continue to make good contributions to the HCA and offer friendly and welcoming environments to the people of Hucclecote and the surrounding area. Both organisations would like to see their customer numbers continue to rise and there are signs that they are heading in the right direction. The trustees are grateful to the staff and volunteers of both franchises for all of their efforts.

Finally, the transfer of land (The Millennium Garden) from the old unincorporated HCA charity (Charity number 301550) to this charity (Charity number 1186950) was finally completed during 2022/23 and the old charity (301550) has now been closed.

This report was approved by the Trustees on 13 November 2023 and signed on their behalf by

R.J. BARKER R J Barker Chairman

P FINCH P Finch Hon. Secretary

Investment policy

The Constitution empowers the Association to invest money not immediately required for its objects in or upon such investments, securities or property as the Association may think fit, subject to such conditions as may be imposed by law.

The Charity's Policy on Reserves

1. Purpose

The purpose of this policy is to articulate the requirements for funds, other than for normal operational requirements, to be held by the Hucclecote Community Association from one year to the next.

The policy aims to defend the retention of funds and restrict the allocation of monies to those authorised by the Trustees.

2. Authorisation and Approval

This policy has three stages of authorisation and approval.

- 1) On an annual basis, the Resources Committee will review the policy and the allocation of funds into specific categories. This review will culminate in a written statement to the Management Committee detailing:
 - a) recommendations for revision to the policy;
 - b) recommendations for the allocation of funds.
- 2) The Management Committee will review the statement presented by the Resources Committee and, if agreed, endorse the recommendation. If the statement cannot be endorsed by the Management Committee, it will be sent back to the Resources Committee for further review.

3. Amendments to the Policy

At any point between annual reviews, the Resources Committee or the Management Committee may identify a requirement to amend the Policy or the allocation of funds. In such cases, the requirement should be reviewed by the Resources Committee and a process of re-approval thereby initiated in accordance with section 2 above.

4. Requirement for Reserves

The HCA Trustees recognise the need to hold reserves for two key purposes:

- a) To fund short term and long term projects, including those related to property owned or leased by the Association.
- b) To provide some protection to the Association and its programme of activities by limiting the risks arising from a downturn in income or an unexpected need for unplanned expenditure.

5. Principles of the Policy

Funds will be split into one of four categories as follows:

- a) Contingency fund
- b) Short-term property projects
- c) Long-term property projects

d) Community projects

Funds allocated to these categories can only be spent in accordance with the description of the category in section 6 below.

There is no requirement to spend any, or all, of the monies allocated to a category in any one year or any period of years. Each fund merely represents an intent to channel resources in a particular direction and a ceiling figure for expense in that area which cannot be breached without re-setting the ceiling figure with the approval of the Trustees.

6. Descriptions of Categories

a) Contingency fund

This fund is for any unforeseen expenses for which alternative financing is either unavailable or not readily available. This includes emergency repairs to property owned or leased by the HCA for which alternative financing (e.g. insurance) is either unavailable or not readily available. It may be the case that monies spent from this fund are replaced at a later date when alternative financing (e.g. the materialisation of an insurance claim) becomes available.

b) Short-term property projects

This fund is for projects within the forthcoming year which enhance or maintain the property and assets owned or leased by the HCA. Such projects should be assessed and costed prior to allocation of monies to this fund, or may be developed during the course of the year if monies are available within this fund.

c) Long-term property projects

This fund is to build up reserves required for property projects in future years, particularly those which require a significant amount of money which is not made available to the HCA in the course of any one year. Prior to commencement of the year in which such a project is planned to be implemented, monies will be vired, through the approval process identified earlier in this policy, to the Short-term property projects fund.

d) Community projects

This fund is for projects which enhance or maintain the delivery of benefit to members of the Community as defined in the constitution of the HCA. These projects will not be related to the enhancement or maintenance of property owned or leased by the HCA.

7. Process of Allocation of Monies to Fund Categories

In order to determine the monies which are allocated to each fund category, the Resources Committee will adhere to the following steps in the order that they appear. They should ensure that some money is allocated to each fund (none should be left empty).

