

HANHAM FOLK CENTRE
FINANCIAL STATEMENTS
FOR
31 MARCH 2007

Charity Number 301544

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

**HANHAM FOLK CENTRE
FINANCIAL STATEMENTS
YEAR ENDING 31 MARCH 2007**

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HANHAM FOLK CENTRE
TRUSTEES ANNUAL REPORT
YEAR ENDING 31 MARCH 2007

The Trustees have pleasure in presenting this report and the unaudited financial statements of the Charity for the year ended 31 March 2007.

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

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

HANHAM FOLK CENTRE
TRUSTEES ANNUAL REPORT
YEAR ENDING 31 MARCH 2007

The centre is financially stable, with a nominal annual trading figure of around £155K, and a surplus of £18297. We have a membership of 600 members and support many activities for members and non-members. Membership is currently £9.50 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.
- Ongoing electrical works to meet regulations has been undertaken in the building.
- Trustees numbers have remained steady – after a dip in 2005/6.
- There have been some staff changes this year, with one caretaker resigning and a new one being recruited and 'learning their way'.
- Time has been spent preparing and introducing a No Smoking policy throughout the centre, which was introduced piecemeal from Sept 06 through until Apr 07 – and is now fully in place – although we are looking at an external smoking shelter as the ban has impacted social club usage.
- Due to lack of volunteers, the Development Forum has undertaken few activities this year, mainly with Table Top and Car Boot Sales. We have not managed to hold a Holly Fayre, Xmas Eve Party or New Years' Eve Party – but still managed to raise £1262.
- 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. This year the centre has entered the CVS HallMark Award scheme and has been awarded a One HallMark Award – we plan to progress to HallMark 2 in the future.
- Considerable effort has been put into a formal Fire Safety Risk Assessment after the change in legislation, and this will be conducted annually along with the H&S assessments. One of the outcomes was the urgent need to replace and extend the Fire Alarm system sounders – and this has been achieved.
- Work is also progressing to look at better ways to advertise the centre.

**HANHAM FOLK CENTRE
TRUSTEES ANNUAL REPORT
YEAR ENDING 31 MARCH 2007**

- With the lack of volunteers we are also looking to seek external (paid) support for our personnel responsibilities with the production of Contracts of Employment, Staff handbook and legal advise & support.
- Work has also been approved, and is underway, to refurbish the last part of the 'old building' with Phase 1 of the Coffee Lounge Project.
- Bringing the Sports Ground accounts into the centre's main accounts has seen some good progress this year, with the consolidated accounts for the Sports Ground now included with these main accounts. Work still needs to be done to finalise this process and agree the outstanding balance from previous years.

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 as the land has been occupied by the council as a storage area whilst the High Street is modernised.

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 **Planned for Summer 07**
 - Guttering to Elbow Suite
 - Replace fire alarm system **Grant application ongoing**
 - Floor in the bar area of the Wessex Suite
 - Floor in 1st floor landing and toilets
 - Cladding and roofing over the bar **Cladding Complete**
 - Floor adjacent to Whittucks Room
 - Exterior windows **Grant application ongoing**
- 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 **Phase 1 started**
 - Form conference room
 - Consider skittle alley in Annex
 - Improve ext. security around field area
 - Consider changing rooms to support 5-a-side
 - Consider a lift to the 1st floor

Approved by: Mr K M Lawrence
(Chairman)

Signed

May 07

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 2007**

Annex A

Officers

The officers of the Charity (at 31 March 07) 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 07) are:

Mr K Lawrence	Mrs T Worlock	Mr J White	Mr N Edwards
Mr D Wright	Mrs P Destouni		

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

Mrs P Destouni (resigned Apr 07)

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 and Designated Premises Supervisor. Holding Trustees attend on an adhoc basis, as does the Administrator.

- (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.
- (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. This is currently undertaken by the Board at the Trustees meeting.

