

MILLFIELD COMMUNITY ASSOCIATION
(Charity number 269754)

**ANNUAL REPORT and
FINANCIAL STATEMENTS
for year ended 31st MARCH 2019**

MILLFIELD COMMUNITY ASSOCIATION (Registered Charity No. 269754) TRUSTEE'S ANNUAL REPORT for the year ended 31st March 2019

The Charity Trustees present their Report for the period 1st April 2018 to 31st March 2019.

The Millfield Community Association is registered with the Charity Commission number 269754 and was established in 1976.

The Charity is administered by a Management Committee comprising:-

Chair:	J M Cowdell
Vice Chair:	
Members Secretary	S Dale
Treasurer:	M J Cowdell
Members:	M Bell
Drama / Harlequins	J M Cowdell
Bowls:	M Brian
Playgroup:	J Hayter
T W Guide:	H Price
Brownies/Rainbows:	P Foster

Objects, Organisation and Activities

The object of the Charity is to maintain the Millfield Community Centre and to improve the conditions of life for the inhabitants of Millfield, Peterborough.

This is to be achieved by advancing education, providing recreation and leisure facilities and promoting charitable purposes. The Management Committee aims to provide facilities at an affordable cost to voluntary and community organisations serving the community as well as local residents.

The Charity is managed by an Association of local residents comprising of elected and nominated members.

The Association relies primarily on voluntary help.

Review of Progress and Achievements

The Association has had a challenging but enjoyable year which resulted in a deficit for the accounts although reserves are in a good position. A budget for the coming year is in place to try and ensure all costs can be met. The lounge has had a new floor and decoration is being completed. The year has also seen a new burglar alarm system installed and an extension of the CCTV system. Also Peterborough City Council have completed repairs so that continuing activities can take place in a secure building. Staff have remained constant but two of our affiliated groups no longer meet. The present pre-school is due to close but it is hoped we may be able to find a new provider. one of our Trustees has resigned but we have managed to recruit two new Trustees from hirers of the Centre. The Peterborough City Councils "Can Do" project continues its review of Community Facilities and we await decisions regarding the future of the centre and how the Association can continue to provide for the activities taking place in the building.

Finances

The Association's Bankers are Barclays Bank Plc, Millfield, Peterborough.

The Independent Examiner is Mark Bedford MAAT, M.J.B. Financial Services, of 11 Belton Road, Park Farm, Stanground, Peterborough PE2 8UU

On behalf of the Managing Trustees
June 2019

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MILLFIELD COMMUNITY ASSOCIATION (Registered Charity No. 269754)

I report on the financial statements of Millfield Community Association for the year ended 31st March 2019.

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

examine the accounts under section 145 of the 2011 Act,
to follow the procedures laid down in the general Directions given by the Charity Commission
(under section 145(5)(b) of the 2011 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 I do not express an audit opinion on the accounts.

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 Trustees have not met the requirements to ensure that:
 - (a) Proper accounting records are kept (in accordance with section 130 of the 2011 Act); and
 - (b) Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act; and

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

11 Belton Road
Park Farm
Stanground
Peterborough
PE2 8UU

Mark Bedford MAAT - M.J.B. Financial Services
Independent Examiner

MILLFIELD COMMUNITY ASSOCIATION
(Registered Charity no. 269754)

RECEIPTS and PAYMENTS ACCOUNTS
for the year ended 31 March 2019

31 March 18 All Funds		31 March 2019		Total
		General Fund	Restricted Fund	
	INCOME RECEIPTS			
	Donations, Legacies and Other similar receipts			
0.00	Grants	0.00	0.00	0.00
<u>0.00</u>	Total Donated Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Operating Activities to further Charity Objects			
325.50	Membership fees	79.60	0.00	79.60
24560.00	Hire Charges	19467.50	0.00	19467.50
16720.53	Bingo	11375.05	0.00	11375.05
842.00	Bowls Group	814.00	0.00	814.00
4497.62	Catering	4530.25	0.00	4530.25
0.00	Social Functions	133.50	0.00	133.50
500.00	Deposits	800.00	0.00	800.00
11.98	Sundries	0.00	0.00	0.00
<u>47457.63</u>	Total Charitable Objects	<u>37199.90</u>	<u>0.00</u>	<u>37199.90</u>
	Operating Activities to generate funds			
<u>0.00</u>	Fund Raising	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
0.00	Total Fund Raising	0.00	0.00	0.00
	Investment Income			
<u>7.68</u>	Bank Interest	<u>27.30</u>	<u>0.00</u>	<u>27.30</u>
7.68	Total Investment Income	27.30	0.00	27.30
<u><u>47465.31</u></u>	TOTAL INCOME	<u><u>37227.20</u></u>	<u><u>0.00</u></u>	<u><u>37227.20</u></u>

MILLFIELD COMMUNITY ASSOCIATION
(Registered Charity no. 269754)

