

CAISTER COMMUNITY ASSOCIATION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2024



CAISTER COMMUNITY ASSOCIATION
CAISTER COMMUNITY CENTRE
BEACH ROAD
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GREAT YARMOUTH
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CAISTER COMMUNITY ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs J Ward Mr TM Storey Mr M Mitchell Mr P Jackson Mr R Coe Mr M James Mrs C Green Mr P Turner Mrs SA Brown	(Appointed 15 August 2023) (Appointed 27 April 2023) (Appointed 27 April 2023)
Charity number	280014	
Principal address	Caister Community Centre Beach Road Caister-On-Sea Norfolk England NR30 5ER	
Independent examiner	Sotos Christophi FCCA Aston Shaw Limited Chartered Certified Accountants The Union Building, 51-59 Rose Lane Norwich Norfolk England NR1 1BY	
Bankers	Lloyds Bank Plc 1-2 King Street Great Yarmouth Norfolk NR30 2BA	

CAISTER COMMUNITY ASSOCIATION

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CAISTER COMMUNITY ASSOCIATION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JANUARY 2024

BACKGROUND TO THE REPORT OF THE TRUSTEES

The Trustees, appointed at the Caister Community Association Annual General Meeting held on 27th April 2023 present the report with the financial statements of the charity for the year ended 31st January 2024. The Trustees have adopted the provisions of 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 2019).

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing document, 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 2019).

CAISTER COMMUNITY ASSOCIATION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

Objectives and activities

The Caister on Sea Community Association (CCA) manages the Caister Community Centre. The Centre exists to improve the quality of life for local people by offering activities and services which provide a range of educational, recreational, cultural and social opportunities and engagement. Rooms are available to the community and information is provided to users and the community on a wide range of matters. It is a place people from all backgrounds come to socialise, learn, engage and enjoy.

Public benefit

We have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing our aims and objectives and in planning our future services.

Activities for achieving objectives

The Year 2023/24 saw Caister Community Centre and the associated business of Caister Community Association Social Club Ltd able to return to the original objective of providing services for the public benefit with the village of Caister on Sea following the removal of the "invalidly appointed Trustees" at the AGM arranged by the Charity Commission on 4th October 2022.

During the year the priority of the Trustees board has been to improve the facilities for the provision for Community events within the Charity premises at Caister Community Centre. To deliver this the decision was taken to invest charity funds in capital projects to renovate and refurbish the eastern wing of the building. The main room (formerly a children's day nursery) to deliver a new community space, known as "Community Room 1" complete with kitchen and washroom. Then to refurbish a former smaller meeting room to deliver a multi-use space renamed "Community Room 2" as well as improving the entrance porch and corridor. The total investment of £19.4k has delivered two additional community spaces within the Community Centre for use by a variety of events, groups and organizations. These refurbishments were completed by the end of July 2023.

During the year these "Community Rooms" have hosted the following activities:

A number of fitness and wellbeing groups; East Norfolk Taekwondo, Little Kickers, Yoga for Life, Pilates and Chi-gong Gentle Exercise.

A fortnightly Arts and Crafts needle felting and pastel drawing group.

Caister "Good Company" a group for elderly village residents to combat isolation and loneliness.

Community Healthcare Sessions - East Anglian Diabetic Eye Screening Program, 4 dates in June & October and Norse Group (Norfolk County Council) NHS Health Checks on 28 dates between September 2023 and January 2024.

In addition they have also hosted a number of single hire events including; a local photographer for a multi-generational family group photography session, a spiritual evening, a local business requiring a venue to hold a meeting, children's birthday parties, a Christmas skin care event, and a hair loss recovery group.

Other local community organisations utilised the Community Centre for the regular meetings of their groups;

Caister Women's Institute which returned to the Centre after a two-year absence, with Great Yarmouth Bird Club and Caister Chronic Illness Social Group joining us holding their monthly meetings in the Centre Function Room.

