

**WINDSOR DRIVE COMMUNITY ASSOCIATION**

**REGISTERED CHARITY NO. 303036**

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2022**

# **WINDSOR DRIVE COMMUNITY ASSOCIATION**

## **Trustees' Annual Report For the year ended 31 December 2022**

The Trustees have pleasure to present their Annual Report and Accounts for the year ended 31 December 2022.

### **Reference and Administration Details:**

Registered Charity Number: 303036

Charity address: Chelsfield Community Centre  
Windsor Drive  
Chelsfield  
Orpington  
Kent  
BR6 6HD

Names of the charity trustees who manage the charity:

Monica Bracco ~ Hon. Treasurer  
Gary Carter ~ Secretary  
Jean Mander  
Julie Carter

Reporting accountant: Mr K Robinson FCA

Bankers: NatWest  
Orpington Branch  
235 High Street  
Orpington  
Kent  
BR6 0NS

## **Structure, Governance and Management:**

The Windsor Drive Community Association is governed by its Constitution as adopted on the 21 March 1950 and as amended on the 10 February 1964 and the 7 February 2005.

Trustees are appointed or reappointed annually at the Annual General Meeting held in June.

## **Objectives and Activities:**

The objectives of the charity are:

- to promote the benefit of the inhabitants of Chelsfield, Kent and the neighbourhood 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 the social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- to establish a community centre and to maintain and manage the same in furtherance of these objects; and
- to promote such other charitable purposes as may from time to time be determined.

Our regular hirers continue to provide a diverse range of activities at the Community Centre including the Pre-school/Nursery, the Koi Carp Society, Karate, Dance Class and Youth Group.

## **Achievements and Performance:**

The certified accounts for the year ended 31<sup>st</sup> December 2022 show income of £31,076 and expenditure of £23,389 leaving a surplus of £7,687 for the year. Funds of £45,501 were available at the end of the year. Income has increased by just over 66% in comparison with last year. This is mainly due to activities returning to normal after two years where bookings were restricted by Covid 19 regulations.

There were two major expenditures in 2022. Tree surgery services carried out by Lake's Tree Services in the sum of £950.00 and plumbing works carried out by Prothem in the sum of £1,092.00.

## **Financial Review:**

Our funds are held in bank accounts (a current account and a reserve account), all of which are unrestricted funds. We aim to hold at least £10,000 in the reserve account to meet any unforeseen expenditure that may occur.

In terms of our hirers, the number of private lettings is similar to last year. As far as our regular lettings are concerned we have had two new groups, a dance class and a youth club, which started in January 2023.

## **Future Plans:**

Our main focus is on refurbishing the kitchen, on upgrading the floor and on lowering the ceiling in the hall as soon as funds are available.

Lottery funding may need to be investigated and further help at the Community Centre is needed if we are to meet our objectives.

The Trustees look forward to meeting the challenge of providing a pleasant environment at the Community Centre for the benefit of all Chelsfield residents.

## **Declaration:**

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

Signed on behalf of the Charity's Trustees on 18<sup>th</sup> August 2023:

---

Monica Bracco (Hon. Treasurer)

---

Gary Carter (Secretary)

**WINDSOR DRIVE COMMUNITY ASSOCIATION**

Registered as a charity number 303036

## Independent examiner's report to the trustees of The Windsor Drive Community Association on the accounts for the year ended 31<sup>st</sup> December, 2022 set out on pages 2 and 3.

### **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 Charities Act, and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

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 the 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 statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:-

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

K Robinson  
Chartered Accountant

Willowcroft, Westerham TN16 1LX

18<sup>th</sup> August, 2023

**WINDSOR DRIVE COMMUNITY ASSOCIATION**

Registered as a charity number 303036

**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31st DECEMBER 2022**

	<u>2022</u>	<u>2021</u>
	£	£
<b>Income:</b>		
Hire of halls and rooms	31,050	18,693
Bank deposit interest	26	1
	-----	-----
	31,076	18,694
	-----	-----
<b>Expenditure:</b>		
Wages for maintenance and cleaning	3,020	1,947
Management and committee expenses	2,001	2,028
Affiliation and licence fees	416	867
Accountants fee	120	120
Cleaning materials	189	102
Insurance	855	809
Light and heat	2,440	4,478
Printing, stationery and postage	46	26
Rent and rates	10,488	10,834
Repairs, renewals and maintenance	3,804	1,275
Depreciation of furniture and fittings	10	13
	-----	-----
	23,389	23,499
	-----	-----
<b>Excess of income over (expenditure)</b>	<b>7,687</b>	<b>( 3,805)</b>
Funds brought forward	37,814	41,619
	-----	-----
General fund carried forward	£45,501	£37,814
	=====	=====

