

PETERSFIELD COMMUNITY ASSOCIATION

PETERSFIELD COMMUNITY ASSOCIATION

REGISTERED CHARITY NUMBER 1179587

**ACCOUNTS
and
TRUSTEES REPORT**

FOR THE YEAR ENDED 31 MARCH 2022



**PETERSFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER 1179587**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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CHARITY INFORMATION

Trustees:

Mrs E (Liz) Moss – Chair
Mr Les Mitchinson – Vice Chair (Rtd 24.8.21)
Mr Colin Smith
Mr Laurie Redstone
Mr Roger Pendell
Mr Bill Organ
Ms Liz Payze
Mrs Gill Jolly
Mrs Emma Cordingley (17.7.21)
Mr John Williams (24.8.21)
Mrs Lyndsey Gilbey (10.12.21)
Mr Mike Park – Buildings Manager (25.3.22)

Charity Number: 1179587

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: Natwest Bank
38 High Street
Alton
Hants
GU34 1BF

**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Petersfield Community Association has existed as a charity since 12/10/93.

In 2018 the Charitable Trust (301916) was changed to a Charitable Incorporated Organisation (CIO) and given a new charity number 1179587

A committee of trustees was set up under a foundation constitution. Trustees elect all officers. 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 usually meets to each meeting of the full committee or when matters arise that cannot wait until a full committee meeting is convened. The treasurer, whilst not a trustee, also attends most meetings. SMT did not meet at all in the year, due to the Coronavirus pandemic.

The year under report was slightly disrupted by the Coronavirus pandemic. The Centre re-opened part way through May 2021 although many groups did not resume meeting until September 2021. Staff were furloughed in April and part of May.

Trustee Management meetings occurred on 5 May, 24 August, 10 December 2021 and 25 March 2022.

Outside representatives were Cllr B Bentley, East Hants District Town Council, Cllr J Deane, Petersfield Town Council.

The delayed Annual General Meeting (re 2019-2020) was held 'in house' on 16 July 2021. The AGM for 2020-2021 was held on 24 September 2021.

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 4 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 2022 (CONTINUED)

ACHIEVEMENTS AND PERFORMANCE

Usage of the centre 2021-2022

	2021-22	2020-21
No. of Bookings taken for year (4 rooms plus kitchen)	2311	463

Number of Hirers of Rooms in Centre	2021-22	2020-21
Regular (most weekly or more, all at least monthly)	68	33
Occasional (less than monthly)	19	3
Casual (once only)	28	7
Total No. of hirers	115	43

Groups Using the Centre

Age Concern Lunch Club	Meritts Meadow	Pulmonary Rehab
AGRA South Central Network	Milly Grace Pilates	Sailors Linedanz Club
Ancient Order of Foresters	Mini First Aid	Small Shepherds Club
Art History	Monkey Musi	Steep Tennis Club
Art Life	MP surgery	Stop Domestic Abuse
Bereavement Counselling	PACT Christmas Dinner	U3A Current affairs
Bicycle Buddies	Papercraft	U3A Cycling
Bobbie's Yoga	PartofaPlan	U3A Environment & Climate
Bowmen of Petersfield	Petersfield & District Angling Club	U3A Family history
Bridge Practice	Petersfield & District Beekeepers	U3A Friendly duplicate Bridge
Broadway Park	Petersfield & District Philatelic Society	U3A Health Matters
Counselling Service (Petersfield)	Petersfield Academy of Dance	U3A Jazz Appreciation
Create	Petersfield Bridge Club	U3A Painting
Dog Training Society	Petersfield Conservative Club	U3A Science & Technology
Family Support Service (HCC)	Petersfield Jazz & Blues	U3A Scrabble
Fiddlesticks Music	Petersfield Men's Shed	U3A Watercolour Group
First Aid - Gerald Pilkington	Petersfield Music Festival	U3A Welcome Group
Friday Bridge Group	Petersfield Stitchers	U3A Wine appreciation Groups x 4
Friends of Petersfield Heath	Petersfield Woman's Institute	Upholstery
Friends of Petersfield Hospital	Petersfield Youth Theatre	Watercolour Class
Green Party	Phoenix Friends	Weight Watchers
Hampshire Philatelic Federation	Phoenix Stitchers	Winton Player
Helena's Flamenco School	Photographic Society	Yoga
History Group	Pilates (Emma Cordingley)	Young Farmers Club
Hope Church	Pilates Beth Svarovska	
Junior Phoenix	Private bookings x 6	
Kowasabi Japanese Community	Private booking - child's party x 8	
Kumon Maths & English	Private Booking - Wake	
Lip Reading	Private Booking - Wedding	
Liss Forest Ballet	Private Dance Lessons x 2	
Little First Aid Company	Private Dance Practice	

