



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Broadfield Community Centre

On accounts for the year
ended

31st March 2016

Charity
no.

1156601

Set out on pages

1 to 11

Respective responsibilities
of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

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 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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 requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.*

Signed:

Natasha Sutcliffe

Date:

25/08/16

Name:

Natasha Sutcliffe

Relevant professional
qualification(s) or body
(if any):

AAT Level 4

Address:

2 Ifield Green

Ifield, Crawley

RH11 0BP



Broadfield Community Centre		1156601		CC39a
Annual accounts for the period				
Period start date	01-Apr-15	To	Period end date	

Section A Statement of financial activities

Descriptions by natural category	Note	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
		F01	F02	F03	F04	F05
Incoming resources (Note 3)						
Donations and Grants		33,025	26,881	-	59,906	43,347
Hall Hire		67,874	-	-	67,874	61,381
Fundraising events		705	-	-	705	302
Sales and Services		3,589	-	-	3,589	2,456
Grants for services		7,296	-	-	7,296	5,630
Other Income		542	-	-	542	418
Total incoming resources	S01	113,031	26,881	-	139,912	113,534
Resources expended (Notes 4-7)						
Utilities		20,369	-	-	20,369	20,352
Property Expenses		11,313	19,097	-	30,410	25,945
Cleaning		27,235	-	-	27,235	24,866
Insurance		3,143	-	-	3,143	3,088
Office Expenses		2,965	-	-	2,965	2,468
Staff Costs		31,354	-	-	31,354	26,709
Legal and professional fees		300	-	-	300	200
Bad Debts, Bank Charges, Other		1,786	-	-	1,786	1,449
Cost of events & services		-	431	-	431	-
Total resources expended	S02	98,465	19,528	-	117,993	105,077
Net incoming/(outgoing) resources before transfers	S03	14,566	7,353	-	21,919	8,457
Gross transfers between funds	S04	-	15,000	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)	S05	-	434	-	21,919	8,457
Other recognised gains/(losses)						
Gains and losses on revaluation of fixed assets for the charity's own use	S06	-	-	-	-	-
Gains and losses on investment assets	S07	-	-	-	-	-
Net movement in funds	S08	-	434	-	21,919	8,457
Total funds brought forward	S09	1,832	18,400	-	20,232	11,775
Total funds carried forward	S10	1,398	40,753	-	42,151	20,232

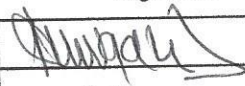
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Section B

Balance sheet

	Note	Total this year £ F01	Total last year £ F02
Fixed assets			
Tangible assets (Note 8)	B01	898	186
	B02	-	-
Investments (Note 9)	B03	-	-
Total fixed assets	B04	898	186
Current assets			
Stock and work in progress	B05	-	-
Debtors (Note 10)	B06	13,238	7,588
(Short term) investments	B07	-	-
Cash at bank and in hand	B08	33,153	20,246
Total current assets	B09	46,391	27,834
Creditors: amounts falling due within one year (Note 11)	B10	5,139	5,993
Net current assets/(liabilities)	B11	41,252	21,841
Total assets less current liabilities	B12	42,150	22,027
Creditors: amounts falling due after one year (Note 11)	B13	-	-
Provisions for liabilities and charges	B14	-	-
Net assets	B15	42,150	22,027
Funds of the Charity			
Unrestricted funds	B16	1,397	1,832
Designated funds	B17	-	-
Total unrestricted funds		1,397	1,832
Restricted income funds (Note 12)	B18	40,753	18,400
Endowment funds (Note 12)	B19	-	-
Total funds	B20	42,150	20,232

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

Signature	Date of approval
	21 sep 16



Section C

Notes to the accounts

Note 1 Basis of preparation

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with*

✓

 Accounting Standards;
- or

 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1.3 Changes to previous accounts

The brought forward balance of total funds has been reduced by £1,795 reflecting a change made after the balance sheet date

Note 2

Accounting policies

This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.

INCOMING RESOURCES

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income

This is included in the accounts when receivable.

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

ASSETS

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

Stocks and work in progress

These are valued at the lower of cost or market value.

**POLICIES ADOPTED
ADDITIONAL TO OR
DIFFERENT FROM THOSE
ABOVE**

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Note 3

Analysis of incoming resources

Incoming resources may be further analysed if this would help the reader of the accounts.

