

Registered Charity: 1121899
Company No. 6441376

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

**WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED
INDEX
FOR THE YEAR ENDED 31 MARCH 2019**

	Page
Legal and Administrative Information	1
Trustees' Report	2
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Accounts	7

**WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED
LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2019**

Trustees:

S Alder (Vice Chair)
R Bucknell
P Cantwell
E Carter
K M Fysh (Chairman and Company Secretary)
S Nichols
S Rayner

Registered & Business Office:

Wootton & Dry Sandford Community Centre,
Lamborough Hill,
Wootton,
Abingdon,
Oxfordshire,
OX13 6DA

Independent Examiner:

Caroline Webster FCA
Ross Brooke Ltd
Suite I
Windrush Court
Abingdon Business Park
Abingdon
OX14 1SY

**WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED
TRUSTEES REPORT
FOR THE YEAR ENDED 31 MARCH 2019**

CONSTITUTION

The Charity is a company limited by guarantee and governed by its Memorandum and Articles of Association dated 9 March 1992.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Wootton and Dry Sandford Community Centre Limited is a registered charity and a company limited by guarantee. It was incorporated on 29 November 2007, and is governed by its Memorandum and Articles of Association. On 31 March 2009, the Charity took over the assets and liabilities of an unincorporated charity, The Wootton and Dry Sandford Community Centre, charity number 300107.

Organisational Structure

The Executive Committee, which is comprised of the Charity's Trustees, is responsible for the strategic direction. The present Committee has members from a variety of backgrounds relevant to the work of the Charity. Day-to-day responsibility for the provision of services is delegated to the Bookings Clerk. The Executive Committee consists of a Chairman, Vice Chairman, Treasurer, Company Secretary and up to eight other members.

Trustee Induction

New Trustees attend a briefing with the Chairman and other Officers. Wootton and Dry Sandford Community Centre is a member of Community first Oxfordshire, which provides up-to-date briefings and advice on matters relating to the smooth running of the Centre. Information leaflets are also received from the Charities Commission, which assist trustees in keeping abreast with changes in regulations.

OBJECTS

The provision and maintenance of a Community Centre for use by the inhabitants of Wootton, Dry Sandford and Cothill and the surrounding neighbourhood without distinction or political, religious or other opinions. The Centre is used for meetings, lectures, classes and other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

PRINCIPAL ACTIVITY AND ACHIEVEMENTS

The Community Centre continues to provide a well-used venue for a wide range of activities for the local community and is also a popular choice for private functions.

The trustees seek to ensure that activities for as broad a range of age and interest groups as possible and that the Community Centre provides a focal point for village life.

Fundraising continues with the aim of carrying out a major refurbishment of the multi-games area.

FINANCIAL REVIEW

Income from hire of the centre was up by £8,316 this year, with a reduction in fundraising income of £3,351. Newsletter income decreased by £895, with costs decreasing by £426, meaning that the newsletter costs were still covered by advertising. Whilst repairs and maintenance costs are showing as being down by £1,390, £1,954 of maintenance last year were paid for opening/locking fees and phone use, so in real term the maintenance costs were £564 higher this year.

The increase in cost of services by £9,739 is due to the re-classification and increase of unlocking/locking expenses and associated phone costs together with the hire of the administrator to cover the position of booking clerk and take on the book-keeping from the retiring Treasurer.

The net income before depreciation was £7,223.

Cash balances remain healthy at £77,408

RESERVES POLICY

The Trustees aim to keep a minimum of six months' expenditure in reserves.

PUBLIC BENEFIT

The Trustees confirm that they have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to public benefit guidance published by the Charity Commission.

**WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED
TRUSTEES REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

DIRECTORS' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report 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 year. In preparing the 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;
- 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 charity will continue in operation.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of Wootton and Dry Sandford Community Centre Limited and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the statement of Recommended Practice- Accounting and Reporting by Charities and in accordance with the small companies' regime under section 419(2) of the Companies Act 2006.

Approved by the Trustee Board on

Karen Fysh (Chairman)



**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2019 which are set out on pages 5 to 10.

Responsibilities and basis of report

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 charity's accounts carried out under section 145 of the 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 trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 and that an independent examination is needed. That charity's gross income was below £250,000. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 charity 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 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.

