

## **Chiddingfold Village Hall and Recreation Ground Charity No. 305001**

### **Trustees Annual Report for the Year ended 31<sup>st</sup> March 2019**

#### **Objectives and Activities**

The purpose of the Charity is the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Chiddingfold without distinction of political, religious or other opinions with the object of improving their conditions of life.

The main activity of the Charity is to provide a well maintained, attractive village hall of a high standard that will attract village organisations and others to use it to the full. The principal source of income is lettings of both the main hall and the smaller Charles Watts room. The main hall has a high occupancy rate throughout the year primarily due to its use in daytime by a very successful nursery school.

The other main activity in the main hall is the twice-monthly village cinema, run by volunteers. This goes from strength to strength with a wide range of films being shown and an audience drawn from all age groups. They are also introducing live events.

Of satisfaction to the Trustees, is the clear public benefit provided by the activities carried on in the village hall. The nursery school meets a clear need for a good standard of pre-school education for a broad range of local children. Many of the village societies use the village hall as a venue and the cinema attracts an audience of up to 200 residents who enjoy the social contact provided.

We are very fortunate in the committed volunteers involved both in running and maintaining the village hall and all of those involved in carrying out the various activities, particularly the seniors lunch club and the cinema.

#### **Achievements and performance**

Letting income held up well this year, increasing by 3.5%, despite a slight reduction in nursey school receipts, which represented 38% of letting income. The cinema had strong audience figures with income increasing by 5.3% for the year. However, much of the equipment is reaching the end of its life. Replacement of two loudspeakers at the end of the year reduced the cinema surplus to a still very useful £4,421.

Excluding the cinema, the cost of maintaining and running the village hall remained virtually unchanged at just over £30,000, the biggest single cost being cleaning and caretaking to maintain the facilities to the standard required.

The PV system generated electricity to the value of £1,316 in the year, which was consistent with the previous year.

As no major improvement projects were undertaken this year, there were no specific fundraising activities. The surplus generated by the cinema was placed into reserves, split 40% to the Designated Improvement Fund and 60% to the Kitchen Enhancement Fund. The non-cinema surplus was placed into the General Fund.

## Financial Review

At the end of March 2019, the cash and reserves were £55,610 – an increase of £9,159 on the previous year.

The scale and purpose of these reserves is as follows:

**General Fund £27,329:** This reserve is to provide funds to be enable the Trustees to continue to provide a reasonable level of service to the community by the village hall in the event of unforeseen circumstances, such as:

- The need for unforeseen or emergency repairs
- The loss of income from a major user group

These funds also need to be able to meet the cost of replacement of items which are subject to general wear and tear, such as chairs, curtains and catering equipment.

**Designated Improvement Fund £13,231:** This reserve is designated for improvements of a non-specific nature to the village hall facilities in the furtherance of the Charity's objectives. This fund currently benefits from 40% of the cinema surplus each year.

**Kitchen Unrestricted Fund. £10,230:** This reserve is aimed at building up funds to enable a new kitchen to be built to provide much improved catering and bar facilities for larger groups, which the present facilities struggle to cope with. This fund currently benefits from 60% of the cinema surplus each year.

**Kitchen Restricted Fund £4,820:** This fund was specifically created following a donation towards the creation of improved kitchen facilities. It is restricted to this purpose.

These reserves are represented by monetary assets held in the Lloyds Bank Current and Treasurers Accounts with a small deposit on COIF. The village hall is built on land for which the title is held by Chiddingfold Parish Council as Custodian Trustee for the Charity.

An 8-year loan of £20,000 from ACRE was taken out in August 2012 at 1.55% interest to assist in repairs to the ventilation and waterproofing of the village hall roof. Repayment is made annually from the General Fund and the balance outstanding at 15<sup>th</sup> August 2018 was £5,233.

## Structure, Governance and Management

The Charity was established under a scheme (dated 4<sup>th</sup> August 1992) for the regulation of the Charity, which administered and managed together two former charities known as the Physical Training and Recreation Ground Charity and the Chiddingfold Village Hall Charity.

