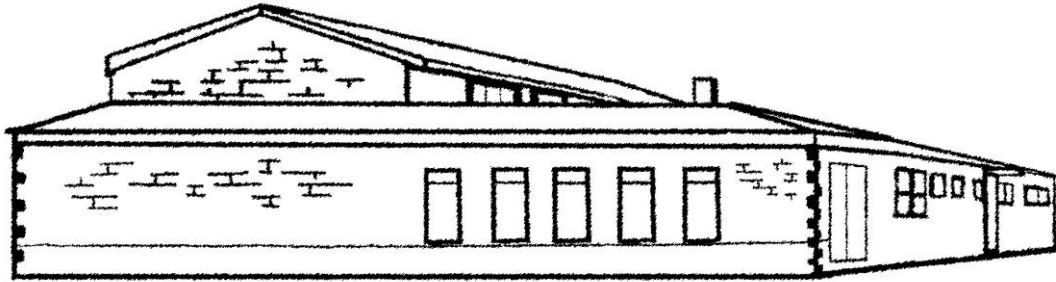


# HANHAM COMMUNITY CENTRE

Charity Number 301544



ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS

FOR

Financial Year Ending  
31 MARCH 2013

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 2013**

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**HANHAM COMMUNITY CENTRE**  
**TRUSTEES ANNUAL REPORT**  
**YEAR ENDING 31 MARCH 2013**

The Trustees have pleasure in presenting this report and the unaudited financial statements of the Charity for the year ended 31 March 2013. 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**

Bankers

NatWest Bank  
125a High Street  
Hanham  
Bristol  
BS99 5BB

Independent Examiner

Victoria Hicks  
28 Brunel Close  
Bridgegate  
Bristol  
BS30 5BB

Solicitor

Harris & Harris  
11 Stoney Street  
Frome  
Somerset  
BA11 1BU

**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"*

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<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 £186K, and surplus of £17K. We have a membership of 480 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 £15,000.
- A proportion of Reserves are maintained in a readily realisable form.
- A decision has been taken to develop a Designated Reserve of £10,000 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 is £11,297, which is 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 Sales, Craft Events, 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:

<u>Short Mat Bowls</u>	<u>Slimming World</u>	<u>Retirement Club</u>
<u>Tai Chi</u>	<u>Zumba</u>	<u>Line Dancing</u>
<u>Womens Institute</u>	<u>Zumba Gold</u>	<u>Salsa</u>
<u>Pilates</u>	<u>Coffee Morning</u>	<u>Natural History</u>
<u>Rosemary Conley</u>	<u>Children's Ballet</u>	<u>Hanham History</u>
<u>Yoga</u>	<u>Weight Watchers</u>	<u>Hanham Ladies Club</u>
<u>40-60s Club</u>	<u>In Stitches</u>	<u>Ladies Keep Fit</u>
<u>Fibromyalgia Support Group</u>	<u>Carers Support Group</u>	<u>Flow Yoga</u>
<u>Brushstokes Art Group</u>	<u>Craft Buddies</u>	<u>Chess</u>
<u>Aerobics</u>	<u>Palette Art Club</u>	<u>Memory Café</u>
<u>Toddlers Group</u>	<u>Tea Dance</u>	<u>Amateur Drama Group</u>
<u>Bingo</u>	<u>AA</u>	<u>Sequence Dance</u>
<u>Hanham Cadet Force</u>	<u>Bridge</u>	<u>Beginners Ballroom</u>
<u>Lace Club</u>	<u>Big Knits</u>	<u>Bouncing Bobbins</u>
<u>Womens Club</u>	<u>Cricket Club</u>	<u>Tennis Club</u>
<u>Falon Gong</u>	<u>Social Club</u>	<u>Hanham Art Club</u>

Those underlined are either centre sections or centre organised activities. 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. HCC holds the ACRE HallMark1 and HallMark2 certification for a well run community building;
- The HCC website is regularly updated and we receive over 25,000 hits per month; we also aim to issue an annual Newsletter within the centre (and on-line);
- Our “People Counter” continues to monitor the buildings usage, and the centre visitors has (on average) risen to over 9000 people per month;
- Parking remains an issue, with excessive non-centre users parking. With the expected arrival of Tesco on late 2014, the Trustees felt it appropriate to limit parking to centre users only; and will be making the car park “private” in early April. As the car park has been available to the public, this will not doubt cause some local controversy; but the car park is there for the centre’s users and not the local traders or shoppers. {This was introduced in April 13 and some users have returned to activities as they are now able to park}.
- At the 2012 AGM, the Trustees gained approval to progress with registering a foundation CIO. The current assets will be transferred to the new CIO in due course and this charity wound up. Once complete, all the land owned by HCC will be registered into a single ‘lump’; and the Trustees will formally set up a company to handle the trading (bar) aspects.

