

MILLFIELD COMMUNITY ASSOCIATION

(Charity number 269754)

**ANNUAL REPORT and
FINANCIAL STATEMENTS
for year ended 31st MARCH 2018**

**MILLFIELD COMMUNITY ASSOCIATION (Registered Charity No. 269754)
TRUSTEE'S ANNUAL REPORT for the year ended 31st March 2018**

The Charity Trustees present their Report for the period 1st April 2017 to 31st March 2018.

The Millfield Community Association is registered with the Charity Commission number 269754 and was established in 1976.

The Charity is administered by a Management Committee comprising:-

Chair:	J M Cowdell
Vice Chair:	
Members Secretary	S Dakr
Treasurer:	M J Cowdel
Members:	M Bell
Drama / Harlequins	J M Cowdell
Bowls:	M Brian
Playgroup:	J Hayler
Anglia Co-op Retired:	Vacant
T W Guide:	H Price
Brownies/Rainbows:	P Foster
Council App. Trustee:	Clt. K Sharpe
Council Representative Trustee:	

Objects, Organisation and Activities

The object of the Charity is to maintain the Millfield Community Centre and to improve the conditions of life for the inhabitants of Millfield, Peterborough.

This is to be achieved by advancing education, providing recreation and leisure facilities and promoting charitable purposes. The Management Committee aims to provide facilities at an affordable cost to voluntary and community organisations serving the community as well as local residents.

The Charity is managed by an Association of local residents comprising of elected and nominated members.

The Association relies primarily on voluntary help.

Review of Progress and Achievements

The Centre has had a successful year which has seen the Association continue to increase its surplus through the support of hirers and members and efficiencies made by officers of the Association. Some of the problems with the building have been sorted by the Association and Peterborough City Council. As part of the 'Can do' project area covering Gladstone, Millfield and New England the Association awaits the Review of Community Assets which is due to take place in the next 2 years as part of the project. It has been agreed that community facilities must continue in the Millfield area and the Association will take part in the consultation to decide how this will happen. The Centre continues to be busy although there is room for more regular hirers at certain times. The Tai Chi group have moved to different premises but we have seen a small increase in Saturday evening bookings. Public Health sessions have continued and the Bingo sessions have seen some new members.

Staff have stayed constant and we continue to seek support from Peterborough City Council on ensuring health and safety repairs are carried out. The Association has replaced the CCTV to ensure safety of members and hirers as well as improve the security of the building. The Trustees are looking to improve other areas of the building to ensure whilst we continue to serve the community, the facilities are the best that we can afford.

Finances

The Association's Bankers are Barclays Bank Plc. Millfield, Peterborough.

The Independent Examiner is Mark Bedford MAAT, M.J.B. Financial Services, of 11 Belton Road, Park Farm, Stanground, Peterborough PE2 8UU

A handwritten signature in blue ink, appearing to read 'Bedford', is written over the printed name of the independent examiner.

On behalf of the Managing Trustees
25 June 2018

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
MILLFIELD COMMUNITY ASSOCIATION (Registered Charity No. 269754)**

I report on the financial statements of Millfield Community Association for the year ended 31st March 2018.

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year under section 144 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,
to follow the procedures laid down in the general Directions given by the Charity Commission
(under section 145(5)(b) of the 2011 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 I do not express an audit opinion on the accounts.

