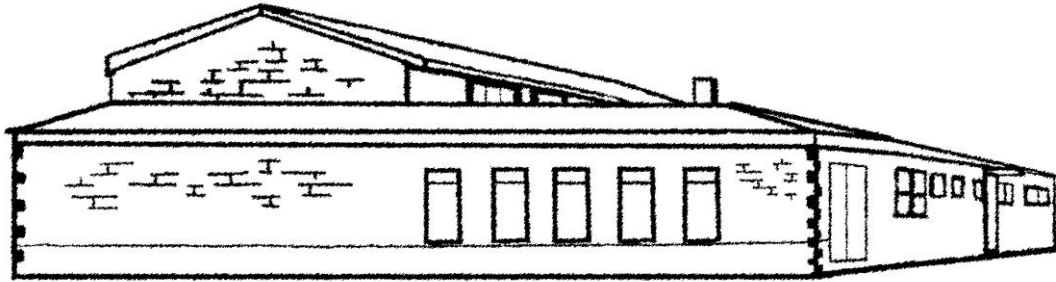


# HANHAM COMMUNITY CENTRE

Charity Number 301544



ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS

FOR

Financial Year Ending  
31 MARCH 2011

118-124 High Street  
Hanham  
Bristol  
BS15 3EJ

[www.hanhamcentre.org](http://www.hanhamcentre.org)

*Hanham Community Centre is the **Trading Name** of Hanham Folk Centre*

**HANHAM COMMUNITY CENTRE  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
YEAR ENDING 31 MARCH 2011**

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# HANHAM COMMUNITY CENTRE

## TRUSTEES ANNUAL REPORT

### YEAR ENDING 31 MARCH 2011

The Trustees have pleasure in presenting this report and the unaudited financial statements of the Charity for the year ended 31 March 2011. 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 10, 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 & Governing Document

The Charity 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. The Governing Document was completely revised on 2000, with the latest version being dated 29<sup>th</sup> September 2010 – it clearly outlines the power available to the Trustees. From 1<sup>st</sup> April 2009 the centre operates under the working name of 'Hanham Community Centre'<sup>1</sup>; the long term plan is to adopt this name permanently.

#### Professional Advisors

<u>Bankers</u>	<u>Independent Examiner</u>	<u>Solicitor</u>	<u>HR Consultants</u>
NatWest Bank	Victoria Hicks	Harris & Harris	Peninsula Business
125a High Street	28 Brunel Close	11 Stoney Street	Services Ltd
Hanham	Bridgegate	Frome	Riverside
Bristol	Bristol	Somerset	New Bailey Street
BS99 5BB	BS30 5BB	BA11 1BU	Manchester M3 5PB (until June 2011)

#### Objectives

The objectives of the Charity, as stated in the governing document 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 Community Centre for the advantage or benefit of the inhabitants"*

---

<sup>1</sup> The Charities registered name is, currently, Hanham Folk Centre.

## Vision & Mission

### Our Vision Statement is:

*"To be a welcoming, community focused organisation; providing a place where people can flourish and enhance the community. We see a future that is sustainable, well managed and developing; through a family focused centre which is available-when-wanted, thriving, and well utilised; and provides the facilities and activities that are needed".*

### Our Values are:

- We, Put customers **first**, Take **pride** in what we do, **Respect** others, **Strive** to be the best, and Act with **integrity**
- **We recognise and value the commitment and hard work by our volunteers & staff**
- We are open to constructive criticism and to suggestions for improvement

### Our Mission Statement is:

*"To provide a clean, safe and welcoming venue to the community, which through its facilities and activities shall allow people to learn, develop skills, socialise and gain friendships"*

This has been developed into a number of specific strategic objectives:

- Develop the usage of the facilities with new activities
- Modernise the building
- Increase utilisation of centre
- Engage with users and get feedback
- Introduce better and updated management practices
- Ensure the centre is clean, warm, welcoming and safe

## The Board of Trustees

Details of the current membership of the Board of Trustees, the officers and the extant sub-committees are as listed at Annex A along with the current Holding Trustees. The method of appointment of Trustees and Holding Trustees is detailed in the current governing document. The centre is financially stable, with a nominal annual trading figure of around £132K, and slight deficit of £4K. We have a membership of 432 members and support many activities for members and non-members. Membership is currently £10 pa. The centre relies heavily on the Charity Trustees and volunteers for fund raising. We have a core staff of five 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 fundraising and the hiring of our facilities (for parties and community activities etc).

