

PETERSFIELD COMMUNITY ASSOCIATION

REGISTERED CHARITY NUMBER 301916

**ACCOUNTS
and
TRUSTEES REPORT**

FOR THE YEAR ENDED 31 MARCH 2018



**PETERSFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER 301916**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

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PETERSFIELD COMMUNITY ASSOCIATION

CHARITY INFORMATION

Trustees:

Mr Les Jarman - President
Mrs E (Liz) Moss – Chair
Mr Les Mitchinson –Vice Chair
Mr Curtis Bone – House manager
Mr John Wigley
Mr Colin Smith
Mr L Redstone
Mr R (Bob) Chambers – retired 1 Sept 2017
Mr Bill Organ
Mrs D Syms
Mr R Pendell
Ms L Payze – from 7 April 2017

Land Trustees

Mr L Jarman
Mr K W Burrage

Charity Number: 301916

Principal Office:

Petersfield Community Association
The Centre
Love lane
Petersfield
Hampshire GU31 4BW

Independent Examiner:

Mr G R Beer MA (Cantab) FCA
4, Chilgrove House, Marden Way
Petersfield
Hampshire
GU31 4PU

Bankers:

Barclays Bank PLC
Bournemouth Group
Business Banking
Leicester LE87 2BB

Lloyds, The Square
Petersfield
Hampshire

**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2018**

STRUCTURE, GOVERNANCE AND MANAGEMENT

The constitution was adopted on 12/10/93 and registered with the Charity Commission as a Charitable Trust - number 301916.

A committee of trustees comprises of members elected at an AGM or co-opted during the year. The day-to-day management is delegated to a part-time manager.

The named Officers of the Association together with the Centre Manager form a Senior Management Team (SMT), which meets regularly prior to each meeting of the full committee or when matters arise that cannot wait until a full committee meeting is convened.

In the year under report, the management committee met on six occasions on 7 April 2017, 30 June, 31 August, 2 November, 19 December (informally) and 29 March 2018. Cllr B Bentley - a representative from East Hants District Town Council – attended two meetings.

The Annual General Meeting and Election of Officers was held on 22 September 2017 and was attended by representatives of many of the main groups who use the centre on a regular basis.

Objectives (public benefit)

The objectives of the Association, as laid out in the constitution are:

To promote the benefit of the inhabitants of Petersfield and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with object of improving the conditions of life for the said inhabitants.

To maintain and manage the Community Centre in furtherance of these objects.

Activities

The rooms of the community centre are hired out to groups and clubs from Petersfield and the surrounding area, in accordance with the objectives.

Staff and Volunteers

The office (open weekday mornings) was staffed by a salaried manager and a total of 6 volunteers during the year. A caretaker and assistant caretaker were also employed for cleaning and some maintenance.

**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2018 (CONTINUED)**

ACHIEVEMENTS AND PERFORMANCE

Usage of the centre 2017-2018

	2017-8	2016-7
No. of Bookings taken for year (4 rooms plus kitchen)	3367	3447

Number of Hirers of Rooms in Centre	2017-8	2016-7
Regular (most weekly or more, all at least monthly)	68	70
Occasional (less than monthly)	14	22
Casual (once only)	47	33
Total No. of hirers	129	125

New Groups Started

Barking Glad
Wild Nest Yoga
U3A Wine Appreciation
U3A Yoga
Hope Church children's craft
Pilates Exercise Balls
Slimming World
Court Farm Church
Diabetes Prevention NHS East (Ingeus)
Hampshire Astrology
Ballare Academy of Dance
Yoga for Every Body

Groups Finished

Memory Clinic
Petersfield Townswoman's Guild
Petersfield Arts and Craft Life Drawing
U3A Computer Forum
Lip Reading
Barking Glad
Jackie's School of Dance
Wild Nest Yoga
Embrace change
Diabetes Prevention NHS East (Ingeus)

Amendments to existing groups

Tai chi – extra weekly group started
Chandni yoga – stopped one of evening classes
Fiddlesticks – extra afternoon class

**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2018 (CONTINUED)**

FUTURE PLANS

The Community Association Trustees feel it will be advantageous to change the charitable status to that of a CIO (Charitable Incorporated Organisation)

A Special General Meeting was held in June 2018 to consider this proposal, and voted that we should go ahead.