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 Trustees have not met the requirements to ensure that:
 - (a) Proper accounting records are kept (in accordance with section 130 of the 2011 Act); and
 - (b) Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act; and
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

11 Belton Road
Park Farm
Stanground
Peterborough
PE2 8UU



Mark Bedford MAAT - M.J.B. Financial Services
Independent Examiner

16/7/2018

MILLFIELD COMMUNITY ASSOCIATION
(Registered Charity no. 269754)

RECEIPTS and PAYMENTS ACCOUNTS
for the year ended 31 March 2018

31 March 17 All Funds		31 March 2018		Total
		General Fund	Restricted Fund	
	INCOME RECEIPTS			
	Donations, Legacies and Other similar receipts			
0.00	Grants	0.00	0.00	0.00
0.00	Total Donated Income	0.00	0.00	0.00
	Operating Activities to further Charity Objects			
81.70	Membership fees	325.50	0.00	325.50
22137.00	Hire Charges	24560.00	0.00	24560.00
15201.40	Bingo	16720.53	0.00	16720.53
854.00	Bowls Group	842.00	0.00	842.00
3404.46	Catering	4497.62	0.00	4497.62
400.00	Social Functions	0.00	0.00	0.00
150.00	Deposits	500.00	0.00	500.00
0.00	Sundries	11.98	0.00	11.98
42228.56	Total Charitable Objects	47457.63	0.00	47457.63
	Operating Activities to generate funds			
0.00	Fund Raising	0.00	0.00	0.00
0.00	Total Fund Raising	0.00	0.00	0.00
	Investment Income			
1.38	Bank Interest	7.68	0.00	7.68
1.38	Total Investment Income	7.68	0.00	7.68
42229.94	TOTAL INCOME	47465.31	0.00	47465.31

MILLFIELD COMMUNITY ASSOCIATION
(Registered Charity no. 269754)

RECEIPTS and PAYMENTS ACCOUNTS
for the year ended 31 March 2018

31 March 17 All Funds	PAYMENTS	31 March 2018		Total
		General Fund	Restricted Fund	
0.00	Payment to generate funds			
	Fund Raising	0.00	0.00	0.00
	Charitable Activities			
16052.49	Wages (Incl HMRC)	15693.76	0.00	15693.76
3355.22	Light and Heat	3250.25	0.00	3250.25
1191.06	Water Rates	1027.69	0.00	1027.69
2583.74	Hall Maintenance	4412.32	0.00	4412.32
2344.88	Catering	1441.91	0.00	1441.91
4879.30	Bingo Expenses	3305.58	0.00	3305.58
1637.95	Social Functions	0.00	0.00	0.00
742.17	Insurance	753.26	0.00	753.26
0.00	Deposit Refunded	520.00	0.00	520.00
0.00	Bowls Expenses	0.00	0.00	0.00
<u>32786.81</u>	Total charitable objects	<u>30404.77</u>	<u>0.00</u>	<u>30404.77</u>
	Support Costs			
796.00	Payroll Service	855.00	0.00	855.00
<u>796.00</u>	Total support costs	<u>855.00</u>	<u>0.00</u>	<u>855.00</u>
	Management & Administration			
616.70	Post/Stationery/Telephone	613.92	0.00	613.92
250.00	Independent Examiner	260.00	0.00	260.00
396.11	Trustees Expenses	289.04	0.00	289.04
220.00	Sundry	34.55	0.00	34.55
<u>1482.81</u>	Total Management & Administration	<u>1197.51</u>	<u>0.00</u>	<u>1197.51</u>
<u>35066.62</u>	TOTAL EXPENDITURE	<u>32457.28</u>	<u>0.00</u>	<u>32457.28</u>
7164.32	Net of Receipts / Payments	15008.03	0.00	15008.03
6859.05	Brought forward 1 April 2017	14023.37	0.00	14023.37
<u>14023.37</u>	Cash Funds c/fwd 31 March 2018	<u>29031.40</u>	<u>0.00</u>	<u>29031.40</u>

All the Charity's operations are classed as continued. Movements on reserves and all recognised gains and losses are shown above.

MILLFIELD COMMUNITY ASSOCIATION
(Charity Number 269754)
STATEMENT OF ASSETS AND LIABILITIES
at end of year as at 31 March 2018

31 Mar 17		31 March 2018
	CASH FUNDS	
10148.88	Current Account	14762.42
3670.19	Business Premium Account	13677.87
204.50	Cash in Hand	591.11
14023.37	TOTAL CASH FUNDS	29031.40
	Assets retained for Charity's Use	
450.00	Stock	285.00
0.00	Fixture & Fittings	-
	Debtors	
135.00	Debtors due within one year	617.50
	Liabilities	
0.00	Liabilities due within one year	-

The notes on pages 8 and 9 form part of these financial statements.

