

HIGHCLIFFE COMMUNITY ASSOCIATION CIO

(Registered Charity Number: 1189336)

REPORT AND ACCOUNTS

FOR THE PERIOD ENDED
30TH APRIL 2021

**HIGHCLIFFE COMMUNITY ASSOCIATION CHARITABLE INCORPORATED
ORGANISATION**

ANNUAL REPORT FOR THE PERIOD ENDED 30TH APRIL 2021

The Association present their Report for the period ended 30th April 2021.

OBJECTIVES OF THE ASSOCIATION

The objectives of the Association remain unchanged from those stated in the Constitution and are: -

- (a) To promote for the benefit of the inhabitants of Highcliffe and the neighbourhood (without distinction of sex or political, religious or other opinion) the advancement of education and to provide facilities in the interests of social welfare, recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.
- (b) To establish or secure the establishment of a Community Centre and to maintain and manage or co-operate with any local authority in the maintenance and management of such a Centre for activities promoted by the Association and its' constituent bodies in furtherance of the above objects.

ANNUAL REPORT

Highcliffe Community Association Charitable Incorporated Organisation (CIO) was registered at the beginning of May 2020 and since then it has been running alongside the existing Highcliffe Community Association registered charity. Initially for the CIO to operate some funds were transferred from the old charity. Due to Covid 19 all membership fees for the year 2020/21 were suspended and therefore no income has been generated. However, we have received a generous legacy from a deceased member. Since October all costs incurred in the running of the Association have been met by the CIO. The building is undergoing structural repairs to the bay window, the roof above the bay window and the roof at the front of the building with costs estimated in the region of £35,000, and these costs will be covered by the legacy. It was hoped by this time the

Association would be in a position to dissolve the old charity but due to an issue with the transfer and reassignment of the old Highcliffe Community Association lease to the new Highcliffe Community Association CIO this was not possible. (This issue was resolved after the reporting date of these accounts). We are looking forward to the relaxing of Covid 19 restrictions so that the Association may return to being the hub of a thriving, caring and friendly Association for which it is renowned.

TRUSTEES

Recruitment of Trustees is made by appeals in the Newsletter and on the notice boards around the building. The Trustees form the Management Committee of the CIO and are elected by the members at an AGM.

LEGAL AND ADMINISTRATIVE INFORMATION

Highcliffe Community Association CIO was established at a special members meeting on 30th January 2020, when the form of the Constitution and Standing Orders were adopted. The CIO was set up to eventually replace the original Highcliffe Community Association Charity Number 278035 which was established on 13th October 1978; once all legal requirements are fulfilled this Charity will then be dissolved. The reason for changing the charitable status was that by being registered as a CIO it means that no individual person is held financially responsible for the Association. The CIO was registered with the Charity Commissioners under the Registration Number 1189336. The headquarters of the Association remain at Greystones House, Waterford Road, Highcliffe, Christchurch, Dorset BH23 5JL.

The Association has a website and Web Master along with a monthly Newsletter for members.

The Association is run by approximately 100 volunteers for the members and is financially self-funding.

The governance of the Association is operated through a Management Committee duly elected by the members. The Management Committee hold monthly meetings to advise the representatives from each of the Sections on any decisions made with regards to the running of the Association.

MEMBERSHIP

As at 30th April 2021 the total individual membership was 1300 plus 1 junior. In addition, there were 9 Group or Affiliated members. The annual membership subscription has been maintained at £10 for 2021.

GIFT AID

Advantage has again been taken of the Gift Aid legislation and members have been encouraged to pay their subscriptions by way of Gift Aid thereby facilitating the recovery by the Association of tax rebate in the appropriate cases. In the year under review the sum of £0.

SECTION ACTIVITIES

In general, the overall sectional activities continue to remain buoyant and offer a wide range of interests and cater for most tastes. The Management Committee has an open mind towards the creation of new Sections where it is demonstrated that the new activity will have adequate support from members. Currently there are 52 Sections and 9 Affiliates.

All Sections are required to be financially self-sufficient and manage their own affairs in accordance with the Association's Standing Orders and at the same time bear an equitable share of the Association's outgoings and expenditure. In this regard financial guidance has been given that the recommended minimum annual section fee of £2.00 and the members' attendance fee of £1.00 should be deemed to be "ring-fenced" so as to provide a basis for the Sections' contribution towards the Association's outgoings.

