

Charity Registration No. 1134266

Company Registration No. 07130145 (England and Wales)

CROWBOROUGH COMMUNITY ASSOCIATION - 2010

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE PERIOD ENDED 31 DECEMBER 2010

**CROWBOROUGH COMMUNITY ASSOCIATION - 2010
(LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees	Chantal Wilson Chairman Sheila Couston Alan Hooper Christopher Jones David Larkin Martin Prestage Antony Quin Frank Lees George Moss Clive Wilson Richard Wilkinson
Secretary	Alan Hooper
Charity number	1134266
Company number	07130145
Principal address	CCA Hall Park Road Crowborough East Sussex TN6 2QT
Registered office	Bamford House Fielden Road Crowborough East Sussex TN6 1TR
Independent examiner	Russell New Limited The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN

**CROWBOROUGH COMMUNITY ASSOCIATION - 2010
(LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Bankers

Lloyds TSB
The Broadway
Crowborough
East Sussex
TN6 1DA

NatWest
7 High Street
Crowborough
East Sussex
TN6 2PU

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CROWBOROUGH COMMUNITY ASSOCIATION - 2010

TRUSTEES' REPORT

FOR THE PERIOD ENDED 31 DECEMBER 2010

The trustees present their report and accounts for the period ended 31 December 2010.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

The Company is a Company limited by guarantee and was formed on the 19th January 2010. The Company was entered in the Register of Charities on the 11th February 2010. The Company is governed by its Memorandum and Articles of Association. Members of the Company guarantee that, in the event of the Company's insolvency, and if requested, each member will contribute towards its liabilities to a maximum of ten pounds.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Trustees:

The persons, referred to as Trustees in this report, who acted as directors of the Company during the period were;

Sheila Couston	Appointed 24 March 2010
Peter Cowie	Appointed 19 January 2010, resigned 19 October 2010
Alan Hooper	Appointed 19 January 2010
Anita Kerwin-Nye	Appointed 19 January 2010, resigned 16 March 2010
David Larkin	Appointed 17 December 2010
Pauline Lavington	Appointed 24 March 2010, died 24 November 2010
Marcus Missen	Appointed 19 April 2010, resigned 10 May 2010
Martin Prestage	Appointed 17 December 2010
Antony Quin	Appointed 24 March 2010
Simmond Simons	Appointed 19 April 2010, resigned 10 May 2010
Chantal Wilson	Appointed 17 December 2010
Clive Wilson	Appointed 24 March 2010, resigned 11 October 2010, re-appointed 17 December 2010

The original directors of the Company, taking office from its date of formation on the 19th January 2010, were the persons named as its subscribers in the Articles of Association, namely Peter Cowie, Alan Hooper and Anita Kerwin-Nye. As provided in the Memorandum of Association, two trustees are to be nominated by the users of the Company's facilities, one nominated by the members of the Company and one each by Crowborough District Council and Wealden District Council. The persons nominated by the users were Sheila Couston and Pauline Lavington (dec'd). The director nominated by the members was Alan Hooper. The director nominated by Wealden District Council was Antony Quin. During the period covered by this report the director nominated by Crowborough Town Council was Clive Wilson. All directors, other than the subscribers as mentioned above, have been appointed as directors by the board of the Company.

Management of the company:

The Company is managed by the Trustees who meet at frequent intervals to review the operations of the Company. All transactions undertaken by the Company are carried out in accordance with the decisions of the Trustees taken at meetings of the Trustees. The meetings are minuted and actions followed-up at subsequent meetings. All financial transactions are undertaken through the Company's bank accounts in accordance with mandates approved by the Trustees and in accordance with financial regulations adopted by the Trustees.

CROWBOROUGH COMMUNITY ASSOCIATION - 2010

TRUSTEES' REPORT

FOR THE PERIOD ENDED 31 DECEMBER 2010

Management of risk:

The Trustees take the management of risk very seriously. Advice is taken from external professionals as considered appropriate and also from individual trustees with relevant experience and expertise. In particular, a detailed Risk report has been prepared and is regularly updated in relation to the development of the new Community Centre. An Operational Risk Plan is in course of preparation. Detailed Financial Regulations specifying how financial transactions are to be undertaken have been adopted by the Trustees.

