

Clover Hill Community Association

Annual Summary

March 2023 to February 2024

It has been another busy successful year for Clover Hill Community Association (CHCA). The building is in constant use throughout the week. We continue to have a healthy number of requests for hall hires. The groups and organisations who use the building do so with respect to each other and the building. Our finances are stable. The hall is in good condition with no significant issues.

We have a variety of groups and organisations using the building. During the week and most of the weekend the building is used to its full capacity, and we have extremely limited empty slots to hire. The groups who use the building are as follows: - various religious groups, sewing group, Kung Fu, dance group for children and adults, dance Clubbercise, singing hands (groups for people with hearing issues) and Sign Wise an organisation that teaches sign language. In addition, NHS hires the building two days a week for rehabilitation of people following cardiac issues. We also have a community café twice a month, a parents/carers and toddlers' group and a winter warmer weekly session from September through to April. The upstairs room holds a model racetrack for a slot racing group which meets weekly. We have not been able to accept any one-off hires due to lack of volunteers to open and close the building evenings and weekends.

Our finances remain stable. We decided not to increase hall hire payments this year, despite the increase in our costs specifically utilities and other general costs. As a result, we have not made a profit this year, so unfortunately there is a small loss despite the number of hired slots increasing. Next year we will need to increase room hires for our hall users to rectify our deficit. It needs to be noted we have not increased hires for a number of years. We want to continue to provide a facility that user groups can afford.

We continue to employ one person as our regular cleaner. We also use a small local cleaning company once a week and they will cover when our regular cleaner is on holiday. We would like to thank Cathy for her work in the building.

Our building is only successful due to the work of the volunteers who run the hall. We now only have four volunteers, one cleans the outside of the building and keeps the patio area clean and tidy, this is a significant role during the autumn season when leaves fall from the surrounding trees. So, we thank Paul for his hard work this year. Keith and Sara undertake the day-to-day management of the hall, dealing with hirers, new customers, and the numerous contractors. Sara undertakes the weekly safety checks on the building. Keith does the invoicing and general administration. I would like to thank them both for their amazing work.

We look forward to a new year and we at CHCA will do your utmost to maintain a lovely building that people want to use and appreciate.



Andrea Wright

Chair.



Cloverhill Community Association			Charity No	803185	CC17a
Annual accounts for the period					
Period start	01-Mar-23	To	Period end	29-Feb-24	

Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
Incoming resources		Note 4			
Fund raising income	Grants received	-	-	-	-
Lettings of community centre	Lettings to clubs	28,618	-	28,618	23,123
Lettings of community centre	Casual hire	300	-	300	300
Other fund raising	Social activity	-	-	-	-
Investment income	Interest	66	-	66	106
Other incoming resources	Other activities	-	-	-	-
Total incoming resources		28,984	-	28,984	23,529
Resources expended		Notes 5 - 7			
Costs of Generating Funds	Performed by volunteers (no cost)	-	-	-	-
Costs of generating voluntary income	Included within charitable activities (below)	-	-	-	-
Charitable activities	Building operating costs, and provision of services	32,041	-	32,041	20,400
Governance costs	Independent Inspection/Audit and Other Professional	2,392	-	2,392	2,380
Total resources expended		34,433	-	34,433	22,780
Net incoming/ - outgoing resources before transfers		- 5,449	-	- 5,449	749
Fund transfers		436	- 436	-	-
Total funds brought forward		62,410	2,904	65,314	64,565
Total funds carried forward		57,397	2,468	59,865	65,314

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission for England & Wales and is reconciled to the total funds as shown in the Balance Sheet on Page 2 as required by the said statement.

All activities derive from continuing operations.


The notes on pages 3 to 7 form an integral part of these accounts.