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

CHAIR'S REPORT: 2021-2022

We were closed until May due to Covid restrictions.

Our customer base in some cases was a little cautious about returning and some groups did not. However, by September we were mostly back to normal with some new groups and others returned.

Our finances were good - helped by furlough payments, grants and a start up grant, thank you EHDC, PTC and the government for this. Also, thank you to Emma and Geoff for keeping their eyes on the ball regarding extra funding and appropriate applications.

We have a £30K surplus from the year which is earmarked for re-felting the main hall barrel roof in 2022-23. Work to be completed in spring 2022.

The Exhibition room ceiling is the next major project and we hope to initiate this work early in 2023. An amount of money left to the centre by a kind benefactor will go a long way in funding this. During this time, 2021-22 we had no major project but the toilets were redecorated thus keeping the centre in good order.

Staff.

Coco, the assistant caretaker, went off on leave to Japan in February and we appointed 2 ladies for a job share to cover her absence, this is working very well.

Committee members.

Sadly we said goodbye to Les Mitchinson who left in Aug. 2021.

We welcomed 4 new members,

Emma Cordingley in July 2021

John Williams in Aug 2021

Lyndsey Gilbey December 2021

Mike Park in March 2022

There is still a Vice Chair vacancy and the current Chair has only a few more months of service remaining until she must stand down not only from this position but from the committee as the constitution demands. Please consider offering yourselves as replacements.

We managed 2 AGMs during this period which enabled us to catch up on business and planning information, gladly as life returns to 'normal' we can have our committee meetings and AGMs at their usual times.

Thank you for your support and continued service to the PCA, we can proudly say that we have a well-oiled machine that continues to offer a wide range of activities and accommodation for the community.

PETERSFIELD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

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.

The House Manager position was filled in March 2022 when Mike Park joined the trustees. Until that point repairs and improvements were carried out under the supervision of the Manager and the Chair. Other maintenance issues were handled by the Centre Manager and Caretaker.

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 – a new fire alarm panel was fitted.

Annual checks on CCTV and security system

Deep clean of carpets and flooring

Annual hedge trimming

The only project for the year was the redecoration of the toilets, although quotes were sought and a contract agreed for the re-roofing of the main dome to be started in April 2022.

