


Registered Charity Number 279432
BALANCE SHEET For the year ending 30th June 2025

2023/2024		2024-2025
	FIXED ASSETS	
£		£
691,413.62	Fixed Assets as at 30th June 2024	691,413.62
46,074.84	New equipment purchased in year	8,125.35
	Sale of Assets	-59.14
-31,465.14	Grants received	-283.64
<u>706,023.32</u>		<u>699,196.19</u>
	Represented by:-	
503,748.75	Centre Property at cost or valuation	503,748.75
155,657.52	New Sports Courts & Car park	155,657.52
12,979.10	New Sports Toilets	12,979.10
4,418.55	Fixtures & Fittings	4,359.41
	Hall Curtains	
	Lounge end toilets	
	Bar Furniture & Flooring	
14,021.50	New Kitchen	
1,490.02	New Crockery	153.58
1,658.32	Burton Room Curtains	1,658.32
26,555.00	Replacement Boiler	10,447.80
2,350.00	Storage Container	2,350.00
	Burton Room Kitchen	5,146.29
	Waste Compound Creation	2,979.06
-31,465.14	Grants received	-283.64
<u>691,413.62</u>	Revised Centre property at cost or valuation	<u>699,196.19</u>
	NET CURRENT ASSETS	
	CURRENT ASSETS	
106,277.06	Charities Deposit Account	111,323.10
28,857.10	Debtors (& Prepayments)	7,039.01
	Cash at Bank or in hand	
3,206.83	Barclays Current Account	5,927.86
22,067.22	Barclays Deposit Account	20,064.38
600.00	Cash in Hand	600.00
	Stock in hand	
4,352.59	Bar Stock	3,837.20
340.52	Day Centre Stock	911.85
<u>165,701.32</u>		<u>149,703.40</u>
	Deduct: CURRENT LIABILITIES	
-3,495.78	Creditors (Vat only)	-7,192.70
<u>-3,495.78</u>		<u>-7,192.70</u>
<u>162,205.54</u>	NET CURRENT ASSETS	<u>142,510.70</u>
<u>853,619.16</u>	TOTAL NET ASSETS	<u>841,706.89</u>



NEEDHAM MARKET COMMUNITY CENTRE
(Registered Charity Number 279432)
INCOME & EXPENDITURE Summary for the Year Ending 30th June 2025

2023/2024 £	INCOME	2024/2025 £
	Centre income	
48,719.86	Centre hires	51,707.41
5,415.38	Angel Café Rent	10,452.61
- 617.14	Centre events	63.13
1,459.64	Net Day Centre Income	2,130.05
6,563.33	Sports Area Bookings	7,115.23
61,541.07		71,468.43
	Net Bar income	
28,768.34	Bar Sales	26,532.09
- 15,514.11	Bar Purchases & Stock Changes	- 12,771.78
- 9,002.22	Bar Staff & Casual Labour	- 12,515.37
4,252.01		1,244.94
	Other income	
2,500.00	Donations and Grants received	3,068.72
	Darts Fund Raising	78.00
	Wattisham Blades Grant Held	500.00
	Decorating Grant	806.94
8,000.00	Consultancy Grant	
12,000.00	Emergency Exit Grant	
5,833.03	Bank & Other interest etc	5,333.04
28,333.03		9,786.70
94,126.11		82,500.07
	EXPENDITURE	
	Management costs	
19,940.74	Centre Management Staff Costs	20,520.95
1,790.25	Licenses etc	2,103.87
394.13	Bank Charges	362.94
	Bad Debts write off	203.85
22,125.12		23,191.61
13,363.86	Cleaning & Hygiene	14,245.45
	Utilities	
9,689.86	Electricity	8,918.22
6,694.05	Gas	8,519.75
1,827.87	Water	3,646.19
18,211.78		21,084.16
	Repairs / Replacements	
5,885.20	Emergency Exit Replacement	5,249.97
12,407.21	Main Kitchen Fridge Replacement	1,708.00
1,047.54	Flood Clearance	20,664.96
19,339.95		27,622.93
3,510.54	Insurances	3,530.60
	Other expenses	
399.99	Telephone & Broadband	444.87
592.83	Security & Safety	1,998.73
5,241.50	Consultancy	1,756.00
275.00	Examiners Fee	275.00
	Training	18.00
32.51	Advertising & Stationery	244.99
6,541.83		4,737.59
83,093.08	TOTAL EXPENDITURE	94,412.34
11,033.03	Surplus Income over Expenditure for the year	- 11,912.27



