

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

**ANNUAL REPORT and  
FINANCIAL STATEMENTS  
for year ended 31st MARCH 2017**

**MILLFIELD COMMUNITY ASSOCIATION (Registered Charity No. 269754)  
TRUSTEE'S ANNUAL REPORT for the year ended 31st March 2017**

The Charity Trustees present their Report for the period 1st April 2016 to 31st March 2017.

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:	J M Cowdell
Vice Chair:	
Members Secretary	S Dale
Treasurer:	M J Cowdell
Members:	M Bell
Drama / Harlequins	J Wenden
Bowls:	M Brian
Playgroup:	J Hayter
Anglia Co-op Retired:	G Barnett
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The Centre has had a challenging year which saw the death of our Treasurer Lee Jones in November 2016 who has been replaced by Mark Cowdell. The Association has managed to turn round the reducing financial resources through the support of hirers and members. The problems with the building are ongoing and consultations continue with Peterborough City Council regarding the future of the building and the Association.

During the year Public Health have begun to use the centre for activities to improve the health of the Community. Unfortunately a regular keep fit group has gone but we do have regular sessions for Asian Womens keep fit. Bingo has shown an increase in its income through the creativity of those who run the sessions.

Staff have stayed constant and we continue to have to negotiate and justify repairs with Peterborough City Council. Repairs have been carried out to ensure the Association can continue until decisions about its future have been made.

## **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  
Nov 2017

**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 2017.

**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



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 2017

31 March 16 All Funds		31 March 2017		
		General Fund	Restricted Fund	Total
	<b>INCOME RECEIPTS</b>			
	Donations, Legacies and Other similar receipts			
0.00	Grants	0.00	0.00	0.00
----- 0.00	<b>Total Donated Income</b>	----- 0.00	----- 0.00	----- 0.00
	<b>Operating Activities to further Charity Objects</b>			
183.60	Membership fees	81.70	0.00	81.70
15235.00	Hire Charges	22137.00	0.00	22137.00
12286.25	Bingo	15201.40	0.00	15201.40
738.52	Bowls Group	854.00	0.00	854.00
3264.36	Catering	3404.46	0.00	3404.46
880.45	Social Functions	400.00	0.00	400.00
115.00	Deposits	150.00	0.00	150.00
130.38	Sundries	0.00	0.00	0.00
----- 32833.56	<b>Total Charitable Objects</b>	----- 42228.56	----- 0.00	----- 42228.56
	<b>Operating Activities to generate funds</b>			
0.00	Fund Raising	0.00	0.00	0.00
----- 0.00	<b>Total Fund Raising</b>	----- 0.00	----- 0.00	----- 0.00
	<b>Investment Income</b>			
2.05	Bank Interest	1.38	0.00	1.38
----- 2.05	<b>Total Investment Income</b>	----- 1.38	----- 0.00	----- 1.38
----- <b>32835.61</b>	<b>TOTAL INCOME</b>	----- <b>42229.94</b>	----- <b>0.00</b>	----- <b>42229.94</b>

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

**RECEIPTS and PAYMENTS ACCOUNTS**  
for the year ended 31 March 2017

31 March 16 All Funds	<b>PAYMENTS</b>	31 March 2017		Total
		General Fund	Restricted Fund	
0.00	<b>Payment to generate funds</b>			
	Fund Raising	0.00	0.00	0.00
	<b>Charitable Activities</b>			
15176.10	Wages (Incl HMRC)	16052.49	0.00	16052.49
3711.74	Light and Heat	3355.22	0.00	3355.22
1161.05	Water Rates	1191.06	0.00	1191.06
2597.51	Hall Maintenance	2583.74	0.00	2583.74
2872.63	Catering	2344.88	0.00	2344.88
4694.66	Bingo Expenses	4879.30	0.00	4879.30
1625.63	Social Functions	1637.95	0.00	1637.95
712.89	Insurance	742.17	0.00	742.17
----- 32552.21	<b>Total charitable objects</b>	----- 32786.81	----- 0.00	----- 32786.81
	<b>Support Costs</b>			
598.00	Payroll Service	796.00	0.00	796.00
----- 598.00	<b>Total support costs</b>	----- 796.00	----- 0.00	----- 796.00
	<b>Management &amp; Administration</b>			
735.03	Post/Stationery/Telephone	616.70	0.00	616.70
250.00	Independent Examiner	250.00	0.00	250.00
610.00	Treasurer's expenses	396.11	0.00	396.11
0.00	Sundry	220.00	0.00	220.00
----- 1595.03	<b>Total Management &amp; Administration</b>	----- 1482.81	----- 0.00	----- 1482.81
 34745.24	<b>TOTAL EXPENDITURE</b>	 35065.62	 0.00	 35065.62
 -1909.63	Net of Receipts / Payments	 7164.32	 0.00	 7164.32
8768.68	Brought forward 1 April 2016	6859.05	0.00	6859.05
----- 6859.05	<b>Cash Funds c/fwd 31 March 2017</b>	----- 14023.37	----- 0.00	----- 14023.37

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 2017

31 Mar 16		31 March 2017
	<b>CASH FUNDS</b>	
3066.09	Current Account	10148.68
3668.81	Business Premium Account	3670.19
124.15	Cash in Hand	204.50
6859.05		14023.37
	<b>TOTAL CASH FUNDS</b>	
	 <b>Assets retained for Charity's Use</b>	
750.00	Stock	450.00
0.00	Fixture & Fittings	-
	 <b>Debtors</b>	
212.50	Debtors due within one year	135.00
	 <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.

  
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Chair

  
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Treasurer

Date 13th November 2017  
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**MILLFIELD COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS for the year ended 31 March 2017**

**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:**

	2016/17	2015/16
	£	£
Peterborough City Council (for the use of the Association)	-	-

**3 Total emoluments Gross salary and National Insurance contributions of two members of part time staff**

	16052.49	15176.10
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**4 Debtors**

Debtors of £135.00 representing amounts owing to the Organisation and due within one year:-

Name

Total Due

Magicians (Invoices from July 16 - Mar 17)

TOTAL      135.00  
135.00

**5 Trustees Remuneration and expenses:**

No Trustee were remunerated during the accounting year other than reimbursement of Treasurer's expenses £396.11.

**6 Fixed Assets**

All assets depreciated.

**7 Stock**

Stock as at 31st March 2017 is made up of:-

Catering	200
Maintenance items	150
Bingo Books	100
	<u>450</u>

**Millfield Community Association**

**Bank Reconciliation**

Barclays Bank Balance as at 31st March 2017 10,298.13

Add Outstanding Deposits:

- 10,298.13

Less unpresented Cheque(s) 149.45

**Cash Book Balance as at 31st March 2017 10,148.68**

10,148.68