

Trustee's Annual Report for the period 01/04/21 to 31/03/2022

Reference and administration details

Charity name	NEWTON POPPLEFORD PLAYING FIELD FOUNDATION	
Also known as	NPPFF	
Reg. Char. Number	300848	
Principal Address	The Pavilion Back Lane, Newton Poppleford EX10 0EZ	
Trustees	Newton Poppleford and Harford Parish Council	
Officers:		
Chair	Cllr. Chris Burhop	Full Year
Secretary	Jacqui Baldwin	From Jan 2022
Acting Treasurer	Jacqui Baldwin	From Jan 2022
Advisors:		
Internal Auditor	Christopher Noake	From 17/01/2019
Bankers:		
Lloyds Bank	Corporate	Full Year
Starling Bank	Business Account	Account closed 15.11.2021

Structure, governance and management

Governing Document	Scheme Deed dated 03/11/2000 Replaced original scheme of 24/05/1961
Constitution	Charitable Trust
Trustee Selection	Fixed as per Scheme Deed (Local Authority) - NPHPC
Governance	All Councillors of NPHPC are members of Trustee Board Chair of Trustees is current Chair of Council but elected at AGM. Officers appointed at AGM. Volunteers form day-to-day Management Committee
Objects	To improve the conditions of life for the inhabitants of the area of benefit without distinction of political, religious or other opinions by the provision and maintenance of a recreation ground in the interests of social welfare.

Land

Title of land described in schedule to this scheme was transferred to NPHPC to be held in trust for the charity by means of a scheme dated 24/05/1961.

Land identified in schedule must be retained by trustee for use for the object of the charity as above.

Schedule

Land consisting of 2.85 hectares or thereabouts and the buildings thereon at Back Lane, Newton Poppleford known as Newton Poppleford Playing Field (and Pavilion).

Objectives and activities

Objects

To improve the conditions of life for the inhabitants of the area of benefit without distinction of political, religious or other opinions by the provision and maintenance of a recreation ground in the interests of social welfare.

Activities

Provision and maintenance of a Pavilion and Playing Fields for sporting, recreation and social activities for the for the local community and wider area.

Trustees have considered the Commission's guidance on Public Benefit and are committed to enable as many people as possible from the community to use these facilities.

Additional Info.

Trustees are grateful for the many hours provided by volunteers, management committee and user groups.

During the year a Community Café has been established and facilities are being used by a diverse range of community groups and individuals from the playgroup to our most elderly residents.

Achievements and performance

Summary

After a year with virtually no hire income and very little activity due to Covid-19 thankfully we have seen the resumption of sporting activities on the playing field and use of the Pavilion increasing, albeit slowly, from May 2021 onwards. It should be noted that the financial results do not truly reflect a full operational year as many community clubs and groups delayed resuming activities until the Autumn and for some time there were continuing restrictions on numbers meeting indoors. VAT Returns were submitted each quarter and the system continues in accordance with HMRC guidelines. Further improvements have been made to the Pavilion and we have funding in place to install cctv for added security. Plans to completely refurbish the multi-use games area in the next financial year are well-advanced.

The year ended with Trustees very positive about the future.

Financial Review

Summary

Cash in bank at financial year end £30,080

Liabilities zero

Main financial risk to charity is loss of hirers and defaults on outstanding bills for previous hires but this is managed by regular, routine billing cycles and strict debtor management.

Trustee Board is negotiating with regular hirers to enter into long-term licence agreements to provide future financial security for the charity.

Further Financials

Total income for the year was £27,989 - 44% of which was grant funding and the Trustee Board wishes to express its thanks to the government, EDDC, Devon Community Foundation, Devon County Council and the Newton Poppleford & Harpford Parish Council for grants received. These funds were of great assistance in enabling the charity to make improvements to the Pavilion in readiness for re-opening.

Declaration

The Trustees declare that they have approved the Trustee Report above.

