

**MILLFIELD COMMUNITY ASSOCIATION**  
(Charity number 269754)

**ANNUAL REPORT and  
FINANCIAL STATEMENTS  
for year ended 31st MARCH 2020**

**MILLFIELD COMMUNITY ASSOCIATION (Registered Charity No. 269754)**  
**TRUSTEE'S ANNUAL REPORT for the year ended 31st March 2019**

The Charity Trustees present their Report for the period 1st April 2019 to 31st March 2020.

The Millfield Community Association is registered with the Charity Commission number 269754 and was established in 1976.

The Charity is administered by a Management Committee comprising:-

Chair:	J M Cowdell
Vice Chair:	
Members Secretary	S Dale
Treasurer:	M J Cowdell
Members:	M Bell
Drama / Harlequins	J M Cowdell
Bowls:	M Brian
Brownies/Rainbows:	P Foster
Viscount Railway	D Williamson
RPGS	D Taylor
MCC	A Robinson

**Objects, Organisation and Activities**

The object of the Charity is to maintain the Millfield Community Centre and to improve the conditions of life for the inhabitants of Millfield, Peterborough.

This is to be achieved by advancing education, providing recreation and leisure facilities and promoting charitable purposes. The Management Committee aims to provide facilities at an affordable cost to voluntary and community organisations serving the community as well as local residents.

The Charity is managed by an Association of local residents comprising of elected and nominated members.

The Association relies primarily on voluntary help.

**Review of Progress and Achievements**

The Association has had a challenging but enjoyable year which resulted in a small excess in receipts and reserves continue in a good position.

A budget for the coming year is in place to try and ensure all costs are met. Peterborough City Council have completed repairs so that activities can take place in a secure building. Staff have remained constant although one member has been on extended sick leave which meant we employed a second cleaner to also help with some of the work involved. Also officers of the Association helped in a voluntary capacity with ensuring the activities could continue.

Hirers have continued to be loyal to the Association and new hirers have been recruited. The pre-school which was an affiliated organisation closed in August 2019 which meant the resignation of a Trustee. A private pre-school is now using the Centre and we have recruited a Trustee from another group which hires the Centre.

The Association still awaits a decision from Peterborough City Council regarding the future of the building the Association uses but there is a commitment to ensure community activities continue in the area.

Just before the end of the financial year, the centre was forced to close our doors due to the COVID 19 Pandemic. This will have impacted on hire charges for March and we await to see how it will impact on the financial position for 2020-21.

### **Finances**

The Association's Bankers are Barclays Bank Plc, Millfield, Peterborough.

The Independent Examiner is Mark Bedford MAAT, M.J.B. Financial Services, of 11 Belton Road, Park Farm, Stanground, Peterborough PE2 8UU

 *Paul Rodd* chair.

On behalf of the Managing Trustees  
October 2020

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MILLFIELD COMMUNITY ASSOCIATION (Registered Charity No. 269754)

I report on the financial statements of Millfield Community Association for the year ended 31st March 2020.

## Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year under section 144 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, to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and to state whether particular matters have come to my attention.

## Basis of independent examiner's statement

My examination was carried out in accordance with 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 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 accounts.

## 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 Trustees have not met the requirements to ensure that:
  - (a) Proper accounting records are kept (in accordance with section 130 of the 2011 Act); and
  - (b) Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act; and
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

