

PETERSFIELD COMMUNITY ASSOCIATION

PETERSFIELD COMMUNITY ASSOCIATION

REGISTERED CHARITY NUMBER 1179587

**ACCOUNTS
and
TRUSTEES REPORT**

FOR THE YEAR ENDED 31 MARCH 2021



**PETERSFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER 1179587**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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CHARITY INFORMATION

Trustees:	Mrs E (Liz) Moss – Chair Mr Les Mitchinson – Vice Chair Mr John Wigley (Rtd 28.10.20) Mr Colin Smith Mr L Redstone Mrs D Syms (Rtd 28.10.20) Mr R Pendell Mr Bill Organ Ms L Payze Mrs G Jolly Mrs E Cordingley (co-opted 28.10.20)
Charity Number:	1179587
Principal Office:	Petersfield Community Association The Centre Love lane Petersfield Hampshire GU31 4BW
Independent Examiner:	Mr G R Beer MA (Cantab) FCA 4, Chilgrove House, Marden Way Petersfield Hampshire GU31 4PU
Bankers:	Natwest Bank 38 High street Alton Hants GU34 1BF

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Petersfield Community Association has existed as a charity since 12/10/93.

In 2018 the Charitable Trust (301916) was changed to a Charitable Incorporated Organisation (CIO). This was registered with the Charity Commission on 21/08/2018 and given a new charity number 1179587

A committee of trustees was set up under a foundation constitution. Trustees elect all officers. The day-to-day management is delegated to a part-time manager.

The named Officers of the Association together with the Centre Manager form a Senior Management Team (SMT), which usually meets to each meeting of the full committee or when matters arise that cannot wait until a full committee meeting is convened. The treasurer, whilst not a trustee, also attends most meetings. SMT did not meet at all in the year, due to the Coronavirus pandemic.

The year under report was greatly disrupted by the Coronavirus pandemic. Lockdowns closed the centre from April-June 2020, November 2020, and January-April 2021. During these periods, staff were furloughed.

The planned 23 April meeting was cancelled, and a report circulated and agreed by all trustees in lieu of meeting in person. Subsequently, the management meetings occurred on 19 June, 14 August, 28 October, and 9 December 2020 (generally between lockdowns)

Outside representatives were Cllr B Bentley, East Hants District Town Council, Cllr P Shaw, Petersfield Town Council, although they were unable to attend most meetings due to the reduced room capacity.

The Annual General Meeting was postponed and was held 'in house' on 16 July 2021.

Objectives (public benefit)

The objectives of the Association, as laid out in the constitution are:

To promote the benefit of the inhabitants of Petersfield and the neighbourhood without distinction of sex, sexual orientation, race or of political, 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 to provide facilities in the interests of social welfare for recreation and leisure-time occupation with object of improving the conditions of life for the said inhabitants.

To maintain and manage the Community Centre in furtherance of these objects.

Activities

The rooms of the community centre are hired out to groups and clubs from Petersfield and the surrounding area, in accordance with the objectives.

Staff and Volunteers

The office (open weekday mornings) was staffed by a salaried manager and a total of 4 volunteers during the year. A caretaker and assistant caretaker were also employed for cleaning and some maintenance.

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

ACHIEVEMENTS AND PERFORMANCE

Usage of the centre 2020-2021

	2020-21	2019-20
No. of Bookings taken for year (4 rooms plus kitchen)	463	3313

Number of Hirers of Rooms in Centre	2020-21	2019-20
Regular (most weekly or more, all at least monthly)	33	64
Occasional (less than monthly)	3	18
Casual (once only)	7	27
Total No. of hirers	43	106

Groups Using the Centre

Age Concern Lunch Club	Petersfield Academy of Dance
Art History	Petersfield Gardeners Club
Art Life	Petersfield Stitchers
Baby Sensory	Phoenix Stitchers
Bowmen of Petersfield	Pilates
Casual Art	Pilates Summer School
Crop Circle Lecture	Private Dance Practice
Dog Training Society	Sailors Linedanz Club
Family History Group	Steep Tennis Club
History Group	Tai Chi Group
Hope Church	Tai Chi Practice
Junior Phoenix	The Arts Society
Kumon Maths & English	The Square Strummers
Lip Reading	TK Trading
Liss Forest Ballet	Trevor John Band
Meritts Meadow	U3A
Monkey Music	U3A Bookclub
MP Surgery	Upholstery
NCS Youth Programme	Watercolour Class
Papercraft	Weight Watchers
Petersfield & District Angling Club	Yoga (SL)
Petersfield & District Philatelic Society	

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

CHAIR'S REPORT: 2020-2021

The year was punctuated by Covid 19.

