

# MARLOW COMMUNITY ASSOCIATION

England & Wales · Charity number 300301

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1967-04-04

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Marlow Community Association  
Liston Hall  
Chapel Street  
Marlow  
Buckinghamshire  
SL7 1DD

**Phone** 01628472558

**Email** [klmhobsons@yahoo.co.uk](mailto:klmhobsons@yahoo.co.uk)

**Website** [www.listonhall.co.uk](http://www.listonhall.co.uk)

## Activities

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**Objects:** A COMMUNITY CENTRE.

**Activities:** Hire of rooms for local clubs, societies and members of the public to use.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Disability, Arts/culture/heritage/science, Amateur Sport, Animals
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

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- **Area of benefit:** MARLOW URBAN DISTRICT AND THE NEIGHBOURHOOD
- Buckinghamshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£79,314	£71,570	-	-
2023-12-31	£83,371	£66,883	-	-
2022-12-31	£72,543	£60,660	-	-
2021-12-31	£43,363	£48,173	-	-
2020-12-31	£39,156	£47,508	-	-

## Trustees

Name	Role	Appointed
<b>Richard Scott</b>	Chair	2017-06-15
ANN LEONARD		
Alison Rae		2018-02-21
Clive Sunshine		2023-01-01
DAVID PART		2021-01-31
Di Lavers		2020-01-01
Espen Ostbye-Strom		2019-11-06
Eve Low		2025-01-01
Geoffrey John LAVERS		2018-05-21
George Gibson FLETT		
George Lawrence		2018-02-12
HILARY MARTIN		2018-01-23
Helen Hoyle		2021-03-03
Hilary Cox		2017-01-18
Jan Duckett		2020-09-01
Joan Gunn		2023-01-01
John Smith		2020-02-01
Jonathan Slack		2024-01-01
Katherine Day		2023-01-01
Keith Sherwood		2018-02-20
Laura Hobson		2020-01-01
Lucy Newell		2018-03-01
Mary Webster		2024-01-01
Peter Burrows		2025-01-01
Robert Mogg		2020-02-01
Robert Savidge		2021-04-01
Roger Shipton		2024-01-01

Name	Role	Appointed
Roger Wilson		
Rowena Wolton		2019-05-01
Ruth Frost		2021-02-01
Sarah Cassells		2022-03-22
Val Pounds		2018-02-13
Wendy Keeble		2024-01-01

**MARLOW COMMUNITY ASSOCIATION**

England & Wales - Charity number 300301

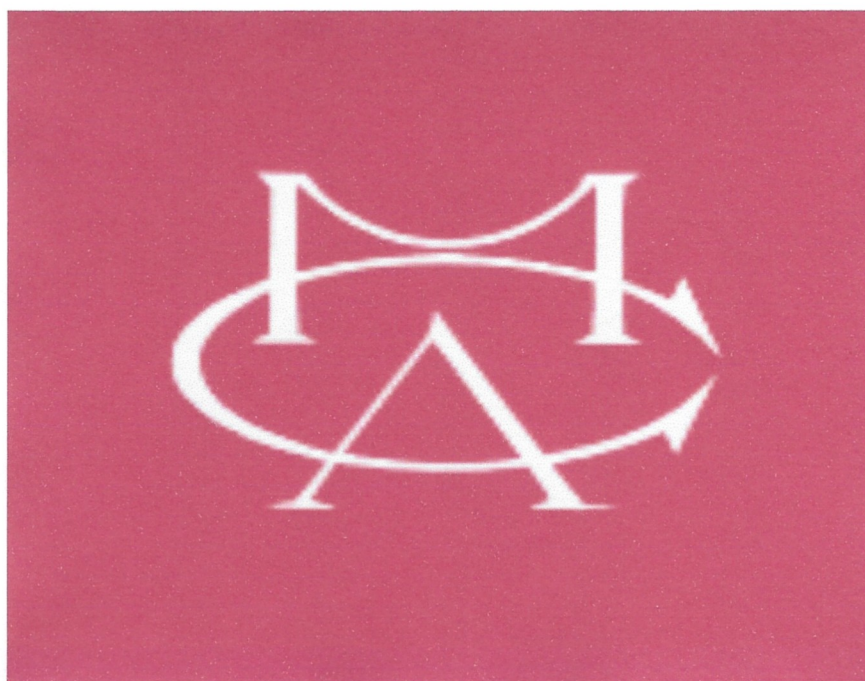
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# Accounts

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# **MARLOW COMMUNITY ASSOCIATION**

*Charity number 300301*



## **TRUSTEES ANNUAL REPORT AND ACCOUNTS**

*for*

**YEAR ENDED 31 DECEMBER 2024**

# MARLOW COMMUNITY ASSOCIATION

## Trustees Annual Report for the year ended 31st December 2024

**Name of Charity** Marlow Community Association

**Registered Number** 300301

**Legal Form:** Unincorporated Charitable Trust

**Governing Document:**

The Constitution was adopted on 13th May 1967, amended at a Special General Meeting on Thursday 17th February 2000 to bring it into line with new requirements and amended again on 21st March 2013.

**Address:**

Liston Hall, Chapel Street, Marlow, Buckinghamshire, SL7 1DD

**Trustees:**

Charity Trustees were all members of the General Council during the year ended 31st December 2024. A list of the trustees is held in the MCA Office.

**Method of Appointment:**

1. Members of the Executive Committee
2. One Trustee is nominated by each Section and Affiliated organisation
3. Ordinary members may be appointed as Trustees at the AGM up to an equivalent number nominated in 2 above.

**Holding Trustees:**

Mr G Flett, Mrs C Wesson and Mr R Wilson

(We are sad to report that subsequent to the year end, Mrs Wesson died in February 2025)

**Officers:**

Chairman	Mr Richard Scott
Vice Chairman	Vacant
Honorary Secretary	Mrs Ruth Coster
Honorary Treasurer	Mrs Laura Hobson

**Bankers:**

Lloyds Bank plc

Charities Official Investment Fund (COIF), One Angel Lane, London, EC4R 3AB

**Independent Examiner:**

Mr Roger Smith FCA

6 Beaufort Close, Marlow, SL7 1EN

**Objects:** The Objects of the Association are:

1. To promote the benefit of the inhabitants of Marlow and the neighbourhood (hereinafter call the 'area of benefit') without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants 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 inhabitants.
2. To maintain and manage a Community Centre in furtherance of these objects.
3. To promote such other charitable purposes as may from time to time be determined.

## MARLOW COMMUNITY ASSOCIATION

### Trustees Report on the Financial Activities of the Association:

In accordance with the adopted accounting policy, the independently examined Statement of Financial activities and Balance Sheet of the Association for the year ended 31st December 2024 are included with this report.

The Trustees would like to acknowledge all those who helped the Association achieve an excellent financial result. Our bookings provided a solid increase in letting revenue when compared to the previous year.

The Statement of Financial Activities for the Association shows a surplus of £7,744 for the year (2023 surplus £16,488). In line with our accounting policy, we continue to depreciate our assets on a straight-line basis and depreciation of £6,050 (2023 £5,841) has been charged in arriving at this year's surplus. This figure has increased due to additions to our assets of £7,059.

Income from lettings was slightly below the previous year and is reflected in the figures – 2023 £53,974 (2023 £54,936). The Sections and Affiliated charities, organisations and other community groups still enjoy advantageous rates; in 2024 it is estimated that they received a charitable benefit in excess of £38,290 (2023 £37,200) in reduced charges when compared to our commercial rates. Letting charges are reviewed annually and from 1st January 2024, they increased by a rate broadly in line with the rate of inflation. A similar increase was applied from 1 January 2025.

The Association has five Sections – Bridge Club, Dog Training, Parents and Toddlers, Cameo Lunch Club and Friday Lunch Club and the results of their activities are consolidated in these accounts. They recorded a surplus of £801 (2023 surplus £4,021). Our Carnival was held in September, but we were unable to hold our usual procession. Nevertheless, thanks to the hard work of our Carnival committee, a surplus of £2,472 (2023 £2,174) was achieved. The Carnival date for 2025 is Saturday 13 September.

Interest on savings in the Charities Official Investment Fund has improved over recent years due to increasing interest rates. No changes have been made to the investment strategy during this financial year.

Routine maintenance costs in 2024 amounted to £12,409 (2023 £6,793) which included several one-off items. We also capitalised the cost of new fire alarms and new energy saving lighting in the main hall and Garden room (£7,059). All our letting rooms are now in very good condition. Other costs remained broadly in line with our budget, but in 2025, we will continue to face increased costs of energy.

Our Balance Sheet remains strong with £23,457 (2023 £12,664) in the COIF deposit account and £25,709 (2023 £28,903) in our unrestricted current accounts. The Executive Committee keeps the cash position under regular review and is confident that the cash position is sufficient to cover normal operating costs for the next twelve months.

At the year-end, we had reserves of £214,085 (2023 £206,341), which included £34,034 (2023 £33,233) in restricted income funds. The General Maintenance Reserve standing at £4,000 (2023 £4,000) is included in the restricted income funds.

## MARLOW COMMUNITY ASSOCIATION

Thank you to all those who assist with the day to day running of the Association, help with the Sections and support our fund-raising activities. Our thanks go also to members of the Executive Committee, who meet at least six times each year; Cindy Gillies who runs our administration office with outstanding efficiency and to her husband Donald who, as Cleaner and Handyman, together keep Liston Hall in good order. We continue to maintain the high quality of our letting rooms and they are equal to any other rooms available for hire in the town.

### Trustees Responsibilities

The Trustees are required to prepare a Financial Statement 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 for that period. In preparing this Financial Statement the Trustees are required to:

1. Select suitable accounting policies and then apply them consistently.
2. Make judgments and estimates that are reasonable and prudent.
3. State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statement.
4. Prepare the Financial Statements on an ongoing basis unless it is inappropriate.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Trust, safeguarding the Charity's assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities. An Independent Examiner examines the annual report and accounts and has issued an unqualified report.

The Trustees (the General Council) met three times in the last year.

The Trustees Annual Report and Accounts will be presented to the General Council at its Annual General Meeting to be held on 26 March 2025.