11 Belton Road  
Park Farm  
Stanground  
Peterborough  
PE2 WU



Mark Bedford MAAT - M-J.B. Financial Services  
Independent Examiner

**MILLFIELD COMMUNITY ASSOCIATION**  
(Registered Charity no. 269754)

**RECEIPTS and PAYMENTS ACCOUNTS**  
for the year ended 31 March 2020

31 March 19 All Funds		31 March 2020	General Fund	Restricted Fund	Total
	<b>INCOME RECEIPTS</b>				
	Donations, Legacies and Other similar receipts				
0.00	Grants		0.00	0.00	0.00
----- 0.00	<b>Total Donated Income</b>		----- 0.00	----- 0.00	----- 0.00
	<b>Operating Activities to further Charity Objects</b>				
79.60	Membership fees		366.00	0.00	366.00
19467.50	Hire Charges		23275.00	0.00	23275.00
11375.05	Bingo		8945.00	0.00	8945.00
814.00	Bowls Group		804.50	0.00	804.50
4530.25	Catering		4226.00	0.00	4226.00
133.50	Social Functions		0.00	0.00	0.00
800.00	Deposits		350.00	0.00	350.00
0.00	Sundries		137.50	0.00	137.50
----- 37199.90	<b>Total Charitable Objects</b>		----- 38104.00	----- 0.00	----- 38104.00
	<b>Operating Activities to generate funds</b>				
0.00	Fund Raising		0.00	0.00	0.00
----- 0.00	<b>Total Fund Raising</b>		----- 0.00	----- 0.00	----- 0.00
	<b>Investment Income</b>				
27.30	Bank Interest		25.32	0.00	25.32
----- 27.30	<b>Total Investment Income</b>		----- 25.32	----- 0.00	----- 25.32
----- <b>37227.20</b>	<b>TOTAL INCOME</b>		----- <b>38129.32</b>	----- <b>0.00</b>	----- <b>38129.32</b>

**MILLFIELD COMMUNITY ASSOCIATION**  
(Registered Charity no. 269754)

**RECEIPTS and PAYMENTS ACCOUNTS**  
for the year ended 31 March 2020

31 March 19 All Funds	<b>PAYMENTS</b>	31 March 2020		
		General Fund	Restricted Fund	Total
	<b>Payment to generate funds</b>			
0.00	Fund Raising	0.00	0.00	0.00
	<b>Charitable Activities</b>			
18502.76	Wages (Incl HMRC)	18285.63	0.00	18285.63
3251.16	Light and Heat	3407.65	0.00	3407.65
1505.88	Water Rates	962.67	0.00	962.67
9973.09	Hall Maintenance	6057.40	0.00	6057.40
1339.54	Catering	932.50	0.00	932.50
3320.85	Bingo Expenses	2932.74	0.00	2932.74
1213.50	Social Functions	1906.30	0.00	1906.30
527.43	Insurance	490.81	0.00	490.81
575.00	Deposit Refunded	270.00	0.00	270.00
0.00	Bowls Expenses	0.00	0.00	0.00
<u>40209.21</u>	<b>Total charitable objects</b>	<u>35245.70</u>	<u>0.00</u>	<u>35245.70</u>
	<b>Support Costs</b>			
881.16	Payroll Service	913.14	0.00	913.14
<u>881.16</u>	<b>Total support costs</b>	<u>913.14</u>	<u>0.00</u>	<u>913.14</u>
	<b>Management &amp; Administration</b>			
672.67	Post/Stationery/Telephone	633.17	0.00	633.17
200.00	Independent Examiner	220.00	0.00	220.00
142.00	Trustees Expenses	193.00	0.00	193.00
40.00	Sundry	215.00	0.00	215.00
<u>1054.67</u>	<b>Total Management &amp; Administration</b>	<u>1261.17</u>	<u>0.00</u>	<u>1261.17</u>
<u>42145.04</u>	<b>TOTAL EXPENDITURE</b>	<u>37420.01</u>	<u>0.00</u>	<u>37420.01</u>
-4917.84	Net of Receipts / Payments	709.31	0.00	709.31
29031.40	Brought forward 1 April 2019	24113.56	0.00	24113.56
<u>24113.56</u>	<b>Cash Funds c/fwd 31 March 2020</b>	<u>24822.87</u>	<u>0.00</u>	<u>24822.87</u>


All the Charity's operations are classed as continued. Movements on reserves and all recognised gains and losses are shown above.


