Tarporley Community Centre

TRUSTEES ANNUAL REPORT FOR PERIOD 28TH MAY 2021-31ST OCTOBER 2022 Tarporley & District Community Centre and Recreation Ground Charitable Incorporated Organisation (commonly known as Tarporley Community Centre)

TARPORLEY COMMUNITY CENTRE

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TARPORLEY COMMUNITY CENTRE

CIO INFORMATION

PRINCIPAL ADDRESS

Tarporley Community Centre High Street Tarporley CW6 0AY

TRUSTEES

Mr Geoffrey Crump

Mr Matthew Grant (Chair)

Dr Peter Jackson

Mrs Shavinder Kaur Kalcut (Treasurer)

Appointed June 2021

Resigned October 2021

Appointed June 2021

Mrs Anita Langford (Secretary)

Mr Andrew Locke Appointed June 2021

Mrs Linda Martin (Vice Chair)

Mr Gordon PearsonAppointed June 2021Mr John SmithAppointed June 2021Mr Ken WoodAppointed June 2021

Mr Anthony Yeates

VOLUNTEERS

Mrs Diana Carr Mrs Kay Walker Mrs Angela Yeates Mrs Sue Webb

REGISTERED CHARITABLE INCORPORATED ORGANISATION NUMBER:

1194629

BANKERS:

Virgin Money (Clydesdale Bank) London Piccadilly Branch 35 Regent Street London SW1Y 4ND

INDEPENDENT EXAMINER:

Graham Parker 21 Walkers Lane Tarporley CW6 0BX

TARPORLEY & DISTRICT COMMUNITY CENTRE AND RECREATION GROUND CHARITABLE INCORPORATED ORGANISATION (CIO) TRUSTEES REPORT

The trustees present their report and the financial statements, in the form of a receipts and payments account, for period ended 31 October 2022.

STRUCTURE. GOVERNANCE AND MANAGEMENT

The Tarporley & District Community Centre and Recreation Ground Charitable Incorporated Organisation (commonly known as Tarporley Community Centre) was incorporated 28th May 2021. It was formally a Registered Charity with the Registered CIO Number 1040034. The CIO is registered in England and Wales.

All the trustees give their time voluntarily and receive no benefits from the CIO

The day-to-day operation of the Trust is the function of a committee comprising the Trustees listed in the introduction to this Report and such others who may be appointed from time to time by the said Trustees. The composition of the Committee is reviewed annually.

AIMS AND OBJECTIVES

Object of the CIO

The object of the CIO is the provision and maintenance of a Community Centre and a Recreation Ground for the use of the inhabitants of the Parish of Tarporley and the Neighbourhood thereof (herein after called "the area of benefit") without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

ACTIVITIES

Main Activities - building

The building contains four rooms which can be hired by the public on a "one-off" or regular basis for meetings, lectures, classes, exercise activities, films, dances, exhibitions and amateur dramatics. The bookings are made via a website and paid for by card or, in the case of regular users, a monthly account. The on line application process includes checks on the nature and staffing of the event, the number of persons attending, public liability insurance and where appropriate, child and vulnerable persons protection. Services such as performers and catering brought in by room hirers are also checked. The rooms are as follows:

Main Hall: This measures 15.3m by 13.7m and is capable of accommodating 160 persons seated at tables or 180 persons seated in rows. The hall is equipped with a sprung dance floor and a stage which is used for theatrical productions. The hall is entered at the front of the building through a foyer area which is equipped with male, female and accessible toilets, a kitchen and store cupboards. The hall is equipped with a PA system, digital projector and large screen for showing films. Access is DDA compliant.

Craven Room: This measures 10m by 9.2m, and is capable of accommodating 40 persons seated at tables or 60 persons in rows. The hall is entered from the car park side of the building and is equipped with male, female and accessible toilets, a kitchen, store rooms and cupboards. Access is DDA compliant.

Arthur Meredith Room: This measures 7.7m by 9.2m and is capable of accommodating 20 persons seated at tables or 30 persons seated in rows. The room entered by a flight of external steps, and is equipped with male and female toilets, and a small kitchen. The room also acts as the "back stage" area and is connected to the main hall stage by left and right side doors. Access is not DDA compliant.

Committee Room: This measures 6.3m by 5.5m and is capable of accepting 20 persons seated at tables. The room is located off the main foyer and shares all the main hall facilities. Access is DDA compliant. The room also contains a bar area for use in conjunction with Main Hall functions.

