

ST CATHERINE'S HILL COMMUNITY HALL
"Registered as a Charity"

Registered Charity Number 1088266

**ANNUAL REPORT
AND
UNAUDITED ACCOUNTS
FOR THE
YEAR ENDED 31 MARCH 2019**

ST CATHERINE'S HILL COMMUNITY HALL

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ST CATHERINE'S HILL COMMUNITY HALL

Trustees Report For the year ended 31 March 2019

The Trustees present their report together with the financial statements of the charity for the year ended 31 March 2019.

Administrative Details:

Registered Charity Number 1088266

Trustees

John Spittle	Chairman
Councillor Sue Spittle	Treasurer
Mrs Wendy Rowley	
Eileen Lancaster	
Mrs Rosemary Sinclair	
Mrs Annette Bowden	

Bankers Santander UK plc

Independent Examiner I M Rodd ACA FCCA
c/o Ward Goodman
Chartered Accountants
4 Cedar Park, Cobham Road
Ferndown Industrial Estate
Wimborne
Dorset BH21 7SF

Structure, Governance and Management

St Catherine's Hill Community Hall is a registered charity and is governed by a constitution adopted on 12 February 2001 and as amended on 16 August 2001, 9 October 2003 and 11 September 2012.

The September 2012 constitution update allows the charity with the Charity Commission approval to remunerate trustees.

The trustees are elected annually by the members. Officers are appointed by the Management Committee in accordance with the constitution. A trustee who retires at an Annual General Meeting may, if willing to act, be reappointed. The trustees meet on a regular basis to fulfil their role of governance, financial accountability, approving the business plan for the organisation, formulation and review of strategy, holding the chairman to account and ensuring best practice.

Responsibility for the delivery of the business plan is delegated to the chairman.

ST CATHERINE'S HILL COMMUNITY HALL

Trustees Report For the year ended 31 March 2019

Objectives and Activities

The principal activity of the charity during the year under review remained that of the provision and management of a community hall for the use and benefit of the residents of the Jumpers and St Catherine's Wards in the Borough of Christchurch. This includes the use 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 residents. The trustees continue to hold fund raising events in the Hall for all ages.

Achievements and Performance

The Hall continued to be used by the local community during the 2018/19 year.

The committee are delighted with the overall performance and achievements of the Hall again over the 2018/19 year. We continue to attract both new and existing hirers to the Hall, whilst maintaining the high standard of facilities we have installed in the building. The trustees consider that the Hall offers a modern well equipped facility for the use of the general public at rates that are competitive compared to other similar local facilities.

Financial Review

The accounts have been prepared on a "Receipts & Payments Basis" as permitted for a charity of its size and have been subjected to an Independent Examiner's Review whose report is set out on Page 6 of this Annual Report.

The Charity realised a unrestricted fund surplus of £9,005 (2018: surplus £2,276) on annual receipts and expenditure. Expenditure during the year included £575 (2018:£5,008) for major item items of expenditure as referred to in the Reserves Policy as below.

During the year the trustees were able to maintain the funds held as cash invested in the Charity's Building Society account at £36,000 which are held in reserve.

Public Benefit

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission when reviewing the trust's aims and objectives and in planning future activities.

Risk Management

The trustees have examined the major strategic, business and operational risks to which the Charity is exposed, and can confirm that systems have been established and are in place to enable the early identification of issues so that necessary steps can be taken to manage those risks. Risks are considered in detail in the "Reserves Policy" on Page 3.

ST CATHERINE'S HILL COMMUNITY HALL

Trustees Report For the year ended 31 March 2019

Reserves Policy

Risks

Identification of risks usually goes hand in hand with mitigation measures to reduce the identified risk. However the purpose of this policy is to identify reserves requirement in the event of such identified risks manifesting themselves.

Fire

This can range from total loss of building to partial loss. Replacement and repair costs will be covered by insurance, but may not cover the full amount. Additionally restitution can take time and it may be necessary to progress matters using available funds to either protect the fabric of the hall or to expedite restitution.

Lightning Strike

Usually roofs are the damaged item, but damage can extend further especially if it causes fire.

Flood

The Hall is situated in a dip and a flash flood is a possibility, especially if storm-water drains do not function effectively. Worst case damage is the wooden floor requiring replacement, but also the building would be unavailable whilst this is repaired/ replaced. Drying out periods can also be prolonged.

Storm damage

The roofs of the main hall and the conservatory are the most likely casualties either from action of the wind or falling trees adjacent to the building.

