CHARITY REGISTRATION NUMBER: 253170

St Stephen's Community Association

Unaudited Financial Statements

28 February 2025

BURGESS HODGSON AUDIT LIMITED
Chartered accountants
Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

St Stephen's Community Association

Financial Statements

Year ended 28 February 2025

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St Stephen's Community Association

Trustees' Annual Report

Year ended 28 February 2025

The trustees present their report and the unaudited financial statements of the charity for the year ended 28 February 2025.

Reference and administrative details

Registered charity name	St Stephen's Community Association
Charity registration number	253170
Principal office	Tenterden Drive Canterbury Kent CT2 7BN

The trustees

S Shipton	(Resigned 24 March 2025)
A Gough	
M Heath	
L Zinzan	
A Zinzan	

Independent examiner	BURGESS HODGSON LIMITED Camburgh House 27 New Dover Road Canterbury Kent CT1 3DN

Structure, governance and management

The governing document is the charity's constitution which was originally agreed on 6th July 1981, and was amended on 26th April 2013.

The Management Committee consists of at least six members who are elected at the Annual General Meeting. They have the power to appoint a Chairman, Secretary, Treasurer and other officers as they deem necessary. Trustees are appointed by the Executive Committee, and the number of trustees shall not be less than 2 or more than 5.

The major risks to which the charity is exposed have been reviewed, and systems have been put in place to mitigate this risk.

Public Benefit
In setting the activities and purposes of the Association the Trustees have taken regard to the Charity Commission's guidance on Public Benefit.

Objectives and activities

St Stephen's Community Association is a charity to promote the benefit of the inhabitants of St Stephens and the neighbourhood by associating with the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation to improve the condition of life for the said inhabitants.

The charity's aims are also to improve the quality of life for the residents of St Stephen's ward in Canterbury and to provide a local community building that can act as a focus for developing services and activities for local residents.

To help meet this aim, the charity has established a Community Centre for activities in furtherance to those outlined above.

St Stephen's Community Association is a non-political, non-religious, unincorporated association.

Achievements and performance

During the year, the Centre experienced the loss of a long-standing weekly booking, which had a significant impact on our income. The trustees, committee and office staff responded proactively by working to replace this lost income through attracting new user groups and increasing bookings to cover the large gaps they vacated. This was supported by increased advertising and the use of social media to promote the Centre and encourage wider community use of the available spaces which has been a slow process but has improved significantly and we are still continuing to increase this.

A number of fundraising activities were held, including regular quiz nights, which were well attended and generated valuable additional income for the Association. A Christmas Fair was also held and proved successful, contributing a good level of funds.

The Centre experienced unusually high water bills during the year. This issue was investigated and subsequently resolved, resulting in a rebate being issued and future bills being reduced and being charged appropriately. We have also been looking at other ways to reduce outgoing costs that is an ongoing process we are continuing to do.

Sadly, a key and highly valued committee member and trustee passed away in March. She had been instrumental in the day-to-day running of the Centre and her loss was felt deeply. Since then, the remaining committee members have worked hard to take on her responsibilities to ensure the continued smooth operation of the Centre, maintain services for the community, and rebuild income following the earlier loss of bookings.

The committee has also begun to explore grant funding opportunities available to support the centre with community courses, activities, service provision, and ongoing building costs.

Financial review

A summary of the financial performance of the charity for the year ended 29th February 2024 is detailed below.

	2025	2024
	£	£
Income	**34,133**	35,760
Charitable Expenses	**40,871**	40,519
Administration Expenses	**1,020**	864
Deficit for the year	**7,758**	5,623

Plans for future periods

Following a recent committee meeting, it was noted that income has increased significantly over the past six months, with a number of regular bookings now in place with minimal availability available over next few months. The committee will continue to review bookings and finances on a regular basis, with a further review planned in three months' time.

Plans include continued promotion of the Centre, development of new fundraising ideas, and submission of grant applications once the final accounts are available, as these are required by funding bodies. Income from the bar has also been performing well and will continue to be monitored.

