

# MILTON VILLAGE COMMUNITY ASSOCIATION



**ANNUAL REPORT AND INDEPENDENTLY  
EXAMINED FINANCIAL STATEMENTS FOR  
THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

**ANNUAL GENERAL MEETING:  
26<sup>TH</sup> OCTOBER 2016**

*MVCA is committed to providing social and recreational opportunities, without discrimination, for its friends and neighbours.*



Supported by Portsmouth City Council

Registered Charity No. 1003706

# **ANNUAL REPORT AND INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS OF MILTON VILLAGE COMMUNITY ASSOCIATION FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

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## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016

The trustees present their report with the financial statements of the charity for the year ended 31<sup>st</sup> March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

### REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered Charity Number

1003706

#### Address

Milton Village Hall  
182 Milton Road  
Southsea  
Hants  
PO4 8PR

#### Contact Details

Telephone: 02392 873788

Email: [miltonvillagehall@gmail.com](mailto:miltonvillagehall@gmail.com)

Website: [www.miltonvillagehall.co.uk](http://www.miltonvillagehall.co.uk)

#### Trustees

Chair: Jean Stanford  
Vice-Chair: Jill Scott  
Secretary: Christine Hollis  
Treasurer: Alan Gibbs  
Valerie Peach  
Patricia Leclercq  
Patricia Joyce  
Helen Woodcock  
Jill Archer  
Steven MacFarlane  
Cllr Ben Dowling  
Jean Preston

#### Staff

Centre Manager:	Allison Udy
Clerical Assistant:	Elaine Harris
Cleaner (Weekdays):	Tracey Barton
Cleaner (Weekends):	Lucy Ellenor

#### Independent Examiner

Mr M Green CPFA  
23 Glasgow Road  
Southsea  
Hants  
PO9 8HR

#### Bank

Lloyds Bank  
PO Box 99  
BX1 1LT

### Background

Under the management of Milton Village Community Association, Milton Village Hall (the old library) opened as a community centre in 1993, having previously occupied a school hut in the grounds of Meon schools. The Association ran over both sites for some years until the preschool (Jack & Jill) at the Meon Road site began outgrowing the hall. It was agreed that the Community Association would relinquish Meon Road site to Jack & Jill Preschool for sole use and we would concentrate on extending and developing Milton Village Hall which was finally accomplished in 2012 when we celebrated the opening of an additional new hall, revamped foyer & entrance together with a wonderful new coffee shop, Pure Ground, run under licence by Langstone Church ([www.pureground.co.uk](http://www.pureground.co.uk))

### Governing Document

The charity is controlled by its governing document, a constitution registered with the Charity Commission

### Structure and Management

Although the building belongs to Portsmouth City Council, the Association is an independent community association and leases the building under a peppercorn rent. A Service Level Agreement is in place between Portsmouth City Council and the Association and states the terms and conditions of operation and who is responsible for what – for example the council maintain the building structure and provide support and advice to staff and volunteers and the Association maintains the interior and agrees to provide a broad and balanced programme to users.

The Association is managed by a volunteer management committee (trustees) that meets once a month and responsibilities include the health & safety of users, maintenance of the interior of the building, hiring policies, programme of activities, employment of staff and managing the finances. Trustees are elected following nomination and approval at the Annual General Meeting. A trustee induction pack has been produced and training is made available. At the present time, the Committee has 15 individuals made up of individual members and appointed representatives, and is not currently seeking additional trustees.

The Association currently employs a Centre Manager for 30 hours a week who is responsible for the day to day running of the centre together with a part-time clerical assistant (9 hours) and two cleaners, one Monday to Friday and one at the weekends. The Association pays these staff, not Portsmouth City Council. Committee members and volunteers also help in the office and around the centre.

At present the Centre Office opens 9.30am to 12.30 noon Monday to Friday but the opening hours are currently under review.

### Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have in place the necessary policies and procedures for the effective operation of the Association and have identified the following as potential risks to the long term sustainability:

- i) Introduction of rent payable for the building by the council
- ii) Increasing competition from nearby venues

## OBJECTIVES AND ACTIVITIES

### Public Benefit

The objects of the Association in accordance with the Constitution are:

- (a) to promote the benefit of the inhabitants of Milton and Neighbourhood (area of benefit) without distinction of sex, sexual orientation, age, 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 the interests of social welfare for recreations and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- (b) to establish, or secure the establishment of a Community Centre(s) and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.