## Policies

### (1) Reserves Policy

The Trustees have set a Reserves Policy which requires:

- Reserves are built/maintained/reduced to a level which ensures that 9 months of organisation's core activity could continue during a period of unforeseen difficulty (nominally 10% of income). For the current year this is estimated to equate to £13,000.
- A proportion of Reserves are maintained in a readily realisable form.
- A decision has been taken to develop a Designated Reserve of £15,000 for the purpose of Modernising and improving the Utilisation of the Centre, as well as a Designated Cyclical Maintenance Fund of £10,000.

The Current level of Free General Reserves at £11,289 (8.6%) at an acceptable level to provide 9 months core activity taking into account risks associated with each stream of income and expenditure being different from that budgeted, planning activity level, and the organisation's commitments.

(2) Public Benefit Statement

The Trustees have outlined the mission and objectives of the charity and believe they have clearly defined what the public benefits delivered are (Principle 1), and how they relate to the aims. They also believe the report explains how the benefits are provided to the public (Principles 2). Specifically the charities aims falls within the follow aims as outlined in the Charities Act 2006:

- the advancement of citizenship or community development;
- the advancement of the arts, culture, heritage or science;
- the advancement of amateur sport;
- the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
- other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose (Recreation Charity).

<b>The Cornerstones of our Services and Operation</b>	
<p style="text-align: center;"><b><u>TO PARTICIPATE IN</u></b>  <b>Activities where the community can come and participate.</b></p> <p>Table Top &amp; Car Boot Sales, Art Exhibitions &amp; Entertainment -Plays, Pantos and other shows, Parish and community meetings, and being a Trustee or Volunteer</p>	<p style="text-align: center;"><b><u>TO SUPPORT OTHERS</u></b>  <b>Those activities that offer support to the community and those who need us.</b></p> <p>40-60s Club, Tea Dance &amp; Coffee Mornings, Retirement Club, Clinic(s), History &amp; AA, Mums &amp; Todds</p>
<p style="text-align: center;"><b><u>TO SHARE INTERESTS</u></b>  <b>As a place to share interests, interact and learn from others.</b></p> <p>Short Mat Bowls &amp; Line Dance, Bridge, Cricket &amp; Tennis, Snooker, Chess &amp; Drama, Art Classes &amp; Bingo, Dance Classes &amp; Keep Fit, Crafts – Cards, Lace &amp; Flowers, and in the lounge bar – pool, TV, Crib, darts</p>	<p style="text-align: center;"><b><u>TO MARK EVENTS</u></b>  <b>A place where people can meet with their friends and mark life's events!</b></p> <p>Births, Birthdays, Engagements, Weddings, Anniversaries, Funeral Receptions, Family Parties and Children's Parties etc.</p>

**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 and groups supported, includes:

- |                   |                  |                    |
|-------------------|------------------|--------------------|
| Amateur Dramatics | Sequence Dance   | Art Group(s)       |
| Chess Club        | Bingo            | Mothers & Toddlers |
| Snooker Club      | Tennis Club      | Cricket Club       |
| AA                | Women's Club     | Zumba Fitness      |
| Flower Club       | Bridge Club      | Tea Dance          |
| Salsa Dancing     | Line Dancing     | Yoga Classes       |
| Parish Council    | Keep Fit Classes | Lace Making        |
| Foot Care         | Junior Ballet    | Slimming Classes   |
| Parties (Hire)    | Short Mat Bowls  | Weight Watchers    |
| Mobility Class    | Hanham History   | Beginners Ballroom |
| Pilates Classes   | Tai Chi          | Coffee Morning     |
| 40-60s Club       | Natural History  | WI                 |
| Sporty Tots       | Encore French    | Fibromyalgia Group |
| Army Cadets       | Retirement Club  | We Craft           |
| Falun Gong        | Pregnancy Yoga   | Exam(s)            |

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

## **Achievements**

The main achievements and activities over this year are as follows:

### Management and Governance

- Trustee & Staff numbers have remained steady with few changes;
- The Centre is a member of NCVO and Community Matters. Community Action ceased operations in 2010, and as such we have not progressed HallMark3; however Gloucestershire CVS as now taken on this role;
- We have now (supported by an external consultancy) developed Contracts of Employment and a staff handbook. To reduce our costs we will be terminating this contract in 2011/12;
- The HCC website was updated, and we issues a Newsletter within the centre (and on-line) we also now show function room availability on-line;
- At the 2010 AGM, the governing document and Bar Management Committee Constitution were slightly revised to correct some errors and correct some inconsistencies over committee member numbers;
- The Trustees have been looking at pay-and-display for the car park due to excessive public usage, and have outline costs as well as canvassed opinion from users and the local community – a decision will be made in 2011.