The trustees' annual report was approved on ..... and signed on behalf of the board of trustees by:

A Gough
Trustee

A Zinzan
Trustee

St Stephen's Community Association

Independent Examiner's Report to the Trustees of St Stephen's Community Association

Year ended 28 February 2025

I report to the trustees on my examination of the financial statements of St Stephen's Community Association ('the charity') for the year ended 28 February 2025.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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 examiner's 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 the charity as required by section 130 of the Act; or

2. the financial statements do not accord with those records; or

3. the financial statements 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 to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

BURGESS HODGSON LIMITED
Independent Examiner

Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

St Stephen's Community Association

Statement of Financial Activities

Year ended 28 February 2025

	Note	2025 Unrestricted funds £	2025 Restricted funds £	2025 **Total funds** £	2024 Total funds £
Income and endowments					
Donations and legacies	**4**	12,000	500	**12,500**	13,000
Charitable activities	**5**	21,191	–	**21,191**	21,764
Investment income	**6**	322	–	**322**	291
Other income	**7**	120	–	**120**	705
Total income		33,633	500	**34,133**	35,760
Expenditure					
Expenditure on charitable activities	**8,9**	41,552	339	**41,891**	41,383
Total expenditure		41,552	339	**41,891**	41,383
Net expenditure and net movement in funds		(7,919)	161	**(7,758)**	(5,623)
Reconciliation of funds					
Total funds brought forward		48,015	2,741	**50,756**	56,379
Total funds carried forward		40,096	2,902	**42,998**	50,756

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 7 to 12 form part of these financial statements.

St Stephen's Community Association

Statement of Financial Position

28 February 2025

	Note	2025 £	£	2024 £
Fixed assets				
Tangible fixed assets	**14**		**22,373**	23,540
Current assets				
Debtors	**15**	**5,505**		2,557
Cash at bank and in hand		**17,661**		25,956
		23,166		28,513
Creditors: amounts falling due within one year	**16**	**2,541**		1,297
Net current assets			**20,625**	27,216
Total assets less current liabilities			**42,998**	50,756
Net assets			**42,998**	50,756
Funds of the charity				
Restricted funds			**2,902**	2,201
Unrestricted funds			**40,096**	48,555
Total charity funds	**17**		**42,998**	50,756

These financial statements were approved by the board of trustees and authorised for issue on ....., and are signed on behalf of the board by:

A Gough
Trustee

A Zinzan
Trustee

The notes on pages 7 to 12 form part of these financial statements.

St Stephen's Community Association

Notes to the Financial Statements

Year ended 28 February 2025

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is St Stephens Community Centre, Tenterden Drive, Hales Place, Canterbury, CT2 7BN.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The finanical statements have been prepared under the historical cost convention, and the requirements of, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities effective 1 January 2015).

Going concern

The accounts have been prepared on a going concern basis. The Trustees continue to monitor the charity's ability to continue as a going concern based on the bank balances held, and local authorities grant funding last year. The Trustees are satisfied that there are no material risks to the business and conclude the financial statements should continue to be prepared on a going concern basis.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

3. Accounting policies ***(continued)***

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Leasehold Property	-	Over the term of the lease.
Fixtures & Fittings	-	50% straight line
Equipment	-	15% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

3. Accounting policies *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or paable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2025 £**
Grants			
CCC Grant	–	500	**500**
Other donations and legacies			
Contributions from Bar Club	12,000	–	**12,000**
	12,000	500	**12,500**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Grants			
CCC Grant	–	1,000	1,000
Other donations and legacies			
Contributions from Bar Club	12,000	–	12,000
	12,000	1,000	13,000

5. Charitable activities

	Unrestricted Funds £	**Total Funds 2025 £**	Unrestricted Funds £	Total Funds 2024 £
Letting receipts	21,191	**21,191**	21,764	21,764

6. Investment income

	Unrestricted Funds £	**Total Funds 2025 £**	Unrestricted Funds £	Total Funds 2024 £
Bank interest receivable	322	**322**	291	291

7. Other income

	Unrestricted Funds	**Total Funds 2025**	Unrestricted Funds	Total Funds 2024
	£	**£**	£	£
Other income	120	**120**	705	705