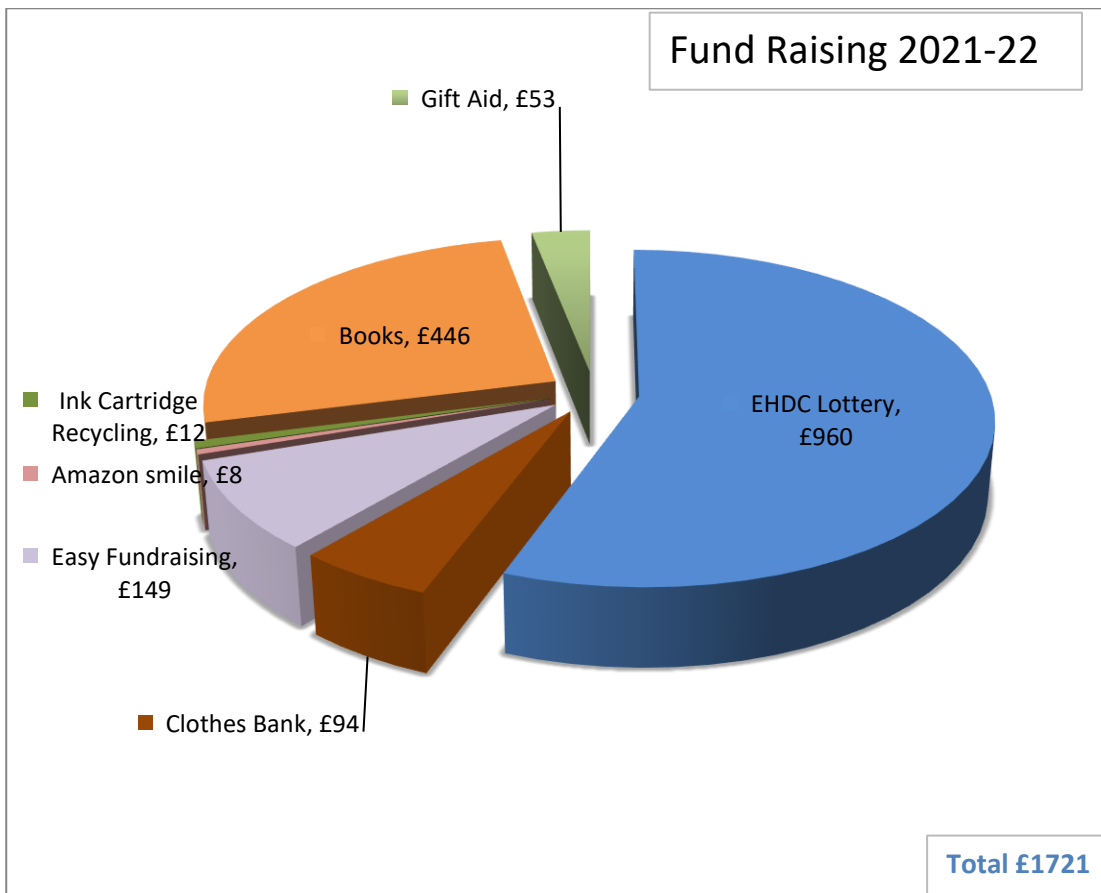
**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)**

FUND RAISING

The Association has no regular revenue support from any Local Government body. 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, fundraising was limited by covid restrictions. The annual quiz, community fair and fundraising family history talks were all cancelled and books could not be sold from the foyer. The EHDC lottery was a new, and welcome, source of fundraising income.

EHDC Lottery	£960
Clothes Bank	£94
Easy Fundraising	£149
Amazon smile	£8
Ink Cartridge Recycling	£12
Quiz	
Books	£446
Gift Aid	£53
Total	£1,721



TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

FINANCIAL REVIEW – GEOFF LAMBELL

Overview

The accounts (page 12 onwards) show a surplus of £30,551 which is a welcome result as the Association emerged from the Covid restrictions. The surplus in 2020-21 was £2,996.

Our income is driven mainly by

Room Hire / Fundraising / Donations and grants.

We are grateful to:

- . EHDC for a grant of £9,167 under the 'Retail and leisure' support.
- . EHDC for a 'Lockdown' grant of £8,000
- . Petersfield Town Council for a grant of £1,500.
- . We also made use of the UK government furlough scheme £2,382.
- . The Association benefited from a legacy from Mrs J Pickering, £6,257.

Our costs are carefully managed and we review our contracts when up for renewal to ensure we are getting the best deals for the centre.

Income

The income of £80,139 (c/w £47,199 in 2020-21), of this - £47,028 came from our room hire, which is a good result, in light of the long closure we had. We are grateful to all the centre users for their continuing support.

We have been assisted by the available grants as mentioned above and our fundraising activities mainly via EH Community lottery this year.

