

HIGHCLIFFE COMMUNITY ASSOCIATION CIO

(Registered Charity Number: 1189336)

(FORMERLY HIGHCLIFFE COMMUNITY ASSOCIATION)

(Registered Charity Number 278035)

REPORT AND ACCOUNTS

FOR THE YEAR ENDED
30TH APRIL 2024

HIGHCLIFFE COMMUNITY ASSOCIATION CHARITABLE INCORPORATED
ORGANISATION

ANNUAL REPORT FOR THE YEAR ENDED 30TH APRIL 2024

The Association present their Report for the year ended 30th April 2024.

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

The Association has continued to attract new members during the year which has maintained the membership level as at that of previous years. We are a thriving, caring and friendly Association offering over 50 different groups with activities covering fitness and exercise, music and dance, card games, arts and crafts. We also offer a programme of social events which include film nights, socials and quiz and chips evenings. Every Friday morning is a coffee morning accompanied by live music from local musicians. This includes a variety of performances by a pianist, keyboard player, guitarist, and singer.

We still face many uphill challenges in maintaining our wonderful listed building, from the repair of windows and roof to drainage problems, we never know what may need attention next.

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 meetings every two months 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 2024 the total individual membership was 1130. In addition, there were 6 Group or Affiliated members. The annual membership subscription has been maintained at £10 for 2024.

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 £1,520.

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 58 Sections and 6 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 2024 the value of those investments amounted to £322,800. 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 30th April 2024 to be £63,204. For the year to 30th April 2024 there has been a deficit of income compared with the expenditure of £5,079. The value of the Association's investments increased by £20,107.

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>
Cliff Putterford	Trustee	12-7-2024



HIGHCLIFFE COMMUNITY ASSOCIATION CIO

(Registered Charity Number: 1189336)

ACCOUNTS FOR THE YEAR ENDED 30TH APRIL 2024

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

I report on the accounts of the Association for the year ended 30th April 2024 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.



12-7-2024

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

P. D. ROOT
HOPE JONES
CHARTERED ACCOUNTANTS

HIGHCLIFFE COMMUNITY ASSOCIATION CIO

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30TH APRIL 2024

	<u>Note</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>30/04/2023</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>INCOMING RESOURCES</u>					
<u>Donations Legacies and Similar</u>					
Donations to Association		0	3,248	3,248	198
<u>Legacy</u>		0	0	0	0
<u>BCP Council Grant</u>		0	0	0	0
Section surpluses		0	42,405	42,405	37,817
Annual Subscriptions		0	11,779	11,779	10,945
Subscriptions from Local Societies and Organisations		0	100	100	85
Gift Aid Recovered		0	1,520	1,520	1,348
		0	59,052	59,052	50,393
<u>Incoming Resources from Operating Activities</u>					
Fund Raising		0	3,562	3,562	2,943
<u>Investment Activity</u>					
Interest Receivable - Charitable Loan		0	0	0	0
- Other		140	63	203	52
Dividends (net)		0	0	0	0
		140	63	203	52
<u>Other Incoming Resources</u>					
Accommodation Lettings		0	0	0	0
Other		0	387	387	0
		0	387	387	0
<u>Total Income</u>		140	63,064	63,204	53,388
<u>Less Resources Expended</u>					
		0	68,283	68,283	44,853
<u>NET INCOME FOR THE YEAR</u>		140	-5,219	-5,079	8,535
Profit/(Loss) on Revaluation of Investments		0	20,107	20,107	-9,734
<u>NET MOVEMENT OF FUNDS</u>		140	14,888	15,028	-1,199
Transfer of Funds		-1,845	1,845	0	0
<u>FUND BALANCES BROUGHT FORWARD</u>		311,895	112,997	424,892	426,091
<u>FUND BALANCES CARRIED FORWARD</u>		£310,190	£129,730	£439,920	£424,892