8. Expenditure on charitable activities by fund type

	Unrestricted Funds	Restricted Funds	**Total Funds 2025**
	£	£	**£**
Charitable activities	40,532	339	**40,871**
Support costs	1,020	–	**1,020**
	41,552	339	**41,891**

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Charitable activities	38,979	1,540	40,519
Support costs	864	–	864
	39,843	1,540	41,383

9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	**Total funds 2025**	Total fund 2024
	£	£	**£**	£
Charitable activities	40,871	–	**40,871**	40,519
Governance costs	–	1,020	**1,020**	864
	40,871	1,020	**41,891**	41,383

10. Net expenditure

Net expenditure is stated after charging/(crediting):

	2025	2024
	£	£
Depreciation of tangible fixed assets	**1,167**	1,351
Fees payable for the audit of the financial statements	**1,020**	864

11. Independent examination fees

	2025	2024
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	**1,884**	864

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2025	2024
	£	£
Wages and salaries	**14,313**	14,550

The average head count of employees during the year was 2 (2024: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2025	2024
	No.	No.
Number of administrative staff	**2**	2

No employee received employee benefits of more than £60,000 during the year (2024: Nil).

13. Trustee remuneration and expenses

During the current year, no remuneration or other benefits from employment were received by the trustees.

During the prior year, no remuneration or other benefits from employment were received by the trustees.

14. Tangible fixed assets

	Leasehold Property	Fixtures and fittings	Equipment	**Total**
	£	£	£	**£**
Cost				
At 1 March 2024 and 28 February 2025	42,831	3,858	13,409	**60,098**
Depreciation				
At 1 March 2024	21,725	3,858	10,975	**36,558**
Charge for the year	419	–	748	**1,167**
At 28 February 2025	22,144	3,858	11,723	**37,725**
Carrying amount				
At 28 February 2025	20,687	–	1,686	**22,373**
At 29 February 2024	21,106	–	2,434	23,540

15. Debtors

	2025	2024
	£	£
Trade debtors	**1,945**	88
Prepayments and accrued income	**3,560**	2,469
	5,505	2,557

16. Creditors: amounts falling due within one year

	2025	2024
	£	£
Accruals and deferred income	**1,297**	1,297
St.Stephens Bar Club	**971**	–
Other creditors	**273**	–
	2,541	1,297

17. Analysis of charitable funds

The charity has received restricted grants from Canterbury City Council totalling £500 (2024: £1,000).

18. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	**Total Funds 2025**
	£	£	**£**
Tangible fixed assets	21,753	620	**22,373**
Current assets	19,013	3,896	**22,909**
Creditors less than 1 year	(5,990)	–	**(5,990)**
Net assets	34,776	4,516	**39,292**

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Tangible fixed assets	22,581	959	23,540
Current assets	28,513	–	28,513
Creditors less than 1 year	(1,297)	–	(1,297)
Net assets	49,797	959	50,756

St Stephen's Community Association

Management Information

Year ended 28 February 2025

The following pages do not form part of the financial statements.

St Stephen's Community Association

Detailed Statement of Financial Activities

Year ended 28 February 2025

	2025	2024
	£	£
Income and endowments		
Donations and legacies		
CCC Grant	**500**	1,000
Contributions from Bar Club	**12,000**	12,000
	12,500	13,000
Charitable activities		
Letting receipts	**21,191**	21,764
Investment income		
Bank interest receivable	**322**	291
Other income		
Other income	**120**	705
Total income	**34,133**	35,760
Expenditure		
Expenditure on charitable activities		
Wages and salaries	**14,313**	14,550
Rates and water	**1,177**	2,102
Light and heat	**11,380**	8,511
Repairs and maintenance	**7,419**	9,054
Insurance	**2,012**	1,962
Legal and professional fees	**1,020**	864
Telephone	**2,274**	1,684
Other office costs	**216**	625
Depreciation	**1,167**	1,351
Sundry expenses	**913**	680
	41,891	41,383
Total expenditure	**41,891**	41,383
Net expenditure	**(7,758)**	(5,623)