The Charity continues to offer a weekly Community Coffee Morning and Warm Spot primarily funded by the charity, for which we secured additional grant funding from Norfolk Community Foundation for the period of December 2023 to March 2024. In addition to the benefit of those attending our local Community Police Officer attends monthly thereby providing a forum for communications with the village residents.

Trustee Sally Brown has developed the charity website www.caistercommunityassociation.org.uk (launched in early February 2024) which was developed and coded during the period of this report. The website includes content "About Us" for the Charity, a "What's On" Guide, Room Hire and Gallery of the Community Centre Facilities, Volunteer Vacancies, and outlines the Charity's relationship with the Caister Social Club. The Website delivers a digital platform in addition to our social media presence on Facebook which is also used to promote community-based content relating to the village of Caister on Sea our "area of benefit".

CAISTER COMMUNITY ASSOCIATION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

Review of activities

Since the appointment of the new board of Trustees (4th October 2022) the primary focus has been to re-establish Caister Community Association, the Charity, within the local community it having been absent during the pandemic and the subsequent dispute period the period 2020-2022.

Following resolution of the dispute in October 2022 the Charity Commission Regulatory Compliance Team issued the Trustees with an Action Plan (issued to the Charity is November 2022) requiring us to provide evidence that the charity was being run in accordance with their regulations. This covered reviewing all requirements, aspects of and overall charity governance, with regular progress reports to the Commission. Just prior to 2023 AGM, on submission of a complete summary report to the Commission we were pleased to receive advice that they were satisfied with the evidence provided and their case with the Charity was closed. There were other recommendations from the Commission which we have been working on throughout the year, we now have the required Policies and Procedures documented and in practice and have been reviewing the Charity's Governing Document (The Constitution), and the result of that review will be presented to the Charity Commission for approval and to the Charity members for adoption during the next year.

Financial controls have been put in place, as has a revised Charity's reserves procedure which enables us to understand the funds we have available for distribution after operating costs including building maintenance and developments. Utility costs continue to present the biggest challenge; however, the Charity has been working with "Utility Aid" a broker specializing in charities who have been able to provide us access to competitive rates and significant utility savings.

In agreement with the Social Club, the Occupational License and Covenant between the Charity and the CCA Social Club Ltd have been reviewed and updated to improve clarity, to bring them up to date, and the rental fees payable by the Social Club have been increased in line with the operation costs of the Centre, particularly in relation to utility spend.

The Charity Premises have undergone all necessary safety inspections and further remedial actions have been taken as required.

The Charity has been able to support a number of worthwhile activities within the community with both financial support and by offering premises for events. Beneficiaries include the Caister Larder, Caister Lifeboat, Great Yarmouth Rotary Club (which covers Caister on Sea), Caister Village Festival, Caister United Football Club, Caister Kicks children's holiday football, and a crowd fund to repatriate a charity member who suffered an injury whilst abroad. We continue to work with other community charities based within the village as part of the "Caister Cares" Forum, to support their aims and deliver additional services.

As well as developing the website our Social Media presence via our Facebook page continues to grow both in terms of post reach, content interaction and an increasing number of followers. Information about the Charity and forthcoming events at the Community Centre are posted, as well as supporting other local community groups whose posts are shared.

The Social Club has been able to trade without restrictions, and has made space available within the function room and garden in all supporting 72 events during the year, mainly local groups, adult & children's parties, wakes, quiz nights, summer BBQ's, live music events, wedding receptions, and Halloween and Christmas events. We respect the hard work of those who are responsible for the running of the Social Club, the volunteers on the Social Club Committee and the staff. Both the Charity and Social Club teams are working together to ensure the arrangements we have remain successful and benefit the community.

