

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 MARCH 2018  
FOR  
ST JOHNS COMMUNITY HALL**

Llewelyn Davies  
Chartered Accountants  
50 Queen Street  
Pembroke Dock  
Pembrokeshire  
SA72 6JE

**ST JOHNS COMMUNITY HALL**

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FOR THE YEAR ENDED 31 MARCH 2018**

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## **ST JOHNS COMMUNITY HALL**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

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The trustees present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of 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).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The objectives of the charity are:

To promote the benefit of the inhabitants of Pembroke Dock and the neighbourhood without distinction of sex, sexual orientation, race, or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure time occupation, with the object of improving the conditions of life for the said inhabitants.

#### **FINANCIAL REVIEW**

##### **Review of Strategy, Development, Activities and Achievements**

We have had another busy year in the office with interest in hiring the hall. The regular events continue to be well supported especially the lunch club which has had a full membership all year. There is very little time in the week when the hall is not being occupied. The funding from Communities Firsts for using the hall on Monday afternoons for a drop-in session has unfortunately been withdrawn. However, we have gained a council run trinity project which meet on Saturdays along with some new groups coming on board.

There have again been short term bookings this year and Pembrokeshire County Council booked the whole hall as a polling station.

The trustees are most grateful to all grant giving bodies, sponsors and donors who have supported the hall project financially during the year. Income also included funds generated via hall lettings, the Over 60's Lunch Club, Bonus Ball, Parent & Toddler group and Short Mat Bowls, together with a wide range of fund raising events held throughout the year.

The principal asset of the charity comprises the remainder of a 99 year lease on the St John's Community Hall from the Representative Body of the Church in Wales, together with the hall's furnishings and equipment, the value of which is shown in the fixed assets of the Balance Sheet.

The following is a selection of activities held during the current financial year:

Cheeky Cherubs Mother & Toddler Group	Over 60's Lunch Club
Short Mat Bowls	Concerts
Elections	Musical activities
Quarterly Big Brunch	Weekly Coffee Mornings
Private hire events	Mothers Union
Anchorage	Lace Group
Conferences	Police Forums
Messy Church	Table tennis club
Arty Crafty	Choir
Flying Start	
Healthy Heart Sessions	

The trustees believe that the above activities clearly demonstrate that the charity does continue to achieve significant public benefit in accordance with the aims as set out in its Constitution.

The partnerships which have been developed over the past twelve years with other community, voluntary and statutory bodies continue to be an important facet of our ongoing development. Thanks must be recorded to all trustees, volunteers, friends and hall users for their unstinting help and support throughout the past year.

## **ST JOHNS COMMUNITY HALL**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

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#### **FINANCIAL REVIEW**

##### **Investment policy and objectives**

There are no restrictions on the charity's power to invest. However the charity does not benefit from an endowment fund or hold large cash reserves. Restricted funds, donated for a specific purpose maybe held for short periods awaiting the completion of a particular project. These funds remain liquid and are held in low risk, high interest savings accounts.

##### **Reserves policy**

It is the policy of the trustees to maintain unrestricted funds, which are the operational free reserves of the charity, at a level that provides sufficient funds to cover management and administration and to support occasional unforeseen items of expenditure.

#### **FUTURE PLANS**

The trustees will continue to work to build upon the achievements and progress made during the past year to ensure that we continue to maintain St John's Community Hall as an important focal point for social welfare, education and leisure time activities for the community of Pembroke Dock in partnership with the townspeople and relevant statutory, community and voluntary organisations.

Currently the charity is able to meet its financial obligations. However it is important that the project remains financially sound. The trustees will continue to work hard to maximise hall occupancy rates, and seek new forms of hall usage and better accessibility by members of the community. The trustees will always do their best to ensure that the hall is used as widely as possible by the local community, whilst maintaining the hall's principal income stream to ensure the long term viability of St John's Community Hall.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1157700

##### **Principal address**

St John's Community Hall  
Church Street  
Pembroke Dock  
Pembrokeshire  
SA72 6AR

##### **Trustees**

Mr D Jones  
Mrs R Hudson  
Mr H Johnston  
Mr P Tallett  
Mrs V Owen  
Mrs A Scott  
Mr C Ross  
Mrs I Thomas  
Mr R Clarke

##### **Independent examiner**

K J Randall  
Llewelyn Davies  
Chartered Accountants  
50 Queen Street  
Pembroke Dock  
Pembrokeshire  
SA72 6JE

**ST JOHNS COMMUNITY HALL**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2018**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Solicitors**

Philip Roache  
12 Meyrick Street  
Pembroke Dock  
SA72 6AL

Approved by order of the board of trustees on .....23/8/18..... and signed on its behalf  
by:

Mrs V. Owen  
.....  
Mrs V Owen - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ST JOHNS COMMUNITY HALL**

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**Independent examiner's report to the trustees of St Johns Community Hall**

I report to the charity trustees on my examination of the accounts of the St Johns Community Hall (the Trust) for the year ended 31 March 2018.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



K J Randall  
Llewelyn Davies  
Chartered Accountants  
50 Queen Street  
Pembroke Dock  
Pembrokeshire  
SA72 6JE

Date: .....23/8/18.....

