



Charity Name	No (if any)
<b>Cottenham Community Centre</b>	<b>1128604</b>

<b>Charity Commission CC16a</b>
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### Receipts and Payments Accounts for 2013

For the period from	Period start date	To	Period end date
	01 January 2013		31 December 2013

## Section A Receipts and Payments

	Unrestricted funds to the nearest £	Restricted fund (BIG Lottery Fund Grant <sup>A</sup> ) to the nearest £	Restricted fund to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Coffee Shop & Catering	75,605			75,605	73,217
Sales Commissions	493			493	372
Facility Hire + Parish Council License Charge	12,535			12,535	11,170
Capital Grants <sup>B</sup>	2,100			2,100	13,617
Fund Raising	2,595			2,595	2,938
Donations <sup>C</sup>	2,609			2,609	18
Membership Scheme <sup>D</sup>	1,254			1,254	2,395
Interest on Capital	26			26	24
VAT Recovery <sup>E</sup>	657			657	-
<b>Sub total</b>	<b>97,874</b>	<b>-</b>	<b>-</b>	<b>97,874</b>	<b>103,751</b>
<b>A2a VAT charged, not yet paid to HMRC<sup>F</sup></b>	<b>4,898</b>	<b>-</b>	<b>-</b>	<b>4,898</b>	<b>4,484</b>
<b>A2b Asset &amp; Investment Sales, etc.</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>300</b>	<b>-</b>
<b>Total receipts</b>	<b>£103,072</b>	<b>£0</b>	<b>£0</b>	<b>£103,072</b>	<b>£108,235</b>
<b>A3 Payments</b>					
Staff Costs: Salary and Employer NICS	33,630			33,630	30,379
Food + Drink Items and Consumables	28,754			28,754	26,490
Cleaning	4,868			4,868	2,630
Waste Collection & Disposal	1,239			1,239	973
Utilities: Gas & Electricity	5,257			5,257	4,627
Utilities: Telephone & Broadband	502			502	567
Utilities: Water	402			402	508
Insurance	1,689			1,689	1,680
Building Upgrade + Renovation	33,039	421		33,460	6,978
Capital Equipment	1,261			1,261	189
Furniture	528			528	460
Childrens Play + Learning	105			105	-
Coffee Shop: Non-Food, Non-Consumables	1,252			1,252	1,238
Building + Equipment Maintenance	3,968			3,968	5,039
Professional Fees	352			352	1,063
Marketing & Promotion	103			103	50
Training	240			240	60
Items for Re-sale	245			245	51
Memberships	45			45	15
Licensing	446			446	42
Admin: Banking, Website, Stationary, Postage	40			40	757
<b>Sub total</b>	<b>117,965</b>	<b>421</b>	<b>-</b>	<b>118,386</b>	<b>83,796</b>

A4a VAT paid, not yet reclaimed <sup>F</sup>	1,250		-	1,250	2,408
A4b Asset & Investment Purchases, etc.	-	-	-	-	-
<b>Total payments</b>	<b>119,215</b>	<b>421</b>	<b>-</b>	<b>119,636</b>	<b>86,204</b>
<b>Net of receipts/(payments)</b>	<b>- 16,143</b>	<b>- 421</b>	<b>-</b>	<b>- 16,564</b>	<b>22,031</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	33,246	421	-	33,667	12,145
<b>Cash funds this year end<sup>G</sup></b>	<b>£17,103</b>	<b>£0</b>	<b>£0</b>	<b>£17,103</b>	<b>£34,176</b>

## Section B Statement of Assets and Liabilities (at year end)

Categories	Details	Unrestricted funds to nearest £	Restricted fund (BIG Lottery) to nearest £	Restricted fund to nearest £
B1 Cash funds	Cambridge Building Society, *****940	10,864	-	-
	Co-operative Bank, *****401	5,991	-	-
	Petty Cash & Coffee Shop Float	248	-	-
	<b>Total cash funds</b>	<b>£17,103</b>	<b>£0</b>	<b>£0</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
	None	-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Coffee Shop Stock at 31-Dec-13	Unrestricted	£475	£475
	Furniture, 2009	Unrestricted	£792	nil
	Furniture, 2010 + 2011	Unrestricted	£3,790	nil
	Kitchen Equipment, 2009	Unrestricted	£569	nil
	Kitchen Equipment, 2010	Unrestricted	£8,781	nil
	Capital Equipment: Kitchen, Laundry, AV, 2011	Unrestricted	£4,606	nil
	Arts, Drama + Play Equipment, 2010	Unrestricted	£1,219	nil
	Arts, Drama + Play Equipment/Furniture, 2011	Unrestricted	£2,919	nil
	Cooling Equipment, Coffee Shop, 2012	Unrestricted	£1,400	£466 (33%)
	Kitchen Equipment, 2013	Unrestricted	£1,096	£731 (67%)
	Cooling Equipment, Hall, 2013	Unrestricted	£4,300	£2,867 (67%)
	Audio Equipment, Studio 2013	Unrestricted	£165	£110 (67%)

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
HMRC (VAT, quarter to 30-Nov-13) <sup>F</sup>	Unrestricted	£2,868	10-Jan-14
HMRC (VAT, quarter to 28-Feb-14) <sup>F</sup>	Unrestricted	£780	10-Apr-14
Cambridge Water (Water Charges, 01-Jun-13 to 30-Nov-13)	Unrestricted	£365	01-Jan-14

## B5 Liabilities

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Steven Poole, Treasurer	23-Jan-14
	Edward Murphy, Chair	23-Jan-14

## Section C Notes to Accounts

**Note A:** BIG Lottery, Awards for All, (AFE/1/010425697) Purchase + Installation of Sound Deadening Panels. Awarded during 2012.

**Note B:** Grant funders who have provided capital funds during 2013:

1. Cottenham Parish Council, £2,000 (contribution to fire escape refurbishment and cooling equipment caging upgrade).
2. Cottenham Parish Council, £100 (contribution to rear entrance access upgrade).

No revenue grant funding was received during the year.

**Note C:** Includes a donation of £2,500 made by Mi-Time Wellbeing Ltd towards costs associated with setup of 'The Studio'.

**Note D:** Membership at the end of 2013 totalled 74 (individual, youth, senior, family, and corporate members).

**Note E:** Recovery of VAT relating to the period prior to VAT registration (3rd September 2012). Payment received during 2013.

**Note F:** VAT registration number 139 4876 68. The balance of these figures (£4,898 - £1,250 = £3,648) is payable to HMRC during 2014.

**Note G:** Cash funds at 31-Dec-13 were £13,455 plus the VAT liability at that time (see note F), total £17,103. At 31-Dec-12 cash funds were £33,667 plus the VAT liability at that time, total £34,176.

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