

**Burntwood Memorial Community Association**  
**Trustee Report 2025**

The Trustees have noted that but for the revenue received from grants, donations and craft fairs the BMCA would have made a loss of £6,000 on our income over expenditure.

However, the Trustees were pleased to see that the full Committee have agreed to a 5% increase in our hiring charges for 2026, the first increase for three years. The average increases the BMCA have incurred during this period was 8%.

The Trustees would like to remind the Finance Committee of the need to hold regular Finance Meetings to assess the financial position of the BMCA and to ensure the full Committee is made aware of the current state of our finances.

**Building Improvements**

The Trustees were very pleased to be able to fulfil one of the projects on our wish list in 2025; the installation of new electric opening entrance doors. These will help to give people with disabilities far easier access to our building at a cost of £10,000. This should make our building far more attractive to hire to the general public this was made possible by the help of a grant with the remainder coming from our capital reserves.

This year we hope to decorate our Main Hall and Reception at an estimated cost of £6,000.

On our wish list the following are to do:

- 1) New central heating boilers. Current ones are 16 years old this will be at an estimated cost of £10,000
- 2) New tables and chairs. Current ones are approximately 20 years old at an estimated cost of £6,000-8,000
- 3) Loop hearing system. Estimated cost £3,000-£6,000
- 4) Repairs to our sewage system due to continuous blockages. Cost unknown.

The Trustees are aware that our Grant Officer Mrs N Greensill is finding it very difficult to obtain grants in these very turbulent times with many organisations applying for the ever-decreasing grants on offer.

The Trustees have noted the lack of expansion of our Bar/Catering facilities. More thought should be given to how we could improve this situation i.e. more weddings, wakes etc to improve our revenue. The Committee need to be more proactive in attracting people to our venue which means more of the Committee taking an active part in the running of the BMCA not just attending one meeting a month.

The Trustees are very pleased to recognise the continuous success of the Film Club and Craft Fairs which are run by just a few of the Committee plus outside volunteers which help to boost the BMCA finances by many thousands of pounds. We would also note it is the same few people who appear to be doing the work. We would respectfully ask the remainder of the Committee if they are not willing to help in fund raising activities why are you on the Committee?

The BMCA building now 55 years old and is starting show its age which could become very costly if allowed to continue i.e.

- 1) Electrics
- 2) Sewer system
- 3) Main Hall floor
- 4) Car park

In these very unpredictable times, we cannot rely on grants to rectify these problems we must look at ways to increase our revenues.

The Trustees would like to put on record our sincere thanks to our two Trustees who retired at the AGM (due to health reasons) Mrs Gwyneth Howells and Mrs Veronica Box who have served on the Committee and also as Trustees for many decades bringing to the BMCA their wisdom and experience for the benefit of the BMCA and will be greatly missed.

The Committee have elected two new Trustees in their places Mrs Nicola Greensill and Mr Dale Abnett who we hope will be as dedicated as their predecessors in looking after the BMCA.

The Trustees would like to conclude by thanking our Office Administrator Mrs Joanne Wall for all the hard work that she has put in 2025 over and above what she was paid for.

Also the Chairman, Secretary, Treasurer/Grant Officer and the few Committee Members who give up their time to help raise funds to keep the BMCA a successful and welcoming venue to attend by the people of Burntwood.

**BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 2025**

<b><u>INCOME</u></b>	<b><u>2024</u></b>		<b><u>2025</u></b>	
	£	£	£	£
<b>Rentals</b>				
Hire of Halls	37,105.52		37,663.54	
Catering	2,124.60			
Bar Commission	-		3,452.70	
Rental of Premises	7,549.99		11,451.16	
Football	2,371.52			
	<u>                    </u>	49,151.63	<u>                    </u>	52,567.40
<b>Fund Raising</b>				
Donations	5,065.65		1,414.70	
Insurance Claim	1,199.50			
Grants	52,826.68		3,000.00	
Cinema Event	3,838.97		4,484.16	
Craft Fayre	1,069.00		640.00	
Solar Power Refunds	-		270.69	
Car Park Fees	1,832.00		1,575.00	
	<u>                    </u>	65,831.80	<u>                    </u>	11,384.55
<b>Interest Received</b>		<u>601.36</u>		
<b>Total Income</b>		<u><u>115,584.79</u></u>		<u><u>63,951.95</u></u>
 <b><u>EXPENDITURE</u></b>				
<b>Capital Expenditure</b>		35,471.00		-
<b>General Maintenance</b>		19,776.72		17,738.82
<b>Salaries</b>				
Administration	11,748.40		15,575.31	
Cleaning	7,234.66		3,348.01	
Caretaker	3,360.00		2,815.00	
Windows	290.00			
Employment Costs	1,293.95		4,018.91	
	<u>                    </u>	23,927.01	<u>                    </u>	25,757.23
<b>Cinema Event</b>		2,012.61		1,168.10
<b>Furniture and Equipment</b>		786.00		667.78
<b>Services</b>				
Gas	6,467.00		3,381.02	
Electricity	2,483.26		1,476.02	
Telephone	713.15		1,359.92	
Internet	712.40		965.12	
	<u>                    </u>	10,375.81	<u>                    </u>	7,182.08

**Rates**

Water	1,006.58		1,098.37	
General	<u>325.35</u>		<u>912.58</u>	
		1,331.93		2,010.95

**Miscellaneous**

Printing, Postage & Stationery	232.78		149.47	
NNDR	-		778.44	
Refuse Disposal	-		1,298.03	
Applications	348.60		510.81	
Insurance	1,779.95		1,977.64	
Advertising/Website Costs	1,518.31		292.23	
Licences	298.54		199.12	
Professional Fees	450.00		450.00	
Bank Charges	188.20		137.50	
Alarm & Fire Maintenance	-		724.58	
Entrance Barrier Repairs	-		1,734.98	
Tree Works	-		1,590.00	
Pest control	-		231.00	
Miscellaneous Expenses	<u>292.37</u>		<u>-</u>	
		<u>5,108.75</u>		<u>10,073.80</u>

**Total Expenditure**

	<u><u>98,789.83</u></u>		<u><u>64,598.76</u></u>
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**Total Income over Expenditure**

carried forward to Balance Sheet	<u><u>16,794.96</u></u>		<u><u>- 646.81</u></u>
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**Section A**

**Independent Examiner's Report**

**Report to the trustees**

Charity Name  
Burntwood Memorial Community Association

**On accounts for the year  
ended**

31/12/2025

**Charity no  
(if any)**

522623

**Set out on pages**

2 & 3

2 and 3 (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 31/12/2025

**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**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of CIMA

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

**Date:**

05/02/26

**Name:**

Sharlene Smith

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

CIMA

<b>Address:</b>	126 Rugeley Road
	Burntwood
	Staffordshire

**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.**