

**HANSLOPE VILLAGE HALL TRUST
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013**

CHARITY NUMBER 281981

**Hanslope Village Hall
Newport Road
Hanslope
Milton Keynes
MK19 7NZ**

**HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2013**

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:

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

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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:

(a) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:

- proper accounting records are kept in accordance with section 130 of the Act; and
- Financial Statements are prepared which agree with the accounting records and comply with the accounting requirements of the Act;

or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Financial Statements to be reached.

.....
F Tanswell ATII

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Date

13th Feb, 2014

HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981
ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2013

Governing Document

Hanslope Village Hall was built in the middle of the nineteenth century and is held on a forty year lease under a trust deed dated 12 July 1979 (and amended in 1983 and 1996) as a public charitable trust.

Objects of the Charity

Hanslope Village Hall is held by the trust for the use of the inhabitants of the Parish of Hanslope without distinction of sex or of political, religious or other opinions including 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 said inhabitants.

Summary of the Main Activities in relation to these Objects

Hanslope Village Hall is available for hire by village organisations and individuals at preferential rates over those offered to non-residents of the Parish and other organisations.

Trustees / Management Committee

<i>Name of Trustee / Committee Member</i>	<i>Office Held</i>	<i>Dates acting if not whole period</i>	<i>Name of person (or body) entitled to appoint trustee</i>
Mr Andrew Grout	Chair		Hanslope Entertainments Group
Dr John Sorrell	Secretary		Members
Mr Geoffrey Beck	Treasurer		Members
Mrs Phyllis Brockhurst			Hanslope WI
Mrs Sheila Mobley			Hanslope Parish Council
Mr Robin Pratt			Members
Mr Robert Hayward			Members
Councillor Andrew Geary			Milton Keynes Council
Mrs Jeanette Odds			Members
Mrs Natalie Copestake		to May 2012	Hanslope Pre-School
Mrs Helen Boiko		from May 2012	Hanslope Pre-School
Mr Christopher Wallace			Co-opted

Trustee / Management Committee Selection

The Management Committee is made up of the following:

- A representative of the Local Education Authority (if they choose to appoint one);
- Not less than 5 or more than 10 inhabitants of Hanslope Parish over eighteen years of age elected at the AGM;
- One nominated representative of each Hanslope Group Organisation who uses the Village Hall and chooses to appoint a representative at the AGM;

The Committee may co-opt not more than two additional members during the year.

A vacancy arising from the death, resignation or removal of the Local Authority representative shall be filled by the Local Authority. A vacancy arising from the death or resignation of any individual elected at the AGM may be filled by the committee appointing another person to it until the next AGM. A vacancy arising from the death or resignation of any Hanslope Group Organisation representative may be filled by the committee appointing another person nominated by the Group to it until the next AGM.

Reserves Policy

The Reserves held by the charity at 31 March 2013 were £15,332.

A reserve of £2,500 is held to cover fluctuations in income receipts and expenses payments and emergency expenses such as urgent repairs.

It was historically decided that a reserve should be held to satisfy the condition of the lease to return the hall to the Parochial Church Council in "good and substantial repair" at the end of the term. This reserve currently stands at £15,000, the majority of which is held in the Fundraising Fund. Substantial structural work, both external and internal, will be required in the near future.

HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981
ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2013
Chairman's Report

This has been another successful year in terms of managing an important community facility. We have been able, thanks to some committed members of our community, to maintain our income streams and record a small but essential surplus.

Hanslope Village Hall (HVH) is a vital part of the community. Apart from being situated in the heart of the village, the Hall is the centre for activities which serve a number of communities of interest from art and craft to dog training. But more importantly it serves the whole age span of our residents from the pre-school to the older residents.

The Hall provides a multi-use space too. In a typical day the mornings provide a home for the Pre School, later in the day it could be used for a craft club and in the evening it provides meeting facilities for the Parish Council. Throughout the year it is a space which can be used for events. This year we have been supported by three events organised by Mat Irvine, a local resident and Paul Fitzmaurice who are model enthusiasts. The most successful of these three events was Small Space, which drew an audience from far beyond the village, possibly because of its highlight, Daleks in the High Street! I would like to take the opportunity of thanking them both for their support and all their hard work making these events happen.