	Analysis	Unrestricted £	Restricted £	This year £	Last year £
Donations and Grants	Crawley Borough Council	29,965	2,500	32,465	31,828
	Crawley Town AFC	3,000		3,000	3,000
	Biffa		3,856	3,856	
	Gatwick Airport Community Trust		1,500	1,500	1,000
	CBC - Cook & Eat		2,070	2,070	
	WSCC		5,500	5,500	2,056
	JMC		255	255	
	Longley		200	200	
	Individuals		11,000	11,000	
	Others	60		60	5,463
	Total	33,025	26,881	59,906	43,347
Hall Hire	Hall Hire	65,143		65,143	59,386
	Elections Hire	1,267		1,267	1,550
	Hirers' Insurance Charges	920		920	363
	Hirers' Deposits Forfeited	544		544	82
	Total	67,874	0	67,874	61,381
Fundraising events	Coffee Morning	155		155	111
	Fete & Community Day	550		550	191
				-	-
	Total	705	0	705	302
Sales and Services	Bouncy Castle	770		770	569
	Equipment Hire	809		809	648
	Refreshments	2,010		2,010	1,239
				-	-
	Total	3,589	0	3,589	2,456
Grants for services	Broadfield Churches JMC	7,296		7,296	5,630
				-	-
				-	-
	Total	7,296	0	7,296	5,630
Other Income	Bank Interest	6		6	3
	Photocopier	536		536	415
	Others			-	-
	Total	542	0	542	418

Section C

Notes to the accounts

(cont)

Note 4

Analysis of resources expended

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	Unrestricted £	Restricted £	This year £	Last year £
Utilities	Electricity	4,575		4,575	4,369
	Gas	10,381		10,381	10,333
	Waste Disposal	3,907		3,907	3,466
	Water	1,506		1,506	2,184
	Total	20,369		20,369	20,352
Property Expenses	Building Repairs and Maintenance	9,249	19,097	28,346	23,875
	Grounds	1,404		1,404	1,685
	CCTV	660		660	385
	Total	11,313	19,097	30,410	25,945
Cleaning	Cleaning Contract	23,850		23,850	21,520
	Cleaning Materials	2,008		2,008	1,969
	Toilets Contract	1,377		1,377	1,377
	Total	27,235		27,235	24,866
Insurance	Public Liability, Building & Contents Premiums	3,143		3,143	3,088
	Total	3,143		3,143	3,088
Office Expenses	Furniture & Equipment	445		445	93
	Licenses, Subscriptions, etc	20		20	43
	Photocopier	734		734	699
	Software	147		147	-
	Telephone	957		957	528
	Travel	79		79	155
	Office Supplies	583		583	759
	Other	-		-	191
	Total	2,965		2,965	2,468
Staff Costs	Salaries	31,199		31,199	25,637
	Training & Other	0		-	487
	Employers NHI	0		-	447
	NEST Pension	155		155	138
	Total	31,354		31,354	26,709
Legal and professional fees	Audit	300		300	200
				-	-
	Total	300		300	200
Bad Debts, Bank Charges, Other	Depreciation	631		631	184
	Bad Debts & Other Write-offs	2		2	86
	Cost of Fundraising & Services	1,153		1,153	1,179
	Total	1,786	-	1,786	1,449

(7)

Section C

Notes to the accounts

(cont)

Note 5

Details of certain items of expenditure

5.1 Trustee expenses

Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
0	0
£	£

5.2 Fees for examination or audit of the accounts

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
300	200
0	0

Note 6

Paid employees

Please complete this note if the charity has any employees.

6.1 Staff Costs

Gross wages, salaries and benefits in kind
Employer's National Insurance costs
Pension costs
Training Costs

Total staff costs

This year £	Last year £
31,199	25,637
-	447
155	138
-	487
31,354	26,709

6.2 Average number of full-time equivalent employees in the year

The parts of the charity in which the employees work

	This year Number	Last year Number
Administration	1	1
Support/Fundraising	0.5	0.5
	-	-
	-	-
Total	1.5	1.5

6.3 Defined contribution pension scheme

Please complete if a defined contribution pension scheme is operated.

