
HAZLEMERE COMMUNITY ASSOCIATION

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

Charity Registration Number : 258071

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TRUSTEES' REPORT

The Trustees present their report with the Financial Statements of the Charity for the year ended 30 September 2021.

The Trustees have adopted the provisions of Accounting and Reporting by Charities: 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 (FRS102) (effective 1 January 2015).

Reference and administrative details

The name of the Charity as listed in the register of Charities is:

Hazlemere Community Association

Charity number: 258071

The Association was constituted under a Trust Deed dated 8 November 1968, as amended on 17 May 1976, as amended at SGM on 22 September 1999. Further amendments to the constitution were adopted by the Association on 12 April 2017, and 16 April 2019.

Principal address: Rose Avenue, Hazlemere, High Wycombe, Bucks, HP15 7UB.

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Trustees

The Trustees serving during the year and since the year end are as follows:

Mr Steve Simpson

Mr Mike Large

Ms Judy Grist

Mr John Nunn

Mr Richard Newman

Mr Kevin Taylor

Independent Examiner

Anthony Kelly FCCA, 6 South Bar Street, Banbury, Oxfordshire, OX16 9AA

Bankers

Lloyds Bank, High Wycombe

Governing Document

The Constitution was adopted 8 November 1968, as amended on 17 May 1976 and as amended on 22 December 1999, 12 April 2017 and 16 April 2019.

Objects

The objects of the Association are to:

- Promote the benefit of the inhabitants of the parish of Hazlemere and the adjoining parishes of Chepping Wycombe, Hughenden, Little Missenden and Penn without distinction of sex, sexual orientation, race, religious or other opinions, by associating together the said inhabitants, and the local authorities, voluntary and other organisations in a common effort to advance education and provide facilities in the interest of social welfare for recreation

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and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

- Establish, or secure the establishment of a community centre and to maintain and manage the same in furtherance of the objects.
- Promote such other charitable purposes as may from time to time be determined by the Management committee.

Organisation

The Association shall be directed by a Management Committee which shall meet not less than 4 times a year.

Once in each calendar year, an Annual General Meeting of the Association shall be held at such time and place as the Trustees shall determine, being no more than fifteen months after the preceding meeting. At least 21 clear days' notice shall be posted in a conspicuous place or places in the area of benefit and/or advertised in a newspaper circulating the area of benefit.

At these meetings no member shall exercise more than one vote notwithstanding that he or she may have been appointed to represent two or more interests, but in case of an equality of votes, the Chairman may have a second or casting vote.

At Committee Meetings one quarter of the members with power to vote shall form a quorum at meetings, whilst at General Meetings, the lesser of twenty-five members with the power to vote and one third of members with a power to vote shall form a quorum.

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Under the amendments to the Constitution adopted on 12 April 2017 a new body of Trustees was set up to develop a strategy for the Association, and to promote the organisation whilst maintaining its present vision and values.

The Association is looking for independent trustees who can be appointed at the Annual General Meeting.

Recruitment and Appointment of Management Committee

The members with power to vote present at the Annual General Meeting shall elect the Treasurer and Secretary of the Association and such other Honorary Officers as the Association may from time to time decide who shall serve in their respective capacities as Honorary Officers of the Management Committee and of any Executive Committee which may be established.

At its first meeting after the Annual General Meeting the Management Committee shall elect from among its members a Chairman and Vice Chairman who shall serve in their respective capacities as Honorary Officer of any Executive Committee, which may be established. All Honorary Officers shall hold office until the conclusion of the next Annual General Meeting of the Association and shall be eligible for re-election.

Management Committee Induction and Training

New members are always known to us in advance. They have normally shown particular interest in the charity already and therefore have a solid notion of what Hazlemere Community Association is, what it aims to do and broadly how it goes about doing it.

Induction is carried out by serving members of the Management Committee as necessary.

Risk Management

The Management Committee has assessed all the major risks to which the Association is exposed. It believes that maintaining the free reserves at the level stated below will provide sufficient resources in the event of adverse conditions. The Management Committee has also assessed other operational risks faced by the Association and is satisfied that systems and procedures are in place to mitigate those risks.

