

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

CHARITY NO: 1121899

COMPANY NO: 06441376

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

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WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2017

The Trustees (who are also the Directors for the purposes of Company Law) have pleasure in presenting their annual report and the unaudited financial statements for the year ended 31 March 2017. The provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) issued in 2015 have been adopted in preparing the annual report and financial statements of the Charity.

1. ADMINISTRATIVE INFORMATION

Company number: 06441376

Charity number: 1121899

Trustees:

M N Fysh (Chairman and company secretary)

S Alder

K M Fysh

A C Ludlow (resigned 8 May 2016)

C R Simmonds (Treasurer)

R L T Webber

B West (Vice Chairman)

R Bucknell (appointed 1 September 2016)

P Henry

M G Schomberg

K Walker

C West

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Wootton and Dry Sandford Community Centre Limited is a registered charity and a company limited by guarantee. It was incorporated on 29 November 2007, and is governed by its Memorandum and Articles of Association. On 31 March 2009, the Charity took over the assets and liabilities of an unincorporated charity, The Wootton and Dry Sandford Community Centre, charity number 300107.

Organisational Structure

The Executive Committee, which is comprised of the Charity's Trustees, is responsible for the strategic direction. The present Committee has members from a variety of backgrounds relevant to the work of the Charity. Day-to-day responsibility for the provision of services is delegated to the Bookings Clerk. The Executive Committee consists of a Chairman, Vice Chairman, Treasurer, Company Secretary and up to eight other members.

Trustee Induction

New Trustees attend a briefing with the Chairman and other Officers. Wootton and Dry Sandford Community Centre is a member of Community first Oxfordshire, which provides up-to-date briefings and advice on matters relating to the smooth running of the Centre. Information leaflets are also received from the Charities Commission, which assist Trustees in keeping abreast with changes in regulations.

3. OBJECTIVES AND ACTIVITIES

Objects

The provision and maintenance of a Community Centre for use by the inhabitants of Wootton, Dry Sandford and Cothill and the surrounding neighbourhood without distinction of political, religious or other opinions. The Centre is used for meetings, lectures, classes and other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED**TRUSTEES' REPORT (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2017****4. ACTIVITIES, ACHIEVEMENTS & PLANS FOR THE FUTURE**

The Community Centre continues to provide a well-used venue for a wide range of activities for the local community and is also a popular choice for private functions. The annual wads stock fundraising event continues to grow and plans are being progressed to refurbish the multi-games area. The trustees are also pleased to report that football has returned to Wootton with a local football team having adopted the playing fields as their regular match venue.

FINANCIAL REVIEW**Financial Position**

Income from hire of the centre increased by around 4.5% this year, primarily as a result of improved occupancy rates and without the need for an increase in rental charges. The trustees have also been successful in controlling overhead costs, so that net income before depreciation increased from £4,439 in 2015-2016 to £18,635 in the current year. Cash balances overall decreased from £77,498 to £62,118 but this was primarily due to payment for the resurfacing of the car park (included in the as a creditor in last year's financial statements). The trustees are satisfied with the performance during the year.

Reserves Policy

The Trustees aim to keep a minimum of six months' expenditure in reserves.

5. PUBLIC BENEFIT

The Trustees confirm that they have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to public benefit guidance published by the Charity Commission.

6. DIRECTORS' RESPONSIBILITIES

Company Law and Charity Law require the Directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Wootton and Dry Sandford Community Centre Limited and of the surplus or deficit for that period. In preparing those financial statements, the Directors are required to:

- (a) select suitable accounting policies and then apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The Directors are also responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Wootton and Dry Sandford Community Centre Limited and enable them to ensure that the financial statements comply with the Companies Act 2006.

The Directors are responsible for ensuring that the company maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED


TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the small companies' regime under section 419(2) of the Companies Act 2006.

