

ADDLESTONE COMMUNITY ASSOCIATION

Annual Report for the year ending 31st March 2023

Address Addlestone Community Centre,
Garfield Road, Addlestone, Surrey, KT15 2NJ

Charity number 304962

Independent Examiner
Graham Berry FCCA
Breckman & Company Ltd, 49 South Molton Street, London, W1K 5LH

Bankers HSBC – Church Street, Weybridge, Surrey, KT13 8DF

Hon Solicitors Mackrell Turner Garrett –
21-25 Church Street West, Woking, Surrey, GU21 6DJ

The Trustees serving during the year and since the year end were as follows

Mr Steve Barabash	Custodial Trustee
Mr Paul Bungard	Vice Chair (now acting Chair from 16 th March 2023)
Mr Robert Edney	President & Custodial Trustee (died 16 th December 2022)
Mr Ian Lee	Chair & Custodial Trustee (resigned 16 th March 2023)
Mr Malcolm Smith	Treasurer & Custodial Trustee
Mrs June Tilbury	Secretary

Other Trustees

Mr Graham Botterill	Mrs Carol Bayton	Mrs Monica Kitchenside
Mrs Shelagh McKay	Miss Linda Salt	Mr David Strike

Structure, governance and management

The Trustees administer the charity and are elected at the Annual General Meeting and meet quarterly. Specific members are nominated to be responsible for bookings, membership and publicity.

Risk management

The Executive Committee has conducted a risk analysis to identify the major risks to which the charity is exposed. Where possible arrangements have been put in place to reduce these risks and are reviewed annually.

Training

No specific training is given to Trustees but each is provided with information produced by the Charity Commission outlining their responsibilities within the organisation.

Object and activities

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit; running a charity (PB2)'

The objects of the Association are to promote the benefit and enhance the leisure of the inhabitants of Addlestone and the neighbourhood without distinction of gender, or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort

The strategies employed to achieve the Associations objectives are to:

- Provide first class facilities at an affordable cost for local groups and other charities as a meeting place to carry out their own specific field of activity.
- Provide facilities to the local community as accommodation for wedding receptions, parties and other personal activities.
- Encourage specific recreational interests by offering 'Section Membership' and whereby those groups become part of the Association. The 'Sections' currently include: badminton, keep fit, children and adult drama and sequence dancing.
- Organise events covering concerts, outings and other events for the general public which also provides additional income towards the upkeep of the Centre.

Achievements and performance

Our post covid year has been quite a mixture of fortunes, we came through surprisingly well under the circumstances with our finances in good shape.

We have had quite a lot of capital expenditure but at least we were in a good position financially so that it has not caused us problems.

A lot of changes have come about with Ian Lee resigning as chairman and the committee's decision to pull out of the coalition with the council to replace facilities previously supplied by the Eileen Towser centre which has caused some bad feelings at the council but we are working to soften any ill will. This decision meant that the council had paid us £18,000 which we had to return but we were prepared for this so no great grief there.

The projected overhaul of our outside area to full integrated status has therefore been cancelled or at least shelved and the approx. £3,000 spent on Architect's fees has been written off but we had missed the boat for application for the full cost of some £95,000 to bring the works to completion.

We have continued to build on our income from hiring out rooms and with the regular entertainment supplied by Dazzling Diamonds for which we run profitable bars the future looks good.

Our stewards continue to support us in all sorts of ways which makes life a lot easier and Tara running the café is proving invaluable and slowly building a rapport with users and visitors. She is very helpful with our elderly users and deserves praise for this as she does more than her remit.

Vinny has been upgraded to Centre Manager and he now puts in many unpaid hours helping to run the centre efficiently as a popular go to figure for everyone.

Our shed is now upgraded but under used so we will concentrate on getting this more widely known for practical and social reasons.

The use of the centre by the council for elections continues has continued to their satisfaction and we have good relations with several employees which is always useful.

There has been considerable upgrades on the stage lighting in the Tulk Hall and we are now upgrading the sound system to the same standard which will bring us up to modern standards and last for the foreseeable future which appears to be stable and sustainable.

The Addlestone Community Centre is probably the largest and best equipped Centre in the County. We are situated in the middle of the Community of Addlestone. In the past 3 years we have increased the monthly footfall by over 50% and are committed to further increase in the coming year. We have a great group of volunteers who act as Stewards in reception and support our major events. We have a proactive Executive Team and a supportive General Committee.