Richard Scott  
Honorary Chairman and Trustee

12 March 2025

# Marlow Community Association

Registered Charity No. 300301

## Statement of Financial Activities

For the year to 31st December 2024

	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
<b>Incoming resources (Note 3)</b>				
<b>Income from:</b>				
Lettings	53,974	-	53,974	54,936
Income from Sections activities	7,772	9,348	17,120	20,404
Fund raising activities	6,199	-	6,199	6,779
Donations	717	-	717	30
Investments	792	-	792	532
Membership subscriptions	512	-	512	560
Other	-	-	-	130
<b>Total</b>	<b>69,966</b>	<b>9,348</b>	<b>79,314</b>	<b>83,371</b>
<b>Resources expended (Note 4)</b>				
<b>Expenditure on:</b>				
Raising funds	3,478	-	3,478	4,298
Charitable activities	59,545	-	59,545	53,662
Costs of Section activities	-	8,547	8,547	8,923
Other	-	-	-	-
<b>Total</b>	<b>63,023</b>	<b>8,547</b>	<b>71,570</b>	<b>66,883</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	<b>6,943</b>	<b>801</b>	<b>7,744</b>	<b>16,488</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>6,943</b>	<b>801</b>	<b>7,744</b>	<b>16,488</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward	173,108	33,233	206,341	189,853
<b>Total funds carried forward</b>	<b>180,051</b>	<b>34,034</b>	<b>214,085</b>	<b>206,341</b>

# Marlow Community Association


Registered Charity No. 300301

## Balance Sheet

As at 31st December 2024

		Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
<b>Fixed assets</b>					
Tangible assets	(Note 6)	138,829	-	138,829	137,820
Investments	(Note 7)	23,457	-	23,457	12,664
<b>Total fixed assets</b>		<b>162,286</b>	<b>-</b>	<b>162,286</b>	<b>150,484</b>
<b>Current assets</b>					
Debtors	(Note 8)	2,939	-	2,939	3,349
Cash at bank and in hand	(Notes 9 & 10)	25,789	34,034	59,823	62,216
<b>Total current assets</b>		<b>28,728</b>	<b>34,034</b>	<b>62,762</b>	<b>65,565</b>
<b>Creditors: amounts falling due within one year</b>	(Note 11)	10,963	-	10,963	9,708
<b>Net current assets/(liabilities)</b>		<b>17,765</b>	<b>34,034</b>	<b>51,799</b>	<b>55,857</b>
<b>Total assets less current liabilities</b>		<b>180,051</b>	<b>34,034</b>	<b>214,085</b>	<b>206,341</b>
<b>Funds of the Charity</b>					
Restricted income funds (Note 12)			34,034	34,034	33,233
Unrestricted funds		180,051		180,051	173,108
Revaluation reserve		-	-	-	-
<b>Total funds</b>		<b>180,051</b>	<b>34,034</b>	<b>214,085</b>	<b>206,341</b>

Signed by the treasurer, a trustee on behalf  
of all the trustees

  
Laura Hobson

Date of  
approval

13/3/25

# Marlow Community Association

Registered Charity No. 300301

## Notes to the accounts for the year to 31st December 2024

### Note 1: Basis of preparation

**1.1 Basis of accounting.** The accounts have been prepared on the basis of historical cost in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities and in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) issued on 16th July 2014 and with the Charities Act 2011.

**1.2 Going concern.** The accounts are prepared on a going concern basis; there being no material uncertainties that cast doubt on the charity's ability to continue as a going concern.

**1.3 Change of accounting policy.** The accounts present a true and fair view using the accounting policies adopted and outlined in note 2.

**1.4 Changes to accounting estimates.** There has been no change to accounting estimates in the reporting year.

### Note 2: Accounting policies

#### 2.1 Income:

**Recognition of income.** Income is included in the Statement of Financial Activities when the charity becomes entitled to the resources, when the trustees are virtually certain they will receive the resources and when the monetary value can be measured with sufficient reliability.

**Offsetting.** There has been no offsetting of assets and liabilities, or income and expenditure in the accounts.

#### 2.2 Expenditure and Liabilities:

**Liability recognition.** Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**Administration and governance costs.** Includes all costs involving the public accountability of the charity and its compliance with regulation and good practice, and the legal, accounting and administrative costs of trustees in the furtherance of their duties.

#### 2.3 Assets:

**Tangible fixed assets.** Freehold land and buildings are valued at cost plus rebuilding and other major additions.

Fixtures and fittings are capitalised if they can be used for more than one year and normally cost more than £100. They are valued at cost and are written off over seven years with a full year's depreciation in the year of purchase.

Computers and other technology assets are capitalised if they can be used for more than one year and usually cost more than £100. They are valued at cost and are written off over three years with a full year's depreciation in the year of purchase.

**Debtors.** These are measured on initial recognition taking into account any agreed discounts and advance payments by the charity.

**Note 3 : Analysis of incoming resources**

	This Year		Last Year	
	£	£	£	£
Lettings		53,974		54,936
Income from Sections activities				
Cameo Club	2,799		3,590	
Dog Training Club	6,664		8,196	
Bridge Club	1,011		1,170	
Parents and Toddlers Club	1,477		1,925	
Friday Club	5,169	17,120	5,523	20,404
Fund raising activities				
Carnival	5,683		6,156	
100 Club	516		623	
Other events	-	6,199	-	6,779
Donations		717		30
Investments		792		532
Membership subscriptions		512		560
Other		-		130
		<b>79,314</b>		<b>83,371</b>

**Note 4: Analysis of resources expended**

	£	£	£	£
Raising funds				
Carnival	3,211		3,982	
100 Club	267	3,478	316	4,298
Charitable activities				
Cleaning, caretaking etc.	9,263		9,440	
Salaries	13,675		13,195	
Rates and Water	2,618		2,391	
Heat and light	7,005		7,442	
Maintenance	12,409		6,793	
Administration and governance costs	6,509		6,508	
Subscriptions	927		926	
Other costs	1,089	53,495	1,126	47,821
Depreciation (Notes 2 and 6)		6,050		5,841
Costs of Section activities				
Cameo Club	1,459		1,475	
Dog Training Club	3,396		3,358	
Bridge Club	-		44	
Parents and Toddlers Club	297		246	
Friday Club	3,395	8,547	3,800	8,923
		<b>71,570</b>		<b>66,883</b>

	This Year	Last Year
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**Note 5: Trustee expenses included in administration and governance costs:**

Number of trustees who were paid expenses	-	-
Total administrative expenses paid	£ -	£ -

**Note 6: Tangible fixed assets**

	£	£	£	£
Freehold land and buildings		115,366		115,366
Net book value of furniture, fittings and technology brought forward	22,454		12,712	
Additions during year	7,059		15,583	
	<u>29,513</u>		<u>28,295</u>	
Depreciation charge for the year	6,050		5,841	
Net book value of furniture, fittings and technology carried forward		23,463		22,454
Net book value of tangible assets carried forward		<b>138,829</b>		<b>137,820</b>

**Note 7: Investments**

COIF Charities Investment Fund	<b>23,457</b>	<b>12,664</b>
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**Note 8: Debtors and prepayments**

Prepayments and debtors	<b>2,939</b>	<b>3,349</b>
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**Note 9: Cash at bank and in hand**

	£	£	£	£
Cash at bank				
Unrestricted funds	25,709		28,903	
Restricted funds	4,000		4,000	
Held on behalf of Sections	3,739	33,448	3,739	36,642
Cash held by sections				
Cameo Club	4,682		4,175	
Dog Training Club	19,004		18,287	
Bridge Club	826		1,039	
Parents and Toddlers Club	1,115		1,293	
Friday Club	668	26,295	700	25,494
		<u>59,743</u>		<u>62,136</u>
Cash in hand		80		80
		<b>59,823</b>		<b>62,216</b>

	This Year	Last Year
<b>Note 10: Cash at bank and in hand relating to funds</b>		
Restricted income funds (Note 12)	34,034	33,233
Unrestricted funds	25,789	28,983
	59,823	62,216
<b>Note 11: Creditors and accruals</b>		
Creditors and accruals	10,963	9,708
<b>Note 12: Restricted income funds</b>		
Relates to the following:		
Cameo Club	5,266	4,758
Dog Training Club	19,004	18,287
Bridge Club	826	1,039
Parents and Toddlers Club	1,116	1,294
Friday Club	3,823	3,855
	30,034	29,233
Maintenance reserve	4,000	4,000
	34,034	33,233

# Marlow Community Association

Registered Charity No. 300301

## Independent Examiner's report to the Trustees of Marlow Community Association

I report on the accounts of Marlow Community Association for the year ended 31 December 2024, which are set out on pages 1 to 6.

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

### It is my responsibility to:

- examine the accounts under section 145 of the Charities 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.

My examination was carried out in accordance with 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 next statement.

### Independent examiner's statement

In connection with my examination, no material matters have come to my attention 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 2011; 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 2011 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 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.

Signature:  
R Smith



Date: 11<sup>th</sup> March 2025

Name: Roger Smith FCA

Qualification: Chartered Accountant

Address: 6 Beaufort Close, Marlow, Buckinghamshire SL7 1EN

**MARLOW COMMUNITY ASSOCIATION**

England & Wales - Charity number 300301

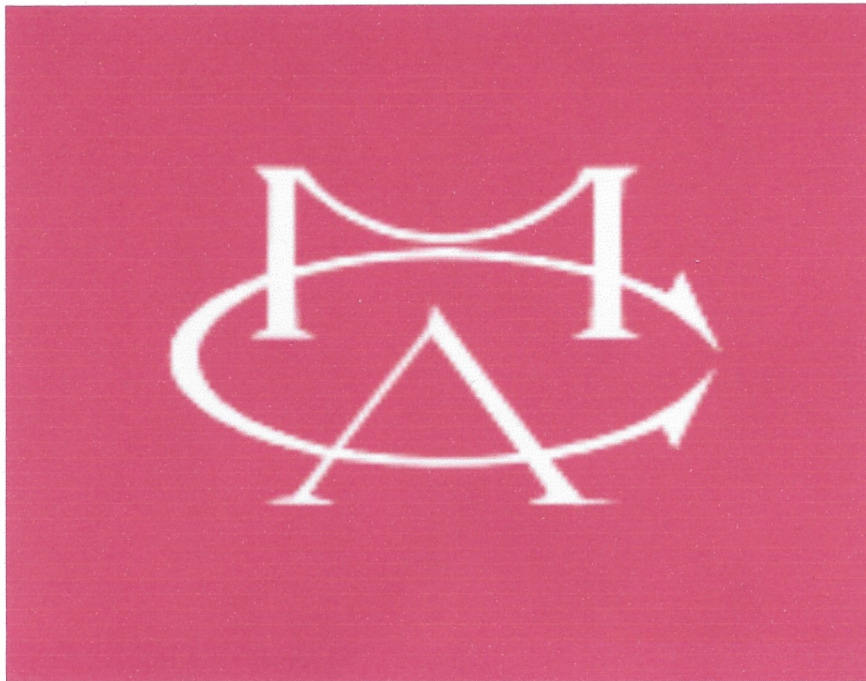
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# Accounts

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# **MARLOW COMMUNITY ASSOCIATION**

*Charity number 300301*



## **TRUSTEES ANNUAL REPORT AND ACCOUNTS**

*for*

**YEAR ENDED 31 DECEMBER 2023**

# MARLOW COMMUNITY ASSOCIATION

## Trustees Annual Report for the year ended 31st December 2023

**Name of Charity** Marlow Community Association

**Registered Number** 300301

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1. Members of the Executive Committee
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Mr G Flett, Mrs C Wesson and Mr R Wilson

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Vice Chairman	Vacant
Honorary Secretary	Mrs Ruth Coster
Honorary Treasurer	Mrs Laura Hobson

**Bankers:**

Lloyds Bank plc

Charities Official Investment Fund (COIF), Senator House, 85 Queen Victoria Street, London, EC4V 4ET

**Independent Examiner:**

Mr Roger Smith FCA

6 Beaufort Close, Marlow, SL7 1EN

**Objects:** The Objects of the Association are:

1. To promote the benefit of the inhabitants of Marlow and the neighbourhood (hereinafter call the 'area of benefit') without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants 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 inhabitants.
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# MARLOW COMMUNITY ASSOCIATION

## Trustees Report on the Financial Activities of the Association:

The Trustees (the General Council) met three times in the last year. In accordance with the adopted accounting policy, the independently examined Statement of Financial activities and Balance Sheet of the Association for the year ended 31st December 2023 are included with this report.