Signed by M N Fysh, Chairman on behalf of the board

Date:

03/08/2017 

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
(Including Income and Expenditure Account)**

FOR THE YEAR ENDED 31 MARCH 2017

INCOME AND EXPENDITURE

**Incoming Resources from
generated funds**

	Note	Restricted Funds	Unrestricted Funds	2017 Total	2016 Total
		£	£	£	£
Donations and Legacies:					
Donations, grants and contribution to costs	2	-	4,085	4,085	5,840
Other trading activities:					
Hire of hall		-	63,549	63,549	60,786
Newsletter		-	5,818	5,818	5,598
Fundraising		-	5,457	5,457	3,229
Total Income and Endowments		-	78,909	78,909	75,453

Expenditure on Charitable Activities

Community:

Newsletter	-	5,066	5,066	4,036
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Premises:

Light and heat	-	10,550	10,550	9,897
Services and materials	-	26,046	26,046	23,503
Repairs and maintenance	-	13,293	13,293	28,023
Depreciation	28,741	3,008	31,749	29,226

Support Costs:

Postage, stationery and telephone	-	391	391	368
Insurance	-	1,800	1,800	2,293
Bank charges	-	256	256	249
Sundry	-	2,032	2,032	1,817
Independent Examiner's fee	-	840	840	828

Total Resources Expended

	28,741	63,282	92,023	100,240
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Net (Expenditure)/Income for the period	(28,741)	15,627	(13,114)	(24,787)
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Transfers between Funds	-	-	-	-
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Fund balances brought forward

At 31 March 2016	7	958,136	83,892	1,042,028	1,066,815
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**Fund Balances Carried Forward at
31 March 2017**

	929,395	99,519	1,028,914	1,042,028
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The charity has no recognised gains or losses for the year other than the results above.

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2017

	Note	2017		2016	
		£	£	£	£
Fixed assets:					
Tangible fixed assets	4	962,872		989,993	
Less: Community funds received and not due For repayment		(3,140)		(3,140)	
		959,732		986,853	
Current assets:					
Sundry debtors		15,106		16,208	
Cash at bank and in hand	5	62,118		77,498	
		77,224		93,706	
Current liabilities:					
Creditors - Amounts due within one year	6	(8,042)		(38,531)	
Net current assets		69,182		55,175	
Total assets less current liabilities		1,028,914		1,042,028	
Represented by:					
Unrestricted funds:					
General fund		99,519		83,892	
Restricted funds:	7				
Community Centre Renovations Fund		1,246		1,246	
Play Area Fund		11,553		17,938	
Development Fund		916,596		938,952	
Accumulated funds at 31 March 2017		1,028,914		1,042,028	

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WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

BALANCE SHEET (CONTINUED)

AT 31 MARCH 2017

The Directors are satisfied that the Company was entitled to exemption under section 477(1) of the Companies Act 2006 and that members have not required an audit in accordance with section 476(1).

The Directors acknowledge their responsibilities for:

- (a) ensuring that the Charitable Company keeps accounting records that comply with section 386; and
- (b) preparing accounts that give a true and fair view of the state of affairs of the Charitable Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 394, and that otherwise comply with the Companies Act, so far as applicable to the Company.

These financial statements have been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

These financial statements were approved and authorised for issue on behalf of the charity

On 03/05

2017

Signed on its behalf by
M N Fysh (Chairman)



WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

1. Accounting Policies

The following accounting policies have been used consistently in dealing with items that are considered material in relation to the accounts:

(a) Company Status

The Charity is a company limited by guarantee. The members of the Company are the trustees.

(b) Basis of Accounting

The accounts are prepared under the historical cost convention and are prepared in compliance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities.

(c) Revenue grant income is recognised in the accounts of the year to which it relates as is other income to the extent that this is possible. Donations are recognised on a cash received basis.

(d) Capital grants are treated as deferred income and credited to the statement of financial activities over the useful economic life of the assets acquired.

(e) Resources expended are recognised on an accruals basis in the year to which they relate. Irrecoverable VAT is included in the relevant heading.

(f) Depreciation on assets capitalised is calculated to write off the cost of fixed assets over their estimated useful economic lives, as follows:

Tennis courts and multi-games wall	5% straight line
Redevelopment expenditure	2% straight line
Fixtures and fittings	20% straight line

Depreciation of the car park renovations and improvements that were completed in March 2016, at 5% per annum straight line, commenced in the year ended 31 March 2017.

