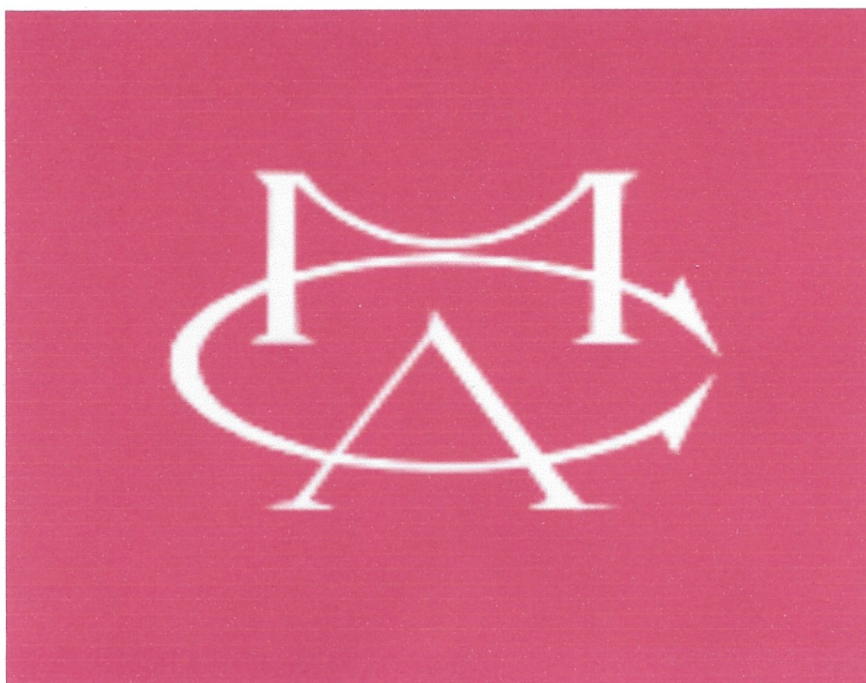


# **MARLOW COMMUNITY ASSOCIATION**

*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

**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, Mrs C Wesson and Mr R Wilson

**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), 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 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

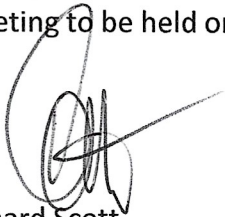
The Trustees are required to prepare a Financial Statement for each financial year, which give a true and fair view of the state of affairs of the charity and of the surplus or deficit for that period.

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
Total fixed assets		150,484	-	150,484	140,210
<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
Total current assets		32,332	33,233	65,565	56,342
<b>Creditors: amounts falling due within one year</b>					
	(Note 11)	9,708	-	9,708	6,699
Net current assets/(liabilities)		22,624	33,233	55,857	49,643
Total assets less current liabilities		173,108	33,233	206,341	189,853
<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		-	-	-	-
Total funds		173,108	33,233	206,341	189,853

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

  
Laura Hobson

Date of  
approval

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>Raising funds</b>				
Carnival	3,982		5,352	
100 Club	316	4,298	302	5,654
<b>Charitable activities</b>				
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
<b>Costs of Section activities</b>				
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

**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		<u>137,820</u>		<u>128,078</u>

**Note 7: Investments**

COIF Charities Investment Fund	<u>12,664</u>	<u>12,132</u>
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**Note 8: Debtors and prepayments**

Prepayments and debtors	<u>3,349</u>	<u>2,532</u>
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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	<u>3,739</u>	36,642	<u>3,808</u>	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	<u>700</u>	25,494	<u>398</u>	21,404
		62,136		53,730
Cash in hand		80		80
		<u>62,216</u>		<u>53,810</u>

	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
	<b>62,216</b>	<b>53,810</b>
<b>Note 11: Creditors and accruals</b>		
Creditors and accruals	<b>9,708</b>	<b>6,699</b>
<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
	<u>29,233</u>	<u>25,212</u>
Maintenance reserve	4,000	4,000
	<b>33,233</b>	<b>29,212</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 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.

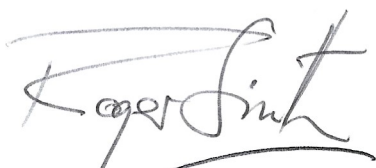
### Independent examiner's statement

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