Related Parties

The Association has a close relationship with Hazlemere Community Association Social Club Limited.

Achievements and Performance

The Association has in recent years accumulated some funds to enable extensive repairs and refurbishment of the Community Centre. This is ongoing work and several projects are still to be undertaken. During this year the Management Committee have been able to carry out refurbishment and redecoration of some areas of the Centre.

Public Benefit

In setting our objectives and planning our activities, we have given careful consideration to the Charity Commissions' general guidance on public benefit.

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Hazlemere Community Association provides facilities and entertainment, accommodating approximately one thousand users a week. We have always tried to meet our adopted method statement 'Serving the Community'.

The area of benefit of the Association is the Hazlemere and the surrounding area.

Financial Review of Business

The Management Committee is satisfied with the results for the year, and will continue to use available funds for the refurbishment of the Community Centre.

Reserves Policy

The Management Committee attempt to maintain unrestricted funds, which are the 'free reserves' held by the charity at approximately 3 months of the annual resources expended.

3 months of resources expended is approximately £17,000. Reserves are currently £136,530.

Future Plans and Developments

The charity will continue to look at ways of improving efficiency whilst maximising the potential for income. Refurbishment of the Community Centre facilities will take place as and when funds permit.

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Trustees' Report Approval

Approved by the Trustees on

and signed on their behalf by:

Steve Simpson 

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HAZLEMERE COMMUNITY ASSOCIATION

I report to the charity trustees on my examination of the accounts of the Hazlemere Community Association for the year ended 30 September 2021.

Responsibilities and basis of report

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

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 January 2015.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015

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:

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- accounting records were not kept in respect of the Trust as required by section 130 of the 2011 Act; or
- the accounts do not accord with those records; or
- the accounts 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Signed:

Name: Anthony Kelly FCCA
Address: 6 South Bar Street
Banbury
Oxfordshire
OX16 9AA

Date:

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STATEMENT OF FINANCIAL ACTIVITIES

		Unrestricted	Restricted	2021	2020
	Note	Funds	Funds	Total	Total
		£	£	£	£
Incoming resources					
Charitable activities		30,874	-	30,874	45,890
Grants received		22,653	-	22,653	10,000
Donations and legacies		15,978	-	15,978	5,109
Other income		15,935	-	15,935	5,592
Total incoming resources	7	85,440	-	85,440	66,591
Resources expended					
Charitable activities		2,887	-	2,887	10,348
Admin/support costs		68,992	-	68,992	58,300
Total resources expended	7	71,879	-	71,879	68,648
Net Income/(Expenditure) for the year		13,561	-	13,561	(2,057)

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BALANCE SHEET AS AT 30 SEPTEMBER 2021

	Note	2021		2020	
		£	£	£	£
Fixed Assets					
Tangible Assets	3		62,852		67,489
Current Assets					
Investments	4	7,000		7,000	
Debtors	5	35,204		33,112	
Cash at bank and in hand		47,640		32,026	
		89,844		72,138	
Creditors: amounts falling due within one year	6	(16,166)		(16,659)	
Net Current Assets			73,678		55,479
Total Assets less Current Liabilities			136,530		122,968
Funds					
Restricted funds			-		-
Unrestricted funds	8		136,530		122,968
Total Funds			136,530		122,968

FINANCIAL STATEMENTS APPROVAL

Approved by the Trustees and signed on their behalf by:

Chairman - Mr. S. Simpson



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Date:

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

Basis of Preparing the Financial Statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: 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) (effective 1 January 2015), Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Fund Accounting

Unrestricted funds are available for the use at the discretion of the Management Committee in furtherance of the general objectives of the charity.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Income

Income from donations, subscriptions and special efforts is recorded on a receipts basis. All other income is recorded on an accruals basis.

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Voluntary income is received by the way of donations and is included in full in the Statement of Financial Activities when receivable.

Investment income is included when receivable.

Income from activities for generating funds comes from memberships and from lettings to Hazlemere Community Association Social Club Limited and other third parties. This income is recorded on an accruals basis.

Resources Expended

Liabilities are recognized as resources are expended as soon as there is a legal or constructive obligation committing the charity to the expenditure.