St Stephen's Community Association

Notes to the Detailed Statement of Financial Activities

Year ended 28 February 2025

	2025	2024
	£	£
Expenditure on charitable activities		
Charitable activities		
Activities undertaken directly		
Wages/salaries	**14,313**	14,550
Rates & water	**1,177**	2,102
Light & heat	**11,380**	8,511
Repairs & maintenance	**7,419**	9,054
Insurance	**2,012**	1,962
Telephone	**2,274**	1,684
Printing, postage, stationery	**216**	625
Depreciation	**1,167**	1,351
Sundry expenses	**913**	680
	40,871	40,519
Governance costs		
Independent examiners fees	**1,020**	864
Expenditure on charitable activities	**41,891**	41,383

St Stephen's Community Association

Statement of Financial Activities

Year ended 28 February 2025

	Note	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Income and endowments					
Donations and legacies	**4**	12,000	500	**12,500**	13,000
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Expenditure on charitable activities	**8,9**	41,552	339	**41,891**	41,383
Total expenditure		41,552	339	**41,891**	41,383
Net expenditure and net movement in funds		(7,919)	161	**(7,758)**	(5,623)
Reconciliation of funds					
Total funds brought forward		48,015	2,741	**50,756**	56,379
Total funds carried forward		40,096	2,902	**42,998**	50,756

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

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St Stephen's Community Association

Statement of Financial Position

28 February 2025

	Note	2025 £	2025 £	2024 £
Fixed assets				
Tangible fixed assets	**14**		**22,373**	23,540
Current assets				
Debtors	**15**	**5,505**		2,557
Cash at bank and in hand		**17,661**		25,956
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Creditors: amounts falling due within one year	**16**	**2,541**		1,297
Net current assets			**20,625**	27,216
Total assets less current liabilities			**42,998**	50,756
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Restricted funds			**2,902**	2,201
Unrestricted funds			**40,096**	48,555
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These financial statements were approved by the board of trustees and authorised for issue on ....., and are signed on behalf of the board by:

A Gough
Trustee

A Zinzan
Trustee

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CHARITY REGISTRATION NUMBER: 253170

St Stephen's Community Association

Unaudited Financial Statements

28 February 2025

BURGESS HODGSON AUDIT LIMITED
Chartered accountants
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St Stephen's Community Association

Financial Statements

Year ended 28 February 2025

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St Stephen's Community Association

Trustees' Annual Report

Year ended 28 February 2025

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Registered charity name	St Stephen's Community Association
Charity registration number	253170
Principal office	Tenterden Drive Canterbury Kent CT2 7BN

The trustees

S Shipton	(Resigned 24 March 2025)
A Gough	
M Heath	
L Zinzan	
A Zinzan	

Independent examiner	BURGESS HODGSON LIMITED Camburgh House 27 New Dover Road Canterbury Kent CT1 3DN

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Plans for future periods

Following a recent committee meeting, it was noted that income has increased significantly over the past six months, with a number of regular bookings now in place with minimal availability available over next few months. The committee will continue to review bookings and finances on a regular basis, with a further review planned in three months' time.

Plans include continued promotion of the Centre, development of new fundraising ideas, and submission of grant applications once the final accounts are available, as these are required by funding bodies. Income from the bar has also been performing well and will continue to be monitored.

The trustees' annual report was approved on ..... and signed on behalf of the board of trustees by:

A Gough
Trustee

A Zinzan
Trustee

St Stephen's Community Association

Independent Examiner's Report to the Trustees of St Stephen's Community Association

Year ended 28 February 2025

I report to the trustees on my examination of the financial statements of St Stephen's Community Association ('the charity') for the year ended 28 February 2025.

