

**BROOKVALE COMMUNITY ASSOCIATION**

**REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 30<sup>th</sup> APRIL, 2023**

Charity Registration Number 1174719



**BROOKVALE COMMUNITY ASSOCIATION  
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## **REFERENCE AND ADMINISTRATIVE INFORMATION**

### **BCA TRUSTEES FOR THE PERIOD ENDING 30<sup>th</sup> APRIL 2023**

MALCOLM MACINNES

CATHY MAWER

TED BLACKMORE SQUIRES

CATHY WILLIAMS

HELEN CAMPER

ARUN MUMMALANENI

ANDY BALL

FRANCESCA MARITAN

MICHAEL HOWARD-SORRELL.

### **REGISTERED AND PRINCIPAL ADDRESS**

25 Highfield Chase

Basingstoke

Hampshire

RG21 7SA

### **BANKERS**

Lloyds Bank PLC

25 Gresham Street

London

EC2V 7HN

### **INDEPENDENT EXAMINER**

David Fields

Daybooks

44 Pennington Close

Colden Common

Winchester

Hampshire

SO21 1UR

**TRUSTEES' REPORT  
FOR THE YEAR ENDED 30<sup>th</sup> APRIL 2023**

The Trustees are pleased to present their Report together with the Financial Statements of the Charity for the year ended 30th April 2023, which were approved by the Committee on 6<sup>th</sup> July, 2023. The financial statements comply with current statutory requirements and the Charity Commission's guidance applicable to charities preparing Receipts and Payments Accounts.

**BCA Governing Document**

Brookvale Community Association (BCA) is a charity governed by its constitution that was adopted 24th February 1975 and updated May 2008. It is registered as a charity with the Charity Commission with number 1174719. Brookvale Community Association held an EGM on 24th November 2016 when it was agreed to adopt a new Constitution as a Charitable Incorporated Organisation (CIO).

**BCA Appointment of Trustees.**

Trustees and honorary officers are elected by the members at the AGM. The trustees shall retire from office at the end of the annual general meeting three years after his or her appointment but shall be eligible for re-election. Trustees can be nominated by members associate members or existing Trustees. Our trustees benefit from ongoing professional development to help keep up-to date.

**BCA Constitutional Objects**

To promote the benefit of the inhabitants of Brookvale and the neighbourhood (hereinafter called 'the area of benefit') without distinction of sex or of political, religious or other opinions, by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants. To establish and secure the Village Hall (hereinafter called the 'Hall') and to maintain, or to co-operate with any local statutory authority in the maintenance and management of such a Hall for activities promoted by the Association and its constituent bodies in furtherance of the above objects. To promote such other charitable purposes as may from time to time be determined. The Association shall be non-party in politics and non-sectarian in religion. The area of benefit shall be Brookvale and

the neighbourhood together defined by Basingstoke.

### **BCA Reserves Policy**

It is the policy of the Charity to maintain free reserves at a level that balances our objective to develop and support services with our need to remain financially stable. A minimum level of free reserves equating to at least 3 months of unrestricted expenditure without any income is considered sufficient to cover management, administration and support costs and to respond to emergency needs which arise from time to time. We currently have nineteen months cover. Restricted reserves is a grant received of £900 from Action Hampshire Communities Against Cancer for a health education project.

### **Assets Managed by the Trustees**

BCA manages Brookvale Village Hall and fundraise to maintain and develop the building and ensure the building is there for community use. The building is currently provided by the Basingstoke and Deane Borough Council for a “peppercorn” ground rent and free of business rates. The Council does not envisage an increase in charges for the lease and rent being levied on the Charity in future years. The Charity Commission is Trustee for the lease, being for 80 years from 1 May 2008.

### **Meetings**

The Annual General Meeting of the Association was held in-person on Thursday 9th September 2022, followed by a talk from Bob Clarke of the Victoria County History Society about “Rough Music”. Trustees meet monthly. Our annual Trustees Meeting introduced a Risk Register and the need to update policies.

### **Development Sub Committee**

Members continue to work on behalf of the Brookvale community to ensure developments are what the local residents want and that issues of access around the Ward of Brookvale Kings Furlong and Town Centre are addressed.

### **Hirers and Costs**

Families have been affected by the Pandemic and spiralling heating energy costs, but our families’ hires increased to 50 compared to 33 last year. Not all regular hirers returned but new enquiries are still busy. Our energy costs were under a fixed contract until 30/4/2023.

**BCA Public Benefit for the Year Ending 2022/23**

The Charity is a public benefit entity.

Local residents' group meetings are free to attend and open to all to hold one of our hall spaces free of charge for their meetings. The BCA observes the Charity Commission's guidance on public benefit. Our impact is illustrated by maintaining footfall in the Village Hall across the wide range of groups hosted, events within, family parties, and community festival participation, and educational support in 2022/2023.