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Needham Market Community Centre

On accounts for the year
ended

30th June 2025

Charity no
(if any)

279432

Set out on pages

One to two

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

As the charity's trustees, 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 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- ~~the accounting records were not kept in accordance with section 130 of the Charities Act; or~~
- ~~the accounts did not accord with the accounting records; or~~
- ~~the accounts did 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Guy Anthony Piers Leigh-Pollitt

Date:

16/8/25

Name:

Guy Anthony Piers Leigh-Pollitt

Relevant professional
qualification(s) or body
(if any):

For over 60 years I have acted as a Chartered Accountant or Freemason and continue to so act. Authority has been received to sign this report

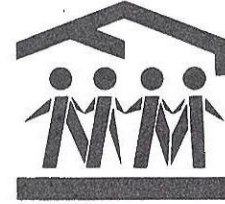
Address: 35 Drift Court
Needham Market
Suffolk, IP6 8BB

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



ANNUAL REPORT OF THE TRUSTEES

YEAR ENDING 30th JUNE 2025

ADMINISTRATION AND OBJECTIVES

The Needham Market Community Centre is a charity registered with the Charity Commissioners (Number 279432) and is administered by the Trustees in accordance with the Trust Deed drawn up in October 1979.

The Charity shall hold the property known as the Needham Market Community Centre for the benefit of the inhabitants of Needham Market and the surrounding district, without distinction of race, sex or political or other opinion, and in particular for use as an old people's day centre for the relief and benefit of the aged, and for meetings, lectures and classes for the advancement of education, and for the purposes of physical exercise and training and other forms of recreation and leisure time occupations in the interests of social welfare, with the objective of improving the conditions and life for the said inhabitants.

The Charity shall be administered in conformity with the provisions of the Trust Deed signed by the Trustees of the Charity within the meaning of Section 46 of the Charities Act 1960.

The Trustees who served throughout the year ending 30th June 2025 were :-

Mrs. L. Mills, Mr. P. Rowe, Mr. D. Stansfield and Mr. B. Annis OBE as Chairman.

The Trustees are responsible for :-

- a) Selecting suitable accounting policies
- b) Making judgements and estimates that are reasonable and prudent
- c) Complying with suitable accounting standards
- d) Following the principles set out in the Trust Deed
- e) Safeguarding the assets of the Charity
- f) Taking reasonable steps for the prevention and detection of fraud and other irregularities.
- g) Keeping proper accounting records which disclose with reasonable accuracy the financial position of the Charity
- h) The maintenance and good order of the fabric of the Centre buildings and facilities.
- i) The appointment of a suitable person or persons to be responsible for the day-to-day operation of the Centre.

In this latter respect the Trustees have appointed Mrs Louise Mills as the Centre Administrator and keeper of the accounting system, and Mr. Andrew Farrow as the Centre Manager.

Mrs. Mills and Mr. Farrow are both part-time, paid employees of the Charity

The Management Committee of the Community Centre has met six times during the year ending 30th June 2025. The Committee consisted of eight elected members together with a Secretary and a Treasurer. Additional members were appointed from those bodies who regularly used or who hired the Centre. The Management Committee appointed Mr. B. Annis as chairman and Mr. D. Stansfield as Vice Chairman at its first meeting following the Annual General Meeting.

The Management Committee Members who have served during the year are as follows :-

ELECTED MEMBERS

Ms. A. Claxton
Mr .B. E. Annis OBE
Mrs. M. McDermott
Mrs. T. Frost
Cllr. M. Norris
Mrs S. Osborne
Mr. D. Stansfield
Mr. M. Turner

SECRETARY – POSITION VACANT

JOINT TREASURERS

Mrs. L. Mills, Mr. B. Annis and Mrs. J. Annis

REPRESENTATIVE MEMBERS

Mrs. J. Annis	Day Centre
Mrs. M. Bond	Women's Institute
Mrs L. Crompton	Needham Market Entertainment Company
Cllr C. Goodchild	Needham Market Town Council (part)
Ms. C. Mitson	Community Centre Carpet Bowls
Cllr. J. Reardon	Needham Market Town Council
Mr. M. Rogers	Angel Cafe
Mr. R. Sago	Suffolk Carpet Bowls