Section B Balance sheet

		Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
Fixed assets					
Tangible assets	Note 8	22,465	2,468	24,933	29,333
Investments	Note 9	-	-	-	-
Total fixed assets		22,465	2,468	24,933	29,333
Current assets					
Stock and work in progress		-	-	-	-
Debtors	Note 10	6,311	-	6,311	5,988
(Short term) investments		-	-	-	-
Cash at bank and in hand		32,989	-	32,989	32,332
Total current assets		39,301	-	39,301	38,320
Creditors: amounts falling due within one year	Note 11	4,368	-	4,368	2,339
Net current assets/(liabilities)		34,932	-	34,932	35,981
Total assets less current liabilities		57,397	2,468	59,865	65,314
Creditors: amounts falling due after one year	Note 11	-	-	-	-
Provisions for liabilities and charges		-	-	-	-
Net assets		57,397	2,468	59,865	65,314
Funds of the Charity					
Unrestricted funds	Note 12	57,397		57,397	62,410
Restricted funds	Note 13		2,468	2,468	2,904
Total funds		57,397	2,468	59,865	65,314

The notes on pages 3 to 7 form an integral part of these accounts.

Signed by trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Andrea Wright	18/12/2024

Note 1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost convention and in accordance with Financial Reporting Standards for Smaller Entities (FRSSE), effective January 2008. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2016) issued in February 2016, applicable UK Accounting Standards and the Charities Act 2011.

The particular accounting policies followed are set out below.

1.2 Change in basis of accounting

There have been no changes to the basis of accounting.

1.3 Changes to previous accounts

There are no adjustments to previous accounts.

Note 2 Accounting policies

ASSETS

Tangible fixed assets for use by charity These are capitalised if they can be used for more than one year, and cost at least £100. They are valued at cost or a reasonable value on receipt. They are used for charitable purposes.

Capital Grants Gifts of tangible fixed assets or grants of a capital nature given for specific purposes and fully utilised in the furtherance of the objects of the charity are credited to a relevant restricted fixed asset fund designated for this purpose. The related fixed asset is shown on the balance sheet at the full cost of acquisition and depreciated over the useful life in accordance with the depreciation policy (below). As these assets are depreciated then the related restricted fund is reduced to reflect the reduction in the value. The depreciation and related reductions in reserves are included in the income statement in the year that the depreciation is incurred. Any specific restrictions imposed by the grant making body, beyond use by the charity for the purposes of its normal charitable activities, on use of the assets, is disclosed in the Fixed Assets notes.

Depreciation Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a reducing balance method over their expected useful economic lives as follows:

Building refurbishment	15%
Plant and machinery	15%
Fixtures & Fittings	15%
Equipment	15%

INCOMING RESOURCES

Recognition of incoming resources Income from grants, legacies, donations, appeals, fundraising and investments is recognised in the Statement of Financial Activities (SOFA) when they are receivable, except as follows:

When donors specify that they must be used in future accounting periods the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

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

Incoming resources with related expenditure Where incoming resources have significant related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SOFA. Rental incoming is reported net of collection charges on a receivable basis.

Grants and donations Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Contractual income and performance related grants This is only included in the SOFA once the related goods or services have been delivered.

Gifts in kind Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

Donated services and facilities These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help The value of any voluntary help received is not included in the accounts and is described in the Trustees Annual Report.

Note 2 Accounting policies (continued)**EXPENDITURE AND LIABILITIES**

Liability recognition	Liabilities are recognised in the SOFA on an accruals basis as soon as there is a legal or constructive obligation committing the charity to pay out resources.
VAT	VAT which cannot be recovered is included with the expense to which it relates.
Taxation	As a registered charity, the company is exempt from income and corporation tax to the extent that income and grants are applicable to charitable purposes only.
Governance costs	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
Resource allocation	Resources expended are allocated to particular activities where the cost relates directly to that activity.
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.
Grants payable without performance conditions	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.
Funds held by the charity	Funds held are either: Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees Designated/restricted funds – these are funds which can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by a donor or when funds are solicited on the explicit understanding that they will be applied to particular restricted purposes.

