

HAZLEMERE COMMUNITY ASSOCIATION
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2019

The Trustees present their report with the Financial Statements of the Charity for the year ended 30th September 2019.

The Trustees have adopted the provisions of 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 (FRS102) (effective 1 January 2015).

Reference and administrative details

The name of the Charity as listed in the register of Charities is Hazlemere Community Association

Charity number: 258071

The Association was constituted under a Trust Deed dated 8th November 1968, as amended on 17th May 1976, as amended at SGM on 22nd September 1999. Further amendments to the constitution were adopted by the Association on the 12th April 2017, and 16th April 2019.

Principal address: Rose Avenue, Hazlemere, High Wycombe, Bucks, HP15 7UB.

Trustees

The Trustees serving during the year and since the year end are as follows:

Mr Steve Simpson

Mr Mike Large

Ms Judy Grist

Mr John Nunn

Mr Richard Newman

Mr Shahzad Anjum (co-opted from 11th October 2018 to 18th April 2019)

Mr Kevin Taylor (co-opted 24th October 2019)

Independent Examiner

Wilkins Kennedy, The Mill House, Boundary Road, High Wycombe, HP10 9QN

Bankers

Lloyds Bank, High Wycombe

HAZLEMERE COMMUNITY ASSOCIATION
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2019

Governing Document

The Constitution was adopted 8th November 1968, as amended on 17th May 1976 and as amended on 22nd December 1999, 12th April 2017 and 16th April 2019.

Objects

The objects of the Association are to:

- 1) Promote the benefit of the inhabitants of the Parish of Hazlemere and the adjoining parishes of Chepping Wycombe, Hughenden, Little Missenden and Penn without distinction of sex, sexual orientation, race, religious or other opinions, by associating together the said inhabitants, and the local authorities, voluntary and other organisations in a common effort to advance education and provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
- 2) Establish, or secure the establishment of a community centre and to maintain and manage the same in furtherance of the objects.
- 3) Promote such other charitable purposes as may from time to time be determined by the Trustees.

Organisation

The Association shall be directed by the Trustees who shall meet not less than 4 times a year.

Once in each calendar year, an Annual General Meeting of the Association shall be held at such time and place as the Trustees shall determine, being no more than fifteen months after the preceding meeting. At least 21 clear days' notice shall be posted in a conspicuous place or places in the area of benefit and/or advertised in a newspaper circulating the area of benefit.

At these meetings no member shall exercise more than one vote notwithstanding that he or she may have been have been appointed to represent two or more interests, but in case of an equality of votes the Chairman may have a second or casting vote.

At Committee Meetings one quarter of the members with power to vote shall form a quorum at meetings, whilst at General Meetings, the lesser of fifteen members with the power to vote and one third of members with a power to vote shall form a quorum.

Trustees

Under the amendments to the Constitution adopted on the 12th April 2017 a new body of Trustees was set up to develop a strategy for the Association, and to promote the organisation whilst maintaining its present vision and values.

The Association is looking for independent trustees who can be appointed at the Annual General Meeting.

HAZLEMERE COMMUNITY ASSOCIATION
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2019

Recruitment and Appointment of Management Committee

The members with power to vote present at the Annual General Meeting shall elect the Treasurer and Secretary of the Association and such other Honorary Officers as the Association may from time to time decide who shall serve in their respective capacities as Honorary Officers of the Management Committee and of any Executive Committee which may be established.

Management Committee Induction and Training

New members are always known to us in advance. They have normally shown particular interest in the charity already and therefore have a solid notion of what Hazlemere Community Association is, what it aims to do and broadly how it goes about doing it.

Induction is carried out by serving members of the Management Committee as necessary.

Risk Management

The Trustees have assessed all the major risks to which the Association is exposed. It believes that maintaining the free reserves at the level stated below will provide sufficient resources in the event of adverse conditions. The Trustees have also assessed other operational risks faced by the Association and is satisfied that systems and procedures are in place to mitigate those risks.