CO-OPTED MEMBERS

None

CENTRE MANAGER

Mr. Andrew Farrow is the holder of the Premises Licence which covers the music, singing and dancing, film and theatre productions, indoor sports and recreation, together with the sale and consumption of alcohol. He keeps the diary of the hiring of the Centre facilities and arranges the room hire. The Centre is used for a very wide range of activities within the community. Mr. Farrow is also the holder of a Personal Licence issued by the Mid Suffolk District Council. Mrs. Mills and Mr. Annis are also holders of a Personal Licence. Mr. Farrow is empowered to raise funds for the running of the Centre by arranging suitable entertaining events,

CENTRE ADMINISTRATOR

Mrs. Mills is the principal treasurer and account administrator. She keeps the Centre accounts and manages the current, savings and investment accounts. A copy of the Annual Accounts is appended to this report. Mr. Leigh-Pollitt has examined the Annual Accounts in accordance with Charity Commission guidance, and continues to identify no areas of concern.

GENERAL ADMINISTRATION

The Centre buildings and contents, together with engineering insurance, public liability insurance and trustee indemnity are insured through an insurance broker, and the amount and extent of the cover is regularly reviewed.

The Trustees can report that the statutory requirements concerning Electrical Installation, Emergency Lighting Gas Installation, Fire Safety, Fire Alarm Systems and Risk Assessment to include Fire Risk have been met.

The requirements of the Data Protection Act have been acknowledged. Policies are also in place for, Health and Safety and Safeguarding.

The installed CCTV system continues to provide a deterrent to vandalism and is approved by our Insurance Company and so helps to reduce the cost of insurance.

We are pleased to report that no major acts of vandalism have occurred during the year.

Every attempt is made to keep the premises to a high standard of cleanliness, repair and maintenance and we are extremely grateful to Mrs Carol Moore who is employed both as cleaner and caretaker. Mrs. Alison Claxton has taken over the driving of the minibus and her considerable help with the Day Centre and with the Ashburnham Club is much appreciated.

During the year work has continued with an external consultant (Mr Tony Bass), to pull together the necessary details to allow applications for funding to be achieved for the key projects identified the year before, namely:

- Solar panels on the roof and battery storage
- Automated access doors to the main entrances
- Improvements to the internal doors within the Centre to make them compliant with current Fire Regulations
- A extension to the office accommodation

It has become apparent during his work that the Community Centre would benefit from a change in organisational governance and a much closer working relationship with the Town Council.

It is hoped that this will allow the Centre management team the time to become proactive instead of being forced to be reactive.

This work is ongoing although funding bids are expected to be submitted this year.

The Needham Market Entertainment Company

We are grateful to the Needham Market Entertainment Company for their continued support of the Centre and their financial grant arising from stage productions. The annual pantomime and the autumn stage production continue to be well supported.

The Community Minibus

The Centre continues to be the nominated operator of the grant aided community minibus. Thanks to the generous financial support of the Needham and Barking Welfare Charities, it is operated at no additional charge to the Community Centre.

The minibus driver. Mrs. Alison Claxton continues to be well received and has proved an excellent driver and a valuable help in the Day Centre and the Ashburnham Club. She has also arranged several additional outings for the elderly and a holiday.

The Future

The Centre continues to be able to serve the needs of the many organisations, parties and individuals who use the Centre facilities.

Thanks are due to the Management Committee and to all the voluntary workers who have given of their time throughout the year.

The Trustees will continue their negotiation with the Needham Market Town Council to create a Management Structure which will give a permanent, secure and long-lasting and assured future of the Trust.

In the meantime, they look to complete the areas of improvement previously identified, whilst looking forward as to what might be beneficial or necessary next.

Mr. B. E. Annis OBE Chairman of the Trustees.



School Street, Needham Market, Suffolk, IP6 8BB

Finance Report for the year ending 30th June 2025

The Income & Expenditure Report

Income

Centre Bookings – Of the £51707 received for Centre bookings £23709 came via 5 sources (Town Council £8120, Blood Donors £6260, Slimming World £4532, Suffolk Bowls £2462, NHS Team Meetings £2335). Main Hall ad hoc hires accounted for an additional £2358. All other hirers including those that come weekly contributed a total average of £493 per week.

Angel Cafe – The Café has been running for a full year now. Since January £1070 of net monthly rent is payable, with a reduction for full week closures. The Café have chosen to close during the year for several weeks of holiday.

