

## **TOTTON AND ELING COMMUNITY ASSOCIATION TRUSTEES' ANNUAL REPORT for the year ended 31st March 2018**

The Association runs a busy Community Centre in the heart of Totton. With four rooms of varying sizes, it is a popular venue for many local groups and societies offering a wide range of recreational, educational and social welfare activities, some of which are organised by our own staff and volunteers. We try to help organisations meet the need of their patients/clients where funding has been cut or withdrawn by offering facilities for their meetings and helping them find local funding.

A number of NHS services are making regular use of our rooms for Diabetic Eye Screening, Cardiac Rehabilitation, Heart Failure Nurse and Balance Classes.

There are group activities for people with other special needs, one-to-one counselling, regular events for the blind and visually impaired, and for those recovering from stroke. A weekly Seated Exercise class (which has grown in popularity this year) provides a gentle workout in a social setting followed by tea and biscuits. A Kurling Club gives scope for a little more movement, but is not too demanding. Those who prefer yoga will find that catered for as well.

For those with more energy Square Dancing provides a very affordable activity in a friendly social atmosphere. Other types of Dance include Ballet, Classical and Ballroom. These are taught enthusiastically and to a high level at the Centre. Ballet is very popular with children for whom there is professional instruction provided on most days.

There are a number of groups that cater for parents with younger children. Mothers with young babies can get professional advice from Health Visitors at our free Baby Clinic, and during School Terms we run our own weekly Soft Play session.

The visual arts are represented at the Centre by an annual art exhibition in which the works of local artists are on display for a week, with an opportunity for purchasing them at the end of the week.

Other crafts are encouraged at the Centre. Our own staff and volunteers have again organised special Craft Days for children in the school holidays. There is a Lace Group, a Sewing Group and the Association has its own Quilters Group.

We have music too, a ukelele group, a close-harmony singing group, as well as our almost-monthly Singing Afternoon that is enjoyed mainly by the older generation who sing-along to recorded music mostly well known from their younger days, but with the opportunity to suggest and add some newer songs to our repertoire.

We host a very popular weekly Lunch Club that is sponsored and run by Age Concern and a church group offers a warm welcome for all to its free monthly Coffee Morning.

Throughout most of the year, in partnership with the Totton and Eling Town Council, we run a monthly Sunday Car Boot Sale in the Council's nearby Car Park.

The main fund-raising activity within the Centre is our annual Christmas Fayre (including Santa's Grotto). We also organised a free Children's Christmas Party with another visit from Santa Claus who, with funding from our donors, was able to distribute quality gifts to the children attending. Other affordable Children's Parties were held for Easter and Halloween.

In the Summer of 2017 we won First Prize in the Totton Carnival for the third year in succession with the participants dressed as animals for our "New Forest Animals Party"

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# TOTTON & ELING COMMUNITY ASSOCIATION

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## ACCOUNTS

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For the year ended 31 March 2018

Income and Expenditure Account

Balance Sheet

Cash flow Statement

Financial Statement

**REPORT OF THE AUDITORS  
TO THE MEMBERS OF THE  
TOTTON AND ELING COMMUNITY ASSOCIATION**

We have audited the Financial Statements which have been prepared under the historical cost convention.

**Respective Responsibilities of the Trustees and Auditors**

The Society's Trustees are responsible for the preparation of the Financial Statements. It is our responsibility to form an independent opinion based on those statements and to report an opinion to you.

**Basis of Opinion**

We conducted an audit in accordance with the relevant Auditing Standards. An audit includes an examination of the accounts on a test basis of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of estimates and judgements made by the Trustees in the preparation of the Financial Statements and whether the accounting policies utilised are appropriate to the Society's circumstances and are consistently applied and adequately disclosed.

We planned and performed the audit in order to obtain all the relevant information and explanations which are considered necessary to provide us with sufficient evidence to give us reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud, other irregularities or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the Financial Statements.

