

PIN GREEN COMMUNITY ASSOCIATION CIO

UNAUDITED FINANCIAL STATEMENTS

For the period ended 31st March 2015

Charity Number : 1156808

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WAGSTAFFS

PIN GREEN COMMUNITY ASSOCIATION CIO

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Period Ended 31st March 2015

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Trustees Annual Report
Pin Green Community Association
Charity number 1156808

Charitable Objectives

1. To promote the benefits available for the inhabitants in the area, without, distinction of sex, sexual orientation, age, disability, nationality, race, political and religious preferences.
2. The objectives are to improve the conditions of life for local residents, using the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare, recreation and leisure time.
3. To establish and secure a community centre, maintaining and managing the centre (whether alone or in co-operation with any local authority or other person or body) in pursuance of the objectives.
4. To promote other charitable purposes as may be determined.

Activities

We run a community centre in the Pin Green area of Stevenage, where we have available several halls for local people to hire. The halls are used for a variety of activities, including, keep fit, dancing classes, children's parties and many other recreational pursuits. The cost of the halls is kept low to allow activities to be affordable to local people. Groups come from across the spectrum of the community; we have seen all ages, from babies to those in their 90's; able bodied to those with physical, mental and learning difficulties; groups from Christian and Muslim faiths; men and women. At present we do not have any specific groups aimed at any other faiths or at the LGBT community purely as we have not had any approaches from these groups.

During the week we run a daily lunch club (restricted account) for the elderly residents in the area giving them a place to come and a hot mid day meal. A free coffee morning is run bimonthly.

The centre is a place where people of all ages can come to socialise and get information on various activities held in the centre and in the local area of Stevenage. Basic office facilities are available for a small cost such as photocopying, printing form emails or laminating. Non profit groups can also advertise for free both within the centre and on the Facebook page.

Much of our time this year has been to cost and plan the requirements for the new community centre being built by the local council as part of the regeneration of the area that has been expected for the last few years. A CIC has also been formed to run the new café that is planned as part of the new centre. Entry into the new centre is forecast for May 2016.

The trustees have had regard to the Charity Commissions guidance on public benefit.

Achievements and performance

PGCA aims to help people feel part of their neighbourhood, community and town. By using the community centre people of similar needs, whether they are physical, social or spiritual, can come together and achieve

their own aims. PGCA supports the non profit groups by giving them discounted rates while still allowing more commercial type groups easy, affordable and flexible access to space.

Advertising is through word of mouth, social media, the website, newsletters and adverts.

2015 is the 50th anniversary of the opening of the community centre at its present site. A small gathering for trustees, both past and present and previous staff and others involved over the year was held in January. The centre has been expanded and improved over the years and, despite the fact it will be demolished once the new centre has been built, is still fit for purpose.

The lunch club is a valuable part of our benefit to the public and despite falling numbers it is used regularly by a small group of people who would otherwise be alone at lunchtime. Many of the users are widowers. We have been able to support those members who have been ill or housebound by taking their meal to them. We again were able to hold a Christmas lunch here for the regulars and friends of our lunch club.

The charity registered for gift aid tax with HMRC as is now able to claim tax on any gift aided donations.

There have been a number of fundraising initiatives this year including recycling clothes and selling new books donated by a local supermarket.

The hiring of rooms and halls allows local people both from the immediately area and from Stevenage and surrounding areas, to partake in a variety of activities. Many use the keep fit activities at the centre as they are on a pay as you go basis as this is better than paying for a gym membership. The halls are still very well used for children's parties and for other parties and family gatherings. The halls are also used by local authority groups to hold meeting including staff training and confidential case reviews. We have also been able to offer rooms over the Christmas and New Year periods when traditionally other facilities are closed, to allow parents of children in care to have supervised contact.

Future Plans

The redevelopment of the area that the community centre is in is now underway. The local council (Stevenage Borough Council) is building a new centre for PGCA to lease in a local Park a 5 minute walk from its present site. The trustees see this as an exciting opportunity to expand its use by the community. In the short term, a new community café, which has been set up as a Charitable Incorporated Company, will be opened as part of the new building. This will provide a much needed facility in a well used park, as well as providing somewhere for centre users and local people to meet. There will be a better use of the space in the building to give users more flexibility.

In the long term, the trustees would like to see the centre used for more community based functions such as fun days and park events. It may be possible to have wedding receptions on a catered basis.

Financial review

Despite having a 10% cut in the grant aid from the local council and the loss of major users, the centre has made a small surplus and the lunch club has broken even.

PGCA makes the majority of its income from renting out halls and fundraising. Less than 14% came for a grant from the local authority. There was also the non financial benefit from the council of all the maintenance of the

building and the upkeep of the compliance issues such as gas boiler servicing that they do on the association's behalf.