1) Determine the level of funds required for the Contingency fund, taking account of:

- a) any major items in a poor state of repair for which a property project is not envisaged during the year and for which immediate attention could be required;
- b) any other provisions for financial risk management.

2) Determine the level of funds for short-term property projects by reviewing the number and nature of projects that the HCA may wish to consider funding and implementing during the course of the year.

3) Determine the level of funds to set aside for long-term property projects which the HCA may wish to consider funding and implementing in future years.

- 4) Determine the level of funds for Community projects based on knowledge of forthcoming requirements, previous experiences, or specific requests from Trustees.

Trustees' responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

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

The trustees are responsible for keeping accounting records which 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. 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.

Approved by the trustees and signed on their behalf by:

R J Barker.

Mr R Barker
Chairman

Date: 13/11/23

Hucclecote Community Association
Report of the Trustees for the year ended 31 March 2023 cont/d

Hucclecote Community Association
Report of the Trustees for the 12 months ended 31 March 2023 cont/d

Statement of Financial Activities, 12 months Ended 31 March 2023

	Notes	UNRESTRICTED FUNDS		RESTRICTED FUNDS		12 Months	12 Months
		General	Centre	Trim	Trail	TOTAL	TOTAL
			Development			31.03.23	31.03.22
INCOMING RESOURCES							
Voluntary Sources							
Donations		£	106			£ 106.26	£ 95
Membership Fees		£	1,060			£ 1,059.57	£ 970
Affiliation Fees		£	200			£ 200.00	£ 190
Income from Sections	2	£	5,683			£ 5,683.04	£ 5,087
Bar profits / Social Club Profits		£	4,400			£ 4,400.00	£ 2,000
Fund raising	3	£	1,368			£ 1,367.65	£ 347
Entertainment	4	£	6,940			£ 6,940.32	£ 5,423
Community Day		£	-			£ -	£ -
Other income		-£	300			-£ 300.00	-£ 270
Trim Trail Fund Raising		£	-			£ -	£ 1,307
Centre Improvements		£	-			£ -	£ -
Credit Charges		£	205			£ 205.33	£ 2
Sundry/Grants			£4,277			£ 4,277.43	£ 22,895
Charitable trading							
Typing & printing		£	140			£ 139.57	£ 24
Income from Assets							
Social club licence fee	10	£	11,200			£ 11,200.00	£ 816
Coffee Shop		£	2,960			£ 2,960.00	£ 944
Disco Hire		£	338			£ 338.25	£ -
Room Hire		£	35,169			£ 35,168.76	£ 25,855
Interest Received		£	475			£ 475.03	£ 519
TOTAL INCOMING RESOURCES		£	74,221	£	- £	£ 74,221.21	£ 66,202
EXPENDITURE							
Direct Charitable							
Section costs	2	£	165			£ 165.01	£ 141
After School		£	-			£ -	£ -
Premises costs	5	£	23,875			£ 23,875.09	£ 19,439
Cleaning & refuse		£	19,295			£ 19,295.36	£ 8,529
Personnel costs		£	34,175			£ 34,174.55	£ 31,388
Depreciation	6	£	7,074		£ 2,879	£ 9,953.44	£ 8,349
Management & Administrative							
Post, Stationery, etc.		£	128			£ 127.54	£ 163
Telephone		£	578			£ 577.54	£ 483
Subscriptions		£	85			£ 85.00	£ 224
Licences		£	805			£ 805.16	£ 1,524
Computer/Training		£	-			£ -	£ -
Legal & Professional		£	1,456			£ 1,456.00	£ 1,200
Gratuities		£	759			£ 759.10	£ 1,138
Sundry expenses		£	131			£ 131.38	£ 101
Other Expenditure							
Fund raising expenses	3	£	255			£ 254.61	£ 558
Entertainment expenses	4	£	5,189			£ 5,189.42	£ 4,825
Community day expenses		£	160			£ 160.00	£ 523
Trim Trail Expenses		£	-		£ -	£ -	£ -
Publicity		£	-			£ -	£ 827
Other		£	-			£ -	-£ 1,321
Charges		£	166			£ 166.01	£ -
TOTAL RESOURCES EXPENDED		£	94,296	£	- £ 2,879	£ 97,175.21	£ 78,091
NET INCOMING/OUTGOING RESOURCES (BEFORE TRANSFERS)		-£	20,075	£	- £ 2,879	-£ 22,954.00	-£ 11,888
TRANSFER BETWEEN FUNDS						£ -	
NET MOVEMENT IN FUNDS							
TOTAL FUNDS BROUGHT FORWARD		£	102,108	£	20,000 -£ 1,572	£ 120,536	
TOTAL FUNDS CARRIED FORWARD	9	£	82,033	£	20,000 -£ 4,451	£ 97,582	