HANHAM FOLK CENTRE
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDING 31 MARCH 2007

We report on the unaudited accounts of the Charity for the year ended 31 March 2007 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

EVANS & PARTNERS
Chartered Accountants

HANHAM FOLK CENTRE
STATEMENT OF FINANCIAL ACTIVITY
YEAR ENDING 31 MARCH 2007

	Notes	2007 £	2006 £
INCOME RESOURCES			
Donations		0	0
Income from charitable trading activities		155,411	160,311
Income from non-charitable trading activities		116	85
TOTAL INCOMING RESOURCES		<u>155,527</u>	<u>160,396</u>
RESOURCES EXPENDED			
Direct charitable expenditure	1		
Fundraising and publicity	2	124,491	130,814
Management and administration	3	251	433
	3	12,488	14,414
TOTAL RESOURCES EXPENDED	4	<u>137,230</u>	<u>145,661</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR		<u>18,297</u>	<u>14,735</u>
Allocated in the Year			
General Fund		17,035	12,426
Development Fund		1,262	2,309
		<u>18,297</u>	<u>14,735</u>
MOVEMENT IN FUNDS			
General Fund:-			
Balance b/fwd		383,160	370,734
Surplus for the year		17,035	12,426
Balance c/fwd		<u>400,195</u>	<u>383,160</u>
Development Fund:-			
Balance b/fwd		9,753	7,444
Surplus for the year		1,262	2,309
Balance c/fwd		<u>11,015</u>	<u>9,753</u>
Total Unrestricted Fund Balance c/fwd	12	<u>411,210</u>	<u>392,913</u>

All movements are in Unrestricted Funds

HANHAM FOLK CENTRE
BALANCE SHEET
YEAR ENDING 31 MARCH 2007

	Notes	2007		2006
		£	£	£
FIXED ASSETS				
Tangible assets	5		392,682	394,678
CURRENT ASSETS				
Stocks	6	1,072		1,133
Debtors	7	4,860		496
Cash at bank and in hand		51,102		43,821
			<u>57,034</u>	<u>45,450</u>
CREDITORS: Amounts falling due within one year	8	(10,538)		(10,033)
NET CURRENT LIABILITIES			46,496	35,417
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>439,178</u>	<u>430,095</u>
CREDITORS: Amounts falling due after more than one year	9		(30,935)	(37,182)
NET ASSETS			<u>408,243</u>	<u>392,913</u>
UNRESTRICTED FUNDS				
General Fund			400,195	383,160
Development Fund			11,015	9,753
TOTAL FUNDS			<u>411,210</u>	<u>392,913</u>

These financial statements were approved and signed by the member of the committee in September 2007

Mr K M Lawrence

Signed on behalf of the committee

HANHAM FOLK CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDING 31 MARCH 2007

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 2007 £	<i>Total Funds 2006 £</i>
Provision of Charitable Services:	124,491	130,814
	<u> </u>	<u> </u>

3. MANAGEMENT AND ADMINISTRATION

	Total Funds 2007 £	<i>Total Funds 2006 £</i>
Office costs	3,234	3,058
Accountancy fees	1,400	1,500
Legal and professional	790	1,983
Interest payable	2,774	3,079
Depreciation	4,290	4,794
	<u> </u>	<u> </u>
	12,488	14,414
	<u> </u>	<u> </u>

HANHAM FOLK CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDING 31 MARCH 2007

	Staff costs	Depreciation	Other costs	Total Funds 2007	<i>Total Funds 2006</i>
	£	£	£	£	£
Direct charitable expenditure	76,653	-	47,838	124,491	130,814
Fundraising and publicity	-	-	251	251	433
Management and administration	-	4,290	8,197	12,488	14,414
	<u>76,653</u>	<u>4,290</u>	<u>56,286</u>	<u>137,230</u>	<u>145,661</u>
The aggregate payroll costs were:				2007	<i>2006</i>
Wages and salaries				73,033	71,379
Social security costs				3,620	3,547
				<u>76,653</u>	<u>74,926</u>
				□□□□□□□□	
Particulars of employees:					
The average number of staff employed by the Charity during the financial year amounted to:				2007	<i>2006</i>
				No	No
				7	7
				2007	<i>2006</i>
				£	£
Other costs:					
Premises				39,326	40,627
Legal and professional				2,190	3,483
Other				14,770	21,831
				<u>56,286</u>	<u>65,941</u>