PGCA are aware that this financial and non financial help will not continue for many more years and are looking for ways of making up the shortfall. Part of the reasoning behind having a café is it will eventually provide an income to the centre to help with the running costs.

The major concern for the trustees when the building work at the centre site started was the effect the lack of car parking and the actual building process would have on the centres footfall. The centre has worked with the local council who have provided a temporary car park and new signage to ensure it is clear the centre is still open. To date there has not been a significant change in the number of people using the centre. We may not attract new business until we move and the trustees are aware of this. The new centre is in a more prominent position and has a better outlook and parking facility. This should help raise the profile of the centre.

A small amount of money was raised through grants but these were for very specific projects, the purchase of a new laptop for example.

There have been 2 problems with achieving payments from hirers this year. One from a hirer who stopped using the centre without giving notice and with a back payment due, and from a local authority hire that has gone unpaid. The hirer who left had not given any address details so we were unable to take him to a small claims court. After keeping the initial deposit we lost £71. The invoice for the council has been resubmitted in a number of occasions with promises to deal with the payment but no money has been paid. All their other invoices were paid with no issues.

Reserves

The association have 3 separate savings accounts in which surplus money is kept. The total reserves are £22,478. £1,000 of these are restricted for the canteen fund. Our reserves policy states that we will keep 3 months operating cost in reserve but these have been built up as the move to the new centre has been anticipated for a number of years. The council will not provide anything other than the basics at the new building so money will be needed to cover items that need to be purchased. The centre will have to be closed for a short time while the move takes place resulting in a loss of revenue. The reserves can be used if needed to pay staff and utility bills.

Structure, governance and management

The governing document for Pin Green Community Association is the one recommended for a charitable incorporated organisation (CIO) by the Charity Commission.

Trustees are recruited for volunteers from the local community and can be elected by a majority decision of the current trustees. There is no constitutional requirement for any person from any statutory body to be a trustee but a representative from the local council is assigned to the association and is a nonvoting member of the board and acts in an advisory capacity only.

The centre has a part time manager and the day to day running of the centre is left to her. This will include all the hall bookings, general care of the building, paying of all bills, supervising and managing staff, representing the association at meetings. The trustees oversee the running of the centre as a whole so will look at the general direction, policies, pricing, staff issues and pay, overseeing the H & S of the building.

The charity is a member of Community Matters, a national charity that helps and advises community groups. The centre is also an active member of the Stevenage Community Centre alliance, a group which aims to work together as centres in Stevenage. The centre is also represented on the forum for all the centres run by the local council that looks at issues that affect the town and the centres. The association has a good working relationship with the local council who is keen to promote the use of community centres in the town.

Reference and administrative details

The Pin Green Community Association is a CIO and registered with the Charity Commission with registration number 1156808.

The registered address is

Pin Green Community Association
291 Archer Road
Stevenage
Hertfordshire
SG1 5HF
tel: 01438 354662
email: pingreenc@yahoo.co.uk
website: www.pingreenc.co.uk

Charity Trustees

Mrs Sheila Kennedy Chair
Mr Michael Davies Vice Chair
Mrs Mary Susan Davies secretary
Mrs Jackie Curtin Treasurer
Mr Ken Moore
Ms Dianne Green
Mr. Lee Martens Resigned as a trustee due to failing health.

There are no corporate trustees.
No trustees hold title to any property.
There are no exemptions from disclosure.

Centre Manager Mrs Helen Henry

Independent Examiner

Nilesh Savjani
Wags LLP t/a Wagstaffs
Richmond House
Walkern Road
Stevenage
Hertfordshire
SG1 3QP

Approved by order of the board of trustees on 30/10/15 and signed on its behalf by:

.....*S. D Kennedy*..... S Kennedy (Chair) - Trustee

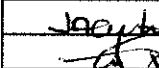
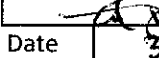
Unrestricted

Recommended categories by activity	Details of own analysis	Note	Unrestricted			Total this year £
			General Fund £	Canteen Fund £	Reserve Fund £	
Incoming resources (Note 2)						
Incoming resources from generated funds			-	-	-	-
Voluntary income		2	4,325	1,452	22,205	27,982
Activities for generating funds			-	-	-	-
Investment income		2	-	-	273	273
Incoming resources from charitable activities		2	31,348	8,336	-	39,684
Other incoming resources			-	-	-	-
	Total incoming resources		35,673	9,788	22,478	67,939
Resources expended (Notes 3-7)						
Costs of Generating Funds			-	-	-	-
Costs of generating voluntary income			-	-	-	-
Fundraising trading costs			-	-	-	-
Investment management costs			-	-	-	-
Charitable activities		3	25,423	8,195	-	33,618
Governance costs		3	976	-	-	976
Other resources expended			-	-	-	-
	Total resources expended		26,399	8,195	-	34,594
Net incoming/(outgoing) resources before transfers			9,274	1,593	22,478	33,345
Gross transfers between funds recognised gains/(losses)			-	-	-	-
Other recognised gains/(losses)			9,274	1,593	22,478	33,345
Net movement in funds			9,274	1,593	22,478	33,345
Total funds brought forward			-	-	-	-
Total funds carried forward			9,274	1,593	22,478	33,345

