

Hanham Folk Centre
Charity No: 301544

The trustees have pleasure in presenting his report and the unaudited financial statements of the charity for the year ended 31 March 2002.

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 **Error! Bookmark not defined.**, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. They must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Background

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

Objectives

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

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

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

The Board of Trustees

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

The centre is financially stable, with an annual trading figure of around £135K. We have a membership just under 1000 members and support many activities for members and non-members. Membership is currently £7.00 pa. The centre relies heavily on the charity trustees and volunteers for fund raising. We have a core staff of 5 with a number of casual staff, as such the centre has a written Health and Safety Policy. The majority of our income is through our own fund raising and the hiring of our facilities (for parties etc).

Activities

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

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

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

Developments

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

- **Development Forum:** A new forum to manage fund raising and encourage members' participation has been set up. It will look at all forms of fund raising; including car boot sales, BBQs, Holly Fayre, Strawberry Fayre, Medieval Night, Art Exhibition and Sale.
- **Business Plan:** Consider activity has taken place between Trustees and staff in developing a strategic business plan. This has proven to

be a useful, though time-consuming process which we plan to complete in FY02/03.

- Support Groups: We are members of Community Action and Community Matters. Both organisations have provided a lot of support to ensure we meet our legal obligations and remain informed of changes in these obligations.
- Refurbishment: The Trustees approved the full refurbishment of the Ladies toilets. This follows on from the recent refurbishment of the Gent's toilets and is part of an on-going plan to refurbish the building to encourage and maintain membership.
- Right of Way: A dispute between the trust and a neighbour over the right of way across our land continues. Whilst we are keen to resolve this at minimum cost we keep hitting obstacles and stalemate situations. At present this is likely to return to the courts, despite offers of mediation from ourselves to resolve this matter.

Achievements

The main achievements over this year are as follows:

- Achievements of the new development forum with new events and activities stimulating a better community spirit.
- Productions of pantomime and a musical by the drama group
- Initial development of Strategic Business Plan
- Refurbishment of the ground floor Ladies toilets and replacement of the main flat roof area.

Future Developments

- The board of trustees are looking at developing and modernising the way we manage and promote the facilities available at the centre and sports ground. Over the past 10 years little attention has been paid to management practice or development opportunities. So far we have created a number of Policy documents and terms of reference for committees, as well as a standard contract of employment. This year we plan to develop revised runs and standing orders, as well as take the business plan further. This process will involve members and staff in a major review of activities, practices and process to ensure we are meeting the needs of the community in the best way.
- We are continuing to look at alternative sources of fund raising and grants. With reference to recent articles published by Community Matters we also in the process of reviewing the status of the social club in relation to the Charity.
- The centre will need to address some fairly major electrical works over the coming years throughout the centre and stage areas.

- One of our members has spent a great deal of time of effort transferring our accounts to computer which will significantly improve the efficiency of this process. Unfortunately, following the retirement of our treasurer we have not been successful in obtaining a replacement.

Developments between Sept 01 and Sept 02

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

- **Security & Safety:** The CCTV system has proven very effective. This year we are renewing the centre's alarm system which we now cover the majority of the building with direct monitoring. Next year we will look at the Fire Alarm system.
- **Car Park:** The council at present no longer licence the car park, though are currently completing maintenance work due under the expired license. The Trustees are confident a new licence will be agreed for the future.
- **Ladies Toilets:** These, and the disabled toilet, have been refurbished in-line with the Gents toilets.
- **Website:** The centre now has a website, containing all our major activities and publications.

Prepared by: Mr K Lawrence (Vice Chairman) _____ Signed Sept. 02

Approved by: Mr M Thorne (Chairman) _____ Signed Sept. 02

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

Annex A

Structure, Membership and Organisation of Committees

Officers

The officers of the Charity are:

Chairman	Mr M Thorne
Vice Chairman	Mr K Lawrence
Treasurer	Mr T Jones (retired Aug 02)
Secretary	Mr K Lawrence
Administrator	Mrs S Nunn

Charity Trustees

The Charity Trustees are:

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

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

Mr T Jones (as Charity Trustee and Treasurer)

Mr C Carter was co-opted as adviser to the Board of Trustees.

Holding Trustees

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

Mr T Jones
Mrs D Guy
Mr A King

The Trustees are actively recruiting a fourth Holding Trustee.

Committees and Sub-Committees

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

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

- (2) Budget Sub-Committee
Meets Dec-April each year
To review previous years budget and set budget for following year
Membership: Mr M Thorne, Mr K Lawrence,
Mr C Carter, Mr J Hemmings,
Mr D Wright

- (3) Development Forum Sub-Committee
To organise and plan fund raising and community building activities for members and local inhabitants.
To foster and encourage membership
Membership: Any member

- (4) Business Planning Sub-Committee
To consider the long term strategic mission and objectives of the Charity
To develop and maintain a business plan
To review the business processes
Membership: Mr M Thorne, Mr K Lawrence,
Mr D Wright, Mr J Hemmings,
Mr C Carter, Mrs S Nunn