OBJECTS, AIMS, AND OBJECTIVES

The objectives of the Company are fully set out in its articles of association and are the same as those of the Crowborough Community Association ("Old CCA") which the Company was formed to replace. By the end of 2010, all the assets and undertakings of the Old CCA had been transferred to the Company and since that time, the Old CCA has been removed from the Register of Charities and has ceased to exist.

To paraphrase the Objectives of the Company, they are:

- (a) To promote the benefit of local residents, without distinction of gender, sexual orientation, race or of political, religious or other opinions, by bringing together such residents 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;
- (b) To establish, or secure the establishment of, a community Centre and to maintain and manage the same (whether alone or in cooperation with any local authority or other body) in furtherance of these objectives; and
- (c) To promote such other charitable purposes as may from time to time be determined.

ACHIEVEMENTS AND PERFORMANCE

During the period covered by this report the objectives of the Company were to:

- (a) Continue to operate the Hall in Park Road for the benefit of the community whilst ensuring that sufficient funds were received from hiring fees and other activities to pay the bills arising from the operation of this facility;
- (b) To construct a new community facility adjacent to Wealden District Council's offices in Pine Grove and to obtain sufficient commitments from funders to allow anticipated costs to be met with an appropriate margin. In the event, committed facilities were received from The National Lottery of £474,950 and from Crowborough Town Council of £2.7m. At the time of this report, the anticipated total cost of the new facility inclusive of all fees is in the region of £3.04m giving a cash margin over cost of approximately £130,000. These anticipated costs include the sums to be incurred under the contract for the building of the facility which was entered into shortly before Christmas 2010 with Sunninghill Construction Company Limited.
- (c) To commence detailed work on the policies and procedures for the operation of the new facility and to ensure that when it is opened, everything is in place for its smooth running including the likelihood of sufficient bookings to pay anticipated costs.

The Trustees consider that these objectives have been met and that the building of the new facility is proceeding satisfactorily with completion anticipated for May 2012.

FINANCIAL REVIEW AND RESULTS FOR THE YEAR

As mentioned above, The Company has financial facilities committed to it of £474,950 from the Lottery and £2.7m from Crowborough Town Council. Of this latter sum, £2.4m is available as a grant whilst the remaining £300,000 is a limited recourse, interest-free loan secured by a second charge over the CCA Hall in Park Road. Under this legal charge, the liability of the Company to repay the loan is restricted to the net amount

CROWBOROUGH COMMUNITY ASSOCIATION - 2010

TRUSTEES' REPORT

FOR THE PERIOD ENDED 31 DECEMBER 2010

received from its sale. However, the whole of those net proceeds of sale are to be paid to Crowborough Town Council even if they exceed £300,000. Crowborough Town Council has agreed that the Old Hall in Park Road is not to be sold until the new facilities are operational and it should therefore continue to be available to the community until the move to the new facility has taken place.

All financial facilities are available to be drawn down against sight of invoices received for expenses incurred in connection with the construction of the new facility. The financial facilities are payable to the CCA in sufficient time to allow such invoices to be paid before their respective due dates. In practice, the Company makes monthly calls upon these facilities and experience has shown that the funds have been made available within the agreed timescales. The Trustees do not anticipate this changing and as a consequence, no cash flow difficulties should arise during the construction of the new facilities.

Income earned from lettings of the old hall together with donations has been sufficient to pay bills incurred by the old hall and its operations.

Reserves policy:

The policy of the trustees of the Old CCA was to hold cash reserves equal to six months' expenditure. In recent times, this has never been met. The current Trustees have set a similar target but appreciate that in the early years of operation of the new facility, this ambitious target is unlikely to be met but reserves will be built as cash receipts allow.

However, the Company hold small reserves, amounting to £10,245, paid to the old CCA and subsequently transferred to the Company. The use of these reserves is restricted to being spent in connection with the new facility. Suitable items will be chosen in due course.