2. Donations, grants and contribution to costs

	2017	2016
	£	£
Sovereign Vale	-	1,000
Wootton Parish Council	2,000	2,000
Sundry donations and contributions to costs	2,085	2,840
	<hr/> 4,085	<hr/> 5,840

3. Employee Costs

None of the Trustees, or any persons connected with them, has received remuneration during the year. The spouse of one Trustee charged the Centre £1,314 for caretaking and general maintenance services rendered personally as the trustees were unable to appoint an external caretaker. The cost of these services has been assigned to repairs and maintenance in the Statement of Financial Activities.

Four Trustees received a total of £1,092 in FY 2017 (three Trustees received a total of £790 in FY 2016) as reimbursement for expenses incurred in respect of the Community Centre.

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

4. Fixed Assets

	Freehold Land & Building	Tennis/ Sports Area	Car Park	Furniture & Fittings	Multigames Wall	Total
	£	£	£	£	£	£
Cost:						
As at 31 March 2016	1,037,971	110,318	31,945	10,410	17,382	1,208,026
Additions	-	-	-	4,629	-	4,629
Disposals	-	-	-	-	-	-
As at 31 March 2017	1,037,971	110,318	31,945	15,039	17,382	1,212,655
Depreciation:						
As at 31 March 2016	103,795	92,457	-	7,008	14,773	218,033
Charge for the period	20,759	5,516	1,597	3,007	869	31,749
Disposals	-	-	-	-	-	-
As at 31 March 2017	124,554	97,973	1,597	10,016	15,642	249,782
Net Book Value:						
31 March 2017	913,417	12,345	30,348	5,023	1,740	962,872
31 March 2016	934,176	17,861	31,945	3,402	2,609	989,993

5. Bank and Cash in hand

	2017 £	2016 £
Fundraising account	8,951	23,316
Current account	53,167	54,182
	<u>62,118</u>	<u>77,498</u>

6. Creditors – amounts due within one year

	2017 £	2016 £
Accruals	<u>8,042</u>	<u>38,531</u>

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

7. Summary of Restricted Fund Movements

	Brought Forward	Incoming Resources	Outgoing Resources	Transfers	Carried Forward
	£	£	£	£	£
Community Centre Renovations fund	1,246	-	-	-	1,246
Play Area fund	17,938	-	(6,385)	-	11,553
Development Fund	938,952	-	(22,356)	-	916,596
	<u>958,136</u>	<u>-</u>	<u>(28,741)</u>	<u>-</u>	<u>929,395</u>

Community Centre Renovations Fund

This represents the balance of funds received by the Trust for the refurbishment of the centre building, which was completed during 1992.

Play Area Fund

This fund was set up by the Trust Committee to receive donations and grants for the redevelopment of the Community Centre Recreation field, including the establishment of the Multigames complex and young children's play area.

Development Fund (Big Lottery Fund)

This fund was established on the award of a grant of £500,000 from the Big Lottery for the renovation of the Centre, including a Children's Centre promoted by Oxfordshire County Council for which additional funding has been received as a government initiative.

8. Analysis of Net Assets between Funds

	Fixed Assets	Current Assets	Current Liabilities	Total
	£	£	£	£
Community Centre Renovations Fund	-	1,246	-	1,246
Play Area Fund	11,553	-	-	11,553
Development Fund	916,596	-	-	916,596
Unrestricted Funds	31,583	75,978	(8,042)	99,519
	<u>959,732</u>	<u>77,224</u>	<u>(8,042)</u>	<u>1,028,914</u>

9. Members Liability

The Company is limited by guarantee and does not have share capital. The Members undertake to contribute a sum, not exceeding £1, to the assets of the Company in the event of the Company being wound up.

10. Control

For the whole year, the Company was under the control of the Board of Directors.

INDEPENDENT EXAMINER'S REPORT**TO THE TRUSTEES OF****WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED**

I report on the accounts of the Wootton and Dry Sandford Community Centre Limited for the year ended 31 March 2017.

Respective Responsibilities of Trustees and Examiners

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, 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 Commissioners (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 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 the seeking of 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 our examination, no matter has come to my attention:

- which gives us reasonable cause to believe that in any material respect the requirements:
 - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2015) have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Andrew Rodzynski ACA
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Date:14/08/17.....