REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2020

FOR

HANGLETON COMMUNITY ASSOCIATION

Chariot House Limited Chartered Accountants 44 Grand Parade Brighton East Sussex BN2 9QA

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2020

	F	ag	e
Report of the Trustees	1	to	5
Independent Examiner's Report		6	
Statement of Financial Activities		7	
Balance Sheet	8	to	9
Notes to the Financial Statements	10	to	16

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2020

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 31st March 2020. 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 aimsObjectives

The objects of the Charity are to:-

- a) Promote the benefit of the inhabitants of the area enclosed by the political ward boundaries of Hangleton (hereafter called "the area of benefit") without distinction of sex, sexual orientation, race or of political, religious or other beliefs or opinions, age or disability by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- b) Establish, or secure the establishment of a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects, and
- c) Promote such other charitable purposes as may from time to time be determined.

Aims

Hangleton Community Associations' primary role is the management of Hangleton Community Centre, where it seeks to facilitate activities which improve the wellbeing of local residents and meet local needs, in addition the HCA also provide support to residents through information, signposting and volunteering opportunities.

Public benefit

The Trustees certify that they have had and paid due regard to the Charity Commission guidance on public benefit in deciding what activities the Charity should undertake. This they believe is demonstrated in this report.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities Charitable activities

2019/20 was another busy year for Hangleton Community Centre, which operated successfully until having to close temporarily from March due to Covid 19.

Staff

The Centre began the year with more staff changes. Our Senior Admin Assistant was welcomed back from maternity leave and our Trustee who had been covering the role stepped down after a successful handover.

Our new Centre Manager was appointed at the start of the financial year, in a role that we increased to 34 hours per week to enable him to pursue further business and funding opportunities.

He stayed in the role until September when he moved to start a university course, and after another recruitment process we appointed our Senior Admin Assistant to the role. The trustees have been impressed by her increased dedication and commitment to the centre this year. She has been supported by our additional office staff member which has kept the office open throughout the week from 9-5, enabling us to provide an excellent service to the Centre and its users.

Other staff changes included moving our casual cleaning and building staff onto permanent contracts with regular contracted hours, to give them more security and employment rights.

We also expanded the role of one cleaner to cover office and building duties, which coincided with another of our office staff going on maternity leave at the end of the year.

We have benefited from regular input from local volunteers this year, particularly around events such as the regular Brighton Festival weekend.

Activities and Bookings

As always we have retained most of our regular user groups at the centre this year and new groups have joined, extending the range of activities offered by HCC. Sage Holistics continue to use our space as a treatment room, Brighton & Hove Council are using office space for their Integrated Families Team, and we now have a play therapist using the space formerly rented by The Princes Trust.

There have been many successful events at the Centre this year, most notably Your Place 2019: a weekend of free activities, workshops and performances as part of Brighton Festival, and was a fundraising opportunity with pop-up café run by centre.

Other activities included circus and theatre workshops, and Friends of Hangleton Park Summer Festival which uses the Centre as well as the park outside.

Our meeting rooms continue to be used regularly by local community groups and organisations including The Hangleton & Knoll Project Youth Team which is now running successfully twice a week, The Harbinger, and Rainbow Families. We also have a large weekly Egyptian Coptic Church group utilising the hall space on Sunday evenings.

Income and Fundraising

We had a very successful funding bid this year, resulting in a record £9,000 received from the Communities Fund (BHCC).

We carried out fundraising through a Christmas celebration held jointly with Friends of Hangleton Park, raising awareness of the centre, supporting community activities and raising money through raffles and stall hire.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2020

Our main source of income (pre Covid) continued to be from weekend party bookings. We undertook a review of prices for room bookings and parties this year and changed the tariff to give a fair rate to community non-profit groups, while maximising income from more commercial bookings. The party prices increased while still remaining very competitive, and we introduced a refundable deposit on each booking to make sure we are covered in the case of any damage to property or failure to clean the area afterwards, which has been a big improvement to the service.

FINANCIAL REVIEW

Financial position

The charity incurred a deficit in the year of £15,574 (2019: deficit £8,057) and this has been deducted from the reserves brought forward of £28,394 to leave £12,820 to be carried forward.

Investment policy and objectives

The Memorandum of Association allows the Trustees to deposit or invest funds in any manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification).

Reserves policy

The level of reserves is regularly monitored by the Trustees and is currently considered to be reasonable given the nature and scale of the Charity's activities. The Trustees would consider a level of unrestricted reserves equivalent to 3 months expenditure to be appropriate to be held at any one time and this target has since been achieved.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Hangleton Community Association was incorporated on 8 February 2013 (registered company number 8395631). It received charitable status on 8 April 2013 (registered charity number 1151567) and took over the assets, liabilities and activities of the Unincorporated Charity, Hangleton Community Association (registered charity number 298517) on 1 May 2013.

Charity constitution

The Charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association dated 8 February 2013.

