



# Trustees' Annual Report for the period

Period start date				Period end date		
01	April	2016		31	March	2017
From			To			

## Section A Reference and administration details

Charity name

Forest Community Centre (Melksham)

Other names charity is known by

Registered charity number (if any)

1064323

Charity's principal address

29 Loxley Close

Melksham

Wiltshire

Postcode

SN12 7BB

### 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	V Oakman	Chairman		
2	D Sievwright	Treasurer		
3	J Oatley			
4	E Manasseh			
5	Mrs T Oakman			
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 adviser	Name	Address

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

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed to the Executive Committee by the members at the AGM

### 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.

--

## Section C Objectives and activities

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

To promote for the benefit of the inhabitants of Melksham town and the surrounding areas without distinction of sex or political, religious or other opinions by associating the inhabitants in a common effort to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Charitable Activities:  
 Education / Training  
 The Advancement of Health or Saving of Lives  
 Arts/Culture/Heritage/Science  
 Amateur Sport  
 Recreation

For the benefit of:  
 Children / Young people  
 Elderly / Old people  
 People with disabilities  
 The General Public

By providing:  
 Human resources  
 Buildings & facilities  
 Open space

**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.

**Summary of the main achievements of the charity during the year**

The centre is in use most weekends of the year and the week day usage is increasing year on year. In addition special events are held during the year along with weddings.

The buildings & facilities are constantly being upgraded.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

At this stage the charity maintains a small float to meet its ongoing expenses.

**Details of any 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.

## Section F

## Other optional information

## Section G

## 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)**

**Position (eg Secretary, Chair, etc)**

**Date**



## Receipts and payments accounts

For the period  
from

01-Apr-16

To

31-Mar-17

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Takings	48,892	-	-	48,892	63,118
Pitch Fees	1,715	-	-	1,715	1,725
Hall Bookings	2,688	-	-	2,688	4,662
Food	1,859	-	-	1,859	1,450
Entertainment	4,836	-	-	4,836	-
Open Day	3,031	-	-	3,031	-
Christmas / New Year etc	5,073	-	-	5,073	-
Interest	6	-	-	6	3
<b>Sub total (Gross income for AR)</b>	<b>68,100</b>	<b>-</b>	<b>-</b>	<b>68,100</b>	<b>70,958</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>68,100</b>	<b>-</b>	<b>-</b>	<b>68,100</b>	<b>70,958</b>
<b>A3 Payments</b>					
Premises - Lease	450	-	-	450	465
Premises - Waste & Water	1,537	-	-	1,537	1,220
Premises - Light & Heat	5,280	-	-	5,280	6,765
Premises - Insurance	150	-	-	150	752
Premises - Maintenance	2,907	-	-	2,907	2,891
Premises - Cleaning materials etc	171	-	-	171	1,646
Premises - Cleaner	1,351	-	-	1,351	5,304
Pitch Maintenance	-	-	-	-	79
Mower Fuel & Repairs	201	-	-	201	322
Bar Stock	34,471			34,471	36,893
Bar Staff	7,885			7,885	5,889
Entertainment	3,812			3,812	2,815
TV	176			176	146
Advertising	1,531			1,531	2,351
Administration costs	708			708	714
Telephone	346			346	528
Accountancy	-			-	780
Bank Charges	45			45	135
Loss of takings	4,291			4,291	
<b>Sub total</b>	<b>65,312</b>	<b>-</b>	<b>-</b>	<b>65,312</b>	<b>69,695</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Septic tank installation	2,160	-	-	2,160	
	-	-	-	-	
<b>Sub total</b>	<b>2,160</b>	<b>-</b>	<b>-</b>	<b>2,160</b>	<b>-</b>
<b>Total payments</b>	<b>67,472</b>	<b>-</b>	<b>-</b>	<b>67,472</b>	<b>69,695</b>
<b>Net of receipts/(payments)</b>	<b>628</b>	<b>-</b>	<b>-</b>	<b>628</b>	<b>1,263</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>3,774</b>	<b>-</b>	<b>-</b>	<b>3,774</b>	<b>2,511</b>
<b>Cash funds this year end</b>	<b>4,402</b>	<b>-</b>	<b>-</b>	<b>4,402</b>	<b>3,774</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Nationwide Flexaccount	- 51	-	-
	Nationwide Savings	3,080	-	-
	Cash	1,373	-	-
	<b>Total cash funds</b>	<b>4,402</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Forest Community Centre (Melksham)

**On accounts for the year  
ended**

31 March 2017

**Charity no  
(if any)**

1064323

**Set out on pages**

**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-**

### **Matter of concern identified**

In connection with my examination, I have identified matters of concern that gives me reasonable cause to believe that:

- accounting records were not kept in accordance with section 130 of the Charities Act; and
- the accounts do not accord with those records.

The receipts and payments accounts prepared show a loss of takings. This is the difference from takings recorded less expenses recorded and monies banked.

I confirm that there are no other matters to which your attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

**Name:**

Colin Scull

**Relevant professional**

FCCA

qualification(s) or body  
(if any):

Address: 119 Skylark Road  
Melksham  
Wiltshire SN12 7FQ

**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.**

The manual records for the takings showed the receipts and payments made but were not reconciled to the receipts in the bank account.