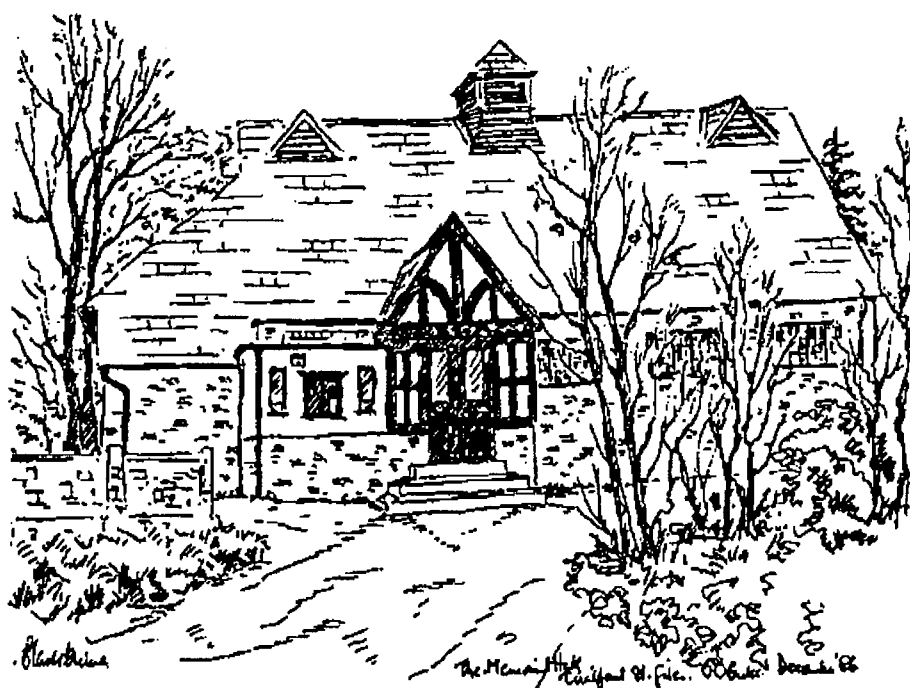


# **CHALFONT ST GILES MEMORIAL HALL**



## **TRUSTEES REPORT and ACCOUNTS**

**for the year ended  
31<sup>st</sup> December 2018**

**Charity No. 1163859**

# **CHALFONT ST GILES MEMORIAL HALL**

**School Lane, Chalfont St. Giles, Bucks, HP8 4JJ**

## **Legal and Administrative Information**

Chalfont St. Giles Memorial Hall is a foundation charitable incorporated organisation  
Charity No. 1163859 – Registered on 6 October 2015

### **Trustees –**

Mr. A. Hoare	Chairman/Fund Raising Co-ordinator
Miss K. Martin	Deputy Chairman
Mr. I. A. Johnson	Hon. Secretary
Mr. A. Penson	Hon. Treasurer
Mr. R. Glen	
Mr. K. Huxham	(Minutes Secretary)
Mr. G. Jackson	
Dr. R. Perkins	
Ms. C. Santry	
Mr. M. Stevens	(resigned 15 March 2018)
Mrs. P. Schurer	
Mr. S. Whitehurst	

Ms. M. Phillips (Parish Council representative until Sept 2018)

### **Booking Secretary**

Mr. D. Howkins  
[memorialhallbookings@gmail.com](mailto:memorialhallbookings@gmail.com)

### **Independent Examiner –**

Mr. M. J. Bedford  
Retired Chartered Accountant  
10 The Brow  
Chalfont St Giles  
HP8 4JD

### **Bankers –**

NatWest Bank plc,  
Barclays Bank plc,  
Buckinghamshire Building Society, Chalfont St. Giles,

# **Chalfont St Giles Memorial Hall**

## **Trustees Report for the year ended 31 December 2018**

### **Introduction**

The Trustees present their report and accounts for the year ended 31<sup>st</sup> December 2018 together with the report of the Independent Examiner.

The Chalfont St. Giles Memorial Hall was funded by public subscription from 1919 and constructed in 1923 as a memorial to servicemen from the village, who lost their lives in the Great War. The hall was extended in 1999/2000 with the benefit of some restricted fund donations.

