

# THE ARDLEIGH HOUSE COMMUNITY ASSOCIATION

England & Wales · Charity number 303067

## Details

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Other names	ARDLEIGH HOUSE
Status	Registered
Legal form	Other
Registered	1963-10-02
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address** 101a Crow Green Rd  
Pilgrims Hatch  
Brentwood  
Essex  
CM15 9RP

**Phone** 01277374448

**Email** [Office@ardleighhouse.org](mailto:Office@ardleighhouse.org)

**Website** [www.ardleighhouse.org](http://www.ardleighhouse.org)

## Activities

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**Objects:** A) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF HORNCHURCH AND THE NEIGHBOURHOOD WITHOUT DISTINCTION OF SEX OR POLITICAL RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING WITH LOCAL AUTHORITIES VOLUNTARY ORGANISATIONS AND INHABITANTS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS. B) THE MAINTENANCE AND MANAGEMENT OF COMMUNITY.

**Activities:** THE ASSOCIATION RUNS ARDLEIGH HOUSE. IT IS AVAILABLE FOR USE BY THE INHABITANTS & THE SURROUNDING AREAS FOR RECREATION & LEISURE TIME ACTIVITIES. THE ACTIVITIES INCLUDE TABLE TENNIS, SHORT MAT BOWLS, YOGA, POTTERY, BALLROOM DANCING, LANGUAGES, AMATEUR DRAMATICS, BIRTHDAY & ANNIVERSARY PARTIES, WEDDING RECEPTIONS ETC. OTHER ORGANISATIONS USE THE VENUE FOR THEIR REGULAR MEETINGS.

## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- **Area of benefit:** HORNCHURCH AND NEIGHBOURHOOD
- Havering

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£217,418	£196,042	-	-
2024-08-31	£207,464	£193,953	-	-
2023-08-31	£213,777	£189,089	-	-
2022-08-31	£172,961	£145,937	-	-
2021-08-31	£101,336	£102,087	-	-
2020-08-31	£157,809	£207,918	-	-

## Trustees

Name	Role	Appointed
David Tobin		2015-04-13
Les Stock		2000-03-11
Paul Panton		2017-05-09

**THE ARDLEIGH HOUSE COMMUNITY ASSOCIATION**

England & Wales - Charity number 303067

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# Accounts

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ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FINANCIAL ACCOUNTS FOR THE  
YEAR ENDED 31ST AUGUST 2025

Charity No. 303067

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
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ENDED 31ST AUGUST 2025

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ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31ST AUGUST 2025

Management Committee

L Stock	Chairperson
P Panton	Vice Chairperson
L Stock, P Panton, D Tobin	Secretary
D Tobin	Treasurer

D Davey	J Fisher	P Garner
L Cox	B Kirchner	D Bagge
P Eaketts		

Holding Trustees

L Stock

Principal Office

42 Ardleigh Green Road, Hornchurch, Essex. RM11 2LG

Independent Examiner

P N Beare & Co  
101a Crow Green Road  
Brentwood  
Essex  
CM15 9RP

Bankers

NatWest Bank PLC, Romford Town Centre, 10 South Street, Romford, Essex. RM1 1RD

REPORT OF THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FOR THE YEAR ENDED 31ST AUGUST 2025

The trustees present their report along with the financial statements of the charity for the year ended 31st August 2025. The financial statements have been prepared in accordance with the accounting policies set out on page 8 and comply with the charity's constitution and applicable law.

#### Constitution and Objectives

Ardleigh House Community Association is constituted under a constitution and is a registered charity No. 303067.

The objectives of the charity are to promote the benefit of the inhabitants of the London Borough of Havering and the neighbourhood by associating the local authorities, voluntary organisations and inhabitants in 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.

#### Organisation

The trustees who have served during the year and since the year end are set out on page 1. The Charity is administered by a management committee, also set out on page 1, who are elected at the charity's Annual General Meeting. The management committee meet regularly to discuss the state of the charity and to decide on the future decisions that the charity should take.

#### Financial review and investment policy

The charity has generated income of £217,418 during the year and has expended £196,042. There are no restrictions on the charity's power to invest.

#### Reserves Policy

The committee consider that there should be a reserve policy that provides for no less than fifty percent of the Association's running costs to be held in usable reserves at any one time.

#### Risk Management

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

#### Public Benefit

With reference to the stated objectives and activities, the Trustees provide public benefit to the residents of Hornchurch and the London Borough of Havering and the surrounding area by providing the facilities for social welfare and for recreation and leisure time occupation which improves the fabric of life for those that use the facility.

The trustees are, accordingly, able to confirm that they have complied with section 4 of the 2006 Charities Act to have regard to guidance published by the Charity Commission.

REPORT OF THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION (cont'd)  
FOR THE YEAR ENDED 31ST AUGUST 2025

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to Charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable standards have been followed subject to any departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Report) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:



\_\_\_\_\_  
Committee Member

Les Stock Chair



\_\_\_\_\_  
Committee Member

Paul Panton Vice Chair

Date:  
10/02/2026

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FOR THE YEAR ENDED 31ST AUGUST 2025

I report on the accounts of Ardleigh House Community Association for the year ended 31st August 2025 which are set out on pages 5 to 11.

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

It is my responsibility to:

examine the financial statements (under section 145 of the 2011 Act);

follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)B of the 2011 Act; and

state whether particular matters have come to my attention.

Basis of independent examiners' statement

My examination was carried out in accordance with the 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 of 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 examiners' statement

In connection with the 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 2011 Act; and to prepare accounts which accord with those records and to comply with the accounting requirements of the 2011 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.

Date:

10/02/2026

Philip Neil Beare FCCA  
P N Beare & Co



Chartered Certified Accountants  
101a Crow Green Road  
Brentwood Essex CM15 9RP

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
STATEMENT OF FINANCIAL ACTIVITIES FOR THE  
YEAR ENDED 31ST AUGUST 2025

	Note No.	General Fund 31/08/2025 £	Sinking Fund 31/08/2025 £	General Fund 31/08/2024 £	Sinking Fund 31/08/2024 £
<b>INCOME AND EXPENDITURE</b>					
<b>Incoming Resources</b>					
Activities in furtherance of the Charity's objects:					
Grants Received	2	-	-	10,000	-
Activities for generating funds:					
General Income	3	200,145	-	182,427	-
Interest Received		101	-	175	-
Membership fees		822	-	907	-
Covenanted receipt		16,350	-	13,955	-
<b>Total Incoming Resources</b>		<b>217,418</b>	<b>-</b>	<b>207,464</b>	<b>-</b>
<b>Resources Expended</b>					
Charitable expenditure:					
Fund raising and publicity		58,897	-	42,389	-
Management and Administration	4	137,145	-	151,564	-
<b>Total Resources Expended</b>		<b>196,042</b>	<b>-</b>	<b>193,953</b>	<b>-</b>
<b>Net Incoming/(Outgoing) Resources</b>		<b>21,376</b>	<b>-</b>	<b>13,511</b>	<b>-</b>
<b>Funds Brought Forward</b>		<b>134,366</b>	<b>-</b>	<b>120,855</b>	<b>-</b>
Transfer from Sinking Fund	10	-	-	-	-
<b>Funds Carried Forward</b>		<b>155,742</b>	<b>-</b>	<b>134,366</b>	<b>-</b>

All of the above results are derived from continuing activities.  
All gains and losses recognised in the year are included above.