Other events have taken place. Martin Palmer and his team have resurrected the Horticultural Show, which has been well received by the community, especially the allotment keepers. John Sorrell (HVH Secretary) has organised amongst other things the popular wine tasting event alongside Charles Bennett (Hanslope Wines) and Hanslope Entertainments Group.

I would like to thank the 158 members of the Village Hall 100 Club. Their on-going support of £1 a month meant a not insignificant sum of £868 into Village Hall Funds and a monthly prize of around £74.

These events are vital to the sustainability of the Hall and they take a lot of organising. Not only the event itself and the promotion and publicity but the human resources required on the day, to man the door, serve the refreshments, set up and clear away. This is where we need more help. We need someone on the Management Committee who is happy to co-ordinate events, to recruit the volunteers to help on the day.

Like any charity we have to ensure the income is spent wisely, that we get best value for our money and we have good financial controls. The role of the Treasurer is therefore a vital one. We have been very fortunate to have had Geoff Beck in this role. Geoff has done a sterling job, stewarding our funds. He has been very much involved in the management of our grants programme which has funded the hall improvements. He has also been line managing Fred Keep the Hall Manager and not least has played an important part in the Executive Committee supporting myself and the Secretary. So you can imagine my dismay when Geoff announced his desire, for family reasons, to retire from his post. I know I speak for the whole Management Committee when I say he and his contribution will be hugely missed. So another plea for help. We need a Treasurer. Although a vital member of the Management Committee, this is not essentially a post which requires financial expertise. We are looking for someone who can take an overview of the finances and ensure the members of the Management Committee receive up to date and accurate information on which to make decisions.

I mentioned that we have continued our programme of maintaining and improving the facilities at the Hall. We have completed the work on the roof, thanks to a grant from Wren and the Milton Keynes Community Foundation. We also had enough funding to pave and improve the lighting of the fire exit to the rear of the Hall too. I reported last year that we have been part of a steering group looking at the viability of a new community centre based on the Recreation Ground. As you may know these plans were shelved due to the unassailable cost of the project, however there is some funding available to make some improvements to the Hall, Baden Lodge and the Sports Pavilion. In terms of the Hall our aspiration is to lay a new floor throughout and re-lay the drains outside in the front car park, which currently floods after heavy rain. The Parish Council have made favourable noises about supporting these plans so I am hopeful that in a year's time we will be able to report them as completed.

HANSLOPE VILLAGE HALL TRUST
 CHARITY NUMBER 281981
 STATEMENT OF FINANCIAL ACTIVITIES

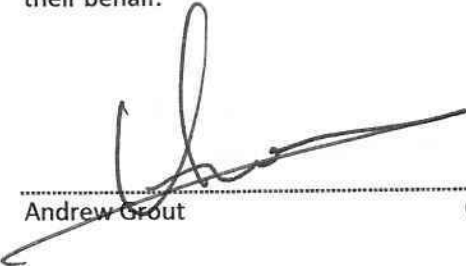
(Incorporating the Income and Expenditure Account and Statement of Total Recognised Gains and Losses)
 FOR THE YEAR ENDED 31 MARCH

	Note	2013		2012	
		£	£	£	£
INCOME					
Hall Hiring Income		12,246		11,588	
Donations		845		1,114	
Parish Precept		4,000		4,000	
Investment Income	2	<u>147</u>		<u>156</u>	
			17,238		16,858
EXPENDITURE					
Hall Running Costs	3	17,611		14,974	
Administration Costs	3	<u>48</u>		<u>374</u>	
			(17,659)		(15,348)
			<u>(421)</u>		<u>1,510</u>
Gain / (Loss) on Investment Revaluation			(3)		229
NET OPERATING INCOME FOR THE YEAR			<u>(424)</u>		<u>1,739</u>
FUNDRAISING ACTIVITY					
Fundraising Income		4,939		4,355	
Fundraising Expenses	3	<u>(2,200)</u>		<u>(1,983)</u>	
			2,739		2,372
CAPITAL MOVEMENTS					
Capital Grants Received		0		22,770	
Capital Grants Spent		0		(22,770)	
Depreciation	6	<u>(8,979)</u>		<u>(11,224)</u>	
			(8,979)		(11,224)
NET MOVEMENT IN FUNDS			<u>(6,664)</u>		<u>(7,113)</u>

HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981
BALANCE SHEET
AT 31 MARCH

		2013		2012	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	6	35,914		44,894	
Investments	7	<u>1,412</u>		<u>1,415</u>	
			37,326		46,309
CURRENT ASSETS					
Cash at Bank and in Hand		25,141		23,375	
Debtors and Prepayments	8	<u>3,516</u>		<u>2,690</u>	
			<u>28,657</u>		<u>26,065</u>
			65,983		72,374
CURRENT LIABILITIES					
Creditors and Accruals	9		(973)		(700)
NET ASSETS			<u><u>65,010</u></u>		<u><u>71,674</u></u>
ACCUMULATED FUNDS					
			£		£
Balance Brought Forward			71,674		78,787
Net Movement in Funds			(6,664)		(7,113)
Balance Carried Forward	10		<u><u>65,010</u></u>		<u><u>71,674</u></u>


We declare that the Trustees have approved these Financial Statements and have authorised us to sign them on their behalf.



 Andrew Grout Chairperson

24th June 2013

 Date



 Geoff Beck Treasurer

24 June 2013

 Date

HANSLOPE VILLAGE HALL TRUST

CHARITY NUMBER 281981

NOTES

(Forming part of the Financial Statements)

1 Accounting Policies

The principle accounting policies of the Trust are set out below:

Basis of Preparation

These Financial Statements have been prepared in accordance with accounting standards, Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005), and the Charities Act 2011, under the accruals and going concern basis.

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value).

There has been no change to the accounting policies since last year, and no changes have been made to Financial Statements for previous years.

Incoming Resources

Incoming Resources are included in the Financial Statements when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources, and the monetary value can be measured with sufficient reliability.

Where incoming resources have related expenditure (as with fundraising income) the incoming resources and related expenditure are reported gross in the Financial Statements.

Grants and donations are only included in the Financial Statements when the charity has unconditional entitlement to them. Tax reclaims are included at the same time as the gift to which they relate.

The value of voluntary help received is not included but is described in the annual report.

Investment income is included in the accounts when receivable.

Investment Gains / (Losses) includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Expenditure and Liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Grants and Donations

Building improvements funded directly by grants paid to contractors are included as income and expenditure within the Financial Statements.

Other grants and donations are included within the Financial Statements as income once they have been received and there are no conditions to be met relating to them which remain in the control of the charity.

Fixed Assets and Depreciation

Assets are capitalised if they can be used for more than one year, and cost at least £500.

Investments quoted on a recognised stock exchange are valued at market value at the year end.

Depreciation is provided to write off the cost less estimated residual value (and grants where appropriate) of tangible fixed assets by instalments over their estimated useful economic lives as follows:

Building Improvements	- 20% Reducing Balance Basis
Fixtures, Fittings, Plant & Machinery	- 20% Reducing Balance Basis

HANSLOPE VILLAGE HALL TRUST
 CHARITY NUMBER 281981
 NOTES continued
 (Forming part of the Financial Statements)

2 Investment Income

	2013	2012
	£	£
Investment Interest	55	55
COIF Interest	92	100
	<u>147</u>	<u>156</u>

3 Expenditure

Fees for Examining the Financial Statements

No fees were paid for the independent examination of these Financial Statements.

Analyses of Expenditure

The resources expended have been analysed on the functional basis provided by Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005).