This current incorporated charity was formed in 2015. Previously the Hall was run as an unincorporated charity with the same name and with the same objectives.

### **Objects of the Charity**

The Memorial Hall is operated for "the use of the inhabitants of the Parish of Chalfont St. Giles or within one mile of the Memorial Hall without distinction of political, religious or other opinions, including use for:

- a) Meetings, lectures and classes
- b) Other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the inhabitants."

### **Organisational Structure**

The activities of the Charity are governed by the Trustees (The Committee) who meet six times during the year. Day to day management is delegated to the officers who report progress to each Trustee meeting. Trustees are elected at the Annual General Meeting (AGM) and include representatives of regular user groups of the Hall and the Parish Council. Vacancies are filled by co-option during the year. None of the Trustees has any beneficial interest in the charity nor do they receive any remuneration. The trustees are closely involved in the operation and maintenance of the Hall. A team from the trustees act as caretakers letting users in and out of the Hall as required.

The Trustees take into account the Charity Commission's guidance on public benefit when carrying out their duties.

### **Trustee Investment Powers**

The Trustees have powers to invest monies not immediately required in accordance with the Trustee Act 2000. It is not the policy to invest long term. Funds held on deposit are regularly monitored.

### **Review of Activities**

The Hall is the largest in Chalfont St. Giles and is hired for a variety of activities including drama, public meetings and a range of social and leisure events. The Infant School continues to use the Hall at lunch time and for other school activities. The Hall is used most days of the year.

Income from hall hire was flat in 2018, although the actual receipts in the year increased as a result of some prepayments for 2019.

Our regular fundraisers continue to organise events which included the Lottery and Quiz Nights, which provide enjoyment for all those who take part. Another popular event is the Open Gardens Day every two years, which will be held again in 2019. As usual we must thank the fundraising team for their unstinting support.

The overall running expenditure was much the same as in previous years. Further to the installation of the new air source heating system in 2017, an additional £4,200 was spent in 2018 to upgrade the capacity of the system.

Total payments less total receipts for the year were a cash outflow of £960. Cash funds remaining at 31 December 2018 were £25,956.

# **Chalfont St Giles Memorial Hall**

## **Trustees Report for the year ended 31 December 2018 - continued**

### **Reserves Policy**

It is the trustees' policy to try to maintain at least six months running costs in unrestricted cash reserves. The trustees are satisfied that unrestricted reserves at the year-end would cover more than six months running costs. In principle, the reserves policy is also intended to ensure that the charity is able to cope with occasional significant items of expenditure to maintain or upgrade the Hall. The trustees wish to rebuild the unrestricted reserves and create a designated fund towards the cost of exceptional expenditure. The plan is for a surplus in 2019.

### **Risk Factors**

The Trustees assess the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to them. Insurance covers employers, public and product liability, personal accident and trustees' indemnity as well as buildings and contents.

### **Volunteers and staff**

Members of the Committee and the fund raising group assist with various administrative and practical matters during the year. These services are greatly appreciated as is the contribution of other volunteers who provide services to the Hall.

### **Independent Examiner**

Mr. M.J. Bedford has indicated that he is willing to continue in office.

### **Statement of Trustees' Responsibilities**

Charity law requires the Trustees to prepare financial statements for each financial year. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently.
- state whether the policies adopted are in accordance with the regulations and Charity Commission guidance.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the detection and prevention of fraud or other irregularities.

### **Approval**

This report has been approved by the Trustees and signed on their behalf.



A.J. Hoare  
Chairman

12 March 2019

# **Independent Examiner's Report to the Trustees of the Chalfont St. Giles Memorial Hall**

I report to the Trustees on my examination of the accounts of the Chalfont St Giles Memorial Hall for the year ended 31 December 2018.

## **Responsibilities and basis of report**

As the charity trustees 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 Memorial Hall's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

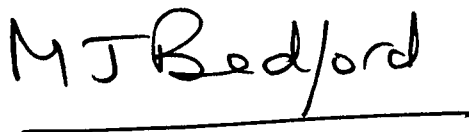
## **Independent Examiner's statement**

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 Memorial Hall as required by with section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed

A handwritten signature in black ink that reads "M J Bedford". The signature is written in a cursive style and is positioned above a horizontal line.

