

**MILLFIELD COMMUNITY ASSOCIATION**  
(Charity number 269754)

**ANNUAL REPORT and  
FINANCIAL STATEMENTS  
for year ended 31st MARCH 2016**

# **MILLFIELD COMMUNITY ASSOCIATION (Registered Charity No. 269754)**

## **TRUSTEE'S ANNUAL REPORT for the year ended 31st March 2016**

The Charity Trustees present their Report for the period 1st April 2015 to 31st March 2016.

The Millfield Community Association is registered with the Charity Commission number 269754 and was established in 1976.

The Charity is administered by a Management Committee comprising:-

Chair:	M Cowdell
Vice Chair:	
Members Secretary	S Dale
Treasurer:	Lee Jones
Members:	M Bell
Drama / Harlequins	J Wendon
Bowls:	M Brian
Playgroup:	J Hayter
Anglia Co-op Retired:	F Bream
T W Guide:	H Price
Brownies/Rainbows:	P Foster
Council App.Trustee:	Cllr. K Sharpe
Council Representative:	
Trustee:	

### **Objects, Organisation and Activities**

The object of the Charity is to maintain the Millfield Community Centre and to improve the conditions of life for the inhabitants of Millfield, Peterborough.

This is to be achieved by advancing education, providing recreation and leisure facilities and promoting charitable purposes. The Management Committee aims to provide facilities at an affordable cost to voluntary and community organisations serving the community as well as local residents.

The Charity is managed by an Association of local residents comprising of elected and nominated members.

The Association relies primarily on voluntary help.

### **Review of Progress and Achievements**

The Centre has survived another year and the Association's reserves are reducing with the same on-going problems with the building.

The Association is still waiting for the surveyors report on the building which was due last September (2015).

Hall hiring charges were increased last October and the bowls section their income which is in the accounts.

There are no new regular users of the hall, but on a positive side no long term users have gone. Membership is down and the Bingo has been up and down during the year.

The Association has again had a turbulent year with changes to the caretaker position and continuous issues with the building.

**Finances**

The Association's Bankers are Barclays Bank Plc, Millfield, Peterborough.

The Independent Examiner is Mark Bedford MAAT, M.J.B. Financial Services, of 11 Belton Road, Park Farm, Stanground, Peterborough PE2 8UU

On behalf of the Managing Trustees  
May 2016

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MILLFIELD COMMUNITY ASSOCIATION (Registered Charity No. 269754)**

I report on the financial statements of Millfield Community Association for the year ended 31st March 2016. which are set out on pages 5, 6 and 7 which have been prepared on the basis of the accounting policies set out on pages 8 and 9.

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

The charity's trustees consider that an audit is not required for this year under section 144 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,  
to follow the procedures laid down in the general Directions given by the Charity Commission  
(under section 145(5)(b) of the 2011 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 I do not express an audit opinion on the accounts.

### **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 Trustees have not met the requirements to ensure that:
  - (a) Proper accounting records are kept (in accordance with section 130 of the 2011 Act); and
  - (b) Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act; and
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

11 Belton Road  
Park Farm  
Stanground  
Peterborough  
PE2 8UU

 15/7/16

Mark Bedford MAAT - M.J.B. Financial Services  
Independent Examiner

**MILLFIELD COMMUNITY ASSOCIATION**  
(Registered Charity no. 269754)

**RECEIPTS and PAYMENTS ACCOUNTS**  
for the year ended 31 March 2016

31 March 15 All Funds	31 March 2016		
	General Fund	Restricted Fund	Total
<b>INCOME RECEIPTS</b>			
Donations, Legacies and Other similar receipts			
75.00 Grants	0.00	0.00	0.00
<u>75.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Donated Income</b>			
<b>Operating Activities to further Charity Objects</b>			
224.20 Membership fees	183.60	0.00	183.60
13453.01 Hire Charges	15235.00	0.00	15235.00
12633.05 Bingo	12286.25	0.00	12286.25
392.89 Bowls Group	738.52	0.00	738.52
3685.96 Catering	3264.36	0.00	3264.36
823.25 Social Functions	880.45	0.00	880.45
250.00 Deposits	115.00	0.00	115.00
0.00 BT Refund	130.38	0.00	130.38
<u>31462.36</u>	<u>32833.56</u>	<u>0.00</u>	<u>32833.56</u>
<b>Total Charitable Objects</b>			
<b>Operating Activities to generate funds</b>			
0.00 Fund Raising	0.00	0.00	0.00
<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Fund Raising</b>			
<b>Investment Income</b>			
3.00 Bank Interest	2.05	0.00	2.05
<u>3.00</u>	<u>2.05</u>	<u>0.00</u>	<u>2.05</u>
<b>Total Investment Income</b>			
<u><u>31540.36</u></u>	<u><u>32835.61</u></u>	<u><u>0.00</u></u>	<u><u>32835.61</u></u>
<b>TOTAL INCOME</b>			

