



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

PARSONAGE RESIDENTS ASSOCIATION

On accounts for the year
ended

2015

Charity no
(if any)

243905

Set out on pages

APP. A & B ATTACHED

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 ~~(other than that disclosed below.)*~~

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have 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.

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

Signed:

Date:

17.03.2016

Name:

JOHN E DEAMER

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

Address:

12 COX KEY, HATFIELD HEATH,

PARSONAGE RESIDENTS ASSOCIATION
PROFIT & LOSS ACCOUNT
2015

	£'s Jan - Dec 2015	£'s Jan - Dec 2014
<u>Ordinary Income/Expense</u>		
Income		
Events	6,247	4,268
Donations	1,032	108
Newsletter Adverts	2,759	3,054
HBF Occasional	4,215	3,898
HBF Regular	21,611	22,795
Total Income	35,864	34,123
Expense		
Events cost	4,904	4,418
Newsletter	3,208	3,227
Hall Expenses	22,083	24,592
Audit Fees	150	150
Donations	250	
Just Giving	180	18
Depreciation	1,439	457
Miscellaneous	986	607
Total Expense	33,200	33,469
Net Ordinary Income	2,664	654
Transfer To Hall Reserve	- 400 -	400
Other Income		
Interest Income	57	26
NET INCOME	2,321	280

Events Receipts

Fireworks	5,510	4,268
Quiz	737	
Jubilee Party		
	6,247	4,268

Events Costs

Fireworks	4,506	4,418
Quiz	398	
Jubilee Party		
Other		
	4,904	4,418

PARSONAGE RESIDENTS ASSOCIATION
BALANCE SHEET COMPARISON
AS AT 31ST DECEMBER 2015

<u>Assets</u>	<u>31 December 2015</u>	<u>31 December 2014</u>
Fixed Assets		
Community Centre	27,843	27,843
Equipment - Cost	4,925	4,880
Deprn.	- 1,170	-636
	<u>3,755</u>	<u>4,244</u>
Fixtures & Fittings Cost	12,764	10,808
Deprn	- 3,177	-2,272
	<u>9,587</u>	<u>8,536</u>
Land	471	471
Total Fixed	<u>41,656</u>	<u>41,094</u>
Current Assets		
Petty Cash	-	29
Accounts Receivable	-	788
Lloyds Current A/C	11,484	8,616
Nationwide Bus. Saver	22,952	22,895
Total Current	<u>34,436</u>	<u>32,328</u>
TOTAL ASSETS	<u>76,092</u>	<u>73,422</u>
<u>Liabilities</u>		
Accounts Payable	-	
Special Deposits Held	812	862
Total	<u>812</u>	<u>862</u>
TOTAL NET ASSETS	<u>75,280</u>	<u>72,560</u>
EQUITY		
Community Hall Reserve	2,757	2,357
Retained Earnings	72,523	70,203
TOTAL EQUITY	<u>75,280</u>	<u>72,560</u>

COMPARISON OF HALL EXPENSES**FULL YEAR 2015 V 2014**

	31-Dec-15	31-Dec-14	2015 more + less -
<u>Hall Expenses</u>			
Utilities - Water	504	494	10
Gas	751	1,906	- 1,155
Electricity	863	1,320	- 457
Gas Boiler Service	148	351	- 203
Waste Management	1617	1,580	37
Telephone	386	516	- 130
Admin Services	9324	9,456	- 132
Maintenance	361	1,879	- 1,518
Cleaning	5762	4,852	910
Fire Safety	252	204	48
Insurance	1544	1,595	- 51
Performing Rights fees	399	344	55
Broad Band Link			-
CCTV			-
Miscellaneous	172	95	77
Total Hall Expenses	22,083	24,592	- 2,509



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	January	2015		31	December	2013

Section A

Reference and administration details

Charity name

Parsonage Residents Association

Other names charity is known by

PRA

Registered charity number (if any)

243905

Charity's principal address

147 Cannons Close

Bishops Stortford

Hertfordshire

Postcode

CM23 2BL

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	Deborah Munro	Chair		
2	Brian Wallis	Treasurer		
3	Mark Stainsby	Secretary/ Vice Chair		
4	Katie Horwood			
5	Janet Reville			
6	Frederick Strong			
7	Kay Newton			
8	Nigel Giles			
9	Cheryl Lynch			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Some elected by members at AGM, some appointed by Affiliated Groups.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

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

- a) promote the benefit of the inhabitants of Parsonage Ward and the neighbourhood together defined by the Dunmow Road to the South, the East/West Bypass to the north, and the main railway line to the west, excluding the area known as the Hockerill Residents Association,
- b) establish, or secure the establishment of, a Community Centre and to maintain and manage the same in furtherance of these objects.
- c) Promote such other charitable purposes as may from time to time be determined.

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)

1. When considering what activities and events to manage during the year, the Trustees were mindful of the Charity Commission's guidance on public benefit.
2. The Trustee Committee met six times during the year, and attended the AGM of the Association.
3. The Association employed two people to manage and maintain the Community Hall, and to organise and book activities in the Community Hall for the benefit of PRA members, and others in the neighbourhood.
4. The Hall is in use 7 days a week, and there are approximately 50 hours of various activities available during the week. These activities range from play groups for toddlers, to girl guides and sporting activities for teenagers, dancing and other activities for adults, and a senior citizens meeting. The Hall can also be booked by members for private parties.
5. The Trustees also manage and organise certain events for the benefit of members. This year we held a public Firework Display to celebrate the fifth of November and a Quiz Night.
6. The Trustees also listen to the concerns and wishes of the members of the Association, and will take matters up with the relevant authorities where this is to the benefit of the members.
7. The PRA are members of the Neighbourhood Plan Team.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

1. All households within the Parsonage Ward are deemed members of the PRA and all receive a copy of the Newsletter four times a year. We ask for voluntary donations on an annual basis to help support the PRA.
2. Our newsletter, the Parsonage Herald was published four times during the year to keep members informed of activities and developments.
3. The Community Hall has been extensively used for a variety of activities totalling some 50 hours a week. The PRA has two employees who maintain the Hall and organise the bookings.
4. The PRA are members of the Civic Federation and Neighbourhood Plan.
5. We made donations to the Birchanger Wood Trust.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Association has bank and deposit accounts holding a total of £34,436. Of these sums an amount of £2,757 is specifically allocated to a Community Hall contingency reserve, the remainder are unrestricted funds.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

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)

Position (eg Secretary, Chair, etc)

Date

Mark Stainsby	
Secretary/Vice Chair	

28 September 2016