Caroline Webster FCA
Ross Brooke Ltd

Suite 1
Windrush Court
Abingdon Business Park
Abingdon
OX14 1SY

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2019

	Note	Restricted Funds	Unrestricted Funds	2019 Total	2018 Total
		£	£	£	£
Income and expenditure					
Incoming Resources from generated funds					
Donations:					
Donations, grants and contribution to costs	2	-	-	-	2,120
Other trading activities:					
Hire of hall		-	69,677	69,677	61,361
Newsletter/ Advertising Income		-	4,767	4,767	5,662
Fundraising		-	4,265	4,265	7,616
Total income		-	78,709	78,709	76,759
Expenditure on charitable activities:					
Community:					
Newsletter		-	4,650	4,650	5,076
Premises					
Services and materials		-	35,050	35,050	25,311
Light, heat and water		-	12,272	12,272	12,622
Repairs and maintenance		-	13,761	13,761	15,151
Depreciation		28,680	4,215	32,895	32,955
Support costs					
Insurance		-	2,402	2,402	2,104
Postage, stationery and telephone		-	609	609	466
Independent examiner's fee		-	806	806	840
Sundry		-	1,936	1,936	2,175
Bank Charges		-	-	-	117
Total Resources Expended		28,680	75,701	104,381	96,817
Net Income /(expenditure) for year		(28,680)	3,008	(25,672)	(20,058)
Total funds brought forward at 31 March 2018	8	900,653	108,203	1,008,856	1,028,914
Total funds carried forward at 31 March 2019		871,973	111,211	983,184	1,008,856

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED
BALANCE SHEET
AS AT 31 MARCH 2019

	Notes	2019		2018	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	4		905,193		935,950
Less: Community funds received and not due for repayment			<u>(3,140)</u>		<u>(3,140)</u>
			902,053		932,810
Current Assets					
Debtors	5	13,273		14,454	
Cash at bank and in hand	6		<u>77,408</u>		<u>68,459</u>
			90,681		82,913
Current Liabilities					
Creditors - Amounts due within one year	7		<u>(9,550)</u>		<u>(6,867)</u>
Net Current Assets			81,131		76,046
Total Assets less Current liabilities			<u>983,184</u>		<u>1,008,856</u>
Represented by:					
Unrestricted funds:			111,211		108,203
Restricted funds:	8				
Community Centre renovations Fund			1,246		1,246
Play Area Fund			-		5,168
Development Fund			<u>870,727</u>		<u>894,239</u>
			871,973		900,653
Accumulated funds at 31 March 2019			<u>983,184</u>		<u>1,008,856</u>

The notes on pages 7 to 10 form part of these accounts.

The directors are satisfied that the company was entitled to exemption under section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

1. ensuring that the company keeps accounting records which comply with Section 386; and
2. preparing accounts which give a true and fair view of the state of the affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the requirements of this Act relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

These financial statements were approved and authorised

ON BEHALF OF THE TRUSTEES



Karen Fysh (Chairman and Company Secretary)

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

1. Accounting Policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the charity's accounts.

(a) Basis of Accounting

The financial statements are prepared under the historical cost convention and in compliance with the Charities Act 2011, the Charities Statement of Recommended Practice (FRS 102), and FRS 102, The Financial Reporting Standard, applicable in the UK and Republic of Ireland. The financial statements have been prepared on a going concern basis. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Incoming Resources

All income 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. The following specific policies are applied to the following categories of income:

Donations – 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.

Grants – 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 income will be received, and the amount can be measured reliably.

Donated goods, facilities and services – Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably, and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

(c) Expenditure

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 possible that the settlement will be required, and the amount of the obligation can be measured reliably. It is categorised under the following headings;

- Charitable expenditure – These are costs incurred on the charitable activities, including support costs and costs relating to the governance of the charity apportioned to charitable activities.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly. Resources expended are recognised in the year to which they relate. Irrecoverable VAT is included in the relevant heading.

(d) Fund Accounting

Unrestricted funds are general funds that are available for use at the trustee's discretion in the furtherance of the objects of the charity. Designated funds are those earmarked by the trustees for use in a particular area or for specific areas.

Depreciation

Depreciation on assets capitalised is calculated to write off the cost of fixed assets over their estimated useful economic lives at the following rates:

Freehold land & buildings	- 2% straight line
Tennis/Sports area, multi-games And car parks	- 5% straight line
Furniture and fittings	- 20% straight line

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

2. Donations, grants and contribution to costs

	2019	2018
Wootton Parish Council	-	2,000
Sundry donations and contributions to costs	-	120
	-	2,120

3. Employee Costs

None of the Trustees has received remuneration during the year. The spouse of one of the Trustees provides caretaking and general services for which fees of £2,038 were paid. These costs have been assigned to repairs and maintenance in the Statement of Financial Activities.

