

**HANHAM FOLK CENTRE**

**FINANCIAL STATEMENTS**

**FOR**

**31 MARCH 2005**

**Charity Number 301544**

Hanham Folk Centre

High Street

Hanham

Bristol

BS15 3EJ

**HANHAM FOLK CENTRE**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2005**

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# HANHAM FOLK CENTRE

## TRUSTEES ANNUAL REPORT

### YEAR ENDED 31 MARCH 2005

The trustees have pleasure in presenting this report and the unaudited financial statements of the charity for the year ended 31 March 2005.

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 7, 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

# HANHAM FOLK CENTRE

## TRUSTEES ANNUAL REPORT

### YEAR ENDED 31 MARCH 2005

#### 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 a nominal annual trading figure of around £140K. We have a membership of 700 members and support many activities for members and non-members. Membership is currently £8.00 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
Flower Club	Bridge	Tea Dance
Twins Club	Line Dancing	Yoga
Jazz Dance	Keep Fit	Creative Cards
Chiropodist	Junior Ballet	Lace Making
Parties (Hire)	Social Club	Slimming Classes
Mobility Class	Short Mat Bowls	Sing and Sign
Pilates		

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

#### Achievements

The main achievements over this year are as follows:

- Two Art Exhibitions and a annual Eisteddfod
- Productions of pantomime and a musical by the drama group
- Introduction of internet access (free) to members.
- On going electrical works to meet regulations has been undertaken in the building.
- Refurbishment: This year refurbishment has taken place on the main hall (the Elbow Suite) as our 'flagship' facility the Trustees were keen to ensure it is kept in an excellent state of repair. In addition community services have provided manpower to support the redecoration of the majority of the building. Over the next few years we will be hoping to improve the Coffee Lounge as the last remaining area of the original building to be improved.
- Questionnaire to external users has indicated we are providing an excellent facility and services across most aspects, although we will need to review our cleaning regime.
- The local library rented an area of the building for a 3-month period while their building was refurbished – this provided a community service and advertised our facility to the public.
- With the new licensing laws coming in, we are working with the Social Club to ensure we are ready to support this change – this is a considerable addition workload on the already limit number of volunteers. We are also helping the Social Club revise their Constitution.

# HANHAM FOLK CENTRE

## TRUSTEES ANNUAL REPORT

### YEAR ENDED 31 MARCH 2005

- Development Forum: A 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, the Holly Fayre and New Years' Eve party.
- 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.

#### Issues

- 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. However, at present this work has stalled due to the difficulties of recruiting Trustees or volunteers. Unless we manage to improve the situation, the handful of Trustees will be focusing on maintaining equilibrium – and keeping the centre open. As such progress on Policy documents, a standard contract of employment, staff manual and the business plan has been non-existent.
- Despite a new enquires, and one applicant, we still have not recruited a Treasurer.
- The centre, like many in the area, seems to go through periods of petty vandalism and minor harassment of users by groups of teenagers. This year this has included damage to the roof. We are working with the local community safety group, police and council to manage this.
- Right of Way: A dispute between the charity 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 we are seeking advice from a solicitor specialising in these matters.
- Car Park: After extensive discussion, the county council have withdrawn funding for the public use of the Car Park – however, they have (so far) made a one off donation to our funds.

#### Future Developments Projects

- Maintenance Projects  
The trustees have identified a number of maintenance projects to focus on for the forthcoming few years, these are (in order):
  - Floor in Somerset and Avon rooms
  - Replace fire alarm system
  - Floor in the bar area of the Wessex Suite
  - Floor in 1<sup>st</sup> floor landing and toilets
  - Cladding and roofing over the bar
- Building Projects  
The trustees have identified a number of building projects to focus on for the forthcoming few years, these are (in order):
  - Refurbish coffee lounge
  - Form conference room (Wesley or snooker room)
  - Consider skittle alley in Annex
  - Improve ext. security around field area
  - Consider changing rooms to support 5-a-side football
  - Consider a lift to the 1<sup>st</sup> floor

Approved by: Mr K M Lawrence  
(Chairman)