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Independent examiner's statement

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1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or

2. the financial statements do not accord with those records; or

3. the financial statements 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 to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

BURGESS HODGSON LIMITED
Independent Examiner

Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

St Stephen's Community Association

Statement of Financial Activities

Year ended 28 February 2025

	Note	2025 Unrestricted funds £	2025 Restricted funds £	2025 **Total funds** £	2024 Total funds £
Income and endowments					
Donations and legacies	**4**	12,000	500	**12,500**	13,000
Charitable activities	**5**	21,191	–	**21,191**	21,764
Investment income	**6**	322	–	**322**	291
Other income	**7**	120	–	**120**	705
Total income		33,633	500	**34,133**	35,760
Expenditure					
Expenditure on charitable activities	**8,9**	41,552	339	**41,891**	41,383
Total expenditure		41,552	339	**41,891**	41,383
Net expenditure and net movement in funds		(7,919)	161	**(7,758)**	(5,623)
Reconciliation of funds					
Total funds brought forward		48,015	2,741	**50,756**	56,379
Total funds carried forward		40,096	2,902	**42,998**	50,756

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 7 to 12 form part of these financial statements.

St Stephen's Community Association

Statement of Financial Position

28 February 2025

	Note	2025 £	£	2024 £
Fixed assets				
Tangible fixed assets	**14**		**22,373**	23,540
Current assets				
Debtors	**15**	**5,505**		2,557
Cash at bank and in hand		**17,661**		25,956
		23,166		28,513
Creditors: amounts falling due within one year	**16**	**2,541**		1,297
Net current assets			**20,625**	27,216
Total assets less current liabilities			**42,998**	50,756
Net assets			**42,998**	50,756
Funds of the charity				
Restricted funds			**2,902**	2,201
Unrestricted funds			**40,096**	48,555
Total charity funds	**17**		**42,998**	50,756

These financial statements were approved by the board of trustees and authorised for issue on ....., and are signed on behalf of the board by:

A Gough
Trustee

A Zinzan
Trustee

The notes on pages 7 to 12 form part of these financial statements.

St Stephen's Community Association

Notes to the Financial Statements

Year ended 28 February 2025

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is St Stephens Community Centre, Tenterden Drive, Hales Place, Canterbury, CT2 7BN.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The finanical statements have been prepared under the historical cost convention, and the requirements of, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities effective 1 January 2015).

Going concern

The accounts have been prepared on a going concern basis. The Trustees continue to monitor the charity's ability to continue as a going concern based on the bank balances held, and local authorities grant funding last year. The Trustees are satisfied that there are no material risks to the business and conclude the financial statements should continue to be prepared on a going concern basis.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

3. Accounting policies ***(continued)***

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Leasehold Property	-	Over the term of the lease.
Fixtures & Fittings	-	50% straight line
Equipment	-	15% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

3. Accounting policies *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or paable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2025 £**
Grants			
CCC Grant	–	500	**500**
Other donations and legacies			
Contributions from Bar Club	12,000	–	**12,000**
	12,000	500	**12,500**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Grants			
CCC Grant	–	1,000	1,000
Other donations and legacies			
Contributions from Bar Club	12,000	–	12,000
	12,000	1,000	13,000

5. Charitable activities

	Unrestricted Funds £	**Total Funds 2025 £**	Unrestricted Funds £	Total Funds 2024 £
Letting receipts	21,191	**21,191**	21,764	21,764

6. Investment income

	Unrestricted Funds £	**Total Funds 2025 £**	Unrestricted Funds £	Total Funds 2024 £
Bank interest receivable	322	**322**	291	291

7. Other income

	Unrestricted Funds	**Total Funds 2025**	Unrestricted Funds	Total Funds 2024
	£	**£**	£	£
Other income	120	**120**	705	705

8. Expenditure on charitable activities by fund type

	Unrestricted Funds	Restricted Funds	**Total Funds 2025**
	£	£	**£**
Charitable activities	40,532	339	**40,871**
Support costs	1,020	–	**1,020**
	41,552	339	**41,891**

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Charitable activities	38,979	1,540	40,519
Support costs	864	–	864
	39,843	1,540	41,383

9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	**Total funds 2025**	Total fund 2024
	£	£	**£**	£
Charitable activities	40,871	–	**40,871**	40,519
Governance costs	–	1,020	**1,020**	864
	40,871	1,020	**41,891**	41,383

10. Net expenditure

Net expenditure is stated after charging/(crediting):

	2025	2024
	£	£
Depreciation of tangible fixed assets	**1,167**	1,351
Fees payable for the audit of the financial statements	**1,020**	864

11. Independent examination fees

	2025	2024
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	**1,884**	864

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2025	2024
	£	£
Wages and salaries	**14,313**	14,550

The average head count of employees during the year was 2 (2024: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2025	2024
	No.	No.
Number of administrative staff	**2**	2

No employee received employee benefits of more than £60,000 during the year (2024: Nil).