The Trustees would like to acknowledge all those who helped the Association achieve an excellent financial result. Our bookings provided a solid increase in letting revenue when compared to the previous year.

The Statement of Financial Activities for the Association shows a surplus of £16,488 for the year (2022 surplus £11,883). In line with our accounting policy, we continue to depreciate our assets on a straight-line basis and depreciation of £5,841 (2022 £4,218) has been charged in arriving at this year's surplus. This figure has increased due to additions to our assets of £15,583.

As mentioned, income from lettings was much improved over the previous year and is reflected in the figures – 2023 £54,936 (2022 £48,921). The Sections and Affiliated charities, organisations and other community groups still enjoy advantageous rates; in 2023 it is estimated that they received in excess of £37,200 (2022 £35,060) in reduced charges when compared to our commercial rates. Letting charges are reviewed annually and from 1st January 2023, they increased by a rate broadly in line with the rate of inflation. A similar increase was applied from 1 January 2024, when we also took the opportunity to review some historical discounts.

The Association has five Sections - Bridge, Dog Training, Parents and Toddlers, Cameo Lunch Club and Friday Lunch Club and the results of their activities are consolidated in these accounts. They recorded an improved result over the previous year and between them they achieved a surplus of £4,021 (2022 deficit £323). Our Carnival has held in September but we were unable to hold our usual procession. Nevertheless, thanks to the hard work of our Carnival committee, a surplus of £2,174 was achieved. The Carnival date for 2024 is Saturday 14 September. Interest on savings in the Charities Official Investment Fund has improved over recent years due to increasing interest rates. No changes have been made to the investment strategy during this financial year.

Routine maintenance costs in 2023 amounted to £6,793 (2022 £9,032) which included several one-off items. We also capitalised the cost of new internal fire protection (£14,854) following a risk assessment. All our letting rooms are now in very good condition. Other costs remained broadly in line with our budget, but in 2024, we will continue to face increased costs of energy.

Our Balance Sheet remains strong with £12,664 (2022 £12,132) in the COIF deposit account and £28,983 (2022 £24,598) in our unrestricted current accounts. The Executive Committee keeps the cash position under regular review and is confident that the cash position is sufficient to cover normal operating costs for the next twelve months.

At the year-end, we had reserves of £206,341 (2022 £189,853), which included £33,233 (2022 £29,212) in restricted income funds. The General Maintenance Reserve standing at £4,000 (2022

## MARLOW COMMUNITY ASSOCIATION

£4,000) is included in the restricted income funds.

Thank you to all those who assist with the day to day running of the Association, help with the Sections and support our fund-raising activities. Our thanks go also to members of the Executive Committee, who meet at least six times each year; Cindy Gillies who runs our administration office with outstanding efficiency and to her husband Donald who, as Cleaner and Handyman, together keep Liston Hall in good order.

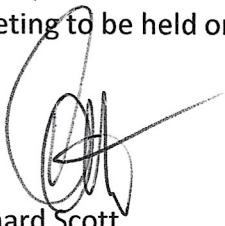
### Trustees Responsibilities

The Trustees are required to prepare a Financial Statement 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 for that period. In preparing this Financial Statement the Trustees are required to:

1. Select suitable accounting policies and then apply them consistently.
2. Make judgments and estimates that are reasonable and prudent.
3. State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statement.
4. Prepare the Financial Statements on an ongoing basis unless it is inappropriate.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Trust, safeguarding the Charity's assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities. An Independent Examiner examines the annual report and accounts and has issued an unqualified report.

The report and accounts will be presented to the General Council at the Annual General Meeting to be held on 20 March 2024.



Richard Scott  
Honorary Chairman and Trustee

19 March 2024

# Marlow Community Association

Registered Charity No. 300301


## Balance Sheet

As at 31st December 2023

		Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
<b>Fixed assets</b>					
Tangible assets	(Note 6)	137,820	-	137,820	128,078
Investments	(Note 7)	12,664	-	12,664	12,132
<b>Total fixed assets</b>		<b>150,484</b>	<b>-</b>	<b>150,484</b>	<b>140,210</b>
<b>Current assets</b>					
Debtors	(Note 8)	3,349	-	3,349	2,532
Cash at bank and in hand	(Notes 9 & 10)	28,983	33,233	62,216	53,810
<b>Total current assets</b>		<b>32,332</b>	<b>33,233</b>	<b>65,565</b>	<b>56,342</b>
<b>Creditors: amounts falling due within one year</b>					
	(Note 11)	9,708	-	9,708	6,699
<b>Net current assets/(liabilities)</b>		<b>22,624</b>	<b>33,233</b>	<b>55,857</b>	<b>49,643</b>
<b>Total assets less current liabilities</b>		<b>173,108</b>	<b>33,233</b>	<b>206,341</b>	<b>189,853</b>
<b>Funds of the Charity</b>					
Restricted income funds	(Note 12)		33,233	33,233	29,212
Unrestricted funds		173,108		173,108	160,641
Revaluation reserve		-	-	-	-
<b>Total funds</b>		<b>173,108</b>	<b>33,233</b>	<b>206,341</b>	<b>189,853</b>

Signed by the treasurer, a trustee on behalf  
of all the trustees

Date of  
approval

  
Laura Hobson

11/3/24

# Marlow Community Association

Registered Charity No. 300301

## Statement of Financial Activities

For the year to 31st December 2023

	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
<b>Incoming resources (Note 3)</b>				
<b>Income from:</b>				
Lettings	54,936	-	54,936	48,921
Income from Sections activities	7,460	12,944	20,404	15,903
Fund raising activities	6,779	-	6,779	6,987
Donations	30	-	30	-
Investments	532	-	532	117
Membership subscriptions	560	-	560	615
Other	130	-	130	-
<b>Total</b>	<b>70,427</b>	<b>12,944</b>	<b>83,371</b>	<b>72,543</b>
<b>Resources expended (Note 4)</b>				
<b>Expenditure on:</b>				
Raising funds	4,298	-	4,298	5,654
Charitable activities	53,662	-	53,662	45,953
Costs of Section activities	-	8,923	8,923	9,053
Other	-	-	-	-
<b>Total</b>	<b>57,960</b>	<b>8,923</b>	<b>66,883</b>	<b>60,660</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	<b>12,467</b>	<b>4,021</b>	<b>16,488</b>	<b>11,883</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>12,467</b>	<b>4,021</b>	<b>16,488</b>	<b>11,883</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward	160,641	29,212	189,853	177,970
<b>Total funds carried forward</b>	<b>173,108</b>	<b>33,233</b>	<b>206,341</b>	<b>189,853</b>

# Marlow Community Association

Registered Charity No. 300301

## Notes to the accounts for the year to 31st December 2023

### Note 1: Basis of preparation

**1.1 Basis of accounting.** The accounts have been prepared on the basis of historical cost in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities and in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) issued on 16th July 2014 and with the Charities Act 2011.

**1.2 Going concern.** The accounts are prepared on a going concern basis; there being no material uncertainties that cast doubt on the charity's ability to continue as a going concern.

**1.3 Change of accounting policy.** The accounts present a true and fair view using the accounting policies adopted and outlined in note 2.

**1.4 Changes to accounting estimates.** There has been no change to accounting estimates in the reporting year.

### Note 2: Accounting policies

#### 2.1 Income:

**Recognition of income.** Income is included in the Statement of Financial Activities when the charity becomes entitled to the resources, when the trustees are virtually certain they will receive the resources and when the monetary value can be measured with sufficient reliability.

**Offsetting.** There has been no offsetting of assets and liabilities, or income and expenditure in the accounts.

#### 2.2 Expenditure and Liabilities:

**Liability recognition.** Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**Administration and governance costs.** Includes all costs involving the public accountability of the charity and its compliance with regulation and good practice, and the legal, accounting and administrative costs of trustees in the furtherance of their duties.

#### 2.3 Assets:

**Tangible fixed assets.** Freehold land and buildings are valued at cost plus rebuilding and other major additions.

Fixtures and fittings are capitalised if they can be used for more than one year and normally cost more than £100. They are valued at cost and are written off over seven years with a full year's depreciation in the year of purchase.

Computers and other technology assets are capitalised if they can be used for more than one year and usually cost more than £100. They are valued at cost and are written off over three years with a full year's depreciation in the year of purchase.

**Debtors.** These are measured on initial recognition taking into account any agreed discounts and advance payments by the charity.

	This Year		Last Year	
	£	£	£	£
<b>Note 3 : Analysis of incoming resources</b>				
Lettings		54,936		48,921
Income from Sections activities				
Cameo Club	3,590		2,532	
Dog Training Club	8,196		6,500	
Bridge Club	1,170		1,133	
Parents and Toddlers Club	1,925		1,768	
Friday Club	5,523	20,404	3,970	15,903
Fund raising activities				
Carnival	6,156		6,295	
100 Club	623		692	
Other events	-	6,779	-	6,987
Donations		30		-
Investments		532		117
Membership subscriptions		560		615
Other		130		-
		<b>83,371</b>		<b>72,543</b>

**Note 4: Analysis of resources expended**

	£	£	£	£
<b>Note 4: Analysis of resources expended</b>				
Raising funds				
Carnival	3,982		5,352	
100 Club	316	4,298	302	5,654
Charitable activities				
Cleaning, caretaking etc.	9,440		8,400	
Salaries	13,195		11,917	
Rates and Water	2,391		1,526	
Heat and light	7,442		3,688	
Maintenance	6,793		9,032	
Administration and governance costs	6,508		5,357	
Subscriptions	926		1,045	
Other costs	1,126	47,821	770	41,735
Depreciation (Notes 2 and 6)		5,841		4,218
Costs of Section activities				
Cameo Club	1,475		1,256	
Dog Training Club	3,358		4,855	
Bridge Club	44		57	
Parents and Toddlers Club	246		197	
Friday Club	3,800	8,923	2,688	9,053
		<b>66,883</b>		<b>60,660</b>

	This Year	Last Year
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**Note 5: Trustee expenses included in administration and governance costs:**

Number of trustees who were paid expenses	-	-
Total administrative expenses paid	£ -	£ -

**Note 6: Tangible fixed assets**

	£	£	£	£
Freehold land and buildings		115,366		115,366
Net book value of furniture, fittings and technology brought forward	12,712		9,430	
Additions during year	15,583		7,500	
	<u>28,295</u>		<u>16,930</u>	
Depreciation charge for the year	5,841		4,218	
Net book value of furniture, fittings and technology carried forward		22,454		12,712
Net book value of tangible assets carried forward		<span style="border: 1px solid black; padding: 2px;">137,820</span>		<span style="border: 1px solid black; padding: 2px;">128,078</span>