Expenditure

The total expenditure of £49,588 (£44,203 in 2020-21), This is comprised mainly by

- . projects at the centre (£995) (refurbish of toilets)
- . general maintenance of (£7,719),
- . staff costs (£28,212) which rose by 8% - in line with the Civil Service pay scales.

Reserves

The reserves have been increased slightly this year to £132,711 which is a useful bridge against the risk of large unplanned / planned maintenance bills, necessary with a building of his age.

Future Expenditure / Income

The planned upgrading/ repairing the roof was completed in April 2022 the large cost (£25K) has been largely met out of our reserves.

The ceiling in the Exhibition Room is planned to be replaced and quotations are being sought..

The Trustees have again taken the decision to hold room charges at the current rates for the rest of the financial year.

Staff Pensions

The centre continues to make the necessary contributions.

Independent Examiner

Mr GR Beer chartered accountant has certified these accounts as accurate.

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (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 2022**

I report to the trustees on my examination of the accounts of Petersfield Community Association for the year ended 31 March 2022.

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

2022

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	2022				2021			
Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2022 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2021 £
Incoming Resources								
Hiring	47,028	0	0	47,028	8,947	0	0	8,947
Storage	1,582	0	0	1,582	0	0	0	0
Vending	251	0	0	251	1	0	0	1
Fund Raising	1,721	0	0	1,721	918	0	0	918
Grants and other Income	17,181	5,500	0	22,681	34,732	1,000	0	35,732
Interest	11	0	0	11	770	0	0	770
Legacy & Donations	528	6,257	0	6,785	831	0	0	831
Damage Account	80	0	0	80	0	0	0	0
Total resources incoming	68,382	11,757	0	80,139	46,199	1,000	0	47,199
Resources Expended								
Vending	322	0	0	322	0	0	0	0
Fund Raising	0	0	0	0	0	0	0	0
M & R Internal	4,237	2,158	0	6,395	1,405	718	0	2,123
M & R External	1,324	0	0	1,324	904	444	0	1,348
Projects	995	0	0	995	7,442	0	0	7,442
Licences & Subscriptions	2,019	0	0	2,019	2,076	0	0	2,076
Salaries & Wages	28,212	0	0	28,212	25,133	0	0	25,133
Overheads	10,321	0	0	10,321	6,081	0	0	6,081
Total resources expended	47,430	2,158	0	49,588	43,041	1,162	0	44,203

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022 (Continued)

	2002				2001				
	Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2022 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2021 £
Net Incoming resources / (resources expended)		20,952	9,599	0	30,551	3,158	(162)	0	2,996
Transfer between funds		(11,158)	11,158	0	0	(162)	162	0	0
Funds brought forward at 1 April 2020		122,863	0	1,253,385	1,376,248	119,867	0	1,253,385	1,373,252
Funds carried forward at 31 March 2021		<u>£132,657</u>	<u>20,757</u>	<u>£1,253,385</u>	<u>£1,406,799</u>	<u>£122,863</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,376,248</u>