**MILLFIELD COMMUNITY ASSOCIATION**  
**(Charity Number 269754)**  
**STATEMENT OF ASSETS AND LIABILITIES**  
at end of year as at 31 March 2020

31 Mar 19		31 March 2020
	<b>CASH FUNDS</b>	
9758.10	Current Account	7189.24
13705.17	Business Premium Account	13730.49
650.29	Cash in Hand	3903.14
<u>24113.56</u>	<b>TOTAL CASH FUNDS</b>	<u>24822.87</u>
	<b>Assets retained for Charity's Use</b>	
260.00	Stock	225.00
0.00	Fixture & Fittings	-
	<b>Debtors</b>	
712.50	Debtors due within one year	1,892.00
	<b>Liabilities</b>	
0.00	Liabilities due within one year	-

The notes on pages 8 and 9 form part of these financial statements.

We approve these accounts and confirm that we have made available all relevant records and information for their preparation.

  
Chair

  
Treasurer

Date 23 - 8 - 2021.

**MILLFIELD COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS for the year ended 31 March 2020**

**1 Accounting Policies:**

- (a) The accounts have been prepared on the Receipts & Payments basis in accordance with the Charities Act 2011.
- (b) Voluntary income is received by way of donations and gifts and is included in full in the Financial Statements when received. Gifts in kind are valued at their estimated value to the Charity and included under the appropriate heading when received.
- (c) Intangible Income is valued and included in income to the extent that it represents goods or services which would otherwise be purchased. Where it is not possible to value the goods or services, such as volunteer time, the accounts do not include them.
- (d) Grants including grants for the purchase of fixed assets are recognised in full in the Financial Statements in the year in which they are received.
- (e) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.
- (f) Unrestricted funds are donations and other income received or generated for the objects of the Charity without further specified purpose and are available as general funds.
- (g) Fixed Assets are for use by the Charity in fulfilling its main charitable objects and are capitalised and depreciated. Depreciation is provided on all fixed assets at rates calculated to write-off the cost of each asset over its estimated useful life, which in all cases is set at four years.

**2 Grants:**

	<b>2019/20</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>
Peterborough City Council (for the use of the Association)	-	-

<b>3</b> Total emoluments Gross salary and National Insurance contributions of two members of part time staff	18285.63	18502.76
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#### 4 Debtors

Debtors of £1892.00 representing amounts owing to the Organisation and due within one year:-

<u>Name</u>	<u>Total Due</u>
Prayer Group - Invoices 2019-10-03, 2019-11-03, 2019-12-03, 2020-01-03, 2020-02-03 & 2020-03-04	£ 600.00
Tea Dance - Invoice 2020-03-04	£ 40.00
Step Up - Invoice 2020-03-05	£ 110.00
Band - Invoices 2020-01-07, 2020-02-07 & 2020-03-07	£ 200.00
Bridge - Invoices 2019-08-09, 2020-02-09 & 2020-03-09	£ 150.00
Stamford Adventurers Society - Invoices 2020-02-10 & 2020-03-10	£ 135.00
Lacemakers - Invoices 2020-02-13 & 2020-03-13	£ 30.00
ACE - Invoices 2019-07-14, 2020-02-14 & 2020-03-14	£ 302.00
Gardening Club - Invoices 2020-02-16 & 2020-03-16	£ 45.00
Solutions for Health - Invoices 2020-01-17 & 2020-01-18	£ 280.00
<b>TOTAL</b>	<b>1,892.00</b>

#### 5 Trustees Remuneration and expenses:

No Trustee were remunerated during the accounting year other than reimbursement of expenses £193.00 - which was mainly travel expenses.

#### 6 Fixed Assets

All assets depreciated.

#### 7 Stock

Stock as at 31st March 2020 is made up of:-

Catering	40
Maintenance items	60
Bingo Books	125
	<u>225</u>

**Millfield Community Association**

**Bank Reconciliation**

Barclays Bank Balance as at 31st March 2020	7,189.24
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Add Outstanding Deposits:

-	7,189.24
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Less unrepresented Cheque(s)

Cash Book Balance as at 31st March 2019	7,189.24
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	7,189.24
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