

COBHAM VILLAGE HALL
Registered Charity Number 293556

Accounts for the period ended
31st August 2018

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mrs M Taylor – Chair
Mr R Jones – Treasurer
Mr P Banks
Mr M Dharamsi

Address

Cobham Village Hall
Lushington Drive
Cobham, Surrey
KT11 2LU

Independent Examiner

Lorraine Mears Accountancy Ltd
6, St Stephens Hill
Launceston, Cornwall
PL15 8HN

Bankers

Barclays Bank plc
Cobham, Surrey

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ANNUAL REPORT FOR COBHAM VILLAGE HALL
Period ended 31st August 2018

Statutory Information

Charity number 293556. The charity was established by trust deed.

Principal Office

Lushington Drive, Cobham, Surrey, KT11 2LU.

Committee

Mrs M Taylor – Chair
Mr R Jones – Treasurer
Mr P Banks
Mr M Dharamsi
Mrs L Sivaloganathan-Jones
Mrs M Pick
Mrs D Rich
Mr D Magill
Mrs L Banfield
Mr D Jordan
Mr B Hulme

This year has been another strong year for Cobham Village Hall. We continue to have high usage rates and maintain a strong financial footing, as this report explains. We did not put up our charges once again, ensuring that we continue to offer the community the best value for money in the local area

We have continued to invest in the building keeping up a strong programme of refurbishment and repair. This year we completed a complete refurbishment and updating of our stage electrics and our sound system, which has improved the experience for many of our users, especially the community groups who require presentation facilities and parties who need the sound capability. With the support of a Community Infrastructure Grant we completely refurbished our main kitchen to latest standards, we are very grateful to Elmbridge County Council for their support. The boiler which feeds the Committee Room and Toilets was also replaced. The last few exterior fire doors were replaced. The water heater in the kitchen, repairs to the stage curtains, installed a key pad lock to the Taylor Hall kitchen and a host of other electrical, plumbing, health and safety jobs were also completed during the year.

We hired a part time Financial Manager to support the Trust in managing and delivering good financial practice as we continue to be successful. She will also support the change in financial management as our Treasurer who has given many years of valuable service stands down at the coming AGM.

Our Health and Safety procedures have been improved with the election of a Health and Safety Officer on our committee who has reviewed all our current procedures and made improvements to ensure that we continue to exceed the standards set.

The committee also introduced a policy and procedures to ensure compliance with GDPR.

Over the coming year the Committee will continue to maintain the hall and make improvements to the fabric. This year we intend to continue our work to maintain the hall to the highest standards.

The Committee will continue to market the hall with the aim of welcoming as many people as possible from our community to carry out the wide range of activities that the hall facilitates.

The Committee has complied with the duty in s.4 Charities Act 2011 to have due regard to the guidance issued by the Charities Commission on public benefit.

Review of Financial Activities

Overall a good year resulting in a surplus of £3,161 after spending a considerable amount on repairs and improvements. Letting income for the year decreased by 6.37% (£5.8k) whilst hire rates were unchanged. Miscellaneous income has increased by 12.69% (£1.1k) £7k (69.65%) of the total came from parking permits for non-hirers. Fund Raising and Donations comprise an Elmbridge BC CIL grant of £37,000 plus some small donations. Significant increases in expenditure are Electricity £418, Gas £1,189, Wages £6,200, Repairs & Renewals £36,918, Postage Printing & Stationery £700 and Miscellaneous £1,100. The increase in Wages was mainly due to overlap cover resulting from a change of Secretary and the appointment of Kate Hylands to assist on administration and finance from April 2018. The largest items of Repairs and Renewals expenditure were the main kitchen refurbishment £39,360 (although £37,000 of this was covered by the CIL grant, 50% of which had not been claimed at the year end and the income was accrued), fire doors £5,665, Cleaning cupboard boiler £2,430, audio visual system and electrics £9,818, automatic door entry £1,364 and main kitchen water heater £1,059. There was a significant reduction in Water Rates £1,623 due to the resolution of charging by two suppliers.

Objects of the Charity

The objects of the foundation shall be the provision and maintenance of a village hall for the use of the inhabitants of Cobham and the neighbourhood (hereinafter called “ the area of benefit”) without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

Statement of the Responsibilities of the Committee

Law applicable to charities in England and Wales requires the Committee to prepare financial statements for each financial year which give a true and fair view of the charity’s financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the Committee should follow best practice and:

Select suitable accounting policies and then apply them consistently;

Make judgments and estimates that are reasonable and prudent;

State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;

Prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Committee are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable regulations. The Trustees 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.

