

# ADDLESTONE COMMUNITY ASSOCIATION

England & Wales · Charity number 304962

## Details

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**Other names** ADDLESTONE COMMUNITY CENTRE

**Status** Registered

**Legal form** Other

**Registered** 1967-10-17

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Addlestone Community Association  
Community Centre  
Garfield Road  
Addlestone  
KT15 2NJ

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**Website** [addlestonecommunityassociation.org](http://addlestonecommunityassociation.org)

## Activities

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**Objects:** PROVISION OF A COMMUNITY CENTRE FOR THE BENEFIT OF THE INHABITANTS OF ADDLESTONE AND NEIGHBOURHOOD

**Activities:** PROVIDE FACILITIES FOR LOCAL GROUPS AND OTHER CHARITIES, PRIVATE HIRE AND OTHER PERSONAL ACTIVITIES. ENCOURAGE SPECIFIC RECREATIONAL GROUPS BY OFFERING 'SECTION' MEMBERSHIP. ORGANISE EVENTS FOR THE ENJOYMENT OF THE LOCAL COMMUNITY WHICH ALSO PROVIDES ADDITIONAL INCOME TOWARDS THE UPKEEP OF THE CENTRE

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- **Area of benefit:** ADDLESTONE AND NEIGHBOURHOOD
- Surrey

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£212,581	£251,339	-	-
2024-03-31	£171,737	£150,179	-	-
2023-03-31	£151,783	£158,421	-	-
2022-03-31	£181,068	£186,260	-	-
2021-03-31	£72,581	£146,700	-	-

## Trustees

Name	Role	Appointed
<b>Eugene Dowd</b>	Chair	2026-05-05
CAROL BAYTON		
Catherine Ravensdale		2026-05-05
Julie Mitchell		2025-07-15
MONICA KITCHENSIDE		

**ADDLESTONE COMMUNITY ASSOCIATION**

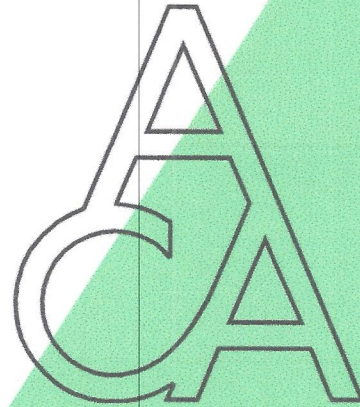
England & Wales - Charity number 304962

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# Accounts

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**ADDLESTONE  
COMMUNITY  
ASSOCIATION**



**ANNUAL REPORT  
AND ACCOUNTS**

**YEAR ENDING 31<sup>ST</sup> MARCH 2025**

## **ADDLESTONE COMMUNITY ASSOCIATION**

### **Annual Report for the year ending 31<sup>st</sup> March 2025**

<b>Address</b>	Addlestone Community Centre Garfield Road, Addlestone, Surrey KT15 2NJ
<b>Charity Number</b>	304962
<b>Independent Examiner</b>	David Giltinan, John A Hyde & Co, Lyndale House, 24A, High Street, Addlestone, Surrey KT15 1TN
<b>Bankers</b>	HSBC, Church Street, Weybridge, Surrey KT13 8DF
<b>Hon Solicitors</b>	Mackrell Turner Garrett, 21-25, Church Street West, Woking, Surrey GU21 6DJ

#### **The trustees serving during the year and since the year end were as follows: -**

Mr Paul Bungard	Chair
Mrs Monica Kitchenside	Vice Chair
Mr Malcolm Smith	Treasurer – Resigned as of 10 <sup>th</sup> June 2024
Miss Sue Bolton	Treasurer
Mrs June Tilbury	Secretary

#### **Other Trustees**

Mrs Carol Bayton    Mr David Strike  
Mrs Carol Botterill

#### **Structure, governance and management**

The trustees administer the charity and are elected at the Annual General Meeting and meet quarterly. In addition, specific members are nominated to be responsible for membership and publicity.

#### **Risk Management**

The Operations Committee has conducted a risk analysis to identify the major risks to which the charity is exposed. Where possible, arrangements have been put in place to reduce these risks and are reviewed annually.

#### **Training**

No specific training is given to Trustees, but each is provided with information produced by the Charity Commission outlining their responsibilities within the organisation.

## **Objectives and activities**

In shaping our objectives for the year and planning our activities the Trustees have considered the Charity Commission's guidance 'public benefit; running a charity (PB2)'. The objectives of the Association are to promote the benefit and enhance the leisure of the inhabitants of Addlestone and the neighbourhood without distinction of gender, or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the said inhabitants.

The strategies employed to achieve the Associations objectives are to: -

- Provide first class facilities at an affordable cost for local groups and other charities as a meeting place to carry out their own specific field of activities.
- Provide facilities to the local community as accommodation for family celebrations, parties and other personal activities.
- Encourage specific recreational interests by offering 'section membership' whereby those groups become part of the Association. The 'Sections' currently include badminton, keep fit, drama, sequence dance and a camera club.
- Organise events covering concerts, outings and other events for the general public which also provides additional income towards the upkeep of the Centre.

## **Achievements and performance**

Usage of the Centre has continued to grow during 2024/25.

The Addlestone Sequence Dance Club has been meeting every Monday for over sixty years, dancing twelve different Sequence Ballroom or Latin dances each week and at their popular Bank Holiday Tea Dances. In Sequence Dancing you have to learn and remember each dance and this weekly exercise is vital for residents/members to maintain physical health, mental wellbeing and social contact. Membership has reduced since covid, and the average age of members is now in the late 70s.

Tangent Badminton Club was formed by and for players who no longer want to play at a serious or competitive level, but who want to stay fit, maintain their skills and develop social relationships in the community. Its membership mainly comprises older players who no longer work and so have the time in the day to play but still want to play the game they love with others who also want a friendly, social experience in a relaxed atmosphere.

Dazzling Entertainment has continued to bring professional entertainment to the Centre. 2024/25 saw some of the biggest shows yet. The events have offered diverse high-quality performances from live tribute shows to variety such as Drag shows and celebrity magicians. As a Centre we are able to support these events with our sound systems and stage design in the Tulk Hall. These events catalyse community engagement, bringing families, friends and neighbours together. The economic impact is significant, drawing visitors and boosting local business. Looking ahead, the partnership promises greater achievements.

Our Shed – Over the last three years the Shed has evolved from a run-down derelict workshop to a central hub within the centre. The Shed was resurrected in February 2022. It had lain dormant following the covid pandemic. The Shed is attended by young adults two days a week to teach basic woodworking and life skills in a workshop that is a safe environment to improve social interaction and wellbeing. This is run as a non-profit making enterprise. These young adults make different items to sell at local craft fairs which are held in Surrey throughout the year. These items include garden planters, bird boxes, Halloween and Christmas decorations. The equipment and volunteers in the Shed also support the maintenance of the Centre. Other days the Shed equipment is there for the local community to use to repair or upcycle. Storm Darragh had other plans for our Shed in early December 24, and we unfortunately lost the roof. We are pleased to report that we were able to use reserved funds to have the Shed roof replaced.

Runnymede Borough Council have continued to support us throughout this financial year. They have hired rooms for Runnymede Borough Council elections and have supported us with grants to replace the flooring in one of our smaller rooms and gave us funds to purchase pickleball equipment which is being introduced as a regular class in 2025.

The Centre continues to run Brass Band Concerts and outings for the general public which helps to provide additional income for the Centre. These two areas are run by Emmie West and Rob Waters both of whom are lifelong volunteers. We are very grateful for the work that they do supporting the Centre.

We held two Craft Fairs in 2024/25. One in the Spring and one at Christmas. The Christmas Fair also had a raffle. All the prizes were donated by local businesses which raised £215 for Runnymede Foodbank. One of our Sections (Chertsey Camera Club) put on a beautiful display of photos taken by their members. These were much admired and has inspired new members to the club.

The Centre also supported a free Christmas Tea Party for fifty older residents. St Pauls Church Choir performed seasonal songs, there was also a Christmas themed quiz with prizes donated by local retailers as well.

In January 2025 we took the plunge and introduced a new online booking system that also supports the preparation and issuing of monthly invoices. We now have an IT Manager to support the Centre. He has supported the introduction of a new domain (addcc.org) for all the ACA officers and has transitioned everyone away from the use of personal email accounts. He has recycled and or disposed of obsolete computers and transferred historical ACA data to cloud storage. He has upgraded some of the display computers in our foyer and windows that support advertising activities in the Centre.

We have continued to support the Salvation Army by donating the Centre for their use on Christmas Eve and Christmas day to make and serve meals for residents.

We must praise the continued support of all our volunteers. The Centre operates for seven days a week often for over twelve hours a day. We rely heavily on the support of our volunteers without whom this Centre would not be able to operate as it does.

Our treasurer of 40 years resigned this year. Malcolm Smith has been a huge support to the Centre. There are not many roles that Malcolm hasn't turned his hand to over the lifetime of the Charity, and he will be sorely missed. We wish him all the very best and hope he now gets a chance to take life a bit easier.

### **Plans for future periods**

Projects being considered are:

- Build on the use of our Shed
- Refurbishment of the Tulk Hall
- Continue to develop the Centre as a resource base for meetings with the support of local community residents and organisations.
- Ultimately, we would seek to be seen as the recreational centre of the community of Addlestone offering help, support, activities and entertainment to all people living in the area. The fundamental goal is to be a welcoming, safe, and friendly Centre.

We already have fantastic facilities, and the plans will increase those to even higher standards. The change of name to The Addlestone Centre was a deliberate attempt to raise awareness of the Centre in the community.

As already stated, we are the Community Centre in the heart of the Community. We want to bring people together as a community in Addlestone.

### **Independent Examiners**

A resolution was accepted at the Annual General Meeting that David Giltinan of John A. Hyde & Co. be appointed as Independent Examiner.

By order of the trustees

P Bungard (Chairman)

**ADDLESTONE COMMUNITY ASSOCIATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
for the YEAR ENDING 31st MARCH 2025

	note	Restricted Funds		Unrestricted Funds		Endowment Funds		Total	
		£ 2025	£ 2024	£ 2025	£ 2024	£ 2025	£ 2024	£ 2025	£ 2024
<b>Incoming Resources</b>									
Donations & Grants	2	-	-	4,666	4,931	-	-	4,666	4,931
Hire Charges		-	-	131,555	129,957	-	-	131,555	129,957
Membership		-	-	916	467	-	-	916	467
Cultural/Social events	3	-	-	20,186	18,738	-	-	20,186	18,738
Sections Income	4	-	-	20,301	19,034	-	-	20,301	19,034
Fundraising activities	5	-	-	285	100	-	-	285	100
VAT Repayment		-	-	1,181	231	-	-	1,181	231
Other Income		-	-	33,492	36,052	-	-	33,492	36,052
<b>Total Incoming Resources</b>		-	0	212,581	209,510	-	-	212,581	209,510
<b>Resources Expended</b>									
<u>Direct Charitable Expenditure</u>									
General Expenditure	6	-	-	155,770	141,529	-	-	155,770	141,529
Cultural/Social events	3	-	-	17,000	14,866	-	-	17,000	14,866
Sections Expenditure	4	-	-	20,985	12,586	-	-	20,985	12,586
VAT		-	-	0	2,551	-	-	0	2,551
Other Expenditure	8	2,544	2,544	12,906	12,926	42,135	42,135	57,585	57,605
<b>Total Resources Expended</b>		2,544	2,544	206,660	184,458	42,135	42,135	251,339	229,137
<b>Net movement of funds</b>	11	(2,544)	(2,544)	5,921	25,051	(42,135)	(42,135)	(38,758)	(19,627)
<b>Total funds brought forward</b>		51,348	53,892	448,935	423,884	1,348,322	1,390,457	1,848,605	1,868,233
<b>Total funds carried forward</b>		48,804	51,348	454,856	448,935	1,306,187	1,348,322	1,809,847	1,848,606

## BALANCE SHEET for Year ending 31st MARCH 2025

	<u>Notes</u>	<b>2025</b> £	<b>2024</b> £
<b>Tangible Fixed Assets</b>	9		
Leasehold Building		1,591,927	1,642,947
Furniture & Equipment		52,338	56,402
		<u>1,644,265</u>	<u>1,699,349</u>
<b>Current Assets</b>			
2024 Debtors		0	1,367
Cash at Bank and in Hand	10	166,782	148,314
		<u>166,782</u>	<u>149,681</u>
<b>Current Liabilities</b>			
Creditors & Accruals		1,200	600
		<u>1,200</u>	<u>600</u>
Current Assets Less total liabilities		<u>165,582</u>	<u>149,081</u>
		<u><u>1,809,848</u></u>	<u><u>1,848,430</u></u>
<b>FINANCED BY:</b>			
Restricted Funds		48,804	51,348
Unrestricted funds			
General Fund		411,676	
Designated Fund		43,180	448,935
		<u>454,856</u>	
Permanent endowment		1,306,187	1,348,321
		<u>1,809,847</u>	<u>1,848,604</u>

THE NOTES ON PAGES 7 to 12 FORM PART OF THESE ACCOUNTS

# Notes to the Accounts for the year to 31<sup>st</sup> March 2025

## **1 Accounting Policies**

### **1.1 Basis of preparing the accounts**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts on accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1<sup>st</sup> January 2019) – (Charities SORP (FRS 102))

The charity meets the definition of public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### **1.2 Income resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the funds, and performance conditions attached to the income have been met (or are fully within the control of the charity), there is sufficient certainty that the receipt of the income is considered probable and the amount can be reliably measured.

When donors specify that grants/donations are for particular restricted purposes which do not amount to preconditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

### **1.3 Direct charitable expenditure**

Direct charitable expenditure consists of costs incurred, which directly relate to the furtherance of the objects of the charity.

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to make a payment, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All costs have been directly attributed to one of the functional categories at the discretion of the Trustees.

### **1.4 VAT**

All income and expenditure is shown gross of VAT. The net VAT payment or repayment for the year is detailed in the Statement of Financial Activities.

### **1.5 Donations and legacies**

Grants/donations are recognised in incoming resources in the year in which they are receivable except when donors specify that the grants/donations must be used in future accounting periods (the income is the deferred to those periods) or when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is then deferred and not included in incoming resources until the preconditions for use are met.

## **1.6 Fund Accounting**

Funds held by the charity are either;

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objectives at the discretion of the Trustees.
- Restricted funds – these are funds that can only be used for restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for restricted purposes.
- Endowment Funds – these are funds that must be retained as capital for the benefit of the charity.

## **1.7 Revaluation/Depreciation**

### **Leasehold Property**

Under the terms of the lease granted by Runnymede Borough Council the Addlestone Community Association has no power to convert this asset to income. This asset has therefore been included as a permanent endowment.

A lease was granted in 2006 for a period of 50 years, and depreciation is charged on a straight-line basis at 2% per annum.

### **Furniture and equipment**

Furniture and equipment were valued in January 2006 at £100,000 in accordance with an inventory carried out by the finance committee.

Depreciation is charged at 10% per annum on a reducing balance basis on the value of furniture and equipment brought forward at the beginning of the year.

## **1.8 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

## **1.9 Cash at bank and in hand**

Cash at bank and in hand included cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

## **1.10 Creditors and Provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2	<b><u>Analysis of Grants and Donations</u></b>	Restricted	Unrestricted	Endowment	Total
		Funds	Funds	Funds	
		£	£	£	£
	Runnymede Borough Council	-	3,190	-	3,190
	Surrey County Council	-	1,456	-	1,456
	Donation	-	20	-	20
		<u>-</u>	<u>4,666</u>	<u>-</u>	<u>4,666</u>

3 **Cultural/Social Events**

Cultural and Social events are organised by the Entertainments Committee and the figures show the gross income and expenditure of the Entertainments Account for the year. See page 14 for a detailed account.

