

HAZLEMERE COMMUNITY ASSOCIATION

TRUSTEE'S REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH SEPTEMBER 2023

Charity Registration Number 258071

HAZLEMERE COMMUNITY ASSOCIATION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH SEPTEMBER 2023

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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 30th September 2023

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 requirement 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 Examiners 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:

- 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.

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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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TRUSTEES' REPORT

The Trustees present their report with the Financial Statements of the Charity for the year end 30th September 2023.

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 1st 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 8th November 1968, as amended on 17th May 1976, as amended at SGM 22nd 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 Stephen Simpson (Chairman)

Mr Mike Large

Mrs 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 8th November 1968, as amended on 17th May 1976 and as amended on 22nd December 1999, 12th April 2017 and 16th 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 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 Trustees.

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Organisation

The Association shall be directed by the Trustees which shall meet not less than 3 times a year

Once each calendar year, an Annual General Meeting of the Association shall be held at such a time and place as the Trustees shall determine, being no more than fifteen months after the preceding meeting. At least 21 clear day's 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 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.

Under the amendments to the Constitution adopted on 12th 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 continues to look 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 the respective Capacity 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 Trustees/Management Committee shall elect from among its members a Chairman & 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.

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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 Trustees and/or Management as necessary.

Risk Management

The Management 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. Management has also assessed other operational risk 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 struggled to maintain previous levels of fundraising to enable repairs and refurbishment of the Community Centre. This remains ongoing and a number of projects are still to be undertaken. During the year essential repairs have continued to be undertaken in various areas of the Centre.

Public Benefit

In setting objectives and planning activities, careful consideration has been given to the Charity Commissions' general guidance on public benefit. Hazlemere Community Association provides facilities and entertainment, accommodating approximately one thousand users a week. The Association has always tried to meet the adopted method statement 'Serving the Community'. The area of benefit of the Association is Hazlemere and the surrounding area.

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Financial Review of Business

The downturn of income has continued as grant funding remains elusive and lettings have been noticeably reduced. Costs continued to increase as expected due to inflation. Concerns over rising utility costs continue. However, taking all factors into account the Trustees are satisfied with the results for the year but accept more needs to be done to ensure funds remain available to manage and refurbish the Community Centre.

Reserves Policy

The Trustees attempt to maintain unrestricted funds, which are the free reserves' held by the charity at approximately 3 months of the annual spend.

3 months of the annual spend is £21,000

Reserves are currently £100,385

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

There is a designated person now actively seeking grant funding.

Trustees' Report Approval

Approved by the Trustees on

Signed on their behalf by:

Chairman Stephen Peter Simpson

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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 1st 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 Trustees 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. Restriction 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.

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 come from memberships and from letting to Hazlemere Community Association Social Club Ltd 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.

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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

Related Party

Hazlemere Community Association Club Limited were charged by Hazlemere Community Association £15,000 (2022 £10,000) for rent and service charges

Hazlemere Community Association Social Club Limited owed £40,150 (2022 £31,150) to Hazlemere Community Association as at 30th September 2023.

Hazlemere Community Association owed £1,110 (2022 £1,096) to Hazlemere Community Association Social Club Limited as at 30th September 2023.

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.

Grants

The Charity received some smaller grants. 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

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

The average number of employees employed during the year was 2

(2022 - 2)

There were no payments to trustees during the period.

3. TANGIBLE FIXED ASSETS									
				Property		Plant and equipment		Total	
				£		£		£	
At 1st October 2022				204,580		127,299		331,879	
Additions									
At 30th September 2023				204,580		127,299		331,879	
Depreciation									
At 1st October 2022				153,720		117,705		269,027	
Charge for the year				3,074		2,304		5,428	
At 30th September 2023				153,720		120,009		274,455	
Net book value									
At 30th September 2023				44,376		7,290		57,424	
At 30th September 2022				47,450		9,594		62,852	

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4 INVESTMENTS									
						2023		2022	
						£		£	
Charities investment Fund						7,000		7,000	
						7,000		7,000	
5 DEBTORS									
						2023		2022	
						£		£	
HCA Social Club Limited						40,150		31,150	
Trade debtors						202		4,045	
Gift Aid recoverable						289		313	
Prepayments						985		1,474	
						41,626		36,982	
6 CREDITORS									
						2023		2022	
						£		£	
Trade Creditors						1,832		3,008	
other creditors						731		731	
casual lettings control						1,987		2,468	
HCA Social Club Ltd						1,888		1,096	
HCA Dons FC						1,110		1,110	
Pension fund						402		214	
Accrued Charges						14,717		11,441	
Taxation and Social Security						763		375	
						23,430		20,443	

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7 DETAILED STATEMENT OF FINANCIAL ACTIVITIES			
INCOME			
		2023	2022
		£	£
Donations and legacies		25,539	21,981
Rent and Service Charge - Social club		15,000	10,000
Lettings		42,702	40,417
Membership and guest fees		522	260
Entertainment			0
Other Income		5,362	4,190
Bank interest received		385	37
Insurance Claims		0	0
Grants		9,000	0
		85,010	76,640
CHARITABLE EXPENDITURE			
		2023	2022
		£	£
Charitable activities		1,987	17,129
		1,987	17,129

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ADMINISTRATION AND SUPPORT COSTS			
		2023	2022
		£	£
Staff salaries & NIC		38,107	37,491
Pension Contributions		2,051	1,130
Rates		1,954	1,337
Light and heat		26,387	12,208
Repairs and maintenance		12,237	9,650
cleaning		2,063	1,823
Insurance		2,617	2,296
Telephone and office expenses		4,372	3,553
Independent Examiner Fee		1,400	1,400
Sundry Expenses		3,632	3,121
Depreciation		5,287	5,808
Entertaining		750	0
		100,857	79,857
NET INCOME/(EXPENDITURE		(17, 834)	(20, 346)

8 UNRESTRICTED FUNDS					
		At 1st October 2022	Incoming Resources	Resources Expended	At 30th September 2023
		£	£	£	£
General Charitable funds		116,182	85,010	100,857	100,335