

NEW PARK COMMUNITY AND ARTS ASSOCIATION

Limited by Guarantee

Trustees' Report

and Unaudited Financial Statements

for the year ended 31 August 2018

Registered Charity Number 1110112
Registered Company Number 5459818

NEW PARK COMMUNITY AND ARTS ASSOCIATION

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

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NEW PARK COMMUNITY AND ARTS ASSOCIATION

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

CHARITY INFORMATION

Trustees

Mr Michael Foyle (Chairman)
Mr George Appleby
Ms Katherine Dickens (appointed 22 May 2018)
Mr Stuart Dobbin (Treasurer)
Dr John Jarvis
Miss Brenda Lawson
Mrs Gillian Montgomery (resigned 17 October 2017)
Mr Ian Oliver
Dr Robert Simpson

Principal and registered office

New Park Centre
New Park Road
Chichester
West Sussex
PO19 7XY

Registered charity number

1110112

Registered company number

5459818

Company secretary

Mr Stuart Dobbin

Independent examiner

Geoffrey Frost BSc(Hons) FCA
Blue Spire Limited
Cawley Priors
South Pallant
Chichester
West Sussex
PO19 1SY

Bankers

NatWest
5 East Street
Chichester
West Sussex
PO19 1HH

NEW PARK COMMUNITY AND ARTS ASSOCIATION

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

REPORT OF THE TRUSTEES

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2018. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

STRUCTURE GOVERNANCE AND MANAGEMENT

New Park Community & Arts Association is registered as a Charitable Company with its Governing Documents being in the form of its Memorandum and Articles of Association. The Trustees (listed on page 1) are both Trustees of the Charity and Directors of the Company, and are selected on the basis of the skills and experience which they bring to the charity. They are appointed by an ordinary resolution of the members of the charity in general meeting although the trustees have the power to appoint not more than two additional trustees during the course of the year.

The Trustees have considered the risks associated with operating New Park Community & Arts Association and are taking steps to minimise these risks.

OBJECTIVES AND ACTIVITIES

The main objects of the Charity, as defined in the Governing Documents, are:

- "a. to promote the benefit of the inhabitants of Chichester and its neighbourhood (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;*
- b. to secure the maintenance and development of a community and arts centre (hereinafter called "the Centre") and to equip and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these Objects.*
- c. to promote such other charitable purposes as may from time to time be determined."*

In determining the activities to be undertaken by the charity in furtherance of these objects, the trustees have had regard to the Charity Commission's guidance on public benefit.

New Park Community & Arts Association exists to provide accessible and safe facilities where organisations and individuals can offer social, cultural, recreational and welfare activities or services for residents of Chichester and district.

The Centre managers continue to pursue these aims, and maintain their commitment to operate efficiently, ensuring financial and charitable accountability.

ACHIEVEMENTS AND PERFORMANCE

Demand and bookings for our facilities rose further: new community and wellbeing groups included Blind Veterans UK, retired union members, The British Liver Trust, Foster Care awareness, pain management advice, young people's mental health support, 1-2-1 psychology and family mediation sessions. In addition, local businesses used the Centre for regional training, staff meetings and recruitment events, and NPCAA also offered rooms to participants in the annual Arts Festival and opened the café bar space for local artists to display their work throughout the year.

A total of 30 new regular hirers joined and there were a further 84 one-off bookings during the 12-month period; in addition 7 groups decided to offer additional weekly sessions. Broadly speaking, bookings represented 22% sports and fitness / 45% arts, films, music and performance / 30% community and wellbeing / 3% not categorised.

13 groups left the Centre primarily due to low numbers and personal life decisions. Chief among these was one of the founder groups, Chichester Players, who gave notice to relocate to a nearby school able to offer them multiple auditoria. Long-standing Trustee Gill Montgomery, who was involved during the Association's formative years, opted to retire from her position on the Board.

Development works to refurbish the Auditorium with fixed seating and a new heating and ventilation system, which we had hoped to complete during the year, were considerably delayed due to contractors, as were proposed projection-room modifications due to delays in Planning Permission. These delays meant that drawing on the New Homes Bonus grant awarded the previous year for proposed minor works to smaller rooms was deferred. Given

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REPORT OF THE TRUSTEES

this, Trustees decided to prioritise completion of these refurbishments and to postpone plans for major Phase 2 building works; however they confirmed their ongoing commitment to help the Cinema realise their wish for a second screen, initially looking at potential to adapt the Players' costume store.