4 **Sections**

Each Sections holds cash and or/bank balances which are shown on page 11 Section 10 and a summary of their accounts is shown on page 15 of this report

5 **200 club**

The figure shown is the amount passed over from the 200 club into the main account during the current year. A small bank balance is held in the 200 club account but does not form part of these accounts as the balance was considered immaterial.

6 **Analysis of Unrestricted General Expenditure**

	2025	2024
	£	£
General repairs & maintenance	27,300	17,094
Premises Annual Renewal Fee	475	-
Capital - unrestricted	1,901	
Heat & Light	41,622	30,907
Cleaning / Refuse / materials	33,504	34,712
Café / Bar Expenses	16,903	22,918
Magazine printing	3,100	2,950
Stationery & Printing	1,160	1,336
Postage & Telephone	1,428	1,706
Insurance	6,128	5,798
Water rate	1,251	3509
Miscellaneous	173	1264
Centre Manager	14,628	13409
Workshop	604	48
Bank charges	108	153
Performing Right Society & PPL	1,964	1478
Craft Fairs	520	319
VAT	1,366	
Website/computer costs	110	512
Admin Support	265	3300
Special Events	88	86
Sections	333	
Refunds of bookings/membership	840	30
	<u>155,770</u>	<u>141,529</u>

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		<b>2025</b>	<b>2024</b>
<b>7</b>	<b><u>Governance Costs</u></b>	£	£
	Independent Examination of the account	600	600

<b>8</b>	<b><u>Analysis of other expenditure</u></b>				
		<b>Restricted</b>	<b>Unrestricted</b>	<b>Endowment</b>	
		<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Total</b>
		£	£	£	£
	Chairman's Reception	-	-	-	0
	Performing Right / PPL	-	-	-	0
	Independent Examiners Fee	-	600	-	600
	Depreciation	2,544	12,306	42,135	56,985
		<u>2,544</u>	<u>12,906</u>	<u>42,135</u>	<u>57,585</u>
					<u>57,605</u>

<b>9</b>	<b><u>Fixed Assets</u></b>				
		<b>Leasehold</b>	<b>Furniture/equipment</b>		
		<b>Property</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
			<b>Funds</b>	<b>Funds</b>	
	<b><u>Cost/Valuation</u></b>	£	£	£	£
	31st March 2024	2,546,284	149,716	58,668	2,754,668
	Additions	-	1,901	-	1,901
	As at 31st March 2025	<u>2,546,284</u>	<u>151,617</u>	<u>58,668</u>	<u>2,756,569</u>
	<b><u>Depreciation</u></b>				
	31st March 2024	903,337	102,064	49,917	1,055,318
	Change for year	51,020	4,765	1,200	56,985
	Disposals	-	-	-	0
	As at 31st March 2025	<u>954,357</u>	<u>106,829</u>	<u>51,117</u>	<u>1,112,303</u>
	<b><u>Net Book Values</u></b>				
	31st March 2025	<u>1,591,927</u>	<u>44,787</u>	<u>7,551</u>	<u>1,644,265</u>
	31st March 2024	<u>1,642,947</u>	<u>47,652</u>	<u>8,751</u>	<u>1,699,350</u>

Break down of 'additions' above

		<b>Leasehold</b>	<b>Furniture/equipment</b>		
		<b>Property</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
			<b>Funds</b>	<b>Funds</b>	
		£	£	£	£
	New Water Boiler	-	720	-	720
	Phon Tower Computer	-	200	-	200
	Raspberry Pi's	-	261	-	261
	Laser Printer	-	270	-	270
	Pickleball Equipment	-	450	-	450
		-	1,901	-	1,901

**10 Cash at bank and in hand**

	2025 £	2024 £
<b>Main Account</b>		
Cash	320	320
Current account	39,883	64,333
Deposit account	54,771	14,468
2nd Deposit account (reserve account)	30,000	30,000
	<u>124,974</u>	<u>109,121</u>
<b>Entertainments Account</b>		
Cash	100	100
Current account	12,612	9,480
Deposit account	0	5
	<u>12,712</u>	<u>9,585</u>
<b>Cash held in various accounts by sections</b>	<u>29,097</u>	<u>29,782</u>
<b>Total</b>	<u><u>166,783</u></u>	<u><u>148,488</u></u>

**11 Movement in reserves**

	Restricted Funds £	Unrestricted Funds £	Permanent Endowment £	Total £
31st March 2024	51,348	448,935	1,348,322	1,848,605
Surplus/(Deficit) for year	(2,544)	5,921	(42,135)	(38,758)
31st March 2025	<u>48,804</u>	<u>454,856</u>	<u>1,306,187</u>	<u>1,809,847</u>

**12 Restricted Funds**

	Brought Forward £	Incoming resources £	Outgoing £	Transfers £	Carried Forward £
Furniture/equipment	8,751	-	-	(1,200)	7,551
Leasehold property	41,309	-	-	(1,344)	39,965
Good Grub Club	1,288	-	-	-	1,288
31st March 2025	<u>51,348</u>	<u>-</u>	<u>-</u>	<u>(2,544)</u>	<u>48,804</u>

Part of this fund represents grants received for capital expenditure. The funds are transferred to unrestricted funds over the expected useful life of the assets.

**13 Unrestricted Funds**

	Brought Forward £	Incoming resources £	Outgoing £	Transfers £	Carried Forward £
General Fund	405,715	212,581	(206,660)	40	411,676
Designated Fund	13,220	-	-	(40)	13,180
Reserve Account	30,000	-	-	-	30,000
	<u>448,935</u>	<u>212,581</u>	<u>(206,660)</u>	<u>-</u>	<u>454,856</u>

**14 Analysis of net assets between funds**

	Restricted Funds	Unrestricted Funds	Permanent Endowment	Total
Fund balances at 31st March 2024 are represented by				
Tangible fixed assets	48,804	289,274	1,306,187	1,644,265
Net current assets	-	165,582	-	165,582
	<u>48,804</u>	<u>454,856</u>	<u>1,306,187</u>	<u>1,809,847</u>

**15 Trustees emoluments and reimbursed expenses**

The trustees received no remuneration during the year

The amounts reimbursed relate to:-

Direct charitable expenditure (general) £1,530

*(Majority being supplies for the café/bar as we do not have an account with the main supplier)*

**16 Staff costs**

The Charity had no employees during the year.

**17 Related Party Transactions**

During the year there were no related party transactions that required disclosure

**18 Designated Fund - Reserves and Special Projects**

	Brought Forward	Incoming resources	Outgoing	carried forward
Co-op Grant <i>(for setting up community activities)</i>	1,813		(40)	1,773
Lottery Community Fund	7,907			7,907
Grant for Lunch Club	500			500
SCC Grant for improvements	3000			3,000
Reserve Fund	30,000	-	-	30,000
	<u>43,220</u>	<u>0</u>	<u>(40)</u>	<u>43,180</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ADDLESTONE COMMUNITY ASSOCIATION**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2025, which are set out on pages 1 to 13.

**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 accounts 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 examiner's report**

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 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 2011 ACT; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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 reached.

John A Hyde & Co  
Lyndale House  
24A High Street  
Addlestone  
Surrey  
KT15 1TN

*John A Hyde & Co*

Date: *9<sup>th</sup> February 2026*

# ACA ENTERTAINMENTS ACCOUNT

## RECEIPTS & PAYMENTS FOR YEAR ENDING 31st MARCH 2025

Surplus from Functions (see below)	3,383	Transfer to Main Account		
Interest	13	General Expenditure		196
	3,396			196
		Surplus for year		3,200
	3,396			3,396
Balance Brought Forward	3,196			
Surplus for year	3,200			
		Balance Carried Forward		6,396
	6,396			6,396

### FUNCTION BALANCES

	RECEIPTS	PAYMENTS	BALANCE
Band Concerts	3,868	1,399	2,469
Challenging Brass	1,950	1,489	461
Outings	14,368	13,916	452
	20,186	16,804	3,383
	20,186	16,804	3,383
Sub Total Brought down	20,186	16,804	3,383
Miscellaneous Expenditure		35	-35
Bank charges		161	-161
	20,186	17,000	3,187
sub total	20,186	17,000	3,187
Interest	0		0
Transfer to Main Account			0
<b>TOTAL RECEIPTS &amp; PAYMENTS</b>	<b>20,186</b>	<b>17,000</b>	<b>3,187</b>

**SUMMARY OF SECTION ACCOUNTS for the YEAR ENDING 31st MARCH 2025**

	ACT	Camera	KATS	Keep Fit	MSDS	Tangent	TOTAL
Opening Balance	11,310	2,646	11,401	2,312	799	1,314	29,608
<b><u>INCOME</u></b>							
Subs/admission fees		1,250	3,560	1,684	3,171	1,632	11,297
Donations			275		80		355
Raffles				11	170		181
Refreshments/Bar			328				328
Other Misc Income	452				720	2	1,174
ACT Productions Income	2,983						2,983
KATS Productions Income	34		3,950				3,983
<b>TOTAL INCOME</b>	<b>3,468</b>	<b>1,250</b>	<b>8,113</b>	<b>1,695</b>	<b>4,141</b>	<b>1,634</b>	<b>20,301</b>

A B C D E F G

	ACT	Camera	KATS	Keep Fit	MSDS	Tangent	TOTAL
<b><u>EXPENDITURE</u></b>							
ACA Facilities	3,313	400	1,813	440	1,832	1,126	8,923
Speakers/Leaders etc		450			1,960		2,410
General running costs	508	366	48	1,221		198	2,341
Refreshments/Bar		8	2,178	54			2,240
Raffles							0
Donations	4						4
Capital equip't purchased		40					40
Special Events					242		242
ACT Productions costs	1,047						1,047
KATS Productions costs			3,738				3,738
<b>TOTAL EXPENDITURE</b>	<b>4,872</b>	<b>1,264</b>	<b>7,777</b>	<b>1,715</b>	<b>4,034</b>	<b>1,323</b>	<b>20,985</b>
Surplus/deficit for year	-1,403	-14	336	-20	106	311	-510
Closing Balance	9,906	2,632	11,737	2,292	905	1,625	29,097

H I J K L M N O P Q

**STATEMENT OF ACCOUNT**  
**YEAR ENDING 31st MARCH 2025**

as at

03/02/2026

**INCOME**

Grants - Unrestricted	£4,646
Donations unrestricted	£20
Hiring - General	£123,074
- Sections	£8,480
Magazine Adverts etc.	£1,908
Membership	£916
Spring/Xmas Fair 2024	£285
Café / Bar Income	£29,246
Other	£498
Interest on Deposit	£589
Interest on Bond	£1,251
VAT	£1,181

**TOTAL INCOME**

**£172,095**

**EXPENDITURE**

General repairs & maintenance	£31,042
Premises Annual Renewal Fee	£475
Capital - unrestricted	£1,901
Heat & Light	£41,622
Cleaning / Refuse / materials	£33,504
Café / Bar Expenses	£16,903
Magazine printing	£3,100
Stationery & Printing	£1,160
Postage & Telephone	£1,428
Insurance	£6,128
Water rate	£1,251
Miscellaneous	£173
Centre Manager	£14,628
Workshop	£604
Performing Right Society & PPL	£1,964
Bank charges	£108
VAT	£1,366
Spring Fair 2024	£225
Craft Fair 2024	£295
Website/computer costs	£110
Admin Support	£265
Special Events	£88
Sections	£333
Independent Examiners fee	£600
Refunds of bookings/Membership	£840

**TOTAL EXPENDITURE**

**£160,112**

**SURPLUS FOR YEAR**

**£11,983**

**ADDLESTONE COMMUNITY ASSOCIATION**

England & Wales - Charity number 304962

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# Accounts

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**ADDLESTONE  
COMMUNITY  
ASSOCIATION**

**ANNUAL REPORT AND ACCOUNTS**

**YEAR ENDING 31<sup>ST</sup> MARCH 2024**

## **ADDLESTONE COMMUNITY ASSOCIATION**

### **Annual Report for the year ending 31<sup>st</sup> March 2024**

**Address** Addlestone Community Centre  
Garfield Road, Addlestone, Surrey KT15 2NJ

**Charity Number** 304962

**Independent Examiner** David Giltinan, John A Hyde & Co, Lyndale House, 24A High Street,  
Addlestone, Surrey, KT15 1TN

**Bankers** HSBC, Church Street, Weybridge, Surrey, KT13 8DF

**Hon Solicitors** Mackrell Turner Garrett  
21-25 Church Street West, Woking, Surrey, GU21 6DJ

### **The Trustees serving during the year and since the year end were as follows:-**

Mr Steve Barabash	Custodial Trustee
Mr Paul Bungard	Acting Chair
Mr Malcolm Smith	Treasurer & Custodial Trust
Mrs June Tilbury	Secretary

### **Other Trustees**

Mrs Shelagh McKay	Miss Linda Salt	Mr David Strike
Mrs Carol Bayton	Mrs Monica Kitchenside	

### **Structure, governance and management**

The Trustees administer the charity and are elected at the Annual General Meeting and meet quarterly. Specific members are nominated to be responsible for bookings, membership and publicity.

### **Risk Management**

The Operations Committee has conducted a risk analysis to identify the major risks to which the charity is exposed. Where possible, arrangements have been put in place to reduce these risks and are reviewed annually.

### **Training**

No specific training is given to Trustees but each is provided with information produced by the Charity Commission outlining their responsibilities within the organisation.

### **Object and activities**

1. In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit; running a charity (PB2)'

The objectives of the Association are to promote the benefit and enhance the leisure of the inhabitants of Addlestone and the neighbourhood without distinction of gender, or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort.

The strategies employed to achieve the Associations objectives are to:-

- Provide first class facilities at an affordable cost for local groups and other charities as a meeting place to carry out their own specific field of activity.
- Provide facilities to the local community as accommodation for wedding receptions, parties and other personal activities.
- Encourage specific recreational interests by offering 'Section Membership@ and whereby those groups become part of the Association. The 'Sections' currently include: badminton, keep fit, children and adult drama, sequence dance and a camera club.
- Organise events covering concerts, outings and other events for the general public which also provides additional income towards the upkeep of the Centre.

### **Achievements and performance**

It's been a fairly full on year where the age of the building is beginning to show in that things are needing replacing. For example the hot water machine in the Tulk kitchen became unreliable and gave up the ghost after attempted repairs so had to be replaced at a cost of approx. £800 and we are having the flooring in the Tulk chair store replaced at a cost of nearly £3000 but must be done as there is a serious health and safety issue. The floors in the Tulk Hall and the Muriel Wise suite have both been resealed at a cost of £3216. Repairs to the front automatic doors have cost £2520 and replacing a fridge, freezer and dishwasher at the Centre have cost £5274.

We are looking into extending our CCTV coverage at an approximate cost of £1200 in the near future.

Our Christmas Fair was very successful and well received, also the Christmas tea we put on for the elderly. We continue to get good bookings which is our life blood and this year our shed is being used two days a week by County Care and lately on Mondays we have a new member, Graham Mudd running it for the public so we hope that builds gradually.

Malcolm Smith is easing out of the role of Treasurer and Sue Bolton is doing a sterling job in relieving him of the invoices and more.

The café is in a state of flux as Tara has gone, sadly missed by a lot of our customers, and we are looking at ways for volunteers to run it on a part time basis.

We have continued to build our income and hold regular entertainment evenings supplied by the Dazzling Diamonds. We support these evenings with a licenced bar which is profitable and helps support the Centre.

Our team of stewards continue to support us in all sorts of ways which is a real bonus for the Centre.

