

**CHINNOR VILLAGE HALL**  
**RECEIPTS AND PAYMENTS ACCOUNTS**  
**YEAR ENDED 31 OCTOBER 2016**

## **CHINNOR VILLAGE HALL**

### REFERENCE AND ADMINISTRATION DETAILS

REG CHARITY NO: 304285

PRINCIPAL ADDRESS: Church Rd  
Chinnor OXON  
OX39 4PQ

TRUSTEES: Robin Williams BA Chairman  
Lara Claudel - disqualified 30th July 2016 Deputy Chair Vice Chair to be  
(non-attendance for 12 months) appointed at AGM March 2017  
Sue and Pete Sargant Treasurers  
Zena Baker Booking Administrator  
Lynn Lloyd  
Stephen Chadd  
Keith Rogers  
Sarah Phillips  
Paul Phillips - resigned 30th March 2016  
Sue Ashdown

GOVERNING DOCUMENT: Scheme dated 12 September 2002, Amended 21 January 2004

BANK: Santander  
Customer Service Centre  
Bootle Merseyside  
L30 4GB

INDEPENDENT EXAMINER: Sally Russ-Silsby BA(Hons), FCCA

## **CHINNOR VILLAGE HALL**

### **TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2016**

The Trustees present their Annual Report and Financial Statements for the period ended 31 October 2016.

#### **Objects:**

The provision of a village hall for use by the inhabitants of Chinnor and the surrounding neighbourhood without distinction of political, religious or other opinions including use for

A) meetings lectures and classes

B) recreation and leisure-time occupations,

with the object of improving the conditions of life for the inhabitants.

#### **Committee of Management:**

The charity is run by a Committee of Management who are the trustees.

The Committee should be made up of 5 elected members and 1 appointed member from each of 6 local groups.

All members will stand down at the AGM, but may be re-elected or re appointed.

The Committee may co-opt up to two members during the year, to be effective until the next AGM. A member will cease if they are disqualified from being a charity trustee, are absent from all meetings for 12 months, or otherwise by giving one month's notice in writing.

Committee members elect the Chairman, Secretary and Treasurer and must hold at least 2 ordinary meetings and an AGM each year. One third of members must be present to have a quorum at meetings and all votes are decided by simple majority.

New committee members are given a copy of the constitution, and the latest accounts together with guidance as to the role of a charity trustee and the rules concerning public benefit.

#### **Activities and Achievements in support of the objects:**

When planning the activities of the charity for the year the trustees have considered the Commission's guidance on public benefit. In particular when setting hire charges the trustees are sensitive to the needs of small not for profit groups and clubs that use the hall and for whom increases in fees are difficult to meet.

The trustees have met regularly this year and have been conscious of the need to raise additional funds in order to meet rising costs in the current economic environment and to maintain a programme of improvements to the building.

## **CHINNOR VILLAGE HALL**

### **TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2016 (continued)**

#### **Financial Review:**

The trustees report that hire charges have risen by 12% from £24,719 to £27,595, on a year on year basis.

Successful applications were submitted to Chinnor Parish Council and South Oxfordshire District Council (SODC) for capital grants towards the cost of resurfacing the front car park. The estimated cost of this work is £10,944. SODC has agreed to fund 40.61% of this project, to a maximum of £4,444 and Chinnor Parish Council has awarded a grant of £5,500, leaving £1,000 to be financed from unrestricted income. CVH received 50% of the SODC award in August 2016 which explains the balance on the Restricted Fund at year end.

The trustees feel that their current investment policy of holding surplus funds on interest bearing reserve and fundraising accounts is appropriate and should be continued.

The trustees are aware of the main risk to the charity's operation is that it is dependent on hire income to cover costs and thanks all the local groups, volunteers and trustees whose hard work and fundraising enables this valuable facility to be available to local people.

#### **Trustees Responsibilities in relation to Financial Statements:**

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared Receipts and Payments Accounts and a Statement of Assets and Liabilities which are set out on pages 5 to 7.

Signature:  
Mr R Williams

Position: Chairman

Date:

## **CHINNOR VILLAGE HALL**

### **Independent Examiner's Report to the Trustees of Chinnor Village Hall.**

I report on the accounts of the charity for the year ended 31 October 2016, which are set out on the attached pages.