Brief details of the scheme

NEST

The costs of the scheme to the charity for the year
The amount of any contributions outstanding at the year end
The amount of any contributions prepaid at the year end

This year £	Last year £
155	138
0	0
0	0

Section C

Notes to the accounts

(cont)

Note 8

Tangible fixed assets

Please complete this note if the charity has any tangible fixed assets

8.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	186	-	186
Additions	-	-	-	1,343	-	1,343
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	1,529	-	1,529

8.2 Accumulated depreciation and impairment provisions

**Basis	SL or RB	SL or RB	SL or RB	SL	SL or RB
** Rate				3yrs	

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	631	-	631
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	631	-	631

8.3 Net book value

Brought forward	-	-	-	186	-	186
Carried forward	-	-	-	898	-	898

8.4 Revaluation

If any fixed assets have been revalued please give details of the valuer and method of valuation

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Section C

Notes to the accounts

(cont)

Note 10

Debtors and prepayments

Please complete this note if the charity has any debtors or prepayments.

Analysis of debtors

Debtors - Hall Hire

Amounts due from subsidiary and associated undertakings

Other debtors

Prepayments and accrued income

Total

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
9,514	6,264	-	-
0	-	-	-
1,934	-	-	-
1,790	1,324	-	-
13,238	7,588	-	-

Note 11

Creditors and accruals

Please complete this note if the charity has any creditors or accruals.

11.1 Analysis of creditors

Loans and overdrafts

Trade creditors

Amounts due to subsidiary and associated undertakings

Other creditors

Accruals and deferred income

Total

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
-	-	-	-
1,028	1,886	-	-
-	-	-	-
2,100	3,907	-	-
2,011	200	-	-
5,139	5,993	-	-

Section C

Notes to the accounts

(cont)

Note 12

Endowment and restricted income funds

12.1 Funds held

Fund Name	Type PE, EE, R or other	Purpose and restrictions
CBC Major Building Repairs	R	Crawley Borough Council for major building repairs
Designated Gifts	R	Donations & Grants for specific repairs/ improvements/equipment purchases

12.2 Movements of major funds

Fund names	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	Fund balances carried forward £
CBC Major Building Fund	13,500	2,500	-	2,500	-	18,500
Signage	900	-	830	70	-	-
LED Lighting	1,000	2,255	3,126	129	-	-
Social Hall Kitchen Up-grade	3,000	12,500	8,577	5,254	-	12,177
Main Entrance Doors	-	3,856	4,188	332	-	-
Fire Exits	-	3,500	2,376	1,252	-	2,376
Cook & Eat	-	2,070	293	1,077	-	700
Fun Day	-	200	138	62	-	-
Main Hall Floor Replacement	-	-	-	7,000	-	7,000
Total Funds	18,400	26,881	19,528	15,000	-	40,753

12.3 Transfers between funds

From Fund (Name)	To Fund (Name)	Reason	Amount
Unrestricted	CBC Major Repairs	To match CBC contribution	2,500
Unrestricted	Main Hall Floor	To anticipate repair in 2016/17	7,000
Unrestricted	Social Hall Kitchen	To complete on-going up-grade	5,254
Various	Various	Allocation of surpluses/deficits	246
			15,000

12.4 Analysis of net assets between funds

Fixed assets
Investments
Net current assets

Creditors due in more than
one year and provisions

Total net assets

Unrestricted funds £	Restricted funds £	Endowed funds £	Total £
-	-	-	-
-	-	-	-
1,397	40,753	-	42,150
1,397	40,753	-	42,150



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month April	Year 2015		Day 31	Month March	Year 2016

Reference and administration details

Charity name	Broadfield Youth and Community Centre
Other names charity is known by	Broadfield Community Centre
Registered charity number (if any)	1156601
Charity's principal address	Broadfield Barton
	Broadfield
	Crawley, West Sussex
Postcode	RH11 9BA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ian Johnson	Chairman		
2	Alan Quirk			
3	Kevin Gordon			
4	Neil Stewart			
5	Peter Wigglesworth	Treasurer		
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution (adopted 27 th February 2014)
How the charity is constituted	Charitable Incorporated Organisation
Trustee selection methods	By decision of members at an AGM

Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote for the benefit of the inhabitants of Broadfield 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 other leisure time occupations with the objects of improving the conditions of life of the said inhabitants, and to establish or secure the establishment of a community Centre (hereinafter called 'the Centre') and to maintain and manage the same (whether alone or in co-operation with any local authority or person or body) in furtherance of these objects.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

See: Trustees Report, below

Trustees Report for the Year Ending 31 March 2016

Broadfield Community Centre (hereafter 'the Centre') is a vibrant thriving multi-purpose community resource that provides a wide range of activities and meeting spaces for people of all ages.

