

Trustees Annual Report 1st October 2017 – 30th September 2018

Background

Since 1927 Rowsley Village Hall has afforded the means of educational purposes, social inter course, mutual helpfulness and rational recreation principally for the benefit of local inhabitants.

2017-2018 has been another busy year for Rowsley Village Hall. The Rowsley Community Matters project funded by the BIG National Lottery Fund completed a successful second year and was an important source of income for the charity. Together with this project the committee's principal concern has been the changes in the way that traditional regular users are using the hall and the impact this is having on the charity's income.

Administration and Procedures

The Committee has updated many of the hall's processes and procedures in the last year, including the User Agreements, Booking Forms and Terms and Conditions as well as implementing the new GDPR regulations and making improvements to the website.

Financial Management

At the start of the year it was agreed that the Parish Council clerk would manage day to day bookkeeping for the hall, overseen by an Honorary Treasurer who reports directly to the Committee. This has worked very well indeed and the accounts are now fully transparent and easy to follow.

Financial Summary

This was a good year from a financial point of view, with a total profit of £8,476.

Total Receipts were £39,650 including the following extraordinary amounts:

- £2,620 for commercial hire from Assigned Productions while filming at Haddon Hall
- £2,000 one-off donation from Rowsley Parish Council to allow Rowsley Primary School to use the hall during the 2018-19 school year
- £1,600 Table Tennis arrears from 2016-17, with £420 still outstanding
- £9,514 from the BIG Lottery Fund for the Rowsley Community Matters Project.

Other income worth mentioning here is as follows:

One-Off Hire - The total figure of £2,100 includes £750 standing order payments made in error by Rowsley Preschool in January & April, which was refunded on 14th May and included in Payments as Miscellaneous, so total income from one-off hire was just £1,350.

Transfers - As previously discussed a transfer of £4,599 was made from the BIG Lottery Account into the current account to correct payments for the Rowsley Community Matters (RCM) project made from the current account in error in the previous financial year. Other large amounts in this category include £700 War Stock repayment received in July and £260 from Noah's Ark Out of School Club, which settles their 2016-17 arrears.

Total Payments were £31,174. Most of this is self-explanatory, with the following extraordinary amounts detailed:

Misc (RCM Corrections) includes:

- £1,760 for Rowsley Pre-school refund payments: £1,010 for overpayments covering the previous financial year and £750 for payments explained above.
- £1,651 in RCM Corrections for money paid into the current account in error

- £160 in payments to Beeley Village Hall and Claire Dobinson School of Dancing for emergency hire while Assigned Productions were using our hall.

The accounts were independently examined and signed on 20th November. The report is attached.

Comments on Financial Summary

Although we have nearly £8,500 profit, nearly all of it can be explained by the extraordinary income and debt repayments already detailed. As the RCM project will end on 31st October 2019, to ensure the sustainability of the hall going forward the Committee are aware they need to focus on increasing ordinary income.

Rowsley Community Matters Project

The Committee were very pleased to receive a positive external evaluation for the Rowsley Community Matters project from Neil Moulden at Derbyshire Dales CVS following the half way point of the project this May. The main priority for the project going forward is to boost attendance of the classes so they can continue on a self-funded basis once the project ends on 31st October 2019. This goal has become even more important following the recent drop in regular user income as these classes generated our biggest income from hire in 2017-18.

Challenges for the Future

This year the hall made a very healthy profit of nearly £8,500, with incoming receiving a fantastic boost of £2,620 from the one-off hire of the hall in the summer by Assigned Productions Ltd while they were filming at Haddon Hall. This extra income could not have come at a better time as in the spring the Management Committee was informed by Caroline Poole that Rowsley Primary School could no longer afford to hire the village hall. This was a huge blow as the school's rent accounted for nearly half of the hall's regular income. To minimise disruption to the children the Management Committee allowed the school to continue using the hall for the summer term while we tried to find a solution. This came in the form of a one-off donation of £2,000 from the Parish Council for the school year 2018-19, allowing the school to use the hall for lunch and two afternoons of sport a week, as well as practices and rehearsals for plays and events, as needed. In the future the Friends of Rowsley School will fundraise to pay for the school's use and two representatives from the Friends have joined the Management Committee. Regular income has also been impacted by the decrease in use by the Table Tennis teams who used to play all year round, 3 evenings a week. In the 2017-18 financial year they just played from October to April, with an associated 40% drop in income.

