

PETERSFIELD COMMUNITY ASSOCIATION

REGISTERED CHARITY NUMBER 1179587

**ACCOUNTS
and
TRUSTEES REPORT**

FOR THE YEAR ENDED 31 MARCH 2020



**PETERSFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER 1179587**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

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PETERSFIELD COMMUNITY ASSOCIATION

CHARITY INFORMATION

Trustees:	Mrs E (Liz) Moss – Chair Mr Les Mitchinson – Vice Chair Mr John Wigley Mr Colin Smith Mr L Redstone Mrs D Syms Mr R Pendell Mr Bill Organ Ms L Payze Mrs G Jolly
Charity Number:	1179587
Principal Office:	Petersfield Community Association The Centre Love lane Petersfield Hampshire GU31 4BW
Independent Examiner:	Mr G R Beer MA (Cantab) FCA 4, Chilgrove House, Marden Way Petersfield Hampshire GU31 4PU
Bankers:	Natwest Bank 38 High street Alton Hants GU34 1BF

**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Petersfield Community Association has existed as a charity since 12/10/93.

A Special General Meeting on 27 June 2018 voted to change the Charitable Trust to a Charitable Incorporated Organisation (CIO) in 2018. The CIO was registered with the Charity Commission on 21/08/2018 and given a new charity number 1179587

A committee of trustees was set up under a new foundation constitution. Trustees elect all officers. The day-to-day management is delegated to a part-time manager.

The named Officers of the Association together with the Centre Manager form a Senior Management Team (SMT), which meets regularly prior to each meeting of the full committee or when matters arise that cannot wait until a full committee meeting is convened. The treasurer, whilst not a trustee, also attended most meetings and the management committee meetings.

In the year under report, the first management committee met on five occasions on 23.5.19, 25.7.19, 7.11.19, 20.12.19 and 23.1.20. Outside representation came from Cllr B Bentley, East Hants District Town Council, Cllr P Shaw, Petersfield Town Council

The Annual General Meeting and Election of Officers was held on **27 September 2019** and was attended by representatives of many of the main groups who use the centre on a regular basis. This meeting included the final report of the old charitable trust as well as introducing the new CIO.

Objectives (public benefit)

The objectives of the Association, as laid out in the constitution are:

To promote the benefit of the inhabitants of Petersfield and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, 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 interests of social welfare for recreation and leisure-time occupation with object of improving the conditions of life for the said inhabitants.

To maintain and manage the Community Centre in furtherance of these objects.

Activities

The rooms of the community centre are hired out to groups and clubs from Petersfield and the surrounding area, in accordance with the objectives.

Staff and Volunteers

The office (open weekday mornings) was staffed by a salaried manager and a total of 5 volunteers during the year. A caretaker and assistant caretaker were also employed for cleaning and some maintenance.

**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020 (CONTINUED)**

ACHIEVEMENTS AND PERFORMANCE

Usage of the centre 2019-2020

No. of Bookings taken for year (4 rooms plus kitchen)	3313
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Number of Hirers of Rooms in Centre	2018-19
Regular (most weekly or more, all at least monthly)	64
Occasional (less than monthly)	18
Casual (once only)	27
Total No. of hirers	106

