

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

England & Wales · Charity number 284867

## Details

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**Status** Registered

**Legal form** Other

**Company number** [01681136](#)

**Registered** 1982-06-10

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Padnell Road  
Waterlooville  
PO8 8EH

**Phone** 02392267029

**Email** [cowplainactivitycentre@hotmail.co.uk](mailto:cowplainactivitycentre@hotmail.co.uk)

**Website** [www.cowplainactivitycentre.org.uk](http://www.cowplainactivitycentre.org.uk)

## Activities

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**Objects:** (A) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF THE HARTPLAIN AND COWPLAIN WARDS OF THE HAVANT BOROUGH COUNCIL AND THE NEIGHBOURHOOD (THE AREA OF BENEFIT) WITHOUT DISTICTION OF SEX OR OF POLITICL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING THE LOCAL AUTHORITIES, VOLUNTARY ORGANISATIONS AND INHABITANTS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTEREST OF SOCIAL WELFARE FOR RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS. (B) TO ESTABLISH OR TO SECURE THE ESTABLISHMENT OF A COMMUNITY CENTRE.

**Activities:** Short Mat Bowls, Badminton, Nursery, Gymnastics, Football, Sewing Classes, Karate, Kickboxing

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- **Area of benefit:** SEE OBJECTS
- Hampshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-31	£110,451	£117,005	-	-
2024-05-31	£109,940	£115,575	-	-
2023-05-31	£111,982	£122,200	-	-
2022-05-31	£117,254	£133,184	-	-
2021-05-31	£108,271	£94,445	-	-

## Trustees

Name	Role	Appointed
<b>SANDRA MUGRIDGE</b>	Chair	
Carol Moore		2016-09-28
Hazel Millsom		2014-09-24
<b>JOHN POLLOCK</b>		
Judith Cassell		2014-09-24
<b>KENNETH MOON MALE</b>		
<b>MOIRA CLEVERLY</b>		

**COWPLAIN ACTIVITY CENTRE ASSOCIATION**

England & Wales - Charity number 284867

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# Accounts

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TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MAY 2025

COWPLAIN ACTIVITY  
CENTRE ASSOCIATION

**MENZIES**  
BRIGHTER THINKING

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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The following pages do not form part of the statutory financial statements:

**Charity Detailed income and expenditure account and summaries**

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MAY 2025

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<b>Trustees</b>	Sandra Mugridge, Chair Moiria Cleverly, Vice Chair Judith Cassell, Trustee Lyn Britain, Trustee John Pollock, SMB Representative Neil Bowden, Council Representative (appointed 1 June 2024) Sandy Cleverly, Trustee (deceased 1 June 2024) Antonia Harrison, Trustee (resigned 1 June 2024) Kenneth Moon Male, Trustee (resigned 1 June 2024) Kellie Palmer, Gym Representative (resigned 26 July 2024)
<b>Charity registered number</b>	284867
<b>Principal office</b>	Padnell Road Cowplain Waterlooville Hampshire PO8 8EH
<b>Centre Manager</b>	Michelle Bishop
<b>Deputy Manager</b>	Emma Piggott
<b>Accountants</b>	Menzies LLP Chartered Accountants 3000a Parkway Whiteley Hampshire PO15 7FX
<b>Bankers</b>	HSBC 312 London Road Waterlooville Hampshire PO7 7DX
<b>Independent Examiner</b>	Janice Matthews FCA Menzies LLP 2nd Floor, Magna House 18-32 London Road Staines-Upon-Thames TW18 4BP

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MAY 2025

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The Trustees present their annual report together with the financial statements of the Charity for the period from 1 June 2024 to 31 May 2025.

Reference and administrative details are shown in the schedule of members of the board and professional advisors on page 1 of the financial statements.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The Constitution that governs the Association was adopted on 25 February 1981 as amended on 26 September 2007.

#### **Appointment**

Trustees are appointed or re-appointed annually at the annual general meeting.

### **OBJECTS AND ACTIVITIES FOR THE PUBLIC INTEREST**

#### **Objects**

The objects of the Association are a) to advance education and provide social welfare and leisure time facilities to improve conditions of life for the inhabitants of the Hartplain and Cowplain Wards of Havant Borough Council and the neighbourhood, and b) to secure establishment of a community centre.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

#### **Main activities**

The principal activity of the Charity is the operation of Cowplain Activity Centre to provide social welfare and leisure time facilities.

### **ACHIEVEMENTS AND PERFORMANCE**

The Charity was able to continue to provide a full range of social welfare and leisure time facilities during the year.

At 31 May 2025, the reserves of the Charity amounted to £6,324 (2024 - £12,878). The Trustees will continue to review their position regarding the level of reserves in the forthcoming year, and it is an on-going part of their strategic plan to build up such reserves as and when the Charity's financial position permits them to do so.

### **FUNDRAISING**

In compliance with the requirements of the Charities Act 2016 and the Fundraising Regulator, it is confirmed that the Charity does not undertake fundraising and no professional fundraiser has been involved. The Association receives grants and donations as noted in the accounts. The Charity acknowledges and will comply with all requirements to be taken into account for any fundraising in the future.

### **FINANCIAL REVIEW**

The Charity's income derived from its charitable activities fell to £100,937 from £102,574 compared to the previous period. The Association has received donations totalling £5,264 (2024 - £3,166) which helped its cash flow position in 2025.

The Charity made a net deficit during the year of £6,554 compared to the deficit made last year of £5,635. Without the donations received, the Charity would have made a deficit of £11,818 (2024 - £8,801).

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MAY 2025

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### Reserves policy

Reserves are spent at the Trustees' discretion in furtherance of the Charity's objectives. It is the policy of the Charity to maintain unrestricted funds, which are the free reserves of the Charity, at a level that provides sufficient funds to cover management, administration and support costs for expenditure that Cowplain Activity Association is committed to or contracted to in the forthcoming year. The Trustees consider the most appropriate level of free reserves to be in the region of £30,000 and therefore the current reserves of £6,324 are below the desired level. The review takes into account the nature of the income and expenditure streams, and the need to match variable income with fixed commitments.

### PLANS FOR FUTURE PERIODS

The Charity plans to be able to continue providing its present line up of community centre activities in the future.

### TRUSTEES' RESPONSIBILITIES STATEMENT


The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Signed by:  
  
63D81F8121964AC...  
**Mrs S Mugridge**  
Chairlady

Date: 26-Feb-2026

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## INDEPENDENT EXAMINER'S REPORT

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### Independent examiner's report to the Trustees of Cowplain Activity Centre Association ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 May 2025.

#### Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed 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 the accounts in accordance with 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) 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 been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

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 accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:   
Janice Matthews FCA  
634F24DE92A4471...

Dated: 26-Feb-2026

**Menzies LLP**  
Chartered Accountants  
2nd Floor, Magna House  
18-32 London Road  
Staines-Upon-Thames  
TW18 4BP

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MAY 2025

	Note	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
<b>Income from:</b>				
Donations and legacies	3	5,264	5,264	3,166
Charitable activities	4	100,937	100,937	102,574
Other trading activities	6	4,250	4,250	4,200
<b>Total income</b>		<b>110,451</b>	<b>110,451</b>	<b>109,940</b>
<b>Expenditure on:</b>				
Charitable activities	7	117,005	117,005	115,575
<b>Total expenditure</b>		<b>117,005</b>	<b>117,005</b>	<b>115,575</b>
<b>Net movement in funds</b>		<b>(6,554)</b>	<b>(6,554)</b>	<b>(5,635)</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		12,878	12,878	18,513
Net movement in funds		(6,554)	(6,554)	(5,635)
<b>Total funds carried forward</b>		<b>6,324</b>	<b>6,324</b>	<b>12,878</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 7 to 14 form part of these financial statements.

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## BALANCE SHEET AS AT 31 MAY 2025

	Note	2025 £	2024 £
<b>Fixed assets</b>			
Tangible assets	12	<u>1,976</u>	<u>3,609</u>
		<b>1,976</b>	<b>3,609</b>
<b>Current assets</b>			
Debtors	13	1,594	1,032
Cash at bank and in hand		<u>11,789</u>	<u>15,117</u>
		<b>13,383</b>	<b>16,149</b>
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	14	<u>(9,035)</u>	<u>(6,880)</u>
<b>Net current assets</b>		<u><b>4,348</b></u>	<u><b>9,269</b></u>
<b>Total assets less current liabilities</b>		<u><b>6,324</b></u>	<u><b>12,878</b></u>
<b>Total net assets</b>		<u><u><b>6,324</b></u></u>	<u><u><b>12,878</b></u></u>
<b>Charity funds</b>			
Unrestricted funds		<u><b>6,324</b></u>	<u><b>12,878</b></u>
<b>Total funds</b>		<u><u><b>6,324</b></u></u>	<u><u><b>12,878</b></u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Signed by:  
  
 63D81F8121964AC...  
**Mrs S Mugridge**  
 Chairlady

Date: 26-Feb-2026

The notes on pages 7 to 14 form part of these financial statements.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2025

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### 1. General information

Cowplain Activity Centre is a Charity registered in England and Wales. The registered address can be found on page 1 and details of the principal activities are set out in the Trustees' Annual Report.

