



Trustees' Annual Report for the period

From 1 January 2018 to 31st December 2018

Charity name: Leigh Park Community Centre

Charity registration number: 1164413

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The trustees considers that it has a duty not only to maintain the community building but also improve the activities to meet the needs of the environs
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The trustees objective has been to achieve and further establish the community centre for the benefit of the inhabitants in the parish of Westbury and surrounding villages. This has been achieved through grant funding to provide events for the community.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are aware of the guidance and have taken into account the public benefit when planning events and activities

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The main achievements this year have been to maintain the community centres excellent reputation for cleanliness and upkeep.</p> <p>The trustees alongside staff and volunteers have arranged:</p> <p>A family fun day which was enjoyed by over 200 local residents.</p> <p>An afternoon tea for isolated older residents within the community</p> <p>Purchased a bouncy castle for the development of events and private parties</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Our reserves this year are similar to that of 2017 and we feel are sufficient at this time to enable the charities growth and to maintain the building, fixtures and fittings
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our policy for holding reserves is £5,000 for emergency repairs and we aim to hold a minimum of £2,000 in our current account
Amount of reserves held	Para 1.22	£30,051
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Based on the level of reserves, income and profit the trustees consider that the use of the going concern basis is appropriate

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by Trustees

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Leigh Park Community Centre (Westbury)
Other name the charity uses	LPCC
Registered charity number	1164413
Charity's principal address	Leigh Park Way Westbury Wiltshire BA13 3FN

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	Andrew Down	Chair		
2	Claire Randall-Cooke	Secretary		
3	Shaun Bolwell			
4	Tim Cairnes			
5	Beth Mullins-Watts			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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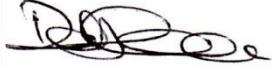
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Debra Cole	
Position (eg Secretary, Chair, etc)	LPCC Business Development Manager	
Date	14.10.2019	

Leigh Park Community Centre (Westbury)

Charity No. 1164413

Company No. CE005627

Trustee's Report and Unaudited Accounts

31 December 2018

Leigh Park Community Centre (Westbury)
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The Trustee, who is also a director of the charity for the purposes of the Companies Act 2006, presents their report with the unaudited financial statements of the charity for the year ended 31 December 2018.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. CE005627

Charity No. 1164413

Registered Office

White Horse Pre-School

Leigh Park Way

Westbury

Wiltshire

BA13 3FN

Director and Trustee

The Director of the charitable company are its Trustee for the purposes of charity law.

The following Director and Trustee served during the year:

D.N. Anderson

Accountants

Busy Books (Westbury) Ltd

The Old Mill Yard

Melbourne Street

Bratton

Nr Westbury

BA13 4RJ

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

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board

D.N. Anderson

Trustee

31 December 2018

Independent Examiner's Report to the trustee of Leigh Park Community Centre (Westbury)

I report to the charity trustee on my examination of the accounts of Leigh Park Community Centre (Westbury) for the year ended 31 December 2018 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and the related notes.

Responsibilities and basis of report

As the trustee (and also a director 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 charity 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 charity'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 can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that:

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements under 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
- the accounts have not been prepared in accordance with the Charities SORP (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.

Susan Thompson
MAAT
Busy Books (Westbury) Ltd
The Old Mill Yard
Melbourne Street
Bratton
Nr Westbury
BA13 4RJ
31 December 2018

Leigh Park Community Centre (Westbury)

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 December 2018

	Notes	Unrestricted funds 2018 £	Total funds 2018 £
Income and endowments from:			
Donations and legacies	3	2,065	2,065
Charitable activities	4	650	650
Other trading activities	5	47,891	47,891
Other	6	1,103	1,103
Total		51,709	51,709
Expenditure on:			
Charitable activities	7	650	650
Other	8	53,743	53,743
Total		54,393	54,393
Net gains on investments		-	-
Net expenditure		(2,684)	(2,684)
Transfers between funds		35,875	35,875
Net income before other gains/(losses)		33,191	33,191
Other gains and losses:			
Net movement in funds		33,191	33,191
Reconciliation of funds:			
Total funds carried forward		33,191	33,191