### Maintenance and Improvements

- HCC received a grant to replace the windows in the main Elbow Suite and adjacent stair well;
- HCC received a grant of £560 for an Internet PC (and expanded wifi) at the centre;
- HCC also received a section 106 payment of £22,800 for improvements to the sports pavilion;
- One stage lighting bars still remains to be replaced, and has been further delayed due to drama productions and usage of the stage.

### Activities & Community Engagement

- Two Art Exhibitions and an annual Eisteddfod;
- Productions of pantomime and a musical by the drama group;
- A number of fundraising events (Table top sales) including a new monthly ‘Open Mic’ Night.

## **Issues & Risks**

- Whilst we continue to experience increasing utility costs, it is proving difficult to pass these onto the user groups, however we have seen an increase in members. Over the year we have had 21 new groups and lost 12 groups – mainly due to available rooms or a lack of support for an activity.
- As always, with few willing volunteers to act as Trustees, the current handful of Trustees will be focusing on maintaining equilibrium, based on the Strategic Objectives outlined above;
- The Social Club saw a significant recovery of income in 2011/12 resulting in a larger surplus passed to the centre; and this has continued in 2012/13 – though the club has increased expenditure with replacement of several chiller cabinets. The focus on increased advertising for functions which has proven successful will continue. The on-going decline in social drinking at the centre continues, though with a increase number of families on a weekend.
- The Charity now has an elected Treasurer, though does not have an elected 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 12 until 31<sup>st</sup> March 13, 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 2013. 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> <b>RM1 – Apply for Grants</b> <b>RM2 – Focus parking for users</b> <b>RM3 – Monitor and improve utilisation</b> <b>RM4 – Reduce costs – monitor utilities and visitor numbers.</b>	<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> <b>WT1 – Develop Strategic Plan</b> <b>WT2 – Agree Annual Objectives</b> WT3 – State Vision, Mission and Values to all WT4 – Share ‘common purpose’	<b>Theme: Customer (Public) Benefits</b> <b>CB1 – Advertise Services</b> <b>CB2 – Modernise Building</b> CB3 – Communicate Vision CB4 – Re-focus on key facilities

#### Improvement and Maintenance Programme

<b>Improvement Programme (in order)</b>	<b>Maintenance Programme (in order)</b>
A. Upstairs toilets (refurb or revise) B. Elbow Store C. Cellar Insulation (ceiling) D. New Kitchen (refurb) E. Snooker Room Ceiling (insulate) F. Fence along side of car park G. Options for Annex H. Options for Field  <u>Subject to grant funding:</u> I. Exterior Windows (uPVC) J. Stairlift to first floor	1. Deep cleaning all rooms 2. Radiators – Lounge & Wesley 3. Elbow Suite Carpet 4. Re-hang lighting bar (FOH1) 5. Replace ceiling in corridor (by lounge) 6. Speakers in Elbow 7. Airflow to Boiler room 8. Gent’s toilets floor 9. Corridor floor - Glouc room stairs floor 10. Corridor floor - Landing (Avon/Somerset) 11. Corridor floor – Whittuck

## 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  
MBA BEng CEng MIET CIP FBCS CISSP

Position: Chairman

Date: June 2013

## **Annex A**

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

#### **Officers**

The officers of the Charity (at 31 March 13) are:

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

#### **Charity Trustees**

The Charity Trustees (at 31 March 13) are:

Mr K Lawrence  
Mrs T Worlock  
Mr D Wright  
(*Mr C Nunn*)

Mrs Lloyd's term of office completed in Sept 2012, and Mr Cowburn stepped down in January 2013. Mr Nunn joined the Trustees in May 2013.

#### **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. However Mr Jones and Mr King have indicated a desire to step down as Holding Trustees – they were to be replaced by Mr Nunn and Mrs Goddard, however the charity is looking to become a CIO in 2013; and as such Mr Nunn has agreed to become a Charity Trustee.