FINANCIAL STATEMENT

Subject to the retention in a current bank account of sufficient funds to meet day-to-day activities, all surplus monies are invested on the advice of Heritage Investments, in a balanced portfolio in some 40/50 separate trust companies (with no more than 4% in any one company). All income earned from such investments is reinvested. As at 30th April 2021 the value of those investments amounted to £325,797. Facilities exist for the Association to have access to any monies from such funds on 10 days notice.

Investment opportunities are kept under constant review. The Investment Advisers are required to provide a written quarterly report of the review undertaken.

The Statement of Financial Activities shows the overall income of the Association for the period to 30th April 2021 to be £45,086. For the period to 30th April 2021 there has been a surplus of income compared with the expenditure of £24,207. The value of the Association's investments increased by £30,121.

Independent Examiner

The Independent Examiner for the Association's Accounts is Mr Paul Root of Messrs. Hope Jones, Chartered Accountants of Dunlop House, 23a Spencer Road, New Milton, Hampshire BH25 6BZ.

I declare that in my capacity as a charity trustee -

- (i) The Trustees have approved the Report above
- (ii) The Trustees have authorised me to sign it on their behalf

<u>Name</u>	<u>Position</u>	<u>Date</u>
Chris Nichols	Trustee	<u>C. Nichols</u> 26/10/21

HIGHCLIFFE COMMUNITY ASSOCIATION CIO

(Registered Charity Number: 1189336)

ACCOUNTS FOR THE PERIOD ENDED 30TH APRIL 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HIGHCLIFFE COMMUNITY ASSOCIATION CIO

I report on the accounts of the Association for the period ended 30th April 2021 which are set out on pages 6 to 10.

Respective Responsibilities of Trustees and Examiner

As the Charity's trustees you are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- * examine the accounts under Section 145 of the Charities Act 2011
- * to follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act 2011
- * to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - * to keep accounting records in accordance with Section 130 of the Charities Act; and
 - * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2011 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



P. D. ROOT
HOPE JONES
CHARTERED ACCOUNTANTS

Dunlop House,
23a Spencer Road,
New Milton,
Hampshire.
BH25 6BZ

HIGHCLIFFE COMMUNITY ASSOCIATION CIO

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30TH APRIL 2021

Note

Restricted Unrestricted Total

INCOMING RESOURCES

Donations Legacies and Similar

Donations to Association	0	0
<u>Legacy</u>	45,030	45,030
<u>BCP Council Grant</u>	0	0
Section surpluses	-15	-15
Annual Subscriptions	0	0
Subscriptions from Local Societies and Organisations	0	0
Gift Aid Recovered	0	0
	<u>0</u>	<u>45,016 45,016</u>

Incoming Resources from Operating Activities

Fund Raising	<u>0</u>	<u>70</u>	<u>70</u>
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Investment Activity

Interest Receivable - Charitable Loan	0	0
- Other	0	0
Dividends (net)	0	0
	<u>0</u>	<u>0</u>

Other Incoming Resources

Accommodation Lettings	0	0
Other	0	0
	<u>0</u>	<u>0</u>

Total Income

<u>0</u>	<u>45,086</u>	<u>45,086</u>
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Less Resources Expended

<u>0</u>	<u>20,879</u>	<u>20,879</u>
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NET INCOME FOR THE YEAR

<u>0</u>	<u>24,207</u>	<u>24,207</u>
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Movement of Funds	12,620	399,536	412,156
Loan Write Off	0	0	0
Profit/(Loss) on Revaluation of Investments	0	30,121	30,121

NET MOVEMENT OF FUNDS

<u>12,620</u>	<u>453,864</u>	<u>466,484</u>
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FUND BALANCES BROUGHT FORWARD

<u>0</u>	<u>0</u>	<u>0</u>
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FUND BALANCES CARRIED FORWARD

<u>£12,620</u>	<u>£453,864</u>	<u>£466,484</u>
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HIGHCLIFFE COMMUNITY ASSOCIATION CIO