Signed on behalf of the Committee:

Mary Taylor

Date

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF COBHAM VILLAGE HALL

I report on the accounts of the charity for period ended 31st August 2018, which are set out on pages 6-10.

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 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 Commission under Section 145 (5) b of the 2011 Act and

To state whether particular matters have come to my attention.

Basis of the Independent Examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an 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 Examiners 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:
 - a. to keep accounting records in accordance with Section 130 of the 2011 Act and
 - b. 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.

Lorraine Mears ACMA
Lorraine Mears Accountancy Limited
6 St Stephens Hill
Launceston
Cornwall
PL15 8HN

Income and Expenditure for period ended 31st August 2018

	Unrestricted £	Restricted £	Endowment £	Total £	2017 £
Incoming resources					
Incoming resources from generated funds					
Hall lettings less rebates	85,348			85,348	91,159
Miscellaneous receipts	10,038			10,038	8,908
Donations and fund raising	37,157			37,157	13,300
Investment income					
Interest received	196			196	48
	132,739	0	0	132,739	113,415
Resources expended					
Charitable activities					
Rent	500			500	500
Water rates	2,218			2,218	3,841
Electricity	1,902			1,902	1,484
Gas	3,786			3,786	2,597
Insurance	991			991	1,066
Wages (Note 10)	33,913			33,913	27,713
Repairs and renewals	68,631			68,631	31,713
Performing rights	2,520			2,520	2,370
WiFi	1,262			1,262	1,104
Depreciation of fixed assets	183			183	244
Postage, stationery and printing	1,009			1,009	309
Telephone	1,196			1,196	946
Web site maintenance	432			432	540
Bank charges	135			135	20
Equipment hire	788			788	931
Pension Contributions	511			511	351
Gardening	3,760			3,760	3,360
Refuse disposal	2,483			2,483	2,184
Cleaning	1,749			1,749	2,260
Bad Debts	0			0	200
Miscellaneous	1,609			1,609	539
Governance costs					
Accountancy (Note 13)	0			0	0
Total expenditure all items	129,578			129,578	84,272
Net incoming / (outgoing) resources before revaluations					
	3,161	0	0	3,161	29,143
Other recognised gains and losses					
Gains / (losses) arising on revaluation				0	0
Net movement in funds	3,161		0	3,161	29,143
Fund balances brought forward	362,063	1,000	(290,813)	72,250	43,107
Fund balances carried forward	365,224	1,000	(290,813)	75,411	72,250

Statement of Financial Activities for year ended 31st August 2018

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Previous year £
Incoming resources (Note 2)					
Donations & legacies	37,000			37,000	12,932
Charitable activities	100,435			100,435	100,435
Other trading activities					
Investments	196			196	48
Separate material item of income					
Other					
Total	123,739			132,739	113,415
Resources expended (Note 4)					
Raising funds					
Charitable activities	129,578			129,578	84,272
Separate material item of expense					
Other					
Total	129,578			129,578	84,272
Net Income / (Expenditure) before Investment gains /(losses)	3,161			3,161	29,143
Net gains / (losses) on investments					
Extraordinary items					
Net Income / (Expenditure)	3,161			3,161	29,143
Transfer between funds					
Other recognised gains / (losses)					
Gains and losses on revaluation of fixed assets for the charity's own use					
Other gains / (losses)					
Net movement in funds	3,161			3,161	29,143
Reconciliation of funds					
Total funds brought forward	71,250	1,000		72,250	43,107
Total funds carried forward	74,411	1,000		75,411	72,250

Balance Sheet as at 31st August 2018

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total £	Last year £
Fixed Assets					
Intangible assets					
Tangible assets (Note 5)	549			549	732
Heritage assets					
Investments					
Total Fixed Assets	549			549	732
Current Assets					
Stocks					
Debtors (Note 6)	22,939			22,939	3,441
Investments					
Cash at bank	66,255	1,000		67,255	85,190
Total Current Assets	89,194	1,000		90,194	88,631
Creditors falling due within one year (Note 7)	14,514			14,514	16,593
Net current assets/(liabilities)	74,680	1,000		75,680	72,038
Total assets less current liabilities	75,229	1,000		76,229	72,768
Creditors falling due after one year (Note 8)					
Net current assets or liabilities	75,229	1,000		76,229	72,768
Funds of the Charity					
Endowment funds					
Restricted funds		1,000		1,000	1,000
Unrestricted funds	75,229			75,229	71,768
Revaluation reserve					
Total funds	75,229	1,000		76,229	72,768

These accounts were approved on

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Mrs M Taylor

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Mr R Jones

Notes to the accounts for the period ended 31st August 2018

1. Accounting Policies

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

Income

All incoming resources are recognised when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donated goods for use by the charity are included where a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Expenses

All expenses are accounted for on an accruals basis.

