



Trustees' Annual Report for the period

From

1 April 2023

To 31 March 2024

Section A

Reference and administration details

Charity name

St Aidan's Community Centre Organisation

Other names charity is known by

Brunton Park Community Centre

Registered charity number (if any) 522040

Charity's principal address

19 Grenville Drive

Brunton Park

Newcastle upon Tyne

Postcode

NE3 5PA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Leigh Geddes	Chair		
2	Jessica Carr	Secretary		
3	Helen Watson	Treasurer		
4	Brian Duell	Property Manager		
5	Susie Coates	Bookings Secretary		
6	Louise McGeary			
7	Ben Pullan			St Aidan's Church
8	David Down		From June 2023	
9	David Spencer			
10	Pat Spong			
11	Tracey Gasper			
12	Barrie Todd			St Aidan's Church
13	Chris Watson			St Aidan's Church
14	Julie Seaton			St Aidan's Church
15	Ollwyn Farrell			
16	Joanna Ferguson		To April 2023	

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

Tim Bates	Michael Geddes

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	<p>The management committee consists of:</p> <ul style="list-style-type: none"> • A secretary and treasurer elected at the annual general meeting; • Up to six persons appointed by St Aidan's church; • Other members nominated by the affiliated organisations /elected at the annual general meeting.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document	<p>To promote the benefit of the inhabitants of Brunton Park and Melton Park and the neighbourhood without discrimination. To advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants.</p> <p>To establish, maintain and manage the community centre for the activities promoted by the organisation and its constituent bodies, in the furtherance of the above objects.</p>
Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)	<p>The Community Centre Organisation achieves its charitable objectives through maintenance and management of the community centre.</p> <p>During the year the community centre has been fully operational including welcoming ad hoc hires.</p> <p>We have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charities Commission's public benefit guidance.</p>

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The centre has continued to be very busy throughout the year, hosting a very wide range of regular and ad hoc user groups.

We have continued to maintain the community centre to a high standard. This has included sanding and buffing the hall floor, as well as a variety of minor repairs.

In September we held our Autumn Fair. As well as bringing the community together, the fair raised £1,437 towards repairs and improvement of the centre.

Our Christmas tea party for older local residents took place in December and featured a full afternoon tea as well as entertainment from local children. This event was supported by a donation from Asda.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our policy is to maintain sufficient reserves to fund repair or replacement of essential items such as the boiler, and to continue to pay our outgoings for about six months if the centre had to close temporarily. It is estimated that this requires a sum of £23,000. The accounts show that we held unrestricted reserves of £24,988 at the year end.

Further financial review details (Optional information)

Sources of income

Our main source of income is from hiring out the community centre to users. This is supplemented by income from the 500 Club, funds raised at the autumn fair. Occasionally we receive other donations and grants. This year we received £1,000 from the parish council towards sanding and polishing the hall floor and £400 from Asda towards our Christmas tea party.

Section F

Other optional information

Changing the legal form of the organisation

We are in the process of changing the legal form of the community centre organisation, to become a Charitable Incorporated Organisation (CIO). CIO status allows the community centre to have its own legal personality, separate from the management committee, similar to a limited company. The community centre will continue to be a registered charity and to operate under charity law.

The new charity, St Aidan's Community Centre CIO, has now been established with the charity registration number 1205194. Its governing document is a constitution that is very similar to the St Aidan's Community Centre constitution. This has been agreed at committee and approved by the Charity Commission. Next steps are to transfer the St Aidan's Community Centre assets and liabilities into St Aidan's Community Centre CIO, and to close the old charity.

Financial outlook

This year has seen our bookings from hiring the centre return to normal following the pandemic. We increased our fees in April in 2023 to help us meet cost increase in most areas due to high inflation. This, together with the 500 Club and autumn fair has led to a healthy income for the year.

Our exceptional expenditure on legal fees to support our conversion to a charitable incorporated organisation (CIO) has led to a deficit of £4,400 for the year. This brings our level of reserves closer to our target level. We continue to be in a strong financial position going forward.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

L. Geddes

H. Watson

Full name(s)

Leigh Geddes

Helen Watson

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

30 April 2024

St Aidan's Community Centre Organisation **Receipts and payments accounts**

Registered
charity
522040

For the period from 1 Apr 2023 to 31 Mar 2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
Receipts				
Affiliation fees	6,013	-	6,013	5,272
Contract hires	22,813	-	22,813	19,994
General hires	7,934	-	7,934	5,670
500 Club	-	2,450	2,450	2,250
Interest	86	-	86	10
Grant	-	400	400	-
Donation	-	1,256	1,256	2,047
Autumn fair	-	2,052	2,052	1,191
Total receipts	36,846	6,158	43,004	36,434
Payments				
Rates and water	1,712	-	1,712	1,203
Cleaning and waste	12,425	-	12,425	11,381
Insurance	1,627	-	1,627	1,481
Gas and electricity	5,477	-	5,477	4,681
Buildings and grounds maintenance	6,389	4,733	11,121	10,153
Equipment	1,268	-	1,268	1,350
Consumables	1,245	-	1,245	1,229
Fees	10,111	-	10,111	-
500 Club	-	840	840	780
Autumn fair expenses	-	615	615	720
Other	963	-	963	790
Total payments	41,216	6,188	47,404	33,768
Net of receipts/(payments)	- 4,370	- 30	- 4,400	2,667
Cash funds last year end	29,358	525	29,883	27,217
Cash funds this year end	24,988	495	25,483	29,884