The council have continued to use our facilities for elections and ballot counts.

The Addlestone Community Centre is probably the largest and best equipped Centre in the County. We are situated in the middle of the community of Addlestone. Monthly footfall continues to increase and we are committed to further increases in the coming year. We have proactive General and Operations Committees.

## **Plans for future periods**

Projects being considered are -

- Build on the use of our shed
- Continue to develop the Centre as a resource base for meetings with the support of local community residents and organisations.
- Refurbishment and/or replacement of chairs and other furnishings as and when required. Continue to upgrade the decoration of the rooms and facilities
- Ultimately we would seek to be seen as the recreational centre of the community of Addlestone offering help, support, activities and entertainment to all people living in the area. The fundamental goal is to be a welcoming, safe and friendly Centre.

We already have fantastic facilities and the plans will increase those to even higher standards. The change of name to The Addlestone Centre was a deliberate attempt to raise awareness of the Centre in the community.

As already stated we are the Community Centre in the (Heart) Centre of the Community, we want to bring people together as a community in Addlestone.

## **Independent Examiners**

A resolution was accepted at the Annual General Meeting that David Giltinan of John A. Hyde & Co. be appointed as Independent Examiner.

By order of the trustees

P Bungard (Chairman)

# ADDLESTONE COMMUNITY ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES

for the YEAR ENDING 31st MARCH 2024

	note	Restricted Funds		Unrestricted Funds		Endowment Funds		Total	Total
		£	£	£	£	£	£	£	£
		2024	2023	2024	2023	2024	2023	2024	2023
<b>Incoming Resources</b>									
Donations & Grants	2	-	-	4,931	9,699	-	-	4,931	9,699
Hire Charges		-	-	129,957	111,129	-	-	129,957	111,129
Membership		-	-	467	578	-	-	467	578
Cultural/Social events	3	-	-	18,738	16,633	-	-	18,738	16,633
Sections Income	4	-	-	19,034	14,222	-	-	19,034	14,222
Fundraising activities	5	-	-	100	14	-	-	100	14
VAT Repayment		-	-	231	139	-	-	231	139
Other Income		-	-	36,052	30,224	-	-	36,052	30,224
<b>Total Incoming Resources</b>		-	0	209,509	182,638	-	-	209,509	182,638
<b>Resources Expended</b>									
<u>Direct Charitable Expenditure</u>									
General Expenditure	6	-	-	141,529	135,176	-	-	141,529	135,176
Cultural/Social events	3	-	-	14,866	12,811	-	-	14,866	12,811
Sections Expenditure	4	-	-	12,586	12,001	-	-	12,586	12,001
VAT		-	-	2,551	3,028	-	-	2,551	3,028
Other Expenditure	8	2,544	2,544	12,926	14,339	42,135	42,135	57,605	59,018
<b>Total Resources Expended</b>		2,544	2,544	184,459	177,355	42,135	42,135	229,138	222,034
<b>Net movement of funds</b>	11	(2,544)	(2,544)	25,051	5,283	(42,135)	(42,135)	(19,628)	(39,396)
<b>Total funds brought forward</b>		53,892	56,436	423,884	418,601	1,390,457	1,432,592	1,868,233	1,907,630
<b>Total funds carried forward</b>		51,348	53,892	448,935	423,884	1,348,322	1,390,457	1,848,605	1,868,233

THE NOTES ON PAGES 7 to 12 FORM PART OF THESE ACCOUNTS

## BALANCE SHEET for Year ending 31st MARCH 2024

	<u>Notes</u>	<b>2024</b> £	2023 £
<b>Tangible Fixed Assets</b>	9		
Leasehold Building		1,642,947	1,694,292
Furniture & Equipment		56,402	56,603
		<u>1,699,349</u>	<u>1,750,895</u>
<b>Current Assets</b>			
2024 Debtors		1,542	6,873
Cash at Bank and in Hand	10	148,313	111,064
		<u>149,855</u>	<u>117,937</u>
<b>Current Liabilities</b>			
Creditors & Accruals		<u>600</u>	<u>600</u>
		600	600
Current Assets Less total liabilities		<u>149,255</u>	<u>117,337</u>
		<u><u>1,848,604</u></u>	<u><u>1,868,233</u></u>
<b>FINANCED BY:</b>			
Restricted Funds		51,348	53,892
Unrestricted funds			
General Fund		405,715	380,664
Designated Fund		<u>43,220</u>	43,220
Permanent endowment		1,348,321	1,390,457
		<u>1,848,604</u>	<u>1,868,233</u>
		<u><u>1,848,604</u></u>	<u><u>1,868,233</u></u>

THE NOTES ON PAGES 7 to 12 FORM PART OF THESE ACCOUNTS

# Notes to the Accounts for the year to 31<sup>st</sup> March 2024

## **1 Accounting Policies**

### **1.1 Basis of preparing the accounts**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts on accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1<sup>st</sup> January 2019) – (Charities SORP (FRS 102))

The charity meets the definition of public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### **1.2 Income resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the funds, and performance conditions attached to the income have been met (or are fully within the control of the charity), there is sufficient certainty that the receipt of the income is considered probable and the amount can be reliably measured.

When donors specify that grants/donations are for particular restricted purposes which do not amount to preconditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

### **1.3 Direct charitable expenditure**

Direct charitable expenditure consists of costs incurred, which directly relate to the furtherance of the objects of the charity.

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to make a payment, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All costs have been directly attributed to one of the functional categories at the discretion of the Trustees.

### **1.4 VAT**

All income and expenditure is shown gross of VAT. The net VAT payment or repayment for the year is detailed in the Statement of Financial Activities.

### **1.5 Donations and legacies**

Grants/donations are recognised in incoming resources in the year in which they are receivable except when donors specify that the grants/donations must be used in future accounting periods (the income is deferred to those periods) or when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is then deferred and not included in incoming resources until the preconditions for use are met.

### **1.6 Fund Accounting**

Funds held by the charity are either;

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objectives at the discretion of the Trustees.
- For a period of 50 years and depreciation is charged on a straight line basis at 2% per annum.

- the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.
- Endowment Funds – these are funds that have to be retained as capital for the benefit of the charity.

### **1.1 Revaluation/Depreciation**

#### **Leasehold Property**

Under the terms of the lease granted by Runnymede Borough Council the Addlestone Community Association has no power to convert this asset to income. This asset has therefore been included as a permanent endowment.

A lease was granted in 2006 for a period of 50 years and depreciation is charged on a straight line basis at 2% per annum.

#### **Furniture and equipment**

Furniture and equipment was valued in January 2006 at £100,000 in accordance with an inventory carried out by the finance committee.

Depreciation is charged at 10% per annum on a reducing balance basis on the value of furniture and equipment brought forward at the beginning of the year.

### **1.2 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

### **1.3 Cash at bank and in hand**

Cash at bank and in hand included cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### **1.10 Creditors and Provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2	<b><u>Analysis of Grants and Donations</u></b>	Restricted	Unrestricted	Endowment	Total
		Funds	Funds	Funds	
		£	£	£	
	Runnymede Borough Council	-	2,900	-	2,900
	Runnymede Borough Council	-	2,000	-	2,000
	Miscellaneous	-	31	-	31
		-	4,931	-	4,931

### 3 **Cultural/Social Events**

Cultural and Social events are organised by the Entertainments Committee and the figures show the gross income and expenditure, excluding transfers, of the Entertainments Account for the year. See page 14 for a detailed account.

### 4 **Sections**

Each Sections holds cash and or/bank balances which are shown on page 11 Section 10 and a summary of their accounts is shown on page 15 of this report

### 5 **200 club**

The figure shown is the amount passed over from the 200 club into the main account during the current year. A small bank balance is held in the 200 club account but does not form part of these accounts as the balance was considered immaterial.

6	<b><u>Analysis of Unrestricted General Expenditure</u></b>	2024	2023
		£	£
	General repairs & maintenance	17,094	23,434
	Major mainenance & improvements	0	2,052
	Heat & Light	30,907	19,160
	Cleaning / Refuse / materials	34,712	32,566
	Café / Bar Expenses	22,918	22,293
	Magazine printing	2,950	3,800
	Stationery & Printing	1,336	1,774
	Postage & Telephone	1,706	1,376
	Insurance	5,798	5,131
	Water rate	3,509	3005
	Miscellaneous	1,264	986
	Centre Manager	13,409	14628
	Workshop	48	470
	Bank charges	153	165
	Performing Right Society & PPL	1,478	
	Special Events	319	2186
	Legal Fees		550
	Website/compuer costs	512	
	Admin Support	3,300	1600
	Chairman's reception	86	-
	Craft Gair 2024	30	
		<u>141,529</u>	<u>135,176</u>

		<b>2024</b>	2023
<b>7</b>	<b><u>Governance Costs</u></b>	£	£
	Independent Examination of the account		600

**8** **Analysis of other expenditure**

	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>Endowment Funds</b>	<b>Total</b>	2023
	£	£	£	£	£
Chairman's Reception	-	-	-	0	
Performing Right / PPL	-	-	-	0	2607
Independent Examiners Fee	-	600	-	600	600
Depreciation	2,544	12,326	42,135	57,005	55,811
	<u>2,544</u>	<u>12,926</u>	<u>42,135</u>	<u>57,605</u>	<u>59,018</u>

**9** **Fixed Assets**

	<b>Leasehold Property</b>	<b>Furniture/equipment Unrestricted Restricted</b>		<b>Total</b>
<b><u>Cost/Valuation</u></b>	£	£	£	£
31st March 2023	2,546,284	144,257	58,668	2,749,209
Additions	-	5,459	-	5,459
As at 31st March 2024	<u>2,546,284</u>	<u>149,716</u>	<u>58,668</u>	<u>2,754,668</u>
<b><u>Depreciation</u></b>				
31st March 2023	851,992	97,376	48,945	998,313
Change for year	51,345	4,688	972	57,005
Disposals	-	-	-	0
As at 31st March 2024	<u>903,337</u>	<u>102,064</u>	<u>49,917</u>	<u>1,055,318</u>
<b><u>Net Book Values</u></b>				
31st March 2024	<u>1,642,947</u>	<u>47,651</u>	<u>8,751</u>	<u>1,699,349</u>
31st March 2023	<u>1,694,292</u>	<u>46,880</u>	<u>9,723</u>	<u>1,750,895</u>

**Break down of 'additions' above**

	<b>Leasehold Property</b>	<b>Furniture/equipment Unrestricted Restricted</b>		<b>Total</b>
	£	£	£	£
Dishwasher	-	3,378	-	3,378
Phone	-	70	-	70
Freezer	-	1,080	-	1,080
Fridge	-	816	-	816
Heaters for Shed	-	45	-	45
Sale of speakers	-	-300	-	-300
Vacumm cleaners (2)	-	370	-	370
	<u>-</u>	<u>5,459</u>	<u>-</u>	<u>5,459</u>

## 10 Cash at bank and in hand

	2024 £	2023 £
<b>Main Account</b>		
Cash	320	289
Current account	64,333	34,395
Deposit account	14,468	14,508
2nd Deposit account (reserve account)	30,000	30,000
	<hr/>	<hr/>
	109,120	79,192
<b>Entertainments Account</b>		
Cash	100	100
Current account	9,480	7,533
Deposit account	5	1,079
	<hr/>	<hr/>
	9,585	8,712
<b>Cash held in various accounts by sections</b>	29,608	23,160
	<hr/>	<hr/>
<b>Total</b>	148,313	111,064
	<hr/> <hr/>	<hr/> <hr/>

## 11 Movement in reserves

	Restricted Funds £	Unrestricted Funds £	Permanent Endowment £	Total £
31st March 2023	53,892	423,884	1,390,457	1,868,233
Surplus/(Deficit) for year	(2,544)	25,051	(42,135)	(19,628)
	<hr/>	<hr/>	<hr/>	<hr/>
31st March 2024	51,348	448,935	1,348,322	1,848,605
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

## 12 Restricted Funds

	Brought Forward £	Incoming resources £	Outgoing £	Transfers £	Carried Forward £
Furniture/equipment	9,723	-	-	(972)	8,751
Leasehold property	42,881	-	-	(1,572)	41,309
Good Grub Club	1,288	-	-	-	1,288
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
31st March 2024	53,892	-	-	(2,544)	51,348
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Part of this fund represents grants received for capital expenditure. The funds are transferred to unrestricted funds over the expected useful life of the assets.

## 13 Unrestricted Funds

	Brought Forward £	Incoming resources £	Outgoing £	Transfers £	Carried Forward £
General Fund	380,664	209,509	(184,459)	-	405,715
Designated Fund	13,220	-	-	-	13,220
Reserve Account	30,000	-	-	-	30,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	423,884	209,509	(184,459)	-	448,935
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**14 Analysis of net assets between funds**

	Restricted Funds	Unrestricted Funds	Permanent Endowment	Total
Fund balances at 31st March 2023 are represented by				
Tangible fixed assets	51,348	299,680	1,348,322	1,699,350
Net current assets	-	149,255	-	149,255
	<u>51,348</u>	<u>448,935</u>	<u>1,348,322</u>	<u>1,848,605</u>

**15 Trustees emoluments and reimbursed expenses**

The trustees received no remuneration during the year

The amounts reimbursed relate to:-

Direct charitable expenditure (general) £17,738

*(Majority being supplies for the café/bar as we do not have an account with the main supplier)*

**16 Staff costs**

The Charity had no employees during the year.

**17 Related Party Transactions**

During the year there were no related party transactions that required disclosure

**18 Designated Fund - Reserves and Special Projects**

	Brought Forward	Incoming resources	Outgoing	carried forward
Co-op Grant <i>(for setting up community activities)</i>	1,813		0.00	1,813 0
Lottery Community Fund	7,907			7,907
Grant for Lunch Club	500			500
SCC Grant for improvements	3000			3,000
Reserve Fund	30,000	-	-	30,000
	<u>43,220</u>	<u>0</u>	<u>0.00</u>	<u>43,220</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ADDLESTONE COMMUNITY ASSOCIATION**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2024, which are set out on pages 1 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 accounts 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 examiner's report**

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 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 2011 ACT; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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 reached.

