

SWANLAND VILLAGE HALL

ANNUAL REPORT AND ACCOUNTS

Year ended 31 December 2015

Charity number: 1107061

SWANLAND VILLAGE HALL

TRUSTEES' REPORT

The Trustees present their annual report together with the financial statements for the year ended 31 December 2015.

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

Charity name: Swanland Village Hall

Registered charity number: 1107061

Principal address: Main Street
Swanland
East Yorkshire
HU14 3QR

Trustees: At the date of this report the trustees were:

Godfrey Burley	Chairman
Colin Hill	Secretary
Allan Quarterman	Treasurer
Daniel Betts	
Keith Carpenter	
Yvonne Dumsday	
Sheila Ireland	
Martin Peel	
Marion Riley	
Jan Rogerson	
Lee Sanderson	Swanland Parish Council nominee

The following changes took place during the year and since the year end:

Razia Wilson	resigned 15 October 2015
Priya Manoharan	resigned 15 October 2015
Lee Sanderson	appointed 21 January 2016
Sheila Ireland	appointed 21 January 2016
Daniel Betts	appointed 5 February 2016

Bankers: Barclays Bank plc
1-5 King Edward Street
Hull
HU1 3RL

Beverley Building Society
57 Market Place
Beverley
East Yorkshire
HU17 8AA

Independent examiner: East Riding Voluntary Action Services (ERVAS) Limited
Morley's House
Morley's Yard
Beverley
East Yorkshire
HU17 9BY

SWANLAND VILLAGE HALL
TRUSTEES' REPORT - continued

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was established under a deed of trust dated 12 November 2004 and is a registered charity.

Governing body

The responsibility to ensure appropriate governance and management of the charity is vested in the Trustees who, together, form the Village Hall Management Committee.

Appointment of Trustees

The appointment of Trustees is in accordance with the Deed of Trust.

The Management Committee comprises up to 8 Trustees. Of these, 7 Trustees are elected annually at the annual general meeting by the inhabitants of the Parish of Swanland and 1 Trustee is nominated by Swanland Parish Council

In addition, the Management Committee may co-opt up to 6 additional Trustees to hold office until the conclusion of the next annual general meeting. At the date of this report there were 3 co-opted Trustees.

All members of the Management Committee are charity trustees for the purposes of charity law.

OBJECTIVES AND ACTIVITIES

Objects

The property and the trust fund and its income shall be applied for the purpose of a village hall for the use of the inhabitants of the Parish of Swanland without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

Public benefit

The Trustees confirm that they have complied with the duty, contained in Section 4 of the Charities Act 2011, to have due regard to the guidance on public benefit issued by the Charity Commission. The charitable purpose of the charity within the meaning of the act is contained within its objects stated above.

ACHIEVEMENTS AND PERFORMANCE

Review of the year

During the year under review the charity has continued to provide a very high quality and very useful facility for the inhabitants of Swanland. Usage of the hall has again been at a high level and the various user individuals and organisations have continued to provide valuable recreational and leisure time activities for the participants.

Regular, long-term bookings continue to be an important feature of the use of the hall and these are supplemented by a large number of short-term bookings by a range of individuals and organisations from both within the village and elsewhere. The high quality facilities which the hall offers are an attraction to potential users and during the year there has been an increase in the number of bookings for large functions such as wedding receptions, concerts, exhibitions, parties and film shows.

The management committee takes great pride in the quality of the hall facilities and maintains these to a very high standard. During the year £5,384 (2014: £11,953) was spent on maintenance of the building and its equipment.

SWANLAND VILLAGE HALL

TRUSTEES' REPORT - continued

TRUSTEE CHANGES

During the year and since the year end there were a number of changes to the composition of the management committee:

Razia Wilson and Priya Manoharan resigned on 15 October 2015. Lee Sanderson, nominated by Swanland Parish Council, and Sheila Ireland were appointed on 21 January 2016 and Daniel Betts was appointed on 5 February 2016.

FINANCIAL REVIEW

Financial regulations

The financial statements have been prepared in accordance with the accounting policies set out on pages 8 and 9 and comply with the charity's trust deed and applicable accounting standards.

Financial results

The financial results for the year were satisfactory. Income from hiring the hall was £32,658 (2014: £34,344). Total incoming resources were £41,927 (2014: £41,230). Total resources expended were £43,274 (2014: £42,026). The resources expended exceeded the incoming resources by £1,347 (2014: excess of resources expended over incoming resources of £796).