**PETERSFIELD COMMUNITY ASSOCIATION
BALANCE SHEET
AS AT 31 MARCH 2022**

		2022				2021			
	Note	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2022 £	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	Totals 2021 £
Fixed Assets									
Tangible Assets	2	0	0	1,253,385	1,253,385	0	0	1,253,385	1,253,385
Investments – NS&I		118,155	20,757	0	138,912	108,900	0	0	108,900
Total Fixed Assets		<u>118,155</u>	<u>20,757</u>	<u>1,253,385</u>	<u>1,392,297</u>	<u>108,900</u>	<u>0</u>	<u>1,253,385</u>	<u>1,362,285</u>
Current Assets									
Debtors and prepayments		1,868	0	0	1,868	87	0	0	87
Petty Cash		272	0	0	272	178	0	0	178
NatWest Current Account		16,190	0	0	16,190	15,627	0	0	15,627
Total Current Assets		<u>18,330</u>	<u>0</u>	<u>0</u>	<u>18,330</u>	<u>15,892</u>	<u>0</u>	<u>0</u>	<u>15,892</u>
Creditors Amounts falling due within one year	9	(3,828)	0	0	(3,828)	(1,929)	0	0	(1,929)
Net Current Assets		<u>14,502</u>	<u>0</u>	<u>0</u>	<u>14,502</u>	<u>13,963</u>	<u>0</u>	<u>0</u>	<u>13,963</u>
Net Assets		<u>£132,657</u>	<u>20,757</u>	<u>£1,253,385</u>	<u>£1,406,799</u>	<u>£122,863</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,376,248</u>
The Funds of the Charity:									
Unrestricted Funds	8	132,657	0	0	132,711	122,863	0	0	122,863
Restricted Funds		0	20,757	0	20,757	0	0	0	0
Endowment Fund	8	0	0	1,253,385	1,253,385	0	0	1,253,385	1,253,385
Total Charity Funds		<u>£132,657</u>	<u>20,757</u>	<u>£1,253,385</u>	<u>£1,406,799</u>	<u>£122,863</u>	<u>0</u>	<u>£1,253,385</u>	<u>£1,376,248</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

2022

Mr G. Lambell – Treasurer

2022

The notes on pages 14 to 17 form part of these accounts.

PETERSFIELD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)

(e) Tangible Fixed Assets

The Freehold Property being The Centre in Love Lane, Petersfield and adjoining land was transferred at nil cost from PCA Land Trustees. The Trustees had revalued The Centre at its insurance value in 2020 and it is now included as an Endowment Fund in the Balance Sheet. The land adjoining The Centre has not been revalued as a value for it has been unobtainable.

The Trustees consider that as The Centre property and adjoining land has a high residual value there is no need to charge depreciation on it in the year. This position will be reviewed at each year end in future.

(f) 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. Tangible Assets

	Freehold Property £
Cost or estimated cost at 1 April 2021	1,253,385
Addition	0
Revaluation	0
At 31 March 2022	<u>1,253,385</u>
Accumulated depreciation at 1 April 2021	0
Charge for the year	0
At 31 March 2022	<u>0</u>
Net book value at 31 March 2022	<u>£1,253,385</u>
Net book value at 31 March 2021	<u>£1,253,385</u>

3. 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.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (Continued)

4. Analysis of employee costs

	2022 £	2021 £
Salaries	27,994	24,946
Staff Pension costs	218	187
Social Security Costs	0	0
Total	<u>£28,212</u>	<u>£25,133</u>

No employee received emoluments of over £60,000 during the year (2021 – nil).

Average number employees for the year was 4 (2021 - 4).

Average number of full-time equivalent employees for the year was 2 (2021 – 2).

5. Legal and Professional costs

	2022 £	2021 £
Independent Examiner’s Fees	380	380
Licenses	<u>1,812</u>	<u>1,812</u>

6. Donated Services

The trustees receive no remuneration for their services.

7. Commitments

The trustees have not committed to or authorized a capital purchase at the year end. (2021- nil)

8. Analysis of Fund Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Fund £	Total £
Tangible Fixed Assets	0	0	1,253,385	1,253,385
Fixed Asset Investment	118,155	20,757	0	138,912
Current Assets	18,330	0	0	18,330
Current Liabilities	(1,983)	0	0	(1,983)
	<u>£132,657</u>	<u>£20,757</u>	<u>£1,253,385</u>	<u>£1,406,799</u>

The unrestricted funds of the charity may be applied for any charitable purpose at the discretion of the trustees.

PETERSFIELD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022(Continued)

9.Creditors: Amounts falling due within one year.