#### **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 or local Parish 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 2013**

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES**

I report on the unaudited accounts of the charity for the year ending 31 March 2013 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**

July 2013

**HANHAM COMMUNITY CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**YEAR ENDED 31 MARCH 2013**

	Notes	2013 £	2012 £
<b>INCOME RESOURCES</b>			
Donations		27,614	94
Income from charitable trading activities		157,424	160,920
Income from non-charitable trading activities		<u>5</u>	<u>5</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>185,042</u>	<u>161,019</u>
<b>RESOURCES EXPENDED</b>			
Direct charitable expenditure	1		
Fundraising and publicity	2	159,995	123,928
Management and administration	3	<u>886</u>	<u>856</u>
	3	<u>7,717</u>	<u>7,691</u>
<b>TOTAL RESOURCES EXPENDED</b>	4	<u>168,598</u>	<u>132,475</u>
<b>NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR</b>		<u>16,444</u>	<u>28,544</u>
<b>Allocated in the Year</b>			
General Fund		19,114	27,790
Development Fund		<u>(2,670)</u>	<u>754</u>
		<u>16,444</u>	<u>28,544</u>
<b>MOVEMENT IN FUNDS</b>			
<b>General Fund:-</b>			
Balance b/fwd		453,498	425,709
Surplus for the year		<u>19,114</u>	<u>27,790</u>
Balance c/fwd		472,612	453,498
<b>Development Fund:-</b>			
Balance b/fwd		10,080	9,326
Surplus for the year		<u>(2,670)</u>	<u>754</u>
Balance c/fwd		<u>7,410</u>	<u>10,080</u>
Total Unrestricted Fund Balance c/fwd	<b>14</b>	<u>480,022</u>	<u>463,578</u>

All movements are in Unrestricted Funds

# HANHAM COMMUNITY CENTRE

## BALANCE SHEET

YEAR ENDED 31 MARCH 2013

	Notes	2013		2012
		£	£	£
<b>FIXED ASSETS</b>				
Tangible assets	5		394,218	395,570
<b>CURRENT ASSETS</b>				
Stocks	6	1239		1006
Debtors	7	2295		1,759
Cash at bank and in hand	8	<u>89403</u>		<u>73,013</u>
		92,938		75,778
<b>CREDITORS: Amounts falling due within one year</b>	9	<u>(7,133)</u>		<u>(7,770)</u>
<b>NET CURRENT LIABILITIES</b>			85,804	68,008
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>480,022</u>	<u>463,578</u>
<b>CREDITORS: Amounts falling due after more than one year</b>	10		0.00	<u>0.00</u>
<b>NET ASSETS</b>			<u>480,022</u>	<u>463,578</u>
<b>UNRESTRICTED FUNDS</b>				
General Fund			472,612	453,498
Development Fund			<u>7,410</u>	<u>10,080</u>
<b>TOTAL FUNDS</b>			<u>480,022</u>	<u>463,578</u>

These financial statements were approved and signed by the members of the committee in August 2013

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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 2013**

**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>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
<b>2. DIRECT CHARTIABLE EXPENDITURE</b>		
Provision of Charitable Services	154,195	123,179
<b>3. MANAGEMENT AND ADMINISTRATION</b>		
Office costs	2,876	2,766
Accountancy fees	250	250
Personnel fees	0	269
Legal and professional	0	0
Interest payable (inc Bank charges)	620	433
Depreciation	3,972	3973
	<u>7,717</u>	<u>7,691</u>
<b>4. TOTAL RESOURCES EXPENDED</b>		
	<b>Staff costs</b>	<b>Depreciation</b>
	<b>£</b>	<b>£</b>
Direct charitable expenditure	78,855	-
Fundraising and publicity	-	-
Management and administration	-	3,972
	<u>78,855</u>	<u>3,972</u>
	<b>Other costs</b>	<b>Total</b>
	<b>£</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
	75,340	154,195
	886	886
	<u>3,746</u>	<u>7,717</u>
	<u>79,972</u>	<u>162,798</u>
<b>The aggregate payroll costs were:</b>		
Wages and salaries	76,068	73,826
Social security Costs	2,787	2,467
	<u>78,855</u>	<u>76,293</u>
<b>Other Costs:</b>		
Premises	67,492	39,098
Professional Fees	250	519
Other	12,230	11,844
	<u>79,972</u>	<u>51,461</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 2013**

