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**Shrub End Social Centre (Registered Charity number 254100)**  
**Trustees Annual Report**  
**for the year ended 31st March 2025**

The charity's address is 252-254 Shrub End Road, Colchester, Essex CO3 4SA. The charity is a social centre, for the use of the inhabitants of Lexden and Shrub End Ward of the borough of Colchester, for social and leisure purposes. The charity owns the hall and land immediately surrounding the building. The charity operates entirely for public benefit.

The charity was established by a scheme dated 05 February 1968 as amended by resolution dated 07 April 2016. A purpose-built community centre built 1968, fully refurbished in 2012.

**Trustees**

Terry Hoggarth - Chairman  
Mervyn Upsher - Treasurer  
Brian Eves  
Jean Eves  
Alfred Keeble  
Tracy Kinns  
Robin Price  
Wendy Price  
Stephen Sadler  
Bob Taylor  
Elizabeth Upsher

**Activities for the year 2024/25**

Organisations catering for everyone from the very young to the elderly regularly use the Social Centre. The Centre hosts a Warm and Toastie club for the elderly, Latin and Ballroom Dancing, mini athletics, Spectrum Majorettes, Essex Wildlife Trust meetings, Womens' Guild, Igbo Union, Urban stage school, Move to Lose fitness classes. Bookings are also received for one-off events such as wedding receptions and birthday parties. A monthly dance raises much needed funds for the Centre as well as providing a social activity for residents, creating long lasting friendships. We have also started to host a doctor's surgery which seems to be going well.

We have continued to make improvements to the hall this year, using our own accumulated reserves. The hall now has new lighting and a new boiler and heating system, enabling controls to be adjusted remotely. There have been upgrades and maintenance to plumbing and radiators, and the hall has been redecorated throughout.

**Accounts for the year 2024/25**

Unrestricted funds show a deficit of £8,317.70 this year (2023/24 surplus of £1,996.45). The deficit is after expenditure of £14,713.72 on hall improvements. Letting income of £25,108.00 is a significant increase on the previous year (2023/24 £19,741.00) and reflects the increased use of a renovated hall. Net income from fundraising contributed £1,273.96 compared to £1,226.05 in 2023/24. Repairs and maintenance costs and utilities costs have increased significantly, but most other costs show only slight increases on last year.

**Reserves**

At the end of the year, unrestricted reserves of £23,116.75 were held, which are over one year of regular running costs.

**SHRUB END SOCIAL CENTRE**  
**Registered Charity 254100**

**Receipts and Payments Account for the year ended 31st March 2025**

	<u>2024/25</u>		<u>2023/24</u>
	Unrestricted	Restricted	
	Funds	Funds	Total
	£	£	£
<b>RECEIPTS</b>			
<b>From Trading Activities</b>			
Lettings Income	25108.00		25108.00
<b>From Voluntary Sources</b>			
Grants	0.00	0.00	0.00
Fundraising	3289.00		3289.00
<b>From Assets</b>			
Interest	0.00		0.00
<b>TOTAL RECEIPTS</b>	<b>28397.00</b>	<b>0.00</b>	<b>28397.00</b>
<b>PAYMENTS</b>			
<b>Trading Activities</b>			
Staff Costs	-7800.00		-7800.00
Repairs and Maintenance	-1842.16		-1842.16
Business Rates	-57.63		-57.63
Refuse Collection	-1176.10		-1176.10
Utilities	-5896.39		-5896.39
Cleaning Materials	-926.51		-926.51
Window Cleaner	-80.00		-80.00
PRS / PPL	-418.48		-418.48
Insurance	-1328.67		-1328.67
Miscellaneous	-99.39		-99.39
<b>Administration of the charity</b>			
Stationery	-156.76		-156.76
Affiliation Fees	-80.40		-80.40
Independent Examination	-123.45		-123.45
<b>Other Expenditure</b>			
Building Improvement Project	-14,713.72	0.00	-14713.72
New equipment	0.00		0.00
Fundraising Costs	-2015.04		-2015.04
<b>TOTAL PAYMENTS</b>	<b>-36714.70</b>	<b>0.00</b>	<b>-36714.70</b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>-8317.70</b>	<b>0.00</b>	<b>-8317.70</b>
<b>Balances Brought Forward</b>	<b>31434.45</b>	<b>0</b>	<b>31434.45</b>
<b>Balances Carried Forward</b>	<b>23116.75</b>	<b>0.00</b>	<b>23116.75</b>

**SHRUB END SOCIAL CENTRE**  
**Registered Charity Number 254100**

**Independent examination of accounts for the year ended 31<sup>st</sup> March 2025**

**Charity Commission requirement**

Total income is over £25,000 so a Trustees Annual Report is required to be prepared and uploaded with accounts to the Charity Commission.

**Scope of work undertaken**

- Cash book totals in excel spreadsheet agrees to totals on the face of the accounts.
- Bank statement balance agreed to balances carried forward on the face of the accounts.
- The petty cash balance at the end of the year is verified as counted.
- Petty cash book transactions (Dec/Jan) reviewed.
- Sample of hall hire receipts, and payment requests trailed through the cash book (Dec/Jan).
- Sample of paperwork for fundraising (Dance Income) reviewed.
- A comparison with previous year figures has been undertaken.
- The existence of the assets listed has not been verified.
- The accounts follow the CC16 template

**Notes**

The underlying records / vouchers are neatly presented in a folder for each month making it easy to trace individual receipts and payments to the excel spreadsheet.

The booking secretary manages the diary, liaises with hirers and ensures that bookings are settled. A hire schedule is drawn up for each month showing morning afternoon and evening hirers on each day and the number of hours invoiced. The schedule is marked manually when there are changes and cancellations. Most hirers pay by direct credit, but some pay by cheques and cash. The booking secretary has access to view the Metro bank to check settlements by inward credit, cheques are banked, and cash is passed to the treasurer. Cash receipts are initially put into petty cash by the treasurer as some funds are needed for cash payments (reimbursement of volunteer expenses, cash floats for Dance Night and Raffles etc). A receipts book is kept with the petty cash tin and receipts recorded for each payment made (e.g. to the window cleaner, musician etc). Cash is banked when it builds to a level exceeding requirements.

Lettings income is significantly up on last year. One- hirers have been attracted to the refurbished building which has a much lower hourly rate than nearby halls. I am told that fees for one off letting will be increased in 2025/26, but this is not expected to affect the volume of hires. Regular hirers fees will only be increased by a modest amount. The fundraising surplus has slightly increased, and the splits of income and expenditure is clearly shown on the slips and supported by receipts (for raffle prizes et)

Contractors have been engaged to instal a new boiler and heating system, new lighting, additional storage and complete redecoration throughout. Payments for these one-off improvements (total £14713.72) have all been put into the Building Improvements column