We also have exceptional support from Runnymede Borough Council through their Local Development Officers. We are the Community Centre in the Centre of the Community committed to be a safe, supportive and active resource for local residents and other local agencies.

We were very saddened by the sudden passing of our President Mr Robert (Bob) Edney. He had been a stalwart of the Centre for many years and will be greatly missed

Plans for future periods

Projects being considered are-

- a) Refurbishment or replacement of chairs and other furnishings as and when required. Continued upgrading of the decoration of the rooms and facilities.
- b) We will continue to actively promote activities for recognised needs with the resources in the Centre using volunteer helpers and with the help of appropriate support agencies. This will include developing social facilities within the Café Project
- c) Develop the Centre as a resource base for meetings and support of local community residents and organisations. This to be with the cooperation of other support agencies.
- d) Ultimately we would seek to be seen as the recreational centre of the community of Addlestone offering help, support, activities and entertainment to all people living in the area. The fundamental goal is to be a welcoming, safe and friendly Centre.

This is a very exciting time. We already have fantastic facilities and the plans will increase those to even higher standards. The change of name to The Addlestone Centre was a deliberate attempt to raise the awareness of the Centre in the community. Our new logo and strap line, designed for us by a local resident, will help that community awareness. As already stated we are the Community Centre in the (Heart) Centre of the Community, we want to bring people together as a community in Addlestone.

The **Addlestone**  **Centre**
Bringing people together

Usage of the Centre

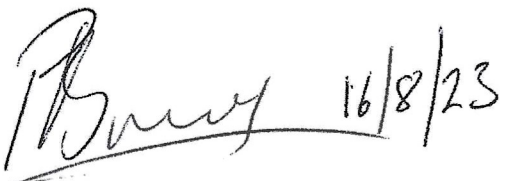
		<u>2022/2023</u>	<u>2021/2022</u>
<u>Bookings taken</u>	Regular users (mostly weekly or at least monthly)	93,471	1683
	Occasional (less than monthly)	5,938	159
	One off bookings	6,964	80
	Sections	4,756	250
		Total 111,129	1.192

(showing a great improvement over the previous year with the effect of Covid)

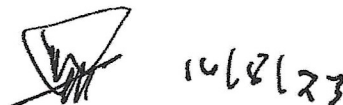
Independent Examiners

A resolution was accepted at the Annual General Meeting that Graham Berry FCCA of Breckman & Company Ltd be appointed as Independent Examiner for the ensuing year.

By order of the trustees



P Bungard (Acting Chairman)



M C Smith (Treasurer)

ADDLESTONE COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
for the YEAR ENDING 31st MARCH 2023

	note	Restricted Funds		Unrestricted Funds		Endowment Funds		Total £ 2022	Total £ 2023	Total £ 2022
		£ 2023	£ 2022	£ 2023	£ 2022	£ 2023	£ 2022			
Incoming Resources										
Donations/Grants & Legacies	2	-	-	9,699	33,105	-	-	-	9,699	33,105
Hire Charges		-	-	111,129	96,303	-	-	-	111,129	96,303
Membership		-	-	578	114	-	-	-	578	114
Cultural/Social events	3	-	-	16,633	10,643	-	-	-	16,633	10,643
Sections Income	4	-	-	14,222	14,089	-	-	-	14,222	14,089
Fundraising activities (200 Club)	5	-	-	14	403	-	-	-	14	403
VAT Repayment		-	-	139	2,404	-	-	-	139	2,404
Other Income		-	-	30,224	24,007	-	-	-	30,224	24,007
Total Incoming Resources		-	0	182,638	181,068	-	-	-	182,638	181,068
Resources Expended										
<u>Direct Charitable Expenditure</u>										
General Expenditure	6	-	-	135,176	106,223	-	-	-	135,176	106,223
Cultural/Social events	3	-	-	12,811	8,949	-	-	-	12,811	8,949
Sections Expenditure	4	-	-	12,001	11,452	-	-	-	12,001	11,452
Bad Debts written off		-	-	-	20	-	-	-	0	20
VAT		-	-	3,028	249	-	-	-	3,028	249
Other Expenditure	8	2,544	2,544	14,339	14,688	42,135	42,135	42,135	59,018	59,367
Total Resources Expended		2,544	2,544	177,355	141,581	42,135	42,135	42,135	222,034	186,260
Net movement of funds	11	(2,544)	(2,544)	5,282	39,487	(42,135)	(42,135)	(42,135)	(39,397)	(5,192)
Total funds brought forward		56,436	58,980	418,602	379,115	1,432,592	1,474,727	1,474,727	1,907,630	1,912,822
Total funds carried forward		53,892	56,436	423,884	418,602	1,390,457	1,432,592	1,432,592	1,868,233	1,907,630