**5. TANGIBLE ASSETS**

	Community Centre Buildings £	Sports Ground £	Equipment £	Total £
<b>COST</b>				
At 1 April 2012	300,000	57,000	146,492	503,492
Additions	-	-	2,620	2,620
Disposals	-	-	-	-
<b>At 31 March 2013</b>	<u>300,000</u>	<u>57,000</u>	<u>149,112</u>	<u>506,112</u>
<b>DEPRECIATION</b>				
Depreciation At 1 April 2012	-	-	107,921	107,921
Depreciation Charge	-	-	3,972	3,972
<b>At 31 March 2013</b>	<u>0</u>	<u>0</u>	<u>111,893</u>	<u>111,893</u>
<b>NET BOOK VALUE</b>				
<b>At 31 March 2013</b>	<u>300,000</u>	<u>57,000</u>	<u>37,219</u>	<u>394,219</u>
At 31 March 2012	<u>300,000</u>	<u>57,000</u>	<u>38,570</u>	<u>395,570</u>

	<b>2013</b> £	<b>2012</b> £
<b>6. STOCK</b>		
Stock	<u>1239</u>	<u>1006</u>
<b>7. DEBTORS</b>		
Trade debtors	2175	1759
Prepayments and accrued income	<u>120</u>	<u>0</u>
	2295	1408
<b>8. CASH AT BANK AND IN HAND</b>		
Current Account	51162	33322
Cash in Hand (HCC)	3573	4513
Cash in Hand (Sections)	15961	13805
Development Fund	7410	10080
Reserve Account	<u>11298</u>	<u>11293</u>
	89403	73013
<b>9. CREDITORS Amounts falling due within one year</b>		
Bank loans and overdrafts	0	0
Letting deposits	3592	4,167
Social Security Creditor	3134	3,085
Development Fund Loan	0	0
Accruals	419	368.75
Trade creditors	<u>-12</u>	<u>150</u>
	<u>7133</u>	<u>7,770</u>
<b>10. CREDITORS Amounts falling due after more than one year</b>		
Bank loans and overdrafts	<u>0</u>	<u>0</u>

**HANHAM COMMUNITY CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2013**

**11. SECTION ACCOUNTS\***

	Income 2013	Expenditure 2013	Funds Held 2013	Contribution 2013*	Contribution 2012
Ballroom Dancing Club	642	640	0	640	870
Bridge Club	1,286	1,645	986	1,300	1,300
Brush strokes Art Club	1,316	1,388	450	1,152	1,100
Chess Club	489	436	211	300	290
Cricket Club	16,067	14,277	2,433	1,800	1,700
Drama Club (Hanham Players)	9,929	8,512	7,241	2,500	2,500
Leisure Art Club	1,231	1,149	555	1,100	1,100
Little Folk Toddlers Group	2,072	1,781	637	1,100	1,100
Sequence Dancing (Modern)	4,484	4,484	0	3,244	2,727
Snooker Club	3,867	4,231	333	3,439	3,180
Tennis Club	3,702	4,511	1,500	2,000	1,200
Tuesday Palette Art Club	2,676	2,278	1,615	1,100	1,100
Other				0	0
	<b>47,761</b>	<b>45,332</b>	<b>15,961</b>	<b>19,675</b>	<b>18,167</b>
<i>Funds held 2012</i>			13,805		
			* Taken from section accounts 12/13		
			Fund Change	2,156	

**12. TRADING FUNDS**

	Income (GP) 2013	Expenditure 2013	Funds Held 2013	Contribution 2013	Contribution 2012
HCC Social Club (BMC)	67,009	33,296	12,403	33,876	42,616
<i>Funds held 2012</i>			17,111		

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

	2013	2012
<i>None in this Financial Year</i>	0	
	<u>0</u>	<u>37,500</u>

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

	£	£	£
	Tangible fixed assets	Other net assets	Total
Unrestricted funds (31/3/13)	394,219	85,803	480,022
<i>Unrestricted funds (31/3/12)</i>	395,570	68,008	463,578

