

# Woodhatch Community Association

Annual Report and Financial Statements  
for the Year Ended 31 March 2016

RGA Accounting Limited  
Chartered Certified Accountant  
87 Mid Street  
South Nutfield  
Surrey  
RH1 4JJ

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# Woodhatch Community Association

## Reference and Administrative Details

<b>Charity name</b>	Woodhatch Community Association
<b>Charity registration number</b>	295011
<b>Principal office</b>	The Woodhatch Centre Whitebeam Drive Reigate Surrey RH2 7LS
<b>Registered office</b>	The Woodhatch Centre Whitebeam Drive Reigate Surrey RH2 7LS
<b>Trustees</b>	Michael Ormerod, Chairman  John Woolston, Vice Chairman  Ruth Bastone, Social Secretary  Pauline Jenkins, Social Secretary  Bob Cherry, Treasurer  Brian Reynolds, Membership Secretary  Jill Reynolds, Membership Secretary  Carolyn Swanepoel, Secretary
<b>Bankers</b>	Santander UK plc Bootle BBAM Bridle Road Bootle Merseyside  L30 4GB  Nationwide Redhill 40 Station Road Redhill Surrey RH1 1QW  Investec Bank plc London 2 Gresham Street London EC2V 7QP

## **Woodhatch Community Association**

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CAF Bank Ltd  
West Malling  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

## **Woodhatch Community Association**

### **Reference and Administrative Details**

**Accountant**

RGA Accounting Limited  
87 Mid Street  
South Nutfield  
Surrey  
RH1 4JJ

# **Woodhatch Community Association**

## **Trustees' Report**

### **Chair's report 2016**

The last year has been momentous for the Association. After a series of delays, Staywell has finally taken over the running of the community centres. The WCA no longer has any role to play.

The only on-going activity of the Association is the Woodhatch Park Project. Until Reigate & Banstead Borough Council agree to take over the park, we will need to assist the project with its finances.

The WCA continues to gain a small income from the solar panels which installed a few years ago.

The WCA also has a considerable sum in the bank which is to be spent for the benefit of the local community. The money was raised primarily to pay for equipment and improvements in the Centre and the new Committee will oversee the expenditure of these funds to this end.

Membership of the WCA no longer also confers membership of the Centre. That is administered separately by Staywell. We have therefore decided to offer free membership of the Association.

After 30 years, I am stepping down from the Chair. I would like to acknowledge the support and hard work of all the Committee Members and honorary officers over the years. I also thank the current Committee who have overseen a difficult period for the Association.

Michael Ormerod

04/07/2016

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

I report on the accounts of the Trust for the year ended 31 March 2016, which are set out on pages 5 to 14.

### **Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

.....  
RGA Accounting Limited  
Chartered Certified Accountant

28 June 2016

87 Mid Street  
South Nutfield  
Surrey  
RH1 4JJ

# Woodhatch Community Association

Year Ended 31 March 2016

## Statement of Financial Activities for the

		Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	Note	£	£	£	£
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	2	912	226	1,138	4,039
Activities for generating funds	3	57,790	-	57,790	56,764
Investment income	4	124	103	227	1,167
Incoming resources from charitable activities	5	68,519	-	68,519	68,359
Total incoming resources		<u>127,345</u>	<u>329</u>	<u>127,674</u>	<u>130,329</u>
<b>Resources expended</b>					
Costs of generating funds					
Costs of generating voluntary income	6	629	-	629	-
Charitable activities	6	63,650	-	63,650	80,029
Governance costs	6	<u>54,490</u>	<u>1,331</u>	<u>55,821</u>	<u>65,989</u>
Total resources expended		<u>118,769</u>	<u>1,331</u>	<u>120,100</u>	<u>146,018</u>
Net incoming/(outgoing) resources					
before other recognised gains and losses		8,576	(1,002)	7,574	(15,689)
<b>Other recognised gains/losses</b>					
Gains on investment assets		6,598	-	6,598	629
		15,174	(1,002)	14,172	(15,060)
Net movements in funds					
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>210,850</u>	<u>29,073</u>	<u>239,923</u>	<u>254,983</u>
Total funds carried forward		226,024	28,071	254,095	239,923

All incoming resources and resources expended derive from continuing activities.

**Fixed assets**

Tangible assets	10	4,988	7,882
Investments	11	36,585	29,986
<b>Woodhatch Community Association</b>		<b>41,573</b>	<b>37,868</b>

**Current assets**

Stocks and work in progress		967	1,579
Debtors	12	1,260	4,189
Cash at bank and in hand		217,067	202,856
		219,294	208,624

**Creditors: Amounts falling due within one year**

13	(6,772)	(6,569)
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The notes on pages 7 to 14 form an integral part of these financial statements.