MAINTENANCE OF PREMISES

Maintenance and improvements to the Centre and its land is the responsibility solely of the Petersfield Community Association and is carried out under the supervision of the House Manager, a member of the committee, along with the Centre Manager.

Comprehensive Risk Assessments and a Fire Risk Assessment of the building are carried out annually by the Manager under the supervision of the House Manager.

In the year under report, the following repairs and improvements were carried out:

The building continues to need regular maintenance such as;

Boilers servicing and repairs

Annual checks on Fire Alarm, fire equipment and emergency lighting

Annual checks on CCTV and security system

Deep clean of carpets and flooring

Annual hedge trimming

We also had a number of projects completed. These include;

Replacement of all internal carpets, foyer chairs and curtains

Improvements to back kitchen and redecoration of same

Redecoration of kitchen

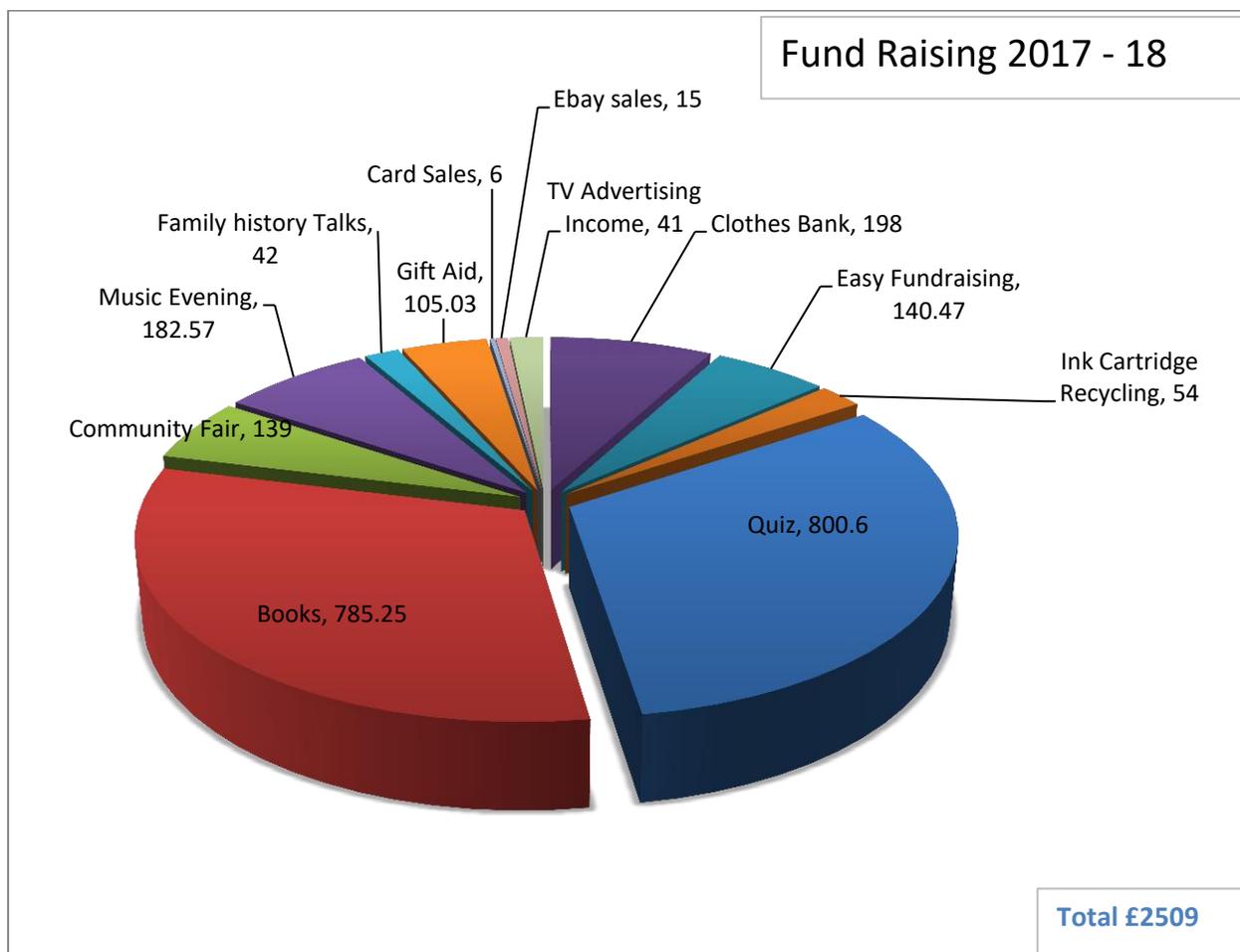
**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2018 (CONTINUED)**

