

Clevedon Community Association

Annual Report and Financial Statements

for the Year Ended 31 March 2024

Newsham Hanson Accountants Limited
Accountants & Business Advisors
Edinburgh House
1-5 Bellevue Road
Clevedon
North Somerset
BS21 7NP

Clevedon Community Association
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Clevedon Community Association
Reference and Administrative Details

Charity name Clevedon Community Association

Trustees Mrs Angela Smith
Mrs Eleanor Wade
Mrs Jayne Taylor
Mrs Nicola Barton
Mrs Lynda Prescott
Mrs Kerrie Bird
Mrs Susannah Shaw
Mr Hedley Woods
Mrs Cheryl Parry
Mr Richard Young

Accountant Newsham Hanson Accountants Limited
Edinburgh House
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Clevedon Community Association

Trustees' Report

The trustees present their report and the unaudited accounts of the charity for the year ended 31 March 2024.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Clevedon Community Association is a registered charity no 304518 and operates Clevedon Community Centre on land subject to a lease due to expire in 2062. Its inter-connected buildings are Sunhill House (built 1855), Princes Hall (built 1961) and the Jubilee Lounge (built 1977).

The Objects of the Association are:-

- a) To promote the benefit of the inhabitants of Clevedon and district (including postcode BS21) without distinction of sex 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 the object of improving the conditions of life for the said inhabitants;
- b) To promote such other charitable purposes as may from time to time be determined;
- c) To maintain and manage Community Centres at Clevedon for activities promoted by the Association and its constituent bodies and in furtherance of the above objects or any one of them as may by law be deemed charitable.

The Trustees who have served during the year and since the year end are set out above. Trustees are elected by the Members of the Charity at the AGM and form the Executive Committee. The Executive Committee has the power to fill vacancies in the Executive between one AGM and the next.

OBJECTIVES AND ACTIVITIES

The trustees continued to further the objects of Clevedon Community Association during the year. A major programme of repairs and improvements to Clevedon Community Centre was started, part-funded by a major legacy. One element of this was a new fire alarm system; a £10,000 grant from National Grid was obtained towards the cost. The landlord of Clevedon Community Centre's buildings is North Somerset Council and it agreed to fund repairs to the external fire escape and also to the windows of Sunhill House. A new post of Events Manager was created to help the Community Centre develop its own programme of events, and new branding was introduced to help raise the profile of the Community Centre. A formal trustee recruitment policy was developed with a view to ensuring equality, diversity and the right mix of skills needed for the Executive Committee to fulfil its duties. A new volunteer scheme was set up and our insurance expanded accordingly.

ACHIEVEMENTS AND PERFORMANCE

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that the Executive Committee prioritises any steps identified as necessary to reduce these risks. A professional fire risk assessment was commissioned and an action plan drawn up to implement its recommendations, with ongoing oversight by the Trustees.

FINANCIAL REVIEW

Funds are used to maintain the Community Centre and keep it running on a daily basis. Trustees monitor income and expenditure at each meeting of the Executive Committee and are planning to introduce more formal financial forecasting and budgetary control following a shift from Sage Accounting to Xero. There are no restrictions on the charity's power to invest. The investment strategy is set by the Trustees and is decided upon as and when cash is available for investment.

PLANS FOR FUTURE PERIODS

The Charity has no specific reserve policy but plans to introduce one in the coming year. An Away Day held in February enabled the Trustees to identify the Charity's central mission as 'Bringing Clevedon Together' through entertainment, connection, and well-being. The outline of a new business plan centred on this mission was drafted and will be developed over the coming year with the assistance of an independent, experienced facilitator acting on a voluntary basis.

Clevedon Community Association
Trustees' Report

RESPONSIBILITIES OF THE TRUSTEES

The charity's Trustees are responsible for preparing the Trustees' Annual Report and the accounts in accordance with applicable law and regulations.

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year. Under that law the trustees have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

In preparing these accounts, the trustees are required to:

select suitable accounting policies and then apply them consistently; observe the methods and principles in the Charities SORP;

make judgements and accounting estimates that are reasonable and prudent;

state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;

prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011. 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.

