

CHINNOR VILLAGE HALL
RECEIPTS AND PAYMENTS ACCOUNTS
YEAR ENDED 31 OCTOBER 2018

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 Sargant Treasurers
Lynn Lloyd
Stephen Chadd
Keith Rogers
Christine Wilson
Sue Ashdown
Michael Ashdown

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 2018

The Trustees present their Annual Report and Financial Statements for the period ended 31 October 2018.

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 2018 (continued)

Financial Review:

The trustees report that hire charges have risen by 7% from £31,126 to £33,415, on a year on year basis.

Overall operating expenses were slightly reduced, mainly because of lower general maintenance costs, and despite the spend on installing a defibrillator.

A surplus of income over expenditure of £4,194 is carried forward to 2018/9.

A donation of £2,000 was received from Bovis Homes on October 2018 which was designated for a kitchen upgrade.

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 2018, which are set out on the attached pages.

Responsibilities and basis of report

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.

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Sally Russ-Silsby BA(Hons), FCCA

CHINNOR VILLAGE HALL

Receipts and Payments Accounts

For the Period to 31 October 2018

	Unrestricted Fund	Restricted Fund	TOTAL 2018	TOTAL 2017
	£	£	£	£
Receipts				
Voluntary Income				
Donations and Grants	0	2,000	2,000	7,951
Charitable Activities				
Hire of Hall and facilities	33,415	0	33,415	31,126
Fundraising Income	30	0	30	1,377
Investment Income	55	0	55	30
<u>Total Receipts</u>	<u>33,500</u>	<u>2,000</u>	<u>35,500</u>	<u>40,484</u>
Direct charitable payments				
Hall Upkeep				
Building maintenance and repairs	5,451	0	5,451	7,229
Cleaning fees and materials	10,987	0	10,987	10,989
Refuse disposal	1,490	0	1,490	1,442
Utilities	3,649	0	3,649	3,661
Insurance	1,703	0	1,703	1,634
Fire and safety checks	1,049	0	1,049	1,517
Licences	892	0	892	823
Equipment rental	249	0	199	199
Fund raising				
100 Club	0	0	0	0
Catering	0	0	0	0
Administration:				
Salaries	1,080	0	1,080	960
Administrative expenses	688	0	688	727
Telephone	421	0	421	401
Trustee Insurance	235	0	235	237
Independent Examination	200	0	200	200
Other Payments				
Defibrillator	1,212	0	1,212	0
Car park re-surfacing	0	0	0	12,204
<u>Total Payments</u>	<u>29,306</u>	<u>0</u>	<u>29,306</u>	<u>42,223</u>
<u>Net Income</u>	<u>4,194</u>	<u>2,000</u>	<u>6,194</u>	<u>(1,739)</u>
Cash Funds brought forward	13,381	0	13,381	15,120
Transfer between funds	0	0	0	0
Cash Funds carried forward	<u>17,575</u>	<u>2,000</u>	<u>19,575</u>	<u>13,381</u>

CHINNOR VILLAGE HALL

Statement of Assets and Liabilities at 31 October 2018

Funds Reconciliation

	Unrestricted fund	Restricted fund	Total 2018
Cash at bank & in hand 31.10.2017	13,381	0	13,381
Surplus/(deficit) this year end	4,194	2,000	6,194
Cash at bank & in hand 31.10.2018	19,575	2,000	19,575

	2018	2017
Cash Funds		
Bank Current Account	3,350	3,241
Community Instant Reserve	61	61
Fund Raising Account	16,164	10,079
Petty Cash	0	0
	19,575	13,381
<u>TOTAL ASSETS</u>	<u>19,575</u>	<u>13,381</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 2018

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. In October 2018 a donation was received from Bovis Homes to be spent on upgrading the CVH kitchen.

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.

