

Hanham Folk Centre
FINANCIAL STATEMENTS
FOR
31 MARCH 2001

Charity Number 301544

EVANS & PARTNERS
Chartered Accountants
9 Bank Road
Kingswood
Bristol
BS15 8LS

Hanham Folk Centre

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2001

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Hanham Folk Centre

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2001

Hanham Folk Centre Charity No: 301544

The trustees have pleasure in presenting his report and the unaudited financial statements of the charity for the year ended 31 March 2001.

As described the charity's trustees are responsible for the preparation of financial statements.

Responsibilities of the Trustees

The Charities Act requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies, as described on page 11, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. They must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. The trustees 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.

Background

Hanham Folk Centre is a local community association established following WWII., and governed by a Trust Deed dated 20/5/1945. Since then it has developed in membership, facilities and activities but has remained a focal point in the community. Located on the outskirts of Bristol (in the county of South Gloucestershire) it is now surrounded by local development which has taken it from a rural to urban environment. This has changed the nature of both the activities and the membership. The centre is located on a main site with a separate sports ground about 1 mile away.

Objectives

The objectives of the Charity, as stated in the governing document (a trust Deed) are:
"to permit the centre to be used in perpetuity as a non sectarian and non party place of recreation and social intercourse under the name Hanham Folk Centre for the advantage or benefit of the inhabitants"

This remains the broad objective of the Charity. Specifically the current board of trustees has a number of specific objectives:

- Develop the usage of the facilities with new activities
- Encourage and involve more of the local inhabitants
- Publicise and develop existing activities
- Introduce better and updated management practices
- Promote fund raising to maintain and improve the facilities

The Board of Trustees

Details of the current membership of the board of trustees, the officers and the membership of sub-committees are as listed.

Hanham Folk Centre

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2001

The centre is financially stable, with an annual trading figure of around £135K. We have a membership just over 1000 members and support many activities for members and non-members. Membership is currently £6.50 pa. The centre relies heavily on the charity trustees and volunteers for fund raising. We have a core staff of 5 with a number of casual staff, as such the centre has a written Health and Safety Policy. The majority of our income is through our own fund raising and the hiring of our facilities (for parties etc).

Activities

The Charity offers a wide range of activities to support the local community and continues to advertise for new activities. Those currently offered can be divided into three categories: Sections, Affiliated groups and Hires. Activities supported, includes:

Amateur Dramatics	Sequence Dance	Art Group(s)
Chess	Bingo	Mothers & Toddlers
Snooker	Tennis	Cricket
Table Tennis	Women's Club	OAPs Club
Army Cadet Force	Bridge	Tea Dance
Monday Club (disabled)	Line Dancing	Yoga
Jazz Dance	Keep Fit	Creative Cards
Chiroprapist	Junior Ballet	Lace Making
Parties (Hire)	AA	Slimming World

Whilst the facilities are utilised fully in the evenings the trustees continue to develop the usage during the daytime.

Developments

As well as the long-term prosperity of the centre, the board of trustees and support the day-to-day management and maintenance of the centre. The main items of interest this year are:

Development Forum: A new forum to manage fund raising and encourage members' participation has been set up. It will look at all forms of fund raising; including car boot sales, BBQs, Holly Fayre, Strawberry Fayre, Medieval Night, Art Exhibition and Sale.

Security & Safety: Several incidents with local youths have resulted in a full review of the centre's security measures to protect members, staff, property and the public.

Support Groups: We are members of Community Action and plan to join Community Matters. Both organisations provide a lot of support to ensure we meet our legal obligations and remain informed of changes in these obligations.

Maintenance: Over the winter we have had problems with the roof leaking and will need to agree a way forward before next winter.

Right of Way: A dispute between the trust and a neighbour over the right of way across our land continues. Whilst we are keen to resolve this at minimum cost we keep hitting obstacles and stalemate situations. Unfortunately, this is likely to continue for some time.

Achievements

The main achievements over this year are as follows:

- Creation of development forum
- Continued full revision of our Governing Document by sub-committee
- Annual Holly Fayre and Strawberry Fayre
- New Year's Eve Members Party
- Productions of pantomime, two plays and a musical by the drama group
- Completed refurbishment of the members bar by the Social Club
- Refurbishment of the ground floor Gents toilets

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2001

Future Developments

The board of trustees are looking at developing and modernising the way we manage and promote the facilities available at the centre and sports ground. Over the past 10 years little attention has been paid to management practice or development opportunities. As a starting point we are revising the constitution and plan to develop a set of documents by which we will manage the Charity: Based on the NVCO publication '*The Good Trustees Guide*' these include; standing orders, a Business Plan, terms of reference, job descriptions and a register of interests.