Hucclecote Community Association
Report of the Trustees for the year ended 31 March 2023 cont/d

Hucclecote Community Association
Report of the Trustees for the 12 months ended 31 March 2023 cont/d

Balance Sheet as at 31st March 2023

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>31.3.23</u>	<u>Total</u> <u>31.3.22</u>
FIXED ASSETS					
Tangible Assets	6	£ 28,969	£ -	£ 28,969	£ 23,156
CURRENT ASSETS					
Debtors	7	£ 9,665	£ -	£ 9,665	£ 6,717
Cash at Bank and in hand		<u>£ 63,491</u>	<u>£ -</u>	<u>£ 63,491</u>	<u>£ 95,859</u>
		£ 73,156	£ -	£ 73,156	£ 102,576
CURRENT LIABILITIES					
Creditors: amounts falling due within one year	8	<u>£ 4,543</u>	<u>£ -</u>	<u>£ 4,543</u>	<u>£ 5,196</u>
NET CURRENT ASSETS		<u>£ 68,613</u>	<u>£ -</u>	<u>£ 68,613</u>	<u>£ 97,380</u>
TOTAL NET ASSETS		<u>£ 97,582</u>	<u>£ -</u>	<u>£ 97,582</u>	<u>£ 120,536</u>
FUNDS	9	<u>£ 97,582</u>	<u>£ -</u>	<u>£ 97,582</u>	<u>£ 120,536</u>

Hucclecote Community Association
Report of the Trustees for the year ended 31 March 2023 cont/d

Hucclecote Community Association
Report of the Trustees for the 12 months ended 31 March 2023

Notes to the accounts for the 12 months ended 31 March 2023

1 Fixed Assets

Fixed assets are written off on a straight line basis over their estimated useful life.

2 Section Accounts

	C/Fwd	Income	Expenses	2023 Net	2022 Net
Unrestricted Funds					
Badminton		£ 476	£ -	476	£ 354
Under 5's Activities		£ 5,207	£ 5,053	154	-£ 195
Scrabble		£ -	£ -	0	£ -
Other		£ -	£ 10	-10	-£ 22
		£ 5,683	£ 5,062	£ 621	£ 137
				£ 621	£ 137

3 Fund Raising

	Income	Expenses	2023 Net	2022 Net
Catering	£ 654	£ 184	£ 470	-£ 389
Tuck Shop	£ 714	£ 70	£ 643	£ 178
	£ 1,368	£ 255	£ 1,113	-£ 211

4 Entertainment

	Income	Expenses	2023 Net	2022 Net
Children's/Senior Parties	£ -	£ -	£ -	£ -
Other Events	£ 6,940	£ 5,189	£ 1,751	£ 467
	£ 6,940	£ 5,189	£ 1,751	£ 467
			£ 1,751	£ 467

5 Premises Costs

	General Maint	Restricted Fund	Total 2023	Total 2022
Property Maintenance	£ 9,503		£ 9,503	£ 9,159
Gas	£ 3,240		£ 3,240	£ 1,670
Electricity	£ 5,909		£ 5,909	£ 2,214
General Rates	£ 442		£ 442	£ 287
Water Rates	£ 196		£ 196	£ -
Premises Insurance	£ 2,635		£ 2,635	£ 2,881
Rent	£ 63		£ 63	£ 125
Grounds Maintenance	£ 1,888		£ 1,888	£ 3,101
	£ 23,875	£ -	£ 23,875	£ 19,439

