

Report of the Executive Committee
presented to the
Hythe & Dibden Community Association
at its Annual General Meeting
held at the Community Centre, Hythe,
on Thursday 20th June 2019

Sadly I have again to report that our net differential between income and expenditure is still in deficit. However, we have increased our income by a slightly better rate than our expenditure our deficit is now down to £2,092 which compares with £2,717 in the previous year. A significant part of the difference was a one off payment for the replacement of part of the rear fence destroyed in a fire caused by a vehicle parked just beyond our boundary. The insurance paid for the replacement, except for a £250 excess and we took the opportunity to replace a further section which was nearly worn out and fit concrete barge boards to the new fencing. We have now ceased running the minibus service and the balance of that account amounting to £8,096 has been added to the building reserves.

We have now reached a point where, in spite of the above mentioned transfer of funds our reserves are reaching the minimum level that we require to function. For the Community Centre to continue to function, as it is still necessary in order to not only viable but produce a surplus that helps to provide a strong maintenance reserve it is imperative that we continue the improvement that 2018 has shown.

Financial Report Year 2018

A copy of the accounts is available to all members in the Association Office and a copy of the balance sheet has been made available with the agenda for this meeting.

Hall & Room Hire

Rents for 2018 were £31,799, a rise of 10.3% on the previous year which, when the new rates for the year are taken into consideration, is in reality a rise of 5.4% in occupancy. This rise when viewed with the previous year's rise of 6.9% is a very welcome change to the drops in occupancy experienced in previous years. Member Group bookings have remained steady and the increase has primarily been through new Associated Group bookings with some commercial bookings.

Kitchen Takings

Kitchen receipts when costs have been taken into account have risen to £3,266 when compared with the previous year's £3,080 a rise of nearly 6%. It should be possible to increase this further as we have an excellent facility not only for members but also for non-members to drop in. Further promotion is planned which hopefully will increase the public footfall into the building..

Membership

Association membership has slightly dropped, reducing from 304 to 302.

As reported in previous annual reports we live in a national society where the average age of members within social and recreational groups is increasing one year per year with a concomitant loss of members through age. This continues to concern us. The reduction in size of groups means that they either close or transfer to smaller rooms with a commensurate loss of revenue to the Centre.

We must look to the groups to actively promote themselves and thus increase their membership whilst offering every help that we can to amplify that promotion through our website and use of facebook.

We still need to market the Centre more in order to increase our hirings and revenues but in addition we need to explore new ventures and identify other uses which would still be in keeping with the ethos of the building and not be in conflict with our planning category. Our WiFi connection is available to hirers in the Centre and is made available to users of the café area.

Our web site continues to make prospective hirers aware of what we have to offer and if groups wish to make use of that or our facebook page they merely have to provide us with the “copy” and we will do the rest.

Personnel

Members are aware that we employ 3 members of staff on a part-time basis. We have always been realistic and increased the wages paid to members of staff by the relevant national index in order to maintain the “value” of that wage and we have absorbed that cost when assessing our annual hiring rates. One unfortunate aspect of the reporting period is that through Government intervention our wages continue to be forced up by a disproportionate percentage to meet the new legislated levels. The wage payments increased by 4.23% on the 1st April 2018.

The Community Centre Building

The basic maintenance on the building has been at a significantly lower level this year and most of our costs have been incurred through our need to ensure our emergency services such as the fire and burglar systems and our lift are regularly tested and maintained. The only exception was the improvement to the rear fence over and above that covered by direct replacement of the fire damaged section.

Direct Services

Hythe & Dibden Community Association Minibuses.

Our minibus service closed on the 1st August and the last minibus disposed of. As reported last year we were incurring significant losses and it was impossible to attract further users of the service.

Indirect Services

The Community Cars Service; a voluntary group, continue to use our office as their headquarters between 9 and 11am each day and provide an invaluable facility for members of the community; primarily for visits to health related venues but also for the more mundane such as shopping and the hairdressers etc.

The Age Concern Chiropody Service continues to provide within the Community Centre a very well patronised and needed service within the community.

It has always been the hope of the Executive Committee, since we had our rebuilding, that in spite of not being able to maximise our revenues through the provision of a new all-purpose hall we would be in a position to move into a surplus financial state year on year. For a variety of reasons we have not achieved our hopes and we are unhappy with the state of affairs. This is in spite of every endeavour to increase our footfall and revenues. However, competition with the increased accommodation being supplied by churches and the local authority in the area has precluded that from happening. We continue to look to maximise the use of the building and are looking to the wider community for their ideas and help in this matter.

This report whilst not as satisfactory as we would have liked to present, does show that we are slowly clawing our way back to a positive balance and we would like to commend it to you for your adoption.

Graham Parkes, Chairman

HYTHE AND DIBDEN COMMUNITY ASSOCIATION

Accounts

31 December 2018

HYTHE AND DIBDEN COMMUNITY ASSOCIATION

Independent examiner's report to the trustees on the unaudited accounts of the HYTHE AND DIBDEN COMMUNITY ASSOCIATION for the year ended 31 December 2018

Respective responsibilities of trustees and examiner

The Charity's trustees consider that an audit is not required for this year
It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act, the Charity Commission (under section 145(5)(b)) of the Charities Act, and
- To state whether particular matters have come to my attention.

