

**PIN GREEN COMMUNITY ASSOCIATION CIO**

UNAUDITED FINANCIAL STATEMENTS

For the period ended 31st March 2017

Charity Number : 1156808



**PIN GREEN COMMUNITY ASSOCIATION CIO**

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Period Ended 31st March 2017

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**Trustees Annual Report**  
**Pin Green Community Association**  
**Charity number 1156808**

**Charitable Objectives**

- 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.
- 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.
- 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.
- To promote other charitable purposes as may be determined.

**Activities**

We run a community centre in Hampson Park in the Pin Green area of Stevenage. At present we have 30 groups, offering a wide variety of activities, using the centre.

The 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 90s; able bodied to those with physical, mental and learning difficulties.

During the week we run a daily lunch club for the older residents in the area giving them a place to come and have a hot midday meal. Our new cook is assisted one day a week by a lady with learning disabilities who enjoys her position and the social aspect of it.

The centre is a place where people of all ages can come to socialise and find information on various activities held in the centre and in the local area of Stevenage. Basic office services such as photocopying, printing from emails or laminating are available for a reasonable cost. Non-profit groups can also advertise for free both within the centre and on our Facebook page and we continue to offer free storage facilities to not-for-profit groups who solely use our premises.

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.

In April 2016 we moved from Archer Road to a purpose built facility in nearby Hampson Park and became Hampson Park Community Centre. At one end of the new building we have a Coffee Shop which officially opened in September. However, on a day in late July it was run by volunteers offering Cream Teas for the Teddy Bears' Picnic, an annual Hampson Park event. It raises money for both local and national charities and good causes each month. The results of this can be found on the Coffee Shop noticeboard.

The hiring of rooms and halls in the Community Centre allows local people from the immediate area as well as from further afield, Stevenage and surrounding towns and villages, to enjoy a variety of activities. Many come to the keep fit groups at the centre which are run on a pay-as-you-go basis as this is obviously more affordable than gym membership. The halls have enjoyed a 50% increase in bookings by individuals and continue to be used for children's parties and other family gatherings. They are also used by local authority groups for meetings, staff training and confidential case reviews.

Having a good sized car park next to the Community Centre has definitely helped with this and our designated disabled parking and drop off point directly outside the main entrance has meant we offer better access to many more potential customers. Along with our Lunch Club, it was one of the deciding factors for GEMMS, a small local charity offering respite care for people with dementia or memory problems and their carers, moving their two days a week service here.

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 whom are widowers. We have been able to support those members who have been ill or housebound by taking meals to them. We again held a Christmas lunch here for the regulars and friends of our lunch club. For the first time, we also held a Children's Christmas Party which was attended by 20 local children. We also held a well-attended fundraiser to "ring in the New Year" ably led by Aston Bell Ringers.

There have been a number of fundraising initiatives this year including recycling clothes and selling books and cards. We also held a well-attended quiz night with the proceeds split between ourselves and Keech Hospice Care which provides hospice care for adults and children with life-limiting and terminal illnesses in Herts, Beds and Bucks.

Advertising is through word of mouth, social media including Facebook and Twitter, our website, newsletters and advertisements.

### **Financial review**

We have had a further 20% cut in the grant aid from the local council, the centre has made a small surplus but the lunch club has made a loss. This is due to the drop in numbers of people using the facility, some of the regulars are now too old to come or have passed away.

PGCA makes the majority of its income from renting out halls and fundraising. Less than 14% came from 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 associations' behalf.

So far this year we have raised £1,500 for general funds and we have received £2,880 in grants, mostly to help with the move to the new centre.

## **Reserves**

The association has 3 separate savings accounts in which surplus money is kept. At 31<sup>st</sup> March 2017 the total reserves are £10,900. Our reserves policy states that we will keep 3 months operating cost in reserve but due to moving and setting up the Coffee Shop these are currently lower than is needed. We envisage that we will need to continue to support the Coffee Shop for some time although we are pleased to report that it is beginning to hold its own.

## **Assets**

Savings had been accumulated to fund furniture, equipment etc for the new building. We have purchased office furniture, a new cooker, and white goods including freezers and a dishwasher. We have been able to make a number of improvements including the outdoor patio area split into an area for Coffee Shop customers and a fenced off section for Rear Hall user activities.