HIGHCLIFFE COMMUNITY ASSOCIATION CIO**BALANCE SHEET AT 30TH APRIL 2024**

	<u>NOTE</u>		<u>2024</u>		<u>2023</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>TANGIBLE FIXED ASSETS</u>	3		56,964		54,875
<u>CURRENT ASSETS</u>					
Stock		926		974	
Debtors, Prepayments and Accrued Income	4	11,722		6,417	
Investments	5	322,800		302,693	
Cash at Bank					
Nat West		44,370		54,887	
Business Reserve		10,190		11,895	
Cash in Hand		279		175	
		<u>390,287</u>		<u>377,041</u>	
<u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u>					
Creditors and Accruals	6	<u>7,331</u>		<u>7,024</u>	
		<u>7,331</u>		<u>7,024</u>	
<u>NET CURRENT ASSETS</u>			<u>382,956</u>		<u>370,017</u>
<u>NET ASSETS</u>			<u><u>£439,920</u></u>		<u><u>£424,892</u></u>
Represented by:					
<u>RESTRICTED INCOME FUNDS</u>					
Organ and Keyboard Fund	7		10,190		11,895
Building Fund	7		300,000		300,000
<u>UNRESTRICTED INCOME FUNDS</u>					
General Purpose Fund	7		129,730		112,997
			<u><u>£439,920</u></u>		<u><u>£424,892</u></u>

Approved by the Trustees on

C Putterford - Trustee

HIGHCLIFFE COMMUNITY ASSOCIATION CIO

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH APRIL 2024

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 YEAR ENDED 30TH APRIL 2024

2. FUNDS

There are three funds held, namely the General Purpose Fund and Designated Funds representing the Building Fund and Organ and Keyboard Section. See details of movements on the Statement of Funds Movements on page 10. There were no inter-fund loans outstanding at the balance sheet date.

<u>3. TANGIBLE FIXED ASSETS</u>	<u>Unrestricted</u> <u>£</u>	<u>Total</u> <u>£</u>	<u>2023</u>
Cost:			
As at 1st May 2023	177,901	177,901	177,901
Additions	4,800	4,800	0
Disposals and Write offs	0	0	0
As at 30th April 2024	182,701	182,701	177,901
Depreciation:			
As at 1st May 2023	123,026	123,026	120,798
Charge for the year	2,711	2,711	2,228
Disposals and Write offs	0	0	0
As at 30th April 2024	125,737	125,737	123,026
Net Book Value:			
As at 30th April 2024	56,964	56,964	54,875
As at 1st May 2023	54,875	54,875	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.

<u>4. DEBTORS, PREPAYMENTS AND ACCRUED INTEREST</u> (All amounts falling due within one year)	<u>2024</u> <u>£</u>	<u>2023</u> <u>£</u>
Debtors	1,528	2,674
Prepayments and accrued income	10,194	3,743
	11,722	6,417

<u>5. INVESTMENTS</u>	<u>Total</u> <u>£</u>	<u>Listed</u> <u>Investments</u> <u>£</u>	<u>2023</u> <u>£</u>
Market Value at 1st May 2023	302,693	302,693	312,427
Investment Sold	0	0	0
Profit on Year End Revaluation	20,107	20,107	-9,734
Market Value at 30th April 2024	322,800	322,800	302,693

HIGHCLIFFE COMMUNITY ASSOCIATION CIO

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30TH APRIL 2024

6. CREDITORS AND ACCRUALS

(All amounts falling due within one year)

	<u>2024</u>	<u>2023</u>
	£	£
Creditors	1,921	2,022
Accruals	5,410	5,002
Deferred Income	-	-
	<u>7,331</u>	<u>7,024</u>

7. FUNDS' MOVEMENTS

	<u>Balance at</u> <u>1.5.2023</u>	<u>Net Income</u> <u>for Year</u>	<u>Transfer</u>	<u>Balance at</u> <u>30.4.2024</u>
	£	£		£
General Purpose Fund (unrestricted)	112,997	14,888	1,845	129,730
Building Fund (restricted)	300,000	0	0	300,000
Organ and Keyboard Fund (restricted)	11,895	140	-1845	10,190
Total	<u>424,892</u>	<u>15,028</u>	<u>0</u>	<u>439,920</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 2024.

