

HYPHE AND DIBDEN COMMUNITY ASSOCIATION

Accounts

31 December 2017

HYPHE AND DIBDEN COMMUNITY ASSOCIATION

**Independent examiner's report to the trustees on the unaudited accounts
of the HYPHE AND DIBDEN COMMUNITY ASSOCIATION
for the year ended 31 December 2017**

Respective responsibilities of trustees and examiner

The Charity's trustees consider that an audit is not required for this year
It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act, 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

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 Charities Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

John F.M. Coombes
Accountant & Tax Adviser

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Southampton
SO45 5TJ

/09/2018

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Income and expenditure account
for the year ended 31 December 2017

	2017	2016
	£	£
Income	33,374	30,919
Expenditure		
Wages, salaries and other staff costs	18,543	18,015
Travelling expenses	50	42
Rent, rates, power and insurance costs	10,794	11,074
Maintenance and renewals of property and equipment	7,788	2,466
Telephone, stationery and other office costs	3,331	3,641
Accountancy, legal and other professional fees	250	250
Depreciation and loss/(profit) on asset disposal	1,248	1,304
Other expenses	98	184
	<u>42,102</u>	<u>36,976</u>
Expenditure excess	<u>(8,728)</u>	<u>(6,057)</u>

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Balance Sheet
as at 31 December 2017

	Notes	2017 £	2016 £
Fixed assets			
Buildings and equipment	1	16,697	17,871
Current assets			
Debtors		912	837
Bank balance - HSBC		14,702	22,569
Till floats		80	80
Petty cash		55	66
		<u>15,749</u>	<u>23,552</u>
Current liabilities			
Creditors		<u>545</u>	<u>794</u>
Net current assets		15,204	22,758
Net assets		<u>31,901</u>	<u>40,629</u>
General fund			
Balance at start of period		40,629	46,660
(Expenditure excess)		(8,728)	(7,835)
		<u>31,901</u>	<u>38,825</u>

The accounts were approved by the Trustees of the Hythe and Dibden Community Association on
 17/09/2018


 Graham Parkes, Chairman

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2017

1 Income and Expenditure Account	2017	2016
	£	£
Income		
Rents receivable	28,839	25,947
Membership	1,216	1,308
Books	229	122
Donation	10	-
	<u>30,294</u>	<u>27,377</u>
Kitchen	4,196	4,625
Less: Expenditure	<u>(1,116)</u>	<u>(1,083)</u>
	3,080	3,542
Interest receivable	-	-
	<u>33,374</u>	<u>30,919</u>
Expenditure		
Wages, salaries and other staff costs		
Wages Office manager	7,220	7,245
Less: charge to minibuses	<u>(320)</u>	<u>(307)</u>
	6,900	6,938
Cleaners	11,583	11,017
Warden's fees	60	60
	<u>18,543</u>	<u>18,015</u>
Travel and subsistence		
Travel and subsistence	<u>50</u>	<u>42</u>
Rent, water, power and insurance costs		
Ground rents	2,220	2,220
Water and sewerage	1,143	806
Electricity	2,841	3,013
Gas	1,892	2,354
Insurance	2,552	2,535
TV licence	146	146
	<u>10,794</u>	<u>11,074</u>
Maintenance and renewals of property and equipment		
Building maintenance and Safety	7,369	1,988
Less: charged to J&J & Ins claim	<u>(9)</u>	<u>(18)</u>
	7,360	-
Kitchen equipment	-	9
Cleaning materials	538	566
Less: charged to J & J	<u>(110)</u>	<u>(108)</u>
	428	458
Garden maintenance	-	29
	<u>7,788</u>	<u>2,466</u>

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2017

Telephone, stationery and other office costs			
Telephone	1,747	1,663	
Less: income	<u>(2)</u>	<u>(1)</u>	
	1,745		1,662
Office consumables	144	73	
Less: charged to mimibuses	<u>(17)</u>	<u>(22)</u>	
	127		51
Copier costs	2,417	2,250	
Less: income	<u>(958)</u>	<u>(384)</u>	
	1,459		1,866
	<u>3,331</u>		<u>3,641</u>
Accountancy, legal and other professional fees			
Accountants fees	<u>250</u>		<u>250</u>
Depreciation and loss/(profit) on asset disposals			
Depreciation	<u>1,248</u>		<u>1,304</u>
Other expenses			
Social and Christmas decorations	72		46
Sundry expenses	26		138
	<u>98</u>		<u>184</u>

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2017

1 Buildings and office equipment

	New building	Building & office equipment	Total
	£	£	£
Cost			
At 1 January 2017	533,279	33,246	566,525
Less: Grant	(517,923)		(517,923)
Additions		74	74
Disposals	-	-	-
At 31 December 2017	<u>15,356</u>	<u>33,320</u>	<u>48,676</u>
Depreciation			
At 1 January 2017	-	30,731	30,731
Charge for the year	-	1,248	1,248
On disposals	-	-	-
At 31 December 2017	<u>-</u>	<u>31,979</u>	<u>31,979</u>
Net book value			
At 31 December 2017	<u>15,356</u>	<u>1,341</u>	<u>16,697</u>
At 31 December 2016	<u>15,356</u>	<u>2,515</u>	<u>17,871</u>

Report of the Executive Committee
presented to the
Hythe & Dibden Community Association
at its Annual General Meeting
held at the Community Centre, Hythe,
on Thursday 24th May 2018

Sadly I have again to report that our net differential between income and expenditure is still in deficit. However, with an increase in income and careful management of our running expenditure, which was slightly less than in 2016, we have managed to reduce that deficit down to £2,717; a much smaller level than previous years. However that figure had to be increased by £5,717 due to our need to use part of our reserves in order to ensure that Hall 1 and the remainder of the old building remained in use.