CAISTER COMMUNITY ASSOCIATION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

Chair's Report

I am incredibly proud of the hard work, commitment and achievements of all of the Trustee team since their appointment. All have continued to dedicate time and work tirelessly during the period of this report. The Trustees appointed 4th October 2022, and those joining the committee since, have undertaken a huge amount of work and have delivered on all of the original objectives. Those being; to retain the Charity's status as a UCA Members Charity as it has been since its inception, to deliver the requirements of the Charity Commission in respect of the management of the Charity, to reestablish the Charity within the local community, to refurbish and repurpose areas of the premises at Caister Community Centre to facilitate an improved user experience, and to reestablish the relationship with Caister Social Club working together to deliver a safe and inclusive social space for Members and the community to enjoy.

The income generated from the community-based activities for the year returned £6,900 representing a 36% return on the capital invested in the refurbishments which is extremely encouraging. At current levels the Community Rooms are forecasted to deliver a 2-3 year return on the capital employed, after which they will deliver clear profit to the Charity. A number of further areas of refurbishment or improvement have been identified for the coming year(s) as funds become available.

Inevitably the time will come when some Trustees will decide to stand down to pursue other personal, professional and charitable interests. However, their combined achievements over the period of their Trusteeship have laid a solid foundation on which new Trustees joining the Trustees board can build, to take the Charity forward, to continue the work of the charity at Caister Community Centre, and to deliver further benefit to the community.

J. Ward. Chair  Dated 21.5.24

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

Achievements and performance

Financial Review

The Charity's income for the year comprises of the distributable profit (by way of Gift Aid) from the Social Club from the previous years 2022/23 (£21,988), the income generated through room hire (£6,967) plus VAT refunds (£6,102), grants (£1,658) & membership fees (£6,728) and miscellaneous income and donations (£900). Occupational Licence fees (rent) from Caister Social Club Ltd was set at £1,650 per month (£19,800). Total annual income for 2023/24 was £64,144. At the start of the financial year, the Charity had £77,950 Total Funds, with a closing balance of £65,752 at 31st January 2024.

There was steady growth in income throughout the year from Room Hire. In Q1 (£472), for Q2 (£1,215) and for Q3 (£2,435) and Q4 (£2,845). The main areas of expenditure were Utilities (£20,800) and the capital invested on the Refurbishment of the Community Rooms (£19,400) and maintenance and improvements of the Centre (£6,300). The associated Caister Community Social Club Ltd continued to trade and made an operating profit, which after reconciling the upkeep costs incurred for maintaining the building for the Charity once again resulted in a gift aid payment falling due to the Charity.

Policy on Grant Making

The Charity's grant making policy targets improving or maintaining the quality of life for the residents of Caister. It is primarily aimed at providing funds for the purchase of equipment and/or capital funding. The budget for grants is regularly reviewed by the Trustee Committee and is being based on surplus funds after future development and maintenance and running costs have been budgeted for.

Reserves Policy

The reserves are made up from part of the income received from hire fees from users, donations, fundraising events and sponsorship. A new costs based formula was adopted in September of 2023 for calculating and apportioning reserves. The Reserves figure has been set at £55,000 based on current operating costs. The apportionment of the reserves will continue to be reviewed annually, however the preferred reserve amount remains as a year's projected running costs.

CAISTER COMMUNITY ASSOCIATION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

Risk Management

Risk management is a major priority of the Trustees. The Trustees focus is to regularly consider the major risks to which the Charity is exposed, particularly those related to operational, financial matters, health and safety and charity law. The case for changing the structure to a Charitable Incorporated Organisation (CIO) remains unproven and should the position change, as a members' charity the benefits need to be explained to the members for their approval.

The most significant risk posed to the Charity at the present time is that of Energy costs caused by the price rises in the global energy markets as a result of the pandemic and ongoing war in Ukraine.

The matter of Trustees' personal liability is, and will remain covered by appropriate insurance.

Going concern

The Trustees have a reasonable expectation that the Charity has adequate resources to continue in Operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statement.

