

Heathlands Management Committee
- CHAIRMANS REPORT - March 2018 -

I would like to start my report this year with some very good news and that is to say that we have been awarded £194,296 by the Heritage Lottery Fund to bring Heathlands into the 21st. C. It has been an enormous task to get this far and we could not have achieved this without Sarah Carter on board to guide us through the huge amount of paper work involved. Therefore I have to say my first thank you to Sarah and to those of you who offered to help.

We have to do more form filling, which is so frustrating, but on Friday we did receive the final approval from the HLF to instruct our Design Team to commence work. This basically means they will prepare all the documentations ready to invite 3 competitive tenders, this will probably take about 10 weeks to do.

Having started my report with some good news I have to record some very sad news. As you all know Clare, our new Treasurer for such a short time lost her battle with cancer and died in August. Such a sad and unfair end for her and we all miss her so much, she just loved being part of Heathlands. Michael has kindly agreed to take over as Treasurer and we have to thank him for doing that.

Whilst we have been committed to all this work for the grant, we have not stood still and the fund raising has had to continue. To remind you, we have to raise over £4500 a month just to run Heathlands. We have however managed to get some more of the car park asphalted with the grateful help of the Parish Council who very kindly paid for the whole job which Keith organised, including a wheel chair ramp to the bottle banks.

This year we also had our 5 yearly electrical and PAT testing of the whole building and unfortunately a number of faults showed up. Some of these required immediate attention, some not quite so serious could follow on and some will need addressing in later years. This whole operation cost us in the region of £5000 and we have nothing to show for it, other than to know we are safe for the next 5 years.

The store roof was leaking this year so we had no choice but to reroof that, which Tony Warvill kindly arranged for us, but that cost another £5000. Even so, we have managed to buy new mats for the children's play area, we have also had the badminton lines repainted and new flooring in the Gents toilets.

On the plus side I am really pleased to say that profits are up this year on all our other events; Bingo, Garage Sale, Christmas Fair, *Jumble Sales*, Summer Fair, Beer festivals and the Open Garden. The profits from all these do help our income enormously and I have to say a huge thank you to all of you who tirelessly run each of these. Jack & Jills "afternoon tea and chat" is proving successful and helps with the fund raising. Alan's 50/50 lottery profits have bought a new BBQ and Sound System this year. The Supporting Heathlands page in Focal Point also brings in more funds.

The Monday Luncheon Club remains the highlight of the week for many of our older residents and thanks must go to Lynda and all her team of helpers, especially as this year they had to decant for a couple weeks as we had unwanted "visitors"!!.

We had a good number of events again this year, the Elvis and Tina Turner nights were a complete sell out resulting in good takings over the bar. I do have to express my grateful thanks to all of you who voluntarily do the bar, I know it's hard work and we cannot survive without it, but I hope you can all appreciate what a difference your hard work makes.

You will remember that we had a slight problem this year with an invasion of pests, which meant we had to close the kitchen for a while, but fortunately we received a clean bill of health and had the kitchen professionally cleaned. Jill cleaned all the Social Club so we are back up to speed. I have to say thank you to all of you who helped through that difficult time and special thanks also to Tony, Neil & Tom who disposed of the portakabin.

It's sad to hear that we are losing Bob, our PCSO, who we have all come to know quite well and it's disappointing that the powers that be have decided to lose this service. I personally think is a great shame, especially in our village environment.

The planning battle with Jenkinson has now been overshadowed by Broadland's "Call for Sites" which you may have seen. I cannot express an opinion but it would be worth you looking at this otherwise Blofield Heath will be joined to Norwich soon. The consultation period has been extended to 22 March.

Finally I have to thank Jill and Alan for staying on as Secretary and Vice Chair for another year. As always I have to say thank you to you all. You all put in so much of your time to Heathlands and hope you can see that without that effort from you we would not be the success that I think we are. Thank you.

Claire Norton
Chairman
March 2018

C.F. Norton. Trustee.