**HANHAM COMMUNITY CENTRE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDING 31 MARCH 2013**

	<b>2013</b>		<b>2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME</b>			
Donations		27614.00	95.00
Development Fund ( Net Income )		(2,669.55)	(2,550.87)
General/Late Section payments		0.00	0.00
Activities		15060.66	16270.44
Centre Sections Contributions		19958.36	19718.85
Surplus/Deficit of Sections		2156.11	4460.86
Membership		4820.00	4495.00
Centre Lettings		83749.65	74764.50
Rents Received		105.00	126.00
Social Club (inc SG Surplus)		34177.36	43531.57
Interest Income		4.51	4.53
Misc Income		66.15	103.43
<b>TOTAL INCOME</b>		<b><u>185042.25</u></b>	<b><u>161019.31</u></b>
<b>DIRECT CHARITABLE EXPENDITURE</b>			
Wages and salaries	78855.00		76292.79
Rates & water	5118.20		4638.86
Light and heat	15424.69		14309.61
Insurance	4086.96		4009.65
Repairs and maintenance	8002.36		2890.09
Waste Disposal	1559.73		1945.73
H&S and Security	898.79		738.54
Cleaning Materials	4053.89		3779.24
Activities	6192.44		6674.57
Sundry Costs (DCC)	462.55		17.00
Licences & Subs (Theatre, PRS, PPL)	2226.33		1929.92
Sports Ground Rates, Water & Waste	22816.41		2205.15
Sports Ground Electricity	2841.81		2634.35
New Projects	318.32		87.97
Miscellaneous/General	1337.57		1025.97
		<b><u>154195.05</u></b>	<b><u>123179.44</u></b>
<b>FUNDRAISING AND PUBLICITY</b>			
Advertising costs		885.76	856.01
<b>MANAGEMENT AND ADMINISTRATION</b>			
Telephone	732.00		741.00
Office Supplies	465.70		554.87
Photocopier	1523.02		1320.64
Information Systems	155.16		149.92
Legal fees	0.00		0.00
Accountant/Auditor fees	250.00		250.00
Personnel fees	0.00		268.80
Bank Charges	619.91		432.00
Depreciation of fixed assets	3971.57		3972.72
		<b><u>7717.36</u></b>	<b><u>7689.95</u></b>
<b>INTEREST PAYABLE</b>			
Bank interest payable	0.00		0.00
Interest on other loans	0.00		1.20
		<b><u>0.00</u></b>	<b><u>1.20</u></b>
<b>TOTAL EXPENDITURE</b>		<b><u>162798.17</u></b>	<b><u>131726.60</u></b>
<b>NET (Deficit)/SURPLUS</b>		<b><u>22244.08</u></b>	<b><u>29,292.71</u></b>
<b>Other Expenditure</b>			
Sports Ground Projects	5800.00		748.99
		<b><u>5800.00</u></b>	<b><u>748.99</u></b>
<b>Final Net Deficit/Surplus</b>		<b><u>16444.08</u></b>	<b><u>28,543.72</u></b>