**Activities & Events** (all free of charge)

Brookvale Community Garden continues to be available for residents' use, supported by Gardening Volunteers Oleg and Joe (beds) and Mencap Green Fingers (grass cutting). Brookvale in Bloom 13th year gave local residents the opportunity to show their work in their gardens and make Brookvale a beautiful place to live. Annual Sustainability Day Workshops were deferred this year due to the national Green Week date change. Annual Thornycroft Day - Clock Project fundraising day included the popular factory memorabilia display by Garry Bone, heritage film footage and transport models. Community Coffee Mornings on weekly Thursdays residents meet committee members and plan events followed by Warm Hub "free" hot snacks. Councillors Coffee Mornings each month second Saturday enable residents to talk about their concerns, consultations new projects and local news. In 2022 Our Queen's Platinum Jubilee event had some 400 attendees in Victory Park and the Village Hall, hosting entertainment/dancing/competitions and free ice cream. The new regular event launched in 2022 is the Santa Grotto party and in 2023 is our new annual Jumble Sale supported by the Old Basing ladies which raised over £600 much needed money for BCA funds.

Annual Talks included Heroes and Villains on the Canal by Roger Cansdale of the Canal Society. Media Our Blurb (residents free newsletter) 5 issues (5 Blurbs: Apr 2022, Jun 2022, Aug 2022, Dec 2022, Mar 2023) were delivered by unpaid volunteers to over 1900 homes in Brookvale & King's Furlong & Town Centre. Our Website ([www.brookvale.org.uk](http://www.brookvale.org.uk)) resources continue to be developed to showcase the hall, enable bookings, update projects and track consultations, increasing visits. Our Facebook (page) for the "Heart of Basingstoke" can be accessed on our website homepage for immediate community news, views and feedback.



### **Fund raising**

The Brookvale Lottery continues to be run by Cathy Mawer and BCA thanks her for her continued commitment. Grants are becoming more evidence based especially around need. The solar panels continue to provide income towards our hall's costs.

### **Hirers**

Hiring of the hall has gradually resumed both for regular groups and for children's parties.

### **Note from Chair of Trustees**

Accounting year 2021/2022 still showed a reduction in letting income but this considerably increased during 2022/2023. There are still challenges of increasing maintenance, safety, security and energy costs. Our Reserves show a stable position and the Charity considers it is currently able to pay its debts as they fall due. We always need more signed up members and volunteers to deliver our community events, as without you we would not have a hall. We are very grateful for all your ongoing support. Our Development Subcommittee also needs more members to continue to research and respond to multiple consultations and meetings on behalf of our community to shape suitable developments, access and facilities within our area. We welcome Tascha assisting us with paid handy person work on the hall and welcome our new volunteer Alison helping with admin, lettings and cake baking. We thank our small group of active volunteers, without whom we would not have a Village Hall, Thornycroft Day and Brookvale in Bloom, Thursday and Saturday coffee mornings. In support of national events, we are also planning a Coronation Commemoration Tree in 2023. More volunteers are always welcome to help out and enjoy hosting our events. Looking forward to working together with everyone to ensure our continued success into the coming years!

Signed .....M. MacInnes Chair

Date

Signed .....C Williams Treasurer

Date

**Independent Examiner's Report to the Trustees of Brookvale Community Association**

I report to the Trustees on my examination of the accounts of the Brookvale Community Association (the Charity) for the year ended 30<sup>th</sup> April, 2023, which are set out on pages 9 to 10.

**Responsibilities and basis of report**

As the Charity's Trustees 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 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 in connection with the examination giving me cause to believe that in any material respect:

- 1) the accounting records were not kept in accordance with 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) Regulation 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.

David Fields ACMA  
Chartered Management Accountant

Daybooks  
44 Pennington Close  
Colden Common  
Winchester  
Hampshire



SO21 1UR

**Receipts and Payments Account for Financial Year Ending 30th April, 2023**

Prior Year		Current Year		
Total £		Unrestricted £	Restricted £	Total £
<b>Receipts</b>				
40	Blurb adverts etc	0	0	0
11,743	Hall Hire	20,268	0	20,268
1,650	Refundable Hire deposits	2,450	0	2,450
212	Events	446	0	446
28	Donations	673	0	673
963	Lottery fund collections	1,048	0	1,048
20	Lottery fund donations	1	0	1
8,500	Grants	1,090	900	1,990
3,939	SSE FIT - solar panels	4,845	0	4,845
441	Other	415	0	415
54	Interest received	12	0	12
<b>27,590</b>	<b>Total Receipts</b>	<b>31,248</b>	<b>900</b>	<b>32,148</b>
<b>Payments</b>				
<u>Direct Hall Expenditure</u>				
1,728	Utilities	1,801	0	1,801
2,454	Maintenance	7,793	0	7,793
5,909	Projects costs	805	0	805
3,947	Cleaning, materials and gardening	5,032	0	5,032
960	Lottery fund draws	1,199	0	1,199
1,269	Hall deposit refunds	3,228	0	3,228
1,947	Insurance	2,083	0	2,083
3,693	Equipment Purchase	2,063	0	2,063
990	Safety Protection/ Certification	588	0	588
<b>22,897</b>	<b>Sub-Total</b>	<b>24,592</b>	<b>0</b>	<b>24,592</b>
<u>Other administration costs</u>				
205	Stationery	307	0	307
960	Events	2,507	0	2,507
1,034	Blurb	1,014	0	1,014