Charitable expenditure includes all costs associated to a particular activity.

Governance Costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the Independent Examination of the Financial Statements of the charity.

Depreciation of Fixed Assets

Provision is made for depreciation on all tangible assets calculated to write off the cost or valuation, less estimated residual value, of each asset over its expected useful life as follows:

Plant and equipment	20% reducing balance or 3 years straight line
Windows and doors	15 years straight line
Property	Over life of the lease

Pensions

Hazlemere Community Association contributes to a defined contribution pension scheme.

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Related Party

Hazlemere Community Association Social Club Limited were charged by Hazlemere Community Association £7,000 (2020: £12,200) for rent and service charges.

Hazlemere Community Association Social Club Limited owed £31,150 (2020: £31,550) to Hazlemere Community Association at 30 September 2021.

Hazlemere Community Association owed £1,096 (2020: £1,096) to Hazlemere Community Association Social Club Limited as at 30 September 2021.

Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably.

Government Grants

The charity receives government grants in respect of Covid-19 support. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

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2. ADDITIONAL INFORMATION

The charity acts as custodian for grant income intended for HCA Dons, a newly formed local football team. Refer to note 6.

There were no employees whose annual remuneration was £60,000 or more.

The average number of employees employed during the year was 2 (2020 - 2).

There were no payments to trustees during the period.

3. TANGIBLE FIXED ASSETS				
		Property	Plant and equipment	Total
Cost		£	£	£
At 1 October 2020		204,580	125,528	330,108
Additions		-	1,771	1,771-
At 30 September 2021		204,580	127,299	331,879
Depreciation				
At 1 October 2020		150,310	112,309	262,619
Charge for the year		3,410	2,998	6,408
At 30 September 2021		153,720	115,307	269,027
Net book value				
At 30 September 2021		50,860	11,992	62,852
At 30 September 2020		54,270	13,219	67,489

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4. INVESTMENTS				
			2021	2020
			£	£
Charities Investment Fund			7,000	7,000
5. DEBTORS				
			2021	2020
			£	£
Hazlemere Community Association Social Club Limited			31,150	31,150
Trade debtors			2,267	1,649
Gift aid recoverable			313	313
Prepayments			1,474	-
			35,204	33,112
6. CREDITORS				
			2021	2020
			£	£
Trade creditors			233	3,629
Other creditors			731	-
Casual lettings control			2,468	1,309
Taxation and Social Security			528	1,079
Hazlemere Community Association Social Club Limited			1,096	1,096
Hazlemere Community Association Dons			1,110	1,172
Pension fund			232	46
Accrued charges			9,768	8,328
			16,166	16,659

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7. DETAILED STATEMENT OF FINANCIAL ACTIVITIES

INCOME		
	2021	2020
	£	£
Donations and legacies	15,978	5,109
Rent and service charge - Social Club	7,000	12,200
Lettings	23,614	31,719
Membership and guest fees	260	1,971
Entertainment	-	2,099
Other income	5,932	3,455
Bank interest received	3	38
Insurance claims	10,000	-
Grants	22,653	10,000
	85,440	66,591
CHARITABLE EXPENDITURE		
	2021	2020
	£	£
Charitable activities	2,887	10,348
	2,887	10,348

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ADMINISTRATION AND SUPPORT COSTS		
	2021	2020
	£	£
Staff salaries	31,799	21,532
Pension contributions	1,034	1,202
Rates	963	1,435
Light and heat	5,567	4,300
Repairs and maintenance	14,119	13,265
Cleaning	1,671	2,048
Insurance	2,283	1,655
Telephone and office expenses	1,670	3,385
Independent examiner fee	1,440	1,758
Entertaining	-	1,515
Sundry expenses	2,038	1,501
Depreciation	6,408	4,704
	68,992	58,300
NET INCOME/(EXPENDITURE)	13,561	(2,057)

8. UNRESTRICTED FUNDS					
		At 1 October 2020	Incoming Resources	Resources Expended	At 30 September 2021
		£	£	£	£
General charitable funds		122,969	85,440	71,879	136,530