Related Parties

The Association has a close relationship with Hazlemere Community Association Social Club Limited.

Achievements and Performance

The Association has in recent years accumulated some funds to enable extensive repairs and refurbishment of the Community Centre. This is ongoing work and several projects are still to be undertaken. During this year the Management Committee have been able to carry out refurbishment and redecoration of some areas of the Centre. The repairs carried out in this year have resulted in an expected increase in the costs incurred in the year and although the accounts show a deficit this is in line with the Committee's expectations.

Public Benefit

In setting our objectives and planning our activities, we have given careful consideration to the Charity Commissions' general guidance on public benefit.

Hazlemere Community Association provides facilities and entertainment, accommodating approximately one thousand users a week. We have always tried to meet our adopted method statement 'Serving the Community'.

The area of benefit of the Association is the Hazlemere and the surrounding area.

HAZLEMERE COMMUNITY ASSOCIATION
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2019

Financial Review of Business

The Management Committee is satisfied with the results for the year, and will continue to use available funds for the refurbishment of the Community Centre.

Reserves Policy

The Management Committee attempt to maintain unrestricted funds, which are the 'free reserves' held by the charity at approximately 3 months of the annual resources expended. The Total Reserves at the year end were £125,025 (2018: £127,071)

Future Plans and Developments

The charity will continue to look at ways of improving efficiency whilst maximizing the potential for income.

Refurbishment of the Community Centre facilities will take place as and when funds permit.

Approved by the Trustees on 16th January 2020 and signed on their behalf by:

Steve Simpson

Date:

HAZLEMERE COMMUNITY ASSOCIATION

Independent examiner's report to the trustees of Hazlemere Community Association

I report to the charity trustees on my examination of the accounts of the Hazlemere Community Association for the year ended 30 September 2019.

Responsibilities and basis of report

As the charity trustees of the charity 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 Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Christopher Nisbet ACA
Wilkins Kennedy
The Mill House
Boundary Road
Loudwater
High Wycombe
Bucks.
HP10 9QN

Date: 17/03/2020

HAZLEMERE COMMUNITY ASSOCIATION

BALANCE SHEET
AT 30TH SEPTEMBER 2019

	Note	<u>2019</u>	<u>2018</u>
Tangible Fixed Assets			
Tangible Assets	2	69,265	73,757
Current Assets			
Investments	3	7,000	7,000
Debtors	4	41,761	33,549
Cash at Bank and in Hand	5	21,467	26,235
		<u>70,228</u>	<u>66,784</u>
Creditors			
Amounts falling due within one year	6	14,468	13,470
Net Current Assets		<u>55,760</u>	<u>53,314</u>
Total Assets less Current Liabilities		<u>125,025</u>	<u>127,071</u>
Net Assets		<u>£125,025</u>	<u>£127,071</u>
Capital Reserves			
General Fund		125,025	127,071
		<u>£125,025</u>	<u>£127,071</u>

Approved by the Trustees and signed on their behalf by:

Chairman – Mr. S. Simpson



Treasurer – Mr J. Nunn



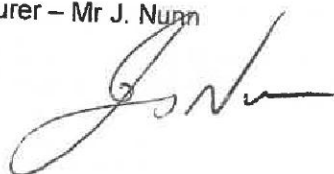
The Notes on Pages 8 to 11 form part of these Financial Statements

HAZLEMERE COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES
DETAILED ANALYSIS OF MOVEMENT IN FUNDS
FOR THE YEAR ENDED 30TH SEPTEMBER 2019

