

**Compton & Shawford Community Association**  
**Annual Report and Accounts**  
**For the Year Ended 31<sup>st</sup> March 2019**  
Charity number 296640

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GENERAL INFORMATION

Registered Address:

2 Bridge Cottages  
Shawford Road  
Shawford  
Winchester  
Hampshire  
SO21 2AA

Village Hall Address:

Shawford Parish Hall  
Pearson Lane  
Shawford  
Winchester  
Hampshire  
SO21 2AA

Bank:

Lloyds Bank  
49 High Street  
Winchester  
Hampshire  
SO23 9BU

Independent Examiner:

Ledger Accounting Services Limited  
12 West Links.  
Tollgate  
Chandlers Ford  
Eastleigh  
Hampshire  
SO53 3TG

## TRUSTEES' ANNUAL REPORT

The Trustees of the Compton & Shawford Community Association ("the Association") present their twentieth annual report together with financial statements for the year ended 31<sup>st</sup> March 2019.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The objects and powers of the Association together with the structure and operation of the Board of Trustees was adopted at its annual general meeting on 12<sup>th</sup> November 2004. The Association is a charity registered with the Charity Commission, registered number 296640. Its registered address and principal place of operation is shown on page 2

The following served as Trustees throughout the year unless otherwise stated:

|                      |                              |
|----------------------|------------------------------|
| Mr John Griffith     | Chairman                     |
| Mr Stephen Witheyman | Chairman                     |
| Mr David Jeffrey     | Treasurer                    |
| Mrs Alison Witheyman | Treasurer & Acting Secretary |
| Mr Mick Davies       |                              |
| Mrs Maureen Mabbott  | Secretary                    |
| Mrs Myra Wilkinson   |                              |
| Mrs Jean Millar      |                              |
| Mrs Jo Pitt          |                              |
| Mrs Marion Gough     |                              |

The Chairman, John Griffith, the Treasurer, David Jeffrey and the Secretary Maureen Mabbott resigned during the year. They were replaced by Stephen Witheyman (Chairman) and Alison Witheyman (Treasurer & Acting Secretary) appointed on 15 November 2018.

### OBJECTS AND ACTIVITIES

The objects of the Association remain:

- (a) to promote the benefit of the inhabitants of the area of the civil parish of Compton & Shawford, without distinction of sex or political, religious or other opinions, by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation with the object of improving the condition of life of the said inhabitants,
- (b) to maintain and manage Shawford Parish Hall and any other centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

The Association is non-party in politics and non-sectarian in religion.

## ACHIEVEMENTS AND PERFORMANCE

In the year ended 31<sup>st</sup> March 2019 the Association maintained a good financial position. The principal activity remains the management of Shawford Parish Hall which provides the local and wider community with an excellent venue for many and varied hiring activities. During the year we continued to provide facilities for a core of thirty to forty user groups.

## FINANCIAL REVIEW

The results for the year reflected in the accounts are summarised as follows:

|                                    | 2018/19      | 2017/18        |
|------------------------------------|--------------|----------------|
|                                    | £            | £              |
| Surplus on unrestricted funds      | 4003         | 2284           |
| Deficit on Restricted funds        | -            | (9500)         |
| Net Surplus/(Deficit) for the year | <u>£4003</u> | <u>£(7216)</u> |

In order to meet the Trustees objective of maintaining the property in attractive and good condition the Association has carried out routine maintenance works during the year.

### Reserves

The Association has a policy to set aside money from its general reserves to provide funds in the unrestricted Maintenance Fund to meet major repairs and maintenance. At 31<sup>st</sup> March 2019 the balance on the fund was £22,474. (2018 £22,474)

The Restricted Maintenance Fund remains at a zero balance.

### Risks

A comprehensive Risk Register was maintained and reviewed by the management committee during the year.

## PLANS FOR THE FUTURE

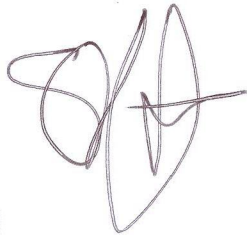
During the year to 31<sup>st</sup> March 2006, the Association received a detailed report carried out to determine the level of funding that will be required to provide for the long-term maintenance of the Hall. The Trustees are considering updating this Report. It looks at the areas likely to require attention over a 25 year time span and advises on the cost implications. Accordingly, a maintenance and associated funding plan is ongoing to ensure the Hall remains in good condition and the overall user experience is enhanced. The Trustees continue to consider what works may need to take place over the next two to three years which may include insulation of the Hall roof and upgrading of the Caretaker's cottage. The Trustees are happy that adequate reserves are in place to meet foreseeable obligations.

