

HUCCLECOTE COMMUNITY ASSOCIATION CIO

Registered Charity No. 1186950



ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDING 31st MARCH 2024



Hucclecote Community Association

Report of the Trustees for the year ending 31 March 2024

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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 2024. 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.

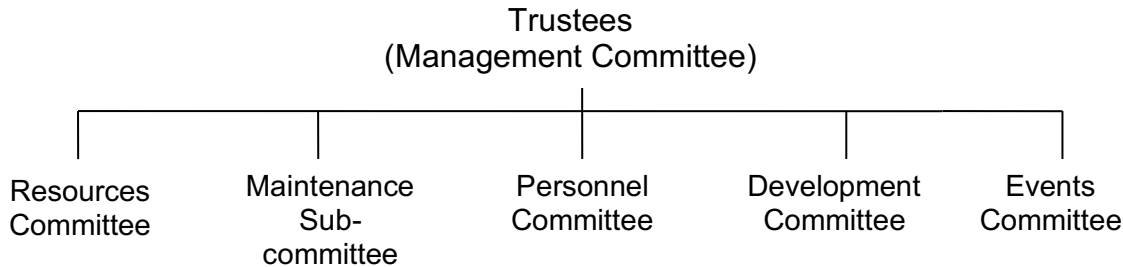
Names of Trustees as at 31.03.2024

Mr. R. Barker (Chair)
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 2023 to 31 March 2024**

It has been another tough year financially for the Association, but there are signs that the corner can be turned. The Trustees have focused on continuing to manage costs whilst improving income streams. The management of costs has been reasonably successful with total expenditure being more than £5k less than the previous year.

Increasing income however takes more time to achieve, as the Association needs to remain both competitive and reasonably priced to serve the community. The Trustees have focused on increasing the occupancy of the Community Centre and have started to make good progress in this area. Despite this, the actual income achieved in 2023/24 was down by £4k on that from the previous year. There are however positive signs that the foundations laid in this area during the year will start to reap benefits in 2024/25.

The net result of the above for this financial year is that the Association has again suffered a significant loss of around £21k, a slight improvement on 2022/23, and has reduced the net current assets by around £15.5k. We feel confident however that the steps taken during the year to secure additional income will produce a much more balanced outturn for 2024/25. Alongside this, the Trustees will continue to explore avenues to further reduce costs. Our main project for 2024/25 to drive down costs will be to explore the possibility of installing solar panels on the roof of the Community Centre.

Despite the financial deficits outlined above, the Association has continued to achieve its aims and objectives to provide a variety of services, events and facilities for the people of Hucclecote. These have been well received throughout the year.

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 have seen their customer numbers rise slightly during the year and continue to strive to increase these further. The trustees are grateful to the staff and volunteers of both franchises for all of their efforts.

This report was approved by the Trustees on **22 December 2024** 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: 22/12/24

Hucclecote Community Association
Report of the Trustees for the year ended 31 March 2024 cont/d

Hucclecote Community Association CIO Statement of Financial Activities, 12 months ended 31 March 2024 For the year ended 31 March 2024					
	Unrestricted Funds General	Designated Funds Centre Development	Restricted Funds Trim Trail	Year ending 31 March 2024	Year ending 31 March 2023
Incoming Resources					
Voluntary Sources					
Credit Charges	194			194	205
Fundraising	-			-	1,368
Events (income)	4,896			4,896	6,940
Gloucester Lottery	182			182	-
Membership: Affiliation	200			200	200
Membership: Individuals	566			566	1,060
Office Services	35			35	140
Other Revenue	38			38	-
Other: Donations	10			10	106
Social Club Covenanted Profits	4,405			4,405	4,400
Under 5's Activities (income)	4,195			4,195	-
Interest Income	789			789	475
Other income	-			-	(300.00)
Trim Trail	-			-	-
Grant income	-			-	4,277
	-			-	-
Income from Assets					
Social Club Licence Fee	13,500			13,500	11,200
Coffee Shop Rent	3,429			3,429	2,960
Equipment Hire - Disco	30			30	338
Equipment Hire - Softplay	85			85	-
Hire - Affiliated Groups	9,829			9,829	5,683
Hire - Commercial	21,345			21,345	-
Hire - Education & Service	978			978	-
Hire - Occasional	3,891			3,891	35,169
	-			-	-
Total Income	68,595	-	-	68,595	74,221
Direct costs					
Events (costs)	5,137			5,137	5,189
Fundriasing expenses	-			-	255
Under 5's Activities (costs)	211			211	-
Section costs	-			-	165
Depreciation Expense	6,114			6,114	9,953
Total Direct Costs	11,463			11,463	15,562
Administrative Costs					
Cleaning	15,497			15,497	19,295
Premise Costs	27,540			27,540	25,259
Office: General	255			255	85
Payroll: Gross	34,437			34,437	34,175
Payroll: Er's NI	1,273			1,273	-
Postage, Freight & Courier	12			12	128
Gratuities	-			-	759
Sundry	391			391	131
Community expenses	-			-	160
Legal and professional	454			454	1,456
Bank Fees	316			316	166
	-			-	-
Total Administrative Costs	80,175			80,175	81,614
Total Resoucrs Expended	91,638		-	91,638	97,176
Net Incoming/(Outgoing) Resources	(23,043)		-	(23,043)	(22,955)
Transfer between Funds					
Net Movement in Funds					
Total Funds Brought Forward	82,033	20,000	(4,451)	97,582	120,536
Total FundsCarried Forward	58,990	20,000	(4,451)	74,538	97,581