Blofield Heath Community Centre			Charity No	303909
Unaudited annual accounts				
Period start	01-Jan-17	To	Period end	31-Dec-17



Blofield Heath Community Centre			Charity No	303909	CC17a
Annual accounts for the period					
Period start	01-Jan-17	To	Period end	31-Dec-17	

Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
Incoming resources					
	Note 4				
Charity Activities	Day Centre Income	7,951	-	7,951	8,534
	50/50 Club Income	1,350	-	1,350	1,366
	Letting of Community Centre	6,948	-	6,948	11,977
Grants and Donations	Grants and Donations	31,077	-	31,077	35,163
Fund Raising	Fund Raising	10,960	-	10,960	10,415
Investment income	Interest	33	-	33	26
Other	Other incoming resources	907	-	907	250
Total incoming resources		59,226	-	59,226	67,730
Resources expended					
	Notes 5 - 7				
Costs of Generating Funds	Performed by volunteers (no cost)	-	-	-	-
Costs of generating voluntary income	Included within charitable activities (below)	-	-	-	-
Charitable activities	Day Centre Expenditure	5,640	-	5,640	6,365
	50/50 Club Expenditure	794	-	794	726
	Building operating costs, and provision of services	42,407	840	43,247	43,674
Total resources expended		48,841	840.00	49,681	50,766
Net incoming/ - outgoing resources before transfers		10,385	- 840	9,545	16,965
Fund transfers		-	-	-	-
Total funds brought forward		159,358	8,615	167,973	151,008
Total funds carried forward		169,743	7,775	177,518	167,973

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission for England & Wales and is reconciled to the total funds as shown in the Balance Sheet on Page 2 as required by the said statement.

All activities derive from continuing operations.

The notes on pages 3 to 10 form an integral part of these accounts.

Section B Balance sheet

		Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
Fixed assets					
Tangible assets	Note 8	63,071	7,775	70,846	77,262
Investments	Note 9	-	-	-	-
Total fixed assets		63,071	7,775	70,846	77,262
Current assets					
Debtors	Note 10	16,626	-	16,626	16,378
(Short term) investments	Note 9	70,602	-	70,602	62,938
Cash at bank and in hand	Note 11	20,588	-	20,588	12,492
Total current assets		107,816	-	107,816	91,808
Creditors: amounts falling due within one year	Note 12	1,144	-	1,144	1,097
Net current assets/(liabilities)		106,672	-	106,672	90,711
Total assets less current liabilities		169,743	7,775	177,518	167,973
Creditors: amounts falling due after one year	Note 12	-	-	-	-
Provisions for liabilities and charges		-	-	-	-
Net assets		169,743	7,775	177,518	167,973
Funds of the Charity					
Unrestricted funds	Note 13	169,743		169,743	159,358
Restricted funds	Note 14		7,775	7,775	8,615
Total funds		169,743	7,775	177,518	167,973

The notes on pages 3 to 10 form an integral part of these accounts.

Signed by trustees on behalf of all the trustees

Signature

Print Name

Date of
approval

<i>CF Norton</i>	CLAIRE NORTON	20.3.18
<i>J Willott</i>	JILL WILLOTT	20.3.18

Note 1 Basis of preparation**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost convention and in accordance with Financial Reporting Standards for Smaller Entities (FRSSE), effective January 2008. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Charities Act 2011.

The particular accounting policies are set out below.

1.3 Consolidation of accounts

The accounts and notes to the accounts are a consolidation of separate accounts maintained for Blowfield Heath Community Centre (the controlling entity), Blofield Heath 50:50 Club and Blofield Heath Day Centre.

Note 2 Accounting policies

ASSETS

Tangible fixed assets for use by charity These are capitalised if they can be used for more than one year, and cost at least £100. They are valued at cost or a reasonable value on receipt. They are used for charitable purposes.