FUND RAISING

The Association has no regular revenue support from any Local Government body. Occasional one-off capital grants are obtained towards specific improvement. This year there were no incoming grants.

Occasional donations and legacies provide welcome assistance when they occur but cannot be considered a reliable source of income. The Association depends on raising the necessary funding to meet all the running expenses of the centre through hire charges and internal fundraising activities.

In the year under report, the various fundraising activities and donations yielded income as shown in the graphic below (fund raising expenses have been deducted):



**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2018 (CONTINUED)**

FINANCIAL REVIEW – GEOFF LAMBELL

A copy of the Association's approved Annual Finance Report, for the period 1st April 2017 to 31st March 2018, is attached to this report for reference.

Overview

The accounts show a surplus of £20,020 on the year's operation, with reserves of £87,916. The deficit of £7474 from last year's operation has been reversed. The centre has continued to update and improve the facilities where necessary.

The major outlays for the year include:

Replacing the worn out carpet, curtains and foyer seating,
Kitchen improvements and redecoration.

We are also lucky to have a successful fund raising programme which has helped rebuild the reserves. Room hire rates were increased on average 2%, in line with the Association's policy that small annual increases are easier for hirers to absorb than large less frequent step increases.

Income

The total income of £76,609 (£73,452 in 2017), is due mainly to the continued high level of room hire (£66,686) and successful fundraising activities (£3,466). We were also successful with applications for community funds from Lloyds Bank (£2,000) and Waitrose (£500).

Expenditure

Total expenditure for the year was £56,589. The two biggest outgoings were the maintenance projects (mainly new furnishings carpets, curtains and foyer chairs) at £13,878, and salaries and wages and associated costs at £24,109.

Staff costs are linked to Civil Service pay scales, which rose by 1% during the year.

Reserves

These total £87,916 an increase of £20,020 from 2017. This is a good result to recover the spent reserve after the previous year with the substantial refurbishment costs.

Interest rates, for community organizations continue at an all-time low for fixed term, fixed rate, bonds and on current bank accounts. The Nationals Savings account is very flexible as funds can be moved quickly and without penalty to pay contractors and suppliers and can be quickly accessed if a worthwhile investment opportunity occurs.

Future Expenditure

The major investment for the upgrading of all lighting to high performance, low power consumption units will be met from the income from 2018-19 accounts.

Independent Examiner

Mr G.R Beer, a Chartered Accountant, has been appointed as Independent Examiner for a three year period

**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2018 (CONTINUED)**

Financial Review, Investment Policy and Reserves

Reserves Policy

Unrestricted funds are needed:

- a. To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and
- b. To cover administration fund-raising and support costs without which the charity could not function.

The trustees consider it prudent that unrestricted reserves should be sufficient:

- a. To cover one year's administration, fund-raising and support costs;
- b. To provide a pool equal to 10% of the average charitable expenditure over the preceding years from which funds can be designated to specific projects.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable 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 trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

PETERSFIELD COMMUNITY ASSOCIATION

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018**

I report to the trustees on my examination of the accounts of Petersfield Community Association for the year ended 31 March 2018.

Responsibilities and Basis of Report

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with 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 2011 Act and in carrying out my examination I have followed 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 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.