**WINDSOR DRIVE COMMUNITY ASSOCIATION**

Registered as a charity number 303036

**BALANCE SHEET AS AT 31st DECEMBER, 2022**

		<u>2022</u>	<u>2021</u>
	£	£	£
<b>Fixed assets:</b>			
Furniture and fittings - Cost		12,116	12,116
- Accumulated depreciation		12,073	12,063
		-----	-----
		43	53
			-----
<b>Current assets:</b>			
Debtors and prepaid expenses	13,315		10,030
Bank and cash	35,174		30,996
	-----		-----
	48,489		41,026
<b>Current liabilities:</b>			
Creditors	3,031		3,265
	-----		-----
Net current assets		45,458	37,761
		-----	-----
		£45,501	£37,814
		=====	=====
<b>Represented by:</b>			
General fund		£45,501	£37,814
		=====	=====

**NOTE TO THE ACCOUNTS AT 31<sup>st</sup> DECEMBER, 2022**Related party transactions

Julie Carter and Gary Carter are trustees of the Association. Julie Carter is also the sole proprietor of the Chelsfield Pre School and hires the premises to operate that business. During the year hire charges of £23,393 have been made to that business and at the end of the year the debtors include an amount of £11,994 due from that business. Since the end of the year that amount has been settled in full.

Approved by the committee on 18<sup>th</sup> August, 2023

M. BRACCO  
Treasurer

G. CARTER  
Secretary

**WINDSOR DRIVE COMMUNITY ASSOCIATION**

Registered as a charity number 303036

## Independent examiner's report to the trustees of The Windsor Drive Community Association on the accounts for the year ended 31<sup>st</sup> December, 2022 set out on pages 2 and 3.

**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 Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

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 the 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 statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:-

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

K Robinson  
Chartered Accountant

Willowcroft, Westerham TN16 1LX

18<sup>th</sup> August, 2023



**WINDSOR DRIVE COMMUNITY ASSOCIATION**

Registered as a charity number 303036

**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31st DECEMBER 2022**

	<u>2022</u>	<u>2021</u>
	£	£
<b>Income:</b>		
Hire of halls and rooms	31,050	18,693
Bank deposit interest	26	1
	-----	-----
	31,076	18,694
	-----	-----
<b>Expenditure:</b>		
Wages for maintenance and cleaning	3,020	1,947
Management and committee expenses	2,001	2,028
Affiliation and licence fees	416	867
Accountants fee	120	120
Cleaning materials	189	102
Insurance	855	809
Light and heat	2,440	4,478
Printing, stationery and postage	46	26
Rent and rates	10,488	10,834
Repairs, renewals and maintenance	3,804	1,275
Depreciation of furniture and fittings	10	13
	-----	-----
	23,389	23,499
	-----	-----
<b>Excess of income over (expenditure)</b>	<b>7,687</b>	<b>( 3,805)</b>
Funds brought forward	37,814	41,619
	-----	-----
General fund carried forward	£45,501	£37,814
	=====	=====

**WINDSOR DRIVE COMMUNITY ASSOCIATION**

Registered as a charity number 303036

**BALANCE SHEET AS AT 31st DECEMBER, 2022**

		<u>2022</u>	<u>2021</u>
	£	£	£
<b>Fixed assets:</b>			
Furniture and fittings - Cost		12,116	12,116
- Accumulated depreciation		12,073	12,063
		-----	-----
		43	53
			-----
<b>Current assets:</b>			
Debtors and prepaid expenses	13,315		10,030
Bank and cash	35,174		30,996
	-----		-----
	48,489		41,026
<b>Current liabilities:</b>			
Creditors	3,031		3,265
	-----		-----
Net current assets		45,458	37,761
		-----	-----
		£45,501	£37,814
		=====	=====
<b>Represented by:</b>			
General fund		£45,501	£37,814
		=====	=====

**NOTE TO THE ACCOUNTS AT 31<sup>st</sup> DECEMBER, 2022**Related party transactions

Julie Carter and Gary Carter are trustees of the Association. Julie Carter is also the sole proprietor of the Chelsfield Pre School and hires the premises to operate that business. During the year hire charges of £23,393 have been made to that business and at the end of the year the debtors include an amount of £11,994 due from that business. Since the end of the year that amount has been settled in full.

Approved by the committee on 18<sup>th</sup> August, 2023

M. BRACCO  
Treasurer

G. CARTER  
Secretary