\_\_\_\_\_  
Signed

Apr. 05

On behalf of the Charity Trustees of

Hanham Folk Centre  
18/24 High Street  
Hanham  
Bristol BS15 3EJ

# HANHAM FOLK CENTRE

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2005

### Annex A

#### Structure, Membership and Organisation of Committees

##### Officers

The officers of the Charity (at 31 March 05) are:

Chairman	Mr M Thorne
Vice Chairman	Mr K Lawrence
Treasurer	Mr K Lawrence
Secretary	Mr D Wright
Administrator	Mrs S Nunn

##### Charity Trustees

The Charity Trustees (at 31 March 05) are:

Mr M Thorne	Mr D Wright	Mrs T Worlock
Mr K Lawrence	Mr J White	Ms J Cooper
Mr N Edwards	Mr J Hemmings	

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

Mr C Heard  
Mr W Purnell

##### Holding Trustees

The Holding Trustees are:

Mr T Jones  
Mrs D Guy  
Mr A King  
Mr A Michallat-Cox

##### 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. One member is appointed as Sports Ground Chairman. Holding Trustees attend on an adhoc basis.

- (1) Budget Sub-Committee  
Meets Jan-April each year  
To review previous years budget and set budget for following year
- (2) Development Forum Sub-Committee  
To organise and plan fund raising and community building activities for members and local inhabitants.  
To foster and encourage membership
- (3) Entertainments Sub-Committee  
To organise entertainment within the centre 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. {This may become a section in 05/06}.
- (4) Buildings and Maintenance Sub-Committee  
To manage a programme of refurbishment, obtain quotes and seek Trustees approval. Manage programmes of work and ensure Value for Money.

## HANHAM FOLK CENTRE

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

#### YEAR ENDED 31 MARCH 2005

We report on the unaudited accounts of the Charity for the year ended 31 March 2005 set out on pages 6 to 11.

#### 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

DEREK MORLAND  
EVANS & PARTNERS  
Chartered Accountants

23 September 2005

**HANHAM FOLK CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**YEAR ENDED 31 MARCH 2005**

	Notes	2005 £	2004 £
<b>INCOME RESOURCES</b>			
Donations		0	793
Income from charitable trading activities		143,625	138,330
Income from non-charitable trading activities		<u>89</u>	<u>376</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>143,714</u>	<u>139,499</u>
<b>RESOURCES EXPENDED</b>			
Direct charitable expenditure	<b>1</b>	125,172	112,768
Fundraising and publicity	<b>2</b>	<u>369</u>	<u>314</u>
Management and administration	<b>3</b>	<u>15,147</u>	<u>62,725</u>
<b>TOTAL RESOURCES EXPENDED</b>	<b>4</b>	<u>140,688</u>	<u>175,807</u>
<b>NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR</b>		<u>3,026</u>	<u>(36,308)</u>
<b>Allocated in the Year</b>			
General Fund		4,253	(39,232)
Development Fund		<u>(1,227)</u>	<u>2,924</u>
		<u>3,026</u>	<u>(36,308)</u>
<b>MOVEMENT IN FUNDS</b>			
<b>General Fund:-</b>			
Balance b/fwd		366,481	405,713
Surplus for the year		<u>4,253</u>	<u>(39,232)</u>
Balance c/fwd		370,734	366,481
<b>Development Fund:-</b>			
Balance b/fwd		8,671	5,747
Surplus for the year		<u>(1,227)</u>	<u>2,924</u>
Balance c/fwd		7,444	8,671
Total Unrestricted Fund Balance c/fwd	<b>12</b>	<u>378,178</u>	<u>375,152</u>

All movements are in Unrestricted Funds



**HANHAM FOLK CENTRE**  
**BALANCE SHEET**  
**YEAR ENDED 31 MARCH 2005**

	Notes	2005		2004
		£	£	£
<b>FIXED ASSETS</b>				
Tangible assets	5		396,261	394,218
<b>CURRENT ASSETS</b>				
Stocks	6	891		1151
Debtors	7	1,008		3,052
Cash at bank and in hand		<u>40,662</u>		<u>30,134</u>
		42,561		34,337
<b>CREDITORS: Amounts falling due within one year</b>	8	<u>(17,563)</u>		<u>(12,006)</u>
<b>NET CURRENT LIABILITIES</b>			24,998	22,331
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>421,259</u>	<u>416,549</u>
<b>CREDITORS: Amounts falling due after more than one year</b>	9		<u>(43,081)</u>	<u>(41,397)</u>
<b>NET ASSETS</b>			<u>378,178</u>	<u>375,152</u>
<b>UNRESTRICTED FUNDS</b>				
General Fund			370,734	366,481
Development Fund			<u>7,444</u>	<u>8,671</u>
<b>TOTAL FUNDS</b>			<u>378,178</u>	<u>375,152</u>

