

# **PHOENIX COMMUNITY CENTRE ASSOCIATION**

**Charity Number: 291277**

## **ANNUAL REPORT & FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**30TH SEPTEMBER 2023**

# Phoenix Community Centre Association

## Legal and Administration

<b>Current Trustees:</b>	Ms E Edevbie	Chair
	Mr A B Diamond	Trustee
	Mr D Dwyer	Trustee

**Charity No:** 291277

**Principal Address:** 66 Westow Street  
Upper Norwood  
London  
SE19 3AF

**Independent Examiner:** Accounting Without Borders  
St Mary's Court  
The Broadway  
Amersham HP7 0UT  
United Kingdom

**Bankers:** Barclays Bank Plc  
Leicester  
LE87 2BB

Lloyds Bank  
25 Gresham Street  
London  
EC2V 7HN

**Solicitors:** Bennett Welch  
BankChambers  
Westow Hill  
Upper Norwood  
London  
SE19 1TY

# **Phoenix Community Centre Association**

## **Trustees Report**

### **For the year ended 30th September 2023**

The trustees present their report with financial statements of the charity for the year ended 30 September 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities'

#### **Governing Document**

The charity is controlled by its governing document dated 6 March 1985 as amended May 2015, and constitutes an unincorporated body.

#### **Recruitment and Appointment of New Trustees**

Trustees are appointed by eligible members of the committee at Annual General Meetings.

#### **Organisational Structure**

Principal positions are Chair, Secretary and Treasurer. The committee work as a team and duties are not specified due to the varied nature of community work.

#### **Risk Management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Income is derived from hirers who are either long term clients under contract, or casual hirers who pay four weeks in advance, thus obviating default. All incoming invoices are scrutinised, and outgoing cheques countersigned.

### **OBJECTIVES AND ACTIVITIES**

#### **Objective and Aims**

To promote the benefit of the inhabitants of principally the London Postal Districts of SE19 and the immediately surrounding postal districts, to wit, Thornton Heath, SE25, SE20, SE26, SE21 and SE27 by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the objective of improving the conditions of life for the said inhabitants; to maintain and manage the Community Centre for activities promoted by the Association and its constituent bodies in furtherance of the above objectives.

The Association actively encourage people to instruct or engage in healthy lifestyles, both physically and mentally.

#### **Significant Activities**

The trustees have given due consideration to the Charity Commission's published guidance on the public benefits requirement.

The main activities undertaken for the public benefit during the financial year 2022 to 2023 include Keep Fit, Dance Fitness, Bridge Club, Pilates, Alcoholic Anonymous (AA), Slimming World, Faith groups, Seniors' Fitness(Jean Hedden), Councillors' Surgeries, Narcotics Anonymous (NA), Musical instrument practice, Electoral polling station, Phoenix retirement association, Crystal Palace Palestine, Art Therapy, Salsa Classes, Tai-Chi, Funeral receptions, Sister Pictures, Women's Institute.

The Centre also provides meeting rooms for a wide variety of local groups, and serves as a designated warm space for our elderly users during the winter months.

### **FINANCIAL REVIEW**

#### **Reserves Policy**

The Association holds two current accounts, with Barclays Bank being the primary account. A reserve of approximately £15,000 is held with Lloyds as contingency money to reimburse hirer's deposits, caretakers' salaries etc., in the event that the building may have to close for maintenance or emergency.

# Phoenix Community Centre Association

## Trustees Report

### For the year ended 30th September 2023

#### PUBLIC BENEFIT

We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and planning our future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives of the charity and are confident that our activities during the past year have been for the public benefit.

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing these financial statements the Trustees are required to

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on a 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 which 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. 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.

#### KEY CONTROLS USED BY THE CHARITY

The charity follows good practice guidelines appropriate to charities of its size. These include

##### Governance

- Annual planning by the Trustees, with key aims, objectives and priorities.
- Regular reporting on performance
- Regular meetings of Trustees with reports and minutes

##### Finance

Trustees are responsible to

- monitor budget setting and controls, with regular reporting.
- ensure adequate reserves policy and review annually.
- ensure a range of resources, including individuals, churches, trusts, business support.