### 2. Accounting policies

#### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and 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 Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Cowplain Activity Centre Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

#### 2.2 Going concern

At 31 May 2025, the reserves of the Charity amounted to £6,324. The Trustees will continue to review their position regarding the level of reserves in the forthcoming year, and it is an on-going part of their strategic plan to build up such reserves as and when the Charity's financial position permits them to do so.

At the year end, the Charity had cash at bank and in hand of £11,789 and, when taking into consideration known revenue sources and operational expenses for the forthcoming months, the Trustees are confident of the ability of the Charity to meet with its financial obligations for at least twelve months to eighteen months from the date of approval of this report. The accounts have accordingly been prepared on the going concern basis.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2025

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### 2. Accounting policies (continued)

#### 2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the Charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the Charity, or the Charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the Charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised and reference will be made in the Trustees' report for more information about their contribution when applicable.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the Charity which is the amount the Charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

#### 2.4 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 allocated on the portion of the asset's use.

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

#### 2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2025

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### 2. Accounting policies (continued)

#### 2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures and fittings	- 15% reducing balance
Office equipment	- 20% straight line

#### 2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### 2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### 2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

#### 2.10 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

#### 2.11 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2025

### 2. Accounting policies (continued)

#### 2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

### 3. Income from donations and legacies

	<b>Unrestricted funds 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Donations	5,264	<b>5,264</b>	3,166
<i>Total 2024</i>	<u>3,166</u>	<u>3,166</u>	

### 4. Income from charitable activities

	<b>Unrestricted funds 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Operation of community centre	100,937	<b>100,937</b>	102,574
<i>Total 2024</i>	<u>102,574</u>	<u>102,574</u>	

### 5. Analysis of income from charitable activities by type of income

	<b>2025 £</b>	<i>2024 £</i>
Group contributions (including Badminton)	<b>27,742</b>	34,633
Subscriptions	<b>2,782</b>	1,968
Facilities and wedding packages	<b>66,037</b>	56,802
Short mat bowls	<b>4,376</b>	9,171
	<u><b>100,937</b></u>	<u>102,574</u>

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2025

### 6. Trading Activities

#### Income from non charitable trading activities

	<b>Unrestricted funds 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Bar rental	4,250	<b>4,250</b>	4,200
<i>Total 2024</i>	<u>4,200</u>	<u>4,200</u>	

### 7. Analysis of expenditure on charitable activities

#### Summary by fund type

	<b>Unrestricted funds 2025 £</b>	<b>Total 2025 £</b>	<i>Total 2024 £</i>
Operation of community centre	117,005	<b>117,005</b>	115,575
<i>Total 2024</i>	<u>115,575</u>	<u>115,575</u>	

### 8. Analysis of expenditure by activities

	<b>Activities undertaken directly 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Operation of community centre	117,005	<b>117,005</b>	115,575
<i>Total 2024</i>	<u>115,575</u>	<u>115,575</u>	

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2025

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### 9. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £3,300 (2024 - £2,460).

### 10. Staff costs

	2025 £	2024 £
Wages and salaries	72,016	69,176
Social security costs	1,997	1,918
Contribution to defined contribution pension schemes	417	401
	<u>74,430</u>	<u>71,495</u>

The average number of persons employed by the Charity during the year was as follows:

	2025 No.	2024 No.
Community association staff	<u>8</u>	<u>10</u>

No employee received remuneration amounting to more than £60,000 in either year.

The Charity does not have any key management personnel.

### 11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the year ended 31 May 2025, no Trustee expenses have been incurred (2024 - £NIL).

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2025

### 12. Tangible fixed assets

	Fixtures and fittings £	Office equipment £	Total £
<b>Cost or valuation</b>			
At 1 June 2024	53,574	18,905	72,479
Transfers between classes	(244)	244	-
At 31 May 2025	<u>53,330</u>	<u>19,149</u>	<u>72,479</u>
<b>Depreciation</b>			
At 1 June 2024	53,057	15,813	68,870
Charge for the year	76	1,557	1,633
Transfers between classes	(234)	234	-
At 31 May 2025	<u>52,899</u>	<u>17,604</u>	<u>70,503</u>
<b>Net book value</b>			
At 31 May 2025	<u>431</u>	<u>1,545</u>	<u>1,976</u>
At 31 May 2024	<u>517</u>	<u>3,092</u>	<u>3,609</u>

### 13. Debtors

	2025 £	2024 £
<b>Due within one year</b>		
Other debtors	1,194	1,032
Prepayments and accrued income	400	-
	<u>1,594</u>	<u>1,032</u>

### 14. Creditors: Amounts falling due within one year

	2025 £	2024 £
Trade creditors	917	400
Amounts owed to group undertakings	318	-
Other taxation and social security	1,105	352
Accruals and deferred income	6,695	6,128
	<u>9,035</u>	<u>6,880</u>

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2025

	2025 £	2024 £
<b>Deferred Income</b>		
Deferred income at 1 June 2024	3,668	3,220
Resources deferred during the year	3,395	3,668
Amounts released from previous periods	(3,668)	(3,220)
<b>Deferred income at 31 May 2025</b>	<b>3,395</b>	<b>3,668</b>

Deferred income at the year end relates to income received in advance for hall hire in 2025/26.

### 15. Summary of funds

#### Summary of funds - current year

	Balance at 1 June 2024 £	Income £	Expenditure £	Balance at 31 May 2025 £
General funds	12,878	110,451	(117,005)	6,324

#### Summary of funds - prior year

	Balance at 1 June 2023 £	Income £	Expenditure £	Balance at 31 May 2024 £
General funds	18,513	109,940	(115,575)	12,878

### 16. Related party transactions

Cowplain Activity Centre Limited operates the Charity's trading activities. During the period, the Company was charged rent of £4,250 (2024 - £4,200) by the Association. Additionally, the Association received Gift Aid donations from the Company totalling £5,264 (2024 - £3,166).

Included within Creditors, is an amount owed by the Cowplain Activity Centre Association of £318 (2024 - £Nil) to the Company.

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MAY 2025

	2025 £	2025 £	2024 £	2024 £
<b>Income</b>				
Bar Rental	4,250		4,200	
Subscriptions	2,782		1,968	
Facilities and wedding packages	66,037		56,802	
Group contributions (including Badminton)	27,742		34,633	
Short mat bowls	4,376		9,171	
Donations from Cowplain Activity Centre Ltd	5,264		3,166	
		<b>110,451</b>		<b>109,940</b>
<b>Less:</b>				
<b>Charity expenditure</b>				
Depreciation	1,633		1,639	
Wages and salaries	72,016		69,176	
Employer's national insurance contributions	1,997		1,918	
Pension cost	417		401	
Light and heat	13,393		17,653	
Telephone and postage	485		524	
Printing and stationery	309		617	
Cleaning and maintenance	12,009		9,713	
Security	3,191		1,984	
Computer consumables	2,915		2,582	
Licences	1,152		-	
Sundries	758		1,365	
Bank charges	100		99	
Independent examiner's report	3,750		2,919	
Kitchen tea supplies	471		869	
Insurance	2,409		4,116	
		<b>117,005</b>		<b>115,575</b>
<b>Total expenditure</b>		<b>117,005</b>		<b>115,575</b>
<b>Net expenditure for the reporting period</b>		<b>(6,554)</b>		<b>(5,635)</b>
<b>Deficit for the reporting period</b>		<b>(6,554)</b>		<b>(5,635)</b>

**COWPLAIN ACTIVITY CENTRE ASSOCIATION**

England & Wales - Charity number 284867

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# Accounts

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TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MAY 2024

COWPLAIN ACTIVITY  
CENTRE ASSOCIATION

**MENZIES**  
BRIGHTER THINKING

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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The following pages do not form part of the statutory financial statements:

**Charity Detailed income and expenditure account and summaries**

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MAY 2024

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<b>Trustees</b>	Sandy Cleverly, Trustee Judith Cassell, Trustee Lyn Britain, Trustee Moirra Cleverly, Vice Chair Sandra Mugridge, Chair Kenneth Moon Male, Trustee John Pollock, SMB Representative (resigned 8 September 2023) Kellie Palmer, Gym Representative (resigned 26 July 2024) Antonia Harrison, Trustee (appointed 11 February 2024)
<b>Charity registered number</b>	284867
<b>Principal office</b>	Padnell Road Cowplain Waterlooville Hampshire PO8 8EH
<b>Centre Manager</b>	Michelle Bishop
<b>Deputy Manager</b>	Emma Piggott
<b>Accountants</b>	Menzies LLP Chartered Accountants 3000a Parkway Whiteley Hampshire PO15 7FX
<b>Bankers</b>	HSBC 312 London Road Waterlooville Hampshire PO7 7DX
<b>Independent Examiner</b>	Janice Matthews FCA Menzies LLP 2nd Floor, Magna House 18-32 London Road Staines-Upon-Thames TW18 4BP

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MAY 2024

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The Trustees present their annual report together with the financial statements of the Charity for the period from 1 June 2023 to 31 May 2024.