Groups Using the Centre

ABC Bridge	HCC Adopt South	Phoenix Stitchers
Age Concern Lunch Club	Hello Baby Massage	Photographic Society
Ancient Order of Foresters	Hope Childrens Craft	Photography skills
Art Life	Hope Church	Pilates Core Fitness
Avon	Hope Stitchers	Reading Fairy
Baby Sensory	IWGB Foster Carers Union	Runny Hunnys
Bobbie's Yoga	Jiggy Wrigglers	Sailors Linedanz Club
Body Fitness	Junior Phoenix	Slimming World
Bowmen of Petersfield	Katemia Languages	SML Events Ltd
Bridge Club Lessons	Kowasabi Japanese Community School	Solent NHS Pulmonary Rehab Group
Bridge Improvers Play	Kumon Maths & English	Solent Stamps (for Panda Fairs)
Bridge Practice	Crop Circles Lecture	Southern Health Diabetes Group
Broadway Park	Liss Forest Ballet	Stroke Support
Casual Art	Martial Arts	Sue's Zumbini
Community Bridge Club	Meritts Meadow	Tai Chi Ba Gua
Court Farm Evangelical Church	Monkey Music	Tai Chi Classes Surrey
D Hinds MP	Bridge Club Socials	Tai Chi Group
Watercolour Class	Pact Christmas Dinner	Tai Chi Practice
Diabetes Group Southern Health	PAD Private Dance Lesson	The Arts Society
Dog Training Society	Papercraft	The Square Strummers
East Hants & Havant LIG	Perform	The Stroke Association
East Hants Conservative Association	Petersfield & District Beekeepers Association	Tinsel the Musical
Embrace Change	Petersfield & District Philatelic Society	U3A
Pilates	Petersfield Academy of Dance	Upholstery
English Naturally	Petersfield Bridge Club	WEA
Extinction Rebellion Petersfield	Petersfield Chess Club	Weight Watchers
Family History Group	Petersfield Conservative Association	Winton Players
Fiddlesticks Music	Petersfield Jazz & Blues	Wordplay Hampshire
Fitsteps	Petersfield Lions	Yoga (EC)
Friends of Petersfield Hospital	Petersfield Museum	Yoga (SL)
Green A Team	Petersfield Music Festival	Yoga for Everybody
Hants Astro	Petersfield Theatre Group	Yoga (SW)
HCC	Philatelic Federation	Private bookings - 7 in number

**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020 (CONTINUED)**

CHAIR'S REPORT: 2019-2020

It was business as usual for the Centre until COVID 19 lockdown in March 2020

The Centre was well maintained and the customer base remained steady. We were able to offer the local radio, Shine Radio, space to store their equipment. We have been featured on their podcast. They have the facility to broadcast to over 4000 listeners.

At the end of March, staff were put on furlough.

CHAIR'S REPORT - THE WAY AHEAD

The office re-opened in September and groups are returning to use the Centre, socially distancing and well sanitised! Thanks to Emma, Richard and Coco, we are a COVID-19 secure building.

The way ahead is unclear at the moment but our customer base remains solid with enquiries for space coming in daily. Those groups who can safely return are doing so. We hope problems will be minimal.

MAINTENANCE OF PREMISES

Maintenance and improvements to the Centre and its land is the responsibility solely of the Petersfield Community Association and is carried out under the supervision of the House Manager, a member of the committee, along with the Centre Manager.

Comprehensive Risk Assessments and a Fire Risk Assessment of the building are carried out annually by the Manager under the supervision of the House Manager.

The House Manager position remained unfilled during the year so repairs and improvements were carried out under the supervision of the Manager and the Chair. Minor maintenance issues were handled by the Centre Manager and Caretaker.

In the year under report, the following repairs and improvements were carried out:

The building continues to need regular maintenance such as;

Boilers servicing and repairs

Annual checks on Fire Alarm, fire equipment and emergency lighting

Annual checks on CCTV and security system

Deep clean of carpets and flooring

Annual hedge trimming

The major project for the year was the replacement of the suspended ceilings in the Main Hall and Club Room. This was followed by the redecoration of the same rooms undertaken by the caretaker. The Committee Room was also redecorated and fitted with rub rails to protect the walls.

Due to age/breakdown, 2 external lights, 8 smoke detectors, a hand dryer, 2 printers, a hoover and a steamer were replaced during the year. A new industrial floor buffer was also purchased.