A new Trustee, Kathy Dickens, joined the Board in May 2018. Our part-time member of staff responsible for cleaning services gave notice after securing alternative employment with more sociable hours; cleaning services were then outsourced. Trustees reviewed pension contributions and adopted revised policies and practices following changes in data-protection law.

FINANCIAL REVIEW

Incoming resources during the year ended 31 August 2018 totalled £237,727 (2017 *restated*: £215,796). Total expenditure for the period was £166,231 (2017: £218,377) giving rise to an overall surplus for the year of £71,496 (2017 *restated*: deficit £2,581).

As at 31 August 2018, the charity had total funds of £2,352,558 (2017 *restated*: £2,281,062) with restricted funds of £12,856 (2017: £12,206) retained in a restricted fund available only for the future development of the New Park Centre. Unrestricted free reserves were £292,020 (2017 *restated*: £220,501). The trustees consider the charity should maintain positive free reserves equivalent to six months operational expenditure in order to safeguard continuing delivery of its objects during any temporary and unforeseen shortfall in incoming resources. This target has been exceeded.

PLANS FOR FUTURE PERIODS

We plan to complete planned works to improve the Studio by providing new heaters; adding blinds, new heaters and replacement mats in the Old Dojo; and building extra external storage units. We also plan to carry out a full buildings survey, which will help us determine priorities for structural repair throughout the site as well as enabling spaces formerly hired by the Players to be brought back into use or developed.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors of New Park Community and Arts Association for the purposes of company law) are responsible for preparing the Report of the Trustees' and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, 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 estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

NEW PARK COMMUNITY AND ARTS ASSOCIATION

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

REPORT OF THE TRUSTEES

APPOINTMENT OF INDEPENDENT EXAMINER

During the year under review the charity's income remained below the audit threshold. The charity's independent examiner, Geoffrey Frost of Blue Spire Limited, has continued in post for the year under review and expressed his willingness to continue in the coming year.

These accounts have been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies subject to the small companies regime.

Approved by the trustees and signed on their behalf.



Mr Michael Foyle, Chairman
Trustee, New Park Community & Arts Association

Date 12 February 2019

NEW PARK COMMUNITY AND ARTS ASSOCIATION

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the Trustees of New Park Community and Arts Association

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 August 2018 which are set out on pages 6 to 15.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



Geoffrey Frost BSc(Hons) FCA
Blue Spire Limited
Cawley Priory
South Pallant
Chichester
West Sussex
PO19 1SY

Date 15 February 2019

NEW PARK COMMUNITY AND ARTS ASSOCIATION

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

		Unrestricted Funds £	Restricted Funds £	2018 Total Funds £	(restated) 2017 Total Funds £
	Note				
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	1	43,520	26,678	70,198	57,729
Investments	2	54	-	54	95
Charitable activities	3	167,475	-	167,475	155,972
Other	4	-	-	-	2,000
Total		<u>211,049</u>	<u>26,678</u>	<u>237,727</u>	<u>215,796</u>
EXPENDITURE ON:					
Charitable activities	5	166,231	-	166,231	218,377
Total		<u>166,231</u>	<u>-</u>	<u>166,231</u>	<u>218,377</u>
Net income/(expenditure)		44,818	26,678	71,496	(2,581)
TRANSFERS					
Gross transfers between funds	16, 18	26,028	(26,028)	-	-
Net movement in funds		<u>70,846</u>	<u>650</u>	<u>71,496</u>	<u>(2,581)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward	16	2,268,856	12,206	2,281,062	2,283,643
Total funds carried forward	16	<u><u>2,339,702</u></u>	<u><u>12,856</u></u>	<u><u>2,352,558</u></u>	<u><u>2,281,062</u></u>

None of the charity's activities were acquired or discontinued during the above financial years.

The charity has no gains or losses other than those dealt with in the statement of financial activities above.

NEW PARK COMMUNITY AND ARTS ASSOCIATION

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

BALANCE SHEET AS AT 31 AUGUST 2018

	Note	2018		(restated) 2017	
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	10		2,047,682		2,048,355
CURRENT ASSETS					
Debtors	11	10,836		16,722	
Cash at bank and in hand		<u>310,628</u>		<u>233,965</u>	
		321,464		250,687	
CURRENT LIABILITIES					
Creditors: amounts falling due within one year	12	<u>16,588</u>		<u>17,980</u>	
Net current assets/(liabilities)			304,876		232,707
Total net assets			<u><u>2,352,558</u></u>		<u><u>2,281,062</u></u>
FUNDS OF THE CHARITY					
Restricted funds	16		12,856		12,206
Unrestricted funds	16		2,339,702		2,268,856
Total charity funds			<u><u>2,352,558</u></u>		<u><u>2,281,062</u></u>