Note 3 Winding up or dissolution of the charity

In upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the remaining accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

Note 4 Analysis of incoming resources

Analysis		This year £	Last year £
Grants received	Restricted funds	-	-
	Total	-	-
Lettings of community centre	Lettings to clubs	28,618	23,123
	Casual hire	300	300
	Total	28,918	23,423
Other fund raising	Social activities	-	-
	Total	-	-
Investment income	Bank interest	66	106
	Total	66	106
Other incoming resources	Donations	-	-
	Fund raising	-	-
	Other	-	-
	Total	-	-
Total incoming resources (See SOFA)		28,984	23,529

Note 5 Analysis of resources expended

	Analysis	This year £	Last year £
Charitable activities	Payroll costs of staff	3,961	3,431
	Rates, water and service charges	912	609
	Utilities	12,467	4,071
	Insurance	856	829
	Cleaning	3,679	3,985
	Trade refuse	878	521
	Telephone and fax	160	152
	Internet	3,055	1,163
	Postage	-	-
	Stationery and printing	-	90
	Training	-	-
	Equipment repairs and renewals	1,489	158
	Software / IT support	-	-
	Advertising	-	-
	Trustee expenses	-	-
	Bad debt	-	-
	Licences	35	35
	Sundry outgoings	150	180
	Building and fixtures depreciation	3,964	4,664
	Restricted fund assets depreciation	436	512
	Total	32,041	20,400
Governance costs	Independent Accountant's inspection / Audit	1,060	1,020
	Accountancy and book keeping costs	1,332	1,360
	Professional fees	-	-
	Bank charges	-	-
		Total	2,392
Total resources expended (see SOFA)		34,433	22,780

Note 6 Staff costs (included in resources expended)

	Analysis	This year £	Last year £
Staff costs	Wages and salaries	3,961	3,431
	Pension contributions	-	-
	Social security costs	-	-
		Total	3,961

No employee earned over £60,000 per annum. The average number of employees during the current year was one (2022: one). There was one person included on the payroll.

Note 7 Details of certain items of expenditure (included in resources expended)

	Analysis	This year £	Last year £
Trustee expenses	Number of trustees who were paid expenses	-	-
	Nature of the expenses	N/a	N/a
		Total	-

The above expense were waived and gifted back to the Trust and treated as donations.

	Analysis	This year £	Last year £
Fees for examination or audit of the accounts	Independent examiner's or auditors' fees	1,060	1,020
	Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	1,332	1,360
		Total	2,392

Note 8 Tangible fixed assets**8.1 Cost or valuation**

	General fund assets	Restricted fund assets	Total
	£	£	£
Balance brought forward	63,289	12,763	76,052
Transfers	-	-	-
Additions	-	-	-
Revaluations	-	-	-
Disposals	-	-	-
Balance carried forward	63,289	12,763	76,052

8.2 Accumulated depreciation and impairment provisions

	Basis	Reducing balance	Reducing balance	Reducing balance
	Rate	15%	15%	15%
Balance brought forward		36,860	9,859	46,719
Depreciation charge for year		3,964	436	4,400
Impairment provisions		-	-	-
Revaluations		-	-	-
Disposals		-	-	-
Balance carried forward		40,824	10,295	51,119

8.3 Net book value

Brought forward	26,429	2,904	29,333
Carried forward	22,465	2,468	24,933

Note 9 Investments

There are no investments.

Note 10 Debtors and prepayments

Analysis of debtors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	2,032	4,279	-	-
Other Debtors	2,429	-	-	-
Prepayments	1,850	1,709	-	-
Total	6,311	5,988	-	-

Note 11 Creditors and accruals

Analysis of creditors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade creditors	1,678	32	-	-
Other creditors	-	-	-	-
Taxes and Social Security Costs	139	84	-	-
Accrued expenses	2,552	2,223	-	-
Total	4,368	2,339	-	-

Note 12 Unrestricted Funds

		This year £	Last year £
General funds	Analysis		
	Balance brought forward	62,410	61,149
	Net Incoming resources	- 5,013	1,261
	Transfer to restricted funds	-	-
	Balance carried forward	57,397	62,410
Represented by :	Fixed assets	22,465	26,429
	Net current assets	34,932	35,981
	Balance carried forward	57,397	62,410
Total Funds		57,397	62,410