The Charity is managed by a Committee of Management, made up of 15 Trustees. The committee is made up of:

- Three representative members, representing Chiddingfold Parish Council as the Custodian Trustee. They are appointed by the Parish Council.
- Six elected members, elected annually at the Charity's AGM.
- Six representative members, representing the principal users of the village hall. These are appointed by their respective organisations.

The Committee of Management is responsible for all major decisions regarding the Charity and authorise all significant expenditure. They normally meet quarterly.

Day-to-day management of the operation of the village hall and minor maintenance issues are deputed to the Operations Management Group, who meet monthly. Similarly, day-to-day decisions on the operation of the village cinema is the responsibility of the Cinema Sub-Committee. Both of these working groups include persons who are members of the Committee of Management.

TO 31/03/2019

## RECEIPTS AND PAYMENTS ACCOUNT

	Note	General Fund Unrestricted £	Designated Improvement Fund £	Kitchen Unrestricted Fund £	Kitchen Restricted Fund	Total £	Last Year Total £
<b>RECEIPTS</b>							
Lettings	2	£32,707				£32,707	£31,600
PV Electricity Generation		£1,316				£1,316	£1,354
Interest COIF Deposit a/c		£21				£21	£7
Donations/Grants	3	£750				£750	£1,197
Cinema Income			£4,610	£6,916		£11,526	£10,944
<b>TOTAL RECEIPTS</b>		<b>£34,794</b>	<b>£4,610</b>	<b>£6,916</b>	<b>£0</b>	<b>£46,320</b>	<b>£45,102</b>
<b>PAYMENTS</b>							
Maintenance		£2,034				£2,034	£1,459
Gas and Electricity		£5,656				£5,656	£4,287
Telephone and broadband		£739				£739	£827
Insurances	4	£1,844				£1,844	£1,962
Water		£412				£412	£916
Refuse Collection		£1,135				£1,135	£1,135
Booking Clerk		£1,230				£1,230	£1,420
Fire protection system		£492				£492	£759
Council Tax		£542				£542	£527
Sundries		£669				£669	£355
Equipment		£41				£41	£9
Cleaning Supplies		£786				£786	£546
Licences		£331				£331	£1,312
Gardener		£1,840				£1,840	£2,442
Cleaning/Care taking		£7,932				£7,932	£7,557
Laundering		£0				£0	£28
Advertising and Web		£430				£430	£190
Loan part repay and interest		£2,678				£2,678	£2,678
Doors, Glazing & Flooring		£1,164				£1,164	£1,164
Cooker Servicing		£107				£107	£338
Cinema Expenses			£2,842	£4,263		£7,105	£4,848
Legal & Prof Fees							
<b>TOTAL PAYMENTS</b>		<b>£30,062</b>	<b>£2,842</b>	<b>£4,263</b>	<b>£0</b>	<b>£37,168</b>	<b>£34,759</b>
<b>NET RECEIPTS (PAYMENTS)</b>		<b>£4,732</b>	<b>£1,768</b>	<b>£2,652</b>	<b>£0</b>	<b>£9,152</b>	<b>£10,343</b>
Balance B/F 1/4/18		£22,597	£11,462	£7,578	£4,820	£46,458	£36,114
Balance C/F 31/3/19		£27,329	£13,231	£10,230	£4,820	£55,610	£46,458
<b>Note:</b>							
Cinema Total Income		£11,526					
Cinema Total expenses		£7,105					
Cinema Profit		£4,420					
Village Hall Surplus excluding cinema		£4,732					

**CHIDDINGFOLD VILLAGE HALL Registered Charity 305001**  
**FINANCIAL STATEMENTS YEAR ENDED 31 MARCH**  
**STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH**