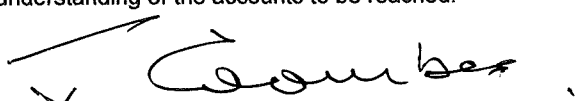
Basis of independent examiner's statement

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 matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



John F.M. Coombes
Accountant & Tax Adviser

The Old Manor
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Dibden
Southampton
SO45 5TJ

20 June 2019

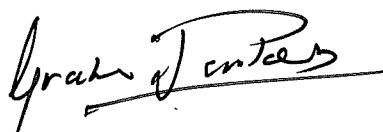
HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Income and expenditure account
for the year ended 31 December 2018

	2018	2017
	£	£
Income	44,651	33,374
 Expenditure		
Wages, salaries and other staff costs	19,473	18,543
Travelling expenses	21	50
Rent, rates, power and insurance costs	10,818	10,794
Maintenance and renewals of property and equipment	5,000	7,788
Telephone, stationery and other office costs	3,860	3,331
Accountancy, legal and other professional fees	300	250
Depreciation and loss/(profit) on asset disposal	1,179	1,248
Other expenses	46	98
	<hr/> 40,697	<hr/> 42,102
 Income excess/(expenditure excess)	 <hr/> 3,954	 <hr/> (8,728)

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Balance Sheet
as at 31 December 2018

	Notes	2018 £	2017 £
Fixed assets			
Buildings and equipment	1	15,518	16,697
Current assets			
Debtors	2,166	912	
Bank balance - HSBC	19,902	14,702	
Till floats	100	80	
Petty cash	176	55	
	<u>22,344</u>	<u>15,749</u>	
Current liabilities			
Creditors	<u>2,007</u>	<u>545</u>	
Net current assets		20,337	15,204
Net assets		<u>35,855</u>	<u>31,901</u>
General fund			
Balance at start of period		31,901	40,629
Income excess/((expenditure excess))		3,954	(8,728)
		<u>35,855</u>	<u>31,901</u>

The accounts were approved by the Trustees of the Hythe and Dibden Community Association on
20 June 2019


Graham Parkes, Chairman

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2018

1 Income and Expenditure Account

	2018	2017
	£	£
Income		
Rents receivable	31,799	28,839
Membership	1,208	1,216
Books	173	229
Donation	8,185	10
	<u>41,365</u>	<u>30,294</u>
Kitchen	4,103	4,196
Less: Expenditure	<u>(817)</u>	<u>(1,116)</u>
	3,286	3,080
Interest receivable	-	-
	<u>44,651</u>	<u>33,374</u>
Expenditure		
Wages, salaries and other staff costs		
Wages Office manager	7,534	7,220
Less: charge to minibuses	<u>(195)</u>	<u>(320)</u>
	7,339	6,900
Cleaners	12,086	11,583
Warden's fees	48	60
	<u>19,473</u>	<u>18,543</u>
Travel and subsistence		
Travel and subsistence	<u>21</u>	<u>50</u>
Rent, water, power and insurance costs		
Ground rents	2,220	2,220
Water and sewerage	781	1,143
Electricity	2,931	2,841
Gas	1,983	1,892
Insurance	2,756	2,552
TV licence	147	146
	<u>10,818</u>	<u>10,794</u>
Maintenance and renewals of property and equipment		
Building maintenance and Safety	5,362	7,369
Less: charged PAT testing & Ins claim	<u>(739)</u>	<u>(9)</u>
	4,623	7,360
Cleaning materials	489	538
Less; charged to J & J	<u>(112)</u>	<u>(110)</u>
	377	428
	<u>5,000</u>	<u>7,788</u>

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2018

Telephone, stationery and other office costs

Telephone	1,825		1,747	
Less: income	<u>(1)</u>		<u>(2)</u>	
		1,824		1,745
Internet		86		-
Office consumables	164		144	
Less: charged to minibuses	<u>(8)</u>		<u>(17)</u>	
		156		127
Copier costs	2,417		2,417	
Less: income	<u>(623)</u>		<u>(958)</u>	
		1,794		1,459
		<u>3,860</u>		<u>3,331</u>

Accountancy, legal and other professional fees

Accountants fees	<u>300</u>	<u>250</u>
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Depreciation and loss/(profit) on asset disposals

Depreciation	<u>1,179</u>	<u>1,248</u>
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Other expenses

Social and Christmas decorations	46	72
Sundry expenses	-	26
	<u>46</u>	<u>98</u>

Donation

£8185 includes £8096 transfer of net assets from HDCA Minibuses account as a result the cessation of its trading activity during the year

Maintenance

£5000 includes the cost of fence repairs less a partial insurance claim and work on the Charity's security system

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2018

1 Buildings and office equipment

	New building	Building & office equipment	Total
	£	£	£
Cost			
At 1 January 2018	533,279	33,320	566,599
Less: Grant	(517,923)		(517,923)
Disposals	-	-	-
At 31 December 2018	<u>15,356</u>	<u>33,320</u>	<u>48,676</u>
Depreciation			
At 1 January 2018	-	31,979	31,979
Charge for the year	-	1,179	1,179
On disposals	-	-	-
At 31 December 2018	<u>-</u>	<u>33,158</u>	<u>33,158</u>
Net book value			
At 31 December 2018	<u>15,356</u>	<u>162</u>	<u>15,518</u>
At 31 December 2017	<u>15,356</u>	<u>1,341</u>	<u>16,697</u>