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
BALANCE SHEET AS AT 31ST AUGUST 2025

	Note No.	31.08.2025 £	31.08.2024 £
<b>FIXED ASSETS</b>			
Furniture and Fittings	8	0	0
		<u>0</u>	<u>0</u>
<b>CURRENT ASSETS</b>			
Stock		350	350
Sundry Debtors	5	4,481	4,996
Bank	9	176,291	148,390
Cash in hand		266	1,732
Owed by Lakeside Social Club Ltd		44,307	41,912
		<u>225,695</u>	<u>197,380</u>
<b>CREDITORS: amount falling due within one year</b>			
Payroll taxation	6	11,848	11,601
Sundry Creditors	6	37,377	30,685
		<u>49,225</u>	<u>42,286</u>
<b>NET CURRENT ASSETS</b>		<u>176,470</u>	<u>155,094</u>
<b>TOTAL ASSETS</b>		<u>176,470</u>	<u>155,094</u>
<b>SOURCE OF FUNDS</b>			
General Fund		155,742	134,366
Future Expenditure Reserves		20,728	20,728
		<u>176,470</u>	<u>155,094</u>

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
BALANCE SHEET AS AT 31ST AUGUST 2025 cont'd

Approved by duly authorised members of the Management Committee



\_\_\_\_\_  
Committee Member



\_\_\_\_\_  
Committee Member

Date:  
10/02/2026

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2025

1 PRINCIPAL ACCOUNTING POLICIES

a) Accounting Convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005.

b) Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

c) Incoming Resources

Grants are recognised when the expenditure to which they relate has been committed to. As such a proportion of grants received during the year have been deferred.

d) Resources Expended

All expenditure is accounted for on an accruals basis and have been classified under headings that aggregate all costs related to the category.

e) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write-off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:-

Bar Equipment	-	15% Straight line
Furniture and Equipment	-	25% Straight line

	31/08/2025	31/08/2024
	£	£
<b>2 GRANTS RECEIVED</b>		
Local Authority	-	-
Private enterprise	-	10,000
	<u>-</u>	<u>10,000</u>
	31/08/2025	31/08/2024
	£	£
<b>3 GENERAL INCOME</b>		
Hall hire	121,411	110,864
Tutoring fees	7,984	8,643
Class sales	-	-
Social activities	65,095	57,000
Services	-	-
Short Mat Bowls Club	5,655	5,840
Occupation licence	-	-
Sundry income	-	80
	<u>200,145</u>	<u>182,427</u>

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2025

	31/08/2025	31/08/2024
	£	£
<b>4 MANAGEMENT ADMINISTRATION</b>		
Wages	66,265	58,726
Pension contributions	1,533	1,367
Payroll expenses	-	-
Telephone	727	760
Printing, Stationery and Postage	44	467
Insurance	5,102	3,886
Rent	21,000	21,000
Rates and services	12,386	13,584
Waste collection	2,408	3,408
Repairs and Renewals	21,267	43,034
Office costs - equipment hire	1,208	1,148
Computer Expenses	700	745
Advertising	83	83
Bank Charges and Interest	3,630	2,695
Professional fees	-	-
Independent Examiners Fees	675	625
Write off uncleared bank transactions	-	-
Sundry Expenses	117	36
Depreciation - Furniture and Equipment	-	-
	<u>137,145</u>	<u>151,564</u>
	31/08/2025	31/08/2024
	£	£
<b>5 SUNDRY DEBTORS</b>		
Trade debtors	1,688	2,203
Prepayments	2,793	2,793
Other debtors	-	-
	<u>4,481</u>	<u>4,996</u>
	31/08/2025	31/08/2024
	£	£
<b>6 SUNDRY CREDITORS</b>		
Non-compliance deposits	10,728	12,648
Trade creditors	-	-
Social trip - hotel funds	24,500	16,000
Independent Examiners Fees	675	625
Grant received in advance of expenditure	-	-
HM Revenue & Customs - PAYE and NIC	11,848	11,601
Pension scheme	208	-
Lakeside cash held	409	409
	<u>857</u>	<u>1,003</u>
Sundry creditors	<u>49,225</u>	<u>42,286</u>

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2025

	31/08/2025	31/08/2024
	£	£
<b>7 CREDITORS: amounts falling due after more than one year</b>		
Grant Income deferred.	-	-
	<u>          </u>	<u>          </u>
<b>8 FIXED ASSETS</b>	<b>Fixtures &amp; Fittings</b>	<b>Total</b>
	£	£
<b>COST</b>		
At 1st September 2024	75,923	75,923
Additions		
At 31st August 2025	<u>75,923</u>	<u>75,923</u>
<b>DEPRECIATION</b>		
At 1st September 2024	75,923	75,923
Charge for the year		
At 31st August 2025	<u>75,923</u>	<u>75,923</u>
<b>NET BOOK VALUE</b>		
At 31st August 2025	<u>          0</u>	<u>          0</u>
At 31st August 2024	<u>          0</u>	<u>          0</u>
	31/08/2025	31/08/2024
	£	£
<b>9 BANK ACCOUNTS</b>		
Nat West Deposit Account	255	252
Bank Current Account	167,082	139,282
Barclays Direct Access	8,954	8,856
	<u>176,291</u>	<u>148,390</u>
<b>TOTAL DEPOSITED AT BANK</b>	<u>176,291</u>	<u>148,390</u>

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2025

**10 FUTURE EXPENDITURE RESERVES**

The Future Expenditure Reserves were created to meet the cost of extensive refurbishment to the buildings and fixtures. Since this time the Management Committee has embarked on a major refurbishment of the premises which is ongoing.

**11 LEASEHOLD PREMISES**

The association's premises are leased from the London Borough of Havering at a market rent. A condition of the lease was that the building be maintained and continues to be used for the charitable objectives of Arleigh House Community Association.

The trustees are of the opinion that amounts already allocated to the Future Expenditure Reserves will be sufficient to comply with the maintenance requirements of the new lease.

**12 UNRESTRICTED FUNDS**

All funds of the trust as shown on pages 5 and 6 are unrestricted.

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST AUGUST 2025

	2025		2024	
	£	£	£	£
<b>INCOME</b>				
Hall hire	121,411		110,864	
Tutoring fees	7,984		8,643	
Class sales				
Social activities	65,095		57,000	
Services				
Short Mat Bowls Club	5,655		5,840	
Occupation licence	-		-	
Covenanted receipts	16,350		13,955	
Membership fees	822		907	
Interest received	101		175	
Grants received			10,000	
Sundry income			80	
		217,418		207,464
<b>DIRECT COSTS INCURRED IN FUND RAISING</b>				
Tutors	2,340		2,100	
Social expenses	56,557		40,289	
Canteen expenses	-		-	
Short Mat Bowls expenses	-		-	
		(58,897)		(42,389)
<b>MANAGEMENT AND ADMINISTRATION EXPENSES</b>				
Wages	66,265		58,726	
Pension contributions	1,533		1,367	
Payroll expenses	-		-	
Telephone	727		760	
Printing, Stationery and Postage	44		467	
Insurance	5,102		3,886	
Rent	21,000		21,000	
Rates and services	12,386		13,584	
Waste collection	2,408		3,408	
Repairs and Renewals	21,267		43,034	
Office costs - equipment hire	1,208		1,148	
Computer Expenses	700		745	
Advertising	83		83	
Bank Charges and Interest	3,630		2,695	
Professional fees	-		-	
Independent Examiners Fees	675		625	
Sundry Expenses	117		36	
Depreciation - Furniture and Equipment	-		-	
		(137,145)		(151,564)
<b>NET (DEFICIT) / INCOME FOR THE YEAR</b>		<b>21,376</b>		<b>13,511</b>

**THE ARDLEIGH HOUSE COMMUNITY ASSOCIATION**

England & Wales - Charity number 303067

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# Accounts

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**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FINANCIAL ACCOUNTS FOR THE  
YEAR ENDED 31ST AUGUST 2024**

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
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FOR THE YEAR ENDED 31ST AUGUST 2024**

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**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31ST AUGUST 2024**

**Management Committee**

L Stock	Chairperson
P Panton	Vice Chairperson
L Stock, P Panton, D Tobin	Secretary
D Tobin	Treasurer

D Davey	J Fisher	P Garner
L Cox	B Kirchner	D Bagge
P Eaketts		

**Holding Trustees**

L Stock

**Principal Office**

42 Ardleigh Green Road, Hornchurch, Essex. RM11 2LG

**Independent Examiner**

P N Beare & Co  
101a Crow Green Road  
Brentwood  
Essex  
CM15 9RP

**Bankers**

NatWest Bank PLC, Romford Town Centre, 10 South Street, Romford, Essex. RM1 1RD

**REPORT OF THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FOR THE YEAR ENDED 31ST AUGUST 2024**

The trustees present their report along with the financial statements of the charity for the year ended 31st August 2024. The financial statements have been prepared in accordance with the accounting policies set out on page 8 and comply with the charity's constitution and applicable law.

**Constitution and Objectives**

Ardleigh House Community Association is constituted under a constitution and is a registered charity No. 303067.

The objectives of the charity are to promote the benefit of the inhabitants of the London Borough of Havering and the neighbourhood by associating the local authorities, voluntary organisations and inhabitants in 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.

**Organisation**

The trustees who have served during the year and since the year end are set out on page 1. The Charity is administered by a management committee, also set out on page 1, who are elected at the charity's Annual General Meeting. The management committee meet regularly to discuss the state of the charity and to decide on the future decisions that the charity should take.

