

**HAZLEMERE COMMUNITY ASSOCIATION**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2018**

**HAZLEMERE COMMUNITY ASSOCIATION**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2018**

The Trustees present their report with the Financial Statements of the Charity for the year ended 30th September 2018.

The Trustees have adopted the provisions of 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 (FRS102) (effective 1 January 2015).

**Reference and administrative details**

The name of the Charity as listed in the register of Charities is Hazlemere Community Association

Charity number: 258071

The Association was constituted under a Trust Deed dated 8<sup>th</sup> November 1968, as amended on 17<sup>th</sup> May 1976, as amended at SGM on 22<sup>nd</sup> September 1999. A further amendment to the constitution was adopted by the Association on the 12<sup>th</sup> April 2017.

Principal address: Rose Avenue, Hazlemere, High Wycombe, Bucks, HP15 7UB.

**Trustees**

The Trustees serving during the year and since the year end are as follows:

Mr Steve Simpson

Mr Mike Large

Ms Judy Grist

Mr John Nunn

Mr Richard Newman

Mr Shahzad Anjum (co-opted as Trustee on 11th October 2018)

**Independent Examiner**

The Fish Partnership, The Mill House, Boundary Road, High Wycombe, HP10 9QN

**Bankers**

Lloyds Bank, High Wycombe

**HAZLEMERE COMMUNITY ASSOCIATION**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2018**

**Governing Document**

The Constitution was adopted 8<sup>th</sup> November 1968, as amended on 17<sup>th</sup> May 1976 and as amended on 22<sup>nd</sup> December 1999. The Constitution was further amended in the 12<sup>th</sup> April 2017.

**Objects**

The objects of the Association are to:

- 1) Promote the benefit of the inhabitants of the Parish of Hazlemere and the adjoining parishes of Chepping Wycombe, Hughenden, Little Missenden and Penn without distinction of sex, sexual orientation, race, 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 provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
- 2) Establish, or secure the establishment of a community centre and to maintain and manage the same in furtherance of the objects.
- 3) Promote such other charitable purposes as may from time to time be determined by the Management committee.

**Organisation**

The Association shall be directed by the Board of Trustees and a Management Committee which shall both meet not less than 4 times a year.

Once in each calendar year, an Annual General Meeting of the Association shall be held at such time and place as the Management Committee shall determine, being no more than fifteen months after the preceding meeting. At least 21 clear days' notice shall be posted in a conspicuous place or places in the area of benefit and/or advertised in a newspaper circulating the area of benefit.

At these meetings no member shall exercise more than one vote notwithstanding that he or she may have been appointed to represent two or more interests, but in case of an equality of votes the Chairman may have a second or casting vote.

At Committee Meetings one quarter of the members with power to vote shall form a quorum at meetings, whilst at General Meetings, the lesser of twenty-five members with the power to vote and one third of members with a power to vote shall form a quorum.

**Trustees**

Under the amendments to the Constitution adopted on the 12th April 2017 a new body of Trustees was set up to develop a strategy for the Association, and to promote the organisation whilst maintaining its present vision and values.

The Association is looking for independent trustees who can be appointed at the Annual General Meeting.

**HAZLEMERE COMMUNITY ASSOCIATION**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2018**

**Recruitment and Appointment of Management Committee**

The members with power to vote present at the Annual General Meeting shall elect the Treasurer and Secretary of the Association and such other Honorary Officers as the Association may from time to time decide who shall serve in their respective capacities as Honorary Officers of the Management Committee and of any Executive Committee which may be established.

At its first meeting after the Annual General Meeting the Management Committee shall elect from among its members a Chairman and Vice Chairman who shall serve in their respective capacities as Honorary Officer of any Executive Committee, which may be established. All Honorary Officers shall hold office until the conclusion of the next Annual General Meeting of the Association and shall be eligible for re-election.

**Management Committee Induction and Training**

New members are always known to us in advance. They have normally shown particular interest in the charity already and therefore have a solid notion of what Hazlemere Community Association is, what it aims to do and broadly how it goes about doing it.

Induction is carried out by serving members of the Management Committee as necessary.