Balance Sheet					
Hucclecote Community Association CIO					
as at 31 March 2024					
	Unrestricted Funds	Restricted Funds	Total		
	31 Mar 2024				31 Mar 2023
Fixed Assets					
Tangible Assets	22,955		22,955		28,969
Current Assets					
Debtors	8,050		8,050		9,665
cash at Bank and In Hand	51,216		51,216		63,491
	59,266		59,266		73,156
Current Liabilities	7,683		7,683		4,543
Net Current Assets (Liabilities)	51,583	-	51,583		68,613
Net Assets	74,538		74,538		97,582
Funds	74,538	-	74538		97,582

Hucclecote Community Association
Report of the Trustees for the year ended 31 March 2024 cont/d

Hucclecote Community Association CIO					
Notes to the Accounts for the 12 months ended 31 March 2024					
1 Fixed Assets					
Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:					
Computer Equipment	20% Straight Line				
Fixtures and Fittings	10% Straight Line				
Property	20% Straight Line				
2 Events					
	Income	Expenses	2024 Net		2023 Net
Other events	4,896	5,137	- 242		1,751
	4,896	5,137	- 242		1,751
3 Premises Costs					
	General Maintenance		2024 Total		2023 Total
Property Maintenance	5,092		5,092		9,503
Gas	3,582		3,582		3,240
Electricity	9,452		9,452		5,909
General Rates	168		168		442
Water Rates	535		535		196
Premises Insurance	2,610		2,610		2,635
Rent	571		571		63
Grounds Miantenance	3,788		3,788		1,888
Other	1,740		1,740		
	27,540		27,540		23,876
4 Fixed Assets					
	Property	Trim Trail	Fixtures & Fittings	Computer Equipment	Total 2024
Cost					
At 1 April 2023	18,343	14,395	104,908	4,240	141,886
Additions					
Disposals					
	18,343	14,395	104,908	4,240	141,886
Depreciation					
At 1 April 2023	18,343	14,395	76,625	3,554	112,917
Charge for the period			5,596	518	6,114
Elimination on disposal					
	18,343	14,395	82,221	4,072	119,031
Net Book Value					
31 March 2024	-	-	22,687	168	22,855
31 March 2023	-	-	28,283	686	28,969
5 Debtors					
	2024		2023		
Debtors	6,524		9,665		
Prepayments	1,526				
	8,050		9,665		
6 Creditors					
	2024		2023		
Other creditors	499		-		
Accruals	3,119		4,125		
Deferred Income	3,442		-		
Social security & other taxes	623		418		
	7,683		4,543		
Deferred income relates to events income received prior to 31 March 2024 for events scheduled to take place in the following financial year.					

Hucclecote Community Association
Report of the Trustees for the year ended 31 March 2024 cont/d

7 Funds						
	Fixed Assets	Bank & Cash	Debtors	Creditors	Total 2023	
Unrestricted						
General	22,955	51,216	8,050	7,683	74,538	
Restricted						
Total	22,955	51,216	8,050	7,683	74,538	
8 Related Party Transactions						
Hucclecote Social Club (2012) Ltd is a sperate legal entity that donates all of its profits to Hucclecote Community Association under a deed of covenant. The shareholders and directors of Hucclecote Social Club (2012) Ltd are also trustees of Huccleocte Community Association with the shaes being held for the benefit of Hucclecote Community Association.						
The Social Club pay a monthly licence fee (site rental) to Huccleocte Community Association charged at £400pm						
9 Trustee Remuneration						
Hucclecote Community Association does not remunerate trustees either through salary or pension scheme).						
10 Accounting Treatment						
The accounts have been prepared on an accruals basis and under Charities SORP FRS 102						
11 Independent Examiner						
A payment of £300 (2023: £300) has been paid for the completion of the Independent Examiners report.						

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

I report to the trustees of Hucclecote Community Association (charity number 301550) on the accounts of Hucclecote Community Association for the year ended 31 March 2024, which are set out on pages 10-13

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.....