REGISTERED COMPANY NUMBER: 6379315 (England and Wales) REGISTERED CHARITY NUMBER: 1123156

# REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2015 FOR HOLLOWAY HALL COMMUNITY ASSOCIATION

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# HOLLOWAY HALL COMMUNITY ASSOCIATION REPORT OF THE TRUSTEE AND DIRECTORS OF THE BOARD For the Year Ended 31<sup>st</sup> December 2015

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31<sup>st</sup> December 2015. The financial statements have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

# LEGAL AND ADMINISTRATIVE DETAILS

#### Name: Holloway Hall Community Association

Registered Company number 6379315 (England & Wales)

Registered Charity number 1123156

#### **Registered office**

Holloway Ley Hill Northfield Birmingham B31 1TT

#### **Board of Management – Trustees and Company Directors**

Graham Andrews – Trustee and Company Director Cliff Lello - Trustee Doris Green – Trustee and Company Director Yan Yan Yang - Trustee

# **Company Secretary**

C J Lello

#### Independent examiner

Glyn Preece FCA Barron and Co. Ltd. Abacus Court Harborne Birmingham B17 0HH

# STRUCTURE, GOVERNANCE AND MANAGEMENT

#### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

#### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **OBJECTIVES AND ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE**

#### **Object of the Charity and Public Benefit Statement:**

The objects for which Holloway Hall Community Association is established are to:

- To foster a good fellowship and good citizenship among all residents on the Ley Hill estate
- To provide for members, facilities for physical and mental training and recreation and social moral and intellectual development to promote the happiness and well-being of all children resident on the estate and foster a community spirit for the achievement of these and other charitable purposes
- To maintain and manage the room within the hall for activities promoted by members in furtherance of all of the above objects.

The trustees have referred to the guidance from the charities commission on 'Charities and Public Benefit'. The trustees are confident that Holloway Hall's aims and objects outlined above are in accordance with the regulations on public benefit. The detail of activities that support these aims and objectives is provided in the next section of the report.

#### **Review of Activities Achievements and Performance**

#### The key activities delivered during the year included:

It's been another busy yet successful year for the hall, the staff, and the trustees.

HHCA are a registered Charity run by trustees and under UK Law we have to operate the hall as a separate "Ltd company under guarantee"

The aim of the Charity in summary:

# To provide through the hall and its employees a resource and service to the all members of the local community, voluntary groups, and other organisations. To and maintain the hall to a high standard and the car park as well.

The Hall Committee meets 6 times in the year and had 2 of those meetings in the daytime. This gives all hall users the opportunity to come along and put their ideas, comments or complaints to the committee. All repeat hirers are encouraged to the meetings and it is in hirers best interest to attend and influence the committee decisions.

The purpose of the trustees is to manage the hall in such a manner that it is financially solvent, and holds reserves as required by the charity commission. To provide through the hall and its employees a proactive resource and service to the local community, voluntary, and other organisations.

Financially the hall is self-sustaining and has appropriate reserves.

# <u>a) BCC</u>

We have experienced issues in 2015 with late dowry payments from BCC. To some extent that is to be expected given all the management change that is going on, however it is not a position the trustees want to see repeated.

BCC ceased providing us with trades and support services in 2014 at our request, and we use local trades where appropriate. This has led to a better locally based service, more flexibility, quicker response times, and a much better value with no loss in quality in fact quite the reverse.

#### b) Repairs and Maintenance

Gas and Electric alone cost us about  $\pounds 11,000$  in 2015 in fuel. So as you would expect just like in the home we always take the chance to knock down the thermostats when appropriate. We don't want the hall to be cold but neither can we **afford to waste heat so we ask all users to be considerate of the utility bill it is a big factor in keeping hire costs down.** 

As the hall ages we will expect Repairs & Maintenance to increase but 2015 was a good year for R and M costs.

#### c) Hire Charges and Commercial Hirers

We had to put up charges in 2015 to cover our increased costs e.g. to heat and light the hall, insurance cover, fire extinguishers, burglar alarm, Legionella testing, cleaning costs, repairs etc. but we are trying to keep **charges down** for regular hall users and especially for local community groups.