Capital Grants Gifts of tangible fixed assets or grants of a capital nature given for specific purposes and fully utilised in the furtherance of the objects of the charity are credited to a relevant restricted fixed asset fund designated for this purpose. The related fixed asset is shown on the balance sheet at the full cost of acquisition and depreciated over the useful life in accordance with the depreciation policy (below). As these assets are depreciated then the related restricted fund is reduced to reflect the reduction in the value. The depreciation and related reductions in reserves are included in the income statement in the year that the depreciation is incurred. Any specific restrictions imposed by the grant making body, beyond use by the charity for the purposes of its normal charitable activities, on use of the assets, is disclosed in the Fixed Assets notes.

Depreciation Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a reducing balance method over their expected useful economic lives as follows:

Freehold property	2% Straight line
Building improvements and refurbishment	10% Reducing balance
Fixtures & Fittings	20% Reducing balance
Equipment (Childs play area)	75% write down in year, 10% reducing balance thereafter

INCOMING RESOURCES

Recognition of incoming resources Income from grants, legacies, donations, appeals, fundraising and investments is recognised in the Statement of Financial Activities (SOFA) when they are receivable, except as follows:

When donors specify that they must be used in future accounting periods the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that grants, donations and legacies, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

For the treatment of Capital Grants see policy note under this heading above.

Incoming resources with related expenditure Where incoming resources have significant related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are matched and reported gross in the SOFA. Rental income is reported net of collection charges on a receivable basis. Bar gross profits reported in the SOFA net of direct purchases, adjusted for opening and closing inventories.

Grants and donations Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Contractual income and performance related grants This is only included in the SOFA once the related goods or services have been delivered.

Gifts in kind Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

Donated services and facilities These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help The value of any voluntary help received is not included in the accounts and is described in the Trustees Annual Report.

Note 2 Accounting policies (continued)**EXPENDITURE AND LIABILITIES**

Liability recognition	Liabilities are recognised in the SOFA on an accruals basis as soon as there is a legal or constructive obligation committing the charity to pay out resources.
VAT	VAT which cannot be recovered is included with the expense to which it relates.
Taxation	As a registered charity, the company is exempt from income and corporation tax to the extent that income and grants are applicable to charitable purposes only.
Governance costs	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
Resource allocation	Resources expended are allocated to particular activities where the cost relates directly to that activity.
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.
Grants payable without performance conditions	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Funds held by the charity	<p>Funds held are either:</p> <p>Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees</p> <p>Designated/restricted funds – these are funds which can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by a donor or when funds are solicited on the explicit understanding that they will be applied to particular restricted purposes.</p>

Note 3 Winding up or dissolution of the charity

In upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the remaining accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

Note 4 Analysis of incoming resources

	Analysis	This year £	Last year £
Day Centre Income	Donations	256	805
	Subscriptions	4,970	5,124
	Bank Interest	1	1
	Sales and Raffles	2,724	2,604
	Total	7,951	8,534
50/50 Club Income	Subscriptions	1,350	1,366
	Total	1,350	1,366
Lettings	Lettings	6,948	11,977
	Total	6,948	11,977
Grants & Dontations	Grant - Parish Council	3,635	1,250
	Donations - Sundry Donations	-	350
	Donations - Re Focal Point	500	1,000
	Donation for new cooker	-	5,500
	Donations - Roy Snelling	250	-
	Donations - Supporting Heathlands	975	1,250
	Donations - Various for Building Fund	530	343
	Donations - Broadland Service Centre	332	331
	Donations - Social Club	24,855	25,139
	Total	31,077	35,163
Fund Raising	Waste Paper Collection - Recycling	-	606
	Bingo	1,860	1,664
	Jumble Sales	1,383	1,031
	Summer and Christmas Fayres	5,162	4,556
	Christmas and New Year's Eve Parties	-	609
	Open Garden Day	1,500	1,500
	Garage Sale	546	389
	Table top sales and Tombola	-	60
	Tea and Chat	509	-
	Total	10,960	10,415
Investment income	Bank interest	33	26
	Total	33	26
Other incoming resources	Various	907	250
	Total	907	250
Total incoming resources (See SOFA)		59,226	67,730