**2019**

	<b>This Year Total £</b>	<b>Last Year Total £</b>
<b>MONETARY ASSETS</b>		
Lloyds Classic a/c	£0	£0
Lloyds Treasurers a/c	£51,093	£39,572
COIF Deposit a/c	£2,924	£2,903
Petty Cash and Cheques	£318	£762
Pay Pal	£1,274	£3,214
Total	£55,610	£46,451

**REPRESENTED BY:**

General Fund	£27,329	£22,590
Designated Fund	£13,231	£11,462
Kitchen Unrestricted Fund	£10,230	£7,578
Restricted Fund	£4,820	£4,820
Total	£55,610	£46,451

**INVESTMENTS**

**Non MONETARY ASSETS**

Buildings	£986,020	£986,020
Contents	£71,738	£71,738
Acoustic Panels		

**Debtors**

**Creditors**

£20,000 loan from ACRE	For 8 years with interest @ 1.55%/year		
15th August 2012	Balance at 15th August 2018	£5,233	£7,790

Approved at the Management Committee on 9 Sept 2019 and signed on its behalf by:

(name)

RE UNDERWOOD

Signature

RE Underwood

Date

9 September 2019

**1. Basis of accounts**

These accounts have been prepared on a receipts and payments basis and in accordance with S133 of the Charities Act 2011.

**2. Lettings: (Main Hall and/or Charles Watts Room during the year).**

£	This year	Last year
Badminton	£1,171	£572
Chiddingfold Society	£162	£184
Chiddgreen	£28	£27
Horticultural Society	£574	£635
Lace Class	£363	£246
Lunch Club	£1,962	£1,152
Nursery School	£12,528	£13,365
Parish Council	£1,016	£1,309
Hogan Dance School	£2,660	£878
Royal British Legion (Women's Sector)	£144	£227
Sundry Organisations & Sundry private	£5,103	£5,381
W.I. & W. I. Science Group	£342	£373
Waverly Borough Council	£0	£600
Brownies & Guides Chiddingfold	£2,509	£1,766
Brownies, Lightwater & Frimley	£250	£0
Dance Practice	£1,054	£1,136
Joint Churches	£478	£868
St Mary's Parish Church	£147	£183
Pilates	£2,083	£1,841
Yoga	£135	£337
Choir	£0	£356
Martial Arts	£0	£165
<b>Total (excluding table cloth hire).</b>	<b>£32,707</b>	<b>£31,600</b>

**3. Donations**

Donations gratefully received from:

Chiddingfold Fete Committee £750

**4. Insurance**

Trustees indemnity included in the insurance with cover up to £500,000 during the year.

The premiums include insurance for the following year with Trustees' indemnity cover up to £500,000.

**5. Non Monetary Assets**

The Village Hall building and the Tennis Courts are held in the name of Chiddingfold Parish Council who are the Custodian Trustees of the Charity.

**6. P.V. System**

The PV system was active from September 2012 and four payments have been received for generated electricity this year amounting to £1,316

**7. Cinema Income and Expenses**

For the year ended 31st March 2019, the cinema income and expenditure was split 60% to the Kitchen Fund and 40% to the Designated Improvement Fund

**REPORT OF THE INDEPENDENT EXAMINER TO THE MANAGEMENT COMMITTEE OF CHIDDINGFOLD VILLAGE HALL**

In accordance with the provisions of Section 145 of the Charities Act 2011, I have examined the receipts and payments accounts and statement of assets and liabilities of Chiddingfold Village Hall set out on pages 1 to 3 relating to the year ended March 31st 2019.

This examination did not extend to a comprehensive audit of such accounts or statement. I confirm that the accounts and statement accord with the accounting records of the hall and that such records satisfy the requirements of the Act.

I am not aware of any matter to which attention needs to be drawn in order to obtain a proper understanding of the accounts.

Signed  Independent Examiner

Date 15/01/2020

Name Address:

PRITICA ANEJA 25 IMPERIAL HEIGHTS  
QUEEN MARY AVE  
SOUTH WOODFORD  
E18 2FJ



TO 31/03/2019

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