
HAZLEMERE COMMUNITY ASSOCIATION

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

Charity Registration Number : 258071

CONTENTS

TRUSTEES' REPORT	3
INDEPENDENT EXAMINER'S REPORT	10
STATEMENT OF FINANCIAL ACTIVITIES	12
BALANCE SHEET AS AT 30 SEPTEMBER 2022	13
FINANCIAL STATEMENTS APPROVAL	14
NOTES TO THE FINANCIAL STATEMENTS	15
1. ACCOUNTING POLICIES	15
2. ADDITIONAL INFORMATION	18
3. TANGIBLE FIXED ASSETS	18
4. INVESTMENTS	19
5. DEBTORS	19
6. CREDITORS	19
7. DETAILED STATEMENT OF FINANCIAL ACTIVITIES	20
8. UNRESTRICTED FUNDS	21

TRUSTEES' REPORT

The Trustees present their report with the Financial Statements of the Charity for the year ended 30 September 2022.

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.

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Trustees

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

Mr Stephen Simpson (Chairman)

Mr Mike Large

Ms Judy Grist

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

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

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.

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

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.

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

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

There has been a downturn in income mainly due to a loss of grant income. However, lettings income has improved considerably. Costs have increased as expected due to inflation. However, taking these factors into account 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 £116,182..

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.

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Trustees' Report Approval

Approved by the Trustees on 25/03/24

and signed on their behalf by:

Stephen Peter Simpson (Chairman) 

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 2022.

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.

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

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:

- 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:

HAZLEMERE COMMUNITY ASSOCIATION
 TRUSTEES' REPORT AND FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 SEPTEMBER 2022

STATEMENT OF FINANCIAL ACTIVITIES

		Unrestrict ed	Restricted	2022	2021
	Not e	Funds	Funds	Total	Total
		£	£	£	£
Incoming resources					
Charitable activities		50,417	-	50,417	30,874
Grants received		-	-	-	22,653
Donations and legacies		21,981	-	21,981	15,978
Other income		4,242	-	4,242	15,935
Total incoming resources	7	76,640	-	76,640	85,440
Resources expended					
Charitable activities		17,129	-	17,129	2,887
Admin/support costs		79,857	-	79,857	68,992
Total resources expended	7	96,896	-	96,896	68,648
Net Income/(Expenditure) for the year		(20,346)	-	(20,346)	13,561

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

BALANCE SHEET AS AT 30 SEPTEMBER 2022

	Note	2022		2021	
		£	£	£	£
Fixed Assets					
Tangible Assets	3		57,044		62,852
Current Assets					
Investments	4	7,000		7,000	
Debtors	5	36,982		35,204	
Cash at bank and in hand		35,599		47,640	
		79,581		89,844	
Creditors: amounts falling due within one year	6	(20,443)		(16,166)	
Net Current Assets			59,138		73,678
Total Assets less Current Liabilities			116,182		136,530
Funds					
Restricted funds			-		-
Unrestricted funds	8		116,182		136,530
Total Funds			116,182		136,530

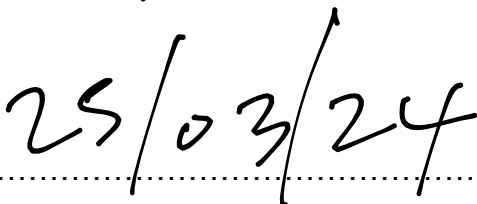
FINANCIAL STATEMENTS APPROVAL

Approved by the Trustees and signed on their behalf by:

Chairman - Mr. Stephen Peter Simpson



.....

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.

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

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.

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Related Party

Hazlemere Community Association Social Club Limited were charged by Hazlemere Community Association £10,000 (2021: £7,000) for rent and service charges.

Hazlemere Community Association Social Club Limited owed £31,150 (2021: £31,150) to Hazlemere Community Association at 30 September 2022.

Hazlemere Community Association owed £1,110 (2021: £1,096) to Hazlemere Community Association Social Club Limited as at 30 September 2022.

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.

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

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 (2021 - 2).

There were no payments to trustees during the period.

3. TANGIBLE FIXED ASSETS				
		Property	Plant and equipment	Total
Cost		£	£	£
At 1 October 2021		204,580	127,299	330,108
Additions		-	-	1,771-
At 30 September 2022		204,580	127,299	331,879
Depreciation				
At 1 October 2021		153,720	115,307	262,619
Charge for the year		3,410	2,398	6,408
At 30 September 2022		153,720	117,705	269,027
Net book value				
At 30 September 2022		47,450	9,594	62,852
At 30 September 2021		50,860	11,992	67,489

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

4. INVESTMENTS				
			2022	2021
			£	£
Charities Investment Fund			7,000	7,000
5. DEBTORS				
			2022	2021
			£	£
Hazlemere Community Association Social Club Limited			31,150	31,150
Trade debtors			4,045	2,267
Gift aid recoverable			313	313
Prepayments			1,474	1,474
			36,982	35,204
6. CREDITORS				
			2022	2021
			£	£
Trade creditors			3,008	233
Other creditors			731	731
Casual lettings control			2,468	2,468
Taxation and Social Security			375	528
Hazlemere Community Association Social Club Limited			1,096	1,096
Hazlemere Community Association Dons			1,110	1,110
Pension fund			214	232
Accrued charges			11,441	9,768
			20,443	16,166

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

7. DETAILED STATEMENT OF FINANCIAL ACTIVITIES

INCOME		
	2022	2021
	£	£
Donations and legacies	21,981	15,978
Rent and service charge - Social Club	10,000	7,000
Lettings	40,417	23,614
Membership and guest fees	15	260
Entertainment	-	-
Other income	4,190	5,932
Bank interest received	37	3
Insurance claims	-	10,000-
Grants	-	22,653
	76,640	85,440
CHARITABLE EXPENDITURE		
	2022	2021
	£	£
Charitable activities	17,129	2,887
	17,129	2,887

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

ADMINISTRATION AND SUPPORT COSTS		
	2022	2021
	£	£
Staff salaries & NIC	37,491	31,799
Pension contributions	1,130	1,034
Rates	1,337	963
Light and heat	12,208	5,567
Repairs and maintenance	9,650	14,119
Cleaning	1,823	1,671
Insurance	2,296	2,283
Telephone and office expenses	3,553	1,670
Independent examiner fee	1,440	1,440
Entertaining	-	-
Sundry expenses	3,121	2,038
Depreciation	5,808	6,407
	79,857	68,992
NET INCOME/(EXPENDITURE)	(20,346)	13,561

8. UNRESTRICTED FUNDS					
		At 1 October 2021	Incoming Resources	Resources Expended	At 30 September 2022
		£	£	£	£
General charitable funds		136,530	76,639	96,987	116,182