The Association is non-party in politics and non-sectarian in religion.

### Performance & Achievements – Chairman's Report

I can report that once again Milton Village Community Centre has had another successful year! Membership continues to increase and the centre is still a popular venue for weekend parties for all age groups, with 150 party bookings this year. We've also seen a slight increase in small hall party bookings. Regular hall bookings have remained steady overall with children's groups Music Mad, Little Steps Gym and Creation Station continuing to flourish. The centre also provides a range of adult activities including Line Dancing, Keep Fit, Yoga plus support groups like the AA and a gospel church hire the halls on Sundays. New groups this year include a new dog training class with monthly pet talks, martial arts training and Boxercise. Existing groups Zumba and Little Steps Gym have also increased sessions.

Section groups continue to thrive. Monthly Beetle Drives and Quiz Fun have proved popular as has the weekly Curling club. In addition, membership of the Cribbage Club has increased and a second advanced group meets weekly. We have also arranged social events including a very enjoyable BBQ and Comedy night in May (a joint venture with the Pure Ground Coffee Shop) and a successful coffee morning to raise funds for Macmillan charity was held in September which raised £427!

This year with revenue from hall hire doing well, we have been able to support local community groups and events, such as Milton Neighbourhood Planning, Friends of St James' Green and Milton Market street events with meeting and activity spaces.

The Pure Ground Coffee Shop is a wonderful addition and continues to attract lots of people, both regulars and new visitors, to the centre. The coffee shop has also been able to contribute financially with a donation of £300, for which the Association is most grateful, and is kind enough to offer MVCA members discounts and offers which we hope also encourages our members to visit the coffee shop! Looking forward, we hope to increase joint working with more catered events this coming year.

Building improvements and maintenance are always ongoing but last year we are pleased to have extended the office which has greatly helped staff & volunteers and we finally refurbished the kitchen (reflected in 2016-17 accounts) which was most welcome by private and regular hirers! The council have just installed solar panels so we should see a saving on our electricity bills in the future. We trust that the coming year we will see progress in improving the garden area.

Sadly, in the summer the centre was broken in to, as were other venues in the area, and although thankfully very little was stolen, we suffered almost £700 of damage to doors and windows. We are, however, submitting an insurance claim and should be reimbursed, less excess.



On the social side, Allison has worked hard to provide a range of day trips and holidays for members. These include holidays to Northumberland, Edinburgh Tattoo and Blackpool Illuminations as well as day trips to Highgrove Gardens, New Forest, Royal Albert Hall and an overnight trip to Mill Rythe for The Three Degrees!

Allison continues to work very hard as does Elaine and we are grateful to them both for all they do for the Centre. We are fortunate to have Jill Archer, Pat Leclercq and other volunteers who provide valuable support. Special thanks must be given to Val Peach who has done a splendid job on health and safety.

I should like to thank all committee members for their support and also our task force: John Peach, Barry Glover, Eric Scott, Ken Woodcock, Fred Gustar, Brian Joyce, Les Evers and John Balderstone who carry out such tasks as decorating, gardening, minor repairs etc. I would also like to thank Alan Gibbs, our Treasurer, for his hard work on behalf of the Centre producing clear financial reports and Chris Hollis, our Secretary, for her accurate and well presented minutes. Thanks are due too to Cllr. Ben Dowling and Chris Richards at Portsmouth City Council whose support is much appreciated.

Our centre continues to thrive and I am positive it will continue to do so in the coming year.

Jean Stanford

### Introduction

The day to day recording of income, the invoicing and the payment of bills is carried out on site by the office staff and all records are passed to the treasurer who produces the monthly finance reports for the Committee. The treasurer also prepares the books for the year end Independent Examination and production of accounts in the form required by the Charity Commission. These accounts are on the following pages and have been independently examined, and the certificate to confirm this is attached.

The Charity has an agreed Reserves Policy and following Charity Commission recommendations has allocated to the Reserves the equivalent of three months' operational costs. In addition, the trustees are also mindful that provision should be made for redundancy costs and although they hope that such a situation would not arise this will be looked at in more detail in the current financial year. The trustees are also aware of other known costs on the horizon, such as hall redecorations, garden improvements etc.