The future:

CCA-2010 is entering an exciting and challenging new phase of its existence and is well structured to meet the challenges. It looks forward to being able to offer a new Centre to Crowborough worthy of the social and cultural needs of the community.

The new facility is anticipated to be available in May 2012 and much effort is being expended to ensure that this happens smoothly. A new team has been assembled which has significant expertise in the areas concerned, such as marketing, risk, HR, finance etc. This team is charged exclusively with the issues of running the new hall and is not distracted by construction issues, nor issues to do with running the old hall. This separation, although managed by the board as a whole, should ensure that everything gets off to a flying start when the time comes. The board consider it essential that the inevitable and time consuming issues arising during the construction phase of the building are not allowed to prevent appropriate concentration on what will be the operational priorities of the Crowborough Centre once it is available to us.

Signed on behalf of the Board of Trustees by

Chantal Wilson
Chairman

**CROWBOROUGH COMMUNITY ASSOCIATION - 2010
(LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT**

TO THE TRUSTEES OF CROWBOROUGH COMMUNITY ASSOCIATION - 2010

I report on the accounts of the charity for the period ended 31 December 2010, which are set out on pages 5 to 11.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Crowborough Community Association - 2010 for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this period under section 43 of the Charities Act 1993, the 1993 Act, and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a Chartered Certified Accountant.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 43 of the 1993 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- (iii) 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. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

have not been met; or

- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mark Cummins FCCA FCIE

On behalf of Russell New Limited

The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 21 September 2011

CROWBOROUGH COMMUNITY ASSOCIATION - 2010
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE PERIOD ENDED 31 DECEMBER 2010

	Notes	Unrestricted funds £	Restricted funds £	Total 2010 £
<u>Incoming resources</u>				
Incoming resources from generated funds				
Fundraising income		1,484	-	1,484
Interest receivable		45	-	45
		<u>1,529</u>	<u>-</u>	<u>1,529</u>
Incoming resources from charitable activities	2	10,404	192,541	202,945
Other incoming resources	3	58,581	10,785	69,366
		<u>70,514</u>	<u>203,326</u>	<u>273,840</u>
<u>Resources expended</u>				
Charitable activities				
Lettings		11,397	-	11,397
New community centre building		-	3,178	3,178
		<u>11,397</u>	<u>3,178</u>	<u>14,575</u>
Total charitable expenditure		<u>11,397</u>	<u>3,178</u>	<u>14,575</u>
Governance costs		1,200	-	1,200
		<u>12,597</u>	<u>3,178</u>	<u>15,775</u>
Total resources expended		<u>12,597</u>	<u>3,178</u>	<u>15,775</u>
Net income for the year/ Net movement in funds		<u>57,917</u>	<u>200,148</u>	<u>258,065</u>
Fund balances at 19 January 2010		-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
Fund balances at 31 December 2010		<u>57,917</u>	<u>200,148</u>	<u>258,065</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CROWBOROUGH COMMUNITY ASSOCIATION - 2010
(LIMITED BY GUARANTEE)
BALANCE SHEET
AS AT 31 DECEMBER 2010

	Notes	2010 £	£
Fixed assets			
Tangible assets	7		256,129
Current assets			
Debtors	8	3,525	
Cash at bank and in hand		15,484	
		<u>19,009</u>	
Creditors: amounts falling due within one year	9	<u>(17,073)</u>	
Net current assets			<u>1,936</u>
Total assets less current liabilities			<u><u>258,065</u></u>
Income funds			
Restricted funds	10		200,148
Unrestricted funds			<u>57,917</u>
			<u><u>258,065</u></u>

The financial statements have been prepared in accordance with the special provisions of Part 5 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective April 2008).

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31 December 2010. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The accounts were approved by the Board on 8 September 2011

Chantal Wilson Chairman
Trustee

Company Registration No. 07130145

CROWBOROUGH COMMUNITY ASSOCIATION - 2010
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE PERIOD ENDED 31 DECEMBER 2010

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

Donations, grants and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Investment income is accounted for on a receivable basis.