HIGHCLIFFE COMMUNITY ASSOCIATION CIO**DETAIL OF EXPENDITURE****FOR THE YEAR ENDED 30TH APRIL 2024****2023**
£**DIRECT CHARITABLE EXPENDITURE****Greystones House**

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	
Rent	0	0	0	0
Business Rates	0	349	349	618
Refuse Collection	0	447	447	389
Cleaning (including materials)	0	14,754	14,754	14,506
Insurance	0	4,102	4,102	5,940
General Maintenance	0	12,113	12,113	1,725
Garden	0	1,095	1,095	776
Electricity	0	2,779	2,779	1,731
Gas	0	19,591	19,591	6,456
Water	0	51	51	422
Fire Precautions	0	973	973	719
Miscellaneous	0	0	0	589
	0	56,254	56,254	33,871

Other Costs

Depreciation	0	2,711	2,711	2,227
New Developments	0	0	0	0
Computer Software	0	914	914	844
Equipment Repairs and Replacements	0	579	579	1,194
	0	4,204	4,204	4,265

TOTAL DIRECT CHARITABLE EXPENDITURE

0	60,458	60,458	38,136
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ADMINISTRATIVE EXPENSES

Printing and Stationery	0	3,147	3,147	2,227
Independent Examiner's Fee	0	2,574	2,574	2,340
Postage	0	7	7	6
Section Social Activities	0	0	0	0
Advertising and Publicity	0	396	396	434
Broadband and Telephone	0	1,191	1,191	1,080
Legal and Professional Fees	0	0	0	0
Other Administration Expenses	0	510	510	630
	0	7,825	7,825	6,717

TOTAL RESOURCES EXPENDED

0	68,283	68,283	44,853
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HIGHCLIFFE COMMUNITY ASSOCIATION CIO

STATEMENT OF FUND RAISING

FOR THE YEAR ENDED 30TH APRIL 2024

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Library	369	345
I Phone	0	0
Picture Commission	0	0
Raffles	3,193	2,590
Sundry Income	0	8
	<hr/>	<hr/>
	<u>3,562</u>	<u>2,943</u>

HIGHCLIFFE COMMUNITY ASSOCIATION CIO**SECTION SURPLUSES AND DONATIONS TO THE ASSOCIATION****FOR THE YEAR ENDED 30TH APRIL 2024**

<u>Section</u>	<u>2024</u> <u>£</u>	<u>2023</u> <u>£</u>
Art: Monday	375	325
Tuesday Morning	322	322
Tuesday Afternoon	273	332
Wednesday	306	247
Baffled by Technology	13	150
Ballroom Dancing	382	166
Bingo	480	771
Bolivia Cards	299	239
Canasta	531	296
Carpet Bowls	842	768
Catering	11,323	9,505
Chess	306	174
Chi Kung	496	606
Church Group	1,485	248
Circle Dancing	270	235
Country Dancing	1,092	1,128
Craft	364	453
Cribbage	187	152
Crochet, Knit and Natter	53	0
Darts	242	283
Darts Thursday	440	454
Debating	98	101
Drama	0	0
Duplicate Bridge	3,208	3,056
Family History	0	15
Flower Arranging	219	231
French Monday	221	355
Fun Chair Exercise	70	0
IT Forum	139	220
I Phone	18	0
Ladies' Forum	270	251
Languages	0	0
Legs. Bums and Turns	387	361
Line Dancing	582	31
Literature	0	6
Machine Quilting	368	377
Mah Jong	512	539
Men's Forum	96	136
Men's Shed	0	83
Mindfulness and Relaxation	8	2
Music	0	0
Petanque Competitions	0	0
Petanque Tuesday	366	420
Petanque Wednesday	1,188	917
Petanque Thursday	0	0
Petanque Friday	1,420	1,451
Photography	132	42
Picture/Card Sales/Craft re Friday Live	80	0
Pilates Tuesday	3	98
Pilates Wednesday	263	194
Pilates Thursday	0	4
Play Reading	280	409
Poetry	65	40
Quilting Tuesday	414	446
Rambling and Ambling	371	392
Rockin Robins	678	636
Rubber Bridge	243	295
Rummikub	733	570
Sewing	299	312
Social Events	2,984	3,310
Table Tennis	1,173	927
Whist	461	439
Yoga Monday	233	244
Yoga Tuesday	298	266
Yoga Wednesday	211	270
NU-2U	4,233	3,517
	<u>42,405</u>	<u>37,817</u>