

HOLLOWAY HALL COMMUNITY ASSOCIATION
(A company limited by guarantee)

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

CHARITY NUMBER: 1123156

COMPANY NUMBER: 6379315 (England and Wales)

HOLLOWAY HALL COMMUNITY ASSOCIATION

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For the Year Ended 31 December 2017**

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**HOLLOWAY HALL COMMUNITY ASSOCIATION
REPORT OF THE TRUSTEE AND DIRECTORS OF THE BOARD
For the Year Ended 31 December 2017**

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 December 2017. The financial statements comply 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 applicable in the UK and Republic of Ireland (FRS 102).

LEGAL AND ADMINISTRATIVE DETAILS

Name: Holloway Hall Community Association

Registered Company number

6379315 (England & Wales)

Registered Charly number

1123156

Registered office

Holloway
Ley Hill
Northfield
Birmingham
B31 1TT

Board of Management – Trustees and Company Directors

Trustees and Company Directors

Graham Andrews	Chairman
Robert Nock	(Appointed 27 September 2017)
Neil Thompson	(Appointed 4 August 2017)
Dennis Choyce	(Appointed 4 August 2017)
Doris Green	(Resigned 3 August 2017)

Trustees

Joanne Chambers

Company Secretary

Dennis Choyce (Appointed 4 August 2017)

Independent examiner

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Holloway Hall Community Association is governed by its Memorandum and Articles of Association dated 24 September 2007, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. It is registered as a charity with the Charity Commission.

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

HHCA are a registered Charity run by trustees and under UK Law we operate the hall as a separate "Ltd company under guarantee" and as such are registered with Companies House.

The aims of the Charity, in summary, are:

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 maintain the hall and car park to a high standard.

Trustees

The purpose of the HHCA Trustees is to carry out the aims of the Charity and ensure that the hall is managed in such a manner that it is financially solvent, and follows the rules required by the Charity Commission and defined by the Trustees. To ensure, through the management board of the hall, the Hall user meetings, and its employees; a proactive resource and service to the local community, voluntary, and other organisations.

The Hall User Meeting is made up of the hall manager, trustees, hall users plus local councillors and BCC officers. The hall users met with the trustees 4 times in the year and had 2 of those meetings in the daytime. These meetings give all hall users the opportunity to come along and put their ideas, comments or complaints to the management committee.

All repeat hirers and the local community groups are encouraged to attend User group meetings and it is in hirers' best interests to attend and influence the management committee. The new pension scheme has been implemented for employees as required by UK law.

a) BCC

The dustmen dispute affected us via the BCC commercial waste and refuse collections at the hall. The amount of waste we produce has reduced and we are considering going down to one bin to save nearly £1,000 a year.

b) Repairs and Maintenance

The trustees cleared the roof gutters and the drain outside the hall. At the same time the outside walls of the hall were jet-washed and cleaned by the trustees.

A roofer was employed to carry out repairs on the park side roof to stop water getting in.

New lights were put up in reception.

Radiator valves were upgraded and replaced in the main hall by the trustees.

Just like in the home we always take the chance to knock down the thermostats when appropriate.

As the hall ages, we will expect Repairs & Maintenance to increase.

We planned to redecorate internally in 2017, but this has now been done in 2018. It is expensive to do the whole hall and toilets, but it has been done and new blinds will be fitted.

We thank all hall users for respecting the hall as it keeps costs down.

We have had heat and hot water problems recently. The boilers have reached the end and will have to be replaced, as will some pipework. This upgrade in 2018 will cost about £12,000. One boiler is currently working instead of two and no hot water (that boiler has failed).

c) Hire Charges and Commercial Hirers

We had to put up charges in 2017 to cover our increased inflationary costs e.g. the hall, insurance cover, fire extinguishers, burglar alarms, Legionella testing, cleaning costs, repairs, wages for staff, pensions etc.; but we do try 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.

d) Community Hosting and Events

On 1 May 2017, we saw the successful Party on the Green where we gave our time, expertise, and the hall 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 400-plus attendees.

Other events in 2017:

King Edwards Xmas party

Police did a WM now information morning

Smart works came in offering advice

Police PACT meeting

2 Bat Walks, (over 50 people at each)

Ley Hill Neighbourhood Watch meeting

Homestart volunteer training

Ley Hill village green Christmas tree

Carols on the Green (sadly cancelled due to weather)

Halloween Park run, and weekly park runs

Bartley green remembrance parade

This Brum girl can

Community Matters

Meet and Greet

Weoley Bowls club

The Place of Welcome meets every Monday morning, with free tea and biscuits!
It is open to all comers who can feel free to drop in and chat.
Friends of Ley Hill Park meet at the hall on a Saturday morning about 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.
The Community Choir are looking for new singers.
Active Parks has 3 groups running in the park but co-ordinates through Kerry – and the outdoor running group (Brum Run) goes from strength to strength. Plus couch to 5K.
Over the 2017 winter as part of Be-Active the hall hosted weekly Free Fit Pilates and Green Fit Mums. These are open and free to anyone who wants to attend.
Foster Carers respite group meet once a month.
Dance groups.
Tai Chi, Karate.
Warhammer.
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.