### Maintenance and Improvements

- The coffee lounge refurbishment is now complete, and we have received a £1500 grant to replace the old windows with a new half-brick wall and uPVC doors;
- The top corridor was decorated by volunteers over two weekends, and looks much nicer for a coat of paint;
- Following a suggestion from a user, we have applied for a grant for bike racks, and now have 4 bike stands installed;
- Stage hanging bars are now complete and all but one of the lighting bars have been re-hung – this should be complete in 2011/12 and the bars load tested.
- The centre received a donation of £3,000, as well as grants of £27,500 to the Cricket Club for new nets, and £10,000 to the Tennis Club for resurfacing their courts.

### Activities & Community Engagement

- Two Art Exhibitions and an annual Eisteddfod;
- Productions of pantomime and a musical by the drama group;
- As well as a number of fundraising events (Table top sales) and an 'Abba' tribute night;
- Support for the regular Quiz Nights and Family Nights declined towards the end of 2010, and are currently not being held;
- The centre purchased an LCD projector for film nights, functions and general use.

## **Issues & Risks**

- Whilst we are experiencing increased utility costs, it is proving difficult to pass these onto the user groups who are also suffering from dropping members. Over the year we have had 9 new groups and lost 9 groups – mainly due to available rooms or a lack of support.
- As always, with few willing volunteers to act as Trustees, the current handful of Trustees will be focusing on maintaining equilibrium – and keeping the centre open, based on the Strategic Objectives outlined above;
- The Social Club saw a significant drop in income in 2010/11 resulting in a large drop in surplus passed to the centre. In Feb 2011 the Trustees and Bar Management Committee heard a review and certain action is in hand to address this – however, it seems that social drinking in the centre is a declining activity On a positive note, the bar took £2000 for one function this year, the highest ever for a single event.
- The Charity does not have an elected Treasurer or Secretary, this is putting considerable loading on the few remaining committee members;
- Right of Way: There remains a dispute between the Charity and a neighbour over the right of way across our land. However there has been no action on this matter during this reporting period.

## Future Developments Projects

Whilst this report is strictly for the period 1<sup>st</sup> Apr 10 until 31<sup>st</sup> March 11, this section is more akin to a Business Plan for the forthcoming year; and is based on a Strategic Review held by the Trustees in March 2011. The outcome of the review was an agreement that the overall strategy remains generally unchanged. In simple terms the shorter-term focus would be on modernising the older parts of the Centre, while trying to increase the overall utilisation of the existing facilities through communication with the current user base. i.e.

### **“Communicate to enable focused Modernisation and Utilisation”**

#### Medium Term Aims and Objectives

<b>Theme: Resource Management</b> RM1 – Apply for Grants RM2 – Formalise recruitment and staff procedures RM3 – Monitor and improve utilisation RM4 – Reduce costs – monitor utilities and visitor numbers.	<b>Theme: Enabling Processes</b> EP1 – Gain customer feedback EP2 – Gain staff feedback EP3 – Focus on Internal communications EP4 – Know Needs (of users)
<b>Theme: Working Together</b> WT1 – Develop Strategic Plan WT2 – Agree Annual Objectives WT3 – State Vision, Mission and Values to all WT4 – Share ‘common purpose’	<b>Theme: Customer (Public) Benefits</b> CB1 – Advertise Services CB2 – Modernise Building CB3 – Communicate Vision CB4 – Re-focus on key facilities