Bookings continue to increase both at weekends and during the week to our highest levels of usage.

Indoor Bowls for local people will start for 3 days (afternoons) a week in September 2015.

Chrysalis Dance Group for children/ young adults is still using the hall as are

Cheer Leaders for young adults.

Tai Chi for all ages

Weight Watchers for all ages

Zumba for all ages

#### d) Community Hosting and Events:

May the 4<sup>th</sup> saw the second and even more successful Free Party on the Green where we gave our time, expertise, the hall and resources to the occasion. It was free for everyone and many local groups had a chance to put on a show. A good time was had by all attendees.

The Place of Welcome meets every Monday morning, free tea and biscuits! It is open to all comers who can feel free to drop in and chat.

We also hosted Police PACT meetings. Ward meetings. Local Election Voting.

TCV are using the hall to help promote with us the community allotment on the old doctors' surgery site. We do hope to see an increase in community activity at the allotment site this year.

Friends of Ley Hill Park (a local group) meet at the hall on a Saturday morning every 6 weeks. Anyone is welcome to go along to their meetings. (Dates are on their web site).

Northfield Constituency Environmental Forum met once at the hall.

Baby Sign and Language Group has continued in 2015.

Despite us having the IT technology on site no one wants to use it so we have agreed to turn the room into a storage area.

Let's Get Moving a doctor's referral groups.

The Community Choir .... who are always looking for new singers.

Active parks have 3 groups running in the park but co-ordinates through Kerry – and during the winter running began.

Over the 2015 winter as part of Be-Active the hall hosted weekly Free fit Pilates and Buggy Fit Mums. Open to anyone who wants to attend.

Foster Carers respite group meet once a month.

Faith Groups, like St Bartholomew Church and Reverend Sammy are a key part of hall life.

The longest serving local community groups are the Friendship Club and The Bingo Club.

#### e) Promotional Activity.

The website does a good job at promoting the hall.

Once again as chairman of Trustees I have the happy task of thanking Kerry on yet another successful year as hall manager.

#### FINANCIAL REVIEW

After four and half years Holloway Hall trustees finally signed the lease agreement in September 2014. The trustees will still be able to claim a dowry payment from Birmingham City Council for a few more years to help support the running costs of the hall.

Birmingham City Council will no longer provide us with trades and support services; we now have to find our own suppliers.

Changes within Birmingham City Council district support team have not have made changes easy they have been complex and time consuming.

So now we have full responsibility to carry out:

- Statutory checks
- Repairs and maintenance
- Payments of invoices/bills

#### **Reserves Policy**

Reserves Policy has been produced.

Holloway Hall Community Association aims to have reserves in the band 10% to 20% of current expenditure. The reserves are currently higher than this at £64k.

#### PLANS FOR THE FUTURE

We plan to continue to provide facilities to the local communities in the coming year and to develop our income generation to ensure the sustainability of the Hall.

#### SIGNED ON BEHALF OF THE BOARD:

G Andrews - Director and Trustee

Date:

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOLLOWAY HALL COMMUNITY ASSOCIATION

I report on the accounts for the year ended 31<sup>st</sup> December 2015 set out on pages three to fourteen.

#### Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purpose of company law) 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 examiner's 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 disclosure in the accounts, and seeking explanations from you as a trustee concerning any 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 statements 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 Section 386 of the Companies Act 2006
  - To prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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 re reached.

Date:

Glyn Preece FCA Barron and Co. Ltd. Abacus Court Harborne Birmingham B17 0HH

# STATEMENT OF FINANCIAL ACTIVITIES For the Year Ended 31<sup>st</sup> December 2015

		Unrestricted funds	Restricted income funds	Total 2015	Total 2014
	Notes	£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Activities for Generating funds	2	26,106	0	26,106	27,840
Investment income	3	16	0	16	25
Incoming resources from charitable activities		0	0	0	0
Grants Receivable		45,198	46,308	91,506	59,878
Other incoming resources		0	0	0	0
Total incoming resources		71,320	46,308	117,628	87,743
Resources expended					
Costs of Generating Funds	4			0	0
Charitable activities		52,148	47,875	100,023	91,184
Governance costs		2,133	0	2,133	1,223
Other resources expended		0	0	0	0
Total resources expended		54,281	47,875	102,156	92,407
Net incoming/(outgoing) resources		17,039	-1,567	15,472	-4,664
Net movement in funds					
Total funds brought forward	11	47,140	1,595	48,735	53,398
Total funds carried forward		64,179	28	64,207	48,735

Note: The Income and Expenditure report provides a breakdown of both the voluntary income and the resources expended under the charitable activities.

