

HANHAM FOLK CENTRE

FINANCIAL STATEMENTS

FOR

31 MARCH 2006

Charity Number 301544

Hanham Folk Centre
118-124 High Street
Hanham
Bristol
BS15 3EJ

**HANHAM FOLK CENTRE
FINANCIAL STATEMENTS
YEAR ENDING 31 MARCH 2006**

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HANHAM FOLK CENTRE
TRUSTEES ANNUAL REPORT
YEAR ENDING 31 MARCH 2006

The trustees have pleasure in presenting this report and the unaudited financial statements of the charity for the year ended 31 March 2006.

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 9, 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

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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.

The centre is financially stable, with a nominal annual trading figure of around £160K, and a surplus of £14735. We have a membership of 700 members and support many activities for members and non-members. Membership is currently £9.00 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 fund raising and the hiring of our facilities (for parties and community activities 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 and groups supported, includes:

Amateur Dramatics	Sequence Dance	Art Group(s)
Chess Club	Bingo	Mothers & Toddlers
Snooker Club	Tennis Club	Cricket Club
AA	Women's Club	OAPs Club
Flower Club	Bridge Club	Tea Dance
Salsa Dancing	Line Dancing	Yoga Classes
Jazz Dance	Keep Fit Classes	Cards Making
Chiropodist	Junior Ballet	Lace Making
Parties (Hire)	Social Club	Slimming Classes
Mobility Class	Short Mat Bowls	Sing and Sign
Pilates Class	Hanham History	Weight Watchers
Coffee Morning	Parish Council	Beginners Ballroom

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:

- Two Art Exhibitions and an annual Eisteddfod
- Productions of pantomime and a musical by the drama group
- On going electrical works to meet regulations has been undertaken in the building.
- Two long standing trustees have resigned, and a third did not re-stand at the September 2005 AGM. The trustees also lost a fourth trustee, Mr J Hemmings, who passed away in January 06 after a long illness; he was a very active member of the centre and will be very difficult to replace.
- There have been several staff changes this year, with two caretakers retiring and new ones being recruited and 'learning their way'. In addition two of the cleaning staff have also changed this year.
- New security fencing has been erected at the rear of the centre to protect the lounge/kitchen area and dissuade youths from gathering in this area has proven to be very successful.

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- Considerable time and effort was consumed with the preparation and introduction of the new licensing laws. As the centre is based across two sites, the centre has two licences: a club premises certificate for the sports ground, and a premises certificate for the main centre (shared with the Social Club).
- At the AGM in September, the trustees revised the constitution to include the appointment of a Designated Premises Supervisor and some changes to accommodate the new licence; similar changes were also made by the Social Club at their AGM.
- Due to a lack of volunteers, the Development Forum only managed to hold a limited Holly Fayre, Xmas Eve Party and New Years' Eve Party – but still managed to raise a total of £2300.
- The Centre is a member of NCVO, Community Action and Community Matters. All three organisations have provided a lot of support to ensure we meet our legal obligations and remain informed of changes in these obligations.
- Work continued on the computerised accounts, with all financial transactions now being entered directly. Over the next year the centre will progress to using the system for billing.
- To improve Car Park safety the centre is in the process of installing a bollard to stop 'thru traffic' and reduce the general speed of traffic. However, as this is partly across the disputed Right of Way (ROW), the charity is striving to install the bollard without aggravating the ROW issue further.

Issues

- Volunteers willing to commit a few hours each month remains a significant issue. Whilst the trustees and staff are keen to see the centre develop and modernise, this cannot happen without the human resource to undertake it. Without this additional effort, the current 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, advertising, grant applications and the business plan has been slow or non-existent.
- Neither the Charity or the Social Club has an elected Treasurer or Secretary, this is putting considerable loading on the few remaining committee members.
- 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 there is no action on the matter.
- Bringing the Sports Ground accounts into the centre's main accounts also remains an outstanding issue, with some discussion to be had with the members' at the sports ground.

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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
 - Guttering to Elbrow Suite
 - Replace fire alarm system
 - Floor in the bar area of the Wessex Suite
 - Floor in 1st floor landing and toilets
 - Cladding and roofing over the bar
 - Floor adjacent to Whittucks Room
 - Exterior windows

- **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 1st floor

Approved by: Mr K M Lawrence
(Chairman)

Signed Date 25 August 2006

On behalf of the Charity Trustees of

Hanham Folk Centre
118/124 High Street
Hanham
Bristol BS15 3EJ

**HANHAM FOLK CENTRE
TRUSTEES ANNUAL REPORT
YEAR ENDING 31 MARCH 2006**

Annex A

Structure, Membership and Organisation of Committees

Officers

The officers of the Charity (at 31 March 06) are:

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

Charity Trustees

The Charity Trustees (at 31 March 06) are:

Mr K Lawrence Mrs T Worlock Mr J White Mr N Edwards

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

Mr J Hemmings
Mr D Wright
Mr M Thorne

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 07/08}.
- (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 EXAMINERS' REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2006

We report on the unaudited accounts of the Charity for the year ended 31 March 2006 set out on pages 7 to 13.