David Giltinan

John A Hyde & Co  
Lyndale House  
24A High Street  
Addlestone  
Surrey  
KT15 1TN

# ACA ENTERTAINMENTS ACCOUNT

## RECEIPTS & PAYMENTS FOR YEAR ENDING 31st MARCH 2024

Surplus from Functions (see below)	4,004	Transfer to Main Account	3,000
Interest	18	General Expenditure	150
	4,022		3,150
		Surplus for year	872
	4,022		4,022
Balance Brought Forward	8,712		
Surplus for year	872		
		Balance Carried Forward	9,584
	9,584		9,584

### FUNCTION BALANCES

		RECEIPTS	PAYMENTS	BALANCE
2022/23				
3281	Band Concerts	4,109	1,444	2,665
522	Challenging Brass	2,060	1,151	909
175	Outings	12,551	12,121	430
		18,720	14,716	4,004
3978		18,720	14,716	4,004
	Sub Total Brought down	18,720	14,716	4,004
	Miscellaneous Expenditure			0
	Bank charges		150	-150
		18,720	14,866	3,854
	Interest	18		18
	Transfer to Main Account		3,000	-3,000
	<b>TOTAL RECEIPTS &amp; PAYMENTS</b>	<b>18,738</b>	<b>17,866</b>	<b>873</b>
				Page 13

**SUMMARY OF SECTION ACCOUNTS for the YEAR ENDING 31st MARCH 2024**

	<b>ACT</b>	<b>Camera</b>	<b>KATS</b>	<b>Keep Fit</b>	<b>MSDS</b>	<b>Tangent</b>	<b>TOTAL</b>
Opening Balance	9,090	3,268	7,404	2,173	277	948	23,160
<b><u>INCOME</u></b>							
A Subs/admission fees	58	884	2,860	1,826	2,747	1,348	9,722
B Donations		75	1,000		100		1,175
C Raffles			80	9	161		250
D Refreshments/Bar		22					22
E Other Misc Income	135		1,601		589		2,326
F ACT Productions Income	4,901		638				5,539
G KATS Productions Income							0
<b>TOTAL INCOME</b>	<b>5,094</b>	<b>981</b>	<b>6,179</b>	<b>1,835</b>	<b>3,597</b>	<b>1,348</b>	<b>19,034</b>
<b><u>EXPENDITURE</u></b>							
H ACA Facilities	1,562	433	866	498	1,554	836	5,749
I Speakers/Leaders etc		523		1,147	1,430		3,100
J General running costs	243	518		52		145	957
K Refreshments/Bar		10	816				826
L Raffles							0
M Donations					123		123
N Capital equip't purchased	85						85
O Special Events		119			143		262
P ACT Productions costs	984						984
Q KATS Productions costs			500				500
<b>TOTAL EXPENDITURE</b>	<b>2,874</b>	<b>1,603</b>	<b>2,182</b>	<b>1,696</b>	<b>3,249</b>	<b>981</b>	<b>12,586</b>
Surplus/deficit for year	2,220	-622	3,997	139	348	366	6,448
Closing Balance	11,310	2,646	11,401	2,312	625	1,314	29,608

# STATEMENT OF ACCOUNT

## YEAR ENDING 31st MARCH 2024

as at

17/02/2025

### **INCOME**

Grants - Unrestricted	£4,900
Donations unrestricted	£31
Hiring - General	£124,254
- Sections	£5,703
Magazine Adverts etc.	£878
Membership	£467
Spring Fair 2023	£100
Café / Bar Income	£33,249
Craft Fair	£540
Interest on Deposit	£1,150
Craft Fair 2024	£235
VAT	£231

### **TOTAL INCOME**

**£171,737**

### **EXPENDITURE**

General repairs & maintenance	£17,094
Major mainenance & improvements	
Capital - unrestricted	£5,459
Heat & Light	£30,907
Cleaning / Refuse / materials	£34,712
Café / Bar Expenses	£22,918
Magazine printing	£2,950
Stationery & Printing	£1,336
Postage & Telephone	£1,706
Insurance	£5,798
Water rate	£3,509
Miscellaneous	£1,264
Centre Manager	£13,409
Workshop	£48
Performing Right Society & PPL	£1,478
Bank charges	£153
VAT	£2,551
Sprting Fair 2023	£13
Craft Fair 2023	£306
Website/compuer costs	£512
Admin Support	£3,300
Chairman's Reception	£86
Craft Fair 2024	£30
Independent Examiners fee	£600
Expenditure of Lottery Community Fund - designated	£40

### **TOTAL EXPENDITURE**

**£150,179**

### **SURPLUS FOR YEAR**

**£21,558**

**ADDLESTONE COMMUNITY ASSOCIATION**

England & Wales - Charity number 304962

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# Accounts

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# **ADDLESTONE COMMUNITY ASSOCIATION**

## **Annual Report for the year ending 31<sup>st</sup> March 2023**

Address Addlestone Community Centre,  
Garfield Road, Addlestone, Surrey, KT15 2NJ

Charity number 304962

Independent Examiner  
Graham Berry FCCA  
Breckman & Company Ltd, 49 South Molton Street, London, W1K 5LH

Bankers HSBC – Church Street, Weybridge, Surrey, KT13 8DF

Hon Solicitors Mackrell Turner Garrett –  
21-25 Church Street West, Woking, Surrey, GU21 6DJ

The Trustees serving during the year and since the year end were as follows

Mr Steve Barabash	Custodial Trustee
Mr Paul Bungard	Vice Chair (now acting Chair from 16 <sup>th</sup> March 2023)
Mr Robert Edney	President & Custodial Trustee (died 16 <sup>th</sup> December 2022)
Mr Ian Lee	Chair & Custodial Trustee (resigned 16 <sup>th</sup> March 2023)
Mr Malcolm Smith	Treasurer & Custodial Trustee
Mrs June Tilbury	Secretary

Other Trustees

Mr Graham Botterill	Mrs Carol Bayton	Mrs Monica Kitchenside
Mrs Shelagh McKay	Miss Linda Salt	Mr David Strike

### **Structure, governance and management**

The Trustees administer the charity and are elected at the Annual General Meeting and meet quarterly. Specific members are nominated to be responsible for bookings, membership and publicity.

### **Risk management**

The Executive Committee has conducted a risk analysis to identify the major risks to which the charity is exposed. Where possible arrangements have been put in place to reduce these risks and are reviewed annually.

### **Training**

No specific training is given to Trustees but each is provided with information produced by the Charity Commission outlining their responsibilities within the organisation.

## **Object and activities**

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit; running a charity (PB2)'

The objects of the Association are to promote the benefit and enhance the leisure of the inhabitants of Addlestone and the neighbourhood without distinction of gender, or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort

The strategies employed to achieve the Associations objectives are to:

- Provide first class facilities at an affordable cost for local groups and other charities as a meeting place to carry out their own specific field of activity.
- Provide facilities to the local community as accommodation for wedding receptions, parties and other personal activities.
- Encourage specific recreational interests by offering 'Section Membership' and whereby those groups become part of the Association. The 'Sections' currently include: badminton, keep fit, children and adult drama and sequence dancing.
- Organise events covering concerts, outings and other events for the general public which also provides additional income towards the upkeep of the Centre.

## **Achievements and performance**

Our post covid year has been quite a mixture of fortunes, we came through surprisingly well under the circumstances with our finances in good shape.

We have had quite a lot of capital expenditure but at least we were in a good position financially so that it has not caused us problems.

A lot of changes have come about with Ian Lee resigning as chairman and the committee's decision to pull out of the coalition with the council to replace facilities previously supplied by the Eileen Towser centre which has caused some bad feelings at the council but we are working to soften any ill will. This decision meant that the council had paid us £18,000 which we had to return but we were prepared for this so no great grief there.

The projected overhaul of our outside area to full integrated status has therefore been cancelled or at least shelved and the approx. £3,000 spent on Architect's fees has been written off but we had missed the boat for application for the full cost of some £95,000 to bring the works to completion.

We have continued to build on our income from hiring out rooms and with the regular entertainment supplied by Dazzling Diamonds for which we run profitable bars the future looks good.

Our stewards continue to support us in all sorts of ways which makes life a lot easier and Tara running the café is proving invaluable and slowly building a rapport with users and visitors. She is very helpful with our elderly users and deserves praise for this as she does more than her remit.

Vinny has been upgraded to Centre Manager and he now puts in many unpaid hours helping to run the centre efficiently as a popular go to figure for everyone.

Our shed is now upgraded but under used so we will concentrate on getting this more widely known for practical and social reasons.

The use of the centre by the council for elections continues has continued to their satisfaction and we have good relations with several employees which is always useful.

There has been considerable upgrades on the stage lighting in the Tulk Hall and we are now upgrading the sound system to the same standard which will bring us up to modern standards and last for the foreseeable future which appears to be stable and sustainable.

The Addlestone Community Centre is probably the largest and best equipped Centre in the County. We are situated in the middle of the Community of Addlestone. In the past 3 years we have increased the monthly footfall by over 50% and are committed to further increase in the coming year. We have a great group of volunteers who act as Stewards in reception and support our major events. We have a proactive Executive Team and a supportive General Committee.

We also have exceptional support from Runnymede Borough Council through their Local Development Officers. We are the Community Centre in the Centre of the Community committed to be a safe, supportive and active resource for local residents and other local agencies.

We were very saddened by the sudden passing of our President Mr Robert (Bob) Edney. He had been a stalwart of the Centre for many years and will be greatly missed

### Plans for future periods

Projects being considered are-

- a) Refurbishment or replacement of chairs and other furnishings as and when required. Continued upgrading of the decoration of the rooms and facilities.
- b) We will continue to actively promote activities for recognised needs with the resources in the Centre using volunteer helpers and with the help of appropriate support agencies. This will include developing social facilities within the Café Project
- c) Develop the Centre as a resource base for meetings and support of local community residents and organisations. This to be with the cooperation of other support agencies.
- d) Ultimately we would seek to be seen as the recreational centre of the community of Addlestone offering help, support, activities and entertainment to all people living in the area. The fundamental goal is to be a welcoming, safe and friendly Centre.

This is a very exciting time. We already have fantastic facilities and the plans will increase those to even higher standards. The change of name to The Addlestone Centre was a deliberate attempt to raise the awareness of the Centre in the community. Our new logo and strap line, designed for us by a local resident, will help that community awareness. As already stated we are the Community Centre in the (Heart) Centre of the Community, we want to bring people together as a community in Addlestone.

The **Addlestone**  **Centre**  
Bringing people together

**Usage of the Centre**


		<u>2022/2023</u>	<u>2021/2022</u>
<u>Bookings taken</u>	Regular users (mostly weekly or at least monthly)	93,471	1683
	Occasional (less than monthly)	5,938	159
	One off bookings	6,964	80
	Sections	4,756	250
		Total 111,129	1,192

*(showing a great improvement over the previous year with the effect of Covid)*


**Independent Examiners**

A resolution was accepted at the Annual General Meeting that Graham Berry FCCA of Breckman & Company Ltd be appointed as Independent Examiner for the ensuing year.

By order of the trustees

 16/8/23

P Bungard (Acting Chairman)

 16/8/23

M C Smith (Treasurer)

**ADDLESTONE COMMUNITY ASSOCIATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the YEAR ENDING 31st MARCH 2023**

	note	Restricted Funds		Unrestricted Funds		Endowment Funds		Total £ 2023	Total £ 2022
		£ 2023	£ 2022	£ 2023	£ 2022	£ 2023	£ 2022		
<b>Incoming Resources</b>									
Donations/Grants & Legacies	2	-	-	9,699	33,105	-	-	9,699	33,105
Hire Charges		-	-	111,129	96,303	-	-	111,129	96,303
Membership		-	-	578	114	-	-	578	114
Cultural/Social events	3	-	-	16,633	10,643	-	-	16,633	10,643
Sections Income	4	-	-	14,222	14,089	-	-	14,222	14,089
Fundraising activities (200 Club)	5	-	-	14	403	-	-	14	403
VAT Repayment		-	-	139	2,404	-	-	139	2,404
Other Income		-	-	30,224	24,007	-	-	30,224	24,007
<b>Total Incoming Resources</b>		-	0	182,638	181,068	-	-	182,638	181,068
<b>Resources Expended</b>									
<u>Direct Charitable Expenditure</u>									
General Expenditure	6	-	-	135,176	106,223	-	-	135,176	106,223
Cultural/Social events	3	-	-	12,811	8,949	-	-	12,811	8,949
Sections Expenditure	4	-	-	12,001	11,452	-	-	12,001	11,452
Bad Debts written off		-	-	-	20	-	-	0	20
VAT		-	-	3,028	249	-	-	3,028	249
Other Expenditure	8	2,544	2,544	14,339	14,688	42,135	42,135	59,018	59,367
<b>Total Resources Expended</b>		2,544	2,544	177,355	141,581	42,135	42,135	222,034	186,260
<b>Net movement of funds</b>	11	(2,544)	(2,544)	5,282	39,487	(42,135)	(42,135)	(39,397)	(5,192)
<b>Total funds brought forward</b>		56,436	58,980	418,602	379,115	1,432,592	1,474,727	1,907,630	1,912,822
<b>Total funds carried forward</b>		53,892	56,436	423,884	418,602	1,390,457	1,432,592	1,868,233	1,907,630

## BALANCE SHEET for Year ending 31st MARCH 2023

	<u>Notes</u>	2023	2022
	9	£	£
<b>Tangible Fixed Assets</b>			
Leasehold Building		1,694,292	1,745,704
Furniture & Equipment		56,603	43,992
		<u>1,750,895</u>	<u>1,789,696</u>
<b>Current Assets</b>			
2023 Debtors		6,873	763
Cash at Bank and in Hand	10	111,064	117,741
		<u>117,937</u>	<u>118,504</u>
<b>Current Liabilities</b>			
Creditors & Accruals		600	570
		<u>600</u>	<u>570</u>
Current Assets Less total liabilities		117,337	117,934
		<u>1,868,233</u>	<u>1,907,630</u>
 <b>FINANCED BY:</b>			
Restricted Funds		53,892	56,436
Unrestricted funds			
General Fund		380,664	375,706
Designated Fund		<u>43,220</u>	42,896
Permanent endowment		1,390,457	1,432,592
		<u>1,868,233</u>	<u>1,907,630</u>

THE NOTES ON PAGES 7 to 12 FORM PART OF THESE ACCOUNTS

# Notes to the Accounts for the year to 31<sup>st</sup> March 2023

## 1 Accounting Policies

### 1.1 Basis of preparing the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1<sup>st</sup> January 2019) – (Charities SORP (FRS 102))

The charity meets the definition of public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### 1.2 Income resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the funds, any performance conditions attached to the income have been met (or are fully within the control of the charity), there is sufficient certainty that the receipt of the income is considered probable and the amount can be reliably measured.

When donors specify that grants/donations are for particular restricted purposes, which do not amount to preconditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

### 1.3 Direct charitable expenditure

Direct charitable expenditure consists of costs incurred, which directly relate to the furtherance of the objects of the charity.

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to make payment, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All costs have been directly attributed to one of the functional categories at the discretion of the Trustees.

### 1.4 VAT

All income and expenditure is shown gross of VAT. The net VAT payment or repayment for the year is detailed in the Statement of Financial Activities.

### 1.5 Donations and legacies

Grants/donations are recognised in incoming resources in the year in which they are receivable except when donors specify that the grants/donations must be used in future accounting periods (the income is then deferred to those periods) or when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is then deferred and not included in incoming resources until the preconditions for use are met.

### 1.6 Fund Accounting

Funds held by the charity are either;

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.
- Endowment funds – these are funds that have to be retained as capital for the benefit of the charity.

## **1.7 Revaluation/Depreciation**

### **Leasehold Property**

Under the terms of the lease granted by Runnymede Borough Council the Addlestone Community Association has no power to convert this asset to income. This asset has therefore been included as a permanent endowment.

A lease was granted in 2006 for a period of 50 years and depreciation is charged on a straight line basis at 2% per annum.

### **Furniture and equipment**

Furniture and equipment was valued in January 2006 at £100,000 in accordance with an inventory carried out by the finance committee.

Depreciation is charged at 10% per annum on a reducing balance basis on the value of furniture and equipment brought forward at the beginning of the year.

## **1.8 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

## **1.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

## **1.10 Creditors and Provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2	<u>Analysis of Grants and Donations</u>	Restricted	Unrestricted	Endowment	Total
		Funds	Funds	Funds	
		£	£	£	
	Runnymede Borough Council	-	2,900	-	2,900
	Co-Operative	-	1,764	-	1,764
	Amazon Smile	-	20	-	20
	Gaskin Bequest <i>Designated</i>	-	5,000	-	5,000
	Miscellaneous	-	15	-	15
		<hr/>	<hr/>	<hr/>	<hr/>
		-	9,699	-	9,699

### 3 Cultural/Social Events

Cultural and Social events are organised by the Entertainments Committee and the figures show the gross income and expenditure of the Entertainments Account for the year. See page 14 for a detailed account.

### 4 Sections

Each Sections holds cash and or/bank balances which are shown on page 11 and a summary of their accounts is shown on page 15 of this report

### 5 200 club

The figure shown is the amount passed over from the 200 club into the main account during the current year. The 200 Club is now closed due to the lack of new members members joining.

