

## Trustee Annual Report

For the year ended 31 October 2024

Whipton Community Association (Charity Number: 275417)

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### Reference and Administrative Details

- **Charity name:** Whipton Community Association
  - **Registered charity number:** 275417
  - **Principal address:** Whipton Community Hall, Pinhoe Road, Exeter, EX4 8AD
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### Structure, Governance and Management

Whipton Community Association is governed by its constitution and managed by a committee of volunteer trustees. Trustees are elected annually and are responsible for the overall management and strategic direction of the charity.

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### Objectives and Activities

The objects of the charity are:

- To provide and maintain a community hall for the use of the inhabitants of Whipton and the surrounding area.
- To provide facilities for social welfare, recreation, and leisure activities with the aim of improving the quality of life for local people.

In planning our activities, the trustees have had regard to the Charity Commission's guidance on public benefit.

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### Who We Are

Whipton Community Hall aims to provide a bright, flexible social space in the heart of Whipton, Exeter, welcoming both local residents and visitors from further afield.

The main hall is a versatile venue used for a wide range of activities, including:

- Children's parties and events
- Fundraising events
- Clubs and society meetings
- Social and recreational gatherings
- Coffee mornings
- Educational sessions

- Fitness classes
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## Achievements and Performance in 2024

In 2024, Whipton Community Hall continued to provide an affordable, well-maintained community space, supported by a mix of grant funding, regular and ad hoc hires, and charity-run events.

- **Regular hires** remained the backbone of operations, with around 10 groups contributing approximately £10,000 per year.
- **Ad hoc hires** provided additional income through one-off bookings, supported by deposits and small surcharges.
- **Charity-organised events**, such as discos and Easter parties, were run entirely by volunteers, raising both funds and community engagement.

This year saw the addition of new groups (such as *Dragon Slayers* and *Age UK*), and the departure of others (such as *Singing With Kelly* and *River City Chorus*). A temporary closure in August for refurbishment slightly reduced hire income, but relationships with hirers remain strong.

**Capital improvements** funded through grants included:

- Full toilet block rebuild (£20,000)
- Complete interior repaint (£2,600)

These projects have significantly improved the experience for hall users and safeguarded the building for the future.

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## Financial Review

At year-end, the hall held:

- £731 in its current account
- £10,300 in savings
- £7,677 in its investment account (unchanged during the year)

Post year-end, the Association received **£20,000 of lottery funding for a new kitchen build**, bringing total available cash savings to **£26,797**, in addition to £2,773 in the current account and the unchanged investment balance of £7,677.

Operating costs remain minimal beyond occupier costs (rates, utilities, waste), with discretionary spend on grounds maintenance and occasional repairs. The hall relies on maintaining 7–10 regular hirers to cover ongoing running costs and build reserves for future projects.

The trustees aim to maintain reserves sufficient to meet at least three months of operating costs while holding designated funds for major refurbishments.

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## Risk Management

The trustees have reviewed the major risks to which the charity is exposed. The main risks include:

- **Financial sustainability** – dependence on a small number of regular hirers.
- **Rising utility and maintenance costs** – increasing pressure on reserves.
- **Volunteer reliance** – management of the hall depends on a small group of trustees and volunteers.
- **Compliance risks** – including health and safety and safeguarding responsibilities.

Mitigation measures include: maintaining strong relationships with regular hirers, securing external grant funding for capital projects, careful financial monitoring, and ongoing trustee and volunteer recruitment.

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## Plans for the Future

Looking ahead, the trustees intend to:

- Deliver the **new kitchen build project** funded by lottery grant income.
- Continue to provide affordable and flexible hire options for the community.
- Develop new partnerships with local organisations to diversify hall use.
- Strengthen volunteer and trustee capacity to secure the long-term sustainability of the hall.

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## Trustees' Responsibility Statement

The trustees are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law and regulations.