BALANCE SHEET for Year ending 31st MARCH 2023

	<u>Notes</u>	2023	2022
	9	£	£
Tangible Fixed Assets			
Leasehold Building		1,694,292	1,745,704
Furniture & Equipment		56,603	43,992
		<u>1,750,895</u>	<u>1,789,696</u>
Current Assets			
2023 Debtors		6,873	763
Cash at Bank and in Hand	10	111,064	117,741
		<u>117,937</u>	<u>118,504</u>
Current Liabilities			
Creditors & Accruals		600	570
		<u>600</u>	<u>570</u>
Current Assets Less total liabilities		117,337	117,934
		<u>1,868,233</u>	<u>1,907,630</u>
FINANCED BY:			
Restricted Funds		53,892	56,436
Unrestricted funds			
General Fund		380,664	375,706
Designated Fund		<u>43,220</u>	42,896
		423,884	423,896
Permanent endowment		1,390,457	1,432,592
		<u>1,868,233</u>	<u>1,907,630</u>

THE NOTES ON PAGES 7 to 12 FORM PART OF THESE ACCOUNTS

Notes to the Accounts for the year to 31st March 2023

1 Accounting Policies

1.1 Basis of preparing the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019) – (Charities SORP (FRS 102))

The charity meets the definition of public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

1.2 Income resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the funds, any performance conditions attached to the income have been met (or are fully within the control of the charity), there is sufficient certainty that the receipt of the income is considered probable and the amount can be reliably measured.

When donors specify that grants/donations are for particular restricted purposes, which do not amount to preconditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

1.3 Direct charitable expenditure

Direct charitable expenditure consists of costs incurred, which directly relate to the furtherance of the objects of the charity.

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to make payment, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All costs have been directly attributed to one of the functional categories at the discretion of the Trustees.

1.4 VAT

All income and expenditure is shown gross of VAT. The net VAT payment or repayment for the year is detailed in the Statement of Financial Activities.

1.5 Donations and legacies

Grants/donations are recognised in incoming resources in the year in which they are receivable except when donors specify that the grants/donations must be used in future accounting periods (the income is then deferred to those periods) or when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is then deferred and not included in incoming resources until the preconditions for use are met.

1.6 Fund Accounting

Funds held by the charity are either;

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.
- Endowment funds – these are funds that have to be retained as capital for the benefit of the charity.

1.7 Revaluation/Depreciation

Leasehold Property

Under the terms of the lease granted by Runnymede Borough Council the Addlestone Community Association has no power to convert this asset to income. This asset has therefore been included as a permanent endowment.

A lease was granted in 2006 for a period of 50 years and depreciation is charged on a straight line basis at 2% per annum.

Furniture and equipment

Furniture and equipment was valued in January 2006 at £100,000 in accordance with an inventory carried out by the finance committee.

Depreciation is charged at 10% per annum on a reducing balance basis on the value of furniture and equipment brought forward at the beginning of the year.

1.8 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

1.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.10 Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2	<u>Analysis of Grants and Donations</u>	Restricted	Unrestricted	Endowment	Total
		Funds	Funds	Funds	
		£	£	£	
	Runnymede Borough Council	-	2,900	-	2,900
	Co-Operative	-	1,764	-	1,764
	Amazon Smile	-	20	-	20
	Gaskin Bequest <i>Designated</i>	-	5,000	-	5,000
	Miscellaneous	-	15	-	15
		<hr/>	<hr/>	<hr/>	<hr/>
		-	9,699	-	9,699

3 Cultural/Social Events

Cultural and Social events are organised by the Entertainments Committee and the figures show the gross income and expenditure of the Entertainments Account for the year. See page 14 for a detailed account.

4 Sections

Each Sections holds cash and or/bank balances which are shown on page 11 and a summary of their accounts is shown on page 15 of this report

5 200 club

The figure shown is the amount passed over from the 200 club into the main account during the current year. The 200 Club is now closed due to the lack of new members members joining.