These financial statements were approved and signed by the member of the committee on August 2005

Mr K M Lawrence

Signed on behalf of the committee

**HANHAM FOLK CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2005**

**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 CHARTIABLE EXPENDITURE**

	<b>Total Funds 2005 £</b>	<i>Total Funds 2004 £</i>
Provision of Charitable Services:	125,172	<u>112,314</u>

**3. MANAGEMENT AND ADMINISTRATION**

	<b>Total Funds 2005 £</b>	<i>Total Funds 2004 £</i>
Office costs	2,904	2,430
Accountancy fees	1,944	2,500
Legal and professional	423	250
Interest payable	3,449	3,725
Depreciation	6,427	6109
Write-Off	<u>          </u>	<u>48165</u>
	<u>15,147</u>	<u>63,179</u>

**HANHAM FOLK CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2005**

**4. TOTAL RESOURCES EXPENDED**

	<b>Staff costs</b>	<b>Depreciation</b>	<b>Other costs</b>	<b>Total Funds 2005</b>	<i>Total Funds 2004</i>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Direct charitable expenditure	75,699	-	49,473	125,172	112,314
Fundraising and publicity	-	-	369	369	314
Management and administration	-	6,427	8,720	15,147	63,179
	<u>75,699</u>	<u>6,427</u>	<u>58,562</u>	<u>140,688</u>	<u>175,807</u>

**The aggregate payroll costs were:**

	<b>2005</b>	<i>2004</i>
Wages and salaries	72,200	67,810
Social security Costs	3,499	3,264
	<u>75,699</u>	<u>71,074</u>

**Particulars of employees:**

The average number of staff employed by the charity during the financial year amounted to:

	<b>2005 No</b>	<i>2004 No</i>
	<b>7</b>	<i>7</i>

  

	<b>2005 £</b>	<i>2004 £</i>
<b>Other Costs:</b>		
Premises	31684	29,948
Legal and professional	2,197	2,750
Other	24,681	17,761
	<u>58,562</u>	<u>50,459</u>

**5. TANGIBLE ASSETS**

	<b>Folk Centre Buildings</b>	<b>Sports Field</b>	<b>Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>COST</b>				
At 1 April 2004	300,000	57,000	107,772	464,772
Additions	-	-	8,470	8,470
Disposals	-	-	-	-
<b>At 31 March 2005</b>	<u>300,000</u>	<u>57,000</u>	<u>116,242</u>	<u>473,242</u>
<b>DEPRECIATION</b>				
Depreciation At 1 April 2004	-	-	70,554	70,554
Depreciation Charge	-	-	6,427	6,427
<b>At 31 March 2004</b>	<u>0</u>	<u>0</u>	<u>76,981</u>	<u>76,981</u>
<b>NET BOOK VALUE</b>				
<b>At 31 March 2005</b>	<u>300,000</u>	<u>57,000</u>	<u>39,261</u>	<u>396,261</u>
At 31 March 2004	<u>300,000</u>	<u>57,000</u>	<u>37,218</u>	<u>394,218</u>

**6. STOCK**

	<b>2005 £</b>	<i>2004 £</i>
Stock	<u>891</u>	<u>1151</u>

**HANHAM FOLK CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2005**

**7. DEBTORS**

	<b>2005</b>	<i>2004</i>
	£	£
Trade debtors	1008	3000
Prepayments and accrued income	<u>0</u>	<u>52</u>

**8. CREDITORS Amounts falling due within one year**

	<b>2005</b>	<i>2004</i>
	£	£
Bank loans and overdrafts	0	0
Letting deposits	3,385	5,926
Social Security Creditor	3,156	0
Development Fund Loan	4,596	5,000
Section Funds Held by Centre	0	448
Accruals	2601	0
Trade creditors	<u>3,826</u>	<u>631</u>
	<u>17,564</u>	<u>12,005</u>