INDEPENDENT EXAMINER

In accordance with the Charities Act 2011 a resolution proposing the re-appointment of Ledger Accounting Services Limited as Independent Examiner to the charity will be put to the Annual General Meeting.

BY ORDER OF THE TRUSTEES

Stephen Witheyman

A handwritten signature in dark ink, consisting of a large, stylized 'S' followed by a vertical line and a horizontal stroke.

Chairman  
(28<sup>th</sup> November 2019)



INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE COMPTON AND  
SHAWFORD COMMUNITY ASSOCIATION

I report to the charity trustees on my examination of the accounts of Compton & Shawford Community Association ("the Association") for the year ended 31<sup>st</sup> March 2019.

RESPONSIBILITIES AND BASIS OF REPORT

As Trustees of the Association, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act'). You are satisfied that your charity is not required by charity law to be audited and have chosen instead to have an independent examination.

I report in respect of my examination of the Association's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed the requirements of the applicable 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Association as required by section 130 of the 2011 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable accounting 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 order to enable a proper understanding of the accounts to be reached



(Signed) Mrs Heidi Grimes

Ledger Accounting Services Limited  
12 West Links, Tollgate,  
Chandlers Ford  
Eastleigh, Hants SO53 3TG

28th November 2019

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019

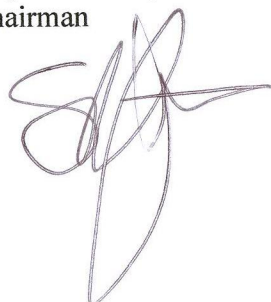
|  | <u>Unrestricted<br/>funds</u><br>£ | <u>Restricted<br/>funds</u><br>£ | <u>Total funds</u><br><u>2019</u><br>£ | <u>Total funds</u><br><u>2018</u><br>£ |
|--|------------------------------------|----------------------------------|--|--|
| INCOME FROM  |                                    |                                  |  |  |
| Charitable Activities:   |                                    |                                  |  |  |
| • Hall Lettings  | 30923                              | -                                | 30923                                  | 31259                                  |
| Other trading activities:  |                                    |                                  |  |  |
| • Fundraising events (note 4)                                    | 1526                               | -                                | 1526                                   | 0                                      |
| Other Income:  |                                    |                                  |  |  |
| • Bank Interest  | 238                                | -                                | 238                                    | 448                                    |
| <b>TOTAL INCOME</b>  | <b>32687</b>                       |                                  | <b>32687</b>                           | <b>31707</b>                           |
| EXPENDITURE ON   |                                    |                                  |  |  |
| Charitable activities:   |                                    |                                  |  |  |
| • Hall running expenses (note 5)                                 | 26188                              | -                                | 26188                                  | 36876                                  |
| • Repairs to caretaker's cottage                                 | -                                  | -                                | -                                      | -                                      |
| • Depreciation of fixed assets (note 6)                          | 840                                | -                                | 840                                    | 746                                    |
|  | 27658                              |                                  | 27658                                  | 37622                                  |
| Other:   |                                    |                                  |  |  |
| Administration   | 253                                |                                  | 253                                    | 486                                    |
| • Independent examiner's fee                                     | 412                                | -                                | 412                                    | 395                                    |
| • Trustees Indemnity Insurance                                   | 361                                |                                  | 361                                    | 420                                    |
|  | 1026                               | -                                | 1026                                   | 1301                                   |
| <b>TOTAL EXPENDITURE</b>   | <b>28684</b>                       | <b>-</b>                         | <b>28684</b>                           | <b>38923</b>                           |
| <b>NET INCOME/EXPENDITURE</b>                                    | <b>4003</b>                        | <b>-</b>                         | <b>4003</b>                            | <b>(7216)</b>                          |
| Balances brought forward as at 1 <sup>st</sup> April 2018        | 64889                              | -                                | 64889                                  | 72105                                  |
| <b>BALANCES CARRIED FORWARD AS AT 31<sup>ST</sup> MARCH 2019</b> | <b>£68892</b>                      | <b>£-</b>                        | <b>£68892</b>                          | <b>£64889</b>                          |