HANHAM FOLK CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDING 31 MARCH 2007

5. TANGIBLE ASSETS

	Folk Centre Buildings £	Sports Field £	Equipment £	Total £
COST				
At 1 April 2006	300,000	57,000	119,453	476,453
Additions	-	-	2,294	2,294
Disposals	-	-	-	
At 31 March 2007	<u>300,000</u>	<u>57,000</u>	<u>121,747</u>	<u>478,747</u>
DEPRECIATION				
Depreciation At 1 April 2006	-	-	81,775	81,775
Depreciation Charge	-	-	4,290	4,290
At 31 March 2007	<u>-</u>	<u>-</u>	<u>86,065</u>	<u>86,065</u>
NET BOOK VALUE				
At 31 March 2007	<u>300,000</u>	<u>57,000</u>	<u>35,682</u>	<u>392,682</u>
At 31 March 2006	<u>300,000</u>	<u>57,000</u>	<u>37,678</u>	<u>394,678</u>

6. STOCK	2007	<i>2006</i>
	£	£
Stock	<u>1,072</u>	<u>1,133</u>
7. DEBTORS	2007	<i>2006</i>
	£	£
Trade debtors	4,860	496
Prepayments and accrued income	0	0
	<u>4,860</u>	<u>496</u>
8. CREDITORS Amounts falling due within one year	2007	<i>2006</i>
	£	£
Bank loans and overdrafts	0	0
Letting deposits	4,440	4,363
Social Security Creditor	3,832	3,081
Development Fund Loan	0	0
Accruals	1,570	1,727
Trade creditors	697	862
	<u>10,538</u>	<u>10,033</u>
9. CREDITORS Amounts falling due after more than one year	2007	<i>2006</i>
	£	£
Bank loans and overdrafts	<u>30,935</u>	<u>37,182</u>

HANHAM FOLK CENTRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDING 31 MARCH 2007

10. SECTION ACCOUNTS

	Income 2007	Expenditure 2007	Funds Held 2007	Contribution 2007*	Contribution 2006
Ballroom Dancing	2,433	3	0	2,505	2,000
Bridge Club	1,878	364	1,473	1,200	2,400
Brush strokes Art Club	875	606	374	530	470
Chess Club	525	238	71	350	150
Cricket Club	15,499	13,018	3,214	2,500	2,500
Drama Club (HFCP)	9,704	6,567	4,898	2,500	2,500
Leisure Art Club	1,225	214	438	950	950
Modern Sequence Dancing	4,534	2,015	0	2,519	1,833
Mums and Toddlers	2,315	1,257	339	1,000	1,000
Tuesday Palette Art Club	1,871	814	290	950	950
Snooker Club	2,727	20	1,163	2,431	2,208
Tennis Club	5,517	2,213	2,992	2,500	2,500
Entertainment	925	795	340	0	0
Other					250
	□□□□□□	□□□□□□	□□□□□□	□□□□□□	□□□□□□
	50,029	28,124	15,592	19,935	19,711
<i>Funds held 2006</i>			12,293		

* Taken from section accounts 05/06

11. TRADING FUNDS

	Income (GP) 2007	Expenditure 2007	Funds Held 2007	Contribution 2007	Contribution 2006
HFC Social Club (BMC)	84,036	28,470	11,619	56,200	56,088
<i>Funds held 2006</i>			12,625		

12. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

	£	£	£
	Tangible fixed assets	Other net assets	Total
Unrestricted funds	392,682	18,528	411,210

HANHAM FOLK CENTRE
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
PROFIT AND LOSS ACCOUNT YEAR ENDING 31 MARCH 2007