G R Beer MA FCA
4, Chilgrove House
Marden Way
Petersfield, Hampshire GU31 4PU

2018

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018

Incoming Resources	Unrestricted Funds £	Totals 2018 £	Totals 2017 £
Hiring	66,686	66,686	64,363
Storage	1,685	1,685	1,608
Vending	591	591	644
Fund Raising	3,466	3,466	5,333
Other Income	743	743	836
Interest	283	283	354
Waitrose Community Fund	500	500	0
Tescos Community Fund	2,000	2,000	0
Legacy & Donations	645	645	172
Damage Account	10	10	142
Total resources incoming	<u>76,609</u>	<u>76,609</u>	<u>73,452</u>
 Resources Expended			
Vending	1,416	1,416	235
Fund Raising	957	957	1,038
M & R Internal	3,760	3,760	4,904
M & R External	655	655	3,951
Projects	13,878	13,878	28,352
Licences & Subscriptions	1,682	1,682	1,624
Salaries & Wages	24,109	24,109	24,531
Overheads	10,132	10,132	16,291
Total resources expended	<u>56,589</u>	<u>56,589</u>	<u>80,926</u>
Net Incoming resources / (resources expended)	20,020	20,020	(7,474)
Funds brought forward at 1 April 2017	67,896	67,896	75,370
Funds carried forward at 31 March 2018	<u>£87,916</u>	<u>£87,916</u>	<u>£67,896</u>

PETERSFIELD COMMUNITY ASSOCIATION

BALANCE SHEET AS AT 31 MARCH 2018

	Note	2018 £	£	2017 £	£
		Unrestricted Funds		Unrestricted Funds	
Investments					
NS&I account		76,768		56,485	
		<hr/>	76768	<hr/>	56,485
Current Assets					
Debtors and prepayments		2,503		2,966	
Petty Cash		202		226	
Lloyds Bank Current account		861		1,896	
Barclays Bank Current account		12,253		8,519	
		<hr/>		<hr/>	
		15,819		13,607	
Creditors Amounts falling due within one year	7	<u>(4,671)</u>	11,148	<u>(2,196)</u>	11,411
			<hr/>		<hr/>
Total net Assets			<u>£87,916</u>		<u>£67,896</u>
The Funds of the Charity:					
Unrestricted Funds			87,916		67,896
			<hr/>		<hr/>
Total Charity Funds			<u>£87,916</u>		<u>£67,896</u>

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

.....
Mrs E. Moss - Chairman

.....
Mr G. Lambell - Treasurer

..... 2018

The notes on pages 13 to 17 form part of these accounts.

PETERSFIELD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

1. Accounting Policies

(a) Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the charity is responsible in law.

The charity constitutes a public benefit entity as defined by FRS 102

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

(c) Income Recognition

All income and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the charity is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

(d) Expenditure Recognition

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the charity. All other expenditure is generally recognized when it is incurred and is accounted for gross.

(e) Pensions

The Charity has registered with NEST and employees have joined the defined contribution "money purchase" scheme and the charity's contributions are shown in Note 3.

2. Taxation

The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

PETERSFIELD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

3. Analysis of employee costs

	2018 £	2017 £
Salaries	24,051	24,471
Staff Pension costs	58	60
Social Security Costs	-	-
Total	<u>£24,109</u>	<u>£24,531</u>

No employee received emoluments of over £60,000 during the year (2017 – nil).

Average number employees for the year was 4 (2017- 4).

Average number of full time equivalent employees for the year was 2 (2017 – 2).

4. Legal and Professional costs

	2018 £	2017 £
Independent Examiner's Fees	350	350
Licenses	<u>1,443</u>	<u>1,353</u>

5. Donated Services

The trustees receive no remuneration for their services.