#### Improvement and Maintenance Programme

<b><u>Improvement Programme (in order)</u></b>	<b><u>Maintenance Programme (in order)</u></b>
A. Re-zone Heating System (Annex, 1 <sup>st</sup> Floor) B. Wessex Suite I: Flooring and Window C. Wessex Suite II: Lighting, Curtains, Ceiling D. Annex (Use of Space) – Larger Activity Room E. Upstairs Toilets F. Elbrow Suite Store (Not in 2010/11) G. Conference Room Costs (in Wesley Room) H. Access and use of field I. Snooker Room Ceiling (insulate and plaster) J. Cellar Ceiling (insulate) <u>Subject to Grant Funding:</u> K. Stair lift to First Floor (cost circ £6700) L. Exterior Window	1. Deep Cleaning of all rooms 2. Decorate Top Corridor to Whittucks 3. Re-hang Stage Lighting bars to meet SWL 4. Glouc Room stairs Handrail 5. Ceiling outside Lounge Bar 6. Gent’s Toilets Floor 7. Elbrow Suite Carpet – Need new Quote 8. Tank Clean out (car park) 9. Replace Glouc stairs flooring 10. Replace car park lighting poles 11. Guttering to Elbrow Suite 12. Replace flooring on 1 <sup>st</sup> floor landing and toilets 13. Floor adjacent to Whittucks Room (when D progressed) 14. Ventilation to cellar

#### Declaration

I declare, in my capacity of Charity Trustee, that:

- the Trustees have approved the report above; and
- have authorised me to sign it on their behalf.

Signature \_\_\_\_\_

Full Name: Kevin Michael Lawrence

Position: Chairman

Date: July 2011

## **Annex A**

### **Structure, Membership and Organisation of Committees**

#### **Officers**

The officers of the Charity (at 31 March 11) are:

Chairman	Mr K Lawrence
Vice Chairman	Mrs T Worlock
Treasurer	Mr K Lawrence (acting)
Secretary	Vacant
Administrator	Mrs S Nunn

#### **Charity Trustees**

The Charity Trustees (at 31 March 11) are:

Mr K Lawrence	Mrs T Worlock	Mr N Edwards
Mr D Wright	Mrs J Lloyd	Mr J Cowburn

Mr Cowburn is a new (re-joining) Trustee.

#### **Holding Trustees**

The Holding Trustees are:

Mr T Jones  
Mr A King  
Mr A Michallat-Cox

There have been no changes in Holding Trustees during this period.

#### **Committees and Sub-Committees**

The Board of Trustees (executive committee) is composed of all Charity Trustees, as well as the Chairman of the Social Club, Administrator and Designated Premises Supervisor. Holding Trustees attend on an adhoc basis. The meeting is also attended by a representative of the South Gloucestershire Council. The Board meets on a monthly basis. Additional meetings and sub-committees are held as needed to support particular activities – such as the budget.



**HANHAM COMMUNITY CENTRE**  
**INDEPENDENT EXAMINERS REPORT**  
**YEAR ENDING 31 MARCH 2011**

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES**

I report on the unaudited accounts of the charity for the year ending 31 March 2011 set out on pages 8 – 12.

**RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER**

As the Charity 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 my 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 my attention.

**BASIS OF INDEPENDENT EXAMINERS REPORT**

My examination was carried out in accordance with the general directions given by the Charities Commissioner. 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 my examination, no matter has come to our attention:

- (1) which gives me 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 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.

28 Brunel Close  
Bridgegate  
Bristol  
BS30 5BB

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**Victoria Hicks LLB(Hons), CPFA, CiLCA**  
**Independent Examiner**

Aug 2011

**HANHAM COMMUNITY CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**YEAR ENDED 31 MARCH 2011**

	<b>Notes</b>	<b>2011</b>	<b>2010</b>
		<b>£</b>	<b>£</b>
<b>INCOME RESOURCES</b>			
Donations		3,038	1,500
Income from charitable trading activities		123,908	146,130
Income from non-charitable trading activities		<u>5</u>	<u>6</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>126,951</u>	<u>147,636</u>
<b>RESOURCES EXPENDED</b>			
Direct charitable expenditure	<b>1</b>		
Fundraising and publicity	<b>2</b>	120,749	126,226
Management and administration	<b>3</b>	659	374
	<b>3</b>	<u>10,012</u>	<u>11,101</u>
<b>TOTAL RESOURCES EXPENDED</b>	<b>4</b>	<u>131,420</u>	<u>137,701</u>
<b>NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR</b>		<u>(4,469)</u>	<u>9,935</u>
<b>Allocated in the Year</b>			
General Fund		(4,469)	8,127
Development Fund		<u>0</u>	<u>1,808</u>
		<u>(4,469)</u>	<u>9,935</u>
<b>MOVEMENT IN FUNDS</b>			
<b>General Fund:-</b>			
Balance b/fwd		428,709	420,582
Surplus for the year		<u>(2,691)</u>	<u>8,127</u>
Balance c/fwd		426,018	428,709
<b>Development Fund:-</b>			
Balance b/fwd		11,104	9,296
Surplus for the year		<u>(1,778)</u>	<u>1,808</u>
Balance c/fwd		9,326	11,104
Total Unrestricted Fund Balance c/fwd	<b>13</b>	<u>435,344</u>	<u>439,813</u>

