



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day01	01	2018		31	12	2018

Reference and administration details

Charity name

The Whitehawk and Manorfarm Community Association

Other names charity is known by

Registered charity number (if any)

277826

Charity's principal address

Valley Social Centre
Whitehawk Way
Brighton
Postcode BN2 5HE

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	John Commons	Chairman		
2	Fred Ransom	Treasurer		
3	Mary Mears			
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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 advisor	Name	Address
Bank	Nat West	Castle Square, Brighton BN1 1DP
Solicitors	Dean Wilson Laing	96 Church Road, Brighton BN1 1UJ
Accountant	Malcolm Reid & Co	Caudle Street, Henfield BN5 9DQ

Name of chief executive or names of senior staff members (Optional information)

Debbie Johnson - Manager

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected via Annual General Meeting from membership

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.

Objectives and activities

Summary of the objects of the charity set out in its governing document

Establish, secure and maintain a Community Centre for the benefit of the local community. Promote the benefit of the local community by providing social welfare and advancing education.

Summary of the main activities in relation to these objects

Provide venue for local organisations to provide social and educational occupation for the benefit of the local residents.

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

Achievements and performance

Summary of the main achievements of the charity during the year

Financial review

Brief statement of the charity's policy on reserves

Reserves which were held in the Treasury Account had been transferred to current account in 2012.

Details of any funds materially in deficit

No 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.

Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	John Commons	
Position (eg secretary, chair, etc)	Chairman	
Date	8 April 2019	

WHITEHAWK AND MANOR FARM COMMUNITY ASSOCIATION

Registered with the Charity Commissioners as a Charity No: 277826

INCOME AND EXPENDITURE ACCOUNT**YEAR ENDED 31 DECEMBER 2018**

	2018	2017
INCOME		
Catering, Coffee Bar, Café, Juice Bar and other Refreshments	3605	5947
Rents, Office, Meeting Rooms, Sports Hall, Training Room and Creches	47218	60564
Sundry Income, Grants and Funding	<u>483</u>	=
	51307	66511
EXPENDITURE		
Wages	32073	28931
Catering and Minor Equipment	2171	3506
Property Overheads		
Insurance	2864	3085
Rates	1184	1172
Heat, Light and Water	8394	8771
Repairs, Alarm and Cleaning	4378	5136
Advertising and Donations	-	108
Bank Charges	197	220
Postage, Stationery, Computer and Telephone	1615	1772
Miscellaneous, Subscriptions, Travel, Petty Cash and Committee Expenses	763	1469
Accountancy	1550	1550
Payroll Fees	<u>659</u>	<u>951</u>
	<u>55848</u>	<u>56671</u>
EXCESS OF INCOME OVER EXPENDITURE for the year	-4541	9840
EXTRANEIOUS WRITE-BACKS from previous years	=	<u>+441</u>
SURPLUS/-DEFICIENCY	<u>-4541</u>	<u>10281</u>



Independent examiner's report on the accounts

Report to the trustees/
members of

Charity Name
THE WHITEHAWK AND MANORFARM COMMUNITY ASSOCIATION

On accounts for the year
ended

31 DECEMBER 2018

Charity no (if any) 277826

Set out on pages

1 to 2
(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(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 Commissioners. 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 the course of 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:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 8 April 2019

Name: MALCOLM REID

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

Address: CAUDLE STREET
HIGH STREET
HENFIELD
WEST SUSSEX BN5 9DQ

Disclosure section

Only complete if the examiner needs to highlight material problems.

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