# Brookvale

Community Association

REPORT OF THE  
TRUSTEES FOR THE  
YEAR ENDED  
30th April 2023

6	Staff training	33	0	33
0	AGM	0	0	0
	Other - Licenses and accounting			
1,114	fees	2,780	0	2,780
0	Donations made - Ukraine	545	0	545
38	Wages and salaries	742	0	742
0	Contractors	242	0	242
672	Internet	680	0	680
<b>4,029</b>	<b>Sub-Total</b>	<b>8,850</b>	<b>0</b>	<b>8,850</b>
0	Asset purchases			0
<b>26,926</b>	<b>Total Payments</b>	<b>33,442</b>	<b>0</b>	<b>33,442</b>
<b>664</b>	<b>Net surplus or (deficit)</b>	<b>(2,194)</b>	<b>900</b>	<b>(1,294)</b>
54,824	Cash balances brought forward	55,488	0	55,488
<b>55,488</b>	<b>Cash funds carried forward</b>	<b>53,294</b>	<b>900</b>	<b>54,194</b>

**Statement of Assets and Liabilities as at 30th April, 2023**

Prior Year Total £		Current Year Unrestricted £	Restricted £	Total £
	<b>Cash funds</b>			
42,301	Lloyds Bank Current Account	40,355	900	41,255
24	Lloyds Deposit Account Balance	24	0	24
0	Santander account balance	0	0	0
12,222	Shawbrook Funds	12,235	0	12,235
816	Lottery funds inc cash	600	0	600
100	Cash held for floats	80	0	80
25	Toddler cash float	0	0	0
<b>55,488</b>	<b>Total Cash Funds</b>	<b>53,294</b>	<b>900</b>	<b>54,194</b>
	<b>Other monetary assets</b>			
0	Assets retained for Charity use	0	0	0
0	Toddlers' float advanced	0	25	25
0	Held as custodian - Clock Project	0	3,423	3,423
<b>0</b>	<b>Total other assets</b>	<b>0</b>	<b>3,448</b>	<b>3,448</b>
	<b>Liabilities</b>			
0	Creditors	0	900	900
0	HMRC taxes and social security	0	0	0
<b>0</b>	<b>Total Liabilities</b>	<b>0</b>	<b>900</b>	<b>900</b>

The notes on pages 12 to 13 form part of these accounts

The Charity's governing document does not require the Charity to obtain an audit of its financial statements for the year ended 30<sup>th</sup> April, 2023 and in accordance with Section 145 of the Charities Act 2011 the Charity Trustees have elected to have the accounts independently examined. The Trustees confirm they have provided all information and explanations to the Independent Examiner in accordance with Section 33 of The Charities (Accounts and Reports) Regulations 2008.

These financial statements were approved by the Trustees on 12<sup>th</sup> June, 2023

Signed \_\_\_\_\_  
C Williams, Hon Treasurer

Signed \_\_\_\_\_

M MacInnes Chair

**BROOKVALE COMMUNITY ASSOCIATION  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 30<sup>th</sup> APRIL, 2023**

**1. Accounting Policies**

**a) Basis of Accounting**

The Charity's gross income in the financial year does not exceed £250,000 and the Charity Trustees have therefore elected to prepare –

- a) a receipts and payments account, and
- b) a statement of assets and liabilities

in accordance with Section 133 of The Charities Act 2011.

The principal policies of the Charity are set out as follows.

**b) Financial Statements**

The content and format of these financial statements are compliant with recommendations provided by the Charity Commission.

**c) Funds Structure Policy**

Restricted funds are subject to restrictions on their expenditure by the donor. Unrestricted funds are available for use at the discretion of the Committee in furtherance of the general objectives of the Charity.

**2. Staff costs and trustee remuneration**

There was one employee during the year. During the year one Member was paid £3,063 for services in accordance with s185 Charities Act 2011. One other Member was reimbursed for expenses incurred of £928.

**3. Value Added Tax**

The Charity is not registered for VAT and thus any VAT incurred is wholly irrecoverable and is charged to the specified activity for which it was incurred.

**4. Taxation**

The Charity is a registered charity and as such is exempt from tax on its income under Section 505 of the Income and Corporation Taxes Act 1988, as long as its income is applicable and applied for charitable purposes only. During the year all of the income was applicable and applied towards charitable purposes.

**5. Other monetary assets**

At the end of the year the Toddler Cash Float represents loan advancement to them.

**6. Funds held as custodian**

The Charity holds the funds for the Clock Project as custodian in a separate Lloyds bank account. The Clock Project is a joint partnership with Thorneycroft.

**7. Restricted Funds**

During the year funds of £900 received from Community Action H CA Cancer Grant was not spent and will be returned.