



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

WEST MEADS COMMUNITY CENTRE ASSOCIATION

**On accounts for the year
ended**

31ST DECEMBER 2017

**Charity no
(if any)**

305338

Set out on pages

ONE TO FIVE

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]].
Delete [] if not applicable.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(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 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 material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

S. J. Trimmer

Date:

25TH OCTOBER 2018

Name:

SHELLEY JANE TRIMMER

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

FELLOW OF THE ASSOCIATION OF CHARTERED
CERTIFIED ACCOUNTANTS

Address:

BROMLEY CLACKETT LIMITED

74-76 ALDWICK ROAD

BOGNOR REGIS, PO21 2PE

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

NONE

West Meads Community Centre & Association - financial year ended 31st December 2017

Charity number : 305338

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Opening Balance 1st January 2017	58,174
Income during the year	29,424
Expenditure during the year	(37,656)
Closing balance 31st December 2017	<u>49,942</u>

Represented by :

Barclays current account	219
CCLA deposit account	51,247
Cash in hand	20
Creditors and accruals	(1,544)
	<u>49,942</u>

ON BEHALF OF THE TRUSTEES

Carol P. Wiseman
Mrs Carol Wiseman- Trustee and Chairman

Date 25TH October 2018

West Meads Community Centre & Association - financial year ended 31st December 2017

Charity number : 305338

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total
Provision of Leisure & Social Facilities	2,457.00	2,303.50	2,818.00	2,412.50	2,728.00	2,729.75	2,384.50	1,856.50	2,031.50	2,539.00	2,038.38	1,738.50	28,037.13
Membership/donations	937.75	103.00	84.00	12.00	-	25.00	3.00	-	3.00	-	-	-	1,167.75
Interest	47.39	-	-	37.91	-	-	28.85	-	-	24.57	-	-	138.72
Miscellaneous Income	-	-	-	-	50.00	30.00	-	-	-	-	-	-	80.00
Income	3,442.14	2,406.50	2,902.00	2,462.41	2,778.00	2,784.75	2,416.35	1,856.50	2,034.50	2,563.57	2,038.38	1,738.50	29,423.60
Utilities	314.88	515.48	278.13	334.92	588.84	272.58	202.79	639.66	272.09	275.15	568.09	277.56	4,540.17
Wages	777.47	777.47	777.47	789.17	789.17	789.17	789.17	789.17	993.92	993.92	843.92	1,687.24	10,797.26
Cleaning & waste disposal	107.10	104.39	91.69	108.67	332.44	122.23	91.93	83.38	92.23	114.38	201.29	130.04	1,579.77
Business rates	61.00	-	-	65.08	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	646.08
Stationery	8.58	7.68	14.02	11.58	7.80	9.39	21.78	-	59.99	7.80	-	-	148.62
Miscellaneous	578.37	325.31	311.02	77.31	577.31	577.31	102.31	283.88	773.26	589.68	298.00	992.23	5,485.99
Insurance	-	-	-	1,495.04	-	-	-	-	-	-	-	-	1,495.04
Maintenance	-	-	-	30.98	-	-	-	-	6,514.70	691.40	4,751.00	233.24	12,221.32
PRS for music	-	-	-	-	-	-	666.70	-	-	75.44	-	-	742.14
Cost of providing Leisure & Social Facilities	1,847.40	1,730.33	1,472.33	2,912.75	2,360.56	1,835.68	1,939.68	1,861.09	8,771.19	2,812.77	6,727.30	3,385.31	37,656.39
Excess of income over expenditure	1,594.74	676.17	1,429.67	(450.34)	417.44	949.07	476.67	(4.59)	(6,736.69)	(249.20)	(4,688.92)	(1,646.81)	(8,232.79)

Report of the Trustees of the West Meads Community Centre &
Association for the period 1st January 2017 to 31st December 2017

Charity number : 305338

Structure, Governance and Management

The West Meads Community Centre is 58 years old. It was built on land donated by the builder of the West Meads housing estate for the sole purpose of providing a hall for the community, and a church, which has since been sold and redeveloped.

The charity is governed by Trustees who delegate day-to-day responsibility to the Chairman.

The Trustees meet monthly to monitor the operational and financial performance of the charity.

Objectives and activities

The charity provides leisure and social activities for residents in Aldwick and West Meads. The centre is well used and much appreciated by the residents of the local area. Groups who use the centre include Arts & Crafts, Patchwork & Quilting, Carpet Bowls, Keep Fit, Line Dancing, Taekwondo, Bridge Clubs, Yoga, Weight Watchers, the Pentecostal Church, Karate and coffee mornings. The running costs of the centre are funded by membership subscriptions and hall hire charges for clubs and private hirers.

Significant expenditure on the maintenance and refurbishment of the hall took place in the year with complete redecoration and replacement of the hall boiler.

Financial Review

The charity reported an operational loss of £8,232 for the 12 month period. Total reserves at the end of the period were £49,942. There is an amount of £51,247 retained in a CCLA deposit account.