Kerry runs the websites does a great job at promoting the hall but we are never complacent and publicity via Bartley Green Matters will go out to over 1,000 dwellings in 2018.

f) Looking Forward.

Once again as Chairman of Trustees I have the happy task of thanking the Trustees and the Hall manager on another successful year.
April 4th 10th Anniversary a Picnic in the Park 12 to 3 pm. All community invited.

g) Financial Summary

The Birmingham City Council grant comes to an end this year. This has helped to run the facility and maintain it. We have been prudent with the grant and any surplus generated has built reserves, which will now reduce year on year
Birmingham City Council have confirmed that we will not have to pay them rent for the life of the hall lease – another 15 years.
This is an expensive facility to run. It is the aim of the trustees to balance income v expenditure over the next 3 years.
A brand-new pension scheme has been implemented for our employees as required by UK law.
The gas and electric bill are down by £3,000 since 2015. We have made real savings year on year.
Part of this is due to investing in new energy efficient lighting system. There is more to go at and the Trustees are considering options at the moment.
The Secretary recommended a new insurance broker who for the same cover has saved us £1,200.
The Performing Rights Society (PRS) Licence cost £1,500 to cover users e.g. Zumba, Cheerleaders. Pilates parties etc.

Reserves Policy

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 £85k.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

SIGNED ON BEHALF OF THE BOARD OF TRUSTEES:



G Andrews – Chairman, Director and Trustee

Date: 09 July 2018

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

I report on the accounts for the year ended 31 December 2017 set out on pages nine to fourteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes 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

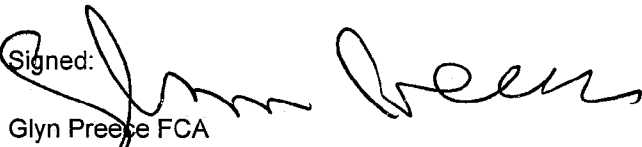
In connection with my examination, no matter has come to my attention:

- (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 (Charities SORP (FRS 102)).

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:


Glyn Preece FCA
Barron and Co.
Abacus Court, Bull Street
Harborne, Birmingham
B17 0HH

Date: 09 July 2018

HOLLOWAY HALL COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES For the Year Ended 31 December 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Income and endowments					
Income from other trading activities					
Commercial trading operations	2	40,883	0	40,883	35,034
Investment income	3	19	0	19	25
Income from charitable activities					
Grants Receivable		33,291	18,502	51,793	47,681
Total income and endowments		74,193	18,502	92,695	82,740
Expenditure					
Costs of raising funds:	4	0	0	0	0
Expenditure on Charitable activities		52,713	20,424	73,137	69,754
Other expenditure		0	0	0	0
Total expenditure		52,713	20,424	73,137	69,754
Net income/(expenditure)		21,480	(1,922)	19,558	12,986
Net movement in funds					
Total funds brought forward	12	75,200	1,993	77,193	64,207
Total funds carried forward		96,680	71	96,751	77,193

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

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes form part of these financial statements

HOLLOWAY HALL COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL POSITION

As at 31 December 2017

		<u>2017</u>		<u>2016</u>	
	Notes	£	£	£	£
Fixed Assets					
Tangible Assets	9		2,696		3,172
Current Assets					
Cash at the bank		108,756		69,851	
Debtors	10	<u>11,151</u>		<u>5,610</u>	
			119,907		75,461
Current Liabilities					
Creditors amounts falling due within one year	11		<u>25,852</u>		<u>1,440</u>
Net current assets			94,055		74,021
Total Assets Less Current Liabilities			<u>96,751</u>		<u>77,193</u>
Net Assets			<u>96,751</u>		<u>77,193</u>
Funded by	12				
Unrestricted Funds			96,680		75,200
Restricted Funds			71		1,993
Total Funds			<u>96,751</u>		<u>77,193</u>

For the year ended 31 December 2017 the charitable company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2017 in accordance with Section 476 of the Companies Act 2006. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 effective January 2015).

The financial statements were approved by the Board of Trustees on 09 July 2018 and were signed on its behalf by:



G Andrews – Chairman, Director and Trustee

The notes form part of these financial statements

HOLLOWAY HALL COMMUNITY ASSOCIATION

Notes to the Financial Statements For the Year Ended 31 December 2017

1. ACCOUNTING POLICIES

Accounting convention

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

They have determined that no such statement is required and there has been no change to the accounting policies since last year. The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

Income and endowments

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

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 tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

HOLLOWAY HALL COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

For the Year Ended 31 December 2017

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 of each fund is included in the notes to the financial statements.