**Financial review and investment policy**

The charity has generated income of £207,464 during the year and has expended £193,953. There are no restrictions on the charity's power to invest.

**Reserves Policy**

The committee consider that there should be a reserve policy that provides for no less than fifty percent of the Association's running costs to be held in usable reserves at any one time.

**Risk Management**

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

**Public Benefit**

With reference to the stated objectives and activities, the Trustees provide public benefit to the residents of Hornchurch and the London Borough of Havering and the surrounding area by providing the facilities for social welfare and for recreation and leisure time occupation which improves the fabric of life for those that use the facility.

The trustees are, accordingly, able to confirm that they have complied with section 4 of the 2006 Charities Act to have regard to guidance published by the Charity Commission.

REPORT OF THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION (cont'd)  
FOR THE YEAR ENDED 31ST AUGUST 2024

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to Charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable standards have been followed subject to any departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Report) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:



\_\_\_\_\_  
Committee Member

Les Stock Chair



\_\_\_\_\_  
Committee Member

Paul Panton Vice Chair

Date:  
10/02/2025

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FOR THE YEAR ENDED 31ST AUGUST 2024**

I report on the accounts of Ardleigh House Community Association for the year ended 31st August 2024 which are set out on pages 5 to 11.

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

It is my responsibility to:

examine the financial statements (under section 145 of the 2011 Act);

follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5) B of the 2011 Act; and

state whether particular matters have come to my attention.

**Basis of independent examiners' statement**

My examination was carried out in accordance with the 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 of 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 examiners' statement**

In connection with the 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 2011 Act; and to prepare accounts which accord with those records and to comply with the accounting requirements of the 2011 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.

Date: 10/02/2025  
Philip Neil Beare FCCA  
P N Beare & Co



Chartered Certified Accountants  
101a Crow Green Road  
Brentwood Essex CM15 9RP

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
STATEMENT OF FINANCIAL ACTIVITIES FOR THE  
YEAR ENDED 31ST AUGUST 2024**

	Note No.	General Fund 31/08/2024 £	Sinking Fund 31/08/2024 £	General Fund 31/08/2023 £	Sinking Fund 31/08/2023 £
<b>INCOME AND EXPENDITURE</b>					
<b>Incoming Resources</b>					
Activities in furtherance of the Charity's objects:					
Grants Received	2	10,000	-	400	-
Activities for generating funds:					
General Income	3	182,427	-	198,460	-
Interest Received		175	-	50	-
Membership fees		907	-	973	-
Covenanted receipt		13,955	-	13,894	-
<b>Total Incoming Resources</b>		<u>207,464</u>	<u>-</u>	<u>213,777</u>	<u>-</u>
<b>Resources Expended</b>					
Charitable expenditure:					
Fund raising and publicity		42,389		38,420	
Management and Administration	4	151,564	-	150,669	-
<b>Total Resources Expended</b>		<u>193,953</u>	<u>-</u>	<u>189,089</u>	<u>-</u>
<b>Net Incoming/(Outgoing) Resources</b>		13,511	-	24,688	-
<b>Funds Brought Forward</b>		120,855	-	96,167	-
<b>Transfer from Sinking Fund</b>	10	-	-	-	-
<b>Funds Carried Forward</b>		<u><u>134,366</u></u>	<u><u>-</u></u>	<u><u>120,855</u></u>	<u><u>-</u></u>

All of the above results are derived from continuing activities.  
All gains and losses recognised in the year are included above.

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
BALANCE SHEET AS AT 31ST AUGUST 2024**

	Note No.	31.08.2024 £	31.08.2023 £
<b>FIXED ASSETS</b>			
Furniture and Fittings	8	0	0
		0	0
<b>CURRENT ASSETS</b>			
Stock		350	350
Sundry Debtors	5	4,996	5,386
Bank	9	148,390	118,486
Cash in hand		1,732	216
Owed by Lakeside Social Club Ltd		41,912	41,851
		197,380	166,289
<b>CREDITORS: amount falling due within one year</b>			
Payroll taxation	6	11,601	10,951
Sundry Creditors	6	30,685	13,755
		42,286	24,706
<b>NET CURRENT ASSETS</b>		155,094	141,583
<b>TOTAL ASSETS</b>		155,094	141,583
<b>SOURCE OF FUNDS</b>			
General Fund		134,366	120,855
Future Expenditure Reserves		20,728	20,728
		155,094	141,583

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
BALANCE SHEET AS AT 31ST AUGUST 2024 cont'd

Approved by duly authorised members of the Management Committee



\_\_\_\_\_  
Committee Member



\_\_\_\_\_  
Committee Member

Date:  
10/02/2025

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2024**

**1 PRINCIPAL ACCOUNTING POLICIES**

a) Accounting Convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005.

b) Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

c) Incoming Resources

Grants are recognised when the expenditure to which they relate has been committed to. As such a proportion of grants received during the year have been deferred.

d) Resources Expended

All expenditure is accounted for on an accruals basis and have been classified under headings that aggregate all costs related to the category.

e) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write-off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:-

Bar Equipment	-	15% Straight line
Furniture and Equipment	-	25% Straight line

	31/08/2024	31/08/2023
	£	£
<b>2 GRANTS RECEIVED</b>		
Local Authority	0	0
Private enterprise	10,000	400
	<u>10,000</u>	<u>400</u>
	31/08/2024	31/08/2023
	£	£
<b>3 GENERAL INCOME</b>		
Hall hire	110,864	107,551
Tutoring fees	8,643	9,511
Class sales	-	1,012
Social activities	57,000	38,669
Services	-	9,977
Short Mat Bowls Club	5,840	5,504
Occupation licence	-	-
Recovered funds from ex-employee	-	26,236
Sundry income	80	-
	<u>182,427</u>	<u>198,460</u>

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2024**

	<b>31/08/2024</b>	<b>31/08/2023</b>
	£	£
<b>4 MANAGEMENT ADMINISTRATION</b>		
Wages	58,726	51,798
Pension contributions	1,367	1,151
Payroll expenses	-	
Telephone	760	589
Printing, Stationery and Postage	467	1,764
Insurance	3,886	2,524
Rent	21,000	25,924
Rates and services	13,584	9,101
Waste collection	3,408	2,655
Repairs and Renewals	43,034	37,057
Office costs - equipment hire	1,148	-
Computer Expenses	745	88
Advertising	83	83
Bank Charges and Interest	2,695	3,253
Professional fees	-	-
Independent Examiners Fees	625	1,489
Write off uncleared bank transactions	-	-
Sundry Expenses	36	11,519
Depreciation - Furniture and Equipment	-	1,674
	<u>151,564</u>	<u>150,669</u>
	<b>31/08/2024</b>	<b>31/08/2023</b>
	£	£
<b>5 SUNDRY DEBTORS</b>		
Trade debtors	2,203	2,593
Lakeside cash held	-	-
Prepayments	2,793	2,793
Other debtors	-	-
	<u>4,996</u>	<u>5,386</u>
	<b>31/08/2024</b>	<b>31/08/2023</b>
		£
<b>6 SUNDRY CREDITORS</b>		
Non-compliance deposits	12,648	11,928
Trade creditors	-	-
Social trip - hotel funds	16,000	-
Independent Examiners Fees	625	625
Grant received in advance of expenditure	-	-
HM Revenue & Customs - PAYE and NIC	11,601	10,951
Lakeside cash held	409	344
Sundry creditors	1,003	858
	<u>42,286</u>	<u>24,706</u>

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2024**

	<b>31/08/2024</b>	<b>31/08/2023</b>
	£	£
<b>7 CREDITORS:</b> amounts falling due after more than one year		
Grant Income deferred.	-	-
	<u>          </u>	<u>          </u>
<b>8 FIXED ASSETS</b>		
	<b>Fixtures &amp; Fittings</b>	<b>Total</b>
	£	£
<b>COST</b>		
At 1st September 2023	75,923	75,923
Additions		
At 31st August 2024	<u>75,923</u>	<u>75,923</u>
<b>DEPRECIATION</b>		
At 1st September 2023	75,923	75,923
Charge for the year		
At 31st August 2024	<u>75,923</u>	<u>75,923</u>
<b>NET BOOK VALUE</b>		
At 31st August 2024	<u>0</u>	<u>0</u>
At 31st August 2023	<u>0</u>	<u>0</u>
	<b>31/08/2024</b>	<b>31/08/2023</b>
	£	£
<b>9 BANK ACCOUNTS</b>		
Nat West Deposit Account	252	246
Bank Current Account	139,282	109,504
Barclays Direct Access	8,856	8,736
	<u>148,390</u>	<u>118,486</u>
<b>TOTAL DEPOSITED AT BANK</b>	<u>148,390</u>	<u>118,486</u>

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2024**

**10 FUTURE EXPENDITURE RESERVES**

The Future Expenditure Reserves were created to meet the cost of extensive refurbishment to the buildings and fixtures. Since this time the Management Committee has embarked on a major refurbishment of the premises which is ongoing.