**Opinion**

In our opinion, the Financial Statements give a true and fair view of the state of the Society's affairs as at the 31<sup>st</sup> March 2018 and of its profit for the period and comply with the financial provisions laid down in the Society's constitution.

John Adams – Cost Management. 12, Allerton Close TOTTON Southampton SO40 2GQ

**Income and Expenditure  
for the 12 Months to 31  
March 2018**

|   | £<br>2018 | £<br>2018            | £<br>2017 | £<br>2017            |
|---|-----------|----------------------|-----------|----------------------|
| <b>INCOME</b>   |           |                      |           |                      |
| Rental and Hire Receipts (see qualification in Financial Statement) |           | 46,806               |           | 45,678               |
| Bank Interest   |           | 14                   |           | 8                    |
| Other Income (Note 1)   |           | 8,747                |           | 8,303                |
| <b>TOTAL INCOME</b>   |           | <b><u>55,567</u></b> |           | <b><u>53,989</u></b> |
| <b>EXPENDITURE</b>  |           |                      |           |                      |
| Rent  | 21,202    |                      | 20,544    |                      |
| Centre Administrators Salaries and Related Costs                    | 19,271    |                      | 17,287    |                      |
| Insurance   | 600       |                      | 790       |                      |
| Licences & Subscriptions  | 1,234     |                      | 1,119     |                      |
| Repairs and Renewals  | 301       |                      | 735       |                      |
| Telephone and Internet  | 569       |                      | 816       |                      |
| Postage, Printing and Stationery                                    | 874       |                      | 899       |                      |
| Advertising   |           |                      | 24        |                      |
| Professional Fees   | 100       |                      | 100       |                      |
| Sundry Expenses   | 577       |                      | 120       |                      |
| Seated Exercise Tutor   | 1,390     |                      | 1,125     |                      |
| Refreshments  | 128       |                      | 83        |                      |
| Donations   | 0         |                      | 0         |                      |
| Community Singing   | 508       |                      | 475       |                      |
| Depreciation Adjustment 2017  | -260      |                      |           |                      |
| Depreciation - Stage  | 455       |                      | 260       |                      |
| Depreciation- Equipment   | 621       |                      | 776       |                      |
| Training  |           |                      | 144       |                      |
| Special Events/Xmas   | 1,926     |                      | 1,693     |                      |
| <b>TOTAL EXPENDITURE</b>  |           | <b>49,496</b>        |           | <b>46,990</b>        |
| <b>Surplus - Loss for Year</b>                                      |           | <b>6,071</b>         |           | <b>6,999</b>         |

**Balance Sheet as at 31 March 2018**

|                                    | £             | £             | £             | £             |
|------------------------------------|---------------|---------------|---------------|---------------|
| <b><u>Fixed Assets</u></b>         | <b>2018</b>   | <b>2018</b>   | <b>2017</b>   | <b>2017</b>   |
| Equipment                          |               | 2,483         |               | 3,104         |
| Portable Stage                     |               | 586           |               | 781           |
|                                    |               | <u>3,069</u>  |               | <u>3,885</u>  |
| <b><u>Current Assets</u></b>       |               |               |               |               |
| Cash in Bank-<br>Investment Income | 25,060        |               | 25,046        |               |
| Cash in Bank -<br>Current Account  | 20,475        |               | 13,533        |               |
| Cash a/c                           | 29            |               | 135           |               |
| Debtors                            | 3,543         |               | 3,809         |               |
|                                    | <u>49,107</u> |               | <u>42,523</u> |               |
| <b><u>Current Liabilities</u></b>  |               |               |               |               |
| Creditors                          | 330           |               | 633           |               |
| Net Current Assets                 |               | 48,777        |               | 41,890        |
|                                    |               | <b>51,846</b> |               | <b>45,775</b> |
| <b><u>Financed By: -</u></b>       |               |               |               |               |
| <b><u>General Funds</u></b>        |               |               |               |               |
| Balance as at 1st<br>April 2017    |               | 45,775        |               | 38,776        |
| Profit/-Loss for<br>year           |               | 6,071         |               | 6,999         |
|                                    |               | <b>51,846</b> |               | <b>45,775</b> |

