

**Hartwell Community Centre**  
**Trustees Annual Report (Apr-18 to Mar-19)**  
**June 2018**



**Registered Charity No 304204**

The Managing trustees present their report for the year ending 31<sup>st</sup> March 2023, which should be read in conjunction with the attached financial statements for the same period.

**Legal Status**

The charity is established by a Trust Deed dated 20th June 1990. The charity commission for England and Wales declared the Trusts on which it holds the freehold land now occupied by the Community Centre, Playing Field and Car Park. This charity was formed by the amalgamation in June 1990 of the Old Parish Hall and Playing Field charities and it is responsible for the management and upkeep of both the Community Centre and of the Playing Field.

**Objects, Policies and Organisation**

The Trust is established to provide and maintain the Community Centre for the benefit of the inhabitants of Hartwell without distinction of political, religious or other opinion with the object of improving the quality of life for the inhabitants.

The Centre is available for hire by any individual or organisation in accordance with the standard hiring agreement, Hiring Policy and scale of charges adopted for the year. It is intended that the scale of charges be sufficient to generate enough income to meet the ordinary expenditure incurred in providing the Centre. Significant improvements are funded by specific appeals, fundraising and grants.

The Management Committee is elected or appointed on an annual basis, with the officers being elected from the membership of the Committee. The Annual General Meeting was held in August 2023.

The Hall and fields remain owned by the Hartwell Parish Council and the management committee undertakes the role under delegated authority from the HPC.

**Review of the Year**

The hall has been used by all sections of the community from the younger to older members. Among the organisations that used the centre in the past year are Hartwell Preschool Playgroup, Hartwell Youth Club, Beavers, Cubs and Scouts, Tuesday Circle (over 60's), Women's Institute, Parish Council, Pilates and Hart & Soul Community Choir.

The main hall has also been used for private parties.

The Lounge coffee bar has been open regularly during term time at school drop off and collection times.

Additional events were held regularly at the Centre such as; Summer Fete, Pantomime, Easter Egg Hunt, Choir Night and Plays.

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The Trustees reviewed the accounts and were pleased to keep the hall hire at a constant price through 22-23.

The Parish Council have been complimentary in their appraisal of the current financial position and have provided support for future infrastructural developments that will ensure the building continues to have a good future.

**Finances**

The attached financial statements show the current state of the finances. The finances have improved year on year. The overall financial position is supplemented by the various improvement projects that have been underway during the last 2 years.

The Trustees are responsible for the preparation of the financial statements and for keeping proper accounting records which disclose the financial position of the charity. The Trustees have elected to prepare financial statements on the Income and Expenditure Account.

**Management Committee Membership (March 22 – March 23)**

The members of the Committee during the year and the appointing body if appropriate were:

Kieran Gray (Chair and Treasurer)  
Jodie Earl (Secretary)  
Lynne Hamilton-Gow  
Andy Faulkner  
Evelyn Williams

**Sophie Spence (Chair at submission)**

**Matt Dixon  
Hartwell Community Centre (Treasurer at submission)**

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| Income                          |                   | Expenditure                  |                   |
|---------------------------------|-------------------|------------------------------|-------------------|
| <b>GENERAL MAINTENANCE</b>      |                   |                              |                   |
| Pre-School                      | £7,151.00         | Salaries: cleaning / admin   | £1,410.08         |
| Parish Council                  | £319.00           | Utilities                    | £3,872.80         |
| WI hire                         | £246.00           | Licences                     | £1,024.70         |
| Cubs / Scouts                   | £1,386.00         | Insurance                    | £2,357.72         |
| Tuesday Circle                  | £305.00           | Hall expenses                | £3,347.82         |
| Pilates                         | £713.00           |                              |                   |
| Hart and Soul                   | £83.00            |                              |                   |
| Youth Club                      | £874.00           |                              |                   |
| Private Booking and Parties     | £930.00           |                              |                   |
| Other                           | £126.74           |                              |                   |
| Election hire                   | £0.00             |                              |                   |
| Lighting - Parish Council       | £240.00           |                              |                   |
| <b>Income sub total</b>         | <b>£12,373.74</b> | <b>Expenditure sub total</b> | <b>£12,013.12</b> |
| <b>Balance to carry forward</b> |                   |                              | <b>£360.62</b>    |

|                                 |                  |                                  |                  |
|---------------------------------|------------------|----------------------------------|------------------|
| <b>THE LOUNGE</b>               |                  |                                  |                  |
| Lounge takings (16/17)          | £1,999.57        | Lounge expenses                  | £1,233.75        |
| Float movement                  | £17.92           | Lounge salaries                  | £1,170.72        |
| <b>Income sub total</b>         | <b>£2,017.49</b> | <b>Expenditure sub total (1)</b> | <b>£2,404.47</b> |
| <b>Balance to carry forward</b> |                  |                                  | <b>-£386.98</b>  |

|                                 |                  |                              |                  |
|---------------------------------|------------------|------------------------------|------------------|
| <b>EVENTS</b>                   |                  |                              |                  |
| Events income                   | £6,398.15        | Events expenditure           | £2,438.56        |
| <b>Income sub total</b>         | <b>£6,398.15</b> | <b>Expenditure sub total</b> | <b>£2,438.56</b> |
| <b>Balance to carry forward</b> |                  |                              | <b>£3,959.59</b> |

