

HOLT COMMUNITY CENTRE
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31ST DECEMBER 2020

HOLT COMMUNITY CENTRE

CONTENTS

	Page
Legal & Administrative details	2
Trustees Report	3
Independent Examiner's report	4
Statement of Financial Activities	5
Balance Sheet Notes to the accounts	7-8

HOLT COMMUNITY CENTRE

LEGAL & ADMINISTRATIVE DETAILS

The Holt Community Centre was constituted by Deed of Gift in April 1964. It became a registered charity in May 1966.

Trustees

Carolyn Burn
Anthony Burn
June Clarke
Henry Cockerton

Charity number

1046613

Principal address

Kerridge Way
Holt
Norfolk
NR25 6DN

Independent Examiner

Barry R Holliss ACMA

Bankers

Barclays Bank
Holt Branch
16 High Street
Holt
Norfolk
NR25 6BQ

TRUSTEES ANNUAL REPORT
YEAR ENDED 31st DECEMBER 2020

HOLT COMMUNITY CENTRE

Kerridge Way, Holt, Norfolk NR25 6DN

Charity Registration Number 1046613

Trustees

Carolyn Burn

Anthony Burn

June Clarke

Henry Cockerton

Structure, Governance and Management

Governing Document

The Holt Community Centre amended Constitution dated 27th October 2005

Constitution

Charitable Trust. The Trustees form the Executive Committee of the Charity and their appointments to office are reconfirmed by the members at Annual General Meetings.

Objectives and Activities

The principle objects of the Charity are to control and manage a Community Centre for the benefit of the inhabitants of Holt and the neighbouring areas. This is achieved by providing facilities for local individuals and organisations on a regular or ad-hoc basis.

Achievements and Financial Review

The accounts for the year ended 31st December 2020 shows a deficit of £15,911.81
2018 deficit £ (3,248.00)

Risk management and reserves policy

The Trustees are continually looking at the major risks facing the charity and take all necessary steps to mitigate these wherever necessary. Their intention is to seek to create financial reserves sufficient to fund three months of operating and running costs of the Community Centre.

At the date of the Balance Sheet, the charity held a net amount as at 31.12.2020 of £10,574.51 which is made up of total funds of £15,383.51 less the Private Loan of £4,217.00 and Deposits £592

Investment policy

The Charity invests its funds in cash and liquid resources.

The Trustees declare that they have approved the Trustee's Report above Signed on behalf of the board of Trustees.

Carolyn Burn
Chairman

HOLT COMMUNITY CENTRE

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

I report on the accounts of the Trust for the year ended 31st December 2019 which are set out in the following pages.

The Trustees of the Charity are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 and by Regulation 12 of the Charities Act (Accounts and Reports) Regulations 2008 and that an Independent Examination is required.

It is my responsibility to examine the Accounts and to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 43(7) of the 1993 Act; by Regulation 12 of the Charities Act (Accounts and Reports) Regulations 2008 and by Directions of the Charity Commission on the carrying out of an Independent Examination and to state whether particular matters have come to my attention.

My examination was carried out in accordance with the 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 explanation from you as Trustees concerning such matters. The procedures undertaken do not provide the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters.

Independent Examiners Statement.

In connection with my examination no matter has come to my attention which

1. gives me reasonable cause to believe that in any material respect the requirements to keep accounting records and comply with the aforesaid Acts and Regulations have not been met: or

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

Signed.



Name: Barry R Holliss ACMA

Address: 1 Kerridge Court, Kerridge Way, Holt, NR25 6AY

29 June 2020

HOLT COMMUNITY CENTRE

Statement of Funds as at 31.12.2020

ASSETS

Bar Stock		912.50	
Cash at bank			
Current account	3443.53		
Deposit account	4044.47		
365 Club	6,860.31		
Total		14348.31	
Cash in Hand		122.70	
TOTAL ASSETS		<u>15383.51</u>	

LIABILITIES

Private Loan	-4217.00		
Deposits held	-592.00		
TOTAL NET ASSETS		<u>10574.51</u>	

REPRESENTED BY

General Fund	4194.73	Note 1
365 Fund	5872.74	Note 9
1940's Fund	507.04	
TOTAL FUNDS	<u>10574.51</u>	