For 8 of the 12 months we were closed. However, even during that time the Centre was being carefully monitored and cared for and re-opening procedures put in place ready to welcome our users when allowed. This happened on May 17th.

We said farewell to Diana Syms and John Wigley who stepped down as trustees. We thank them for their invaluable contributions to the PCA.

I apologise for the brevity of this report however let us hope for considerably more action during the next financial year.

MAINTENANCE OF PREMISES

Maintenance and improvements to the Centre and its land is the responsibility solely of the Petersfield Community Association and is carried out under the supervision of the House Manager, a member of the committee, along with the Centre Manager.

Comprehensive Risk Assessments and a Fire Risk Assessment of the building are carried out annually by the Manager under the supervision of the House Manager.

The House Manager position remained unfilled during the year so repairs and improvements were carried out under the supervision of the Manager and the Chair. Other maintenance issues were handled by the Centre Manager and Caretaker.

In the year under report, the following repairs and improvements were carried out:

The building continues to need regular maintenance such as;
Boilers servicing and repairs
Annual checks on Fire Alarm, fire equipment and emergency lighting
Annual checks on CCTV and security system
Deep clean of carpets and flooring
Annual hedge trimming

The major project for the year was work to the drains alongside the right of the building (when facing it). This became necessary after heavy rain caused a small lake outside the exhibition room. The soakaway was found to have failed and the drains had to be dug up and re-run outside the main hall and kitchen. This work caused little disruption since the centre was closed at the time, due to Covid.

The corridor & foyer were also redecorated at this time, and rub rails fitted along the corridor to protect the walls.

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

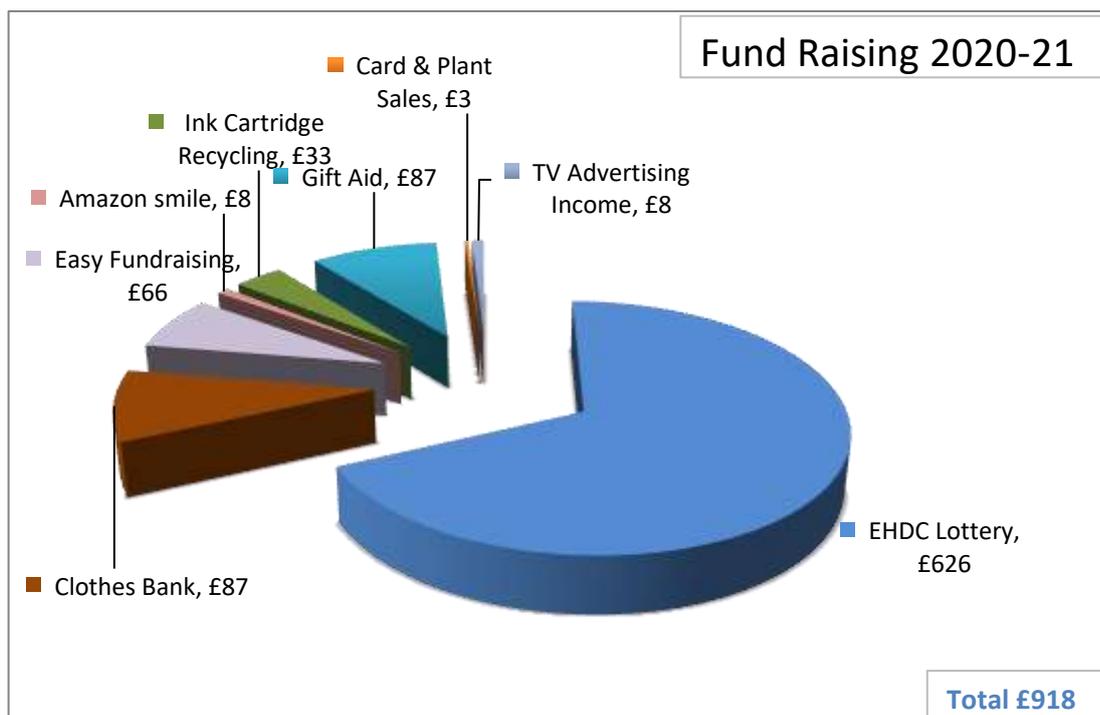
FUND RAISING

The Association has no regular revenue support from any Local Government body. Occasional donations and legacies provide welcome assistance when they occur but cannot be considered a reliable source of income. The Association depends on raising the necessary funding to meet all the running expenses of the centre through hire charges and internal fundraising activities.

In the year under report, fundraising was limited by covid restrictions. The annual quiz, community fair and fundraising family history talks were all cancelled and books could not be sold from the foyer. The EHDC lottery was a new, and welcome, source of fundraising income.

