

# Clevedon Community Association

Annual Report and Financial Statements

for the Year Ended 31 March 2017

Newsham Hanson  
Chartered Certified Accountants  
Edinburgh House  
1-5 Bellevue Road  
Clevedon  
North Somerset  
BS21 7NP

**Clevedon Community Association**  
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**Clevedon Community Association**  
**Reference and Administrative Details**

**Charity name** Clevedon Community Association

**Trustees**

Mrs Angela Smith  
Mrs Carole Hockerday  
Mrs Eleanor Wade  
Mrs Jane Taylor  
Mr Robert Gemmell  
Mrs Sue Gready  
Mrs Moira Godfrey  
Mrs Nicky Barton  
Mr Johnathan Buck  
Mrs Judith Bright

**Accountant**

Newsham Hanson  
Edinburgh House  
1-5 Bellevue Road  
Clevedon  
North Somerset  
BS21 7NP

## **Clevedon Community Association**

### **Trustees' Report**

The trustees present their report and the unaudited accounts of the charity for the year ended 31 March 2017.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Clevedon Community Association is a registered charity no 304518 and operates on leased land due to expire in 2062.

Clevedon Community Association is a community hall situated in the heart of Clevedon. The purpose of the hall is;

the advancement of community spirit primarily but not exclusively to residents of Clevedon and the surrounding neighbourhood; and such other charitable purposes as shall, in the opinion of the managing trustees, further the function of the Hall.

The Trustees who have served during the year and since the year end are set out above. Trustees are appointed by the Executive Committee, members of which are also Trustees of the Hall.

#### **OBJECTIVES AND ACTIVITIES**

The Hall continued to further its objectives during the year with no specific points to note.

#### **ACHIEVEMENTS AND PERFORMANCE**

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to take necessary steps to lesson these risks.

#### **FINANCIAL REVIEW**

There are no restrictions on the charity's power to invest. The investment strategy is set by the Trustees and is decided upon as and when cash is available for investment. Cash is invested in low risk funds.

#### **PLANS FOR FUTURE PERIODS**

The Hall has no specific reserve policy. Funds are used to maintain the Hall and keep it running on a daily basis. Trustees monitor expenditure based on the cash position of the Hall.

#### **RESPONSIBILITIES OF THE TRUSTEES**

The charity's Trustees are responsible for preparing the Trustees Annual Report and the accounts in accordance with applicable law and regulations.

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year. Under that law the trustees have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

In preparing these accounts, the trustees are required to:

select suitable accounting policies and then apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and accounting estimates that are reasonable and prudent;

state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;

prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

**Clevedon Community Association**  
**Trustees' Report**

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INDEPENDENT EXAMINER**

Newsham Hanson has been re-appointed as independent examiner for the ensuing year.

Signed on behalf of the trustees

Chairman .....

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

I report on the accounts of the Charity for the year ended 31 March 2017, which are set out on pages 5 to 12.

### **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 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.

.....  
Newsham Hanson  
Newsham Hanson  
Chartered Certified Accountants  
Date:.....

Edinburgh House  
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**Clevedon Community Association**  
**Statement of Financial Activities for the Year Ended 31 March 2017**

		Unrestricted Funds	Total Funds 2017	Total Funds 2016
	Note	£	£	£
<b>Incoming resources</b>				
Incoming resources from generated funds				
Voluntary income	2	4,674	4,674	4,616
Activities for generating funds	3	79,415	79,415	75,641
Investment income	4	7	7	8
Total incoming resources		<u>84,096</u>	<u>84,096</u>	<u>80,265</u>
<b>Resources expended</b>				
Costs of generating funds				
Fundraising trading: cost of goods sold and other costs	5	87,592	87,592	76,861
Governance costs	5	570	570	550
Total resources expended		<u>88,162</u>	<u>88,162</u>	<u>77,411</u>
Net movements in funds		(4,066)	(4,066)	2,854
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>22,890</u>	<u>22,890</u>	<u>20,036</u>
Total funds carried forward		<u><u>18,824</u></u>	<u><u>18,824</u></u>	<u><u>22,890</u></u>

All incoming resources and resources expended derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

**Clevedon Community Association**  
**Balance Sheet as at 31 March 2017**

	<b>2017</b>		<b>2016</b> <i>as restated</i>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Current assets</b>				
Cash at bank and in hand		18,824		22,890
<b>Net assets</b>		<u>18,824</u>		<u>22,890</u>
<b>The funds of the charity:</b>				
<b>Unrestricted funds</b>				
Unrestricted income funds		18,824		22,890
<b>Total charity funds</b>		<u>18,824</u>		<u>22,890</u>

Approved by the Board on ..... and signed on its behalf by:

.....



## **Clevedon Community Association**

### **Notes to the Financial Statements for the Year Ended 31 March 2017**

#### **1 Accounting policies**

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

The financial statements have been prepared under the historical cost convention and in accordance with the receipts and payments accounting with applicable accounting standards and the Charities Act 2011.

##### **Prior year restatement**

For consistency with the current year figures, the prior year has been restated under the receipts and payments basis, previously the accruals method was used. The result of this is the reserves in the prior year, and brought forward, have decreased by 22,036 compared to that previously reported. This is due to the assets and liabilities of the charity not recognised in the balance sheet, a schedule of these can be seen on note 11.

##### **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.

Further details of each fund are disclosed in note 10.

