

**HIGHNAM COMMUNITY CENTRE TRUST**

**REGISTERED CHARITY 290798**

**FINANCIAL STATEMENTS**

**30<sup>TH</sup> SEPTEMBER 2024**

**Knights**  
**Accountants and Tax Advisors**

**HIGHNAM COMMUNITY CENTRE TRUST**  
**REGISTERED CHARITY 290798**  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2024**

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**HIGHNAM COMMUNITY CENTRE TRUST**

**REGISTERED CHARITY 290798**

**ADMINISTRATIVE INFORMATION**

**TRUSTEES:** Mr. C. Coats - Chairman  
Mr. S. Barnard - Treasurer  
Mr. M..Brundrett - Secretary  
Mr. R. Bailey  
Mr.I. Powell

**BOOKINGS MANAGER:** Mr. R. Hicks

**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 30<sup>th</sup> September 2024.

#### **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 increased slightly during the period to £46,927 (2023 £45,424).

Funding was received during the year totalling £113,224 (Highnam Parish Council £102,996, Tewkesbury Borough Council £905 and The Bernard Sunley Foundation £10,000) relating to the extension and refurbishment costs of 'The Old School, Highnam Community Centre, Newent Road, Highnam, Glos GL2 8DG.

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. C. Coats  
Chairman of the Trustees

Approved by the Trustees: 19<sup>th</sup> October 2025

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

We report on the accounts of the Trust for the year ended 30<sup>th</sup> September 2024 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 Highnam Business Centre  
Highnam  
GLOUCESTER.  
GL2 8DN

Date: 22<sup>nd</sup> October 2025

**HIGHNAM COMMUNITY CENTRE TRUST**

**REGISTERED CHARITY 290798**

**BALANCE SHEET**

**AS AT 30<sup>TH</sup> SEPTEMBER 2024**

	<u>2024</u>	<u>2023</u>
<b>FIXED ASSETS (NOTE 2)</b>	<u>2,545</u>	<u>1,708</u>
<b>CURRENT ASSETS</b>		
Debtors and prepayments (NOTE 3)	5,205	7,282
COIF Charities Deposit Fund	6,586	6,252
Lloyds - Current Account	12,098	13,927
- 30 Day Business Account	3	3
- Trust Reserve Account	15,424	21,712
Cash in Hand	<u>11</u>	<u>-</u>
	39,327	49,176
<b>CURRENT LIABILITIES</b>		
Creditors – amounts falling due within 1 year (Note 4)	<u>4,020</u>	<u>2,042</u>
<b>NET CURRENT ASSETS</b>	<u>35,307</u>	<u>47,134</u>
<b>NET ASSETS</b>	<u>37,852</u>	<u>48,842</u>
<b>REPRESENTED BY:</b>		
<b>GENERAL FUND</b>		
Balance at 1 <sup>st</sup> October 2023	48,842	43,354
(Deficit)/Surplus of income over expenditure	<u>(10,990)</u>	<u>5,488</u>
Balance at 30 <sup>th</sup> September 2024	<u>37,852</u>	<u>48,842</u>

Approved by the Trustees on 19<sup>th</sup> October 2025 and signed on its behalf by:

Mr. C. Coats - CHAIRMAN

Mr. S. Barnard - TREASURER



**HIGHNAM COMMUNITY CENTRE TRUST**

**REGISTERED CHARITY 2790798**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2024**

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
<b>INCOME</b>		
Hire charges – Regular users	<u>46,927</u>	<u>45,195</u>
<b>OTHER INCOME</b>		
Interest received	613	359
Old School Project Grants	113,224	26,970
Donations	<u>-</u>	<u>229</u>
	113,837	72,753
<b>EXPENDITURE</b>		
Storage rent	-	1,543
Centre Manager's charges	7,350	4,200
Caretaker & Cleaners' charges	10,175	11,100
Computer & I.T. costs	131	-
Water rates	1,932	409
Light and heat	16,786	8,453
Repairs and maintenance – general	2,690	1,583
– grounds	288	480
Old school project costs	122,664	31,349
Printing and stationery	214	102
Legal and professional fees	2,093	35
Sundry Expenses	474	589
Licenses and Insurance	3,318	4,374
Pest control	-	480
Training costs	118	-
Cleaning materials and consumables	1,232	1,051
Accountancy	468	432
Subscriptions	552	-
Advertising	100	95
Depreciation	<u>1,169</u>	<u>990</u>
	<u>171,754</u>	<u>67,265</u>
<b>(DEFICIT)/SURPLUS OF INCOME OVER EXPENDITURE FOR THE YEAR</b>	<u>(10,990)</u>	<u>5,488</u>

**HIGHNAM COMMUNITY CENTRE TRUST**

**REGISTERED CHARITY 290798**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2024**

**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 &amp; Equipment</u>
<b>Cost</b>	<u>£</u>
At 1 <sup>st</sup> October 2023	46,320
Additions/Disposals	<u>2,006</u>
At 30 <sup>th</sup> September 2024	<u>48,326</u>
 <b>Depreciation</b>	
At 1 <sup>st</sup> October 2023	44,612
Charge for the year	<u>1,169</u>
At 30 <sup>th</sup> September 2024	<u>45,781</u>
 <b>WRITTEN DOWN VALUE</b>	
At 1 <sup>st</sup> October 2023	<u>1,708</u>
At 30 <sup>th</sup> September 2024	<u>2,545</u>

**HIGHNAM COMMUNITY CENTRE TRUST**

**REGISTERED CHARITY 290798**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2024**

<b>3. DEBTORS AND PREPAYMENTS</b>	<b><u>2024</u></b>	<b><u>2023</u></b>
	<u>£</u>	<u>£</u>
Hire charges owing	2,070	3,943
Prepayments and other debtors	<u>3,135</u>	<u>3,302</u>
	<u>5,205</u>	<u>7,245</u>

**4. CREDITORS**

Accrued expenses	<u>4,020</u>	<u>2,042</u>
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**5. 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.