We have now reached a point where our reserves have reached the minimum level that we require to function. For the Community Centre to continue to function, as we wish it to, and be not only viable but produce a surplus that helps to provide a strong maintenance reserve it is imperative that we continue the improvement that 2017 has shown.

Financial Report Year 2017

A copy of the accounts is available to all members in the Association Office and a copy of the balance sheet has been made available with the agenda for this meeting.

Hall & Room Hire

Rents for 2017 were £28,839, a rise of 11.1% which, when the new rates for the year are taken into consideration, is in reality a rise of 6.9% in occupancy. This was a very welcome change to the drops in occupancy experienced in previous years. Member Group bookings have remained steady and the increase has primarily been through new Associated Group bookings with some commercial bookings.

Kitchen Takings

Sadly kitchen receipts have dropped and when expenditure is taken into account the revenue only amounted to £3,080 a drop of nearly 13%. It should be possible to increase this as we have an excellent facility not only for members but also for non-members to drop in. A simple examination of this year's takings to date when compared with the same period last year shows that, for now at least, sales are at an equivalent level.

Membership

Association membership too continues to drop. 2017 saw us with only 304 members as against 328 in the previous year.

As reported in previous annual reports we live in a national society where the average age of members within social and recreational groups is increasing one year per year with a concomitant loss of members through age. This continues to concern us. The reduction in size of groups means that they either close or transfer to smaller rooms with a commensurate loss of revenue to the Centre.

We must look to the groups to actively promote themselves and thus increase their membership whilst offering every help that we can to amplify that promotion through our website and use of facebook.

We still need to market the Centre more in order to increase our hirings and revenues but in addition we need to explore new ventures and identify other uses which would still be in keeping with the ethos of the building and not be in conflict with our planning category. Our WiFi connection is available to hirers in the Centre and is made available to users of the café area but we are not advertising it as a free service. We continue to have concerns about the tables being monopolised by tablet and other users, a problem being found nationally by other retail and café areas in town centres.

Our web site continues to make prospective hirers aware of what we have to offer and if groups wish to make use of that or our facebook page they merely have to provide us with the "copy" and we will do the rest.

Personnel

Members are aware that we employ 3 members of staff on a part-time basis. We have always been realistic and increased the wages paid to members of staff by the relevant national index in order to maintain the "value" of that wage and we have absorbed that cost when assessing our annual hiring rates. One unfortunate

aspect of the reporting period is that through Government intervention our wages continue to be forced up by a disproportionate percentage to meet the new legislated levels. The wage payments increased by 4.2% on the 1st April 2017.

The Community Centre Building

The basic maintenance on the building has been at a significantly lower level this year and most of our costs have been incurred through our need to ensure our emergency services such as the fire and burglar systems and our lift are regularly tested and maintained. However, the cladding on the south facing walls of the old build had deteriorated so significantly that it was necessary to replace them. This was undertaken in UPVC in keeping with the provision of the new windows and doors a few years ago and of a matching colour to the replaced cladding.

Direct Services

Hythe & Dibden Community Association Minibuses.

As you are aware the minibus service is run by a subsection of the Association and its finances are held completely separate from the main accounts. Last year we reported that in 2016 we had continued to run the two minibuses but ended the year with a loss of just over £2,000. This was mainly due to necessary repairs to keep the minibuses running. We said that we had intended to continue providing the service whilst we could keep running and maintenance costs within income but had decided that we had reached the point where we could maintain the service to our customers with one minibus and that we would be selling the older one before the insurance became due. This we did and have continued with one minibus since then. Sadly because it is now impossible to continue to provide the service without incurring a large loss we have decided that the service will cease from the 1st August and the last minibus sold.

Indirect Services

The Community Cars Service; a voluntary group, continue to use our office as their headquarters between 9 and 11am each day and provide an invaluable facility for members of the community; primarily for visits to health related venues but also for the more mundane such as shopping and the hairdressers etc.

The Age Concern Chiropody Service continues to provide within the Community Centre a very well patronised and needed service within the community.

It has always been the hope of the Executive Committee, since we had our rebuilding, that in spite of not being able to maximise our revenues through the provision of a new all-purpose hall we would be in a position to move into a surplus financial state year on year. For a variety of reasons we have not achieved our hopes and we are unhappy with the state of affairs. This is in spite of every endeavour to increase our foot fall and revenues. However, competition with the increased accommodation being supplied by churches and the local authority in the area has precluded that from happening.

We still have the need to look to maximise the use of the building and are looking to the wider community for their ideas and help in this matter.

This is not as satisfactory a report as we would have liked to present but we would like to commend it to you for your adoption.

Graham Parkes, Chairman