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act;
- b) follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- c) 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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in 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 s130 of the 2011 Act; and
  - \* to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

**Sally Russ-Silsby BA(Hons), FCCA**

## **CHINNOR VILLAGE HALL**

Receipts and Payments Accounts  
For the Period to 31 October 2016

	<b>Unrestricted Fund</b>	<b>Restricted Fund</b>	<b>TOTAL 2016</b>	<b>TOTAL 2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>				
Voluntary Income				
Donations and Grants	0	2,222	2,222	45,930
Charitable Activities				
Hire of Hall and facilities	27,595	0	27,595	24,719
Fundraising Income	0	0	0	0
Other Income				
Rent and Storage	1,422	0	1,422	2,615
Investment Income	43	0	43	135
<b><u>Total Receipts</u></b>	<b><u>29,060</u></b>	<b><u>2,222</u></b>	<b><u>31,282</u></b>	<b><u>73,399</u></b>
<b>Direct charitable payments</b>				
Hall Upkeep				
Building maintenance and repairs	4,392	0	4,392	6,724
Cleaning fees and materials	10,951	0	10,951	6,642
Refuse disposal	1,413	0	1,413	1,307
Utilities	4,169	0	4,169	3,733
Insurance	1,612	0	1,612	1,557
Fire and safety checks	1,250	0	1,250	2,401
Licences	706	0	706	865
Equipment rental	199	0	199	249
Deposit Refunds and Charges				
<b>Fund raising</b>				
100 club	0	0	0	0
Catering	0	0	0	0
<b>Administration:</b>				
Salaries	960	0	960	960
Administrative expenses	582	0	582	725
Telephone	373	0	373	350
Trustee Insurance	232	0	232	225
Independent Examination	200	0	200	200
<b>Other Payments</b>				
Hall redevelopment/planning fees	0	0	0	125,358
New equipment	0	0	0	1,112
Other improvements	0	0	0	0
<b><u>Total Payments</u></b>	<b><u>27,039</u></b>	<b><u>0</u></b>	<b><u>27,039</u></b>	<b><u>152,407</u></b>
<b><u>Net Income</u></b>	<b><u>2,021</u></b>	<b><u>2,222</u></b>	<b><u>4,243</u></b>	<b><u>(79,008)</u></b>
Cash Funds brought forward	10,877	0	10,877	89,885
Transfer between funds	0	0	0	0
<b>Cash Funds carried forward</b>	<b>12,898</b>	<b>2,222</b>	<b>15,120</b>	<b>10,877</b>

## **CHINNOR VILLAGE HALL**

Statement of Assets and Liabilities at 31 October 2016

	<b>2016</b>	<b>2015</b>
<b>Cash Funds</b>		
Bank Current Account	4,095	4,116
Community Instant Reserve	61	60
Fund Raising Account	10,695	6,701
Petty Cash	0	0
	<b>15,121</b>	<b>10,877</b>
<b>Other Assets</b>		
Unpaid fees under collection*	0	0
<b><u>TOTAL ASSETS</u></b>	<b><u>10,877</u></b>	<b><u>10,877</u></b>
<b>Liabilities</b>		
Independent Examiners Fee	200	200
<b><u>TOTAL LIABILITIES</u></b>	<b><u>200</u></b>	<b><u>200</u></b>

\* Unpaid rental invoice of £474 not recognised because of doubt concerning recoverability

Approved by the trustees:

Signature

Mr R Williams

Position: Chairman

Date:

## **CHINNOR VILLAGE HALL**

Notes to the Accounts for the Year Ended 31 October 2016

### **1 Accounting Policies**

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

### **2 Payments to trustees**

The trustees receive no remuneration, direct or indirect benefits from the charity.

### **3 Funds**

The Restricted Fund consists of grants and donations given for a specific purpose. At 31 October 2015 the balance on this fund was £nil. In August 2016 CVH received 50% of an agreed maximum grant payment of £4,444 from South Oxfordshire District Council, for the purpose of resurfacing the front car park. Therefore the closing balance on the Restricted Fund was £2,222 at 31 October 2016.

The Unrestricted Fund consist of general donations and gifts together with hire and rental of the facilities and equipment in order to meet the upkeep costs of the hall, insurance and administrative overheads.



