

**CHINNOR VILLAGE HALL**  
**RECEIPTS AND PAYMENTS ACCOUNTS**  
**YEAR ENDED 31 OCTOBER 2015**

## **CHINNOR VILLAGE HALL**

### REFERENCE AND ADMINISTRATION DETAILS

REG CHARITY NO: 304285

PRINCIPAL ADDRESS: Church Rd  
Chinnor OXON  
OX39 4PQ

TRUSTEES: Robin Williams BA Chairman  
Lara Claudel Deputy Chair  
Sue and Pete Sargant Treasurers  
Zena Baker Booking Administrator  
Lynn Lloyd  
Stephen Chadd  
Keith Rogers  
Sarah Phillips  
Paul Phillips  
Sue 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), ACCA

## **CHINNOR VILLAGE HALL**

### **TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2015**

The Trustees present their Annual Report and Financial Statements for the period ended 31 October 2015.

#### **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 2015 (CON)**

#### **Financial Review:**

The trustees report that hire charges have risen slightly to £24,719 from £23,521 (restated) in 2014.

The refurbishment of Chinnor Village Hall was undertaken between November 2014 and January 2015. The Hall was officially re-opened on 7<sup>th</sup> March 2015. Funding for this project was obtained from South Oxfordshire District Council (£105,930) and Rugby Cement (£10,000). A further £9,428 was transferred from the Unrestricted Fund to meet the costs of refurbishment.

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 2015, 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), ACCA**

## **CHINNOR VILLAGE HALL**

### Receipts and Payments Accounts

For the Period to 31 October 2015

	<b>Unrestricted Fund</b>	<b>Restricted Fund</b>	<b>TOTAL 2015</b>	<b>TOTAL 2014</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>				
Voluntary Income				
Donations and Grants	0	45,930	45,930	75,033*
Charitable Activities				
Hire of Hall and facilities	24,719	0	24,719	23,521*
Fundraising Income	0	0	0	0
Other Income				
Rent and Storage	2,615	0	2,615	2,836
Investment Income	135	0	135	17
<b><u>Total Receipts</u></b>	<b><u>27,469</u></b>	<b><u>45,930</u></b>	<b><u>73,399</u></b>	<b><u>101,406</u></b>
<b>Direct charitable payments</b>				
Hall Upkeep				
Building maintenance and repairs	6,724	0	6,724	3,993
Cleaning fees and materials	6,642	0	6,642	7,530
Refuse disposal	1,307	0	1,307	1,084
Utilities	3,733	0	3,733	4,215
Insurance	1,557	0	1,557	1,497
Fire and safety checks	2,401	0	2,401	1,538
Licences	865	0	865	571
Equipment rental	249	0	249	199
Deposit Refunds and Charges				
<b>Fund raising</b>				
100 club	0	0	0	0
Catering	0	0	0	0
<b>Administration:</b>				
Salaries	960	0	960	960
Administrative expenses	725	0	725	1,042
Telephone	350	0	350	331
Trustee Insurance	225	0	225	158
Independent Examination	200	0	200	200
<b>Other Payments</b>				
Hall redevelopment/planning fees	0	125,358	125,358	3,157
New equipment	1,112	0	1,112	0
Other improvements (Hearing Loop)	0	0	0	1,264
<b><u>Total Payments</u></b>	<b><u>27,049</u></b>	<b><u>125,358</u></b>	<b><u>152,407</u></b>	<b><u>27,739</u></b>
<b><u>Net Income</u></b>	<b><u>420</u></b>	<b><u>(79,428)</u></b>	<b><u>(79,008)</u></b>	<b><u>73,667</u></b>
Cash Funds brought forward	19,885	70,000	89,885	16,218
Transfer between funds	(9,428)	9,428	0	0
<b>Cash Funds carried forward</b>	<b>10,877</b>	<b>0</b>	<b>10,877</b>	<b>89,885</b>

\* - 2014 grant and lettings income restated

## CHINNOR VILLAGE HALL

Statement of Assets and Liabilities at 31 October 2015

	<b>2015</b>	<b>2014</b>
<b>Cash Funds</b>		
Bank Current Account	4,116	5,751
Community Instant Reserve	60	60
Fund Raising Account	6,701	84,075
Petty Cash	0	0
	<b>10,877</b>	<b>89,885</b>
<b>Other Assets</b>		
Unpaid hire charges under collection	0	0
 <b><u>TOTAL ASSETS</u></b>	 <b><u>10,877</u></b>	 <b><u>89,885</u></b>
 <b>Liabilities</b>		
Independent Examiners Fee	200	200
Book keeping	0	0
Subscription	0	0
 <b><u>TOTAL LIABILITIES</u></b>	 <b><u>200</u></b>	 <b><u>200</u></b>

Approved by the trustees:

Signature

Mr R Williams

Position: Chairman

Date:

## **CHINNOR VILLAGE HALL**

Notes to the Accounts for the Year Ended 31 October 2015

### **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 2014 the balance on this fund was £70,000. This was further augmented in 2015 on receipt of final grant payments from South Oxfordshire District Council, totalling £45,930, for the hall redevelopment project. This project was completed in January 2015 and all contractors paid. Therefore the closing balance on the Restricted Fund was £nil at 31 October 2015.

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. In 2015 there was a transfer of £9,428 to the Restricted Fund in respect of the hall redevelopment project.