In addition, we are looking at alternative sources of fund raising and grants. With reference to recent articles published by Community Matters we also plan to review the status of the social club in relation to the Charity.

Developments between April 01 and Sept 01

Since the end of the financial year and the preparation of this report the following developments have occurred:

Security & Safety: Installed an 8-camera CCTV system. Installed an access control system to establish a single point-of-entry. These have already had an impact on incidents in and around the centre.

Building Security: Following a number of thefts and burglaries we are reviewing the usage and extend of the intruder alarm system. In addition we are reviewing the effectiveness of the fire alarm system.

Roof: The main building flat roof has been replaced at a cost of £14K.

Car Park: The council have withdrawn the order to expand the Car Park facilities at present, but we will need to change our planning application as we already have sufficient parking spaces.

Ladies Toilets: We are looking to refurbish the ladies toilets in the New Year.

Website: We are in the process of developing a website.

Prepared by: Mr K Lawrence (Vice Chairman) _____ Signed Nov. 01

Approved by: Mr M Thorne (Chairman) _____ Signed Nov. 01

On behalf of the Charity Trustees of Hanham Folk Centre
18/24 High Street
Hanham
Bristol BS15 3EJ

Annex A

Structure, Membership and Organisation of Committees

Officers

The officers of the Charity are:

Chairman	Mr M Thorne
Vice Chairman	Mr K Lawrence
Treasurer	Mr T Jones
Secretary	Vacant (Miss Iles resigned during the year)
Administrator	Mrs S Nunn

Charity Trustees

The Charity Trustees are:

Mr M Thorne	Mr D Wright	Mrs T Worlock
Mr K Lawrence	Mr J White	Mr D Paget
Mr T Jones	Mr N Edwards	Mr E Senior
Mrs D Guy	Mr J Hemmings	Mrs M Tapsell
Mr K Sheppard	Mr R Burr	Mr D Tapsell

The following were Charity Trustees during this year, but have since resigned or retired:

Mr P Weaver	Miss J Scoulding
Mr L Baldwin	Miss B Iles

Holding Trustees

The Holding Trustees (who are also Charity Trustees) are:

Mr T Jones
Mrs D Guy

During this year Mr P Weaver resigned as a Holding & Charity Trustee.

Committees and Sub-Committees

The board of Trustees (management committee) is composed of all Charity Trustees and Holding Trustees, as well as the Chairman of the Social Club. One member is appointed as Sports Ground Chairman.

There is one permanent sub-committee appointed by the Board of Trustees, this is the Executive Committee. It is responsible for the day-to-day finances and management of the centre and reports to the Management Committee at each meeting. The membership is:

Mr M Thorne	Mrs D Guy	Mr J Hemmings
Mr K Lawrence	Mr K Sheppard	Mr N Edwards
Mr T Jones	Mrs T Worlock	

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2001

Between Apr 00 and Sept 01, there have been 3 sub-committees:

- (1) Building Sub-Committee: *(Now disbanded)*
To review plans for the Gents Toilets and obtain quotes
To provide a recommendation and cost to Committee
To oversee building work

Membership: Mr M Thorne, Mr J Hemmings, Mr L Baldwin
- (2) Security Sub-Committee:
To review plans and quotes for the CCTV and Access control system
To provide recommendation and cost to committee
To manage and oversee installation and usage

Membership: Mr M Thorne, Mr K Lawrence, Mr N Edwards,
Mrs S Nunn, Mr R Underhill (Senior Caretaker)
- (3) Review of Governing Document Sub-Committee:
To consider all relevant sources of information and review and revise the governing document
To seek guidance from the commission on 'power' to amend
To take into account comments from members and sections
To submit a draft document to the committee for review and approval
To support submission to the commission as directed by the Management Committee

Membership: Mr M Thorne, Mr K Lawrence, Mr N Edwards,
Mrs D Guy

Hanham Folk Centre

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2001

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTTES

We report on the unaudited accounts of the charity for the year ended 31 March 2001 set out on pages 9 to 14.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE EXAMINER

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is our responsibility to state, on the basis of the procedures specified in the General Directions given by the Charities Commissioners under section 43(7)(b) of the Act, whether particular matters have come to our attention.

