

# **Roundhay Parochial Hall**

Charity number 1165064

## **Annual Report and Financial Statements for the period 6 January to 31 December 2016**



# **Roundhay Parochial Hall**

## **Annual Report and Financial Statements for the period ended 31 December 2016**

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**Prepared by West Yorkshire Community Accounting Service**

# **Roundhay Parochial Hall**

## **Trustees' report for the period ended 31 December 2016**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>
Camilla Hawkes	Treasurer
Ann Bond	Secretary
Eric Jones	
Gordon Robertson	

### **Charity number**

The charity was registered with the Charity Commission for England and Wales, number 1165064 , on 06 Jan 2016.

### **Registered and principal address**

5 Fitzroy Drive  
Roundhay  
Leeds  
LS8 4AB

### **Bankers**

Lloyds TSB Bank	Scottish Widows
2 The Headrow	PO Box 12757
Vicar Lane	67 Morrison Street
Leeds	Edinburgh
LS1 6PN	EH3 8YJ

### **Independent examiner**

Claire Welling

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charitable incorporated organisation (CIO) is governed by a constitution adopted on 06 Jan 2016.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Roundhay Parochial Hall**

## **Trustees' report (continued) for the period ended 31 December 2016**

### **Objectives and activities**

#### **The charity's objects**

The objects of the CIO are to provide for the benefit of the inhabitants of Roundhay, Oakwood, and the surrounding areas a community room and/or other facilities for recreation or other leisure time occupation for the public at large in the interests of social welfare with the object of improving their condition of life.

#### **The charity's main activities**

The provision and maintenance of Roundhay Parochial Hall which houses several rooms which are let out to community and other groups at very reasonable rates.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of community development.

#### **Achievements and performance**

The most significant achievement this year has been the transfer of the assets of Roundhay St Johns Parochial Hall (registered charity ref 251705) to Roundhay Parochial Hall (registered charity ref 1165064) the new CIO structure on 31.7.16, the culmination of a year's work by the Trustees. This project has engendered a new fit-for-purpose constitution, as well as the reduced personal liability to the Trustees, which we hope will enable easier appointment of new Trustees in the future.

This year also we have invested in more cleaning hours for the Hall, via the appointment of a new cleaner in the spring which has made a noticeable difference to the Hall environment.

On the maintenance side we have replaced some wooden windows / frames with new made to measure wooden double glazed units, in a matching style to the previous ones. Other than that we have been "saving up" for the toilet refurbishment, as well as applying for grants towards the same goal.

#### **Financial review**

The net receipts for the period were £35,397, including net receipts of £33,672 on unrestricted funds and net receipts of £1,725 on restricted funds. £34,329 of these receipts was a transfer from the unincorporated charity.

#### **Reserves policy**

The charity's free cash reserves at the year end were £33,672.

£30,000 has been designated to be used to fund the toilet refurbishment.

The reserves policy is to reserve a sum equivalent to 3 months income and this is held in a separate account.

Signed on behalf of the board of trustees:

Signed: .....

Date: .....

Name ..... (Trustee)

# **Roundhay Parochial Hall**

## **Independent examiner's report to the trustees of Roundhay Parochial Hall**

I report on the accounts of the charity for the period ended 31 December 2016, which are set out on pages 5 to 8.

### **Respective responsibilities of the trustees and the 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, follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

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 seeking explanations from the trustees 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 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 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.

Signed: .....

Name: Claire Welling

Date: .....

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Roundhay Parochial Hall**  
**Receipts and payments account**  
**for the period ended 31 December 2016**

	Notes	2016 Unrestricted funds £	2016 Restricted funds £	2016 Total funds £
<b>Receipts</b>				
Grants and donations	(2)	-	1,725	1,725
Regular bookings		17,513	-	17,513
Casual bookings		150	-	150
Transfer on incorporation		34,329	-	34,329
<b>Total receipts</b>		<u>51,992</u>	<u>1,725</u>	<u>53,717</u>
<b>Payments</b>				
Cleaning staff costs	(3)	2,346	-	2,346
Property repairs and maintenance		2,048	-	2,048
Sundry expenses		85	-	85
Water charges		277	-	277
Insurance		987	-	987
Light and heat		3,268	-	3,268
Legal advice		3,083	-	3,083
Major projects		6,226	-	6,226
<b>Total payments</b>		<u>18,320</u>	<u>-</u>	<u>18,320</u>
<b>Net receipts</b>		<u>33,672</u>	<u>1,725</u>	<u>35,397</u>
<b>Cash fund balances carried forward</b>	(4)	<u>33,672</u>	<u>1,725</u>	<u>35,397</u>

**Roundhay Parochial Hall**  
**Statement of assets and liabilities**  
**as at 31 December 2016**

	2016	2016	2016
	Unrestricted	Restricted	Total
	£	£	£
<b>Cash funds</b>			
Current account	27,618	1,725	29,343
Scottish Widows	6,054	-	6,054
<b>Total cash funds</b>	<u>33,672</u>	<u>1,725</u>	<u>35,397</u>

<b>Other monetary assets</b>	£
Accounts receivable	<u>5,547</u>
	<u>5,547</u>

**Assets retained for the charity's own use**  
The parochial hall, its fixtures and fittings

<b>Liabilities</b>	£
Independent examination	<u>276</u>
	<u>276</u>

**Approval of the accounts**

The financial statements were approved by the board of trustees on

Date: .....

Signed: ..... (Trustee)

Name .....

# **Roundhay Parochial Hall**

## **Notes to the accounts**

### **for the period ended 31 December 2016**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

##### **Taxation**

As a registered charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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



**Roundhay Parochial Hall**  
**Notes to the accounts continued**  
**for the period ended 31 December 2016**

2 Grants and donations	2016 Unrestricted funds £	2016 Restricted funds £	2016 Total funds £
Allchurches Trust	-	1,725	1,725
	<u>-</u>	<u>1,725</u>	<u>1,725</u>

3 Staff costs and numbers	2016 £
Gross salaries	<u>2,346</u>

The average number employees during the year was 1, being an average of 0.4 full time equivalent.

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Toilet refurbishment fund	-	1,725	-	-	1,725
	<u>-</u>	<u>1,725</u>	<u>-</u>	<u>-</u>	<u>1,725</u>

Fund name	Purpose of restriction
Toilet refurbishment fund	To fund the refurbishment of the toilet facilities in the hall

**5 Designated funds**  
£30,000 has been designated by the trustees to fund the toilet refurbishments.

**6 Trustee expenses**  
No trustee received any expenses during this period.

**7 Related party transactions**  
There were no related party transactions during this period.