Policy on reserves

The Trustees' policy on reserves is that money reserves shall be maintained equivalent to 6 months' average routine revenue expenditure. At the financial year-end cash balances amounted to £49,917 (2014: £46,102) which significantly exceeded the amount required by the policy.

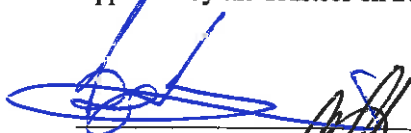
TRUSTEES' RESPONSIBILITY FOR THE ACCOUNTS

The law applicable to charities in England and Wales requires the Trustees to prepare statements of account for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources for that period. In preparing those financial statements, the Trustees are required to:


- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements in accordance with the methods and principles set out in the Statement of Recommended Practice, Accounting and Reporting by Charities, and to state whether or not the accounts have been prepared in accordance with that statement and applicable accounting standards;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which are sufficient to show and explain the charity's transactions and to disclose with reasonable accuracy at any time the financial position of the Charity, and to enable them to ensure that any statements of account comply with the requirements of the Charity (Accounts and Reports) Regulations 2008. 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.

Approved by the Trustees on 20 October 2016 and signed on their behalf by:



Godfrey Burley Chairman



Allan Quarterman Treasurer

INDEPENDENT EXAMINER'S REPORT
to the Trustees
of Swanland Village Hall

I report on the accounts of the Charity for the year ended 31 December 2015 which are set out on pages 8 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent 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, 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 statement 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 130 and 131 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Dawn Taylor MAAT


Community Accountant
Employee of East Riding Voluntary Action Services (ERVAS) Limited
Morley's Cottage
Morley's Yard
Walkergate
Beverley
HU17 9BY

Date: 21/10/16.

SWANLAND VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 December 2015

	Notes	Unrestricted funds £	Restricted funds £	Total funds £	2014 £
Income					
Donations and legacies	2	99	-	99	16
Income from charitable activities	3	32,658	-	32,658	34,344
Income from other trading activities:	4	5,603	3,424	9,027	6,698
Investment income	5	143	-	143	172
Total income		38,503	3,424	41,927	41,230
Expenditure:					
Expenditure on charitable activities	6	37,045	4,178	41,223	40,531
Costs of fundraising	7	-	2,051	2,051	1,495
Total expenditure		37,045	6,229	43,274	42,026
Net movement in funds		1,458	(2,805)	(1,347)	(796)
Total funds brought forward		50,012	23,009	73,021	73,817
Total funds carried forward	12	51,470	20,204	71,674	73,021

The notes on pages 8 to 15 form an integral part of these accounts

SWANLAND VILLAGE HALL

**BALANCE SHEET
at 31 December 2015**

	<i>Note</i>	2015	2014
		£	£
FIXED ASSETS			
Tangible assets	9	21,200	28,260
CURRENT ASSETS			
Debtors and prepayments	10	2,500	4,483
Bank balances:			
Barclays - Current Community Account		12,164	9,865
Barclays -100 Club Community Account		4,837	3,464
Beverley Building Society – Business Online Account		<u>32,916</u>	<u>32,773</u>
		52,417	50,585
CREDITORS: amounts falling due within one year	11	<u>(1,943)</u>	<u>(5,824)</u>
NET CURRENT ASSETS		<u>50,474</u>	<u>44,761</u>
		<u>71,674</u>	<u>73,021</u>
FUNDS			
General funds	12	51,470	50,012
Restricted funds		<u>20,204</u>	<u>23,009</u>
		<u>71,674</u>	<u>73,021</u>

The notes on pages 8 to 15 form an integral part of these accounts

Approved by the trustees on 20 October 2016 and signed on their behalf by:

Godfrey Burley Chairman

Allan Quarterman Treasurer

SWANLAND VILLAGE HALL

Statement of cash flows

For the year ending 31 December 2015

	Notes	2015 £	2014 £
Net Movement in funds		(1,347)	(796)
Add back depreciation charge	9	7,060	7,514
Deduct interest income shown in investing activities	5	(143)	(172)
Decrease/(increase) in debtors	10	1,983	(3,564)
Increase/(decrease) in creditors	11	(3,881)	(1,794)
Net cash generated from operating activities		3,672	1,195
Cash flows from investing activities			
Interest income	5	143	172
Purchase of tangible fixed assets	9	-	(1,787)
Cash provided by (used in) investing activities		143	(1,622)
Increase/(decrease) in cash and cash equivalents at the beginning of the year		3,815	(427)
Cash and cash equivalents at the start of the year		46,102	46,529
Total cash and cash equivalents at the end of the year		49,917	46,102

The notes on pages 8 to 15 form an integral part of these accounts

SWANLAND VILLAGE HALL

NOTES TO THE ACCOUNTS

31 December 2015

1. ACCOUNTING POLICIES

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 (FRS102) (effective 1st January 2015) – (Charities SORP (FRS102)), the financial reporting standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Swanland Village Hall meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, 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.