Recruitment and appointment of new trustees

The Trustees (Directors for Companies Act purposes) are listed in this report. The subscribers to the Memorandum are the first Trustees of the Charity, and when complete the Board should consist of at least 3 but not more than 9 individuals.

One third (or the number nearest one third) of the Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A Trustee retiring under this Article may stand for re-election.

A potential Trustee is invited to meet the chairperson and/or one other Trustee for an informal discussion and given an information and expression of interest form to complete. This information is taken to a board meeting and if the individual is deemed appropriate for the committee they are notified in writing along with a copy of the HCA Trustee handbook. The successful candidate is invited to attend a Committee Meeting whereby they are formally elected onto the board subject to DBS clearance.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08395631 (England and Wales)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2020

Registered Charity number

1151567

Registered office

Hangleton Community Centre Harmsworth Crescent Hove East Sussex BN3 8BW

Trustees

I R E Farrell
Mrs H Maclcod
Ms H Izso (resigned 15/8/2019)
Ms J I Cohen
Ms R A O'Leary
Mrs B R Rohowsky-Miller (appointed 12/6/2019) (resigned 1/5/2021)
A May (resigned 1/9/2020)

Company Secretary

Miss G V Powell

Independent Examiner

Christopher Robert Tyler FCA DChA FCIE Chartered Accountant Chariot House Limited Chartered Accountants 44 Grand Parade Brighton East Sussex BN2 9QA

Bankers

CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Hangleton Community Association for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2020

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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 9th June 2021 and signed on its behalf by:

Mrs H Macleod - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HANGLETON COMMUNITY ASSOCIATION (REGISTERED NUMBER: 08395631)

Independent examiner's report to the trustees of Hangleton Community Association ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2020.

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

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.

Christopher Robert Tyler FCA DChA FCIE Chartered Accountant Chariot House Limited Chartered Accountants 44 Grand Parade Brighton East Sussex BN2 9OA

10th June 2021

STATEMENT OF FINANCIAL ACTIVITIES

(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31ST MARCH 2020

		2020	2019
		Unrestricted	Total
		fund	funds
INCOME AND ENDOWMENTS EDOM	Notes	£	£
INCOME AND ENDOWMENTS FROM	2	0.116	5 422
Donations and legacies	2	9,116	5,432
Charitable activities	5		
Community Centre Income		67,539	80,037
Other trading activities	3	646	1,052
Investment income	4	16	
Total		77,317	86,521
ENDENDITUDE ON			
EXPENDITURE ON Raising funds		1,892	1,838
Charitable activities	6		
Community Centre Expenditure	U	90,999	92,740
Total		92,891	94,578
NET INCOME/(EXPENDITURE)		(15,574)	(8,057)
RECONCILIATION OF FUNDS			
Total funds brought forward		28,394	36,451
TOTAL FUNDS CARRIED FORWARD		12,820	28,394

BALANCE SHEET 31ST MARCH 2020

		2020	2019
		Unrestricted	Total
		fund	funds
	Notes	£	£
CURRENT ASSETS			
Debtors	13	2,066	2,348
Cash at bank and in hand		11,834	27,126
		13,900	29,474
CREDITORS			
Amounts falling due within one year	14	(1,080)	(1,080)
NET CUDDENT ACCETO		12.820	29.204
NET CURRENT ASSETS		12,820	<u>28,394</u>
TOTAL ASSETS LESS CURRENT			
LIABILITIES		12,820	28,394
En Wietties		12,020	20,37
NET ASSETS		12,820	28,394
FUNDS	15		
Unrestricted funds		12,820	28,394
TOTAL FUNDS		12,820	28,394

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2020 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

Page 8 continued...

BALANCE SHEET - continued 31ST MARCH 2020

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 9th June 2021 and were signed on its behalf by:

H Macleod - Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, 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 2015)', Financial Reporting Standard FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Hangleton Community Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note (s).

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The trustees/directors consider that there are no material uncertainties about the company's ability to continue as a going concern. The trustees have taken advantage of the various sources of Government support during the COVID-19 pandemic and consider that it will not have a significant impact on the company's ability to continue trading. Income from trading activities is expected to reduce due to the lockdown conditions and steps are being taken to make cost savings. The trustees regard any impact to be short term rather than affecting the company's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

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.

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 including irrecoverable VAT 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.

Expenditure has been classified under the following relevant headings:

- a). Costs of generating funds those costs incurred in attracting grants, voluntary income and fees.
- b). Charitable expenditure those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- c). Support costs those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition.

Page 10 continued...

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST MARCH 2020

1. ACCOUNTING POLICIES - continued

Tangible fixed assets and depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Equipment 4 years straight line

Assets funded from restricted monies have been written off in the year in which the expenditure has been incurred.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK Corporation Tax purposes. Accordingly the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 Corporation Tax Act 2010 or Schedule 256 of Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes

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.

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.

2. DONATIONS AND LEGACIES

DOINTITO IS IN D ELIGITORES		
	2020	2019
	£	£
Donations	116	432
Grants	9,000	5,000
	9,116	5,432
		
Grants received, included in the above, are as follows:		
	2020	2019
	£	£
Brighton and Hove City Council	9,000	5,000

Page 11 continued...