For the year ended 31 August 2018 the charity was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 6 to 15 were approved and authorised for issue by the trustees, and signed on their behalf by:

Mr Michael Foyle, Chairman

Mr Stuart Dobbin, Trustee

Date

12 February 2019

Date

12 February 2019

New Park Community & Arts Association
Company No.: 5459818
Charity No.: 1110112

NEW PARK COMMUNITY AND ARTS ASSOCIATION

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

ACCOUNTING POLICIES

Scope and basis of the financial statements

New Park Community and Arts Association is an incorporated charity, limited by guarantee, incorporated in England with the company number 05459818. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information page of these financial statements. The nature of the charity's operations and principal activities are outlined in the trustees' report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Restatement

During the year under review the recognition of income was reviewed and it was concluded income had been incorrectly deferred at earlier balance sheet dates as set out in note 20.

Statement of cash flows

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SoFA) when the Charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the Charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the Charity and it is probable that they will be fulfilled.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the Charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Income from government and other grants are recognised at fair value when the Charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is earned through holding assets for investment purposes such as shares and cash deposits. It includes dividends and interest. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend income is recognised as the Charity's right to receive payment is established.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Expenditure on charitable activities; which includes costs of operating the Centre and costs incurred to support those activities

Expenditure allocated to governance costs comprises the costs of production of statutory accounts and the accountants' report, together with any costs associated with trustees' meetings, legal advice for trustees and costs associated with constitutional and statutory requirements.

NEW PARK COMMUNITY AND ARTS ASSOCIATION

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ACCOUNTING POLICIES

Employee benefits

When employees have rendered service to the Charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The Charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

VAT

The Charity is not registered for VAT and is unable to recover VAT incurred. On this basis costs are recorded inclusive of VAT within the SOFA.

Taxation

The charity is considered to pass the tests set out in sections 466 to 493 Corporation Tax Act 2010 (CTA 2010), as such no income tax is payable on the charity's activities.

Fixed Assets

Tangible fixed assets costing £2,500 or more and with an economic useful life of more than one year are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Heating & ventilation equipment	15 years straight line
Fixtures and fittings	3 years straight line
Seating and building improvements	10 years straight line

Depreciation is not charged on long leasehold land and buildings on the basis that it would be immaterial as the buildings have a very long useful economic life and the lease is likely to be renewed on similar terms to those currently in place. The Trustees have in place a long-term maintenance plan and carry out an annual review for impairment of the buildings in order to confirm that there has been no impairment such that the buildings' carrying value would be diminished.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Operating leases

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

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

NEW PARK COMMUNITY AND ARTS ASSOCIATION

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

NOTES TO THE FINANCIAL STATEMENTS

1. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £
New Park Sports & Social Club	43,500	-	43,500	30,000	-	30,000
Donations and grants	20	26,678	26,698	4,430	23,299	27,729
	<u>43,520</u>	<u>26,678</u>	<u>70,198</u>	<u>34,430</u>	<u>23,299</u>	<u>57,729</u>

2. Income from investments

	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £
Bank interest	54	-	54	89	-	89
Other interest	-	-	-	6	-	6
	<u>54</u>	<u>-</u>	<u>54</u>	<u>95</u>	<u>-</u>	<u>95</u>

3. Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £
Room hire	167,376	-	167,376	155,970	-	155,970
Miscellaneous	99	-	99	2	-	2
	<u>167,475</u>	<u>-</u>	<u>167,475</u>	<u>155,972</u>	<u>-</u>	<u>155,972</u>

4. Other income

	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £
Insurance claims	-	-	-	2,000	-	2,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000</u>	<u>-</u>	<u>2,000</u>

