



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2017		31	March	2018

Section A Reference and administration details

Charity name

Forest Community Centre (Melksham)

Other names charity is known by

Registered charity number (if any)

1064323

Charity's principal address

29 Loxley Close

Melksham

Wiltshire

Postcode

SN12 7BB

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	V Oakman	Chairman		
2	V Oakman	Treasurer		
3	J Oatley	Secretary		
4	R George	Vice – Chairman		
5	T Oakman			
6	E Oakman			
7				
8	Committee Members:			
9	D Thomas			
10	L Jones			
11	W Jones			
12	C Rumenes			
13	A Skinner			
14	K Charles			
15	F George			
16	K Wathen			
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 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)	Appointed to the Executive Committee by the members at the AGM

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

To promote for the benefit of the inhabitants of Melksham town and the surrounding areas without distinction of sex or political, religious or other opinions by associating the inhabitants in a common effort to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

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)

Charitable Activities:
Education / Training
The Advancement of Health or Saving of Lives
Arts/ Culture/ Heritage/ Science
Amateur Sport
Recreation

For the benefit of:
Children / Young people
Elderly / Old people
People with disabilities
The General Public

By providing:
Human resources
Buildings & facilities
Open space

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

The centre is in use most weekends of the year and the week day usage is increasing year on year. In addition special events are held during the year. The buildings & facilities are constantly being upgraded.

Section E Financial review

Brief statement of the charity's policy on reserves

At this stage the charity maintains a small float to meet its ongoing expenses.

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)	V Oakman	
Full name(s)	Victor Oakman	
Position (eg Secretary, Chair, etc)	Chairman	
Date	19.07.2018	



Receipts and payments accounts

CC16a

For the period
from

01-Apr-17

To

31-Mar-18

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Takings	50,173	-	-	50,173	48,892
Pitch Fees	585	-	-	585	1,715
Hall Bookings	7,946	-	-	7,946	2,688
Grants & donations	5,593	-	-	5,593	-
Food	1,368	-	-	1,368	1,859
Entertainment	-	-	-	-	4,836
Open Day	-	-	-	-	3,031
Christmas / New Year etc	1,646	-	-	1,646	5,073
Interest	3	-	-	3	6
Sub total (Gross income for AR)	67,314	-	-	67,314	68,100
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	67,314	-	-	67,314	68,100
A3 Payments					
Premises - Lease	250	-	-	250	450
Premises - Waste & Water	1,438	-	-	1,438	1,537
Premises - Light & Heat	2,160	-	-	2,160	5,280
Premises - Insurance & Licence	472	-	-	472	150
Premises - Maintenance	2,741	-	-	2,741	2,907
Premises - Fire Alarm	310	-	-	310	-
Premises - Cleaning materials etc	89	-	-	89	171
Premises - Cleaner	2,107	-	-	2,107	1,351
Pitch Maintenance	132	-	-	132	-
Mower Fuel & Repairs	734	-	-	734	201
Bar Stock	30,781	-	-	30,781	34,471
Bar Staff	6,933	-	-	6,933	7,885
Entertainment	3,047	-	-	3,047	3,812
TV	148	-	-	148	176
Advertising	1,458	-	-	1,458	1,531
Administration costs	145	-	-	145	708
Printer	110	-	-	110	-
Telephone	332	-	-	332	346
Accountancy	1,080	-	-	1,080	-
Donations	526	-	-	526	-
Panto deposit	125	-	-	125	-
Bank Charges	45	-	-	45	45
Loss of takings	3,527	-	-	3,527	4,291
Sub total	58,690	-	-	58,690	65,312
A4 Asset and investment purchases, (see table)					
Septic tank installation	-	-	-	-	2,160
Mower	2,200	-	-	2,200	-
Tables & chairs	3,753	-	-	3,753	-
Sub total	5,953	-	-	5,953	2,160
Total payments	64,643	-	-	64,643	67,472
Net of receipts/(payments)	2,671	-	-	2,671	628
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	4,402	-	-	4,402	3,774
Cash funds this year end	7,073	-	-	7,073	4,402

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Nationwide Flexaccount	1,596	-	-
	Nationwide Savings	3,758	-	-
	Cash	1,719	-	-
	Total cash funds	7,073	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	V Oakman	V Oakman	19.07.18	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Forest Community Centre (Melksham)

**On accounts for the year
ended**

31 March 2018

**Charity no
(if any)**

1064323

Set out on pages

**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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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-**

Matter of concern identified

In connection with my examination, I have identified matters of concern that gives me reasonable cause to believe that:

- accounting records were not kept in accordance with section 130 of the Charities Act; and
- the accounts do not accord with those records.

The receipts and payments accounts prepared show a loss of takings. This is the difference from takings recorded less expenses recorded and monies banked.

I confirm that there are no other matters to which your attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: C F Scull

Date: 19.07.2018

Name: Colin Scull

Relevant professional FCCA

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

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Address:

119 Skylark Road
Melksham
Wiltshire SN12 7FQ

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

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

The manual records for the takings showed the receipts and payments made but were not reconciled to the receipts in the bank account.