



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Writtle Community Association

On accounts for the year
ended

31st December 2023

Charity no
(if any) 301445

Set out on pages

10

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

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

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

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: *K Fish*

Date: 20.05.24

Name: Kim Fish MICB

Relevant professional
qualification(s) or body

Member of the Certified Bookkeepers Association

(if any):

--

Address:

95 Long Brandocks

Writtle

Chelmsford CM1 3JL

Section B

Disclosure

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

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

Accounts all in order, kept up to date throughout the year and recorded correctly.

Date: 26/01/2024

Time: 15:39:17

Writtle Community Association

Page: 1

Profit and Loss

From: Month 1, January 2023
To: Month 12, December 2023

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>
Sales		
Lettings	41,459.95	41,459.95
WCA Events	490.64	490.64
Bar Sales	13,630.74	13,630.74
Marie Friends Club	981.25	981.25
Grants	2,000.00	2,000.00
	58,562.58	58,562.58
Purchases		
Bar Purchases	5,556.89	5,556.89
IZettle Fees	322.08	322.08
WCA Events Purchases	1,160.00	1,160.00
Bar Manager Fees	1,198.80	1,198.80
Wastages/Out of date stock	145.02	145.02
	8,382.79	8,382.79
Direct Expenses		
Advertising	103.38	103.38
Subscriptions	146.00	146.00
	249.38	249.38
Gross Profit/(Loss):	<u>49,930.41</u>	<u>49,930.41</u>
Overheads		
Water Rates	785.55	785.55
Rates	892.95	892.95
Electric	2,578.10	2,578.10
Gas	1,690.73	1,690.73
Waste Disposal	1,998.22	1,998.22
Recesses	880.44	880.44
Training	581.60	581.60
Gifts	3.25	3.25
Printing & Stationary	51.26	51.26
Telephone	1,061.12	1,061.12
IT Software	189.98	189.98
Maintenance	489.89	489.89
Cleaning	9,867.26	9,867.26
Gardening	307.00	307.00
Security	15.95	15.95
Directors & Office Ins	501.60	501.60
Insurance	665.59	665.59
Bank Charges & Int	165.38	165.38
Bookkeeping DF	1,800.00	1,800.00
Centre Manager Fees CG	12,700.00	12,700.00
Administration KF	620.00	620.00

Date: 26/01/2024

Time: 15:39:17

Writtle Community Association
Profit and Loss

Page: 2

From: Month 1, January 2023

To: Month 12, December 2023

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Window Cleaner	130.00	130.00	
Minutes Secretary	160.00	160.00	
Depreciation	1,547.32	1,547.32	
Health & Safety Costs	574.11	574.11	
		40,257.30	40,257.30
Net Profit/(Loss):		<u>9,673.11</u>	<u>9,673.11</u>

Date: 26/01/2024

Time: 15:40:16

Writtle Community Association
Balance Sheet

Page: 1

From: Brought forward

To: Month 12, December 2023

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Property	560.20	560.20	
Office Equipment	4,842.29	4,842.29	
Furniture and Fixtures	20,315.62	20,315.62	
Bar Assets	1,542.93	1,542.93	
	27,261.04		27,261.04
Current Assets			
Stock	1,180.53	1,180.53	
Debtors	2,097.72	2,097.72	
Deposits and Cash	17,726.85	17,726.85	
Bank Account	4,374.70	4,374.70	
	25,379.80		25,379.80
Current Liabilities			
Creditors : Short Term	1,809.15	1,809.15	
	1,809.15		1,809.15
Current Assets less Current Liabilities:	23,570.65		23,570.65
Total Assets less Current Liabilities:	50,831.69		50,831.69
Long Term Liabilities			
Creditors : Long Term	1,000.10	1,000.10	
	1,000.10		1,000.10
Total Assets less Total Liabilities:	49,831.59		49,831.59
Capital & Reserves			
Capital & Reserves	40,826.08	40,826.08	
P & L Account	9,005.51	9,673.11	
Previous Year Adj		(667.60)	
	49,831.59		49,831.59



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day01	Jan	2024		31	December	2024

Section A

Reference and administration details

Charity name

Writtle Community Association

Other names charity is known by

Registered charity number (if any)

301445

Charity's principal address

The Beryl Platt Centre

12/14 Redwood Drive

Chelmsford

Postcode CM1 3LY

Essex

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Tim Percival	Chair		Chair
2	Mary Steadman	Trustee		
3	Jeni Collins	Trustee		
4	Valerie Wilson	Trustee		
5	Renato Schmid	Treasurer		
6	Ralph Bray	Trustee		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

Appointed

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote the benefits of the inhabitants of the Parish of Writtle and neighbourhood. To provide facilities in the interest of Social Welfare for recreation and leisure time with the object of improving the conditions of life for the said inhabitants

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To establish or secure the establishment of a Community Centre and to maintain and manage the same.

To provide a Community Centre and activities for the inhabitants of Writtle.

To include the pre-school, educational needs, keep fit and events for the Community.

To provide support groups for Writtle and surrounding areas

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Having moved to a new building in September 2020, 2023 has seen us grow and provide the village with a much needed purpose built building.

We have grown stronger and now have reserves in place which we never had before.

Grants applied for and received –

Essex County Council - £2,000

Section E**Financial review**

Brief statement of the charity's policy on reserves

A maintenance reserve fund is held to enable any maintenance to be carried out immediately. We also have a savings reserve to help us serve the community in which way the Trustees think fit.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

TD Percival

Full name(s)

Timothy Percival

Position (eg Secretary, Chair, etc)

Chair

Date

20th May 24