

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2024
for
Heatherside Community Association

DRAFT

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for the Year Ended 31 March 2024

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DRAFT

The trustees present their report with the financial statements of the charity for the year ended 31 March 2024. 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 (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and Constitution

The Association promotes the benefit of the inhabitants of Heatherside, Camberley, Surrey and the neighbourhood, and in particular, operates a Community Centre in the area in co-operation with Surrey Heath Borough Council.

The Association is governed by a written constitution first adopted on 29th April 1980, amended on 17th June 1981, 4th June 1990 and 26th January 2017. All land and buildings are held by Trustees appointed for this purpose. The Trustees are as follows:

Paul Reynolds, Kerrie Curtis, Helen Juneja, Heather Valletta.

The Association is managed by the Council. Members of the Council are appointed at the AGM.

One Council member is appointed per section and constituent body and matched by appointment of individual members. One member is appointed to represent the Associate members. The Trustees may appoint two members.

Membership

Individual membership is open to anyone living in area. Constituent bodies are bodies such as Surrey Heath Borough Council and other voluntary organisations, which register as such. Section members are local groups registered with the Association's Council. All members of the council retire annually but are eligible for reappointment.

Report of the Trustees
for the Year Ended 31 March 2024

ACHIEVEMENT AND PERFORMANCE

Chairman's Report 2022-2023

Governance and Structure

The centre operates under charitable status, overseen by a dedicated committee of trustees and volunteers. During the year, we experienced several changes in committee members, with resignations from Mike Robins (Trustee), Caroline Hibberd (Vice Chair and Trustee), and Pat Parry (Senior Citizens' Representative and Trustee). We welcomed Councillor Bob Raikes to the Committee, and Mike Kelly took on the role of Fundraising Secretary. Anita and Cornel continued to provide exceptional support in managing the centre's daily operations, with Cornel acting as the main point of contact for any communications, ensuring an audit trail.

Objectives and Activities

The charity's primary aim is to provide a well-maintained and accessible community space for the local area. We focused on improving our facilities and worked towards securing long-term stability for the centre. Our ongoing negotiations with Surrey Heath Borough Council (SHBC) resulted in securing a further 10-year lease at a peppercorn rate, ensuring the centre could continue to serve the community.

Achievements and Performance

Lease Renewal

Negotiations for the lease renewal with SHBC were challenging and continued throughout the year. We were grateful for the support of Alex Constantine, Edward Hawkins, John Skipper, and Bob Raikes during this process. Heald Nicolson were appointed as solicitors to help navigate the legal process.

Financial Overview

We transitioned our bookkeeping system to QuickBooks, providing us with real-time visibility of our financial situation. Expenses during the year included a new computer, lighting, and stage floor repairs. We anticipated that energy costs, already a significant expense, would continue to rise in 2024.

Wages and Staff Costs

The minimum wage increase of 10% impacted our wage bill, which continued to be a growing cost. We will closely monitor this to ensure the sustainability of our operations.

Plans for the Future

Looking ahead, we identified several key projects to enhance the centre's facilities:

- Hall Floor: The hall floor needs sanding and resealing, which will be a significant cost to the community centre.
- Double Doors: The double doors in the hall require replacement.
- Energy Efficiency: We aim to upgrade the building's energy efficiency by installing double glazing and LED lighting. We actively pursued grants to fund this work, which would help reduce future energy costs.

Principal Risks and Challenges

Raising wage costs remained one of the centre's principal risks, and with the increase in minimum wage, our wage bill accounts for around half of our expenses. This will continue to be a concern, so we will need to actively manage this in 2024. Additionally, we closely managed rising energy costs and maintenance expenses, ensuring the centre's financial health remained stable.

Acknowledgements

Paul expressed his gratitude to everyone who supported the centre throughout the year. Special thanks go to the Lease Negotiation committee. Alex, for managing the fence installation, and Cornel for sourcing quotations, organising meetings and hard work during the year. We also recognized the Savoy Singers' representative, who continued in their role until a replacement was appointed.

Finally, we appreciated the tremendous effort from the entire committee, particularly those involved in the lease negotiations, and our volunteers, whose dedication kept the centre running smoothly.

Public Benefit

Our work at the centre provided a valuable public benefit by maintaining a space where residents could engage in social, educational, and recreational activities. We continued to meet the needs of our local community through a wide range of services and programs.

Public Benefit

The Trustees have considered the guidance published by the Charity Commission regarding public benefit and the work of the charity.

Report of the Trustees
for the Year Ended 31 March 2024

FINANCIAL REVIEW

Financial position

The Association generated a deficit in the year of about £3,572. The financial position of the charity is considered satisfactory.

