

**Gringley on the Hill Community Centre  
Report and accounts  
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## Independent examiner's report to the trustees of Gringley on the Hill Community Centre

I report on the accounts of Gringley on the Hill Community Centre for the year ended 31 July 2017.

### Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011 (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
- to state whether particular matters have come to my attention

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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.

### Independent examiner's qualified statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the following requirements have not been met:

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.

Name: Tracy Crowe CPFA FIRR V MCFI

Company: Bawtry Accountants Ltd

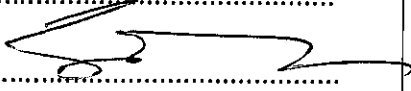
Relevant professional qualification or body: Chartered Institute of Public Finance and Accountancy (CIPFA)

Address: Beehive Centre, Bawtry Hall, South Parade, Bawtry, DN10 6HJ

Date: 12 October 2017

## Trustees' Annual Report for the period from 1 August 2016 to 31 July 2017

|  |   |
|--|---|
| <b>Reference and administrative details:</b>   |   |
| Charity Name:                                  | Gringley on the Hill Community Centre Management Committee  |
| Charity Numbers:                               | 514154 from 5/9/1983<br>1172968 from 10/05/2017   |
| Principal Address:                             | North Beeches      Gringley Community Centre<br>High Street      Westwells Lane,<br>Gringley      Gringley<br>Doncaster      Doncaster<br>DN10 4RG      DN10 4QY  |
| Charity Trustees:                              | Ann-Marie Morley (Chairman)<br>Roy Kilner (Secretary)<br>Simon Parker (Treasurer)<br>Dave Foreman      Ian Soulsby<br>Ann Hargrave      Paul Hargrave<br>Peter Young      John Taylor<br>Simon McGuinness<br>Wendy Wright   |
| <b>Structure , Governance &amp; Management</b> | <p>The Charity was governed by conveyance and declaration of trust dated 08/10/1982 and amended in 20/09/2012.</p> <p>From 10/05/2017 the governing document became a Charitable Incorporated Organisation (CIO) Foundation.</p> <p>The trustees are appointed by the Management Committee as needed.</p>   |
| <b>Objectives and Activities</b>               | A Community Centre for the use of the inhabitants of the civil parish of Gringley on the Hill, in the county of Nottingham, without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation, with the objective of improving the conditions of life for the said inhabitants. |

|  |  |
|--|--|
|  | <p>The trustees have due regard to the public guidance published by the Charity Commission in determining the activities undertaken by the charity.</p>  |
| <p><b>Achievements and Performance</b></p> | <p>The Community Centre is well used and there is at least one regular booking every day between Monday-Friday. Weekends frequently see a children's birthday party taking place. The school and PTFA are also using the community centre for school events. The trustees are working hard to equip the centre for the benefit of the users as well as arranging events for the benefit of the community. A defibrillator has been donated and fitted outside the centre</p> |
| <p><b>Financial Review</b></p>             | <p>There is policy on reserves in place. The sum of £50,000 will be kept in a safe account to enable the charity to deal with emergencies.</p>   |
| <p><b>Declaration and Signature</b></p>    | <p>The Trustees declare that they have approved the trustees' report.</p> <p>Signed on behalf of the trustees</p> <p>Name ..... <i>Simon Hannan</i> .....</p> <p>Signature .....  .....</p> <p>Date ..... <i>15/1/18</i> .....</p>   |

**Gringley Community Centre Management Committee**  
**Accounts for year ending 31 July 2017**

**Income and Expenditure Statement**

| Income                     | £               | Expenditure                       | £               |
|----------------------------|-----------------|-----------------------------------|-----------------|
| WI                         | 360.00          | Cleaning                          | 874.00          |
| Photo Club                 | 500.00          | Cleaning Consumables              | 316.22          |
| Body Balance - Hargreaves  | 380.00          | Avert Fire                        | 126.90          |
| History Club               | 30.00           | Legal & Professional              | 696.00          |
| Social Activities          | 360.00          | Maintenance                       | 337.60          |
| Dance - Britton            | 945.00          | Water Rates                       | 649.38          |
| Antiques                   | 400.00          | Electricity                       | 2819.57         |
| Live and Local             | 1807.20         | Rates                             | 382.81          |
| Toddler Group              | 309.00          | Insurance                         | 1093.99         |
| Ballroom Dance - Brunyee   | 1055.00         | Live and Local                    | 1686.07         |
| Circuit Training - Stanton | 550.00          | Internet                          | 169.08          |
| Donations                  | 42.67           | Sanitary                          | 120.12          |
| Pilates                    | 900.00          | Miscellaneous                     | 38.12           |
| Public Hire                | 1345.00         | Capital                           | 11079.54        |
| Private Hire               | 1075.00         | Security                          | 605.26          |
| Bank Interest              | 552.58          |                                   |                 |
|                            | <u>10611.45</u> |                                   | <u>20994.66</u> |
|                            |                 | Excess Expenditure Over<br>Income | 10383.21        |