Structure, governance and management

Governing Document

Caister Community Association is an unincorporated registered charity (Registration number 280014), it is a Members' Charity and is managed by a member elected board of Trustees. Established 15th May 1980.

The governing document is the Constitution adopted 17/03/1980 as amended on 20th November 1997, as amended and adopted at a General Meeting of the Association held on 15th April 2010, having been approved at a Management Committee meeting on 9th July 2009.

Methods used to recruit and appoint new Charity Trustees

The details of the Constitutional Provisions for appointment are as follows:-

"All members of the Management Committee shall retire from office together at the conclusion of the Annual General Meeting next after the date on which they came into office, but they may be re-elected or re-appointed by the members with the power to vote. If casual vacancies occur among the elected members of the Management Committee, it shall have power to fill these from among the members of the Association, provided that the number of co-opted members shall not exceed one quarter of the total number of members elected. No persons under the age of eighteen shall be FULL MEMBERS of the Management Committee but such persons may be elected without the right to vote. Affiliated Groups can nominate one individual representative, as can Caister Parish Council, and that representative has the right to attend and vote at General meetings only."

CAISTER COMMUNITY ASSOCIATION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

Induction and training of trustees

Trustees are provided with copies of the necessary governance and guidance documents to enable them to understand the organisation, charity law and duties as Trustees. The Charity has a Conflict-of-interest Policy and a Code of Conduct Policy which Trustees are asked to abide by to effectively fulfil their role.

Organisational structure and decision making

The CCA is an Unincorporated Charitable Association with wider membership (UCA) and is not an incorporated entity and is not a legal body in its own right. (It has no separate legal identity). It is a registered charity No 280014 regulated by the Charity Commission and is managed by the member elected Trustees (the Management Committee) who meet regularly, usually monthly, but in any event a minimum of four meetings per year.

Related Parties

The Charity has been associated with C.C.A Social Club Limited since 30th March 1998, it is a bar trading company and is regulated by the FCA. A covenant exists between the Social Club and the Charity whereby the Social Club decided to make a covenant donation to the Charity, of an annual sum equivalent to the distributable profits of the business. Occupational Licence fees (rent) from Caister Social Club Ltd were reviewed in February 2023 and set at £19,800 for the full year (£1650 per month), an increase of 98% versus the historically documented figure of £10,000 per annum to adhere with the Charity Commission requirement for associated subsidiary companies to pay a market rent. This will remain subject to review in future years.

True and Fair Override

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.

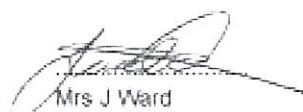
Plans for future periods

The Trustees will continue the works planned at Caister Community Centre to improve the standard of the building to accommodate a variety of community groups and local organisations and to offer a better experience to the Community when using the Centre.

Since our appointment in October 2022 and during the past 16 months having recommenced our activity in supporting the local community we will continue to develop in accordance with our stated objectives and specifically by working with the other charitable organisations in what is a growing community.

We have published a website www.caistercommunitycentre.org.uk and will continue to develop this alongside development of services at Caister Community Centre to ensure that the charity meets its commitments to public benefit in a cost effective and efficient way.

The Trustees' report was approved by the Board of Trustees.



Mrs J Ward
Chair

Date: 21.5.24

CAISTER COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CAISTER COMMUNITY ASSOCIATION

I report to the Trustees on my examination of the financial statements of Caister Community Association (the Charity) for the year ended 31 January 2024.

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.