**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020 (CONTINUED)**

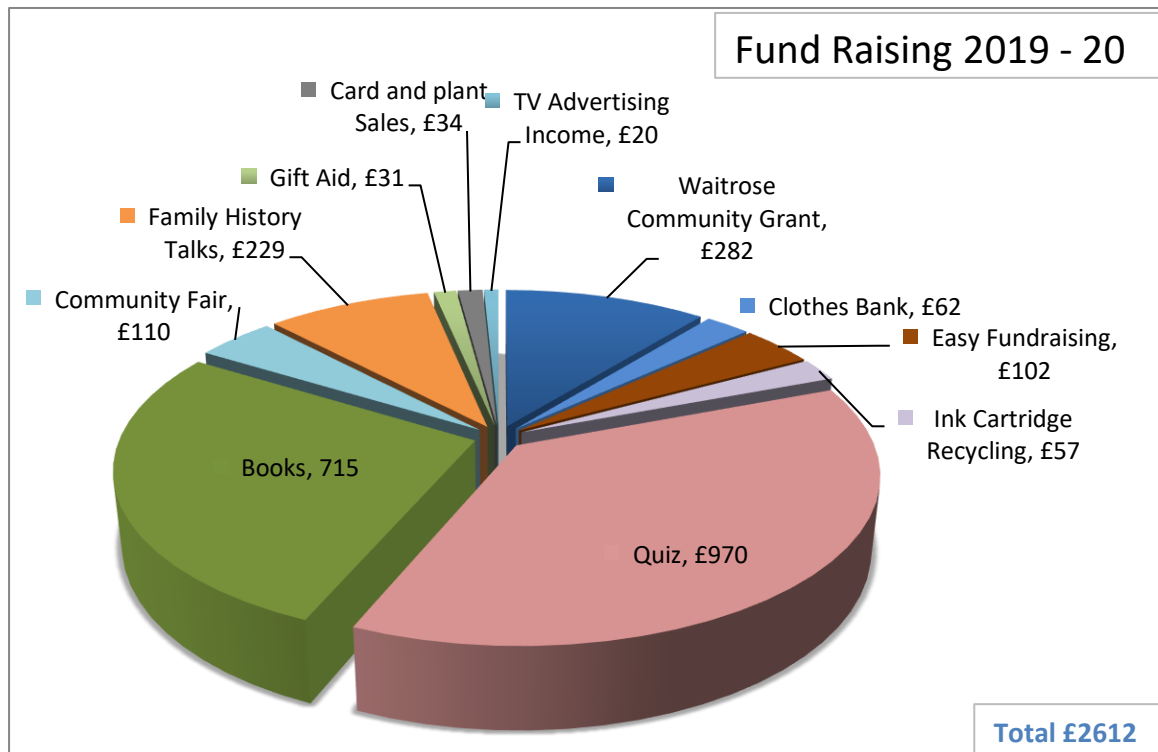
FUND RAISING

The Association has no regular revenue support from any Local Government body. This year we did not apply for, or receive any outside grants.

Occasional donations and legacies provide welcome assistance when they occur but cannot be considered a reliable source of income. The Association depends on raising the necessary funding to meet all the running expenses of the centre through hire charges and internal fundraising activities.

In the year under report, the various fundraising activities and donations yielded income as shown in the graphic below (fund raising expenses have been deducted). It also includes the Waitrose Community fund:

Source	Income	Costs deducted
Waitrose Community Grant	£282	
Clothes Bank	£62	
Easy Fundraising	£102	
Ink Cartridge Recycling	£57	
Quiz	£970	accounts for total expenses £564
Books	£715	
Community Fair	£110	
Family History Talks	£229	
Gift Aid	£31	
Card and plant Sales	£34	
TV Advertising Income	£20	
Total	£2,612	



**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020 (CONTINUED)**

FINANCIAL REVIEW – GEOFF LAMBELL

- It has been a reasonably good first year for the CIO. The effects of the Covid-19 pandemic hit the income in the last few weeks of March, as we began to follow the advice from government to curtail social activities.
The surplus for the year is £12,471.
- The income is derived mainly from
Room hire / Fundraising / Donations and grants.
We are appreciative of all the funds we acquire from our users - special mention should be made to:
Waitrose community fund (£272),
User groups for donating paid up room charges for classes which were cancelled:
Bobbies Yoga, Hope Church, Hope Stitchers, Petersfield Bridge Club,
Pilates Core Fitness, Square Strummers, Stroke Support Group, U3A Painting,
U3A Beginners Bridge and Ancient Order of Foresters.
- We maximise our income by ensuring our costs are kept as low as possible, reviewing our contracts at renewal time.
- The CIO (Charitable Incorporated Trust) had an opening balance of £107,396, being the assets and liabilities transferred from the original charity at 1st April 2019.