**ST JOHNS COMMUNITY HALL**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted fund £	Restricted funds £	2018 Total funds £	2017 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	153	-	153	1,161
<b>Charitable activities</b>	5				
General		17,127	-	17,127	18,172
Other trading activities	3	4,866	-	4,866	5,316
Investment income	4	300	-	300	346
<b>Total</b>		22,446	-	22,446	24,995
<b>EXPENDITURE ON</b>					
Raising funds		1,120	-	1,120	922
<b>Charitable activities</b>	6				
General		23,315	177	23,492	20,658
<b>Total</b>		24,435	177	24,612	21,580
<b>NET INCOME/(EXPENDITURE)</b>		(1,989)	(177)	(2,166)	3,415
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		48,104	513,068	561,172	557,757
<b>TOTAL FUNDS CARRIED FORWARD</b>		46,115	512,891	559,006	561,172

The notes form part of these financial statements

# ST JOHNS COMMUNITY HALL

## BALANCE SHEET AT 31 MARCH 2018

	Notes	Unrestricted fund £	Restricted funds £	2018 Total funds £	2017 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	2,722	508,475	511,197	511,775
<b>CURRENT ASSETS</b>					
Debtors	12	1,157	-	1,157	1,015
Cash at bank and in hand		42,776	4,416	47,192	48,922
		43,933	4,416	48,349	49,937
<b>CREDITORS</b>					
Amounts falling due within one year	13	(540)	-	(540)	(540)
<b>NET CURRENT ASSETS</b>		43,393	4,416	47,809	49,397
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		46,115	512,891	559,006	561,172
<b>NET ASSETS</b>		46,115	512,891	559,006	561,172
<b>FUNDS</b>	14				
Unrestricted funds				46,115	48,104
Restricted funds				512,891	513,068
<b>TOTAL FUNDS</b>				559,006	561,172

The financial statements were approved by the Board of Trustees on 23/5/18 and were signed on its behalf by:

*Mrs V Owen*

Mrs V Owen -Trustee

*Mr P Tallett*

Mr P Tallett -Trustee

The notes form part of these financial statements



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**
**1. ACCOUNTING POLICIES**
**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

**Taxation**

The charity is exempt from 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 of each fund is included in the notes to the financial statements.

**2. DONATIONS AND LEGACIES**

	2018	2017
	£	£
Donations	153	1,161
	<u>153</u>	<u>1,161</u>

**3. OTHER TRADING ACTIVITIES**

	2018	2017
	£	£
Fundraising events	3,129	3,452
Bonus ball	1,737	1,864
	<u>4,866</u>	<u>5,316</u>

**ST JOHNS COMMUNITY HALL****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018****4. INVESTMENT INCOME**

	2018	2017
	£	£
Deposit account interest	<u>300</u>	<u>346</u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	2018	2017
		£	£
Hall lettings	General	5,769	7,559
Parent & toddler	General	592	939
Luncheon club	General	6,902	7,013
Short mat bowls	General	2,084	2,080
Table tennis	General	1,780	581
		<u>17,127</u>	<u>18,172</u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
General	<u>22,351</u>	<u>1,141</u>	<u>23,492</u>

**7. SUPPORT COSTS**

	Management	Governance costs	Totals
	£	£	£
General	<u>407</u>	<u>734</u>	<u>1,141</u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**9. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	2018	2017
Part time	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	1,161	-	1,161
<b>Charitable activities</b>			
General	18,172	-	18,172
Other trading activities	5,316	-	5,316
Investment income	346	-	346
<b>Total</b>	<b>24,995</b>	<b>-</b>	<b>24,995</b>
<b>EXPENDITURE ON</b>			
Raising funds	922	-	922
<b>Charitable activities</b>			
General	20,481	177	20,658
<b>Total</b>	<b>21,403</b>	<b>177</b>	<b>21,580</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>3,592</b>	<b>(177)</b>	<b>3,415</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>44,512</b>	<b>513,245</b>	<b>557,757</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>48,104</b>	<b>513,068</b>	<b>561,172</b>