Source

EHDC Lottery	£626
Clothes Bank	£87
Easy Fundraising	£66
Amazon smile	£8
Ink Cartridge Recycling	£33
Gift Aid	£87
Card & Plant Sales	£3
TV Advertising Income	£8
Total	£918



PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

FINANCIAL REVIEW – GEOFF LAMBELL

A copy of the Association's approved Annual Finance Report for the period 1st April 2020 to 31st March 2021, is attached for reference and more details.

Overview

The accounts show a surplus of £2,996 which is a welcome result as the centre was closed for most of the year due to the impact of Covid regulations. The surplus in 2020 was £12,471.

Our income is driven mainly by

Room Hire / Fundraising / Donations and grants.

We are grateful to

- . Tesco for a Community fund donation of £500 to assist in our re-start after lockdown.
- . EHDC for a grant of £14,000 under the 'Retail and leisure' support.
- . EHDC for a 'Lockdown' grant of £6,708
- . Hampshire Police for improvements to our security lighting £500.
- . We also made use of the UK government furlough scheme £14,014

Our costs are carefully managed and we review our contracts when up for renewal to ensure we are getting the best deals for the centre.

Income

The income of £47,199 (£75,533 in 2019/20), of this - £8,947 came from our room hire, which is a good result, in light of the long closure we had. We are grateful to all the centre users for their continuing support.

We have been sustained primarily by the grants made available by UK government and our fundraising activities mainly via EH Community lottery this year.

Expenditure

The total expenditure of £44,203 (£63,062 in 2019/20), This is comprises mainly

- .projects at the centre (£7,442) including drain repairs @£5,097,
- .general maintenance of (£3,471),
- .staff costs (£25,133) which rose by 3% - in line with the Civil Service pay scales.

Reserves

Unrestricted Funds have been increased slightly this year to £122,863 which is a useful bridge against the risk of large unplanned / planned maintenance bills, necessary with a building of his age.

Future Expenditure / Income

There are no planned maintenance projects of a large cost currently scheduled though we are aware of the need to keep a watch over the building fabric.

The Trustees have taken the decision that room charges will be held at the current rates for the next financial year.

Changes in income as groups come and go is also a risk we are mindful of.

Staff Pensions

The centre continues to make the necessary contributions.

Independent Examiner

Mr GR Beer chartered accountant has certified these accounts as accurate.

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

Financial Review, Investment Policy and Reserves

Reserves Policy

Unrestricted funds are needed:

- a. To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and
- b. To cover administration fund-raising and support costs without which the charity could not function.

The trustees consider it prudent that unrestricted reserves should be sufficient:

- a. To cover one year's administration, fund-raising and support costs;
- b. To provide a pool equal to 10% of the average charitable expenditure over the preceding years from which funds can be designated to specific projects.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

I report to the trustees on my examination of the accounts of Petersfield Community Association for the year ended 31 March 2021.

Responsibilities and Basis of Report

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with 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 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 2011 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 Charity 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 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.

G R Beer MA FCA
4, Chilgrove House
Marden Way
Petersfield, Hampshire GU31 4PU

2021

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2021 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2020 £
Incoming Resources									
Hiring		8,947	0	0	8,947	67,744	0	0	67,744
Storage		0	0	0	0	1,783	0	0	1,783
Vending		1	0	0	1	598	0	0	598
Fund Raising		918	0	0	918	2,894	0	0	2,894
Grants and other Income		34,732	1,000	0	35,732	847	0	0	847
Interest		770	0	0	770	793	0	0	793
Legacy & Donations		831	0	0	831	744	0	0	744
Damage Account		-	0	0	0	130	0	0	130
Total resources incoming		46,199	1,000	0	47,199	75,533	0	0	75,533
Resources Expended									
Vending		0	0	0	0	318	0	0	318
Fund Raising		0	0	0	0	564	0	0	564
M & R Internal		1,405	718	0	2,123	8,340	0	0	8,340
M & R External		904	444	0	1,348	1,620	0	0	1,620
Projects		7,442	0	0	7,442	13,577	0	0	13,577
Licences & Subscriptions		2,076	0	0	2,076	2,069	0	0	2,069
Salaries & Wages		25,133	0	0	25,133	25,396	0	0	25,396
Overheads		6,081	0	0	6,081	11,178	0	0	11,178
Total resources expended		43,041	1,162	0	44,203	63,062	0	0	63,062

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021 (Continued)