**Balance Sheet as at 31 March 2016**

	2016	2015
	<u>212,522</u>	<u>202,055</u>
	<u>254,095</u>	<u>239,923</u>
<b>The funds of the charity:</b>		
<b>Restricted funds</b>	28,071	29,074
<b>Unrestricted funds</b>		
Revaluation reserve	6,598	629
Other reserves	629	3,990
Other reserves 2	3,990	-
Unrestricted income funds	214,807	206,230
<b>Note</b>	<b>£</b>	<b>£</b>
<b>Net current assets</b>		
<b>Net assets</b>		
<b>Total unrestricted funds</b>	<u>226,024</u>	<u>210,849</u>
<b>Total charity funds</b>	<u>254,095</u>	<u>239,923</u>

Approved by the Board on 31 May 2016 and signed on its behalf by:

.....

Michael Ormerod  
Trustee



## **Woodhatch Community Association**

### **Notes to the Financial Statements for the Year Ended 31 March 2016**

The notes on pages 7 to 14 form an integral part of these financial statements.

#### **1 Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets, and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Charities Act 2011.

##### **Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 15.

##### **Incoming resources**

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

##### **Resources expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### **Governance costs**

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

##### **Fixed assets**

Individual fixed assets costing £0 or more are initially recorded at cost.

##### **Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Plant and machinery	25% straight line basis
Fixtures and fittings	25% straight line basis

## Woodhatch Community Association

### Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

#### Investments

Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the statement of the financial activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end.

#### Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

### 2 Voluntary income

	Unrestricted £	Restricted Funds Funds £	Total Funds Funds 2016 £	Total Funds 2015 £
	912			
	912	226		
<b>Donations and legacies</b>				
Appeals and donations	-	226	226	314
Subscriptions		-	912	3,725
			1,138	4,039

### 3 Activities for generating funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>New Resource</b>				
Rental income	58,761	-	58,761	56,764

# Woodhatch Community Association

## Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

Letting of non-investment property in furtherance of the charity's objects	(971)	-	(971)	-
			<u>56,764</u>	57,790
		-		57,790

### 4 Investment income

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015	Total £
Interest on cash deposits	124	103	227		1,167

### 5 Incoming resources from charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£	£
<b>Charitable activity 1</b>				
Day Centre Activities	31,714	-	31,714	31,951
Events	6,801	-	6,801	5,395
Holidays / Outings	16,799	-	16,799	18,139
Sale of goods and services made or provided by the beneficiaries of the charity	13,205	13,205	12,874	
	<u>68,519</u>	<u>-</u>	<u>68,519</u>	<u>68,359</u>

### 6 Total resources expended

	Donations and legacies	Charitable activity 1	Governance	Total
	£	£	£	£
<b>Direct costs</b>				
Cost of goods sold	-	41,792	-	41,792
Establishment costs	-	-	3,647	3,647
Employment costs	-	20,779	-	20,779
Establishment costs	-	-	11,486	11,486
Repairs and maintenance	-	220	13,682	13,902
Office expenses	-	-	81	81

# Woodhatch Community Association

## Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

Printing, posting and stationery	-	-	2,253	2,253
Subscriptions and donations	629	859	-	1,488
Cleaning	-	-	13,261	13,261
Motor expenses	-	-	2,750	2,750
Travel and subsistence	-	-	3,497	3,497
Advertising and promotion	-	-	110	110
Accountancy fees	-	-	2,134	2,134
Bank charges	-	-	26	26
			2,894	
Depreciation of tangible fixed assets	<u>629</u>	<u>63,650</u>	<u>55,821</u>	<u>120,100</u>
	-		2,894	

### 7 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

### 8 Net incoming/(outgoing) resources

Net incoming/(outgoing) resources is stated after charging:

	2016 £	2015 £
Depreciation of owned assets	2,894	5,078

### 9 Employees' remuneration

The aggregate payroll costs of these persons were as follows:

	2016 £	2015 £
Wages and salaries	20,719	34,051

No employee received emoluments of more than £60,000 during the year (2015 - No. 0).