	Note	Restricted Funds	Unrestricted Funds	2019 Total Funds	2018 Total Funds
Income and Endowments					
Donations and Legacies		-	6,454	6,454	2,366
Charitable Activities					
Rent and Service Charge – Social Club			20,300	20,300	17,400
Lettings	-		47,789	47,789	50,573
Membership and Guest Fees	-		3,020	3,020	1,814
Entertainment	-		2,778	2,778	2,746
Other Income	-		-	-	-
Investment Income:					
Bank Interest Received	-		-	-	-
Grants and Other Income			58	58	33
Grants					
Other income			3,372	3,372	1,400
Total Income and Endowments					0
Expenditure			83,771	83,771	76,332
Expenditure on Charitable Activities					
Governance Expenditure	-		84,857	84,857	76,778
Total Expenditure	-		960	960	930
Net Income/(Expenditure)			85,817	85,817	77,708
Before Transfers			(2,046)	(2,046)	(1,376)
Transfer between Funds					
Net Income/(Expenditure) in the Year			(2,046)	(2,046)	(1,376)
Unrealised Gains/(Losses) on Investments	-		-	-	-
Exceptional Item	-		-	-	-
Net Movement in Funds			(2,046)	(2,046)	(1,376)
Fund Balances B/Fwd at 01.10.18		-	127,071	127,071	128,447
Fund Balances C/Fwd at 30.09.19			125,025	125,025	127,071

Treasurer – Mr J. Nunn



The Notes on Pages 8 to 11 form part of these Financial Statements

HAZLEMERE COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 30TH SEPTEMBER 2019**

1 Accounting Policies

Basis of Preparing the Financial Statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Fund Accounting

Unrestricted funds are available for the use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Restricted funds 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.

Income and Endowments

Income from donations, subscriptions and special efforts is recorded on a receipts basis. All other income is recorded on an accruals basis.

Voluntary income is received by the way of donations and is included in full in the Statement of Financial Activities when receivable.

Investment income is included when receivable.

Income from activities for generating funds comes from memberships and from lettings to Hazlemere Community Association Social Club Limited and other third parties. This income is recorded on an accruals basis.

Expenditure

Liabilities are recognized as resources are expended as soon as there is a legal or constructive obligation committing the charity to the expenditure.

Expenditure on Charitable Activities includes all costs associated to a particular activity.

Governance Costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the Independent Examination of the Financial Statements of the charity.

Depreciation of Fixed Assets

Provision is made for depreciation on all tangible assets calculated to write off the cost or valuation, less estimated residual value, of each asset over its expected useful life as follows:

Furniture & Fittings	20% reducing balance or 3 years straight line
Windows and Doors	15 years straight line
Property	Over life of the lease

Pensions

Hazlemere Community Association contributes to a defined contribution pension scheme.

HAZLEMERE COMMUNITY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH SEPTEMBER 2019

1 Accounting Policies (Continued)

Related Party

Hazlemere Community Association Social Club Limited were charged by Hazlemere Community Association £20,300 (2018: £17,400) for rent and service charges.

Hazlemere Community Association Social Club Limited owed £41,550 (2018: £35,250) to Hazlemere Community Association at 30th September 2019.

Hazlemere Community Association owed £3,499 (2018: £2,056) to Hazlemere Community Association Social Club Limited at 30th September 2019.

2 Tangible Fixed Assets

	Property	Furniture & Equipment	TOTAL
Cost as at 1 October 2018	204,580	122,770	327,350
Additions	-	-	-
At 30 September 2019	204,580	122,770	327,350
Depreciation at 1 October 2018	143,491	110,102	253,593
Charge for the year	3,409	1,083	4,492
At 30 September 2019	146,900	111,185	258,085
Net Book Value			
At 30 September 2019	57,680	11,585	69,265
At 30 September 2018	61,089	12,668	73,757

3 Investment

2019

2018

Charities Investment Fund

7,000

7,000

4 Debtors and Prepayments

Amounts falling due within one year:

Owed by Hazlemere Community Association Social Club Limited

Less Reserve

41,550

35,250

Other Debtors

-7,100

-7,100

Prepayments and Deferred Income

5,716

4,582

1,595

817

41,761

33,549

5 Cash at Bank and in Hand

Cash at Bank

21,173

26,153

Cash in Hand

294

82

21,467

26,235

HAZLEMERE COMMUNITY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH SEPTEMBER 2019

