

CHINNOR VILLAGE HALL
RECEIPTS AND PAYMENTS ACCOUNTS
YEAR ENDED 31 OCTOBER 2017

CHINNOR VILLAGE HALL

REFERENCE AND ADMINISTRATION DETAILS

REG CHARITY NO: 304285

PRINCIPAL ADDRESS: Church Rd
Chinnor OXON
OX39 4PQ

TRUSTEES: Robin Williams BA Chairman
Zena Baker Deputy Chair Vice Chair & Booking
Administrator
Sue and Pete Sargent Treasurers
Lynn Lloyd
Stephen Chadd
Keith Rogers
Sarah Phillips – resigned July 2017
Christine Wilson – appointed June 2017
Sue Ashdown
Michael Ashdown – appointed August
2017

GOVERNING DOCUMENT: Scheme dated 12 September 2002, Amended 21 January 2004

BANK: Santander
Customer Service Centre
Bootle Merseyside
L30 4GB

INDEPENDENT EXAMINER: Sally Russ-Silsby BA(Hons), FCCA

CHINNOR VILLAGE HALL

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2017

The Trustees present their Annual Report and Financial Statements for the period ended 31 October 2017.

Objects:

The provision of a village hall for use by the inhabitants of Chinnor and the surrounding neighbourhood without distinction of political, religious or other opinions including use for

A) meetings lectures and classes

B) recreation and leisure-time occupations,

with the object of improving the conditions of life for the inhabitants.

Committee of Management:

The charity is run by a Committee of Management who are the trustees.

The Committee should be made up of 5 elected members and 1 appointed member from each of 6 local groups.

All members will stand down at the AGM, but may be re-elected or re appointed.

The Committee may co-opt up to two members during the year, to be effective until the next AGM. A member will cease if they are disqualified from being a charity trustee, are absent from all meetings for 12 months, or otherwise by giving one month's notice in writing.

Committee members elect the Chairman, Secretary and Treasurer and must hold at least 2 ordinary meetings and an AGM each year. One third of members must be present to have a quorum at meetings and all votes are decided by simple majority.

New committee members are given a copy of the constitution, and the latest accounts together with guidance as to the role of a charity trustee and the rules concerning public benefit.

Activities and Achievements in support of the objects:

When planning the activities of the charity for the year the trustees have considered the Commission's guidance on public benefit. In particular when setting hire charges the trustees are sensitive to the needs of small not for profit groups and clubs that use the hall and for whom increases in fees are difficult to meet.

The trustees have met regularly this year and have been conscious of the need to raise additional funds in order to meet rising costs in the current economic environment and to maintain a programme of improvements to the building.

CHINNOR VILLAGE HALL

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2017 (continued)

Financial Review:

The trustees report that hire charges have risen by 13% from £27,595 to £31,126, on a year on year basis.

Operating expenses increased only marginally year on year, with the exception of building maintenance and repair costs. Some essential property works, including new fencing and the replacement of soffits and fascias, contributed to an 11% increase in expenditure from 2015/6.

The resurfacing of the front car park was completed in January 2017. The VAT inclusive cost of this work was £12,204. This was largely funded by a South Oxfordshire District Council capital grant of £4,444 and a s106 grant of £5,500. No further capital projects were undertaken during the year and nothing is currently planned or budgeted for 2017/8.

The trustees feel that their current investment policy of holding surplus funds on interest bearing reserve and fundraising accounts is appropriate and should be continued.

The trustees are aware of the main risk to the charity's operation is that it is dependent on hire income to cover costs and thanks all the local groups, volunteers and trustees whose hard work and fundraising enables this valuable facility to be available to local people.

Trustees Responsibilities in relation to Financial Statements:

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared Receipts and Payments Accounts and a Statement of Assets and Liabilities which are set out on pages 5 to 7.

Signature:
Mr R Williams

Position: Chairman

Date:

CHINNOR VILLAGE HALL

Independent Examiner's Report to the Trustees of Chinnor Village Hall.

I report on the accounts of the charity for the year ended 31 October 2017, which are set out on the attached pages.

Respective responsibilities of Trustees and Examiner.

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

It is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act;
- b) follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- c) 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 Commissioners.