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST MARCH 2020

3.	OTHER TRADING ACTIVIT	TIES		2020	2019
	Fundraising events			£ 646	£ 1,052
4.	INVESTMENT INCOME			2020	2019
	Deposit account interest			<u>£</u> 16	£
5.	INCOME FROM CHARITAI	BLE ACTIVITIES		2020	***
	Room hire etc.	Activity Community Centre Income		2020 £ 67,539	2019 £ 80,037
6.	CHARITABLE ACTIVITIES	COSTS	Direct Costs (see note 7) £	Support costs (see note 8)	Totals f.
	Community Centre Expenditure		<u>89,589</u>	1,410	90,999
7.	Staff costs Light and heat Repairs and renewals Cleaning and waste Rates and water Insurance Printing and stationery Travel Equipment (minor) Professional fees Training Miscellaneous Payroll charges	TABLE ACTIVITIES		2020 £ 67,776 5,332 5,012 4,077 4,807 825 681 47 382 (1,140) 199 1,317 274 89,589	2019 £ 68,796 5,852 1,197 3,665 2,869 912 1,375 191 1,583 2,198 25 2,067 360 91,090

Page 12 continued...

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST MARCH 2020

8. SUPPORT COSTS

		Governance costs
		£
Community Centre Expenditure		<u> 1,410</u>
Support costs, included in the above, are as follows:		
	2020	2019
	Community	
	Centre	Total
	Expenditure	activities
	£	£
Independent examination	<u>1,410</u>	<u>1,650</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2020 nor for the year ended 31st March 2019.

Trustees' expenses

One trustee was reimbursed for childcare costs of £120 and one trustee reimbursed travel costs of £47.30 (2019: one trustee was reimbursed mileage of £44 and another trustee reimbursed childcare costs of £156).

10. STAFF COSTS

Staff costs during the year were as follows:

	2020	2019
£		
Wages and salaries	64,437	66,624
Social security costs	3,063	2,279
Pension costs	276	381

No employee received remuneration in excess of £60,000 (2019 none).

The average monthly headcount for the year was 7 (2019 7).

The charity considers its key management personnel comprises the trustees. No employment benefits were paid to its key management personnel (other than disclosed in note 8).

Page 13 continued...

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST MARCH 2020

11.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES	
		Unrestricted fund £
	INCOME AND ENDOWMENTS FROM Donations and legacies	5,432
	Charitable activities Community Centre Income	80,037
	Other trading activities Total	1,052 86,521
	EXPENDITURE ON Raising funds	1,838
	Charitable activities Community Centre Expenditure	92,740
	Total	94,578
	NET INCOME/(EXPENDITURE)	(8,057)
	RECONCILIATION OF FUNDS	
	Total funds brought forward	36,451
	TOTAL FUNDS CARRIED FORWARD	28,394
12.	TANGIBLE FIXED ASSETS	Equipment £
	COST At 1st April 2019 and 31st March 2020	4,168
	DEPRECIATION At 1st April 2019 and 31st March 2020 NET BOOK VALUE	4,168
	At 31st March 2019	<u> </u>

Page 14 continued...

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST MARCH 2020

13.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2020	2019
	Trade debtors Other debtors Prepayments and accrued income		1,237 829 2,066	£ 282 1,237 829 2,348
14.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2020	2019
	Accrued expenses		£ 	£ 1,080
15.	MOVEMENT IN FUNDS		NI 4	
		At 1/4/19 £	Net movement in funds £	At 31/3/20 £
	Unrestricted funds General fund	28,394	(15,574)	12,820
	TOTAL FUNDS	28,394	(15,574)	12,820
	Net movement in funds, included in the above are as follows:			
		Incoming resources	Resources expended £	Movement in funds £
	Unrestricted funds General fund	77,317	(92,891)	(15,574)
	TOTAL FUNDS	77,317	(92,891)	(15,574)

Page 15 continued...

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST MARCH 2020

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/18 £	Net movement in funds £	At 31/3/19 £
Unrestricted funds General fund	36,451	(8,057)	28,394
TOTAL FUNDS	36,451	(8,057)	28,394
Comparative net movement in funds, included in the above are as follows:			
	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	86,521	(94,578)	(8,057)
TOTAL FUNDS	86,521	(94,578)	(8,057)

16. RELATED PARTY DISCLOSURES

Related party transactions are disclosed in Note 8.

17. SHARE CAPITAL

The charitable company is limited by guarantee not having a share capital. In the event of the company being dissolved each member is liable up to a maximum of £1 towards the cost of dissolution and liabilities incurred by the company while he/she was a member.

If the charity is dissolved any assets remaining after providing for all its liabilities shall be transferred to one or bodies with the same or similar objects.

The company's registered number and registered office address can be found in the 'Legal and Administrative Information' section of the accounts.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.