

HOLLOWAY HALL COMMUNITY ASSOCIATION
(A company limited by guarantee)

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2018

CHARITY NUMBER: 1123156

COMPANY NUMBER: 6379315 (England and Wales)

HOLLOWAY HALL COMMUNITY ASSOCIATION
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For the Year Ended 31 December 2018

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**HOLLOWAY HALL COMMUNITY ASSOCIATION
REPORT OF THE TRUSTEE AND DIRECTORS OF THE BOARD
For the Year Ended 31 December 2018**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2018. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and 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).

LEGAL AND ADMINISTRATIVE DETAILS

Name: Holloway Hall Community Association

Registered Company number
6379315 (England & Wales)

Registered Charity number
1123156

Registered office
Holloway
Ley Hill
Northfield
Birmingham
B31 1TT

Board of Management – Trustees and Company Directors

Trustees and Company Directors

Graham Andrews Chairman
Robert Nock
Neil Thompson
Dennis Choyce
Joanne Chambers

Company Secretary
Dennis Choyce

Independent examiner
Glyn Preece FCA
Barron and Co. Ltd.
Abacus Court
Harborne
Birmingham
B17 0HH

**HOLLOWAY HALL COMMUNITY ASSOCIATION
REPORT OF THE TRUSTEE AND DIRECTORS OF THE BOARD (cont)
For the Year Ended 31 December 2018**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Holloway Hall Community Association is governed by its Memorandum and Articles of Association dated 24 September 2007, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. It is registered as a charity with the Charity Commission.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

Object of the Charity and Public Benefit Statement:

The objects for which Holloway Hall Community Association is established are to:

- To foster a good fellowship and good citizenship among all residents on the Ley Hill estate
- To provide for members, facilities for physical and mental training and recreation and social moral and intellectual development to promote the happiness and well-being of all children resident on the estate and foster a community spirit for the achievement of these and other charitable purposes
- To maintain and manage the room within the hall for activities promoted by members in furtherance of all of the above objects.

The trustees have referred to the guidance from the charities commission on 'Charities and Public Benefit'. The trustees are confident that Holloway Hall's aims and objects outlined above are in accordance with the regulations on public benefit. The detail of activities that support these aims and objectives is provided in the next section of the report.

Review of Activities Achievements and Performance

HHCA are a registered Charity run by trustees and under UK Law we operate the hall as a separate "Ltd company under guarantee" and as such are registered with Companies House.

The aims of the Charity, in summary, are:

To provide, through the hall and its employees, a resource and service to the all members of the local community, voluntary groups, and other organisations.

To maintain the hall and car park to a high standard.

**HOLLOWAY HALL COMMUNITY ASSOCIATION
REPORT OF THE TRUSTEE AND DIRECTORS OF THE BOARD (cont)
For the Year Ended 31 December 2018**

Trustees

The purpose of the HHCA Trustees is to carry out the aims of the Charity and ensure that the hall is managed in such a manner that it is financially solvent, and follows the rules required by the Charity Commission and defined by the Trustees. To ensure, through the management board of the hall, the Hall user meetings, and its employees; a proactive resource and service to the local community, voluntary, and other organisations.

The trustees met many times over the year to ensure the smooth running and maintenance of the hall, plus liaising with other groups

The Hall Users met with the trustees 4 times in the year and had 2 of those meetings in the daytime. These meetings gave all hall users the opportunity to come along and put their ideas, comments or complaints to the management committee.

All repeat hirers and the local community groups are encouraged to attend Hall User group meetings and it is in all our best interest to attend and influence the management committee. The new pension scheme has been implemented for employees as required by UK law.

a) BCC

The dustmen dispute affected us via the BCC commercial waste/ refuse collections at the hall again. We now only run one bin.

b) Repairs and Maintenance

Just like in the home we always take the chance to knock down the thermostats when appropriate.

As the hall ages we will expect Repairs & Maintenance to increase. We planned to redecorate internally in 2017 but this was completed in 2018. It is expensive to do the whole hall and toilets, but it has been done, and new blinds were fitted too in the main hall.

