

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

LEGAL AND ADMINISTRATIVE INFORMATION

Officers	Mrs L Gatehouse (Chairman) Miss A Marriott (Vice Chairman) Mrs M Lambert (Treasurer) Mrs Linda Pearce (Secretary)
Trustees	Mr D Gatehouse Miss J Caton Mrs T Feeney Mr M Feeney Mr D McGinnis Mr M Cox
Charity number	271588
Principal address	Hullbridge Community Centre Pooles Lane Hullbridge Hockley Essex UK SS5 6PA
Registered office	Hullbridge Community Centre Pooles Lane Hullbridge Hockley Essex UK SS5 6PA
Independent examiner	LB Group Advisory Limited (Chelmsford) Swift House Ground Floor 18 Hoffmanns Way Chelmsford Essex UK CM1 1GU
Bankers	Santander UK Plc BBAM, Bridle Road Bootle Merseyside L30 4GB SS5 6PA

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

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HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

TRUSTEES REPORT

FOR THE YEAR ENDED 31 AUGUST 2023

The trustees present their annual report and financial statements for the year ended 31st August 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Constitution, the Charities Act 2011 and "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)"

Objectives and activities

The Hullbridge Community Association was established on 25th October 1968 to promote the benefit of the inhabitants of Hullbridge and the neighbourhood by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare, for recreation and leisure time occupation, with the object of improving the quality of life for the said inhabitants.

In setting our objectives and planning our activities our trustees have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission. The association constitution gives the trustees powers to apply the funds in furtherance of the objects of the Association and take decisions as necessary to further the objectives of the Association.

The incoming resources have been generated from a number of activities including membership subscriptions of the Association, grants and donations received, management fees charged to Hullbridge Community Association Social Club and hall hire. Resources have been expended to continue to provide a facility for the residents and voluntary organisations of Hullbridge and surrounding areas.

The trustees are aware of their duty under S 17 of the Charities Act 2011 to have due regard to the Public Benefit Guidance published by the Charity Commission. As such the trustees ensure that the activities of the charity are for public benefit.

The trustees have paid due regard to guidance by the Charity Commission in deciding what activities the charity should undertake.

The charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings, matters likely to affect employees' interests.

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the group's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the charity continues and that the appropriate training is arranged. It is the policy of the charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

Achievements and performance

Financial review

The net incoming resources for the year, after expenditure of £82,243 (2022: £81,483), totalled £16,441 (2022: £3,840).

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Structure, governance and management

The Hullbridge Community Association is an unincorporated association, and is a public benefit entity. The management of the charity is undertaken by the trustees who form a management committee that meets monthly or more often if required. Decisions as to the day to day running of the charity are made by this committee with some delegation to the officers. In addition, there are quarterly meetings of the general committee which comprises representatives from all affiliated organisations. The general committee meets to discuss the general running of the charity.

The constitution provides for a minimum of 6 and a maximum of 15 members of the General Committee. Where there is a need for new trustees, they will be appointed by the existing trustees until the date of the next Annual General Meeting, whereby Full Members of the Association have the vote for the members of the General Committee. A new trustee would receive a copy of the Association's Constitution and be required to sign the minute book of the General Committee to signify willingness and acceptance to act as a trustee of the association.

The charity has a relationship with the Hullbridge Community Association Social Club in that the Social Club rents a bar from the Charity and covenants to transfer all profits made to the charity.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The trustees have set a policy that surplus monies should be invested to maximise the return with a low level of risk.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mrs L Gatehouse (Chairman)
Miss A Marriott (Vice Chairman)
Mrs M Lambert (Treasurer)
Mrs L Pearce (Secretary)
Mr D Gatehouse
Miss J Caton
Mrs T Feeney
Mr M Feeney
Mr D McGinnis
Mr M Cox

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees report was approved by the Board Of Trustees.

.....
Mrs L Gatehouse (Chairman)

Dated:

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2023

The trustees are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and FRS 102.

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

I report to the trustees on my examination of the financial statements of Hullbridge Community Association Charity (the charity) for the year ended 31st August 2023.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 April 2005 which is referred to in the extant regulations but has now been withdrawn.

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 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 charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

Stuart Sheldrick

Senior Statutory Auditor

For and on behalf of LB Group Limited (Chelmsford)

Date:

Chartered Accountants

Statutory Auditor

Swift House
Ground Floor
18 Hoffmanns Way
Chelmsford
Essex
UK
CM1 1GU

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2023

		Unrestricted funds 2023 £	Unrestricted funds 2022 £
	Notes		
<u>Income from:</u>			
Donations and legacies	3	-	613
Other trading activities	4	98,662	84,710
Investments	5	22	-
		<hr/>	<hr/>
Total income		98,684	85,323
		<hr/>	<hr/>
<u>Expenditure on:</u>			
Charitable activities	6	82,243	81,483
		<hr/>	<hr/>
Net income for the year/ Net movement in funds		16,441	3,840
Fund balances at 1 September 2022		265,088	261,248
		<hr/>	<hr/>
Fund balances at 31 August 2023		281,529	265,088
		<hr/>	<hr/>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

BALANCE SHEET

AS AT 31 AUGUST 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	9		148,060		148,164
Current assets					
Debtors	11	113,250		107,953	
Cash at bank and in hand		33,053		21,581	
		<u>146,303</u>		<u>129,534</u>	
Creditors: amounts falling due within one year	12	<u>(12,834)</u>		<u>(12,610)</u>	
Net current assets			133,469		116,924
Total assets less current liabilities			<u>281,529</u>		<u>265,088</u>
Income funds					
Unrestricted funds			281,529		265,088
			<u>281,529</u>		<u>265,088</u>

The financial statements were approved by the Trustees on.....

