

# **Twyford & Ruscombe Community Association**

## **(The Penn Foundation)**

### **(Charity Number 300217)**

### **Trustees Annual Report**

#### **Report of the Trustees for the Year Ending 31<sup>st</sup> March 2023**

The trustees of the Twyford and Ruscombe Community Association (The Penn Foundation) present their Annual Report and Audited Accounts for the year ended 31<sup>st</sup> March 2023 and confirm that they comply with the requirements of the Charities Act 2011, the Constitution and the Charities SORP (FRS 102).

#### **Purposes of Charity**

To promote for the benefit of the inhabitants of the Parishes of Twyford and Ruscombe (hereinafter called “the area of benefit”) 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 to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants.

#### **Summary of Main Activities**

The Association continues to provide the community with the facilities to pursue Leisure Time activity. We have been able to maintain the membership numbers with a substantial increase in numbers this year.

The Association has continued to support social and bar functions in the Hall bringing in a healthy surplus to our funds.

The Association intends to apply for grants for improvements to the Hall facilities from external sources to help in this endeavour.

### **Statement with Regard to Public Benefit**

The trustees consider that the Association fully complies with the Charity Commission's requirement to demonstrate the provision of benefit to the public. That this requirement and the Charities' objectives as stated above are met is amply demonstrated.

### **Policy on Grant Making**

From time to time the Association may give concessionary membership for members in need or as an incentive to participate in the activities. Constituent body status is given to local voluntary organisations with a discount.

### **Policy on Social Investment**

Although the Association has no fixed agenda with the Youth, it takes every opportunity to engage with the Youth like Scouts, Children's music lessons, Children's taekwondo etc. etc. to foster generational links. The Association positively encourages younger community members to participate in the Association.

### **Contribution made by Volunteers**

Contributions made by Volunteers (members) come in many different forms. The main categories are Administration, General Maintenance and Bar Support. The Association benefits from only having one member of staff and all other activities being carried out by volunteers.

### **Summary of Main Achievements During 2023**

The main achievements during the last financial year are as follows:-

1. The consolidation of the costs associated with services such as Gas, Electric and water.
2. The implementation of electrical testing and remedial works to bring the building up to an acceptable standard.

3. The rationalisation of the hirers fees and payments to ensure monies are made in a timeous manner and the reduction of all outstanding debts and invoices.
4. An increase in Hall occupancy and therefore Hall turnover.
5. Renovation of the bar area and stock to allow the bar to open to all hirers and therefore turnover.

### **Review of Charities Financial Position at End of March 2023**

Turnover	<b>£91,682.00</b>	<b>Last Year</b>	<b>£49,716.00</b>
Expenditure	<b>£75,042.00</b>	<b>Last Year</b>	<b>£41,647.00</b>
Surplus for Period	<b>£16,640.00</b>	<b>Last Year</b>	<b>£8,069.00</b>

### **Policy for Holding Reserves and Why Held**

The Club holds reserves as a sinking fund to replace worn out equipment, maintain the fabric of the building and to bring the structure and furnishings up to date.

### **Amount of Reserve**

Operating Fund	<b>£57,394.00</b>	<b>Last Year</b>	<b>£40,754.00</b>
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### **Uncertainties in the Future**

As with any other Community Association the future does hold uncertainties. Our main concerns are the Loss of Revenue from Hall Activities, Lack of Members and Rising costs which all affect the finances. Without a good income stream the events the Association offers will not be viable.

Unknown is the future demand for this type of facility in the community.

### **Principal Sources of Funding**

The principal sources of funding are Hall hiring fees, Social and Bar services and Ad Hoc Income from donations and fundraising.



### **Principal Risks Facing the Charity**

The principal risk factors facing the Association are a significant drop in Hall hirers and the loss of social and bar functions.

### **Type of Governing Document and Constitution**

Charitable Constitution with voting Members.