S Alder received a gift of £500 for covering the period where there was no booking clerk/administrator.

Five Trustees received a total of £4,376 (2018: £5,742), a reimbursement for expenses incurred in respect of the Community Centre.

4. Fixed Assets

	Freehold Land & Building £	Tennis/ Sports area £	Car Park £	Furniture & Fittings £	Multigames Wall £	Total £
Cost:						
At 31 March 2018	1,037,971	110,318	31,945	21,070	17,382	1,218,686
Additions	-	-	-	3,413	-	3,413
Adjustment	-	-	(1,275)	-	-	(1,275)
At 31 March 2019	1,037,971	110,318	30,670	24,483	17,382	1,220,824
Depreciation:						
At 31 March 2018	145,313	103,488	3,194	14,230	16,511	282,736
Charge in year	20,759	5,516	1,534	4,215	871	32,895
At 31 March 2019	166,072	109,004	4,728	18,445	17,382	315,631
Net Book Value:						
At 31 March 2019	871,899	1,314	25,942	6,038	-	905,193
At 31 March 2018	892,658	6,830	28,751	6,840	871	935,950

5. Debtors

	2019	2018
	£	£
Sundry debtors	13,273	14,454
	13,273	14,454

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

6. Bank and Cash in hand

	2019	2018
Fundraising account	22,724	18,459
Current Account	54,684	50,000
	77,408	68,459

7. Creditors – Amounts due within one year

	2019 £	2018 £
Other creditors and accruals	9,550	6,867
	9,550	6,867

8. Summary of Restricted Fund Movements

	Brought Forward £	Incoming Resources £	Outgoing Resources £	Transfers £	Carried Forward £
Community Centre Renovations Fund	1,246	-	-	-	1,246
Play Area Fund	5,168	-	(5,168)	-	-
Development Fund	894,239	-	(23,512)	-	870,727
	900,653	-	(28,680)	-	871,973

Community Centre Renovations Fund

This represents the balance of funds received by the Trust for the refurbishment of the centre building, which was completed during 1992.

Play Area Fund

This fund was set up by the Trust Committee to receive donations and grants for the redevelopment of the Community Centre Recreation field, including the establishment of the Multigames complex and young children's play area.

Development Fund (Big Lottery Fund)

This fund was established on the award of a grant of £500,000 from the Big Lottery for the renovation of the Centre, including a Children's Centre promoted by Oxfordshire County Council for which additional funding has been received as a government initiative.

9. Analysis of Net Assets between Funds

	Fixed Assets £	Current Assets £	Current Liabilities £	Total £
Community Centre Renovations Fund	-	1,246	-	1,246
Play Area Fund	-	-	-	-
Development Fund	870,727	-	-	870,727
Unrestricted Funds	31,326	89,435	(9,550)	111,211
	902,053	90,681	(9,550)	983,184

WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

10. Member's Liability

The Company is limited by guarantee and does not have share capital. The Members undertake to contribute a sum, not exceeding £1, to the assets of the Company in the event of the Company being wound up.

11. Control

For the whole year, the Company was under the control of the Board of Directors.

12. Comparative Statement of Financial Activities

	Restricted Funds	Unrestricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Income and expenditure				
Incoming Resources from generated funds				
Donations:				
Donations, grants and contribution to costs	-	2,120	2,120	4,085
Other trading activities:				
Hire of hall	-	61,361	61,361	63,549
Newsletter/Advertising Income	-	5,662	5,662	5,818
Fundraising	-	7,616	7,616	5,457
Total income	<u>-</u>	<u>76,759</u>	<u>76,759</u>	<u>78,909</u>
Expenditure on charitable activities:				
Community:				
Newsletter	-	5,076	5,076	5,066
Premises				
Services and materials	-	25,311	25,311	26,046
Light, heat and water	-	12,622	12,622	10,550
Repairs and maintenance	-	15,151	15,151	13,293
Depreciation	28,741	4,214	32,955	31,749
Support costs				
Insurance	-	2,104	2,104	1,800
Postage, stationery and telephone	-	466	466	391
Independent examiner's fee	-	840	840	840
Sundry	-	2,175	2,175	2,032
Bank Charges	-	117	117	256
Total Resources Expended	<u>28,741</u>	<u>68,076</u>	<u>96,817</u>	<u>92,023</u>
Net income /(expenditure) for year	(28,741)	8,683	(20,058)	(13,114)
Total funds brought forward	929,394	99,520	1,028,914	1,042,028
Total funds carried forward	<u>900,653</u>	<u>108,203</u>	<u>1,008,856</u>	<u>1,028,914</u>