- (5) Entertainments Sub-Committee
To organise entertainment within the social club to encourage new membership and foster a community spirit.
To be self sufficient through fund raising, with a goal to provide a small surplus to the Development Fund.
Membership: Any member

**HANHAM FOLK CENTRE
FINANCIAL STATEMENTS
FOR
31 MARCH 2002**

Charity Number 301544

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

**HANHAM FOLK CENTRE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2002**

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**HANHAM FOLK CENTRE
TRUSTEES ANNUAL REPORT
YEAR ENDED 31 MARCH 2002**

HANHAM FOLK CENTRE

INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31 MARCH 2002

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTTES

We report on the unaudited accounts of the charity for the year ended 31 March 2002 set out on pages 5 to 10.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE EXAMINER

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

BASIS OF INDEPENDENT EXAMINERS' REPORT

Our examination was carried out in accordance with the general directions given by the Charities Commissioners. An independent examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINERS' STATEMENT

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that in any material respect the requirements:
 - (a) to keep accounting records in accordance with section 41 of the Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

9 Bank Road
Kingswood
Bristol
BS15 8LS

EVANS & PARTNERS
Chartered Accountants

HANHAM FOLK CENTRE

STATEMENT OF FINANCIAL ACTIVITIES PROFIT AND LOSS ACCOUNT

YEAR ENDED 31 MARCH 2002

	Note	Total Funds 2002 £	Total Funds 2001 £
INCOMING RESOURCES			
Donations		2,798	3,594
Income from charitable trading activities		33,519	32,409
Income from non-charitable trading activities		99,856	95,364
TOTAL INCOMING RESOURCES		<u>136,173</u>	<u>131,367</u>
RESOURCES EXPENDED			
Direct charitable expenditure	2	126,766	90,430
Fundraising and publicity		371	211
Management and administration	3	23,129	23,018
TOTAL RESOURCES EXPENDED	4	<u>150,266</u>	<u>113,659</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR		<u>(14,093)</u>	<u>17,708</u>
Allocated in the Year			
General Fund		(12,225)	17,708
Building Fund		(4,160)	
Development Fund		2,292	
		<u>(14,093)</u>	<u>17,708</u>
MOVEMENT IN FUNDS			
General Fund:-			
Balance b/fwd		337,836	320,128
Deficit for the year		(12,225)	17,708
Balance c/fwd		325,611	337,836
Building Fund:-			
Balance b/fwd		4,160	4,160
Deficit for the year		(4,160)	
Balance c/fwd		0	4,160
Development Fund:-			
Balance b/fwd		0	
Surplus for the year		2,292	
Balance c/fwd		2,292	
Total Unrestricted Fund Balance c/fwd		<u>327,903</u>	<u>341,996</u>

All movements are in Unrestricted Funds

HANHAM FOLK CENTRE

BALANCE SHEET

31 MARCH 2002

	Note	2002	2001
		£	£
FIXED ASSETS			
Tangible assets	5	425,620	423,629
CURRENT ASSETS			
Stocks	6	918	627
Debtors	7	7,346	6,899
Cash at bank and in hand		<u>23,371</u>	<u>23,495</u>
		31,635	31,021
CREDITORS: Amounts falling due within one year	8	<u>(42,384)</u>	<u>(45,895)</u>
NET CURRENT LIABILITIES		(10,749)	(14,874)
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>414,871</u>	<u>408,755</u>
CREDITORS: Amounts falling due after more than one year	9	<u>(86,968)</u>	<u>(66,759)</u>
NET ASSETS		<u>327,903</u>	<u>341,996</u>
UNRESTRICTED FUNDS			
General Fund		325,611	337,836
Building Fund			4,160
Development Fund		2,292	
TOTAL FUNDS		<u>327,903</u>	<u>341,996</u>

These financial statements were approved and signed by the member of the committee on

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T.M. JONES (Treasurer)

HANHAM FOLK CENTRE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2002

1. ACCOUNTING POLICIES

Basis of accounting

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

Depreciation

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

Property

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

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

Stocks

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

2. DIRECT CHARITABLE EXPENDITURE

	Total Funds 2002	Total Funds 2001
	£	£
Provision of charitable services:	126,766	90,430
	<u>126,766</u>	<u>90,430</u>

3. MANAGEMENT AND ADMINISTRATION

	Total Funds 2002	Total Funds 2001
	£	£
Office costs	9,036	10,334
Accountancy fees	2,056	1,763
Legal and professional	471	206
Interest payable	8,182	10,715
Bank Charges	3,384	-
	<u>23,129</u>	<u>23,018</u>

HANHAM FOLK CENTRE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2002

4. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	Total Funds	Total Funds
	£	£	£	2002	2001
				£	£
Direct charitable expenditure	65,224	-	61,542	126,766	90,430
Fundraising and publicity	-	-	371	371	211
Management and administration	-	7,502	15,627	23,129	23,018
	<u>65,224</u>	<u>7,502</u>	<u>77,540</u>	<u>150,266</u>	<u>113,659</u>
				2002	2001
				£	£
Other costs:					
Premises				57,382	27,848
Legal and professional				2,528	1,969
Fundraising and publicity				371	211
Other				17,259	12,530
				<u>77,540</u>	<u>42,558</u>