# BALANCE SHEET AT 31<sup>ST</sup> MARCH 2019

|  | <u>Unrestricted</u><br><u>funds</u> | <u>Restricted</u><br><u>funds</u> | <u>Total</u><br><u>funds</u><br><u>2019</u> | <u>Total</u><br><u>funds</u><br><u>2018</u> |
|--|-------------------------------------|-----------------------------------|---|---|
|  | £                                   | £                                 | £   | £   |
| FIXED ASSETS (note 6)                              | 3002                                | -                                 | 3002  | 2936  |
| CURRENT ASSETS                                     |                                     |                                   |   |   |
| Debtors (note 7)                                   | 3612                                | -                                 | 3612  | 4326  |
| Cash at bank and in hand                           | 64184                               | -                                 | 64184                                       | 60516                                       |
|  | 67796                               | -                                 | 67796                                       | 64842                                       |
| CURRENT LIABILITIES                                |                                     |                                   |   |   |
| Less: amounts falling due within one year (note 9) | 1906                                | -                                 | 1906  | 2889  |
| NET CURRENT ASSETS                                 | 65890                               | -                                 | 65890                                       | 61953                                       |
| <b>NET ASSETS</b>                                  | <b>£68892</b>                       | <b>£-</b>                         | <b>£68892</b>                               | <b>£64889</b>                               |
| FUNDS  |                                     |                                   |   |   |
| Unrestricted                                       |                                     |                                   |   |   |
| • General fund                                     | 43416                               | -                                 | 43416                                       | 39479                                       |
| • equipment reserve                                | 3002                                | -                                 | 3002  | 2936  |
| • maintenance fund                                 | 22474                               | -                                 | 22474                                       | 22474                                       |
| Total unrestricted funds (note 10a)                | 68892                               | -                                 | 68892                                       | 64889                                       |
| Restricted   |                                     |                                   |   |   |
| • equipment reserve                                | 0                                   | 0                                 | 0   | 0   |
| • maintenance fund                                 | 0                                   | 0                                 | 0   | 0   |
| Total restricted funds (note 10b)                  | -                                   | -                                 | -   | -   |
|  | <b>£68892</b>                       | <b>£-</b>                         | <b>£68892</b>                               | <b>£64889</b>                               |

These accounts were approved by the Trustees on 28 November 2019  
and are signed on behalf of the Trustees by;

Stephen Witheyman  
Chairman



  
Alison Witheyman  
Treasurer



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019

### 1. ACCOUNTING POLICIES

#### a) Basis of Accounting

The accounts are prepared on the historical cost basis of accounting and in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to Charities ( effective 1<sup>st</sup> January 2015 ).

#### b) Income

Account has been taken of income from letting Shawford Parish Hall during the year, and of fundraising events held during the year, irrespective of the date of receipt. Grants and donations are accounted for when the Association becomes certain of receiving a measurable amount.

#### c) Fixed assets

Expenditure on the refurbishment of Shawford Parish Hall has been undertaken by Compton & Shawford Parish Council, the freeholder, and the costs, whether on the building itself or on fixed plant and equipment, have not therefore been capitalised. Material expenditure on other fixed assets is depreciated over its estimated useful life of 10 years in equal instalments.

#### d) Unrestricted funds:

THE EQUIPMENT RESERVE represents funds which have been utilised in the purchase of equipment for use in Shawford Parish Hall, to the extent that the expenditure has not been met wholly or partly from funds raised specifically for the purpose (see (e) below). THE MAINTENANCE FUND represents the amounts which the Committee has designated for long term maintenance of Shawford Parish Hall, based on expected expenditure in the foreseeable future.

THE GENERAL FUND represents funds which are expendable at the discretion of the Committee in the furtherance of the objects of the Association. The policy is to maintain the fund to cover planned short-term maintenance and three month's normal expenditure.

#### e) Restricted funds:

THE EQUIPMENT RESERVE represents equipment for the use in Shawford Parish Hall, the cost of which has been met wholly or partly from funds raised specifically for the purpose.

THE MAINTENANCE FUND represents the amount contributed by Compton & Shawford Parish Council for long term maintenance of Shawford Parish Hall.

