



HASLEMERE TOWN COUNCIL

Small Grant / Green Grant Application Form¹

CONTACT DETAILS

Name of Organisation	Haslemere District Community Centre
Contact Name	Kathleen Norstrand
Position in Organisation	Deputy Manager
Address	Lion Green, Haslemere, Surrey, GU27 1LD
Telephone	01428 648716
Email	

PROJECT DETAILS

Name of Project	Haslewey Counselling Service 'Talk to Me'
What aspect of the project will grant money be used for. Please be as specific as possible. ²	Funding will be used specifically for Haslewey's Counselling Service 'Talk to Me', a by donation only service (although clients will never be refused counselling if unable to donate). The Service is both for adults and children/young people. We generally receive limited contributions from clients and rely largely on funding for this invaluable, necessary and inundated service. In order to feasibly run the service and meet demands, we have 2 counsellors who are employed on a contract basis at a significantly discounted rate. We have dedicated a counselling room at the centre for two days per week to run all the counselling sessions. Even with sessions running back to back we still continue to have a waiting list. Funding will be used for room hire, general costs for running the service such as printing and telephone costs, a small contribution towards utilities.
What benefits for the Haslemere community do you expect will result from the project? ³	The impact of, not only, the pandemic, but now the impending recession, soaring inflation and fuel bills have added to financial worries which in turn is having a huge impact on mental health of our community. Demands for mental health counselling continue to soar in or local community and NHS counselling services are full to capacity with long waiting lists. Although, there are local private counselling services and many offering affordable counselling, for many it's still unaffordable and client's

¹ Delete as appropriate

² Use a separate sheet if required

³ Use a separate sheet if required

	are left in an uncertain period of waiting and often in desperate situations. For many, the only solution seems to use medication which for many is far from the preferred option. The number of antidepressants prescribed in England rose by 5.1% in 2021/2022 compared with the previous year — the sixth annual increase in a row. Haslewey's Counselling Service reaches out to our local community offering a professional service accessible to <u>ALL</u> , especially those without the financial means. We may not solve the mental health crisis we are facing but as a service we aim to reduce the burden on the NHS and improve our communities mental health
Scheduled project start and finish date	The project started in June 2021 and will continue for as long as there is demand and we continue to receive funding for an invaluable and imperative service.

FUNDING DETAILS

Total estimated cost of the project	On-going, but each year approx. £15,000, but if able to receive more funding we can take more clients thus an increase in costs.
Amount of grant requested from the Town Council	£1000
Have you or will you be applying to other bodies for financial assistance? ⁴	Yes
If yes please state: To whom applied	Penny Hapenny, Waverley, Shottermill War Memorial Fund, Rotary, Private Donor
Amount(s) applied for	Rotary £2500, Penny Hapenny £1500, Private Donor £1000, Shottermill £3000
Amount(s) received	Rotary £2500, Penny Hapenny £1500, Private Donor £1000, Shottermill £3000
Have you received a grant from the Town Council before? If so for how much and for what purpose? ⁵	Yes, Activities for Teens
What fundraising activities will your organisation be doing to fund this project?	Quiz Night, Raffles, Christmas Fayre, Charity Dinners – Burns, St Georges Dinner, Coffee Mornings and Tea Tents

ORGANISATION DETAILS

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	Yes Registration Number:1077316
Is it affiliated to a National Body? If yes please specify.	No
What are the aims and objectives of the organisation?	The Haslewey is a non profit charity supporting our local community and it's surrounding district of all ages in health and wellness, in the advancement of education,

⁴ HTC will not accept applications for 100% of project funding

⁵ HTC will not accept applications from organisations which have been awarded a grant in the last two years.

	helping the older populations, protection of health and the relief of poverty sickness and distress. Along with our busy counselling service, we aim to support our community in maintaining health and fitness with an array of affordable exercise classes, we believe everyone should have the opportunity to exercise and maintain their health. We welcome everyone to the centre, especially those socially isolated, we have clubs and activities to join plus a lively, affordable cafe offering home-cooked healthy food choices. We also have an affordable Diet and Weight Management service. We also support those living in isolation with a busy community meals service. We have also recently introduced a Community Fridge, we aim to help our community in anyway we can.
What is the geographical area covered by your organisation?	South East, Surrey, Waverley
Bank account to which payment should be made This must be in the name of your organisation. Payments cannot be made to individuals.	Supplied