Unrestricted

	Note	General Fund £	Canteen Fund £	Reserve Fund £	Total this year £
Fixed assets					
Tangible assets		-	-	-	-
Investments		-	-	-	-
Total fixed assets		-	-	-	-
Current assets					
Debtors (Note 6)		2,803	-	-	2,803
Cash at bank and in hand		7,856	1,762	22,478	32,096
Total current assets		10,659	1,762	22,478	34,899
Creditors: amounts falling due within one year (Note 7)		1,385	169	-	1,554
Net current assets/(liabilities)		9,274	1,593	22,478	33,345
Total assets less current liabilities		9,274	1,593	22,478	33,345
Creditors: amounts falling due after one year		-	-	-	-
Provisions for liabilities and charges		-	-	-	-
Net assets		9,274	1,593	22,478	33,345
Unrestricted Funds of the Charity					
General Fund		9,274			9,274
Canteen Fund			1,593		1,593
Reserve Fund				22,478	22,478
Total funds		9,274	1,593	22,478	33,345

Signed by one or two trustees on behalf of all the trustees

	Signature	Print Name
		JACQUELINE CURTIN
		M. DAVIES
Date	30/10/15	

Note 1

Accounting policies

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Taxation

The Charity is exempt from corporation tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Note 2

Analysis of incoming resources

		This year
Analysis		£
Voluntary income	Donation from Pin Green Com Ass.	27,982
	Total	27,982
Activities for generating funds	Grants	7,973
	Fund raising	1,295
	Lettings	29,978
	Deposits returned	438
	Total	39,684
Investment income	Bank interest	273
	Total	273

Note 3

Analysis of resources expended

		This year
Analysis		£
Costs of generating voluntary income	Food purchases	2,940
	Staff Costs	24,088
	Water rates	230
	Repairs & renewals/equipment	903
	Telephone	387
	Heat & light	2,865
	Licences and subscriptions	605
	Printing, postage, stationery & advertising	632
	Cleaning expenses	732
	Sundry expenses	236
	Total	33,618
Governance costs	Accounting	976
	Total	976

Note 4

Details of certain items of expenditure

4.1 Trustee expenses

Number of trustees who were paid expenses
 Nature of the expenses
 Total amount paid

This year
None
N/a
£ NONE

4.2 Fees for examination or audit of the accounts

Independent examiner's or auditors' fees for reporting on the accounts
 Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year	
£	
	300
	676

Note 5

Paid employees

5.1 Staff Costs

Gross wages, salaries and benefits in kind
 Employer's National Insurance costs
 Pension costs

This year	
£	
	21,350
	2,738
	-
Total staff costs	24,088

5.2 Average number of full-time equivalent employees in the year

The parts of the charity in which the employees work

This year	
Number	
Fundraising	24,088
Charitable Activities	5
Governance	-
Other	-
Total	24,093

Note 6

Debtors and prepayments

6.1 Analysis of debtors

Trade debtors
 Prepayments and accrued income

	Amounts falling due within one year	Amounts falling due after more than one year
	This year	This year
	£	£
	1,379	-
	1,424	-
Total	2,803	-

Note 7

Creditors and accruals

7.1 Analysis of creditors

Other creditors
 Accruals and deferred income

	Amounts falling due within one year	Amounts falling due after more than one year
	This year	This year
	£	£
	566	-
	988	-
Total	1,554	-

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF

PIN GREEN COMMUNITY ASSOCIATION CIO

Period ended 31st March 2015

I report on the accounts of the charity for the period ended 31st March 2015 which are set out on pages 1 to 8.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirements of section 144(2) of the Charities Act 2011 (the 2011 Act) do not apply.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state 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 Charity Commissioners. An 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiners statement

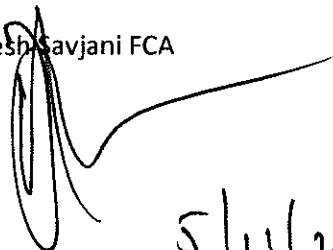
In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

Nilesh Savjani FCA



5/11/2015

Wagstaffs Chartered Accountants
Richmond House
Walkern Road
Stevenage Herts
SG1 3QP