Reference and administrative details are shown in the schedule of members of the board and professional advisors on page 1 of the financial statements.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The Constitution that governs the Association was adopted on 25 February 1981 as amended on 26 September 2007.

#### **Appointment**

Trustees are appointed or re-appointed annually at the annual general meeting.

### **OBJECTS AND ACTIVITIES FOR THE PUBLIC INTEREST**

#### **Objects**

The objects of the Association are a) to advance education and provide social welfare and leisure time facilities to improve conditions of life for the inhabitants of the Hartplain and Cowplain Wards of Havant Borough Council and the neighbourhood, and b) to secure establishment of a community centre.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

#### **Main activities**

The principal activity of the Charity is the operation of Cowplain Activity Centre to provide social welfare and leisure time facilities.

### **ACHIEVEMENTS AND PERFORMANCE**

The Charity was able to continue to provide a full range of social welfare and leisure time facilities during the year, following the lifting of Covid-19 pandemic restrictions in the previous year.

At 31 May 2024, the reserves of the Charity amounted to £12,878 (2023 - £18,513). The Trustees will continue to review their position regarding the level of reserves in the forthcoming year, and it is an on-going part of their strategic plan to build up such reserves as and when the Charity's financial position permits them to do so.

### **FUNDRAISING**

In compliance with the requirements of the Charities Act 2016 and the Fundraising Regulator, it is confirmed that the Charity does not undertake fundraising and no professional fundraiser has been involved. The Association receives grants and donations as noted in the accounts. The Charity acknowledges and will comply with all requirements to be taken into account for any fundraising in the future.

### **FINANCIAL REVIEW**

The Charity's income derived from its charitable activities fell to £102,574 from £103,238 compared to the previous period. The Association has received donations totalling £3,166 (2023 - £4,544) which helped its cash flow position in 2024.

The Charity made a net deficit during the year of £5,635 compared to the deficit made last year of £10,218. Without the donations received, the Charity would have made a deficit of £8,801 (2023 - £14,762)

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MAY 2024

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### Reserves policy

Reserves are spent at the Trustees' discretion in furtherance of the Charity's objectives. It is the policy of the Charity to maintain unrestricted funds, which are the free reserves of the Charity, at a level that provides sufficient funds to cover management, administration and support costs for expenditure that Cowplain Activity Association is committed to or contracted to in the forthcoming year. The Trustees consider the most appropriate level of free reserves to be in the region of £30,000 and therefore the current reserves of £12,878 are below the desired level. The review takes into account the nature of the income and expenditure streams, and the need to match variable income with fixed commitments.

### PLANS FOR FUTURE PERIODS

The Charity plans to be able to continue providing its present line up of community centre activities in the future.

### TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Signed by:



63D81F8121964AC...

**Mrs S Mugridge**  
Chairlady

Date: 14-Mar-2025

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

**MENZIES**  
BRIGHTER THINKING

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## INDEPENDENT EXAMINER'S REPORT

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### Independent examiner's report to the Trustees of Cowplain Activity Centre Association ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 May 2024.

#### Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed 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 the accounts in accordance with 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) 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 been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

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 accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:  634F24DE92A4471...

Dated: 14-Mar-2025

Janice Matthews FCA  
**Menzies LLP**  
Chartered Accountants  
2nd Floor, Magna House  
18-32 London Road  
Staines-Upon-Thames  
TW18 4BP

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MAY 2024

	Note	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Income from:</b>				
Donations and legacies	3	3,166	3,166	4,544
Charitable activities	4	102,574	102,574	103,238
Other trading activities	6	4,200	4,200	4,200
<b>Total income</b>		<b>109,940</b>	<b>109,940</b>	<b>111,982</b>
<b>Expenditure on:</b>				
Charitable activities	7	115,575	115,575	122,200
<b>Total expenditure</b>		<b>115,575</b>	<b>115,575</b>	<b>122,200</b>
<b>Net movement in funds</b>		<b>(5,635)</b>	<b>(5,635)</b>	<b>(10,218)</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		18,513	18,513	28,731
Net movement in funds		(5,635)	(5,635)	(10,218)
<b>Total funds carried forward</b>		<b>12,878</b>	<b>12,878</b>	<b>18,513</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 7 to 14 form part of these financial statements.

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## BALANCE SHEET AS AT 31 MAY 2024

	Note	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	12	<u>3,609</u>	<u>5,248</u>
		<b>3,609</b>	<b>5,248</b>
<b>Current assets</b>			
Debtors	13	1,032	4,822
Cash at bank and in hand		<u>15,117</u>	<u>14,288</u>
		<b>16,149</b>	<b>19,110</b>
Creditors: amounts falling due within one year	14	<u>(6,880)</u>	<u>(5,845)</u>
<b>Net current assets</b>		<u><b>9,269</b></u>	<u>13,265</u>
<b>Total assets less current liabilities</b>		<u><b>12,878</b></u>	<u>18,513</u>
<b>Total net assets</b>		<u><b>12,878</b></u>	<u>18,513</u>
<b>Charity funds</b>			
Unrestricted funds		<u>12,878</u>	<u>18,513</u>
<b>Total funds</b>		<u><b>12,878</b></u>	<u>18,513</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Signed by:  
  
 63D81F8121964AC...  
**Sandra Mugridge**  
 Chairlady

Date: 14-Mar-2025

The notes on pages 7 to 14 form part of these financial statements.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2024

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### 1. General information

Cowplain Activity Centre is a Charity registered in England and Wales. The registered address can be found on page 1 and details of the principal activities are set out in the Trustees' Annual Report.

### 2. Accounting policies

#### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and 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 Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Cowplain Activity Centre Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

#### 2.2 Going concern

At 31 May 2024, the reserves of the Charity amounted to £12,878. The Trustees will continue to review their position regarding the level of reserves in the forthcoming year, and it is an on-going part of their strategic plan to build up such reserves as and when the Charity's financial position permits them to do so.

At the year end, the Charity had cash at bank and in hand of £15,117 and, when taking into consideration known revenue sources and operational expenses for the forthcoming months, the Trustees are confident of the ability of the Charity to meet with its financial obligations for at least twelve months to eighteen months from the date of approval of this report. The accounts have accordingly been prepared on the going concern basis.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2024

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### 2. Accounting policies (continued)

#### 2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the Charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the Charity, or the Charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the Charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised and reference will be made in the Trustees' report for more information about their contribution when applicable.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the Charity which is the amount the Charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

#### 2.4 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 allocated on the portion of the asset's use.

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

#### 2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2024

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### 2. Accounting policies (continued)

#### 2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures and fittings	- 20% straight line
Office equipment	- 15% reducing balance

#### 2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### 2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### 2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

#### 2.10 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

#### 2.11 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2024

### 2. Accounting policies (continued)

#### 2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

### 3. Income from donations and legacies

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations	3,166	<b>3,166</b>	4,544
<i>Total 2023</i>	<u>4,544</u>	<u>4,544</u>	

### 4. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Operation of community centre	102,574	<b>102,574</b>	103,238
<i>Total 2023</i>	<u>103,238</u>	<u>103,238</u>	

### 5. Analysis of income from charitable activities by type of income

	2024 £	2023 £
Group contributions (including Badminton)	<b>34,633</b>	36,713
Subscriptions	<b>1,968</b>	2,586
Facilities and wedding packages	<b>56,802</b>	55,256
Short mat bowls	<b>9,171</b>	8,683
	<u><b>102,574</b></u>	<u>103,238</u>

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2024

### 6. Trading Activities

#### Income from non charitable trading activities

	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Bar rental	4,200	<b>4,200</b>	4,200
<i>Total 2023</i>	<u>4,200</u>	<u>4,200</u>	

### 7. Analysis of expenditure on charitable activities

#### Summary by fund type

	<b>Unrestricted funds 2024 £</b>	<b>Total 2024 £</b>	<i>Total 2023 £</i>
Operation of community centre	115,575	<b>115,575</b>	122,200
<i>Total 2023</i>	<u>122,200</u>	<u>122,200</u>	

### 8. Analysis of expenditure by activities

	<b>Activities undertaken directly 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Operation of community centre	115,575	<b>115,575</b>	122,200
<i>Total 2023</i>	<u>122,200</u>	<u>122,200</u>	

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2024

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### 9. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £2,460 (2023 - £2,195).

### 10. Staff costs

	2024 £	2023 £
Wages and salaries	69,176	76,761
Social security costs	1,918	1,868
Contribution to defined contribution pension schemes	401	444
	<u>71,495</u>	<u>79,073</u>

The average number of persons employed by the Charity during the year was as follows:

	2024 No.	2023 No.
Community association staff	<u>10</u>	<u>12</u>

No employee received remuneration amounting to more than £60,000 in either year.

The Charity does not have any key management personnel.

### 11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 May 2024, no Trustee expenses have been incurred (2023 - £NIL).