NEW PARK COMMUNITY AND ARTS ASSOCIATION

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

NOTES TO THE FINANCIAL STATEMENTS

5. Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £
Rent and rates	8,749	-	8,749	2,941	-	2,941
Insurance	3,653	-	3,653	3,331	-	3,331
Water charges	1,719	-	1,719	2,338	-	2,338
Gas and electricity costs	19,246	-	19,246	17,590	-	17,590
Professional fees	-	-	-	-	-	-
Telephone	2,537	-	2,537	2,509	-	2,509
Printing, postage and stationery	1,198	-	1,198	1,156	-	1,156
Repairs and maintenance	16,466	-	16,466	75,046	-	75,046
Sundry costs	4,567	-	4,567	4,319	-	4,319
Employment costs	60,711	-	60,711	58,019	-	58,019
Miscellaneous expenses	-	-	-	123	-	123
Janitorial costs	27,744	-	27,744	20,826	-	20,826
Fees and inspections	5,020	-	5,020	4,537	-	4,537
Depreciation	2,680	-	2,680	-	-	-
Equipment purchased	2,883	-	2,883	2,653	22,561	25,214
Provision for bad debts	8,044	-	8,044	(562)	-	(562)
Governance costs (see note 6)	1,014	-	1,014	990	-	990
	<u>166,231</u>	<u>-</u>	<u>166,231</u>	<u>195,816</u>	<u>22,561</u>	<u>218,377</u>

6. Governance costs

	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £
Independent examiner's fees	1,014	-	1,014	990	-	990
	<u>1,014</u>	<u>-</u>	<u>1,014</u>	<u>990</u>	<u>-</u>	<u>990</u>

7. Independent examiner's remuneration

	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £
Examiner's fees - examination	1,014	-	1,014	990	-	990
	<u>1,014</u>	<u>-</u>	<u>1,014</u>	<u>990</u>	<u>-</u>	<u>990</u>

NEW PARK COMMUNITY AND ARTS ASSOCIATION

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

NOTES TO THE FINANCIAL STATEMENTS

8. Wages and salaries costs

	2018 Total Funds £	2017 Total Funds £
Gross wages	60,521	67,625
Employer's national insurance (net of employment allowance)	2,983	2,563
Employer's Pension cost	1,807	676
	<u>65,311</u>	<u>70,864</u>

The number of employees on an average headcount basis was:

	2018	2017
Management and administration	2.3	3.0
	<u>2.3</u>	<u>3.0</u>

There were no employees with emoluments (excluding employer pension costs) above £60,000 in this or the preceding year.

The Charity operates a defined contribution pension scheme. The total contributions paid into the scheme by the charity in respect of eligible employees for the year under review was £1,807 (2017: £676) with £181 payable at the balance sheet date.

9. Related party transactions

During the year under review and the preceding year no remuneration was paid to trustees who are the Charity's key management personnel. During the year under review no trustees (2017: one trustee) was reimbursed travel expenses (2017: £18).

There were no other transactions with related parties which require disclosure in the financial statements.

10. Fixed assets

	Leasehold land and buildings £	Heating & ventilation equipment £	Fixtures, fittings & equipment £	Total £
<i>Cost</i>				
At 1 September 2017	1,953,890	94,465	83,574	2,131,929
Additions	-	2,007	-	2,007
Disposals	-	-	-	-
At 31 August 2018	<u>1,953,890</u>	<u>96,472</u>	<u>83,574</u>	<u>2,133,936</u>
<i>Depreciation</i>				
Accumulated at 1 September 2017	-	-	83,574	83,574
Charge for the year	-	2,680	-	2,680
On disposals	-	-	-	-
At 31 August 2018	<u>-</u>	<u>2,680</u>	<u>83,574</u>	<u>86,254</u>
Net book value at 31 August 2018	<u>1,953,890</u>	<u>93,792</u>	<u>-</u>	<u>2,047,682</u>
Net book value at 31 August 2017	<u>1,953,890</u>	<u>94,465</u>	<u>-</u>	<u>2,048,355</u>

As part of the funding agreement for the construction of the community centre, Sport England holds a charge over the building amounting to £450,000.

NEW PARK COMMUNITY AND ARTS ASSOCIATION

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

NOTES TO THE FINANCIAL STATEMENTS

11. Debtors

	2018 Total Funds £	2017 Total Funds £
Room hire charges receivable	7,619	5,842
Provision for bad debts	-	-
Prepayments	3,117	2,613
Grants, donations and gift aid	100	148
Loans and advances	-	8,119
	<u>10,836</u>	<u>16,722</u>

12. Creditors

	2018 Total Funds £	2017 Total Funds £
<i>Amounts falling due within year:</i>		
Deferred income (see note 12a. below)	10,500	10,500
Accruals	6,088	7,480
	<u>16,588</u>	<u>17,980</u>

12a. Deferred income

	Brought forward £	Released in year £	Deferred in year £	Carried forward £
West Sussex County Council				
Room hire	10,500	(10,500)	10,500	10,500
	<u>10,500</u>	<u>(10,500)</u>	<u>10,500</u>	<u>10,500</u>

13. Contingent liability

At the balance sheet date no liability has been recognised in relation to the final element of the of the costs of the heating and ventilation equipment. This is due to an ongoing dispute over whether any further amounts are payable and therefore the charity is unable to measure reliably and consider it to be a possible but uncertain obligation capped at £18,400.