Leigh Park Community Centre (Westbury)
SUMMARY INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 December 2018

	2018 £
Income	51,709
Gross income for the year	<u>51,709</u>
Expenditure	54,393
Total expenditure for the year	<u>54,393</u>
Net expenditure before tax for the year	(2,684)
Net expenditure for the year	<u><u>(2,684)</u></u>

Leigh Park Community Centre (Westbury)

BALANCE SHEET

at 31 December 2018

Company No.	CE005627	Notes	2018 £
Fixed assets			
Tangible assets		10	1,163
			<u>1,163</u>
Current assets			
Debtors		11	3,661
Cash at bank and in hand			33,867
			<u>37,528</u>
Net current assets			37,528
Total assets less current liabilities			38,691
Creditors: Amounts falling due after more than one year		12	(5,500)
Net assets excluding pension asset or liability			<u>33,191</u>
Total net assets			<u><u>33,191</u></u>
The funds of the charity			
Restricted funds		13	
Unrestricted funds		13	
General funds			33,191
			<u>33,191</u>
Reserves		13	
Total funds			<u><u>33,191</u></u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 December 2018 the company 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 directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 31 December 2018

And signed on its behalf by:

D.N. Anderson
Trustee
31 December 2018

Leigh Park Community Centre (Westbury)

STATEMENT OF CASH FLOWS

for the year ended 31 December 2018

	2018	£
	£	£
Cash flows from operating activities		
Net income per Statement of Financial Activities	33,191	-
Adjustments for:		
Dividends, interest and rents from investments	(1,103)	-
Increase in trade and other receivables	(3,661)	-
Increase in trade and other payables	5,500	-
Net cash provided by operating activities	<u>33,927</u>	<u>-</u>
Cash flows from investing activities		
Purchases of property, plant and equipment	(1,163)	-
Dividends, interest and rents from investments	1,103	-
Net cash used in investing activities	<u>(60)</u>	<u>-</u>
Net cash from financing activities	<u>-</u>	<u>-</u>
Net increase in cash and cash equivalents	33,867	-
Cash and cash equivalents at the beginning of the year	-	-
Cash and cash equivalents at the end of the year	<u>33,867</u>	<u>-</u>
Components of cash and cash equivalents		
Cash and bank balances	33,867	-
	<u>33,867</u>	<u>-</u>

for the year ended 31 December 2018

1 Accounting policies

Basis of preparation

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help The value of any volunteer help received is not included in the accounts.

Investment income This is included in the accounts when receivable.

Gains/(losses) on revaluation of fixed assets This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets This includes any gain or loss on the sale of investments.

NOTES TO THE ACCOUNTS

Expenditure

Recognition of expenditure Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Expenditure on raising funds These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.

Expenditure on charitable activities These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.

Grants payable All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.

Governance costs These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.

Other expenditure These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

3 Income from donations and legacies

Unrestricted	Total 2018
£	£
2,065	2,065
<u>2,065</u>	<u>2,065</u>

4 Income from charitable activities

Unrestricted	Total 2018
£	£
650	650
<u>650</u>	<u>650</u>

5 Income from other trading activities

Unrestricted	Total 2018
£	£
47,122	47,122
769	769
<u>47,891</u>	<u>47,891</u>

6 Other income

Unrestricted	Total 2018
£	£
1,040	1,040
63	63
<u>1,103</u>	<u>1,103</u>

7 Expenditure on charitable activities

	Unrestricted	Total 2018
	£	£
<i>Expenditure on charitable activities</i>	650	650
<i>Governance costs</i>	<u>650</u>	<u>650</u>

NOTES TO THE ACCOUNTS

8 Other expenditure

	Unrestricted	Total 2018
	£	£
Employee costs	28,856	28,856
Motor and travel costs	25	25
Premises costs	12,134	12,134
General administrative costs	12,728	12,728
	<u>53,743</u>	<u>53,743</u>

9 Staff costs

Salaries and wages

28,856
<u>28,856</u>

No employee received emoluments in excess of £60,000.

