

HIGHNAM COMMUNITY CENTRE TRUST

REGISTERED CHARITY 290798

FINANCIAL STATEMENTS

30TH SEPTEMBER 2020

Knights
Accountants and Tax Advisors

HIGHNAM COMMUNITY CENTRE TRUST
REGISTERED CHARITY 290798
REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30TH SEPTEMBER 2020

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HIGHNAM COMMUNITY CENTRE TRUST

REGISTERED CHARITY 290798

ADMINISTRATIVE INFORMATION

TRUSTEES: Mr. Y. Watkins - Chairman
Mr. R. Train - Treasurer
Mr. M.J. Ridge
Mr. M. Welch

BOOKINGS MANAGER: Mr. H.W. Hawkes

CARETAKER: Mr. M. S. Stock

PRINCIPAL ADDRESS: The Old School
Newent Road
Highnam
GLOUCESTER
GL2 8DG

INDEPENDENT EXAMINER: Knights
Accountants and Tax Advisors
21 Highnam Business Centre
Highnam
GLOUCESTER.
GL2 8DN

BANKERS: Lloyds TSB Bank plc
19, Eastgate
GLOUCESTER
GL1 1NS

HIGHNAM COMMUNITY CENTRE TRUST

REGISTERED CHARITY 290798

TRUSTEES' REPORT

The Trustees submit their report with the accounts of the Charity for the year ended 30th September 2020.

PRINCIPAL OBJECT AND STATUS OF CHARITY

The Charity's principal object is to manage the Old School, Parish Rooms and Gambier Parry Hall for the benefit of the residents of the Parish of Highnam in the County of Gloucestershire on behalf of Highnam Parish Council.

ADMINISTRATION OF THE CHARITY

The Charity is administered by the Chairman, Secretary and Treasurer and managed by the Management Committee which consists of six elected and eight representative members and may include no more than two co-opted members.

REGULATION OF CHARITY

The Committee manages the Highnam Community Centre Trust which is a registered charity under the Charities Act 1960 subsequently amended by the Charities Act of 1993 and 2006. The Highnam Parish Council acts as the Custodian Trustee under sub section (2) of Section 4 of the Public Trustee Act 1906. The Committee act as charity trustees within the meaning of Section 46 of the Charities Act 1960, the Charities Act of 1993 and 2006. The Parish Council has a leasehold interest in the Parish Room and also holds the freehold of the Old School on behalf of the village.

TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those accounts, the Trustees are required to:-

select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts; prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Act 1985. 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.

HIGHNAM COMMUNITY CENTRE TRUST

REGISTERED CHARITY 290798

TRUSTEES' REPORT

REVIEW OF THE YEAR

The income from the letting of the buildings has decreased by 45% compared with 2019 this was due to COVID-19.

Local Authority funding to the value of £30,000 was received during the year relating to Government COVID-19 assistance.

Monies totalling £3,660 were received in respect of an insurance claim during the year.

Income decreased in the year by £23,593 to £30,098 with a reduction in expenditure of £1,080 to £48,103, resulting in a surplus of £15,802 compared with a surplus of £4,715 in 2019.

The COIF Charities Deposit Account retains any surplus funds. Interest rates currently remain low but the advantage of this account is the ability to obtain immediate withdrawals without penalty.

REMUNERATION AND BENEFITS OF THE TRUSTEES

No remuneration or other benefits have been paid or are payable to any of the Charity Trustees or connected persons during the year under review.

RISKS

The Trustees continue to review any major risks to which the Charity is exposed. The major risk would be the loss of regular users and the Committee strives to improve the facilities to attract additional lettings. The Committee also explores all avenues of additional income streams to help defray overhead costs should hiring levels fall.

Mr. Y. Watkins
Chairman of the Trustees

Approved by the Trustees: 17th November 2020.

INDEPENDENT EXAMINER'S REPORT TO
THE TRUSTEES OF HIGHNAM COMMUNITY CENTRE TRUST

We report on the accounts of the Trust for the year ended 30th September 2020 which are set out on pages 6 to 9.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is our responsibility to:

examine the accounts under section 43(3) (a) of the 1993 Act:

to follow the procedure laid down in the General Directions given by the Charity Commission under section 43(7) (b) of the 1993 Act; and

to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An independent examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of 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 accounts.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material aspect, the requirements:

to keep accounting records in accordance with section 41 of the 1993 Act; and

to prepare accounts which accord with the accounting records and to comply with the accounting requirement of the 1993 Act

have not been met; or

- (2) to which, in our opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

Knights
Accountants and Tax Advisors
21 Highna Business Centre
Highnam
GLOUCESTER.
GL2 8DN