Centre Events – The net effect of Centre events is £63, however it is important to note that both costs and credits for an event are posted under this heading. During the year the Centre undertook several activities.

- It registered a darts team at a cost of £30.
- It hosted soft play and ran some stalls for the Street Fair, fortunately the Town Council gave a grant of £450 to cover the soft play, so from the stalls we did make a profit as the grant cannot be shown here for Charity Commission reporting purposes.
- It ran a New Years Eve disco, the disco alone for which cost £650, with ticket sales returning £733.

All of these events require manpower, for New Years Eve alone, every member of staff was on site during the event, several on a voluntary basis. They had also set up and prepared for the event beforehand and cleaned up afterwards.

In addition, we hired out some tablecloths and a backdrop.

Day Centre Income – The Day Centre has operated almost weekly for the entire year, switching from a Wednesday to a Monday in September. The upturn in income is mainly because of the increase in stock value. Unfortunately for several weeks our frozen meals could not be cooked following a major oven failure, so stock levels were not depleted how they would have done normally.

Sports Area Bookings – The Netball Courts continue to be fully utilised. Even outside of the fixtures table, few evenings go by without a booking. Income increased by £552 because of this. The weather was also kind over the winter months so only a handful of fixtures were cancelled.

Of the £7115 income, two Clubs contributed over half of this amount.

- Finborough Netball Club, who also have indoor facilities at Finborough School ran 15 teams last year and also run the increasingly popular walking netball session. I have recently received the news that following outside courts being resurfaced and floodlit at Finborough as well as a change of ownership at the school, that they have offered the club an all inclusive deal, which they obviously cannot refuse. This will result in a loss of income to us of approximately £1000.
- Wattisham Blades who train on a Monday evening. Wattisham are one of the few teams in Suffolk that have members from age 7. They have once again enjoyed great success this year, to include the Blades 1 team being awarded the “Active Suffolks Team of the Year for 2024”. They also have alternative match venues as they run 8 teams. This coming season this will be increased to 9, 5 of which are for girls under 15.

Net Bar Income – Bar income has again decreased by almost 3qtrs. To £1245.

Minimum wage has also once again increased from £11.42 in April 24 to £12.21 from April 25. That’s an increase of over £4 per hour in the last 5 years. Not only does it increase our staffing costs but also the cost of everything we buy in as suppliers have no alternative but to pass their increased costs on. The Centre Manager has increased bar pricing on more than one occasion, to compensate the rising stock costs. Country wide there is a general downward trend in drinking out. A trend we have also seen with the lack of party and other celebratory bookings.

In December we recruited a “very” part time bar manager in the hope of generating additional bar trade.

Other Income – The Centre received additional income from the following sources

- **Donations & Grants**

A grant of £2500, was received from Needham Market Entertainment Company, following their successful pantomime.

- £807 was awarded to us by the Co-Op from their Communities Team.
- £450 from the Town Council to sponsor the soft play equipment for the street fair mentioned above.
- £119 from the WI, in thanks for the use of the kitchen during the Art Show.
- £78 has been raised from raffles to be spent on the purchase of darts equipment
- We also hold a grant of £500 on behalf of Wattisham Blades

Bank Interest - the £5333 is £500 less than last year as interest rates start to decline.

Expenditure

Management Costs- The increase in cost is due to annual cost-of-living raises. The impact of which is hidden by the reduction of some of the Centre Managers salary to part finance the bar managers role.

Licences – It will come as no surprise that the Community Centre has a number of licences for which it must pay. Sage, Premises, TV and the Information Commissioner are the main ones. In addition, this year we have needed to pay £456, to allow remote access to the heating system and £326 as an additional statutory licence to the Motion Picture Licensing Company.

Also included is the Performing Rights Fee – This is the amount calculated by the authority and is based on parts of the facilities income in the prior year. Fewer parties and reduced bar income are the main reasons for the £345 decrease in charge during the year.

This means that to enable hirers to sing, watch tv or play seminars etc the total cost last year to the centre was £957 or £18.40 per week.

Bank Charges – The majority of our bar sales are paid by card. Annually more people are choosing to pay via this method. Unfortunately, we incur a charge of 1.75% from the value of each card sale. The charge will therefore fluctuate depending on bar sales.

Bad Debt Write Off – Occasionally we are left with bad debt caused by hirers that do not pay. In this instance 2 totalling £203.85, one relating to a Parish Council event held by a consultancy company and the other a balance on a psychic event. Having chased by email, phone and letter we have taken the decision to write these hires off. We learn from situations like this which thankfully make them rare (3 times in the last 18 years).

