

SHERBORNE ST JOHN VILLAGE HALL

REGISTERED CHARITY NUMBER 301945

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31st DECEMBER 2017

SHERBORNE ST JOHN VILLAGE HALL

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2017

CONTENTS

	Page
Trustees and professional advisers	1
Trustees' annual report	2-5
Independent Examiner's report to the trustees	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9-11

SHERBORNE ST JOHN VILLAGE HALL**TRUSTEES AND PROFESSIONAL ADVISERS****Officers of Sherborne St John Village Hall Management Committee at 31st December 2017****Trustees**

Chairperson	Dr Richard Pettifer MBE
Secretary	Mrs Shawna Campbell
Treasurer	Mr Brian "Mitch" Mitchison
Committee Members	Mrs Hilary Andrews
	Mrs Ruth Davies
	Mrs Tracey Jeram
	Mrs Debra Morgan
	Mr Paul Temple
Parish Council Representative	Mr Richard Morgan

User Group Representatives None

Bankers Lloyds Bank plc

Independent Examiner Mr David Harlow FFA
Harlows Accountants
Lexham House
Binfield
Bracknell
RG42 4HP

Solicitors Phillips Solicitors Limited
Town Gate
38 London Street
Basingstoke
Hampshire
RG21 7NY

SHERBORNE ST JOHN VILLAGE HALL

ANNUAL REPORT FOR THE YEAR TO 31st DECEMBER 2017

The Committee of Management present their Report for the year ended 31st December 2017.

The Charity was established by Trust Deed dated 24th February 1967, and is registered with the Charity Commission Number 301945.

Objects, Organisation and Activities

The object of the Charity is to provide a village hall for the use of the inhabitants of Sherborne St John and the neighbourhood, in particular for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

The Charity is organised as a Trust with a Committee of Management comprising elected and nominated members.

The members of the Committee of Management at the year end and their appointing body where appropriate were:

Dr Richard Pettifer MBE	Chairman	Elected member
Mr Brian Mitchison	Treasurer	Elected member
Mrs Shawna Campbell	Secretary	Elected member
Mrs Debra Morgan		Co-opted member
Mr Paul Temple		Co-opted member
Mrs Hilary Andrews		Co-opted member
Mrs Ruth Davies		Co-opted member
Mrs Tracey Jeram		Co-opted member
Mrs Stephanie Emo	Minutes Secretary	Non-trustee post
Mr Richard Morgan (Chair of the Parish Council) attended as an invited observer		

During 2017 no changes were made to the Committee:

Three members of the committee are elected on an annual basis at the Annual General Meeting; co-opted members are invited to join the committee by the elected members. New committee members are provided with information on the work of the charity and the role and responsibilities of a trustee and the responsibilities under the premises license.

It is the duty of the Charity's Trustees to approve the Trustees' Annual Report prepared by the committee.

The committee met formally six times during the year ended 31st December 2017.

Principal Office

The location of the principal office of the Charity is:

Sherborne St John Village Hall
Kiln Road
Sherborne St John
Basingstoke
Hampshire
RG24 9HP

SHERBORNE ST JOHN VILLAGE HALL**ANNUAL REPORT FOR THE YEAR TO 31st DECEMBER 2017**

(continued)

Finance

It is the key responsibility of the trustees is to ensure that the Trust remains solvent in the long term and maintains a reserve to manage necessary capital expenditure whether for repairs and maintenance or for development of the facilities. The details of the financial position will be given by the Treasurer but this has been a much better year. The overview is that the measures taken by the Trustees to reduce costs and to improve revenues have seen the unsatisfactory position reported last year reversed. The Hall is now running as a solvent organisation and reserves are no longer being used to subsidise revenue shortfall. Among the measures taken have been sharp reductions in the cost of some services by the re-negotiation of contracts and sourcing from cheaper suppliers. For this special thanks are due to Debra Morgan whose professionalism as our Facilities Manager has made a major contribution. We have also strengthened our booking and invoicing processes so that we have a clearer picture of revenue flow.

