

Clevedon Community Association

Annual Report and Financial Statements

for the Year Ended 31 March 2018

Newsham Hanson
Chartered Certified Accountants
Edinburgh House
1-5 Bellevue Road
Clevedon
North Somerset
BS21 7NP

Clevedon Community Association
Contents

Reference and Administrative Details	1
Trustees' Report	2 to 3
Independent examiner's report	4
Statement of financial activities	5
Balance Sheet	6
Notes to the financial statements	7 to 12

The following page does not form part of the statutory financial statements:

Statement of financial activities per fund	13
--	----

Clevedon Community Association
Reference and Administrative Details

Charity name Clevedon Community Association

Trustees

Mrs Angela Smith
Mrs Carole Hockerday
Mrs Eleanor Wade
Mrs Jane Taylor
Mr Robert Gemmell
Mrs Sue Gready
Mrs Moira Godfrey
Mrs Nicky Barton
Mr Johnathan Buck
Mrs Judith Bright

Accountant

Newsham Hanson
Edinburgh House
1-5 Bellevue Road
Clevedon
North Somerset
BS21 7NP

Clevedon Community Association

Trustees' Report

The trustees present their report and the unaudited accounts of the charity for the year ended 31 March 2018.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Clevedon Community Association is a registered charity no 304518 and operates on leased land due to expire in 2062.

Clevedon Community Association is a community hall situated in the heart of Clevedon. The purpose of the hall is;

the advancement of community spirit primarily but not exclusively to residents of Clevedon and the surrounding neighbourhood; and such other charitable purposes as shall, in the opinion of the managing trustees, further the function of the Hall.

The Trustees who have served during the year and since the year end are set out above. Trustees are appointed by the Executive Committee, members of which are also Trustees of the Hall.

OBJECTIVES AND ACTIVITIES

The Hall continued to further its objectives during the year with no specific points to note.

ACHIEVEMENTS AND PERFORMANCE

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to take necessary steps to lesson these risks.

FINANCIAL REVIEW

There are no restrictions on the charity's power to invest. The investment strategy is set by the Trustees and is decided upon as and when cash is available for investment. Cash is invested in low risk funds.

PLANS FOR FUTURE PERIODS

The Hall has no specific reserve policy. Funds are used to maintain the Hall and keep it running on a daily basis. Trustees monitor expenditure based on the cash position of the Hall.

RESPONSIBILITIES OF THE TRUSTEES

The charity's Trustees are responsible for preparing the Trustees Annual Report and the accounts in accordance with applicable law and regulations.

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year. Under that law the trustees have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

In preparing these accounts, the trustees are required to:

select suitable accounting policies and then apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and accounting estimates that are reasonable and prudent;

state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;

prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

Clevedon Community Association
Trustees' Report

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER

Newsham Hanson has been re-appointed as independent examiner for the ensuing year.

Signed on behalf of the trustees

Chairman

Independent Examiner's Report to the Trustees of Clevedon Community Association

I report on the accounts of the Charity for the year ended 31 March 2018, which are set out on pages 5 to 12.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The 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;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

.....
Newsham Hanson
Newsham Hanson
Chartered Certified Accountants
6 September 2018

Edinburgh House
1-5 Bellevue Road
Clevedon
North Somerset
BS21 7NP

Clevedon Community Association
Statement of Financial Activities for the Year Ended 31 March 2018

		Unrestricted Funds	Total Funds 2018	Total Funds 2017
	Note	£	£	£
Incoming resources				
Incoming resources from generated funds				
Voluntary income	2	5,550	5,550	4,674
Activities for generating funds	3	82,401	82,401	79,415
Investment income	4	7	7	7
Total incoming resources		<u>87,958</u>	<u>87,958</u>	<u>84,096</u>
Resources expended				
Costs of generating funds				
Fundraising trading: cost of goods sold and other costs	5	88,590	88,590	87,592
Governance costs	5	875	875	570
Total resources expended		<u>89,465</u>	<u>89,465</u>	<u>88,162</u>
Net movements in funds		(1,507)	(1,507)	(4,066)
Reconciliation of funds				
Total funds brought forward		<u>18,824</u>	<u>18,824</u>	<u>22,890</u>
Total funds carried forward		<u><u>17,317</u></u>	<u><u>17,317</u></u>	<u><u>18,824</u></u>

All incoming resources and resources expended derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

Clevedon Community Association
Balance Sheet as at 31 March 2018

		2018	2017
	Note	£	£
Current assets			
Cash at bank and in hand		<u>17,317</u>	<u>18,824</u>
Net assets		<u><u>17,317</u></u>	<u><u>18,824</u></u>
The funds of the charity:			
Unrestricted funds			
Unrestricted income funds		<u>17,317</u>	<u>18,824</u>
Total charity funds		<u><u>17,317</u></u>	<u><u>18,824</u></u>

Approved by the Board on 6 September 2018 and signed on its behalf by:

.....

Clevedon Community Association

Notes to the Financial Statements for the Year Ended 31 March 2018

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the receipts and payments accounting with applicable accounting standards and the Charities Act 2011.

Prior year restatement

For consistency with the current year figures, the prior year has been restated under the receipts and payments basis, previously the accruals method was used. The result of this is the reserves in the prior year, and brought forward, have decreased by 22,036 compared to that previously reported. This is due to the assets and liabilities of the charity not recognised in the balance sheet, a schedule of these can be seen on note 11.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 11.

