

**LANGHAM COMMUNITY CENTRE**
**31st MARCH 2020**

<b>INCOME</b>		<b>2018/2019</b>	<b>2019/2020</b>
	Hires		
2A	Local Regular	13,306.86	17,572.38
	Pre School		87.00
	Broadband		240.00
2B	Local One Off	3,842.00	4,158.00
2C	Commercial Regular	28,690.90	30,660.25
2D	Commercial One Off	3,686.79	2,794.40
2E	Non Commercial Non Local	10,601.13	8,879.63
2F	Weddings	282.00	265.00
1	100 Club	2,376.84	2,392.00
13	Grants	-	15,000.00
	Shop Electricity	3,993.15	4,625.12
5	Cinema	2,409.27	2,055.60
	Bar & Café	2,861.36	1,445.66
	Donations	62.00	324.50
	Other	1,091.74	252.50
		<b>73,204.04</b>	<b>90,752.04</b>
<b>PAYMENTS</b>		<b>2018/2019</b>	<b>2019/2020</b>
	Electric	6,163.00	7,565.24
	Water	1,083.50	990.00
	Oil	1,601.26	774.64
	Rates	916.98	937.44
	Insurance	1,617.95	1,813.52
	Broadband	366.45	725.16
	Building Maintenance	17,160.08	49,736.99
	Cleaning	3,282.00	3,944.39
	Catering (Danshell)	5,780.50	1,669.00
	Salaries	13,274.31	14,487.30
	HMRC		-
	Deposit Refunds	2,107.50	2,793.90
	Langham Parish Council		
	Other	2,917.72	4,954.07
5	Cinema	1,865.37	1,806.02
1	100 club	848.70	883.99
9	Mobile Phones	545.03	509.11
		<b>59,530.35</b>	<b>93,590.77</b>
	Bank Interest	49.30	110.74
	<b>PROFIT</b>	<b>13,722.99</b>	<b>- 2,727.99</b>

# LANGHAM COMMUNITY CENTRE

1st April 2019 to 31st March 2020

Bank statement as at 30th March 2019		7,495.89
Petty cash as at 30th March 2019		374.63
Transfer to Active Saver Acc	09.01.2020	- 12,000.00
Transfer to Active Saver Acc	22.01.2020	- 3,000.00
Transfer from Saver Acc	07.01.2020	15,000.00
Transfer to Active Saver Acc	04.02.2020	- 3,000.00
Transfer from Saver acc	19.02.2020	2,000.00
Transfer from Saver acc	23.03.2020	4,000.00
Transfer to Saver acc	03.03.2020	- 2,000.00
		-
Income		90,752.04
Payments		- 93,590.77
Insurance claim - lead t theft	04.02.2020	1,065.00
Petty Cash	31.03.2020	-482.35

Cash as at 31st March 2020 **6,614.44**

Bank balance as at 31st March 2020 **6,614.44**

Active Saver Account		55,085.67
Deposits Langham P CC		2,082.75
N S & I Interest	05.03.2020 25.02.2020	99.92
Transfer (net)		1,000.00
Transfers		
Interest earned 2019/20		110.74

Bank balance as at 31st March 2020 **58,379.08**

## COMMUNITY CENTRE CONTENTS & BUILDING ASSETS

CHAIRS	all areas	280	8,400.00
TABLES	all areas	50	1,700.00
ELECTRICAL ITEMS (Kitchen excluded)			12,200.00
CURTAINS & ROLLER BLINDS		15	5,500.00
STOCK & BAR	all areas		2,000.00
CLEANING PLANT + FRIDGES ETC			2,800.00

TOTAL FOR CAR PARK **55,600.00**

BUILDING TOTAL INCLUDING SHOP, PRE-SCHOOL  
AND COMMUNITY CENTRE **1,550,000.00**

TOTAL ASSETS **1,638,200.00**

Total cash at bank and petty cash at 31st March 2020

65475.87

The NS&I Bond No DR 945400 in the sum of £26000 is held in the name of  
Langham Parish Council (Community Investment) Fund.

It is held by the Custodian Trustee for the sole benefit of Langham Community Centre  
Monthly interest is received into our Barclays Saver Account

## LANGHAM COMMUNITY CENTRE

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

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I report on the accounts of the Charity for the year ended 31st March 2020 which are set out on pages 1 & 2.

#### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINERS**

The charity's trustees are responsible for the preparation of the annual report and accounts and they consider that the Charities Act 2011 s144 audit requirement does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity commissioners under s31(h) or (i) of the 2008 Regulations, whether particular matters have come to my attention. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England & Wales.

It is my responsibility to:

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

#### **BASIS OF EXAMINER'S REPORT**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

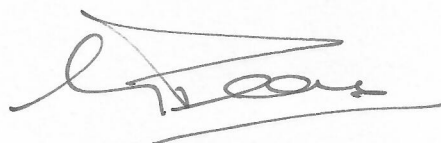
It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

#### **INDEPENDENT EXAMINER'S STATEMENT**

No matter has come to my attention in connection with my examination which gives me reasonable cause **not** to believe that in any material respect:

- i) accounting records have been kept in accordance with s.130 of the Charities Act 2011; and
- ii) the financial statements accord with those records; and comply with the accounting requirements of the 2008 regulations.

No matter has come to my attention in connection to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**The Forge, Langham,**  
**Colchester, CO4 5PX.**

**George Pearce, F.C.A.**  
**George Pearce & Co.,**  
**Chartered Accountants**

**Dated: 30 June 2020**





CHARITY COMMISSION  
FOR ENGLAND AND WALES

LANGHAM COMMUNITY CENTRE

Charity no:

268187

CC16a

## Receipts and payments accounts

FOR THE YEAR

from 1st April 2019

to 31st March 2020

### Section A Receipts and payments

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Last year £
<b>A1 Receipts</b>					
Hall hire	66,740	-	-	66,740	63,544
Donations	25	-	-	25	58
100 club	2,392	-	-	2,392	2,377
Bank interest earned	413	-	-	413	362
Cinema receipts	2,056	-	-	2,056	2,623
Bar & Café income	1,446	-	-	1,446	4,849
Grant	15,000	-	-	15,000	-
Other	2,083	-	-	2,083	1,092
<b>Sub total (Gross income for AR)</b>	<b>90,154</b>	<b>-</b>	<b>-</b>	<b>90,154</b>	<b>74,904</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>90,154</b>	<b>-</b>	<b>-</b>	<b>90,154</b>	<b>74,904</b>
<b>A3 Payments</b>					
Rates incl. water	1,927	-	-	1,927	2,083
Heat, light and power	8,340	-	-	8,340	5,027
Insurance	1,814	-	-	1,814	1,801
Salaries	14,487	-	-	14,487	14,510
Telephone & broadband	1,234	-	-	1,234	1,019
Music licences	2,668	-	-	2,668	-
Building maintenance	17,627	-	-	17,627	18,527
Air conditioning and heating installation	31,045	-	-	31,045	-
Sundry expenses	1,987	-	-	1,987	3,182
Cleaning	3,944	-	-	3,944	3,282
Catering	1,669	-	-	1,669	6,298
Bar & Café costs	0	-	-	-	1,862
Cinema fees	1,806	-	-	1,806	1,865
100 club prizes	884	-	-	884	965
<b>Sub total</b>	<b>89,433</b>	<b>-</b>	<b>-</b>	<b>89,433</b>	<b>60,421</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>89,433</b>	<b>-</b>	<b>-</b>	<b>89,433</b>	<b>60,421</b>
<b>Net receipts/(payments)</b>	<b>721</b>	<b>-</b>	<b>-</b>	<b>721</b>	<b>14,483</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>88,754</b>	<b>0</b>	<b>0</b>	<b>88,754</b>	<b>50,353</b>
<b>Adj ustment for NS&amp;I account brought into account from Langham Parish Council</b>					<b>23,917</b>
<b>Cash funds this year end</b>	<b>89,475</b>	<b>0</b>	<b>0</b>	<b>89,475</b>	<b>88,754</b>

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

Categories	Details	Unrestricted funds £	Restricted funds £	Endowment funds £
<b>B1 Cash funds</b>	Bank current account	6,614	-	
	Bank saver account	56,379	-	
	NS&I account	26,000		
	Petty cash	482	-	
	<b>Total cash funds</b>	<b>89,475</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds £	Restricted funds £	Endowment funds £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	Fixtures, fittings and equipment	Unrestricted	-	32,600
	Car park costs	Unrestricted	-	55,600
	Freehold building	Unrestricted	-	1,550,000
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

**Langham Village Hall aka Langham Community Centre**  
**Charity Commission Number 268187**

**Managing Trustees' Annual Report 31<sup>st</sup> March 2020**

The Managing Trustees present their Report for the year ended 31<sup>st</sup> March 2020, which should be read in conjunction with the attached Financial Statements for the same period.

