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**HAMPSTEAD COMMUNITY ACTION LTD.**  
(A company limited by guarantee)

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**for the year ended 31 March 2017**

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**HAMPSTEAD COMMUNITY ACTION LTD.**  
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**HAMPSTEAD COMMUNITY ACTION LTD.**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CENTRE, ITS TRUSTEES AND ADVISERS**  
**for the year ended 31 March 2017**

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**Trustees**

Chris Knight  
Stephen Brandes  
Phil Turner  
Dawn Somper (resigned 17 October 2016)  
Linda Chung  
Guy Wingate  
John Goldsmith

**Company registered number**

1270770

**Charity registered number**

282089

**Registered office**

78 Hampstead High Street, London, NW3 1RE

**Company secretary**

S. Brandes

**Principal staff**

Richard Weaver

**Accountant**

Drennan & Co., 11 Hammersmith Terrace, London, W6 9TS

**Bankers**

NatWest, 25 Hampstead High Street, London NW3 1RL

Nationwide Building Society

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**HAMPSTEAD COMMUNITY ACTION LTD.**  
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**TRUSTEES' REPORT**  
**for the year ended 31 March 2017**

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The Trustees present their annual report together with the financial statements of for the 1 April 2016 to 31 March 2017.

Since the Centre qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

The Centre also trades under the name "Hampstead Community Centre".

## **OBJECTIVES AND ACTIVITIES**

### **a. POLICIES AND OBJECTIVES**

The Centre's premises at 78 Hampstead High Street comprise a reception area and large hall on the ground floor, both with disabled access. On the upper floors, there is an administration office, two meeting rooms and a small interview room. There is a small ground floor retail unit and adjoining market area which is let to traders.

The Centre provides organised activities and services for various age groups and needs. These take place on weekdays in the hall and meeting rooms. The hall and rooms are available for hire at weekends and in the evenings and are popular with local support groups and classes.

The Centre is a social enterprise and aims to make the following overall and specific differences to the lives of Camden residents:

- Reduce isolation and promote stimulating activity for older people through social inclusion
- Improve people's access to safe, stimulating care for children aged 4-12
- Increase creative play opportunities for children under five and support to their parents and carers
- Improve people's access to advice, information, support, counselling and advocacy
- Improve people's access to meeting space for voluntary and community groups
- Promote and support healthy living for the elderly and other groups, including the provision of an outdoor produce market for the locality

The Centre makes resources available to other community groups for the creation and further development of services.

## **ACHIEVEMENTS AND PERFORMANCE**

### **a. KEY FINANCIAL PERFORMANCE INDICATORS**

The key performance indicators are:

Income received:	£278,567 (2015/16 £269,731)
Surplus on operations for the year:	£ 28,616 (2015/16 £5,368)
Total funds:	£186,514 (2015/16 £204,685)

### **b. REVIEW OF ACTIVITIES**

#### **Over 60's activities**

The Over 60s activities and events continue to be extremely popular due to the excellent staff team and volunteers and the wide-ranging activities on offer despite the loss of external funding in 2016.

The majority of members live in sheltered accommodation in the local area. There are, however, a number of

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**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2017**

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members who come from other parts of Camden, such as Gospel Oak, Kentish Town, Chalk Farm and Kilburn due to the convenient transport links to the Centre and a feeling of safety and social inclusion due to the position of the Centre in the locality.

The club maintains a membership of over 150, a weekly average attendance at the Monday club of 30+ and 52 (including staff members) travel on each coach trip.

The members assist in and advise on the planning and running of the activities which in 2016/17 included; keep fit sessions, dance, bingo, talks, games, Christmas events (including a Christmas show, hotel meal and Christmas day event) and several coach trips between May and October.

Most of the costs of the refreshments, materials, prizes etc are met out of the nominal entrance fee paid by each person attending and regular fundraising events organised by the members themselves. The staff costs are paid through the Centre's own funds. Coach trips are no longer subsidised by a grant and consequently, ticket prices have risen by 25%.

The 2016 Christmas Day event was again very well attended with over 90 people coming for the traditional cooked lunch, afternoon tea and entertainment. For this event in particular, the Centre targets the neediest, working closely with Social Care, day centre's, agencies, Age UK Camden, sheltered housing wardens and Social workers. Transport is provided by a large team of volunteers. The function on the day itself is run entirely by volunteers who do all the cooking and preparation in the hall kitchen. Many lunches were also delivered by volunteers on the day to those that could not attend.

