

**HANSLOPE VILLAGE HALL TRUST
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014**

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 2014**

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~~

KATHARINE BROWNING ACMA

12/1/16

Date

HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981
ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2014

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	to October 2013	Members
Mrs Elizabeth Graham	Treasurer	from October 2013	
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
Kirsten Ash			Members
Mrs Jeanette Odds			Members
Mrs Helen Boiko			Hanslope Pre-School
Mr Christopher Wallace			Members

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.

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Reserves Policy

The Reserves held by the charity at 31 March 2014 were £14,646

A reserve of £3,000 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. Funds have been reserved for improvements to lighting in the Large Hall and to purchase additional tables.

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.

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 circuit 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.

We have spent considerable time bringing the Hall up to a marketable standard. We have refloored both halls thanks to funding from the Parish Council. The front car park has been resurfaced and the drainage sorted thanks again to the Parish Council and the side car park is due for refurbishment through a successful bid from the Parish Council to Milton Keynes Council for Parish Partnership funding. We have also improved the ability to control the heating settings by installing a HIVE system which allows us to control the heating off site. In the future we are looking at ways we can improve the lighting, so people can adjust it to suit their 'theme'. Keeping the Hall clean and tidy is also important. Laura our current cleaner is on maternity leave and we are pleased to announce she has given birth successfully. Her duties are being covered and we are very pleased with the service we are receiving.

This makes the Hall a more attractive venue for private events. We are working on a brochure which will help us to market the Hall for one off events but the improvements we have made so far are starting to pay off with a number of wedding receptions and children's parties having either taken place or being booked in for the future. I would like to take the opportunity of thanking Fred Keep, the Hall Manager for all the hard work he puts in not only to make sure the bookings come in, but also that our customers and user groups receive good service.

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FOR THE YEAR ENDED 31 MARCH 2014

These private bookings and events are the backbone of our fundraising, as we do not have the capacity within the management committee now to fund raise as we have in the past. Again this year we have been supported by events organised by Mat Irvine, a local resident and Paul Fitzmaurice who are model enthusiasts. The most successful of these being 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.

Martin Palmer and his team organised the Horticultural Show, which built on the success of last year's show. The entries were numerous and varied and the Hall was full of exhibits. John Sorrell (HVH Secretary) organised, amongst other things, the popular wine tasting event alongside Charles Bennett (Hanslope Wines) and Hanslope Entertainments Group, which again was an enormous success.

I would like to thank the 130 members of the Village Hall 100 Club. Their on-going support of £1 a month really is important. Unfortunately the numbers subscribing to the 100 club are on the decline, but the management committee have discussed how we might reverse that trend with a revised prize structure.

These events are vital to the sustainability of the Hall and they take a lot of organising. We need more volunteers to help us. So if you or anyone you know has time we would appreciate the help.

The Hall, as I have said, is an important community facility and we need help to sustain it as such. We are concerned about future competition from the proposed refurbishment of the Pavilion and Baden Lodge on the Recreation Ground. We are also aware that the Hanslope Club are increasing their marketing as a venue for parties and events.

At the heart we need people to give time on the management committee, which is not as onerous as it sounds. The commitment is for a couple of hours, quarterly. Obviously it is appreciated if committee members can take some of the weight from the officers by sharing the workload. We also need people to help in working parties to maintain the Hall and as previously stated help at events, serving refreshments, manning the door etc.

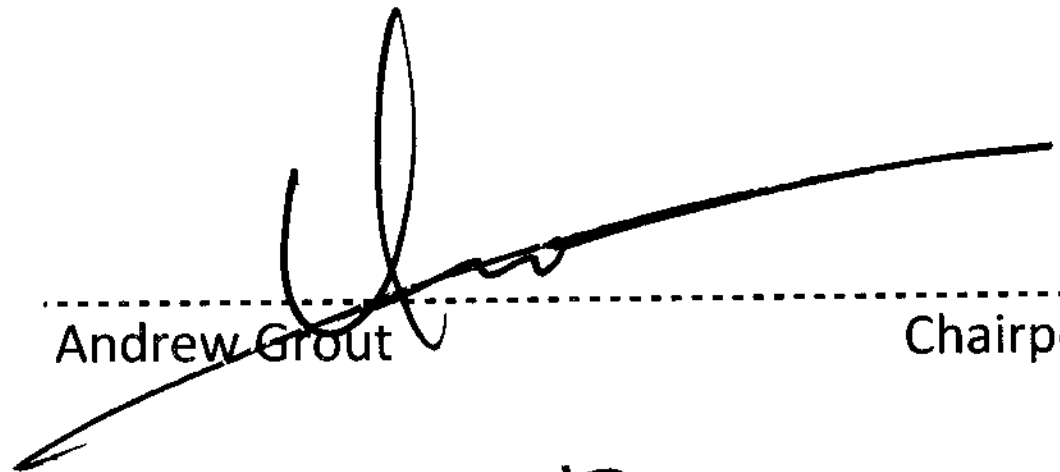
I would like to take the opportunity of thanking all my colleagues on the Management Committee.