**11 LEASEHOLD PREMISES**

The association's premises are leased from the London Borough of Havering at a market rent. A condition of the lease was that the building be maintained and continues to be used for the charitable objectives of Arleigh House Community Association.

The trustees are of the opinion that amounts already allocated to the Future Expenditure Reserves will be sufficient to comply with the maintenance requirements of the new lease.

**12 UNRESTRICTED FUNDS**

All funds of the trust as shown on pages 5 and 6 are unrestricted.

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST AUGUST 2024**

	2024		2023	
	£	£	£	£
<b>INCOME</b>				
Hall hire	110,864		107,551	
Tutoring fees	8,643		9,511	
Class sales			1,012	
Social activities	57,000		48,646	
Services			-	
Short Mat Bowls Club	5,840		5,504	
Occupation licence	-		-	
Covenanted receipts	13,955		13,894	
Membership fees	907		973	
Interest received	175		50	
Grants received	10,000		400	
Recovered funds from ex-employee	-		26,236	
Sundry income	80		-	
	<u>80</u>		<u>-</u>	
		207,464		213,777
<b>DIRECT COSTS INCURRED IN FUND RAISING</b>				
Tutors	2,100		2,250	
Social expenses	40,289		36,170	
Canteen expenses	-		-	
Short Mat Bowls expenses	-		-	
	<u>-</u>		<u>-</u>	
		(42,389)		(38,420)
<b>MANAGEMENT AND ADMINISTRATION EXPENSES</b>				
Wages	58,726		51,798	
Pension contributions	1,367		1,151	
Payroll expenses	-		-	
Telephone	760		589	
Printing, Stationery and Postage	467		1,764	
Insurance	3,886		2,524	
Rent	21,000		25,924	
Rates and services	13,584		9,101	
Waste collection	3,408		2,655	
Repairs and Renewals	43,034		37,057	
Office costs - equipment hire	1,148		-	
Computer Expenses	745		88	
Advertising	83		83	
Bank Charges and Interest	2,695		3,253	
Professional fees	-		-	
Independent Examiners Fees	625		1,489	
Write off uncleared bank transactions	-		-	
Tribunal compensation	-		11,400	
Sundry Expenses	36		119	
Depreciation - Furniture and Equipment	-		1,674	
	<u>-</u>		<u>-</u>	
<b>NET (DEFICIT) / INCOME FOR THE YEAR</b>		<u>(151,564)</u>		<u>(150,669)</u>
		<u>13,511</u>		<u>24,688</u>

**THE ARDLEIGH HOUSE COMMUNITY ASSOCIATION**

England & Wales - Charity number 303067

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# Accounts

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**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FINANCIAL ACCOUNTS FOR THE  
YEAR ENDED 31ST AUGUST 2023**

Charity No. 303067

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
CONTENTS  
FOR THE YEAR ENDED 31ST AUGUST 2023**

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**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31ST AUGUST 2023**

**Management Committee**

L Stock	Chairperson
P Panton	Vice Chairperson
L Stock, P Panton, D Tobin	Secretary
D Tobin	Treasurer
P Garner	D Bagge
P Eaketts	R Kirchner

**Holding Trustees**

L Stock

**Principal Office**

42 Ardleigh Green Road, Hornchurch, Essex. RM11 2LG

**Independent Examiner**

P N Beare & Co  
101a Crow Green Road  
Brentwood  
Essex  
CM15 9RP

**Bankers**

NatWest Bank PLC, Romford Town Centre, 10 South Street, Romford, Essex. RM1 1RD

**REPORT OF THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FOR THE YEAR ENDED 31ST AUGUST 2023**

The trustees present their report along with the financial statements of the charity for the year ended 31st August 2023. The financial statements have been prepared in accordance with the accounting policies set out on page 8 and comply with the charity's constitution and applicable law.

**Constitution and Objectives**

Ardleigh House Community Association is constituted under a constitution and is a registered charity No. 303067.

The objectives of the charity are to promote the benefit of the inhabitants of the London Borough of Havering and the neighbourhood by associating the local authorities, voluntary organisations and inhabitants in 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.

**Organisation**

The trustees who have served during the year and since the year end are set out on page 1. The Charity is administered by a management committee, also set out on page 1, who are elected at the charity's Annual General Meeting. The management committee meet regularly to discuss the state of the charity and to decide on the future decisions that the charity should take.

**Financial review and investment policy**

The charity has generated income of £213,777 during the year and has expended £189,089. There are no restrictions on the charity's power to invest.

**Reserves Policy**

The committee consider that there should be a reserve policy that provides for no less than fifty percent of the Association's running costs to be held in usable reserves at any one time.

**Risk Management**

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

**Public Benefit**

With reference to the stated objectives and activities, the Trustees provide public benefit to the residents of Hornchurch and the London Borough of Havering and the surrounding area by providing the facilities for social welfare and for recreation and leisure time occupation which improves the fabric of life for those that use the facility.

The trustees are, accordingly, able to confirm that they have complied with section 4 of the 2006 Charities Act to have regard to guidance published by the Charity Commission.

REPORT OF THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION (cont'd)  
FOR THE YEAR ENDED 31ST AUGUST 2023

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to Charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable standards have been followed subject to any departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Report) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:

Committee Member

Les Stock Chair

Committee Member

Paul Panton Vice Chair

Date: 04/03/2024

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FOR THE YEAR ENDED 31ST AUGUST 2023**

I report on the accounts of Ardleigh House Community Association for the year ended 31st August 2023 which are set out on pages 5 to 11.

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

It is my responsibility to:

examine the financial statements (under section 145 of the 2011 Act);  
follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5) B of the 2011 Act; and  
state whether particular matters have come to my attention.

**Basis of independent examiners' statement**

My examination was carried out in accordance with the 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 of 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 examiners' statement**

In connection with the 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 2011 Act; and  
to prepare accounts which accord with those records and to comply with the accounting requirements of the 2011 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.

Date:  
Philip Neil Beare FCCA  
P N Beare & Co

4/3/2024  


Chartered Certified Accountants  
101a Crow Green Road  
Brentwood Essex CM15 9RP

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
STATEMENT OF FINANCIAL ACTIVITIES FOR THE  
YEAR ENDED 31ST AUGUST 2023**

	Note No.	General Fund 31/08/2023 £	Sinking Fund 31/08/2023 £	General Fund 31/08/2022 £	Sinking Fund 31/08/2022 £
<b>INCOME AND EXPENDITURE</b>					
<b>Incoming Resources</b>					
Activities in furtherance of the Charity's objects:					
Grants Received	2	400	-	4,000	-
Activities for generating funds:					
General Income	3	198,460	-	162,874	-
Interest Received		50	-	-	-
Membership fees		973	-	899	-
Covenanted receipt		13,894	-	5,188	-
<b>Total Incoming Resources</b>		<u>213,777</u>	<u>-</u>	<u>172,961</u>	<u>-</u>
<b>Resources Expended</b>					
Charitable expenditure:					
Fund raising and publicity		38,420	-	36,250	-
Management and Administration	4	<u>150,669</u>	<u>-</u>	<u>109,687</u>	<u>-</u>
<b>Total Resources Expended</b>		<u>189,089</u>	<u>-</u>	<u>145,937</u>	<u>-</u>
<b>Net Incoming/(Outgoing) Resources</b>		24,688	-	27,024	-
<b>Funds Brought Forward</b>		96,167	-	69,143	-
<b>Transfer from Sinking Fund</b>	10	-	-	-	-
<b>Funds Carried Forward</b>		<u><u>120,855</u></u>	<u><u>-</u></u>	<u><u>96,167</u></u>	<u><u>-</u></u>

All of the above results are derived from continuing activities.  
All gains and losses recognised in the year are included above.