6 Creditors	<u>2019</u>	<u>2018</u>
Amounts falling due in one year:		
Creditors	1,314	623
Income received in advance	536	696
Taxation and Social Security	500	313
Wages control account	-	-
Owed to Hazlemere Community Association Social Club Limited	3,499	2,056
Accrued Expenses	<u>8,619</u>	<u>9,782</u>
	<u>14,468</u>	<u>13,470</u>

7 Independent Examiner's Fees

	<u>2019</u>	<u>2018</u>
For Accounts Examination	960	930

8 Transactions with the Trustees and related parties

During the period the Trustees, nor any person connected with the Trustees, received no remuneration (2018: £ Nil). No Trustees were reimbursed for expenses incurred on their behalf (2018: £ Nil).

During the year, the facilities of the Hazlemere Community Association were let to several clubs of which the Trustees of the Association may be connected. The income derived from those clubs and the amounts outstanding at the year end are shown below.

Trustee	Club	Income 2019	Debtor at 30.09.19	Income 2018	Debtor at 30.09.18
S Simpson	Badminton	4,501	659	4,191	329

9 Staff Costs

	<u>2019</u>	<u>2018</u>
Staff Costs (excluding NI contributions)	25,053	19,492
NI Contributions	-	-
Pension Contributions	<u>1,014</u>	<u>405</u>
Total Staff Costs	<u>26,067</u>	<u>19,897</u>

During the period there were no employees with a salary above £60,000
During the period there was 1 employee (2018 – 1)

HAZLEMERE COMMUNITY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH SEPTEMBER 2019

10 Allocation of Overheads

The breakdown of overhead costs and how these were allocated between Charitable Activities and Governance is shown in the table below

Cost Type	Total Allocation	Operation of Centre	Basis of Apportionment
	£	£	
Management	84,857	84,857	Actual Cost
Governance	960	960	Actual Cost
Total Costs	<u>85,817</u>	<u>85,817</u>	

11 Analysis of Governance Costs

	<u>2019</u>	<u>2018</u>
Independent Examiner's Fees	960	930
	<u> </u>	<u> </u>

12 Analysis of Net Assets Between Funds

	<u>Net Assets</u>	<u>Total</u>
Restricted Funds		
Unrestricted Income Funds	125,025	125,025
	<u>125,025</u>	<u>125,025</u>

HAZLEMERE COMMUNITY ASSOCIATION
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30TH SEPTEMBER 2019

	<u>2019</u>		<u>2018</u>	
	£	£	£	£
Income and Endowments from:				
Donations and Legacies		6,454		2,366
Rent and Service Charge		20,300		17,400
Charitable Activities		-		
Lettings		47,789		50,573
Membership and Guest Fees		3,020		1,814
Photocopying		-		-
Entertainment		2,778		2,746
Investment Income		58		33
Grants Received		3,372		1,400
Other Income		-		-
		<u>83,771</u>		<u>76,332</u>
Expenditure				
Salaries	22,389		19,002	
Cleaning Expenses	12,777		8,441	
Repairs and Maintenance	21,827		18,966	
Heat and Light	10,806		10,202	
Rent and Water	1,821		1,070	
Furniture and Equip – Dep'n	1,083		1,127	
Property – Dep'n	3,409		3,410	
Printing, Postage and Stationery	1,379		1,260	
Telephones	1,495		1,476	
Insurances	1,655		1,655	
Independent Examiner's Fees	960		930	
Performing Rights Licence	482		180	
Entertainment	2,950		1,279	
Recruitment Costs	-		-	
Publicity	-		-	
Bad Debts	60		280	
Hazlemere Fete	-		-	
Miscellaneous	2,724		1,289	
Bank Charges	-		41	
Reserve for Debt due from Social Club	-		7,100	
		<u>85,817</u>		<u>77,708</u>
Net Movement of Funds		<u>(2,046)</u>		<u>(1,376)</u>