ACTIVITIES

General: The building is heated by modern gas fired central heating and is equipped with emergency lighting, fire alarms, fire extinguishers and emergency exits. The building is regularly inspected by Cheshire Fire Service and all certificates are displayed on the website. The re-building cost is checked every three years and all risks insurance kept up to date. The premises are not licensed for the sale of alcohol, so Temporary Event Notices must be obtained when alcohol is to be sold. This is restricted to local charities and a maximum of 20 events per year. There is a car park marked out for 59 vehicles behind the building, which is policed by Cheshire West and Chester Council. As of Jan 2017 parking is limited to a maximum of three hours with no return within one hour. Users needing to park for longer periods are issued with annual or day permits.

Main activities - Playground and Field

Playground: There is a playground behind the building equipped with equipment for use by children aged 12 and below. The Parish Council inspect and maintain this playground on behalf of the CIO. **Field:** There is a recreation ground of approximately 1.1 hectares behind the building. The field is used for recreation, junior football, exercise classes and large annual events such as a summer carnival, circuses and fairs. Dogs are banned from the recreation ground. The CIO is responsible for cutting the grass and hedges and caring for the trees. The field is accessed from the car park by steps (not DDA compliant) or by a separate pedestrian entrance on Eaton Road which is DDA compliant. A wild flower area was added in 2020.

For further details of all available facilities, please visit our website: http://www.tarporleycc.co.uk/

ACHIEVEMENTS AND PERFORMANCE

Occupancy: Tarporley Community Centre building continues to be a very popular venue for a wide range of regular and "one-off" users.

We reopened following COVID in June 21 and bookings were quiet June – August 21 and again in December 21, only picking up in March 22. During the period of this report, we received 1549 bookings. From July 22, bookings were virtually back at their pre-pandemic levels.

During the year several new users ran classes but unfortunately, some of these were unsuccessful. Our Main Hall has once again proved a popular space to hold Children's parties with September alone having four.

We also hosted our first funeral streaming service.

As we have a high level of occupancy, there are service contracts in place for cleaning, maintenance, fire and safety inspections etc., Users are strongly encouraged to clear up after their events and leave the premises clean and tidy for the next user.

Projects included upgrading our audio visual system in the Main Hall, installation of acoustic panels in the Craven Room, tree surveys and various work on the trees in the Recreation field. We have also hosted three COVID vaccination clinics and numerous session for Blood Donors. After many years service, Peter Jackson our Website Manager sadly stepped down from this role due to health issues and is greatly missed.

Publicity: We have a website http://www.tarporleycc.co.uk which contains details of our rooms, organisations and events which are held at Tarporley Community centre. We also encouraged representatives of these organisations to join our Committee. In 2019 we also set up a FaceBook site @tarporleycc.

TARPORLEY COMMUNITY CENTRE TRUSTEES REPORT (Continued)

Car Parking: Time limited parking which was introduced in 2017 remains in place and continues to be policed by CWaC. This has benefited our users who generally attend functions which last between 2 & 3 hours. Parking of up to 3 hours is still allowed for non-users.

<u>Improvements</u>: In this financial year we resurfaced our car park and converted all our remaining fluorescent lights to LED. This change to LED lighting will save us £1,000 per annum in energy and tax savings.

FINANCIAL REVIEW

Treasurers Report

Total receipts for the 17 month period are £56,579. Trading income increased from the previous 7 month period as would be expected over a longer timeframe. There has also been an increase due to increased bookings as coronavirus restrictions were lifted.

Voluntary receipts of £6,524 are lower than the prior period mainly due to grants previously received for coronavirus impact.

Receipts from trading activities have increased to £43,253 from £5,737 for the previous period, mainly due to lifting of coronavirus restrictions and NHS bookings for the vaccine roll out. Most of our regular users have returned although some did cease due to COVID and other reasons. Interest of £473 was received £470.37 from the new Virgin Money account and £2.49 from the HSBC account (closed in Dec 2021).

Other receipts – none were received this year.

Total payments for the year of £61,550 are £44,360 higher than last period. Of this, £8,143 was due to spending on capital project in the current period.

Payments relating to trading of £37,367 are £29,376 higher than last period. This is due to a combination of an increased reporting timeframe and the increase in cost of gas/electricity and services in general. Cleaning and gardening costs continue to be our largest areas of expenditure. **Costs of Charitable activities** are £3,350 more than the prior period. This is mainly due to the increased reporting timeframe .

Capital Expenditure Payments have reduced by £366 to £8,143. In this period Capital expenditure included £2,165 for the Craven Room acoustics project and £2,195 for the replacement of windows. **Investment** £12,000 was invested in CCLA stocks & shares for long term growth.