**Balance Sheet**

| <b><u>Balance as at 31 July 2016</u></b> | <b>£</b>        | <b><u>Balance as at 31 July 2017</u></b> | <b>£</b>        |
|--|-----------------|--|-----------------|
| Community Account                        | 12552.87        | Community Account                        | 10979.12        |
| Savings Account                          | 88619.15        | Savings Account                          | 79171.73        |
| Uncleared Payments                       | 87.72           | Uncleared Payments                       | 305.26          |
| Payments to Bank                         | 897.00          | Payments to Bank                         | 1752.50         |
| Excess Expenditure Over<br>Income        | <u>10383.21</u> |  |                 |
|  | <u>91598.09</u> |  | <u>91598.09</u> |

|                                       | Jul-09 | Jul-10 | Jul-11 | Jul-12 | Jul-13 | Jul-14 | Jul-15 | Jul-16 | Jul-17 |
|---------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| <b>INCOME</b>                         |        |        |        |        |        |        |        |        |        |
| Hall Bookings                         | 174    | 120    | 132    | 132    | 156    | 174    | 188    | 220    | 360    |
| WI                                    | 342    | 342    | 315    | 333    | 324    | 324    | 348    | 267    | 309    |
| Toddler Group                         | 1160   | 1158   | 916    | 666    | 490    | 960    | 1628   | 440    | 380    |
| Body Balance                          |        |        |        |        |        |        |        | 660    | 550    |
| Circuit Training                      |        |        |        |        |        |        |        | 2868   | 2000   |
| Dance                                 | 0      | 0      | 0      | 0      | 0      | 0      | 100    | 260    | 500    |
| Photo Club                            | 0      | 0      | 0      | 0      | 0      | 0      | 250    | 570    | 900    |
| Pilates                               | 355    | 410    | 512    | 73     | 792    | 587    | 689    | 1130   | 1345   |
| Public Hire                           | 260    | 110    | 260    | 291    | 195    | 150    | 1925   | 2280   | 1075   |
| Private Hire                          | 400    | 400    | 400    | 400    | 400    | 400    | 300    | 616    | 430    |
| Antiques/History                      | 660    | 660    | 0      | 0      | 0      | 0      | 144    | 40     | 360    |
| Other                                 |        |        |        |        |        |        |        |        |        |
| <b>Total Hall Bookings</b>            | 3351   | 3200   | 2535   | 1895   | 2357   | 2595   | 5572   | 9351   | 8209   |
| Live & Local                          | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 2223   | 1807   |
| Donations                             | 0      | 85     | 1156   | 690    | 0      | 0      | 378    | 388    | 43     |
| Fundraising                           | 469    | 254    | 791    | 785    | 1307   | 912    | 2487   | 0      | 0      |
| Bank Interest                         | 358    | 115    | 6      | 6      | 5      | 4      | 2      | 881    | 553    |
| Sale of assets                        | 0      | 0      | 0      | 0      | 0      | 0      | 195    | 0      | 0      |
| Refunds                               | 0      | 0      | 0      | 0      | 555    | 0      | 306    | 0      | 0      |
| Brick Community Centre                | 0      | 0      | 0      | 1475   | 0      | 0      | 0      | 0      | 0      |
| Hire of Equipment                     | 53     | 51     | 160    | 152    | 106    | 75     | 45     | 0      | 0      |
| <b>Total Income</b>                   | 4231   | 3705   | 4648   | 5003   | 4330   | 3586   | 8985   | 12842  | 10612  |
| <b>EXPENDITURE</b>                    |        |        |        |        |        |        |        |        |        |
| Electricity                           | 802    | 790    | 432    | 469    | 688    | 768    | 84     | 0      | 2820   |
| Water/Sewerage                        | 74     | 149    | 76     | 75     | 111    | 93     | 101    | 318    | 649    |
| Performing Rights                     | 46     | 48     | 50     | 34     | 0      | 0      | 0      | 0      | 0      |
| Fund Raising Expenses                 | 0      | 0      | 0      | 0      | 0      | 0      | 1894   | 0      | 0      |
| Insurance                             | 875    | 850    | 858    | 875    | 321    | 299    | 2075   | 1183   | 1094   |
| Fire Protection                       | 69     | 0      | 100    | 0      | 0      | 101    | 73     | 92     | 127    |
| Cleaning                              | 375    | 250    | 375    | 375    | 375    | 350    | 463    | 997    | 874    |
| Cleaning Consumables                  | 0      | 0      | 0      | 0      | 0      | 0      | 190    | 241    | 316    |
| Rates                                 | 0      | 0      | 0      | 0      | 0      | 0      | 589    | 239    | 383    |
| Maintenace                            | 0      | 329    | 1263   | 55     | 128    | 0      | 180    | 490    | 338    |
| Health and Safety/Security            | 0      | 0      | 0      | 0      | 0      | 0      | 293    | 152    | 605    |
| Transfers                             | 0      | 0      | 0      | 4030   | 0      | 0      | 0      | 0      | 0      |
| Capital Purchases                     | 267    | 0      | 361    | 0      | 0      | 0      | 9079   | 2837   | 11080  |
| Internet                              | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 84     | 169    |
| Legal & Professional                  | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 1926   | 696    |
| Live & Local                          | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 1835   | 1276   |
| Expenses                              | 0      | 0      | 0      | 0      | 0      | 0      | 298    | 0      | 38     |
| Opening Ceremony                      | 0      | 0      | 0      | 0      | 0      | 0      | 205    | 0      | 0      |
| Other                                 | 90     | 315    | 261    | 249    | 5119   | 0      | 378    | 174    | 530    |
| <b>Total Expenditure</b>              | 2598   | 2731   | 3776   | 6162   | 6742   | 1611   | 15902  | 10567  | 20995  |
| <b>Excess Income over Expenditure</b> | 1633   | 974    | 872    | -1159  | -2412  | 1975   | -6917  | 2275   | -10383 |