Cleaning – This includes the cost of employing a caretaker. The Caretaker is employed for 18 hours per week, which means she is employed for the most hours worked amongst our staff. Also included is the cost of having our bins emptied, our windows cleaned and the purchase of all consumables. In addition, the cooker hood was professionally cleaned which cost us £295.

Utilities- Running of a Café, 5 days per week will obviously have an impact on our Utility usage. As does the more efficient gas boiler, we however like everybody else are plagued by rising energy costs. Our current prices are.

Electricity 26.72p Day Rate per kwh – a rise of 3.49p on last year
 21.18p Night Rate per kwh– a rise of 2.22p on last year

82.07p Daily Standing Charge– a significant rise of 54.21p on last year

It is difficult to see how our usage can be reduced by anything significant, so we are now looking to the installation of Solar Panels on the roof and supporting storage batteries, to offer a cost reduction.

Gas 11.03p per kwh– a rise of 5.13p on last year

£2.22 a rise of 72p on last year

Unfortunately, the costs have raised so much that they hide the efficiency savings from the new boiler. We therefore look to the possibility of electric doors that negate the need for doors to be pinned open as a possible cost saving.

Water £2.52 per clean cubic meter – a rise of 59p on last year

In addition, a dirty water charge of £2.31 (20p more than last year) per cubic meter for 95% of all usage.

We also pay a standing charge of 58p, which is a rise of 22p per day

It is difficult to see how we could reduce our water use further.

The standing charges for all three utilities are now £25.55 per week, so just to have them connected for the year is £1328.60

The Centre Manager is tasked with reviewing hire prices. All were raised by 7% in January, which is more than the usual nominal amount. We know that some of the smaller groups have folded or moved to alternative venues not only as a result of our increases but additional tax responsibilities enforced by the Government. Unfortunately, price increases are all around us, from fuel, labour, and purchase price, all are sadly linked and affect us. They are therefore simply unavoidable and although unpopular we have to reflect this in our pricing.

Repairs – If the Community Centre were like the Chinese and named their years, this one would surely have been called the year of electrics. There were also several specific projects and repairs undertaken during the year.

Electrical works for the year included, the 5-year testing of our electrical systems, a replacement RCBO and new electrical meter for the Town Council Office as well as an internal and external emergency light repair.

Other repairs and replacements included:

- The cutting back of trees in the car park.
- The purchase of cooker hood filters. Several repairs in the kitchen to include the dishwasher, fridge and replacement filters for both the water softener and water heaters.
- Replacement Cigarette bins

We are also extremely lucky to have the services of Nigel Maclean, who at very short notice undertakes many jobs on our behalf. This year they have included visits to:

- replace several toilet seats
- deal with a leak in the kitchen

- Repair brickwork in the overflow car park
- Replace the panic bar and lock to the green room external door
- Deal with the flashing on the outside store
- Clean the gutters
- Fill the car park pot hole
- Install an additional arm to the disabled toilet

Flood Clearance , On the 5th January 2024 we were horrified to find that the entire area under the stage was covered by about 5 inches of water. Several people helped clear the initial water, unfortunately it reappeared almost daily for 8 weeks. Our Insurance company concluded that the under stage had flooded as a result of an increase in the water table height and as such they were not prepared to cover the cost of repairs or any of the damage. As the Centre had commissioned a specialist Building Report, it was agreed to incorporate a fireproof ceiling into the repair project. The project was undertaken in August 2024 and involved inserting automatic sump pumps that would be triggered into action should water begin filling channels which had been dug in the existing floor, before being covered in a raised solid floor. All walls were also resealed and as previously mentioned a fireproof ceiling was also installed. The total cost of which was £20665. These costs are in addition to last years costs of £1048. The total cost of the water table rising to the Community Centre has therefore been £21,713. All thought likely as a result of the new District Council built housing estate next door.

Main Fridge Replacement. It was necessary to replace the main fridge following an unrepairable breakdown the cost of which was £1708.

Insurances - The Centre has two policies.

- | | |
|------------------------|-------|
| • Public Liability | £3021 |
| • Management Liability | £510 |

Security & Safety - relates to the cost of the bar alarm, fire alarm and fire extinguishers, the contractors of which have all increased their charges in the past year. We have also needed to upgrade the ASD (Aspirating Smoke Detectors) the 17 replacements cost £1226. In addition, the camera on the Burton Room Exit also needed to be replaced at a cost of £290. Last year no replacements or upgrades were necessary.