Revenues have improved both from the rationalisation of hire charges (without an increase in the basic rates) and the introduction of charges for those who use storage space at the Hall on a permanent basis. These new charges (at around 25% of the equivalent local commercial rates) were felt by the users to be fair and reasonable and have placed the use of the storage space on a more solid footing.

Grants were obtained to support some of our actual or planned capital expenditure, some of which will fall into next year. These include the costs of refurbishing the outside lighting and the erection of an outside store. This latter project received planning consent during the year but has been held up by delays associated with the availability of both the Chairman and the Caretakers for various health reasons.

Repairs and Maintenance

Keeping the Hall in good repair is a major activity and cost element. This year we have had to carry out extensive repairs to the Audio Visual system as many of the wall plates were severely damaged. We do not know how this occurred but the repair costs were significant. We have also installed a NEST remote control heating management system. This allows users to vary hall temperature by +/- 2 deg. C. but avoids the heating of the premises when it is not in use and still allows the place to be warm when users arrive. The system took some time to settle down but now seems to be working well. Repairs were also needed to the Heating Zone control system to meet the requirements of Legionella regulations.

Bookings

One of the problems of management of hire is that many hirers want short time slots at popular times. In order to optimise the use of the Hall and thus improve revenues and keep hire charges down, we arranged for many of our regular users to join us in discussing the problem and I pay tribute to them for reaching agreement on how best to achieve a better use of the Hall for everyone. Bookings, whilst always cyclical with school terms and summer breaks, have shown a very slow growth towards the year end, a trend that we believe will continue into 2018. The increase has come mainly from improved occupancy at weekends and from increased use of the surgery facility.

This year, our Marketing and Fund Raising group decided to concentrate their energies and time into restarting the Village Fete as the single major event of the year. This was very well supported by the Village and went very well. It is planned to run the Fete again in 2018 and we hope that we will again receive the support of the Village as a whole. In addition to the Fete we ran the popular Scarecrow festival which we do not run as primarily a fund raising venture but as a community activity. Once again we had a wide range of inventive entries and a most enjoyable festival.

Many other events were hosted through the year including an Art Exhibition and Craft Markets.

Towards the end of the year, caretaking at the Hall became an issue when our excellent caretaker was forced to retire due to ill health. We successfully recruited another caretaker but there were some periods when cover was incomplete and we are grateful to our users for their forbearance during this time.

Licences

The Local Authority licences for the sale of alcohol and for music and dancing on the premises were successfully renewed. However, the Trustees decided that they would not hold a permanent Performing Rights/PPL licence for the playing of copyrighted works. This is because, they do not routinely hold events for which such licences are needed and the cost of obtaining licences to cover other users is prohibitive at 1% of total turnover. Users must therefore obtain their own PRS/PPL licence when they are needed. Note that they are NOT required for private parties, weddings and the like to which the public are not admitted.

Car Parking

Sadly there have again been some instances when persons not using the Hall have partially filled the car park and prevented Hall users from parking. Mostly these have been dealt with reasonably amicably but the fundamental problem remains that the Hall car park is for Hall patrons and is not a general village facility. The Trustees considered the possibility of installing an entrance barrier but rejected the idea on the grounds of costs, aesthetics and because we do not wish to prevent the more general use of the car park when the Hall is not in use. We can only once again appeal to the Village to please respect the rights of the Hall users to the full use of the Hall car park.

Finally, I thank all of those who have helped and supported the Hall during the year. They give their time and expertise free to the Village and without them, there would be no Village Hall.

On behalf of the Committee of Management



Dr Richard Pettifer MBE
Chairman of Trustees

Date.....5 April 2018.....

INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE OF MANAGEMENT

OF SHERBORNE ST JOHN VILLAGE HALL

I report on the accounts of the Trust for the year ending 31st December 2017 which are set out on pages 7 to 11.

Respective Responsibilities of the Trustees and the Examiner

The charity's trustees are responsible for the preparation of the accounts and approving their Annual Report. 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 commission under Section 145(5)(b) of the 2011 Act
- state whether particular matters have come to my attention

Basis of 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 disclosures in the accounts, and seeking explanations from you as 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 next statement.