## Totton & Eling Community Association Note 1 and Cash Flow Statement 2018

| <b>Note 1</b>         | <b>£</b>     | <b>£</b>     |
|-----------------------|--------------|--------------|
|                       | <b>2018</b>  | <b>2017</b>  |
| <b>Other Income</b>   |              |              |
| <b>Book Sales</b>     | <b>373</b>   | <b>206</b>   |
| <b>Donations</b>      | <b>119</b>   | <b>162</b>   |
| <b>Singing</b>        |              |              |
| <b>Afternoon</b>      | <b>1,118</b> | <b>1,018</b> |
| <b>Car Boot Sales</b> | <b>798</b>   | <b>861</b>   |
| <b>Community</b>      |              |              |
| <b>Sales</b>          | <b>1,027</b> | <b>1,585</b> |
| <b>Events</b>         | <b>248</b>   | <b>629</b>   |
| <b>Quilters</b>       | <b>536</b>   | <b>581</b>   |
| <b>Seated</b>         |              |              |
| <b>Exercise</b>       | <b>2,363</b> | <b>1,454</b> |
| <b>Subscriptions</b>  | <b>272</b>   | <b>250</b>   |
| <b>Sundry</b>         | <b>1,170</b> | <b>432</b>   |
| <b>Funding</b>        | <b>725</b>   | <b>1,125</b> |
|                       | <b>8,749</b> | <b>8,303</b> |

## Cash Flow Statement

|                                  |                |
|----------------------------------|----------------|
| <b>Income for Year</b>           |                |
| <b>Rental and Hire Receipts</b>  | <b>46,806</b>  |
| <b>Bank %</b>                    | <b>14</b>      |
| <b>Other income</b>              | <b>8,747</b>   |
| <b>Expenses</b>                  | <b>-49,496</b> |
| <b>Depreciation</b>              | <b>816</b>     |
| <b>Increase in Debtors</b>       | <b>-239</b>    |
| <b>Capital Expenditure</b>       |                |
| <b>Increase in Creditors</b>     | <b>203</b>     |
| <b>Increase in Funds</b>         | <b>6,851</b>   |
| <b>Cash</b>                      |                |
| <b>Opening Cash Balances</b>     |                |
| <b>Bank Current</b>              | <b>-13,533</b> |
| <b>Bank Investment</b>           | <b>-25,046</b> |
| <b>Petty Cash</b>                | <b>-135</b>    |
| <b>Closing Cash Balances</b>     |                |
| <b>Bank Current</b>              | <b>20,475</b>  |
| <b>Bank Investment</b>           | <b>25,060</b>  |
| <b>Petty Cash</b>                | <b>30</b>      |
| <b>Increase in Cash Balances</b> | <b>6,851</b>   |

## **Totton & Eling Community Association Financial Statement 2018**

During 2018 Income increased by £928 compared with 2017 due to:

- (a) Increase in number of funds received from Rental and Hire Receipts of £1,128
- (b) Increase in number of funds from Other Income of £450

During 2018 Expenditure increased by £2,506 compared with 2017 with up and downs spread over almost all overheads

The result is the Surplus for the year of £6,071

We reported last year that we had £2,186 more in cash than the reported sales justified. We have identified the source of the problem as a system issue. The books of financial record are treated as self contained, not integrated. The result is that a full double-entry set of financial accounts does not yet exist. We aim to move to full double-entry as soon as possible.

There are minor differences this year, but since the reported surplus is underwritten by our cash balances which are independently verified by our bank statements we are confident the accounts materially present a true and fair view.

Approved by the Committee of the Totton & Eling Community Association on July 10th, 2018 and signed on its behalf by:

Paul Hosking (Hon Treasurer)

Dated: 10<sup>th</sup> July 2018

Alan Gerrey (Chairman)

Dated: 10<sup>th</sup> July 2018