



# Trustees' Annual Report for the period

From (start date) **010422** to (end date) **310323**

## Section A

## Reference and administration details

Charity name **ST. MICHAELS MOUNT COMMUNITY ASSOCIATION**

Other names the charity is known by **SMMCA**

Registered charity number (if any) **288234**

Charity's principal address  
**ST. MICHAELS MOUNT COMMUNITY CENTRE**  
**ST. MICHAELS ROAD**  
**HITCHIN**  
**HERTS** Postcode **SG4 0QA**

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	VERONICA SHARP	TRUSTEE		
2	ELIZABETH DENNIS-HARBURG	TRUSTEE		
3	EVAN GRAY	CHAIRPERSON		
4	CHRISTINE FINCH	VICE-CHAIR		
5	JAMES LITTLEWOOD	TREASURER		
6	TRACEY HIGGINBOTHAM			
7	KATE MATTHEWS			
8	RICHARD WHEELER			
9	SUE JENNINGS			
10	PHIL POTTER			
11	3 x NHDC COUNCILLORS			
12	1 x REP FROM AFFILIATED GROUP			
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year
VERONICA SHARP	
ELIZABETH DENNIS-HARBURG	

## Section A

## Reference and administration details (continued)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (optional information)

## Section B

## Structure, governance and management

Description of the charity's trusts

Type of governing document  
(eg trust deed, constitution)

CONSTITUTION

How the charity is constituted  
(eg trust, association, company)

ASSOCIATION

Trustee selection methods  
(eg appointed by, elected by)

ELECTED

Additional governance issues (optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Membership of the association is open to all who live within the designated (in constitution) area. Elections held at open AGM. Management Committee elected plus representatives from local Councillors on behalf of NHDC and affiliated groups. Committee meetings held quarterly.



## Section C

## Objectives and activities

Summary of the objects of the charity set out in its governing document

A) To Promote the benefit of the Inhabitants of St. Michaels Mount (Lidsworth, Hitchin West) and Surrounding area without distinction of Sex or of Political, 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 interests of special 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 and to maintain and manage, or to cooperate with any local authority in the maintenance and management of such a centre.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To provide facilities for local community groups to meet i.e. - Playgroup, Beavers and Cubs, Friendship Club, Weight watchers and T&A

Additional details of objectives and activities (optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Majority of Caretaking, locking up and unlocking is undertaken by volunteers, Management ~~and~~ committee volunteers plus one paid part time person.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

Successful Maintenance of Internal decoration, Compliance and Health and Safety allows groups Safe access to building.  
Setting hire rates low enough to ensure small groups can afford to continue, whilst ensuring financial viability of the association. We also have a good Management relationship with NHDC.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

TO MAINTAIN RESERVES SUFFICIENT FOR REPAIRS AND DECORATION. CONTINGENCY TO KEEP INTERNAL AND EXTERNAL BUILDING SAFE AND COMPLIANT FOR ALL OUR USERS.

Details of any funds materially in deficit

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

*V Sharp*

Full name(s)

Veronica Sharp

Position (eg Secretary, Chair, etc)

Trustee

Date

150823

# **St. Michaels Mount Community Association**

Report and Accounts

31 March 2023

**GREYDELLS ACCOUNTING SERVICES  
129B HIGH STREET  
STEVENAGE  
HERTS  
SG1 3HS**

## **St. Michaels Mount Community Association**

### **Independent Examiners' report on the accounts for the year ended 31st March 2023 to the Trustees of St. Michaels Mount Community Association**

#### **Respective Responsibilities of Trustees and Examiner**

As the charity's trustees you are responsible for the preparation of the accounts for the year ended 31st March 2023, set out on pages 2 to 4, and you consider that the Association is exempt from the audit requirement under section 43(2) of the Charities Act 1993. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7) (b) of the Act, whether particular matters have come to our attention.

#### **Basis of Independent Examiner's Report**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the financial statements.

#### **Independent Examiners' Statement**

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect the requirements to which, in our opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Greydells Accounting Services  
Accountants

129b High Street Stevenage Herts SG1 3HS

2 June 2023

**St. Michaels Mount Community Association**  
**Income and Expenditure Account**  
**for the year ended 31 March 2023**

	<b>Notes</b>	<b>2023 £</b>	<b>2022 £</b>
<b>Income</b>			
Rent		41,554	39,798
NHDC Grant		-	9,500
		<u>41,554</u>	<u>49,298</u>
<b>Administrative expenses</b>		(40,640)	(29,702)
<b>Operating (deficit)/surplus</b>		<u>914</u>	<u>19,596</u>
<b>Retained (deficit)/surplus for the year</b>		<u>914</u>	<u>19,596</u>

**St. Michaels Mount Community Association**  
**Balance Sheet**  
**as at 31 March 2023**

	Notes	2023 £	2022 £
<b>Investment Fund</b>	<b>2</b>	88,690	89,327
<b>Current assets</b>			
Bank Current Account	82,157	78,463	
Cash in hand	50	50	
Debtors	2,007	5,322	
	<u>84,214</u>	<u>83,835</u>	
<b>Creditors: amounts falling due within one year</b>	(198)	(1,430)	
<b>Net current assets</b>		<u>84,016</u>	<u>82,405</u>
<b>Total assets</b>		<u>172,706</u>	<u>171,732</u>
		<u>172,706</u>	<u>171,732</u>
<b>Accumulated Fund</b>	<b>3</b>	172,706	171,732
		<u>172,706</u>	<u>171,732</u>

Chairman

Approved by the trustees on 2 June 2023



**St. Michaels Mount Community Association**  
**Notes to the Accounts**  
**at 31 March 2023**

**1 Accounting policies**

**Accounting convention**

The accounts have been prepared under the historical cost convention.

**2 Investment Fund**

	£
<b>Value</b>	
At 1 April 2022	£89,327.00
Add profit/Loss for the year	<u>-£637.00</u>
At 31 March 2023	<u>£88,690.00</u>

**3 Accumulated Fund**

<b>Value</b>	
At 1 April 2022	£171,732.00
Add Surplus/(-deficit) for the year	<u>£974.00</u>
At 31 March 2023	<u>£172,706.00</u>

**St. Michaels Mount Community Association**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 31 March 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Administrative expenses</b>		
Employee costs:		
Pensions	830	981
	<u>830</u>	<u>981</u>
Telephone	1,034	869
Insurance	614	1,511
Stationery and postage	60	193
Software	427	-
Admin wages	14,119	13,081
Rates, water & property services	996	706
Gas & Electric	3,959	1,717
Maintenance	16,961	19,251
(Gain) Loss on Investments	637	(10,006)
Sundry expenses	603	999
	<u>39,410</u>	<u>28,321</u>
Legal and professional costs:		
Accountancy fees	400	400
	<u>400</u>	<u>400</u>
<b>Total Administrative expenses</b>	<u>40,640</u>	<u>29,702</u>

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