

# **HIGHCLIFFE COMMUNITY ASSOCIATION CIO**

**(Registered Charity Number: 1189336)**

## **REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED**  
**30<sup>TH</sup> APRIL 2022**

**HIGHCLIFFE COMMUNITY ASSOCIATION CHARITABLE INCORPORATED**  
**ORGANISATION**

**ANNUAL REPORT FOR THE YEAR ENDED 30<sup>TH</sup> APRIL 2022**

The Association present their Report for the year ended 30<sup>th</sup> April 2022.

***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***

Following the lifting of Covid restrictions in July we were pleased to see a large number of our members return and, also throughout the year we have had an excellent rate of new membership.

We have at last seen the building work for the bay window completed and the window itself will be repaired during the August closure. The day to day maintenance and cleaning of the building has been ongoing and no future major work is anticipated.



Our social events such as quiz and chips, cinema evenings, lunches, afternoon teas, and various annual celebrations have been very well attended with tickets selling out within a short space of time which is a measure of our success.

Despite the spending on the bay window, roof repairs, alterations to the kitchen and normal running costs we are pleased to report that we are still in a strong financial position. We are confident of another successful year for the Association in the next twelve months.

### **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 30<sup>th</sup> 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 13<sup>th</sup> 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 30<sup>th</sup> April 2022 the total individual membership was 1150. In addition, there were 9 Group or Affiliated members. The annual membership subscription has been maintained at £10 for 2022.

### ***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 £1,326.

### ***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 30<sup>th</sup> April 2022 the value of those investments

amounted to £312,427. 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 year to 30<sup>th</sup> April 2022 to be £44,955. For the year to 30<sup>th</sup> April 2022 there has been a deficit of income compared with the expenditure of £27,023. The value of the Association's investments reduced by £13,370.

***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

**Name**

**Position**

**Date**

Cliff Putterford      Trustee



25-7-2022



# **HIGHCLIFFE COMMUNITY ASSOCIATION CIO**

## **STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 30TH APRIL 2022**

	<b><u>Note</u></b>			<b><u>30/04/2021</u></b>
	<b><u>Restricted</u></b>	<b><u>Unrestricted</u></b>	<b><u>Total</u></b>	
<b><u>INCOMING RESOURCES</u></b>				
<b><u>Donations Legacies and Similar</u></b>				
Donations to Association	0	134	134	0
<b><u>Legacy</u></b>	0	0	0	45,030
<b><u>BCP Council Grant</u></b>	0	0	0	0
Section surpluses	0	30,167	30,167	-14
Annual Subscriptions	0	11,400	11,400	0
Subscriptions from Local Societies and Organisations	0	95	95	0
Gift Aid Recovered	0	1,326	1,326	0
	0	43,122	43,122	45,016
<b><u>Incoming Resources from Operating Activities</u></b>				
Fund Raising	0	1,768	1,768	70
<b><u>Investment Activity</u></b>				
Interest Receivable - Charitable Loan	0	0	0	0
- Other	2	0	2	0
Dividends (net)	0	0	0	0
	2	0	2	0
<b><u>Other Incoming Resources</u></b>				
Accommodation Lettings	0	0	0	0
Other	0	63	63	0
	0	63	63	0
<b><u>Total Income</u></b>	2	44,953	44,955	45,086
<b><u>Less Resources Expended</u></b>				
	190	71,788	71,978	20,879
<b><u>NET INCOME FOR THE YEAR</u></b>	-188	-26,835	-27,023	24,207
Movement of Funds	0	0	0	412,156
Loan Write Off	0	0	0	0
Profit/(Loss) on Revaluation of Investments	0	-13,370	-13,370	30,121
<b><u>NET MOVEMENT OF FUNDS</u></b>	-188	-40,205	-40,393	466,484
<b><u>FUND BALANCES BROUGHT FORWARD</u></b>	12,620	453,864	466,484	0
<b><u>FUND BALANCES CARRIED FORWARD</u></b>	£12,432	£413,659	£426,091	£466,484


**HIGHCLIFFE COMMUNITY ASSOCIATION CIO**

**BALANCE SHEET AT 30TH APRIL 2022**

	<b><u>NOTE</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
<b><u>TANGIBLE FIXED ASSETS</u></b>	3	57,103	57,810
<b><u>CURRENT ASSETS</u></b>			
Stock		760	520
Debtors, Prepayments and Accrued Income	4	4,881	2,605
Investments	5	312,427	325,797
Cash at Bank			
Nat West		55,471	78,945
Business Reserve		12,432	12,620
Nat West		0	0
Cash in Hand		248	157
		<u>386,219</u>	<u>420,644</u>
<b><u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u></b>			
Creditors and Accruals	6	<u>17,231</u>	<u>11,970</u>
		<u>17,231</u>	<u>11,970</u>
<b><u>NET CURRENT ASSETS</u></b>		<u>368,988</u>	<u>408,674</u>
<b><u>NET ASSETS</u></b>		<u><u>£426,091</u></u>	<u><u>£466,484</u></u>
Represented by:			
<b><u>RESTRICTED INCOME FUNDS</u></b>			
Organ and Keyboard Fund	7	12,432	12,620
<b><u>UNRESTRICTED INCOME FUNDS</u></b>			
General Purpose Fund	7	413,659	453,864
		<u><u>£426,091</u></u>	<u><u>£466,484</u></u>