VALIDITY CHECKLIST

For your project to be considered you must be able to confirm the following statements:

Criteria	Tick to confirm
The project is of benefit to residents of the Council's electoral area	✓
You hold a bank account in the name of the organisation applying, not an individual	✓
This application is accompanied by either the latest audited financial report or, where this does not exist, a forecast budget of income and expenditure relating to the grant application.	✓
The grant is not for a project already completed	✓
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	✓
You consent to acknowledge HTC's contribution in your marketing / promotional material	✓

DECLARATION

In submitting this application on behalf of the stated organisation I certify that all statements made or enclosed to be true. This application and all supporting information may be made publicly available	Signed: Print name: Kathleen Norstrand
Date	Tuesday 31 st January 2023

NOTES FOR APPLICANTS

Application procedure

Please note that no application can be considered unless delivered to the Town Clerk at Haslemere Town Council, Town Hall, High Street, Haslemere, Surrey, GU27 2HG at least **ten (10)** working days before the relevant Grant Committee or Council meeting.

No application will be considered by the Committee unless the applicant is able to confirm all of the Validity Checklist criteria. If in doubt contact the Town Clerk 01428 654305.

Consideration and notification

The application will be considered by the Grants Committee generally for capital expenditure only and on a matched funding basis.

The Committee meets every two [2] months. Successful applicants will be informed by letter/email as soon as possible thereafter.

Payment procedure

A grant payment will only be made by the Town Clerk against production of an original invoice or invoices for goods or services made out to the recipient organisation. Under no circumstances will payment be made to an individual.

Payments are made by cheque/BACS therefore the recipient organisation must hold a bank account in the name of the organisation.

Grants should normally be drawn down in one amount. The Grant Letter will state that the grant will automatically lapse if it is not claimed within the time specified.

As a courtesy, a reminder letter will be sent to the applicant organisation one [1] month before the expiry of the grant advising that the funds have not yet been claimed.

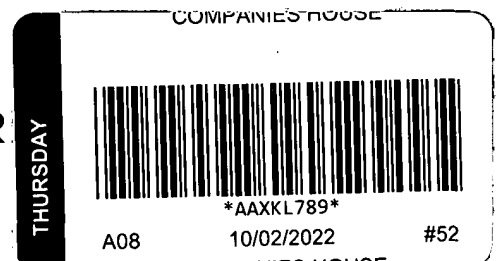
Data Protection

The information provided in this form will only be used by the Town Council in the administration of its Grants process and for no other reason. The information will be processed in accordance with the Council's data retention policy.

REGISTERED COMPANY NUMBER: 03800881 (England and Wales)
REGISTERED CHARITY NUMBER: 1077316

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 July 2021
for
HASLEMERE AND DISTRICT COMMUNITY CENTRE**


KNOX CROPPER
chartered accountants



HASLEMERE AND DISTRICT COMMUNITY CENTRE

Contents of the Financial Statements for the Year Ended 31 July 2021

	Page
Report of the Trustees	1 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7 to 8
Notes to the Financial Statements	9 to 18

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Report of the Trustees for the Year Ended 31 July 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The main objectives of the charity were to raise funds for and build a community centre (known as Haslewey) in the town of Haslemere, Surrey and thereafter to manage and administer the said community centre for charitable purposes for the benefit of the community of Haslemere and the surrounding district in accordance with the Charity Commission's guidance on public benefit and, in particular, for the advancement of education, the relief of elderly people, the protection of health and the relief of poverty, sickness and distress. The Trustees confirm that they have had regard for the Charity Commission guidance in respect of Public Benefit when reviewing the Charitable Company's aims and objectives and planning future activities. In particular, they considered how planned activities will contribute to the aims and objectives that have been set.

Public benefit

The charity was established to work in co-operation with other organisations, whether statutory, voluntary or commercial, to establish and manage a community centre at which services to all members of the community could be provided for. Haslewey has operated since 2003 as explained above.

ACHIEVEMENT AND PERFORMANCE

The Trustees are satisfied with the achievements and performance of Haslewey and the facilities provided and believe that they are fulfilling the main objectives of the charity. During the year capital expenditure of £2,200 was incurred at the Centre and this is included in the Fixed Assets movements for the year.