All movements are in Unrestricted Funds

# HANHAM COMMUNITY CENTRE

## BALANCE SHEET

YEAR ENDED 31 MARCH 2011

	Notes	2011		2010
		£	£	£
<b>FIXED ASSETS</b>				
Tangible assets	5		398,659	398,295
<b>CURRENT ASSETS</b>				
Stocks	6	1157		686
Debtors	7	1408		5,574
Cash at bank and in hand		<u>41619</u>		<u>50,510</u>
		44,184		56,770
<b>CREDITORS: Amounts falling due within one year</b>	8	<u>(6,861)</u>		<u>(6,211)</u>
<b>NET CURRENT LIABILITIES</b>			37,323	50,559
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>435,982</u>	<u>448,854</u>
<b>CREDITORS: Amounts falling due after more than one year</b>	9		(638)	(9,041)
<b>NET ASSETS</b>			<u>435,344</u>	<u>439,813</u>
<b>UNRESTRICTED FUNDS</b>				
General Fund			426,018	428,709
Development Fund			<u>9,326</u>	<u>11,104</u>
<b>TOTAL FUNDS</b>			<u>435,344</u>	<u>439,913</u>

These financial statements were approved and signed by the members of the committee in August 2011

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Mr K M Lawrence

Signed on behalf of the Trustees

**HANHAM COMMUNITY CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2011**

**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 on a straight-line basis over the expected useful life of the particular asset.

**Stocks**

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

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
<b>2. DIRECT CHARTIABLE EXPENDITURE</b>		
Provision of Charitable Services	<u>120,749</u>	<u>126,226</u>
<b>3. MANAGEMENT AND ADMINISTRATION</b>		
Office costs	3,596	3,627
Accountancy fees	250	250
Personnel fees	1,588	1,554
Legal and professional	0	0
Interest payable	571	792
Depreciation	<u>4,006</u>	<u>4878</u>
	<u>10,012</u>	<u>11,101</u>
<b>4. TOTAL RESOURCES EXPENDED</b>		
	<b>Staff costs</b>	<b>Other costs</b>
	<b>£</b>	<b>£</b>
Direct charitable expenditure	73,200	47,549
Fundraising and publicity	-	659
Management and administration	-	<u>6,005</u>
	<u>73,200</u>	<u>54,213</u>
	<b>Depreciation</b>	<b>Total 2011</b>
	<b>£</b>	<b>£</b>
	-	10,012
	<u>4,006</u>	<u>131,420</u>
	<u>4,006</u>	<u>137,701</u>
<b>The aggregate payroll costs were:</b>		
Wages and salaries		70,111
Social security Costs		3,089
		<u>73,200</u>
<b>Other Costs:</b>		
Premises		39,822
Professional Fees		1,838
Other		<u>12,554</u>
		<u>54,213</u>
<b>Particulars of employees:</b>		
The average number of staff employed by the charity during the financial year amounted to:	<b>No</b>	<b>No</b>
	<b>7</b>	<b>7</b>

**HANHAM COMMUNITY CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2011**

**5. TANGIBLE ASSETS**

	Community Centre Buildings £	Sports Ground £	Equipment £	Total £
<b>COST</b>				
At 1 April 2010	300,000	57,000	141,238	498,238
Additions	-	-	4,370	4,370
Disposals	-	-	-	-
<b>At 31 March 2011</b>	<u>300,000</u>	<u>57,000</u>	<u>145,608</u>	<u>502,608</u>
<b>DEPRECIATION</b>				
Depreciation At 1 April 2010	-	-	99,942	99,942
Depreciation Charge	-	-	4,006	4,006
<b>At 31 March 2011</b>	<u>0</u>	<u>0</u>	<u>103,949</u>	<u>103,949</u>
<b>NET BOOK VALUE</b>				
<b>At 31 March 2011</b>	<u>300,000</u>	<u>57,000</u>	<u>41,659</u>	<u>398,659</u>
At 31 March 2010	<u>300,000</u>	<u>57,000</u>	<u>41,295</u>	<u>398,295</u>

