

Chinnor Village Centre

Trustee's Annual Report & Accounts

For the Year Ended 31 March 2024

Registered Charity No. 1007949

## Chinnor Village Centre

### Annual Report & Accounts for the twelve months ending 31 March 2024

#### **Objectives**

The Centre was established and registered with the Charity Commission in January 1992. The main purpose is to provide a range of facilities and social activities for the inhabitants of Chinnor and the surrounding parishes, thereby reducing potential social isolation and encouraging a sense of community and to relieve the elderly and younger ages from their disabilities. This is achieved by means of day care services, room hire and a coffee shop, providing a range of homemade refreshments.

#### **Organisation**

The membership consists of subscribing 'Friends of the Village Centre' and at the end of this financial period the total number of members stood at 100. Only 'Friends' (otherwise known as members) can vote at formal meetings or be elected to become a trustee and therefore join the Board of Trustees.

The governance of the Centre is carried out by the Board of Trustees. There can be up to 9 Trustees, including up to 4 honorary officers and they are elected annually. The Board reports to an Open Meeting no fewer than 3 times per year including an Annual General Meeting, at which any 'Friend' can attend and vote.

#### **Trustees**

Michael Moore	Chairman	Michele Pethers
Andy Bennett	Vice Chairman	Elaine Stokes
Cindy Bull	Secretary	Annette Dearmun
Monica Itangata	Treasurer	

#### **Staff**

Sue Collins	Coffee Shop Manager	Julie Morgan	Office Administration p/t
Tina Clarke	Senior Kitchen Assistant	Rayne Hillcoat-Williams	Office Administration p/t
Gemma Burgess	Kitchen Assistant	Ffion Williams	w/e Kitchen Assistant (18-20)
Phoebe Jenkinson	Day Care Manager	Paul Beard	w/e Kitchen Assistant (U18)
Emily Carstairs	Day Care Assistant	Adelle Collins	w/e Kitchen Assistant (23+)

#### **Self-Employed**

Susan Greengrass	Bookkeeper p/t	Zoe Luxford	Cleaner
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#### **Independent Examiner**

Stephen Beard Accountancy Services (approved by the Board of Trustees)

#### **Banks and Investments**

Lloyds Bank	Thame, Oxon	Santander	Bootle, Merseyside
M&G Securities	London, EC4R 0HH	CCLA Fund	London, EC4V 4ET

## Centre Report

### ⇒ Strategy and Mission

The Board of Trustees confirm their commitment to the key objects of the Constitution:

- ... provide facilities in the interests of social welfare ...
- ... secure the establishment of a community centre ...
- ... the provision of day centre facilities;

### ⇒ Challenges

Stabilising the charity's financial position remains the key focus of the Trustee Board and the business operation. Business dependence on grants and donations are becoming increasingly important; defining business survival.

Day Care attendance numbers remain insufficient to cover staff salary and associated costs.

Implementing the Community Engagement Plan (extending reach, growing Day Care numbers, developing business) has proven difficult; finding suitable multi-year third party funding has not been possible, an absolute necessity if the project is to move forward.

Quantity of available volunteers slow to grow; captivating the interests of and sustaining commitment of a new generation of volunteers could pose unique challenges.

### ⇒ Plans

Continued work with the external grant funding expert WCTD is the priority, to maximise grant funding opportunities. Productivity in this area of our activity is critical to business survival fully acknowledging the cyclical nature of grant funding opportunities.

### ⇒ Achievements

- Access to cash at 31 March 2024 £188K, an increase of £48K over the year
  - £153K current account
  - £35K instant saver account (80% of main Funds)
- Grants awarded: £70K of which Garfield Weston Foundation £25K, Chinnor Parish Council £9K, OCC Community Transport £10K, OCF Community Capacity £7.1K. Also, John Lewis, McCarthy Stone, SODC, Shanly Foundation and Haddenam Beer Festival for supporting our Day Care activities i.e. attendee entertainment.
- Donations: £26K of which Ivan Cammack £2.7K, Chinnor Open Gardens £5.5K

### ⇒ All Operations

Net Surplus of £34K

- **Day Care:** £15K surplus including a £10K grant from the Chinnor Parish Council, £7.1K from OCF, £900 from Aston Rowant parish council, £400 from Sydenham parish council directly supporting Day Care staff costs,
- **Coffee Shop:** £9K surplus
- **Fundraising:** £20K surplus including events, donations, One Lottery, membership, and Santa's sleigh

- **Centre:** -£10K deficit including £65K in grants/donations and £7.7K from Fight Bladder Cancer UK who now permanently hire one of our rooms

### ⇒ **Staff, Volunteers, the Local Community and Parish Councils**

The Trustee Board extend their thanks to all staff and volunteers for their loyalty and contribution, the local community who respond so generously to our call for financial support including legacy donations and the local parish councils of Chinnor, Aston Rowant and Sydenham for their financial support.

Special thanks to Power Aid Ltd who donated and installed a full Solar PV system, to OCC Digital Services for the provision and installation of full fibre broadband, to Airband Ltd for supporting broadband costs, to Chinnor Open Gardens and Ivan Cammack for choosing the Village Centre as the organisation to benefit from their fundraising activity.