*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 2013**

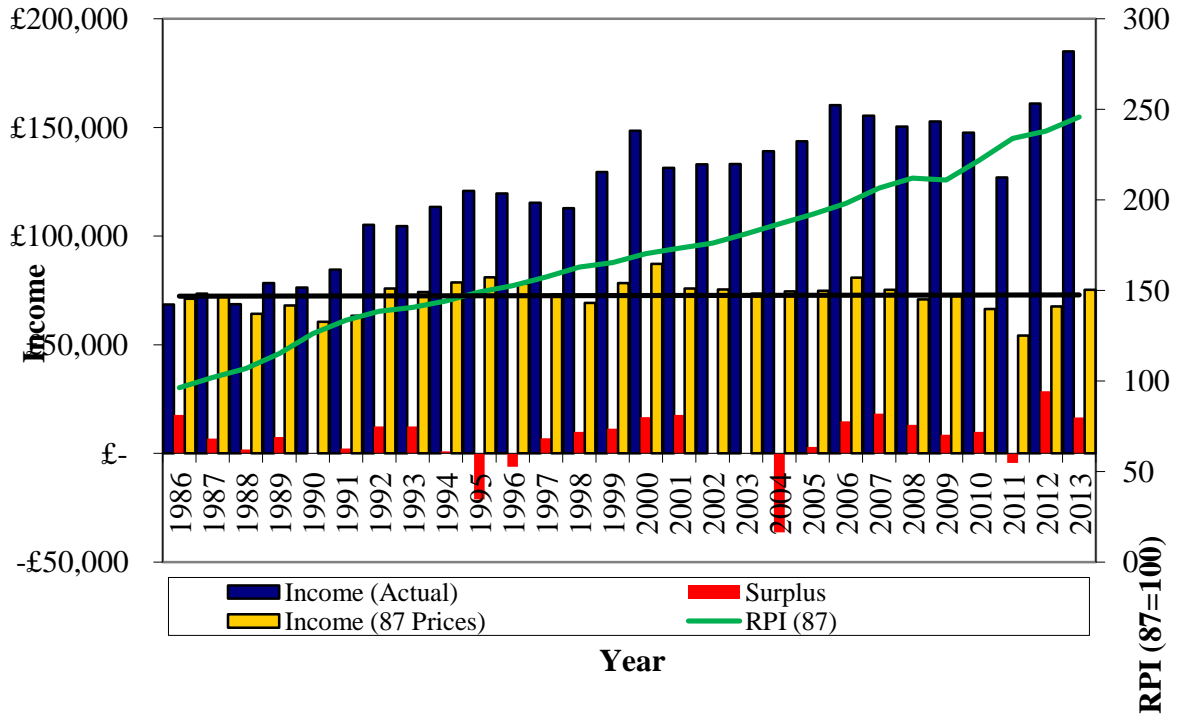
		SC	HCC
		£	£
<b><u>SOCIAL CLUB ACCOUNTS</u></b>			
<b><u>INCOME</u></b>			
Sales	Act.	17,737	
Cost of Goods Sold			
- Bar Goods	Act.	421	
- Coors	Act.	10,308	
- Crisps & Nuts	Act.	0	
- Stock Movement	Act.	-133	
		<hr/>	
		10,596	
<b>Gross Surplus</b>		<hr/>	
		7,141	
<b><u>EXPENDITURE</u></b>			
General			
- IT	20%	182	
- Nat West Charges	20%	45	
- Giro Charges	Act.	0	
- Optics / Glasses	Act.	0	
- Music Copyright	50%	368	
		<hr/>	
		595	
Sports Ground			
- Equipment Purchases	Act.	1,826	
- Cleaning & Toilet Materials	Act.	76	
- Gas & Cylinder Rental	Act.	83	
- General Maintenance	Act.	60	
- Sky TV	Act.	1,623	
- Telephone	Act.	250	
		<hr/>	
		3,917	
<b>TOTAL EXPENDITURE</b>		<hr/>	
		4,512	
<b>Other Income/Expenditure</b>		248	
<b>Net Surplus (Social Club)</b>		<hr/>	
		2,877	
<b><u>COMMUNITY CENTRE ACCOUNTS</u></b>			
<b><u>INCOME</u></b>			
Transfer from SC to Community Centre <sup>1</sup>	Act.	(2,877)	2,877
Other Income			
- Donations	Act.	27,614	
- Lettings	Act.	195	
- Electricity (Tennis)	Act.	233	
		<hr/>	
			28,042
<b>Total Income</b>			<hr/>
			30,919
<b><u>Expenditure</u></b>			
Insurance	Act.	1,022	
H&S (FE)	Act.	28	
Licenses	Act.	326	
Banking	8%	12	
IT & Subs	8%	411	
Office Supplies	8%	32	
Pavilion Costs			
- Electricity	Act.	2,842	
- Cleaning	Act.	0	
- Rates	Act.	227	
- Security	Act.	377	
- Gen Maintenance	Act.	20,842	
- Waste Removal	Act.	1,042	
- Water	Act.	241	
Payroll - Cleaner	Act.	1,123	
Payroll - Admin	100%	1,168	
Professional Fees (Audit)	8%	20	
		<hr/>	
<b>Total Expenditure</b>			<hr/>
			29,712
<b>Net Surplus</b>		<hr/>	
		-1	<hr/>
			1,208
<b>Funded Projects</b>			<hr/>
			(4,800)
<b>Consolidated Total Net Surplus 12/13 (SG Account)</b>			<hr/>
			(3,592)
<b><u>Sports Ground Balance Sheet</u></b>			
<b>B/F From 31 March 2012</b>			
			<hr/>
Net Surplus 12/13			(3,592)
<b>C/F to 1 April 2013</b>			<hr/>
			(17,359)

1 - Nominally (not necessarily actually transferred)



**OVERALL SUMMARY OF HCC FINANCES**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDING 31 MARCH 2013**

**Hanham Community Centre - Annual Income**



**Social Club Annual Summary**