Compliance with the law and regulations.

The trustees ensure up-to-date knowledge of charity requirements, employment laws and taxation requirements.

#### INDEPENDENT EXAMINER

Accounting Without Borders were appointed as the charity's independent examiner during the year.

This report was approved by the Trustees on Jul 03 2024

#### ON BEHALF OF THE BOARD

*Mr D Dwyer*

.....  
Mr D Dwyer  
Trustee

# Independent Examiner's Report to the trustees of Phoenix Community Centre Association

I report on the accounts of the Trust for the year ended 30 September 2023, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

## 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

## Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An 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 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## Independent Examiner's Statement

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

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:-
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and with the methods and principles of the Accounting and Reporting by Charities:

have not been met; or

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

*Manish Panjabi*

**Manish Panjabi**

Accounting Without Borders  
The Broadway  
Amersham  
HP7 0UT  
United Kingdom

# Phoenix Community Centre Association

## Statement of Financial Activities

### For the year ended 30th September 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total 30.09.23 £	Total 30.09.22 £
<b>Income and endowments from:</b>					
Donations and legacies		-	-	-	780
Other trading income	5	61,887		61,887	66,971
Investment income	6	38		38	1
Other income		-		-	
<b>Total income and endowments</b>		<b>61,925</b>	<b>-</b>	<b>61,925</b>	<b>67,752</b>
<b>Expenditure on:</b>					
Raising funds		13,300		13,300	-
Charitable activities					
Provision of community facilities and services		36,778		36,778	43,441
<b>Total expenditure</b>		<b>50,078</b>	<b>-</b>	<b>50,078</b>	<b>43,441</b>
Net Income/ (Expenditure) before gains and losses on investments		11,847	-	11,847	24,311
Net gains/(losses) on investments			-	-	-
Net Income/ (Expenditure) for the year		11,847	-	11,847	24,311
Net gains/(losses) on the revaluation of fixed assests		-		-	-
<b>Net movement in funds</b>		<b>11,847</b>	<b>-</b>	<b>11,847</b>	<b>24,311</b>
<b>Reconciliation of Funds</b>					
Fund balances brought forward at 1st October		78,937		78,937	54,626
Fund balances carried forward at 30th September		90,784	-	90,784	78,937

All transactions are derived from continuing activities.

All recognised gains and losses are included in the Statement of Financial Activities.

# Phoenix Community Centre Association

## Statement of Financial Activities

### For the year ended 30th September 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total 30.09.22 £	Total 30.09.21 £
<b>Income and endowments from:</b>					
Donations and legacies		780	-	780	20,607
Other trading income	5	66,971		66,971	37,800
Investment income	6	1		1	-
Other income				-	9,286
<b>Total income and endowments</b>		<b>67,752</b>	<b>-</b>	<b>67,752</b>	<b>67,693</b>
<b>Expenditure on:</b>					
Raising funds				-	
Charitable activities				-	
Provision of community facilities and services		43,441		43,441	39,387
<b>Total expenditure</b>		<b>43,441</b>	<b>-</b>	<b>43,441</b>	<b>39,387</b>
Net Income/ (Expenditure) before gains and losses on investments		24,311	-	24,311	28,306
Net gains/(losses) on investments			-	-	-
Net Income/ (Expenditure) for the year		24,311	-	24,311	28,306
Net gains/(losses) on the revaluation of fixed assests		-		-	-
<b>Net movement in funds</b>		<b>24,311</b>	<b>-</b>	<b>24,311</b>	<b>28,306</b>
<b>Reconciliation of Funds</b>					
Fund balances brought forward at 1st October		54,626		54,626	26,320
Fund balances carried forward at 30th September		78,937	-	78,937	54,626

All transactions are derived from continuing activities.

All recognised gains and losses are included in the Statement of Financial Activities.

