



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 January 2017	To	31 December 2017

Section A Reference and administration details

Charity name	Parsonage Residents Association
Other names charity is known by	PRA
Registered charity number (if any)	243905
Charity's principal address	Parsonage Lane Community Centre Church Manor Bishops Stortford Postcode CM23 5PY

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	Deborah Munro	Chair		
2	Janet Reville	Treasurer	29/04/2017	
3	Mark Stainsby	Secretary/ Vice Chair		
4	Kay Newton			
5	Nigel Giles			
6	Frederick Strong			
7	Emma Jayne Worrall			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

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)

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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)	Some elected by members at AGM, some appointed by Affiliated Groups.

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.

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Section C Objectives and activities

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

- promote the benefit of the inhabitants of Parsonage Ward and the neighbourhood together defined by the Dunmow Road to the South, the East/West Bypass to the north, and the main railway line to the west, excluding the area known as the Hockerill Residents Association,
- establish, or secure the establishment of, a Community Centre and to maintain and manage the same in furtherance of these objects.
- Promote such other charitable purposes as may from time to time be determined.

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)

1. When considering what activities and events to manage during the year, the Trustees were mindful of the Charity Commission's guidance on public benefit.
2. The Trustee Committee met six times during the year, and attended the AGM of the Association.
3. The Association employed two people to manage and maintain the Community Hall, and to organise and book activities in the Community Hall for the benefit of PRA members, and others in the neighbourhood.
4. The Hall is in use 7 days a week, and there are approximately 50 hours of various activities available during the week. These activities range from play groups for toddlers, to girl guides and sporting activities for teenagers, dancing and other activities for adults, and a senior citizens meeting. The Hall can also be booked by members for private parties.
5. The Trustees also manage and organise certain events for the benefit of members. This year we held a public Firework Display to celebrate the fifth of November and a Quiz Night.
6. The Trustees also listen to the concerns and wishes of the members of the Association, and will take matters up with the relevant authorities where this is to the benefit of the members.
7. The PRA are members of the Neighbourhood Plan Team.

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

1. All households within the Parsonage Ward are deemed members of the PRA and all receive a copy of the Newsletter four times a year. We ask for voluntary donations on an annual basis to help support the PRA.
2. Our newsletter, the Parsonage Herald was published four times during the year to keep members informed of activities and developments.
3. The Community Hall has been extensively used for a variety of activities totalling some 50 hours a week. The PRA has two contractors who maintain the Hall and organise the bookings.
4. The PRA are members of the Civic Federation and Neighbourhood Plan.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Association has bank and deposit accounts holding a total of £35,600.08. Of these sums an amount of £3,517.00 is specifically allocated to a Community Hall contingency reserve, the remainder are unrestricted funds.

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

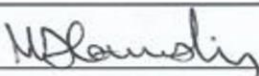
Section G

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)

Mark Stainsby

Position (eg Secretary, Chair, etc)

Secretary/Vice Chair

Date

24 July 2018



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

PARSONAGE RESIDENTS ASSOCIATION

On accounts for the year
ended

31 DECEMBER 2017

Charity no
(if any)

243905

Set out on pages

APP. A & B ATTACHED

(remember to include the page numbers of additional sheets)

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 ~~(other than that disclosed below)*~~

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

14/04/2018

Name:

John Deamer

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

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Address:

12 Cox Ley, HATFIELD HEATH,
BISHOP'S STORTFORD, HERTS
CM 22 7ER

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

PARSONAGE RESIDENTS ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2017

		<u>2016</u>
<u>INCOME</u>		
Hall booking fees		
Regular hirers	23,865.61	24,241
Occasional hirers	<u>4,291.00</u>	<u>3,582</u>
	28,156.61	
Quiz night		
Tickets	680.00	
Raffle	<u>168.00</u>	
	848.00	0
Fireworks		
Bucket collection	4,528.53	
Burger van donation	40.00	
Sale of swords, etc	<u>1,007.50</u>	
	5,576.03	6,103
Parsonage Herald		
Advertising	2,737.00	2,158
Donations received	722.66	164
Interest received	11.46	49
	<u>38,051.76</u>	<u>36,297</u>
<u>EXPENDITURE</u>		
Hall expenses		
Water rates	595.61	
Light and heat	1,130.13	
Waste disposal	1,776.20	
Administrative services	9,456.00	
Cleaning	5,907.86	
Maintenance	1,067.67	
Insurance	1,619.39	
Telephone	409.88	
Performing Rights fees	<u>371.53</u>	
	22,334.27	24,329
Quiz night expenses		
Food and prizes	453.50	
Raffle prizes and tickets	<u>82.75</u>	
	536.25	0
Fireworks		
Display cost	3,200.00	
First aid fees	198.72	
Miscellaneous expenses	186.73	
Cost of swords, etc	<u>817.87</u>	
	4,403.32	4,646
Parsonage Herald		
Printing costs	4,005.00	3,362
Other expenses		
Just Giving fees	198.00	216
Auditor's fees	150.00	150
Subscriptions	30.00	0
Donations	300.00	60
Gifts	47.75	0
Miscellaneous	<u>61.72</u>	<u>54</u>
	787.47	
	<u>32,066.31</u>	<u>32,817</u>
<u>NET INCOME</u>	5,985.45	3,480
Depreciation of fixed assets	2,139.00	1,924
Transfer to community hall reserve	600.00	400
	<u>3,246.45</u>	<u>1,156</u>
<u>RETAINED INCOME FOR YEAR</u>		

PARSONAGE RESIDENTS ASSOCIATION

BALANCE SHEET AS AT 31 DECEMBER 2017

		<u>2016</u>
<u>FIXED ASSETS</u>		
Community Centre	27,843.00	27,843
Land	471.00	471
Equipment		
At cost	7,415.10	4,965
Accumulated depreciation	<u>2,366.00</u>	-1,696
	5,049.10	
Fixtures and fittings		
At cost	18,024.86	15,796
Accumulated depreciation	<u>6,044.00</u>	-4,575
	11,980.86	
<u>TOTAL FIXED ASSETS</u>	<u>45,343.96</u>	<u>42,804</u>
<u>CURRENT ASSETS</u>		
Current account	12,390.76	11,342
Business saver account	23,012.32	23,001
Petty cash	<u>197.00</u>	0
	35,600.08	
<u>CURRENT LIABILITIES</u>		
Key deposits held	500.00	550
<u>NET CURRENT ASSETS</u>	<u>35,100.08</u>	<u>33,793</u>
<u>TOTAL NET ASSETS</u>	<u>80,444.04</u>	<u>76,597</u>
Represented by		
Community hall reserve	3,517.00	2,917
Retained income brought forward	73,680.59	72,524
Retained income for year	3,246.45	1,156
<u>TOTAL EQUITY</u>	<u>80,444.04</u>	<u>76,597</u>