FINANCIAL REVIEW

Financial review

The Charity recorded Net Outgoing Resources for the year of £42,066 (2020: £40,406). Total funds at the end of the year amounted to £1,032,402 (2020: £1,074,468) of which £897,425 (2019: £918,439) were for Restricted Purposes. Reserves, representing unrestricted funds excluding fixed assets, amounted to £62,561 (2019: £51,504). The Directors and Trustees consider that the present level of reserves is adequate to support the continuation of the charity and that the financial position of the charity is broadly satisfactory despite the uncertain economic environment at the time of signing these accounts. The strength of cash reserves held gives the Trustees confidence that there are no material uncertainties about the charity's ability to continue as a going concern. Although the charity had had to dip into reserves due to lost income during the Covid pandemic, we have been fortunate enough to secure the following grants:

The Haslemere Ha'penny Trust £2,572
Waverley Borough Council £22,052
Haslemere Town Council £10,000
The Hazelhurst Trust £12,000
Surrey Community Action £20,000

The charity continues to seek out other grant funding opportunities whilst we ourselves are unable to hold fundraising events at the community centre due to social distancing restrictions.

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Report of the Trustees for the Year Ended 31 July 2021

FINANCIAL REVIEW

Reserves policy

In the current year, the Trustees have reviewed the Charitable Company's Reserves, and have formulated the following policies:

Restricted Funds

The Building Fund represents the investment in the long leasehold building occupied by the company and made available for community use together with the fixtures and fittings that were installed when Haslewey opened for business in 2003 and shortly thereafter. The Building Fund is charged with depreciation in respect of the long leasehold building and those fixtures and fittings.

The Orchard Bequest represents a generous bequest from the Estate of the late E E Orchard received in 2007 and 2008, for the purpose of funding the provision within Haslewey of equipment and facilities for the elderly.

The Community Events fund represents monies raised for various community initiatives undertaken such as Brighter Futures and Children's Summer Activities.

The Post Office fund represents the incoming and outgoing resources that relate to the management of the Post Office.

The Waverley Borough Council fund relates to grants received from the council to be used to provide services that benefit and aid the elderly.

The Ha'penny Trust Fund represents the incoming and outgoing resources that relate to the running of a workshop for teens between the ages of 14 to 16.

The Community Meals Fund represents grants received from CFS and Waverley Borough Council towards the provision of community meals. The Community Meals Service has been running throughout the Covid pandemic and the demand has increased by approximately 50% with support of our volunteers. The Community Meals service has historically been supported financially by the income from the cafe but during lockdown whilst closed and reduced numbers due to social distancing when it was permitted to open, we have had to dip into our reserves to support this vital service.

The tablet fund represents funds received for the provision of tablets to the most isolated people in the Haslemere area as part of the Haslewey Community Connections partnership.

Unrestricted Funds

The level of unrestricted funds, after deducting that part represented by tangible fixed assets, will be built up to approximately 50% of total yearly operating expenditure. This should be achievable within four years.

FUTURE PLANS

There are no major capital expenditure plans for 2022. The Charity will continue to run the Community Meals Service and run a successful café providing nutritional low-cost meals primarily for the elderly. With the aid of a Service Level Agreement from Waverley Borough Council, the Charity will continue to expand the range of activities and clubs available to the elderly in Haslemere once the Covid restrictions allow the charity to do so.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 5th July 1999 and registered as a charity on 7th September 1999. The company was established under a Memorandum of Association which contained the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up the members are required to contribute an amount not exceeding £10.

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Report of the Trustees for the Year Ended 31 July 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The Directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the current Articles of Association one third of the Trustees are required to be re-elected every three years at each Annual General Meeting. The appointment of a new Trustee has to be approved by existing Trustees.

Organisational structure

The Directors and Trustees determine the charity's strategy and govern its activities on a voluntary and unremunerated basis. The day-to-day management of the charity's activities is delegated to the Haslewey Manager. This is a part-time salaried post supported by a Deputy Manager, and other staff and volunteers. The Directors and Trustees hold regular meetings with the Haslewey Manager to oversee the charity's activities and make decisions relating to its strategy and activities. The Articles of Association direct that the number of Trustees must be at least three with no maximum. The Directors and Trustees would like to record their gratitude to all staff and volunteers who have worked extremely hard through what has proved to be a very challenging year.