6	<u>Analysis of Unrestricted General Expenditure</u>	2023	2022
		£	£
	General repairs & maintenance	23,434	4,468
	Major mainenance & improvements	2,052	19,278
	Heat & Light	19,160	13,771
	Cleaning / Refuse / materials	32,566	28,439
	Café / Bar Expenses	22,293	16,263
	Magazine printing	3,800	1,740
	Stationery & Printing	1,774	-654
	Postage & Telephone	1,376	969
	Insurance	5,131	4,594
	Water rate	3,005	973
	Miscellaneous	986	888
	Operations Co-ordinator	14,628	13,800
	Bank charges	165	39
	Workshop	470	247
	Special Events (Jubille & Christmas Tea)	2,186	100
	Legal Fees	550	-
	Admin Support	1,600	
		<hr/>	<hr/>
		135,176	106,223

		<b>2023</b>	2022
<b>7</b>	<b><u>Governance Costs</u></b>	£	£
	Independent Examination of the account	600	570

**8** **Analysis of other expenditure**

	Restricted Funds £	Unrestricted Funds £	Endowment Funds £	Total £	2022 £
Lunch Grant Expenses	-		-	0	2,093
Independent examiners fee	-	600		600	570
Performing Right / PPL	-	2,607	-	2,607	617
Depreciation	2,544	11,132	42,135	55,811	56,087
	<u>2,544</u>	<u>14,339</u>	<u>42,135</u>	<u>59,018</u>	<u>59,367</u>

**9** **Fixed Assets**

	Leasehold Property £	Furniture/equipment Unrestricted Restricted		Total £
	£	Funds £	Funds £	
<b><u>Cost/Valuation</u></b>				
31st March 2022	2,546,284	133,247	58,668	2,738,199
Additions	-	17,010	-	17,010
Disposals		-6,000		-6,000
As at 31st March 2023	<u>2,546,284</u>	<u>144,257</u>	<u>58,668</u>	<u>2,749,209</u>

**Depreciation**

31st March 2022	800,580	100,057	47,865	948,502
Change for year	51,412	3,319	1,080	55,811
Disposals	-	-6,000	-	-6,000
As at 31st March 2023	<u>851,992</u>	<u>97,376</u>	<u>48,945</u>	<u>998,313</u>

**Net Book Values**

31st March 2023	<u>1,694,292</u>	<u>46,880</u>	<u>9,723</u>	<u>1,750,895</u>
31st March 2022	<u>1,745,707</u>	<u>33,189</u>	<u>10,803</u>	<u>1,789,699</u>

**Break down of 'additions' above**

	Leasehold Property £	Furniture/equipment Unrestricted Restricted		Total £
	£	Funds £	Funds £	
Chiller Cabinet	-	611	-	611
Stage lights & console	-	9,004	-	9,004
Water boiler	-	576	-	576
Computer	-	400	-	400
Freezer	-	1,068	-	1,068
Haze Machine	-	230	-	230
PA system	-	4,934	-	4,934
Miscellaneous	-	187	-	187
	<u>-</u>	<u>17,010</u>	<u>-</u>	<u>17,010</u>

## 10 Cash at bank and in hand

	2023 £	2022 £
<b>Main Account</b>		
Cash	289	260
Current account	34,395	46,968
Deposit account	14,508	14,684
1 yr Deposit account (reserve account)	30,000	30,000
	<u>79,192</u>	<u>91,652</u>
<b>Entertainments Account</b>		
Cash	100	100
Current account	7,533	3,715
Deposit account	1,079	1,075
	<u>8,712</u>	<u>4,890</u>
<b>Cash held in various accounts by sections</b>	23,160	20,939
<b>Total</b>	<u><u>111,064</u></u>	<u><u>117,481</u></u>

## 11 Movement in reserves

	Restricted Funds £	Unrestricted Funds £	Permanent Endowment £	Total £
31st March 2022	56,436	418,602	1,432,592	1,907,630
Surplus/(Deficit) for year	(2,544)	5,282	(42,135)	(39,397)
31st March 2023	<u>53,892</u>	<u>423,884</u>	<u>1,390,457</u>	<u>1,868,233</u>

## 12 Restricted Funds

	Brought Forward £	Incoming resources £	Outgoing £	Transfers £	Carried Forward £
Furniture/equipment	10,803	-	-	(1,080)	9,723
Leasehold property	44,345	-	-	(1,464)	42,881
Good Grub Club	1,288	-	-	-	1,288
31st March 2022	<u>56,436</u>	<u>-</u>	<u>-</u>	<u>(2,544)</u>	<u>53,892</u>

Part of this fund represents grants received for capital expenditure. The funds are transferred to unrestricted funds over the expected useful life of the assets.

## 13 Unrestricted Funds

	Brought Forward £	Incoming resources £	Outgoing £	Transfers £	Carried Forward £
General Fund	375,706	175,128	(170,169)	-	380,664
Designated Fund	12,896	7,510	(7,186)	-	13,220
Reserve Account	30,000	-	-	-	30,000
	<u>418,602</u>	<u>182,638</u>	<u>(177,355)</u>	<u>-</u>	<u>423,884</u>

#### 14 Analysis of net assets between funds

	Restricted Funds	Unrestricted Funds	Permanent Endowment	Total
Fund balances at 31st March 2022 are represented by				
Tangible fixed assets	53,892	306,547	1,390,457	1,750,896
Net current assets	-	117,337	-	117,337
	<u>53,892</u>	<u>423,884</u>	<u>1,390,457</u>	<u>1,868,233</u>

#### 15 Trustees emoluments and reimbursed expenses

The trustees received no remuneration during the year

The amounts reimbursed relate to:-

Direct charitable expenditure (general)	£11,507
<i>(Majority being supplies for the café/bar as we do not have an account with the main supplier)</i>	

#### 16 Staff costs

The Charity had no employees during the year.

#### 17 Related Party Transactions

During the year there were no related party transactions that required disclosure

#### 18 Designated Fund - Reserves and Special Projects

	Brought Forward	Incoming resources	Outgoing	carried forward
Co-op Grant <i>(for setting up community activities)</i>	1,989	1,510	(1,686)	1,813
Jubilee event		500	(500)	0
Lottery Community Fund	7,907	-	-	7,907
Grant for lunch Club		500	-	500
SCC Grant for improvements	3,000	-	-	3,000
Reserve Fund	30,000	-	-	30,000
Gaskin bequest		5,000	(5,000)	-
	<u>42,896</u>	<u>7,510</u>	<u>(7,186)</u>	<u>43,220</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ADDLESTONE COMMUNITY ASSOCIATION**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2023, which are set out on pages 1 to 12

**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 accounts 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 examiner's report**

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 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 2011 Act; and
- to prepare accounts which accord with the accounting records and 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.

Graham Berry FCCA

Breckman & Company Ltd  
Chartered Certified Accountants  
49 South Molton Street  
London  
W1K 5LH



5 February 2024

# ACA ENTERTAINMENTS ACCOUNT

## RECEIPTS & PAYMENTS FOR YEAR ENDING 31st MARCH 2023

Surplus from Functions (see below)	3,977	Transfer to Main Account	
Interest	4	General Expenditure	159
	3,981		159
		Surplus for year	3,822
	3,981		3,981
Balance Brought Forward	4,890		
Surplus for year	3,822	Balance Carried Forward	8,712
	8,712		8,712

### FUNCTION BALANCES

		RECEIPTS	PAYMENTS	BALANCE
2020/21				
2399	Band Concerts	4,751	1,470	3,281
# 525	Challenging Brass 1976	1,976	1,455	522
2175	Outings	9,902	9,727	175
		16,629	12,652	3,977
5099		16,629	12,652	3,977
	Sub Total Brought down	16,629	12,652	3,977
	Miscellaneous	4	-	
	Bank charges		159	159
		16,633	12,811	4,136
	sub total	16,633	12,811	4,136
	Transfer to Main Account			0
	<b>TOTAL RECEIPTS &amp; PAYMENTS</b>	<b>16,633</b>	<b>12,811</b>	<b>4,136</b>

**SUMMARY OF SECTION ACCOUNTS for the YEAR ENDING 31st MARCH 2023**

	<b>ACT</b>	<b>Camera</b>	<b>KATS</b>	<b>Keep Fit</b>	<b>MSDS</b>	<b>Tangent</b>	<b>TOTAL</b>
Opening Balance	9,765	3,893	2,975	2,008	1,069	1,229	20,939
<b><u>INCOME</u></b>							
Subs/admission fees	807	740	5,461	1,788	2,516	1,202	12,514
Donations		5	24				29
Raffles			97	11			108
Refreshments/Bar		48					48
Other Misc Income	22		821				843
ACT Productions Income							0
KATS Productions Income			680				680
<b>TOTAL INCOME</b>	<b>829</b>	<b>793</b>	<b>7,083</b>	<b>1,799</b>	<b>2,516</b>	<b>1,202</b>	<b>14,222</b>
<b><u>EXPENDITURE</u></b>							
ACA Facilities	858	306	382	435		1,332	3,313
Speakers/Leaders etc		516		1,147			1,663
General running costs	151	499	893	52	3,308	151	5,054
Refreshments/Bar	10						10
Raffles							0
Donations							0
Capital equip't purchased	151						151
Special Events	75	97					172
ACT Productions costs	259						259
KATS Productions costs			1,379				1,379
<b>TOTAL EXPENDITURE</b>	<b>1,504</b>	<b>1,418</b>	<b>2,654</b>	<b>1,634</b>	<b>3,308</b>	<b>1,483</b>	<b>12,001</b>
Surplus/deficit for year	-675	-625	4,429	165	-792	-281	2,221
Closing Balance	9,090	3,268	7,404	2,173	277	948	23,160



**ADDLESTONE COMMUNITY ASSOCIATION**

England & Wales - Charity number 304962

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# Accounts

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**ADDLESTONE  
COMMUNITY  
ASSOCIATION**



**ANNUAL REPORT  
AND ACCOUNTS**

**YEAR ENDING 31<sup>ST</sup> MARCH 2022**

# **ADDLESTONE COMMUNITY ASSOCIATION**

## **Annual Report for the year ending 31<sup>st</sup> March 2022**

Address Addlestone Community Centre,  
Garfield Road, Addlestone, Surrey, KT15 2NJ

Charity number 304962

Independent Examiner  
Graham Berry FCCA  
Breckman & Company Ltd, 49 South Molton Street, London, W1K 5LH

Bankers HSBC – Church Street, Weybridge, Surrey, KT13 8DF

Hon Solicitors Mackrell Turner Garrett –  
21-25 Church Street West, Woking, Surrey, GU21 6DJ

The Trustees serving during the year and since the year end were as follows

Mr Steve Barabash	Custodial Trustee
Mr Paul Bungard	Vice Chair
Mr Robert Edney	President & Custodial Trustee
Mr Ian Lee	Chair & Custodial Trustee
Mr Malcolm Smith	Treasurer & Custodial Trustee
Mrs June Tilbury	Secretary

Other Trustees

Mr Graham Botterill	Mrs Carol Bayton	Mrs Monica Kitchenside
Mrs Shelagh McKay	Miss Linda Salt	Mr David Strike

### **Structure, governance and management**

The Trustees administer the charity and are elected at the Annual General Meeting and meet quarterly. Specific members are nominated to be responsible for bookings, membership and publicity.

### **Risk management**

The Executive Committee has conducted a risk analysis to identify the major risks to which the charity is exposed. Where possible arrangements have been put in place to reduce these risks and are reviewed annually.

### **Training**

No specific training is given to Trustees but each is provided with information produced by the Charity Commission outlining their responsibilities within the organisation.

## Object and activities

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit; running a charity (PB2)'

The objects of the Association are to promote the benefit and enhance the leisure of the inhabitants of Addlestone and the neighbourhood without distinction of gender, or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort

The strategies employed to achieve the Associations objectives are to:

- Provide first class facilities at an affordable cost for local groups and other charities as a meeting place to carry out their own specific field of activity.
- Provide facilities to the local community as accommodation for wedding receptions, parties and other personal activities.
- Encourage specific recreational interests by offering 'Section Membership' and whereby those groups become part of the Association. The 'Sections' currently include: badminton, keep fit, children and adult drama and sequence dancing.
- Organise events covering concerts, outings and other events for the general public which also provides additional income towards the upkeep of the Centre.

## Achievements and performance

The Covid-19 pandemic has continued to control our operation for most of this past year. However, there were periods when we could have some level of operation and keep in contact with our members and users. We took the opportunity during the Lockdown periods to continue to undertake maintenance of the building and facilities. This included a necessary update of the heating system in the building and the ventilation system in the main Tulk Hall. These additional maintenance items cost many thousands of pounds which were covered by our reserve funds. We received nearly £14,000 project funding from local trusts and from the National Lottery Community Fund. This money could not be used during the pandemic but has been kept secure for use when we are fully operational.

The Association operates with volunteers and 2 paid members of staff. Vinny Mitchell, who operates as our Caretaker, Cleaner, Bookings Manager and Customer Relations Manager and our new addition Tara Brown who is our Café and Bar Manager. This has raised a notable profit over the past 6 months and continues to be a fund raiser as well as a welcome facility. We have been advertising for more voluntary help to support our growing activities and social events and this has had some measure of success but more are still needed.

What of the Future? We have not been idle in preparing for the time "after Covid-19". We have been planning and setting up new provisions and activities and working towards employing part time workers to develop more community activities and support groups. The Café will be further developed to provide more snacks and hot food and we will continue to develop the project started over a year ago of regular free lunches. To this end plans are in place to enclose the area by the rear entrance. This will provide a large area for tables and chairs for use as an informal social area and facility for regular lunches as well as a comfy social area for informal gatherings and meetings. We promised funding for this through Your Fund Surrey for the work to be carried out which is likely to cost over £60,000. This will include heating and ventilation and new rear automatic doors. Runnymede Borough Council are supporting the project with technical and regulatory advice, (it is their building) and finding a suitable Architect to project manage the development. The hope is that it will be complete and operational for the Autumn.

The Addlestone Community Centre is probably the largest and best equipped Centre in the County. We are situated in the middle of the Community of Addlestone. In the past 2 years we have increased the monthly footfall by over 50% and are committed to further increase in the coming year. We have a great

group of volunteers who act as Stewards in reception and support our major events. We have a proactive Executive Team and a supportive General Committee.

We also have exceptional support from Runnymede Borough Council through their Local Development Officers. We are the Community Centre in the Centre of the Community committed to be a safe, supportive and active resource for local residents and other local agencies.

### Plans for future periods

Projects being considered are-

- a) Refurbishment or replacement of chairs and other furnishings as and when required. Continued upgrading of the decoration of the rooms and facilities.
- b) We will continue to actively promote activities for recognised needs with the resources in the Centre using volunteer helpers and with the help of appropriate support agencies. This will include developing social facilities within the Café Project
- c) Develop the Centre as a resource base for meetings and support of local community residents and organisations. This to be with the cooperation of other support agencies.
- d) Ultimately we would seek to be seen as the recreational centre of the community of Addlestone offering help, support, activities and entertainment to all people living in the area. The fundamental goal is to be a welcoming, safe and friendly Centre.
- e) The Workshop – Our Shed – had operated for only a few months when Covid struck. We have now rebuilt the workshop with 3 workstations, an assortment of new tools and facilities, new LED lighting and a radio. There are also larger items of equipment that need special facilities and safety provisions and these will be operational in the near future. Courses will be held for novices and the more skilled will be able to hire the Shed to carry out their own projects. We hope to set up a "Repair Shop" where people can bring in their broken and damaged items for repair by Shed members.