Notes for the Income section:

- A high level of room hire, a great fundraising effort and donations mentioned above helped our income reach £75,533.

Notes for the Expenditure section:

- We try to save money when contracts are due for renewal by obtaining other quotes and when necessary changing suppliers.
The expenditure of £63,062 is comprised in large part by
 - . Planned projects (£13,577)
 - . General maintenance (£9,960)
 - . Staff costs (£25,396)
 - . Overheads (Utilities/Security/Other expense) (£11,178)

Notes for the Reserves section:

- The Reserves have been increased by £12,471.

Notes for the Future Expenditure section:

- There are no changes/ improvements planned whilst we deal with the uncertainty of Covid. However essential maintenance will be carried out as required.
- The Trustees have decided to hold the room hire rates to help groups to re-start when permitted.

Staff Pensions

- The centre has complied with its legal duty to make the necessary contributions to the staff pension savings.

Independent Examiner

- Mr Gordon Beer, a chartered accountant, has certified these accounts as accurate

**PETERSFIELD COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020 (CONTINUED)**

Financial Review, Investment Policy and Reserves

Reserves Policy

Unrestricted funds are needed:

- a. To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and
- b. To cover administration fund-raising and support costs without which the charity could not function.

The trustees consider it prudent that unrestricted reserves should be sufficient:

- a. To cover one year's administration, fund-raising and support costs;
- b. To provide a pool equal to 10% of the average charitable expenditure over the preceding years from which funds can be designated to specific projects.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

PETERSFIELD COMMUNITY ASSOCIATION

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020**

I report to the trustees on my examination of the accounts of Petersfield Community Association for the year ended 31 March 2020.

Responsibilities and Basis of Report

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (“the Act”).

I report in respect of my examination of the Charity’s accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable 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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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

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.

G R Beer MA FCA
4, Chilgrove House
Marden Way
Petersfield, Hampshire GU31 4PU

2020

PETERSFIELD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

Incoming Resources	Unrestricted Funds £	Endowment Fund £	Totals 2020 £	Unrestricted Totals 2019 £
Hiring	67,744	0	67,744	0
Storage	1,783	0	1,783	0
Vending	598	0	598	0
Fund Raising	2,894	0	2,894	0
Other Income	565	0	565	0
Interest	793	0	793	0
Waitrose Community Fund	282	0	282	0
Legacy & Donations	744	0	744	0
Damage Account	130	0	130	0
Total resources incoming	75,533	0	75,533	0
 Resources Expended				
Vending	318	0	318	0
Fund Raising	564	0	564	0
M & R Internal	8,340	0	8,340	0
M & R External	1,620	0	1,620	0
Projects	13,577	0	13,577	0
Licences & Subscriptions	2,069	0	2,069	0
Salaries & Wages	25,396	0	25,396	0
Overheads	11,178	0	11,178	0
Total resources expended	63,062	0	63,062	0
Net Incoming resources / (resources expended)	12,471	0	12,471	0
Extraordinary item – Gain on Revaluation of Fixed Assets	0	1,253,385	1,253,385	0
Funds brought forward at 1 April 2019 from former charity	107,396	0	107,396	0
Funds carried forward at 31 March 2020	£119,867	£1,253,385	£1,373,252	£0