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
BALANCE SHEET AS AT 31ST AUGUST 2023**


	Note No.	31.08.2023 £	31.08.2022 £
<b>FIXED ASSETS</b>			
Furniture and Fittings	8	0	1,674
		<u>0</u>	<u>1,674</u>
<b>CURRENT ASSETS</b>			
Stock		350	350
Sundry Debtors	5	5,386	4,421
Bank	9	118,486	104,712
Cash in hand		216	742
Owed by Lakeside Social Club Ltd		<u>41,851</u>	<u>33,145</u>
		<u>166,289</u>	<u>143,370</u>
<b>CREDITORS: amount falling due within one year</b>			
Payroll taxation	6	10,951	10,869
Sundry Creditors	6	<u>13,755</u>	<u>17,280</u>
		<u>24,706</u>	<u>28,149</u>
<b>NET CURRENT ASSETS</b>		<u>141,583</u>	<u>115,221</u>
<b>TOTAL ASSETS</b>		<u>141,583</u>	<u>116,895</u>
<b>SOURCE OF FUNDS</b>			
General Fund		120,855	96,167
Future Expenditure Reserves		20,728	20,728
		<u>141,583</u>	<u>116,895</u>

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
BALANCE SHEET AS AT 31ST AUGUST 2023 cont'd

Approved by duly authorised members of the Management Committee



Committee Member



Committee Member

Date:  
04/03/2024

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2023**

**1 PRINCIPAL ACCOUNTING POLICIES**

a) Accounting Convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005.

b) Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

c) Incoming Resources

Grants are recognised when the expenditure to which they relate has been committed to. As such a proportion of grants received during the year have been deferred.

d) Resources Expended

All expenditure is accounted for on an accruals basis and have been classified under headings that aggregate all costs related to the category.

e) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write-off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:-

Bar Equipment	-	15% Straight line
Furniture and Equipment	-	25% Straight line

	<b>31/08/2023</b>	<b>31/08/2022</b>
	£	£
<b>2 GRANTS RECEIVED</b>		
Local Authority	0	0
Private enterprise	400	4,000
	<u>400</u>	<u>4,000</u>
	<b>31/08/2023</b>	<b>31/08/2022</b>
	£	£
<b>3 GENERAL INCOME</b>		
Hall hire	107,551	104,290
Tutoring fees	9,511	10,488
Class sales	1,012	1,149
Social activities	38,669	17,099
Services	9,977	26,636
Short Mat Bowls Club	5,504	2,919
Occupation licence	-	-
Recovered funds from ex-employee	26,236	-
Sundry income	-	293
	<u>198,460</u>	<u>162,874</u>

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2023**

	<b>31/08/2023</b>	<b>31/08/2022</b>
	£	£
<b>4 MANAGEMENT ADMINISTRATION</b>		
Wages	51,798	48,819
Pension contributions	1,151	947
Payroll expenses		1,386
Telephone	589	644
Printing, Stationery and Postage	1,764	1,591
Insurance	2,524	3,023
Rent	25,924	19,675
Rates and services	9,101	7,278
Waste collection	2,655	2,276
Repairs and Renewals	37,057	9,873
Computer Expenses	88	84
Advertising	83	-
Bank Charges and Interest	3,253	2,772
Professional fees	-	-
Independent Examiners Fees	1,489	2,112
Write off uncleared bank transactions	-	6,922
Sundry Expenses	11,519	176
Depreciation - Furniture and Equipment	1,674	2,109
	<u>150,669</u>	<u>109,687</u>
	<b>31/08/2023</b>	<b>31/08/2022</b>
	£	£
<b>5 SUNDRY DEBTORS</b>		
Trade debtors	2,593	1,628
Lakeside cash held	-	-
Prepayments	2,793	2,793
Other debtors	-	-
	<u>5,386</u>	<u>4,421</u>
	<b>31/08/2023</b>	<b>31/08/2022</b>
	£	£
<b>6 SUNDRY CREDITORS</b>		
Non-compliance deposits	11,928	12,828
Trade creditors	-	-
Independent Examiners Fees	625	575
Grant received in advance of expenditure	-	3,000
HM Revenue & Customs - PAYE and NIC	10,951	10,868
Lakeside cash held	344	
Sundry creditors	858	878
	<u>24,706</u>	<u>28,149</u>

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2023**

	<b>31/08/2023</b>	<b>31/08/2022</b>
	£	£
<b>7 CREDITORS:</b> amounts falling due after more than one year		
Grant Income deferred.	-	-
	<u>          </u>	<u>          </u>
<b>8 FIXED ASSETS</b>	<b>Fixtures &amp; Fittings</b>	<b>Total</b>
	£	£
<b>COST</b>		
At 1st September 2022	75,923	75,923
Additions		
At 31st August 2023	<u>75,923</u>	<u>75,923</u>
<b>DEPRECIATION</b>		
At 1st September 2022	74,249	74,249
Charge for the year	1,674	1,674
At 31st August 2023	<u>75,923</u>	<u>75,923</u>
<b>NET BOOK VALUE</b>		
At 31st August 2023	<u>0</u>	<u>0</u>
At 31st August 2022	<u>1,674</u>	<u>1,674</u>
	<b>31/08/2023</b>	<b>31/08/2022</b>
	£	£
<b>9 BANK ACCOUNTS</b>		
Nat West Deposit Account	246	246
Bank Current Account	109,504	95,780
Barclays Direct Access	8,736	8,686
	<u>118,486</u>	<u>104,712</u>
<b>TOTAL DEPOSITED AT BANK</b>	<u>118,486</u>	<u>104,712</u>

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2023**

**10 FUTURE EXPENDITURE RESERVES**

The Future Expenditure Reserves were created to meet the cost of extensive refurbishment to the buildings and fixtures. Since this time the Management Committee has embarked on a major refurbishment of the premises which is ongoing.

**11 LEASEHOLD PREMISES**

The association's premises are leased from the London Borough of Havering at a market rent. A condition of the lease was that the building be maintained and continues to be used for the charitable objectives of Ardleigh House Community Association.

The trustees are of the opinion that amounts already allocated to the Future Expenditure Reserves will be sufficient to comply with the maintenance requirements of the new lease.

**12 UNRESTRICTED FUNDS**

All funds of the trust as shown on pages 5 and 6 are unrestricted.

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST AUGUST 2023**

	2023		2022	
	£	£	£	£
<b>INCOME</b>				
Hall hire	107,551		104,290	
Tutoring fees	9,511		10,488	
Class sales	1,012		1,149	
Social activities	48,646		17,099	
Services	-		26,636	
Short Mat Bowls Club	5,504		2,919	
Occupation licence	-		-	
Covenanted receipts	13,894		5,188	
Membership fees	973		899	
Interest received	50		-	
Grants received	400		4,000	
Recovered funds from ex-employee	26,236		-	
Sundry income - recovered funds from	-		293	
	<u>          </u>	213,777	<u>          </u>	172,961
<b>DIRECT COSTS INCURRED IN FUND RAISING</b>				
Tutors	2,250		2,500	
Social expenses	30,954		30,484	
Commission	5,216		3,266	
Canteen expenses	-		-	
Short Mat Bowls expenses	-		-	
	<u>          </u>	(38,420)	<u>          </u>	(36,250)
<b>MANAGEMENT AND ADMINISTRATION EXPENSES</b>				
Wages	51,798		48,819	
Pension contributions	1,151		947	
Payroll expenses	-		1,386	
Telephone	589		644	
Printing, Stationery and Postage	1,764		1,591	
Insurance	2,524		3,023	
Rent	25,924		19,675	
Rates and services	9,101		7,278	
Waste collection	2,655		2,276	
Repairs and Renewals	37,057		9,873	
Computer Expenses	88		84	
Advertising	83		-	
Bank Charges and Interest	3,253		2,772	
Professional fees	-		-	
Independent Examiners Fees	1,489		2,112	
Write off uncleared bank transactions	-		6,922	
Tribunal compensation	11,400		-	
Sundry Expenses	119		176	
Depreciation - Furniture and Equipment	1,674		2,109	
	<u>          </u>	(150,669)	<u>          </u>	(109,687)
<b>NET INCOME FOR THE YEAR</b>		<u>          </u> <u>          </u> <u>          </u>		<u>          </u> <u>          </u> <u>          </u>

**THE ARDLEIGH HOUSE COMMUNITY ASSOCIATION**

England & Wales - Charity number 303067

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# Accounts

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**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FINANCIAL ACCOUNTS FOR THE  
YEAR ENDED 31ST AUGUST 2022**

Charity No. 303067

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
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FOR THE YEAR ENDED 31ST AUGUST 2022

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ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31ST AUGUST 2022

**Management Committee**

L Stock	Chairperson	
P Panton	Vice Chairperson	
L Stock, P Panton, D Tobin	Secretary	
D Tobin	Treasurer	
P Eaketts	B Kirchner	D Bagge

**Holding Trustees**

L Stock

**Principal Office**

42 Ardleigh Green Road, Hornchurch, Essex. RM11 2LG

**Independent Examiner**

P N Beare & Co  
101a Crow Green Road  
Brentwood  
Essex  
CM15 9RP

**Bankers**

NatWest Bank PLC, Romford Town Centre, 10 South Street, Romford, Essex. RM11RD

**REPORT OF THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FOR THE YEAR ENDED 31ST AUGUST 2022**

The trustees present their report along with the financial statements of the charity for the year ended 31st August 2022. The financial statements have been prepared in accordance with the accounting policies set out on page 8 and comply with the charity's constitution and applicable law.

