

Clover Hill Community Association

End of Year Report

March 2025

Attendees and Apologies

The end of year meeting of the Clover Hill Community Association was held in March 2025. In attendance were Andrea Wright (Chair), Sara Parfitt, and Keith Wright. Apologies were received from members who were unable to attend.

General Use of the Building

The Clover Hill Community Centre continues to be a highly sought-after facility, with the main hall experiencing very limited availability for hire. The centre serves a broad and stable client base, made up of organisations that provide activities for all age groups. These activities cover a diverse range, including sports, educational programmes, health initiatives, and social interests.

A footfall survey conducted by Norwich City Council in June 2024 confirmed the centre's popularity, identifying Clover Hill as one of the most frequently used community facilities in Norwich.

The Association remains committed to supporting the local community by providing subsidised rental rates to community groups that deliver essential services and are run by volunteers. Notable examples include the Bowthorpe monthly newspaper, West Norwich Lions, and the Winter Warmer sessions, which are organised to help individuals experiencing fuel poverty.

Gas and Electricity: Meter Readings and Cost Increases

During the year, it was noted that our fuel supplier, Total Energies, had not taken an electricity meter reading for three years, although the gas meter had been read as required. This oversight resulted in the Association receiving a retrospective electricity bill amounting to £18,000. After negotiations with Total Energies, and in accordance with the Back-Billing agreement, two years' worth of outstanding charges were written off. However, the Association's ongoing monthly fuel costs have more than doubled, which has placed significant financial pressure on our resources.

Room Hire Increases

For over ten years, hire rates for rooms at the centre had remained unchanged, due to consistent annual profits and healthy reserves. However, the dramatic increase in fuel costs has altered the Association's financial position. In January of this year, room hire rates were increased. This change has resulted in some clients reducing the number of hours they hire the facilities. Going forward, room rental costs will be reviewed every January to ensure the continued sustainability of the centre.



Andrea Wright

Chair March 2025



14	Cloverhill Community Association			Charity No	803185	CC17a
	Annual accounts for the period					
	Period start	01-Mar-24	To	Period end	28-Feb-25	

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	27,829	-	27,829	28,618
Lettings of community centre	Casual hire	300	-	300	300
Other fund raising	Social activity	-	-	-	-
Investment income	Interest	-	-	-	66
Other incoming resources	Other activities	-	-	-	-
Total incoming resources		28,129	-	28,129	28,984
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	37,059	-	37,059	32,041
Governance costs	Independent Inspection/Audit and Other Professional	1,989	-	1,989	2,392
Total resources expended		39,048	-	39,048	34,433
Net incoming/ - outgoing resources before transfers		- 10,919	-	- 10,919	- 5,449
Fund transfers		370	- 370	-	-
Total funds brought forward		57,397	2,468	59,865	65,314
Total funds carried forward		46,849	2,098	48,946	59,865

The net movement in funds referred to above is the net outgoing 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	21,150	2,098	23,248	24,933
Investments	Note 9	-	-	-	-
Total fixed assets		21,150	2,098	23,248	24,933
Current assets					
Stock and work in progress		-	-	-	-
Debtors	Note 10	6,218	-	6,218	6,311
(Short term) investments		-	-	-	-
Cash at bank and in hand		32,261	-	32,261	32,989
Total current assets		38,479	-	38,479	39,300
Creditors: amounts falling due within one year	Note 11	12,800	-	12,800	4,368
Net current assets/(liabilities)		25,679	-	25,679	34,932
Total assets less current liabilities		46,829	2,098	48,927	59,865
Creditors: amounts falling due after one year	Note 11	-	-	-	-
Provisions for liabilities and charges		-	-	-	-
Net assets		46,829	2,098	48,927	59,865
Funds of the Charity					
Unrestricted funds	Note 12	46,849		46,849	57,397
Restricted funds	Note 13		2,098	2,098	2,468
Total funds		46,849	2,098	48,946	59,865

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	18/12/2025

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	27,829	28,618
	Casual hire	300	300
	Total	28,129	28,918
Other fund raising	Social activities	-	-
	Total	-	-
Investment income	Bank interest	-	66
	Total	-	66
Other incoming resources	Donations	-	-
	Fund raising	-	-
	Other	-	-
	Total	-	-
Total incoming resources (See SOFA)		28,129	28,984