	<b>2011</b> £	<b>2010</b> £
<b>6. STOCK</b>		
Stock	<u>1157</u>	<u>686</u>
<b>7. DEBTORS</b>		
Trade debtors	1408	5574
Prepayments and accrued income	<u>0</u>	<u>0</u>
	1408	5574
<b>8. CREDITORS Amounts falling due within one year</b>		
Bank loans and overdrafts	0	0
Letting deposits	5607	5,112
Social Security Creditor	3082	113
Development Fund Loan	0	0
Accruals	339	319
Trade creditors	<u>-2167</u>	<u>667</u>
	<u>6861</u>	<u>6,211</u>
<b>9. CREDITORS Amounts falling due after more than one year</b>		
Bank loans and overdrafts	<u>638</u>	<u>9,041</u>

**HANHAM COMMUNITY CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2011**

**10. SECTION ACCOUNTS\***

	Income 2011	Expenditure 2011	Funds Held 2011	Contribution 2011*	Contribution 2010
Ballroom Dancing Club	1,070	1,070	2	1,070	1,000
Bridge Club	1,546	1,486	1,496	1,300	1,300
Brush strokes Art Club	959	1,068	353	1,000	900
Chess Club	486	558	64	280	260
Cricket Club	14,038	16,890	52	1,600	1,500
Drama Club (Hanham Players)	8,510	8,233	5,635	2,500	2,400
Leisure Art Club	1,141	1,127	418	1,100	1,100
Mums and Toddlers	2,302	2,468	460	1,100	550
Sequence Dancing (Modern)	5,327	5,327	0	2,669	3,430
Snooker Club	3,427	4,622	295	3,317	3,560
Tennis Club	3,689	5,934	45	1,000	2,800
Tuesday Palette Art Club	2,467	1,999	552	1,100	1,100
Other				0	186
	<b>44,962</b>	<b>50,782</b>	<b>9,372</b>	<b>18,036</b>	<b>20,086</b>
<i>Funds held 2010</i>			15,692		

\* Taken from section accounts 10/11

**11. TRADING FUNDS**

	Income (GP) 2011	Expenditure 2011	Funds Held 2011	Contribution 2010	Contribution 2010
HCC Social Club (BMC)	55,407	27,589	12,312	21,757	38,631
<i>Funds held 2010</i>			6,951		

**12. GRANTS (Paid directly from Grant Body to Supplier)**

		2011	2010
Tennis Club (Sports England)	Resurface Tennis Courts	10,000	
Cricket Club (Sports England/SITA)	Practice Nets	27,500	
		<u>37,500</u>	<u>0</u>

**13. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS**

	£	£	£
	<b>Tangible</b>	<b>Other net</b>	<b>Total</b>
	<b>fixed assets</b>	<b>assets</b>	
Unrestricted funds	398,659	36,685	435,344

**HANHAM COMMUNITY CENTRE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDING 31 MARCH 2011**

	2011		2010
	£	£	£
<b>INCOME</b>			
Donations		3037.50	1500.00
Development Fund ( Net Income )		1722.42	1807.88
General/Late Section payments		0.00	550.00
Activities		16149.25	15960.38
Centre Sections Contributions		19048.10	20085.27
Surplus/Deficit of Sections		-6319.91	-134.69
Membership		4320.00	4790.00
Centre Lettings		66286.27	63898.75
Rents Received		120.75	194.25
Social Club (inc SG Surplus)		21757.20	38663.42
Interest Income		5.45	6.04
Misc Income		823.53	314.46
<b>TOTAL INCOME</b>		<u>126950.56</u>	<u>147635.76</u>
<b>DIRECT CHARITABLE EXPENDITURE</b>			
Wages and salaries	73199.95		73175.98
Rates & water	5223.39		6741.25
Light and heat	15385.19		15181.00
Insurance	4009.76		4061.30
Repairs and maintenance	2285.99		4226.23
Waste Disposal	1702.13		1992.13
H&S and Security	517.16		1044.11
Cleaning Materials	3253.82		2861.48
Activities	4903.37		6034.46
Section Exp	690.00		535.00
Sundry Costs (DCC)	29.37		328.98
Licences & Subs (Theatre, PRS, PPL)	2025.43		1917.31
Sports Ground Rates, Water & Waste	2312.69		2242.50
Sports Ground Electricity	3076.78		2790.72
New Projects	1274.41		2903.65
Miscellaneous/General	859.36		189.63
		<u>120748.80</u>	<u>126225.73</u>
<b>FUNDRAISING AND PUBLICITY</b>			
Advertising costs		658.93	373.83
<b>MANAGEMENT AND ADMINISTRATION</b>			
Telephone	910.50		564.00
Office Supplies	817.98		1329.97
Photocopier	1182.18		829.76
Information Systems	685.64		902.97
Legal fees	0.00		0.00
Accountant/Auditor fees	250.00		250.00
Personnel fees	1587.60		1554.00
Bank Charges	440.00		454.00
Depreciation of fixed assets	4006.49		4878.38
		<u>9880.39</u>	<u>10763.08</u>
<b>INTEREST PAYABLE</b>			
Bank interest payable	0.00		0.00
Interest on other loans	131.44		337.99
		<u>131.44</u>	<u>337.99</u>
<b>TOTAL EXPENDITURE</b>		<u>131419.56</u>	<u>137700.63</u>
<b>NET (Deficit)/SURPLUS</b>		<u>-4469.00</u>	<u>9935.13</u>
<b>Other Expenditure</b>			
Sports Ground Projects	0.00		0.00
		<u>0.00</u>	<u>0.00</u>
<b>Final Net Deficit/Surplus</b>		<u><b>-4469.00</b></u>	<u><b>9935.13</b></u>