We thank all hall users for respecting the hall as it keeps costs down.

As you know we have had heating and hot water problems. The boilers have reached the end of their life and were replaced, as was some pipework and the huge hot water tank. This upgrade in 2018 cost about £12,000.

c) Hire Charges and Commercial Hirers

We have had to put up charges in 2018 to cover our increased inflationary costs e.g. the hall, insurance cover, fire extinguishers, burglar alarms, Legionella testing, cleaning costs, repairs, wages for staff, pensions etc. but we do try to keep charges down for regular hall users and especially for local community groups.

Bookings continue to increase both at weekends and during the week to our highest levels of usage.

**HOLLOWAY HALL COMMUNITY ASSOCIATION
REPORT OF THE TRUSTEE AND DIRECTORS OF THE BOARD (cont)
For the Year Ended 31 December 2018**

d) Community Hosting and Events

May 1st saw the successful Party on the Green where we gave our time, expertise and the hall resources to the occasion. It was free for everyone and many local groups had a chance to put on a show. A good time was had by all 400 plus attendees.

Other events in 2018

Hall Anniversary
Pensioners New Year party
The Hall 10th Anniversary Celebration
Hosted - Birmingham Community Matters events
Bartley Green Information Day
Work started again on the Community Allotments
Party on the Green
Meet and Greet Morning
King Edwards Xmas party
Carols on the Village Green
Christmas Craft Fayre
Royal wedding celebration with Bartley Green school
User group meetings
New Groups
Yoga
Early Nurturing
Warcraft
Lost Groups
Weight Watchers

The longest serving local community groups are the Friendship Club and The Bingo Club.

e) Promotional Activity.

Kerry runs the websites and does a great job at promoting the hall

f) Looking Forward.

Once again as Chairman of Trustees, I have the happy task of thanking the Trustees and the Hall manager on another successful year as a result of their hard work on the behalf of all users.

g) Financial Summary

The full audited financial accounts relating to how the hall performed in 2018 will be posted at the Charity Commission and Company House. If you wish to have a full hard copy, please ask the Hall manager.

The meeting has been issued with a financial overview of the full accounts.

Here is a brief summary:

The Trustees are all volunteers who give their time for free and take no financial reward or salary from the hall.

**HOLLOWAY HALL COMMUNITY ASSOCIATION
REPORT OF THE TRUSTEE AND DIRECTORS OF THE BOARD (cont)
For the Year Ended 31 December 2018**

g) Financial Summary (cont)

The BCC Grant came to an end in 2018. This has helped us run the facility and maintain it. The trustees have been prudent with the grant and any surplus generated has been used to build reserves. As the grant has ended then those reserves will now as of April 2018 reduce year on year to enable the hall to run successfully.

This is an expensive facility to run. It is the aim of the trustees to balance income v expenditure over the next 2 years.

The trustees would like to thank you for your continued support and everything you do to help maintain the hall fabric and hall community. This all helps keep expenditure in check and the community alive.

h) Chairman - Stands Down

As many of you will know my health has suffered in the last couple of years and I believe it is now the right time for me to stand down as Chairman and let the Vice Chairman Robert Nock, step up and take over.

I have been chairman for 6 years and I know how important it is to have a planned organised changeover and not an unplanned one.

With the help of the trustees we have brought the hall from a position of uncontrolled expenditure and mayhem, to one of transparency. The hall is well organised and almost self-funding. By this means, the future of the hall can be planned and achieved.