Looking Forward to 2018-2019

The hall faces challenging times ahead. Plans for the coming year include changing the structure from an unincorporated charity to a charitable incorporated organisation. However, the overriding concern is the drop in regular income and the focus will be on sourcing new revenue streams to ensure the hall's sustainability.

Rowsley Village Hall
Bank Rec. As at 8th October 2018

Cash Book : Bal b/fwd current A/C 1st October 2017
plus : receipts
less : payments

RBS Current £	RBS Big Lottery £	RBS Decorating £	RBS High Interest £	War Stock Uncashable? £	Summary £
12,796.81	9,818.25	972.77	2,226.67	700.00	26,514.50
22,930.83	16,717.82	2,228.14	0.04		41,876.83
-13,785.32	-17,388.94		-2,226.71	-700.00	-34,100.97
21,942.32	9,147.13	3,200.91	0.00	0.00	34,290.36
21,942.32	9,147.13	3,200.91	0.00	0.00	34,290.36

Unpresented chqs
Unpresented receipts

Balance

Bank :

Current - 08/10/18
Big Lottery - 08/10/18
Decorating - 08/10/18/18
High Interest
War Stock

21,942.32	9,147.13	3,200.91	0.00	0.00	21,942.32
					9,147.13
					3,200.91
					0.00
					0.00
					0.00
21,942.32	9,147.13	3,200.91	0.00	0.00	34,290.36
0.00	0.00	0.00	0.00	0.00	0.00