### **Administrative Details**

Charity Name	Twyford Ruscombe Community Assoc. (The Penn Foundation)
Registered Number	300217
Charities Principal Address	Loddon Hall 2 Loddon Hall Road Twyford Berkshire RG10 9BG

### **Names of Charity Trustees**

Name	Office	Dates Acted
1. William Cooper	Chair	28/11/2022 to 18/01/2024
2. John Leslie Jarvis	Secretary	09/09/2022 to 18/01/2024
3. William Roland Evans	Treasurer	28/11/2022 to 18/01/2024

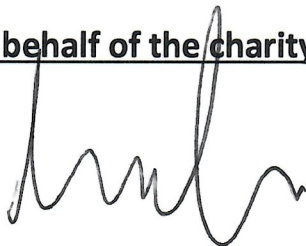
Funds held as Custodian Trustees	None
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Names and addresses of Advisors	Bankers	Nat West Bank PLC 131 Crockhamwell Rd. Woodley Reading
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Solicitors Berkshire  
RG5 3XZ  
Blandy and Blandy LLP  
One Friar Street  
Reading  
Berkshire  
RG1 1DA  
Auditor Gisela Sharpe FCCA  
16 Lincoln Gardens  
Twyford  
Reading  
Berkshire  
RG10 9HU  
Insurance Brokers Towergate Ins. Brokers  
Videcom House  
Newtown Road  
Henley-on-Thames  
Oxfordshire  
RG9 1HG

Signed on behalf of the charity's trustees

Signature

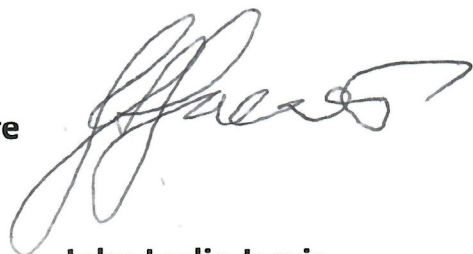


**William Cooper**

**Chair**

**Date** 26/01/24

Signature



**John Leslie Jarvis**

**Secretary**

**Date** 26/01/2024

300217

**TWYFORD & RUSCOMBE COMMUNITY ASSOCIATION**  
**Registered Charity Number 300217**

**Accounts and Independent Examiner's Report**

**31 March 2023**

**TWYFORD & RUSCOMBE COMMUNITY ASSOCIATION**  
**Registered Charity Number 300217**

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**TWYFORD & RUSCOMBE COMMUNITY ASSOCIATION**  
**Registered charity number: 300217**

**Independent examiner's report on the unaudited accounts of Twyford & Ruscombe Community Association: Registered Charity Number 300217**

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

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). The charity's trustees consider that an audit is not necessary 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:-

- 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 and;
- to state whether particular matters have come to my attention

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 the accounts, and seeking explanation from you as trustees concerning any such matters. the procedures undertaken do not provide all the evidence that

Basis of independent examiner's report

I have completed the 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
- 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.



Gisela Sharpe FCCA

Date 18/1/2024



**TWYFORD AND RUSCOMBE COMMUNITY ASSOCIATION**

**REGISTERED CHARITY NUMBER 300217**

**RECEIPTS & PAYMENTS ACCOUNTS**

**for the year ended 31 March 2023**

	Unrestricted funds £	Restricted Funds £	Endowment Funds £	2023 Total Funds £	2022 Last year £
<b>A1 Receipts</b>					
Affiliate fees & subscriptions	243			243	25
Room Hire	69029			69029	27260
Grants					16000
Skate park electricity	1084			1084	
Bar sales	4667			4667	
Other receipts	16659			16659	6431
Sub total	91682			91682	49716
<b>A2 Assets &amp; Investment sales, etc</b>					
Total receipts	91682			91682	49716
<b>A3 Payments</b>					
Employee costs	22728			22728	16223
Premises costs	14391			14391	11665
Repairs	8096			8096	3302
General admin expenses	6837			6837	4711
Fundraising					30
Legal & professional costs	3569			3569	250
Other finance charges	499			499	276
Bar costs	3195			3195	0
Other costs	15727			15727	5190
Sub total	75042			75042	41647
<b>A4 Assets &amp; Investment purchases</b>					
Total payments	75042			75042	41647
(Net of payments/net of receipts)	16640			16640	8069
<b>A5 Transfers between funds</b>					
A6 Cash funds last year end	40754			40754	32685
Cash funds this year end	57394			57394	40754

**TWYFORD AND RUSCOMBE COMMUNITY ASSOCIATION  
REGISTERED CHARITY NUMBER 300217**

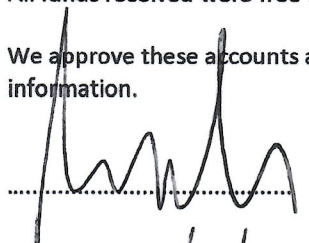
**Statement of assets and liabilities  
for the year ended 31 March 2023**