INDEPENDENT EXAMINER

Newsham Hanson Accountants Limited has been re-appointed as independent examiner for the ensuing year.

Signed on behalf of the trustees

Chairman

Independent Examiner's Report to the Trustees of Clevedon Community Association

I report on the accounts of the Trust for the year ended 31 March 2024, which are set out on pages 5 to 14.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

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 explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all 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 set out in the statement below.

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 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

.....
Newsham Hanson Accountants Limited
Accountants & Business Advisors

Date:.....

Edinburgh House
1-5 Bellevue Road
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Clevedon Community Association
Statement of Financial Activities for the Year Ended 31 March 2024

	Note	Unrestricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Incoming resources				
Incoming resources from generated funds				
Voluntary income	2	20,027	20,027	7,763
Activities for generating funds	3	92,253	92,253	87,012
Investment income	4	1,574	1,574	486
Total incoming resources		<u>113,854</u>	<u>113,854</u>	<u>95,261</u>
Resources expended				
Costs of generating funds				
Costs of generating voluntary income	5	2,570	2,570	-
Fundraising trading: cost of goods sold and other costs	5	140,282	140,282	102,750
Total resources expended		<u>142,852</u>	<u>142,852</u>	<u>102,750</u>
Net movements in funds		(28,998)	(28,998)	(7,489)
Reconciliation of funds				
Total funds brought forward		<u>126,733</u>	<u>126,733</u>	<u>120,571</u>
Total funds carried forward		<u><u>97,735</u></u>	<u><u>97,735</u></u>	<u><u>113,082</u></u>

All incoming resources and resources expended derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

The notes on pages 7 to 14 form an integral part of these financial statements.

Clevedon Community Association
Balance Sheet as at 31 March 2024

		2024		2023	
	Note	£	£	£	£
Fixed assets					
Tangible assets	9		1,910		-
Investments	10		4		-
			1,914		-
Current assets					
Stocks and work in progress		650		-	
Debtors	11	33,589		-	
Cash at bank and in hand		67,630		113,082	
		101,869		113,082	
Creditors: Amounts falling due within one year	12	(6,048)		-	
Net current assets			95,821		113,082
Net assets			97,735		113,082
The funds of the charity:					
Unrestricted funds					
Unrestricted income funds			97,735		113,082
Total charity funds			97,735		113,082

Approved by the Board on and signed on its behalf by:

.....

The notes on pages 7 to 14 form an integral part of these financial statements.

Clevedon Community Association

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the receipts and payments accounting with applicable accounting standards and the Charities Act 2011.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 15.

Incoming resources

Donations are recognised when the amount has been received by the charity.

Investment income is recognised on a receivable basis.

Resources expended

All expenditure is accounted for on a payment basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Fixed assets

Individual fixed assets costing £100 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Bar & Office equipment	25% straight line basis
Fixtures and fittings	15% straight line basis
Kitchen Equipment	15% straight line basis

Clevedon Community Association

Notes to the Financial Statements for the Year Ended 31 March 2024

..... *continued*

Investments

Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the statement of the financial activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end.

Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

2 Voluntary income

	Unrestricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Donations and legacies			
Appeals and donations	3,330	3,330	7,763
Grants			
Appeals and donations	10,000	10,000	-
Donations for roof			
Appeals and donations	6,697	6,697	-
	<u>20,027</u>	<u>20,027</u>	<u>7,763</u>

Clevedon Community Association

Notes to the Financial Statements for the Year Ended 31 March 2024

..... *continued*

3 Activities for generating funds

	Unrestricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Sunhill House and Princes Hall			
Subscriptions	533	533	340
Rental income	91,409	91,409	86,206
Other income	311	311	466
	92,253	92,253	87,012

4 Investment income

	Unrestricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Interest on cash deposits	1,574	1,574	486