The notes form part of these financial statements

# BALANCE SHEET For the Year Ended 31<sup>st</sup> December 2015

		<u>201</u>	<u>15</u>	<u>201</u>	<u>4</u>
	Notes	£	£	£	£
Fixed Assets					
Tangible Assets	8		3,732		4,391
Current Assets					
Cash at the bank		42,943		44,338	
Debtors	9	18,612		2,166	
			61,555	<u> </u>	46,504
Current Liabilities					
Creditors amounts falling due within one year	10	_	1,080		2,160
Net current assets			60,475		44,344
Total Assets Less Current Liabilities			64,207		48,735
Net Assets		_	64,207	_	48,735
		-		_	
Funded by	11				
Unrestricted Funds		64,179		47,140	
Restricted Funds		28 _		1,595 _	
Total Funds		=	64,207	=	48,735

The notes form part of these financial statements

# BALANCE SHEET – CONTINUED For the Year Ended 31<sup>st</sup> December 2015

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31<sup>st</sup> December 2015.

The members have not required the charitable company to obtain an audit an audit of its financial statements for the year ended 31<sup>st</sup> December 2015 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Section 386 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 396 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on \_\_\_\_\_\_ and were signed on its behalf by:

G Andrews - Director and Trustee

The notes form part of these financial statements

#### Notes to the Financial Statements For the Year Ended 31<sup>st</sup> December 2015

# 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### **Incoming Resources**

All incoming resources are included on the Statement on Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### **Resources expanded**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings

- 15% on reducing balance

#### Taxation

The charity is exempt from corporation tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. Activities for Generating Funds

	2015	2014
	£	£
Hire of rooms	29,182	27,654
	29,182	27,654
3. Investment income		
	2015	2014
	£	£
Deposit Account Interest	16	25
4. Costs of Generating voluntary income		
	2015	2014
	£	£
Costs of Generating Funds	0	0

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED For the Year Ended 31<sup>st</sup> December 2015

#### 5. Net incoming/(outgoing) resources

Net resources are stated after charging:		
Net resources are stated after charging.		
	2015	2014
	£	£
Depreciation - owned assets	659	775

#### 6. Trustees Remuneration and

#### Benefits

There were no trustees' remuneration or other benefits for the year ended 31st December 2015 nor for the year ended 31st December 2014

#### **Trustees expenses**

There were no trustees' expenses paid for the year ended 31st December 2015 nor for the year ended 31st December 2014

#### 7. Staff Costs

	2015	2014
	£	£
Wages and Salaries	15,297	13,274
Social security costs	3,354	2,999
	18,651	16,272

#### 8. Tangible Fixed Assets

8. Tangible Fixed Assets		Fixtures and Fittings £
Cost at 31st December 2014		8,456
Additions		0
At 31st December 2015		8,456
Depreciation at 31st December 2014		4,065
Charges for the Year		659
Depreciation at 31st December 2015		4,724
Net Book Value at 31st December 2015		3,732
Net Book Value at 31st December 2014		4,391
		4,591
9. Debtors: amounts falling due within one year		
	2015	2014
	£	£
Other Debtors	18,612	2,166

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED For the Year Ended 31<sup>st</sup> December 2015