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2021 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2020 £
Net Incoming resources / (resources expended)		3,158	(162)	0	2,996	12,471	0	0	12,471
Transfer between funds		(162)	162	0	0	0	0	0	0
Extraordinary item – Gain on Revaluation of Fixed Assets		0	0	0	0	0	0	1,253,385	1,253,385
Funds brought forward at 1 April 2020		119,867	0	1,253,385	1,373,252	107,396	0	0	107,396
Funds carried forward at 31 March 2021		<u>£122,863</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,376,248</u>	<u>£119,867</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,373,252</u>

**PETERSFIELD COMMUNITY ASSOCIATION
BALANCE SHEET
AS AT 31 MARCH 2021**

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2021 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2020 £
Fixed Assets									
Tangible Assets	2	0	0	1,253,385	1,253,385	0	0	1,253,385	1,253,385
Investments – NS&I		108,900	0	0	108,900	108,130	0	0	108,130
Total Fixed Assets		108,900	0	1,253,385	1,362,285	108,130	0	1,253,385	1,361,515
Current Assets									
Debtors and prepayments		87	0	0	87	1,465	0	0	1,465
Petty Cash		178	0	0	178	82	0	0	82
NatWest Current Account		15,627	0	0	15,627	14,120	0	0	14,120
Total Current Assets		15,892	0	0	15,892	15,667	0	0	15,667
Creditors Amounts falling due within one year	9	(1,929)	0	0	(1,929)	(3,930)	0	0	(3,930)
Net Current Assets		13,963	0	0	13,963	11,737	0	0	11,737
Net Assets		£122,863	0	£1,253,385	£1,376,248	£119,867	0	£1,253,385	£1,373,252
The Funds of the Charity:									
Unrestricted Funds	8	122,863	0	0	122,863	119,867	0	0	119,867
Restricted Funds		0	0	0	0	0	0	0	0
Endowment Fund	8	0	0	1,253,385	1,253,385	0	0	1,253,385	1,253,385
Total Charity Funds		£122,863	0	£1,253,385	£1,376,248	£119,867	0	£53,385,1,2	£1,373,252

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

Mrs E. Moss - Chairman

2021

Mr G. Lambell – Treasurer

2021

The notes on pages 14 to 17 form part of these accounts.

PETERSFIELD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1.Accounting Policies

(a)Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP):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 and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the charity is responsible in law.

The charity constitutes a public benefit entity as defined by FRS 102

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b)Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

(c)Income Recognition

All income and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the charity is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

(d)Expenditure Recognition

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the charity. All other expenditure is generally recognized when it is incurred and is accounted for gross.

PETERSFIELD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)

(e) Tangible Fixed Assets

The Freehold Property being The Centre in Love Lane, Petersfield and adjoining land was transferred at nil cost from PCA Land Trustees. The Trustees had revalued The Centre at its insurance value in 2020 and it is now included as an Endowment Fund in the Balance Sheet. The land adjoining The Centre has not been revalued as a value for it has been unobtainable.

The Trustees consider that as The Centre property and adjoining land has a high residual value there is no need to charge depreciation on it in the year. This position will be reviewed at each year end in future.

(f) Pensions

The Charity has registered with NEST and employees have joined the defined contribution "money purchase" scheme and the charity's contributions are shown in Note 3.

2. Tangible Assets

	Freehold Property £
Cost or estimated cost at 1 April 2020	1,253,385
Addition	0
Revaluation	0
At 31 March 2021	<u>1,253,385</u>
Accumulated depreciation at 1 April 2020	0
Charge for the year	0
At 31 March 2021	<u>0</u>
Net book value at 31 March 2021	<u>£1,253,385</u>
Net book value at 31 March 2020	<u>£1,253,385</u>

3. Taxation

The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)

4. Analysis of employee costs

	2021 £	2020 £
Salaries	24,946	25,211
Staff Pension costs	187	185
Social Security Costs	0	0
Total	<u>£25,133</u>	<u>£25,396</u>

No employee received emoluments of over £60,000 during the year (2020 – nil).

Average number employees for the year was 4 (2020 - 4).

Average number of full-time equivalent employees for the year was 2 (2020 – 2).

5. Legal and Professional costs

	2021 £	2020 £
Independent Examiner’s Fees	380	380
Licenses	<u>1,812</u>	<u>1,621</u>

6. Donated Services

The trustees receive no remuneration for their services.

7. Commitments

The trustees have not committed to or authorized a capital purchase at the year end. (2020- nil)

8. Analysis of Fund Assets and Liabilities

	Unrestricted Funds £	Expendable Endowment Fund £	Total £
Tangible Fixed Assets	0	1,253,385	1,253,385
Fixed Asset Investment	108,900	0	108,900
Current Assets	15,892	0	15,892
Current Liabilities	(1,929)	0	(1,929)
	<u>£122,863</u>	<u>£1,253,385</u>	<u>£1,376,248</u>

The unrestricted funds of the charity may be applied for any charitable purpose at the discretion of the trustees.