### 2. TRUSTEES

No trustee receives any remuneration from the Association.

### 3. COMPTON AND SHAWFORD PARISH COUNCIL

The Association works closely with Compton & Shawford Parish Council to maintain Shawford Parish Hall as a facility for the inhabitants of Compton and Shawford. The hall as an asset remains in the ownership of the Parish Council who are ultimately responsible for its maintenance. A member of the Council is also a member of the Association's management committee.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019 (continued)

|  | <u>Unrestricted<br/>funds</u> | <u>Restricted<br/>funds</u> | <u>Total<br/>funds<br/>2019</u> | <u>Total<br/>funds<br/>2018</u> |
|--|-------------------------------|-----------------------------|---------------------------------|---------------------------------|
|  | £                             | £                           | £                               | £                               |
| <b>4. FUNDRAISING</b>                  |                               |                             |                                 |                                 |
| Pantomime                              | 1526                          | -                           | 1526                            | -                               |
| Xmas party                             | -                             | -                           | -                               | -                               |
|  | <u>£1526</u>                  | <u>£-</u>                   | <u>£1526</u>                    | <u>£-</u>                       |
| <b>5. HALL RUNNING EXPENSES</b>        |                               |                             |                                 |                                 |
| Rent, water, ctax, gas and electricity | 5534                          | -                           | 5534                            | 4819                            |
| Maintenance and cleaning               | 5253                          | -                           | 5253                            | 5508                            |
| Kitchen refurbishment                  | 0                             | 0                           | 0                               | 11997                           |
|  |                               |                             |                                 |                                 |
| Donations                              | 400                           | -                           | 400                             | -                               |
| Insurance                              | 2278                          | -                           | 2278                            | 2343                            |
| Staff costs                            | 12525                         | -                           | 12525                           | 11977                           |
| Telephone and broadband                | 828                           | -                           | 828                             | 232                             |
|  | <u>£26188</u>                 | <u>£0</u>                   | <u>£26188</u>                   | <u>£36876</u>                   |
| <b>6. FIXED ASSETS</b>                 |                               |                             |                                 |                                 |
| <b>FURNITURE AND EQUIPMENT</b>         |                               |                             |                                 |                                 |
| <b>COST</b>                            |                               |                             |                                 |                                 |
| At 1 <sup>st</sup> April 2018          | 18465                         | 6,720                       | 25365                           | 25365                           |
| Additions                              | 906                           | -                           | 906                             | -                               |
| At 31 <sup>st</sup> March 2019         | <u>19551</u>                  | <u>6,720</u>                | <u>26271</u>                    | <u>25365</u>                    |
| <b>DEPRECIATION</b>                    |                               |                             |                                 |                                 |
| At 1 <sup>st</sup> April 2018          | 15709                         | 6720                        | 22429                           | 21683                           |
| Disposals                              | 0                             | -                           | 0                               | 0                               |
| Provided in the year                   | 840                           | -                           | 840                             | 746                             |
| At 31 <sup>st</sup> March 2019         | <u>16549</u>                  | <u>6720</u>                 | <u>23269</u>                    | <u>22429</u>                    |
| <b>NET BOOK VALUE</b>                  |                               |                             |                                 |                                 |
| At 31 <sup>st</sup> March 2019         | <u>£3002</u>                  | <u>£0</u>                   | <u>£3002</u>                    | <u>£2936</u>                    |
| At 31 <sup>st</sup> March 2018         | <u>£2936</u>                  | <u>£0</u>                   | <u>£2936</u>                    | <u>£3682</u>                    |

| 7. DEBTORS       | Unrestricted<br>funds | Restricted<br>funds | Total<br>funds<br>2019 | Total<br>funds<br>2018 |
|------------------|-----------------------|---------------------|------------------------|------------------------|
| Letting fees due | 3024                  | -                   | 3024                   | 3509                   |
| Prepayments      | 588                   | -                   | 588                    | 817                    |
| Total Debtors    | 3612                  | -                   | 3612                   | 4326                   |

#### 8. STATEMENT OF FINANCIAL ACTIVITIES.

The requirements of the 2015 Charity SORP require a comparative statement be produced for the Statement of Financial Activities in order to show the movement on the restricted funds in the prior year. This is summarised below.