## **Staffing Levels**

The number of staff employed by the Community Association has doubled in the last year and all are Stevenage residents.

## **Structure, governance and management**

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

Trustees are recruited using 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, is a non-voting 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 centre is also an active member of the Stevenage Community Centre alliance, a group which aims to work together as centres in Stevenage as well as the Stevenage Community Association Network, which meets 4 times a year with representatives of the local council. 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  
Hampson Park Community Centre  
Webb Rise  
Stevenage  
Hertfordshire  
SG1 5QU  
Tel: 01438 354662  
Email: hampsonparkcc@gmail.com  
Website: www.hampsonparkcc.co.uk

Charity Trustees

Mr Michael Davies - Chair (resigned August 2016)  
Ms Lin Martin-Haugh - Chair  
Mrs Mary Susan Davies - Secretary  
Mrs Jackie Curtin - Treasurer  
Mr Ken Moore  
Ms Dianne Green  
Mrs Cathy Woods  
Mrs Susan Hambleton  
Mrs Jean Carr  
Mr John Williams (resigned February 2017)

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.....23/1/18.....and signed on its behalf by:




L Martin-Haugh (Chair) - Trustee

Recommended categories by activity	Details of own analysis	Note	Unrestricted					Total this year £	Total last year £
			General Fund £	Canteen Fund £	Coffee Shop £	Reserve Fund £	Restricted Funds £		
<b>Incoming resources (Note 2)</b>									
<b>Income and endowments from:</b>									
Donations and legacies			-	-	-	-	-	-	
Charitable activities		2	-	-	-	-	-	-	
Other trading activities		2	50,314	8,025	-	-	24,481	82,820	
Investments		2	-	-	15,039	-	-	15,039	
Deposits			-	-	-	131	-	131	
Other incoming resources			-	-	-	-	-	-	
	<b>Total</b>		50,314	8,025	15,039	131	24,481	97,990	
								45,163	
<b>Resources expended (Notes 3-7)</b>									
<b>Expenditure on:</b>									
Raising funds			-	-	-	-	-	-	
Seperate material expense item			-	-	-	-	-	-	
Charitable activities		3	56,717	9,163	25,649	-	23,533	115,062	
Other		3	556	-	-	5	-	561	
	<b>Total</b>		57,273	9,163	25,649	5	23,533	115,623	
								46,790	
<b>Net incoming/(outgoing) resources before transfers</b>			(6,959)	(1,138)	(10,610)	126	948	(17,633)	
<b>Gross transfers between funds</b>			4,002	593	9,094	(13,689)	-	-	
<b>Net incoming/(outgoing) resources before other</b>			(2,957)	(545)	(1,516)	(13,563)	948	(17,633)	
<b>Other recognised gains/(losses)</b>			10,555	-	17,619	-	-	28,174	
<b>Net movement in funds</b>			7,598	(545)	16,103	(13,563)	948	10,541	
Total funds brought forward			6,083	1,140	-	24,495	-	31,718	
<b>Total funds carried forward</b>			13,681	595	16,103	10,932	948	42,259	
								31,718	

Unrestricted

Note	General Fund £	Canteen Fund £	Coffee Shop Fund £	Reserve Fund £	Restricted fund £	Total this year £	Total last year £
<b>Fixed assets</b>							
Tangible assets (Note 6)	8,906	-	14,540	-	-	23,446	-
Investments	-	-	-	-	-	-	-
<i>Total fixed assets</i>	8,906	-	14,540	-	-	23,446	-
<b>Current assets</b>							
Debtors (Note 7)	2,664	-	-	-	-	2,664	1,107
Cash at bank and in hand	2,820	971	1,938	10,932	948	17,609	30,800
<i>Total current assets</i>	5,484	971	1,938	10,932	948	20,273	31,907
Creditors: amounts falling due within one year (Note 8)	709	376	375	-	-	1,460	189
<i>Net current assets/(liabilities)</i>	4,775	595	1,563	10,932	948	18,813	31,718
<i>Total assets less current liabilities</i>	13,681	595	16,103	10,932	948	42,259	31,718
Creditors: amounts falling due after one year	-	-	-	-	-	-	-
Provisions for liabilities	-	-	-	-	-	-	-
<i>Total net assets or liabilities</i>	13,681	595	16,103	10,932	948	42,259	31,718
Restricted Funds					948	948	-
Unrestricted Funds of the Charity							
General Fund	13,681					13,681	6,083
Canteen Fund		595				595	1,140
Coffee Shop Fund			16,103			16,103	-
Reserve Fund				10,932		10,932	24,495
<i>Total funds</i>	13,681	595	16,103	10,932	948	42,259	31,718