The Community Centre remains the only organisation in the locality to offer such a service on Christmas Day. Most of those attending are referrals from support agencies but many turn up on the day. Christmas can be a very stressful time for older people on their own, as they feel isolated, especially if they are housebound. Everyone went home with a gift donated by local shops and businesses.

Despite the loss of trust funding the free event was able to take place in 2016 due to a one off generous donation from an individual and donations from Waitrose and Barclays. Funding for Christmas 2017 will be sought throughout the year.

**Playcentre (4-12's) Term time and School Holidays**

The term time After School Playcentre and Holiday Playschemes for children from 4-12 years (and several young people aged 12-16 who help out as part of our bridging-the-age gap policy) are essential services for the children and their parents/carers within the local community. The services are inspected by Ofsted under the 1989 Children's Act - Registered Numbers 116323 (centre) and EY262532 (Fitzjohn's school): The services have received very good reports from Camden Council Monitoring Officers and Ofsted Inspectors (reports available to see on the Ofsted website).

The After School Playcentre provided an extensive programme of activities Monday-Friday during the school term. This is a service for children aged 4-12 and essential for many working parents/guardians especially families on low incomes, students and those with children with a disability or specific need. The Centre operated a pick-up facility for the children of Fitzjohn's School, Hampstead Parochial, Christchurch and New End School.

A fully qualified staff team looked after the children, who had the opportunity to participate in an exciting and stimulating programme of activities set within a safe and caring environment. This was made possible by careful planning and good quality equipment and materials. Children are encouraged to share, respect and learn from each other's cultures and traditions and express themselves through creative play.

Playworkers work and liaise with other groups and organisations within the area such as Camden Council and Age UK Camden who in partnership with the Playcentre ran a trans-age project called 'Act Your Age' during the

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**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2017**

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summer holidays at Henderson Court day centre, this project will again take place this year as it continues to be such a success.

Over 50 children from Camden's diverse community are registered for participation at the After School Play centre. The service is oversubscribed on some days and a waiting list is in operation.

With financial assistance from the Hampstead Wells and Campden Trust, the After School Playcentre was able to provide nine subsidised concessionary places in 2016/17 for parents/guardians who were most in need.

The Community Centre organised and ran the Summer Holiday Playscheme at Fitzjohn's Primary school in 2016. The Playscheme offered a very high level of day care for over 150 registered children from 9am-6pm Monday to Friday. The Playscheme was carried out within strict safety guidelines taking into account the needs of all the children attending through careful programming and consultation with users and staff. Every child is respected and valued regardless of race, religion, language and culture.

Ten playworkers were employed for the period including 1:1 workers for the disabled children. The scheme was widely publicised through Camden publications, in all the local schools, community organisations, all Camden libraries and on the Community Centre's and Camden's website. Priority was given to children attending the term time playcentre, those living in Camden and of working parents, children at risk, referrals from Camden social workers, children with disabilities and those in need. Parents/carers were kept informed, at all times, of procedures, rules and any other information concerning their child throughout the scheme. They were able to make any comments/suggestions on the scheme through our various parent and carer consultation processes. Feedback obtained from the schemes is used to help monitor the content of the programme and make improvements.

The scheme was funded by the London Borough of Camden, the Hampstead Wells and Campden Trust and Hampstead Churches Youth Committee, together with user contributions and fundraising.

Playschemes also operated during the half term and Easter holidays from 9am-6pm. These were all based at the Community Centre. A similar range of activities to that of the summer were carried out.

Camden Council provides funding to support families on low incomes and referrals within the playcentre (not concessionary places).

#### **Under 5s**

Four parent/carers with toddler groups (3 hours each session Tue-Fri) operated each week term time throughout the year. The maximum number of users allowed under Health and Safety Regulations attended each session. The groups provide a safe, happy, caring and secure environment. The children are encouraged to learn new skills and interact with other children through creative free play and a broad range of structured activities encompassing music sessions, art workshops, cooking sessions, water play and puppet/drama shows. The groups also offer space for parents/carers to meet each other and increase social inclusion.

A full programme of activities is published each term and a satisfaction survey is carried out annually in addition to continuous feedback processes.