Investments

Fixed asset investments are stated at cost less provision for diminution in value.

2. Analysis of Income

	Unrestricted Funds £	Restricted funds £	Endowment funds £	Total funds £	Last year £
Donations & legacies					
Donations & gifts	157			157	267
Gift Aid					
General grants by government / other charities (Note 3)	37,000			37,000	12,665
Donated goods, facilities & services					
Other					
Total	37,157			37,157	12,932
Charitable activities					
Hire of halls	85,348			85,348	91,159
Hire of services	9,312			9,312	8,908
Fundraising	0			0	0
Other	726			726	368
Total	95,386			95,386	100,435
Other trading activities					
Other					
Total					
Income from investments					
Interest income	196			196	48
Dividend income					
Rental & leasing income					
Other					
Total	196			196	48
Separate material item of income					
Total					
Other					
Conversion of endowment funds into income					
Gain on disposal of tangible fixed asset held for charity's own use					
Gain on disposal of a programme related investment					
Royalties from the exploitation of intellectual property rights					
Other					
Total					
Total Income	132,739			132,739	113,415

3. Analysis of grants

	This year £	Last year £
Elmbridge BC CIL		12,665
Elmbridge BC CIL	37,000	
Totals	37,000	12,665

4. Analysis of expenditure

	Unrestricted Funds £	Restricted funds £	Endowment funds £	Total Funds £	Prior year £
Expenditure on raising funds					
Incurring seeking donations					
Incurring seeking legacies					
Incurring seeking grants					
Operating membership schemes and social lotteries					
Staging fundraising events					
Fundraising agents					
Operating charity shops					
Operating a trading company undertaking non-charitable trading activity					
Advertising, marketing, direct mail and publicity					
Start up costs incurred in generating new source of future income					
Database development costs					
Other trading activities	60,947			60,947	52,559
Investment management costs					
Portfolio management costs					
Cost of obtaining investment advice					
Investment administration costs					
Intellectual property licencing costs					
Rent collection, property repairs and maintenance charges	68,631			68,631	31,713
Total expenditure on raising funds	129,578			129,578	84,272
Expenditure on charitable activities					
Total expenditure on charitable activities					
Separate material item of expense					
Total					
Other					
Total other expenditure					
Total Expenditure	129,578			129,578	84,272

5. Tangible fixed assets

	Fixtures & Fittings £
Cost	
As at 1/9/17	15,248
Additions	
Disposals	
As at 31/8/18	15,248
Depreciation	
As at 1/9/17	14,516
Charge for period	183
On disposals	
As at 31/8/18	14,699
Net Book Value	
As at 31/8/18	549
As at 31/8/17	732

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a reducing balance basis over their expected useful economic lives.

Fixtures & fittings 25.00% reducing balance

6. Debtors

	2018	2017
	£	£
Sundry debtors	3,914	2,340
Prepayments and accrued income	19,025	1,101
Other debtors	0	0
	22,939	3,441

7. Creditors: amounts falling due within one year

	2018	2017
	£	£
Other creditors	11,184	15,021
Accruals and deferred income	3,330	1,572
	14,514	16,593

8. Creditors: amounts falling due in more than one year

	2018	2017
	£	£
	0	0
	0	0

9. Transactions with trustees and related parties

None of the Trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related party.

No Trustee expenses have been incurred.

There have been no related party transactions in the reporting period.

**10. Paid Employees
Staff costs**

	2018	2017
	£	£
Salaries and wages	33,913	27,713

No employees received employment benefits for the reporting period of more than £60,000

The average number of employees during the year was	3	3
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11. Fixed Asset investments

	2018	2017
	£	£
Investments held primarily to provide an investment return for the charity	0	0

12. Ultimate controlling party

The ultimate controlling party of the charity is the Committee.

13. Fees for examination of accounts

	2018	2017
	£	£
Independent examiner's fees	0	0