Hucclecote Community Association
Report of the Trustees for the year ended 31 March 2023 cont/d

Hucclecote Community Association
Report of the Trustees for the 12 months ended 31 March 2023 cont/d

Notes to the accounts for the 12 months ended 31 March 2023

6 Fixed Assets

	<u>Property</u>	<u>Trim Trail</u>	<u>Fixtures & Fittings</u>	<u>Computer Equipment</u>	<u>Total 2023</u>
Cost					
At 1 April 2022	£ 18,343	£ 14,395	£ 89,421	£ 3,960	£ 126,119
Additions	£ -		£ 15,487	£ 280	£ 15,767
Disposal	£ -	£ -	£ -	£ -	£ -
	£ 18,343	£ 14,395	£ 104,908	£ 4,240	£ 141,886
Depreciation					
At 1 April 2022	£ 17,379	£ 11,516	£ 71,032	£ 3,036	£ 86,266
Charge for the 12 months	£ 964	£ 2,879	£ 5,593	£ 518	£ 9,953
Disposal	£ -	£ -	£ -		£ -
	£ 18,343	£ 14,395	£ 76,625	£ 3,554	£ 96,219
Net Book Value					
31 March 2023	£ 0	£ -	£ 28,283	£ 686	£ 28,969
31 March 2022	£ 964	£ 2,879	£ 18,389	£ 1,204	£ 23,436

7 Debtors

	<u>2023</u>	<u>2022</u>
Debtors	£ 9,665	£ 4,082
Prepayments	£ -	£ 2,635
Tax	£ -	£ -
Long Term Debtors	£ -	£ -
	£ 9,665	£ 6,717

8 Creditors

	<u>2023</u>	<u>2022</u>
Other Creditors	£ 418	£ 345
Accruals	£ 4,125	£ 4,851
	£ 4,543	£ 5,196

9 Funds

	<u>Fixed Assets</u>	<u>Bank & Cash</u>	<u>Debtors</u>	<u>Creditors</u>	<u>Total 2023</u>
Unrestricted					
General	£ 28,969	£63,491	£ 9,665	£ 4,543	£ 97,582
Restricted					
	£ -	£ -	£ -	£ -	£ -
Total	£ 28,969	£ 63,491	£ 9,665	£ 4,543	£ 97,582

Hucclecote Community Association
Report of the Trustees for the 12 months ended 31 March 2023 cont/d

Notes to the accounts for the 12 months ended 31 March 2023

10 Related party transactions

Hucclecote Social Club (2012) Ltd is a separate legal entity that donates all its profits to Hucclecote Community Association under a deed of covenant. The shareholders and directors of Hucclecote Social Club (2012) Limited are also trustees of Hucclecote Community Association with the shares being held for the benefit of Hucclecote Community Association.

The Social Club pay a monthly licence fee (site rental) to Hucclecote Community Association charged at £400 per month.

11 Trustee Remuneration

Hucclecote Community Association does not remunerate (either through salary or pension scheme) Trustees.

12 Accounting treatment

The accounts have been prepared on an accruals basis.

Hucclecote Community Association
Report of the Trustees for the year ended 31 March 2023 cont/d

Independent examiner's report to the trustees of Hucclecote Community Association

I report to the trustees of Hucclecote Community Association (charity number 1186950) on the accounts of Hucclecote Community Association for the year ended 31 March 2023, which are set out on pages 10-14

Responsibilities and basis of report

As the charity trustees of Hucclecote Community Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Hucclecote Community Association carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145 (5) (b) of the Act.

Independent examiners 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 Hucclecote Community Association 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 which attention should be drawn in this report on order to enable a proper understanding of the accounts to be reached.



B S Edwards FCCA
ACCA Chartered Certified Accountant

Dated.....5/11/23.....