

# **Charities Act 2016**

## **Trustees' Annual Report for Year to 31 December 2020**

Name of Charity	Helperby Village Hall Charitable Incorporated Organisation (CIO)
Charity Registration No	1162379
Address of Charity	The Village Hall Main Street Helperby York YO61 2NS
Trustees	Donald Graham (Secretary) Frances Shepherdson (Co-opted 9th November 2020 and Treasurer from same date) Jean Featherstone Anne Hodgson Martine Laux Chris Owens (Treasurer until 9th November 2020) Stephen Laux Peter Mitchell (Chairman) Peter Sowray John Featherstone Nigel Costello (Co-opted 30th September 2020) Peter Hambling (Retired 14th July 2020)
Nature of Governing Document and Charity Constitution	Charitable Incorporated Organisation with a voting membership. Constitution dated 17th April, 2015 based on charity Commission's 'Association' model.
Method by Which New Trustees are Appointed	<p>The Constitution provides for the affairs of the CIO to be managed by a committee of Trustees, of whom there must be a minimum of three and a maximum of twelve. Trustees must be aged 16 or over, though at least one must be 18 or over.</p> <p>The Constitution requires that one third of the Trustees must stand down in rotation each year at the AGM to allow new Trustees to be appointed by Members of the CIO, existing Trustees being free to stand for re-election.</p> <p>Trustees are not allowed to perform their duties until they have expressly accepted the appointment.</p> <p>Membership of the CIO is open to anyone who is interested in furthering its objectives, has applied for Membership, and has accepted the duties of members as set out in the constitution. A Member may be an individual, a corporate body, or an individual or corporate body representing an organisation which is not incorporated. There is currently no charge for Membership.</p>
Trustee Training	Helperby Village Hall CIO is a subscribing Member of Community First Yorkshire, which provides information and support to those managing village halls and other local organisations.

The Trustees are encouraged to avail themselves of training opportunities: The Treasurer accordingly has used training materials made available by Community First Yorkshire.

Aims of the Charity

To provide a venue for recreational, social and educational activities for the benefit of the surrounding community.

Activities Undertaken by Charity in Support of Objective

Maintenance of village hall and playground, including regular professional inspections of portable electrical appliances and fixed wiring, fire alarm system and fire-fighting provisions, and the children's play area.

Hire of premises to individuals and groups (subsidised rates are offered to locals, or, exceptionally in cases of need, made available free of charge) and others, for courses, study groups and workshops, musical and theatrical performances, social occasions, and other activities which the Trustees consider beneficial to the local community.

Hosting of regular Village Hall lunches, which take place during the winter months, and Helperby Coffee Shop, a monthly community organised social occasion.

Achievements of the Charity During the Year

The level of bookings has been significantly reduced by the periods of closure due to the Coronavirus pandemic. Despite this, the facilities were used a total of 336 times in total. It has been pleasing to see the return of a significant number of the 27 organisations who had been regular users during the periods when the hall was open. These include Keep Fit, Yoga and Pilates, VX Ball sessions, Dance, Art, and Badminton. The village hall has also been used for coffee mornings, village hall lunches, and a wedding reception.

Financial Review

The Trustees regularly monitor income from hiring of space within the hall and projected expenditure. The National Living Wage continues to rise steadily. An ongoing fixed rate electricity contract which ends in 2022, has stabilised the impact of potential increases to the electricity cost. One of the heaters in the Waud room has been replaced by a modern more energy efficient one. Power generated by the Solar panels continues to be used wherever possible to help reduce the overall energy consumption and any excess from the panels brings in regular income.

The two office units are now in full occupancy and provide valuable regular income for the hall.

Grants have been sought, where appropriate, from HMRC in respect of the job retention scheme and Hambleton District Council in respect of COVID 19 grants, which have made a significant impact to the continued financial stability of the village hall.

The annual accounts have been examined by an independent appropriately qualified person before presentation at the AGM.

The Trustees have adopted a general reserves policy to make provision for long term maintenance of the premises.

Governance Review

The Trustees endeavour to operate in a transparent manner in accordance with best practice, including periodic financial reviews in addition to regular risk and fire safety assessments.

The management of the hall is guided by the membership, who appoint the Trustees. During the year membership increased to 29.

Funds Held on Behalf of Others

The Trustees have agreed to hold funds on behalf of the Helperby Coffee Shop organisers, who do not have their own banking facility.

Public Benefit Statement

The Trustees believe they have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission, when carrying out their duties .

Signed on behalf of the Trustees

Dated: 18<sup>th</sup> May, 2021

Chairman

# **Helperby Village Hall CIO**

**Registered Charity No 1162379**

## **Accounts and Financial Statements**

**Status : Signed, Final**

**31 December 2020**

Helperby Village Hall CIO  
The Village Hall  
Main Street  
Helperby  
York YO61 2NS

# Helperby Village Hall CIO

## Report by the Examiner

I have examined the Accounts supplied by Helperby Village Hall CIO for the year ended 31st December 2020. I find that they are in accordance with the books, vouchers and explanations provided to me, and show a true and fair view at that date.

Examiner

.....  
P C Hambling

Date

Tuesday 18 May 2021  
.....