PETERSFIELD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021(Continued)

9.Creditors: Amounts falling due within one year.

	2021	2020
	£	£
Trade Creditors	129	29
Key Money	795	840
Hire Refunds	404	-
Advance Bookings	-	1,464
Accruals	601	1,597
	<hr/>	<hr/>
	£1,929	£3,930
	<hr/>	<hr/>

PETERSFIELD COMMUNITY ASSOCIATION

	2021	2020
DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2021		
	£	£
Hiring		
Main Hall Community Hire	827	6,987
Main Hall Business Hire	2,588	14,990
Club Room Community Hire	794	6,684
Club Room Business Hire	1,328	6,411
Committee Room Community Hire	230	4,781
Committee Room Business Hire	102	2,848
Exhibition Room Community Hire	1,162	11,783
Exhibition Room Business Hire	1,507	10,815
Kitchen Hire	409	2,445
	£8,947	£67,744
Fund Raising		
Advertising TV Display	8	20
Quiz	0	1,534
East Hampshire Lottery	626	0
Easy Fund Raising	66	102
Eco Recycle	87	62
Inkjet Recycle	33	57
Amazon Smile	8	0
Card Sales	3	34
Books	0	715
Family History Talks	0	229
Community Fair	0	110
Gift Aid Income	87	31
	918	2,894
Less: Fund Raising expenses	(0)	(564)
	£918	£2,330
Grants and other Income		
Furlough Grant	14,014	0
EHDC Retail and Leisure Grant	14,000	0
EHDC Lockdown Grant	6,708	0
Police Grant	500	0
Tesco Community Fund	500	0
Waitrose Community Fund	0	282
Equipment Hire	10	360
Photocopying and Telephone	0	27
Cancellations	0	15
Late Payment Penalty	0	3
Sound System	0	160
	35,732	847

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

	2021	2020
	£	£
M & R Internal		
Health & Safety	718	9
Window Cleaning	128	160
Interior General	252	614
Cleaning Materials	78	1,044
Club Room Maintenance	0	164
Exhibition Room Maintenance	0	904
Main Hall Maintenance	0	1,064
Committee Room Maintenance	0	716
Toilets Maintenance	0	66
Boiler Maintenance	433	351
Cannon Hygiene	186	335
Electrical Legal	48	144
Electrical Spares & General	9	860
Equipment Specific	222	1,787
Kitchen Expenses	49	122
	£2,123	£8,340
M & R External		
Exterior General	0	27
External Lights	444	0
Gardening	904	1,593
	£1,348	£1,620
Projects		
Buildings Signage	0	1,649
Drainage System Works	5,097	0
Corridor & Foyer Maintenance	2,345	0
Main Hall/Club Room Decorations	0	11,928
	£7,442	£13,577

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

	2021	2021	2020	2020
	£	£	£	£
Salaries & Wages				
Manager's Salary		12,475		12,317
Clerical		265		1,494
Caretaker's Salary		7,457		7,238
Assistant Caretaker's Salary		3,771		3,653
Handyman and Casual Labour		0		174
Payroll Expenses		978		335
Pension Contributions		187		185
		<u>£25,133</u>		<u>£25,396</u>
Licences & Subscriptions				
Licences		1,812		1,621
Subscriptions		264		448
		<u>£2,076</u>		<u>£2,069</u>
Overheads				
Security				
Kestrel Guards	250		279	
CIA Intruder & Fire Alarms	579		1,525	
Insurance	<u>1,470</u>	2,299	<u>1,402</u>	3,206
Post & Communication				
Website	72		72	
Postage & Carriage	0		63	
Telephone and Broadband	590		465	
Internet Protection	<u>0</u>	662	<u>27</u>	627
Office Expenses				
First Aid	1		9	
Travelling	0		42	
Printing & Stationery	119		479	
Training Costs	80		0	
Office Expenses	310		272	
Staff Refreshments	11		67	
Hospitality	0		35	
		521		904
Electricity, Gas & Water				
Electricity	817		1,431	
Gas	710		2,101	
Water Rates	<u>562</u>	2,089	<u>1,749</u>	5,281
Sundries				
Council Tax	0		303	
Independent Examiner's Fee	380		380	
Legal Fees	0		200	
Consultancy Fees	0		120	
Volunteers Expenses	<u>130</u>		<u>157</u>	
		510		1,160
		<u>£6,081</u>		<u>£11,178</u>