

Charity Registration No. 1134266

Company Registration No. 07130145 (England and Wales)

CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2014

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

Trustees	Chantal Wilson (Chairman) Michael Cooke Sheila Couston David Larkin Frank Lees Richard Wilkinson Clive Wilson
Secretary	Alan Hooper
Charity number	1134266
Company number	07130145
Principal address and registered office	Crowborough Community Centre Pine Grove Crowborough East Sussex TN6 1FE
Independent examiner	Russell New Limited The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
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 (LIMITED BY GUARANTEE) TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2014

The trustees present their report and accounts for the year ended 31 December 2014.

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.

Structure, governance and management

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 £10.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Chantal Wilson Chairman
Sheila Couston
Michael Cooke
Christopher Jones (Resigned 8th December 2014)
David Larkin
Frank Lees
Antony Quin (Died 30th October 2014)
Clive Wilson
Richard Wilkinson

Management of the Company

All transactions undertaken by the Company are carried out in accordance with the decisions taken at meetings of the Trustees with these being minuted and followed-up at subsequent meetings. Copies of the minutes of all Management Committee meetings are sent to all the directors. All financial transactions are undertaken through its bank accounts in accordance with mandates approved by the Trustees and in accordance with financial regulations adopted by the Trustees.

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 Community Centre and a full Operational Risk Plan is in place for the running of the Centre. Detailed Financial Regulations specifying how financial transactions are to be undertaken have been adopted by the Trustees.

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 DECEMBER 2014

Objectives and activities

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.

To paraphrase the Objectives of the Company, they are:

- (a) To promote the benefit of local residents without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating 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 quality of life;
- (b) To establish, or secure the establishment of, a community Centre and to maintain and manage the same (whether alone or on 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.

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

- (a) To facilitate the running of Crowborough Community Centre (CCC) to ensure that sufficient funds were received from hiring fees and other activities to pay the bills arising from the operation of the CCC;
- (b) To ensure the CCC is run in such a way as to meet the demands of the local community as well as providing, where appropriate, facilities for third parties to run events in the CCC;
- (c) To ensure detailed policies and procedures for the operation of the CCC are in place and to ensure appropriate staff are employed to help run the CCC to make sure that the CCC runs smoothly, that the needs of the users are fully met and that the CCC is always manned to meet queries and cover the security of the building;
- (d) To ensure sufficient revenue is generated to meet the running costs of the Centre and help to establish sinking funds to keep the fabric of the CCC in good order and up to date;
- (e) To monitor and if needs be take action to protect the interests of the CCC during the proposed sale of the Pine Grove complex by Wealden District Council.

The Trustees consider that these objectives have been met and that the operation of the new facility is proceeding satisfactorily.

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 DECEMBER 2014

Financial review

2014 was the second full year of running the new Centre. Income and expenditure of the new centre more than balanced after allowing for the Crowborough Town Council's assistance with a final initial annual grant of £30,000 towards the staff costs. The number of bookings in 2014 were slightly down on the previous year but the booking income of just under £115,000 was well above the 2013 income of £100,000. This is again a most satisfactory outcome for a new community facility in its second full year of operation.

Initial projected booking income for 2015 looks to be well ahead of the 2014 position and booking numbers will be up to the 2013 level of over 3200. The difference in numbers of bookings and the level of income growth is accounted for by the much more efficient use of the major space in the Centre.

Reserves

The Trustees consider that they should aim to hold cash reserves equal to six months expenditure 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. A sinking fund of £50,000 has now been established.

However, the Company held net cash of a little over £80k as at the end of 2014 and continues to hold a sum in excess of this figure at the date of this report.

Plans for the future

At the date of this report, with current bookings for 2015 generating a projected income in excess of £125k, the new centre can continue to be considered a great success. There still remain periods when the facilities available are not fully utilized but for many periods the CCC is fully booked. To this end, the management of the centre is directing its efforts towards making known to the whole community what the centre can offer. The centre has only been operating for a little over thirty two months but the management is confident that on current trends by the end of the third full year (ie 2015) the centre should be more than financially self-sufficient but there is still the sword of Damocles which could descend on the Centre if Wealden DC continue with their plans to demolish the Pine Grove Council offices and Library and to eliminate a substantial part of the current parking facilities which are currently being used by the users of the Centre.

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 DECEMBER 2014

Statement of trustees' responsibilities

The trustees, who are also the directors of Crowborough Community Association for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to Independent Examiners

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the examination, but of which the examiner is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the examiners are aware of such information.