**Risk Management**

The Board of Trustees and the Management Committee have assessed all the major risks to which the Association is exposed. They believe that maintaining the free reserves at the level stated below will provide sufficient resources in the event of adverse conditions. They have also assessed other operational risks faced by the Association and is satisfied that systems and procedures are in place to mitigate those risks.

**Related Parties**

The Association has a close relationship with Hazlemere Community Association Social Club Limited.

**Achievements and Performance**

The Association has in recent years accumulated some funds to enable extensive repairs and refurbishment of the Community Centre. This is ongoing work and several projects are still to be undertaken.

**Public Benefit**

In setting our objectives and planning our activities, we have given careful consideration to the Charity Commissions' general guidance on public benefit.

Hazlemere Community Association provides facilities and entertainment, accommodating approximately one thousand users a week. We have always tried to meet our adopted method statement 'Serving the Community'.

The area of benefit of the Association is the Hazlemere and the surrounding area.

**HAZLEMERE COMMUNITY ASSOCIATION**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2018**

**Financial Review of Business**

The Board of Trustees and the Management Committee are satisfied with the results for the year, and will continue to use available funds for the refurbishment of the Community Centre.

**Reserves Policy**


The Management Committee attempt to maintain unrestricted funds, which are the 'free reserves' held by the charity at approximately 3 months of the annual resources expended.

**Future Plans and Developments**

The charity will continue to look at ways of improving efficiency whilst maximizing the potential for income.

Refurbishment of the Community Centre facilities will take place as and when funds permit.

Approved by the Trustees on 27th February 2019 and signed on their behalf by:

  
\_\_\_\_\_  
S Simpson

Date: 27 February 2019

## **HAZLEMERE COMMUNITY ASSOCIATION**

### **Independent examiner's report to the trustees of Hazlemere Community Association**

I report to the charity trustees on my examination of the accounts of the Hazlemere Community Association for the year ended 30 September 2018.

#### **Responsibilities and basis of report**

As the charity trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act;  
              or
- 2            the accounts do not accord with those records; or
- 3            the accounts do 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Mr M J Sheehy  
FCA FCCA MBA  
The Fish Partnership  
The Mill House  
Boundary Road  
Loudwater  
High Wycombe  
Bucks.  
HP10 9QN

Date: 10 July 2019

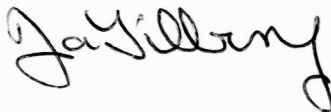
**HAZLEMERE COMMUNITY ASSOCIATION**

**BALANCE SHEET**  
**AT 30TH SEPTEMBER 2018**

	<b>Note</b>	<b><u>2018</u></b>	<b><u>2017</u></b>
<b>Tangible Fixed Assets</b>			
Tangible Assets	2	73,757	78,294
<b>Current Assets</b>			
Investments	3	7,000	7,000
Debtors	4	33,549	34,774
Cash at Bank and in Hand	5	26,235	28,255
		<u>66,784</u>	<u>70,029</u>
<b>Creditors</b>			
Amounts falling due within one ye	6	13,470	19,876
<b>Net Current Assets</b>		<u>53,314</u>	<u>50,153</u>
<b>Total Assets less Current Liabilities</b>		<u>127,071</u>	<u>128,447</u>
<b>Net Assets</b>		<u>£127,071</u>	<u>£128,447</u>
<b>Capital Reserves</b>			
General Fund		127,071	127,047
Restricted Funds		-	1,400
		<u>£127,071</u>	<u>£128,447</u>

Approved by the Trustees and the Management Committee on 27th February 2019 and signed on their behalf by:

Chairman of Management Committee – Mr. J.A. Tilbury



.....  
Treasurer and Trustee – Mr J. Nunn



The Notes on Pages 9 to 12 form part of these Financial Statements

**HAZLEMERE COMMUNITY ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**DETAILED ANALYSIS OF MOVEMENT IN FUNDS**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2018**

