



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From April 2022 Period start date To March 2023 Period end date

Charity name: Bullbrook Community Association

Charity registration number: 300124

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>1. To promote for the benefit of inhabitants of the electoral ward of Bullbrook and the neighbourhood without distinction of sex, sexual orientation, race or political, religious or other opinions by associating together the said individuals and the local authorities, voluntary and other organisations 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 object of improving the conditions of life for the said occupants</p> <p>2. Establish or secure the establishment of a community centre and to maintain and manage the same in furtherance of these objects.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>BCA is committed to enabling as many people as possible to benefit from the centre and ensuring it is a warm, welcome space for local residents and that the activities taking place are diverse with a good mix of commercial and community hirers</p> <p>The centre is hired to a number of groups and classes that cater for the whole community and include activities such as dance, exercise, indoor sports and parent and toddler group. In addition, there are several community led groups that offer a number of wellbeing activities for older people and the wider community such as Age Concern and the weekly Communithea as well as community run Short Mat Bowls.</p> <p>The centre is also available and hired out to the community for parties and special occasions.</p>
Statement confirming whether the trustees have	Para 1.18	The trustees endeavour to seek advice and guidance from the charities commission

had regard to the guidance issued by the Charity Commission on public benefit		where necessary and keep up to date with any legislation changes
---	--	--

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	BCA have not applied for grants.
Policy on social investment including program related investment	Para 1.38	BCA endeavours to invest in the local community by offering opportunities for residents to participate in health and wellbeing activities and by offering a welcoming space to meet neighbours and make new friends
Contribution made by volunteers	Para 1.38	BCA would like to thank all their volunteers for taking time out of their busy lives
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>BCA continues to manage and maintain the community centre and gain feedback from their users.</p> <p>BCA have acknowledged that consultation with the community on the activities at the centre is needed. This will help identify gaps and enable us to plan future programmes that benefit the local community and once a full committee is in place this be one of their priorities.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	Para 1.41	No objectives were set last financial year due to difficulties recruiting new trustees. BCA will endeavour to prepare a business
--	-----------	--

Achievements against objectives set		plan for the future and set realistic objectives whilst undergoing recruitment drive for more committee members.
Performance of fundraising activities against objectives set	Para 1.41	There have been no fundraising activities taking place this financial year, the main source of income has been through hall hire.
Investment performance against objectives	Para 1.41	No investment plan has been prepared this year. However, once new trustees have been recruited BCA will prioritise the need for reinvestment and undertake a full inventory of the centre activities and provision.
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	BCA's position is very stable with regular long-term hirers and ad hoc party bookings. However, due to ongoing issues with the development adjacent to the centre some groups have been unable to use the back room. This has resulted in them finding an alternative venue. This has reflected in this accounting period with a shortfall of inc/exp. However, the balance and contingency remains healthy
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	It is BCA's policy to maintain unrestricted funds as a contingency, this equates to a minimum 12 months running costs or 15% of the annual income as per the lease agreement
Amount of reserves held	Para 1.22	No separate reserves account but the balance of £69,214 allows for the contingency
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Whilst the current treasurer and centre manager have been managing the centre and assets it has become increasingly difficult due to lack of trustees. Efforts to recruit have been unsuccessful to date but further recruitment drives are underway to ensure the community associations future sustainability.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The main source of funding is through regular hire charges for the community centre and ad hoc party bookings. The commercial hire offsets community groups that receive reduced rates and other NPO's that are offered free hire such as Communitia
Investment policy and objectives including any social investment policy adopted	Para 1.46	BCA do not have an investment policy but will do a 6 monthly evaluation of current projects, maintenance and opportunities and plan accordingly. Once a full committee has been established this will be a focus and priority
A description of the principal risks facing the charity	Para 1.46	As always the biggest challenge is recruitment and retention of trustees and volunteers . With the passing of the previous secretary and the resignation of the chair, there are current vacancies. A recruitment drive is underway for a new chair and secretary. BCA are being supported by the local authority officer to

		manage and maintain the centre and all assets as well as financial matters.
Other		<p>Ongoing issues with the Silva Homes development of the land immediately outside the community centre. Every effort has been made to liaise with Silva Homes with the support of Bracknell Forest Council officer. Whilst some issues have been rectified there are ongoing issues that are having a huge impact on the centre, with noise, mess and accessibility issues affecting groups using the back room. This has resulted in several groups leaving as no other space was available. Ongoing liaison with Silva Homes.</p>