So, I will hand the Chairmanship on to a safe pair of hands and Robert Nock will take over the meeting and the Hall

Reserves Policy

Holloway Hall Community Association aims to have reserves in the band 10% to 20% of current expenditure.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

**HOLLOWAY HALL COMMUNITY ASSOCIATION
REPORT OF THE TRUSTEE AND DIRECTORS OF THE BOARD (cont)
For the Year Ended 31 December 2018**

STATEMENT OF TRUSTEES' RESPONSIBILITIES (cont)

Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

SIGNED ON BEHALF OF THE BOARD OF TRUSTEES:

G Andrews – Chairman, Director and Trustee

Date: 25 April 2019

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOLLOWAY HALL COMMUNITY ASSOCIATION

I report on the accounts for the year ended 31 December 2018 set out on pages ten to fifteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the 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 disclosure in the accounts, and seeking explanations from you as a trustee 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 statements below.

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 386 of the Companies Act 2006.
 - To prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS 102)).
- 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.

Signed:

Date:

Glyn Preece FCA
Barron and Co.
Abacus Court, Bull Street
Harborne, Birmingham
B17 0HH

HOLLOWAY HALL COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES For the Year Ended 31 December 2018

	Notes	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Income and endowments					
Income from other trading activities					
Commercial trading operations	2	47,868	0	47,868	40,883
Investment income	3	677	0	677	19
Income from charitable activities					
Grants Receivable		0	14,256	14,256	51,793
Total income and endowments		48,545	14,256	62,801	92,695
Expenditure					
Costs of raising funds:	4	0	0	0	0
Expenditure on Charitable activities		69,505	14,373	83,878	73,137
Other expenditure		46	(46)	0	0
Total expenditure		69,551	14,327	83,878	73,137
Net income/(expenditure)		(21,006)	(71)	(21,077)	19,558
Net movement in funds					
Total funds brought forward	12	96,680	71	96,751	77,193
Total funds carried forward		75,674	-	75,674	96,751

The Income and Expenditure report provides a breakdown of both the voluntary income and the resources expended under the charitable activities.

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes form part of these financial statements

HOLLOWAY HALL COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL POSITION As at 31 December 2018

			<u>2018</u>	<u>2017</u>
	Notes	£	£	£
Fixed Assets				
Tangible Assets	9		2,292	2,696
Current Assets				
Cash at the bank		75,587		108,756
Debtors	10	<u>0</u>	<u>11,151</u>	
		75,587		119,907
Current Liabilities				
Creditors amounts falling due within one year	11	<u>2,205</u>	<u>25,852</u>	
Net current assets		73,382		94,055
Total Assets Less Current Liabilities		<u>75,674</u>	<u>96,751</u>	
Net Assets		<u>75,674</u>	<u>96,751</u>	
Funded by	12			
Unrestricted Funds		75,674		96,680
Restricted Funds		0		71
Total Funds		<u>75,674</u>	<u>96,751</u>	

For the year ended 31 December 2018 the charitable company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2018 in accordance with Section 476 of the Companies Act 2006. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 effective January 2015).

The financial statements were approved by the Board of Trustees on 25 April 2019 and were signed on its behalf by:

G Andrews – Chairman, Director and Trustee

The notes form part of these financial statements

HOLLOWAY HALL COMMUNITY ASSOCIATION

Notes to the Financial Statements For the Year Ended 31 December 2018

1. ACCOUNTING POLICIES

Accounting convention

Basis of preparation

The financial statements have been prepared in accordance with 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) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

They have determined that no such statement is required and there has been no change to the accounting policies since last year. The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

Income and endowments

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

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.

Fixtures and fittings	- 15% on reducing balance
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Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

HOLLOWAY HALL COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED For the Year Ended 31 December 2018

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. Commercial trading operations

	2018 £	2017 £
Hire of rooms	<u>47,868</u>	<u>40,883</u>

3. Investment income

	2018 £	2017 £
Deposit Account Interest	<u>677</u>	<u>19</u>

4. Cost of raising funds

	2018 £	2017 £
Cost of raising funds	<u>0</u>	<u>0</u>

5. Net income/(expenditure)

Net income is stated after charging:

	2018 £	2017 £
Depreciation - owned assets	404	476
Accountancy services	<u>2,199</u>	<u>1,440</u>

6. Trustees Remuneration and Benefits

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

Trustees expenses

There were no trustees' expenses paid for the year ended 31st December 2018 nor for the year ended 31 December 2017

HOLLOWAY HALL COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED For the Year Ended 31 December 2018

7. Staff Costs

	2018 £	2017 £
Wages and Salaries	24,982	24,950
Social security costs	0	0
	<u>24,982</u>	<u>24,950</u>

8. Staff Numbers

There were 3 employees (2017: 3) during the year of which 2 were working part time hours.