|  |                   |                                |                   |
|--|-------------------|--------------------------------|-------------------|
| <b>OPERATING ACCOUNTS FOR HCC AND LOUNGE</b> |                   |                                |                   |
| <b>Total Opening Balance</b>                 |                   |                                | <b>£23,375.69</b> |
| Bank Opening Balance                         |                   |                                | £23,312.69        |
| Lounge float Opening Balance                 |                   |                                | £63.00            |
| <b>Grand Total Income</b>                    | <b>£20,789.38</b> | <b>Grand Total Expenditure</b> | <b>£16,856.15</b> |
| <b>Total balance to carry forward</b>        |                   |                                | <b>£27,308.92</b> |

|                                 |                  |                            |                  |
|---------------------------------|------------------|----------------------------|------------------|
| <b>DONATIONS and GRANTS</b>     |                  |                            |                  |
| Donations / Grants              | £7,039.16        | Hall project outgoings     | £1,680.83        |
| <b>Income sub total</b>         | <b>£7,039.16</b> | <b>Outgoings sub total</b> | <b>£1,680.83</b> |
| <b>Balance to carry forward</b> |                  |                            | <b>£5,358.33</b> |

|   |                   |                                |                   |
|---|-------------------|--------------------------------|-------------------|
| <b>FINAL ACCOUNTS for HCC and LOUNGE including donations and grants</b> |                   |                                |                   |
| <b>Grand Total Opening Balance</b>                                      |                   |                                | <b>£23,375.69</b> |
| Bank Opening Balance  |                   |                                | £23,312.69        |
| Lounge Float Opening Balance  |                   |                                | £63.00            |
| <b>Grand Total Income</b>   | <b>£27,828.54</b> | <b>Grand Total Expenditure</b> | <b>£18,536.98</b> |
| <b>Total balance to carry forward</b>                                   |                   |                                | <b>£32,667.25</b> |
| Bank Closing Balance  |                   |                                | £32,586.33        |
| Lounge Float Closing Balance  |                   |                                | £80.92            |

# Balance Sheet

## Hartwell Community Centre As at 31 March 2023

31 MAR 2023

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### Current Assets

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#### Cash at bank and in hand

|                                       |                  |
|---------------------------------------|------------------|
| HCC Main Account                      | 31,756.88        |
| Savings Account                       | 7.40             |
| <b>Total Cash at bank and in hand</b> | <b>31,764.28</b> |

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|                             |                  |
|-----------------------------|------------------|
| <b>Total Current Assets</b> | <b>31,764.28</b> |
|-----------------------------|------------------|

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|   |                  |
|---|------------------|
| <b>Net Current Assets (Liabilities)</b> | <b>31,764.28</b> |
|---|------------------|

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|  |                  |
|--|------------------|
| <b>Total Assets less Current Liabilities</b> | <b>31,764.28</b> |
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|                   |                  |
|-------------------|------------------|
| <b>Net Assets</b> | <b>31,764.28</b> |
|-------------------|------------------|

### Capital and Reserves

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|                                   |                  |
|-----------------------------------|------------------|
| Current Year Earnings             | (21,464.40)      |
| Retained Earnings                 | 53,228.68        |
| <b>Total Capital and Reserves</b> | <b>31,764.28</b> |

# Profit and Loss

## Hartwell Community Centre For the year ended 31 March 2023

2023

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### Turnover

|                       |                  |
|-----------------------|------------------|
| Interest Income       | 7.40             |
| Other Revenue         | 3,500.00         |
| Sales                 | 22,235.29        |
| <b>Total Turnover</b> | <b>25,742.69</b> |

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### Gross Profit

**25,742.69**

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### Administrative Costs

|                                   |                  |
|-----------------------------------|------------------|
| Cleaning                          | 1,495.36         |
| Equipment Hire                    | 595.00           |
| Event Costs                       | 7,159.90         |
| General Expenses                  | 2,762.50         |
| Insurance                         | 1,952.70         |
| IT Software And Consumables       | 143.88           |
| Light, Power, Heating             | 3,740.77         |
| Printing & Stationery             | 94.06            |
| Repairs & Maintenance             | 28,424.94        |
| Telephone & Internet              | 837.98           |
| <b>Total Administrative Costs</b> | <b>47,207.09</b> |

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### Operating Profit

**(21,464.40)**

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### Profit on Ordinary Activities Before Taxation

**(21,464.40)**

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### Profit after Taxation

**(21,464.40)**



**Section A Independent Examiner's Report**

|                                       |   |                            |        |
|---------------------------------------|---|----------------------------|--------|
| <b>Report to the trustees</b>         | Charity Name<br>Hartwell Community Centre                   |                            |        |
| <b>On accounts for the year ended</b> | 31/03/2023  | <b>Charity no (if any)</b> | 304204 |
| <b>Set out on pages</b>               | (remember to include the page numbers of additional sheets) |                            |        |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/ 03 / 2024.

**Responsibilities and basis of report**  
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

**Signed:** S J Lovell **Date:** 17/07/24

**Name:** Stuart John Lovell

**Relevant professional qualification(s) or body (if any):**

**Address:** 23 Forest Road, Hartwell, Northants. NN7 2HE

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**