

LITTLE WEIGHTON VILLAGE HALL

FINANCIAL STATEMENTS

Year ended

31 AUGUST 2014

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For the year ended 31 August 2014**

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**Report of the Board of Trustees
For the year ended 31 August 2014**

The trustees present their report with the financial statements of the Charity for the year ended 31 August 2014.

Reference and Administrative Details of the Charity, its Trustees and Advisers

Name of Charity: Little Weighton Village Hall

Charity Registration Number: 523266

Registered and Principal Operating Address: 19 Old Village Road
Little Weighton
Cottingham
East Yorkshire
HU20 3US

Contact Address: Little Weighton Village Hall
c/o Mrs Beryl Catterall
6 The Close
Little Weighton
Cottingham
East Yorkshire
HU20 3XA

Trustees:

Names of trustees who served during the year and since the year end were as follows:

Name	Office (if any)	Dates acted (if not for whole year)	Name of person (or body) entitled to appoint trustee (if any)
Mrs Beryl Catterall	Chairperson		YCA
Mrs Margaret Bamber	Treasurer	Resigned May 2014	
Mrs Margaret Harrison	Treasurer	Appointed June 2014	Keep Fit
Mrs Prue Campbell BA	Bookings Secretary		Gardeners Club
Mrs Audrey Ringrose			Christian Fellowship
Mrs Alison Kirby			Coffee Morning
Mr Terry Ware		Retired December 2013	
Mrs Adrienne Cox		Resigned June 2014	
Ms Sylvia Spinks			Drama
Mrs Pat Davison			
Mrs Nicola Jane Neal		Resigned September 2014	
Mrs Rebecca Alice Hannah		Resigned July 2014	
Mrs Claire Tomlinson		Appointed July 2014	Health and Safety

Honorary President:

Mrs Dorothy (Dolly) Richardson Deceased

Accountant:

Sian Broughton ACMA, CGMA, DChA, MAAT
Community Accountant, employee of
East Riding Voluntary Action Services (ERVAS) Limited
Morley's Cottage
Morley's Yard
Walkergate
Beverley
HU17 9BY

Bankers

Lloyds TSB
14 Market Place
Beverley
East Yorkshire
HU17 8BD

Structure, Governance and ManagementGoverning Document:

Little Weighton Village Hall is a registered Charity governed by its Constitution adopted on 05 June 2007 and amended on 24 October 2007.

Little Weighton Village Hall registered as a Charity with the Charity Commission on 19 May 1964.

Recruitment and appointment of Trustees

The trustees form the Executive Committee of the Charity. The members of the Executive Committee are elected at the Annual General Meeting by the members of the Charity, and usually serve for a three year term. All members are circulated with invitations to nominate trustees in advance of the AGM. There is a provision for the co-option of additional trustees if required.

The Constitution states that the number of trustees must not be less than three but shall not be subject to any maximum.

Trustee Induction and Training:

New trustees undergo induction training, provided by the Chair of Trustees. The induction includes a discussion about the role and responsibilities of trustees, the activities, aims and objectives of the Charity, the structure of the organisation, board of trustees, general procedures of the organisation. New trustees are introduced to members of staff and other trustees, and are provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, the business plan, the latest statutory financial statements, Annual Report, and financial reports provided to the board of trustees. Any additional training required by the new trustees will be identified during induction, and

Trustee Induction and Training (continued):

may be requested at any point by new and existing trustees, where it is considered useful to their role as Trustee.

The Trustees are volunteers who help with the day to day running e.g. fundraising. Come to meetings and discuss and vote for any items which need it.

Organisational Structure:

The board of trustees manages the Charity, and aims to consider only strategic decisions at its meetings. Trustees are aware that any conflict of interest is declared and minuted. The board meets quarterly.

Risk Management:

The major risks to which the Charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

Objectives and Activities

The objects of the Charity as set out in the Constitution are:

- To provide and maintain a village hall for the residents of Little Weighton.

Main objectives for the following year:

In developing the main objectives for the following year the Trustees have given regard to the Charity Commission guidance on public benefit.

Our main objectives for the following year are to improve the facilities in the hall so that everyone in the village can use them. We will be fund raising to this end and concentrating on applying for a grant from the Big Lottery Fund-Reaching Communities.

Strategies for and significant activities that contribute to achieving stated objectives

The organisation continually seeks to explore all appropriate funding opportunities and income streams which help achieve the Charity's stated objectives.

Achievements and Performance

Review of Activities 2013-14

The Little Weighton Village Hall Board of Trustees is satisfied that in 2013-14:

- ⚙ Our work reflected our aims.
- ⚙ Our resources were well managed.
- ⚙ Members were satisfied with the service they received.

Review of Activities 2013-14 (continued)

We have increased the designated fund for the refurbishment of the hall through fundraising and have started an application for a grant from the Reaching Communities funding stream of the Big Lottery Fund.

Financial ReviewReserves Policy

It is the aim of the Executive Committee to retain one year **core** running **costs** in the unrestricted general fund to ensure a sufficient buffer to enable effective financial decision-making, rather than short term decisions, and the Charity will work towards achieving this.

In addition, the trustees have a separate bank account into which we have put all fundraising monies. These have been designated for the purpose of renovating the hall. We are also in the process of applying for a grant from the Big Lottery Fund to support this objective. Any funds left over from the purchase of new furnishings and equipment will be kept aside as a contingency to cover repairs and maintenance of the hall.

Principal Funding Sources

See note 3 and 4 of the **Notes** to the Financial Statements for a detailed explanation of the Charity's designated and restricted funds. During the year all expenditure has been concentrated on the key objectives of the Charity.

Plans for Future periods

Please see main objectives for the following year.