Approved by the Council on

**C Putterford - Trustee**



# **HIGHCLIFFE COMMUNITY ASSOCIATION CIO**

## **NOTES TO THE ACCOUNTS**

**FOR THE PERIOD ENDED 30TH APRIL 2022**

### **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**

**FOR THE PERIOD ENDED 30TH APRIL 2022**

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## **HIGHCLIFFE COMMUNITY ASSOCIATION CIO**

### **NOTES TO THE ACCOUNTS (CONTINUED)**

#### **FOR THE PERIOD ENDED 30TH APRIL 2022**

#### **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>	2021
	<u>£</u>	<u>£</u>	
<b>Cost:</b>			
As at 1st May 2021	176,501	176,501	176,501
Additions	1,400	1,400	-
Disposals and Write offs	-	-	-
	<u>177,901</u>	<u>177,901</u>	<u>176,501</u>
As at 30th April 2022	177,901	177,901	176,501
<b>Depreciation:</b>			
As at 1st May 2021	118,691	118,691	118,691
Charge for the year	2,107	2,107	-
Disposals and Write offs	-	-	-
	<u>120,798</u>	<u>120,798</u>	<u>118,691</u>
As at 30th April 2022	120,798	120,798	118,691
<b>Net Book Value:</b>			
As at 30th April 2022	<u>57,103</u>	<u>57,103</u>	<u>57,810</u>
As at 1st May 2021	<u>57,810</u>	<u>57,810</u>	-

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>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
Debtors	1,326	2,605
Prepayments and accrued income	<u>3,555</u>	<u>0</u>
	<u>4,881</u>	<u>2,605</u>

#### **5. INVESTMENTS**

	<u>Total</u>	<u>Listed</u>	2021
	<u>£</u>	<u>Investments</u>	<u>£</u>
Market Value at 1st May 2021	325,797	325,797	295,676
Investment Sold	0	-	-
Profit on Year End Revaluation	<u>-13,370</u>	<u>-13,370</u>	<u>30,121</u>
Market Value at 30th April 2022	<u>312,427</u>	<u>312,427</u>	<u>325,797</u>

## **HIGHCLIFFE COMMUNITY ASSOCIATION CIO**

### **NOTES TO THE ACCOUNTS (CONTINUED)**

#### **FOR THE PERIOD ENDED 30TH APRIL 2022**

##### **6. CREDITORS AND ACCRUALS**

(All amounts falling due within one year)

	<u>2022</u>	<u>2021</u>
	£	£
Creditors	13,396	7,493
Accruals	3,835	4,477
Deferred Income	-	-
	<u>17,231</u>	<u>11,970</u>

##### **7. FUNDS' MOVEMENTS**

	<u>Balance at</u> <u>1.5.2021</u>	<u>Net Income</u> <u>for Year</u>	<u>Balance at</u> <u>30.4.2022</u>
	£	£	£
General Purpose Fund (unrestricted)	453,864	(40,205)	413,659
Organ and Keyboard Fund (restricted)	12,620	(188)	12,432
<b><u>Total</u></b>	<u>466,484</u>	<u>-40,393</u>	<u>426,091</u>

##### **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 2022.



**HIGHCLIFFE COMMUNITY ASSOCIATION CIO**

**STATEMENT OF FUND RAISING**

**FOR THE YEAR ENDED 30TH APRIL 2022**

	<b><u>2022</u></b>	<b><u>2021</u></b>
	<b>£</b>	<b>£</b>
Library	251	0
I Phone	31	0
Picture Commission	0	0
Raffles	1461	70
Sundry Income	25	0
	<b><u>1768</u></b>	<b><u>70</u></b>

# HIGHCLIFFE COMMUNITY ASSOCIATION CIO

## SECTION SURPLUSES AND DONATIONS TO THE ASSOCIATION

FOR THE YEAR ENDED 30TH APRIL 2022

<u>Section</u>	<u>2022</u> £	<u>2021</u> £
Art: Monday	230	0
Tuesday Morning	265	0
Tuesday Afternoon	317	0
Wednesday	151	0
Thursday	0	0
Ballroom Dancing	128	0
Bingo	588	0
Bolivia Cards	218	0
Canasta	331	0
Carpet Bowls	675	0
Catering	7726	30
Chess	315	0
Chi Kung	490	0
Circle Dancing	148	0
Computer	0	0
Country Dancing	796	0
Craft	428	0
Cribbage	56	0
Darts	225	0
Darts Thursday	482	0
Debating	96	0
Drama	267	0
Duplicate Bridge	1408	-71
Family History	70	0
Flower Arranging	158	0
Genealogy	0	0
IT Forum	160	0
Kurling	0	0
Ladies' Forum	241	0
Languages	556	0
Legs. Bums and Tums	46	0
Literature	22	0
Machine Quilting	218	0
Mah Jong	340	0
Men's Forum	117	0
Men's Shed	358	0
Music	58	0
Petanque Competitions	12	0
Petanque Tuesday	567	0
Petanque Wednesday	186	0
Petanque Thursday	436	0
Petanque Friday	1322	27
Photography	0	0
Pilates Tuesday	70	0
Pilates Wednesday	150	0
Pilates Thursday	94	0
Quilting Tuesday	321	0
Rambling and Ambling	472	0
Rockin Robins	499	0
Rubber Bridge	290	0
Rummikub	262	0
Sewing	285	0
Social Events	2152	0
Table Tennis	1076	0
Whist	469	0
Wine Circle	0	0
Writers' Circle	0	0
Yoga Monday	239	0
Yoga Tuesday	224	0
Yoga Wednesday	279	0
NU-2-U	3078	0
4 Men 2	0	0
	<u>30167</u>	<u>-14</u>