	2022	2021
	£	£
Trade Creditors	980	129
Key Money	905	795
Hire Refunds	-	404
Advance Bookings	714	-
Accruals	1229	601
	<hr/>	<hr/>
	£3,828	£1,929
	<hr/>	<hr/>

PETERSFIELD COMMUNITY ASSOCIATION

	2022	2021
DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2022		
	£	£
Hiring		
Main Hall Community Hire	5,802	827
Main Hall Business Hire	12,635	2,588
Club Room Community Hire	4,223	794
Club Room Business Hire	5,169	1,328
Committee Room Community Hire	2,791	230
Committee Room Business Hire	1,372	102
Exhibition Room Community Hire	9,059	1,162
Exhibition Room Business Hire	4,348	1,507
Kitchen Hire	1,629	409
	<u>£47,028</u>	<u>£8,947</u>
Fund Raising		
East Hampshire Lottery	959	626
Easy Fund Raising	149	66
Eco Recycle	94	87
Inkjet Recycle	12	33
Amazon Smile	8	8
Card Sales	0	3
Books	446	0
Family History Talks	0	0
Community Fair	0	0
Gift Aid Income	53	87
	<u>1,721</u>	<u>918</u>
Less: Fund Raising expenses	(0)	(0)
	<u>£1,721</u>	<u>£918</u>
Grants and other Income		
Furlough Grant	2,382	14,014
EHDC Retail and Leisure Grant	9,167	14,000
EHDC Lockdown Grant	8,000	6,708
Police Grant	0	500
Tesco Community Fund	0	500
Petersfield Town Council Grant	1,500	0
Equipment Hire	264	10
Photocopying and Telephone	26	0
Cancellations	10	0
Wayleave	1,260	0
PAT Test Donations	8	0
Sanitary Vending Machine	4	0
Sound System	60	0
	<u>22,681</u>	<u>35,732</u>

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

	2022	2021
	£	£
M & R Internal		
Health & Safety	84	718
Window Cleaning	64	128
Interior General	1,069	252
Cleaning Materials	426	78
Toilets Maintenance	152	0
Boiler Maintenance	1,271	433
Cannon Hygiene	156	186
Electrical Legal	922	48
Electrical Spares & General	9	9
Equipment Specific	2,177	222
Kitchen Expenses	65	49
	<hr/>	<hr/>
	£6,395	£2,123
M & R External		
Exterior General	129	0
External Lights	0	444
Gardening	1,195	904
	<hr/>	<hr/>
	£1,324	£1,348
Projects		
Toilets Redecoration	995	0
Drainage System Works	0	5,097
Corridor & Foyer Maintenance	0	2,345
	<hr/>	<hr/>
	£995	£7,442

PETERSFIELD COMMUNITY ASSOCIATION

DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

	2022	2022	2021	2021
	£	£	£	£
Salaries & Wages				
Manager's Salary		13,512		12,475
Clerical		1,470		265
Caretaker's Salary		8,048		7,457
Assistant Caretaker's Salary		4,136		3,771
Handyman and Casual Labour		86		0
Payroll Expenses		742		978
Pension Contributions		218		187
		<u>£28,212</u>		<u>£25,133</u>
Licences & Subscriptions				
Licences		1,710		1,812
Subscriptions		309		264
		<u>£2,019</u>		<u>£2,076</u>
Overheads				
Security				
Kestrel Guards	258		250	
CIA Intruder & Fire Alarms	1,968		579	
Insurance	<u>1,471</u>	3,697	<u>1,470</u>	2,299
Post & Communication				
Website	72		72	
Postage & Carriage	66		0	
Telephone and Broadband	599		590	
Internet Protection	<u>82</u>	819	<u>0</u>	662
Office Expenses				
First Aid	24		1	
Printing & Stationery	413		119	
Training Costs	0		80	
Office Expenses	382		310	
Staff Refreshments	39		11	
Hospitality	49		0	
Computer Replacements	<u>35</u>	942		521
Electricity, Gas & Water				
Electricity	1,842		817	
Gas	1,877		710	
Water Rates	<u>712</u>	4,431	<u>562</u>	2,089
Sundries				
Council Tax	79		0	
Independent Examiner's Fee	400		380	
Legal Fees	(200)		0	
Volunteers Expenses	<u>153</u>		<u>130</u>	
		<u>432</u>		<u>510</u>
		<u>£10,321</u>		<u>£6,081</u>