Signed on behalf of the charity's trustee board:

Signature

Jacqui Baldwin

Full Name

Jacqui Baldwin

Position

Acting Treasurer

Date

8th November 2022 (AGM)

Newton Poppleford Playing Field Foundation (Reg. Char. 300848)						
Receipts & Payments Account for the Financial Year Ended 31st March 2022						
	Current Financial Year April 2021 to March 2022				2020/21	2019/20
	Unrestricted Funds	Designated Funds	Restricted Funds	Total	Total	Total
RECEIPTS	£	£	£	£	£	£
Regular Hire Income	3,771				189	6,689
Function Income	557				0	125
Field Income	3,897				0	2,250
Bank Interest	0				0	0
Fundraising	3,781				0	2,096
Grants received	12,550				23,138	2,822
Other Receipts	361				125	200
Charitable Donations	662				250	1,892
Loans received	0				0	0
Licence Fees received	0				400	0
VAT charged on sales	813				38	1,033
VAT reclaimed from HMRC	1,597				892	0
TOTAL RECEIPTS	27,989	0	0	27,989	25,031	17,107
EXPENDITURE	£	£	£	£	£	£
Utilities	2,574				1,043	1,950
Building Maintenance	3,178				11,847	1,450
Field Maintenance	1,607				2,520	2,308
Cleaning	2,860				0	1,480
Equipment / Consumables	814				281	327
Insurance	0				399	393
Building Refurbishment	948				0	500
Admin.	487				287	366
Event Costs	1,266				0	0
Loan Repayments	850				425	425
VAT paid on purchases	823				2,175	313
VAT paid to HMRC	29				240	620
Sub-total	15,437	0	0	0	19,217	10,133
TOTAL PAYMENTS	15,437	0	0	15,437		10,133
NET RECEIPTS-PAYMENTS	12,552	0	0	12,552		6,975
Movements in Funds for the Financial Year Ended 31st March 2022						
Cash Assets	Bt'Fwd at 01-04-21	Receipts 2021-22	Payments 2021-22	Interbank Transfers 2021-22	Cd'Fwd at 31-03-22	
Cash at Bank & in Hand						
Petty Cash	0	0	0	0		0
Bank, Current Account (Co-op)	0	0	0	0		0
Bank, Current Account (Lloyds)	17,227	27,989	-15,437	301		30,080
Bank, Current Account (Starling)	301		0	-301		-0
	17,528	27,989	-15,437	0		30,080
Fundraising / Capital Accounts	Bt'Fwd	Deposits	Withdrawals	Net Transfers	Cd'Fwd	
Bank, Current Account (Co-op)	0	0	0	0		0
Bank, Deposit Account (Co-op)	0	0	0	0		0
	0	0	0	0		0
Total Cash Assets	17,528	27,989	-15,437	0		30,080
Comprising:						
General (Unrestricted) Fund	17,528	27,989	-15,437	0		30,080
Total Unrestricted Funds	17,528					30,080
Earmarked Funds						
Capital Accounts	0	0	0	0		0
Total Earmarked Funds	0					0
Total Funds	17,528	27,989	-15,437	0		30,080
Statement of Assets & Liabilities as at 31st March 2022						
	Unrestricted Funds	Designated Funds	Restricted Funds	Total at 31-03-21		
Cash Assets	30,080	-	-	30,080		
Other Monetary Assets				0		
Investments Assets				0		
Assets Retained for Own Use	All land and property held in Trust by Newton Poppleford and Harford PC			0		
Liabilities	0					

Jacqui Baldwin
Treasurer to the Newton Poppleford
Playing Field Foundation
1 Down Close
Newton Poppleford
Devon

23rd May 2022

Dear Jacqui

I have audited the accounts of the Newton Poppleford Playing Field Foundation (NPPFF) for the financial year ended 31st March 2022 as requested.

I have fully examined the records kept for the period 1st April 2021 to 31st March 2022 presented to me by yourself, and am satisfied that this represents a true and accurate record of the financial position of the pavilion fund as at 31st March 2022.

I have several observations to make from the accounts :-

1) The amount paid over on the VAT return (1st October 2021 – 31st December 2021) was £29.03, but the amount that should have been paid over as per the cashbook was £41.82.

2) The amount due to be paid over from the final VAT return of the year (i.e. 1st Jan 2022 – 31st March 2022) is £300.38 (taken from the cashbook), but the actual amount paid / due to be paid over as taken from the VAT return spreadsheet is £217.41.

3) I would suggest linking the VAT spreadsheet with the main cashbook in order to ensure entries are not missed and a double check can be made to ensure accurate VAT records.

4) Gas charges seem extremely high compared to the previous year and may warrant an investigation.

I know you took on the role recently, so well done on a brilliant job done.

Please let me know if you have any questions concerning the audit.

Kind regards



Chris Noake (FCCA)
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Newton Poppleford
Sidmouth
Devon
EX10 0DN