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

Mr David Harlow FFA
Harlows Accountants
Lexham House
Binfield, Bracknell
RG42 4HP

Signature.....

Date.....5/4/18.....

SHERBORNE ST JOHN VILLAGE HALL
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31st DECEMBER 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £	2016 £
INCOMING RESOURCES						
Incoming resources from						
Generated funds:						
Grants	2	£ 2,000	£ -	£ -	£ 2,000	£ 2,500
Donations - tax relief claimed/refunded		£ 50	-	-	£ 50	£ -
Activities for generating funds:						
Fund raising		£ 4,656			£ 4,656	£ 3,835
Investment income/Other		£ 105			£ 105	£ 38
		<u>£ 6,811</u>	<u>-</u>	<u>-</u>	<u>£ 6,811</u>	<u>£ 6,373</u>
Incoming resources from Charitable activities:						
Charges for hall hire		£ 23,285	£ -	£ -	£ 23,285	£ 16,182
Wedding Hire Income		£ 490	£ -	£ -	£ 490	£ 1,160
Other		£ -	£ -	£ -	£ -	£ -
		<u>£ 30,586</u>	<u>£ -</u>	<u>£ -</u>	<u>£ 30,586</u>	<u>£ 23,715</u>
TOTAL INCOMING RESOURCES						
RESOURCES EXPENDED						
Costs of generating funds:						
Fund raising expenses						
		£ 461	£ -	£ -	£ 461	£ 1,419
		<u>£ 30,125</u>	<u>£ -</u>	<u>£ -</u>	<u>£ 30,125</u>	<u>£ 22,296</u>
GROSS PROFIT/LOSS						
Water rates		£ 543			£ 543	£ 447
Light and heat		£ 3,142			£ 3,142	£ 3,526
Maintenance and repairs		£ 3,838			£ 3,838	£ 6,901
Caretaking and cleaning		£ 10,163			£ 10,163	£ 11,765
Insurance		£ 1,190			£ 1,190	£ 1,158
Marketing		£ 8			£ 8	£ -
Telephone and Internet charges		£ 538			£ 538	£ 536
Licences		£ 180			£ 180	£ 180
Painting and re decorating		£ -			£ -	£ -
Gardening		£ 35			£ 35	£ 980
Sundries and donations	3	£ 119			£ 119	£ 52
Professional fees		£ 198			£ 198	£ 149
Depreciation		£ -	£ -	£ 10,478	£ 10,478	£ 10,478
		<u>£ 19,955</u>	<u>£ -</u>	<u>£ 10,478</u>	<u>£ 30,433</u>	<u>£ 36,172</u>
Governance costs						
Independent examiner's fee		£ -	£ -	£ -	£ -	£ -
		<u>£ 20,416</u>	<u>£ -</u>	<u>£ 10,478</u>	<u>£ 30,894</u>	<u>£ 37,591</u>
TOTAL RESOURCES EXPENDED						
NET PROFIT/LOSS before transfers						
		£ 10,170	£ -	-£ 10,478	-£ 309	-£ 13,876
Loan Payments (Transfers)	9	-£ 3,000		£ 3,000	£ -	£ -
		<u>£ 7,170</u>	<u>£ -</u>	<u>-£ 7,478</u>	<u>-£ 309</u>	<u>-£ 13,876</u>
NET MOVEMENT IN FUNDS						
BALANCES BROUGHT FORWARD						
1 st JANUARY 2017		£ 10,356	£ -	£ 403,125	£ 413,481	£ 427,358
BALANCES CARRIED FORWARD						
AT 31 st DECEMBER 2017		£ 17,525	£ -	£ 395,647	£ 413,173	£ 413,481

SHERBORNE ST JOHN VILLAGE HALL
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31st DECEMBER 2017
BALANCE SHEET AS AT 31st DECEMBER 2017