Induction and training of new trustees

The Directors and Trustees have sufficient experience within their respective fields to understand the purpose and objectives of the charity and to determine and monitor its strategy. They are encouraged to maintain their knowledge of their legal and professional responsibilities under company and charity law.

Key management remuneration

Trustees and other key management personnel do not receive any benefit with regard to the services performed for the company.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03800881 (England and Wales)

Registered Charity number

1077316

Registered office

Office Suite 1, Haslemere House
Lower Street
Haslemere
Surrey
GU27 2PE

Trustees

A M Barrett
Ms P Bradley
K E Griffiths
B Howard
J Jeffcoat
E A Piper
W Carroll
Ms R A McLusky-Cannings
J D Barton
Ms C M Warrington
Ms C James (appointed 7.12.20)

HASLEMERE AND DISTRICT COMMUNITY CENTRE

**Report of the Trustees
for the Year Ended 31 July 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

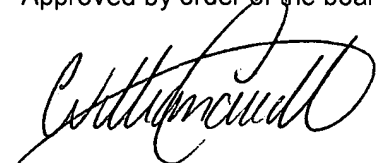
James Holland-Leader FCA
ICAEW
Knox Cropper LLP
Chartered Accountants
Office Suite 1
Haslemere House
Lower Street
Haslemere
Surrey
GU27 2PE

Bankers

Lloyds Bank plc
12 High Street
Haslemere
Surrey
GU27 2JG

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 25 January 2022 and signed on its behalf by:



W Carroll - Trustee

Independent Examiner's Report to the Trustees of Haslemere and District Community Centre

Independent examiner's report to the trustees of Haslemere and District Community Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2021.

This report is made to the trustees, as a body, in accordance with the terms of my engagement. Our work has been undertaken so that we might carry out an Independent Examination of the financial statements in accordance with the General Directions given by the Charity Commissioners. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Company's trustees, as a body, for our work or for this report.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

James Holland-Leader FCA
ICAEW
Knox Cropper LLP
Chartered Accountants
Office Suite 1
Haslemere House
Lower Street
Haslemere
Surrey
GU27 2PE

25 January 2022

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 July 2021

	Notes	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		16,645	56,625	73,270	80,487
Charitable activities					
Charitable activities		221,264	-	221,264	236,846
Other trading activities	3	<u>6,615</u>	<u>-</u>	<u>6,615</u>	<u>14,083</u>
Total		244,524	56,625	301,149	331,416
EXPENDITURE ON					
Raising funds		253	-	253	3,997
Charitable activities					
Charitable activities	4	<u>265,323</u>	<u>77,639</u>	<u>342,962</u>	<u>367,825</u>
Total		265,576	77,639	343,215	371,822
NET INCOME/(EXPENDITURE)		(21,052)	(21,014)	(42,066)	(40,406)
RECONCILIATION OF FUNDS					
Total funds brought forward		156,029	918,439	1,074,468	1,114,874
TOTAL FUNDS CARRIED FORWARD		<u>134,977</u>	<u>897,425</u>	<u>1,032,402</u>	<u>1,074,468</u>

The notes form part of these financial statements

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Balance Sheet 31 July 2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	11	929,358	994,923
CURRENT ASSETS			
Stocks	12	1,000	1,000
Debtors	13	13,777	17,797
Cash at bank and in hand		<u>120,884</u>	<u>75,588</u>
		135,661	94,385
CREDITORS			
Amounts falling due within one year	14	(32,617)	(14,840)
		<u>103,044</u>	<u>79,545</u>
NET CURRENT ASSETS			
		103,044	79,545
TOTAL ASSETS LESS CURRENT LIABILITIES		1,032,402	1,074,468
NET ASSETS		1,032,402	1,074,468
FUNDS	16		
Unrestricted funds		134,977	156,029
Restricted funds		<u>897,425</u>	<u>918,439</u>
TOTAL FUNDS		1,032,402	1,074,468

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

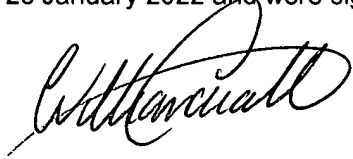
The notes form part of these financial statements

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Balance Sheet - continued
31 July 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 25 January 2022 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'W Carroll', written in a cursive style.