#### **Other users**

Rooms 2 and 3 were used by a wide variety of local community support and leisure groups, including local councillor advice surgeries, counsellors, various adult classes, numerous Anonymous/support groups including AA, NA, and residents groups. The hall was used every evening and weekend throughout the year by local groups and for special events including public meetings. Some of these users pay a minimal rental contribution.

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**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2017**

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**FINANCIAL REVIEW**

**a. RESERVES POLICY**

Grants of restricted funds are generally made for one year's expenditure. The Trustees do not build up reserves of such funds as this would be contrary to the donors' intent.

A 10 year planned programme of refurbishment, repairs and maintenance is in place.

The Centre has negotiated and signed a 20 year lease and must show that it has policies in place to maintain the premises.

The Trustees aim to accumulate unrestricted funds to provide for adequate working capital, uneven patterns of expenditure and 6 months running costs in case funding no longer becomes available from previous sources or there is a reduction in commercial income. The present reserves of £186,514 meet these criteria.

**b. RESULT**

The outside market stalls and the other users contribute a significant amount towards the running costs of the Centre. Funding for individual activities is obtained from the local authority, charitable trusts and user contributions.

The communal areas and toilets of the upper floors were fully refurbished in 2016 as set out in the Centre's 10 year maintenance plan.

The result for the year was an excess of income over expenditure on unrestricted funds of £28,616. Funds from the designated (unrestricted) Property Upkeep fund of £46,787 were used for improvements. The net effect was a reduction in unrestricted reserves of £18,171. Unrestricted reserves carried forward at 31 March 2017 are £186,514.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**a. CONSTITUTION**

The Centre is constituted under a Memorandum of Association and is a registered charity number 282089.

The principal objects of the Centre as stated in the governing document are:

"Hampstead Community Action Limited, otherwise known as Hampstead Community Centre, is established to promote the benefit of the inhabitants in a broad area centred on the Community Centre within the London Borough of Camden, to advance education and to provide facilities and activities in the interests of social welfare, recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants".

There have been no changes in the objectives since the last annual report.

**b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the Centre is the responsibility of the Trustees who are elected and co-opted under the terms of the articles of association. When considering the recruitment and appointment of trustees, the Management Committee considers the skills and experience needed to maintain a broad range of skills. Trustees are elected at meetings after a written application has been submitted under the terms of the articles of association. Many of the members have served on the Management Committee for several years, which has

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**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2017**

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created a feeling of stability within the Centre with new members providing an additional skill input.

**c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

New trustees attend a session with principal staff and a senior member of the Management Committee to familiarise themselves with the charity and the context within which it operates. The session covers their obligations under charity and company law, the content of the Memorandum and Articles of Association, the Committee and decision making processes, the plans for development and financial performance of the charity. A trustee information pack is given to all new trustees and they attend the various activities run at the Centre.

**d. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

Hampstead Community Action Ltd employs a staff team comprising the Centre Director, administrator, over 60s worker, Playcentre manager, 4 playworkers and premises officer. Temporary playworkers are employed on a session basis when needed in the school holidays.

Volunteers provide invaluable assistance within all of the activity groups. The Centre Director is responsible for the day-to-day management of the Centre and its employees. The Director reports to the trustees at meetings. The trustees make decisions on any organisational changes and authorise all financial transactions.

Management Committee members are referred to as trustees throughout this report. They meet, as a policy, about every 12 weeks. The full Committee met 4 times during the year ended 31 March 2017. Finance and premises subcommittees meet as and when required.

**e. RELATED PARTY RELATIONSHIPS**

The charity rents the Community Centre premises from the London Borough of Camden and works closely with the Council (especially in respect to older people and children) to identify those in need and actively develop strategies to continually improve the quality of services to the clients. This is achieved through grant monitoring visits (children services), Council training initiatives and partnership and forum groups.

The Centre has developed opportunities for collaborative working with other agencies through outreach work and taking an active part in partnership schemes. The Centre has developed collaborative working partnerships with several organisations including older people agencies (Age UK Camden and sheltered housing projects), children and young people organisations (Camden Play Service, Ofsted and Social Care Disabled Children's Team) and activity-based groups.

The Centre makes resources available to other community groups for the creation and further development of services.

**f. RISK MANAGEMENT**

The Trustees have assessed the major risks to the Centre and have established a register of risks. The Centre has a written document on the systems to mitigate those risks identified. Internal control procedures are in place for the authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and clients at the Centre. Alterations to the Centre have been made in accordance with the premises access audit and the premises are continually assessed.