14. Commitments

	2018 Total Funds £	2017 Total Funds £
Total future minimum lease payments under non-cancellable operating leases, analysed as follows:		
<i>Land & Buildings</i>		
Not later than one year	6,421	601
Later than one year and not later than five years	25,684	2,404
Later than five years	19,263	2,404
	<u>51,368</u>	<u>5,409</u>
<i>Office equipment</i>		
Not later than one year	958	958
Later than one year and not later than five years	1,677	2,634
	<u>2,635</u>	<u>3,592</u>

During the year the Charity paid £7,379 (2017: £1,559) in respect of operating leases.
A rent review took place during the year.

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NOTES TO THE FINANCIAL STATEMENTS

15. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £	2017 Total Funds £
Tangible assets	2,047,682	-	2,047,682	1,950,212
Current assets	308,608	12,856	321,464	335,224
Current liabilities	(16,588)	-	(16,588)	(33,751)
	<u>2,339,702</u>	<u>12,856</u>	<u>2,352,558</u>	<u>2,251,685</u>

16. Analysis of net movement in funds

	Total funds brought forward £	Total incoming resources £	Total resources expended £	Transfers between funds £	Total funds carried forward £
<i>Restricted funds</i>					
Development fund	12,206	500	-	-	12,706
Chichester Cinema AHU contribution	-	25,000	-	(25,000)	-
Contributions towards costs	-	1,028	-	(1,028)	-
Other restricted funds	-	150	-	-	150
<i>Total restricted funds</i>	<u>12,206</u>	<u>26,678</u>	<u>-</u>	<u>(26,028)</u>	<u>12,856</u>
<i>Unrestricted funds</i>					
Designated fund - fixed assets	2,048,355	-	-	(673)	2,047,682
General fund	220,501	211,049	(166,231)	26,701	292,020
<i>Total unrestricted funds</i>	<u>2,268,856</u>	<u>211,049</u>	<u>(166,231)</u>	<u>26,028</u>	<u>2,339,702</u>
Total funds	<u>2,281,062</u>	<u>237,727</u>	<u>(166,231)</u>	<u>-</u>	<u>2,352,558</u>

17. Description of funds

Development fund	This comprises grant and donation income for use in the development of a new centre. Once expended on fixed assets, these funds are transferred to the general fund and form part of the assets of the charity and will be expended through depreciation in future periods.
Chichester Cinema AHU contribution	Funds received towards the costs of the Air Handling Unit incurred in the comparative year.
Contributions towards costs	Funds received to cover the costs of small general administrative expenses.
Designated funds - fixed assets	Designated funds representing the net book value of fixed assets.

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18. Transfer between funds

From	To	Unrestricted Funds		Restricted Funds
		General	Designated	Funds
		£	£	£
<i>Transfer 1</i>				
Chichester Cinema development contribution	General fund	25,000	-	(25,000)
Contributions towards costs	General fund	<u>1,028</u>	<u>-</u>	<u>(1,028)</u>
		<u>26,028</u>	<u>-</u>	<u>(26,028)</u>

Transfer of funds to unrestricted general funds to match costs previously borne by general funds.

<i>Transfer 2</i>				
Designated fund - fixed assets	General fund	(2,007)	2,007	-
General fund	Designated fund - fixed assets	2,680	(2,680)	-
		<u>673</u>	<u>(673)</u>	<u>-</u>

Transfer of funds representing the movement on fixed assets.

<u>26,701</u>	<u>(673)</u>	<u>(26,028)</u>
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19. Financial instruments

The carrying amounts of the Charity's financial instruments are as follows:

	2018 £	2017 £
<i>Financial assets</i>		
Debt instruments measured at amortised cost:		
Room hire receivable debtors	<u>7,619</u>	<u>5,842</u>

20. Restatement

During the year under review the recognition of income was reviewed and it was concluded income had been incorrectly deferred at earlier balance sheet dates as set out below:

	2018 Total Funds £	2017 Total Funds £
Opening reserves as previously stated	2,251,062	2,251,685
Revised recognition of income	30,000	31,958
Opening reserves following restatement	<u>2,281,062</u>	<u>2,283,643</u>

	2017 Total Funds £
Net income/(expenditure) as previously stated	(623)
Transition adjustment - Accrual of legacy income	(1,958)
Net income/(expenditure) following transition adjustments	<u>(2,581)</u>