Drainage system malfunction

Worst case scenario is possible replacement of sections due to some form fracture in the system. This can arise from factors such as faulty installation or subsidence effects. This would render the Hall unusable for the period of the repair.

Breakdowns

Installed equipment includes oven, commercial dishwasher, water heaters, storage heaters and audio systems. Faults in these would not normally prevent the Hall from functioning.

Presence of Asbestos

This is not present in the building as it was built in 2000 when use of asbestos in new buildings was banned.

Table – Losses in event of foreseeable emergencies

Incident	Insured Y/N	Uninsured loss	Other Expenditure
Fire	Y	Loss of income – 1 year	In the event of building being unusable some expenditures will cease or reduce (eg electricity)
Lightning Strike	Y	Loss of income – 6 months	
Flood	Y	Loss of income- 6 month	
Storm Damage	Y	Loss of income- 6 month	
Drainage system failure(not blockage)	Y	Loss of income – 3 month	

Note 1 year income c. £25000

In order to expedite corrective works it may be necessary to fund initial work ourselves. This is dependant how quickly the Insurer agrees to make payment.

ST CATHERINE'S HILL COMMUNITY HALL

Trustees Report For the year ended 31 March 2019

Reserves Policy (continued)

Projects

The nature of the Hall charity is such that urgent projects are extremely unlikely and can be discounted.

Covering unforeseen day-to-day operational costs eg employing temporary staff to cover long term sickness:

There is one employee, caretaker, who is responsible for day to day running of the Hall and is costed at 20hrs per week.

The bookings secretary is a volunteer and spends about 40 hours per month on this task.

The Treasurer is a volunteer and spends about 20 hrs per month.

The Chairman is a volunteer and probably spends 5-10 hours per month, but this is variable depending on a number of projects.

Volunteers are predominantly elderly and their sudden availability is always a possibility. In this event it is quite likely that an additional employee(s) or an increase in the caretakers hours would be required. Significant absence of the caretaker would require employment of temporary staff to cover. This would increase our costs, but not affect income. Our surpluses over the last few years are shown below. It should be noted that significant expenditure has been made on door openers, remotely actuated windows and new fire alarm panel have been made out of income. Likely costs of employing staff to carry out these tasks is estimated to be between £3,000 and £7,000 depending on circumstance. Such an eventuality would reduce our operating surplus and require projects to be funded out of reserves.

Source of income, eg a grant, not being renewed. Funds might be needed to give trustees time to take action if income falls below expectations.

The Hall is not in receipt of any grant and is completely self funded and runs a surplus every year. This can vary according to projects and replacements undertaken.

Planned commitments, or designations, that cannot be met by future income alone, eg plans for a major asset purchase or to a significant project that requires the charity to provide matched funding.

Part of the reason for reviewing the policy is to establish what cash reserves are available for investment and improvements, whilst not reducing reserves to an imprudent level. The current project underway is installation of roof and window blinds in the Conservatory at a cost of £12,200. This will render the area more usable in the summer and also improve privacy for users of the Hall. A proposed extension to the Conservatory (estimated cost £20,000) has been stopped for following reasons:

- Cost would reduce reserves
- Cost uncertain
- Management of project would place too much load on trustees □ Doubtful benefit

There other possible projects due to be considered such as heating system improvements, and electronic aids (whiteboards, projectors etc). All of these are aimed at improving the Hall as a facility for local residents in line with the objectives of the Charity.

ST CATHERINE'S HILL COMMUNITY HALL

Trustees Report
For the year ended 31 March 2019

Reserves Policy (continued)

The need to fund short-term deficits in a cash budget, eg money may need to be spent before a funding grant is received.

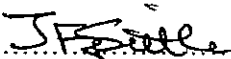
Given our current financial position this is unlikely to be needed.

Reserves Requirement

A little research describes some simple rule of thumb methods. One of these is to ensure that the equivalent of a year's income or expenditure (as appropriate) be the minimum amount to hold in reserve. This gives a range of £20,000 - £28,000. This correlates well with worst case losses in the event of the foreseeable emergencies described previously.

Independent Examiner

Mr I M Rodd ACA FCCA of Ward Goodman, Chartered Accountants, has expressed his willingness to continue as "Independent Examiner" of the charity.


.....
John Spittle - Chairman & Trustee

Dated: 17 July 2019 .

St Catherine's Hill Community Hall
Independent Examiner's Report to the Trustees
and
Members of St Catherine's Hill Community Hall

I report to the trustees on my examination of the accounts of the St Catherine's Hill Community Hall (the Charity) for the year ended 31 March 2019, which are set out on pages 7 to 9.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

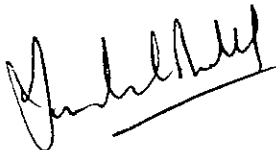
I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

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:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 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 to enable a proper understanding of the accounts to be reached.