**Note 7: Investments**

COIF Charities Investment Fund		<span style="border: 1px solid black; padding: 2px;">12,664</span>		<span style="border: 1px solid black; padding: 2px;">12,132</span>
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**Note 8: Debtors and prepayments**

Prepayments and debtors		<span style="border: 1px solid black; padding: 2px;">3,349</span>		<span style="border: 1px solid black; padding: 2px;">2,532</span>
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**Note 9: Cash at bank and in hand**

	£	£	£	£
Cash at bank				
Unrestricted funds	28,903		24,518	
Restricted funds	4,000		4,000	
Held on behalf of Sections	3,739	36,642	3,808	32,326
Cash held by sections				
Cameo Club	4,175		2,634	
Dog Training Club	18,287		15,923	
Bridge Club	1,039		1,040	
Parents and Toddlers Club	1,293		1,409	
Friday Club	700	25,494	398	21,404
		<u>62,136</u>		<u>53,730</u>
Cash in hand		80		80
		<span style="border: 1px solid black; padding: 2px;">62,216</span>		<span style="border: 1px solid black; padding: 2px;">53,810</span>

	This Year	Last Year
<b>Note 10: Cash at bank and in hand relating to funds</b>		
Restricted income funds (Note 12)	33,233	29,212
Unrestricted funds	28,983	24,598
	62,216	53,810
<b>Note 11: Creditors and accruals</b>		
Creditors and accruals	9,708	6,699
<b>Note 12: Restricted income funds</b>		
Relates to the following:		
Cameo Club	4,758	3,217
Dog Training Club	18,287	15,923
Bridge Club	1,039	1,040
Parents and Toddlers Club	1,294	1,409
Friday Club	3,855	3,623
	29,233	25,212
Maintenance reserve	4,000	4,000
	33,233	29,212

# Marlow Community Association

Registered Charity No. 300301

## Independent Examiner's report to the Trustees of Marlow Community Association

I report on the accounts of Marlow Community Association for the year ended 31 December 2023, which are set out on pages 1 to 6.

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

### It is my responsibility to:

- examine the accounts under section 145 of the Charities 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.

My examination was carried out in accordance with 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 next statement.

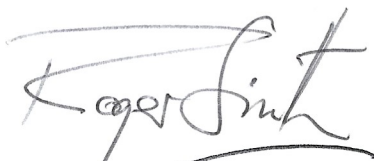
### Independent examiner's statement

In connection with my examination, no material matters have come to my attention 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 2011; 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 2011 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 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.

Signature:  
R Smith



Date: 5<sup>th</sup> March 2024

Name: Roger Smith FCA

Qualification: Chartered Accountant

Address: 6 Beaufort Close, Marlow, Buckinghamshire SL7 1EN

**MARLOW COMMUNITY ASSOCIATION**

England & Wales - Charity number 300301

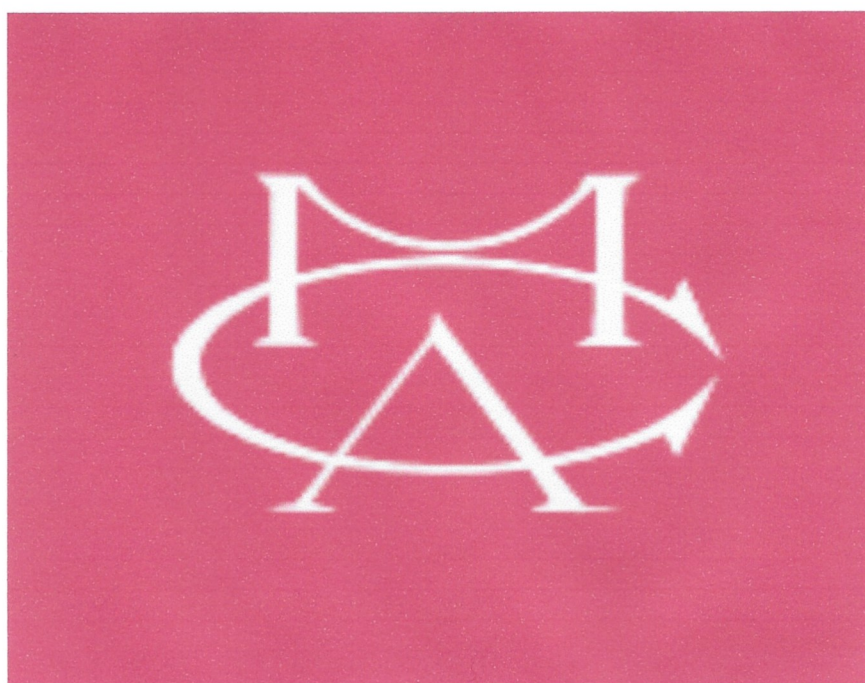
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# Accounts

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# **MARLOW COMMUNITY ASSOCIATION**

*Charity number 300301*



## **TRUSTEES ANNUAL REPORT AND ACCOUNTS**

*for*

**YEAR ENDED 31 DECEMBER 2022**

# MARLOW COMMUNITY ASSOCIATION

## Trustees Annual Report for the year ended 31st December 2022

**Name of Charity** Marlow Community Association

**Registered Number** 300301

**Legal Form:** Unincorporated Charitable Trust

**Governing Document:**

The Constitution was adopted on 13th May 1967, amended at a Special General Meeting on Thursday 17th February 2000 to bring it into line with new requirements and amended again on 21st March 2013.

**Address:**

Liston Hall, Chapel Street, Marlow, Buckinghamshire, SL7 1DD

**Trustees:**

Charity Trustees were all members of the General Council during the year ended 31st December 2022. A list of the trustees is held in the MCA Office.

**Method of Appointment:**

1. Members of the Executive Committee
2. One Trustee is nominated by each Section and Affiliated organisation
3. Ordinary members may be appointed as Trustees at the AGM up to an equivalent number nominated in 2 above.

**Holding Trustees:**

Mr G Flett, Mr W A Streeter and Mr R Wilson

**Officers:**

Chairman	Mr Richard Scott
Vice Chairman	Mrs Linda Richards
Honorary Secretary	Mrs Ruth Coster
Honorary Treasurer	Mrs Laura Hobson

**Bankers:**

Lloyds Bank plc  
Charities Official Investment Fund (COIF), Senator House, 85 Queen Victoria Street, London, EC4V 4ET

**Independent Examiner:**

Mr Roger Smith FCA  
6 Beaufort Close, Marlow, SL7 1EN

**Objects:** The Objects of the Association are:

1. To promote the benefit of the inhabitants of Marlow and the neighbourhood (hereinafter call the 'area of benefit') without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants 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 inhabitants.
2. To maintain and manage a Community Centre in furtherance of these objects.
3. To promote such other charitable purposes as may from time to time be determined.

# MARLOW COMMUNITY ASSOCIATION

## Trustees Report on the Financial Activities of the Association:

The Trustees (the General Council) met three times in the last year. In accordance with the adopted accounting policy, the independently examined Statement of Financial activities and Balance Sheet of the Association for the year ended 31st December 2022 are included with this report.

The Trustees would like to acknowledge all those who helped the Association achieve an excellent financial result for the first full year since the Covid pandemic. We have opened continually since February 2022 and our bookings provided a substantial increase in letting revenue when compared to the previous year.

The Statement of Financial Activities for the Association shows a surplus of £11,883 for the year (2021 deficit £4,810). In line with our accounting policy, we continue to depreciate our assets on a straight-line basis and depreciation of £4,218 (2021 £3,979) has been charged in arriving at this year's surplus.

As mentioned, income from lettings was much improved over the previous year and is reflected in the figures – 2022 £48,921 (2021 £28,528). The Sections and Affiliated charities, organisations and other community groups still enjoy advantageous rates; in 2022 it is estimated that they received in excess of £24,030 (2021 £13,220) in reduced charges when compared to our commercial rates. Letting charges are reviewed annually and from 1st January 2022, they increased by a rate broadly in line with the rate of inflation. A similar increase was applied from 1 January 2023.

The Association has five Sections - Bridge, Dog Training, Parents and Toddlers, Cameo Lunch Club and Friday Lunch Club and the results of their activities are consolidated in these accounts. They recorded an improved result over the previous year and between them they achieved a deficit of £323 (2021 deficit £811). Our Carnival has held in September but we were unable to hold our usual procession. Nevertheless, thanks to the hard work of our Carnival committee, a surplus of £943 was achieved. The Carnival date for 2023 is Saturday 16 September.

Interest on savings in the Charities Official Investment Fund has improved over recent years due to increasing interest rates. No changes have been made to the investment strategy during this financial year.

Routine maintenance costs in 2022 amounted to £9,032 (2021 £5,210) which included several one-off items. We also capitalised the cost of a new floor (£7,500) to the main hall. As a result of this expenditure, all our letting rooms are now in very good condition. Other costs remained broadly in line with our budget, but in 2023, we will face increased costs particularly for energy.

Our Balance Sheet remains strong with £12,132 (2021 £12,015) in the COIF deposit account and £24,598 (2021 £13,470) in our unrestricted current accounts. The Executive Committee keeps the cash position under regular review and is confident that the cash position is sufficient to cover normal operating costs for the next twelve months.

At the year-end, we had reserves of £189,853 (2021 £177,970), which included £29,212 (2021 £29,535) in restricted income funds. The General Maintenance Reserve standing at £4,000 (2020 £4,000) is included in the restricted income funds.

## MARLOW COMMUNITY ASSOCIATION

Thank you to all those who assist with the day to day running of the Association, help with the Sections and support our fund raising activities. Our thanks go also to Cindy Gillies who runs our administration office outstanding efficiency and to her husband Donald who, as Cleaner and Handyman, together keep Liston Hall in good order.

### Trustees Responsibilities

The Trustees are required to prepare a Financial Statement 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 for that period. In preparing this Financial Statement the Trustees are required to:

1. Select suitable accounting policies and then apply them consistently.
2. Make judgments and estimates that are reasonable and prudent.
3. State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statement.
4. Prepare the Financial Statements on an ongoing basis unless it is inappropriate.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Trust, safeguarding the Charity's assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities. An Independent Examiner examines the annual report and accounts and has issued an unqualified report.

A building valuation and survey was carried during the year. This revealed a number of matters for the Executive Committee to address during this current year.

In early 2023, the Executive Committee has completed a revised Risk Assessment.

The report and accounts will be presented to the General Council at the Annual General Meeting to be held on 22 March 2023.