difference

Signed by Responsible Finance Officer

Date

Signed by Chairman

Date

charity - reg. no. 222773

CLOSED NOVEMBER 2017
CLOSED JULY 2018

A		B	Monthly Budget Monitoring	D	E	F	G	H	I	J	
1	ROWSLEY VILLAGE HALL		Year to Date at 30/09/18			Full Year Projection					
2	RECEIPTS & PAYMENTS ACCOUNT 2017-2018		12								
3	Date	30th September 2018	Actual £	Budget £	Difference	Actual £ Budget £ Difference					
4	Month	12	To Date	To Date	£	For Year £					
5											
6	PAYMENTS		Day to day running - current account								
7	Electricity		727.94	650.00	(77.94)	727.94	650.00	(77.94)			
8	Gas		1,348.06	2,000.00	651.94	1,348.06	2,000.00	651.94			
9	Water Rates		231.00	700.00	469.00	231.00	700.00	469.00			
10	Rent - Haddon Estate		50.00	60.00	10.00	50.00	60.00	10.00			
11	Insurance		495.57	500.00	4.43	495.57	500.00	4.43			
12	Audit fees - Accountancy		300.00	400.00	100.00	300.00	400.00	100.00			
13	Communication (website and wifi)		445.69	700.00	254.31	445.69	700.00	254.31			
14	Garden		384.00	900.00	516.00	384.00	900.00	516.00			
15	Caretaker wages		2,760.00	2,760.00	0.00	2,760.00	2,760.00	0.00			
16	Window Cleaning		108.00	216.00	108.00	108.00	216.00	108.00			
17	Cleaning consumables, repairs and minor maintenance		2,817.74	5,000.00	2,182.26	2,817.74	5,000.00	2,182.26			
18	PRS Licence		315.24	250.00	(65.24)	315.24	250.00	(65.24)			
19	Safety - PAT and certificates		231.00	500.00	269.00	231.00	500.00	269.00			
20	Training		0.00	100.00	100.00	0.00	100.00	100.00			
21	Misc (RCM corrections)		3,571.08	3,000.00	(571.08)	3,571.08	3,000.00	(571.08)			
22			13,785.32	17,736.00	3,950.68	13,785.32	17,736.00	3,950.68			
23											
24	Decorating and Projects										
25	Decorating		0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00			
26	One off projects		0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00			
27			0.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00			
28											
29	RCM										
30	Teachers wages		7,110.00	8,500.00	1,390.00	7,110.00	8,500.00	1,390.00			
31	Advertising		607.22	650.00	42.78	607.22	650.00	42.78			
32	Operations Manager		1,962.50	2,600.00	637.50	1,962.50	2,600.00	637.50			
33	Tea Room Manager		360.00	2,600.00	2,240.00	360.00	2,600.00	2,240.00			
34	Hall Hire		2,750.00	2,400.00	(350.00)	2,750.00	2,400.00	(350.00)			
35	Misc/Transfer		4,599.22	9,000.00	4,400.78	4,599.22	9,000.00	4,400.78			
36			17,388.94	25,750.00	(8,361.06)	17,388.94	25,750.00	8,361.06			
37											
38	Total Payments		31,174.26	46,486.00	(15,311.74)	31,174.26	46,486.00	15,311.74			
39											
40											
41											
42			Actual £	Budget £	Difference	Actual £	Budget £	Difference			
43			To Date	To Date	£	0.00	For Year	£			
44	RECEIPTS		Day to day running - current account								
45	One off hire		2,100.00	3,000.00	(900.00)	2,100.00	3,000.00	-900.00			
46	Commercial hire		2,620.00	2,000.00	620.00	2,620.00	2,000.00	620.00			
47	WI		160.00	200.00	(40.00)	160.00	200.00	-40.00			
48	Badminton		946.00	1,144.00	(198.00)	946.00	1,144.00	-198.00			
49	Table Tennis		2,848.00	3,660.00	(812.00)	2,848.00	3,660.00	-812.00			
50	Messy Church		0.00	0.00	0.00	0.00	0.00	0.00			
51	Indoor Bowls		920.00	920.00	0.00	920.00	920.00	0.00			
52	Craft Club		185.00	240.00	(55.00)	185.00	240.00	-55.00			
53	DCC (school)		2,680.00	2,680.00	0.00	2,680.00	2,680.00	0.00			
54	RCM Hall hire to current account		2,750.00	2,750.00	0.00	2,750.00	2,750.00	0.00			
55	Current interest		0.00	1.00	(1.00)	0.00	1.00	-1.00			
56	Other Grants and donations		2,020.00	100.00	1,920.00	2,020.00	100.00	1,920.00			
57	Misc/Transfers		5,701.83	5,000.00	701.83	5,701.83	5,000.00	701.83			
58			22,930.83	21,695.00	1,235.83	22,930.83	21,695.00	1,235.83			
59											
60	Decorating and Projects										
61	Decorating Interest		1.43	2.00	0.57	1.43	2.00	0.57			
62	High Interest Interest		0.04	0.00	(0.04)	0.04	0.00	(0.04)			
63			1.47	2.00	0.53	1.47	2.00	0.53			
64											
65	RCM										
66	RCM Interest		489.50	1.00	488.50	489.50	1.00	488.50			
67	RCM Classes		5,873.48	8,000.00	(2,126.52)	5,873.48	8,000.00	-2,126.52			
68	RCM Tea Room		840.84	8,000.00	(7,159.16)	840.84	8,000.00	-7,159.16			
69	Big Lottery Grant		9,514.00	14,614.00	(5,100.00)	9,514.00	14,614.00	-5,100.00			
70			16,717.82	30,615.00	(13,897.18)	16,717.82	30,615.00	(13,897.18)			
71											
72	Total Receipts		39,650.12	52,312.00	(12,661.88)	39,650.12	52,312.00	(12,660.82)			
73											
74											
75	PROFIT/LOSS		8,475.86	5,826.00	2,649.86	8,475.86	5,826.00	-27,972.56			

Brian Wood
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Sarah Porter
Bookkeeper
Rowsley Village Hall
Brooklands
Moor End
Beeley
DE4 2NR

Dear Sarah

Rowsley Village Hall Accounts 01.10.2017 - 08.10.2018

I confirm that the Independent Examination of the Receipts and Payments accounting records presented to me agreed with the Bank Reconciliation for the period 01.10.2017 - 08.10.2018 and a copy of the signed Report you have is attached.

Also attached is my invoice.

Yours sincerely

A handwritten signature in black ink, appearing to read 'B Wood', with a stylized flourish at the end.

Brian Wood

Independent Examiner's Report to the Trustees of the

ROWSLEY VILLAGE HALL – CHARITY NO 222773

I report on the accounts of the charity for the year ended 08 October 2018.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to examine the accounts under Section 43(3) of the Act and to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

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 41 of the Act and
 - to prepare accounts which accord with the accounting records and
 - to comply with the accounting requirements of the 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,

(Signed)



Brian Wood

Qualification: D.M.A.

Address: Amberley, 298 Smedley Street, Matlock, DE4 3LH

Date: 20th November 2018