### ⇒ **Results**

The detailed results for the year are set out in the Statement of Financial Activities on page 5. The Balance Sheet is shown on page 6. Associated notes are shown on pages 7 to 8. The Independent Examiner's Report is included as page 9.

### ⇒ **Funds**

The Centre has funds totalling £346,044 and that consists of the following funds:

- **Tangible Fixed Assets designated** fund of £158,153, which represents the original book cost values of the building, minibus, furniture, and equipment purchased less the annual depreciation charges to date. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:
  - Buildings at 2% of cost
  - Equipment & furniture 3 years
  - Vehicles at 10% of cost
- **Friendship and Stroke Club designated** fund of £15,371 which is carried forward from the previous year and includes unspent grants and donations from the current financial year and is held to help cover the on-going provision of services.
- **Minibus designated** fund of £17,177 is a reserve to replace (or repair) the minibus
- **FMKC restricted** fund of £12,129 which is held to reflect the grants and donations received specifically for the club and to cover costs like attendance and entertainment.
- **General Unrestricted** fund of £143,214, which is equivalent to 8 months of the Centre's annual charitable expenditure, excluding the Friendship and Stroke club service that has its own designated fund. Ideally, the fund needs to show an increase to help meet the increasing needs of the local community.

### ⇒ **Investments**

The current policy is to invest surplus cash balance between

- Medium and long-term investment in an actively managed fixed interest fund specifically for charities and designed to produce high income while preserving capital values.

- Fixed rate interest-bearing short-term bank deposits
- Cash available at bank on current accounts for meeting operating and one-off project requirements

⇒ **Annual General Meeting**

The AGM will be held 4 September 2024 at the Village Centre, High Street, Chinnor

A rectangular box containing a handwritten signature in dark ink, which appears to be 'M Moore'.

Michael Moore

Chairman

Chinnor Village Centre  
Statement of Financial Activates for the 12 months ending 31st March 2024

		Unrestricted	Restricted	12 Months ended 31 March 2024 Total	12 Months ended 31 March 2023
Notes:		Funds £	Funds £	£	£
<b>INCOMING RESOURCES</b>					
Friendship Club	Subscriptions from users	13,154	-	13,154	8,364
	Grants	17,400	11,775	29,175	12,350
	Donation			-	686
Forget Me Knot	Attendance	-	1,680	1,680	553
	Donations	10	637	647	604
	Grants	-	-	-	-
Stroke Club	Attendance	757	-	757	493
	Grant		638	638	500
Coffee Shop		118,459	-	118,459	90,283
Fundraising Events		26,326	-	26,326	29,528
Donations	General	20,703	-	20,703	45,972
General Grants	SODC	9,290	-	9,290	7,238
	Garfield Weston	25,000	-	25,000	0
	Other	983	-	983	16,367
Rooms Hire		21,561	-	21,561	18,231
Minibus Hire		3099	11388	14,487	3,339
Investment Income		143	-	143	622
Total Incoming Resources		<u>256,885</u>	<u>26,118</u>	<u>283,003</u>	<u>235,130</u>
<b>CHARITABLE EXPENDITURE</b>					
Day Care	Staff	26821		26,821	10,000
	Direct	5715	3084	8,799	993
	Other	-	-	-	-
Forget Me Knot	Other		1435	1,435	1,074
Stroke Club	Other	1289	-	1,289	500
Centre & Coffee Shop	Staff	96,756	-	96,756	105,209
	Food & Drink	35,824	-	35,824	25,519
	Other	56,416	-	56,416	46,110
Fundraising		5137	-	5,137	3,486
Minibus			4482	4,482	1,946
Depreciation		11,973	-	11,973	12,479
Total Charitable Expenditure		<u>239,931</u>	<u>9,001</u>	<u>248,932</u>	<u>207,316</u>
<b>NET INCOMING/ (OUTGOING) RESOURCES</b>		16,954	17,117	34,071	27,814
Unrealised (loss) / gain on investment		-	-	-	-
Net Forget Me Knot Fund 1Apr2023/31 Mar2024		-	2673	2,673	-
<b>NET INCOMING/ (OUTGOING) RESOURCES</b>		16,954	19,790	36,744	27,814
<b>TOTAL FUNDS AT 1 April 2022/ 31 March 2023</b>		284,413	24,887	309,300	281,486
<b>Transfers between Funds</b>				-	
<b>TOTAL FUNDS AT 1 April 2023/ 31 March 24</b>		<u>301,367</u>	<u>44,677</u>	<u>346,044</u>	<u>309,300</u>