10 Tangible fixed assets

	£	£
Cost or revaluation		
Additions	1,163	1,163
At 31 December 2018	<u>1,163</u>	<u>1,163</u>
Net book values		
At 31 December 2018	<u>1,163</u>	<u>1,163</u>

11 Debtors

	2018
	£
Trade debtors	581
Prepayments and accrued income	3,080
	<u>3,661</u>

12 Creditors:

amounts falling due after more than one year

	2018
	£
Other creditors	696
Accruals and deferred income	4,804
	<u>5,500</u>

NOTES TO THE ACCOUNTS

13 Movement in funds

	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 December 2018 £
Restricted funds:				
Unrestricted funds:				
General funds	51,709	(54,393)	35,875	33,191
Revaluation Reserves:				
Total funds	<u>51,709</u>	<u>(54,393)</u>	<u>35,875</u>	<u>33,191</u>

14 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	1,163	-	1,163
Net current assets	34,448	3,080	37,528
Creditors due in more than one year and provisions	(5,500)	-	(5,500)
	<u>30,111</u>	<u>3,080</u>	<u>33,191</u>

15 Related party disclosures

Controlling party

The company is limited by guarantee and has no share capital; thus no single party controls the company.

Leigh Park Community Centre (Westbury)
 DETAILED STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 December 2018

	Unrestricted funds 2018 £	Total funds 2018 £
Income and endowments from:		
Donations and legacies	2,065	2,065
	<u>2,065</u>	<u>2,065</u>
Charitable activities	650	650
	<u>650</u>	<u>650</u>
Other trading activities	47,122	47,122
	769	769
	<u>47,891</u>	<u>47,891</u>
Other	1,040	1,040
	63	63
	<u>1,103</u>	<u>1,103</u>
Total income and endowments	51,709	51,709
Expenditure on:		
Charitable activities	650	650
	<u>650</u>	<u>650</u>
Total of expenditure on charitable activities	650	650
Employee costs		
Salaries/wages	28,856	28,856
	<u>28,856</u>	<u>28,856</u>
Motor and travel costs		
Travel and subsistence	25	25
	<u>25</u>	<u>25</u>
Premises costs		
Light, heat and power	9,545	9,545
Premises cleaning	656	656
Premises repairs and maintenance	1,725	1,725
Other premises costs	208	208
	<u>12,134</u>	<u>12,134</u>
General administrative costs, including depreciation and amortisation		
Bank charges	34	34

Leigh Park Community Centre (Westbury)
 DETAILED STATEMENT OF FINANCIAL ACTIVITIES

Equipment expensed	100	100
Equipment leasing and hire charges	940	940
Equipment repairs and maintenance	2,560	2,560
General insurances	3,329	3,329
Information and publications	1,549	1,549
Postage and couriers	6	6
Stationery and printing	207	207
Subscriptions	2,308	2,308
Sundry expenses	885	885
Telephone, fax and broadband	810	810
	<u>12,728</u>	<u>12,728</u>
Total of expenditure of other costs	<u>53,743</u>	<u>53,743</u>
Total expenditure	54,393	54,393
Net gains on investments	-	-
	<u>(2,684)</u>	<u>(2,684)</u>
Net expenditure		
Transfers between funds	35,875	35,875
Net income before other gains/(losses)	<u>33,191</u>	<u>33,191</u>
Other Gains	-	-
Net movement in funds	<u><u>33,191</u></u>	<u><u>33,191</u></u>



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name LEIGH PARK Community Centre (Westbury)

On accounts for the year ended

31/12/18

Charity no (if any)

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

As the charity's trustees, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
• the accounts did not accord with the accounting records; or
• the accounts did 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 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.

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

23/10/19

Name:

SUSAN THOMPSON

Relevant professional qualification(s) or body

MAAT

(if any):

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Address:

BUSH BOOKS (WESTBURY) Ltd
THE OLD MILLYARD WESTBURY
BA13 4RJ.

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

NONE.