**11. TANGIBLE FIXED ASSETS**

	Freehold property £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 April 2017 and 31 March 2018	507,848	4,776	280	512,904
<b>DEPRECIATION</b>				
At 1 April 2017	-	1,098	31	1,129
Charge for year	-	547	31	578
At 31 March 2018	-	1,645	62	1,707
<b>NET BOOK VALUE</b>				
At 31 March 2018	507,848	3,131	218	511,197
At 31 March 2017	507,848	3,678	249	511,775

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2018	2017
	£	£
Trade debtors	93	-
Other debtors	1,064	1,015
	<u>1,157</u>	<u>1,015</u>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2018	2017
	£	£
Other creditors	<u>540</u>	<u>540</u>

**14. MOVEMENT IN FUNDS**

	At 1.4.17	Net movement in funds	At 31.3.18
	£	£	£
<b>Unrestricted funds</b>			
General fund	48,104	(1,989)	46,115
<b>Restricted funds</b>			
Building	507,848	-	507,848
Equipment	4,693	(50)	4,643
Community	527	(127)	400
	<u>513,068</u>	<u>(177)</u>	<u>512,891</u>
<b>TOTAL FUNDS</b>	<u>561,172</u>	<u>(2,166)</u>	<u>559,006</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	22,446	(24,435)	(1,989)
<b>Restricted funds</b>			
Equipment	-	(50)	(50)
Community	-	(127)	(127)
	<u>-</u>	<u>(177)</u>	<u>(177)</u>
<b>TOTAL FUNDS</b>	<u>22,446</u>	<u>(24,612)</u>	<u>(2,166)</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**14. MOVEMENT IN FUNDS - continued****Comparatives for movement in funds**

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
<b>Unrestricted Funds</b>			
General fund	44,512	3,592	48,104
<b>Restricted Funds</b>			
Building	507,848	-	507,848
Equipment	4,743	(50)	4,693
Community	654	(127)	527
	<u>513,245</u>	<u>(177)</u>	<u>513,068</u>
<b>TOTAL FUNDS</b>	<u>557,757</u>	<u>3,415</u>	<u>561,172</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	24,995	(21,403)	3,592
<b>Restricted funds</b>			
Equipment	-	(50)	(50)
Community	-	(127)	(127)
	<u>-</u>	<u>(177)</u>	<u>(177)</u>
<b>TOTAL FUNDS</b>	<u>24,995</u>	<u>(21,580)</u>	<u>3,415</u>

**15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2018.

**ST JOHNS COMMUNITY HALL****DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2018**

	2018 £	2017 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	153	1,161
<b>Other trading activities</b>		
Fundraising events	3,129	3,452
Bonus ball	1,737	1,864
	<u>4,866</u>	<u>5,316</u>
<b>Investment income</b>		
Deposit account interest	300	346
<b>Charitable activities</b>		
Hall lettings	5,769	7,559
Parent & toddler	592	939
Luncheon club	6,902	7,013
Short mat bowls	2,084	2,080
Table tennis	1,780	581
	<u>17,127</u>	<u>18,172</u>
<b>Total incoming resources</b>	<b>22,446</b>	<b>24,995</b>
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Fundraising expenses	70	-
Bonus ball expenses	1,050	870
Parent and toddler expenses	-	52
	<u>1,120</u>	<u>922</u>
<b>Charitable activities</b>		
Wages	6,249	6,195
Light and heat	1,900	2,359
Luncheon club purchases	2,794	2,872
Rent	2,200	2,200
Insurance	2,078	1,965
Travelling	-	504
Repairs and renewals	4,516	2,149
Cleaning	2,036	276
Fixtures and fittings	547	547
Computer equipment	31	31
	<u>22,351</u>	<u>19,098</u>
<b>Support costs</b>		
<b>Management</b>		
Telephone	275	691
Carried forward	275	691

This page does not form part of the statutory financial statements

**ST JOHNS COMMUNITY HALL****DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2018**

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	2018 £	2017 £
<b>Management</b>		
Brought forward	275	691
Postage and stationery	94	92
Advertising	38	37
	<hr/>	<hr/>
	407	820
<b>Governance costs</b>		
Accountancy fees	540	540
Professional fees	194	200
	<hr/>	<hr/>
	734	740
<b>Total resources expended</b>	<hr/>	<hr/>
	24,612	21,580
	<hr/>	<hr/>
<b>Net (expenditure)/income</b>	<hr/>	<hr/>
	(2,166)	3,415
	<hr/>	<hr/>

This page does not form part of the statutory financial statements