Statement of Assets and Liabilities

Cash funds are £61,112, a decrease of £4,971 on the prior period. This is due investing cash funds of £12,000 with CCLA. Debtors are £5,204 which is £2,777 higher than the prior period. £4,527 of this relates Current debt.

Liabilities – as the on-line booking system requires payment for one-off bookings to be paid in advance, we are holding £1,051 re future invoices from our Account holders. This is shown as Deposits paid in Advance. There were no creditors at the period end.

This year we can report an increase in our monetary assets of £9,520. This is due to increased trading income as coronavirus restrictions are lifted combined with the trustees efforts to manage the running costs efficiently.

The Committee are committed to reviewing and potentially increasing room hire charges by inflation each year as our regular outgoings continue to increase and we also want to build up reserves which can be spent on improving Tarporley Community Centre.

On behalf of the Management Committee, I would like to thank all supporters, volunteers who have helped with the running of Tarporley Community Centre and users of the Community Centre for their continued support.

Shavinder Williams – Treasurer 06 February 2023

FUNDS HELD AS CUSTODIAN TRUSTEES ON BEHALF OF OTHERS

None

RISK MANAGEMENT

The trustees have identified risks that CIO faces and have sought to mitigate them wherever possible.

INVESTMENT POLICY

The CIO currently holds no investments, and any surplus cash is held in appropriate bank accounts having regard to CIO law guidelines regarding risk.

RESERVES POLICY

The trustees have agreed that free reserves of the CIO should represent at least 12 months running costs. This currently equates to some £17,620.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

CIO Law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the CIO and of receipts and payments of the CIO for that period. In preparing those financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the accounting methods and principles allowed in the Charities Act.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the CIO will continue in business.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy, the financial position of the CIO and to enable them to ensure that the accounts show a true and fair state of affairs and of receipts and payments. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Trustees

Matthew Grant Chairman

28th February 2023

TARPORLEY COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 OCTOBER 2022

1. ACCOUNTING POLICIES

a) Basis of Accounting

The financial statements have been prepared on a receipts and payments basis, an acceptable practice for non-corporate charities whose gross income does not exceed £250,000.

b) Income

Income is accounted for when received.

c) Expenditure

Expenditure is accounted for when paid.

d) Taxation

The CIO is not considered liable to taxation.

e) Cash at bank

Cash at bank includes cash and short term highly liquid investments.

f) Investments

Investments are assets which are held for increased long term growth. CCLA are a specialist investment firm, specialising in low risk investments for Charities.

g Unrestricted Funds

Unrestricted funds are those where there are no externally imposed restrictions. They include those funds freely available to the CIO for expenditure or appropriation to reserves for internally designated purposes.

h) Restricted Funds

Restricted funds are funds which have been given for a specific purpose – mainly grants.

i) Endowment Funds

Endowment funds are established to fund non profit organisations and activities, including universities, hospitals, and charities. For ourselves, our buildings and land come into this category.

2. TRUSTEES

No trustee received any remuneration from the CIO. Trustees personally paid, on behalf of the CIO, expenditure of £980 which has been fully re-imbursed.

3. ACCOUNTING PERIOD

All figures quoted below relate to the following periods: 2021 1st November 2020-27th May 2021 2022 28th May 2021-31st October 2022

Tarporley Community Centre

Tarporley and District Community Centre High Street Tarporley Cheshire

Registered Charitable Incorporated Organisation 1194629

Accounts for the period from 28th May 2021 to 31st Oct 2022

Receipt and Payments Account for the period from 28th May 2021 to 31st Oct 2022

	Unrestricted funds 17 months 2022	Restricted funds 17 months 2022	Endowment funds 17 months 2022	Total funds 17 months 2022	Total funds 7 months 2021
Receipts (Note 1)	£	£	£	£	£
Voluntary Receipts Activities for generating funds (trading) Interest Other Receipts	2,667 43,253 470 6,332	3,857		6,524 43,253 470 6,332	23,567 5,737 96 0
Total Receipts	52,722	3,857	0	56,579	29,390
Payments (note 2)					
Fundraising costs (trading) Cost of charitable activities Other payments (Capital Expenditure) Total Asset and Investment Purchases	37,367 4,040 5,728 47,136	2,415 2,415 0	o	37,367 4,040 8,143 49,550	7,991 690 <u>8,509</u> 17,191
Total Payments Surplus/(Shortfall) of Receipts over Expenditure	59,136	2,415	<u>0</u>	61,550	17,191
Cash Funds Last Year End	66,083	0	0	66,083	53,884
Surplus/(Shortfall) of Receipts over Expenditure	(6,413)	1,442	٥	(4,971)	12,199
Cash Funds This Year End	59,670	1,442	0	61,112	66,083