W Carroll - Trustee

The notes form part of these financial statements

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Notes to the Financial Statements for the Year Ended 31 July 2021

1. GENERAL INFORMATION

Haslemere and District Community Centre is a charitable company incorporated in England and Wales under the Companies Act 2006. A description of the nature of Haslemere and District Community Centre's operations and its principal activity is disclosed in the Report of the Trustees.

The address of Haslemere and District Community Centre is: Haslewey Community Centre, Lion Green, Haslemere, Surrey, GU27 1LD.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. In particular: grants, donations and gifts are recognised when they are received, interest income is included when received, and trading income is recognised when the goods or services are provided to the customer.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Tangible fixed assets

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

- | | |
|-----------------------|-----------------------------------|
| Long leasehold | - in accordance with the property |
| Fixtures and fittings | - at varying rates on cost |

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

2. ACCOUNTING POLICIES - continued

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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Deferred Income

Where income is received in advance of meeting any performance related conditions and there is not unconditional entitlement to the income, its recognition is deferred and included in creditors as deferred income until the performance conditions are met.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Significant Management Judgements and Estimation Uncertainties

The following are the critical judgements and key sources of estimation uncertainty that the Board has made in the process of applying the charity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements:

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Notes to the Financial Statements - continued for the Year Ended 31 July 2021

2. ACCOUNTING POLICIES - continued Significant Management Judgements and Estimation Uncertainties - continued

Useful lives of depreciable assets

Management reviews its estimate of the useful lives of depreciable assets at each reporting date based on the expected utility of the assets. Uncertainties in these estimates relate to 'technological obsolescence' and wear and tear of the charity's fixtures and fittings.

3. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Fundraising events	5,885	13,398
Equipment hire	730	685
	<u>6,615</u>	<u>14,083</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 5)	Support costs (see note 6)	Totals
	£	£	£
Charitable activities	<u>314,828</u>	<u>28,134</u>	<u>342,962</u>

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2021	2020
	£	£
Staff costs	134,694	136,554
Other operating leases	3,860	3,318
Rates and water	3,066	1,924
Insurance	3,563	3,720
Light and heat	15,126	14,216
Purchases	38,042	48,380
Kitchen equipment maintenance	6,358	7,549
Volunteer expenses	1,892	981
Sundries	4,705	5,130
Repairs and maintenance	7,441	24,938
Cleaning	12,806	16,506
Refuse collection	1,957	2,473
Motor and travel expenditure	1,342	3,050
Staff Entertainment	2,135	-
Irrecoverable VAT	10,078	-
Depreciation	<u>67,763</u>	<u>65,249</u>
	<u>314,828</u>	<u>333,988</u>

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Notes to the Financial Statements - continued for the Year Ended 31 July 2021

6. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Charitable activities	<u>26,791</u>	<u>223</u>	<u>1,120</u>	<u>28,134</u>

Support costs, included in the above, are as follows:

	2021 Charitable activities £	2020 Total activities £
Wages	16,011	17,587
Social security	54	213
Pensions	640	624
Computer costs	2,880	3,827
Payroll administration	735	936
Professional fees	2,060	2,296
Post & stationery	980	3,327
Telephone	2,881	2,807
Advertising	550	510
Bank charges	223	90
Independent examination	<u>1,120</u>	<u>1,620</u>
	<u>28,134</u>	<u>33,837</u>

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Depreciation - owned assets	67,765	65,249
Other operating leases	3,860	3,318
Independent Examination	<u>1,120</u>	<u>1,620</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2021 nor for the year ended 31 July 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2021 nor for the year ended 31 July 2020.