## Gringley Community Centre

### Capital Purchases Register

£

#### y/e 31/7/13

|                     |               |            |
|---------------------|---------------|------------|
| Lincat Water Boiler | 448.79        | 17/05/2013 |
| <b>Total</b>        | <b>448.79</b> |            |

#### y/e 31/7/14

|                      |                |            |
|----------------------|----------------|------------|
| Dishwasher - Nisbets | 1858.07        | 04/11/2013 |
| <b>Total</b>         | <b>1858.07</b> |            |

#### y/e 31/7/15

|   |                |            |
|---|----------------|------------|
| Crockery and Glassware - Nisbets                | 3186.61        | 04/11/2014 |
| 150 Stacking Chairs - Tables 4 Sale             | 2912.4         | 06/02/2015 |
| Wash Room Mirrors                               | 92.29          | 16/02/2015 |
| Dyson Vacuun Cleaner - John Lewis               | 330.00         | 07/02/2015 |
| Wash Room Mirrors                               | 174.06         | 11/03/2015 |
| Meeting Room Tables - Yorkshire Office Supplies | 1622.4         | 02/04/2015 |
| Signage - Viking Signs - interior               | 255.03         | 19/03/2015 |
| Blinds - Meeting Room - Gainsboro Blinds        | 440.00         | 27/03/2015 |
| Signage - Viking Signs - external               | 66.49          | 17/07/2015 |
| <b>Total</b>                                    | <b>9079.28</b> |            |

#### y/e 31/7/16

|                                |                |            |
|--------------------------------|----------------|------------|
| Notice Board - Glasdon         | 702.88         | 21/08/2015 |
| Table Trolley (1of 2) - GOPAK  | 232.03         | 02/09/2015 |
| Table Trolley (2 of 2) - GOPAK | 232.03         | 10/09/2015 |
| Chair Trolley - GOPAK          | 72.90          | 08/12/2015 |
| Microwave Oven - Bonnetts      | 299.99         | 20/04/2016 |
| Stage Uplighters - Showhire    | 509.00         | 21/04/2016 |
| Bowls Mat Winding Gear         | 788.00         | 25/04/2016 |
|                                | <b>2836.83</b> |            |

#### y/e 31/7/17

|                                   |                 |            |
|-----------------------------------|-----------------|------------|
| CCTV - AV Electrical              | 2661.60         | 30/10/2016 |
| Provision of stage - Miller Homes | 6000.00         | 15/11/2016 |
| Projector - Showhire              | 1856.36         | 14/12/2016 |
| LG TV - Meeting Room - Argos      | 561.58          | 28/06/2017 |
|                                   | <b>11079.54</b> |            |

## **Gringley on the Hill Community Centre Management Committee**

### **Financial Controls**

The Management Committee agreed the following financial controls at a meeting on 10<sup>th</sup> February 2015.

All cheques require a minimum of two signatures –

Treasurer and Chairman

Treasurer and Secretary

Chairman and Secretary

#### **Additional Controls –**

All purchases over £250.00 require full management committee approval

All purchases over £500.00 to have at least two like-for-like quotes

No purchases or order may be made without prior approval being granted

All spending is justified and represents value for the charity

A register of all fixed assets to be kept

A minimum of £50,000 to be held on deposit for emergencies