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2024

### 12. Tangible fixed assets

	Fixtures and fittings £	Office equipment £	Total £
<b>Cost or valuation</b>			
At 1 June 2023	53,574	18,905	72,479
At 31 May 2024	<u>53,574</u>	<u>18,905</u>	<u>72,479</u>
<b>Depreciation</b>			
At 1 June 2023	52,965	14,266	67,231
Charge for the year	92	1,547	1,639
At 31 May 2024	<u>53,057</u>	<u>15,813</u>	<u>68,870</u>
<b>Net book value</b>			
At 31 May 2024	<u>517</u>	<u>3,092</u>	<u>3,609</u>
At 31 May 2023	<u>609</u>	<u>4,639</u>	<u>5,248</u>

### 13. Debtors

	2024 £	2023 £
<b>Due within one year</b>		
Amounts owed by group undertakings	-	4,434
Other debtors	1,032	388
	<u>1,032</u>	<u>4,822</u>

### 14. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	400	-
Other taxation and social security	352	117
Accruals and deferred income	6,128	5,728
	<u>6,880</u>	<u>5,845</u>

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2024

	2024 £	2023 £
<b>Deferred Income</b>		
Deferred income at 1 June 2023	3,220	2,902
Resources deferred during the year	3,668	3,220
Amounts released from previous periods	(3,220)	(2,902)
<b>Deferred income at 31 May 2024</b>	<b>3,668</b>	<b>3,220</b>

Deferred income at the year end relates to income received in advance for hall hire in 2024/25.

### 15. Summary of funds

#### Summary of funds - current year

	Balance at 1 June 2023 £	Income £	Expenditure £	Balance at 31 May 2024 £
General funds	18,513	109,940	(115,575)	12,878

#### Summary of funds - prior year

	Balance at 1 June 2022 £	Income £	Expenditure £	Balance at 31 May 2023 £
General funds	28,731	111,982	(122,200)	18,513

### 16. Related party transactions

Cowplain Activity Centre Limited operates the Charity's trading activities. During the period, the Company was charged rent of £4,200 (2023 - £4,200) by the Association. Additionally, the Association received Gift Aid donations from the Company totalling £3,166 (2023 - £4,500).

Included within Debtors, is an amount owed by the Company of £Nil (2023 - £4,434) to the Cowplain Activity Centre Association.

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MAY 2024

	2024 £	2024 £	2023 £	2023 £
<b>Income</b>				
Bar Rental	4,200		4,200	
Subscriptions	1,968		2,586	
Facilities and wedding packages	56,802		55,256	
Group contributions (including Badminton)	34,633		36,713	
Short mat bowls	9,171		8,683	
Amazon Donations	-		44	
Donations from Cowplain Activity Centre Ltd	3,166		4,500	
	<u>          </u>	<b>109,940</b>	<u>          </u>	<b>111,982</b>
<b>Less:</b>				
<b>Charity expenditure</b>				
Depreciation	1,639		1,656	
Wages and salaries	69,176		76,761	
Employer's national insurance contributions	1,918		1,868	
Pension cost	401		444	
Light and heat	17,653		8,870	
Telephone and postage	524		543	
Printing and stationery	617		731	
Cleaning and maintenance	9,713		10,271	
Security	1,984		1,098	
Computer consumables	2,582		2,067	
Licences	-		552	
Facilities hire and wedding package costs	-		11,710	
Sundries	1,365		850	
Bank charges	99		630	
Independent examiner's report	2,919		2,195	
Kitchen tea supplies	869		1,954	
Insurance	4,116		-	
	<u>          </u>	<b>115,575</b>	<u>          </u>	<b>122,200</b>
<b>Total expenditure</b>		<b>115,575</b>		<b>122,200</b>
<b>Net expenditure for the reporting period</b>		<b>(5,635)</b>		<b>(10,218)</b>
<b>Deficit for the reporting period</b>		<b>(5,635)</b>		<b>(10,218)</b>

**COWPLAIN ACTIVITY CENTRE ASSOCIATION**

England & Wales - Charity number 284867

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# Accounts

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TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MAY 2023

COWPLAIN ACTIVITY  
CENTRE ASSOCIATION

**MENZIES**  
BRIGHTER THINKING

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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The following pages do not form part of the statutory financial statements:

**Charity Detailed income and expenditure account and summaries**

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MAY 2023

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**Trustees**

Sandy Cleverly, Trustee  
Judith Cassell, Trustee  
Lyn Britain, Trustee  
Kellie Palmer, Gym Representative  
Moira Cleverly, Vice Chair  
Neil Bowdell, Trustee (Resigned 31 May 2023)  
Sandra Mugridge, Chair  
John Pollock, SMB Representative

**Charity registered number** 284867

**Principal office**

Padnell Road  
Cowplain  
Waterlooville  
Hampshire  
PO8 8EH

**Centre Manager** Michelle Bishop

**Deputy Manager** Emma Piggott

**Accountants**

Menzies LLP  
Chartered Accountants  
3000a Parkway  
Whiteley  
Hampshire  
PO15 7FX

**Bankers**

HSBC  
312 London Road  
Waterlooville  
Hampshire  
PO7 7DX

**Independent Examiner**

Janice Matthews FCA  
Menzies LLP  
2nd Floor, Magna House  
18-32 London Road  
Staines-Upon-Thames  
TW18 4BP

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MAY 2023

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The Trustees present their annual report together with the financial statements of the Charity for the period from 1 June 2022 to 31 May 2023.

Reference and administrative details are shown in the schedule of members of the board and professional advisors on page 1 of the financial statements.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The Constitution that governs the Association was adopted on 25 February 1981 as amended on 26 September 2007.

#### **Appointment**

Trustees are appointed or re-appointed annually at the annual general meeting.

### **OBJECTS AND ACTIVITIES FOR THE PUBLIC INTEREST**

#### **Objects**

The objects of the Association are a) to advance education and provide social welfare and leisure time facilities to improve conditions of life for the inhabitants of the Hartplain and Cowplain Wards of Havant Borough Council and the neighbourhood, and b) to secure establishment of a community centre.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

#### **Main activities**

The principal activity of the Charity is the operation of Cowplain Activity Centre to provide social welfare and leisure time facilities.

### **ACHIEVEMENTS AND PERFORMANCE**

The Charity was able to continue to provide a full range of social welfare and leisure time facilities during the year, following the lifting of Covid-19 pandemic restrictions in the previous year.

At 31 May 2023, the reserves of the Charity amounted to £18,513 (2022 - £28,731). The Trustees will continue to review their position regarding the level of reserves in the forthcoming year, and it is an on-going part of their strategic plan to build up such reserves as and when the Charity's financial position permits them to do so.

### **FUNDRAISING**

In compliance with the requirements of the Charities Act 2016 and the Fundraising Regulator, it is confirmed that the Charity does not undertake fundraising and no professional fundraiser has been involved. The Association receives grants and donations as noted in the accounts. The Charity acknowledges and will comply with all requirements to be taken into account for any fundraising in the future.

### **FINANCIAL REVIEW**

The Charity's income derived from its charitable activities fell to £103,238 from £117,254 compared to the previous period. The Association had received Grants totalling £11,094 in the previous year, the benefit from which, helped its cash flow position in 2023.

The Charity made a net deficit during the year of £10,218 compared to the small deficit made last year of £603. Without the Grants received in 2022, the Charity would have made comparative deficit of £11,697 during the year.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MAY 2023

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### Reserves policy

Reserves are spent at the Trustees' discretion in furtherance of the Charity's objectives. It is the policy of the Charity to maintain unrestricted funds, which are the free reserves of the Charity, at a level that provides sufficient funds to cover management, administration and support costs for expenditure that Cowplain Activity Association is committed to or contracted to in the forthcoming year. The Trustees consider the most appropriate level of free reserves to be in the region of £30,000 and therefore the current reserves of £18,513 are below the desired level. The review takes into account the nature of the income and expenditure streams, and the need to match variable income with fixed commitments.

### PLANS FOR FUTURE PERIODS

The Charity plans to be able to continue providing its present line up of community centre activities in the future.

### TRUSTEES' RESPONSIBILITIES STATEMENT


The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

DocuSigned by:  
  
422625E8430745E...  
**Mrs S Mugridge**  
Chairlady

Date: 26-Jan-2024

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

**MENZIES**  
BRIGHTER THINKING

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## INDEPENDENT AUDITORS' REPORT TO THE OF COWPLAIN ACTIVITY CENTRE ASSOCIATION

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### Independent examiner's report to the Trustees of Cowplain Activity Centre Association ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 May 2023.

#### Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed 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 the accounts in accordance with 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) 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 been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

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 accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

**Janice Matthews FCA**  
Menzies LLP  
Chartered Accountants  
2nd Floor, Magna House  
18-32 London Road  
Staines-Upon-Thames  
TW18 4BP

DocuSigned by:  
*Janice Matthews*  
634F24DE92A4471...

Date: 29-Jan-2024

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MAY 2023

	Note	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
<b>Income from:</b>				
Donations and legacies	3	4,544	4,544	11,127
Charitable activities	4	103,238	103,238	117,254
Other trading activities	6	4,200	4,200	4,200
<b>Total income</b>		<b>111,982</b>	<b>111,982</b>	<b>132,581</b>
<b>Expenditure on:</b>				
Charitable activities	7	122,200	122,200	133,184
<b>Total expenditure</b>		<b>122,200</b>	<b>122,200</b>	<b>133,184</b>
<b>Net movement in funds</b>		<b>(10,218)</b>	<b>(10,218)</b>	<b>(603)</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		28,731	28,731	29,334
Net movement in funds		(10,218)	(10,218)	(603)
<b>Total funds carried forward</b>		<b>18,513</b>	<b>18,513</b>	<b>28,731</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 7 to 14 form part of these financial statements.