Incoming resources

Donations are recognised when the amount has been received by the charity.

Investment income is recognised on a receivable basis.

Resources expended

All expenditure is accounted for on a payment basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs of trading for fundraising purposes.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Clevedon Community Association

Notes to the Financial Statements for the Year Ended 31 March 2018

..... continued

2 Voluntary income

	Unrestricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Donations and legacies			
Appeals and donations	5,550	5,550	4,674

3 Activities for generating funds

	Unrestricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Sunhill House and Princes Hall			
Subscriptions	630	630	770
Rental income	79,087	79,087	73,920
Other income	2,684	2,684	4,725
	<u>82,401</u>	<u>82,401</u>	<u>79,415</u>

4 Investment income

	Unrestricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Interest on cash deposits	7	7	7

Clevedon Community Association

Notes to the Financial Statements for the Year Ended 31 March 2018

..... continued

5 Total resources expended

	Sunhill House and Princes Hall	Governance	Total
	£	£	£
Direct costs			
Cost of goods sold	283	-	283
Employment costs	48,701	-	48,701
Establishment costs	14,671	-	14,671
Repairs and maintenance	11,764	-	11,764
Equipment hire	1,482	-	1,482
Sundry and other costs	4,926	-	4,926
Cleaning	705	-	705
	<u>82,532</u>	<u>-</u>	<u>82,532</u>
Support costs			
Office expenses	723	-	723
Printing, posting and stationery	1,120	-	1,120
Subscriptions and donations	3,004	-	3,004
Advertising and promotion	911	-	911
Accountancy fees	-	875	875
Bank charges	300	-	300
	<u>6,058</u>	<u>875</u>	<u>6,933</u>
	<u>88,590</u>	<u>875</u>	<u>89,465</u>

6 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

7 Net outgoing resources

Net outgoing resources is stated after charging:

	2018 £	2017 £
Hire of plant and machinery - operating leases	<u>1,482</u>	<u>281</u>

Clevedon Community Association
Notes to the Financial Statements for the Year Ended 31 March 2018

..... *continued*

8 Employees' remuneration

The aggregate payroll costs of these persons were as follows:

	2018	2017
	£	£
Wages and salaries	47,261	40,155
Social security	1,419	-
Other pension costs	21	-
	<u>48,701</u>	<u>40,155</u>

No employee received emoluments of more than £60,000 during the year (2017 - No. 0).

9 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £21 (2017 - £nil).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

Clevedon Community Association
Notes to the Financial Statements for the Year Ended 31 March 2018

..... *continued*

10 Related parties

Controlling entity

The charity is controlled by the trustees.

Related party transactions

Sunhill Park Enterprises is a wholly owned subsidiary company owned by the charity.

During the year recharges were made from Clevedon Community Association for services performed on behalf of the company totalling £4,101 (2017: £4,090). In addition, the company made recharges to Clevedon Community Association for services totalling £5,156 (2017: £6,630).

The company operates from Clevedon Community Association and during the Charity received £1,800 (2017: £4,464) in room and kitchen hire and £1,025 (2017: £1,920) for hire of equipment.

11 Analysis of funds

	At 1 April 2017	Incoming resources	Resources expended	At 31 March 2018
	£	£	£	£
General Funds				
Unrestricted income fund	18,824	87,958	(89,465)	17,317

Clevedon Community Association

Notes to the Financial Statements for the Year Ended 31 March 2018

..... continued

12 Net assets by fund

	Unrestricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£
Current assets	17,317	17,317	18,824
Net assets	<u>17,317</u>	<u>17,317</u>	<u>18,824</u>
	Note	2018 £	2017 £
Other Assets (unrestricted funds)			
Freehold Property (historic cost)		1,910	1,910
Office Equipment (estimated value)		130	511
Fixtures & Fittings (estimated value)		8,499	10,656
Theatre Fittings (estimated value)		701	644
Kitchen Equipment (estimated value)		75	239
Shares in trading subsidiary (nominal value)		4	4
Stocks held for sale		650	650
Trade Debtors		7,709	6,517
Amounts owed from subsidiary undertakings		18,363	12,686
Supplier payments on account		-	1,088
Prepaid expenses		£1,093	£1,745
		<u>39,134</u>	<u>36,650</u>
	Note	2018 £	2017 £
Liabilities (Unrestricted Fund)			
Trade creditors		418	1,726
Taxes and wages payable		1,180	878
Accruals and deferred income		778	2,874
VAT creditor		£331	£122
		<u>2,707</u>	<u>5,600</u>

Clevedon Community Association
Statement of financial activities by fund Year Ended 31 March 2018

	Unrestricted income fund 2018	Unrestricted income fund 2017
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	5,550	4,674
Activities for generating funds	82,401	79,415
Investment income	7	7
Total incoming resources	<u>87,958</u>	<u>84,096</u>
Resources expended		
Costs of generating funds		
Fundraising trading: cost of goods sold and other costs	88,590	87,592
Governance costs	875	570
Total resources expended	<u>89,465</u>	<u>88,162</u>
Net movements in funds	(1,507)	(4,066)
Reconciliation of funds		
Total funds brought forward	<u>18,824</u>	<u>22,890</u>
Total funds carried forward	<u><u>17,317</u></u>	<u><u>18,824</u></u>