Mr. M.J. Bedford  
Retired Chartered Accountant  
10 The Brow  
Chalfont St Giles  
HP8 4JD

15 March 2019

# Chalfont St Giles Memorial Hall

## Receipts and Payments For the year ended 31 December 2018

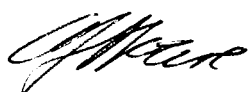
2017 Unrestricted Funds (£)		2018 Unrestricted Funds (£)
	<b>Receipts</b>	
13,192	Hire of Hall	14,586
10,413	School	10,818
2,600	Snooker Club	2,500
8,279	Fund Raising (net) (Note 2)	5,693
49,486	Donations	1,477
93	Interest	82
<u>84,063</u>	<b>Total Receipts</b>	<u>35,155</u>
	<b>Payments</b>	
7,743	Cleaning/Caretaking	8,271
3,098	Gas/Water/Electricity	4,940
2,357	Insurance	2,385
2,040	Gardening	1,470
2,947	Administration/Sundries	2,521
13,887	Repairs/Renewals (Note 3)	12,329
74,034	New Heating System installation (Note 3)	4,200
<u>106,106</u>	<b>Total Payments</b>	<u>36,115</u>
(22,043)	<b>Receipts less (payments)</b>	(960)
48,959	<b>Cash Funds on 1 January</b>	26,916
<u>26,916</u>	<b>Cash Funds on 31 Dec</b>	<u>25,956</u>

**Chalfont St Giles Memorial Hall**  
**Statement of Assets and Liabilities**  
**at 31 December 2018**

<u>2017</u> £		<u>2018</u> £
<b>Cash funds</b>		
20,057	Building society	20,057
6,859	Banks	5,899
<u>26,916</u>		<u>25,956</u>
<b>Unrestricted funds</b>		
<u>26,916</u>	General purposes	<u>25,956</u>
<b>Fixed assets at cost (note 4)</b>		
2,300	Land and buildings	2,300
182,488	Extensions	182,488
<u>184,788</u>		<u>184,788</u>
<b>Restricted funds</b>		
<u>184,788</u>	Fixed assets	<u>184,788</u>

Restricted funds have been established specifically in connection with the premises or raised for particular purposes (e.g. extensions).

Signed on behalf of the trustees



Chairman

12 March 2019



Treasurer

## Chalfont St Giles Memorial Hall

### Notes to the Accounts for the year ended 31 December 2018

#### 1. Accounting policy

These Accounts have been prepared on the receipts and payments basis in accordance with the Charities Act 2011 and the Charity Commission's guidance for preparing receipts and payments accounts.

#### 2. Fundraising

2017 Net £		Income £	Costs/Prizes £	2018 Net £
2,595	'Open Gardens' Day	-	-	-
2,426	Quiz Nights	3,622	1,393	2,229
<u>3,258</u>	Lottery	<u>4,536</u>	<u>1,072</u>	<u>3,464</u>
<u>£8,279</u>		<u>8,158</u>	<u>2,465</u>	<u>£5,693</u>

#### 3. Expenditure

The major non-recurring item of expenditure in the year was £4,200 in connection with increasing the capacity of the new air source heating system following the £74,034 spent in 2017 on its initial installation.

The largest recurring expense category and one that fluctuates from year to year is repairs / renewals. This can be analysed as follows:

	2017 £	2018 £
Building repair works:	7,440	4,380
New oven	-	3,644
Special floor sanding	-	1,020
Leadwork for the roof	3,480	-
Other general maintenance	<u>2,967</u>	<u>3,285</u>
Total	<u>13,887</u>	<u>12,329</u>

#### 4. Fixed Assets

Land and Buildings are shown at original cost in 1923 of £2,300 and Extensions at cost in 1999/2000 of £182,488.

The building and land were professionally valued in November 2015 by John Nash and Co. of Amersham at £1.98m and are insured for £2m on an index linked basis.

#### 5. Secured debts and guarantees

The charity has no secured debts and has not provided any guarantees.