	Notes	2017 £	2016 £
Generated funds:			
Village Hall	4	£ 408,647	£ 419,125
Furniture and equipment	4	£ -	£ -
		<u>£ 408,647</u>	<u>£ 419,125</u>
CURRENT ASSETS			
Debtors	5	£ 1,725	£ 1,812
Balances at bank:			
Deposit and interest bearing accounts		£ 6,201	£ 8,197
Current accounts		£ 12,358	£ 2,395
Cash in Hand		£ 300	£ 300
		<u>£ 20,583</u>	<u>£ 12,705</u>
LIABILITIES - amounts falling due within one year			
Creditors and accruals	6	-£ 3,057	-£ 2,348
Loans	6	-£ 3,000	-£ 3,000
		<u>-£ 6,057</u>	<u>-£ 5,348</u>
NET CURRENT ASSETS/(LIABILITIES)		<u>£ 14,526</u>	<u>£ 7,357</u>
LIABILITIES - amounts falling due in more than one year			
Loans	7	-£ 10,000	-£ 13,000
NET ASSETS		<u><u>£ 413,173</u></u>	<u><u>£ 413,482</u></u>
Represented by:			
FUNDS			
General fund	8	£ 17,526	£ 10,356
Restricted fund - Building Fund	8	£ -	£ -
Endowment fund	8	£ 395,647	£ 403,125
		<u><u>£ 413,173</u></u>	<u><u>£ 413,481</u></u>

Approved on behalf of the Managing Committee

 Richard Pettifer

1st JANUARY 2018

AT 31st DECEMBER 2017

Date... 5 April 2018

SHERBORNE ST JOHN VILLAGE HALLNOTES TO THE ACCOUNTS FOR THE YEAR TO 31st DECEMBER 2017

Generated funds:

1. Accounting PoliciesBasis of Accounting

These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities", Charities SORP (FRS102).

b) Fixed Assets

Individual fixed assets costing £200 or more are capitalised at cost.

Depreciation is provided on the Village Hall building and furniture and equipment at the following rates based on the estimated useful life of these fixed assets and their anticipated residual value:

Village Hall building

2% per annum (straight line basis)

Furniture and equipment

25% (straight line basis)

Incoming Resources

Hall Hire: Charges for hall hire are credited to the Statement of Financial Activities when the hire occurs.

Grants and Donations: Grants are credited to the Statement of Financial Activities when the entitlement to the grant is confirmed.

Grants and donations are credited to the fund to which the income relates.

Resources Expended: Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of irrecoverable VAT.

Charitable activities: This represents the direct and indirect costs of the operation of the village hall.

Costs of generating funds: Fund raising costs are charged to the Statement of Financial Activities when the fund raising activities occur.

Governance costs: Governance costs are those costs associated with charity governance requirements, which relate to the running of the charity.

Taxation

As a registered charity no liability to taxation arises.

As a charity the village hall is eligible for 80% mandatory rate relief and also received 20% discretionary rate relief from Basingstoke and Deane Borough Council.

2. Grants from Sherborne St John Parish Council

An initial loan of £30,000 from the Parish Council is repayable, see note 7.

Grants of £1,000 were received from Tesco's to help with the costs of external lighting and Basingstoke and Deane to help with the costs of a new storage shed

3. Committee Expenses and Donations1st JANUARY 2018

No member of the committee received any remuneration from the charity.

AT 31st DECEMBER 2017

Donations paid and received

No donations were made to Charities during this financial year

SHERBORNE ST JOHN VILLAGE HALLNOTES TO THE ACCOUNTS FOR THE YEAR TO 31st DECEMBER 2017

(continued)

4. Fixed Assets for use by the Charity

	Freehold Village Hall	Furniture and Equipment	Total
1 st January 2017	£ 523,904.93	£ 19,101.77	£ 543,006.70
Additions	-	-	-
Disposals	-	-	-
31 st December 2017	<u>£ 523,904.93</u>	<u>£ 19,101.77</u>	<u>£ 543,006.70</u>
1 st January 2017	£ 104,779.87	£ 19,101.77	£ 123,881.64
Charge for year	£ 10,478.10	£ -	£ 10,478.10
31 st December 2017	<u>£ 115,257.97</u>	<u>£ 19,101.77</u>	<u>£ 134,359.74</u>
Net Book Value at 31st December 2017	<u>£ 408,646.96</u>	<u>£ -</u>	<u>£ 408,646.96</u>
Net Book Value at 1st January 2017	<u>£ 419,125.06</u>	<u>£ -</u>	<u>£ 419,125.06</u>

The village hall is valued at cost of construction less depreciation as at 31st December 2017. No value is applied to the land on which the village hall stands.