13. Trustee remuneration and expenses

During the current year, no remuneration or other benefits from employment were received by the trustees.

During the prior year, no remuneration or other benefits from employment were received by the trustees.

14. Tangible fixed assets

	Leasehold Property	Fixtures and fittings	Equipment	**Total**
	£	£	£	**£**
Cost				
At 1 March 2024 and 28 February 2025	42,831	3,858	13,409	**60,098**
Depreciation				
At 1 March 2024	21,725	3,858	10,975	**36,558**
Charge for the year	419	–	748	**1,167**
At 28 February 2025	22,144	3,858	11,723	**37,725**
Carrying amount				
At 28 February 2025	20,687	–	1,686	**22,373**
At 29 February 2024	21,106	–	2,434	23,540

15. Debtors

	2025	2024
	£	£
Trade debtors	**1,945**	88
Prepayments and accrued income	**3,560**	2,469
	5,505	2,557

16. Creditors: amounts falling due within one year

	2025	2024
	£	£
Accruals and deferred income	**1,297**	1,297
St.Stephens Bar Club	**971**	–
Other creditors	**273**	–
	2,541	1,297

17. Analysis of charitable funds

The charity has received restricted grants from Canterbury City Council totalling £500 (2024: £1,000).

18. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	**Total Funds 2025**
	£	£	**£**
Tangible fixed assets	21,753	620	**22,373**
Current assets	19,013	3,896	**22,909**
Creditors less than 1 year	(5,990)	–	**(5,990)**
Net assets	34,776	4,516	**39,292**

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Tangible fixed assets	22,581	959	23,540
Current assets	28,513	–	28,513
Creditors less than 1 year	(1,297)	–	(1,297)
Net assets	49,797	959	50,756

St Stephen's Community Association

Management Information

Year ended 28 February 2025

The following pages do not form part of the financial statements.

St Stephen's Community Association

Detailed Statement of Financial Activities

Year ended 28 February 2025

	2025	2024
	£	£
Income and endowments		
Donations and legacies		
CCC Grant	**500**	1,000
Contributions from Bar Club	**12,000**	12,000
	12,500	13,000
Charitable activities		
Letting receipts	**21,191**	21,764
Investment income		
Bank interest receivable	**322**	291
Other income		
Other income	**120**	705
Total income	**34,133**	35,760
Expenditure		
Expenditure on charitable activities		
Wages and salaries	**14,313**	14,550
Rates and water	**1,177**	2,102
Light and heat	**11,380**	8,511
Repairs and maintenance	**7,419**	9,054
Insurance	**2,012**	1,962
Legal and professional fees	**1,020**	864
Telephone	**2,274**	1,684
Other office costs	**216**	625
Depreciation	**1,167**	1,351
Sundry expenses	**913**	680
	41,891	41,383
Total expenditure	**41,891**	41,383
Net expenditure	**(7,758)**	(5,623)

St Stephen's Community Association

Notes to the Detailed Statement of Financial Activities

Year ended 28 February 2025

	2025	2024
	£	£
Expenditure on charitable activities		
Charitable activities		
Activities undertaken directly		
Wages/salaries	**14,313**	14,550
Rates & water	**1,177**	2,102
Light & heat	**11,380**	8,511
Repairs & maintenance	**7,419**	9,054
Insurance	**2,012**	1,962
Telephone	**2,274**	1,684
Printing, postage, stationery	**216**	625
Depreciation	**1,167**	1,351
Sundry expenses	**913**	680
	40,871	40,519
Governance costs		
Independent examiners fees	**1,020**	864
Expenditure on charitable activities	**41,891**	41,383