

## PATCHAM COMMUNITY ASSOCIATION

Registered Charity No. 275529

### ANNUAL TRUSTEES REPORT FOR THE YEAR ENDED THE 31ST MARCH 2022

The Patcham Community Association is a registered charity based at the Patcham Community Centre, Ladies Mile Road, Brighton, and currently administered by a Management Committee comprising of P.Langston (Chair), L. McRae (Hon Secretary), S.Mason (Hon Treasurer), V.Macgregor (Manager), A.Herga, T.Dennis, S. Booth, C. Weston, J. Goldsmith, S. Coleman, K. Carter all were elected at the 2021 AGM.

The primary object of the Association is the running of the Patcham Community Centre, Ladies Mile Road, Brighton, BN1 8TA.

The Community Centre consists of a large ground floor area dividable into two rooms by an acoustic screen and a similar sized upper floor dividable into three rooms by two acoustic screens. There are kitchens on each floor, toilets, included a disabled unit, with a lift to the upper floor, giving full disabled access to all rooms. There are also five storerooms.

The Association manages the day-to-day running of the Centre, organizes activities and hires out rooms to various affiliated societies, local organizations and individual hirers for parties, instruction courses and the like. Our website [patchamcommunity.co.uk](http://patchamcommunity.co.uk) gives further details.

Since the pandemic, hirers have gradually come back to the Community Centre but are not at pre pandemic numbers. . Income has not returned to pre Covid levels but expenditure has been lower so operating income has not been adversely affected. The Trustees propose to maintain reserves at the current level while the uncertainty of fewer hirers and rent increases continues.

The usual activities such as Table Tennis sessions, The Patcham Companions (a social club), a monthly film night and the Patcham Bridge Club are all up and running again.

The Committee administers the 'Patcham Community Fund' whereby grants of up to £1,000 are available to schools and other groups within our 'Area of Benefit' to further their activities. During 2021/2022 grants totaling £2,460 were awarded.

During the year our income exceeded our expenditure by £14,199.

## **Independent examiner's report to the trustees of Patcham Community Association.**

I report to the trustees on my examination of the accounts of Patcham Community Association for the year ended 31<sup>st</sup> March 2022.

### **Responsibilities and basis of report.**

As the charity trustees of Patcham Community Association 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 Patcham Community Association accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

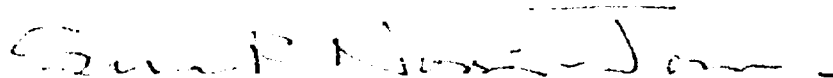
### **Independent examiner's statement.**

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.

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.

**Signed:**



**Name:** Simon Richard Norris-Jones

**Relevant professional qualification or membership of professional bodies:** N/A

**Address:** 51 Buckingham Road, Shoreham by Sea, West Sussex, BN43 5UB

**Date:**

12<sup>th</sup> May, 2022

**Record of Independent Examination of the Patcham Community Association (Charity No 275529) Annual Accounts for 2021 / 2022 as carried out by Simon Norris-Jones in May 2022.**

The examination followed the guidelines set out in the document published by the Charity Commission entitled 'Independent examination of charity accounts: Directions and guidance for examiners (CC32).

There are 13 'Directions' specified in the above document and these notes detail how compliance with each direction has been achieved.

**Direction 1.** Check whether the Charity is eligible for an independent examination.

The primary consideration is that the Income of the Charity does not exceed £250,000. The PCA income for the year was £33,422.56. So the PCA is eligible for an Independent Examination.

**Direction 2.** Check for any conflict of interest that prevents the examiner from carrying out their independent examination.

No conflict of interest has been identified. Although Simon Norris-Jones is a member of the PCA to enable him to play with the Bridge Club he is not involved with the administration of the PCA in any way.

**Direction 3.** Record the independent examination.

The PCA is a relatively small charity with small number of financial activities. Consequently the examination has been able to cover all entries, with respect to purchase invoices, sales invoices and subscription income, bank statements and confirm that they cross check with the entries in the Cash Book.

