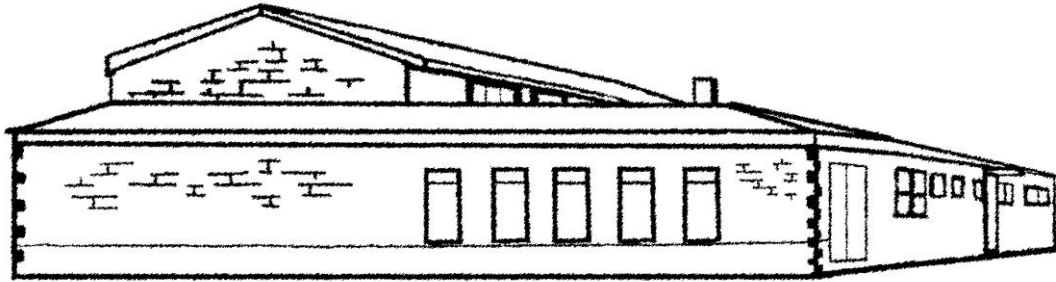


# HANHAM COMMUNITY CENTRE

Charity Number 301544



ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS

FOR

Financial Year Ending  
31 MARCH 2012

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 2012**

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**HANHAM COMMUNITY CENTRE**  
**TRUSTEES ANNUAL REPORT**  
**YEAR ENDING 31 MARCH 2012**

The Trustees have pleasure in presenting this report and the unaudited financial statements of the Charity for the year ended 31 March 2012. 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 £161K, and surplus of £29K. We have a membership of 450 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 £11,293, 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 &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<br>Chess Club<br>Snooker Club<br>AA<br>Flower Club<br>Tai Chi<br>Salsa Dancing<br>Parish Council<br>Foot Care<br>Parties (Hire)<br>Mobility Class<br>Pilates Classes<br>40-60s Club<br>Sporty Tots<br>Army Cadets<br>Falun Gong<br>Choirjam <sup>2</sup> | Sequence Dance<br>Bingo<br>Tennis Club<br>Women's Club<br>Bridge Club<br>Encore French<br>Line Dancing<br>Keep Fit Classes<br>Junior Ballet<br>Short Mat Bowls<br>Hanham History<br>Natural History<br>Retirement Club<br>Pregnancy Yoga<br>"In Stitches"<br>Dance Fitness<br>Jumping Beanies | Art Group(s)<br>Mothers & Toddlers<br>Cricket Club<br>Zumba Fitness<br>Tea Dance<br>Alternative Therapies<br>Yoga Classes<br>Lace Making<br>Slimming Classes<br>Weight Watchers<br>Beginners Ballroom<br>Coffee Morning<br>WI<br>Fibromyalgia Group<br>We Craft<br>Exam(s) |
|--|---|--|

<sup>2</sup> Choirjam, Encore French and Tai Chi not longer run

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;
- With all Employment documentation now in place (Contracts of Employment and a staff handbook), we have terminated our Personnel Support contract;
- 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);
- The centre now has a People Counter monitoring the buildings usage, and the centre typically hosts over 8000 people per month;
- The Trustees continue to look at pay-and-display options 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 2012/13 after on-going discussion with the local council.
- HCC is working with our solicitor to re-register all the land owned by HCC into a single 'lump' and to progress the adoption of two new Holding Trustees to replace two who wish to step down – this seems to be taking a significant period of time.

### Maintenance and Improvements

- The coffee lounge windows have now been replaced with uPVC and a new low level wall;
- HCC received a grant of £1500 towards replacement of the windows in the Ridgeway Room (a well used activity room), and we have applied (FY12/13) for a grant for new windows in the Elbow Suite;
- HCC has received a grant of £920 (funds to be received) for a new computer and software for the centre admin office;
- One stage lighting bars remains to be replaced, and was delayed due to drama productions and usage of the stage – this should be complete in 2012/13 and the bars load tested.