#### 10. Creditors: amounts falling due within one year

	2015	2014
	£	£
Other Creditors	1,080	2,160
	1,080	2,160

#### 11. Movement in Funds

	As at 1st Jan 2015	Incoming Resources	Resources Expended	As at 31st Dec 2015
Unrestricted Funds				
General fund	47,140	71,320	54,281	64,179
Restricted Funds				
Community Chest	1,295	1,770	2,232	833
Funding held for external projects:				
WVCP	300	1,550	1,650	200
Ley Hill Angling Club	0	500	500	0
First Steps	0	2,500	622	1,878
Bartley Green Play Scheme	0	15,900	15,745	155
Kind Edwards	0	750	750	0
Bartley Green Social Club	0	500	500	0
The Conservation Volunteers	0	595	595	0
Boxercise	0	501	440	61
Friends of Ley Hill Park	0	500	500	0
Milebrook	0	13,357	11,637	1,720
Inspire	0	7,885	12,704	-4,819
Restricted Funds Total	1,595	46,308	47,875	28
Total Funds	48,735	117.628	102,156	64,207

Note: Funding from BCC has been included in unrestricted funds.

Funding held for external projects is for funding that is not directly incurred by Holloway Hall projects.

The general fund includes £45,198 from Birmingham City Council during the year,

#### 12. Company Status

The charity is a company limited by guarantee. In the event of the company being wound up the liability in respect of the guarantee is limited to £1 per member of the company.

# HOLLOWAY HALL COMMUNITY ASSOCIATION DETAILED STATEMENT OF FINANCIAL ACTIVITIES For the Year Ended 31<sup>st</sup> December 2015

	<u>2015</u>	<u>2014</u>
Incoming Resources Activities for Generating funds	£	£
Hire of rooms	29,182	27,654
Funding held for external projects	36,532	17,552
Birmingham City Council	45,198	39,326
Community Chest	6,700	3,000
Other funding	0	186
	117,612	87,718
Investment Income		
Deposit account interest	16	25_
Total Incoming Resources	117,628	87,743
Resources Expended		
Governance Costs	0.100	1 000
Accountancy Support Costs	2,133	1,223
Management		
Wages	15,927	13,274
Social security	3,354	2,999
Catering and entertainment	234	295
Insurance	2,809	2,523
Telephone	330	317
Printing, stationery, advertising	1,365	1,294
Cleaning and refuse	3,487	2,909
Sundries	295	186
Travel expense	0	0
Repairs and maintenance	5,685	9,234
Depreciation	659	775
Rates	3,895	2,768
Security	0	1,526
Gas, Heat, Light, Water	14,108	19,761
External Project Costs	47,875	28,806
Community Fun Day - Ley Village Green	0	1,705
	100,024	88,371
Finance		
Companies House	0	13
Bank charges	0	0
	0	13
Information Technology		
Computer costs and accessories	0	2,799
Total Resource Expended	102,156	92,407
Net Income (expenditure)	15,472	-4,664
	10,772	

This page does not form part of the statutory financial statements

#### FINANCIAL REVIEW

After four and half years Holloway Hall trustees finally signed the lease agreement in September 2014. The trustees will still be able to claim a dowry payment from Birmingham City Council for a few more years to help support the running costs of the hall.

Birmingham City Council will no longer provide us with trades and support services; we now have to find our own suppliers.

Changes within Birmingham City Council district support team have not have made changes easy they have been complex and time consuming.

So now we have full responsibility to carry out:

- Statutory checks
- Repairs and maintenance •
- Payments of invoices/bills .

# **Reserves Policy**

Reserves Policy has been produced.

Holloway Hall Community Association aims to have reserves in the band 10% to 20% of current expenditure. The reserves are currently higher than this at £64k.

# PLANS FOR THE FUTURE

We plan to continue to provide facilities to the local communities in the coming year and to develop our income generation to ensure the sustainability of the Hall.

# SIGNED ON BEHALF OF THE BOARD:

G Andrews – Director and Trustee

Date: 13.9.11

#### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOLLOWAY HALL COMMUNITY ASSOCIATION

I report on the accounts for the year ended 31st December 2015 set out on pages three to fourteen.

# Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purpose of company law) 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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
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#### Basis of the independent examiner's report

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#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

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  - To keep accounting records in accordance with Section 386 of the Companies Act 2006
  - To prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

Have not been met; or

31816

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to re reached.

Date:

Glyn Preece FCA Barron and Co. Ltd. Abacus Court Harborne Birmingham B17 0HH