Chinnor Village Centre

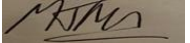
Balance Sheet as at 31 March 24

	Notes:	31 March 2024 £	31 March 2023 £
<b>TANGIBLE FIXED ASSETS</b>	3	158,153	170,125
<b>CURRENT ASSETS</b>			
Stocks		1,679	1,773
Bank & Cash			
CCLA COIF Cash Deposit		933	890
Bank Cash Deposits		35,000	0
Bank Current Accounts		153,453	140,302
Credit Card		562	858
Petty Cash		146	150
Cash in Hand		740	901
Debtors	7	3,041	2,205
<b>Total Current Assets</b>		<u>195,554</u>	<u>147,079</u>
<b>CREDITORS</b>	8	(7,663)	(7,904)
<b>NET CURRENT ASSETS</b>		187,891	139,175
<b>TOTAL NET ASSETS</b>		<u><u>346,044</u></u>	<u><u>309,300</u></u>
<b>FUNDS</b>			
Designated Tangible Fixed Assts	5	158,153	170,125
Designated Day Care, Stroke Club & Talking Circle	5	15,371	6,042
Designated Minibus	5	17,177	10,271
Restricted Forget Me Knot Club	5	12,129	8,574
General	5	143,214	114,288
<b>TOTAL FUNDS</b>		<u><u>346,044</u></u>	<u><u>309,300</u></u>

The accompanying notes on pages 8 ,9 and 10 form part of these Accounts.

Approved by the Trustees at the Management Committee Meeting on xxth xx xxxx

Signed on behalf by:



27/08/2024

Chair



26/08/2024

Treasurer

Registered charity No 1007949

## Chinnor Village Centre

Statement of Financial Activates for the 12 months ending 31st March 2024

12 Months ended 31 March 2024

### 3. Tangible Fixed Assets

	Centre Building & Car Park £	Equip & Furn. £	Vehicles £	Total £
<b>Cost</b>				
at 1 April 2023	291,186	35,171	44,860	371,217
Additions		0		0
Disposals		(24,364)		(24,364)
at 31 March 2024	<u>291,186</u>	<u>10,807</u>	<u>44,860</u>	<u>346,853</u>
<b>Depreciation</b>				
at 1 April 2023	152,517	31,375	17,196	201,088
Annual Charge	5,823	1,664	4,486	11,973
Adjustments		3		3
Disposals		(24,364)		(24,364)
at 31 March 2024	<u>158,340</u>	<u>8,678</u>	<u>21,682</u>	<u>188,700</u>
<b>Net Book Value</b>				
At 1 April 2023	<u>138,669</u>	<u>3,796</u>	<u>27,664</u>	<u>170,125</u>
At 31 March 2024	<u>132,846</u>	<u>2,129</u>	<u>23,178</u>	<u>158,153</u>

### 4. Capital Commitments

### 5. Movement in Funds

	Designated			Restricted	Unrestricted	Total
	Tangible Fixed Assets £	Day Care, Stroke Club & Talking Circle £	Minibus £	Forget Me Knot Club £	General £	
Balance 1 April 2023	170,125	6,042	10,271	8,574	114,288	309,300
Net Incoming / (Outgoing) Resources	1	9,329	6,906	3,555	28,926	36,744
Additions to Tangible Assets			-			
Disposals of Tangible Assets	(24,364)					
Depreciation of Tangible Assets	(11,973)					
Depreciation of Disposals of Tangible Assets	24,364					
Transfers						
Balance 31 March 2024	<u>158,153</u>	<u>15,371</u>	<u>17,177</u>	<u>12,129</u>	<u>143,214</u>	<u>346,044</u>

Funds are explained in the Funds section of the Trustees Annual Report.

## Chinnor Village Centre

Statement of Financial Activates for the 12 months ending 31st March 2024

### Chinnor Village Centre

#### 6. Activities

The principal activities of the Association continue to be provision of Day Care for the elderly and the Coffee Shop, which is the main source of income.

<b>7. Debtors</b>	<b>2024</b>	<b>2023</b>
Amounts due receivable	<u>3,041</u>	<u>2,205</u>
	<u>3,041</u>	<u>2,205</u>

<b>8. Creditors</b>	<b>2024</b>	<b>2023</b>
VAT	4,949	4,004
Fundraisng Donations	168	168
Payroll Tax ,NIC and Pension	277	1,148
Suppliers and accrued liabilities	<u>2,269</u>	<u>2,584</u>
	<u>7,663</u>	<u>7,904</u>

Chinnor Village Centre

Independent Examiner's Report to the Trustees of Chinnor Village Centre

This report on the accounts of Chinnor Village Centre for the twelve months ended 31 March 2024 is in respect of an examination carried out under S43 of the Charities Act 1993

**Respective responsibilities of trustees and examiner**

As the trustees you are responsible for the preparation of the accounts; you consider the audit requirement of section 43(2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to issue this report on the accounts in accordance with the terms of Regulation 7 of the Charities (Accounts and Reports) Regulations 1995.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general direction given by the Charity Commission under section 43(7) (b) of the Act. The examination includes a review of the accounting records kept by the trustees and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you, as trustees concerning 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 view taken by 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 requirements to keep accounting records in accordance with section 41 of the Act have not been met  
or
2. To which, in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Stephen Beard Accountancy Services

10 Cheshire Road

Thame

Oxon OX9 LQ

Date: 5/9/2024