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

Signature	Date of approval
	23/04/18
Date	



**Note 1**

**Accounting policies**

**Accounting convention**

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

**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.

Restricted funds can only be used for particular restricted purposes within the objects of the charity.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Tangible fixed assets**

Depreciated is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment - 20% on cost

Improvements to property - 12.5% on cost

**Note 2**

**Analysis of incoming resources**

	Analysis	This year £	Last year £
<b>Investments</b>	Bank interest	131	217
	<b>Total</b>	131	217
<b>Charitable activities</b>	Grants	29,570	8,553
	Fund raising - general	2,151	1,533
	Canteen income	7,800	9,338
	Lettings	40,372	27,497
	Deposits returned	1,147	(1,975)
	Services	41	-
	Other	1,739	-
	<b>Total</b>	82,820	44,946
<b>Other trading activities</b>	Coffee shop	15,039	-
	<b>Total</b>	15,039	-

**Note 3**

**Analysis of resources expended**

	Analysis	This year £	Last year £
<b>Charitable activities</b>	Food purchases	7,755	3,576
	Staff Costs	59,527	33,456
	Repairs & renewals/equipment	30,867	1,097
	Telephone	562	495
	Utilities	4,924	3,747
	Licences and subscriptions	354	872
	Printing, postage, stationery & advertising	1,084	557
	Cleaning expenses	1,318	730
	Insurance	1,023	776
	Sundry expenses	2,712	908
	Donations	208	-
	Depreciation	4,728	-
	Running costs	-	50
	<b>Total</b>	115,062	46,264
<b>Other</b>	Accounting	390	526
	Governance cost	166	-
	Bank charges	5	-
	<b>Total</b>	561	526

**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	Last year
-	-
-	-
-	-

**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 £	Last year £
390	300
-	226

**Note 5** **Paid employees**

**5.1 Staff Costs**

Gross wages, salaries and Employer's National insurance costs  
Pension costs

This year £	Last year £
59,527	33,456
-	-
<b>Total staff costs</b> 59,527	<b>33,456</b>

**5.2 Average number of employees in the year**

The parts of the charity in which the employees work

	This year Number	Last year Number
Fundraising	-	-
<b>Charitable Activities</b>	12	5
Governance	-	-
Other	-	-
<b>Total</b>	12	5

**Note 6** **Fixed assets**

**6.1 Cost or valuation**

At 1st March 2016  
Additions  
Balance carried forward

Equipment £	Improvements to property £	Total £
-	-	-
16,087	12,087	28,174
16,087	12,087	28,174

**6.2 Accumulated depreciation**

At 1st March 2016  
Charge for year  
Balance carried forward

-	-	-
3,217	1,511	4,728
3,217	1,511	4,728

Net book value at 29th February 2016  
Net book value at 28th February 2017

-	-	-
12,870	10,576	23,446

**Note 7**

**Debtors and prepayments**

**7.1 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 £	Last year £
	2,664	-	1,107
	-	-	-
<b>Total</b>	<b>2,664</b>	<b>-</b>	<b>1,107</b>

**Note 8**

**Creditors and accruals**

**8.1 Analysis of creditors**

Trade 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 £	Last year £
	459	-	441
	1,001	-	(252)
	-	-	-
<b>Total</b>	<b>1,460</b>	<b>-</b>	<b>189</b>

**Note 9**

**Endowment and restricted income funds**

**9.1 Funds held**

Fund Name	Type PE, EE or R	Purpose and Restrictions
The Peoples Postcode Lottery	R	Coffee shop setup including wages and salaries

## **INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF**

### **PIN GREEN COMMUNITY ASSOCIATION CIO**

#### **Period ended 31<sup>st</sup> March 2017**

I report on the accounts of the charity for the period ended 31<sup>st</sup> March 2017 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

25/1/2018

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