### 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 who are also suffering from dropping members. Over the year we have had 14 new groups and lost 8 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, 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. As a result of the review in Feb 2011 there has been a focus on increased advertising for functions which has proven successful; however, it seems that social drinking in the centre continues to decline.
- 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 11 until 31<sup>st</sup> March 12, 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 2012. 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> RM2 – Formalise recruitment and staff procedures <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> 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> <b>CB1 – Advertise Services</b> 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. Flush and balance heating system B. Wessex Suite Lighting & curtains C. Cellar Insulation (ceiling) D. Upstairs Toilets (new doors, loos, decorate) E. Elbrow Suite Store F. Annex (Use of space) G. Access and use of Field H. Snooker Room Ceiling (Insulate) I. New fence at rear of centre (Cellar)  Subject to specific Grant Funding: J. Exterior Windows (replace uPVC) K. Stairlift to first Floor	1. Deep cleaning of all rooms 2. Elbrow Suite carpet 3. Re-hang remaining lighting bar 4. Replace ceiling outside lounge bar 5. Gent’s Toilet Floor 6. Tank Clean out (car park) 7. Replace Gloucester Room stair flooring 8. Replace car park lighting poles 9. Guttering to Elbrow Suite 10. Replace flooring adjacent to 1 <sup>st</sup> floor landing 11. Floor adjacent to Whittuck room

#### 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 CITP FBCS CISSP

Position: Chairman

Date: July 2012

## **Annex A**

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

#### **Officers**

The officers of the Charity (at 31 March 12) 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 12) are:

Mr K Lawrence	Mrs T Worlock	Mr J Cowburn
Mr D Wright	(Mrs J Lloyd)	

#### **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, and are to be replaced by Mr Nunn and Mrs Goddard – this action is being progressed (slowly) by our solicitor.

#### **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 2012**

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES**

I report on the unaudited accounts of the charity for the year ending 31 March 2012 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 2012

**HANHAM COMMUNITY CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**YEAR ENDED 31 MARCH 2012**

	Notes	2012 £	2011 £
<b>INCOME RESOURCES</b>			
Donations		95	3,038
Income from charitable trading activities		160,935	123,908
Income from non-charitable trading activities		<u>5</u>	<u>5</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>161,034</u>	<u>126,951</u>
<b>RESOURCES EXPENDED</b>			
Direct charitable expenditure	1		
Fundraising and publicity	2	123,928	120,749
Management and administration	3	<u>7,691</u>	<u>10,012</u>
<b>TOTAL RESOURCES EXPENDED</b>	4	<u>132,476</u>	<u>131,420</u>
<b>NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR</b>		<u>28,559</u>	<u>(4,469)</u>
<b>Allocated in the Year</b>			
General Fund		27,805	(2,691)
Development Fund		<u>754</u>	<u>(1,778)</u>
		<u>28,559</u>	<u>(4,469)</u>
<b>MOVEMENT IN FUNDS</b>			
<b>General Fund:-</b>			
Balance b/fwd		425,983	428,674
Surplus for the year		<u>27,805</u>	<u>(2,691)</u>
Balance c/fwd		453,788	425,983
<b>Development Fund:-</b>			
Balance b/fwd		9,326	11,104
Surplus for the year		<u>754</u>	<u>(1,778)</u>
Balance c/fwd		10,080	9,326
Total Unrestricted Fund Balance c/fwd	<b>14</b>	<u>463,868</u>	<u>435,309</u>

All movements are in Unrestricted Funds

**HANHAM COMMUNITY CENTRE****BALANCE SHEET****YEAR ENDED 31 MARCH 2012**

	Notes	2012		2011
		£	£	£
<b>FIXED ASSETS</b>				
Tangible assets	5		395,570	398,659
<b>CURRENT ASSETS</b>				
Stocks	6	1006		1157
Debtors	7	2049		1,373
Cash at bank and in hand	8	<u>73013</u>		<u>41,619</u>
		76,068		44,149
<b>CREDITORS: Amounts falling due within one year</b>	9	<u>(7,770)</u>		<u>(6,861)</u>
<b>NET CURRENT LIABILITIES</b>			68,298	37,288
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>463,868</u>	<u>435,947</u>
<b>CREDITORS: Amounts falling due after more than one year</b>	10		0.00	<u>(638)</u>
<b>NET ASSETS</b>			<u>463,868</u>	<u>435,309</u>
<b>UNRESTRICTED FUNDS</b>				
General Fund			453,788	425,983
Development Fund			<u>10,080</u>	<u>9,326</u>
<b>TOTAL FUNDS</b>			<u>463,868</u>	<u>435,309</u>

These financial statements were approved and signed by the members of the committee in August 2012

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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 2012**