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## BALANCE SHEET AS AT 31 MAY 2023

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	12	5,248	6,904
		<u>5,248</u>	<u>6,904</u>
<b>Current assets</b>			
Debtors	13	4,822	5,724
Cash at bank and in hand		14,288	21,317
		<u>19,110</u>	<u>27,041</u>
Creditors: amounts falling due within one year	14	(5,845)	(5,214)
<b>Net current assets</b>		<u>13,265</u>	<u>21,827</u>
<b>Total assets less current liabilities</b>		<u>18,513</u>	<u>28,731</u>
<b>Total net assets</b>		<u>18,513</u>	<u>28,731</u>
<b>Charity funds</b>			
Restricted funds		-	-
Unrestricted funds		18,513	28,731
<b>Total funds</b>		<u>18,513</u>	<u>28,731</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

DocuSigned by:

*Sandra Mugridge*

422625E8430745E...

**Mrs S Mugridge**  
Chairlady

Date: 26-Jan-2024

The notes on pages 7 to 14 form part of these financial statements.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2023

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### 1. General information

Cowplain Activity Centre is a charity registered in England and Wales. The registered address can be found on page 1 and details of the principal activities are set out in the Trustees' Annual Report.

### 2. Accounting policies

#### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and 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 Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Cowplain Activity Centre Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

#### 2.2 Going concern

At 31 May 2023, the reserves of the Charity amounted to £18,513. The Trustees will continue to review their position regarding the level of reserves in the forthcoming year, and it is an on-going part of their strategic plan to build up such reserves as and when the Charity's financial position permits them to do so.

At the year end, the Charity had cash at bank and in hand of £14,288 and, when taking into consideration known revenue sources and operational expenses for the forthcoming months, the Trustees are confident of the ability of the Charity to meet with its financial obligations for at least twelve months to eighteen months from the date of approval of this report. The accounts have accordingly been prepared on the going concern basis.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2023

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### 2. Accounting policies (continued)

#### 2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised and reference will be made in the Trustees' report for more information about their contribution when applicable.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

#### 2.4 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 allocated on the portion of the asset's use.

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

#### 2.5 Government grants

Government grants received under the Covid-19 Discretionary Grant Fund are treated as income in the period in which they are received.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2023

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### 2. Accounting policies (continued)

#### 2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

#### 2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases: .

Equipment	- 20% straight line
Office equipment	- 15% reducing balance

#### 2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### 2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### 2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

#### 2.11 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2023

### 2. Accounting policies (continued)

#### 2.12 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

#### 2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

### 3. Income from donations and legacies

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Donations	4,544	<b>4,544</b>	33
Government grants	-	-	11,094
<b>Total 2023</b>	<u>4,544</u>	<u><b>4,544</b></u>	<u>11,127</u>
<i>Total 2022</i>	<u>11,127</u>	<u>11,127</u>	

Income from government grants relates to Covid-19 grants. No other forms of government assistance have been received during the year.

### 4. Income from charitable activities

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Operation of community centre	103,238	<b>103,238</b>	117,254
<i>Total 2022</i>	<u>117,254</u>	<u>117,254</u>	

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2023

### 5. ANALYSIS OF INCOME FROM CHARITABLE ACTIVITIES BY TYPE OF INCOME

	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Group contributions (including Badminton)	<b>36,713</b>	33,493
Subscriptions	<b>2,586</b>	1,439
Facilities and wedding packages	<b>55,256</b>	69,984
Short mat bowls	<b>8,683</b>	12,338
	<b>103,238</b>	117,254

### 6. TRADING ACTIVITIES

#### Income from non charitable trading activities

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Bar rental	4,200	<b>4,200</b>	4,200
<i>Total 2022</i>	4,200	4,200	

### 7. Analysis of expenditure on charitable activities

#### Summary by fund type

	<b>Unrestricted funds 2023 £</b>	<b>Total 2023 £</b>	<i>Total 2022 £</i>
Operation of community centre	122,200	<b>122,200</b>	133,184
<i>Total 2022</i>	133,184	133,184	

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2023

### 8. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Total funds 2023 £	Total funds 2022 £
Operation of community centre	122,200	<b>122,200</b>	133,184
<i>Total 2022</i>	<i>133,184</i>	<i>133,184</i>	

### 9. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £2,195 (2022 - £1,964).

### 10. Staff costs

	2023 £	2022 £
Wages and salaries	<b>76,761</b>	77,600
Social security costs	<b>1,868</b>	1,655
Other pension costs	<b>444</b>	513
	<b>79,073</b>	79,768

The average number of persons employed by the Charity during the year was as follows:

	2023 No.	2022 No.
Community association staff	<b>12</b>	10

No employee received remuneration amounting to more than £60,000 in either year.

The Charity does not have any key management personnel.

### 11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 May 2023, no Trustee expenses have been incurred (2022 - £NIL).

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2023

### 12. Tangible fixed assets

	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>			
At 1 June 2022	53,574	18,905	72,479
At 31 May 2023	<u>53,574</u>	<u>18,905</u>	<u>72,479</u>
<b>Depreciation</b>			
At 1 June 2022	52,858	12,717	65,575
Charge for the year	107	1,549	1,656
At 31 May 2023	<u>52,965</u>	<u>14,266</u>	<u>67,231</u>
<b>Net book value</b>			
At 31 May 2023	<u>609</u>	<u>4,639</u>	<u>5,248</u>
At 31 May 2022	<u>716</u>	<u>6,188</u>	<u>6,904</u>

### 13. Debtors

	2023 £	2022 £
<b>Due within one year</b>		
Amounts owed by group undertakings	4,434	1,688
Other debtors	388	3,828
Prepayments and accrued income	-	208
	<u>4,822</u>	<u>5,724</u>

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2023

### 14. Creditors: Amounts falling due within one year

	<b>2023</b>	<b>2022</b>
	£	£
Other taxation and social security	117	117
Accruals and deferred income	5,728	5,097
	<u>5,845</u>	<u>5,214</u>
	<b>2023</b>	<b>2022</b>
	£	£
<b>Deferred Income</b>		
Deferred income at 1 June 2022	2,902	1,819
Resources deferred during the year	3,220	2,902
Amounts released from previous periods	(2,902)	(1,819)
<b>Deferred income at 31 May 2023</b>	<u>3,220</u>	<u>2,902</u>

Deferred income at the year end relates to income received in advance for hall hire in 2023/24.

### 15. Summary of funds

#### Summary of funds - current year

	Balance at 1 June 2022 £	Income £	Expenditure £	Balance at 31 May 2023 £
General funds	<u>28,731</u>	<u>111,982</u>	<u>(122,200)</u>	<u>18,513</u>

#### Summary of funds - prior year

	Balance at 1 June 2021 £	Income £	Expenditure £	Balance at 31 May 2022 £
General funds	<u>29,334</u>	<u>132,581</u>	<u>(133,184)</u>	<u>28,731</u>

### 16. Related party transactions

Cowplain Activity Centre Limited operates the Charity's trading activities. During the period, the Company was charged rent of £4,200 (2022 - £4,200) by the Association. Additionally, the Association received Gift Aid donations from the Company totalling £4,500.

Included within Debtors, is an amount owed by the Company of £4,434 (2022 - £1,688) to the Cowplain Activity Centre Association.

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MAY 2023

	2023 £	2023 £	2022 £	2022 £
<b>Income</b>				
Bar Rental	4,200		4,200	
Subscriptions	2,586		1,439	
Facilities and wedding packages	55,256		69,984	
Group contributions (including Badminton)	36,713		33,493	
Grants received	-		11,094	
Short mat bowls	8,683		12,338	
Amazon Donations	44		33	
Donations from Cowplain Activity Centre Ltd	4,500		-	
	<u>          </u>	111,982	<u>          </u>	132,581
<b>Less:</b>				
<b>Charity expenditure</b>				
Depreciation	1,656		1,676	
Wages and salaries	76,761		77,600	
Employer's national insurance contributions	1,868		1,655	
Pension cost	444		513	
Light and heat	8,870		9,341	
Telephone and postage	543		474	
Printing and stationery	731		1,675	
Cleaning and maintenance	10,271		10,767	
Security	1,098		2,183	
Computer consumables	2,067		2,725	
Licences	552		387	
Facilities hire and wedding package costs	11,710		20,275	
Sundries	850		222	
Bank charges	630		63	
Independent examiner's report	2,195		1,964	
Function equipment	-		416	
Kitchen tea supplies	1,954		1,248	
<b>Total charity expenditure</b>	<u>          </u>	122,200	<u>          </u>	133,184
<b>Net expenditure for the reporting period</b>		<u>(10,218)</u>		<u>(603)</u>
<b>Net income/(expenditure) for the reporting period</b>		<u>(10,218)</u>		<u>(603)</u>
<b>Net income/(expenditure) for the prior period</b>		<u>(603)</u>		<u>13,826</u>