# Phoenix Community Centre Association

## Balance Sheet at 30th September 2023

	Notes	30.09.23 £	30.09.23 £	30.09.22 £	30.09.22 £
<b>Fixed Assets</b>					
Tangible assets	8		987		1,376
<b>Current Assets</b>					
Debtors and prepayments	7	2,968		2,968	
Cash at bank and in hand		<u>90,785</u>		<u>79,617</u>	
		93,752		82,585	
<b>Creditors: Amounts falling due within one year</b>	9	<u>(3,955)</u>		<u>(5,024)</u>	
<b>Net Current Assets</b>			<u>89,798</u>		<u>77,561</u>
<b>Net Assets</b>			<u><u>90,784</u></u>		<u><u>78,937</u></u>
<b>Funds</b>	10				
<b>Restricted funds</b>			-		-
<b>Unrestricted Funds</b>					
General Funds			89,798		77,561
Fixed Assets Funds			987		1,376
			<u>90,784</u>		<u>78,937</u>

Jul 03 2024

Approved by the trustees on \_\_\_\_\_ and signed on their behalf by:-

*Mr D Dwyer*

.....  
Mr D Dwyer  
Trustee



# Phoenix Community Centre Association

## Statement of Cash Flow

### for the year ended 30 September 2023

	2023	2022
	£	£
<b>Cash flows from operating activities</b>		
Net income per Statement of Financial Activities	11,847	24,311
<b>Adjustments for:</b>		
Depreciation of property, plant and equipment	389	557
Dividends, interest and rents from investments		
Other gains/losses		
Decrease in trade and other receivables	1	1,820
Increase in trade and other payables	(1,069)	404
<b>Net cash used in operating activities</b>	<u>11,168</u>	<u>27,092</u>
<b>Cash flows from investing activities</b>		
Dividends, interest and rents from investments		
<b>Net cash from investing activities</b>	<u>-</u>	<u>-</u>
Net cash from financing activities		
<b>Net increase in cash and cash equivalents</b>	11,168	27,092
<b>Cash and cash equivalents at the beginning of the year</b>	79,617	52,526
<b>Cash and cash equivalents at the end of the year</b>	<u>90,785</u>	<u>79,618</u>
<b>Components of cash and cash equivalents</b>		
Cash and bank balances	90,785	79,618
	<u>90,785</u>	<u>79,618</u>

# **Phoenix Community Centre Association**

## **Notes to the Financial Statements**

### **For the year ended 30th September 2023**

#### **1 Accounting Policies**

##### **Basis of preparation of financial statements**

The financial statements have been prepared 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) - Charities SORP (FRS 102) (effective 1 January 2015) - the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

##### **Going Concern**

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts for future periods to 30 September 2024, the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

##### **Fund accounting**

Unrestricted funds comprise accumulated surpluses and deficits on general funds. They are available for use at the discretion of the Trustees in furtherance of the general charitable objectives.

Designated funds are amounts which the Executive Committee have decided at their discretion to set aside for use for a specific purpose.

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for specific purpose. The cost of raising and administering such funds is charged against the specific fund.

##### **Incoming recognition**

Income represents the total income receivable during the year comprising grants, donations and gifts, merchandise and publications, and investment income. Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

Donations, grants and gifts are recognised when receivable. In the event that a donation is subject to fulfilling performance conditions before the charity is entitled to the funds, the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period.

# Phoenix Community Centre Association

## Notes to the Financial Statements

### For the year ended 30th September 2023

#### 1 Accounting Policies (continued)

##### **Resources expended**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probably that a settlement is required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. Expenditure includes VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the fundraising costs and publicity activities incurred seeking donations and grants for the charity and their associated support costs.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activity. It includes donations made to organisations and costs incurred in the operation of projects and programmes together with their associated support costs.

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance, premises, marketing and general office costs. Governance costs are those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

##### **Tangible fixed assets and depreciation**

Depreciation is calculated to write off the cost of fixed assets over their estimated useful lives using the following rates:

Plant and machinery	20% per annum on reducing balance
Office equipment & fittings	33% per annum on reducing balance

##### **Financial Instruments**

###### **Cash and cash equivalents**

Cash and cash equivalents include cash at bank and in hand and short term deposits with a maturity date of three months or less.

###### **Debtors and creditors**

Debtors and creditors receivable or payable within one year of the reporting date are carried at their transaction price. Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payment discounted at a market rate of interest.

###### **Critical accounting estimates and areas of judgement**

In preparing financial statements it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements.