**Constitution and Objectives**

Ardleigh House Community Association is constituted under a constitution and is a registered charity No. 303067.

The objectives of the charity are to promote the benefit of the inhabitants of the London Borough of Havering and the neighbourhood by associating the local authorities, voluntary organisations and inhabitants in 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.

**Organisation**

The trustees who have served during the year and since the year end are set out on page 1. The Charity is administered by a management committee, also set out on page 1, who are elected at the charity's Annual General Meeting. The management committee meet regularly to discuss the state of the charity and to decide on the future decisions that the charity should take.

**Financial review and investment policy**

The charity has generated income of £172,961 during the year and has expended £145,937. There are no restrictions on the charity's power to invest.

**Reserves Policy**

The committee consider that there should be a reserve policy that provides for no less than fifty percent of the Association's running costs to be held in usable reserves at any one time.

**Risk Management**

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

**Public Benefit**

With reference to the stated objectives and activities, the Trustees provide public benefit to the residents of Hornchurch and the London Borough of Havering and the surrounding area by providing the facilities for social welfare and for recreation and leisure time occupation which improves the fabric of life for those that use the facility.

The trustees are, accordingly, able to confirm that they have complied with section 4 of the 2006 Charities Act to have regard to guidance published by the Charity Commission.

**REPORT OF THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION (cont'd)  
FOR THE YEAR ENDED 31ST AUGUST 2022**

**Trustees' responsibilities in relation to the financial statements**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to Charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable standards have been followed subject to any departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Report) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:



\_\_\_\_\_  
Committee Member



\_\_\_\_\_  
Committee Member

Date: 10/01/2023

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FOR THE YEAR ENDED 31ST AUGUST 2022**

I report on the accounts of Ardleigh House Community Association for the year ended 31st August 2022 which are set out on pages 5 to 11.

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

It is my responsibility to:

examine the financial statements (under section 145 of the 2011 Act);

follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5) B of the 2011 Act; and

state whether particular matters have come to my attention.

**Basis of independent examiners' statement**

My examination was carried out in accordance with the 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 of 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 examiners' statement**

In connection with the 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 2011 Act; and to prepare accounts which accord with those records and to comply with the accounting requirements of the 2011 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.

Date:  
Philip Neil Beare FCCA  
P N Beare & Co



10/01/2023  
Chartered Certified Accountants  
101a Crow Green Road  
Brentwood Essex CM15 9RP

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE**  
**YEAR ENDED 31ST AUGUST 2022**

	Note No.	General Fund 31/08/2022 £	Sinking Fund 31/08/2022 £	General Fund 31/08/2021 £	Sinking Fund 31/08/2021 £
<b>INCOME AND EXPENDITURE</b>					
<b>Incoming Resources</b>					
Activities in furtherance of the Charity's objects:					
Grants Received	2	4,000	-	37,573	-
Activities for generating funds:					
General Income	3	162,874	-	23,771	-
Interest Received		-	-	-	-
Membership fees		899	-	330	-
Covenanted receipt		5,188	-	-	-
<b>Total Incoming Resources</b>		<u>172,961</u>	<u>-</u>	<u>61,674</u>	<u>-</u>
<b>Resources Expended</b>					
Charitable expenditure:					
Fund raising and publicity		36,250	-	2,324	-
Management and Administration	4	<u>109,687</u>	<u>-</u>	<u>60,101</u>	<u>-</u>
<b>Total Resources Expended</b>		<u>145,937</u>	<u>-</u>	<u>62,425</u>	<u>-</u>
<b>Net Incoming/(Outgoing) Resources</b>		27,024	-	(751)	-
<b>Funds Brought Forward</b>		69,143	-	69,894	-
<b>Transfer from Sinking Fund</b>	10	-	-	-	-
<b>Funds Carried Forward</b>		<u><u>96,167</u></u>	<u><u>-</u></u>	<u><u>69,143</u></u>	<u><u>-</u></u>

All of the above results are derived from continuing activities.  
All gains and losses recognised in the year are included above.

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
BALANCE SHEET AS AT 31ST AUGUST 2022**

	Note No.	31.08.22 £	31.08.21 £
<b>FIXED ASSETS</b>			
Furniture and Fittings	8	1,674	3,418
		1,674	3,418
<b>CURRENT ASSETS</b>			
Stock		350	350
Sundry Debtors	5	4,421	3,460
Bank	9	104,712	73,820
Cash in hand		742	942
Owed by Lakeside Social Club Ltd		33,145	27,957
		143,370	106,529
<b>CREDITORS: amount falling due within one year</b>			
Payroll taxation	6	10,869	7,816
Sundry Creditors	6	17,280	12,260
		28,149	20,076
<b>NET CURRENT ASSETS</b>		115,221	86,453
<b>TOTAL ASSETS</b>		116,895	89,871
<b>SOURCE OF FUNDS</b>			
General Fund		96,167	69,143
Future Expenditure Reserves		20,728	20,728
		116,895	89,871

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
BALANCE SHEET AS AT 31ST AUGUST 2022 cont'd

Approved by duly authorized members of the Management Committee



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Committee Member



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Committee Member

Date: 10/01/2023

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2022**

**1 PRINCIPAL ACCOUNTING POLICIES**

a) Accounting Convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005.

b) Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

c) Incoming Resources

Grants are recognised when the expenditure to which they relate has been committed to. As such a proportion of grants received during the year have been deferred.

d) Resources Expended

All expenditure is accounted for on an accruals basis and have been classified under headings that aggregate all costs related to the category.

e) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write-off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:-

Bar Equipment	-	15% Straight line
Furniture and Equipment	-	25% Straight line

	31/08/2022	31/08/2021
	£	£
<b>2 GRANTS RECEIVED</b>		
Covid 19 related - set off against payroll costs	0	39,662
Local Authority	0	27,573
Private enterprise	4,000	10,000
	4,000	37,573
	31/08/2022	31/08/2021
	£	£
<b>3 GENERAL INCOME</b>		
Hall hire	104,290	16,279
Tutoring fees	10,488	2,140
Class sales	1,149	-
Social activities	17,099	2,812
Services	26,636	-
Short Mat Bowls Club	2,919	140
Occupation licence	-	2,400
Sundry income	293	-
	162,874	23,771

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2022**

	31/08/2022	31/08/2021
	£	£
<b>4 MANAGEMENT ADMINISTRATION</b>		
Wages	48,819	1,478
Pension contributions	947	518
Payroll expenses	1,386	-
Telephone	644	721
Printing, Stationery and Postage	1,591	467
Insurance	3,023	2,898
Rent	19,675	19,625
Rates and services	7,278	4,690
Waste collection	2,276	-
Repairs and Renewals	9,873	24,822
Computer Expenses	84	32
Advertising	-	78
Bank Charges and Interest	2,772	1,117
Professional fees	-	-
Independent Examiners Fees	2,112	977
Write off uncleared bank transactions	6,922	-
Sundry Expenses	176	569
Depreciation - Furniture and Equipment	2,109	2,109
	<u>109,687</u>	<u>60,101</u>
	31/08/2022	31/08/2021
	£	£
<b>5 SUNDRY DEBTORS</b>		
Trade debtors	1,628	667
Lakeside cash held	-	-
Prepayments	2,793	2,793
Other debtors	-	-
	<u>4,421</u>	<u>3,460</u>
	31/08/2022	31/08/2021
		£
<b>6 SUNDRY CREDITORS</b>		
Non-compliance deposits	12,828	10,828
Trade creditors	-	-
Building works accrual	-	-
Independent Examiners Fees	575	575
Grant received in advance of expenditure	3,000	-
HM Revenue & Customs - PAYE and NIC	10,868	7,816
Sundry creditors	878	857
	<u>28,149</u>	<u>20,076</u>