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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in 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:*

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- * to keep accounting records in accordance with s130 of the 2011 Act; and
 - * to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
- have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sally Russ-Silsby BA(Hons), FCCA

CHINNOR VILLAGE HALL

Receipts and Payments Accounts

For the Period to 31 October 2017

	Unrestricted Fund	Restricted Fund	TOTAL 2017	TOTAL 2016
	£	£	£	£
Receipts				
Voluntary Income				
Donations and Grants	40	7,911	7,951	2,222
Charitable Activities				
Hire of Hall and facilities	31,126	0	31,126	27,595
Fundraising Income	0	1,377	1,377	0
Other Income				
Rent and Storage	0	0	0	1,422
Investment Income	30	0	30	43
<u>Total Receipts</u>	<u>31,196</u>	<u>9,288</u>	<u>40,484</u>	<u>31,282</u>
Direct charitable payments				
Hall Upkeep				
Building maintenance and repairs	7,229	0	7,229	4,392
Cleaning fees and materials	10,989	0	10,989	10,951
Refuse disposal	1,442	0	1,442	1,413
Utilities	3,661	0	3,661	4,169
Insurance	1,634	0	1,634	1,612
Fire and safety checks	1,517	0	1,517	1,250
Licences	823	0	823	706
Equipment rental	199	0	199	199
Deposit Refunds and Charges				
Fund raising				
100 club	0	0	0	0
Catering	0	0	0	0
Administration:				
Salaries	960	0	960	960
Administrative expenses	727	0	727	582
Telephone	401	0	401	373
Trustee Insurance	237	0	237	232
Independent Examination	200	0	200	200
Other Payments				
Hall redevelopment/planning fees	0	0	0	0
Car park re-surfacing	0	12,204	12,204	0
<u>Total Payments</u>	<u>30,019</u>	<u>12,204</u>	<u>42,223</u>	<u>27,039</u>
<u>Net Income</u>	<u>1,177</u>	<u>(2,916)</u>	<u>(1,739)</u>	<u>4,243</u>
Cash Funds brought forward	12,898	2,222	15,120	10,877
Transfer between funds	(694)	694	0	0
Cash Funds carried forward	13,381	0	13,381	15,120

CHINNOR VILLAGE HALL

Statement of Assets and Liabilities at 31 October 2017

Funds Reconciliation

	Unrestricted fund	Restricted fund	Total 2017
Cash at bank & in hand 31.10.2016	12,898	2,222	15,120
Surplus/(deficit) this year end	483	(2,222)	(1,739)
Cash at bank & in hand 30.10.2017	13,381	0	13,381

	2017	2016
Cash Funds		
Bank Current Account	3,241	4,095
Community Instant Reserve	61	60
Fund Raising Account	10,079	10,965
Petty Cash	0	0
	13,381	15,120
<u>TOTAL ASSETS</u>	<u>13,381</u>	<u>15,120</u>
Liabilities		
Independent Examiners Fee	200	200
<u>TOTAL LIABILITIES</u>	<u>200</u>	<u>200</u>

Approved by the trustees:

Signature

Mr R Williams

Position: Chairman

Date:

CHINNOR VILLAGE HALL

Notes to the Accounts for the Year Ended 31 October 2017

1 **Accounting Policies**

These accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011.

2 **Payments to trustees**

The trustees receive no remuneration, direct or indirect benefits from the charity.

3 **Funds**

The Restricted Fund consists of grants and donations given for a specific purpose. At 31 October 2016 the balance on this fund was £2,222, representing 50% of an agreed maximum capital grant payment of £4,444 from South Oxfordshire District Council, for the purpose of resurfacing the front car park. The balance of the grant was received on 3 February 2017, following the completion of the work. A further grant of £5,500 was awarded by South Oxfordshire District Council, under Section 106 of the Town and Country Planning Act 1990, in November 2016. The final cost of the re-surfacing work was £12,204 inclusive of VAT. The profits from a dedicated fundraising event and a transfer from the Unrestricted Fund covered the balance of the project cost.

The Unrestricted Fund consist of general donations and gifts together with hire and rental of the facilities and equipment in order to meet the upkeep costs of the hall, insurance and administrative overheads.