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

	<b>2005</b>	<i>2004</i>
	£	£
Bank loans and overdrafts	<u>43,081</u>	<u>41,396</u>

**10. SECTION ACCOUNTS**

	Income 2005	Expenditure 2005	Funds Held 2005	Contribution 2005*	<i>Contribution 2004</i>
Ballroom Dancing	4,263	2,115	0	2,148	2,655
Bridge	3,522	369	1730	2,700	2,500
Brush strokes	1416	599	510	400	330
Chess	502	253	75	300	200
Cricket	7,592	5,857	2131	1,200	1,110
Drama	6,958	3,591	1629	2,500	1,800
Leisure Art	979	54	391	925	850
Modern Sequence Dancing	4,265	1,773	1	2,491	2,335
Mums and Toddlers	1,957	377	529	1320	1195
Palette Art	1,791	981	129	900	850
Snooker	2,399	20	666	2,128	2,357
Tennis	9,172	5,468	1755	2,400	2,250
	<b>44,816</b>	<b>21,457</b>	<b>9,546</b>	<b>19,412</b>	<b>18,432</b>
<i>Funds held 2004</i>			7,886		

\* Taken from section accounts 04/05

**11. TRADING FUNDS**

	Income 2005	Expenditure 2005	Funds Held 2005	Contribution 2005	<i>Contribution 2004</i>
HFC Social Club	82,857	28,540	12,625	51,206	44,386
<i>Funds held 2004</i>			7,737		

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

	£	£	£
	<b>Tangible fixed assets</b>	<b>Other net assets</b>	<b>Total</b>
Unrestricted funds	<u>396,261</u>	<u>(18,083)</u>	<u>378,178</u>

**HANHAM FOLK CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2005**

**HANHAM FOLK CENTRE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**PROFIT AND LOSS ACCOUNT YEAR ENDING 31 MARCH 05**

	2005		2004
	£	£	£
<b>INCOME</b>			
Donations		0	793
Development Fund ( Net Income )		(1,487)	2,924
General/Late Section payments		1430	2140
Activities		10,766	8,813
Centre Sections Contributions		18,794	18,432
Surplus/Deficit of Sections		1,660	2,335
Vending		2,125	2,059
Membership		5,934	5,664
Centre Lettings		50,173	46,690
Rents Received		135	129
Social Club		51,206	44,339
Interest Income		89	376
Misc Income		2,889	4,805
<b>TOTAL INCOME</b>		<u>143,714</u>	<u>139,499</u>
<b>DIRECT CHARITABLE EXPENDITURE</b>			
Wages and salaries	75,699		71,074
Rates & water	4,129		3,824
Light and heat	8,344		7,435
Insurance	4,296		3,966
Repairs and maintenance	7,990		13,633
Waste Disposal	1,120		1,313
H&S and Security	744		1,244
Cleaning Materials	2,931		3,261
Activities	3389		3006
Vending	1548		1214
Sundry Costs	298		373
Licences (Theatre, PRS, PPL)	1119		881
Sports Ground Rates, Water & Waste	1071		637
Sports Ground Electricity	761		453
Miscellaneous/General	11,733		
		<u>125,172</u>	<u>112,314</u>
<b>FUNDRAISING AND PUBLICITY</b>			
Advertising costs		369	314
<b>MANAGEMENT AND ADMINISTRATION</b>			
Telephone	573		660
Stationery and Postage	1,345		1,093
Streamline	221		223
Information Systems	765		454
Legal fees	423		250
Accountancy fees	1,944		2,500
Bank Charges	707		583
Depreciation of fixed assets	6,427		54,274
		<u>12,405</u>	<u>60,037</u>
<b>INTEREST PAYABLE</b>			
Bank interest payable	20		39
Interest on other loans	2,722		3,103
		<u>2,742</u>	<u>3,142</u>
<b>TOTAL EXPENDITURE</b>		<u>140,688</u>	<u>175,807</u>
<b>NET (Deficit)/SURPLUS</b>		<u>3,026</u>	<u>(36,308)</u>

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