Consultancy -the independent consultant continues to help put together funding bids for the projects we have identified. The £1756 cost in the current year includes the cost of a Fire Risk Assessment for the building.

Advertising & Stationery – During the year we purchased 3 new card transaction readers as bar staff were often left waiting for the singular card machine we owned previously. As these are generally used during a function, they have been loaned out to other organisations to facilitate their card receipts when not needed by us.

The net effect of Income over Expenditure shows an operating deficit of £11912. This is unfortunate as had there not have been the necessity to deal with the Flood Clearance, the

Community Centre would have broadly spent in line with its income during the year, to include its capital expenditure. This is what all Charities should set out to do.

Balance Sheet

The Balance sheet is a snapshot of an organisations worth at a point in time.

Fixed Assets

The value carried forward was £691,414.

Mr Annis took the opportunity to take several items from under the stage to an auction house for sale. The proceeds of which were £59.

Two specific Capital projects were undertaken during the year.

Burton Room Kitchen. Users sharing a kitchen with the café was becoming increasingly difficult, particularly as many only wanted to make tea and coffee. The Management Committee agreed to install a kitchenette in the Meeting Room which all hirers during café opening hours use. The kitchenette provides cupboards to store the centres crockery as well as a fridge, sink and hot water facility. The cost of this to include replacement flooring was £5146. We are grateful to Mr Bob Frost who arranged a £284 grant to cover the cost of the fridge. The actual value capitalised will therefore be £4863.

Waste Compound. In the past 12 months the centre has experienced an increase in fly tipping, often resulting in our recycling bin not being emptied due to contamination. This coupled with the forthcoming introduction of further waste segregation by Mid Suffolk District Council, which will increase the need for further sorting of recycling as well as the complete segregation of food waste led us to take the decision to create a locked compound area. This cost £2979. and appears to be working well.

The net result is that our Fixed Assets increase in value to £699196

Current Assets

Debtors – This is money owing to the Centre at the end of the year and can be split into 4 headings:

Hall Hires	£4573
Sports Hires	£1101
Minibus	£737
Day Centre	£448
Bar owed	£181

The main Difference being that last year we were owed £18,107 by MSDC and a VAT refund of £3375

You will note that we do not break down the costs of the minibus in our main accounts, this is simply because surplus running costs are fully grant funded by Needham Market & Barking Welfare Charities.

I should also report that the vast majority of what was owed was received during the first few weeks of July.

Cash- The centre operates cash registers in the bar and therefore has to hold floats. I have been slowly reducing the level of these since 2020, when people effectively started using debit cards more widely. Since the bank has been closed in Needham Market, obtaining change although possible via the post office, requires the transaction to go through a debit card. The Community Centre does not have any cards, we therefore have to judge what to bank if change is received.

I can report that shortly after the year end, I reduced the cash level to £450. I can also confirm that all cash and in fact all transactions are reconciled weekly.

Stocks- We manually stock check and value stock several times a year. Bar stock levels will remain at a relatively constant level, with stock being replaced as used. The Day Centre stock will fluctuate as stock has to be run down to enable a delivery to be fitted in. At the end of June the freezer was full, hence the higher stock valuation.

Creditors – This is money owed to others by us. The most significant of the £7193 related to our April to June VAT liability of £2608, a further £1997 was owed to our utility suppliers. Once again all were settled shortly after the year end,

Bank Accounts – I have heard it mentioned on more than one occasion that the Community Centre sits on large Reserves, a total of £137915. in cash as of the end of the Financial Year to be exact. I'm also renowned for being reluctant to spend any of it. What must be remembered is that to open our doors we have a level of fixed cost. In other words, these are costs which aren't reduced by whether we have a hirer in or not. We have a responsibility to ensure that we can cover these at all times. Without having Reserves, we have no buffer which in turn means we will have issues with cash flow. Going forward we have committed to spend some of those Reserves to fund our programme of improvements, although it remains my opinion, that a building of our size should always have 12 months running costs in Reserves, not least to enable it to carry out major repairs and replacements, when obtaining funding would simply take too long. In the past two years had we not of been in the position to do this we would have needed to shut the doors until funding had been sought.

L Mills

July 2025