BALANCE SHEET AT 30TH APRIL 2021

	<u>NOTE</u>	<u>2021</u>
<u>TANGIBLE FIXED ASSETS</u>	3	57,810
<u>CURRENT ASSETS</u>		
Stock		520
Debtors, Prepayments and Accrued Income	4	2,605
Investments	5	325,797
Cash at Bank		
Nat West		78,945
Business Reserve		12,620
Nat West		0
Cash in Hand		157
		<u>420,644</u>
<u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u>		
Creditors and Accruals	6	<u>11,970</u>
		<u>11,970</u>
<u>NET CURRENT ASSETS</u>		<u>408,674</u>
<u>NET ASSETS</u>		<u><u>£466,484</u></u>
Represented by:		
<u>RESTRICTED INCOME FUNDS</u>		
Organ and Keyboard Fund	7	12,620
<u>UNRESTRICTED INCOME FUNDS</u>		
General Purpose Fund	7	453,864
		<u><u>£466,484</u></u>

Approved by the Council on

C Nichols - Trustee

HIGHCLIFFE COMMUNITY ASSOCIATION CIO

NOTES TO THE ACCOUNTS

FOR THE PERIOD ENDED 30TH APRIL 2021

1. ACCOUNTING POLICIES

Basis of Preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts.

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

Incoming Resources

Donations and Subscriptions

These are included in the Statement of Financial Activities (SOFA) when;

- * the charity becomes entitled to the donation, legacy or similar income and any conditions for receipt are met;
- * the trustees are reasonably certain they will receive it; and
- * the trustees are reasonably certain that the value can be reliably measured.

Gift Aid

Incoming resources from tax claims are included on the SOFA in the same year as the income to which they relate.

Incoming Resources from Fund-Raising

These are reported net in the SOFA, as there is not a material difference between gross and net fund raising income as shown in the Statement of Fund Raising on page 7 of the accounts.

Investment and Other Income

These are included in the accounts when receivable and are net of any irrecoverable tax credits.

Expenditure and Liabilities

Expenditure including VAT is charged to Statement of Financial Activities on an accruals basis. Generally liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure.

Fixed Assets and Depreciation

Tangible fixed assets are capitalised if they can be used for more than one year, and are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of the fixed assets over their expected useful lives on the following basis:

Furniture and Equipment	20% straight line basis
Leasehold Improvements	Equally over the length of the lease

The charity does not have a policy of revaluation of fixed assets.

Investment Assets

Current asset investments are included in the accounts at current market value with any surplus or deficit being credited to or charged in the Statement of Financial Activities.

Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving items.

Leasing

Rentals paid under operating leases are charged to the SOFA on a straight line basis over the term of the lease. The lease is presently being renegotiated as explained in the Annual Report.

HIGHCLIFFE COMMUNITY ASSOCIATION CIO

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 30TH APRIL 2021

2. FUNDS

There are two funds held, namely the General Purpose Fund and Designated Fund regarding the Organ and Keyboard Section. See details of movements on the Statement of Funds Movements on page 12. There were no inter-fund loans outstanding at the balance sheet date.

3. TANGIBLE FIXED ASSETS

	<u>Unrestricted</u> £	<u>Total</u> £
Cost:		
Transfer from old charity	176,501	176,501
Additions	-	-
Disposals and Write offs	-	-
	<hr/>	<hr/>
As at 30th April 2021	176,501	176,501
Depreciation:		
Transfer from old charity	118,691	118,691
Charge for the year	-	-
Disposals and Write offs	-	-
	<hr/>	<hr/>
As at 30th April 2021	118,691	118,691
Net Book Value:		
As at 30th April 2021	<hr/> <hr/> 57,810	<hr/> <hr/> 57,810

The charity had no assets at the balance sheet date classed as inalienable or historic, no intangible assets and no material fixed assets which have not been capitalised and included on the balance sheet.

4. DEBTORS, PREPAYMENTS AND ACCRUED INTEREST **(All amounts falling due within one year)**

	<u>2021</u> £
Debtors	2,605
Prepayments and accrued income	<hr/> 0
	<hr/> <hr/> 2,605

5. INVESTMENTS

	<u>Total</u> £	<u>Listed</u> <u>Investments</u> £
Investments Transferred In	295,676	278,839
Investment Sold	0	-
Profit on Year End Revaluation	<hr/> 30,121	<hr/> 388
Market Value at 30th September 2020	<hr/> <hr/> 325,797	<hr/> <hr/> 279,227

HIGHCLIFFE COMMUNITY ASSOCIATION CIO

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 30TH APRIL 2021

6. CREDITORS AND ACCRUALS

(All amounts falling due within one year)