**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>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>2. DIRECT CHARTIABLE EXPENDITURE</b>		
Provision of Charitable Services	123,179	120,749
<b>3. MANAGEMENT AND ADMINISTRATION</b>		
Office costs	2,766	3,596
Accountancy fees	250	250
Personnel fees	269	1,588
Legal and professional	0	0
Interest payable (inc Bank charges)	433	571
Depreciation	3,973	4006
	<u>7,691</u>	<u>10,011</u>
<b>4. TOTAL RESOURCES EXPENDED</b>		
	<b>Staff costs</b>	<b>Depreciation</b>
	<b>£</b>	<b>£</b>
Direct charitable expenditure	76,293	-
Fundraising and publicity	-	-
Management and administration	-	3,973
	<u>76,293</u>	<u>3,973</u>
	<b>Other costs</b>	<b>Total</b>
	<b>£</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
	46,887	123,179
	856	856
	<u>3,718</u>	<u>7,691</u>
	<u>51,461</u>	<u>131,727</u>
		<b>Total</b>
		<b>2011</b>
		<b>£</b>
		120,749
		659
		<u>10,012</u>
		<u>131,420</u>
<b>The aggregate payroll costs were:</b>		
Wages and salaries		73,826
Social security Costs		2,467
		<u>76,293</u>
<b>Other Costs:</b>		
Premises		39,098
Professional Fees		519
Other		11,844
		<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 2012**

**5. TANGIBLE ASSETS**

	Community Centre Buildings £	Sports Ground £	Equipment £	Total £
<b>COST</b>				
At 1 April 2011	300,000	57,000	145,608	502,608
Additions	-	-	884	884
Disposals	-	-	-	-
<b>At 31 March 2012</b>	<u>300,000</u>	<u>57,000</u>	<u>146,492</u>	<u>503,492</u>
<b>DEPRECIATION</b>				
Depreciation At 1 April 2011	-	-	103,949	103,949
Depreciation Charge	-	-	3,973	3,973
<b>At 31 March 2012</b>	<u>0</u>	<u>0</u>	<u>107,921</u>	<u>107,921</u>
<b>NET BOOK VALUE</b>				
<b>At 31 March 2012</b>	<u>300,000</u>	<u>57,000</u>	<u>38,570</u>	<u>395,570</u>
At 31 March 2011	<u>300,000</u>	<u>57,000</u>	<u>41,659</u>	<u>398,659</u>

	<b>2011</b> £	<i>2010</i> £
<b>6. STOCK</b>		
Stock	<u>1006</u>	<u>1157</u>
<b>7. DEBTORS</b>		
Trade debtors	2049	1408
Prepayments and accrued income	<u>0</u>	<u>0</u>
	2049	1408
<b>8. CASH AT BANK AND IN HAND</b>		
Current Account	33322	8249
Cash in Hand (HCC)	4513	3411
Cash in Hand (Sections)	13805	9344
Development Fund	10080	9326
Reserve Account	<u>11293</u>	<u>11289</u>
	73013	41619
<b>9. CREDITORS Amounts falling due within one year</b>		
Bank loans and overdrafts	0	0
Letting deposits	4167	5,607
Social Security Creditor	3085	3,082
Development Fund Loan	0	0
Accruals	369	339
Trade creditors	<u>150</u>	<u>-2,167</u>
	<u>7770</u>	<u>6,861</u>
<b>10. CREDITORS Amounts falling due after more than one year</b>		
Bank loans and overdrafts	<u>0</u>	<u>638</u>

**HANHAM COMMUNITY CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2012**

**11. SECTION ACCOUNTS\***

	Income 2012	Expenditure 2012	Funds Held 2012	Contribution 2012*	Contribution 2011
Ballroom Dancing Club	870	872	0	870	1,070
Bridge Club	1,455	1,605	1,346	1,300	1,300
Brush strokes Art Club	1,398	1,229	522	1,100	1,000
Chess Club	677	582	158	290	280
Cricket Club	12,981	12,120	913	1,700	1,600
Drama Club (Hanham Players)	10,504	10,457	5,824	2,500	2,500
Leisure Art Club	1,176	1,122	473	1,100	1,100
Little Folk Toddlers Group	1,874	1,989	346	1,100	1,100
Sequence Dancing (Modern)	5,532	5,532	0	2,727	2,669
Snooker Club	3,583	2,180	697	3,180	3,317
Tennis Club	7,210	5,401	2,309	1,200	1,000
Tuesday Palette Art Club	2,842	2,177	1,217	1,100	1,100
Other				0	0
	<b>50,102</b>	<b>45,266</b>	<b>13,805</b>	<b>18,167</b>	<b>18,036</b>
<i>Funds held 2011</i>			9,372		

\* Taken from section accounts 11/12

**12. TRADING FUNDS**

	Income (GP) 2012	Expenditure 2012	Funds Held 2012	Contribution 2012	Contribution 2011
HCC Social Club (BMC)	67,589	28,247	17,111	42,616	21,757
<i>Funds held 2011</i>			12,312		