RECEIPTS and PAYMENTS ACCOUNTS
for the year ended 31 March 2019

31 March 18 All Funds	PAYMENTS	31 March 2019		Total
		General Fund	Restricted Fund	
	Payment to generate funds			
0.00	Fund Raising	0.00	0.00	0.00
	Charitable Activities			
15693.76	Wages (Incl HMRC)	18502.76	0.00	18502.76
3250.25	Light and Heat	3251.16	0.00	3251.16
1027.69	Water Rates	1505.88	0.00	1505.88
4412.32	Hall Maintenance	9973.09	0.00	9973.09
1441.91	Catering	1339.54	0.00	1339.54
3305.58	Bingo Expenses	3320.85	0.00	3320.85
0.00	Social Functions	1213.50	0.00	1213.50
753.26	Insurance	527.43	0.00	527.43
520.00	Deposit Refunded	575.00	0.00	575.00
0.00	Bowls Expenses	0.00	0.00	0.00
<u>30404.77</u>	Total charitable objects	<u>40209.21</u>	<u>0.00</u>	<u>40209.21</u>
	Support Costs			
855.00	Payroll Service	881.16	0.00	881.16
<u>855.00</u>	Total support costs	<u>881.16</u>	<u>0.00</u>	<u>881.16</u>
	Management & Administration			
613.92	Post/Stationery/Telephone	672.67	0.00	672.67
260.00	Independent Examiner	200.00	0.00	200.00
289.04	Trustees Expenses	142.00	0.00	142.00
34.55	Sundry	40.00	0.00	40.00
<u>1197.51</u>	Total Management & Administration	<u>1054.67</u>	<u>0.00</u>	<u>1054.67</u>
<u>32457.28</u>	TOTAL EXPENDITURE	<u>42145.04</u>	<u>0.00</u>	<u>42145.04</u>
15008.03	Net of Receipts / Payments	-4917.84	0.00	-4917.84
14023.37	Brought forward 1 April 2017	29031.40	0.00	29031.40
<u>29031.40</u>	Cash Funds c/fwd 31 March 2018	<u>24113.56</u>	<u>0.00</u>	<u>24113.56</u>

All the Charity's operations are classed as continued. Movements on reserves and all recognised gains and losses are shown above.

MILLFIELD COMMUNITY ASSOCIATION
(Charity Number 269754)
STATEMENT OF ASSETS AND LIABILITIES
at end of year as at 31 March 2019

31 Mar 18		31 March 2019
	CASH FUNDS	
14762.42	Current Account	9758.10
13677.87	Business Premium Account	13705.17
591.11	Cash in Hand	650.29
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29031.40	TOTAL CASH FUNDS	24113.56
	 Assets retained for Charity's Use	
285.00	Stock	260.00
0.00	Fixture & Fittings	-
	 Debtors	
617.50	Debtors due within one year	712.50
	 Liabilities	
0.00	Liabilities due within one year	-

The notes on pages 8 and 9 form part of these financial statements.

We approve these accounts and confirm that we have made available all relevant records and information for their preparation.

Chair

Treasurer

Date

MILLFIELD COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS for the year ended 31 March 2019

1 Accounting Policies:

- (a) The accounts have been prepared on the Receipts & Payments basis in accordance with the Charities Act 2011.
- (b) Voluntary income is received by way of donations and gifts and is included in full in the Financial Statements when received. Gifts in kind are valued at their estimated value to the Charity and included under the appropriate heading when received.
- (c) Intangible Income is valued and included in income to the extent that it represents goods or services which would otherwise be purchased. Where it is not possible to value the goods or services, such as volunteer time, the accounts do not include them.
- (d) Grants including grants for the purchase of fixed assets are recognised in full in the Financial Statements in the year in which they are received.
- (e) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.
- (f) Unrestricted funds are donations and other income received or generated for the objects of the Charity without further specified purpose and are available as general funds.
- (g) Fixed Assets are for use by the Charity in fulfilling its main charitable objects and are capitalised and depreciated. Depreciation is provided on all fixed assets at rates calculated to write-off the cost of each asset over its estimated useful life, which in all cases is set at four years.

2 Grants:

	2018/19	2017/18
	£	£
Peterborough City Council (for the use of the Association)	-	-
3 Total emoluments Gross salary and National Insurance contributions of two members of part time staff	18502.76	15693.76

4 Debtors

Debtors of £712.50 representing amounts owing to the Organisation and due within one year:-

<u>Name</u>	<u>Total Due</u>
Forzia IQRA Academy - Invoice 2018-01-17	£ 72.50
Band - Invoice 2019-02-07	£ 80.00
Bridge - Invoice 2019-02-09	£ 60.00
Stamford AS - Invoice 2019-02-10	£ 60.00
Gardening Club - Invoice 2019-02-15	£ 20.00
Solutions for Health - Invoices 2018-09-14 & 2019-02-17 & 2019-02-18	£ 390.00
North Town's Women's Guild - Invoices 2018-09-14 & 2018-10-14	£ 30.00
TOTAL	£ 712.50

5 Trustees Remuneration and expenses:

No Trustee were remunerated during the accounting year other than reimbursement of expenses £142.00 - which was mainly travel expenses.

6 Fixed Assets

All assets depreciated.

7 Stock

Stock as at 31st March 2019 is made up of:-

Catering	50
Maintenance items	60
Bingo Books	150
	<u>260</u>

Millfield Community Association

Bank Reconciliation

Barclays Bank Balance as at 31st March 2019 9,758.10

Add Outstanding Deposits:

- 9,758.10

Less unpresented Cheque(s)

Cash Book Balance as at 31st March 2019 9,758.10

9,758.10

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