### Performance & Achievements – Treasurer's Report

*In the following paragraphs the previous year's figures are in brackets for comparison*

**Hall based activities** are accounted for within the Main bank account of the Association. The fee income from hirers and memberships are used to pay for the various running costs of the hall which also includes staff costs.

The Association made a surplus in the year of £3.5k (£6.0k) which brings the total accumulated funds at the end of the year for the main account to nearly £29k (£25k). Of this nearly £11k (£11k) is held as a general reserve in a deposit account, with the balance being available to fund improvements and large one-off costs as they arise. The surplus was less than the previous year and this mainly reflects the increase in payroll costs as a result of a review of the hours worked by various staff members.

**The excursions & trips** are accounted for within the Social bank account of the Association.

The Association made a surplus in the year of £7.6k (£5.5k). This was not required to be transferred to the Main account, so has been held in the Social account to help the cash-flow of future trips making balance of accumulated funds in the Social Account total £22k (£14k). The trips continue to provide surplus funds and are a very popular part of the MVCA spectrum of activities.

### Conclusion

Overall the finances of the Association continue to improve and are in good shape given the size of the Association and the nature of activities undertaken.

These funds will enable the Association to start to provide adequate reserves for future expenses and future potential liabilities

Thanks are due to Portsmouth City Council for its continued support of the Association; and my personal thanks go to Allison; her staff; Jean and my fellow Committee members for all their help and support during the year.

Alan Gibbs

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### REPORT AGREED BY THE TRUSTEES AND SIGNED ON THEIR BEHALF

.....  
Signed

.....  
Dated

.....  
Name

.....  
Position

## **Milton Village Community Association**

# **SECTION REPORTS 2016**

We now have 4 regular Section groups, all with good, reliable attendance:

Curling Club  
Quiz Afternoon  
Beetle Drive  
Cribbage Club

The Curling Club pay the small hall rate for the main hall which has generated over £500 income towards general centre funds. They have delegated autonomy over the running and finances of the club, although their assets remain the property of the Association.

The last three operate on the traditional system of takings (less expenses) are paid in to the centre funds and between these they have generated over £1000 of income this year. Although not the main objective of the groups, their income has proved a valuable contribution to the running of the centre.

Individual reports on the Sections follow.



Milton Village Community Association  
**SECTION REPORT**

## **CURLING CLUB ANNUAL REPORT 2016**

The club is still a popular Monday afternoon meeting and we have had maximum membership numbers for the last year. This enables us to run two lanes and everyone can expect to get at least five or six turns.

It is light exercise for our members who may not be able to manage more energetic routines, many of whom are in their eighties and some even in the nineties. Curling can be played by fit and partially disabled alike.

We have had a couple of meals out and a few raffles and, of course, there are refreshments every week, but we still have a healthy fund of £1774.34. We shall, therefore, be having more meals and outings to treat our loyal members.

Many thanks to all those who contribute to running the club, from setting up equipment, providing tea & biscuits to scoring and doing the books.

We look forward to another happy and successful year.

Kay Akehurst

Milton Village Community Association  
SECTION REPORT

**MILTON VILLAGE COMMUNITY CENTRE QUIZ CLUB**

**ANNUAL REPORT 2016**

The quiz club continues to be popular. It meets on the first Thursday of each month. There are 30 members in total and attendance averages 20 to 25.

Prizes are awarded to the table gaining the maximum points. A variety of quizzes are provided of varying skills and topics and members enjoy them.

Refreshments are provided.

**Finance Summary**

		£
Income	Fees	489
Expenditure	Prizes/Refreshments	92.37
		<hr/>
C/fwd		396.93

Jean Stanford

Milton Village Community Association  
SECTION REPORT

**MILTON VILLAGE COMMUNITY CENTRE  
BEETLE DRIVE CLUB**

**ANNUAL REPORT 2016**

The beetle drive has been moved from third Tuesday of each month to the second Tuesday from 2pm to 4pm. There are a total of 28 members and attendance ranges from 13 to 23.

Refreshments are provided and a raffle is held. Small prizes are awarded to the winner of each game with a more substantial prize for the overall winner. The afternoons are noisy and great fun.