6. Commitments

The trustees have committed to and have authorized a capital purchase at the year end of £12,740 for LED lighting (2017- Nil)

7. Creditors: Amounts falling due within one year.

	2018 £	2017 £
Trade Creditors	1,265	52
Key Money	855	810
Deposits	50	50
Advance Bookings	1,069	633
Accruals	<u>1,432</u>	<u>651</u>
	<u>£4,671</u>	<u>£2,196</u>

**PETERSFIELD COMMUNITY ASSOCIATION
DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2018**

	2018 £	2017 £
Hiring		
Main Hall Community Hire	5,838	5,853
Main Hall Business Hire	15,742	14,643
Club Room Community Hire	6,880	6,630
Club Room Business Hire	6,858	6,825
Committee Room Community Hire	3,825	4,238
Committee Room Business Hire	3,844	4,293
Exhibition Room Community Hire	12,204	11,381
Exhibition Room Business Hire	9,036	8,157
Kitchen Hire	2,459	2,343
	<u>£66,686</u>	<u>£64,363</u>
Fund Raising		
Sponsored Events	0	1,530
Advertising TV Display	41	70
Quiz	1,695	1,801
Music Evening	246	588
Easy Fund Raising	140	97
Eco Recycle	198	46
Inkjet Recycle	54	23
Ebay Sales	15	0
Card Sales	6	0
Books	785	793
Family History Talks	42	0
Community Fair	139	260
Gift Aid Income	105	125
	<u>3,466</u>	<u>5,333</u>
Less: Fund Raising expenses	(957)	(1,038)
	<u>£2,509</u>	<u>£4,295</u>
Other Income		
Wayleave	100	100
Equipment Hire	495	640
Photocopying	0	85
Telephone	1	2
Cancellations	93	9
Car Parking	44	0
Sound System	10	0
	<u>743</u>	<u>836</u>

**PETERSFIELD COMMUNITY ASSOCIATION
DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2018 (CONTINUED)**

	2018	2017
	£	£
M & R Internal		
Health & Safety	41	0
Window Cleaning	224	192
Interior General	50	82
Cleaning Materials	717	793
Club Room Maintenance	0	75
Exhibition Room Maintenance	30	11
Main Hall Maintenance	2	81
Committee Room Maintenance	708	0
Toilet Refurbishment	72	4
Boiler Maintenance	216	368
Cannon Hygiene	249	258
Electrical Legal	153	1,335
Electrical Spares & General	121	960
Equipment Specific	1,154	528
Kitchen Expenses	23	217
	£3,760	£4,904
M & R External		
External Decoration	0	1,950
Exterior General	2	1,414
Gardening	653	587
	£655	£3,951
Projects		
Roofing Repair	0	27,540
Carpets	10,893	0
Kitchen Improvements	1,506	0
Decoration	690	0
Door Screen	789	812
	£13,878	£28,352

**PETERSFIELD COMMUNITY ASSOCIATION
DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2018 (CONTINUED)**

	2018	2017	2017
		£	£
Salaries & Wages			
Manager's Salary	11,640		11,870
Clerical	1,422		1,454
Caretaker's Salary	6,955		6,825
Assistant Caretaker's Salary	3,507		3,909
Handyman and Casual Labour	251		101
Payroll Expenses	276		312
Pension Contributions	58		60
	<u>£24,109</u>		<u>£24,531</u>
Licences & Subscriptions			
Licences	1,443		1,353
Subscriptions	239		271
	<u>£1,682</u>		<u>£1,624</u>
Overheads			
Security			
Kestrel Guards	229	255	
CIA Intruder Alarms	539	4,640	
Fire Alarms	0	11	
Insurance	1,303	1,688	6,594
	<u>2,071</u>	<u>1,688</u>	
Post & Communication			
Website	72	72	
Postage & Carriage	60	73	
Telephone	369	331	
Broadband	251	264	
Internet Protection	72	172	872
	<u>824</u>	<u>172</u>	
Office Expenses			
First Aid	5	3	
Travelling	20	0	
Printing & Stationery	149	141	
Office Expenses	327	308	
Staff Refreshments	53	53	
Hospitality	48	45	
Training Costs	119	0	550
	<u>721</u>	<u>0</u>	
Electricity, Gas & Water			
Electricity	2,331	2,893	
Gas	1,713	1,765	
Water Rates	1,713	2,771	7,429
	<u>5,757</u>	<u>2,771</u>	
Sundries			
Council Tax	287	298	
Independent Examiner's Fee	350	350	
Volunteers Expenses	122	173	
Consultancy Fees	0	25	
	<u>759</u>	<u>25</u>	846
	<u>£10,132</u>		<u>£16,291</u>