NOTE 1. Movement of Funds

	2020 bt fwd	2020 Income	2020 Expenditure	2020 Year End
Assets				
Bar Stock	2225.00		-1312.50	912.50
Cash at Bank	12986.87	84762.68	-83401.24	14348.31
Cash in hand	1910.00		-1787.30	122.70
Private Loan	-5883.00		1666.00	-4217.00
Deposits held	0.00	-783.00	191.00	-592.00
Total	11238.87	83979.68	-84644.04	10574.51

	bt fwd	Income	Expenditure	Year end
Represented by				
General Fund bt fwd	11193.56			
Note 2 Operating			-15911.81	
Note 3 Bar Stock			-212.50	
Note 4 COVID Cost			-1100.00	
Note 5 Donations		1500.00		
Note 6 HMRC		1630.78		
Note 7 Balance Sheet		9041.38	-1700.00	
Note 8 Cash Float			-246.68	
	11193.56	12172.16	-19170.99	4194.73
365 Fund	45.31	7947.43	-2120.00	5872.74
1940's Fund		1014.08	-507.04	507.04
Total	11238.87	21133.67	-21798.03	10574.51

Value of Property.

The insurance valuation of the building is £952,000 The contents are valued at £90,000

Note 2

Income		Income	Expenditure	Net
Income from Users Groups		11136.13	-40.00	11096.13
Casual hirers		355.68	-291.47	64.21
Leaseholders		10989.38		10989.38
COVID Grants		16163.29		16163.29
Solar panels		2251.11		2251.11
Bank Interest		7.83		7.83
TOTAL		40903.42	-331.47	40571.95

Admin. Costs

Salaries, wages and fees	1117.54	-10867.81	-9750.27
Telephone & IT	42.87	-1601.54	-1558.67
Advertising		-329.94	-329.94
Insurances	10513.12	-3705.17	6807.95
Licences		-273.68	-273.68
Office Costs	-15.47	-1542.70	-1558.17
TOTAL	11658.06	-18320.84	-6662.78

Note. The income from insurances was in respect of asbestos removal.

			Net
Estate			
Utilities		-5945.02	-5945.02
New facilities	2000	-6355.06	-4355.06
Council Tax		-756.22	-756.22
Grounds		-416.58	-416.58
Repairs & Maintenance		-20150.85	-20150.85
Consumables & Small Tools		-368.92	-368.92
Cleaning & Sanitation		-3312.84	-3312.84
Kitchen costs		-1238.78	-1238.78
TOTAL	2000	-38544.27	-36544.27
Venue Events			
Food Themed	400.00	-31.58	368.42
Cinema	617.86	-818.21	-200.35
1940's	0.00	0	0.00
Holt Festival	0.00	0	0.00
Other events	0.00	-608.49	-608.49
Film Festival	1265.00	-322.87	942.13
Art Sales	282.00	-496	-214.00
raffles	134.00	-21.99	112.01
Bingo	1015.50	-61.57	953.93
TOTAL	3714.36	-2360.71	1353.65
Bar			
Stock	690.53	-311.55	378.98
Bar Income	1619.02		1619.02
Wages		-200.00	-200.00
Other costs	560.00	-27.98	532.02
TOTAL	2869.55	-539.53	2330.02
Safety & security			
Testing & maintenance of equipment		-825.78	-825.78
Fire Safety work		-7134.6	-7134.6
Security		-9000	-9000
TOTAL		-16960.38	-16960.38
Summation			
Income	40903.42	-331.47	40571.95
Administration	11658.06	-18320.84	-6662.78
Estate	2000	-38544.27	-36544.27
Venue Events	3714.36	-2360.71	1353.65
Bar	2869.55	-539.53	2330.02
Safety & security	0	-16960.38	-16960.38
TOTAL	61145.39	-77057.2	-15911.81

Notes 3 & 4 Bar Stock/COVID Cost

The value of the bar stock as at 31.12.2020 was £912.50. This is a reduction of £1312.50 from the previous year. Of this reduction £1100 worth had to be destroyed as being out of date as a result of the two lockdowns in the year.

Note 5 Donations

One donation for general purposes was received during the year

Note 6 HMRC

The total of tax and NHI remitted to HMRC credited back to the accounts

Note 7 Balance Sheet

	Income	Expenditure	Net
Transfers from Premium a/c	9000.00		9000.00
re late 2019	41.38	-200.00	-158.62
Transfer to 365 a/c		-1500.00	-1500.00
TOTAL	<u>9041.38</u>	<u>-1700.00</u>	<u>7341.38</u>

Note 8. Reduction in cash float**Note 9 365 Fund**

Bt fwd from 2019	45.31		45.31
Transfer to Premium a/c		-100.00	-100
Transfer to current account		-20.00	-20
Towards cost of improvements	5000.00	-2000.00	3000
365 Club income	<u>2947.43</u>		<u>2947.43</u>
TOTALS	<u>7992.74</u>	<u>-2120.00</u>	<u>5872.74</u>

Note. The income in 'Towards cost of improvements' is a donation from a member of the 365 Club of £5000.