6	<u>Analysis of Unrestricted General Expenditure</u>	2023	2022
		£	£
	General repairs & maintenance	23,434	4,468
	Major mainenance & improvements	2,052	19,278
	Heat & Light	19,160	13,771
	Cleaning / Refuse / materials	32,566	28,439
	Café / Bar Expenses	22,293	16,263
	Magazine printing	3,800	1,740
	Stationery & Printing	1,774	-654
	Postage & Telephone	1,376	969
	Insurance	5,131	4,594
	Water rate	3,005	973
	Miscellaneous	986	888
	Operations Co-ordinator	14,628	13,800
	Bank charges	165	39
	Workshop	470	247
	Special Events (Jubille & Christmas Tea)	2,186	100
	Legal Fees	550	-
	Admin Support	1,600	
		<hr/>	<hr/>
		135,176	106,223

		2023	2022
7	<u>Governance Costs</u>	£	£
	Independent Examination of the account	600	570

8 **Analysis of other expenditure**

	Restricted Funds £	Unrestricted Funds £	Endowment Funds £	Total £	2022 £
Lunch Grant Expenses	-		-	0	2,093
Independent examiners fee	-	600		600	570
Performing Right / PPL	-	2,607	-	2,607	617
Depreciation	2,544	11,132	42,135	55,811	56,087
	<u>2,544</u>	<u>14,339</u>	<u>42,135</u>	<u>59,018</u>	<u>59,367</u>

9 **Fixed Assets**

	Leasehold Property £	Furniture/equipment Unrestricted Restricted		Total £
	£	Funds £	Funds £	
<u>Cost/Valuation</u>				
31st March 2022	2,546,284	133,247	58,668	2,738,199
Additions	-	17,010	-	17,010
Disposals		-6,000		-6,000
As at 31st March 2023	<u>2,546,284</u>	<u>144,257</u>	<u>58,668</u>	<u>2,749,209</u>

Depreciation

31st March 2022	800,580	100,057	47,865	948,502
Change for year	51,412	3,319	1,080	55,811
Disposals	-	-6,000	-	-6,000
As at 31st March 2023	<u>851,992</u>	<u>97,376</u>	<u>48,945</u>	<u>998,313</u>

Net Book Values

31st March 2023	<u>1,694,292</u>	<u>46,880</u>	<u>9,723</u>	<u>1,750,895</u>
31st March 2022	<u>1,745,707</u>	<u>33,189</u>	<u>10,803</u>	<u>1,789,699</u>

Break down of 'additions' above

	Leasehold Property £	Furniture/equipment Unrestricted Restricted		Total £
	£	Funds £	Funds £	
Chiller Cabinet	-	611	-	611
Stage lights & console	-	9,004	-	9,004
Water boiler	-	576	-	576
Computer	-	400	-	400
Freezer	-	1,068	-	1,068
Haze Machine	-	230	-	230
PA system	-	4,934	-	4,934
Miscellaneous	-	187	-	187
	<u>-</u>	<u>17,010</u>	<u>-</u>	<u>17,010</u>

10 Cash at bank and in hand

	2023 £	2022 £
Main Account		
Cash	289	260
Current account	34,395	46,968
Deposit account	14,508	14,684
1 yr Deposit account (reserve account)	30,000	30,000
	<u>79,192</u>	<u>91,652</u>
Entertainments Account		
Cash	100	100
Current account	7,533	3,715
Deposit account	1,079	1,075
	<u>8,712</u>	<u>4,890</u>
Cash held in various accounts by sections	23,160	20,939
Total	<u><u>111,064</u></u>	<u><u>117,481</u></u>

11 Movement in reserves

	Restricted Funds £	Unrestricted Funds £	Permanent Endowment £	Total £
31st March 2022	56,436	418,602	1,432,592	1,907,630
Surplus/(Deficit) for year	(2,544)	5,282	(42,135)	(39,397)
31st March 2023	<u>53,892</u>	<u>423,884</u>	<u>1,390,457</u>	<u>1,868,233</u>

12 Restricted Funds

	Brought Forward £	Incoming resources £	Outgoing £	Transfers £	Carried Forward £
Furniture/equipment	10,803	-	-	(1,080)	9,723
Leasehold property	44,345	-	-	(1,464)	42,881
Good Grub Club	1,288	-	-	-	1,288
31st March 2022	<u>56,436</u>	<u>-</u>	<u>-</u>	<u>(2,544)</u>	<u>53,892</u>

Part of this fund represents grants received for capital expenditure. The funds are transferred to unrestricted funds over the expected useful life of the assets.