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

	<b>2012</b>	<b>2011</b>
<i>None in this Financial Year</i>	0	
	<u>0</u>	<u>37,500</u>

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

	£	£	£
	<b>Tangible fixed assets</b>	<b>Other net assets</b>	<b>Total</b>
Unrestricted funds	395,570	68,298	463,868

**HANHAM COMMUNITY CENTRE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDING 31 MARCH 2012**

	<u>2012</u>		<u>2011</u>
	£	£	£
<b>INCOME</b>			
Donations		95.00	3037.50
Development Fund ( Net Income )		(2,550.87)	1722.42
General/Late Section payments		0.00	0.00
Activities		16270.44	16149.25
Centre Sections Contributions		19718.85	19048.10
Surplus/Deficit of Sections		4460.86	-6319.91
Membership		4495.00	4320.00
Centre Lettings		74779.50	66286.27
Rents Received		126.00	120.75
Social Club (inc SG Surplus)		43531.57	21757.20
Interest Income		4.53	5.45
Misc Income		103.43	823.53
<b>TOTAL INCOME</b>		<u>161034.31</u>	<u>126950.56</u>
<b>DIRECT CHARITABLE EXPENDITURE</b>			
Wages and salaries	76292.79		73199.95
Rates & water	4638.86		5223.39
Light and heat	14309.61		15385.19
Insurance	4009.65		4009.76
Repairs and maintenance	2890.09		2285.99
Waste Disposal	1945.73		1702.13
H&S and Security	738.54		517.16
Cleaning Materials	3779.24		3253.82
Activities	6674.57		4903.37
Section Exp	0.00		690.00
Sundry Costs (DCC)	17.00		29.37
Licences & Subs (Theatre, PRS, PPL)	1929.92		2025.43
Sports Ground Rates, Water & Waste	2205.15		2312.69
Sports Ground Electricity	2634.35		3076.78
New Projects	87.97		1274.41
Miscellaneous/General	1025.97		859.36
		<u>123179.44</u>	<u>120748.80</u>
<b>FUNDRAISING AND PUBLICITY</b>			
Advertising costs		856.01	658.93
<b>MANAGEMENT AND ADMINISTRATION</b>			
Telephone	741.00		910.50
Office Supplies	554.87		817.98
Photocopier	1320.64		1182.18
Information Systems	149.92		685.64
Legal fees	0.00		0.00
Accountant/Auditor fees	250.00		250.00
Personnel fees	268.80		1587.60
Bank Charges	432.00		440.00
Depreciation of fixed assets	3972.72		4006.49
		<u>7689.95</u>	<u>9880.39</u>
<b>INTEREST PAYABLE</b>			
Bank interest payable	0.00		0.00
Interest on other loans	1.20		131.44
		<u>1.20</u>	<u>131.44</u>
<b>TOTAL EXPENDITURE</b>		<u>131726.60</u>	<u>131419.56</u>
<b>NET (Deficit)/SURPLUS</b>		<u>29307.71</u>	<u>(4,469.00)</u>
<b>Other Expenditure</b>			
Sports Ground Projects	748.99		0.00
		<u>748.99</u>	<u>0.00</u>
<b>Final Net Deficit/Surplus</b>		<u>28558.72</u>	<u>(4,469.00)</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 2012**

