

PATCHAM COMMUNITY ASSOCIATION +

Registered Charity No. 275529

## ANNUAL TRUSTEES REOPRT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2025

The Patcham Community Association is a registered charity based at Patcham Community Centre, Ladies Mile Road, Brighton BN1 8TA. It is currently administered by a Management Committee comprising of Sally Booth (chair), Paula Steel (Treasurer), Linda McRae (Secretary), peter Langston, Alison Herga, Tim Dennis, Crystal Weston, Keith Carter, Hugh Woodhouse, Rob Brand and Paul Myszor all elected at the 2024 AGM.

The primary function of the Association is the running of Patcham Community Centre.

The Community Centre consists of a large ground floor area dividable into 2 rooms by an acoustic screen and a similar sized 1<sup>st</sup> floor dividable into 3 rooms by 2 acoustic screens. Each floor has a kitchen and toilets with a lift to the 1<sup>st</sup> floor. There is a disabled toilet on the ground floor. There are also 5 large storerooms.

The Association manages day to day running of the Centre, organises activities and hires out rooms to affiliated societies, local organisations and individual hirers for parties, classes etc. Our website [patchamcommunity.co.uk](http://patchamcommunity.co.uk) gives further details.

The Centre is well used with activities such as table tennis, film night, and the Patcham Bridge Club all attracting high numbers. The number of activities and hirers have increased over the year as people have become more aware of what's on at the Centre.

The Committee administers the Patcham Community Fund which awards grants of up to £1,000 to local clubs, societies, schools etc. to further their activities. During 2024/2025 grants totalling £4,588 were awarded.

During the year our expenditure exceeded our income by £4,378. This was mainly due to new equipment being purchased for the bridge club and a new CCTV system. Our cash position remains strong. The trustees aim to maintain reserves of at least one year's expenditure.

**PATCHAM COMMUNITY ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2025 REGISTERED CHARITY NO 275529**

**INCOME & EXPENDITURE**

<b><u>INCOME</u></b>	<b><u>2025</u></b>			<b><u>2024</u></b>		
	<b><u>PCA</u></b>	<b><u>Bridge Club</u></b>	<b><u>Total</u></b>	<b><u>PCA</u></b>	<b><u>Bridge Club</u></b>	<b><u>Total</u></b>
Membership Subscriptions	1,835.00		1,835.00	2,455.00		2,455.00
Bridge Club Activities		27,851.26	27,851.26		25,370.56	25,370.56
Registration Fees						
Room Hire	30,054.90		30,054.90	26,106.00		26,106.00
Movement in Debtors						
Room Hire Deposits						
Interest	1,534.97		1,534.97	482.19		482.19
Social Activities	10.00		10.00	0.00		0.00
Storage	665.00		665.00	680.00		680.00
Key Deposits						
Film Night	802.05		802.05	752.50		752.50
Council Grant	235.00		235.00			
Disco	117.00		117.00			
<b>TOTAL INCOME</b>	<b>35,253.92</b>	<b>27,851.26</b>	<b>63,105.18</b>	<b>30,475.69</b>	<b>25,370.56</b>	<b>55,846.25</b>
<b><u>DIRECT CHARITABLE EXPENDITURE</u></b>						
Patcham Funding	4,587.60		4,587.60	4,059.68		4,059.68
Film Night	197.20		197.20	195.80		195.80
Social Activities Companions						
Social Activities Table Tennis						
Bridge Club Activities		31,522.98	31,522.98		22,543.06	22,543.06
Rent	24,813.24		24,813.24	28,952.64		28,952.64
Rates	293.16		293.16	300.80		300.80
Insurance	433.87		433.87	742.04		742.04
Telephone	436.97		436.97	511.74		511.74
Administration	1,022.84		1,022.84	1,739.40		1,739.40
Kitchen Requirements						0.00
Cleaning	145.92		145.92	388.24		388.24
Key Deposits refunded						0.00
Equipment	1,465.80		1,465.80	951.25		951.25
Keys						0.00
Performing Rights Licence	655.33					0.00
Web Site	147.93		147.93	39.93		39.93
Blakeham Computer						
Urban Security	1,760.43		1,760.43			
Registration Fee						
Equipment (Note 1)						
<b>TOTAL EXPENDITURE</b>	<b>35,960.29</b>	<b>31,522.98</b>	<b>67,483.27</b>	<b>37,881.52</b>	<b>22,543.06</b>	<b>60,424.58</b>
Net (expenditure)/income for year	-706.37	-3,671.72	(4,378.09)	-7,405.83	2,827.50	-4,578.33
Fund Balances b/fwd	57,410.44	30,917.89	88,328.33	64,816.27	28,090.19	92,906.46
Funds Balances c/fwd	56,704.07	27,246.17	83,950.24	57,410.44	30,917.69	88,328.13

PATCHAM COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2025  
Registered Charity Number 275529

BALANCE SHEET AS AT 31 MARCH 2025

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
Opening Balance	88,328.33	82,906.66
Deficit for the Year	4,378.09	4,578.33
Legacy		10,000.00
Balance to cfwd	<u>83,950.24</u>	<u>88,328.33</u>

Balances at Bank

Deposit Accounts	48,000.00	43,610.37
Current Account	8,704.07	13,800.07
Bridge Account	27,246.17	30,917.89
	<u>83,950.24</u>	<u>88,328.33</u>

Approved by and signed on behalf of the Trustees

Chairman Sally J. Ball

Dated 18/06/25

Secretary Lina McRae

Dated 18/6/25



## **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 2025

### **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 JP

**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> June 2025

**Record of Independent Examination of the Patcham Community Association (Charity No 275529) Annual Accounts for 2024 / 2025 as carried out by Simon Norris-Jones in June 2025.**

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 £63,105.18 so, the PCA is eligible for an Independent Examination. A further consideration is whether there is a requirement for the accounts to be audited. The Constitution has been checked and as it does not include a requirement for auditing of the accounts the Independent Examination can be carried out without an Auditors report.

**Direction 2. Check for any conflict of interest that prevents the examiner from carrying out his 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). The bank statement for the Patcham Bridge Club was cross checked for accuracy with the figures included in the PCA.

**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.**

The Minutes of the Annual General Meeting of the Patcham Community Association held on 14<sup>th</sup> May 2025, recorded in Item 5 that the Accounts for the year ending 31.03.25 were proposed and



accepted by the Trustees. It is confirmed that the accounts that were accepted 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 items under this heading were 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 reviewed by the Trustees on the 23<sup>rd</sup> May 2023 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.

As the accounts are not on an Accruals basis this direction is only partly relevant. The Examiner is satisfied that the trustees have considered the financial circumstances of the PCA at the end of the 2024 2025 financial year.

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

Check completed and the form and content of the accounts was 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 12 June 2025

Signed:



Simon Norris-Jones, JP