Date: 18 November 2020

HIGHNAM COMMUNITY CENTRE TRUST

REGISTERED CHARITY 290798

BALANCE SHEET

AS AT 30TH SEPTEMBER 2020

FIXED ASSETS (NOTE 2)	<u>5,009</u>	<u>5,203</u>
CURRENT ASSETS		
Debtors and prepayments (NOTE 3)	2,669	7,074
COIF Charities Deposit Fund	61,212	37,065
Lloyds TSB current account	3,593	2,840
30 day Business account	3	3
Cash in hand	<u>37</u>	<u>37</u>
	67,514	52,420
CURRENT LIABILITIES		
Creditors – amounts falling due within 1 year (Note 4)	<u>1,207</u>	<u>2,109</u>
NET CURRENT ASSETS	<u>66,307</u>	<u>50,311</u>
NET ASSETS	£ <u>71,316</u>	£ <u>50,799</u>

REPRESENTED BY:

GENERAL FUND

Balance at 1 st October 2019	55,514	50,799
(Deficit)/Surplus of income over expenditure	<u>15,802</u>	<u>4,715</u>
Balance at 30 th September 2020	£ <u>71,316</u>	£ <u>55,514</u>

Approved by the Trustees on 17 November 2020 and signed on its behalf by:

Y. WATKINS – CHAIRMAN

R. TRAIN- TREASURER

HIGHNAM COMMUNITY CENTRE TRUST

REGISTERED CHARITY 2790798

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30TH SEPTEMBER 2020

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
INCOME		
Hire charges – Regular users	24,652	46,293
– Occasional users	<u>4,446</u>	<u>6,398</u>
	29,098	52,691
Interest received	147	207
Local Authority funding	30,000	-
Insurance Claim	3,660	-
Donations – 100 club	<u>1,000</u>	<u>1,000</u>
	<u>63,905</u>	<u>53,898</u>
EXPENDITURE		
Centre Manager's charges	4,800	6,000
Caretaker & Cleaners' charges	12,114	12,021
Computer system maintenance	66	205
Post Office retainer (keys)	200	200
Water rates	1,484	419
Light and heat	7,466	8,327
Repairs and maintenance – buildings	12,582	8,988
– grounds	-	4,117
Telephone and postage	90	252
Printing and stationery	247	311
Professional Fees	1,611	1,229
Licenses and Insurance	3,232	3,121
Pest control	480	480
Cleaning materials and consumables	845	623
Independent Examiner's and Treasurer's honorarium	-	150
Accountancy	330	300
Advertising	90	90
Depreciation	<u>2,466</u>	<u>2,350</u>
	<u>48,103</u>	<u>49,183</u>
(DEFICIT)/SURPLUS OF INCOME OVER EXPENDITURE FOR THE YEAR	£ <u>15,802</u>	£ <u>4,715</u>

HIGHNAM COMMUNITY CENTRE TRUST

REGISTERED CHARITY 290798

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH SEPTEMBER 2020

1. ACCOUNTING POLICIES

(a) Accounting Convention

The accounts are prepared under the historical cost convention on an accruals basis.

(b) Accounting by Charities

The recommendations of SORP2 (Accounting by Charities) have been followed in the preparation of these accounts.

(c) Fund Accounting

The Charity's general fund consists of funds which the Charity may use for its purpose at its discretion.

(d) Fixed assets and Depreciation

Fixed assets are included in the accounts at their historical cost.

Depreciation is provided on all tangible fixed assets at the following annual rates on a straight line basis: Furniture and equipment 20%

2. FIXED ASSETS

	<u>Furniture & Equipment</u>
Cost	<u>£</u>
At 1 st October 2019	42,409
Additions	<u>2,272</u>
At 30 th September 2020	<u>44,681</u>
 Depreciation	
At 1 st October 2019	37,206
Charge for the year	<u>2,466</u>
At 30 th September 2020	<u>39,672</u>
 WRITTEN DOWN VALUE	
At 1 st October 2019	£ <u>5,203</u>
At 30 th September 2020	£ <u>5,009</u>

HIGHNAM COMMUNITY CENTRE TRUST

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH SEPTEMBER 2020

3. DEBTORS AND PREPAYMENTS	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Hire charges owing	671	4,234
Prepayments and other debtors	<u>1,998</u>	<u>2,840</u>
	<u>£ 2,669</u>	<u>£ 7,074</u>

4. CREDITORS

Accrued expenses	<u>£ 1,207</u>	<u>£ 2,109</u>
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5. ONE HUNDRED CLUB

The charity is supported by a 100 club which provides donations towards the cost of equipment required by the Parish Buildings. At 30th September 2020 there were funds available of £1,333 (2019 £771)

6. TAXATION

As the Highnam Community Centre Trust is a Registered Charity, it is exempt from taxation under section 505, Income and Corporation Taxes Act 1988.