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 ACTIVITY
YEAR ENDED 31 MARCH 2006

	Notes	2006 £	2,005 £
INCOME RESOURCES			
Donations		0	0
Income from charitable trading activities		160,311	143,625
Income from non-charitable trading activities		85	89
TOTAL INCOMING RESOURCES		<u>160,396</u>	<u>143,714</u>
RESOURCES EXPENDED			
Direct charitable expenditure	1		
	2	130,814	125,172
Fundraising and publicity		433	369
Management and administration	3	14,414	15,147
TOTAL RESOURCES EXPENDED	4	<u>145,661</u>	<u>140,688</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR		<u>14,735</u>	<u>3,026</u>
Allocated in the Year			
General Fund		12,426	4,253
Development Fund		2,309	(1,227)
		<u>14,735</u>	<u>3,026</u>
MOVEMENT IN FUNDS			
General Fund:-			
Balance b/fwd		370,734	366,481
Surplus for the year		12,426	4,253
Balance c/fwd		<u>383,160</u>	<u>370,734</u>
Development Fund:-			
Balance b/fwd		7,444	8,671
Surplus for the year		2,309	(1,227)
Balance c/fwd		<u>9,753</u>	<u>7,444</u>
Total Unrestricted Fund Balance c/fwd	12	<u>392,913</u>	<u>378,178</u>

All movements are in Unrestricted Funds

HANHAM FOLK CENTRE
BALANCE SHEET
YEAR ENDED 31 MARCH 2006

	Notes	2006		2005
		£	£	£
FIXED ASSETS				
Tangible assets	5		394,678	396,261
CURRENT ASSETS				
Stocks	6	1,133		891
Debtors	7	496		1,008
Cash at bank and in hand		43,821		40,662
			<u>45,450</u>	<u>42,561</u>
CREDITORS: Amounts falling due within one year	8	(10,033)		(17,563)
NET CURRENT LIABILITIES			35,417	24,998
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>430,095</u>	<u>421,259</u>
CREDITORS: Amounts falling due after more than one year	9		(37,182)	(43,081)
NET ASSETS			<u>392,913</u>	<u>378,178</u>
UNRESTRICTED FUNDS				
General Fund			383,160	370,734
Development Fund			9,753	7,444
TOTAL FUNDS			<u>392,913</u>	<u>378,178</u>

These financial statements were approved and signed by the member of the committee on August 2006

Mr K M Lawrence

Signed on behalf of the committee

HANHAM FOLK CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2006

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 2006 £	<i>Total Funds 2005 £</i>
Provision of Charitable Services:	130,814	<i>125,172</i>
	<hr/>	<hr/>

3. MANAGEMENT AND ADMINISTRATION

	Total Funds 2005 £	<i>Total Funds 2004 £</i>
Office costs	3,058	<i>2,904</i>
Accountancy fees	1,500	<i>1,944</i>
Legal and professional	1,983	<i>423</i>
Interest payable	3,079	<i>3,449</i>
Depreciation	4,794	<i>6,427</i>
Write-Off		
	<hr/>	<hr/>
	14,414	<i>15,147</i>
	<hr/>	<hr/>

HANHAM FOLK CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2006

4. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	Total Funds 2006	<i>Total Funds 2005</i>
	£	£	£	£	£
Direct charitable expenditure	74,926	-	55,888	130,814	125,172
Fundraising and publicity	-	-	433	433	369
Management and administration	-	4,794	9,620	14,414	15,147
	<u>74,926</u>	<u>4,794</u>	<u>65,941</u>	<u>145,661</u>	<u>140,688</u>

The aggregate payroll costs were:

	2006	<i>2005</i>
Wages and salaries	71,379	72,200
Social security Costs	3,547	3,499
	<u>74,926</u>	<u>75,699</u>

Particulars of employees:

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

	2006	<i>2005</i>
	No	<i>No</i>
	7	<i>7</i>
	2006	<i>2005</i>
	£	<i>£</i>
Other Costs:		
Premises	40,627	31,684
Legal and professional	3,483	2,197
Other	21,831	24,681
	<u>65,941</u>	<u>58,562</u>

HANHAM FOLK CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2006

5. TANGIBLE ASSETS

	Folk Centre Buildings £	Sports Field £	Equipment £	Total £
COST				
At 1 April 2005	300,000	57,000	116,242	473,242
Additions	-	-	3,211	3,211
Disposals	-	-		
At 31 March 2006	<u>300,000</u>	<u>57,000</u>	<u>119,453</u>	<u>476,453</u>
DEPRECIATION				
Depreciation At 1 April 2005	-	-	76,981	76,981
Depreciation Charge	-	-	4,794	4,794
At 31 March 2006	<u>0</u>	<u>0</u>	<u>81,775</u>	<u>81,775</u>
NET BOOK VALUE				
At 31 March 2006	<u>300,000</u>	<u>57,000</u>	<u>37,678</u>	<u>394,678</u>
At 31 March 2005	<u>300,000</u>	<u>57,000</u>	<u>39,261</u>	<u>396,261</u>