Additionally it should be noted that Patcham Bridge Club (which is an integral part of the PCA) has a separate bank account and an account with the English Bridge Union (EBU) which involves significant expenditure. The bank statement for the Patcham Bridge Club was cross checked for accuracy with the figures included in the PCA accounts and the EBU expenditure was confirmed to be accurate by examining the Patcham Bridge Club audited accounts. Additionally a copy of the Independent Examiners Report for the Patcham Bridge Club dated 6/4/22 was inspected.

**Direction 4.** Plan the independent examination.

The plan covered examination of the PCA Constitution, reserves policy, detailed examination of the records kept by the bookkeeper, checking agreement between the Trustees approved accounts and the bookkeeper records, and carrying out a general overview of the charities activities and its financial position.

**Direction 5.** Check that accounting records are kept to the required standard.

Original documents comprising the Cash book, sales invoices, purchase invoices, bank statements, bank deposit books and cheque books have been examined by Simon Norris-Jones, and found to have been kept in accordance with the required standard.

**Direction 6.** Check that the accounts are consistent with the accounting records.

It is confirmed that the accounts as approved by the Trustees on 16<sup>th</sup> May 2022 are consistent with the detailed accounting records (See Direction 5).

**Direction 7.** If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts.

This Direction is not applicable.

**Direction 8.** Check the reasonableness of the significant estimates and judgements and accounting policies used in accounting for the types of fund held and in the preparation of the accounts.

The relevant item under this heading was considered to be the cash reserves held by the PCA and the existence and appropriateness of the reserves policy. It was confirmed that there was a policy in place and that it was appropriate for the financial position of the PCA.

**Direction 9.** The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts.

Accounts not on an Accruals basis so only partly relevant. The Examiner is satisfied that the trustees have considered the financial circumstances of the PCA at the end of financial year. This is particularly relevant for the year being reported as it included some financial impact as a result of the Covid 19 pandemic.

**Direction 10.** Check the form and content of the accounts.

Check completed and form and content determined to be acceptable.

**Direction 11.** Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence.

None at the conclusion of the Examination.

**Direction 12.** Compare the trustees' annual report with the accounts.

Compared and agreement confirmed.

**Direction 13.** Write and sign the independent examination report.

Written and signed on 27 May 2022

Signed: Simon Norris-Jones.



**PATCHAM COMMUNITY ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2022 REGISTERED CHARITY NO 275529**

**INCOME & EXPENDITURE**

<b>INCOME</b>	<b>2022</b>			<b>2021</b>		
	<b>PCA</b>	<b>Bridge Club</b>	<b>Total</b>	<b>PCA</b>	<b>Bridge Club</b>	<b>Total</b>
Membership Subscriptions	1,435.00		1,435.00	990.00		990.00
Bridge Club Activities		14,902.89			9,302.97	9,302.97
Registration Fees	775.00		775.00	70.00		70.00
Room Hire	7,568.00		7,568.00	4,597.00		4,597.00
Movement in Debtors	-880.00		-880.00	-255.00		-255.00
Room Hire Deposits	0.00		0.00			
Interest	251.67		251.67	511.15		511.15
Social Activities	743.00		743.00	31.00		31.00
Storage	260.00		260.00	40.00		40.00
Key Deposits	75.00		75.00			
Film Night	292.00		292.00			
Council Grant	8,000.00		8,000.00	22,708.00		22,708.00
Donation				100.00		100.00
<b>TOTAL INCOME</b>	<b>18,519.67</b>	<b>14,902.89</b>	<b>33,422.56</b>	<b>28,792.15</b>	<b>9,302.97</b>	<b>38,095.12</b>