Independent Examiners

A resolution proposing that Russell New Limited be reappointed as independent examiners of the company will be put to the members.

The Trustees' Report is prepared in accordance with special provisions of part 15 of the Companies Act 2006 relating to small companies.

On behalf of the board of trustees

Chantal Wilson Chairman

Trustee

Dated:

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF CROWBOROUGH COMMUNITY ASSOCIATION**

I report on the accounts of the charity for the year ended 31 December 2014, which are set out on pages 6 to 14.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Crowborough Community Association 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 year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

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 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (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:

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2014**

<u>Incoming resources</u>	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2014 £	Total 2013 £
Incoming resources from generated funds						
Incoming resources from charitable activities	2	107,672	-	78,575	186,247	434,470
<u>Resources expended</u>						
Charitable activities						
Lettings		72,391	-	30,000	102,391	100,721
Community centre building		-	-	80,406	80,406	145,439
Pine Grove Council offices		-		6,200	6,200	-
Total charitable expenditure		72,391	-	116,606	188,997	246,160
Governance costs		4,150	-	-	4,150	5,343
Total resources expended		76,541	-	116,606	193,147	251,503
Net incoming/(outgoing) resources before transfers		31,131	-	(38,031)	(6,900)	182,967
Gross transfers between funds	10	(50,000)	50,000	-	-	-
Net (expenditure)/income for the year/ Net movement in funds		(18,869)	50,000	(38,031)	(6,900)	182,967
Fund balances at 1 January 2014		47,840	-	2,942,040	2,989,880	2,806,913
Fund balances at 31 December 2014		28,971	50,000	2,904,009	2,982,980	2,989,880

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

All activities of the Charity are classed as continuing. There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
BALANCE SHEET**

AS AT 31 DECEMBER 2014

	Notes	2014		2013	
		£	£	£	£
Fixed assets					
Tangible assets	6	2,902,225		2,983,553	
Investments	7		2		2
			<u>2,902,227</u>		<u>2,983,555</u>
Current assets					
Debtors	8	8,903		7,337	
Cash at bank and in hand		87,928		50,724	
			<u>96,831</u>		<u>58,061</u>
Creditors: amounts falling due within one year	9	<u>(16,078)</u>		<u>(51,736)</u>	
Net current assets			<u>80,753</u>		<u>6,325</u>
Total assets less current liabilities			<u>2,982,980</u>		<u>2,989,880</u>
Income funds					
Restricted funds	10	2,904,009		2,942,040	
Unrestricted funds:					
Designated funds	11	50,000		-	
Other charitable funds		28,971		47,840	
			<u>2,982,980</u>		<u>2,989,880</u>

The financial statements have been prepared in accordance with the special provisions of Part 15 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 year ended 31 December 2014. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on

.....
Chantal Wilson (Chairman)

Trustee

Company Registration No. 07130145

CROWBOROUGH COMMUNITY ASSOCIATION (LIMITED BY GUARANTEE) NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2014

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.

1.3 Resources expended

Expenditure is recognised on an accrual basis. Expenditure includes any VAT which cannot be recovered within the item of expenditure to which it relates.

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.

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.

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	
Long leasehold land and buildings	2% straight line
Fixtures, fittings & equipment	25% reducing balance

1.5 Investments

Fixed asset investments are shown at cost less any permanent diminution at the balance sheet date.

1.6 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 10.

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2014**

2 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Community hall lettings	107,672	-	107,672	104,470
Community centre building grants - CTC	-	72,375	72,375	330,000
Pine Grove Council Building grants - SIB	-	6,200	6,200	-
	<u>107,672</u>	<u>78,575</u>	<u>186,247</u>	<u>434,470</u>

3 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2014 £	Total 2013 £
Charitable activities					
<u>Lettings</u>					
Activities undertaken directly	63,505	-	38,886	102,391	100,721
<u>Community centre building grants - CTC</u>					
Activities undertaken directly	-	80,406	-	80,406	91,268
<u>Community centre building grants - Lottery</u>					
Activities undertaken directly	-	-	-	-	54,171
<u>Pine Grove Council offices grants - SIB</u>					
Activities undertaken directly	-	-	6,200	6,200	-
	<u>63,505</u>	<u>80,406</u>	<u>45,086</u>	<u>188,997</u>	<u>246,160</u>
Governance costs	-	-	4,150	4,150	5,343
	<u>63,505</u>	<u>80,406</u>	<u>49,236</u>	<u>193,147</u>	<u>251,503</u>

Governance costs includes payments to the accountants of £2,500 for independent examination fees (2013: £2,400).