Note: The accounts show a cash deficit of £4,971 but this was after £12,000 invested in CCLA Excluding this investment TCC made a cash surplus of £7.029

Statement of Assets and Liabilities as at 31st October 2022

	Unrestricted funds 17 months 2022	Restricted funds 17 months 2022	Endowment funds 17 months 2022	7 months 2021
Assets	£	£	£	£
Cash Funds (Note 3a) Other Monetary (Trade Debtors)	61,112 5,204			66,083 2,427
	Fund to Which Asset belongs	Cost	Current Value	
Investment Assets - CCLA Assets Retained for the Charities Own Use - Premises & Land Assets Retained for the Charities Own Use - Contents	Unrestricted Endowment Unrestricted	1 <u>2,000</u> 1,540,000 31,044	11,714 1,540,000 31500	
Liabilities	Fund to Which Asset belongs	Amount Due	When Due	
Creditors	Unrestricted	0	N/A	

Notes Investment Investment in CCLA Charity fund (stocks & shares) This investment can be cashed at any time, but will rise & fall with the stock market. £12,000 investment but value at 31.10.22 £11,714

Notes to the Accounts for the period 28th May 2021 to 31st October 2022

1. Receipts	Unrestricted funds 17 months 2022	Restricted funds 17 months 2022	Endowment funds 17 months 2022	Total funds 17 months 2022	7 months 2020 £
Voluntary Receipts Initial Co-Op Local Fund (CR Accoustics) CWAC Omicron Grant Arthur Meredith Grant - Handheld Mics Parish Council - Field Maintenance CWAC COVID 19 grant Co-Op Local Fund (2021 Craven room acoustics 2020 LED lights) CWAC - Wildflower Meadow Arthur Meredith Charity for Craven room acoustics CCEL Community benefit fund for LED Lighting Grant	2,667	3,607 250		3,607 2,667 260	2,000 19,275 932 250 100 600
	2,667	3,857	0	6,524	23,067
Other					
Car Boot Sale Carnival Use of Field PAT testing Other Income from carpark Contribution towards car park repairs	. 80 280 1,442 75 35 3,000 1,420			80 280 1,442 75 35 3,000 1,420	0 0 0 0 0 600 0
Total Voluntary Receipts	6,332	0		6,332	500

Notes to the Accounts for the period 28th May 2021 to 31st Oct 2022

Notes to the Accounts for the period 20th May 20	Unrestricted	≟ Restricted	Endowment		
	funds	funds	funds	Total funds	
	17 months	17 months	17 months	17 months	7 months
2. Payments	2022	2022	2022	2022	2021
	£	£	£	£	£
Fundraising costs (trading)	•	~	_	•	•
Gas	2,468			2 400	045
Electricity	2,466			2,468 2,136	815 487
Water	2,136 854			2,136 854	175
nsurance	3,228			3,228	1,048
Grass & Hedge Cutting - N Rayner	3 522			3,522	60
Gardening - Rob Walker.	6,900			6,900	1,858
Tree Maintenance	1,226			1,226	0,000
Repairs and Maintenance - Routine	4,482			4,482	1,722
Repairs and Maintenance - Fire & Safety Testing & Repairs	761			761	273
Repairs and Maintenance - Boilers Testing & Maintenance.	708			708	0
Bins	1,255			1,255	258
Cleaning and materials	8,369			8,369	559
COVID 19 costs	0,555			0,505	61
Music Licence	549			549	549
Other	910			910	127
	5.0			5.5	
	37,367	Ö	0	37,367	7,991
Cost of Charitable activities					
Phone & Broadband	955			955	108
Print/Post/Stationary	252			252	373
Website	2,833			2,833	209
		 			
	4,040	0	0	4,040	690
Other payments (capital expenditure)					
Roof replacement, Note d1				0	2,869
Craven Room acoustics		2,165		2,165	_,
Northwich Glass - Replacement of windows	2,195	.,		2,195	
Fridge for AM room	160			180	
Hot water Urn	234			234	
Folding Table	211			211	
Radio Mic System	1,074			1,074	
Playground	1,826			1,826	200
Hand held Mics	. 8	250		258	
Car Park - Note d2				0	3,771
Wildflower meadow				Ō	251
Toilet refurbishment				ō	703
LED lights				0	715
	5,728	2,415	0	8,143	8,509
Total Payments	47,136	2,415	0	49,550	17,191