	Note	Restricted Funds	Unrestricted Funds	2018 Total Funds	2017 Total Funds
<b>Incoming Resources</b>					
<b>Incoming and Endowments from</b>					
Donations and Legacies		-	2,366	2,366	2,545
Charitable Activities				-	
Rent and Service Charge – Social Club		-	17,400	17,400	19,500
Lettings		-	50,573	50,573	50,319
Membership and Guest Fees		-	1814	1,814	2,214
Entertainment		-	2,746	2,746	2,189
Investments					
Bank Interest Received		-	33	33	37
Grants and Other Income					
Grants		-	1,400	1,400	1,400
Other Income		-	-	-	790
<b>Total Incoming Resources</b>					
		-	76,333	76,333	78,994
<b>Expenditure on Charitable Activities</b>					
Governance Expenditure		-	930	930	900
<b>Total</b>					
		-	77,709	77,709	89,297
<b>Net Income / (Expenditure)</b>		-	(1,376)	(1,376)	(10,303)
Transfer between Funds	12	(1,400)	1,400	-	-
<b>Net Movement in Funds</b>		(1,400)	24	(1,376)	(10,303)
Fund Balances B/Fwd at 01.10.17		1,400	127,047	128,447	138,750
Fund Balances C/Fwd at 30.09.18		-	127,071	127,071	128,447

Treasurer – Mr J. Nunn



The Notes on Pages 9 to 12 form part of these Financial Statements



**HAZLEMERE COMMUNITY ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2018**

**1 Accounting Policies**

**Basis of Preparing the Financial Statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by 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 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

**Fund Accounting**

Unrestricted funds are available for the use at the discretion of the Management Committee in furtherance of the general objectives of the charity.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Income**

Income from donations, subscriptions and special efforts is recorded on a receipts basis. All other income is recorded on an accruals basis.

Voluntary income is received by the way of donations and is included in full in the Statement of Financial Activities when receivable.

Investment income is included when receivable.

Income from activities for generating funds comes from memberships and from lettings to Hazlemere Community Association Social Club Limited and other third parties. This income is recorded on an accruals basis.

**Resources Expended**

Liabilities are recognized as resources are expended as soon as there is a legal or constructive obligation committing the charity to the expenditure.

Charitable expenditure includes all costs associated to a particular activity.

Governance Costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the Independent Examination of the Financial Statements of the charity.

**Depreciation of Fixed Assets**

Provision is made for depreciation on all tangible assets calculated to write off the cost or valuation, less estimated residual value, of each asset over its expected useful life as follows:

Furniture & Fittings	20% reducing balance or 3 years straight line
Windows and Doors	15 years straight line
Property	Over life of the lease

**Pensions**

Hazlemere Community Association contributes to a defined contribution pension scheme.

**HAZLEMERE COMMUNITY ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2018**

**1 Accounting Policies (continued)**

**Related Party**

Hazlemere Community Association Social Club Limited were charged by Hazlemere Community Association £17,400 (2017: £19,500) for rent and service charges.

Hazlemere Community Association Social Club Limited owed £35,250 (2017: £28,150) to Hazlemere Community Association at 30th September 2018.

The Association is confident that measures have been taken to improve the financial prospects of the Hazlemere Community Association Social Club Limited. However in view of the increase in the amount of the debt due from the Hazlemere Community Association Social Club Limited and the length of time it will need to repay this debt the Association considers it prudent to reserve for part of the debt.

Hazlemere Community Association owed £2,056 (2017: £3,896) to Hazlemere Community Association Social Club Limited at 30th September 2018.

**2 Tangible Fixed Assets**

	Property	Furniture & Equipment	TOTAL
Cost as at 1 October 2017	204,580	122,770	327,350
Additions	-	-	-
At 30 September 2018	204,580	122,770	327,350
Depreciation at 1 October 2017	140,081	108,975	249,056
Charge for the year	3,410	1,127	4,536
At 30 September 2018	143,490	110,102	253,593
Net Book Value			
At 30 September 2018	61,089	12,668	73,757
At 30 September 2017	64,499	13,795	78,294

	<u>2018</u>	<u>2017</u>
<b>3 Investment</b>		
Charities Investment Fund	7,000	7,000
<b>4 Debtors and Prepayments</b>		
Amounts falling due within one year:		
Owed by Hazlemere Community Assoc. Social Club Limited - Gross Debt	35,250	28,150
Less Reserve	(7,100)	-
Other Debtors	4,582	4,869
Prepayments and deferred income	817	1,755
	<u>33,549</u>	<u>34,774</u>