5. TANGIBLE FIXED ASSETS

	Folk Centre	Sports Field	Equipment	Total
	Buildings	£	£	£
	£			
COST				
At 1 April 2001	300,000	57,000	66,629	423,629
Additions	-	-	9,993	9,993
Disposals	-	-	(500)	(500)
At 31 March 2002	<u>300,000</u>	<u>57,000</u>	<u>76,122</u>	<u>433,122</u>
DEPRECIATION				
Charge for the year	-	-	7,502	7,502
At 31 March 2002	<u>-</u>	<u>-</u>	<u>7,502</u>	<u>7,502</u>
NET BOOK VALUE				
At 31 March 2002	<u>300,000</u>	<u>57,000</u>	<u>68,620</u>	<u>425,620</u>
At 31 March 2001	<u>300,000</u>	<u>57,000</u>	<u>66,629</u>	<u>423,629</u>

HANHAM FOLK CENTRE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2002

6. STOCKS

	2002	2001
	£	£
Stock	918	627

7. DEBTORS

	2002	2001
	£	£
Trade debtors	507	-
Prepayments and accrued income	6,839	6,899

8. CREDITORS: Amounts falling due within one year

	2002	2001
	£	£
Bank loans and overdrafts	25,770	37,514
Letting deposits	2,902	2,885
Social Security Creditor	1,343	-
Section Funds Held by Centre	730	1,240
Trade creditors	11,639	4,256
	<u>42,384</u>	<u>45,895</u>

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

	2002	2001
	£	£
Bank loans and overdrafts	86,968	66,759

10. SECTION ACCOUNTS

	Income	Expenditure	Contribution 2002	Contribution 2001
Ballroom Dancing	6,202	3,154	3,049	2846
Bingo	715	227	488	600
Bridge	4,080	623	3,400	3350
Brush strokes	770	253	300	176
Chess	402	89	250	200
Cricket	7,594	4,853	2,105	2025
Drama	8,884	6,336	2,860	2500
Leisure Art	2,150	1,053	880	775
Modern Sequence Dancing	4,248	2,152	2,097	2216
Monday Club	1,140	2,071	510	-
Mums and Toddlers	1,548	893	480	930
Photographic	105	188	471	1200
Palette Art	1,547	816	800	600
Snooker	3,107	26	2,863	3522
Table Tennis	390	0	390	360
Tennis	8,357	5,105	2,100	2025
Womens Club	1,340	414	700	675
	52,579	28,253	23,743	24000

HANHAM FOLK CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2002

11. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

	£	£
	Tangible fixed assets	Total
Unrestricted funds	327,903	327,903
	<hr/>	<hr/>

**HANHAM FOLK CENTRE
MANAGEMENT INFORMATION
YEAR ENDED 31 MARCH 2002**

**The following pages do not form part of the statutory financial statements
which are the subject of the accountants' report on page 4.**

HANHAM FOLK CENTRE**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
PROFIT AND LOSS ACCOUNT****YEAR ENDED 31 MARCH 2002**

	2002		2001
	£	£	£
INCOME			
Donations		506	3,594
Development Fund (Net Income)		2292	
General		47	372
Activities		6,158	4,585
Centre Sections Contributions		23,743	24,000
Surplus/Deficit of Sections		583	1,622
Fixed Assets purchased by Sections		2988	1,830
Membership		4,649	5,592
Centre Lettings		42,589	38,362
Rents Received		3,681	3,102
Social Club		48,379	48,308
Misc Income		558	-
TOTAL INCOME		<u>136173</u>	<u>131,367</u>
DIRECT CHARITABLE EXPENDITURE			
Wages and salaries	65,224		62,581
Rates & water	3,708		3,452
Light and heat	7,034		5,443
Insurance	2,469		3,871
Repairs and maintenance	37283		4,571
Waste Disposal	1,211		1,173
Cleaning Materials	2,295		2,100
Sundry Costs	632		686
Theatrical Licences	400		451
Sports Ground PAV & General Maint	4,086		4,057
Sports Ground Rates & Water	505		419
Sports Ground Electricity	1,319		1,003
Sports Ground Insurance	600		623
		<u>126766</u>	<u>90,430</u>
FUNDRAISING AND PUBLICITY			
Advertising costs		371	211
MANAGEMENT AND ADMINISTRATION			
Telephone	464		316
Stationery and Postage	1068		1,028
Car Park Easement	-		470
Legal fees	471		206
Accountancy fees	2,057		1,763
Bank Charges	3,385		-
Depreciation of fixed assets	7,502		8,520
		<u>14,947</u>	<u>12,303</u>
INTEREST PAYABLE			
Bank interest payable			2,309
Interest on other loans	8,182		8,406
		<u>8,182</u>	<u>10,715</u>

HANHAM FOLK CENTRE

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

YEAR ENDED 31 MARCH 2002

	2002		2001
	£	£	£
TOTAL EXPENDITURE		<u>150266</u>	<u>113,659</u>
NET (Deficit)/SURPLUS		<u>(14093)</u>	<u>17,708</u>