**Finance Summary**

		£
Income	Fees	353.50
Expenditure	Raffle	78.35
		<hr/>
	C/fwd	431.85

Jean Stanford

Milton Village Community Association  
Section Report

**CRIBBAGE CLUB (Fridays 10am-12pm & Tuesdays 2pm-4pm)**

**ANNUAL REPORT FOR 2016**

The group has maintained a healthy attendance each week, averaging around 15 and still mostly men! All levels from beginners to advanced are welcome to the Friday morning session with the more experienced kindly teaching the 'newbies'. So now a second session has started for advanced players only on Tuesday afternoons which about 5-6 players currently attend.

A nominal fee of £1 is charged which includes tea or coffee. Pure Ground was supplying the drinks but with the increased numbers, which proved more difficult for the coffee shop on a busy Friday morning, we now organise supplies (thanks to Elaine in the office) for them to make their own drinks. This does, in fact, give us a little bit more income as well!

**Income & Expenditure**

	2015-16	2014-15
	£	£
Income	481.00	299.50
Expenditure	<u>209.59</u> (Refreshments)	<u>178.70</u>
Contribution to Centre	271.41	120.80

# Pure Ground Annual Report to MVCA AGM - October 2016

Pure Ground continues to be a vibrant, lively place where the community gets together to eat, drink and talk. We believe we are meeting our desired aim to serve our local community. Customers regularly give fantastic feedback on both the food and drink and also the staff. We have a great team.

## Staff:

The directors remain unchanged: Steve Macfarlane, Dave Lambert, Ben Dowling and Tony Fudger. Mary Blatt is our treasurer.

There have been quite a few changes in the staff this year. We were sad that Wendy left after four years of working with PG since its very beginning. The team is now:

Manager: Tony, Supervisor: Cheryl, Baristas: Sam, Debbie, Elliott, Ella, Amy.

It has been quite difficult working through the changes and Tony very much appreciates all the support he has had through the year. We believe we have a good, strong, stable team now to take us forward.

## Events:

Evening events have seen dwindling numbers, so the last one was held in March 2016. The plan is to start some events with the new team, perhaps with a Christmas meal and take things forward from there.

## Finances:

Our financial year runs until the end of July. In the year to 31<sup>st</sup> July 2016, our income was £102k, with a loss of £1,868.

The winter months of November, December and January were all loss-making as expected. We have had slightly smaller takings at the till throughout the year and this combined with the challenge of the increase in wages when the new National Living Wage came in in April 2016 has led to the fall from profit.

We are still in a strong position for the future, with good financial security, but we need to find ways to increase our daily takings as well as getting events running again. We need to get back into healthy profit throughout the year.

£1,996 was used for staff bonuses and £300 given to MVCA. These numbers were calculated at the end of 2015, when the calendar year was in profit, so they don't correspond to the financial year numbers.

## **Milton Village Community Association**

### **Responsibilities of the Trustees**

The Charity's Trustees are responsible for the preparation of the accounts. The charity is entitled to exemption from Audit under section 145 of the Charities Act 2011, however an independent examiners report is required.

The Trustees acknowledge their responsibilities for

- a) Ensuring that the charity keeps proper accounting records in accordance with Section 130 of the Act.
- b) Preparing financial statements that give a true and fair view of the financial health of the charity at the end of the financial year and of its income and expenditure for the year.



**Milton Village Community Association**  
**Income and Expenditure Account for the year ended 31 March 2016**

<b>Incoming Resources</b>	<b>Notes</b>	<b>31/03/15</b>	<b>31/03/15</b>	<b>31/03/16</b>	<b>31/03/16</b>
<b>Main Account</b>					
Rental income		34,868.20		37,704.13	
Membership Fees		2,275.00		2,843.00	
Sundry		153.38		288.41	
PG Service Charge & Donation		5,880.00		5,880.00	
Public Toilet Income from PCC		500.00		375.00	
Bank Interest		1.44		4.39	
Fund Raising		1,248.90		826.00	
<b>Social Account</b>					
Trip Income		152,083.00		120,401.60	
<b>Total Income</b>			<b>197,009.92</b>		<b>168,322.53</b>
<b>Resources Expended</b>					
<b>Main Account</b>					
Salaries etc		21,217.48		26,907.40	
Premises Costs					
Electricity		6,434.47		6,451.65	
Gas		996.00		553.00	
Services		90.00		120.00	
Southern Water		511.82		498.51	
Portsmouth Water		141.69		147.52	
PCC Rates		559.12		571.88	
Refuse & Cleaning costs					
Waste & Nappy Unit		1,672.92		2,227.55	
Cleaning materials		1,156.00		919.35	
Office Costs					
Broadband		498.14		512.39	
Postage		200.00		100.00	
Petty Cash		491.82		351.59	
Stationery /Publicity		518.75		546.46	
Photocopying		451.78		705.36	
Insurance		697.40		696.05	
Repairs & Renewals		42.03		380.88	
Miscellaneous		1,175.94		1,128.15	
Premises refurbishment		2,069.00		1,612.42	
<b>Social Account</b>					
Trip Expenditure		146,192.36		112,264.77	
Bank Charges etc		409.48		484.31	
<b>Total Expenditure</b>			<b>185,526.20</b>		<b>157,179.24</b>
<b>Surplus/(Deficit) for the year</b>			<b>11,483.72</b>		<b>11,143.29</b>