Other incoming resources represents the transfer of assets and trade from Crowborough Community Association, an unincorporated charity on 19th January 2010.

1.3 Resources expended

Expenditure is recognised on an accrual basis:

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold land is not depreciated

Freehold buildings 2% reducing balance (once bought into use)

Fixtures, fittings & equipment 25% reducing balance

1.5 Fund accounting

The charity has various funds for which it is responsible:

Unrestricted funds - these are for use on the general charitable objectives of the charity.

Restricted funds - these funds are for use as directed by the donor. A description of the projects can be found on note 13.

CROWBOROUGH COMMUNITY ASSOCIATION - 2010
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE PERIOD ENDED 31 DECEMBER 2010

2 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2010 £
Community hall lettings	10,404	-	10,404
New community centre building grants	-	192,541	192,541
	<u>10,404</u>	<u>192,541</u>	<u>202,945</u>

The grants figure above are amounts all received from Crowborough Town Council.

3 Other incoming resources

	Unrestricted funds £	Restricted funds £	Total 2010 £
Transfer of activities and net assets from Crowborough Community Association (unincorporated)	58,581	10,785	69,366
	<u>58,581</u>	<u>10,785</u>	<u>69,366</u>

4 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2010 £
Charitable activities				
<u>Lettings</u>				
Activities undertaken directly	3,952	1,179	6,266	11,397
<u>New community centre building grants</u>				
Activities undertaken directly	-	-	3,178	3,178
	<u>3,952</u>	<u>1,179</u>	<u>9,444</u>	<u>14,575</u>
Governance costs	-	-	1,200	1,200
	<u>3,952</u>	<u>1,179</u>	<u>10,644</u>	<u>15,775</u>

Governance costs includes payments to the accountants of £1,200 for independent examiner's fees.

CROWBOROUGH COMMUNITY ASSOCIATION - 2010
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE PERIOD ENDED 31 DECEMBER 2010

5 Trustees

None of the trustees (or any persons connected with them) received any remuneration or reimbursements during the period.

6 Employees

Number of employees

The average monthly number of employees during the period was:

	2010 Number
Cleaning	<u>1</u>
Employment costs	2010 £
Wages and salaries	<u>3,952</u>

There were no employees whose annual remuneration was £60,000 or more.

7 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
Assets transferred	57,580	106	57,686
Additions	199,622	-	199,622
At 31 December 2010	<u>257,202</u>	<u>106</u>	<u>257,308</u>
Depreciation			
At 19 January 2010	-	-	-
Charge for the period	1,152	27	1,179
At 31 December 2010	<u>1,152</u>	<u>27</u>	<u>1,179</u>
Net book value			
At 31 December 2010	<u>256,050</u>	<u>79</u>	<u>256,129</u>

CROWBOROUGH COMMUNITY ASSOCIATION - 2010
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE PERIOD ENDED 31 DECEMBER 2010

8 Debtors	2010
	£
Trade debtors	3,525

9 Creditors: amounts falling due within one year	2010
	£
Trade creditors	15,873
Accruals	1,200
	17,073

10 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		
	Incoming	Resources	Balance at 31
	resources	expended	December
			2010
	£	£	£
New community centre building fund	203,326	(3,178)	200,148
	<u>203,326</u>	<u>(3,178)</u>	<u>200,148</u>

The new community centre building fund is made up of a grant from Crowborough Town Council of £192,541 and transfer of restricted income from Crowborough Community Association for development of the new community centre of £10,785. Expenditure of £3,178 represents certain costs which have not been capitalised.

CROWBOROUGH COMMUNITY ASSOCIATION - 2010
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE PERIOD ENDED 31 DECEMBER 2010

11 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 December 2010 are represented by:			
Tangible fixed assets	56,507	199,622	256,129
Current assets	2,610	16,399	19,009
Creditors: amounts falling due within one year	(1,200)	(15,873)	(17,073)
	<u>57,917</u>	<u>200,148</u>	<u>258,065</u>

12 Control

The charity is controlled by its trustees.