PETERSFIELD COMMUNITY ASSOCIATION

BALANCE SHEET AS AT 31 MARCH 2020

	<u>Note</u>	Unrestricted Funds £	Endowment Funds £	Totals 2020 £	Unrestricted Total 2019 £
Fixed Assets					
Tangible Assets.	2	0	1,253,385	1,253,385	0
Investments – NS&I		108,130	0	108,130	0
		<u>108,130</u>	<u>1,253,385</u>	<u>1,361,515</u>	<u>0</u>
Current Assets					
Debtors and prepayments		1,465	0	1,465	0
Petty Cash		82	0	82	0
NatWest Current account		14,120	0	14,120	0
		<u>15,667</u>	<u>0</u>	<u>15,667</u>	<u>0</u>
Creditors Amounts falling due within one year	9	<u>(3,930)</u>	<u>0</u>	<u>(3,930)</u>	<u>0</u>
Net Current Assets		<u>11,737</u>	<u>0</u>	<u>11,737</u>	<u>0</u>
Net Assets		<u>£119,867</u>	<u>£1,253,385</u>	<u>£1,373,252</u>	<u>£0</u>
The Funds of the Charity:					
Unrestricted Funds	8	119,867	0	119,867	0
Endowment Fund	8	<u>0</u>	<u>1,253,385</u>	<u>1,253,385</u>	<u>0</u>
Total Charity Funds		<u>119,867</u>	<u>£1,373,252</u>	<u>£1,373,252</u>	<u>£0</u>

We approve the attached accounts and confirm that we have made available all relevant records and information for their preparation.

.....
Mrs E. Moss - Chairman

.....
Mr G. Lambell - Treasurer

..... 2020
The notes on pages 13 to 17 form part of these accounts.

PETERSFIELD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

1.Accounting Policies

(a)Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP):Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the charity is responsible in law.

The charity constitutes a public benefit entity as defined by FRS 102

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern in spite of the Covid 19 crisis.

(b)Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

(c)Income Recognition

All income and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the charity is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

(d)Expenditure Recognition

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the charity. All other expenditure is generally recognized when it is incurred and is accounted for gross.

PETERSFIELD COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

(e) Tangible Fixed Assets

The Freehold Property being The Centre in Love Lane, Petersfield and adjoining land was transferred at nil cost from PCA Land Trustees. As no Independent valuation was available the Trustees have revalued The Centre at its insurance value and it is now included as an Endowment Fund in the Balance Sheet. The land adjoining The Centre has not been revalued as a value for it has been unobtainable.

The Trustees consider that as The Centre property and adjoining land has a high residual value there is no need to charge depreciation on it in the year. This position will be reviewed at each year end in future.

(f) Pensions

The Charity has registered with NEST and employees have joined the defined contribution "money purchase" scheme and the charity's contributions are shown in Note 3.

2. Tangible Assets

	Freehold Property £
Cost or estimated cost at 1 April 2019	0
Addition at Nil cost	0
Revaluation	1,253,385
At 31 March 2020	<u>1,253,385</u>
Accumulated depreciation at 1 April 2019	0
Charge for the year	0
At 31 March 2020	<u>0</u>
Net book value at 31 March 2020	<u>£1,253,385</u>
Net book value at 31 March 2019	<u>£0</u>

3. Taxation

The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

PETERSFIELD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

4. Analysis of employee costs

	2020 £	2019 £
Salaries	25,211	0
Staff Pension costs	185	0
Social Security Costs	0	0
Total	<u>£25,396</u>	<u>£0</u>

No employee received emoluments of over £60,000 during the year (2019 – nil).

Average number employees for the year was 4 (2019 - nil).

Average number of full-time equivalent employees for the year was 2 (2019 – nil).

5. Legal and Professional costs

	2020 £	2019 £
Independent Examiner's Fees	380	0
Licenses	<u>1,621</u>	<u>0</u>

6. Donated Services

The trustees receive no remuneration for their services.

7. Commitments

The trustees have not committed to or authorized a capital purchase at the year end. (2019- nil)

8. Analysis of Fund Assets and Liabilities

	Unrestricted Funds £	Expendable Endowment Fund £	Total £
Tangible Fixed Assets	0	1,253,385	1,253,385
Fixed Asset Investment	108,130	0	108,130
Current Assets	15,667	0	15,667
Current Liabilities	(3,930)	0	(3,930)
	<u>£119,867</u>	<u>£1,253,385</u>	<u>£1,373,252</u>

The unrestricted funds of the charity may be applied for any charitable purpose at the discretion of the trustees.

PETERSFIELD COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020(Continued)

9.Creditors: Amounts falling due within one year.