We approve these accounts and confirm that we have made available all relevant records and information for their preparation.


Chair


Treasurer

Date 25TH JUNE 2018.

MILLFIELD COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS for the year ended 31 March 2018

1 Accounting Policies:

- (a) The accounts have been prepared on the Receipts & Payments basis in accordance with the Charities Act 2011.
- (b) Voluntary income is received by way of donations and gifts and is included in full in the Financial Statements when received. Gifts in kind are valued at their estimated value to the Charity and included under the appropriate heading when received.
- (c) Intangible Income is valued and included in income to the extent that it represents goods or services which would otherwise be purchased. Where it is not possible to value the goods or services, such as volunteer time, the accounts do not include them.
- (d) Grants including grants for the purchase of fixed assets are recognised in full in the Financial Statements in the year in which they are received.
- (e) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.
- (f) Unrestricted funds are donations and other income received or generated for the objects of the Charity without further specified purpose and are available as general funds.
- (g) Fixed Assets are for use by the Charity in fulfilling its main charitable objects and are capitalised and depreciated. Depreciation is provided on all fixed assets at rates calculated to write-off the cost of each asset over its estimated useful life, which in all cases is set at four years.

2 Grants:

	2017/18	2016/17
	£	£
Peterborough City Council (for the use of the Association)	-	-
3 Total emoluments Gross salary and National Insurance contributions of two members of part time staff	15693.76	16052.49

4 Debtors

Debtors of £617.50 representing amounts owing to the Organisation and due within one year:-

<u>Name</u>	<u>Total Due</u>
Forzia IGRA Academy - Invoice 2018-01-17	£ 72.50
Band - Invoices 2018-02-04 & 2018-03-04	£ 140.00
Step Up - Invoice 2018-03-05B	£ 40.00
Scrabble - Invoice 2018-03-06	£ 60.00
Bridge - Invoice 2018-03-07	£ 80.00
Stamford AS - Invoice 2018-03-08	£ 60.00
Model Car Club - Invoice 2018-03-12	£ 80.00
Susan Wherrall - Invoice 2018-03-13	£ 20.00
Gardening Club - Invoice 2018-03-15	£ 20.00
Lacemakers - Invoice 2018-03-16	£ 20.00
Anglia Co-op Retired - Invoice 2018-03-17	£ 30.00
North Town's Women's Guild - Invoice 2018-03-18	£ 15.00
TOTAL	£ 617.50

5 Trustees Remuneration and expenses:

No Trustee were remunerated during the accounting year other than reimbursement of expenses £289.04 - which was mainly travel expenses.

6 Fixed Assets

All assets depreciated.

7 Stock

Stock as at 31st March 2017 is made up of:-

Catering	55
Maintenance items	50
Bingo Books	180
	<u>285</u>

8 Note regarding Payroll on 30th March 2018

Payroll for 30th March 2018 was put through bank and were available for employees. however due to bank holidays, they did not show on bank until 3rd April 2018 so not included in this years accounts.

C Sanderson	£ 363.65
J Donnelly	£ 270.00
Total	£ 633.65

9 Note regarding Pre-School Payment in March 2018

Milfield Pre-school requested to pay the invoice for April 2018 in March 2018 due to planned staff illness. This does not cause any specific issues but needs to be noted that the accounts for this year reflect that cost and next years accounts will be slightly reduced because of this.

10 Note Regarding Double Payment to EON for Lighting.

In April/May 2017, we made a duplicate payment to EON for Quarter 1, this resulted in a credit on the account and therefore no payment required for Quarter 2.