13 Unrestricted Funds

	Brought Forward £	Incoming resources £	Outgoing £	Transfers £	Carried Forward £
General Fund	375,706	175,128	(170,169)	-	380,664
Designated Fund	12,896	7,510	(7,186)	-	13,220
Reserve Account	30,000	-	-	-	30,000
	<u>418,602</u>	<u>182,638</u>	<u>(177,355)</u>	<u>-</u>	<u>423,884</u>

14 Analysis of net assets between funds

	Restricted Funds	Unrestricted Funds	Permanent Endowment	Total
Fund balances at 31st March 2022 are represented by				
Tangible fixed assets	53,892	306,547	1,390,457	1,750,896
Net current assets	-	117,337	-	117,337
	<u>53,892</u>	<u>423,884</u>	<u>1,390,457</u>	<u>1,868,233</u>

15 Trustees emoluments and reimbursed expenses

The trustees received no remuneration during the year

The amounts reimbursed relate to:-

Direct charitable expenditure (general)	£11,507
<i>(Majority being supplies for the café/bar as we do not have an account with the main supplier)</i>	

16 Staff costs

The Charity had no employees during the year.

17 Related Party Transactions

During the year there were no related party transactions that required disclosure

18 Designated Fund - Reserves and Special Projects

	Brought Forward	Incoming resources	Outgoing	carried forward
Co-op Grant <i>(for setting up community activities)</i>	1,989	1,510	(1,686)	1,813
Jubilee event		500	(500)	0
Lottery Community Fund	7,907	-	-	7,907
Grant for lunch Club		500	-	500
SCC Grant for improvements	3,000	-	-	3,000
Reserve Fund	30,000	-	-	30,000
Gaskin bequest		5,000	(5,000)	-
	<u>42,896</u>	<u>7,510</u>	<u>(7,186)</u>	<u>43,220</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ADDLESTONE COMMUNITY ASSOCIATION**

I report on the accounts of the Charity for the year ended 31st March 2023, which are set out on pages 1 to 12

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Graham Berry FCCA

Breckman & Company Ltd
Chartered Certified Accountants
49 South Molton Street
London
W1K 5LH



5 February 2024

ACA ENTERTAINMENTS ACCOUNT

RECEIPTS & PAYMENTS FOR YEAR ENDING 31st MARCH 2023

Surplus from Functions (see below)	3,977	Transfer to Main Account	
Interest	4	General Expenditure	159
	3,981		159
		Surplus for year	3,822
	3,981		3,981
Balance Brought Forward	4,890		
Surplus for year	3,822	Balance Carried Forward	8,712
	8,712		8,712

FUNCTION BALANCES

		RECEIPTS	PAYMENTS	BALANCE
2020/21				
2399	Band Concerts	4,751	1,470	3,281
# 525	Challenging Brass 1976	1,976	1,455	522
2175	Outings	9,902	9,727	175
		16,629	12,652	3,977
5099		16,629	12,652	3,977
	Sub Total Brought down	16,629	12,652	3,977
	Miscellaneous	4	-	
	Bank charges		159	159
		16,633	12,811	4,136
	sub total	16,633	12,811	4,136
	Transfer to Main Account			0
	TOTAL RECEIPTS & PAYMENTS	16,633	12,811	4,136

SUMMARY OF SECTION ACCOUNTS for the YEAR ENDING 31st MARCH 2023

	ACT	Camera	KATS	Keep Fit	MSDS	Tangent	TOTAL
Opening Balance	9,765	3,893	2,975	2,008	1,069	1,229	20,939
<u>INCOME</u>							
Subs/admission fees	807	740	5,461	1,788	2,516	1,202	12,514
Donations		5	24				29
Raffles			97	11			108
Refreshments/Bar		48					48
Other Misc Income	22		821				843
ACT Productions Income							0
KATS Productions Income			680				680
TOTAL INCOME	829	793	7,083	1,799	2,516	1,202	14,222
<u>EXPENDITURE</u>							
ACA Facilities	858	306	382	435		1,332	3,313
Speakers/Leaders etc		516		1,147			1,663
General running costs	151	499	893	52	3,308	151	5,054
Refreshments/Bar	10						10
Raffles							0
Donations							0
Capital equip't purchased	151						151
Special Events	75	97					172
ACT Productions costs	259						259
KATS Productions costs			1,379				1,379
TOTAL EXPENDITURE	1,504	1,418	2,654	1,634	3,308	1,483	12,001
Surplus/deficit for year	-675	-625	4,429	165	-792	-281	2,221
Closing Balance	9,090	3,268	7,404	2,173	277	948	23,160