Richard Scott  
Honorary Chairman and Trustee

21 March 2023

**Marlow Community Association**  
Registered Charity No. 300301  
**Statement of Financial Activities**  
**For the year to 31st December 2022**

	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
<b>Incoming resources (Note 3)</b>				
<b>Income from:</b>				
Lettings	48,921	-	48,921	28,548
Income from Sections activities	7,173	8,730	15,903	5,131
Fund raising activities	6,987	-	6,987	8,867
Donations	-	-	-	100
Investments	117	-	117	1
Membership subscriptions	615	-	615	676
Other	-	-	-	40
<b>Total</b>	<b>63,813</b>	<b>8,730</b>	<b>72,543</b>	<b>43,363</b>
<b>Resources expended (Note 4)</b>				
<b>Expenditure on:</b>				
Raising funds	5,654	-	5,654	3,599
Charitable activities	45,953	-	45,953	40,976
Costs of Section activities	-	9,053	9,053	3,598
Other	-	-	-	-
<b>Total</b>	<b>51,607</b>	<b>9,053</b>	<b>60,660</b>	<b>48,173</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	<b>12,206</b>	<b>(323)</b>	<b>11,883</b>	<b>(4,810)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>12,206</b>	<b>(323)</b>	<b>11,883</b>	<b>(4,810)</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward	148,435	29,535	177,970	182,780
<b>Total funds carried forward</b>	<b>160,641</b>	<b>29,212</b>	<b>189,853</b>	<b>177,970</b>

# Marlow Community Association


Registered Charity No. 300301

## Balance Sheet

As at 31st December 2022

	Unrestricted funds	Restricted income funds	Total this year	Total last year
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets (Note 6)	128,078	-	128,078	124,796
Investments (Note 7)	12,132	-	12,132	12,015
<b>Total fixed assets</b>	<b>140,210</b>	<b>-</b>	<b>140,210</b>	<b>136,811</b>
<b>Current assets</b>				
Debtors (Note 8)	2,532	-	2,532	1,592
Cash at bank and in hand (Notes 9 & 10)	24,598	29,212	53,810	43,005
<b>Total current assets</b>	<b>27,130</b>	<b>29,212</b>	<b>56,342</b>	<b>44,597</b>
<b>Creditors: amounts falling due within one year</b> (Note 11)	<b>6,699</b>	<b>-</b>	<b>6,699</b>	<b>3,438</b>
<b>Net current assets/(liabilities)</b>	<b>20,431</b>	<b>29,212</b>	<b>49,643</b>	<b>41,159</b>
<b>Total assets less current liabilities</b>	<b>160,641</b>	<b>29,212</b>	<b>189,853</b>	<b>177,970</b>
<b>Funds of the Charity</b>				
Restricted income funds (Note 12)		29,212	29,212	29,535
Unrestricted funds	160,641		160,641	148,435
Revaluation reserve	-	-	-	-
<b>Total funds</b>	<b>160,641</b>	<b>29,212</b>	<b>189,853</b>	<b>177,970</b>

Signed by the treasurer, a trustee on behalf of all the trustees

  
Laura Hobson

Date of approval

16/3/23

# Marlow Community Association

Registered Charity No. 300301

## Notes to the accounts for the year to 31st December 2022

### Note 1: Basis of preparation

**1.1 Basis of accounting.** The accounts have been prepared on the basis of historical cost in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities and in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) issued on 16th July 2014 and with the Charities Act 2011.

**1.2 Going concern.** The accounts are prepared on a going concern basis; there being no material uncertainties that cast doubt on the charity's ability to continue as a going concern.

**1.3 Change of accounting policy.** The accounts present a true and fair view using the accounting policies adopted and outlined in note 2.

**1.4 Changes to accounting estimates.** There has been no change to accounting estimates in the reporting year.

### Note 2: Accounting policies

#### 2.1 Income:

**Recognition of income.** Income is included in the Statement of Financial Activities when the charity becomes entitled to the resources, when the trustees are virtually certain they will receive the resources and when the monetary value can be measured with sufficient reliability.

**Offsetting.** There has been no offsetting of assets and liabilities, or income and expenditure in the accounts.

#### 2.2 Expenditure and Liabilities:

**Liability recognition.** Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**Administration and governance costs.** Includes all costs involving the public accountability of the charity and its compliance with regulation and good practice, and the legal, accounting and administrative costs of trustees in the furtherance of their duties.

#### 2.3 Assets:

**Tangible fixed assets.** Freehold land and buildings are valued at cost plus rebuilding and other major additions.

Fixtures and fittings are capitalised if they can be used for more than one year and normally cost more than £100. They are valued at cost and are written off over seven years with a full year's depreciation in the year of purchase.

Computers and other technology assets are capitalised if they can be used for more than one year and usually cost more than £100. They are valued at cost and are written off over three years with a full year's depreciation in the year of purchase.

**Debtors.** These are measured on initial recognition taking into account any agreed discounts and advance payments by the charity.

	This Year		Last Year	
	£	£	£	£
<b>Note 3 : Analysis of incoming resources</b>				
Lettings		48,921		28,548
Income from Sections activities				
Cameo Club	2,532		691	
Dog Training Club	6,500		2,536	
Bridge Club	1,133		31	
Parents and Toddlers Club	1,768		464	
Friday Club	3,970	15,903	1,409	5,131
Fund raising activities				
Carnival	6,295		8,292	
100 Club	692		575	
Other events	-	6,987	-	8,867
Donations		-		100
Investments		117		1
Membership subscriptions		615		676
Other		-		40
		<b>72,543</b>		<b>43,363</b>

**Note 4: Analysis of resources expended**

	£	£	£	£
Raising funds				
Carnival	5,352		3,354	
100 Club	302	5,654	245	3,599
Charitable activities				
Cleaning, caretaking etc.	8,400		7,810	
Salaries	11,917		9,324	
Rates and Water	1,526		4,263	
Heat and light	3,688		3,776	
Maintenance	9,032		5,210	
Administration and governance costs	5,357		5,276	
Subscriptions	1,045		460	
Other costs	770	41,735	878	36,997
Depreciation (Notes 2 and 6)		4,218		3,979
Costs of Section activities				
Cameo Club	1,256		214	
Dog Training Club	4,855		2,076	
Bridge Club	57		107	
Parents and Toddlers Club	197		133	
Friday Club	2,688		1,068	
Scottish Dancing Club	-	9,053	-	3,598
		<b>60,660</b>		<b>48,173</b>

	This Year	Last Year
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**Note 5: Trustee expenses included in administration and governance costs:**

Number of trustees who were paid expenses	-	-
Total administrative expenses paid	£ -	£ -

**Note 6: Tangible fixed assets**

	£	£	£	£
Freehold land and buildings		115,366		115,366
Net book value of furniture, fittings and technology brought forward	9,430		13,409	
Additions during year	7,500		-	
	16,930		13,409	
Depreciation charge for the year	4,218		3,979	
Net book value of furniture, fittings and technology carried forward		12,712		9,430
Net book value of tangible assets carried forward		128,078		124,796

**Note 7: Investments**

COIF Charities Investment Fund	12,132	12,015
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**Note 8: Debtors and prepayments**

Prepayments and debtors	2,532	1,592
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**Note 9: Cash at bank and in hand**

	£	£	£	£
Cash at bank				
Unrestricted funds	24,518		13,390	
Restricted funds	4,000		4,000	
Held on behalf of Sections	3,808	32,326	4,021	21,411
Cash held by sections				
Cameo Club	2,634		1,877	
Dog Training Club	15,923		16,709	
Bridge Club	1,040		1,063	
Parents and Toddlers Club	1,409		1,690	
Friday Club	398	21,404	175	21,514
		53,730		42,925
Cash in hand		80		80
		53,810		43,005

	This Year	Last Year
<b>Note 10: Cash at bank and in hand relating to funds</b>		
Restricted income funds (Note 12)	29,212	29,535
Unrestricted funds	24,598	13,470
	<b>53,810</b>	<b>43,005</b>
<b>Note 11: Creditors and accruals</b>		
Creditors and accruals	<b>6,699</b>	<b>3,438</b>
<b>Note 12: Restricted income funds</b>		
Relates to the following:		
Cameo Club	3,217	2,460
Dog Training Club	15,923	16,709
Bridge Club	1,040	1,063
Parents and Toddlers Club	1,409	1,690
Friday Club	3,623	3,613
	25,212	25,535
Maintenance reserve	4,000	4,000
	<b>29,212</b>	<b>29,535</b>

# Marlow Community Association

Registered Charity No. 300301

## Independent Examiner's report to the Trustees of Marlow Community Association

I report on the accounts of Marlow Community Association for the year ended 31 December 2022, which are set out on pages 1 to 6.

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

### It is my responsibility to:

- examine the accounts under section 145 of the Charities 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.

My examination was carried out in accordance with 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 next statement.

### Independent examiner's statement

In connection with my examination, no material matters have come to my attention 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 2011; 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 2011 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 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.

Signature:

R Smith

Name: Roger Smith FCA

Qualification: Chartered Accountant

Address: 6 Beaufort Close, Marlow, Buckinghamshire SL7 1EN

Date:

16/3/2023

**MARLOW COMMUNITY ASSOCIATION**

England & Wales - Charity number 300301

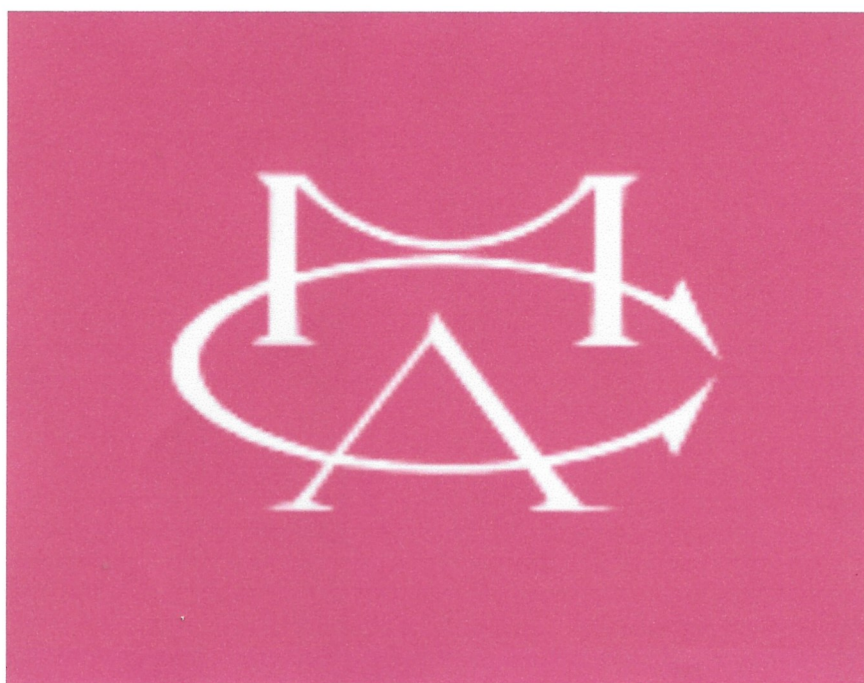
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# Accounts

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# **MARLOW COMMUNITY ASSOCIATION**

*Charity number 300301*



## **TRUSTEES ANNUAL REPORT AND ACCOUNTS**

*for*

**YEAR ENDED 31 DECEMBER 2021**

# MARLOW COMMUNITY ASSOCIATION

## Trustees Annual Report for the year ended 31st December 2021

**Name of Charity** Marlow Community Association

**Registered Number** 300301

**Legal Form:** Unincorporated Charitable Trust

**Governing Document:**

The Constitution was adopted on 13th May 1967, amended at a Special General Meeting on Thursday 17th February 2000 to bring it into line with new requirements and amended again on 21st March 2013.