.....
Mrs L Gatehouse (Chairman)
Trustee

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

Charity information

Hullbridge Community Association Charity is a unincorporated organisation.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's constitution, the Charities Act 2011 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Membership subscriptions, management fees and hall income are recognised when received.

1.5 Expenditure

Resources expended are accounted for on an accrual basis and are not offset against income.

Direct support expenditure includes expenditure directly related to the necessary expenses in connection with the running of the charity, including equipment hire, support staff salaries and property costs.

Governance costs consist of professional fees that are required so that the charity may meet its legal and ethical requirements.

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold property	None
Plant and machinery	25% reducing balance
Fixtures, fittings & equipment	3 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

The buildings are not depreciated, which is a departure from the FRS 102, as it is the Association's policy to maintain freehold properties in such a condition that their value does not diminish with the passage of time and that any relevant expenditure is charged to the income and expenditure account in the year it is incurred. Therefore, any element of depreciation is considered to be immaterial and no provision is made.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

2 Critical accounting estimates and judgements

In the application of the charities accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Total	Unrestricted funds
	2023	2022
	£	£
Donations and gifts	-	613

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

4 Other trading activities

	2023	2022
	£	£
Hall hire	37,662	27,710
Management fees	61,000	57,000
	<u> </u>	<u> </u>
Other trading activities	98,662	84,710
	<u> </u>	<u> </u>

5 Investments

	Unrestricted funds	Total
	2023	2022
	£	£
Interest receivable	22	-
	<u> </u>	<u> </u>

6 Charitable activities

	Charitable Expenditure 2023	Charitable Expenditure 2022
	£	£
Share of support costs (see note 7)	56,134	56,431
Share of governance costs (see note 7)	26,109	25,052
	<u> </u>	<u> </u>
	82,243	81,483
	<u> </u>	<u> </u>

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

7 Support costs

	Support costs £	Governance costs £	2023 £	Support costs £	Governance costs £	2022 £
Staff costs	20,057	24,964	45,021	20,829	23,948	44,777
Depreciation	104	-	104	138	-	138
Property costs	25,873	-	25,873	25,042	-	25,042
Equipment hire, legal and misc expenses	10,100	-	10,100	10,422	-	10,422
Accountancy	-	1,145	1,145	-	1,085	1,085
Bank charges	-	-	-	-	19	19
	<u>56,134</u>	<u>26,109</u>	<u>82,243</u>	<u>56,431</u>	<u>25,052</u>	<u>81,483</u>
Analysed between Charitable activities	<u>56,134</u>	<u>26,109</u>	<u>82,243</u>	<u>56,431</u>	<u>25,052</u>	<u>81,483</u>

Governance costs includes payments to the auditors of £1,145 (2022: £1,085) for audit fees.

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Property maintenance and cleaning	3	3
Administration	1	1
	<u>4</u>	<u>4</u>

Employment costs

	2023 £	2022 £
Wages and salaries	<u>45,021</u>	<u>44,777</u>

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

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

9 Tangible fixed assets

	Freehold property	Plant and machinery	Fixtures, fittings & equipment	Total
	£	£	£	£
Cost				
At 1 September 2022	147,749	3,106	65,082	215,937
At 31 August 2023	147,749	3,106	65,082	215,937
Depreciation and impairment				
At 1 September 2022	-	2,691	65,082	67,773
Depreciation charged in the year	-	104	-	104
At 31 August 2023	-	2,795	65,082	67,877
Carrying amount				
At 31 August 2023	147,749	311	-	148,060
At 31 August 2022	147,749	415	-	148,164

HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

10	Financial instruments	2023	2022
		£	£
	Carrying amount of financial assets		
	Debt instruments measured at amortised cost	113,250	107,953
		<u> </u>	<u> </u>
	Carrying amount of financial liabilities		
	Measured at amortised cost	9,735	11,124
		<u> </u>	<u> </u>
11	Debtors	2023	2022
		£	£
	Amounts falling due within one year:		
	Other debtors	113,250	107,953
		<u> </u>	<u> </u>
12	Creditors: amounts falling due within one year	2023	2022
		£	£
	Other taxation and social security	3,099	1,486
	Other creditors	7,534	9,134
	Accruals and deferred income	2,201	1,990
		<u> </u>	<u> </u>
		12,834	12,610
		<u> </u>	<u> </u>
13	Related party transactions		

During the year the charity received loans from connected persons. As at the year end, the charity owed Hullbridge Community Association Pre-School £7,534 (2022: £9,134) and was owed £113,248 (2022: £107,952) by the Hullbridge Community Association Social Club.

The charity received management fees from Hullbridge Community Association Social Club totalling £57,000 (2022: £57,000).

The charity received management fees from Hullbridge Community Centre Pre-School totalling £4,000 (2022: £nil).