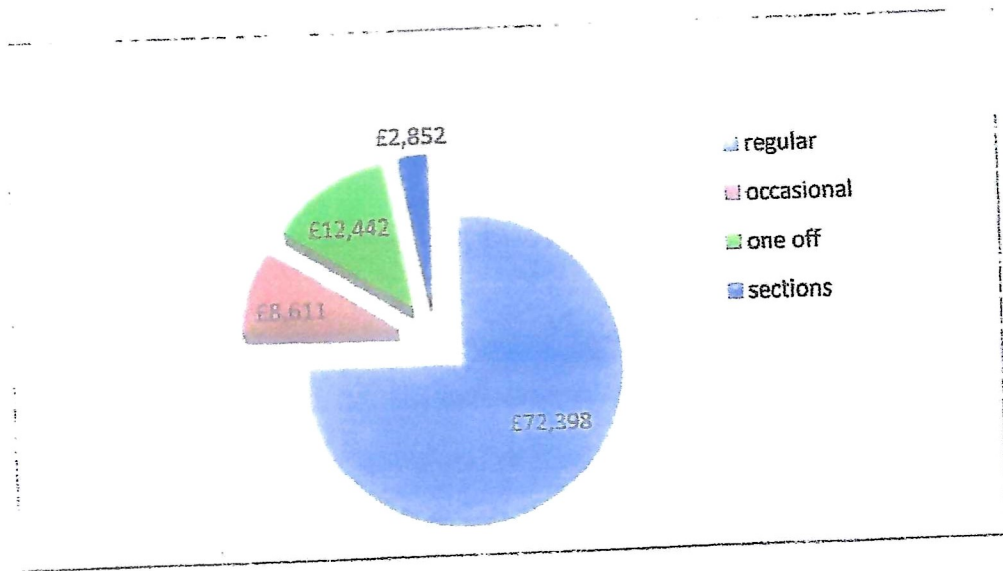
This is a very exciting time. We already have fantastic facilities and the plans will increase those to even higher standards. The change of name to The Addlestone Centre was a deliberate attempt to raise the awareness of the Centre in the community. Our new logo and strap line, designed for us by a local resident, will help that community awareness. As already stated we are the Community Centre in the (Heart) Centre of the Community, we want to bring people together as a community in Addlestone.

The **Addlestone**  **Centre**  
Bringing people together

**Usage of the Centre**

		<u>2021/2022</u>	<u>2020/21</u>
<u>Bookings taken</u>	Regular users (mostly weekly or at least monthly)	1683	426
	Occasional (less than monthly)	159	12
	One off bookings	80	24
	Sections	250	18
	<b>Total</b>	<b>1,192</b>	<b>463</b>

*(showing a great improvement over the previous year with the effect of Covid)*



**Independent Examiners**

A resolution was accepted at the Annual General Meeting that Graham Berry FCCA of Breckman & Company Ltd be appointed as Independent Examiner for the ensuing year.

By order of the trustees

*[Signature]*  
27/12/22  
I Lee (Chairman)

*[Signature]* 27/12/22  
M C Smith (Treasurer)

**ADDESTONE COMMUNITY ASSOCIATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the YEAR ENDING 31st MARCH 2022**

	note	Restricted Funds		Unrestricted Funds		Endowment Funds		Total					
		£	2022	£	2021	£	2022	£	2021	£	2022	£	2021
<b>Incoming Resources</b>													
Donations/Grants & Legacies	2	-	1,800	33,105	41,465	-	-	-	-	33,105	43,265		
Hire Charges		-	-	96,303	24,424	-	-	-	-	96,303	24,424		
Membership		-	-	114	110	-	-	-	-	114	110		
Cultural/Social events	3	-	-	10,643	76	-	-	-	-	10,643	76		
Sections Income	4	-	-	14,089	3,233	-	-	-	-	14,089	3,233		
Fundraising activities (200 Club)	5	-	-	403	260	-	-	-	-	403	260		
VAT Repayment		-	-	2,404	1,887	-	-	-	-	2,404	1,887		
Other Income		-	-	24,007	1,126	-	-	-	-	24,007	1,126		
<b>Total Incoming Resources</b>		-	1,800	181,068	72,581	-	-	-	-	181,068	74,381		
<b>Resources Expended</b>													
<u>Direct Charitable Expenditure</u>													
General Expenditure	6	-	-	106,223	78,134	-	-	-	-	106,223	78,134		
Cultural/Social events	3	-	-	8,949	330	-	-	-	-	8,949	330		
Sections Expenditure	4	-	-	11,452	7,146	-	-	-	-	11,452	7,146		
Bad Debts written off		-	-	20	159	-	-	-	-	20	159		
VAT		-	-	249	390	-	-	-	-	249	390		
Other Expenditure	8	2,544	3,190	14,688	15,216	42,135	42,135	42,135	42,135	59,367	60,541		
<b>Total Resources Expended</b>		2,544	3,190	141,581	101,375	42,135	42,135	42,135	42,135	186,260	146,700		
<b>Net movement of funds</b>	11	(2,544)	(1,390)	39,487	(28,794)	(42,135)	(42,135)	(42,135)	(42,135)	(5,192)	(72,319)		
<b>Total funds brought forward</b>		58,980	60,370	379,115	407,909	1,474,727	1,516,862	1,516,862	1,516,862	1,912,822	1,985,141		
<b>Total funds carried forward</b>		56,436	58,980	418,602	379,115	1,432,592	1,474,727	1,474,727	1,474,727	1,907,630	1,912,822		

## BALANCE SHEET for Year ending 31st MARCH 2022

	<u>Notes</u>	<b>2022</b>	2021
		£	£
<b>Tangible Fixed Assets</b>	<b>9</b>		
Leasehold Building		1,745,704	1,797,072
Furniture & Equipment		43,992	47,192
		<u>1,789,696</u>	<u>1,844,264</u>
<b>Current Assets</b>			
2022 Debtors		763	
2021 Debtors to be written off			20
Cash at Bank and in Hand	10	117,741	69,078
		<u>118,504</u>	<u>69,098</u>
<b>Current Liabilities</b>			
Creditors & Accruals		<u>570</u>	<u>540</u>
		570	540
Current Assets Less total liabilities		117,934	68,558
		<u>1,907,630</u>	<u>1,912,822</u>
<b>FINANCED BY:</b>			
Restricted Funds		56,302	58,980
Unrestricted funds			
General Fund		375,840	337,126
Designated Fund		<u>42,896</u>	41,989
		418,736	
Permanent endowment		1,432,592	1,474,727
		<u>1,907,630</u>	<u>1,912,822</u>

THE NOTES ON PAGES 7 to 12 FORM PART OF THESE ACCOUNTS

# Notes to the Accounts for the year to 31<sup>st</sup> March 2022

## 1 Accounting Policies

### 1.1 Basis of preparing the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1<sup>st</sup> January 2019) – (Charities SORP (FRS 102))

The charity meets the definition of public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### 1.2 Income resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the funds, any performance conditions attached to the income have been met (or are fully within the control of the charity), there is sufficient certainty that the receipt of the income is considered probable and the amount can be reliably measured.

When donors specify that grants/donations are for particular restricted purposes, which do not amount to preconditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

### 1.3 Direct charitable expenditure

Direct charitable expenditure consists of costs incurred, which directly relate to the furtherance of the objects of the charity.

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to make payment, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All costs have been directly attributed to one of the functional categories at the discretion of the Trustees.

### 1.4 VAT

All income and expenditure is shown gross of VAT. The net VAT payment or repayment for the year is detailed in the Statement of Financial Activities.

### 1.5 Donations and legacies

Grants/donations are recognised in incoming resources in the year in which they are receivable except when donors specify that the grants/donations must be used in future accounting periods (the income is then deferred to those periods) or when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is then deferred and not included in incoming resources until the preconditions for use are met.

### 1.6 Fund Accounting

Funds held by the charity are either;

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.
- Endowment funds – these are funds that have to be retained as capital for the benefit of the charity.

## **1.7 Revaluation/Depreciation**

### **Leasehold Property**

Under the terms of the lease granted by Runnymede Borough Council the Addlestone Community Association has no power to convert this asset to income. This asset has therefore been included as a permanent endowment.

A lease was granted in 2006 for a period of 50 years and depreciation is charged on a straight line basis at 2% per annum.

### **Furniture and equipment**

Furniture and equipment was valued in January 2006 at £100,000 in accordance with an inventory carried out by the finance committee.

Depreciation is charged at 10% per annum on a reducing balance basis on the value of furniture and equipment brought forward at the beginning of the year.

## **1.8 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

## **1.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

## **1.10 Creditors and Provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2	<b><u>Analysis of Grants and Donations</u></b>	Restricted	Unrestricted	Endowment	Total
		Funds	Funds	Funds	
		£	£	£	
	Runnymede Borough Council	-	2,900	-	2,900
	Covid-19 grant	-	13,357	-	13,357
	Grant for Lunch Club <i>Designated</i>	-	500	-	500
	Boots (for computers)	-	420	-	420
	Amazon Smile	-	28	-	28
	R Edney (modification to model of building)	-	350	-	350
	Lottery Community Fund	-	7,500	-	7,500
	Surrey County Council <i>Designated</i>	-	3,000	-	3,000
	B & Q Grant	-	5,000	-	5,000
	Miscellaneous	-	50	-	50
		-	33,105	-	33,105

### 3 **Cultural/Social Events**

Cultural and Social events are organised by the Entertainments Committee and the figures show the gross income and expenditure of the Entertainments Account for the year. See page 14 for a detailed account.

### 4 **Sections**

Each Sections holds cash and or/bank balances which are shown on page 11 and a summary of their accounts is shown on page 15 of this report

### 5 **200 club**

The figure shown is the amount passed over from the 200 club into the main account during the current year. A small bank balance is held in the 200 club account but does not form part of these accounts as the balance was considered immaterial.

6	<b><u>Analysis of Unrestricted General Expenditure</u></b>	2022	2021
		£	£
	General repairs & maintenance	4,468	11,781
	Major mainenance & improvements	19,278	950
	Heat & Light	13,771	12,076
	Cleaning / Refuse / materials	28,439	26,779
	Café / Bar Expenses	16,263	13,800
	Magazine printing	1,740	1,828
	Stationery & Printing	654	-
	Postage & Telephone	969	114
	Insurance	4,594	1,180
	Water rate	973	2148
	Miscellaneous	667	5110
	Operations Co-ordinator	13,800	1493
	Bank charges	39	542
	Workshop	247	333
	Website/compuer costs	221	-
	Special Event (Jubilee)	100	-
		106,223	78,134

		<b>2022</b>	<b>2021</b>
<b>7</b>	<b><u>Governance Costs</u></b>	£	£
	Independent Examination of the account	570	540

**8 Analysis of other expenditure**

	Restricted Funds £	Unrestricted Funds £	Endowment Funds £	Total £	2021 £
Donations & Subscriptions	-	-	-	-	250
Chairman's Reception	-	-	-	-	-
Lunch Grant Expenses	-	2,093	-	2,093	512
Performing Right / PPL	-	617	-	617	2744
Independent Examiners Fee	-	570	-	570	540
Depreciation	2,544	11,408	42,135	56,087	56,495
	<u>2,544</u>	<u>14,688</u>	<u>42,135</u>	<u>59,367</u>	<u>60,541</u>

**9 Fixed Assets**

	Leasehold Property £	Furniture/equipment Unrestricted Funds £	Restricted Funds £	Total £
<b><u>Cost/Valuation</u></b>				
31st March 2021	2,546,284	131,727	58,668	2,736,679
Additions	-	1,520	-	1,520
As at 31st March 2022	<u>2,546,284</u>	<u>133,247</u>	<u>58,668</u>	<u>2,738,199</u>
<b><u>Depreciation</u></b>				
31st March 2021	749,212	96,538	46,665	892,415
Change for year	51,368	3,519	1,200	56,087
Disposals	-	-	-	0
As at 31st March 2022	<u>800,580</u>	<u>100,057</u>	<u>47,865</u>	<u>948,502</u>
<b><u>Net Book Values</u></b>				
31st March 2022	<u>1,745,704</u>	<u>33,189</u>	<u>10,803</u>	<u>1,789,696</u>
31st March 2021	<u>1,797,072</u>	<u>35,189</u>	<u>12,003</u>	<u>1,844,264</u>

**Break down of 'additions' above**

	Leasehold Property £	Furniture/equipment Unrestricted Funds £	Restricted Funds £	Total £
Coffee Machine	-	488	-	488
TV's (2)	-	500	-	500
S/hand Laptops (part funded by Boots Chemis	-	480	-	480
Furniture (high chairs)	-	52	-	52
	<u>-</u>	<u>1,520</u>	<u>-</u>	<u>1,520</u>

**14 Analysis of net assets between funds**

	Restricted Funds	Unrestricted Funds	Permanent Endowment	Total
Fund balances at 31st March 2022 are represented by				
Tangible fixed assets	56,302	300,802	1,432,592	1,789,696
Net current assets	-	117,934	-	117,934
	<u>56,302</u>	<u>418,736</u>	<u>1,432,592</u>	<u>1,907,630</u>

**15 Trustees emoluments and reimbursed expenses**

The trustees received no remuneration during the year

The amounts reimbursed relate to:-

Direct charitable expenditure (general)	£11,507
<i>(Majority being supplies for the café/bar as we do not have an account with the main supplier)</i>	

**16 Staff costs**

The Charity had no employees during the year.

**17 Related Party Transactions**

During the year there were no related party transactions that required disclosure

**18 Designated Fund - Reserves and Special Projects**

	Brought Forward	Incoming resources	Outgoing	carried forward
Co-op Grant <i>(for setting up community activities)</i>	1,989		-	1,989
Lottery Community Fund	10,000		(2,093)	7,907
SCC Grant for improvements		3,000		3,000
Reserve Fund	30,000	-	-	30,000
	<u>41,989</u>	<u>3,000</u>	<u>(2,093)</u>	<u>42,896</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ADDLESTONE COMMUNITY ASSOCIATION**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2022, which are set out on pages 1 to 12

**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 accounts 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 examiner's report**

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 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 2011 Act; and
- to prepare accounts which accord with the accounting records and 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.