4 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. Two Trustees were reimbursed for staff costs totaling £226 (2013: £403).

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2014**

5 Employees

Number of employees

The number of staff employed during the year was:

	2014	2013
	Number	Number
Centre Management Staff	1	1
Centre Staff	11	11
	<u>12</u>	<u>12</u>

Employment costs

	2014	2013
	£	£
Wages and salaries	61,700	59,789
Social security costs	1,805	1,994
	<u>63,505</u>	<u>61,783</u>

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

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2014**

6 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 January 2014	3,001,134	133,358	3,134,492
Disposals	-	(2,185)	(2,185)
At 31 December 2014	3,001,134	131,173	3,132,307
Depreciation			
At 1 January 2014	100,038	50,901	150,939
On disposals	-	(1,263)	(1,263)
Charge for the year	60,023	20,383	80,406
At 31 December 2014	160,061	70,021	230,082
Net book value			
At 31 December 2014	2,841,073	61,152	2,902,225
At 31 December 2013	2,901,096	82,457	2,983,553

The majority of the fixed assets are funded by Crowborough Town Council and the Big Lottery Fund. If the community centre is sold within 20 years from the acceptance of the grant the Charity may be obliged to surrender a proportion of the proceeds to the grant providers.

7 Fixed asset investments

	£
Cost value at 31 December 2013	2
Historical cost:	
At 31 December 2014	2

On 4 December 2013 Crowborough Community Hub C.I.C was incorporated (Company Registration No. 8802404) and Crowborough Community Association acquired 100% of the share capital. The first financial year end for Crowborough Community Hub C.I.C was the year to 31 December 2014. During this period the entity remained dormant.

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2014**

8 Debtors	2014	2013
	£	£
Trade debtors	6,979	6,025
Other debtors	458	-
Prepayments and accrued income	1,466	1,312
	<u>8,903</u>	<u>7,337</u>

9 Creditors: amounts falling due within one year	2014	2013
	£	£
Trade creditors	2,528	4,667
Other creditors	-	44,669
Accruals	6,300	2,400
Deferred income	7,250	-
	<u>16,078</u>	<u>51,736</u>

2013 other creditors includes the retention which was due on the construction of the new centre of £42,375 which has now been paid.

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2014**

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:

	Balance at 1 January 2014	Movement in funds		Balance at 31 December 2014
	£	Incoming resources	Resources expended	£
New Community Centre Building Fund	2,942,040	42,375	(80,406)	2,904,009
Social Investment Business Fund	-	6,200	(6,200)	-
Revenue grant	-	30,000	(30,000)	-
	<u>2,942,040</u>	<u>78,575</u>	<u>(116,606)</u>	<u>2,904,009</u>

The New Community Centre Building and Council Loan Fund was used to build a new community centre in Crowborough which was completed in May 2012. This is being reduced by depreciation at 2% straight line.

The Social Investment Business Fund relates to an amount received from Social Investment Business to fund a pre-feasibility project to assess the viability of buying the Pine Grove Council office building next door to the Community Centre.

The revenue grant was a grant from Crowborough Town Council specifically for use to go towards funding the charity's staff costs.

11 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 January 2014	Movement in funds			Balance at 31 December 2014
	£	Incoming resources	Resources expended	Transfers	£
Ring Fenced Reserves	-	-	-	50,000	50,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>50,000</u>

During the year the trustees transferred £50k into a sinking fund in order to ring fence reserves in line with the charity's reserves policy (as outlined in the Trustees' Report).

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2014**

12 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 December 2014 are represented by:				
Tangible fixed assets	-	-	2,902,225	2,902,225
Investments	2	-	-	2
Current assets	45,047	50,000	1,784	96,831
Creditors: amounts falling due within one year	(16,078)	-	-	(16,078)
	<u>28,971</u>	<u>50,000</u>	<u>2,904,009</u>	<u>2,982,980</u>

13 Contingent liabilities

Under the VAT Act 1994 section 10, the new Community Centre under construction in the prior year which is now completed, was zero rated due to its intended use for charitable purposes. Should the use of the building change within 10 years of its construction then the VAT on the construction costs may become payable. It is the intention of the Trustees to use the building for charitable purposes for the foreseeable future.

14 Control

The charity is controlled by its trustees.