HASLEMERE AND DISTRICT COMMUNITY CENTRE

**Notes to the Financial Statements - continued
for the Year Ended 31 July 2021**

9. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	140,837	143,592
Social security costs	6,401	6,285
Other pension costs	4,161	5,101
	<u>151,399</u>	<u>154,978</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Charitable activities	6	6
Support	2	2
	<u>8</u>	<u>8</u>

No employees received emoluments in excess of £60,000.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	21,637	58,850	80,487
Charitable activities			
Charitable activities	202,462	34,384	236,846
Other trading activities	<u>14,083</u>	<u>-</u>	<u>14,083</u>
Total	238,182	93,234	331,416
EXPENDITURE ON			
Raising funds	3,997	-	3,997
Charitable activities			
Charitable activities	281,973	85,852	367,825
Total	<u>285,970</u>	<u>85,852</u>	<u>371,822</u>
NET INCOME/(EXPENDITURE)	(47,788)	7,382	(40,406)
Transfers between funds	<u>42,586</u>	<u>(42,586)</u>	<u>-</u>
Net movement in funds	(5,202)	(35,204)	(40,406)
RECONCILIATION OF FUNDS			
Total funds brought forward	161,231	953,643	1,114,874

HASLEMERE AND DISTRICT COMMUNITY CENTRE

**Notes to the Financial Statements - continued
for the Year Ended 31 July 2021**

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund £	Restricted funds £	Total funds £
TOTAL FUNDS CARRIED FORWARD	<u>156,029</u>	<u>918,439</u>	<u>1,074,468</u>
11. TANGIBLE FIXED ASSETS	Long leasehold £	Fixtures and fittings £	Totals £
COST			
At 1 August 2020	910,446	538,298	1,448,744
Additions	<u>-</u>	<u>2,200</u>	<u>2,200</u>
At 31 July 2021	<u>910,446</u>	<u>540,498</u>	<u>1,450,944</u>
DEPRECIATION			
At 1 August 2020	99,104	354,717	453,821
Charge for year	<u>9,105</u>	<u>58,660</u>	<u>67,765</u>
At 31 July 2021	<u>108,209</u>	<u>413,377</u>	<u>521,586</u>
NET BOOK VALUE			
At 31 July 2021	<u>802,237</u>	<u>127,121</u>	<u>929,358</u>
At 31 July 2020	<u>811,342</u>	<u>183,581</u>	<u>994,923</u>
12. STOCKS		2021 £	2020 £
Stocks		<u>1,000</u>	<u>1,000</u>
13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2021 £	2020 £
Trade debtors		4,565	5,119
VAT		-	1,105
Accrued income		6,731	7,682
Prepayments		<u>2,481</u>	<u>3,891</u>
		<u>13,777</u>	<u>17,797</u>

HASLEMERE AND DISTRICT COMMUNITY CENTRE

**Notes to the Financial Statements - continued
for the Year Ended 31 July 2021**

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	5,614	4,945
VAT	9,580	-
Other creditors	7,182	7,132
Deferred income	7,167	-
Accrued expenses	<u>3,074</u>	<u>2,763</u>
	<u>32,617</u>	<u>14,840</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund	Restricted funds	2021 Total funds	2020 Total funds
	£	£	£	£
Fixed assets	72,416	856,942	929,358	994,923
Current assets	87,996	47,665	135,661	94,385
Current liabilities	<u>(25,435)</u>	<u>(7,182)</u>	<u>(32,617)</u>	<u>(14,840)</u>
	<u>134,977</u>	<u>897,425</u>	<u>1,032,402</u>	<u>1,074,468</u>

16. MOVEMENT IN FUNDS

	At 1.8.20	Net movement in funds	At 31.7.21
	£	£	£
Unrestricted funds			
General fund	156,029	(21,052)	134,977
Restricted funds			
Community Events	26,004	-	26,004
Orchard Bequest Fund	58,005	(21,605)	36,400
Building Fund	811,342	(9,105)	802,237
Post Office Fund	15,312	(2,746)	12,566
Waverley Borough Council Grant Fund	7,148	-	7,148
Ha'penny Trust	-	2,442	2,442
Dishwasher	628	-	628
Tablets Fund	-	10,000	10,000
	<u>918,439</u>	<u>(21,014)</u>	<u>897,425</u>
TOTAL FUNDS	<u>1,074,468</u>	<u>(42,066)</u>	<u>1,032,402</u>

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Notes to the Financial Statements - continued for the Year Ended 31 July 2021