**MILLFIELD COMMUNITY ASSOCIATION**  
(Registered Charity no. 269754)

**RECEIPTS and PAYMENTS ACCOUNTS**  
for the year ended 31 March 2016

31 March 15 All Funds	PAYMENTS	31 March 2016		
		General Fund	Restricted Fund	Total
	<b>Payment to generate funds</b>			
0.00	Fund Raising	0.00	0.00	0.00
	<b>Charitable Activities</b>			
14861.09	Wages (Incl HMRC)	15176.10	0.00	15176.10
3791.60	Light and Heat	3711.74	0.00	3711.74
1163.82	Water Rates	1161.05	0.00	1161.05
2259.79	Hall Maintenance	2597.51	0.00	2597.51
2854.20	Catering	2872.63	0.00	2872.63
4203.38	Bingo Expenses	4694.66	0.00	4694.66
1657.77	Social Functions	1625.63	0.00	1625.63
789.32	Insurance	712.89	0.00	712.89
<b>31580.97</b>	<b>Total charitable objects</b>	<b>32552.21</b>	<b>0.00</b>	<b>32552.21</b>
	<b>Support Costs</b>			
554.40	Payroll Service	598.00	0.00	598.00
<b>554.40</b>	<b>Total support costs</b>	<b>598.00</b>	<b>0.00</b>	<b>598.00</b>
	<b>Management &amp; Administration</b>			
525.92	Post/Stationery/Telephone	735.03	0.00	735.03
275.00	Independent Examiner	250.00	0.00	250.00
615.00	Treasurer's expenses	610.00	0.00	610.00
0.00	Sundry	0.00	0.00	0.00
<b>1415.92</b>	<b>Total Management &amp; Administration</b>	<b>1595.03</b>	<b>0.00</b>	<b>1595.03</b>
<b>33551.29</b>	<b>TOTAL EXPENDITURE</b>	<b>34745.24</b>	<b>0.00</b>	<b>34745.24</b>
<b>-2010.93</b>	Net of Receipts / Payments	<b>-1909.63</b>	<b>0.00</b>	<b>-1909.63</b>
10779.61	Brought forward 1 April 2015	8768.68	0.00	8768.68
<b>8768.68</b>	<b>Cash Funds c/fwd 31 March 2016</b>	<b>6859.05</b>	<b>0.00</b>	<b>6859.05</b>


All the Charity's operations are classed as continued. Movements on reserves and all recognised gains and losses are shown above.

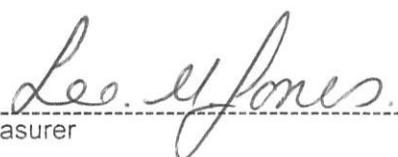
**MILLFIELD COMMUNITY ASSOCIATION**  
**(Charity Number 269754)**  
**STATEMENT OF ASSETS AND LIABILITIES**  
at end of year as at 31 March 2016

31 Mar 15		31 March 2016
	<b>CASH FUNDS</b>	
3101.82	Current Account	3066.09
5666.76	Business Premium Account	3668.81
0.00	Cash in Hand	124.15
<u>8768.58</u>		<u>6859.05</u>
	<b>TOTAL CASH FUNDS</b>	
	<b>Assets retained for Charity's Use</b>	
350.00	Stock	750.00
0.00	Fixture & Fittings	-
	<b>Debtors</b>	
365.00	Debtors due within one year	212.50
	<b>Liabilities</b>	
0.00	Liabilities due within one year	-

The notes on pages 8 and 9 form part of these financial statements.

We approve these accounts and confirm that we have made available all relevant records and information for their preparation.

Chair 

Treasurer 

Date 15/6/16.

# MILLFIELD COMMUNITY ASSOCIATION

## NOTES TO THE ACCOUNTS for the year ended 31 March 2016

### 1 Accounting Policies:

- (a) The accounts have been prepared on the Receipts & Payments basis in accordance with the Charities Act 2011.
- (b) Voluntary income is received by way of donations and gifts and is included in full in the Financial Statements when received. Gifts in kind are valued at their estimated value to the Charity and included under the appropriate heading when received.
- (c) Intangible Income is valued and included in income to the extent that it represents goods or services which would otherwise be purchased. Where it is not possible to value the goods or services, such as volunteer time, the accounts do not include them.
- (d) Grants including grants for the purchase of fixed assets are recognised in full in the Financial Statements in the year in which they are received.
- (e) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.
- (f) Unrestricted funds are donations and other income received or generated for the objects of the Charity without further specified purpose and are available as general funds.
- (g) Fixed Assets are for use by the Charity in fulfilling its main charitable objects and are capitalised and depreciated. Depreciation is provided on all fixed assets at rates calculated to write-off the cost of each asset over its estimated useful life, which in all cases is set at four years.

### 2 Grants:

	2015/16 £	2014/15 £
Peterborough City Council (for the use of the Association)	-	75.00
Total emoluments Gross salary and National Insurance contributions of three members of part time staff	15176.10	14861.09



#### 4 Debtors

Debtors of £212.50 representing amounts owing to the Organisation and due within one year:-

<u>Name</u>	<u>Total Due</u>
Jehovah Witness 9/15	10.00
Magicians 68/15, 94/15, 117/15, 142/15, 190/15, 214/15, 240/15, 265/15, 283/15	135.00
Rainbows & Brownies 238/16, 248/15 & 270/16	67.50
<b>TOTAL</b>	<b>212.50</b>

#### 5 Trustees Remuneration and expenses:

No Trustee were remunerated during the accounting year other than reimbursement of Treasurer's expenses £610.

#### 6 Fixed Assets

All assets depreciated.

#### 7 Stock

Stock as at 31st March 2016 is made up of:-

Catering	250
Maintenance items	200
Bingo Books	300
	<u>750</u>