*This page does not form part of the statutory financial statements*

**HCC & SOCIAL CLUB CONSOLIDATED ACCOUNTS**  
**STATEMENT OF FINANCIAL ACTIVITIES (SPORTS GROUND ACCOUNT)**  
**YEAR ENDING 31 MARCH 2011**

		SC	HCC
		£	£
<b><u>SOCIAL CLUB ACCOUNTS</u></b>			
<b><u>INCOME</u></b>			
Sales	Act.	20,566	
Cost of Goods Sold			
- Bar Goods	Act.	50	
- Coors	Act.	11,723	
- Crisps & Nuts	Act.	451	
- Stock Movement	Act.	45	
		<u>12,270</u>	
<b>Gross Surplus</b>		<u><b>8,297</b></u>	
<b><u>EXPENDITURE</u></b>			
General			
- IT	20%	177	
- Nat West Charges	20%	53	
- Giro Charges	20%	34	
- Optics / Glasses	Act.	5	
- Music Copyright	50%	235	
		<u>505</u>	
Sports Ground			
- Equipment Purchases	Act.	895	
- Cleaning & Toilet Materials	Act.	31	
- Gas & Cylinder Rental	Act.	133	
- General Maintenance	Act.	346	
- Sky TV	Act.	1,548	
- Telephone	Act.	197	
		<u>3,151</u>	
<b>TOTAL EXPENDITURE</b>		3,655	
<b>Other Income/Expenditure</b>		56	
<b>Net Surplus (Social Club)</b>		<u><b>4,697</b></u>	
<b><u>FOLK CENTRE ACCOUNTS</u></b>			
<b><u>INCOME</u></b>			
Transfer from SC to Folk Centre <sup>1</sup>	Act.	(4,697)	4,697
Other Income			
- Lettings	Act.	348	
- Electricity (Tennis)	Act.	0	
			<u>348</u>
<b>Total Income</b>			<u><b>5,045</b></u>
<b><u>Expenditure</u></b>			
Insurance	Act.	1,002	
H&S (FE)	8%	9	
Licenses	Act.	326	
Banking	8%	35	
IT	8%	47	
Office Supplies	8%	113	
Pavilion Costs			
- Electricity	Act.	3,077	
- Rates	Act.	205	
- Security	Act.	589	
- Gen Maintenance	Act.	0	
- Waste Removal	Act.	880	
- Water	Act.	640	
Payroll - Cleaner	Act.	1,053	
Payroll - Admin	11%	1,055	
Professional Fees (Audit)	8%	20	
<b>Total Expenditure</b>			<u><b>9,050</b></u>
<b>Net Surplus</b>		<u>0</u>	<u>(4,005)</u>
<b>Funded Projects</b>			0
<b>Consolidated Total Net Surplus 10/11 (SG Account)</b>			<u>(4,005)</u>
<b><u>Sports Ground Balance Sheet</u></b>			
<b>B/F From 31 March 2010</b>			<u>(7,220)</u>
Net Surplus 10/11			<u>(4,005)</u>
<b>C/F to 1 April 2011</b>			<u><b>(11,225)</b></u>

1 - Nominally (not necessarily actually transferred)