6. STOCK

	2006 £	<i>2005</i> £
Stock	1133	<i>891</i>

7. DEBTORS

	2006 £	<i>2005</i> £
Trade debtors	496	<i>1008</i>
Prepayments and accrued income	0	<i>0</i>
	<u>496</u>	<u><i>1008</i></u>

8. CREDITORS Amounts falling due within one year

	2006 £	<i>2005</i> £
Bank loans and overdrafts	0	<i>0</i>
Letting deposits	4,363	<i>3,385</i>
Social Security Creditor	3,081	<i>3,156</i>
Development Fund Loan	0	<i>4,596</i>
Accruals	1,727	<i>2,601</i>
Trade creditors	862	<i>3,826</i>
	<u>10,033</u>	<u><i>17,564</i></u>

HANHAM FOLK CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2006

9. CREDITORS Amounts falling due after more than one year

	2006	<i>2005</i>
	£	£
Bank loans and overdrafts	37,182	43,081

10. SECTION ACCOUNTS

	Income 2006	Expenditure 2006	Funds Held 2006	Contribution 2006*	<i>Contribution 2005</i>
Ballroom Dancing	2,329	329	0	2,000	2,148
Bridge	2,230	301	1,258	2,400	2,700
Brush strokes	1,040	445	635	470	400
Chess	413	303	35	150	300
Cricket	10,126	7,774	1,983	2,500	1,200
Drama	12,363	7,232	4,260	2,500	2,500
Leisure Art	1,039	63	377	950	925
Modern Sequence Dancing	3,352	1,521	0	1,000	2,491
Mums and Toddlers	1,991	1,241	279	1,833	1,320
Palette Art	1,877	874	183	950	900
Snooker	2,433	0	886	2,208	2,128
Tennis	5,388	2,456	2,187	2,500	2,400
Entertainment	1,838	2,025	210	0	0
Other	NA	250	0	250	0
	46,419	24,814	12,293	19,711	19,412
<i>Funds held 2005</i>			9,546		

* Taken from section accounts 05/06

11. TRADING FUNDS

	Income 2006	Expenditure 2006	Funds Held 2006	Contribution 2006	<i>Contribution 2005</i>
HFC Social Club	164,910	31,639	11,718	56,088	51,206
<i>Funds held 2005</i>			12,625		

12. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

	£	£	£
	Tangible fixed assets	Other net assets	Total
Unrestricted funds	394,677	(1,764)	392,913

HANHAM FOLK CENTRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

PROFIT AND LOSS ACCOUNT YEAR ENDED 31 MARCH 2006

	2006		2005
	£	£	£
INCOME			
Donations		1,082	0
Development Fund (Net Income)		2,309	-1,487
General/Late Section payments		0	1,430
Activities		12,214	10,766
Centre Sections Contributions		19,711	18,794
Surplus/Deficit of Sections		2,747	1,660
Vending		2,605	2,125
Membership		6,040	5,934
Centre Lettings		56,145	50,173
Rents Received		150	135
Social Club		56,088	51,206
Interest Income		85	89
Misc Income		1,220	2,889
TOTAL INCOME		<u>160,396</u>	<u>143,714</u>
DIRECT CHARITABLE EXPENDITURE			
Wages and salaries	74,926		75,699
Rates & water	5,397		4,129
Light and heat	10,317		8,344
Insurance	2,234		4,296
Repairs and maintenance	8,075		7,990
Waste Disposal	1,274		1,120
H&S and Security	1,888		744
Cleaning Materials	3,501		2,931
Activities	3,900		3,389
Vending	1,628		1,548
Sundry Costs	551		298
Licences & Subs (Theatre, PRS, PPL)	1,823		1,119
Sports Ground Rates, Water & Waste	953		1,071
Sports Ground Electricity	4,614		761
Miscellaneous/General	9,733		11,733
		<u>130,814</u>	<u>125,172</u>
FUNDRAISING AND PUBLICITY			
Advertising costs		433	369
MANAGEMENT AND ADMINISTRATION			
Telephone	653		573
Office Supplies	1,670		1,345
Streamline	0		221
Information Systems	735		765
Legal fees	1,983		423
Accountancy fees	1,500		1,944
Bank Charges	432		707
Depreciation of fixed assets	4,794		6,427
		<u>11,767</u>	<u>12,405</u>
INTEREST PAYABLE			
Bank interest payable	12		20
Interest on other loans	2,635		2,722
		<u>2,647</u>	<u>2,742</u>
TOTAL EXPENDITURE		<u>145,661</u>	<u>140,688</u>
NET (Deficit)/SURPLUS		<u>14,735</u>	<u>3,026</u>