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Members may stand or produce a nomination and can be voted in by existing members at each AGM. However, due to lack of committee members no AGM was held this financial year.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The local authority provide induction training for trustees and BCA will organise on behalf of new trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Chair VACANCY Treasurer Secretary VACANCY Committee members VACANCIES Centre Manager (paid) Local elected members (representatives) Borough council officer
Relationship with any related parties	Para 1.51	Local authority owned building which is leased and managed by BCA. Support from council officer
Other		

Reference and Administrative details

Charity name	Bullbrook Community Association
Other name the charity uses	BCA
Registered charity number	300124
Charity's principal address	Bay Road Bracknell Berkshire RG12 2NL

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	Isabel Mattick	Chair	April 2023 – October 2023	BCA
2	Jane Castle	Treasurer		BCA
3	VACANT	Secretary		BCA
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
RONALD TAYLOR		
KATHLEEN TAYLOR		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Jane Castle	
Position (eg Secretary, Chair, etc)	Acting Chair	
Date	11/9/24	

BULLBROOK COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2023

Contents

	Page
General Information	2
Accountant's Report	3
Client Approval Certificate	4
Profit & Loss Account	5
Balance Sheet	6

GENERAL INFORMATION

Treasurer Ms Jane Castle

Address Bay Road
Bullbrook
Bracknell
Berkshire
RG12 2NL

ACCOUNTANT'S REPORT

TO BULLBROOK COMMUNITY ASSOCIATION

In accordance with hyour instructions, the financial statements of Bullbrook Community Association, which comprises the Profit & Loss Account, Balance Sheet and related notes, have been compiled from the accounting records, information and explanations that you have provided.

The financial statements are not intended to achieve full
Compliance with the provision of UK Generally Accepted Accounting Principles.

This report is made to you. The work that has been undertaken has been that necessary to compile the financial statements, report to you on them and to state any matters to you in this report and for no other purpose. No responsibility is accepted or should be assumed to anyone other than Forest Park Community Association for that work or for this report.

You have approved the financial statements for the year ended 31st March 2023 and have acknowledged your responsibility for them, for the appropriateness of the accounting basis and for providing all information and explanations necessary for their compilation.

The accuracy and completeness of the accounting records and the information and explanations provided by you has not been verified and therefore no opinion is expressed on or statement appended to the financial statements.

Sandra Douglas
SKD Accounting Ltd
62 Westmorland Drive
Warfield
Berkshire
RG42 3QP

Date25/03/2024.....

CLIENT APPROVAL CERTIFICATE

In accordance with the terms of engagement of SKD Accounting Ltd, I approve the financial statements for the year ended 31st March 2023 which comprises the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the financial statements, including the appropriateness of the accounting basis, and for providing SKD Accounting Ltd with all information and explanations necessary for their compilation.

.....
J. Castle

Date

PROFIT & LOSS ACCOUNT
For the Year Ended 31 March 2023

	2023	
	£	£
Income:		
Hall Hire	27,791	
Grants	300	
Donations & Legacies	178	
Interest Income	95.34	
		<u>28,365</u>
Expenditure:		
Wages	19,705	
Water rates & rent	200	
Insurance	597	
Light & Heat	4,499	
Telephone	462	
Postage, printing & Stationery	440	
Repairs & Renewals	0	
Cleaning, gardening and waste disposal	924	
Sundry Expenses	306	
Premises Expenses	4,064	
Bank charges	89	
Accountancy	0	
		<u>31,286</u>
		<u>(2,921)</u>
Renovations, Fixtures & Fittings:		
Office Equipment		0
NET PROFIT/(LOSS)		<u><u>(2,921)</u></u>

BALANCE SHEET
At 31 March 2023

		2023		2022	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible Assets		0	<u>0</u>	0	<u>0</u>
CURRENT ASSETS					
Debtors		1,288		495	
Prepayments		0		0	
Current Account		68,113		72,395	
Cash in Hand		(50)	<u>69,351</u>	954	<u>73,844</u>
CURRENT LIABILITIES					
Accrued Expenses		0		0	
Uncleared Cheques		0		0	
Creditors		138	<u>138</u>	502	<u>502</u>
			69,214		73,342
NET ASSETS					
			<u>69,214</u>		<u>73,342</u>
FINANCED BY:					
CAPITAL ACCOUNT					
			<u>69,214</u>		<u>73,342</u>



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Bullbrook Community Association

On accounts for the year
ended

31st March 2023

Charity no
(if any)

300124

Set out on pages

1-7

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date: 25/03/2024

Name:

Sandra Douglas ACMA

Relevant professional
qualification(s) or body
(if any):

CIMA

Address:

62 Westmorland Drive, Warfield, Berkshire, RG42 3QP

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.