

CHARITY REGISTRATION NUMBER 200352

**BYFLEET VILLAGE HALL**

**FINANCIAL STATEMENTS**

**31st March 2018**

**BYFLEET VILLAGE HALL**  
**REPORT OF THE MANAGEMENT COMMITTEE**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

The Management Committee has pleasure in presenting its Report and the unaudited Financial Statements of the charity for the year ended 31st March 2018.

**PRINCIPAL ACTIVITIES**

The principal activity of the charity during the year was the provision of accommodation and facilities for hire to the local community.

**TRUSTEES**

The Trustees who served the charity during the year were:

Mr K Richardson  
Mr A L Overill  
Ms K Gill  
Mr G Chapples  
Ms A Roberts  
Mrs D Farrant  
Mr K Hopkins  
Ms K Wells

Signed on behalf of the Trustees

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K Richardson  
**Chairman**

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Mrs D Farrant  
**Treasurer**

Approved by the Management Committee on the 24th July 2018

**BYFLEET VILLAGE HALL**  
**PROFIT & LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

	<b>2018</b>	<b>2017</b>
	£	£
<b>INCOME</b>	53,128.92	49,241.85
Other operating income	<u>658.50</u>	<u>534.00</u>
	53,787.42	49,775.85
<b>EXPENDITURE</b>	<u>49,383.86</u>	<u>39,351.54</u>
OPERATING PROFIT (LOSS)	4,403.56	10,424.31
BALANCE BROUGHT FORWARD	<u>85,010.87</u>	<u>74,586.56</u>
BALANCE CARRIED FORWARD	<u>89,414.43</u>	<u>85,010.87</u>

# BYFLEET VILLAGE HALL

## BALANCE SHEET

FOR THE YEAR ENDED 31ST MARCH 2018

				2018		2017
				£		£
FIXED ASSETS	Note					
Tangible assets	4			558.00		745.00
CURRENT ASSETS						
Prepayments	5	1,106.30		1,106.30		
Debtors	5	0.00		9,600.00		
Cash in hand		0.00		334.00		
Cash at bank		<u>88,750.13</u>	89,856.43	<u>74,025.57</u>	85,065.87	
CURRENT LIABILITIES						
Accruals	5	<u>1,000.00</u>	<u>1,000.00</u>	<u>800.00</u>	<u>800.00</u>	
NET CURRENT ASSETS				<u>88,856.43</u>		<u>84,265.87</u>
TOTAL ASSETS LESS CURRENT LIABILITIES				<u>89,414.43</u>		<u>85,010.87</u>
CAPITAL & RESERVES						
Profit & Loss Account				<u>89,414.43</u>		<u>85,010.87</u>
MEMBERS' FUNDS				<u>89,414.43</u>		<u>85,010.87</u>

The Trustees of the Management Committee acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 29 of the Friendly Societies Act 1974 (the Act.)
- (ii) establishing and maintaining a satisfactory system of its books and accounts, its cash holdings and all its receipts and remittances in order to comply with section 29 of the Act and
- (iii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit for the financial year in accordance with the requirements of section 30, and which otherwise comply with the requirements of the Act relating to financial statements, so far as is applicable to the charity.

These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

These financial statements were approved by the Management Committee and authorised for issue on the 24th July 2018 and signed on their behalf by:

K Richardson  
Chairman \_\_\_\_\_

D Farrant  
Treasurer \_\_\_\_\_

**BYFLEET VILLAGE HALL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

**NOTES**

**1 ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of financial instruments, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

**Cash flow statement**

The Management Committee has taken advantage of the exemption in Financial Reporting Standard for Smaller Entities (effective January 2007) from including a cash flow statement in the financial statements on the grounds that the charity is small.

**Turnover**

Turnover represents monies received (excluding Value Added Tax) from the provision of hire of accommodation and other activities.