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2022**

	31/08/2022	31/08/2021
	£	£
<b>7 CREDITORS:</b> amounts falling due after more than one year		
Grant income deferred.	-	-
	<u>          </u>	<u>          </u>
<b>8 FIXED ASSETS</b>	<b>Fixtures &amp; Fittings</b>	<b>Total</b>
	£	£
<b>COST</b>		
At 1st September 2021	75,558	75,558
Additions	365	365
At 31st August 2022	<u>75,923</u>	<u>75,923</u>
<b>DEPRECIATION</b>		
At 1st September 2021	72,140	72,140
Charge for the year	2,109	2,109
At 31st August 2022	<u>74,249</u>	<u>74,249</u>
<b>NET BOOK VALUE</b>		
At 31st August 2022	<u>1,674</u>	<u>1,674</u>
At 31st August 2021	<u>3,418</u>	<u>3,418</u>
	<b>31/08/2022</b>	<b>31/08/2021</b>
	£	£
<b>9 BANK ACCOUNTS</b>		
Nat West Deposit Account	246	246
Bank Current Account	95,780	64,888
Barclays Direct Access	8,686	8,686
	<u>104,712</u>	<u>73,820</u>
<b>TOTAL DEPOSITED AT BANK</b>	<u>104,712</u>	<u>73,820</u>

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2022**

**10 FUTURE EXPENDITURE RESERVES**

The Future Expenditure Reserves were created to meet the cost of extensive refurbishment to the buildings and fixtures. Since this time the Management Committee has embarked on a major refurbishment of the premises which is ongoing.

**11 LEASEHOLD PREMISES**

The association's premises are leased from the London Borough of Havering at a market rent. A condition of the lease was that the building be maintained and continues to be used for the charitable objectives of Ardleigh House Community Association.

The trustees are of the opinion that amounts already allocated to the Future Expenditure Reserves will be sufficient to comply with the maintenance requirements of the new lease.

**12 UNRESTRICTED FUNDS**

All funds of the trust as shown on pages 5 and 6 are unrestricted.

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST AUGUST 2022**

	2022		2021	
	£	£	£	£
<b>INCOME</b>				
Hall hire	104,290		16,279	
Tutoring fees	10,488		2,140	
Class sales	1,149		-	
Social activities	17,099		2,812	
Services	26,636		-	
Short Mat Bowls Club	2,919		140	
Occupation licence	-		2,400	
Covenanted receipts	5,188		-	
Membership fees	899		330	
Interest received	-		-	
Grants received	4,000		37,573	
Sundry income	293		-	
	172,961		61,674	
<b>DIRECT COSTS INCURRED IN FUND RAISING</b>				
Tutors	2,500		-	
Social expenses	30,484		2,324	
Commission	3,266		-	
Canteen expenses	-		-	
Short Mat Bowls expenses	-		-	
	(36,250)		(2,324)	
<b>MANAGEMENT AND ADMINISTRATION EXPENSES</b>				
Wages	48,819		1,478	
Pension contributions	947		518	
Payroll expenses	1,386		-	
Telephone	644		721	
Printing, Stationery and Postage	1,591		467	
Insurance	3,023		2,898	
Rent	19,675		19,625	
Rates and services	7,278		4,690	
Waste collection	2,276		-	
Repairs and Renewals	9,873		7,804	
Grant-based repairs	-		17,018	
Computer Expenses	84		32	
Advertising	-		78	
Bank Charges and Interest	2,772		1,117	
Professional fees	-		-	
Independent Examiners Fees	2,112		977	
Write off uncleared bank transactions	6,922		-	
Sundry Expenses	176		569	
Depreciation - Furniture and Equipment	2,109		2,109	
	(109,687)		(60,101)	
<b>NET (DEFICIT) / INCOME FOR THE YEAR</b>	27,024		(751)	

**THE ARDLEIGH HOUSE COMMUNITY ASSOCIATION**

England & Wales - Charity number 303067

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# Accounts

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ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FINANCIAL ACCOUNTS FOR THE  
YEAR ENDED 31ST AUGUST 2021

Charity No. 303067

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
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FOR THE YEAR ENDED 31ST AUGUST 2021**

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ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31ST AUGUST 2021

Management Committee

L Stock	Chairperson
P Panton	Vice Chairperson
S Springett	Secretary
D Tobin	Treasurer

D Bagge	B Kirchner
---------	------------

Holding Trustees

L Stock

Principal Office

42 Ardleigh Green Road, Hornchurch, Essex.RM112LG

Independent Examiner

PN Beare & Co  
101a Crow Green Road  
Brentwood  
Essex  
CM15 9RP

Bankers

NatWest Bank PLC, Romford Town Centre, 10 South Street, Romford, Essex. RMIIRD

**REPORT OF THE TRUSTEES OF ARDLEIGH  
HOUSE COMMUNITY ASSOCIATION FOR THE  
YEAR ENDED 31ST AUGUST 2021**

The trustees present their report along with the financial statements of the charity for the year ended 31st August 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 8 and comply with the charity's constitution and applicable law.

**Constitution and Objectives**

Ardleigh House Community Association is constituted under a constitution and is a registered charity No. 303067.

The objectives of the charity are to promote the benefit of the inhabitants of the London Borough of Havering and the neighbourhood by associating the local authorities, voluntary organisations and inhabitants in 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.

**Organisation**

The trustees who have served during the year and since the year end are set out on page 1. The Charity is administered by a management committee, also set out on page 1, who are elected at the charity's Annual General Meeting. The management committee meet regularly to discuss the state of the charity and to decide on the future decisions that the charity should take.

**Financial review and investment policy**

The charity has generated income of £61,674 during the year and has expended £62,425. There are no restrictions on the charity's power to invest.

**Reserves Policy**

The committee consider that there should be a reserve policy that provides for no less than fifty percent of the Association's running costs to be held in usable reserves at any one time.

**Risk Management**

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

**Public Benefit**

With reference to the stated objectives and activities, the Trustees provide public benefit to the residents of Hornchurch and the London Borough of Havering and the surrounding area by providing the facilities for social welfare and for recreation and leisure time occupation which improves the fabric of life for those that use the facility.

The trustees are, accordingly, able to confirm that they have complied with section 4 of the 2006 Charities Act to have regard to guidance published by the Charity Commission.

REPORT OF THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION (cont'd)  
FOR THE YEAR ENDED 31ST AUGUST 2021

**Trustees' responsibilities in relation to the financial statements**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to Charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable standards have been followed subject to any departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Report) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:



\_\_\_\_\_  
Committee Member



\_\_\_\_\_  
Committee Member

Date: 30/09/2021

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF  
ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
FOR THE YEAR ENDED 31ST AUGUST 2021**

I report on the accounts of Ardleigh House Community Association for the year ended 31st August 2021 which are set out on pages 5 to 11.

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

It is my responsibility to:

examine the financial statements (under section 145 of the 2011 Act);

follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5) B of the 2011 Act; and

state whether particular matters have come to my attention.

**Basis of independent examiners' statement**

My examination was carried out in accordance with the 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 of 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 examiners' statement**

In connection with the 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 2011 Act; and to prepare accounts which accord with those records and to comply with the accounting requirements of the 2011 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.

Date: 30/09/2021  
Philip Neil Beare FCCA  
P N Beare & Co



Chartered Certified Accountants  
101a Crow Green Road  
Brentwood Essex CM15 9RP

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
STATEMENT OF FINANCIAL ACTIVITIES FOR THE  
YEAR ENDED 31ST AUGUST 2021

	Note No.	General Fund 31/08/2021 £	Sinking Fund 31/08/2021 £	General Fund 31/08/2020 £	Sinking Fund 31/08/2020 £
<b>INCOME AND EXPENDITURE</b>					
Incoming Resources					
Activities in furtherance of the Charity's objects:					
Grants Received	2	37,573		51,163	
Activities for generating funds:					
General Income	3	23,771		106,159	
Interest Received					4
Membership fees		330			483
Covenanted receipt					
<b>Total Incoming Resources</b>		<u>61,674</u>		<u>157,809</u>	
Resources Expended					
Charitable expenditure: Fund raising and publicity					
Management and Administration	4	2,324		76,903	
		<u>60,101</u>		<u>131,015</u>	
<b>Total Resources Expended</b>		<u>62,425</u>		<u>207,918</u>	
<b>Net Incoming/(Outgoing) Resources</b>		(751)		(50,109)	
<b>Funds Brought Forward</b>		69,894		120,003	
Transfer from Sinking Fund	10				
<b>Funds Carried Forward</b>		<u>69,143</u>		<u>69,894</u>	

All of the above results are derived from continuing activities.  
All gains and losses recognised in the year are included above.