Note 5 Analysis of resources expended

	Analysis	This year £	Last year £
Charitable activities	Payroll costs of staff	4,151	3,961
	Rates, water and service charges	1,116	912
	Utilities	19,250	12,467
	Insurance	939	856
	Cleaning	3,758	3,679
	Trade refuse	1,429	878
	Telephone and fax	188	160
	Internet	1,204	3,055
	Postage	-	-
	Stationery and printing	-	-
	Training	-	-
	Equipment repairs and renewals	495	1,489
	Software / IT support	-	-
	Advertising	-	-
	Trustee expenses	-	-
	Bad debt	-	-
	Licences	435	35
	Sundry outgoings	230	150
	Building and fixtures depreciation	3,493	3,964
	Restricted fund assets depreciation	370	436
	Total	37,059	32,041
Governance costs	Independent Accountant's inspection / Audit	1,134	1,060
	Accountancy and book keeping costs	855	1,332
	Professional fees	-	-
	Bank charges	-	-
		Total	1,989
Total resources expended (see SOFA)		39,048	34,433

Note 6 Staff costs (included in resources expended)

	Analysis	This year £	Last year £
Staff costs	Wages and salaries	4,151	3,961
	Pension contributions	-	-
	Social security costs	-	-
		Total	4,151

No employee earned over £60,000 per annum. The average number of employees during the current year was one (2024: 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	1,134	1,060
	Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	855	1,332
		Total	1,989

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	2,178	-	2,178
Revaluations	-	-	-
Disposals	-	-	-
Balance carried forward	65,467	12,763	78,230

8.2 Accumulated depreciation and impairment provisions

	Basis	Reducing balance	Reducing balance	Reducing balance
	Rate	15%	15%	15%
Balance brought forward		40,824	10,295	51,119
Depreciation charge for year		3,493	370	3,863
Impairment provisions		-	-	-
Revaluations		-	-	-
Disposals		-	-	-
Balance carried forward		44,317	10,665	54,982

8.3 Net book value

Brought forward	22,465	2,468	24,933
Carried forward	21,150	2,098	23,248

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	1,961	2,032	-	-
Other Debtors	2,804	2,429	-	-
Prepayments	1,452	1,850	-	-
Total	6,218	6,311	-	-

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	-	-
Other creditors	-	-	-	-
Taxes and Social Security Costs	150	139	-	-
Accrued expenses	12,649	2,552	-	-
Total	12,800	4,368	-	-

Note 12 Unrestricted Funds

		This year £	Last year £
General funds	Analysis		
	Balance brought forward	57,397	61,149
	Net Incoming resources	- 10,548	1,261
	Transfer to restricted funds	-	-
	Balance carried forward	46,849	57,397
Represented by :	Fixed assets	21,150	26,429
	Net current assets	25,679	35,981
	Balance carried forward	46,849	57,397
	Total Funds	46,849	57,397

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	454	-	68	386
Community Hub - Window Screens	140	-	21	119
Norfolk Community Foundation - Outside Area	1,433	-	215	1,218
Norfolk Community Foundation - Window Screens	105	-	16	90
Norfolk Community Foundation - Mirrors for hall	72	-	11	62
Norfolk Community Foundation - Sound System	70	-	11	60
Norfolk Community Foundation - Curtain and Window film	193	-	29	164
Total Restricted Funds	2,468	-	370	2,098

Designated funds

Total Funds	2,468	-	370	2,098
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Document Information

Document

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Recipients

Name	Role	Authentication	Sign time
Andrea Wright <andrea.h.wright@ntlworld.com>	Signer	Email	Thu, 18 Dec 2025 09:06:57 +0000

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<andrea.h.wright@ntlworld.com> Browser geo-location provided: Lat 52.6371, Long 1.2212	andrea.h.wright@ntlworld.com	82.20.22.2	Thu, 18 Dec 2025 09:00:27 +0000
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<andrea.h.wright@ntlworld.com> 'CloverHill Community Association 2025 Amended' completed.	claire@triplebottomlineaccounting.com		Thu, 18 Dec 2025 09:06:57 +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 2025

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: 30/06/2025

Name:

Claire Atkinson ACMA CGMA

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

Chartered Institute of Management Accountants

Address:

Triple Bottom Line Accounting, The Enterprise Centre, UEA, Norwich NR4 7TJ

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.

There are no significant matters to report.