

WHITEHAWK AND MANOR FARM COMMUNITY ASSOCIATION

Registered with the Charity Commissioners as a Charity No: 277826

INCOME AND EXPENDITURE ACCOUNT**YEAR ENDED 31 DECEMBER 2017**

	2017	2016
INCOME		
Catering, Coffee Bar, Café, Juice Bar and other Refreshments	5947	7841
Rents, Office, Meeting Rooms, Sports Hall, Training Room, Creches and Valley Social Club	60564	64458
Sundry Income, Grants and Funding	-	<u>375</u>
	66511	72674
EXPENDITURE		
Wages	28931	28800
Catering and Minor Equipment	3506	3772
Property Overheads		
Insurance	3085	3200
Rates	1172	766
Heat, Light and Water	8771	8683
Repairs, Alarm and Cleaning	5136	15748
Advertising and Donations	108	87
Bank Charges	220	242
Postage, Stationery, Computer and Telephone	1772	1617
Miscellaneous, Subscriptions, Travel, Petty Cash and Committee Expenses	1469	1751
Accountancy	1550	1550
Payroll Fees	<u>951</u>	<u>1197</u>
	<u>56671</u>	<u>67413</u>
EXCESS OF INCOME OVER EXPENDITURE for the year	9840	5261
EXTRANEIOUS WRITE-BACKS from previous years	<u>+441</u>	<u>-3650</u>
SURPLUS/-DEFICIENCY	<u>10281</u>	<u>1611</u>

WHITEHAWK AND MANOR FARM COMMUNITY ASSOCIATION

Registered with the Charity Commissioners as a Charity No: 277826

BALANCE SHEET**AS AT 31 DECEMBER 2017**

	2017	2016
CURRENT ASSETS		
<u>Bank Account</u>		
Community Association	60801	50274
Petty Cash	49	14
<u>Debtors</u>		
Rentals	<u>2254</u>	<u>2535</u>
	63014	52823
LESS CURRENT LIABILITIES		
Community Association Creditors	<u>1550</u>	<u>1550</u>
EXCESS OF CURRENT ASSETS OVER CURRENT LIABILITIES	<u>61554</u>	<u>51273</u>
EXCESS OF ASSETS OVER LIABILITIES at 31 December 2016	51273	49662
SURPLUS/-DEFICIENCY FROM INCOME AND EXPENDITURE ACCOUNT	<u>10281</u>	<u>1611</u>
EXCESS OF ASSETS OVER LIABILITIES at 31 December 2017	<u>61554</u>	<u>51273</u>

Approved by the Charity

May 2018

WHITEHAWK AND MANOR FARM COMMUNITY ASSOCIATION

Registered with the Charity Commissioners as a Charity No: 277826

NOTES forming part of the FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

Principal Accounting Policies

1. Accounting Convention

The financial statements are prepared under the historical cost convention in accordance with the Financial Reporting Standard for Small Entities (effective March 2000). 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 2000) issued in October 2002.

2. Resources expended

Costs of generating funds comprise those costs directly attributable to raising income.

3. Tangible fixed assets and depreciation

The Freehold Building owned by the charity has not been capitalised.



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 2017

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:

20 June 2018

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.



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day01	01	2017		31	12	2017

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

Postcode BN2 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)

Trustee selection methods
(eg. appointed by, elected by)

Association
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)

Position (eg secretary, chair, etc)

Date

John Commons	
Chairman	

20 June 2018