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	244,524	(265,576)	(21,052)
Restricted funds			
Orchard Bequest Fund	-	(21,605)	(21,605)
Building Fund	-	(9,105)	(9,105)
Post Office Fund	-	(2,746)	(2,746)
Ha'penny Trust	2,572	(130)	2,442
Community Meals	22,052	(22,052)	-
Surrey Community Coronavirus Fund	20,000	(20,000)	-
Tablets Fund	12,000	(2,000)	10,000
	<u>56,624</u>	<u>(77,638)</u>	<u>(21,014)</u>
TOTAL FUNDS	<u>301,148</u>	<u>(343,214)</u>	<u>(42,066)</u>

Comparatives for movement in funds

	At 1.8.19 £	Net movement in funds £	Transfers between funds £	At 31.7.20 £
Unrestricted funds				
General fund	161,231	(47,788)	42,586	156,029
Restricted funds				
Community Events	26,004	-	-	26,004
Orchard Bequest Fund	76,973	(18,968)	-	58,005
Building Fund	820,446	(9,104)	-	811,342
Post Office Fund	18,058	(2,746)	-	15,312
Waverley Borough Council Grant Fund	7,148	13,000	(13,000)	7,148
National Lottery Community Fund	1,500	(1,500)	-	-
Dishwasher	628	-	-	628
Air Conditioning	2,886	-	(2,886)	-
Kitchen Fund	-	26,700	(26,700)	-
	<u>953,643</u>	<u>7,382</u>	<u>(42,586)</u>	<u>918,439</u>
TOTAL FUNDS	<u>1,114,874</u>	<u>(40,406)</u>	<u>-</u>	<u>1,074,468</u>

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Notes to the Financial Statements - continued for the Year Ended 31 July 2021

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	238,182	(285,970)	(47,788)
Restricted funds			
Orchard Bequest Fund	-	(18,968)	(18,968)
Building Fund	-	(9,104)	(9,104)
Post Office Fund	-	(2,746)	(2,746)
Waverley Borough Council Grant Fund	26,000	(13,000)	13,000
National Lottery Community Fund	20,000	(21,500)	(1,500)
Community Meals	5,500	(5,500)	-
Kitchen Fund	26,700	-	26,700
PPE Fund	1,650	(1,650)	-
Surrey Community Coronavirus Fund	5,000	(5,000)	-
Coronavirus Job Retention Scheme	8,384	(8,384)	-
	<u>93,234</u>	<u>(85,852)</u>	<u>7,382</u>
TOTAL FUNDS	<u>331,416</u>	<u>(371,822)</u>	<u>(40,406)</u>

The Charity holds the following Restricted Funds:

- 1) **Building Fund** - This represents the investment in the long-leasehold building at Haslewey.
- 2) **Orchard Bequest** - This represents the generous bequest from the Estate of the late E E Orchard for the purpose of funding provision within Haslewey of equipment and facilities for the elderly.
- 3) **Community Events** - This represents community projects such as Brighter Futures, Children's Summer Activities and a Lottery Grant for the Café.
- 4) **Post Office Fund** - This represents funds received for the initiative to provide a Post Office at the Haslewey community centre.
- 5) **Waverley Borough Council Fund** - This fund represents the money received from the council that is required to be used to provide services and aid to the elderly.
- 6) **The Ha'penny Trust Fund** represents the incoming and outgoing resources that relate to the running of a workshop for teens between the ages of 14 to 16.
- 7) **The Dishwasher Fund** represents donations for the purpose of funding the provision within Haslewey of a dishwasher. The asset was purchased during the preceding year and the cost transferred to unrestricted funds.
- 8) **The Air Conditioning Fund** represents donations for the purpose of funding the provision within Haslewey of an air conditioning system.
- 9) **The Community Meals Fund** represents grants received from CFS and Waverley Borough Council towards the provision of community meals.
- 10) **Tablet Fund** - This represents funds received for the provision of tablets to the most isolated people in the Haslemere area as part of the Haslewey Community Connections partnership.

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Notes to the Financial Statements - continued for the Year Ended 31 July 2021

17. RELATED PARTY DISCLOSURES

There were no related party transactions during the year (2020: £Nil).

18. VOLUNTEERS

The Charitable Company is dependent on the valuable contribution of its volunteers who give their considerable time and expertise to make the running of the charity a success. The role of volunteers is to assist in the day to day running of the Community Centre as well as the administration of the Charity.

19. GOING CONCERN

Given the net current asset position of the charitable company and the plans in place to address the deficit in the year, there are no material uncertainties about the charity's ability to continue as a Going Concern.