Notes to the Accounts for the period 28th May 2021 to 31st Octo	ber 2022			
	Unrestricted	Restricted	Endowment	
	funds	funds	funds	
	17 months	17 months	17 months	7 months
	2022	2022	2022	2021
				£
3a. Cash Funds				-
HSBC Current Account	0			16,168
National Savings Account	Ō			0
HSBC Money Manager Account	ŏ			49,915
Virgin Money Current Account	61,112			0
	V.,			_
	61,112	0		66.083
Funds held in all of the accounts are available on an instant access bas	is			
3b. Fixed Assets	2022	2022	2022	2021
				£
Lond and Cuitalinus	4 540 000			4 450 000
Land and Buildings	1,540,000			1,150,000
Other Equipment	31,500			29,619
-di	0.,000			22,2.0
	1,571,500	0	0	1,179,619

All assets are stated at their insured value

Tarporley	Community	Centre
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Hire Fees paid in advance as at 31at Oct 2022

Account Holders

Date of Booking Payment

One Off Bookings

37 bookings £1,051.00

Total 1,051

Total of all monies received in Advance 1051.00

Date	Total
01-Aug-22	161.35
30-Sep-22	487.50
03-Oct-22	28.00
02-Nov-22	10.50
02-Nov-22	7.50
02-Nov-22	7.50
02-Nov-22	13.50
02-Nov-22	4.50
02-Nov-22	10.50
02-Nov-22	4.50
02-Nov-22	10.50
02-Nov-22	10.50
02-Nov-22	49.50
02-Nov-22	79.50
07-Nov-22	129.40
06-Nov-22	5.67
06-Nov-22	136.00
06-Nov-22	177.66
06-Nov-22	152 60
06-Nov-22	316.44
06-Nov-22	40.50
06-Nov-22	80.00
06-Nov-22	120.00
06-Nov-22	41.13
06-Nov-22	89.60
06-Nov-22	80.00
06-Nov-22	592.40
06-Nov-22	86.63
06-Nov-22	62.40
06-Nov-22	117.60
06-Nov-22	60.00
06-Nov-22	60.00
06-Nov-22	18.00
06-Nov-22	303.20
06-Nov-22	1,500.00
06-Nov-22	64.80
06-Nov-22	28.80
06-Nov-22	56.00
	30.00
	5,204.18
	0,204.10

Invoices dated 2nd November relate to October 2022 bookings TREASURER'S REPORT Page 8

INCOME

Total receipts for the 17 month period are £56,579. Trading income increased from the previous 7 month period as would be expected over a longer timeframe. There has also been an increase due to increased bookings as coronavirus restrictions were lifted.

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The Committee are committed to reviewing and potentially increasing room hire charges by inflation each year as our regular outgoings continue to increase. We also want to build up reserves which can be spent on improving Tarporley Community Centre

FUTURE PLANS

The Trustees plan to replace all remaining windows and install cavity wall insulation in 2023. This will be funded by a mixture of grants and crowdfunding.

On behald of the Trustees, I would like to thanks all supporters, volunteers who have helped with the running of Tarporley Community Centre and our users for their continued support.

The Trustees would like to thank all supporters and hirers for their support.

Shavinder Williams Treasurer



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to	the	trustees/
	me	mbers of

TARTORLEY AND DISTRAT COMMUNITY CENTRE.

On accounts for the year ended

17 MONTHS ENDED. Charlty no
3151 OCTOBER 2022 (if any) 1194629

Set out on pages

1108

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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 (other than that disclosed below *) in connection with the examination which gives 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.

* Please delete the words in the brackets if they do not apply.

Signed:	Callarder	Date: 24/3/2023
Name:	CAMMINY PARKER	
Relevant professional qualification(s) or body (if any):	A.C.A.	
Address:	21 WALKERS LANE TARPORTEY CHESHI	NE-
	cw 6 0 8 X	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to	the	tru	ste	es/
	me	mh	ore	Ωf

TARPORLEY AND DISTRICT COMMUNITY CENTRE.

On accounts for the year ended

ENDED. MONTHS Charity no 1194629 (if any) 31ST OCTOBER 2012

Set out on pages

110

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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 (other than that disclosed below *) in connection with the examination which gives 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.

* Please delete the words in the brackets if they do not apply.

Signed:	Callarder	Date: 14/3/2023
Name:	CRAHAM PARKER	
Relevant professional qualification(s) or body (if any):	A.C.A.	
Address:	21 WALKERS LANE TARPORTEY CHESHI CW 6 OBX	RE