Clevedon Community Association

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

5 Total resources expended

	Donations for roof	Sunhill House and Princes Hall	Total
	£	£	£
Direct costs			
Cost of goods sold	-	(546)	(546)
Employment costs	-	48,958	48,958
Establishment costs	-	18,211	18,211
Repairs and maintenance	2,570	51,540	54,110
Equipment hire	-	705	705
Sundry and other costs	-	11,393	11,393
Cleaning	-	2,775	2,775
Accountancy fees	-	975	975
Bad debt expense	-	1	1
Bank charges	-	155	155
Depreciation of tangible fixed assets	-	116	116
	2,570	134,283	136,853
Support costs			
Office expenses	-	1,054	1,054
Printing, posting and stationery	-	484	484
Subscriptions and donations	-	3,916	3,916
Advertising and promotion	-	545	545
	-	5,999	5,999
	2,570	140,282	142,852

6 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

7 Net outgoing resources

Net outgoing resources is stated after charging:

	2024	2023
	£	£
Hire of plant and machinery - operating leases	705	705
Depreciation of owned assets	116	-
	821	705

Clevedon Community Association

Notes to the Financial Statements for the Year Ended 31 March 2024

..... *continued*

8 Employees' remuneration

The aggregate payroll costs of these persons were as follows:

	2024	2023
	£	£
Wages and salaries	47,758	47,434
Other pension costs	571	463
	<u>48,329</u>	<u>47,897</u>

No employee received emoluments of more than £60,000 during the year (2023 - No. 0).

Clevedon Community Association

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

9 Tangible fixed assets

	Long leasehold and other interests in land and buildings £	Bar & Office equipment £	Fixtures and fittings £	Total £
Cost				
As at 1 April 2023 and 31 March 2024	1,910	6,623	39,668	48,201
Depreciation				
As at 1 April 2023	-	6,623	39,552	46,175
Charge for the year	-	-	116	116
As at 31 March 2024	-	6,623	39,668	46,291
Net book value				
As at 31 March 2024	1,910	-	-	1,910
As at 31 March 2023	1,910	-	116	2,026

10 Investments held as fixed assets

	Investments in group and associated undertakings £
Market value	
As at 1 April 2023 and 31 March 2024	4
Net book value	
As at 31 March 2024	4
As at 31 March 2023	4

All investment assets were held in the UK.

Clevedon Community Association

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

11 Debtors

	2024 £	2023 £
Trade debtors	21,968	-
Other debtors	11,621	-
	<u>33,589</u>	<u>-</u>

12 Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	4,696	-
Taxation and social security	539	-
Other creditors	307	-
Accruals and deferred income	506	-
	<u>6,048</u>	<u>-</u>

13 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £571 (2023 - £463).

Contributions totalling £156 (2023 - £nil) were payable to the scheme at the end of the period and are included in creditors.

Clevedon Community Association

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

14 Related parties

Controlling entity

The charity is controlled by the trustees.

Related party transactions

Sunhill Park Enterprises is a wholly owned subsidiary company owned by the charity.

The company operates from Clevedon Community Association and during the year the Charity received £6,720 (2023 - £6,720) for room and kitchen hire and 2,5861 (2023 - £1,910) for hire of equipment.

At the year-end the Charity was owed £11,621 (2023 - £11,621) from Sunhill Park Enterprises

15 Analysis of funds

	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
General Funds				
Unrestricted income fund	126,733	113,854	(142,852)	97,735

16 Net assets by fund

	Unrestricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£
Tangible assets	1,910	1,910	-
Investments	4	4	-
Current assets	101,869	101,869	113,082
Creditors: Amounts falling due within one year	(6,048)	(6,048)	-
Net assets	<u>97,735</u>	<u>97,735</u>	<u>113,082</u>

Clevedon Community Association
Statement of financial activities by fund Year Ended 31 March 2024

	Unrestricted income fund 2024	Unrestricted income fund 2023
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	20,027	7,763
Activities for generating funds	92,253	87,012
Investment income	1,574	486
Total incoming resources	113,854	95,261
Resources expended		
Costs of generating funds		
Costs of generating voluntary income	2,570	-
Fundraising trading: cost of goods sold and other costs	140,282	102,750
Total resources expended	142,852	102,750
Net movements in funds	(28,998)	(7,489)
Reconciliation of funds		
Total funds brought forward	126,733	120,571
Total funds carried forward	97,735	113,082

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