# Woodhatch Community Association

## Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

### 10 Tangible fixed assets

	Fixtures, fittings and equipment £
As at 31 <b>Cost or Valuation</b>	
As at 1 April 2015 and 31 March 2016	85,844
<b>Depreciation</b>	
As at 1 April 2015	77,962
Charge for the year	2,894
March 2016 80,856	
<b>Net book value</b>	
As at 31 March 2016	4,988
As at 31 March 2015	7,882

### 11 Investments held as fixed assets

	Unlisted investments £
<b>Market value</b>	
As at 1 April 2015	29,986
Revaluation	6,599
As at 31 March 2016	36,585
<b>Net book value</b>	
As at 31 March 2016	36,585
As at 31 March 2015	29,986

Investment assets can be further analysed as follows:

UK £	Overseas £
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# Woodhatch Community Association

## Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

	<u>35,139</u>	<u>1,446</u>
Unlisted investments	<u>35,139</u>	<u>1,446</u>

### 12 Debtors

	2016	2015	£	£
Other debtors	1,260			4,189
	<u>          </u>			<u>          </u>

### 13 Creditors: Amounts falling due within one year

	2016	2015	£	£
Other creditors	4,972			5,129
Accruals and deferred income	<u>1,800</u>			<u>1,440</u>
	<u>6,772</u>			<u>6,569</u>

# Woodhatch Community Association

## Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

### 14 Related parties

#### Controlling entity

The charity is controlled by the trustees.

### 15 Analysis of funds

	At 1 April 2015	Incoming resources	Resources expended	Other recognised gains/losses	At 31 March 2016
	£	£	£	£	£
<b>General Funds</b>					
Unrestricted income fund 1	210,850	127,345	(118,769)	6,598	226,024
<b>Restricted Funds</b>					
Restricted income fund	9,124	-	-	-	9,124
Park		329	(1,331)		
		329	(1,331)		
	<u>239,923</u>	<u>127,674</u>	<u>(120,100)</u>	<u>6,598</u>	<u>254,095</u>
Project 19,949	-			18,947	
	29,073			-	28,071

### 16 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£	£
Tangible assets	4,988	-	4,988	7,882
Investments	36,585	-	36,585	29,986
Current assets	212,134	30,023	219,294	208,624
Creditors: Amounts falling due				

# Woodhatch Community Association

## Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

within one year	(21,560)	<u>(8,075)</u>	<u>          </u>	<u>(6,772)</u>	<u>(6,569)</u>
Net assets	8,463	<u><u>245,632</u></u>	<u><u>          </u></u>	<u><u>254,095</u></u>	<u><u>239,923</u></u>



**Woodhatch Community Association**  
**Statement of financial activities by fund Year Ended 31 March 2016**

	Unrestricted income fund 1 2016 £	Unrestricted income fund 1 2015 £
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	912	3,725
Activities for generating funds	57,790	56,764
Investment income	124	1,112
Incoming resources from charitable activities	68,519	68,359
Total incoming resources	<u>127,345</u>	<u>129,960</u>
<b>Resources expended</b>		
Costs of generating funds		
Costs of generating voluntary income	629	-
Charitable activities	63,650	80,029
Governance costs	54,490	65,118
Net incoming/(outgoing) resources before other recognised gains and losses	8,576	(15,187)
<b>Other recognised gains/losses</b>		
Gains on investment assets	6,598	629

This page does not form part of the statutory financial statements.

# Woodhatch Community Association

## Statement of financial activities by fund Year Ended 31 March 2016

			<u>15,174</u>	<u>(14,558)</u>
Net movements in funds				
<b>Reconciliation of funds</b>				
Total funds brought forward			210,850	225,407
Total resources expended			118,769	145,147
			<u>          </u>	<u>          </u>
Total funds carried forward	226,024	210,849	.....	<i>continued</i>

			<b>Restricted</b>	<b>Restricted income</b>
			<b>2016</b>	<b>fund income fund</b>
			<b>£</b>	<b>2015</b>
				<b>£</b>
Net movements in funds			-	-
<b>Reconciliation of funds</b>				
Total funds brought forward			<u>9,124</u>	<u>9,125</u>
Total funds carried forward			<u>9,124</u>	<u>9,125</u>

This page does not form part of the statutory financial statements.

**Woodhatch Community Association**  
**Statement of financial activities by fund Year Ended 31 March 2016**

..... continued

	<b>Park Project 2016</b>	<b>Park Project 2015</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	226	314
Investment income	<u>103</u>	<u>55</u>
Total incoming resources	<u>329</u>	<u>369</u>
<b>Resources expended</b> Governance costs		
Total resources expended	<u>1,331</u>	<u>871</u>
	<u>1,331</u>	<u>871</u>
Net movements in funds	(1,002)	(502)
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>19,949</u>	<u>20,451</u>
Total funds carried forward	<u><u>18,947</u></u>	<u><u>19,949</u></u>

This page does not form part of the statutory financial statements.