**Address:**

Liston Hall, Chapel Street, Marlow, Buckinghamshire, SL7 1DD

**Trustees:**

Charity Trustees were all members of the General Council during the year ended 31st December 2021. A list of the trustees is held in the MCA Office.

**Method of Appointment:**

1. Members of the Executive Committee
2. One Trustee is nominated by each Section and Affiliated organisation
3. Ordinary members may be appointed as Trustees at the AGM up to an equivalent number nominated in 2 above.

**Holding Trustees:**

Mr G Flett, Mr R Johnson, Mr W A Streeter and Mr R Wilson

**Officers:**

Chairman	Mr Richard Scott
Vice Chairman	Mrs Linda Richards
Honorary Secretary	Mrs Ruth Coster
Honorary Treasurer	Mrs Laura Hobson

**Bankers:**

Lloyds Bank, High Street, Marlow, Buckinghamshire, SL7 1AU  
Charities Official Investment Fund (COIF), Senator House, 85 Queen Victoria Street, London, EC4V 4ET

**Independent Examiner:**

Mr Roger Smith FCA  
6 Beaufort Close, Marlow, SL7 1EN

**Objects:** The Objects of the Association are:

1. To promote the benefit of the inhabitants of Marlow and the neighbourhood (hereinafter call the 'area of benefit') without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants 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 inhabitants.
2. To maintain and manage a Community Centre in furtherance of these objects.
3. To promote such other charitable purposes as may from time to time be determined.

## MARLOW COMMUNITY ASSOCIATION

### Trustees Report on the Financial Activities of the Association:

As will be seen from the financial report, the Covid pandemic continued to have a serious effect on the finances of the Association. The Executive Committee has at all times strictly followed Government guidelines for the use of our letting rooms and has taken external advice about re-opening from Community Impact, Bucks. We were able to open for limited periods during the year but have been able to open on a more regular, if restricted basis, since February 2022. Bookings for this current year are looking considerably improved compared to 2021.

The Trustees (the General Council) met three times in the last year. In accordance with the adopted accounting policy, the independently examined Statement of Financial activities and Balance Sheet of the Association for the year ended 31st December 2021 are included with this report.

The Statement of Financial Activities for the Association shows a deficit of £4,810 for the year (2020 deficit £8,352). In line with our accounting policy, we continue to depreciate our assets on a straight-line basis and depreciation of £3,979 (2020 £4,548) has been charged in arriving at this year's deficit.

The income from lettings was again seriously affected by closure of the hall due to the Covid pandemic and the reduced receipts, much lower than the pre-Covid years, are reflected in the figures – 2021 £28,528 (2020 £20,569). The Sections and Affiliated charity and other community groups still enjoy advantageous rates; in 2021 it is estimated that they received in excess of £13,220 (2020 £8,167) in reduced charges when compared to our commercial rates. Letting charges are reviewed annually and from 1st January 2021 they increased by a rate broadly in line with the rate of inflation.

The Association has five Sections - Bridge, Dog Training, Parents and Toddlers, Cameo Lunch Club and Friday Lunch Club and the results of their activities are consolidated in these accounts. All have been adversely affected by the Covid pandemic, but between them they sustained a deficit of £811 (2020 deficit £7). The Carnival returned in September contributing an excellent surplus of £4,938.

Interest on savings in the Charities Official Investment Fund was in line with current low interest rates. No changes have been made to the investment strategy during this financial year.

Routine maintenance costs in 2021 amounted to £5,210 (2020 £3,317) and as a result, all our letting rooms are now in very good condition. Salary costs were lower than the previous year as staff were furloughed during the pandemic. The Association did receive some Government funding in respect of staff wages. Other costs remained broadly in line with our budget and the total costs were therefore some £1,484 below the previous year.

Despite the Covid pandemic, the Balance Sheet remains healthy, with £12,015 (2020 £12,014) in the COIF deposit account and £13,470 (2020 £12,809) in our unrestricted current accounts. The Executive Committee keeps the cash position under regular review and is confident that the cash position is sufficient to cover normal running costs for the next twelve months.

### Reserves

At the year-end, we had reserves of £177,970 (2020 £182,780), which included £29,535 (2020 £30,346) in restricted income funds. The General Maintenance Reserve standing at £4,000 (2020 £4,000) is included in the restricted income funds.

## MARLOW COMMUNITY ASSOCIATION

### The Trustees

The Trustees would like to acknowledge the volunteers who assist with the office on weekday mornings, in the day to day running of the Association, help with the Sections and all who support our fund raising activities. Our thanks go also to Cindy Gillies who runs the office with outstanding efficiency and to her husband Donald who, as Cleaner and Handyman, keep Liston Hall in good order.

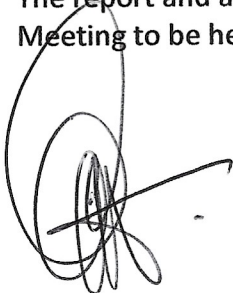
### Trustees Responsibilities

The Trustees are required to prepare a Financial Statement 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 for that period. In preparing this Financial Statement the Trustees are required to:

1. Select suitable accounting policies and then apply them consistently.
2. Make judgments and estimates that are reasonable and prudent.
3. State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statement.
4. Prepare the Financial Statements on an ongoing basis unless it is inappropriate.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Trust, safeguarding the Charity's assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities. An Independent Examiner examines the annual report and accounts and has issued an unqualified report.

The report and accounts will be presented to the General Council at the Annual General Meeting to be held on 23 March 2022.



Richard Scott  
Honorary Chairman and Trustee

22 March 2022

# MARLOW COMMUNITY ASSOCIATION

## **The Trustees**

The Trustees would like to acknowledge the volunteers who assist with the office on weekday mornings, in the day to day running of the Association, help with the Sections and all who support our fund raising activities. Our thanks go also to Cindy Gillies who runs the office with outstanding efficiency and to her husband Donald who, as Cleaner and Handyman, keep Liston Hall in good order.

## **Trustees Responsibilities**

The Trustees are required to prepare a Financial Statement 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 for that period. In preparing this Financial Statement the Trustees are required to:

1. Select suitable accounting policies and then apply them consistently.
2. Make judgments and estimates that are reasonable and prudent.
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The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Trust, safeguarding the Charity's assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities. An Independent Examiner examines the annual report and accounts and has issued an unqualified report.

The report and accounts will be presented to the General Council at the Annual General Meeting to be held on 23 March 2022.

*Richard Scott*

Richard Scott  
Honorary Chairman and Trustee

22 March 2022

# Marlow Community Association

Registered Charity No. 300301

## Statement of Financial Activities

For the year to 31st December 2021

	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
<b>Incoming resources (Note 3)</b>				
<b>Income from:</b>				
Lettings	28,548	-	28,548	20,569
Income from Sections activities	2,344	2,787	5,131	5,357
Fund raising activities	8,867	-	8,867	517
Donations	100	-	100	12,000
Investments	1	-	1	32
Membership subscriptions	676	-	676	665
Other	40	-	40	16
<b>Total</b>	<b>40,576</b>	<b>2,787</b>	<b>43,363</b>	<b>39,156</b>
<b>Resources expended (Note 4)</b>				
<b>Expenditure on:</b>				
Raising funds	3,599	-	3,599	412
Charitable activities	40,976	-	40,976	43,029
Costs of Section activities	-	3,598	3,598	4,067
Other	-	-	-	-
<b>Total</b>	<b>44,575</b>	<b>3,598</b>	<b>48,173</b>	<b>47,508</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	<b>(3,999)</b>	<b>(811)</b>	<b>(4,810)</b>	<b>(8,352)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(3,999)</b>	<b>(811)</b>	<b>(4,810)</b>	<b>(8,352)</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward	152,434	30,346	182,780	191,132
<b>Total funds carried forward</b>	<b>148,435</b>	<b>29,535</b>	<b>177,970</b>	<b>182,780</b>

# Marlow Community Association


Registered Charity No. 300301

## Balance Sheet

As at 31st December 2021

	Unrestricted funds	Restricted income funds	Total this year	Total last year
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets (Note 6)	124,796	-	124,796	128,775
Investments (Note 7)	12,015	-	12,015	12,014
<b>Total fixed assets</b>	<b>136,811</b>	<b>-</b>	<b>136,811</b>	<b>140,789</b>
<b>Current assets</b>				
Debtors (Note 8)	1,592	-	1,592	2,584
Cash at bank and in hand (Notes 9 & 10)	13,470	29,535	43,005	43,155
<b>Total current assets</b>	<b>15,062</b>	<b>29,535</b>	<b>44,597</b>	<b>45,739</b>
<b>Creditors: amounts falling due within one year (Note 11)</b>	<b>3,438</b>	<b>-</b>	<b>3,438</b>	<b>3,748</b>
<b>Net current assets/(liabilities)</b>	<b>11,624</b>	<b>29,535</b>	<b>41,159</b>	<b>41,991</b>
<b>Total assets less current liabilities</b>	<b>148,435</b>	<b>29,535</b>	<b>177,970</b>	<b>182,780</b>
<b>Funds of the Charity</b>				
Restricted income funds (Note 12)		29,535	29,535	30,346
Unrestricted funds	148,435		148,435	152,434
Revaluation reserve	-	-	-	-
<b>Total funds</b>	<b>148,435</b>	<b>29,535</b>	<b>177,970</b>	<b>182,780</b>

Signed by the treasurer, a trustee on behalf of all the trustees

  
Laura Hobson

Date of approval

3/3/22

# Marlow Community Association

Registered Charity No. 300301

## Notes to the accounts for the year to 31st December 2021

### Note 1: Basis of preparation

**1.1 Basis of accounting.** The accounts have been prepared on the basis of historical cost in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities and in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) issued on 16th July 2014 and with the Charities Act 2011.

**1.2 Going concern.** The accounts are prepared on a going concern basis; there being no material uncertainties that cast doubt on the charity's ability to continue as a going concern.

**1.3 Change of accounting policy.** The accounts present a true and fair view using the accounting policies adopted and outlined in note 2.

**1.4 Changes to accounting estimates.** There has been no change to accounting estimates in the reporting year.

### Note 2: Accounting policies

#### 2.1 Income:

**Recognition of income.** Income is included in the Statement of Financial Activities when the charity becomes entitled to the resources, when the trustees are virtually certain they will receive the resources and when the monetary value can be measured with sufficient reliability.