Fundraising Expenses

	2013	2012
	£	£
Event and Administration Expenses	1,320	1,044
100 Club Prizes	880	940
	<u>2,200</u>	<u>1,983</u>

Hall Running Costs

	2013	2012
	£	£
Stationery, Stamps, Telephone etc	218	409
Cleaning materials	876	1,097
Hall Management	250	2,700
Insurance	1,010	1,043
Licences	502	337
Hall Payphone Costs	175	189
Rent	5	5
Repairs and Maintenance	4,822	3,390
Staff costs	6,000	2,988
Utilities	3,753	3,125
	<u>17,611</u>	<u>15,283</u>

Administration Costs

	2013	2012
	£	£
Stationery, Stamps, Telephone etc	48	65

4 Employees

The Trust employed two paid part-time employee throughout the year. The costs were:

	2013	2012
	£	£
Gross Wages and Salaries	6000	2,988
Employer's National Insurance Contributions	0	0
	<u>6,000</u>	<u>2,988</u>

HANSLOPE VILLAGE HALL TRUST
 CHARITY NUMBER 281981
 NOTES continued
 (Forming part of the Financial Statements)

5 Trustees and Other Related Parties

Trustee Expenses

No payment or reimbursement of out-of-pocket expenses have been made to any trustee or to a third party for any expenses incurred by a trustee during the year.

Related Party Transactions

No related party transactions have been undertaken by the charity during the year.

6 Tangible Fixed Assets

	Building Improvements £	Plant & Machinery £	Total £
Cost			
At 1 April 2012	126,278	24,131	150,409
Additions	0	0	0
At 31 March 2013	126,278	24,131	150,409
			0
Depreciation			
At 1 April 2012	86,120	19,396	105,516
Charge for the year	8,032	947	8,979
At 31 March 2013	94,152	20,343	114,495
Net Book Value			
At 1 April 2012	40,158	4,735	44,893
At 31 March 2013	32,126	3,788	35,914

7 Investment Assets

	2013 £	2012 £
3½ % War Loan	1,412	1,415

8 Debtors and Prepayments

Amounts falling due within one year	2013 £	2012 £
Hiring Debtors	2,165	1,850
Gift Aid	0	0
Prepayments	1,351	840
	3,516	2,690

9 Creditors and Accruals

Amounts falling due within one year	2013 £	2012 £
Creditors	264	38
100 Club Prize Fund	409	395
Accruals & Deferred Income	300	267
	973	700

HANSLOPE VILLAGE HALL TRUST
 CHARITY NUMBER 281981
 NOTES continued
 (Forming part of the Financial Statements)

10 Accumulated Funds

Analysis

	General Fund £	Fixed Asset Fund £	Fundraising Fund £	Total £
Tangible Assets	0	35,914	0	35,914
Investments	1,412	0	0	1,412
Cash	11,377	0	13,764	25,141
Debtors and Prepayments	3,516	0	0	3,516
Creditors and Accruals	(973)	0	0	(973)
	<u>15,332</u>	<u>35,914</u>	<u>13,764</u>	<u>65,010</u>

General Fund

The General Fund is the main fund of the Trust into which all of the income for the use of the Village Hall is placed and from which all the operating expenditure is borne. In addition, fundraising, donations, bequests and grants which are not restricted in use are included here.

Fund brought forward	15,756
Add: Net operating Income for the year	(424)
Less: Transferred to Fixed Asset Fund	0
At 31 March 2013	<u>15,332</u>

Fixed Asset Fund

This fund is made up of the tangible fixed assets of the Trust. It includes building improvements which are being depreciated and will belong to the Parochial Church Council at the end of the lease. It also includes items such as tables and chairs (described as Plant & Machinery) which belong to the Trust and are being depreciated.

	Other Building Improvements £	Plant & Machinery £	Total £
Fund brought forward	40,158	4,735	44,893
Add: Transferred (to)/from General Fund	0	0	0
Less: Asset Depreciation	(8,032)	(947)	(8,979)
At 31 March 2012 ³	<u>32,126</u>	<u>3,788</u>	<u>35,914</u>

Fundraising Fund

This fund is made up of income raised from the fundraising activities of the Trust. It is set aside to pay for capital items and major projects, such as redecoration of the hall rather than to be used against general running expenses of the hall, however, it may be used in this way if considered necessary by the Trustees.

Fund brought forward	11,025
Add: Net Income from Fundraising Activity	2,739
At 31 March 2013	<u>13,764</u>