



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 04 2018	To	31 03 2019

Section A Reference and administration details

Charity name The Victoria Institution

Other names charity is known by Cliviger Village Hall

Registered charity number (if any) 224126

Charity's principal address 380 Burnley Road

Cliviger

Postcode

BB10 4SU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alan Scholes	Chair		
2	Marion Beck	Treasurer		
3	Moya Duckworth	Secretary		
4	Ivor Emo	Vice Chair		
5	Alex Williams			
6	Michael Heys			
7	Maggie Crooks			
8	Miriam Shorrocks			
9	Paula Riley			
10	Dorothy Shalliker			
11	Dorothy Scott			
12	Catherine Briggs			
13	Joan Ramsden			
14	Cosima Towneley			
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Scheme
How the charity is constituted (eg. trust, association, company)	Committee of Management Managing Trustees
Trustee selection methods (eg. appointed by, elected by)	Nominated and elected onto the committee

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees are given written information concerning their roles and responsibilities.

A member of Community Futures.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Provision and maintenance of the village hall for the use of residents of the parish of Cliviger to provide educational and leisure time activities.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

All activities fit with the guidance issued by the Charity Commission on public benefit.

After school group (each weekday).

Line dancing (weekly).

Monday Club (monthly).

Fitness Class (weekly).

W I Group (monthly).

Yoga (weekly).

Dog Training (weekly).

Pilates (weekly).

Whist and Dominoes (weekly).

Play Group (weekly).

Parish Council Meeting (monthly).

Concerts – quizzes – socials – afternoon teas – parties – charity events – archives displays – flower show – local information presentations.

Additional details of objectives and activities (Optional information)

We apply for grant funding to meet the cost of specific projects.

We are entitled to apply to The Cliviger Benefit Fund (Scottish Power Coal Clough Wind Farm) each year.

We are run totally by volunteers. We have a large active committee and many other volunteer helpers.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Providing a range of activities for all age groups.

Maintaining the building ensuring it is attractive and safe.

A lot of work has been done on the outside of the building replacing toilet roof – windows – facia boards- pointing – draining outside banking – landscaping – introducing new plants – new fencing and gates.

Encouraging our regular user groups to continue and expand (after school group).

Encouraging new groups to use the hall (two this year).

Updating the facilities to attract casual users. This has increased the number of children's parties.

Providing a programme of entertainment – concert – quizzes – beetle drive – teas -. All have been well attended.

Providing education through learning and local authority input – local archives group – visiting speakers (W I and Monday Group).

Section E

Financial review

Brief statement of the charity's policy on reserves

Regular information from our treasurer. We always work within our budget and ensure we have enough in reserve account.

Details of any funds materially in deficit

None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Basic funding for running costs and expansion comes from user group income and special fundraising events organised by the committee. Application for outside funding for specific projects has also been successful.

Section F

Other optional information

We are planning a major restoration and refurbishment of the kitchen, toilets and storage areas to start July 2019 and be completed September 2019. Outside fundraising has been secured to finance this £50,000 project.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Alan Scholes

Full name(s)

Alan Scholes

Position (eg Secretary, Chair, etc)

Chair

Date

7 May 2019



Section A

Independent Examiner's Report

Report to the trustees/
members of

THE VICTORIA INSTITUTION

On accounts for the year
ended

31 MARCH 2019

Charity no
(if any)

224126

Set out on pages

1 TO 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2019.

Responsibilities and
basis of report

As the charity's 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 Trust's accounts carried out under section 145 of the 2011 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 which gives me cause to believe that in, any material respect:

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

M Heys

Date:

07-05-19

Name:

MICHAEL HEYS

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

FCCA

Address:

CHARTER HOUSE

STANSFIELD STREET

NELSON BB9 9XY

Section B**Disclosure**

Only complete if the examiner needs to highlight material 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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Victoria Institution

224126

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/2018		31/03/2019

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hire of hall	8,705	-	-	8,705	10,382
Fundraising events	2,480	-	-	2,480	1,983
Bank interest	21	-	-	21	2
Grants	-	21,904	-	21,904	851
Donations	100	-	-	100	267
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	11,306	21,904	-	33,210	13,485
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	11,306	21,904	-	33,210	13,485
A3 Payments					
Repairs and maintenance	2,856	10,550	-	13,406	4,810
Light and heating	1,464	-	-	1,464	1,170
Water and sewage	316	-	-	316	314
Insurance	770	-	-	770	764
Professional fees	250	-	-	250	3,675
Printing, postage and stationery	28	-	-	28	104
Rent	20	-	-	20	20
Cleaning and housekeeping	2,266	-	-	2,266	2,155
Cost of fundraising	1,313	-	-	1,313	1,266
Sundry expenses	144	-	-	144	250
Sub total	9,427	10,550	-	19,977	14,528
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	9,427	10,550	-	19,977	14,528
Net of receipts/(payments)	1,879	11,354	-	13,233	- 1,043
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	14,811	577	-	15,388	16,431
Cash funds this year end	16,690	11,931	-	28,621	15,388

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash in hand	8	-	-
	Current account	7,949	1,354	-
	Deposit accounts	8,733	10,577	-
	Total cash funds	16,690	11,931	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Alan Scherer</i>	Alan Scherer	07-05-2019
<i>M Beck</i>	MARION BECK	7/5/19