**Offsetting.** There has been no offsetting of assets and liabilities, or income and expenditure in the accounts.

#### 2.2 Expenditure and Liabilities:

**Liability recognition.** Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**Administration and governance costs.** Includes all costs involving the public accountability of the charity and its compliance with regulation and good practice, and the legal, accounting and administrative costs of trustees in the furtherance of their duties.

#### 2.3 Assets:

**Tangible fixed assets.** Freehold land and buildings are valued at cost plus rebuilding and other major additions.

Fixtures and fittings are capitalised if they can be used for more than one year and normally cost more than £100. They are valued at cost and are written off over seven years with a full year's depreciation in the year of purchase.

Computers and other technology assets are capitalised if they can be used for more than one year and usually cost more than £100. They are valued at cost and are written off over three years with a full year's depreciation in the year of purchase.

**Debtors.** These are measured on initial recognition taking into account any agreed discounts and advance payments by the charity.

**Note 3 : Analysis of incoming resources**

	This Year		Last Year	
	£	£	£	£
Lettings		28,548		20,569
Income from Sections activities				
Cameo Club	691		1,003	
Dog Training Club	2,536		2,532	
Bridge Club	31		1,005	
Parents and Toddlers Club	464		218	
Friday Club	1,409	5,131	599	5,357
Fund raising activities				
Carnival	8,292		-	
100 Club	575		480	
Other events	-	8,867	37	517
Donations		100		12,000
Investments		1		32
Membership subscriptions		676		665
Other		40		16
		<b>43,363</b>		<b>39,156</b>

**Note 4: Analysis of resources expended**

	This Year		Last Year	
	£	£	£	£
Raising funds				
Carnival	3,354		126	
100 Club	245	3,599	286	412
Charitable activities				
Cleaning, caretaking etc.	7,810		8,572	
Salaries	9,324		11,300	
Rates and Water	4,263		3,227	
Heat and light	3,776		3,951	
Maintenance	5,210		3,317	
Administration and governance costs	5,276		5,799	
Subscriptions	460		1,713	
Other costs	878	36,997	602	38,481
Depreciation (Notes 2 and 6)		3,979		4,548
Costs of Section activities				
Cameo Club	214		584	
Dog Training Club	2,076		2,967	
Bridge Club	107		143	
Parents and Toddlers Club	133		45	
Friday Club	1,068		328	
Scottish Dancing Club	-	3,598	-	4,067
		<b>48,173</b>		<b>47,508</b>

**Note 5: Trustee expenses included in administration and governance costs:**

Number of trustees who were paid expenses	-	-
Total administrative expenses paid	£ -	£ -

**Note 6: Tangible fixed assets**

	£	£	£	£
Freehold land and buildings		115,366		115,366
Net book value of furniture, fittings and technology brought forward	13,409		9,995	
Additions during year	-		7,962	
	<u>13,409</u>		<u>17,957</u>	
Depreciation charge for the year	3,979		4,548	
Net book value of furniture, fittings and technology carried forward		9,430		13,409
Net book value of tangible assets carried forward		<b>124,796</b>		<b>128,775</b>

**Note 7: Investments**

COIF Charities Investment Fund	<b>12,015</b>	<b>12,014</b>
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**Note 8: Debtors and prepayments**

Prepayments and debtors	<b>1,592</b>	<b>2,584</b>
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**Note 9: Cash at bank and in hand**

	This Year		Last Year	
	£	£	£	£
Cash at bank				
Unrestricted funds	13,390		12,729	
Restricted funds	4,000		4,000	
Held on behalf of Sections	<u>4,021</u>	<u>21,411</u>	<u>4,021</u>	<u>20,750</u>
Cash held by sections				
Cameo Club	1,877		1,504	
Dog Training Club	16,709		17,267	
Bridge Club	1,063		1,475	
Parents and Toddlers Club	1,690		1,819	
Friday Club	<u>175</u>	<u>21,514</u>	<u>260</u>	<u>22,325</u>
		42,925		43,075
Cash in hand		80		80
		<b>43,005</b>		<b>43,155</b>

**Note 10: Cash at bank and in hand relating to funds**

Restricted income funds (Note 12)	29,535	30,346
Unrestricted funds	13,470	12,809
	<b>43,005</b>	<b>43,155</b>

**Note 11: Creditors and accruals**

Creditors and accruals

3,438

3,748

**Note 12: Restricted income funds**

Relates to the following:

Cameo Club

2,460

2,087

Dog Training Club

16,709

17,267

Bridge Club

1,063

1,475

Parents and Toddlers Club

1,690

1,819

Friday Club

3,613

3,698

25,535

26,346

Maintenance reserve

4,000

4,000

29,535

30,346

# Marlow Community Association

Registered Charity No. 300301

## Independent Examiner's report to the Trustees of Marlow Community Association

I report on the accounts of Marlow Community Association for the year ended 31 December 2021, which are set out on pages 1 to 6.

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

### It is my responsibility to:

- examine the accounts under section 145 of the Charities 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.

My examination was carried out in accordance with 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 next statement.

### Independent examiner's statement

In connection with my examination, no material matters have come to my attention 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 2011; 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 2011 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 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.

Signature:  
R Smith



Date: 3<sup>rd</sup> March 2022

Name: Roger Smith FCA

Qualification: Chartered Accountant

Address: 6 Beaufort Close, Marlow, Buckinghamshire SL7 1EN

**MARLOW COMMUNITY ASSOCIATION**

England & Wales - Charity number 300301

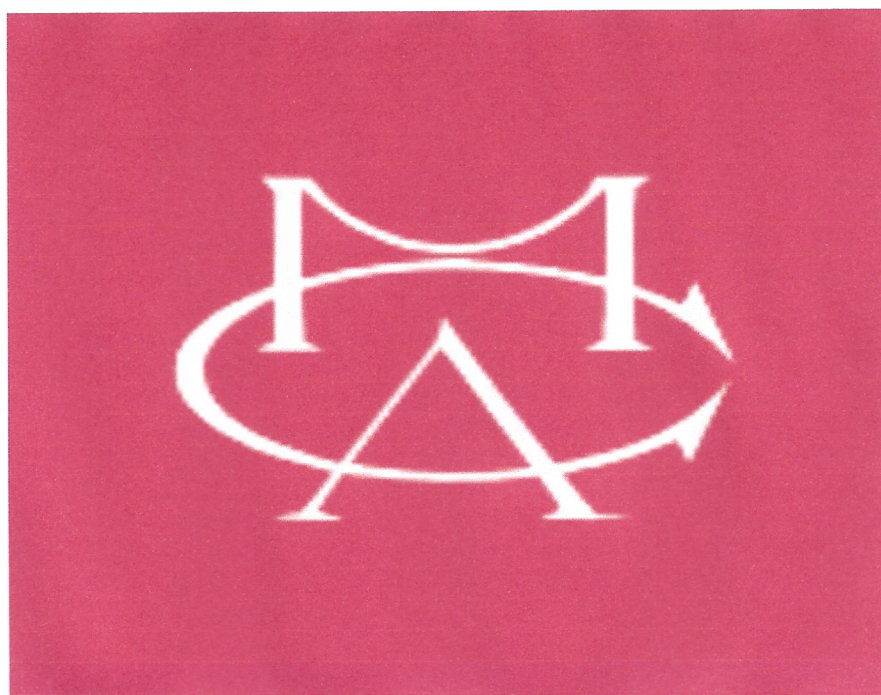
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# Accounts

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# **MARLOW COMMUNITY ASSOCIATION**

*Charity number 300301*



## **TRUSTEES ANNUAL REPORT AND ACCOUNTS**

*for*

**YEAR ENDED 31 DECEMBER 2020**

# MARLOW COMMUNITY ASSOCIATION

## Trustees Annual Report for the year ended 31st December 2020

**Name of Charity** Marlow Community Association

**Registered Number** 300301

**Legal Form:** Unincorporated Charitable Trust

**Governing Document:**

The Constitution was adopted on 13th May 1967, amended at a Special General Meeting on Thursday 17th February 2000 to bring it into line with new requirements and amended again on 21st March 2013.

**Address:**

Liston Hall, Chapel Street, Marlow, Buckinghamshire, SL7 1DD

**Trustees:**

Charity Trustees were all members of the General Council during the year ended 31st December 2020. A list of the trustees is held in the MCA Office.

**Method of Appointment:**

1. Members of the Executive Committee
2. One Trustee is nominated by each Section and Affiliated organisation
3. Ordinary members may be appointed as Trustees at the AGM up to an equivalent number nominated in 2 above.

**Holding Trustees:**

Mr G Flett, Mr R Johnson, Mr W A Streeter and Mr R Wilson

**Officers:**

Chairman	Mr Richard Scott
Vice Chairman	Mrs Linda Richards
Honorary Secretary	Mrs Ruth Coster
Honorary Treasurer	Mrs Laura Hobson

**Bankers:**

Lloyds Bank, High Street, Marlow, Buckinghamshire, SL7 1AU  
Charities Official Investment Fund (COIF), Senator House, 85 Queen Victoria Street, London, EC4V 4ET

**Independent Examiner:**

Mr Roger Smith FCA  
6 Beaufort Close, Marlow, SL7 1EN

**Objects:** The Objects of the Association are:

1. To promote the benefit of the inhabitants of Marlow and the neighbourhood (hereinafter call the 'area of benefit') without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants 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 inhabitants.
2. To maintain and manage a Community Centre in furtherance of these objects.
3. To promote such other charitable purposes as may from time to time be determined.

# MARLOW COMMUNITY ASSOCIATION

## Trustees Report on the Financial Activities of the Association:

As will be seen from the financial report, the Covid pandemic has had a serious effect on the finances of the Association. The Executive Committee has at all times strictly followed Government guidelines for the use of our letting rooms and has taken external advice about re-opening from Community Impact Bucks. Following that advice, we were able to open for limited periods during the year and we hope that we will be able to open again after 12 April 2021.

The Trustees (the General Council) met three times in the last year. In accordance with the adopted accounting policy, the independently examined Statement of Financial activities and Balance Sheet of the Association for the year ended 31st December 2020 are included with this report.

The Statement of Financial Activities for the Association shows a deficit of £8,352 for the year (2019 surplus £6,268). In line with our accounting policy, we continue to depreciate our assets on a straight-line basis and depreciation of £4,548 (2019 £7,610) has been charged in arriving at this year's deficit.

The income from Lettings was seriously affected by closure of the hall due to the Covid pandemic and the reduction is clearly shown in the figures – 2020 £20,569 (2019 £50,565). The Sections and Affiliated charity and other community groups still enjoy advantageous rates; in 2020 it is estimated that they received in excess of £8,167 (2019 £32,500) in reduced charges when compared to our commercial rates. Letting charges are reviewed annually and from 1st January 2020 they increased by a rate close to the rate of inflation.

The Association has five Sections - Bridge, Dog Training, Parents and Toddlers, Cameo Lunch Club and Friday Lunch Club. All have been adversely affected by the Covid pandemic, but between them they sustained a small deficit of £7 (2019 deficit £1,544). The Carnival was not held in 2020 but is currently booked for 11 September this year. We were fortunate to receive of Covid related grant of £10,000 from the Government.