Creditors
Accruals
Deferred Income

2021
£

7,493

4,477

-

11,970

7. FUNDS' MOVEMENTS

General Purpose Fund (unrestricted)

Organ and Keyboard Fund (restricted)

Total

<u>Balance at</u> <u>1.5.2020</u> £	<u>Transfer from</u> <u>Old Charity</u> £	<u>Net Income</u> <u>for Year</u> £	<u>Balance at</u> <u>30.4.2021</u> £
0	399,536	54,328	453,864
0	12,620	0	12,620
0	-	54,328	466,484

8. RELATED PARTY TRANSACTIONS

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any member of the Executive Committee or to any person known to be connected with any of them.

The only trustee expenses met by the charity during the year were in respect of reimbursement of charity purchases made by the trustees and travelling expenses incurred. The charity did not meet individual expenses of the trustees during the year.

The charity has no subsidiary companies.

9. CAPITAL AND LEASE COMMITMENTS AND CONTINGENT LIABILITY

There are no capital commitments at 30th April 2021.

HIGHCLIFFE COMMUNITY ASSOCIATION CIO**DETAIL OF EXPENDITURE****FOR THE PERIOD ENDED 30TH APRIL 2021**

			<u>2021</u>
			<u>£</u>
	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>
<u>DIRECT CHARITABLE EXPENDITURE</u>			
<u>Greystones House</u>			
Rent		0	0
Business Rates		0	0
Refuse Collection		0	0
Cleaning (including materials)		240	240
Insurance		5,133	5,133
General Maintenance		0	0
Garden		0	0
Electricity		797	797
Gas		2,913	2,913
Water		19	19
Fire Precautions		421	421
Miscellaneous		0	0
	0	9,523	9,523
<u>Other Costs</u>			
Depreciation		0	0
New Developments		0	0
Computer Software		456	456
Equipment Repairs and Replacements		8,080	8,080
	0	8,536	8,536
<u>TOTAL DIRECT CHARITABLE EXPENDITURE</u>			
	0	18,059	18,059
<u>ADMINISTRATIVE EXPENSES</u>			
Printing and Stationery		-106	-106
Independent Examiner's Fee		2,040	2,040
Postage		0	0
Section Social Activities		0	0
Advertising and Publicity		210	210
Broadband and Telephone		445	445
Legal and Professional Fees		0	0
Other Administration Expenses		231	231
	0	2,820	2,820
<u>TOTAL RESOURCES EXPENDED</u>			
	0	20,879	20,879

HIGHCLIFFE COMMUNITY ASSOCIATION CIO

STATEMENT OF FUND RAISING

FOR THE PERIOD ENDED 30TH APRIL 2021

	<u>2021</u>
	<u>£</u>
Library	0
Picture Commission	0
Raffles	70
	<hr/>
	<u>70</u>

HIGHCLIFFE COMMUNITY ASSOCIATION CIO
SECTION SURPLUSES AND DONATIONS TO THE ASSOCIATION
FOR THE PERIOD ENDED 30TH APRIL 2021

Section	2021 £
Art: Monday	0
Tuesday Morning	0
Tuesday Afternoon	0
Wednesday	0
Thursday	0
Ballroom Dancing	0
Bingo	0
Bolivia Cards	0
Canasta	0
Carpet Bowls	0
Catering	30
Chess	0
Chi Kung	0
Circle Dancing	0
Computer	0
Country Dancing	0
Craft	0
Cribbage	0
Darts	0
Darts Thursday	0
Debating	0
Drama	0
Duplicate Bridge	-72
Flower Arranging	0
Genealogy	0
Kurling	0
Ladies' Forum	0
Languages	0
Literature	0
Machine Quilting	0
Mah Jong	0
Men's Forum	0
Men's Shed	0
Music	0
Petanque Tuesday	0
Petanque Wednesday	0
Petanque Friday	27
Photography	0
Pilates Tuesday	0
Pilates Wednesday	0
Pilates Thursday	0
Quilting Tuesday	0
Rambling and Ambling	0
Rockin Robins	0
Rubber Bridge	0
Rummikub	0
Sewing	0
Social Events	0
Table Tennis	0
Whist	0
Wine Circle	0
Writers' Circle	0
Yoga Monday	0
Yoga Tuesday	0
Yoga Wednesday	0
NU-2-U	0
4 Men 2	0
	<u>-15</u>