Graham Berry FCCA

Breckman & Company Ltd  
Chartered Certified Accountants  
49 South Molton Street  
London  
W1K 5LH



# ACA ENTERTAINMENTS ACCOUNT

## RECEIPTS & PAYMENTS FOR YEAR ENDING 31st MARCH 2022

Surplus from Functions (see below)	1,744	Transfer to Main Account	
Interest		General Expenditure	50
	1,744		50
		Surplus for year	1,694
	1,744		1,744
	1,744		1,744
Balance Brought Forward	3,196		
Surplus for year	1,694	Balance Carried Forward	4,890
	4,890		4,890
	4,890		4,890

### FUNCTION BALANCES

	RECEIPTS	PAYMENTS	BALANCE
2020/21			
2399 Band Concerts	1,955	610	1,345
525 Challenging Brass			0
2175 Outings	8,688	8,289	399
5099	10,643	8,899	1,744
	10,643	8,899	1,744
Sub Total Brought down	10,643	8,899	1,744
Miscellaneous Expenditure		21	21
Bank charges		29	29
sub total	10,643	8,949	1,794
Transfer to Main Account			0
<b>TOTAL RECEIPTS &amp; PAYMENTS</b>	<b>10,643</b>	<b>8,949</b>	<b>1,794</b>

1

**SUMMARY OF SECTION ACCOUNTS for the YEAR ENDING 31st MARCH 2022**

	ACT	Camera	KATS	Keep Fit	MSDS	Tangent	TOTAL
Opening Balance	10,122	643	2,795	2,277	954	1,511	18,302
<u>INCOME</u>							
Subs/admission fees		920	3,958	1,289	2,558	584	9,309
Donations	60	3,382	40		10		3,492
Raffles			79	10			89
Refreshments/Bar		3				14	17
Other Misc Income	1		776				777
ACT Productions Income							0
KATS Productions Income			405				405
<b>TOTAL INCOME</b>	<b>61</b>	<b>4,305</b>	<b>5,258</b>	<b>1,299</b>	<b>2,568</b>	<b>598</b>	<b>14,089</b>

	ACT	Camera	KATS	Keep Fit	MSDS	Tangent	TOTAL
<u>EXPENDITURE</u>							
ACA Facilities	280	126	893	282	779	656	3,016
Speakers/Leaders etc		444		1,221	1,515		3,180
General running costs	98	460	3,977	65	159	224	4,983
Refreshments/Bar							0
Raffles							0
Donations							0
Capital equip't purchased							0
Special Events		25					25
ACT Productions costs	40						40
KATS Productions costs			208				208
<b>TOTAL EXPENDITURE</b>	<b>418</b>	<b>1,055</b>	<b>5,078</b>	<b>1,568</b>	<b>2,463</b>	<b>880</b>	<b>11,452</b>
Surplus/deficit for year	-357	3,250	180	-269	115	-282	2,637
Closing Balance	9,765	3,893	2,975	2,008	1,069	1,229	20,939

# STATEMENT OF ACCOUNT YEAR ENDING 31st MARCH 2022

as at

21 January 2023

## INCOME

Grants - Unrestricted	£24,757	
Grants - restricted		
Donations restricted		
Donations unrestricted	£848	
Hiring - General	£93,492	
- Sections	£2,811	
Magazine Adverts etc.	£714	
Membership	£114	
200 Club	£403	
Café / Bar Income	£23,289	
"Shed" Income		
Interest on Deposit	£4	
Lottery Community Fund	£5,000	
VAT	£2,404	
Lottery Community Fund for Jubilee	£2,500	
<b>TOTAL INCOME</b>	<b>£156,336</b>	<b>£156,336</b>

## EXPENDITURE

General repairs & maintenance	£4,468	
Major mainenance & improvements	£19,278	
Carpital - unrestricted	£1,520	
Heat & Light	£13,771	
Cleaning / Refuse / materials	£28,439	
Café / Bar Expenses	£16,263	
Magazine printing	£1,740	
Stationery & Printing	£654	
Postage & Telephone	£969	
Insurance	£4,594	
Water rate	£973	
Miscellaneous	£667	
Operations Co-ordinator	£13,800	
Donation & Subscriptions		
Performing Right Society & PPL	£617	
Bank charges	£39	
VAT	£249	
Workshop	£247	
Special Events (Jubilee)	£100	
Website/compuer costs	£221	
Independent Examiners fee	£570	£109,179
Expenditure of Lottery Community Fund - designated	£2,093	
<b>TOTAL EXPENDITURE</b>	<b>£111,272</b>	<b>£111,272</b>

**SURPLUS FOR YEAR** **£45,064**

DEBTORS/ACCRUAL 2020/21		-£540
DEBTORS/ACCRUAL 2021/22	£570	
OPENING BALANCE 01/04/21	£47,580	

**CLOSING CASH BALANCE** **£92,104**

## 10 Cash at bank and in hand

	2022 £	2021 £
<b>Main Account</b>		
Cash	260	
Current account	46,968	4,303
Deposit account	14,684	13,277
1 yr Deposit account (reserve account)	30,000	30,000
	<hr/> 91,912	<hr/> 47,580
<b>Entertainments Account</b>		
Cash	100	100
Current account	3,715	1,206
Deposit account	1,075	1,825
Travel Trust account	0	65
	<hr/> 4,890	<hr/> 3,196
<b>Cash held in various accounts by sections</b>	20,939	18,302
<b>Total</b>	<hr/> <hr/> 117,741	<hr/> <hr/> 69,078

## 11 Movement in reserves

	Restricted Funds £	Unrestricted Funds £	Permanent Endowment £	Total £
31st March 2021	58,980	379,115	1,474,727	1,912,822
Surplus/(Deficit) for year	(2,544)	39,487	(42,135)	(5,192)
31st March 2022	<hr/> 56,436	<hr/> 418,602	<hr/> 1,432,592	<hr/> 1,907,630

## 12 Restricted Funds

	Brought Forward £	Incoming resources £	Outgoing £	Transfers £	Carried Forward £
Furniture/equipment	12,003	-	-	(1,200)	10,803
Leasehold property	45,689	-	-	(1,344)	44,345
Good Grub Club	1,288	-	-	-	1,288
31st March 2022	<hr/> 58,980	<hr/> -	<hr/> -	<hr/> (2,544)	<hr/> 56,436

Part of this fund represents grants received for capital expenditure. The funds are transferred to unrestricted funds over the expected useful life of the assets.

## 13 Unrestricted Funds

	Brought Forward £	Incoming resources £	Outgoing £	Transfers £	Carried Forward £
General Fund	337,126	181,068	(141,581)	-	376,613
<u>Designated Fund</u>					
Reserve Account	30,000	-	-	-	30,000
Lottery Community Fu	10,000	-	(2,093)	-	7,907
Donation from Co-Op	1,989	-	-	-	1,989
	<hr/> 379,115	<hr/> 181,068	<hr/> (143,674)	<hr/> -	<hr/> 416,509

**ADDLESTONE COMMUNITY ASSOCIATION**

England & Wales - Charity number 304962

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# Accounts

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# **ADDLESTONE COMMUNITY ASSOCIATION**

## **Annual Report for the year ending 31<sup>st</sup> March 2021**

Address Addlestone Community Centre,  
Garfield Road, Addlestone, Surrey, KT15 2NJ

Charity number 304962

Independent Examiner  
Graham Berry FCCA  
Breckman & Company Ltd, 49 South Molton Street, London, W1K 5LH

Bankers HSBC – Church Street, Weybridge, Surrey, KT13 8DF

Hon Solicitors Mackrell Turner Garrett –  
21-25 Church Street West, Woking, Surrey, GU21 6DJ

The Trustees serving during the year and since the year end were as follows

Mr Steve Barabash	Custodial Trustee
Mr Paul Bungard	Vice Chair
Mr Robert Edney	President & Custodial Trustee
Mr Ian Lee	Chair & Custodial Trustee
Mr Malcolm Smith	Treasurer & Custodial Trustee
Mrs June Tilbury	Secretary

### Other Trustees

Mr Graham Botterill	Mrs Carol Bayton	Mrs Patricia Bennett
Mrs Monica Kitchenside	Mrs Shelagh McKay	Miss Linda Salt
Mr David Strike		

### **Structure, governance and management**

The Trustees administer the charity and are elected at the Annual General Meeting and meet quarterly. Specific members are nominated to be responsible for bookings, membership and publicity.

### **Risk management**

The Executive Committee has conducted a risk analysis to identify the major risks to which the charity is exposed. Where possible arrangements have been put in place to reduce these risks and are reviewed annually.

### **Training**

No specific training is given to Trustees but each is provided with information produced by the Charity Commission outlining their responsibilities within the organisation.

## **Object and activities**

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit; running a charity (PB2)'

The objects of the Association are to promote the benefit and enhance the leisure of the inhabitants of Addlestone and the neighbourhood without distinction of gender, or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort

The strategies employed to achieve the Associations objectives are to:

- Provide first class facilities at an affordable cost for local groups and other charities as a meeting place to carry out their own specific field of activity.
- Provide facilities to the local community as accommodation for wedding receptions, parties and other personal activities.
- Encourage specific recreational interests by offering 'Section Membership' and whereby those groups become part of the Association. The 'Sections' currently include: badminton, keep fit, children and adult drama and sequence dancing.
- Organise events covering concerts, outings and other events for the general public which also provides additional income towards the upkeep of the Centre.

## **Achievements and performance**

The Covid-19 pandemic has controlled our operation for the whole of this year. We closed at the end of March with the first Lockdown, had limited opening from July until November with lockdown 2 and then in December total lockdown 3 until the end of the financial year. However, we took all opportunities to make the Centre a Covid Secure environment throughout this period with separate Entry at the rear of the building and Exit through the front doors – Hand sanitiser stations throughout the building, 2 metres spacing floor markers and limited internal seating and additional tables and chairs in the covered outside area at the rear entrance. All the rooms in the building were regularly spray sanitised. We continued to update social media sites with our operational abilities and published advisory notices about Covid regulations on our display screens and social media.

We took the opportunity during the Lockdown periods to undertake maintenance of the building and facilities. This included a necessary update of the heating system in the building and the ventilation system in the main Tulk Hall. These maintenance items cost many thousands of pounds which were covered by our reserve funds but our loss for the year amounted to some £12,538. We received nearly £14,000 project funding from local trusts and from the National Lottery Community Fund. This money could not be used during the pandemic but has been kept secure for use when we are fully operational.

This has been a trying time for the Association which operates with volunteers and 1 paid member of staff. It is to this person, Vinny Mitchell, who operates as our Caretaker, Cleaner, Bookings Manager and Customer Relations Manager. Without his work and support through these difficult times we would not have been able to continue. We give sincere thanks and respect to him from the Executive group and Members Committee for all his work and friendship.

What of the Future? We have not been idle in preparing for the time "after Covid-19". We have been planning and setting up new provisions and activities and working towards employing part time workers to develop more community activities and support groups. The Café will be further developed to provide more snacks and hot food and we will continue to develop the project started over a year ago of regular free lunches.

The Addlestone Community Centre is probably the largest and best equipped Centre in the County. We are situated in the middle of the Community of Addlestone. In the past 2 years we have increased the monthly footfall by over 50% and are committed to further increase in the coming year. We have a great

## **Achievements and performance cont.**

group of volunteers who act as Stewards in reception and support our major events. We have a proactive Executive Team and a supportive General Committee.

We also have exceptional support from Runnymede Borough Council through their Local Development Officers. We are the Community Centre in the Centre of the Community committed to be a safe, supportive and active resource for local residents and other local agencies.

## **Plans for future periods**

Projects being considered are-

- a) Refurbishment or replacement of chairs and other furnishings as and when required. Continued upgrading of the decoration of the rooms and facilities.
- b) We will continue to actively promote activities for recognised needs with the resources in the Centre using volunteer helpers and with the help of appropriate support agencies. This will include developing social facilities within the Café Project
- c) Develop the Centre as a resource base for meetings and support of local community residents and organisations. This to be with the cooperation of other support agencies.
- d) Ultimately we would seek to be seen as the recreational centre of the community of Addlestone offering help, support, activities and entertainment to all people living in the area. The fundamental goal is to be a welcoming, safe and friendly Centre.

## **Financial Review**

Longer term plans will aim to achieve an ongoing balance between income and running costs. It is recognised that due to ageing, the centre maintenance costs will rise and major replacement of items (e.g. boiler and roof) will become necessary in the long term. The furnishings in the centre will also need to be monitored and replaced as and when necessary.

The major source of income is from hiring the premises to other groups, sections of the Association, and the general public for parties, receptions etc. but due to the Coronavirus pandemic Income from these decreased dramatically during 2020/2021 and only achieved £24,424 (a decrease of approximately 73% on the previous year)

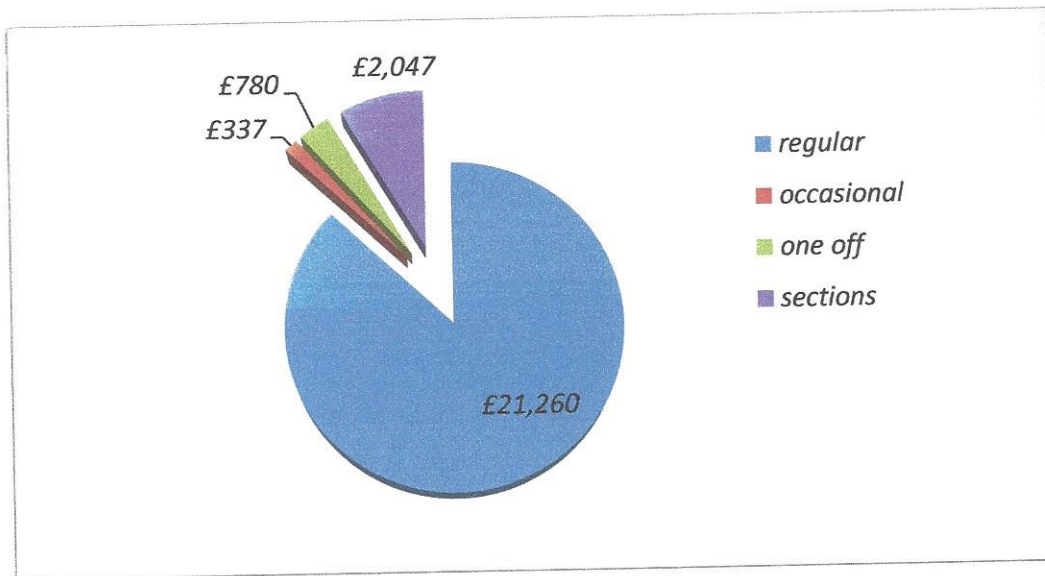
We were fortunate to receive £25,000 from the Government which has helped to defray the loss but we were in the fortunate position that our funds were fairly high and we did not have to touch our reserve fund. June (our secretary) also made an application to the "Lottery Community Fund" and received £10,000 which has been set aside in the designated fund for future projects

It is recommended that the level of reserves the charity should retain in the main account is £30,000. Reserves are needed to be held over to cover any possible emergency repairs to the Centre and other unforeseen expenditure. The level of available funds in the general account actually stood at £4,303.

## Usage of the Centre

		<u>2020/21</u>	<u>2019/20</u>
<u>Bookings taken</u>	Regular users (mostly weekly or at least monthly)	426	1,679
	Occasional (less than monthly)	13	76
	One off bookings	24	121
	Sections	18	365
	<b>Total</b>	<b>463</b>	<b>2,241</b>

(Showing an decrease of 79.3% on the previous year)



## Independent Examiners

A resolution was accepted at the Annual General Meeting that Graham Berry FCCA of Breckman & Company Ltd be appointed as Independent Examiner for the ensuing year.

By order of the trustees

*[Handwritten Signature]*

I Lee (Chairman)

28/09/21.