**Milton Village Community Association**  
**Balance Sheet as at 31 March 2016**

	Notes	31/03/15	31/03/15	31/03/16	31/03/16
<b>Non current assets</b>			0.00		0.00
			0.00		0.00
<b>Current assets</b>					
Bank	2	44,119.24		62,220.85	
Petty Cash		72.32		20.73	
Debtors and Prepayments		6,958.00		14,801.50	
Accruals		0.00		0.00	
		<b>51,149.56</b>		<b>77,043.08</b>	
<b>Current Liabilities</b>					
Creditors		3,177.70		3,741.93	
Accruals		0.00		0.00	
Third Party income		0.00		0.00	
Receipts in advance		8,256.00		22,442.00	
		<b>11,433.70</b>		<b>26,183.93</b>	
<b>Current Assets less Current Liabilities</b>			39,715.86		50,859.15
<b>Total Assets</b>			<u>39,715.86</u>		<u>50,859.15</u>
<b>Financed By:</b>					
<b>Unrestricted funds</b>					
Accumulated Fund Main Account	3		19,340.52		25,343.08
Surplus/(deficit)	3		6,002.56		3,490.77
Balance C/F	3		25,343.08		28,833.85
Accumulated Fund Social Account	3		8,891.62		14,372.78
Surplus/(deficit)	3		5,481.16		7,652.52
Balance C/F	3		14,372.78		22,025.30
<b>Total</b>			<u>39,715.86</u>		<u>50,859.15</u>
			0.00		0.00

**Milton Village Community Association**  
**Notes to the Accounts**

**1 Accounting policies**

These accounts have been prepared in accordance with the Statement of recommended practice (SORP) for Charities and the Charities Act 2011.

<b>2 Finances</b>	<b>31/03/15</b>	<b>31/03/16</b>
Lloyds Bank Main Account	17,667.97	21,770.17
Lloyds Bank Deposit Account	10,780.49	10,784.88
Lloyds Bank Social Account	15,670.78	29,665.80
	<u>44,119.24</u>	<u>62,220.85</u>
	0.00	0.00

**3 Statement of Movement in Reserves**

	<b>Main</b>	<b>Social</b>	<b>Total</b>
Balance as at 1/4/14	19,340.52	8,891.62	28,232.14
Surplus/(deficit) for the year	6,002.56	5,481.16	11,483.72
Balance as at 31/3/15	<u>25,343.08</u>	<u>14,372.78</u>	<u>39,715.86</u>
			0.00
Balance as at 1/4/15	25,343.08	14,372.78	39,715.86
Surplus/(deficit) for the year	3,490.77	7,652.52	11,143.29
Balance as at 31/3/16	<u>28,833.85</u>	<u>22,025.30</u>	<u>50,859.15</u>
	0.00	0.00	0.00



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

### Report to the trustees/ members of

Milton Village Community Association

### On accounts for the year ended

2015 - 2016

Charity no  
(if any)

1003706

### Set out on pages

I report on the accounts of the community Association for the year ended 31<sup>st</sup> March 2016, which are set out in the Annual Report Pack

### 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 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.

Signed:

Date: 10<sup>th</sup> October 2016

Name:

Matthew Green

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

Chartered Institute of Public Finance and Accountancy

**Address:**

23 Glasgow Road

Milton, Portsmouth

PO4 8HR

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of  
any items that the  
examiner wishes to  
disclose.**