5. Debtors

	2017	2016
Hall hire fees	£ 1,725.48	£ 1,812.25
	<u>£ 1,725.48</u>	<u>£ 1,812.25</u>

6 Creditors: amounts falling due less than one year

	2,017	2,016
Creditors and Security Deposits Held	£ 3,057.11	£ 2,045.36
Parish Council Loan	£ 3,000.00	£ 3,000.00
Accruals	£ -	£ 302.70
	<u>£ 6,057.11</u>	<u>£ 5,348.06</u>

7 Creditors: amounts falling due in more than one year

	2,017	2,016
Sherborne St John Parish Council Loan	£ 10,000.00	£ 13,000.00
	<u>£ 10,000.00</u>	<u>£ 13,000.00</u>

During 2017 a total of £3,000 was repaid on the loan from the Parish Council. Under a Memorandum of Understanding between the Trustees of the Village Hall and the Parish Council it is agreed that £250 will be repaid each calendar month.

The Loan from Sherborne St John Parish Council is an interest free loan over a period of ten years commencing in May 2012, ending April 2022.

Loan maturity analysis

	2,017	2,016
Sherborne St John Parish Council Loan	£ 13,000.00	£ 16,000.00
Amount to be repaid over the period from Jan 2019 to date of termination	£ 10,000.00	£ 13,000.00
Included in current liabilities (repayable in next 12 months)	£ 3,000.00	£ 3,000.00
	<u>£ 13,000.00</u>	<u>£ 16,000.00</u>
Due 1-2 years	£ 6,000.00	£ 6,000.00
Due 3-5 years	£ 7,000.00	£ 9,000.00
Due > 5 years	£ -	£ 1,000.00
	<u>£ 13,000.00</u>	<u>£ 16,000.00</u>

SHERBORNE ST JOHN VILLAGE HALL

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31st DECEMBER 2017
(continued)

8 Summary of Net Assets by Funds

	Unrestricted Fund	Restricted Fund	Endowment Fund	Total
Fixed assets	-	£	-	£ 408,646.96
Current assets	£ 20,583.25	-	-	£ 20,583.25
Liabilities	-£ 3,057.11	-	-£ 13,000.00	-£ 16,057.11
	<u>£ 17,526.14</u>	<u>£ -</u>	<u>£ 395,646.96</u>	<u>£ 413,173.10</u>

9 Funds

General Fund (unrestricted) - this represents the unrestricted funds over which the committee of management have unrestricted authority to spend the income and the capital to further the objectives of the charity.

Building Fund (restricted) - this represents funds received for the specific purpose of the building and equipping of the village hall, other than those that form part of the permanent endowment fund. Fund raising and donations with effect from 1st January 2003 to 31st December 2007 were treated as income of this fund.

Endowment Fund - this represents the value of the village hall building which must be held permanently by the charity in accordance with the terms of the grants received towards its construction.

With effect from 1st January 2008 all income of the building fund is treated as income of the general fund and a transfer is made from the general fund to the building fund to cover the cost of any furniture and equipment purchased in the year. Depreciation of the furniture and equipment is charged to the building fund.

Transfers have been made between the general and endowment funds during the year £3,000 (2015 £3,000) so that the endowment fund represents the written down value of the village hall less the total loans.

10 Security

The grants received towards the construction of the Village Hall are secured against the freehold building in the event of the grants being repayable.

In the event of the building ceasing to be used as a village hall, the grants are repayable to the funding organisations.