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	National Savings Investment Account	11,145	-
	Barclays current account	13,706	495
	Cash in hand	137	-
	Total cash funds	24,988	495
B2 Other monetary assets	Debtors	6,833	-
B3 Investment assets	None	-	-
		-	-
B4 Assets retained for the charity's own use	Community centre (2023 sum insured)	1,165,232	-
	Community centre furniture and equipment (2023 sum insured)	102,501	-
		-	-
B5 Liabilities	Creditors and accruals	3,908	-

Signed by one or two trustees on behalf of all the trustees		Cost (optional)	Current value (optional)
Signature			
L. Reddick			
A. White			

Signed by one or two trustees on behalf of all the trustees		Amount due (optional)	When due (optional)
Signature			
L. Reddick			
A. White			

Signed by one or two trustees on behalf of all the trustees		Date of approval
Signature		
L. Reddick		30 Apr 24
A. White		30 Apr 24

Notes to the accounts

Note 1 Restricted funds

Restricted funds are funds that are given to the community centre for a particular purpose. They are accounted for separately to ensure that they are deployed for the purpose for which they were given. Monies raised at the autumn fair and donations towards the autumn fair are treated as restricted, because we advertise that proceeds of the fair go to our repairs and improvement fund. Similarly, 500 Club receipts and donations towards the 500 Club are treated as restricted.

Repairs and improvement fund

Income to this fund comes from the 500 Club and the autumn fair, and donations. This year, donations included £1,000 from the Parish Council towards sanding and polishing the hall floor.

500 Club expenses (cash prizes) are taken from this fund, and the remainder is spent on repairs and improvement of the community centre.

The balance remaining in the fund at the year end is the amount of 500 Club money for the year 2023 still to be paid out in prizes after 31 March 2024

	2023/24	Prior year 2022/23
	£	£
Repairs and improvement fund		
Opening balance	525	495
Income for the year	6,158	5,488
Expenses: 500 Club prizes	-840	-780
Expenses: autumn fair	-615	-720
Expenditure on repairs and improvements	-4,733	-3,958
Closing balance	495	525

Tea party fund

Income to this fund comes from the Asda Foundation 'Empowering local communities' in the form of a grant specifically aimed at our Christmas tea party for older members of the community.

Expenditure from this fund was on food, drinks and sundries for the Christmas tea party.

	2023/24	2022/23
	£	£
Tea party fund		
Opening balance	0	0
Income for the year	400	540
Expenditure: tea party catering	-400	-540
Closing balance	0	0

Note 2 Grants and donations

The community centre received £1,656 in grants and donations during the year. This was made up as detailed below.

	£
Parish Council - contribution towards sanding and polishing the hall floor	1,000
Asda Foundation 'Empowering local communities' grant	400
Snakes & Ladders playgroup - contribution to raffle ticket printing	120
Donations from tea party attendees	60
Miscellaneous	76
Total	1,656

Note 3 Expenditure on buildings and grounds

The community centre spends a significant amount of its funds on buildings and grounds maintenance. The £11,121 shown in the accounts for the year is made up as detailed below.

	£
Sand and polish hall floor	3,702
Safety checks and certificates (includes gas, electric and fire extinguishers)	3,099
Electrical repairs and replacement including lights	1,481
Grounds maintenance	1,265
Joinery	693
CCTV repairs	317
Other (including painting, plumbing and a new window)	564
Total	11,121

Note 4 Expenditure on fees

The community centre has spent a significant amount on fees this year. Most of this is related to legal fees to support our conversion to CIO (see Note 5). This is exceptional and not expected to recur to the same extent in future years. The £10,111 shown in the accounts for the year is made up as detailed below.

	£
Legal costs to support conversion to CIO	9,655
PPL PRS music licence	415
Lotteries registration	40
Total	10,111

Note 4 Related party transactions

There were a number of transactions during the year between the community centre and individuals who are members of the management committee or who are closely related to members of the management committee. All such transactions are conducted on the community centre's normal terms of business, and hires are at the rates published on the website.

The community centre received income from the following organisations, which are considered to be related parties.

Communikids
MADD Club

The only payments made to related parties during the year were to St Aidan's church. During the year, the community centre made a regular contribution of one third of the cost of grounds maintenance. We also contributed £90 towards new bollards on the path between the church and the community centre, and £60 towards the Christmas tree.

Note 5 CIO Conversion

We are in the process of converting the legal form of the organisation that runs the community centre from an unincorporated charity to a charitable incorporated organisation, as discussed and agreed at the 2023 AGM. A new charity has been created for this purpose, with substantially the same objectives as the existing unincorporated charity, and this has been approved by the Charity Commission. It is called St Aidan's Community Centre CIO and has registered charity number 1205194. In the coming months, St Aidan's Community Centre Organisation (charity 522040) will transfer all its assets and liabilities to the new CIO and the unincorporated St Aidan's Community Centre Organisation will close.



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
St Aidan's Community Centre

On accounts for the year
ended

31 March 2024

Charity no
(if any)

522040

Set out on pages

1 to 3

(remember to include the page numbers of additional sheets)

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

Responsibilities and
basis of report

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

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

Independent
examiner's statement

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

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

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

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

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

Signed: Wendy Burdon

Date: 28 May 2024

Name: Wendy Burdon

Relevant professional
qualification(s) or body

FCA (ICAEW)

(if any):

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Address:

3 Clayworth Road, Brunton Park, Newcastle Upon Tyne, NE3 5AB

Section B

Disclosure

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

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

The Community Centre are proposing to convert its form from an unincorporated charity to a charitable incorporated organisation (CIO) and as such have engaged with lawyers to facilitate this conversion following the year end.

This resulted in material legal costs during 2024, which have been separately disclosed in a note as they have led to a deficit during the course of the year. The treasurer is confident there is enough surplus funds from prior years to continue into foreseeable future despite these one off costs incurred.