**Legal Status**

The Charity was established on 4<sup>th</sup> April 1978, whereby Langham Parish Council is the custodian Trustee of the freehold land now occupied by the Community Centre and Car Park.

**Objects, Policies and Organisation**

The Trust is established to provide and maintain the Community Centre for the benefit of the inhabitants of Langham, without distinction of political, religious or other opinions, with the object of improving the quality of life of the inhabitants.

The Centre is available for hire by any individual or organisation in accordance with the standard hiring agreement and scale of charges adopted for the year. It is intended that the scale is sufficient to generate enough income to meet the ordinary expenditure incurred in providing the Centre. Significant improvements are funded out of revenue by specific appeals, fundraising and utilising grants as available.

**Review of the Year**

2019/20 was another very busy year at the Community Centre with Sue Armstrong sometimes having to disappoint prospective new hirers because of capacity bookings. This meant she and Cheryl having to work harder than ever.

The biggest focus was probably the procurement of two grants towards the replacement of our old, unreliable heating system with a new air-conditioning system in the Community Centre, including a new consumer unit to replace our old fuse-boards. A generous award was received from Enover Community Trust and a smaller amount from the Community Initiatives Fund.

A separate air-conditioning system was installed in the Pre-School and eventually a new hot water system for them and the Community Shop was devised.

Other improvements included:

Re-marking of the spaces in the newly-repaired car park; sanding and cleaning of the hall floor and replacing the wooden edging; decoration and repair of the rear balcony; temporary replacement of the fallen acoustic curtain; replacement of stolen lead flashing with a fibre alternative; storage shelving fitted in the old boiler room; planned removal of the oil tank (delayed by prolonged winter rain) to provide storage space. A new three-year electricity contract was negotiated with British Gas Lite on improved terms and a smart meter fitted.

**Purchases:**

We have upgraded the kitchen appliances as necessary, including a new oven, commercial microwave and dishwasher, as well as fitting roller blinds. A new projector was acquired for Langham Film Nights.



Anglian Water carried out a visual inspection and one or two improvements were made. We passed reinspection and their next scheduled visit is in ten years.

We participated in a 37-page 10-yearly survey of village halls for ACRE (Action with Communities in Rural England).

A new departure was a joint venture with the Community Shop and Pre-School in late November with a performance of "A Christmas Carol" by local actor/director Anthony Roberts. It was a very enjoyable evening, making a small profit for all and bringing the three organisations together.

On 23rd March the outbreak of the COVID-19 pandemic led to the closure of the premises to the public. The Trustee meeting due on 26<sup>th</sup> March and the celebration café for the installation of the heating system on 27<sup>th</sup> March were postponed indefinitely. COVID restrictions will have a very serious effect on our income for the year ending 31st March 2021.

### **Finances**

The financial statement for 2019/20 is attached to this report. It was a very busy year with a lot of expenditure but we managed to end it with a pleasing bank balance. This will help cushion us against the loss of income during the current twelve-month period.

Income is banked with Barclays Bank PLC with a current account cheque book and online payment processing system requiring two signatures and card holders. Additionally, we have an Active Saver account.

The Trustees are responsible for preparation of the financial statements and for keeping proper accounting records which disclose the financial position of the charity.

### **Management Committee Members**

The members of the Committee during the past year and their appointing bodies were

Alan Cadman	Chairman	elected
Liz Winter	Secretary	elected
Maureen Shouksmith	Treasurer	elected
Jutta Brawn	Bowls Club	
Denise Hobday	Parochial Church Council	
Elizabeth Schofield	Co-opted	
Peter Dawson	Parish Council	
Daphne Bettle	Bridge Club	
Bob Schofield	Recreation Ground	
Maria Bukovenczki	Pre-School	
James Puxley	Scouts	
Andrew Craig	Community Shop	
Marlena Lipski	Patchwork Pals	
Mark Kleingeld	Tennis Club	
Sue Trimnell	Langham Ladies	
Sue Armstrong	Commercial and Marketing Manager (employee)	
Cheryl Williams	Caretaker (employee)	



Mr. Alan Cadman

Mrs. Liz Winter

Mrs. Maureen Shouksmith



E. Winter



Chairman

Secretary

Treasurer

Dated.....1st October 2020