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## Profit and Loss

Whipton Community Association

For the year ended 31 October 2024

Account	2024	2023
<b>Turnover</b>		
Adhoc rental	2,657.38	3,512.71
Electricity Surcharge	191.16	230.00
Event Grant income	0.00	500.00
General Grant Income	20,500.00	26,150.00
Interest Income	680.74	479.54
Other Income	668.18	2,037.27
Regular Hall rental	9,892.50	11,421.75
WCA Event income	6,471.26	8,116.02
<b>Total Turnover</b>	<b>41,061.22</b>	<b>52,447.29</b>
<b>Cost of Sales</b>		
Event expenses	6,076.90	7,344.22
<b>Total Cost of Sales</b>	<b>6,076.90</b>	<b>7,344.22</b>
<b>Gross Profit</b>	<b>34,984.32</b>	<b>45,103.07</b>
<b>Administrative Costs</b>		
Ad Hoc Repairs & Maintenance	47.65	0.00
Bank and Credit card Fees	92.37	158.96
Buildings / Grounds	4,285.03	5,719.37
Cleaning / Waste	1,085.25	1,058.00
Council Tax	185.39	120.32
DBS Checks	0.00	9.90
Depreciation - Fixed Assets - Buildings	3,876.00	1,821.00
Electricity	3,939.15	4,628.53
Furniture and Equipment	1,746.30	1,556.35
Gardening	608.75	151.00
Health and Safety	0.00	227.10
Insurance	814.32	330.69
Internet	582.70	475.20
IT systems	699.19	552.60
Miscellaneous	193.19	152.80
PPL PRS	205.00	0.00
Subscriptions	114.00	0.00
Telephone	123.42	109.50
Utilities / Rates / Phone	0.00	9.09
Water	438.00	438.00
<b>Total Administrative Costs</b>	<b>19,035.71</b>	<b>17,518.41</b>
<b>Operating Profit</b>	<b>15,948.61</b>	<b>27,584.66</b>
<b>Profit on Ordinary Activities Before Taxation</b>	<b>15,948.61</b>	<b>27,584.66</b>
<b>Profit after Taxation</b>	<b>15,948.61</b>	<b>27,584.66</b>

# Balance Sheet

Whipton Community Association  
As at 31 October 2024

Account	31 Oct 2024	31 Oct 2023
<b>Fixed Assets</b>		
<b>Tangible Assets</b>		
Fixed Asset - Buildings Depreciation	(5,697.00)	(1,821.00)
Fixed Assets - Buildings	50,149.73	29,877.73
<b>Total Tangible Assets</b>	<b>44,452.73</b>	<b>28,056.73</b>
<b>Total Fixed Assets</b>	<b>44,452.73</b>	<b>28,056.73</b>
<b>Current Assets</b>		
<b>Cash at bank and in hand</b>		
WCA BMM	10,300.59	9,704.68
WCA Current	731.78	2,414.43
<b>Total Cash at bank and in hand</b>	<b>11,032.37</b>	<b>12,119.11</b>
Accounts Receivable	1,630.00	331.32
COIF Investment Account	8,077.00	7,677.78
Other debtors	7.50	1,289.50
Petty Cash	596.95	479.89
Prepayments	218.00	236.20
<b>Total Current Assets</b>	<b>21,561.82</b>	<b>22,133.80</b>
<b>Creditors: amounts falling due within one year</b>		
Accounts Payable	0.00	203.09
Income in Advance	630.00	551.50
<b>Total Creditors: amounts falling due within</b>	<b>630.00</b>	<b>754.59</b>
<b>Net Current Assets (Liabilities)</b>	<b>20,931.82</b>	<b>21,379.21</b>
<b>Total Assets less Current Liabilities</b>	<b>65,384.55</b>	<b>49,435.94</b>
<b>Net Assets</b>	<b>65,384.55</b>	<b>49,435.94</b>
<b>Capital and Reserves</b>		
Current Year Earnings	15,948.61	27,584.66
Retained Earnings	49,435.94	21,851.28
<b>Total Capital and Reserves</b>	<b>65,384.55</b>	<b>49,435.94</b>

October Invoices.  
Interest earned.

Prepayment on PRS.

Deposits received for next year.

## **Independent Examiner's Report to the Trustees of Whipton Community Hall (Year ended 31<sup>st</sup> October 2024)**

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act; have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Name: Bilal Khurram**

**Address: 43 Heidelberg road, Portsmouth ,PO4 0AS**

**Date: 26/08/25**

