

CHINNOR VILLAGE HALL
RECEIPTS AND PAYMENTS ACCOUNTS
YEAR ENDED 31 OCTOBER 2019

CHINNOR VILLAGE HALL

REFERENCE AND ADMINISTRATION DETAILS

REG CHARITY NO: 304285

PRINCIPAL ADDRESS: Church Rd
Chinnor OXON
OX39 4PQ

TRUSTEES: Robin Williams BA Chairman
Zena Baker Deputy Chair Vice Chair & Booking Administrator
Sue and Pete Sargant Treasurers
Lynn Lloyd
Stephen Chadd
Keith Rogers
Jacqueline Prichard
Sue Ashdown
Michael 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 2019

The Trustees present their Annual Report and Financial Statements for the period ended 31 October 2019.

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 2019 (continued)

Financial Review:

The trustees report that hire charges have risen by 2% from £33,415 to £34,089, on a year on year basis.

In 2018/9 there was a significant increase in operating expenses. Ignoring one-off expenses, including the chimney removal, and the kitchen and lighting upgrade projects, hall maintenance costs increased by 13%. This was mainly attributable to plumbing repairs, increased water rates, and higher fire and safety compliance fees.

The kitchen refurbishment and installation of new LED lighting throughout the hall premises were partially funded by a donation from Bovis Homes of £2,000, and a grant from SODC of £2,500.

As a consequence of the necessary, but much increased expenditure during the year, a deficit of £6,379 has been reported. This reduces the balance of surplus funds brought forward from 2017/8.

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:
Mrs Z D Baker

Position: Vice Chairman

Date: Retrospectively signed off as no AGM held in 2020 due to the COVID-19 pandemic
15/09/2021

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 2019, which are set out on the attached pages.

Responsibilities and basis of report

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.

I report in respect of my examination of the Trust'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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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 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 2019

| | Unrestricted Fund | Restricted Fund | TOTAL 2019 | TOTAL 2018 |
|-----------------------------------|------------------------------|----------------------------|-----------------------|-----------------------|
| | £ | £ | £ | £ |
| Receipts | | | | |
| Voluntary Income | | | | |
| Donations and Grants | 0 | 2,500 | 2,500 | 2,000 |
| Charitable Activities | | | | |
| Hire of Hall and facilities | 34,089 | 0 | 34,089 | 33,415 |
| Fundraising Income | 380 | 0 | 380 | 30 |
| Investment Income | 75 | 0 | 75 | 55 |
| Total Receipts | 34,544 | 2,500 | 37,044 | 35,500 |
| Direct charitable payments | | | | |
| Hall Upkeep | | | | |
| Building maintenance and repairs | 6,912 | 0 | 6,912 | 5,451 |
| Cleaning fees and materials | 10,076 | 0 | 10,076 | 10,987 |
| Refuse disposal | 1,626 | 0 | 1,626 | 1,490 |
| Utilities | 5,140 | 0 | 5,140 | 3,649 |
| Insurance | 1,669 | 0 | 1,669 | 1,703 |
| Fire and safety checks | 2,286 | 0 | 2,286 | 1,049 |
| Licences | 1,032 | 0 | 1,032 | 892 |
| Equipment rental | 208 | 0 | 208 | 199 |
| Fund raising | | | | |
| 100 Club | 0 | 0 | 0 | 0 |
| Catering | 0 | 0 | 0 | 0 |
| Administration: | | | | |
| Salaries | 1,200 | 0 | 1,200 | 1,080 |
| Administrative expenses | 821 | 0 | 821 | 688 |
| Telephone | 448 | 0 | 448 | 421 |
| Trustee Insurance | 235 | 0 | 235 | 235 |
| Independent Examination | 200 | 0 | 200 | 200 |
| Other Payments | | | | |
| Defibrillator | 0 | 0 | 0 | 1,212 |
| Removal of chimney | 2,180 | 0 | 2,180 | 0 |
| Lighting improvements | 6,395 | 0 | 6,395 | 0 |
| Kitchen refurbishment | 2,995 | 0 | 2,995 | 0 |
| Total Payments | 43,423 | 0 | 43,423 | 29,306 |
| Net Income | (8,879) | 2,500 | (6,379) | 6,194 |
| Cash Funds brought forward | 17,575 | 2,000 | 19,575 | 13,381 |
| Transfer between funds | 4,500 | (4,500) | 0 | 0 |
| Cash Funds carried forward | 13,196 | 0 | 13,196 | 19,575 |

CHINNOR VILLAGE HALL

Statement of Assets and Liabilities at 31 October 2019

Funds Reconciliation

| | Unrestricted fund | Restricted fund | Total 2019 |
|-----------------------------------|------------------------------|----------------------------|-----------------------|
| Cash at bank & in hand 31.10.2018 | 17,575 | 2,000 | 19,575 |
| Surplus/(deficit) this year end | <u>(4,379)</u> | <u>(2,000)</u> | <u>(6,379)</u> |
| Cash at bank & in hand 31.10.2019 | <u>13,196</u> | <u>0</u> | <u>13,196</u> |

| | 2019 | 2018 |
|---------------------------------|----------------------|----------------------|
| Cash Funds | | |
| Bank Current Account | 4,747 | 3,350 |
| Community Instant Reserve | 62 | 61 |
| Fund Raising Account | 8,387 | 16,164 |
| Petty Cash | 0 | 0 |
| | 13,196 | 19,575 |
| | | |
| <u>TOTAL ASSETS</u> | <u>13,196</u> | <u>19,575</u> |
| | | |
| Liabilities | | |
| Independent Examiners Fee | 200 | 200 |
| | | |
| <u>TOTAL LIABILITIES</u> | <u>200</u> | <u>200</u> |

Approved by the trustees:

Signature

Mr R Williams

Position: Chairman

Date:

CHINNOR VILLAGE HALL

Notes to the Accounts for the Year Ended 31 October 2019

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.

In October 2018 a donation was received from Bovis Homes to be spent on upgrading the CVH kitchen. This project was completed in January 2019.

In June 2019 a grant was received from SODC for the purpose of upgrading the hall lighting. This project was completed during the year.

As at 31st October 2019 the balance of the Restricted Fund was nil £.

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.