Interest on savings in the Charities Official Investment Fund was in line with current low interest rates. No changes have been made to the investment strategy during this financial year.

Routine maintenance costs in 2020 amounted to £3,317 (2019 £11,665). All our letting rooms are now generally in very good condition and ready for opening post lockdown. Cleaning and caretaking costs were below both budget and last year, but other costs remained broadly in line with budget.

The Balance Sheet remains reasonably strong, with £12,014 (2019 £11,982) in the COIF deposit account and £12,809 (2019 £22,102) in our unrestricted current accounts. The Executive Committee keeps the cash position under regular review and provided Covid restrictions are lifted as outlined by the Government, it is confident that the cash position is sufficient to cover normal running costs for the next twelve months.

## Reserves

At the year-end, we had reserves of £182,780 (2019 £191,132), which included £30,346 (2019 £30,353) in restricted income funds. The General Maintenance Reserve stands at £4,000 (2019 £4,000).

# MARLOW COMMUNITY ASSOCIATION

## The Trustees

The Trustees would like to acknowledge the volunteers who man the office on weekday mornings to assist in the day to day running of the Association, those who help with the Sections and with our fund raising activities. Our thanks go also to Cindy Gillies who runs the office with outstanding efficiency and to her husband Donald who, as Cleaner and Handyman, keep Liston Hall in good order.

## Trustees Responsibilities

The Trustees are required to prepare a Financial Statement 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 for that period.

In preparing this Financial Statement the Trustees are required to:

1. Select suitable accounting policies and then apply them consistently.
2. Make judgments and estimates that are reasonable and prudent.
3. State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statement.
4. Prepare the Financial Statements on an ongoing basis unless it is inappropriate.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Trust, safeguarding the Charity's assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities. An Independent Examiner examines the annual report and accounts and has issued an unqualified report.

The report and accounts will be presented to the General Council at the Annual General Meeting to be held on 24 March 2021.



Richard Scott  
Honorary Chairman and Trustee

20 March 2021

# Marlow Community Association

Registered Charity No. 300301

## Statement of Financial Activities

For the year to 31st December 2020

	Unrestricted funds	Restricted income funds	Total funds	Prior year funds
	£	£	£	£
<b>Incoming resources (Note 3)</b>				
<b>Income from:</b>				
Lettings	20,569	-	20,569	50,565
Income from Sections activities	1,297	4,060	5,357	12,899
Fund raising activities	517	-	517	9,930
Donations	12,000	-	12,000	2,755
Investments	32	-	32	68
Membership subscriptions	665	-	665	640
Other	16	-	16	406
<b>Total</b>	<b>35,096</b>	<b>4,060</b>	<b>39,156</b>	<b>77,263</b>
<b>Resources expended (Note 4)</b>				
<b>Expenditure on:</b>				
Raising funds	412	-	412	4,792
Charitable activities	43,029	-	43,029	56,755
Costs of Section activities	-	4,067	4,067	9,448
Other	-	-	-	-
<b>Total</b>	<b>43,441</b>	<b>4,067</b>	<b>47,508</b>	<b>70,995</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	<b>(8,345)</b>	<b>(7)</b>	<b>(8,352)</b>	<b>6,268</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(8,345)</b>	<b>(7)</b>	<b>(8,352)</b>	<b>6,268</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward	160,779	30,353	191,132	184,864
<b>Total funds carried forward</b>	<b>152,434</b>	<b>30,346</b>	<b>182,780</b>	<b>191,132</b>

# Marlow Community Association


Registered Charity No. 300301

## Balance Sheet

As at 31st December 2020

		Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
<b>Fixed assets</b>					
Tangible assets	(Note 6)	128,775	-	128,775	125,361
Investments	(Note 7)	12,014	-	12,014	11,982
<b>Total fixed assets</b>		<b>140,789</b>	<b>-</b>	<b>140,789</b>	<b>137,343</b>
<b>Current assets</b>					
Debtors	(Note 8)	2,584	-	2,584	2,169
Cash at bank and in hand	(Notes 9 & 10)	12,809	30,346	43,155	52,455
<b>Total current assets</b>		<b>15,393</b>	<b>30,346</b>	<b>45,739</b>	<b>54,624</b>
<b>Creditors: amounts falling due within one year</b>					
	(Note 11)	3,748	-	3,748	835
<b>Net current assets/(liabilities)</b>		<b>11,645</b>	<b>30,346</b>	<b>41,991</b>	<b>53,789</b>
<b>Total assets less current liabilities</b>		<b>152,434</b>	<b>30,346</b>	<b>182,780</b>	<b>191,132</b>
<b>Funds of the Charity</b>					
Restricted income funds	(Note 12)		30,346	30,346	30,353
Unrestricted funds		152,434		152,434	160,779
Revaluation reserve		-	-	-	-
<b>Total funds</b>		<b>152,434</b>	<b>30,346</b>	<b>182,780</b>	<b>191,132</b>

Signed by the treasurer, a trustee on behalf of all the trustees

  
 Laura Hobson

Date of approval

9/3/2021

# Marlow Community Association

Registered Charity No. 300301

## Notes to the accounts for the year to 31st December 2020

### Note 1: Basis of preparation

**1.1 Basis of accounting.** The accounts have been prepared on the basis of historical cost in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities and in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) issued on 16th July 2014 and with the Charities Act 2011.

**1.2 Going concern.** The accounts are prepared on a going concern basis; there being no material uncertainties that cast doubt on the charity's ability to continue as a going concern.

**1.3 Change of accounting policy.** The accounts present a true and fair view using the accounting policies adopted and outlined in note 2.

**1.4 Changes to accounting estimates.** There has been no change to accounting estimates in the reporting year.

### Note 2: Accounting policies

#### 2.1 Income:

**Recognition of income.** Income is included in the Statement of Financial Activities when the charity becomes entitled to the resources, when the trustees are virtually certain they will receive the resources and when the monetary value can be measured with sufficient reliability.

**Offsetting.** There has been no offsetting of assets and liabilities, or income and expenditure in the accounts.

#### 2.2 Expenditure and Liabilities:

**Liability recognition.** Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**Administration and governance costs.** Includes all costs involving the public accountability of the charity and its compliance with regulation and good practice, and the legal, accounting and administrative costs of trustees in the furtherance of their duties.

#### 2.3 Assets:

**Tangible fixed assets.** Freehold land and buildings are valued at cost plus rebuilding and other major additions.

Fixtures and fittings are capitalised if they can be used for more than one year and normally cost more than £100. They are valued at cost and are written off over seven years with a full year's depreciation in the year of purchase.

Computers and other technology assets are capitalised if they can be used for more than one year and usually cost more than £100. They are valued at cost and are written off over three years with a full year's depreciation in the year of purchase.

**Debtors.** These are measured on initial recognition taking into account any agreed discounts and advance payments by the charity.

### Note 3 : Analysis of incoming resources

	This Year		Last Year	
	£	£	£	£
Lettings		20,569		50,565
Income from Sections activities				
Cameo Club	1,003		2,119	
Dog Training Club	2,532		6,584	
Bridge Club	1,005		962	
Parents and Toddlers Club	218		823	
Friday Club	599	5,357	2,411	12,899
Fund raising activities				
Carnival	-		9,318	
100 Club	480		612	
Other events	37	517	-	9,930
Donations		12,000		2,755
Investments		32		68
Membership subscriptions		665		640
Other		16		406
		<b>39,156</b>		<b>77,263</b>

### Note 4: Analysis of resources expended

	This Year		Last Year	
	£	£	£	£
Raising funds				
Carnival	126		4,525	
100 Club	286	412	267	4,792
Charitable activities				
Cleaning, caretaking etc.	8,572		13,291	
Salaries	11,300		9,105	
Rates and Water	3,227		703	
Heat and light	3,951		5,513	
Maintenance	3,317		11,665	
Administration and governance costs	5,799		5,432	
Subscriptions	1,713		1,037	
Other costs	602	38,481	2,399	49,145
Depreciation (Notes 2 and 6)		4,548		7,610
Costs of Section activities				
Cameo Club	584		1,437	
Dog Training Club	2,967		5,520	
Bridge Club	143		195	
Parents and Toddlers Club	45		255	
Friday Club	328		1,654	
Scottish Dancing Club	-	4,067	387	9,448
		<b>47,508</b>		<b>70,995</b>

**Note 5: Trustee expenses included in administration and governance costs:**

Number of trustees who were paid expenses	-	-
Total administrative expenses paid	£ -	£ -

**Note 6: Tangible fixed assets**

	£	£	£	£
Freehold land and buildings		115,366		115,366
Net book value of furniture, fittings and technology brought forward	9,995		15,385	
Additions during year	7,962		2,220	
	<u>17,957</u>		<u>17,605</u>	
Depreciation charge for the year	4,548		7,610	
Net book value of furniture, fittings and technology carried forward		13,409		9,995
Net book value of tangible assets carried forward		<b>128,775</b>		<b>125,361</b>

**Note 7: Investments**

COIF Charities Investment Fund	<b>12,014</b>	<b>11,982</b>
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**Note 8: Debtors and prepayments**

Prepayments and debtors	<b>2,584</b>	<b>2,169</b>
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**Note 9: Cash at bank and in hand**

	£	This Year £	£	Last Year £
Cash at bank				
Unrestricted funds	12,729		22,022	
Restricted funds	4,000		4,000	
Held on behalf of Sections	4,021	20,750	4,021	30,043
Cash held by sections				
Cameo Club	1,504		1,202	
Dog Training Club	17,267		18,351	
Bridge Club	1,475		842	
Parents and Toddlers Club	1,819		1,782	
Friday Club	260	22,325	155	22,332
		43,075		52,375
Cash in hand		80		80
		<b>43,155</b>		<b>52,455</b>

**Note 10: Cash at bank and in hand relating to funds**

Restricted income funds (Note 12)	30,346	30,353
Unrestricted funds	12,809	22,102
	<b>43,155</b>	<b>52,455</b>

**Note 11: Creditors and accruals**

Creditors and accruals	3,748	835
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**Note 12: Restricted income funds**

Relates to the following:

Cameo Club	2,087	1,785
Dog Training Club	17,267	18,352
Bridge Club	1,475	842
Parents and Toddlers Club	1,819	1,782
Friday Club	3,698	3,592
	26,346	26,353
Maintenance reserve	4,000	4,000
	30,346	30,353

# Marlow Community Association

Registered Charity No. 300301

## Independent Examiner's report to the Trustees of Marlow Community Association

I report on the accounts of Marlow Community Association for the year ended 31 December 2020, which are set out on pages 1 to 6.

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

### It is my responsibility to:

- examine the accounts under section 145 of the Charities 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.

My examination was carried out in accordance with 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 next statement.

### Independent examiner's statement

In connection with my examination, no material matters have come to my attention 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 2011; 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 2011 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 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.

Signature:

R Smith



Date:

9/3/2021

Name: Roger Smith FCA

Qualification: Chartered Accountant

Address: 6 Beaufort Close, Marlow, Buckinghamshire SL7 1EN