##### **Incoming resources**

Donations are recognised when the amount has been received by the charity.

Investment income is recognised on a receivable basis.

##### **Resources expended**

All expenditure is accounted for on a payment basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs of trading for fundraising purposes.

##### **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.

##### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

##### **Operating leases**

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

# **Clevedon Community Association**

## **Notes to the Financial Statements for the Year Ended 31 March 2017**

..... continued

### **2 Voluntary income**

	<b>Unrestricted Funds £</b>	<b>Total Funds 2017 £</b>	<b>Total Funds 2016 £</b>
<b>Donations and legacies</b>			
Appeals and donations	4,674	4,674	4,616

### **3 Activities for generating funds**

	<b>Unrestricted Funds £</b>	<b>Total Funds 2017 £</b>	<b>Total Funds 2016 £</b>
<b>Sunhill House and Princes Hall</b>			
Subscriptions	770	770	793
Rental income	73,920	73,920	71,922
Other income	4,725	4,725	2,926
	<u>79,415</u>	<u>79,415</u>	<u>75,641</u>

### **4 Investment income**

	<b>Unrestricted Funds £</b>	<b>Total Funds 2017 £</b>	<b>Total Funds 2016 £</b>
Interest on cash deposits	7	7	8

# Clevedon Community Association

## Notes to the Financial Statements for the Year Ended 31 March 2017

..... continued

### 5 Total resources expended

	Sunhill House and Princes Hall	Governance	Total
	£	£	£
<b>Direct costs</b>			
Cost of goods sold	1,088	-	1,088
Employment costs	40,155	-	40,155
Establishment costs	16,617	-	16,617
Repairs and maintenance	16,634	-	16,634
Equipment hire	281	-	281
Sundry and other costs	5,720	-	5,720
Cleaning	660	-	660
	<u>81,155</u>	<u>-</u>	<u>81,155</u>
<b>Support costs</b>			
Office expenses	659	-	659
Printing, posting and stationery	708	-	708
Subscriptions and donations	3,498	-	3,498
Advertising and promotion	1,206	-	1,206
Accountancy fees	-	570	570
Bank charges	366	-	366
	<u>6,437</u>	<u>570</u>	<u>7,007</u>
	<u>87,592</u>	<u>570</u>	<u>88,162</u>

### 6 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

### 7 Net (outgoing)/incoming resources

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

	2017 £	2016 £
Hire of plant and machinery - operating leases	<u>281</u>	<u>1,092</u>

**Clevedon Community Association**  
**Notes to the Financial Statements for the Year Ended 31 March 2017**

..... *continued*

**8 Employees' remuneration**

The aggregate payroll costs of these persons were as follows:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<u>40,155</u>	<u>37,071</u>

No employee received emoluments of more than £60,000 during the year (2016 - No. 0).

**Clevedon Community Association**  
**Notes to the Financial Statements for the Year Ended 31 March 2017**

..... *continued*

**9 Related parties**

**Controlling entity**

The charity is controlled by the trustees.

**Related party transactions**

Sunhill Park Enterprises is a wholly owned subsidiary company owned by the charity.

During the year recharges were made from Clevedon Community Association for services performed on behalf of the company totalling £4,090 (2016: £3,940). In addition, the company made recharges to Clevedon Community Association for services totalling £6,630 (2016: £6,900).

The company operates from Clevedon Community Association and during the Charity received £4,464 (2016: £5,210) in room and kitchen hire and £1,920 (2016: £1,380) for hire of equipment.

**10 Analysis of funds**

	<b>At 1 April 2016</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 31 March 2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>General Funds</b>				
Unrestricted income fund	22,890	84,096	(88,162)	18,824

# Clevedon Community Association

## Notes to the Financial Statements for the Year Ended 31 March 2017

..... continued

### 11 Net assets by fund

	Unrestricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£
Current assets	18,824	18,824	22,890
Net assets	<u>18,824</u>	<u>18,824</u>	<u>22,890</u>
		2017	2016
	Note	£	£
<b>Other Assets (unrestricted funds)</b>			
Freehold Property (historic cost)		1,910	1,910
Office Equipment (estimated value)		511	893
Fixtures & Fittings (estimated value)		10,656	9,082
Theatre Fittings (estimated value)		644	1,346
Kitchen Equipment (estimated value)		239	403
Shares in trading subsidiary (nominal value)		4	4
Stocks held for sale		650	650
Trade Debtors		6,517	4,922
Amounts owed from subsidiary undertakings		12,686	11,445
Supplier payments on account		1,088	-
Prepaid expenses		£1,745	£691
		<u>36,650</u>	<u>31,346</u>
		2017	2016
	Note	£	£
<b>Liabilities (Unrestricted Fund)</b>			
Trade creditors		1,726	3,316
Taxes and wages payable		878	357
Accruals and deferred income		2,874	4,306
VAT creditor		£122	£1,331
		<u>5,600</u>	<u>9,310</u>

**Clevedon Community Association**  
**Statement of financial activities by fund Year Ended 31 March 2017**

	<b>Unrestricted income fund 2017</b>	<b>Unrestricted income fund 2016</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	4,674	4,616
Activities for generating funds	79,415	75,641
Investment income	7	8
Total incoming resources	<u>84,096</u>	<u>80,265</u>
<b>Resources expended</b>		
Costs of generating funds		
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Governance costs	570	550
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<b>Reconciliation of funds</b>		
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