**Fixed assets**

All fixed assets are initially recorded at cost

**Depreciation**

Depreciation is calculated so as to write off the costs of an asset, less its estimated residual value over the useful economic life of that asset as follows:

Equipment                      25% reducing balance

**2 OPERATING PROFIT/(LOSS)**

Operating profit/(loss) is stated after charging:

	<b>2018</b>	<b>2017</b>
	£	£
Trustees' remuneration	-	-
Depreciation of owned fixed assets	<u>187.00</u>	<u>249.50</u>

**BYFLEET VILLAGE HALL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

**NOTES**

**3 PARTICULARS OF EMPLOYEES**

The aggregate payroll costs of the above were:	<b>2018</b>	<b>2017</b>
	£	£
Wages and salaries	17,741.00	17,610.18
Social security costs	-	-
	<u>17,741.00</u>	<u>17,610.18</u>

**4 TANGIBLE FIXED ASSETS**

	Equipment	Equipment
<b>COST</b>		
At 1st April 2017	7,423.00	7,423.00
Additions during the year	-	-
At 31st March 2018	<u>7,423.00</u>	<u>7,423.00</u>
<b>DEPRECIATION</b>		
At 1st April 2017	6,678.00	6,428.50
Change for the year	<u>187.00</u>	<u>249.50</u>
At 31st March 2018	<u>6,865.00</u>	<u>6,678.00</u>
<b>NET BOOK VALUE</b>		
At 31st March 2017	<u>745.00</u>	<u>994.50</u>
At 31st March 2018	<u>558.00</u>	<u>745.00</u>

**5**

Prepayments (insurance)	1,106.30	1,106.30
Debtors (Office rental)	<u>0.00</u>	<u>9,600.00</u>

*After many years, efforts have failed to collect the outstanding debt in respect of rent. The trustees now consider it will prove to be unrecoverable and feel it is prudent to write it off in the accounts. Efforts are continuing to obtain settlement and any recoveries will appear in the accounts as Bad Debts Recovered.*

**CREDITORS: Amounts falling due within one year**

**6**

Accruals	<u>1,000.00</u>	<u>800.00</u>
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**BYFLEET VILLAGE HALL  
MANAGEMENT INFORMATION  
FOR THE YEAR ENDED 31ST MARCH 2018**

**The following page does not form part of the statutory financial statements.**

**BYFLEET VILLAGE HALL**  
**DETAILED PROFIT & LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

		<b>2018</b>	<b>2017</b>
		£	£
<b>INCOME</b>			
Lettings	29,600.92	38,141.85	
Office rental	4,320.00	3,600.00	
Flat Rental	3,250.00	-	
Storage rental	-	-	
Enterprise Rental	575.00	7,500.00	
WBC Car Park	7,840.00	-	
Byfleet Village Club	7,543.20	-	
Christmas Fayre	658.50	334.00	
Donation	<u>-</u>	<u>200.00</u>	
	53,787.42		49,775.85
<b>EXPENDITURE</b>			
Wages & salaries	17,741.00	17,610.18	
Rent, rates & water	1,035.60	1,090.71	
Light & heat	8,105.06	9,072.12	
Insurance	2,420.25	2,366.22	
Cleaning (materials)	428.18	515.30	
Repairs & maintenance	5,995.78	4,176.82	
Gardening/tree surgery	1,004.20	222.36	
Performing rights	-	739.58	
Telephone	1,459.19	1,131.19	
Christmas Fayre costs	519.54	1,148.20	
Accountancy	200.00	450.00	
Bad debts written off	9,600.00	-	
Miscellaneous	688.06	384.36	
Bank charges	-	195.00	
Depreciation	<u>187.00</u>	<u>249.50</u>	
	<u>49,383.86</u>		<u>39,351.54</u>
<b>PROFIT (LOSS) ON TRADING</b>		<b><u>4,403.56</u></b>	<b><u>10,424.31</u></b>





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

BYFLEET VILLAGE HALL

On accounts for the year  
ended

31st MARCH 2018

Charity no  
(if any)

200352

Set out on pages

ONE TO SEVEN

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

Basis of independent  
examiner's statement

My examination was carried out in accordance with 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 material matters have come to my attention (~~other than that disclosed below~~ \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

William J Maxwell

Date:

24-08-2018

Name:

WILLIAM JOHN MAXWELL

Relevant professional  
qualification(s) or body  
(if any):

FELLOW OF INSTITUTE OF FINANCIAL  
ACCOUNTANTS FFA, FFTA.

Address:

51, HILLCREST DRIVE

WIMBORNE

WEST SUSSEX RH20 3AB

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.