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**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2017**

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**PLANS FOR FUTURE PERIODS**

**a. FUTURE DEVELOPMENTS**

The activities described above, will continue to function subject to funding being raised.

The public office areas will be refurbished in August 2017 as set out in the maintenance programme. A commercial kitchen will be installed in the hall and the ground floor toilets refurbished with improved facilities in July/August 2017 due to the award of funding from the Community Investment Levy.

**MEMBERS' LIABILITY**

The Trustees of the Centre guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

**EMPLOYEE INVOLVEMENT AND EMPLOYMENT OF THE DISABLED**

Employees are consulted on issues of concern to them by means of regular consultative committee and staff meetings and have been kept informed on specific matters directly by management. The Centre carries out exit interviews for all staff leaving the organisation and has adopted a procedure of upward feedback for management and the Trustees.

In accordance with the Centre's equal opportunities policy, the Centre has long established fair employment practices in the recruitment, selection, retention and training of staff.

The Centre has implemented a number of detailed policies in relation to all aspects of personnel matters including:

- Equal opportunities policy
- Volunteers' policy
- Health & safety policy
- Children's safeguarding policy
- Vulnerable adults safeguarding policy

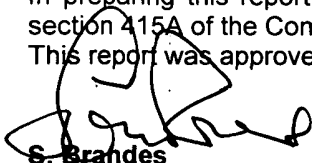
In accordance with the Centre's equal opportunity policy, the Centre has long established fair employment practices in the recruitment, selection, retention and training of disabled staff. Full details of these policies are available from the Centre's offices.

**Appreciations**

The Trustees wish to record their thanks to all the organisations that have supported the Centre's activities, financially and in other ways.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 19 June 2017 and signed on their behalf by:



**S. Brandes**

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**HAMPSTEAD COMMUNITY ACTION LTD.**  
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**INDEPENDENT EXAMINER'S REPORT**  
**for the year ended 31 March 2017**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HAMPSTEAD COMMUNITY ACTION LTD.**

I report on the financial statements of the Centre for the year ended 31 March 2017 which are set out on pages 10 to 18.

This report is made solely to the Centre's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the Centre's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Centre and the Centre's Trustees as a body, for my work or for this report.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on the after 1 January 2015.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. The Centre's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales..

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

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- 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 Centre and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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**HAMPSTEAD COMMUNITY ACTION LTD.**  
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**INDEPENDENT EXAMINER'S REPORT (continued)**  
**for the year ended 31 March 2017**

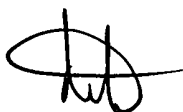
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**INDEPENDENT EXAMINER'S STATEMENT**

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare financial statements which accord with the accounting records, Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) and in other respects comply with the accounting requirements of section 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
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated: 19 June 2017

R.G. Drennan FCA - ICAEW

11 Hammersmith Terrace, London W6 9TS

**HAMPSTEAD COMMUNITY ACTION LTD.**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT**  
**for the year ended 31 March 2017**

	Note	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
<b>INCOME FROM:</b>					
Charitable activities	2	78,494	63,824	142,318	132,992
Other trading activities	3	-	135,706	135,706	136,616
Investments	4	-	543	543	123
<b>TOTAL INCOME</b>		<b>78,494</b>	<b>200,073</b>	<b>278,567</b>	<b>269,731</b>
<b>EXPENDITURE ON:</b>					
Charitable activities		78,494	171,457	249,951	264,363
<b>TOTAL EXPENDITURE</b>	5	<b>78,494</b>	<b>171,457</b>	<b>249,951</b>	<b>264,363</b>
<b>NET INCOME BEFORE TRANSFERS</b>		-	28,616	28,616	5,368
Property maintenance funds used	12	-	(46,787)	(46,787)	-
<b>NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		-	(18,171)	(18,171)	5,368
<b>NET MOVEMENT IN FUNDS</b>		-	(18,171)	(18,171)	5,368
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		-	204,685	204,685	199,317
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>-</b>	<b>186,514</b>	<b>186,514</b>	<b>204,685</b>

The notes on pages 12 to 18 form part of these financial statements.