No restatements were required.

Going concern

The Trustees consider the Charity to be a going concern. The accounts have been prepared on this basis.

Income

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

Gifts in kind

The charity receives the benefit of work carried out by volunteers.

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.

Fund accounting

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors. Restricted funds are accounted for separately to each other and to the core funding of the Charity.

General funds are unrestricted funds which are available for use at the discretion of the directors in the furtherance of the general objectives of the charity and which have not been designated for other purposes

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs of trading.
- Expenditure on charitable activities

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

PV Cells	5% on the straight line basis
Furniture and Equipment	10% to 33.33% on the straight line basis

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Transition to FRS 102

The opening fund balances at the date of transition have not been restated in making the transition to FRS 102. The transition date was 14 February 2014.

Taxation

In accordance with Paragraph 1 of Schedule 6 Finance Act 2010, the Charity is a charity for tax purposes and is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

SWANLAND VILLAGE HALL

NOTES TO THE ACCOUNTS
31 December 2015 (continued)

	General Funds 2015	Restricted Funds 2015	Total Funds 2015	General Funds 2014	Restricted Funds 2014	Total Funds 2014
2. DONATIONS AND LEGACIES						
Sundry donations	£ 99	£ -	£ 99	£ 16	£ -	£ 16
3. INCOME FROM CHARITABLE ACTIVITIES						
Room hire	£ 32,658	£ -	£ 32,658	£ 34,344	£ -	£ 34,344
4. INCOME FROM OTHER TRADING ACTIVITIES						
General fundraising	£ 30	£ -	£ 30	£ -	£ -	£ -
The "100" Club	-	3,424	3,424	-	3,370	3,370
Feed in tariff	1,374	-	1,374	1,108	-	1,108
Rents	4,199	-	4,199	2,220	-	2,220
	5,603	3,424	9,027	3,328	3,370	6,698
5. INVESTMENT INCOME						
Interest received	£ 143	£ -	£ 143	£ 172	£ -	£ 172

SWANLAND VILLAGE HALL

NOTES TO THE ACCOUNTS
31 December 2015 (continued)

6. EXPENDITURE ON CHARITABLE ACTIVITIES	2015		2014		2015		2014	
	General Funds	Restricted Funds	General Funds	Restricted Funds	General Funds	Restricted Funds	General Funds	Restricted Funds
Staff costs	13,168	-	13,168	-	10,922	-	10,922	-
Insurance and water	3,620	-	3,620	-	2,448	-	2,448	-
Heat and light	5,436	-	5,436	-	4,007	-	4,007	-
Repairs and renewals	5,384	-	5,384	-	11,953	-	11,953	-
Cleaning	1,036	-	1,036	-	1,223	-	1,223	-
Accountancy	365	-	365	-	195	-	195	-
Legal and professional, including licences	847	-	847	-	516	-	516	-
Other overhead costs	1,742	-	1,742	-	716	-	716	-
Bad debt provision	1,000	-	1,000	-	-	-	-	-
Depreciation	2,882	4,178	7,060	4,384	3,130	4,384	7,514	4,384
Independent examiner's remuneration	300	-	300	-	360	-	360	-
Trustees' expenses	1265	-	1,265	-	677	-	677	-
	<u>37,045</u>	<u>4,178</u>	<u>41,223</u>	<u>4,384</u>	<u>36,147</u>	<u>4,384</u>	<u>40,531</u>	<u>4,384</u>
7. COSTS OF FUNDRAISING								
The "100" Club prize money & costs	-	2,051	2,051	-	-	1,495	1,495	-

SWANLAND VILLAGE HALL

NOTES TO THE ACCOUNTS
31 December 2015 (continued)

8	STAFF COSTS AND TRUSTEES' REMUNERATION	2015	2014
		£	£
	Salaries	12,963	10,797
	Employers' national insurance	-	5
	Payroll fees	205	120
		<u>13,168</u>	<u>10,922</u>
		<u><u>13,168</u></u>	<u><u>10,922</u></u>

The average weekly number of full time equivalent employees was 1.

Trustees received no remuneration but were reimbursed £1,265 (2014: £677) for expenses in the current year.