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**BALANCE SHEET AS AT 31ST AUGUST 2021**

	Note No.	31.08.21	31.08.20
		£	£
<b>FIXED ASSETS</b>			
Furniture and Fittings	8	3,418	5,361
		3,418	5,361
<b>CURRENT ASSETS</b>			
Stock		350	350
Sundry Debtors	5	3,460	19,346
Bank	9	73,820	58,590
Cash in hand		942	418
Owed by lakeside Social Club Ltd		27,957	27,957
		106,529	106,661
<b>CREDITORS: amount falling due within one year</b>			
Payroll taxation	6	7,816	2,736
Sundry Creditors	6	12,260	18,664
		20,076	21,400
<b>NET CURRENT ASSETS</b>		86,453	85,261
<b>TOTAL ASSETS</b>		89,871	90,622
<b>SOURCE OF FUNDS</b>			
General Fund		69,143	69,894
Future Expenditure Reserves		20,728	20,728
		89,871	90,622

ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
BALANCE SHEET AS AT 31ST AUGUST 2021cont'd

Approved by duly authorised members of the Management Committee



\_\_\_\_\_  
Committee Member



\_\_\_\_\_  
Committee Member

Date: 30/09/2021

**1 PRINCIPAL ACCOUNTING POLICIES**

a) Accounting Convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005.

b) Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

c) Incoming Resources

Grants are recognised when the expenditure to which they relate has been committed to. As such a proportion of grants received during the year have been deferred.

d) Resources Expended

All expenditure is accounted for on an accruals basis and have been classified under headings that aggregate all costs related to the category.

e) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write-off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:-

Bar Equipment	15% Straight line
Furniture and Equipment	25% Straight line
	15% Straight line

	<b>31/08/2021</b>	<b>31/08/2020</b>
	£	£
<b>2 GRANTS RECEIVED</b>		
Covid 19 related- set off against payroll costs	39,662	18,361
Local Authority	27,573	25,000
Private enterprise	10,000	26,163
	37,573	51,163

	<b>31/08/2021</b>	<b>31/08/2020</b>
	£	£
<b>3 GENERAL INCOME</b>		
Hall hire	16,279	59,386
Tutoring fees	2,140	18,468
Class sales		92
Social activities	2,812	20,294
Canteen receipts		5,762
Short Mat Bowls Club	140	2,157
Occupation licence	2,400	
	23,771	106,159

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2021**

	<b>31/08/2021</b>	<b>31/08/2020</b>
	£	£
<b>4 MANAGEMENT ADMINISTRATION</b>		
Wages	1,996	23,157
Pension contributions		696
Telephone	721	665
Printing, Stationery and Postage	467	648
Insurance	2,898	2,814
Rent	19,625	11,775
Rates and services	4,690	11,735
Repairs and Renewals	24,822	11,228
Grant-based repairs		11,742
Computer Expenses	32	56
Advertising	78	3,162
Bank Charges and Interest	1,117	1,269
Professional fees		980
Contracts		923
Independent Examiners Fees	977	575
Bad Debts		6,352
Sundry Expenses	569	4,221
Depreciation- Furniture and Equipment	2,109	2,109
Missing cash due to fraud		26,236
Missing cash unexplained		10,672
	60,101	<u>131,015</u>
	<b>31/08/2021</b>	<b>31/08/2020</b>
	£	£
<b>5 SUNDRY DEBTORS</b>		
Trade debtors	667	16,553
Lakeside cash held		
Prepayments	2,793	2,793
Other debtors		
	3,460	<u>19,346</u>
	<b>31/08/2021</b>	<b>31/08/2020</b>
		£
<b>6 SUNDRY CREDITORS</b>		
Non-compliance deposits	10,828	8,828
Trade creditors		
Building works accrual		
Independent Examiners Fees	575	575
Insurance		
HM Revenue & Customs- PAVE and NIC	7,816	2,736
Sundry creditors	857	9,261
	<u>20,076</u>	<u>21,400</u>

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2021**

	<b>31/08/2021</b>	<b>31/08/2021</b>
	£	£
<b>7 CREDITORS:</b> amounts falling due after more than one year		
Grant Income deferred.	<u>          </u>	<u>          </u>
<b>8 FIXED ASSETS</b>	<b>Fixtures &amp; Fittings</b>	<b>Total</b>
	£	£
<b>COST</b>		
At 1st September 2020	75,392	75,392
Additions	166	166
At 31st August 2021	<u>75,558</u>	<u>75,558</u>
<b>DEPRECIATION</b>		
At 1st September 2020	70,031	70,031
Charge for the year	2,109	2,109
At 31st August 2021	<u>72,140</u>	<u>72,140</u>
<b>NET BOOK VALUE</b>		
At 31st August 2021	<u>3,418</u>	<u>3,418</u>
At 31st August 2020	<u>5,361</u>	<u>5,361</u>
	<b>31/08/2021</b>	<b>31/08/2020</b>
	£	£
<b>9 BANK ACCOUNTS</b>		
Nat West Deposit Account	246	246
Bank Current Account	64,888	49,658
Barclays Direct Access	8,686	8,686
	<u>73,820</u>	<u>58,590</u>
<b>TOTAL DEPOSITED AT BANK</b>	<u>73,820</u>	<u>58,590</u>

**10 FUTURE EXPENDITURE RESERVES**

The Future Expenditure Reserves were created to meet the cost of extensive refurbishment to the buildings and fixtures. Since this time the Management Committee has embarked on a major refurbishment of the premises which is ongoing.

**11 LEASEHOLD PREMISES**

The association's premises are leased from the London Borough of Havering at a market rent. A condition of the lease was that the building be maintained and continues to be used for the charitable objectives of Ardleigh House Community Association.

The trustees are of the opinion that amounts already allocated to the Future Expenditure Reserves will be sufficient to comply with the maintenance requirements of the new lease.

**12 UNRESTRICTED FUNDS**

All funds of the trust as shown on pages 5 and 6 are unrestricted.

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST AUGUST 2021**

	2021		2020	
	£	£	£	£
<b>INCOME</b>				
Hall hire	16,279		59,386	
Tutoring fees	2,140		18,468	
Class sales			92	
Social activities	2,812		20,294	
Canteen receipts			5,762	
Short Mat Bowls Club	140		2,157	
Occupation licence	2,400			
Covenanted receipts				
Membership fees	330		483	
Interest received			4	
Grants received	37,573		<u>51,163</u>	
		61,674		157,809
<b>DIRECT COSTS INCURRED IN FUND RAISING</b>				
Stewards wages			30,875	
Tutor's wages			11,262	
Class expenses	1,050		3,049	
Social activities	1,274		19,108	
Canteen wages			10,525	
Canteen expenses			2,084	
Short Mat Bowls expenses				
		<u>(2,324)</u>		<u>(76,903)</u>
<b>MANAGEMENT AND ADMINISTRATION EXPENSES</b>				
Wages	1,478		23,157	
Pension contributions	518		696	
Telephone	721		665	
Printing, Stationery and Postage	467		648	
Insurance	2,898		2,814	
Rent	19,625		11,775	
Rates and services	4,690		11,735	
Repairs and Renewals	7,804		11,228	
Grant-based repairs	17,018		11,742	
Computer Expenses	32		56	
Advertising	78		3,162	
Bank Charges and Interest	1,117		1,269	
Professional fees			980	
Contracts			923	
Independent Examiners Fees	977		575	
Bad Debts			6,352	
Sundry Expenses	569		4,221	
Depreciation- Furniture and Equipment	2,109		2,109	
Missing cash due to fraud			26,236	
Missing cash unexplained		<u>(60,101)</u>	<u>10,672</u>	<u>(131,015)</u>
<b>NET (DEFICIT) /INCOME FOR THE YEAR</b>		<u>(751)</u>		<u>(50,109)</u>