	2,007		2006
	£	£	£
INCOME			
Donations		400	1,082
Development Fund (Net Income)		1,262	2,309
General/Late Section payments		0	0
Activities		11,164	12,214
Centre Sections Contributions		19,935	19,711
Surplus/Deficit of Sections		3,298	2,747
Vending		2,253	2,605
Membership		5,202	6,040
Centre Lettings		55,434	56,145
Rents Received		98	150
Social Club		56,200	56,088
Interest Income		116	85
Misc Income		165	1,219
TOTAL INCOME		<u>155,527</u>	<u>160,395</u>
DIRECT CHARITABLE EXPENDITURE			
Wages and salaries	76,653		74,926
Rates & water	5,705		5,397
Light and heat	12,007		10,317
Insurance	2,548		2,234
Repairs and maintenance	6,765		8,075
Waste Disposal	1,379		1,274
H&S and Security	688		1,888
Cleaning Materials	3,328		3,501
Activities	3,191		3,900
Vending	1,471		1,628
Sundry Costs	153		551
Licences & Subs (Theatre, PRS, PPL)	1,845		1,823
Sports Ground Rates, Water & Waste	1,429		953
Sports Ground Electricity	3,478		4,614
Miscellaneous/General	3,849		9,733
		124,491	130,814
FUNDRAISING AND PUBLICITY			
Advertising costs		251	433
MANAGEMENT AND ADMINISTRATION			
Telephone	810		653
Office Supplies	1,679		1,670
Information Systems	744		735
Legal fees	790		1,983
Accountancy fees	1,400		1,500
Bank Charges	432		432
Depreciation of fixed assets	4,290		4,794
		10,145	11,767
INTEREST PAYABLE			
Bank interest payable	55		12
Interest on other loans	2,287		2,635
		2,342	2,647
TOTAL EXPENDITURE		<u>137,230</u>	<u>145,661</u>
NET (Deficit)/SURPLUS		<u>18,297</u>	<u>14,734</u>

This page does not form part of the statutory financial statements

**HANHAM FOLK CENTRE & HFC SOCIAL CLUB CONSOLIDATED ACCOUNT
STATEMENT OF FINANCIAL ACTIVITIES (SPORTS GROUND ACCOUNT)
PROFIT AND LOSS ACCOUNT YEAR ENDING 31 MARCH 2007**

	SC £	HFC £
<u>SOCIAL CLUB ACCOUNTS</u>		
<u>INCOME</u>		
Sales	26,654	
Cost of Goods Sold		
- Bar goods	206	
- Coors	13,818	
- Crisps & Nuts	494	
- Stock Movement	26	
	□□□□□□□□	
	14,544	
	□□□□□□□□	
Gross Surplus	12,110	
	□□□□□□□□	
<u>EXPENDITURE</u>		
General		
- Nat West Charges	104	
- Giro Charges	41	
- Music Copyright	60	
	□□□□□□□□	
	204	
Sports Ground		
- Insurance Claim	364	
- Cellar Cooling System	143	
- Cleaning & Toilet Materials	35	
- Gas & Cylinder Rental	124	
- General Maintenance	274	
- Sky TV	1,080	
- Telephone	191	
	□□□□□□□□	
	2,211	
TOTAL EXPENDITURE	2,415	
	□□□□□□□□	
Net Surplus (Social Club)	9,695	
	□□□□□□□□	
<u>FOLK CENTRE ACCOUNTS</u>		
<u>INCOME</u>		
Transfer from SC to Folk Centre	(7,000)	7,000
Other Income		
- Lettings	260	
- Electricity (Tennis)	0	
	□□□□□□□□	
		□□□□□□□□
		260
		□□□□□□□□
Total Income		7,260
		□□□□□□□□
<u>Expenditure</u>		
Insurance	761	
H&S (FE)	82	
Licenses	312	
IT	60	
Office Supplies	134	
Pavilion		
- Electricity	3,478	
- Rates	212	
- Security	541	
- Waste Removal	573	
- Water	104	
Payroll - cleaner	955	
Payroll – Admin	1,111	
Professional Fees (Audit)	112	
	□□□□□□□□	
Total Expenditure		8,434
		□□□□□□□□
Net Surplus	2,695	(1,174)
	□□□□□□□□	□□□□□□□□
Total Net Surplus 06/07 (SG Account)		1,521
		□□□□□□□□

This page does not form part of the statutory financial statements