Note 13 Restricted income funds**Movements of major funds****Restricted funds**

	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Fund balances carried forward £
Revenue accumulated fund	-	-	-	-
Norfolk Community Foundation - Equipment	-	-	-	-
Total Restricted Funds	-	-	-	-

Restricted funds relating to depreciating assets

Jeffery Watling Fund for Suspended Ceiling	534	-	80	454
Community Hub - Window Screens	164	-	25	140
Norfolk Community Foundation - Outside Area	1,686	-	253	1,433
Norfolk Community Foundation - Window Screens	124	-	19	105
Norfolk Community Foundation - Mirrors for hall	85	-	13	72
Norfolk Community Foundation - Sound System	83	-	12	70
Norfolk Community Foundation - Curtain and Window film	227	-	34	193
Total Restricted Funds	2,904	-	436	2,468

Designated funds

Total Funds	2,904	-	436	2,468
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Document Information

Document

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Sender	Claire Atkinson (claire@triplebottomlineaccounting.com)
Dept/business	Triple Bottom Line Accounting
Dept/business ID	triple-bottom-line-accounting
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Signers

Name	Authentication
Andrea Wright <office@cloverhillvillagehall.com>	Email

History

Event	Email	IP address	Date/Time
FINAL CloverHill Community Association 2024 created by Claire Atkinson	claire@triplebottomlineaccounting.com	46.17.160.196	Wed, 18 Dec 2024 10:38:15 +0000
FINAL CloverHill Community Association 2024 emailed to Andrea Wright	claire@triplebottomlineaccounting.com		Wed, 18 Dec 2024 10:38:16 +0000
office@cloverhillvillagehall.com opened email for document FINAL CloverHill Community Association 2024	office@cloverhillvillagehall.com		Wed, 18 Dec 2024 12:30:34 +0000
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Signature applied (page 2)	office@cloverhillvillagehall.com	77.44.28.75	Wed, 18 Dec 2024 12:39:07 +0000
Ticked checkbox for statement: I confirm that I am authorised to accept the terms of this document.	office@cloverhillvillagehall.com	77.44.28.75	Wed, 18 Dec 2024 12:39:26 +0000
Ticked checkbox for statement: I understand that accepting the terms of this document creates a legally binding obligation.	office@cloverhillvillagehall.com	77.44.28.75	Wed, 18 Dec 2024 12:39:26 +0000
Signer offered option to accept or reject document	office@cloverhillvillagehall.com	77.44.28.75	Wed, 18 Dec 2024 12:39:26 +0000
Clicked button with text: By clicking this button I hereby ACCEPT the terms of this document	office@cloverhillvillagehall.com	77.44.28.75	Wed, 18 Dec 2024 12:39:26 +0000
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<office@cloverhillvillagehall.com> 'FINAL CloverHill Community Association 2024' completed.	claire@triplebottomlineaccounting.com		Wed, 18 Dec 2024 12:39:27 +0000

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Cloverhill Community Association

On accounts for the year
ended

28 February 2024

Charity no

803185

Set out on pages

Pages 1 to 7 Headed: Section A Statement of financial activities, Section B Balance sheet and Section C Notes to the accounts.

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 our responsibility to:

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

Basis of independent
examiner's statement

Our examination was carried out in accordance with 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 the 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 our examination, no matter has come to our attention
1. which gives us 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 our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 09/12/2024

Name:

Peter Ellington FAIA

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

Peter Ellington is practicing member of the Association of International Accountants.

Address:

Triple Bottom Line Accounting Limited, The Enterprise Centre, University of East

Section B

Disclosure

No significant disclosures are necessary.

Give here brief details of any items that the examiner wishes to comment upon.

The books and records for the Cloverhill Community Association are maintained to a high standard, and all supporting receipts and bank records were presented in an easily accessible and neat order.

I would recommend tighter credit control to ensure that income is not lost through non-payment, and to review the significant increase of overhead costs as a priority.

There are no other significant matters to report.