



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **Period start date** To **Period end date**

**Charity name:**

**Charity registration number:**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To provide a community space for local people</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>A space which can be hired for regular users such as pre-school and bowls groups as well as family parties and event</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>All trustees have regard for this</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>We have continued to offer a community space throughout the covid pandemic, providing a safe space for childcare for key workers</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Our accounts are audited annually</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves are held to cover overheads in the event of groups closing, such was the case during the pandemic</b>
Amount of reserves held	Para 1.22	<b>Currently £20319.83</b>
Reasons for holding zero reserves	Para 1.22	<b>na</b>
Details of fund materially in deficit	Para 1.24	<b>Na</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Covid is still a continuing worry</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		<b>Run by local people for the community</b>
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution in place</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Election at AGM from the local community and users of the facility</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Chapel Break Community Association
Other name the charity uses	
Registered charity number	801685

Charity's principal address	Chapel break Village Hall Harpsfield Norwich NR5 9LG

## 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	Sara Harrison	Chair		
2	Lesley Doy	Treasurer		
3	Nicola Newson			
4	Charlotte White			
5	Karrie-Anne Dale			
6				
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## Corporate trustees - names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	


## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Conflict of interest policy in place

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

**Signature(s)**

LADOY

**Full name(s)**

Lesley Anne Doy

**Position (eg  
Secretary, Chair, etc)**

Treasurer

**Date**

10/11/2022



## Financial Statement for Year ending 30.9.2021

### Chapel Break Community Association

Receipts	Last year	This year
Regular users	17090.10	21289.85
Private bookings	2511.00	2520.00
Fund raising/grants	10000.00	19208.43
Bank Interest	1.06	0.97
Utility refunds/transfe	1268.48	1905.38
<b>Total receipts</b>	<b>###</b>	<b>###</b>
Total Receipts less Total Payments (Surplus for the year)		
Balance C/F at end of the year to 30.9.21		
a) Current	3906.04	
b) Deposit	20319.83	
TOTAL C	24225.87	

Payments	Last year	This year
utilities	10540.81	6211.39
cleaning contract	14645.28	16496.20
refuse collection	2039.52	457.94
maintenance	487.47	254.30
insurance	381.95	382.21
renewals	1070.00	1430.10
officers costs	79.08	2.79
telephone	312.53	229.80
Misc	1198.00	20230.00
<b>Total payments</b>	<b>###</b>	<b>###</b>

Treasurer  
Mrs L A Doy  
11 Purdance Close, Norwich

Signed .....

Independant Financial Examiner  
Mrs Susan Kemp

Signed .....

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Date .....

Date .....

## **INDEPENDENT EXAMINER'S REPORT TO CHAPEL BREAK COMMUNITY ASSOCIATION**

**Registered Charity number 801685**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 September 2021 which comprise the Receipts and Payments Account, and the Statement of Assets and Liabilities.

### **Responsibilities and basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Act or;
- the accounts do not accord with the accounting records.

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

25 November 2021

*Susan Kemp*

SUSAN KEMP FCA

Independent Examiner

100 Welsford Road, Norwich, NR4 6QH

# Chapel Break Community Association

Charity number 801685

Financial Statements for the Year Ended 30 September 2021

## Receipts and Payments Account

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total 2021 £	Total 2020 £
<b>Receipts</b>					
Lettings:					
Regular users	21,289.85	-	-	21,289.85	17,090.10
Private bookings	2,520.00	-	-	2,520.00	2,511.00
Grants received	18,708.43	-	500.00	19,208.43	10,000.00
Utility refunds	1,905.38	-	-	1,905.38	1,268.48
Bank interest received	0.97	-	-	0.97	1.06
<b>Total receipts</b>	<b>44,424.63</b>	<b>-</b>	<b>500.00</b>	<b>44,924.63</b>	<b>30,870.64</b>
<b>Payments</b>					
Utilities	6,153.26	-	-	6,153.26	10,540.81
Cleaning contracts	17,150.28	-	-	17,150.28	14,345.28
Refuse collection	516.07	-	-	516.07	2,039.52
Maintenance	329.90	-	-	329.90	487.47
Insurance	382.21	-	-	382.21	381.95
Licences	650.42	-	-	650.42	1,020.00
Telephone	229.80	-	-	229.80	312.53
Refunds	130.00	-	-	130.00	1,198.00
Grants paid	1,600.00	-	500.00	2,100.00	-
Miscellaneous	68.79	-	-	68.79	79.08
Independent examination fee	50.00	-	-	50.00	50.00
<b>Total payments</b>	<b>27,260.73</b>	<b>-</b>	<b>500.00</b>	<b>27,760.73</b>	<b>30,454.64</b>
<b>Excess of receipts over payments</b>	<b>17,163.90</b>	<b>-</b>	<b>-</b>	<b>17,163.90</b>	<b>416.00</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	17,163.90	-	-	17,163.90	416.00
<b>Cash at bank and in hand at 1 October</b>	<b>7,062.14</b>	<b>-</b>	<b>-</b>	<b>7,062.14</b>	<b>6,646.14</b>
<b>Cash at bank and in hand at 30 September</b>	<b>24,226.04</b>	<b>-</b>	<b>-</b>	<b>24,226.04</b>	<b>7,062.14</b>

## Statement of Assets and Liabilities

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total 2021 £	Total 2020 £
<b>Cash Funds</b>					
Lloyds Current Account	3,906.04	-	-	3,906.04	4,743.11
Lloyds Deposit Account	20,320.00	-	-	20,320.00	2,319.03
	<b>24,226.04</b>	<b>-</b>	<b>-</b>	<b>24,226.04</b>	<b>7,062.14</b>

Signed on behalf of all the trustees:

Signed  
Mrs L A Doy

Treasurer

25 November 2021