In preparing financial statements it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements.

# Phoenix Community Centre Association

## Notes to the Financial Statements

### For the year ended 30th September 2022

<b>2 Net Movement in Funds</b>	<b>30.09.23</b>	<b>30.09.22</b>
	<b>£</b>	<b>£</b>
The net movement in funds is stated after charging:		
Depreciation	389	557
Independent Examiner's fees	1,080	1,080
	<u>1,080</u>	<u>1,080</u>
<b>3 Employees and Staff Costs</b>	<b>30.09.23</b>	<b>30.09.22</b>
	<b>Number</b>	<b>Number</b>
In aggregate the number of full and part time persons employed during the year was:		
Staff members - Operations	1	1
	<u>1</u>	<u>1</u>
Staff costs were as follows:	<b>£</b>	<b>£</b>
Salaries and wages	9,353	8,498
National insurance	-	
Pension scheme		
	<u>9,353</u>	<u>8,498</u>
	<u>9,353</u>	<u>8,498</u>
No employee received in excess of £60,000 during the year (2022-£nil).		
<b>4 Trustees Remuneration and Reimbursed Expenses</b>		
No members of the Executive Committee received remuneration for their services during the year (2022 - £nil).		
No member of the Executive Committee received any expenses during the year (2022 - £nil).		
<b>5 Other trading income</b>	<b>30.09.22</b>	<b>30.09.21</b>
Hall rental	61,887	66,951
Photocopier & vending machine	-	21
	<u>61,887</u>	<u>66,972</u>
	<u>61,887</u>	<u>66,972</u>
<b>6 Investment income</b>		
Bank Interest received	38	1
	<u>38</u>	<u>1</u>
	<u>38</u>	<u>1</u>
<b>7 Debtors</b>		
Debtors and Prepayments	2,968	2,968
	<u>2,968</u>	<u>2,968</u>
	<u>2,968</u>	<u>2,968</u>

# Phoenix Community Centre Association

## Notes to the Financial Statements

### For the year ended 30th September 2023

<b>8 Tangible Assets</b>					
		<b>Plant and Machinery £</b>	<b>Office Equipment and Fittings £</b>	<b>Total £</b>	
<b>Cost</b>					
At 1st October 2021		22,743	20,620	43,363	
Additions		-	-	-	
Disposals		-	-	-	
		<hr/>	<hr/>	<hr/>	
At 30th September 2022		22,743	20,620	43,363	
		<hr/>	<hr/>	<hr/>	
<b>Depreciation</b>					
At 1st October 2021		22,244	19,743	41,987	
Charge for the year		100	289	389	
		<hr/>	<hr/>	<hr/>	
At 30th September 2023		22,344	20,032	42,376	
		<hr/>	<hr/>	<hr/>	
<b>Net Book Value</b>					
At 30th September 2023		399	587	987	
		<hr/>	<hr/>	<hr/>	
At 30th September 2022		499	877	1,376	
		<hr/>	<hr/>	<hr/>	
<b>9 Creditors: Amounts falling due within one year</b>			<b>30.09.23 £</b>	<b>30.09.22 £</b>	
Trade creditors			2,125	2,136	
Accruals and deferred income			1,819	1,809	
Taxation and social security			10	674	
			<hr/>	<hr/>	
			<hr/>	<hr/>	
<b>10 Unrestricted Funds</b>	<b>Balance at 01st Oct. 2022 £</b>	<b>(Deficit) / Surplus for the year £</b>	<b>Transfers £</b>	<b>Utilised/ Realised £</b>	<b>Balance at 30th Sep. 2023 £</b>
General Funds	77,365	12,236	-	-	89,601
Fixed assets	1,572	-	-	(389)	1,183
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Unrestricted Funds</b>	78,937	12,236	-	(389)	90,784
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The fixed asset fund represents the net book value of the fixed assets - excluding those reflected in the Restricted Funds.

#### 11 Related Party Transactions

During the year 2022/23, Phoenix Community Centre Association bought services to the value of £29,100 (2021/22 - £25,000) to the following organisation where its Trustee is involved:

1) Concordance - Services for £29,100