Sotos Christophi FCCA

Aston Shaw Limited
Chartered Certified Accountants
The Union Building, 51-59 Rose Lane
Norwich
Norfolk
NR1 1BY
England

Dated: 09/07/2024

CAISTER COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JANUARY 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	37,072	1,658	38,730	53,101	-	53,101
Charitable activities	4	33,495	-	33,495	5,098	-	5,098
Investments	5	612	-	612	53	-	53
Total income		<u>71,179</u>	<u>1,658</u>	<u>72,837</u>	<u>58,252</u>	<u>-</u>	<u>58,252</u>
Expenditure on:							
Charitable activities	6	81,277	862	82,139	63,643	-	63,643
Total expenditure		<u>81,277</u>	<u>862</u>	<u>82,139</u>	<u>63,643</u>	<u>-</u>	<u>63,643</u>
Net income/(expenditure) and movement in funds		(10,098)	796	(9,302)	(5,391)	-	(5,391)
Reconciliation of funds:							
Fund balances at 1 February 2023		<u>157,060</u>	<u>272</u>	<u>157,332</u>	<u>162,451</u>	<u>272</u>	<u>162,723</u>
Fund balances at 31 January 2024		<u>146,962</u>	<u>1,068</u>	<u>148,030</u>	<u>157,060</u>	<u>272</u>	<u>157,332</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

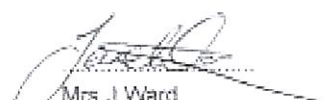
CAISTER COMMUNITY ASSOCIATION

BALANCE SHEET

AS AT 31 JANUARY 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	13		56,133		57,216
Current assets					
Debtors	14	19,533		24,452	
Cash at bank and in hand		74,790		78,090	
		94,323		102,542	
Creditors: amounts falling due within one year	15	(2,426)		(2,426)	
Net current assets			91,897		100,116
Total assets less current liabilities			148,030		157,332
Income funds					
Restricted funds	16		1,068		272
Unrestricted funds			146,962		157,060
			148,030		157,332

The financial statements were approved by the Trustees on 21.5.24


Mrs J Ward
Chair

CAISTER COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2024

1 Accounting policies

Charity information

Caister Community Association is a unincorporated charity.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). 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 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. 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 or grantors 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.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

CAISTER COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

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:

Leasehold land and buildings	- 60 years straight line
Fixtures and fittings	- 20% reducing balance
Computers	- 20% 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.

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.

CAISTER COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

1 Accounting policies

(Continued)

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.

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.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the Charity's 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.

CAISTER COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2024 £	2024 £	2024 £	2023 £
Gift Aid due from C.C.A Social Club Limited	36,907	-	36,907	49,766
Donations	165	-	165	668
Government Grants	-	1,658	-	2,667
	<u>37,072</u>	<u>1,658</u>	<u>38,730</u>	<u>53,101</u>

4 Charitable activities

	Charitable Income 2024 £	Charitable Income 2023 £
Room hire	6,967	505
Occupational License	19,800	-
Membership fees	6,728	-
Other income	-	4,593
	<u>33,495</u>	<u>5,098</u>

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	<u>612</u>	<u>53</u>

CAISTER COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

6 Expenditure on charitable activities

	2024	2023
	£	£
Staff costs	14,425	12,709
Depreciation and impairment	3,144	3,367
Subscription	106	66
Water and utilities	18,041	18,643
Insurance	1,519	1,686
Postage and stationery	1,915	2,434
Repairs and renewals	28,856	2,968
Cleaning	6,503	6,132
Sponsorship and donations	4,170	5,038
License fees	734	2,020
	<u>79,413</u>	<u>55,063</u>
Grant funding of activities (see note 7)	-	1,300
Share of support and governance costs (see note 9)		
Governance	<u>2,726</u>	<u>7,280</u>
	<u>82,139</u>	<u>63,643</u>
Analysis by fund		
Unrestricted funds	81,277	63,643
Restricted funds	<u>862</u>	<u>-</u>
	<u>82,139</u>	<u>63,643</u>

7 Grants payable

	Charitable Expenditure 2023 £
Grants to institutions:	
Norfolk Community (Little Acorns)	<u>1,300</u>

8 Net movement in funds

	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	<u>3,144</u>	<u>3,367</u>

CAISTER COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

9 Support costs allocated to activities

	Total 2024 £	Total 2023 £
Governance	2,726	7,280
	<u>2,726</u>	<u>7,280</u>
Governance costs comprise:	2024 £	2023 £
Accountancy	2,726	5,627
Legal and Professional	-	1,653
	<u>2,726</u>	<u>7,280</u>

10 Trustees

Managing Members

There were no trustees' remuneration or other benefits for the year ended 31st January 2024 nor for the year ended 31st January 2023.