*[Handwritten Signature]*

M C Smith (Treasurer)

28/09/21

**ADDLESTONE COMMUNITY ASSOCIATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
for the YEAR ENDING 31st MARCH 2021

note	Restricted Funds		Unrestricted Funds		Endowment Funds		Total	
	£ 2021	£ 2020	£ 2021	£ 2020	£ 2021	£ 2020	£ 2021	£ 2020
<b>Incoming Resources</b>								
2	1,800	-	41,465	7,293	-	-	43,265	7,293
	-	-	24,424	91,585	-	-	24,424	91,585
	-	-	110	666	-	-	110	666
3	-	-	76	24,541	-	-	76	24,541
4	-	-	3,233	27,269	-	-	3,233	27,269
5	-	-	260	550	-	-	260	550
	-	-	1,887	80	-	-	1,887	80
	-	-	1,126	3,734	-	-	1,126	3,734
	<b>1,800</b>	<b>-</b>	<b>72,581</b>	<b>155,718</b>	<b>-</b>	<b>-</b>	<b>74,381</b>	<b>155,718</b>
<b>Resources Expended</b>								
<u>Direct Charitable Expenditure</u>								
6	-	-	78,134	87,780	-	-	78,134	87,780
3	-	-	330	24,657	-	-	330	24,657
4	-	-	7,146	25,493	-	-	7,146	25,493
	-	-	159	606	-	-	159	606
	-	-	390	15,261	-	-	390	60,222
8	3,190	2,826	15,216	15,261	42,135	42,135	60,541	60,222
	<b>3,190</b>	<b>2,826</b>	<b>101,375</b>	<b>153,797</b>	<b>42,135</b>	<b>42,135</b>	<b>146,700</b>	<b>198,758</b>
	<b>(1,390)</b>	<b>(2,826)</b>	<b>(28,794)</b>	<b>1,921</b>	<b>(42,135)</b>	<b>(42,135)</b>	<b>(72,319)</b>	<b>(43,040)</b>
11								
	<b>60,370</b>	<b>63,196</b>	<b>407,909</b>	<b>405,988</b>	<b>1,516,862</b>	<b>1,558,997</b>	<b>1,985,141</b>	<b>2,028,181</b>
	<b>58,980</b>	<b>60,370</b>	<b>379,115</b>	<b>407,909</b>	<b>1,474,727</b>	<b>1,516,862</b>	<b>1,912,822</b>	<b>1,985,141</b>

# BALANCE SHEET for Year ending 31st MARCH 2021

	<u>Notes</u>	<b>2021</b>	<b>2020</b>
		£	£
<b>Tangible Fixed Assets</b>	9		
Leasehold Building		1,797,072	1,848,417
Furniture & Equipment		47,192	51,492
		<u>1,844,264</u>	<u>1,899,909</u>
<b>Current Assets</b>			
Debtors		20	2,743
Cash at Bank and in Hand	10	69,078	83,729
		<u>69,098</u>	<u>86,472</u>
<b>Current Liabilities</b>			
Income transferred from 2018/19 account for 2019/20 events			730
Creditors & Accruals		540	510
		<u>540</u>	<u>1,240</u>
Current Assets Less total liabilities		68,558	85,232
		<u><u>1,912,822</u></u>	<u><u>1,985,141</u></u>
 <b>FINANCED BY:</b>			
Restricted Funds		58,980	60,370
Unrestricted funds			
General Fund		337,126	377,909
Designated Fund		<u>41,989</u>	<u>30,000</u>
Permanent endowment		1,474,727	1,516,862
		<u><u>1,912,822</u></u>	<u><u>1,985,141</u></u>

THE NOTES ON PAGES 7 to 12 FORM PART OF THESE ACCOUNTS

# Notes to the Accounts for the year to 31<sup>st</sup> March 2021

## **1 Accounting Policies**

### **1.1 Basis of preparing the accounts**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1<sup>st</sup> January 2019) – (Charities SORP (FRS 102))

The charity meets the definition of public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### **1.2 Income resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the funds, any performance conditions attached to the income have been met (or are fully within the control of the charity), there is sufficient certainty that the receipt of the income is considered probable and the amount can be reliably measured.

When donors specify that grants/donations are for particular restricted purposes, which do not amount to preconditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

### **1.3 Direct charitable expenditure**

Direct charitable expenditure consists of costs incurred, which directly relate to the furtherance of the objects of the charity.

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to make payment, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All costs have been directly attributed to one of the functional categories at the discretion of the Trustees.

### **1.4 VAT**

All income and expenditure is shown gross of VAT. The net VAT payment or repayment for the year is detailed in the Statement of Financial Activities.

### **1.5 Donations and legacies**

Grants/donations are recognised in incoming resources in the year in which they are receivable except when donors specify that the grants/donations must be used in future accounting periods (the income is then deferred to those periods) or when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is then deferred and not included in incoming resources until the preconditions for use are met.

### **1.6 Fund Accounting**

Funds held by the charity are either;

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.
- Endowment funds – these are funds that have to be retained as capital for the benefit of the charity.

## **1.7 Revaluation/Depreciation**

### **Leasehold Property**

Under the terms of the lease granted by Runnymede Borough Council the Addlestone Community Association has no power to convert this asset to income. This asset has therefore been included as a permanent endowment.

A lease was granted in 2006 for a period of 50 years and depreciation is charged on a straight line basis at 2% per annum.

### **Furniture and equipment**

Furniture and equipment was valued in January 2006 at £100,000 in accordance with an inventory carried out by the finance committee.

Depreciation is charged at 10% per annum on a reducing balance basis on the value of furniture and equipment brought forward at the beginning of the year.

## **1.8 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

## **1.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

## **1.10 Creditors and Provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2	<b><u>Analysis of Grants and Donations</u></b>	Restricted	Unrestricted	Endowment	Total
		Funds	Funds	Funds	
		£	£	£	
	Runnymede Borough Council	-	2,900	-	2,900
	Covid-19 grant	-	25,000	-	25,000
	Grants from Tesco	-	1,500	-	1,500
	Lottery Community Fund <i>Designated</i>	-	10,000	-	10,000
	Donation from Co-op <i>Designated</i>	-	1,989	-	1,989
	Amazon Smile	-	17	-	17
	Community Foundation	1,800	-	-	1,800
	Miscellaneous	-	59	-	59
		<u>1,800</u>	<u>41,465</u>	<u>-</u>	<u>43,265</u>

### 3 **Cultural/Social Events**

Cultural and Social events are organised by the Entertainments Committee and the figures show the gross income and expenditure of the Entertainments Account for the year. See page 14 for a detailed account.

### 4 **Sections**

Each Sections holds cash and or/bank balances which are shown on page 11 and a summary of their accounts is shown on page 15 of this report

### 5 **200 club**

The figure shown is the amount passed over from the 200 club into the main account during the current year. A small bank balance is held in the 200 club account but does not form part of these accounts as the balance was considered immaterial.

6	<b><u>Analysis of Unrestricted General Expenditure</u></b>	2021	2020
		£	£
	General Repairs, servicing & Maintenance	11,781	6,488
	Major Maintenance & Improvements	950	5,700
	Heating & Lighting	12,076	14,710
	Cleaning / Caretaking / Waste Disposal / etc.	26,779	30,126
	Operations co-ordinator	13,800	12,450
	Café Expenditure	1,828	3,300
	Workshop Tools	114	623
	Magazine Printing	1,180	3,760
	Stationery / Postage / Telephone	2,148	2416
	Insurance	5,110	6409
	Water Rate	1,493	1211
	Website & Computer costs	542	
	Miscellaneous Expenditure	333	587
		<u>78,134</u>	<u>87,780</u>

7	<b><u>Governance Costs</u></b>	2021	2020
		£	£
	Independent Examination of the account	540	510

8 **Analysis of other expenditure**

	Restricted Funds £	Unrestricted Funds £	Endowment Funds £	Total £	2020 £
Donations & Subscriptions	-	250	-	250	750
Chairman's Reception	-	-	-	-	127
Lunch Grant Expenses	512	-	-	512	-
Performing Right / PPL	-	2,744	-	2,744	2416
Independent Examiners Fee	-	540	-	540	480
Depreciation	2,678	11,682	42,135	56,495	56,450
	<u>3,190</u>	<u>15,216</u>	<u>42,135</u>	<u>60,541</u>	<u>60,223</u>

9 **Fixed Assets**

<b><u>Cost/Valuation</u></b>	Leasehold Property £	Furniture/equipment Unrestricted Restricted Funds Funds £ £		Total £
	31st March 2020	2,546,284	130,877	58,668
Additions	-	850	-	850
As at 31st March 2021	<u>2,546,284</u>	<u>131,727</u>	<u>58,668</u>	<u>2,736,679</u>
<b><u>Depreciation</u></b>				
31st March 2020	697,867	92,722	45,331	835,920
Change for year	51,345	3,816	1,334	56,495
Disposals	-	-	-	0
As at 31st March 2021	<u>749,212</u>	<u>96,538</u>	<u>46,665</u>	<u>892,415</u>
<b><u>Net Book Values</u></b>				
31st March 2021	<u>1,797,072</u>	<u>35,189</u>	<u>12,003</u>	<u>1,844,264</u>
31st March 2020	<u>1,848,417</u>	<u>38,155</u>	<u>13,337</u>	<u>1,899,909</u>

**Break down of 'additions' above**

	Leasehold Property £	Furniture/equipment Unrestricted Restricted Funds Funds £ £		Total £
Carpet cleaning machine	-	500	-	500
New Screen for Colin Gaskin room	-	350	-	350
	<u>-</u>	<u>850</u>	<u>-</u>	<u>850</u>

## 10 Cash at bank and in hand

	2021 £	2020 £
<b>Main Account</b>		
Current account	4,303	13,064
Deposit account	13,277	15,000
1 yr Deposit account (reserve account)	30,000	30,000
	<hr/> 47,580	<hr/> 58,064
<b>Entertainments Account</b>		
Cash	100	100
Current account	1,206	1,461
Deposit account	1,825	1,824
Travel Trust account	65	65
	<hr/> 3,196	<hr/> 3,450
<b>Cash held in various accounts by sections</b>	18,302	22,215
<b>Total</b>	<hr/> <hr/> 69,078	<hr/> <hr/> 83,729

## 11 Movement in reserves

	Restricted Funds £	Unrestricted Funds £	Permanent Endowment £	Total £
31st March 2020	60,370	407,909	1,516,862	1,985,141
Surplus/(Deficit) for year	(1,390)	(28,794)	(42,135)	(72,319)
31st March 2021	<hr/> 58,980	<hr/> 379,115	<hr/> 1,474,727	<hr/> 1,912,822

## 12 Restricted Funds

	Brought Forward £	Incoming resources £	Outgoing £	Transfers £	Carried Forward £
Furniture/equipment	13,337	-	-	(1,334)	12,003
Leasehold property	47,033	-	-	(1,344)	45,689
Good Grub Club	-	1,800	(512)	-	1,288
31st March 2021	<hr/> 60,370	<hr/> 1,800	<hr/> (512)	<hr/> (2,678)	<hr/> 58,980

Part of this fund represents grants received for capital expenditure. The funds are transferred to unrestricted funds over the expected useful life of the assets.

## 13 Unrestricted Funds

	Brought Forward £	Incoming resources £	Outgoing £	Transfers £	Carried Forward £
General Fund	377,909	60,592	(101,375)	-	337,126
<u>Designated Fund</u>					
Reserve Account	30,000	-	-	-	30,000
Lottery Community Fund		10,000			10,000
Donation from Co-Op		1,989		-	1,989
	<hr/> 407,909	<hr/> 72,581	<hr/> (101,375)	<hr/> -	<hr/> 379,115

**14 Analysis of net assets between funds**

	Restricted Funds	Unrestricted Funds	Permanent Endowment	Total
Fund balances at 31st March 2021 are represented by				
Tangible fixed assets	57,692	312,575	1,474,727	1,844,994
Net current assets	1,288	66,540	-	67,828
	<u>58,980</u>	<u>379,115</u>	<u>1,474,727</u>	<u>1,912,822</u>

**15 Trustees emoluments and reimbursed expenses**

The trustees received no remuneration during the year  
The aggregated amount reimbursed to trustees during the year was £451 (2019/20 £4,647)  
and was related to direct charitable general expenditure

**16 Staff costs**

The Charity had no employees during the year.

**17 Related Party Transactions**

During the year there were no related party transactions that required disclosure

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ADDLESTONE COMMUNITY ASSOCIATION**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2021, which are set out on pages 1 to 12

**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 accounts 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 examiner's report**

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 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 2011 Act; and
- to prepare accounts which accord with the accounting records and 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.

Graham Berry FCCA

Breckman & Company Ltd  
Chartered Certified Accountants  
49 South Molton Street  
London  
W1K 5LH



# ACA ENTERTAINMENTS ACCOUNT

## RECEIPTS & PAYMENTS FOR YEAR ENDING 31st MARCH 2021

Surplus from Functions (see below)	-255	Transfer to Main Account	
Interest	1	General Expenditure	0
	-254		0
		Deficit for year	-254
	-254		-254
Balance Brought Forward	3,450		
Deficit for year	-254	Balance Carried Forward	3,196
	3,196		3,196

### FUNCTION BALANCES

	RECEIPTS	PAYMENTS	BALANCE
<i>2019/20</i>			
2399 Band Concerts			0
525 Challenging Brass			0
2175 Outings	75	330	-255
	75	330	-255
5099	75	330	-255
Sub Total Brought down	75	330	-255
Miscellaneous Expenditure			0
Interest on Deposit	1		1
	76	330	-254
sub total	76	330	-254
Transfer to Main Account			0
<b>TOTAL RECEIPTS &amp; PAYMENTS</b>	<b>76</b>	<b>330</b>	<b>-254</b>

**SUMMARY OF SECTION ACCOUNTS for the YEAR ENDING 31st MARCH 2021**

	<b>ACT</b>	<b>Camera</b>	<b>KATS</b>	<b>Keep Fit</b>	<b>MSDS</b>	<b>Tangent</b>	<b>TOTAL</b>
Opening Balance	10,582	566	6,820	2,042	1,253	952	22,215
<b><u>INCOME</u></b>							
Subs/admission fees		820	1,080	450		825	3,175
Donations		5					5
Raffles							0
Refreshments/Bar							0
Other Misc Income	36		17				53
ACT Productions Income							0
KATS Productions Income							0
<b>TOTAL INCOME</b>	<b>36</b>	<b>825</b>	<b>1,097</b>	<b>450</b>	<b>0</b>	<b>825</b>	<b>3,233</b>
<b><u>EXPENDITURE</u></b>							
ACA Facilities	46		989	141		266	1,442
Speakers/Leaders etc		305		74			379
General running costs	450	341	4,133		299		5,223
Refreshments/Bar							0
Raffles							0
Donations		102					102
Capital equip't purchased							0
Special Events							0
ACT Productions costs							0
KATS Productions costs							0
<b>TOTAL EXPENDITURE</b>	<b>496</b>	<b>748</b>	<b>5,122</b>	<b>215</b>	<b>299</b>	<b>266</b>	<b>7,146</b>
Surplus/deficit for year	-460	77	-4,025	235	-299	559	-3,913
Closing Balance	10,122	643	2,795	2,277	954	1,511	18,302

**STATEMENT OF ACCOUNT  
YEAR ENDING 31st MARCH 2021**

**INCOME**

Grants - Unrestricted	£29,400	
Grants - restricted		
Donations restricted	£1,800	
Donations unrestricted	£2,065	
Hiring - General	£22,377	
- Sections	£2,047	
Magazine Adverts etc.		
Membership	£110	
Entertainments		
200 Club	£260	
Café Income	£208	
"Shed" Income		
Interest on Deposit	£188	
Lottery Community Fund	£10,000	
VAT	£1,887	
<b>TOTAL INCOME</b>		<b>£70,342</b>

**EXPENDITURE**

General repairs & maintenance	£11,781	
Major mainenance & improvements	£950	
Carpital - unrestricted	£850	
Heat & Light	£12,076	
Cleaning / Refuse / materials	£26,779	
Café Expenses	£1,828	
Magazine printing	£1,180	
Stationery & Printing	£1,185	
Postage & Telephone	£963	
Insurance	£5,110	
Water rate	£1,493	
Miscellaneous	£333	
Operations Co-ordinator	£13,800	
Donation & Subscriptions	£250	
Performing Right Society & PPL	£2,744	
Website/computer costs	£542	
VAT	£390	
Our Shed	£114	
Independent Examiners fee	£540	
Lunch Grant - restricted	£512	
<b>TOTAL EXPENDITURE</b>		<b>£83,420</b>

**SURPLUS/DEFICIT FOR YEAR                    -£13,078**

DEBTORS/ACCRUAL 2019/20		£2,214
DEBTORS/ACCRUAL 2020/21		£540
2019 BAD BEBTS - WRITTEN OFF		-£159
OPENING BALANCE 01/04/20	£58,064	
<b>CLOSING CASH BALANCE</b>		<b>£47,581</b>