The results for the year reflected in the accounts are summarised as follows:

|                                    | 2018/19<br>£ | 2017/18<br>£ |
|------------------------------------|--------------|--------------|
| Surplus on unrestricted funds      | 4,003        | 2284         |
| Deficit on Restricted funds        |              | (9500)       |
| Net Surplus/(Deficit) for the year | £4003        | £(7216)      |

The £9,500 Deficit on the Restricted Funds for 2017/18 are as follows:-

#### EXPENDITURE ON

|  |       |
|--|-------|
| Charitable activities: Hall running expenses Kitchen refurbishment | 9,500 |
|--|-------|

#### RESTRICTED FUNDS

|  | <u>Equipment<br/>reserve</u><br>£ | <u>Maintenance<br/>fund</u><br>£ | <u>Total</u><br>£ |
|--|-----------------------------------|----------------------------------|-------------------|
| Balance at 1 <sup>st</sup> April 2017                | 0                                 | 9500                             | 9500              |
| Net incoming / (-)outgoing resources after transfers | -                                 | -9500                            | -9500             |
| Balance at 31 <sup>st</sup> March 2018               | £0                                | £0                               | £0                |
| Represented by:                                      |                                   |                                  |                   |
| Tangible fixed assets                                | 0                                 | -                                | 0                 |
| Current assets                                       | -                                 | -                                | 0                 |
|  | £0                                | £0                               | £0                |



NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019(continued)

|  | <u>Unrestricted<br/>funds</u> | <u>Restricted<br/>funds</u> | <u>Total<br/>funds<br/>2019</u> | <u>Total<br/>funds<br/>2018</u> |
|--|-------------------------------|-----------------------------|---------------------------------|---------------------------------|
|  | £                             | £                           | £                               | £                               |
| 9. CREDITORS: AMOUNTS FALLING<br>DUE WITHIN ONE YEAR |                               |                             |                                 |                                 |
| Trade creditors                                      | 1258                          | -                           | 1258                            | 997                             |
| Accruals   | 648                           | -                           | 648                             | 1892                            |
|  | <u>£1906</u>                  | <u>£-</u>                   | <u>£1906</u>                    | <u>£2889</u>                    |

10. MOVEMENTS ON FUNDS AND ANALYSIS OF ASSETS BETWEEN FUNDS

| a) UNRESTRICTED FUNDS                  | <u>General<br/>fund</u> | <u>Equipment<br/>reserve</u> | <u>Maintenance<br/>fund</u> | <u>Total</u>  |
|--|-------------------------|------------------------------|-----------------------------|---------------|
|  | £                       | £                            | £                           | £             |
| Balance at 1 <sup>st</sup> April 2018  | 39479                   | 2936                         | 22474                       | 64889         |
| Net income                             | 3937                    | 66                           | -                           | 4003          |
| Balance at 31 <sup>st</sup> March 2019 | <u>£43416</u>           | <u>£3002</u>                 | <u>£22474</u>               | <u>£68892</u> |

Represented by:

|                       |               |              |               |               |
|-----------------------|---------------|--------------|---------------|---------------|
| Tangible fixed assets | -             | 3002         | -             | 3002          |
| Current assets        | 45322         | -            | 22474         | 67796         |
| Current liabilities   | (1906)        | -            | -             | (1906)        |
|                       | <u>£43416</u> | <u>£3002</u> | <u>£22474</u> | <u>£68892</u> |

b) RESTRICTED FUNDS

|   | <u>Equipment<br/>reserve</u> | <u>Maintenance<br/>fund</u> | <u>Total</u> |
|---|------------------------------|-----------------------------|--------------|
|   | £                            | £                           | £            |
| Balance at 1 <sup>st</sup> April 2018                   | 0                            | 0                           | 0            |
| Net incoming / (-)outgoing resources<br>after transfers | 0                            | 0                           | 0            |
| Balance at 31 <sup>st</sup> March 2019                  | <u>£0</u>                    | <u>£0</u>                   | <u>£0</u>    |

Represented by:

|                       |           |           |           |
|-----------------------|-----------|-----------|-----------|
| Tangible fixed assets | 0         | -         | 0         |
| Current assets        | -         | -         | 0         |
|                       | <u>£0</u> | <u>£0</u> | <u>£0</u> |