# Helperby Village Hall CIO

## Statement of Financial Activities

Year Ending 31/12/20

	Note	31 Dec 2020	31 Dec 2019
		£	£
<b>Income</b>			
Voluntary income	2.1	14,286	2,914
Fund raising	2.2	-	1,523
Investment income			
Solar PV Feed in Tariff and bank interest		1,025	1,159
Evelyn Brown Suite Licence fees		4,140	4,140
Charitable activities Hire fees		6,019	15,956
Helperby Coffee Shop Deposits	10	285	630
<b>Total income</b>		<b>25,755</b>	<b>26,322</b>
<b>Expenditure</b>			
Voluntary income costs		-	-
Fund raising costs		-	777
Charitable expenditure		-	-
Governance costs	3.1	25,576	16,694
Helperby Coffee Shop Withdrawals	10	-	-
<b>Total expenditure</b>		<b>25,576</b>	<b>17,471</b>
<b>Net income / (expenditure)</b>		<b>179</b>	<b>8,851</b>
<b>Other gains and losses</b>			
Gains / (losses) on revaluation of fixed assets		-	-
Gains / (losses) on revaluation of investment assets		-	-
Actuarial gains / (losses) on defined benefit pensions schemes		-	-
<b>Net movement in funds</b>		<b>179</b>	<b>8,851</b>
Total funds brought forward		28,221	19,370
<b>Total funds carried forward</b>		<b>28,400</b>	<b>28,221</b>

# Helperby Village Hall CIO

## Balance Sheet

Year Ending 31/12/20

	Notes	31 Dec 2020 £	31 Dec 2019 £
<b>Current Assets</b>			
Current account	4	2,363	1,819
Deposit account		33,430	25,411
Petty cash		69	160
Debtors			
Outstanding hire fees	5	166	671
Other debtors	6	52	311
Prepayments	7	919	974
<b>A</b>		<b>36,999</b>	<b>29,346</b>
<b>Current Liabilities</b>			
Creditors			
Hire deposits - future years	8	20	305
Accruals	9	8,579	820
<b>B</b>		<b>8,599</b>	<b>1,125</b>
<b>Nett assets</b>	<b>A-B</b>	<b>28,400</b>	<b>28,221</b>
Capital Account b/fwd			
		28,221	19,370
Profit / (loss) on year		179	8,851
<b>Total Trustee Funds</b>		<b>28,400</b>	<b>28,221</b>
Comprising:			
General fund		13,082	18,788
Capital project fund		9,030	4,890
Capital project grants		-	-
Long term maintenance fund		4,500	3,000
Helperby Coffee Shop funds	10	1,788	1,543
		<b>28,400</b>	<b>28,221</b>

### Signed on behalf of all Trustees

Signature	Name	Position	Date
	Peter Mitchell	Chairman	18/05/21
	Frances Shepherdson	Treasurer	18/05/21

# Helperby Village Hall CIO

## Notes to Accounts

### Note

#### 1 Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2015) and with Financial Reporting Standards 102 (FRS 102)

			2020	2019	
2	Income				
2.1	Voluntary income	Donations	263.50	1,921.91	
		Legacies	-	-	
		Gift Aid	65.89	146.22	
		Grants	13,957.06	846.33	
			<u>14,286.45</u>	<u>2,914.46</u>	
2.2	Activities to generate funds	BBQ, RIF & theatre bar	-	1,522.65	
3	Expenditure				
3.1	Governance costs	Caretaker	Salary etc	6,081.92	5,876.70
		Utilities	Electricity	3,514.35	3,772.63
			Water	150.81	297.53
			Telephone & internet	404.31	448.49
			Refuse disposal	40.00	35.00
		Sub total	<u>4,109.47</u>	<u>4,553.65</u>	
		Buildings & equipment	Cleaning	418.99	696.15
			Maintenance	11,731.68	2,275.45
			Improvements	417.86	1,150.61
			Marquee	601.49	
		Sub total	<u>13,170.02</u>	<u>4,122.21</u>	
		Licences	537.35	473.04	
		Insurances	1,487.52	1,514.23	
		Administration costs	148.01	112.66	
		Legal costs	-	-	
		Subscriptions	42.00	42.00	
			<u>25,576.29</u>	<u>16,694.49</u>	



4	Current account	Bank Statement	2,343.32	2,015.29
		Plus unbanked cash / cheques	20.00	-
		Less unrepresented cheques / DDs	-	(196.06)
			<u>2,363.32</u>	<u>1,819.23</u>
5	Outstanding hire fees		<u>166.26</u>	<u>671.38</u>
		Not invoiced	-	154.25
		Invoiced - current ≤30 days	-	287.63
		Invoiced - overdue >30 days	166.26	229.50
6	Other debtors	HMRC	-	146.22
		British Gas	52.43	165.09
		Gift Aid claim	-	-
		Feed in tariff Q4 payment	<u>52.43</u>	<u>311.31</u>
7	Prepayments	Insurance	718.79	768.73
		6/12 x £1,437.58	200.42	204.95
		PRS licence	-	-
			<u>919.21</u>	<u>973.68</u>
8	Hire deposits - future years		<u>20.00</u>	<u>305.00</u>
9	Accruals		<u>8,579.45</u>	<u>820.21</u>
10	Helperby Coffee Shop	HCS is run by a number of local residents with the objective of providing an opportunity for residents to meet socially. It does not set out to raise money, but surplus funds are generated through the sale of drinks and donated cakes etc, which are used, inter alia, to provide equipment for the village hall. The group has no official standing and does not have its own bank account, so Helperby Village Hall CIO has agreed to hold money on its behalf.		

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