Note 5 Analysis of resources expended

	Analysis	This year £	Last year £
Day Centre Expenditure	Food	3,308	3,370
	Repairs and Small Equipment Purchases	181	206
	Members Outing	1,405	1,273
	Sundry Expenses	301	934
	Insurance and CRB expenses	184	278
	Christmas Expenses	261	305
	Total	5,640	6,365
50/50 Club Expenditure	Prizes	774	686
	Sundry Expenses	20	40
	W/o accrued expense (not required)	-	-
	Total	794	726
Charitable activities	Donations	-	1,060
	Licences	1,010	1,049
	Lighting and Heating	6,188	7,919
	Maintenance and Repairs	2,877	1,473
	Grounds Maintenance	1,043	2,426
	Sundry Expenses	98	179
	Bank Charges and Interest	15	15
	Stationery	-	925
	Accounting & Book-keeping	2,100	1,625
	Waste Disposal	2,757	2,414
	Rates and Insurance	2,563	824
	Telephone and Postage	740	768
	Cleaning and Caretaker's Wages	11,081	10,930
	Advertising	2,667	3,634
	Professional Fees	3,092	855
	Depreciation	6,177	8,294
	Total	42,407	42,742
Total resources expended (see SOFA)		48,841	49,834

Note 6 Staff costs (included in resources expended)

	Analysis	This year £	Last year £
Staff costs	Wages and salaries	11,081	10,930
	Pension contributions	-	-
	Social security costs	-	-
	Total	11,081	10,930

No employee earned over £60,000 per annum. The average number of employees during the current year amounted to the equivalent of one full time person (Last year one). There were three people included on the payroll.

Note 7 Details of certain items of expenditure (included in resources expended)

	Analysis	This year £	Last year £
Trustee expenses	Number of trustees who were paid expenses	nil	nil
	Nature of the expenses	N/a	N/a
	Total	-	-

	Analysis	This year £	Last year £
Fees for examination or audit of the accounts	Independent examiner's or auditors' fees	300	300
	Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	1,800	1,355
	Total	2,100	1,655

Note 8 Tangible fixed assets**8.1 Cost or valuation**

	Freehold Property £	Property Improvement and refurbishments	Equipment (childs play area) £	Fixtures and fittings £	Total £
Balance brought forward	26,410	65,351	30,413	40,769	162,943
Grants previously amalgamated	-	-	-	-	-
Additions	-	-	-	600	600
Revaluations	-	-	-	-	-
Disposals	-	-	-	-	-
Balance carried forward	26,410	65,351	30,413	41,369	163,543

8.2 Accumulated depreciation and impairment provisions

Basis	Straight line	Reducing balance	Reducing balance	Reducing balance	Total
Rate	2%	10%	75% w/o in year, 10% on	20%	£
Balance brought forward	10,087	26,242	22,450	26,903	85,682
Write down prior years	-	-	-	-	-
Depreciation charge for year	528	3,911	796	1,780	7,015
Impairment provisions	-	-	-	-	-
Revaluations	-	-	-	-	-
Disposals	-	-	-	-	-
Balance carried forward	10,615	30,153	23,246	28,683	92,697

8.3 Net book value

Brought forward	16,323	39,109	7,963	13,867	77,262
Carried forward	15,795	35,198	7,167	12,686	70,846

Note 9 Investments

There are no investments, other than bank deposit accounts and short term investment accounts held with Lloyds Bank comprising a Building Maintenance Account £51,498, a savings account £17,004 and a Day Centre savings account £2099.