**COWPLAIN ACTIVITY CENTRE ASSOCIATION**

England & Wales - Charity number 284867

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# Accounts

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TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MAY 2022

COWPLAIN ACTIVITY  
CENTRE ASSOCIATION

**MENZIES**  
BRIGHTER THINKING

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MAY 2022

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**Trustees**

Sandy Cleverly  
Judith Cassell  
Lyn Britain (appointed 31 May 2022)  
Kellie Palmer (appointed 31 May 2022)  
Moira Cleverly, Vice Chair  
Sandra Mugridge, Chair  
John Pollock  
Neil Bowdell (appointed 31 May 2022)  
Narinda Baines (resigned 31 May 2022)

**Charity registered number** 284867

**Principal office**

Padnell Road  
Cowplain  
Waterlooville  
Hampshire  
PO8 8EH

**Accountants**

Menzies LLP  
Chartered Accountants  
3000a Parkway  
Whiteley  
Hampshire  
PO15 7FX

**Bankers**

HSBC  
312 London Road  
Waterlooville  
Hampshire  
PO7 7DX

**Independent Examiner**

Janice Matthews FCA  
Menzies LLP  
Centrum House  
36 Station Road  
Egham  
TW20 9LF

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MAY 2022

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The Trustees present their annual report together with the financial statements of the Charity for the period from 1 June 2021 to 31 May 2022.

Reference and administrative details are shown in the schedule of members of the board and professional advisors on page 1 of the financial statements.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The Constitution that governs the Association was adopted on 25 February 1981 as amended on 26 September 2007.

#### **Appointment**

Trustees are appointed or re-appointed annually at the annual general meeting.

### **OBJECTS AND ACTIVITIES FOR THE PUBLIC INTEREST**

#### **Objects**

The objects of the Association are a) to advance education and provide social welfare and leisure time facilities to improve conditions of life for the inhabitants of the Hartplain and Cowplain Wards of Havant Borough Council and the neighbourhood, and b) to secure establishment of a community centre.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

#### **Main activities**

The principal activity of the Charity is the operation of Cowplain Activity Centre to provide social welfare and leisure time facilities.

### **ACHIEVEMENTS AND PERFORMANCE**

The charity was able to continue to provide a range of social welfare and leisure time facilities for part of its financial year, until the Centre had to temporarily close due to the Covid-19 pandemic.

Due to the Covid-19 global pandemic, the UK Government introduced various restrictions, including a stay-at-home lockdown. Part of the Government's response to the pandemic meant that the Association had to temporarily close during part of its financial year.

At 31 May 2022, the reserves of the Charity amounted to £28,731. The Trustees will continue to review their position regarding the level of reserves in the forthcoming year, and it is an on-going part of their strategic plan to build up such reserves as and when the Charity's financial position permits them to do so.

### **FUNDRAISING**

In compliance with the requirements of the Charities Act 2016 and the Fundraising Regulator, it is confirmed that the Charity does not undertake fundraising and no professional fundraiser has been involved. The Association receives grants and donations as noted in the accounts. The Charity acknowledges and will comply with all requirements to be taken into account for any fundraising in the future.

### **FINANCIAL REVIEW**

The Association's re-opening after the pandemic contributed to the Charity's income derived from its charitable activities rising to £117,254 from £23,068 compared to the previous period. The Association was able to obtain Grants totalling £11,094 which has helped its financial position.

The Charity made a net deficit during the year of £603 compared to the surplus made last year of £13,825. Without the Grants received, the Charity would have made a deficit of £11,697 during the year.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MAY 2022

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### Reserves policy

Reserves are spent at the Trustees' discretion in furtherance of the Charity's objectives. It is the policy of the Charity to maintain unrestricted funds, which are the free reserves of the Charity, at a level that provides sufficient funds to cover management, administration and support costs for expenditure that Cowplain Activity Association is committed to or contracted to in the forthcoming year. The Trustees consider the most appropriate level of free reserves to be in the region of £30,000 and therefore the current reserves of £28,731 are just below the desired level. The review takes into account the nature of the income and expenditure streams, and the need to match variable income with fixed commitments.

### PLANS FOR FUTURE PERIODS

The Charity plans to be able to continue providing its present line up of community centre activities in the future, as soon as the Government's restrictions allow it to do so.

### TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

DocuSigned by:  
  
422625E8430745E...  
**Mrs S Mugridge**  
Chairlady

Date: 15-Feb-2023

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

**MENZIES**  
BRIGHTER THINKING

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## INDEPENDENT EXAMINER'S REPORT

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### Independent examiner's report to the Trustees of Cowplain Activity Centre Association ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 May 2022.

#### Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed 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 the accounts in accordance with 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) 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 been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

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 accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

**Janice Matthews FCA**  
Menzies LLP  
Chartered Accountants  
Centrum House  
36 Station Road  
Egham  
TW20 9LF

DocuSigned by:  
*Janice Matthews*  
634F24DE92A4471...

Date: 15-Feb-2023

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MAY 2022

	Note	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>				
Donations and legacies	3	11,127	11,127	82,594
Charitable activities	4	117,254	117,254	23,068
Other trading activities	6	4,200	4,200	2,608
<b>Total income</b>		<b>132,581</b>	<b>132,581</b>	<b>108,270</b>
<b>Expenditure on:</b>				
Charitable activities	7	133,184	133,184	94,445
<b>Total expenditure</b>		<b>133,184</b>	<b>133,184</b>	<b>94,445</b>
<b>Net movement in funds</b>		<b>(603)</b>	<b>(603)</b>	<b>13,825</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		29,334	29,334	15,509
Net movement in funds		(603)	(603)	13,825
<b>Total funds carried forward</b>		<b>28,731</b>	<b>28,731</b>	<b>29,334</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 7 to 14 form part of these financial statements.

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## BALANCE SHEET AS AT 31 MAY 2022

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	12	6,904	843
		<u>6,904</u>	<u>843</u>
<b>Current assets</b>			
Debtors	13	5,724	11,745
Cash at bank and in hand		21,317	20,081
		<u>27,041</u>	<u>31,826</u>
Creditors: amounts falling due within one year	14	(5,214)	(3,335)
<b>Net current assets</b>		<u>21,827</u>	<u>28,491</u>
<b>Total assets less current liabilities</b>		<u>28,731</u>	<u>29,334</u>
<b>Total net assets</b>		<u><u>28,731</u></u>	<u><u>29,334</u></u>
<b>Charity funds</b>			
Restricted funds		-	-
Unrestricted funds		28,731	29,334
<b>Total funds</b>		<u><u>28,731</u></u>	<u><u>29,334</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

DocuSigned by:

*Sandra Mugridge*

422625E8430745E...

**Mrs S Mugridge**  
Chairlady

Date: 15-Feb-2023

The notes on pages 7 to 14 form part of these financial statements.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2022

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### 1. General information

Cowplain Activity Centre is a charity registered in England and Wales. The registered address can be found on page 1 and details of the principal activities are set out in the Trustees' Annual Report.

### 2. Accounting policies

#### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and 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 Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Cowplain Activity Centre Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

#### 2.2 Going concern

The Government's response to the Covid-19 pandemic had a significant economic impact on many Charities and Cowplain Activity Centre Association has not been immune to this. In line with the Government's restrictions, the Association had to temporarily close during 2021 but was able to recommence its activities again during 2022, once restrictions had been eased by the Government.

At 31 May 2022, the reserves of the Charity amounted to £28,731. The Trustees will continue to review their position regarding the level of reserves in the forthcoming year, and it is an on-going part of their strategic plan to build up such reserves as and when the Charity's financial position permits them to do so.

The Charity received grants totalling £11,094. At the year end, the Charity had cash at bank and in hand of £21,317 and, when taking into consideration known revenue sources and operational expenses for the forthcoming months, the Trustees are confident of the ability of the Charity to meet with its financial obligations for at least twelve months to eighteen months from the date of approval of this report. The accounts have accordingly been prepared on the going concern basis.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2022

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### 2. Accounting policies (continued)

#### 2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised and reference will be made in the Trustees' report for more information about their contribution when applicable.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

#### 2.4 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 allocated on the portion of the asset's use.

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

#### 2.5 Government grants

Government grants received under the Covid-19 Discretionary Grant Fund are treated as income in the period in which they are received.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2022

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### 2. Accounting policies (continued)

#### 2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

#### 2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases: .

Equipment	- 20% straight line
Office equipment	- 15% reducing balance

#### 2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### 2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### 2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

#### 2.11 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2022

### 2. Accounting policies (continued)

#### 2.12 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

#### 2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

### 3. Income from donations and legacies

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Donations	33	<b>33</b>	-
Government grants	11,094	<b>11,094</b>	82,594
	<u>11,127</u>	<u><b>11,127</b></u>	<u>82,594</u>
<i>Total 2021</i>	<u>82,594</u>	<u><b>82,594</b></u>	

Income from government grants relates to Covid-19 grants. No other forms of government assistance have been received during the year.