2. Commercial trading operations

	2017	2016
	£	£
Hire of rooms	40,883	34,594
	<u>40,883</u>	<u>34,594</u>

3. Investment income

	2017	2016
	£	£
Deposit Account Interest	19	25
	<u>19</u>	<u>25</u>

4. Cost of raising funds

	2017	2016
	£	£
Cost of raising funds	0	0
	<u>0</u>	<u>0</u>

5. Net Income/(expenditure)

Net income is stated after charging:

	2017	2016
	£	£
Depreciation - owned assets	476	560
Accountancy services	1,440	1,980
	<u>1,440</u>	<u>1,980</u>

6. Trustees Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 December 2017 nor for the year ended 31 December 2016

Trustees expenses

There were no trustees' expenses paid for the year ended 31st December 2017 nor for the year ended 31 December 2016

HOLLOWAY HALL COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED For the Year Ended 31 December 2017

7. Staff Costs

	2017	2016
	£	£
Wages and Salaries	24,950	23,017
Social security costs	0	(2,995)
	<u>24,950</u>	<u>20,022</u>

8. Staff Numbers

There were 3 employees (2016: 3) during the year of which 2 were working part time hours.

9. Tangible Fixed Assets

	Fixtures and Fittings £
Cost at 31 December 2016	
Additions	8,456
At 31 December 2017	<u>0</u>
	<u>8,456</u>
Depreciation at 31 December 2016	
Charges for the Year	5,284
Depreciation at 31 December 2017	<u>476</u>
	<u>5,760</u>
Net Book Value at 31 December 2017	<u>2,696</u>
Net Book Value at 31 December 2016	<u>3,172</u>

10. Debtors: amounts falling due within one year

	2017	2016
	£	£
Other Debtors	<u>11,151</u>	<u>5,610</u>

11. Creditors: amounts falling due within one year

	2017	2016
	£	£
Other Creditors	<u>25,852</u>	<u>1,440</u>
	<u>25,852</u>	<u>1,440</u>

HOLLOWAY HALL COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

For the Year Ended 31 December 2017

12. Movement in Funds

	As at 1 Jan 2017	Income	Expenditure	As at 31 Dec 2017
Unrestricted Funds				
General fund	75,200	74,174	52,694	96,680
Restricted Funds				
Community Chest	599	270	792	77
Funding held for external projects:				
WVCP	20	0	20	0
First Steps	401	0	377	24
Bartley Green School	600	0	600	0
Long Nuke	0	905	905	0
Funding H of E	0	800	800	0
Milebrook	403	16,527	16,930	0
Inspire	(30)	0	0	(30)
Restricted Funds Total	1,993	18,502	20,424	71
Total Funds	77,193	92,676	73,118	96,751

Notes:

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 £33,291 from Birmingham City Council during the year.

13. 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.

14. Government Grant

The charity enjoys a close working relationship with Birmingham City Council.

The following is a summary of funding provided by these entities:

	2017 £	2016 £
Birmingham City Council	33,291	31,907
	<u>33,291</u>	<u>31,907</u>

HOLLOWAY HALL COMMUNITY ASSOCIATION
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 December 2017

	<u>2017</u>	<u>2016</u>
	£	£
Income and endowments		
Income from other trading activities		
Hire of rooms	40,883	34,594
Income from Charitable activities		
Funding held for external projects	18,502	15,774
Birmingham City Council	33,291	31,907
Community Chest	0	0
Other funding	0	0
	<u>92,676</u>	<u>82,275</u>
Investment income		
Deposit account interest	19	25
Total Income and endowments	<u>92,695</u>	<u>82,300</u>
Expenditure		
Governance Costs		
Accountancy	1,440	1,980
Support Costs		
Management		
Wages	24,950	23,017
Pension costs	94	0
Social security	0	(2,995)
Catering and entertainment	531	319
Insurance	1,607	2,822
Telephone	512	347
Printing, stationery, advertising	471	896
Cleaning and refuse	3,657	3,632
PRS	1,582	0
Travel expense	0	16
Repairs and maintenance	4,975	11,174
Depreciation	476	560
Rates	3,221	3,327
Gas, Heat, Light, Water	9,197	10,846
External Project Costs	20,424	13,369
	<u>71,697</u>	<u>67,330</u>
Finance		
Bank charges	0	4
	0	4
Information Technology		
Computer costs and accessories	0	0
Total Expenditure	<u>73,137</u>	<u>69,314</u>
Net Income (expenditure)	<u>19,558</u>	<u>12,986</u>

This page does not form part of the statutory financial statements