Note 10 Debtors and prepayments**Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Social Club Inter-company account	11,912	13,057	-	-
Trade debtors	-	-	-	-
Short Term Loan - Hemblington Preschool	1,100	-	-	-
Sundry debtors	394	217	-	-
Prepayments	3,220	3,104	-	-
Total	16,626	16,379	-	-

Note 11 Bank Accounts**Analysis of Current Accounts and cash in hand**

	Balances	
	This year £	Last year £
Blofield Heath Community Centre - Bank	15,829	7,621
Heathlands 50:50 Club - Bank	1,642	1,685
Heathlands Day Centre - Cash and Bank	3,117	3,185
Total	20,588	12,492

Note 12 Creditors and accruals

Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Sundry creditors	-	-	-	-
Inland revenue	74	78	-	-
Loan - Blofield PCC	-	-	-	-
Accrued expenses	1,070	1,019	-	-
Total	1,144	1,097	-	-

Note 13 Unrestricted Funds

		This year £	Last year £
General funds	Analysis		
	Balance brought forward	159,358	141,462
	Net incoming / -outgoing resources	10,385	17,896
	Transfer to restricted funds	-	-
	Balance carried forward	169,743	159,358
Represented by :	Fixed assets	63,071	68,647
	Net current assets	106,672	90,711
	Balance carried forward	169,743	159,358

Total Funds	169,743	159,358
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Breakdown of funds by organisation

Blofield Heath Community Centre	152,173	141,135
50:50 Club	3,964	3,407
Day Centre	1,693	1,759
Social Club	11,913	13,057

Total Funds	169,743	159,358
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Note 14 Restricted income funds

Movements of major funds

Restricted funds

Fund balances brought forward £	Incoming resources £	Outgoing resources / Amortisation of grants £	Fund balances carried forward £
-	-	-	-
-	-	-	-

Total Restricted Funds	-	-	-	-
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Restricted funds relating to depreciating assets

Grant for fire door	294	-	7	287
Grant received for play area	886	-	88	798
Grant received to refurbish cloakrooms	1,913	-	191	1,722
Grant received for Refurbishing Toilets	1,063	-	107	956
Grant received for Cooker	915	-	354	561
Grant received for Car Park	3,544	-	93	3,451
	-	-	-	-

Total Restricted Funds	8,615	-	840	7,775
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Designated funds

-	-	-	-
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Total Funds	8,615	-	840	7,775
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Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Blofield Heath Community Centre

On accounts year ended

31 December 2017

Charity no

303909

Set out on pages

Pages 1 to 10 Headed: Section A Statement of financial activities, Section B Balance sheet and Section C Notes to the accounts.

**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(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,
- 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 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have 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.

Signed:

Date:

5th March 2018

Name:

Peter Ellington

**Relevant professional
qualification(s) or body
(if any):**

FAIA

Address:

Triple Bottom Line Accounting Limited, 7 Swansea Road, Norwich, NR2 3HU

No significant disclosures are necessary.

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

The records consist of books of accounts and summarised accounts for four separate elements; Blofield Heath Community Centre, Blofield Heath Day Centre, Blofield Heath Social Club and the Blofield Heath 50:50 club. I have performed a consolidation of these entities based on information made available to summarise the accounts presented on pages 1 to 10.

The Social club is represented in the Charity Accounts by a single line; Social Club Inter-Company Account.

Full details on the social club can be found in the separate accounts 'Heathlands Social Club Limited'

The books for the Day Centre are kept to a very high standard, with regular reconciliations made to cash and bank.

The books of the Community Centre are maintained to a high standard for the months provided. All months were subsequently reconciled to the bank account and all major receipts.

Upon performing a payroll reconciliation, a small discrepancy was found for the fourth year running. It is recommended once again that tighter controls are put in place to ensure wages and salaries are paid as stated on the individual's pay slips.

To assist with this we suggest that standing orders are not used for paying net wages to employees.

The 50:50 club books are maintained manually and there were no discrepancies or issues identified on completion of a bank reconciliation.

The records of the Social Club are kept to a good level and expenditure can be confirmed against receipts.

Its pleasing to see that cash takings continue to be banked in their entirety on a regular basis. A full audit trail showing the cash takings of each day can now be reconciled to bank.