**HAMPSTEAD COMMUNITY ACTION LTD.**  
**(A company limited by guarantee)**  
**Registered number: 1270770**

**BALANCE SHEET**  
**as at 31 March 2017**

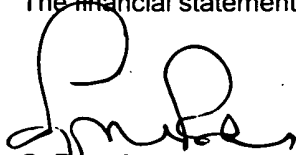
	Note	£	2017 £	£	2016 £
<b>FIXED ASSETS</b>					
Tangible assets	9		1		1
<b>CURRENT ASSETS</b>					
Debtors	10	9,732		9,197	
Cash at bank and in hand		230,757		216,807	
		<u>240,489</u>		<u>226,004</u>	
<b>CREDITORS:</b> amounts falling due within one year	11	(53,976)		(21,320)	
<b>NET CURRENT ASSETS</b>			<u>186,513</u>		<u>204,684</u>
<b>NET ASSETS</b>			<u>186,514</u>		<u>204,685</u>
<b>CHARITY FUNDS</b>					
Unrestricted funds	12		<u>186,514</u>		<u>204,685</u>
<b>TOTAL FUNDS</b>			<u>186,514</u>		<u>204,685</u>

The Trustees consider that the Centre is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the Centre to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 19 June 2017 and signed on their behalf, by:

  
**S. Brandes**

The notes on pages 12 to 18 form part of these financial statements.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 March 2017**

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**1. ACCOUNTING POLICIES**

**1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006

Hampstead Community Action Ltd. meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**1.2 Reconciliation with previous Generally Accepted Accounting Practice**

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

**1.3 COMPANY STATUS**

The Centre is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the Centre being wound up, the liability in respect of the guarantee is limited to £1 per member of the Centre.

**1.4 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Centre and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Centre for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.5 INCOME**

All income is recognised once the Centre has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

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**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2017

**1. ACCOUNTING POLICIES (continued)**

**1.6 EXPENDITURE**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

**1.7 TANGIBLE FIXED ASSETS AND DEPRECIATION**

All assets costing more than £500 are capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant & machinery	20
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**1.8 DEBTORS**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.9 GOVERNANCE COSTS**

Governance costs are the costs of the independent examination, the bookkeeper and registration fees. Meeting and other costs are minimal.

**2. INCOME FROM CHARITABLE ACTIVITIES**

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Over 60's	12,500	3,613	16,113	6,155
Under 5's	-	11,744	11,744	12,134
Playcentre (5-12)	65,994	48,467	114,461	114,703
	<u>78,494</u>	<u>63,824</u>	<u>142,318</u>	<u>132,992</u>

In 2016, of the total income from charitable activities, £70,594 was to unrestricted funds and £62,398 was to restricted funds.

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**ANALYSIS OF RESTRICTED FUNDS RECEIVED**

	2017 £	2016 £
Hampstead Wells & Camden Trust - Over 60's	-	2,250
London Borough of Camden	57,494	51,748
Hampstead Wells & Camden Trust - Playcentre	7,200	7,100
Hampstead Churches Youth Committee	1,300	1,300
London Borough of Camden Strategic Partnership funding	12,500	-
<b>Total</b>	<b>78,494</b>	<b>62,398</b>

**3. OTHER TRADING ACTIVITIES**

	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Lettings - market stalls	95,554	95,554	93,144
Lettings - halls & rooms	34,726	34,726	38,514
Christmas card sales	2,418	2,418	2,958
Miscellaneous donations	3,008	3,008	2,000
	<b>135,706</b>	<b>135,706</b>	<b>136,616</b>

In 2016, of the total income from other trading activities, £136,616 was to unrestricted funds and £ NIL was to restricted funds.

**4. INVESTMENT INCOME**

	Total funds 2017 £	Total funds 2016 £
Bank deposit interest	543	123

In 2016, of the total investment income, £ 123 was to unrestricted funds and £ NIL was to restricted funds.