I M Rodd ACA FCCA
Ward Goodman
4 Cedar Park
Cobham Road
Ferndown Industrial Estate
Wimborne
Dorset BH21 7SF

Dated: 2 August 2019

ST CATHERINE'S HILL COMMUNITY HALL

Receipts and Payments Account for the Year Ended 31 March 2019

	31.03.19	31.03.18
RECEIPTS from:		
Charitable activities:		
Fundraising	4,003	3,889
Letting fees	23,751	23,680
	<u>27,754</u>	<u>27,569</u>
Investments:		
Deposit interest received	300	273
	<u>300</u>	<u>273</u>
Total receipts	28,054	27,842
Less: PAYMENTS		
Expenditure on Charitable activities:		
Fundraising, entertaining & function expenditure	2,316	2,845
Wages	8,517	8,393
Business rates	641	623
Waste collection	345	273
Printing, postage & stationery	110	199
Repairs & renewals	1,331	2,386
Equipment purchases	575	5,008
Heat, light & water	2,037	2,137
Security system service	221	459
Cleaning	685	861
Insurance	681	503
Telephone & WiFi	681	658
Licences	201	118
Accountancy (independent examination)	708	678
HR advice	-	210
Restricted fund excess refunded to donors	-	215
	<u>19,049</u>	<u>25,566</u>
Total expenditure	19,049	25,566
Surplus for the year	9,005	2,276
Cash funds at 1 April 2018	40,243	37,967
	<u>49,248</u>	<u>40,243</u>
Cash funds at 31 March 2019	£49,248	£40,243


Notes: There were no restricted funds during the year.

ST CATHERINE'S HILL COMMUNITY HALL

Balance Sheet at 31 March 2019

	Note	31.03.19	31.03.18
Cash Funds			
Cash at Bank			
Current Account		13,248	4,243
Building Society Account		36,000	36,000
		-----	-----
Total Cash Funds		£49,248	£40,243
		=====	=====
Represented by:			
Unrestricted funds		49,248	40,243
Restricted fund		-	-
		-----	-----
Total Charity Funds		£49,248	£40,243
		=====	=====
 Other assets			
Lettings fees receivable		477	400
Refund due on overpaid security systems costs		-	123
		-----	-----
		£477	£523
		=====	=====
 Liabilities			
Fund raising costs		168	-
Wages - PAYE		-	7
Cleaning		32	-
Repairs & renewals		120	-
Printing, postage & stationery		12	-
Telephone & WiFi		27	-
Independent examiners fee		732	708
		-----	-----
		£1,091	£715
		=====	=====

Approved by the Trustees on 17/7/2019



 Councillor Sue Spittle - Treasurer & Trustee



 John Spittle - Chairman & Trustee

ST CATHERINE'S HILL COMMUNITY HALL

Notes to the Financial Statements for the Year Ended 31 March 2019

1. Accounting Policies

Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared on a "Receipts & Payments Basis".

The principal accounting policies, which apply to the charity and have been adopted by the trustees are set out below:

1a. Income and Funds

Income is recognised on a cash basis on the date of payment into the bank. Where restricted funds are received they are identified and allocated to restricted funds.

Any significant post balance sheet receipt of income is recorded in post balance sheet events.

1b. Expenditure recognition

Expenditure is recognised on the date of issue of the payment. Where restricted funds payments are made they are identified and allocated to restricted funds.

Any significant post balance sheet payments are recorded in post balance sheet events.

1c. Taxation

No liability to UK taxation arises on any of the charity's sources of income due to its charitable status and all investment income is received gross of tax.

2. Restricted funds

During the year ended 31 March 2017 two donations were received to assist with the purchase and installation of a defibrillator. Under the terms of two of the donations received any surplus was divisible equally in three ways with two thirds being refundable to the donors and a third being retained by the hall. During the year ended 31 March 2018 a total of £214.60 was been refunded to the two donors.

3. Trustees and Related Party Transactions

	2019	2018
Trustees remuneration and other benefits	Nil	Nil
Transactions with undertakings in which a trustee or connected person has a material interest	Nil	Nil

4. Capital Commitments

The committee had made no commitments for further capital expenditure at 31 March 2019 (2018: None).

5. Contingent Liabilities

There were no contingent liabilities at 31 March 2019 (2018: None).

6. Related party transactions

There were no related party transactions during the year. (2018: none).