### 4. Income from charitable activities

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Operation of community centre	117,254	<b>117,254</b>	23,068
	<u>23,068</u>	<u><b>23,068</b></u>	
<i>Total 2021</i>	<u>23,068</u>	<u><b>23,068</b></u>	

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2022

### 5. ANALYSIS OF INCOME FROM CHARITABLE ACTIVITIES BY TYPE OF INCOME

	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Group contributions (including Badminton)	<b>33,493</b>	5,822
Subscriptions	<b>1,439</b>	73
Facilities and wedding packages	<b>69,984</b>	16,848
Short mat bowls	<b>12,338</b>	325
	<b>117,254</b>	23,068

### 6. TRADING ACTIVITIES

#### Income from non charitable trading activities

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Bar rental	4,200	<b>4,200</b>	2,608
<i>Total 2021</i>	2,608	2,608	

### 7. Analysis of expenditure on charitable activities

#### Summary by fund type

	<b>Unrestricted funds 2022 £</b>	<b>Total 2022 £</b>	<i>Total 2021 £</i>
Operation of community centre	133,184	<b>133,184</b>	94,445
<i>Total 2021</i>	94,445	94,445	

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2022

### 8. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Total funds 2022 £	Total funds 2021 £
Operation of community centre	133,184	<b>133,184</b>	94,445
<i>Total 2021</i>	<i>94,445</i>	<i>94,445</i>	

### 9. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £1,964 (2021 - £2,199).

### 10. Staff costs

	2022 £	2021 £
Wages and salaries	<b>77,600</b>	52,576
Social security costs	<b>1,655</b>	3,529
Other pension costs	<b>513</b>	1,786
	<b>79,768</b>	57,891

The average number of persons employed by the Charity during the year was as follows:

	2022 No.	2021 No.
Community association staff	<b>12</b>	10

No employee received remuneration amounting to more than £60,000 in either year.

The Charity does not have any key management personnel.

### 11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 May 2022, no Trustee expenses have been incurred (2021 - £NIL).

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2022

### 12. Tangible fixed assets

	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>			
At 1 June 2021	53,574	11,168	64,742
Additions	-	7,737	7,737
At 31 May 2022	<u>53,574</u>	<u>18,905</u>	<u>72,479</u>
<b>Depreciation</b>			
At 1 June 2021	52,731	11,168	63,899
Charge for the year	127	1,549	1,676
At 31 May 2022	<u>52,858</u>	<u>12,717</u>	<u>65,575</u>
<b>Net book value</b>			
At 31 May 2022	<u>716</u>	<u>6,188</u>	<u>6,904</u>
At 31 May 2021	<u>843</u>	<u>-</u>	<u>843</u>

### 13. Debtors

	2022 £	2021 £
<b>Due within one year</b>		
Amounts owed by group undertakings	1,688	11,530
Other debtors	3,828	-
Prepayments and accrued income	208	215
	<u>5,724</u>	<u>11,745</u>

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2022

### 14. Creditors: Amounts falling due within one year

	<b>2022</b>	<b>2021</b>
	£	£
Other taxation and social security	117	117
Accruals and deferred income	5,097	3,218
	<u>5,214</u>	<u>3,335</u>
	<b>2022</b>	<b>2021</b>
	£	£
<b>Deferred Income</b>		
Deferred income at 1 June 2021	1,819	8,157
Resources deferred during the year	2,902	1,819
Amounts released from previous periods	(1,819)	(8,157)
	<u>2,902</u>	<u>1,819</u>

Deferred income at the year end relates to income received in advance for hall hire in 2022/23.

### 15. Summary of funds

#### Summary of funds - current year

	Balance at 1 June 2021 £	Income £	Expenditure £	Balance at 31 May 2022 £
General funds	<u>29,334</u>	<u>132,581</u>	<u>(133,184)</u>	<u>28,731</u>

#### Summary of funds - prior year

	Balance at 1 June 2020 £	Income £	Expenditure £	Balance at 31 May 2021 £
General funds	<u>15,508</u>	<u>108,271</u>	<u>(94,445)</u>	<u>29,334</u>

### 16. Related party transactions

Cowplain Activity Centre Limited operates the Charity's trading activities. During the period, the Company was charged rent of £4,200 (2021 - £2,550) by the Association.

Included within Debtors, is an amount owed by the Company of £1,688 (2021 - £11,530) to the Cowplain Activity Centre Association.

**COWPLAIN ACTIVITY CENTRE ASSOCIATION**

England & Wales - Charity number 284867

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# Accounts

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TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MAY 2021

COWPLAIN ACTIVITY  
CENTRE ASSOCIATION

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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The following pages do not form part of the statutory financial statements:

**Charity Detailed income and expenditure account and summaries**

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MAY 2021

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**Trustees**  
Mr S Cleverly  
Mrs J Cassell  
Mrs M Cleverly  
Mrs S Mugridge, Chair  
Mr J Pollock  
Cllr N Baines

**Charity registered number** 284867

**Principal office**  
Padnell Road  
Cowplain  
Waterlooville  
Hampshire  
PO8 8EH

**Accountants**  
Menzies LLP  
Chartered Accountants  
3000a Parkway  
Whiteley  
Hampshire  
PO15 7FX

**Bankers**  
HSBC  
312 London Road  
Waterlooville  
Hampshire  
PO7 7DX

**Independent Examiner**  
Janice Matthews FCA  
Menzies LLP  
Centrum House  
36 Station Road  
Egham  
TW20 9LF

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MAY 2021

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The Trustees present their annual report together with the financial statements of the Charity for the period from 1 June 2019 to 31 May 2021.

Reference and administrative details are shown in the schedule of members of the board and professional advisors on page 1 of the financial statements.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The Constitution that governs the Association was adopted on 25 February 1981 as amended on 26 September 2007.

#### Appointment

Trustees are appointed or re-appointed annually at the annual general meeting.

### OBJECTS AND ACTIVITIES FOR THE PUBLIC INTEREST

#### Objects

The objects of the Association are a) to advance education and provide social welfare and leisure time facilities to improve conditions of life for the inhabitants of the Hartplain and Cowplain Wards of Havant Borough Council and the neighbourhood, and b) to secure establishment of a community centre.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

#### Main activities

The principal activity of the Charity is the operation of Cowplain Activity Centre to provide social welfare and leisure time facilities.

### ACHIEVEMENTS AND PERFORMANCE

The charity was able to continue to provide a range of social welfare and leisure time facilities for part of its financial year, until the Centre had to temporarily close due to the Covid-19 pandemic.

Due to the Covid-19 global pandemic, the UK Government introduced various restrictions, including a stay-at-home lockdown. Part of the Government's response to the pandemic meant that the Association had to temporarily close during part of its financial year.

At 31 May 2021, the reserves of the Charity amounted to £29,332. The Trustees will continue to review their position regarding the level of reserves in the forthcoming year, and it is an on-going part of their strategic plan to build up such reserves as and when the Charity's financial position permits them to do so.

### FUNDRAISING

In compliance with the requirements of the Charities Act 2016 and the Fundraising Regulator, it is confirmed that the Charity does not undertake fundraising and no professional fundraiser has been involved. The Association receives grants and donations as noted in the accounts. The Charity acknowledges and will comply with all requirements to be taken into account for any fundraising in the future.

### FINANCIAL REVIEW

The Association's closure due to the pandemic contributed to the Charity's income derived from its charitable activities falling to £23,068 from £69,150 compared to the previous period. The Association was able to obtain Grants totalling £82,594 which has helped its financial position.

The Charity made a net surplus during the year of £13,825 compared to the surplus made last year of £6,829. Without the Grants received, the Charity would have made a deficit of £68,769 during the year.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MAY 2021

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### Reserves policy

Reserves are spent at the Trustees' discretion in furtherance of the Charity's objectives. It is the policy of the Charity to maintain unrestricted funds, which are the free reserves of the Charity, at a level that provides sufficient funds to cover management, administration and support costs for expenditure that Cowplain Activity Association is committed to or contracted to in the forthcoming year. The Trustees consider the most appropriate level of free reserves to be in the region of £30,000 and therefore the current reserves of £29,333 are just below the desired level. The review takes into account the nature of the income and expenditure streams, and the need to match variable income with fixed commitments.

### PLANS FOR FUTURE PERIODS

The Charity plans to be able to continue providing its present line up of community centre activities in the future, as soon as the Government's restrictions allow it to do so.

### TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Mrs S Mugridge  
Chairlady



Date:

17/3/2022

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**INDEPENDENT EXAMINER'S REPORT**

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**Independent examiner's report to the Trustees of Cowplain Activity Centre Association ('the Charity')**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 May 2021.