	2020 £	2019 £
Trade Creditors	29	0
Key Money	840	0
Deposits	-	0
Advance Bookings	1,464	0
Accruals	1,597	0
	<hr/>	<hr/>
	£3,930	£0
	<hr/>	<hr/>

PETERSFIELD COMMUNITY ASSOCIATION

	2020	2019
	£	£
DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2020		
Hiring		
Main Hall Community Hire	6,987	0
Main Hall Business Hire	14,990	0
Club Room Community Hire	6,684	0
Club Room Business Hire	6,411	0
Committee Room Community Hire	4,781	0
Committee Room Business Hire	2,848	0
Exhibition Room Community Hire	11,783	0
Exhibition Room Business Hire	10,815	0
Kitchen Hire	2,445	0
	<u>£67,744</u>	<u>£0</u>
Fund Raising		
Advertising TV Display	20	0
Quiz	1,534	0
Music Evening	0	0
Easy Fund Raising	102	0
Eco Recycle	62	0
Inkjet Recycle	57	0
eBay Sales	0	0
Card Sales	34	0
Books	715	0
Family History Talks	229	0
Community Fair	110	0
Gift Aid Income	31	0
	<u>2,894</u>	<u>0</u>
Less: Fund Raising expenses	<u>(564)</u>	<u>0</u>
	<u>£2,330</u>	<u>£0</u>
Other Income		
Wayleave	0	0
Equipment Hire	360	0
Photocopying	25	0
Telephone	2	0
Cancellations	15	0
Late Payment Penalty	3	0
Sound System	160	0
	<u>565</u>	<u>0</u>

**PETERSFIELD COMMUNITY ASSOCIATION
DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2020 (CONTINUED)**

	2020	2019
	£	£
M & R Internal		
Health & Safety	9	0
Window Cleaning	160	0
Interior General	614	0
Cleaning Materials	1,044	0
Club Room Maintenance	164	0
Exhibition Room Maintenance	904	0
Main Hall Maintenance	1,064	0
Committee Room Maintenance	716	0
Toilets Maintenance	66	0
Boiler Maintenance	351	0
Cannon Hygiene	335	0
Electrical Legal	144	0
Electrical Spares & General	860	0
Equipment Specific	1,787	0
Kitchen Expenses	122	0
	<hr/> £8,340	<hr/> £0
M & R External		
Exterior General	27	0
Gardening	1,593	0
	<hr/> £1,620	<hr/> £0
Projects		
Buildings Signage	1,649	0
Main Hall/Club Room Decorations	11,928	0
	<hr/> £13,577	<hr/> £0

**PETERSFIELD COMMUNITY ASSOCIATION
DEPARTMENTAL ANALYSES FOR THE YEAR ENDED 31 MARCH 2020 (CONTINUED)**

	2020	2020	2019
		£	£
Salaries & Wages			
Manager's Salary	12,317		0
Clerical	1,494		0
Caretaker's Salary	7,238		0
Assistant Caretaker's Salary	3,653		0
Handyman and Casual Labour	174		0
Payroll Expenses	335		0
Pension Contributions	185		0
	<u>£25,396</u>		<u>£0</u>
Licences & Subscriptions			
Licences	1,621		0
Subscriptions	448		0
	<u>£2,069</u>		<u>£0</u>
Overheads			
Security			
Kestrel Guards	279	0	
CIA Intruder & Fire Alarms	1,525	0	
Insurance	1,402	3,206	0
Post & Communication			
Website	72	0	
Postage & Carriage	63	0	
Telephone and Broadband	465	0	
Internet Protection	27	627	0
Office Expenses			
First Aid	9	0	
Travelling	42	0	
Printing & Stationery	479	0	
Office Expenses	272	0	
Staff Refreshments	67	0	
Hospitality	35	0	
		904	0
Electricity, Gas & Water			
Electricity	1,431	0	
Gas	2,101	0	
Water Rates	1,749	5,281	0
Sundries			
Council Tax	303	0	
Independent Examiner's Fee	380	0	
Legal Fees	200	0	
Consultancy Fees	120	0	
Volunteers Expenses	157	0	
	<u>1,160</u>		<u>0</u>
	<u>£11,178</u>		<u>£0</u>