The current level of reserves is now approximately £30,327. Reserves of £18,000 is considered necessary to cover operational responsibilities whilst the balance will provide for future unforeseen repairs and improvements to the Community Centre.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
270851

Principal address

Heatherside Community Centre
Martindale Avenue
Heatherside
Camberley
Surrey
GU15 1BB

Trustees

Members of the council

Constituent and section members

J Sturt - Savoy Singers
H Kelly - Church
A Constantine - Pre-School
SHBC - Cllr J Skipper
SHBC - B Raikes

Individual members

P Reynolds - Chairman
L Williams - Treasurer
C Pearce - Secretary
D Radford
H Juneja
K Curtis
H Kelly
P Reynolds

Approved by order of the board of trustees on and signed on its behalf by:

.....

Trustee

Independent Examiner's Report to the Trustees of
Heatherside Community Association

Independent examiner's report to the trustees of Heatherside Community Association

I report to the charity trustees on my examination of the accounts of Heatherside Community Association (the Trust) for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust'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

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 Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. 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 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.

A M Skilton

Date:

Statement of Financial Activities
for the Year Ended 31 March 2024

	Notes	31.3.24 Unrestricted fund £	31.3.23 Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies		<u>50,292</u>	<u>50,182</u>
EXPENDITURE ON Charitable activities Charitable		<u>53,864</u>	<u>57,415</u>
NET INCOME/(EXPENDITURE)		(3,572)	(7,233)
RECONCILIATION OF FUNDS Total funds brought forward		<u>33,899</u>	<u>41,132</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>30,327</u></u>	<u><u>33,899</u></u>

Balance Sheet
31 March 2024

		31.3.24 Unrestricted fund £	31.3.23 Total funds £
CURRENT ASSETS	Notes		
Debtors	5	192	239
Cash at bank and in hand		31,731	36,135
		<u>31,923</u>	<u>36,374</u>
CREDITORS			
Amounts falling due within one year	6	(1,596)	(2,475)
		<u>30,327</u>	<u>33,899</u>
NET CURRENT ASSETS			
		<u>30,327</u>	<u>33,899</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>30,327</u>	<u>33,899</u>
NET ASSETS		<u>30,327</u>	<u>33,899</u>
FUNDS	7		
Unrestricted funds		<u>30,327</u>	<u>33,899</u>
TOTAL FUNDS		<u>30,327</u>	<u>33,899</u>

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
Trustee

Notes to the Financial Statements
for the Year Ended 31 March 2024

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 2019)', 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.

The accounts include the income and expenditure of the Association only and do not include the accounts of other related organisations, including parents and toddler group, senior citizen group and play groups which use the Association's premises.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 33% on reducing balance and 15% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

3. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

Unrestricted
fund
£

INCOME AND ENDOWMENTS FROM
Donations and legacies

50,182

EXPENDITURE ON
Charitable activities
Charitable

57,415

NET INCOME/(EXPENDITURE)

(7,233)

RECONCILIATION OF FUNDS
Total funds brought forward

41,132

TOTAL FUNDS CARRIED FORWARD

33,899

4. TANGIBLE FIXED ASSETS

Fixtures
and
fittings
£

COST
At 1 April 2023 and 31 March 2024

26,153

DEPRECIATION
At 1 April 2023 and 31 March 2024

26,153

NET BOOK VALUE
At 31 March 2024

-

At 31 March 2023

-

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

31.3.24
£

31.3.23
£

Other debtors

192

239

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24 £	31.3.23 £
Other creditors	<u>1,596</u>	<u>2,475</u>

7. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	33,899	(3,572)	30,327
TOTAL FUNDS	<u>33,899</u>	<u>(3,572)</u>	<u>30,327</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	50,292	(53,864)	(3,572)
TOTAL FUNDS	<u>50,292</u>	<u>(53,864)</u>	<u>(3,572)</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	41,132	(7,233)	33,899
TOTAL FUNDS	<u>41,132</u>	<u>(7,233)</u>	<u>33,899</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	50,182	(57,415)	(7,233)
TOTAL FUNDS	<u>50,182</u>	<u>(57,415)</u>	<u>(7,233)</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

7. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	41,132	(10,805)	30,327
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>41,132</u>	<u>(10,805)</u>	<u>30,327</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	100,474	(111,279)	(10,805)
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>100,474</u>	<u>(111,279)</u>	<u>(10,805)</u>

8. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

Heatherside Community Association

Detailed Statement of Financial Activities
for the Year Ended 31 March 2024

	31.3.24 £	31.3.23 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Hall bookings	50,092	49,564
Other income	200	618
	<u>50,292</u>	<u>50,182</u>
Total incoming resources	50,292	50,182
EXPENDITURE		
Charitable activities		
Wages	32,080	31,503
Insurance	1,772	4,859
Light and heat	7,228	7,452
Telephone	727	876
Postage and stationery	1,037	1,315
Sundries	684	195
Cleaning	2,420	564
Repairs and maintenance	6,020	7,973
Performing Rights Society fees	951	1,578
	<u>52,919</u>	<u>56,315</u>
Support costs		
Governance costs		
Independent examiner's fees	945	1,100
	<u>53,864</u>	<u>57,415</u>
Total resources expended	53,864	57,415
Net expenditure	<u>(3,572)</u>	<u>(7,233)</u>