Annual Report and Accounts

For the year ended 31 December 2025

Charity registration number 1201537 • Charitable Incorporated Organisation

Reference and administrative details

Registered charity	Birch Park Community Hub
Address	83 Birchover Road, Nottingham, NG8 4BW
Contact	07736 589821 | info@birchparkch.org
Website	www.birchparkch.org
Bankers	Lloyds Bank plc

Trustees

Trustees who served during 2025 were Nerpal Singh (Chair), Arshad Mahmood, Tony Farbrother and Christine Willetts. Christine Willetts gave notice of resignation on 18 August 2025 and ceased to be a trustee on 20 August 2025. No other trustees joined or left during the year.

Trustees' annual report

Objectives and activities

Birch Park Community Hub exists to further the benefit of residents of Birchover Park and the surrounding neighbourhood by bringing together residents, public bodies, voluntary organisations and others to advance education and provide community facilities for recreation, social welfare and leisure. The hub provides accessible space for meetings, activities, events and community gatherings.

Activities and public benefit

During the reporting year the hub continued to make its premises available for community use, including room hire for local groups, activities and celebrations. Bingo activity also generated funds. The charity aims to make its facilities accessible and inclusive and to contribute to stronger community connections and local wellbeing. The trustees have regard to the Charity Commission’s public benefit guidance when considering the use of the hub and its resources prioritising use for local community groups ahead of private bookings.

Financial overview and operational challenges

The charity recorded receipts of £8,156.70 and payments of £12,050.85, resulting in a deficit of £3,894.15. Room hire was the largest source of operating income, while maintenance and waste, utilities and water rates represented substantial operating expenditure. During the year, the charity faced significant difficulties operating its bank account, which restricted access to bank payments due the change of one trustee who left the organisation. To keep the hub and its activities running, it had to rely more heavily on cash withdrawals and the petty cash account, with higher levels of receipts and payments managed through petty cash than would normally be expected. This created additional administrative and organisational pressures and made it more challenging to maintain services during that period.

Plans for the future

The charity will seek to sustain community use of the hub, maintain and improve room-hire income, meet its core running costs and strengthen financial monitoring, including cash controls, deposit checks and regular bank reconciliations.

Receipts and payments account

1 January 2025 to 31 December 2025 | Receipts and payments basis

Receipts

Source	Petty cash	Bank	Total
Bingo income	£1,223.70	—	£1,223.70
Grants	—	£513.00	£513.00
Room hire	—	£6,420.00	£6,420.00
Total receipts	**£1,223.70**	**£6,933.00**	**£8,156.70**

Payments

Category	Petty cash	Bank	Total
Accountancy	—	£95.63	£95.63
Bank charges	—	£35.00	£35.00
Broadband / telephone	—	£531.83	£531.83
Cleaning	£100.00	£464.00	£564.00
Council tax	—	£608.78	£608.78
Food / refreshments	—	£290.61	£290.61
Governance	—	£81.00	£81.00
Insurance	—	£541.31	£541.31
Maintenance / waste	£1,155.00	£2,532.66	£3,687.66
Mobile phone	—	£72.00	£72.00
Purchasing	£1,628.75	£178.81	£1,807.56
Travel	—	£34.02	£34.02
TV licence	—	£162.06	£162.06
Utilities	—	£1,948.57	£1,948.57
Water rates	—	£1,590.82	£1,590.82
Total payments	**£2,883.75**	**£9,167.10**	**£12,050.85**

Net deficit for the year: (£3,894.15)

Returned direct debit credits totalling £3,343.18 have been deducted from the related expense categories. They are not included as income.

Comparison with 2024

Measure	2024	2025	Change
Income	£19,036.44	£8,156.70	(£10,879.74)
Payments	£15,196.93	£12,050.85	(£3,146.08)
Surplus / (deficit)	£3,839.51	(£3,894.15)	(£7,733.66) adverse

Income and expenditure by class

For the year ended 31 December 2025

This analysis shows how the year's receipts and payments were recorded across petty cash and the bank. Returned direct debit credits of £3,343.18 are deducted from the related expense categories.

Income

Class	Petty cash	Bank	Total
Bingo income	£1,223.70	—	£1,223.70
Grants	—	£513.00	£513.00
Room hire	—	£6,420.00	£6,420.00
Total income	**£1,223.70**	**£6,933.00**	**£8,156.70**

Expenditure

Class	Petty cash	Bank	Total
Accountancy	—	£95.63	£95.63
Bank charges	—	£35.00	£35.00
Broadband / telephone	—	£531.83	£531.83
Cleaning	£100.00	£464.00	£564.00
Council tax	—	£608.78	£608.78
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Maintenance / waste	£1,155.00	£2,532.66	£3,687.66
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TV licence	—	£162.06	£162.06
Utilities	—	£1,948.57	£1,948.57
Water rates	—	£1,590.82	£1,590.82
Total expenditure	**£2,883.75**	**£9,167.10**	**£12,050.85**

Financial position and reserves

Movement in funds

Item	Amount
Opening bank balance, 1 January 2025	£4,386.63
Opening petty cash, 1 January 2025	£230.00
Total opening funds	£4,616.63
Net deficit for 2025	(£3,894.15)
Calculated closing funds, 31 December 2025	**£722.48**

Closing balances shown in the working records

Source	Recorded amount
Bank working-sheet closing balance	£637.63
Petty cash working-sheet closing balance	£84.85
Combined amount shown	£722.48
Difference from calculated closing funds	**£0.00**

The closing balances in the bank and petty cash working records total £722.48, matching the calculated closing funds.

Reserves

The operating deficit substantially reduced the funds available to the charity. The year-end funds are £722.48 on the working records. This is below the approximate three-month expenditure benchmark of £3,012.71, based on total 2025 payments of £12,050.85. The trustees should review the actual level of unrestricted free reserves, anticipated commitments and affordability of ongoing operating costs.

Notes to the accounts

1. Basis: These draft accounts are prepared from the bank and petty cash summaries provided, on a receipts and payments basis. Internal transfers between the bank and petty cash are excluded from income and expenditure totals, as has refunds from failed direct debit payments.

2. Fund restrictions: The £513 grant was received to support the charity with the ongoing utility costs, which occurred during the year so there are no carry forward of restricted funds.

3. Comparative totals: The 2024 annual report showed income of £19,036.44, payments of £15,196.93 and a surplus of £3,839.51. Expense groupings differ between the two years, so individual classes should not be compared directly.

Trustees' responsibilities and approval

The trustees are responsible for maintaining adequate records, safeguarding charitable assets, preparing accounts and ensuring that the financial statements give a proper account of receipts, payments and year-end assets and liabilities. This document remains a draft pending reconciliation and formal approval by the trustees.

Approved by the trustees on: 31/10/2026 Signed (Chair): Nerpal Singh