**DIRECT CHARITABLE EXPENDITURE**

Patcham Funding	2,460.00		2,460.00			
Film Night	350.95		350.95	14.00		14.00
Social Activities Companions	0.00		0.00			
Social Activities Table Tennis	0.00		0.00			
Bridge Club Activities		12,136.82	12,136.82		3,762.32	3,762.32
Rent	0.00		0.00	15,702.00		15,702.00
Rates	420.77		420.77			
Insurance	864.33		864.33	862.24		862.24
Telephone	504.22		504.22	543.72		543.72
Administration	431.80		431.80	320.37		320.37
Kitchen Requirements	21.15		21.15	61.76		61.76
Room Hire deposits refunded	0.00		0.00			
Key Deposits refunded	0.00		0.00			
Equipment	138.99		138.99			
Keys	0.00		0.00			
Performing Rights Licence	804.78		804.78			
Web Site	0.00		0.00			
Blakeham Computer	86.40		86.40	90.00		90.00
Urban Security	253.20		253.20	228.60		228.60
Registration Fee	749.79		749.79			
<b>TOTAL EXPENDITURE</b>	<b>7,086.38</b>	<b>12,136.82</b>	<b>19,223.20</b>	<b>17,822.69</b>	<b>3,762.32</b>	<b>21,585.01</b>

Net (expenditure)/income for year	11,433.29	2,766.07	14,199.36	10,969.46	5,540.65	16,510.11
Fund Balances b/fwd	62,400.48	12,471.12	74,871.61	51,431.02	6,930.47	58,361.49
Funds Balances c/fwd	<b>73,833.77</b>	<b>15,237.19</b>	<b>89,070.97</b>	<b>62,400.48</b>	<b>12,471.12</b>	<b>74,871.60</b>

**PATCHAM COMMUNITY ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2022 REGISTERED**  
**CHARITY NO 275529**

**BALANCE SHEET AS AT 31 MARCH 2022**

	<u>Note</u>	<u>2022</u>	<u>2021</u>
		<u>£</u>	<u>£</u>
<b><u>CURRENT ASSETS</u></b>			
<b><u>Balances at Bank</u></b>			
Virgin Deposit Account		239.75	239.43
Virgin Deposit Account 3 Mths		43464.97	43213.62
Current Account		27469.06	15407.44
Bridge Account		16994.19	11656.12
Debtors	1	<u>3,360.00</u>	<u>4,959.00</u>
		<u>91527.97</u>	<u>75475.61</u>
<b><u>Current Liabilities</u></b>			
Creditors	2	<u>-2,457.00</u>	<u>-604.00</u>
		<u>89070.97</u>	<u>74871.61</u>
<b><u>NET ASSETS FUNDS</u></b>			
Restricted Funds (Bridge Club)		15,237.19	12,471.12
Designated Fund 3	3	6,933.00	4,393.00
Designated Fund 4	4	6,266.00	6,266.00
Unrestricted Funds		<u>60,634.78</u>	<u>51,741.49</u>
		<u>89,070.97</u>	<u>74,871.61</u>

**NOTES TO ACCOUNTS**

**1. Debtors**

Room Hire	2,423.00	3,304.00
Bridge Club Prepayment	700.00	1,419.00
Insurance prepayment	237.00	236.00
	<u>3,360.00</u>	<u>4,959.00</u>

**2. Creditors**

Room Hire deposits		0.00
Room Hire paid in advance		0.00
Bridge Club creditors	<u>-2,457.00</u>	<u>-604.00</u>
	<u>-2,457.00</u>	<u>-604.00</u>

**3. Designated Fund 3 - Patcham Community Fund**

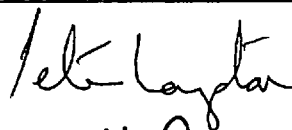
Allocation 15th January 2013	4,393.00	4,393.00
Additional Funds allocated (as agreed by Committee)		
Additional Funds allocated	5,000.00	
Spent 2021		
Balance carried forward at 31 March 2022	<u>-2,460.00</u>	
	<u>6,933.00</u>	<u>4,393.00</u>

**4. Designated Fund 4 - Community Centre Improvements**

Management Committee approved allocation year ending 31/03/2013	6,266.00	6,266.00
Management Committee approved allocation year ending 31/03/2018		
Spent 2021	<u>6,266.00</u>	<u>6,266.00</u>

**Approved by and signed on behalf of the Trustees**

Chairman



Dated

28/05/22

Secretary



Dated

28/5/2022.