**Responsibilities and basis of report**

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed 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 the accounts in accordance with 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) 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 been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

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 accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

**Janice Matthews FCA**  
Menzies LLP  
Chartered Accountants  
Centrum House  
36 Station Road  
Egham  
TW20 9LF

Date:

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MAY 2021

	Note	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>				
Donations and legacies	3	82,594	82,594	25,000
Charitable activities	4	23,068	23,068	69,150
Other trading activities	6	2,608	2,608	3,150
Other income	7	-	-	1
<b>Total income</b>		<b>108,270</b>	<b>108,270</b>	<b>97,301</b>
<b>Expenditure on:</b>				
Charitable activities	8	94,445	94,445	90,472
<b>Total expenditure</b>		<b>94,445</b>	<b>94,445</b>	<b>90,472</b>
<b>Net movement in funds</b>		<b>13,825</b>	<b>13,825</b>	<b>6,829</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		15,507	15,507	8,678
Net movement in funds		13,825	13,825	6,829
<b>Total funds carried forward</b>		<b>29,332</b>	<b>29,332</b>	<b>15,507</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 7 to 15 form part of these financial statements.


# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## BALANCE SHEET AS AT 31 MAY 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	13	843	992
		<u>843</u>	<u>992</u>
<b>Current assets</b>			
Debtors	14	11,745	5,724
Cash at bank and in hand		20,081	19,200
		<u>31,826</u>	<u>24,924</u>
Creditors: amounts falling due within one year	15	(3,335)	(10,408)
<b>Net current assets</b>		<u>28,491</u>	<u>14,516</u>
<b>Total assets less current liabilities</b>		<u>29,334</u>	<u>15,508</u>
<b>Total net assets</b>		<u>29,334</u>	<u>15,508</u>
<b>Charity funds</b>			
Restricted funds		-	-
Unrestricted funds		29,334	15,508
<b>Total funds</b>		<u>29,334</u>	<u>15,508</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Mrs S Mugridge  
Chairlady



Date: 17/03/2022

The notes on pages 7 to 15 form part of these financial statements.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

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### 1. General information

Cowplain Activity Centre is a charity registered in England and Wales. The registered address can be found on page 1 and details of the principal activities are set out in the Trustees' Annual Report.

### 2. Accounting policies

#### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and 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 Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Cowplain Activity Centre Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

#### 2.2 Going concern

The Government's response to the Covid-19 pandemic has had a significant economic impact on many Charities and Cowplain Activity Centre Association has not been immune to this. In line with the Government's restrictions, the Association had to temporarily close during the year. The Trustees remain hopeful that the Association will be able to recommence its activities again during 2022, as restrictions are eased by the Government.

At 31 May 2021, the reserves of the Charity amounted to £29,334. The Trustees will continue to review their position regarding the level of reserves in the forthcoming year, and it is an on-going part of their strategic plan to build up such reserves as and when the Charity's financial position permits them to do so.

The Charity received grants totalling £85,594 which have strengthened its cash reserves to help manage the financial impact that the pandemic has had on its activities being curtailed. At the year end, the Charity had cash at bank and in hand of £20,081 and, when taking into consideration known revenue sources and operational expenses for the forthcoming months, the Trustees are confident of the ability of the Charity to meet with its financial obligations for at least twelve months to eighteen months from the date of approval of this report. The accounts have accordingly been prepared on the going concern basis.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

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### 2. Accounting policies (continued)

#### 2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised and reference will be made in the Trustees' report for more information about their contribution when applicable.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

#### 2.4 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 allocated on the portion of the asset's use.

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

#### 2.5 Government grants

Government grants received under the Covid-19 Discretionary Grant Fund are treated as income in the period in which they are received.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

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### 2. Accounting policies (continued)

#### 2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

#### 2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases: .

Plant and machinery	- 20% straight line
Office equipment	- 15% reducing balance

#### 2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### 2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### 2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

#### 2.11 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

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### 2. Accounting policies (continued)

#### 2.12 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

#### 2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

### 3. Income from donations and legacies

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Government grants	82,594	<b>82,594</b>	25,000
	<hr/>	<hr/>	<hr/>
<i>Total 2020</i>	<i>25,000</i>	<i>25,000</i>	
	<hr/>	<hr/>	

Income from government grants relates to Covid-19 grants. No other forms of government assistance have been received during the year.

### 4. Income from charitable activities

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Operation of community centre	23,068	<b>23,068</b>	69,150
	<hr/>	<hr/>	<hr/>
<i>Total 2020</i>	<i>69,150</i>	<i>69,150</i>	
	<hr/>	<hr/>	

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

### 5. ANALYSIS OF INCOME FROM CHARITABLE ACTIVITIES BY TYPE OF INCOME

	Total funds 2020 £	Total funds 2019 £
Group contributions (including Badminton)	33,646	23,748
Subscriptions	1,168	832
Facilities and wedding packages	32,094	58,703
Short mat bowls	-	9,784
	<u>66,908</u>	<u>93,067</u>

### 6. TRADING ACTIVITIES

#### Income from non charitable trading activities

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Bar rental	2,608	2,608	3,150
	<u>3,150</u>	<u>3,150</u>	
<i>Total 2020</i>			

### 7. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Investment income	-	-	1
	<u>1</u>	<u>1</u>	
<i>Total 2020</i>			

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

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### 8. Analysis of expenditure on charitable activities

#### Summary by fund type

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Operation of community centre	94,445	94,445	90,472
<i>Total 2020</i>	90,472	90,472	

### 9. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Total funds 2021 £	Total funds 2020 £
Operation of community centre	94,445	94,445	90,472
<i>Total 2020</i>	90,472	90,472	

### 10. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £2,199 (2020 - £810).

### 11. Staff costs

	2021 £	2020 £
Wages and salaries	52,576	50,167
Social security costs	3,529	1,948
Other pension costs	1,786	1,090
	<u>57,891</u>	<u>53,205</u>

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

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### 11. Staff costs (continued)

The average number of persons employed by the Charity during the year was as follows:

	2021 No.	2020 No.
Community association staff	10	10

No employee received remuneration amounting to more than £60,000 in either year.

The Charity does not have any key management personnel.

### 12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 May 2021, no Trustee expenses have been incurred (2020 - £NIL).

### 13. Tangible fixed assets

	Fixtures and fittings £	Office equipment £	Total £
<b>Cost</b>			
At 1 June 2020	53,574	11,168	64,742
At 31 May 2021	53,574	11,168	64,742
<b>Depreciation</b>			
At 1 June 2020	52,582	11,168	63,750
Charge for the year	149	-	149
At 31 May 2021	52,731	11,168	63,899
<b>Net book value</b>			
At 31 May 2021	843	-	843
At 31 May 2020	992	-	992

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

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### 14. Debtors

	2021 £	2020 £
<b>Due within one year</b>		
Amounts owed by group undertakings	11,530	5,544
Prepayments and accrued income	215	180
	<u>11,745</u>	<u>5,724</u>

### 15. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	-	405
Other taxation and social security	117	862
Accruals and deferred income	3,218	9,141
	<u>3,335</u>	<u>10,408</u>

	2021 £	2020 £
<b>Deferred Income</b>		
Deferred income at 1 June 2020	8,157	2,790
Resources deferred during the year	1,819	8,157
Amounts released from previous periods	(8,157)	(2,790)
	<u>1,819</u>	<u>8,157</u>

Deferred income at the year end relates to income received in advance for hall hire in 2021/22.

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# COWPLAIN ACTIVITY CENTRE ASSOCIATION

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

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### 16. Summary of funds

#### Summary of funds - current year

	Balance at 1 June 2020 £	Income £	Expenditure £	Balance at 31 May 2021 £
General funds	15,508	108,271	(94,445)	29,334

#### Summary of funds - prior year

	Balance at 1 June 2019 £	Income £	Expenditure £	Balance at 31 May 2020 £
General funds	8,678	97,301	(90,472)	15,507

### 17. Related party transactions

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 May 2021.

# COWPLAIN ACTIVITY CENTRE ASSOCIATION

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MAY 2021

	2021 £	2021 £	2020 £	2020 £
<b>Income</b>				
Bar Rental	2,608		3,150	
Investment income	-		1	
Subscriptions	73		1,168	
Facilities and wedding packages	14,648		34,336	
Group contributions (including Badminton)	5,822		33,646	
Grants received	82,595		25,000	
Short mat bowls	325		-	
Kitchen rents	2,200		-	
		<b>108,271</b>		<b>97,301</b>
<b>Less:</b>				
<b>Charity expenditure</b>				
Depreciation	149		175	
Wages and salaries	52,576		50,167	
Employer's national insurance contributions	3,529		1,948	
Pension cost	1,786		1,090	
Light and heat	12,500		15,647	
Insurance	1,324		1,721	
Telephone and postage	437		431	
Printing and stationery	1,030		1,179	
Cleaning	3,112		4,534	
Repairs and maintenance	7,130		5,148	
Security	226		-	
Computer consumables	1,285		2,228	
Licences	49		1,275	
Facilities hire and wedding package costs	-		4,076	
Sundries	86		43	
Bank charges	378		-	
Independent examiner's report	2,199		810	
Function equipment	6,649		-	
<b>Total charity expenditure</b>		<b>94,445</b>		<b>90,472</b>
<b>Net income for the reporting period</b>		<b>13,826</b>		<b>6,829</b>
<b>Net income/(expenditure) for the reporting period</b>		<b>13,826</b>		<b>6,829</b>
<b>Net income/(expenditure) for the prior period</b>		<b>(6,829)</b>		<b>(1,926)</b>