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**5. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE**

	Staff costs 2017 £	Other costs 2017 £	Total 2017 £	Total 2016 £
Over 60's	4,373	3,621	7,994	7,127
Under 5's	13,479	2,716	16,195	13,633
Playcentre (5-12)	69,804	32,588	102,392	94,619
Running costs of Centre	65,911	48,882	114,793	103,639
Governance costs	-	4,243	4,243	3,446
Property refurbishment	-	-	-	37,560
<b>CHARITABLE ACTIVITIES</b>	<b>153,567</b>	<b>92,050</b>	<b>245,617</b>	<b>260,024</b>
<b>EXPENDITURE ON GOVERNANCE</b>	<b>-</b>	<b>4,334</b>	<b>4,334</b>	<b>4,339</b>
	<b>153,567</b>	<b>96,384</b>	<b>249,951</b>	<b>264,363</b>

**6. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	Activities undertaken directly 2017 £	Support costs 2017 £	Total 2017 £	Total 2016 £
Over 60's	7,994	-	7,994	7,127
Under 5's	16,195	-	16,195	13,633
Playcentre (5-12)	102,392	-	102,392	94,619
Running costs of Centre	114,793	-	114,793	103,639
Governance costs	4,243	-	4,243	41,006
<b>Total</b>	<b>245,617</b>	<b>-</b>	<b>245,617</b>	<b>260,024</b>

**7. NET INCOMING RESOURCES/(RESOURCES EXPENDED)**

This is stated after charging:

	2017 £	2016 £
Independent examiner's remuneration	2,880	2,880

During the year, no Trustees received any remuneration (2016 - £NIL).  
During the year, no Trustees received any benefits in kind (2016 - £NIL).  
During the year, no Trustees received any reimbursement of expenses (2016 - £NIL).

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**8. STAFF COSTS**

Staff costs were as follows:

	2017 £	2016 £
Wages and salaries	<u>153,567</u>	<u>149,731</u>

The average number of persons employed by the Centre during the year was as follows:

	2017 No.	2016 No.
Playcentre and other activities	5	4
Running the centre	6	6
	<u>11</u>	<u>10</u>

No employee received remuneration amounting to more than £60,000 in either year.

**9. TANGIBLE FIXED ASSETS**

	Plant & machinery £
<b>COST</b>	
At 1 April 2016 and 31 March 2017	<u>1</u>
<b>DEPRECIATION</b>	
At 1 April 2016 and 31 March 2017	<u>-</u>
<b>NET BOOK VALUE</b>	
At 31 March 2017	<u>1</u>
At 31 March 2016	<u>1</u>

**10. DEBTORS**

	2017 £	2016 £
Trade debtors	8,556	8,049
Prepayments and other debtors	1,176	1,148
	<u>9,732</u>	<u>9,197</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017 £	2016 £
Trade creditors	11,250	-
Accruals and deferred income	42,726	21,320
	<u>53,976</u>	<u>21,320</u>

Accruals and deferred income includes £4,040 (2016: £3,411) of grants and fees received in advance for activities taking place in 2017/18.

**12. STATEMENT OF FUNDS**

	Brought Forward £	Income £	Expenditure £	Transfers in/(out) £	Carried Forward £
<b>DESIGNATED FUNDS</b>					
Designated Funds - property upkeep & improvement	75,000	-	-	(46,787)	28,213
<b>GENERAL FUNDS</b>					
General Fund	129,685	200,073	(171,457)	-	158,301
Total Unrestricted funds	204,685	200,073	(171,457)	(46,787)	186,514
<b>RESTRICTED FUNDS</b>					
Restricted Funds	-	78,494	(78,494)	-	-
Total of funds	204,685	278,567	(249,951)	(46,787)	186,514

**HAMPSTEAD COMMUNITY ACTION LTD.**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2017

**12. STATEMENT OF FUNDS**

**SUMMARY OF FUNDS**

	<b>Brought Forward £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers in/(out) £</b>	<b>Carried Forward £</b>
Property upkeep & improvement fund	75,000	-	-	(46,787)	28,213
General funds	129,685	200,073	(171,457)	-	158,301
	<u>204,685</u>	<u>200,073</u>	<u>(171,457)</u>	<u>(46,787)</u>	<u>186,514</u>
Restricted funds	-	78,494	(78,494)	-	-
	<u>204,685</u>	<u>278,567</u>	<u>(249,951)</u>	<u>(46,787)</u>	<u>186,514</u>

**13. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Restricted funds 2017 £</b>	<b>Unrestricted funds 2017 £</b>	<b>Total funds 2017 £</b>	<b>Total funds 2016 £</b>
Tangible fixed assets	-	-	-	1
Current assets	-	1	1	-
Creditors due within one year	-	240,489	240,489	226,003
	-	(53,976)	(53,976)	(21,320)
	<u>-</u>	<u>186,514</u>	<u>186,514</u>	<u>204,685</u>