WHITEHAWK AND MANOR FARM COMMUNITY ASSOCIATION

Registered with the Charity Commissioners as a Charity No: 277826

BALANCE SHEET

AS AT 31 DECEMBER 2016

	2016	2015
CURRENT ASSETS		
Bank Account		
Community Association	50274	47147
Petty Cash	14	43
Debtors		
Rentals	2535	4422
	52823	51612
LESS CURRENT LIABILITIES		
Community Association Creditors	1550	1950
EXCESS OF CURRENT ASSETS OVER CURRENT LIABILITIES	51273	49662
EXCESS OF ASSETS OVER LIABILITIES at 31 December 2015	49662	48896
SURPLUS/-DEFICIENCY FROM INCOME AND EXPENDITURE ACCOUNT	1611	766
EXCESS OF ASSETS OVER LIABILITIES at 31 December 2016	51273	49662

Approved by the Charity

_____ September 2017

WHITEHAWK AND MANOR FARM COMMUNITY ASSOCIATION

Registered with the Charity Commissioners as a Charity No: 277826

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 DECEMBER 2016

		2016		**2015**
INCOME				
Catering, Coffee Bar, Café, Juice Bar and other Refreshments	7841		12843	
Rents, Office, Meeting Rooms, Sports Hall, Training Room, Creches and Valley Social Club	64458		59706	
Sundry Income, Grants and Funding	375		11	
		72674		72560
EXPENDITURE				
Wages	28800		28822	
Catering and Minor Equipment	3772		5133	
Property Overheads				
Insurance	3200		3099	
Rates	766		1085	
Heat, Light and Water	8683		11590	
Repairs, Alarm and Cleaning	15748		3751	
Advertising and Donations	87		139	
Bank Charges	242		270	
Postage, Stationery, Computer and Telephone	1617		2617	
Miscellaneous, Subscriptions, Travel, Petty Cash and Committee Expenses	1751		2655	
Accountancy	1550		1550	
Payroll Fees	1197		1183	
		67413		61894
EXCESS OF INCOME OVER EXPENDITURE for the year		5261		10666
EXTRANEOUS EXPENDITURE from previous years		3650		-
Lottery Grant		-		9900
SURPLUS/-DEFICIENCY		1611		766

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day01	01	2016		31	12	2016

Reference and administration details

Charity name	The Whitehawk and Manorfarm Community Association
Other names charity is known by	
Registered charity number (if any)	277826
Charity's principal address	Valley Social Centre
	Whitehawk Way
	Brighton
	PostcodeBN2 5HE

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	John Commons	Chairman		
2	Fred Ransom	Treasurer		
3	Robert Cristofolio			
4	Mary Mears			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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 advisor	Name	Address
Bank	Nat West	Castle Square, Brighton BN1 1DP
Solicitors	Dean Wilson Laing	96 Church Road, Brighton BN1 1UJ
Accountant	Malcolm Reid & Co	Caudle Street, Henfield BN5 9DQ

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

Debbie Johnson - Manager

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected via Annual General Meeting from membership

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.

Objectives and activities

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

Establish, secure and maintain a Community Centre for the benefit of the local community. Promote the benefit of the local community by providing social welfare and advancing education.

Summary of the main activities in relation to these objects	Provide venue for local organisations to provide social and educational occupation for the benefit of the local residents.

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	

Achievements and performance

Summary of the main achievements of the charity during the year	

Financial review

Brief statement of the charity's policy on reserves	Reserves which were held in the Treasury Account had been transferred to current account in 2012.
Details of any funds materially in deficit	No 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.	

Other optional information

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)	John Commons	
Position (eg secretary, chair, etc)	Chairman	

Date	13 September 2017

Independent examiner's report on the accounts

Report to the trustees/ members of	Charity Name THE WHITEHAWK AND MANORFARM COMMUNITY ASSOCIATION
On accounts for the year ended	31 DECEMBER 2016
Charity no (if any)	277826
Set out on pages	1 to 2 (remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 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 Commissioners. 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 the course of 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:
   - proper accounting records are kept (in accordance with section 41 of the Act); and
   - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; 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:	13 September 2017
Name:	MALCOLM REID
Relevant professional qualification(s) or body (if any):	CHARTERED ACCOUNTANT
Address:	CAUDLE STREET
	HIGH STREET
	HENFIELD
	WEST SUSSEX BN5 9DQ

Disclosure section

Only complete if the examiner needs to highlight material problems.

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