**HAZLEMERE COMMUNITY ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2018**

**5 Cash at Bank and in Hand**

Cash at Bank	26,153	27,988
Cash in Hand	<u>82</u>	<u>267</u>
	<u>26,235</u>	<u>28,255</u>

**6 Creditors**

	<b><u>2018</u></b>	<b><u>2017</u></b>
Amounts falling due in one year:		
Creditors	623	7,218
Income received in advance	696	1,357
Taxation and Social Security	313	265
Wages control account	0	-
Owed to Hazlemere Community Assoc.		
Social Club Limited	2,056	3,986
Accrued Expenses	<u>9,782</u>	<u>7,050</u>
	<u>13,470</u>	<u>19,876</u>

**7 Independent Examiner's Fees**

	<b><u>2018</u></b>	<b><u>2017</u></b>
For Accounts Examination	930	900

**8 Transactions with the Trustees and related parties**

During the period the Trustees, nor any person connected with the Trustees, received remuneration (2017: £ Nil). No Trustees were reimbursed for expenses incurred on their behalf (2017: £ Nil).

During the year, the facilities of the Hazlemere Community Association were let to several clubs of which the Trustees of the Association may be connected. The income derived from those clubs and the amounts outstanding at the year end are shown below.

Trustee	Club	Income 2018	Debtor at 30.09.18	Income 2017	Debtor at 30.09.17
S Simpson	Badminton	4,191	329	4,095	281

**9 Staff Costs**

	<b><u>2018</u></b>	<b><u>2017</u></b>
Staff Costs (excluding NI contributions)	19,492	21,927
NI Contributions	-	-
Pension Contributions	<u>405</u>	<u>167</u>
Total Staff Costs	<u>19,897</u>	<u>22,094</u>

During the period there were no employees with a salary above £60,000

During the period there was 1 employee (2017 – 2)

**HAZLEMERE COMMUNITY ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2018**

**10 Allocation of Overheads**

The breakdown of overhead costs and how these were allocated between Charitable Activities and Governance is shown in the table below

Cost Type	Total Allocation	Operation of Centre	Basis of Apportionment
	£	£	
Management	76,779	76,779	Actual Cost
Governance	930	930	Actual Cost
Total Costs	<u>77,709</u>	<u>77,709</u>	

**11 Analysis of Governance Costs**

	<u>2018</u>	<u>2017</u>
Independent Examiner's Fees	<u>930</u>	<u>900</u>

**12 Analysis of Net Assets Between Funds**

	<u>Net Assets</u>	<u>Total</u>
Restricted Funds		
Unrestricted Income Funds	127,071	127,071
	<u>127,071</u>	<u>127,071</u>

**Transfer between funds.** The restricted funds brought forward from the previous year of £1,400 related to grants received supporting the cost of community events which were completed in the current financial year.

**HAZLEMERE COMMUNITY ASSOCIATION**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2018**

	<u>2018</u>		<u>2017</u>
	£	£	£
<b>Income and Endowments from:</b>			
Donations and Legacies		2,366	2,545
Rent and Service Charge		17,400	19,500
<b>Charitable Activities</b>		-	
Lettings		50,573	50,319
Membership and Guest Fees		1,814	2,214
Photocopying		-	-
Entertainment		2,746	2,189
Investment Income		33	37
Grants Received		1,400	1,400
Other Income		-	790
		<u>76,333</u>	<u>78,994</u>
 <b>Expenditure</b>			
Salaries	19,002		22,094
Cleaning Expenses	8,441		12,057
Repairs and Maintenance	18,966		23,059
Heat and Light	10,202		11,324
Rent and Water	1,070		4,755
Furniture and Equip – Dep'n	1,127		1,607
Property – Dep'n	3,410		3,410
Printing, Postage and Stationery	1,260		1,212
Telephones	1,476		1,386
Insurances	1,655		1,627
Independent Examiner's Fees	930		900
Performing Rights Licence	180		352
Entertainment	1,279		2,874
Recruitment Costs	-		-
Publicity	-		-
Bad Debts	280		-
Hazlemere Fete	-		-
Miscellaneous	1,289		649
Bank Charges	41		501
Legal	-		1,490
Reserve for Debt due from Social Club	7,100		
		<u>77,709</u>	<u>89,297</u>
 Net Movement of Funds		<u>(1,376)</u>	<u>(10,303)</u>