Statement of disclosure of information to Independent Examiner

We, the trustees of the Charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- ⊗ there is no relevant information of which the Charity's Independent Examiner is unaware; and
- ⊗ we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner's are aware of that information.

Statement of Trustees' responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the excess of income over expenditure of the Charity for that period. In preparing those financial statements, the Trustees are required to:

- ⊗ select suitable accounting policies and then apply them consistently;
- ⊗ make judgements and estimates that are reasonable and prudent;
- ⊗ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue to operate.

Statement of Trustees' responsibilities (continued)

The Trustees confirm that the accounts comply with the above requirements. The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

A resolution to appoint Independent Examiner's, East Riding Voluntary Action Services (ERVAS) Limited will be proposed at the forthcoming annual general meeting.

By order of the Board

Beryl Catterall
Chairperson



[Date]

29.10.2014

Independent Examiner's Report to the Members of Little Weighton Village Hall

I report on the accounts of Little Weighton Village Hall for the year ended 31 August 2014, which are set out on pages 5 to 7.

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:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to 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 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 I do not express an audit opinion on the view given by the accounts.

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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and 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.



Sian Broughton ACMA, CGMA, DChA, MAAT

Community Accountant
Employee of East Riding Voluntary Action Services (ERVAS) Limited
Morley's Cottage
Morley's Yard
Walkergate
Beverley
HU17 9BY

[Date] 13 November 2014

Receipts and Payments Account

For the year ended 31 August 2014

	Notes	2014 Unrestricted £	2014 Designated £	2014 Total £	2013 Total £
RECEIPTS					
Rowley Parish Council Grant	2	583.43	-	583.43	1,679.87
Donations		-	44.00	44.00	1,576.69
Fundraising		-	3,327.17	3,327.17	3,212.92
Room/Premises Hire		3,999.81	-	3,999.81	4,210.00
Other		20.00	-	20.00	-
Bank Interest		-	3.66	3.66	1.39
		4,603.24	3,374.83	7,978.07	10,680.87
PAYMENTS					
Repairs and Renewals		603.15	-	603.15	1,128.58
Utilities		1,727.44	-	1,727.44	1,660.79
Insurance		543.47	-	543.47	533.43
Cleaning and Caretaking		1,388.79	-	1,388.79	983.69
Stationery		163.69	-	163.69	28.58
Postage		14.69	-	14.69	19.70
Licences & Memberships		158.66	-	158.66	104.40
Fundraising Events		-	1,236.47	1,236.47	977.45
Legal and Professional Fees		18.60	-	18.60	1,680.00
Accounts Fees		131.65	-	131.65	132.17
Miscellaneous		96.91	-	96.91	25.00
		4,847.05	1,236.47	6,083.52	7,273.79
Net Surplus/(Deficit) for the period before transfers		(243.81)	2,138.36	1,894.55	3,407.08
Transfers between funds		(4,000)	4,000	-	-
Net Surplus/(Deficit) for the period		(4,243.81)	6,138.36	1,894.55	3,407.08
Cash & Bank Balances brought forward		6,776.94	5,275.49	12,052.43	8,645.35
Cash and Bank Balances carried forward		2,533.13	11,413.85	13,946.98	12,052.43

Statement of Assets and Liabilities
As at 31 August 2014

	Notes	2014 £	2013 £
Monetary Assets			
Lloyds TSB – Current Account		2,311.55	6,764.70
Lloyds TSB – Fundraising Account		11,413.85	5,275.49
Cash in hand		221.58	12.24
Total Monetary Assets		13,946.98	12,052.43
Comprising:			
Unrestricted Funds		2,533.13	6,776.94
Designated Funds	3	11,413.85	5,275.49
Restricted Funds	4	-	-
		13,946.98	12,052.43
Non Monetary Assets and Liabilities			
Fixed Assets for the Charity's use (at cost)			
Tables and Chairs		1,475.76	1,475.76
Debtors			
Sundry Debtors (Hall Hire)		50.00	160.00
Rowley Parish Council		543.47	533.43
		593.47	693.43
Creditors			
Trade Creditors		(114.89)	(128.40)
Net Non-Monetary Assets/(Liabilities)		1,954.34	2,040.79

These financial statements were approved by the committee on 29.10.2014 and signed on its behalf by:

Beryl Catterall Beryl Catterall, Chairperson

M. Harrison Margaret Harrison, Treasurer

The notes on page 7 form part of these financial statements.

**Notes to the Financial Statements
For the year ended 31 August 2014**

Notes

1 Basis of Preparation

These accounts have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

2 Parish Council Grant

Little Weighton Village Hall received a grant from Rowley Parish Council to reimburse unrestricted expenditure on Insurance, in the prior year the Rowley Parish Council grant was provided to reimburse payments for repairs, maintenance and insurance made by the Charity.

3 Designated Funds

	Balance as at 01/09/13	Incoming	Outgoing	Transfers	Balance as at 31/08/14
	£	£	£		£
Refurbishment	5,275.49	3,374.83	(1,236.47)	4,000	11,413.85
	<u>5,275.49</u>	<u>3,374.83</u>	<u>(1,236.47)</u>	<u>4,000</u>	<u>11,413.85</u>

A brief description of the designated funds is given below:

Refurbishment

The charity has been fundraising towards a large scale refurbishment project. A new bank account has been set up for this designated fund.

A transfer of £4,000 was made from unrestricted funds to designated funds towards the refurbishment project.

4 Restricted Funds

There were no restricted funds during the year.

5 Taxation

The association is a registered charity, registration number 523266. All the associations' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

6 Trustee Remuneration

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any Trustee. In the prior year £88.63 was paid to Mr T Ware for caretaking duties in the year.

There was no reimbursement of travel expenses paid during the year.