BASIS OF INDEPENDENT EXAMINERS' REPORT

Our examination was carried out in accordance with the general directions given by the Charities Commissioners. An independent 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 concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINERS' 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:
 - (a) to keep accounting records in accordance with section 41 of the Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

9 Bank Road
Kingswood
Bristol
BS15 8LS

EVANS & PARTNERS
Chartered Accountants

.5/11/2001

Hanham Folk Centre

STATEMENT OF FINANCIAL ACTIVITIES PROFIT AND LOSS ACCOUNT

YEAR ENDED 31 MARCH 2001

		Total Funds	Total Funds
		2001	2000
	Note	£	£
INCOMING RESOURCES			
Donations		3,594	3,349
Income from charitable trading activities		32,409	52,855
Income from non-charitable trading activities		95,364	92,253
TOTAL INCOMING RESOURCES		<u>131,367</u>	<u>148,457</u>
RESOURCES EXPENDED			
Direct charitable expenditure	2	90,430	101,310
Fundraising and publicity		211	120
Management and administration	3	23,018	26,223
TOTAL RESOURCES EXPENDED	4	<u>113,659</u>	<u>127,653</u>
NET INCOMING RESOURCES FOR THE YEAR		17,708	20,804
Balances brought forward		324,288	303,484
Balances carried forward		<u>341,996</u>	<u>324,288</u>

All movements are in Unrestricted Funds

The notes on pages 5 to 7 form part of these financial statements.

Hanham Folk Centre

BALANCE SHEET

31 MARCH 2001

	Note	2001 £	£	2000 £
FIXED ASSETS				
Tangible assets	5		423,629	429,074
CURRENT ASSETS				
Stocks	6	627		610
Debtors	7	6,899		7,341
Cash at bank and in hand		23,495		19,651
		<u>31,021</u>		<u>27,602</u>
CREDITORS: Amounts falling due within one year	8	<u>(45,895)</u>		<u>(48,411)</u>
NET CURRENT LIABILITIES			(14,874)	(20,809)
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>408,755</u>	<u>408,265</u>
CREDITORS: Amounts falling due after more than one year	9		<u>(66,759)</u>	<u>(83,977)</u>
NET ASSETS			<u>341,996</u>	<u>324,288</u>
FUNDS				
Unrestricted			<u>341,996</u>	<u>324,288</u>

These financial statements were approved and signed by the member of the committee on 5/11/01

T.M. JONES (Treasurer)

The notes on pages 5 to 7 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2001

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Statement of Recommended Practice on accounting by charities.

Depreciation

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Property

The premises are shown at their 1995 professional valuation as instigated by the Centre's bank for the purpose of providing security against borrowings

Office Equipment, Furniture and Fitting and Sports Field Equipment These are shown at their written down value as estimated by the Centre's Treasurer and are subject to depreciation at normal commercial rates.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

2. DIRECT CHARITABLE EXPENDITURE

	Total Funds 2001	Total Funds 2000
	£	£
Provision of charitable services:		
	90430	101310
	<u>90430</u>	<u>101310</u>

3. MANAGEMENT AND ADMINISTRATION

	Total Funds 2001	Total Funds 2000
	£	£
Office costs	10,334	12,726
Accountancy fees	1,763	1,763
Legal and professional	206	-
Interest payable	10,715	11,734
	<u>23,018</u>	<u>26,223</u>

Hanham Folk Centre

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2001

4. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	Total Funds 2001	Total Funds 2000
	£	£	£	£	£
Direct charitable expenditure	62,581	-	27,849	90,430	101,310
Fundraising and publicity	-	-	211	211	120
Management and administration	-	8,520	14,498	23,018	26,223
	<u>62,581</u>	<u>8,520</u>	<u>42,558</u>	<u>113,659</u>	<u>127,653</u>
				2001	2000
				£	£
Other costs:					
Premises				21,296	22,615
Legal and professional				1,969	1,763
Other				19,293	36,139
				<u>42,558</u>	<u>60,517</u>

5. TANGIBLE FIXED ASSETS

	Folk Centre Buildings	Sports Field	Equipment	Total
	£	£	£	£
COST				
At 1 April 2000	300,000	57,000	72,074	429,074
Additions	-	-	3,075	3,075
At 31 March 2001	<u>300,000</u>	<u>57,000</u>	<u>75,149</u>	<u>432,149</u>
DEPRECIATION				
Charge for the year	-	-	8,520	8,520
At 31 March 2001	<u>-</u>	<u>-</u>	<u>8,520</u>	<u>8,520</u>
NET BOOK VALUE				
At 31 March 2001	<u>300,000</u>	<u>57,000</u>	<u>66,629</u>	<u>423,629</u>
At 31 March 2000	<u>300,000</u>	<u>57,000</u>	<u>72,074</u>	<u>429,074</u>