9. Tangible Fixed Assets

	Fixtures and Fittings £
Cost at 01 January 2018	8,456
Additions	0
At 31 December 2018	<u>8,456</u>
Depreciation at 01 January 2018	5,760
Charges for the Year	404
Depreciation at 31 December 2018	<u>6,164</u>
Net Book Value at 31 December 2018	<u>2,292</u>
Net Book Value at 31 December 2017	<u>2,696</u>

10. Debtors: amounts falling due within one year

	2018 £	2017 £
Other Debtors	<u>0</u>	<u>11,151</u>

11. Creditors: amounts falling due within one year

	2018 £	2017 £
Other Creditors	<u>2,205</u>	<u>25,852</u>
	<u>2,205</u>	<u>25,852</u>

HOLLOWAY HALL COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED For the Year Ended 31 December 2018

12. Movement in Funds

	As at 1 Jan 2018	Income	Expenditure	As at 31 Dec 2018
Unrestricted Funds				
General fund	96,680	48,545	69,551	75,674
Restricted Funds				
Community Chest	77	500	577	0
Funding held for external projects:				
First Steps	24	0	24	0
Long Nuke	0	1,901	1,901	0
Milebrook	0	11,155	11,155	0
Inspire	(30)	30	0	0
BCC	0	670	670	0
Restricted Funds Total	71	14,256	14,327	0
Total Funds	96,751	62,801	83,878	75,674

Notes:

Funding from BCC has been included in unrestricted funds.

Funding held for external projects is for funding that is not directly incurred by Holloway Hall projects.

The general fund includes £0 from Birmingham City Council during the year.

13. Company Status

The charity is a company limited by guarantee. In the event of the company being wound up the liability in respect of the guarantee is limited to £1 per member of the company.

14. Government Grants

Despite not receiving a Grant this Year, the charity continues to enjoy a close working relationship with Birmingham City Council.

The following is a summary of funding provided:

	2018 £	2017 £
Birmingham City Council	0	33,291
	0	33,291

HOLLOWAY HALL COMMUNITY ASSOCIATION
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 December 2018

	<u>2018</u>	<u>2017</u>
Income and endowments	£	£
Income from other trading activities		
Hire of rooms	47,868	40,883
Income from Charitable activities		
Funding held for external projects	14,256	18,502
Birmingham City Council	0	31,291
Community Chest	0	0
Other funding	0	0
	<u>62,124</u>	<u>92,676</u>
Investment income		
Deposit account interest	677	19
Total Income and endowments	<u>62,801</u>	<u>92,695</u>
Expenditure		
Governance Costs		
Accountancy	2,199	1,440
Support Costs		
Management		
Wages	24,982	24,950
Pension costs	270	94
Social security	0	0
Catering and entertainment	627	531
Insurance	1,663	1,607
Telephone	526	512
Printing, stationery, advertising	1,116	471
Cleaning and refuse	4,021	3,657
PRS	981	1,582
Travel expense	0	0
Repairs and maintenance	19,763	4,975
Depreciation	404	476
Rates	3,294	3,221
Gas, Heat, Light, Water	9,658	9,197
External Project Costs	14,374	20,424
	<u>81,680</u>	<u>71,697</u>
Finance		
Bank charges	0	0
	0	0
Information Technology		
Computer costs and accessories	0	0
Total Expenditure	<u>83,879</u>	<u>73,137</u>
Net Income (expenditure)	<u>(21,078)</u>	<u>19,558</u>

This page does not form part of the statutory financial statements