11 Staff costs

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	1	1
	<u>1</u>	<u>1</u>
Employment costs	2024 £	2023 £
Wages and salaries	14,425	12,709
	<u>14,425</u>	<u>12,709</u>

During the year wages and salaries, social security and other pension costs totalling £14,425 (2023: £12,709) have been charged from the CCA Social Club Limited. The cost is in respect of one (2023: one) employee.

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

12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

CAISTER COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

13 Tangible fixed assets

	Leasehold land and buildings £	Fixtures and fittings £	Computers £	Total £
Cost				
At 1 February 2023	75,000	98,324	-	173,324
Additions	-	1,914	147	2,061
At 31 January 2024	75,000	100,238	147	175,385
Depreciation and impairment				
At 1 February 2023	26,250	89,858	-	116,108
Depreciation charged in the year	1,250	1,894	-	3,144
At 31 January 2024	27,500	91,752	-	119,252
Carrying amount				
At 31 January 2024	47,500	8,486	147	56,133
At 31 January 2023	48,750	8,466	-	57,216

In 2003 the Association purchased a lease of 60 years on the premises owned by Caister Parish Council. This lease has 39 years remaining.

14 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Amounts owed from C.C.A Social Club Limited	17,167	21,989
VAT	1,318	1,372
Prepayments and accrued income	1,048	1,091
	19,533	24,452

15 Creditors: amounts falling due within one year

	2024 £	2023 £
Accruals and deferred income	2,426	2,426

CAISTER COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

16 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 February 2023 £	Incoming resources £	Resources expended £	At 31 January 2024 £
War Memorial Fund	272	-	(272)	-
Norfolk County Foundation - Hot Spot Grant	-	1,658	(590)	1,068
	<u>272</u>	<u>1,658</u>	<u>(862)</u>	<u>1,068</u>
Previous year:	At 1 February 2022 £	Incoming resources £	Resources expended £	At 31 January 2023 £
War Memorial Fund	<u>272</u>	<u>-</u>	<u>-</u>	<u>272</u>

17 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used.

	At 1 February 2023 £	Incoming resources £	Resources expended £	At 31 January 2024 £
General funds	<u>157,060</u>	<u>71,179</u>	<u>(81,277)</u>	<u>146,962</u>
Previous year:	At 1 February 2022 £	Incoming resources £	Resources expended £	At 31 January 2023 £
General funds	<u>162,451</u>	<u>58,252</u>	<u>(63,643)</u>	<u>157,060</u>

18 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 January 2024:			
Tangible assets	56,133	-	56,133
Current assets/(liabilities)	90,829	1,068	91,897
	<u>146,962</u>	<u>1,068</u>	<u>148,030</u>

CAISTER COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

18 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 January 2023:			
Tangible assets	57,216	-	57,216
Current assets/(liabilities)	99,844	272	100,116
	<u>157,060</u>	<u>272</u>	<u>157,332</u>

19 Related party transactions

The Charity is associated with the C.C.A Social Club Limited, whereby the Social Club, under a covenant, makes a donation to the Charity of an annual sum equivalent to the distributable profits of the Social Club's business under the Gift Aid Scheme.

The amount due under the Gift Aid Scheme for this year is £36,907 (2023: £49,766).

The expenses incurred by the Social Club which were recharged to the charity during the year were £19,740 (2023: 27,778).

The expenses incurred by the Charity which were recharged to the Social Club during the year were NIL (2023: NIL).

At the year end, C.C.A Social Club Limited owed £17,167 to the Association (2023: £21,988).