Hanham Folk Centre

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2001

6. STOCKS

	2001	2000
	£	£
Stock	<u>627</u>	<u>610</u>

7. DEBTORS

	2001	2000
	£	£
Prepayments and accrued income	<u>6,899</u>	<u>7,341</u>

8. CREDITORS: Amounts falling due within one year

	2001	2000
	£	£
Bank loans and overdrafts	37,514	37,514
Letting deposits	2885	2314
Section Funds Held by Centre	1240	1208
Trade creditors	<u>4256</u>	<u>7375</u>
	<u>45,895</u>	<u>48,411</u>

9. CREDITORS: Amounts falling due after more than one year

	2001	2000
	£	£
Bank loans and overdrafts	<u>66,759</u>	<u>83,977</u>

10. SECTION ACCOUNTS

	Income	Expenditure	Contribution 2001	Contribution 2000
Ballroom Dancing	6506	3660	2846	2881
Bingo	740	140	600	484
Bridge	4346	950	3350	3300
Brush strokes	535	70	176	
Chess	388	162	200	250
Cricket	10118	6906	2025	1975
Drama	7902	5990	2500	2730
Leisure Art	1489	722	775	750
Modern Sequence Dancing	4327	2111	2216	1984
Monday Club	2081	2288		
Mums and Toddlers	1845	1228	930	910
Photographic	2428	1187	1200	1325
Palette Art	1300	834	600	750
Snooker	3796	386	3522	3564
Table Tennis			360	350
Tennis	7276	4791	2025	1975
Womens Club	1120	589	675	650
	56197	32014	24000	23878

Hanham Folk Centre

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2001

11. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

	£	£
	Tangible fixed assets	Total
Unrestricted funds	339,323	341,996
Including		
General Building Fund	4160	2541
Sports Ground Maintenance Fund	5440	

Hanham Folk Centre

MANAGEMENT INFORMATION

YEAR ENDED 31 MARCH 2001

**The following pages do not form part of the statutory financial statements
which are the subject of the accountants' report on page 8.**

Hanham Folk Centre

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
PROFIT AND LOSS ACCOUNT**

YEAR ENDED 31 MARCH 2001

	2001		2000
	£	£	£
INCOME			
Donations		3,594	3,349
General		372	1,456
Activities		4,585	4,786
Centre Sections Contributions		24,000	23,878
Surplus/Deficit of Sections		1,622	(2,656)
Fixed Assets purchased by Sections		1,830	25,391
Membership		5,592	4,422
Centre Lettings		38,362	39,488
Rents Received		3,102	3,100
Social Club		48,308	45,243
TOTAL INCOME		<u>131,367</u>	<u>148,457</u>
 DIRECT CHARITABLE EXPENDITURE			
Wages and salaries	62,581		57,516
Rates & water	3,452		3,746
Light and heat	5,443		7,288
Insurance	3,871		3,125
Repairs and maintenance	4,571		5,182
Waste Disposal	1,173		682
Cleaning Materials	2,100		2,146
Sundry Costs	686		446
Theatrical Licences	451		938
Kitchen Improvements	-		10,500
Sports Ground PAV & General Maint	4,057		6,808
Sports Ground Rates & Water	419		882
Sports Ground Electricity	1,003		1,503
Sports Ground Insurance	623		548
	<u> </u>	90,430	<u>101,310</u>
 FUNDRAISING AND PUBLICITY			
Advertising costs	211		120
		211	120
 MANAGEMENT AND ADMINISTRATION			
Telephone	316		326
Stationery and Postage	1,028		864
Car Park Easement	470		1,916
Legal fees	206		-
Accountancy fees	1,763		1,763
Depreciation of fixed assets	8,520		9,620
	<u> </u>	12,303	<u>14,489</u>
 INTEREST PAYABLE			
Bank interest payable	2,309		932
Interest on other loans	8,406		10,802
	<u> </u>	10,715	<u>11,734</u>
 Carried forward		<u>(113,659)</u>	<u>(127,653)</u>

Hanham Folk Centre

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
PROFIT AND LOSS ACCOUNT**

YEAR ENDED 31 MARCH 2001

	2001	2000
	£	£
Brought forward	(113,659)	(127,653)
TOTAL EXPENDITURE	<u>113,659</u>	<u>127,653</u>
NET SURPLUS	<u>17,708</u>	<u>20,804</u>