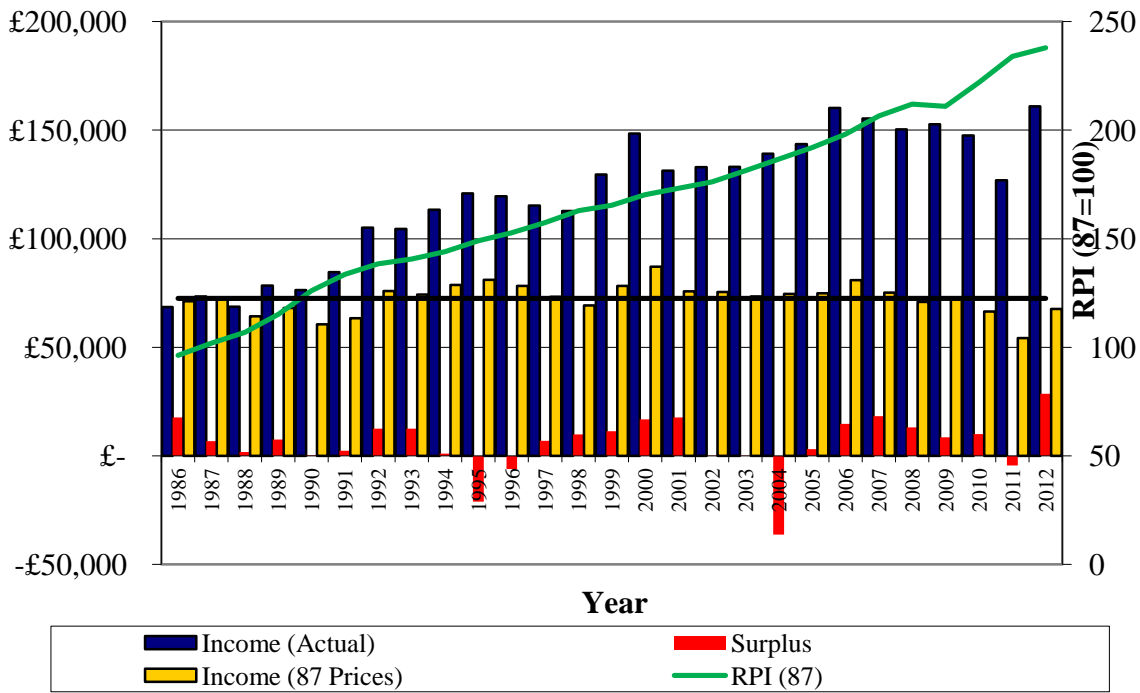
		<b>SC</b>	<b>HCC</b>
		<b>£</b>	<b>£</b>
<b><u>SOCIAL CLUB ACCOUNTS</u></b>			
<b><u>INCOME</u></b>			
Sales	Act.	19,110	
Cost of Goods Sold			
- Bar Goods	Act.	150	
- Coors	Act.	10,728	
- Crisps & Nuts	Act.	0	
- Stock Movement	Act.	481	
		<u>11,359</u>	
<b>Gross Surplus</b>		<u><b>7,751</b></u>	
<b><u>EXPENDITURE</u></b>			
General			
- IT	20%	177	
- Nat West Charges	20%	45	
- Giro Charges	Act.	5	
- Optics / Glasses	Act.	0	
- Music Copyright	50%	193	
		<u>421</u>	
Sports Ground			
- Equipment Purchases	Act.	236	
- Cleaning & Toilet Materials	Act.	26	
- Gas & Cylinder Rental	Act.	50	
- General Maintenance	Act.	114	
- Sky TV	Act.	1,596	
- Telephone	Act.	205	
		<u>2,228</u>	
<b>TOTAL EXPENDITURE</b>		<u><b>2,649</b></u>	
<b>Other Income/Expenditure</b>		392	
<b>Net Surplus (Social Club)</b>		<u><b>5,494</b></u>	
<b><u>COMMUNITY CENTRE ACCOUNTS</u></b>			
<b><u>INCOME</u></b>			
Transfer from SC to Community Centre <sup>1</sup>	Act.	(5,494)	5,494
Other Income			
- Lettings	Act.	130	
- Electricity (Tennis)	Act.	477	
			<u>607</u>
<b>Total Income</b>			<u><b>6,100</b></u>
<b><u>Expenditure</u></b>			
Insurance	Act.	1,002	
H&S (FE)	Act.	44	
Licenses	Act.	326	
Banking	8%	35	
IT & Subs	8%	29	
Office Supplies	8%	104	
Pavilion Costs			
- Electricity	Act.	2,633	
- Cleaning	Act.	132	
- Rates	Act.	214	
- Security	Act.	624	
- Gen Maintenance	Act.	0	
- Waste Removal	Act.	1,012	
- Water	Act.	223	
Payroll - Cleaner	Act.	1,117	
Payroll - Admin	100%	1,127	
Professional Fees (Audit)	8%	20	
<b>Total Expenditure</b>			<u><b>8,642</b></u>
<b>Net Surplus</b>		<u><b>0</b></u>	<u><b>(2,541)</b></u>
<b>Funded Projects</b>			<u><b>0</b></u>
<b>Consolidated Total Net Surplus 11/12 (SG Account)</b>			<u><b>(2,541)</b></u>
<b><u>Sports Ground Balance Sheet</u></b>			
<b>B/F From 31 March 2011</b>			<u><b>(11,225)</b></u>
Net Surplus 11/12			<u><b>(2,541)</b></u>
<b>C/F to 1 April 2012</b>			<u><b>(13,766)</b></u>

1 - Nominally (not necessarily actually transferred)



**OVERALL SUMMARY OF HCC FINANCES**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDING 31 MARCH 2012**

**Hanham Community Centre - Annual Income**



**Social Club Annual Summary**