SWANLAND VILLAGE HALL

**NOTES ON THE ACCOUNTS
31 December 2015 (continued)**

9..	FIXED ASSETS	<i>Furniture and equipment £</i>	<i>Total £</i>
	Cost		
	At 31 December 2014	74,281	74,281
	Additions	-	-
	Disposals	-	-
		<hr/>	<hr/>
	At 31 December 2015	74,281	74,281
		<hr/> <hr/>	<hr/> <hr/>
	Depreciation		
	At 31 December 2014	46,021	46,021
	Charged for the year	7,060	7,060
	Disposals	-	-
		<hr/>	<hr/>
	At 31 December 2015	53,081	53,081
		<hr/> <hr/>	<hr/> <hr/>
	Net book value		
	At 31 December 2015	21,200	21,200
		<hr/> <hr/>	<hr/> <hr/>
	Net book value		
	At 31 December 2014	28,260	28,260
		<hr/> <hr/>	<hr/> <hr/>
10.	DEBTORS	<i>2015 £</i>	<i>2014 £</i>
	Debtors and prepayments	3,500	4,483
	Less: provision for doubtful debts	(1,000)	-
		<hr/>	<hr/>
		2,500	4,483
		<hr/> <hr/>	<hr/> <hr/>
11	CREDITORS	<i>2015 £</i>	<i>2014 £</i>
	Creditors and accruals	1,480	4,486
	Booking deposits	463	1,338
		<hr/>	<hr/>
		1,943	5,824
		<hr/> <hr/>	<hr/> <hr/>

SWANLAND VILLAGE HALL

NOTES TO THE ACCOUNTS
31 December 2015 (continued)

12. FUNDS	<i>At 31 December 2014</i> £	<i>Incoming resources</i> £	<i>Outgoing resources</i> £	<i>At 31 December 2015</i> £
General Fund	50,012	38,503	(37,045)	51,470
Total unrestricted funds	50,012	38,503	(37,045)	51,470
Restricted Funds - Capital Expenditure				
Lift	1,497	-	(1,497)	-
Furniture	94	-	(75)	19
Notice board	75	-	(50)	25
Sound deadening	202	-	(116)	86
Sound system	1,344	-	(413)	931
Staging	2,275	-	(700)	1,575
Blinds	300	-	(60)	240
Broadband equipment	21	-	(21)	-
PV Cells	5,609	-	(335)	5,274
	11,417	-	(3,267)	8,150
The "100" Club	10,321	1,712	(911)	11,122
- Revenue costs				
The "100" Club	1,271	1,712	(2,051)	932
Total restricted funds	23,009	3,424	(6,229)	20,204
Total funds	73,021	41,927	(43,274)	71,674

The lift fund represents grants received from:

- Hull & East Riding Charitable Trust
- Lloyds TSB Foundation
- National Lottery
- Gemtrust
- The Joseph & Annie Cattle Trust

spent on the installation of a new lift. The fund balance is reduced by the annual depreciation charge.

The furniture fund represents grants from Sir James Reckitt Charity and the Managing Community Buildings Fund for furniture. The fund balance is reduced by the annual depreciation charge.

The notice board fund represents a grant from Co-op Community Dividend Award for an outside notice board. The fund balance is reduced by the annual depreciation charge.

The sound deadening fund represents a grant from Biffaward for sound deadening in the Meeting Hall. The fund balance is reduced by the annual depreciation charge.

SWANLAND VILLAGE HALL

**NOTES TO THE ACCOUNTS
31 December 2015 (continued)**

12. FUNDS (continued)

The sound system fund represents a grant from Yorkshire Forward Community Intervention Chest for a sound and loop system in the Main and Meeting Halls. The fund balance is reduced by the annual depreciation charge..

The staging fund represents grants from Sir James Reckitt Charity, Co-op Community Dividend Award and the Foundation for Sport and The Arts for demountable staging. The fund balance is reduced by the annual depreciation charge.

The blinds fund represents a grant from Hull & East Riding Charitable Trust for solar powered blinds in the Main Hall. The fund balance is reduced by the annual depreciation charge.

The broadband equipment fund represents a grant from BT Community Connections for Broadband equipment. The fund balance is reduced by the annual depreciation charge.

The PV Cells fund represents a grant from the Community Sustainable Energy Programme for Photovoltaic Cells on the village hall roof. The fund balance is reduced by the annual depreciation charge.

The "100" Club was established to help raise funds to pay for equipping and improving the hall. The expenditure fund balance is reduced by the annual depreciation charge and the revenue cost fund balance by the payment of prizes and costs