	Unrestricted funds £	Restricted Funds £	Endowment Funds £	2023 Total Funds £	2022 Last year £
<b>B1 Cash funds</b>					
Natwest	57224			57224	40736
Cash in hand	170			170	18
<b>Total cash funds</b>	<b>57394</b>			<b>57394</b>	<b>40754</b>
<b>B2 Other monetary assets</b>					
VAT reclaim					
Other debtors	6385			6385	
Bar takings not yet banked	447			447	
Trade debtors	807			807	30750
	<b>7639</b>			<b>7639</b>	<b>30750</b>
	Cost £	Current value £		2023 £	2022 £
<b>B3 Investments Assets</b>					
<b>B4 Assets retained for the Charity's own use</b>					
Premises	81156			81156	81156
Bar stock	1382			1382	
Furniture, fixtures & fittings				0	2666
	<b>82538</b>			<b>82538</b>	<b>83822</b>
<b>A4 Assets &amp; Investment purchases</b>					
<b>Total payments</b>	<b>82538</b>			<b>82538</b>	<b>83822</b>
<b>B5 Liabilities</b>					
Trade creditors	388			388	
Advance payments & deposits	2746			2746	
Accruals	250			250	250
HM Revenue & Customs	961			961	2462
Other Liabilities	0			0	1360
	<b>4345</b>			<b>4345</b>	<b>4072</b>

The trustees consider a Receipts and Payments accounts to be the appropriate form of report and the accounts to be reviewed by an Independent Examiner.

All funds received were free funds. There were no other restricted or endowed funds.

We approve these accounts and confirm that we have made available all relevant records and information.



Date

18/01/24



Date

18/01/24.

**TWYFORD & RUSCOMBE COMMUNITY ASSOCIATION**  
**REGISTERED CHARITY NUMBER 300217**  
**NOTES TO THE ACCOUNTS**  
**for the year ended 31 March 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>	-	-
Affiliate fees and subscriptions	243	25
Room hire	69,029	27,260
Grants	-	16,000
Bar sales	4,667	
Sub total receipts	73,939	43,285
<b>Other receipts</b>		
Skate park Electricity	1,084	-
Other receipts	1,703	
Output VAT	14,956	6,431
	-	-
Sub total other receipts	17,743	6,431
Total receipts & other	<u>91,682</u>	<u>49,716</u>
 <b>Employee payments</b>	 -	 -
Employee wages & NI	22,728	16,223
	<u>22,728</u>	<u>16,223</u>
 <b>Premises &amp; payments</b>	 -	 -
General rates	755	385
Water rates & services	1,564	508
Light & heat	9,492	8,989
Cleaning	2,580	1,783
	<u>14,391</u>	<u>11,665</u>

**TWYFORD & RUSCOMBE COMMUNITY ASSOCIATION**  
**REGISTERED CHARITY NUMBER 300217**  
**NOTES TO THE ACCOUNTS**  
**for the year ended 31 March 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>General administrative payments</b>	-	-
Printing, Stationery & postage	119	22
Telephones	963	662
Software & computer expenses (subscriptions)	1,088	235
Insurance	3,941	3,390
Licence fees	726	402
	<u>6,837</u>	<u>4,711</u>
<b>Fundraising</b>		
Advertising & PR	-	30
	<u>-</u>	<u>-</u>
		<u>30</u>
<b>Legal &amp; Professional payments</b>		
Accountants fees	250	250
Other	3,319	
	<u>3,569</u>	<u>250</u>
<b>Other Finance payments</b>		
Bank charges	499	276
	<u>499</u>	<u>276</u>
<b>Other payments</b>		
Input VAT	13,995	5,190
Other sundry payments	1,732	-
	<u>15,727</u>	<u>5,190</u>



## **SUMMARY OF BAR ACCOUNT**

**FOR THE PERIOD ENDING 31 MARCH 2023**

	£	£
<b>SALES</b>		
Takings	4667	
Bar takings unbaked 31.3.2023	447	
	<hr/>	
Total Sales		5114
 <b>COSTS</b>		
Costs	3195	
Bar invoices unpaid 31.3.2023	388	
	<hr/>	
Total costs		3583
		<hr/>
Bar surplus		1531
Bar stock as at 31.3.2023		1382
		<hr/>
Bar profit		<u>2913</u>