Tracy Frake, Centre Manager and Viv Evans part time Community Centre Development Worker have worked well as a team, bringing much needed improvements in the centre.

The Centre was registered as a Charitable Incorporated Organisation in April 2014. There have been no changes in the Trustees over the period.

The Centre is a living building which works tirelessly to raise aspirations and improve the quality of community and family wellbeing. The Centre is used 7 days each week, with activities starting from 6am and ending at 10pm. The charity's objects are achieved through the provision of a broad range of activities. Fifty groups and organisations currently use the Centre, with over 30 groups operating from it each week. The wide variety of groups that reach out to all sectors in the community ensure everyone is welcome. We also work in partnership with the local authority and other organisations to improve the quality of life for the inhabitants of Broadfield.

Below are summary statistics for weekly participation in regular groups.

	Approx. Weekly Participants
Community cohesion	150
Cultural	65
Education	375
Recreational	355
Religious	130
Social	50
Social and family cohesion	17
Sport	65
Wellbeing	50
Total	1,257

The Centre has continued to engage well with all sections of the local community; we are home to two successful pre-schools, each running two sessions daily; there are diverse recreational opportunities from ballet to Zumba; belly dancing to youth groups; and various educational groups including English and math classes. Broadfield is a diverse and deprived neighbourhood; according to Government statistics the housing area adjacent to Centre is among the worst 20 per cent of deprived areas in England. The Centre hosts a low cost meal on a Monday and a free meal for those in need each Friday; we are also working with another organisation to assist in the distribution of food from a local Food Bank. The Development Worker liaises with other local providers to partner with organisations sharing similar goals, improving financial efficiency of

services delivered to the community. In November 2014, following a request from Crawley Borough Council, the Centre started to administer the operation of the Community Hub in the Broadfield Library.

We believe everyone has the right to be able to reach their full potential. We believe in providing opportunities that allow for the personal, social and emotional development of all people to feel valued, secure and fulfilled. Our wide range of activities empower people to make good choices for their future and to contribute to society. A Summer Fun Day with sponsorship from Longley Trust was attended by more than 400 local people in June 2015.

In terms of buildings maintenance Social Hall Windows and doors have been replaced with UPVC units. A new automatic front door with improved disabled access has been installed. The site has new signage all around. We have an objective to expand the Broadfield Community Centre to offer a wider programme of activities for the community; to increase provision for those who are most marginalised and disadvantaged in the local community; to increase levels of user and community engagement in shaping and participating the Centre's programme of activities; to improve the quality and range of volunteering opportunities and experiences available at the Centre; to diversify the funding base, increasing its income from room hire and other non-grant based activities.

The financial statements show the current state of the charity's finances for the period ended 31 March 2016. During the year, the Centre generated income of £111,877 and expended resources of £112,311. resulting in a deficit of £434. The primary sources of income are made up of hall hire and grants (including ongoing support from Crawley Borough Council). A balanced of restricted funds of £40,753 is held for major repairs.

There is a significant challenge before the trust to raise over £1m to modernise and extend our current facilities so as to help create a more sustainable financial future. Initial work with a local architect has looked at feasibility of the project and supplied some initial design drawings.

Notes

1. Department for Communities and Local Government, Indices of Multiple Deprivation 2015. LSOA area E01031558 ranked 4,214 out of 32,844 locations in England (where 1 is most deprived).

www.gov.uk/government/statistics/english-indices-of-deprivation-2015

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees determined that a reserve of £25,000 was needed to support major building repairs and renewals. They have been able to increase the reserve to from £13,500 to £18,500 by the end of the financial year.

The Trustees recognise the need to develop an operational reserve to support the day-to-day activities of the centre, and continue to seek funding to do this but do not consider it necessary to compromise the centre's services by diverting significant amounts of un-restricted income to achieve it.

Details of any funds materially in deficit

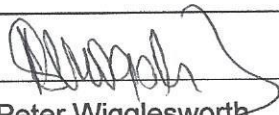
Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Peter Wigglesworth

Position (eg Secretary, Chair, etc)

Treasurer

Date

22 September 2016