In particular, Helen Boiko, Robin Pratt, Phyllis Brockhurst, Chris Wallace and Kirsten Ash, who are all standing down for a number of different reasons this year. That leaves a management committee of seven people, one of which is our MKC representative, which is to say the least precarious. Our constitution allows us to have a committee of up to 15 members. The Hall needs a team of committed people to ensure the Hall is sustained for the community it serves. I said it last year and I'll repeat it again, as it remains important. Whatever the future holds for the Village Hall one thing is certain, it will be a challenge and one that needs support from the local community to meet. Without that support the village could lose its most important community asset.

Andrew Grout
Chairperson - Hanslope Village Hall Trust Management Committee
24th June 2014

**HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981
ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2014**

We declare that the Trustees have approved the Annual Report above and have authorised us to sign it on their behalf.



Andrew Grout

Chairperson

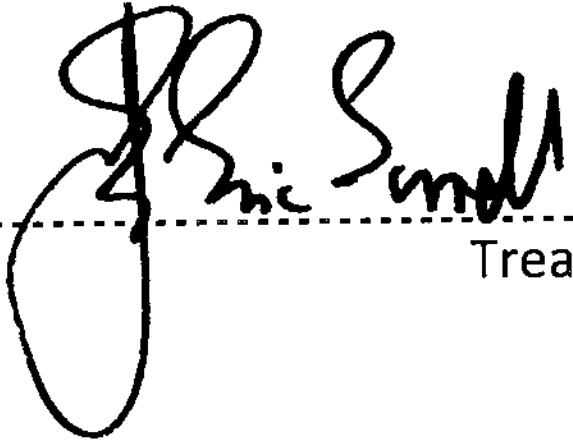
5th JANUARY 2015

Date

John Sorrell

Treasurer

Date



3th JANUARY 2015

HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981
STATEMENT OF FINANCIAL ACTIVITIES

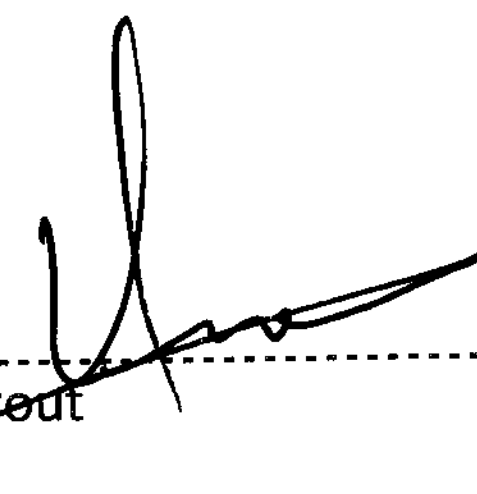
(Incorporating the Income and Expenditure Account and Statement of Total Recognised Gains and Losses)
FOR THE YEAR ENDED 31 MARCH

		2014	2013
	Note	£	£
INCOME			
Hall Hiring Income		13,617	12,246
Donations		284	845
Parish Precept		4,000	4,000
Insurance Claim		355	0
Investment Income	2	<u>91</u>	<u>147</u>
		18,347	17,238
EXPENDITURE			
Hall Running Costs	3	18,839	17,611
Administration Costs	3	<u>60</u>	<u>48</u>
		(18,899)	(17,659)
		<u>(552)</u>	<u>(421)</u>
Gain / (Loss) on Investment Revaluation		(135)	(3)
		<u>(686)</u>	<u>(424)</u>
NET OPERATING INCOME FOR THE YEAR			
FUNDRAISING ACTIVITY			
Fundraising Income		6,237	4,939
Fundraising Expenses	3	<u>(2,469)</u>	<u>(2,200)</u>
		3,769	2,739
CAPITAL MOVEMENTS			
Capital Grants Received		25,200	0
Capital Grants Spent		(25,200)	
Depreciation	6	<u>(7,183)</u>	<u>(8,979)</u>
		(7,183)	(8,979)
		<u>(4,100)</u>	<u>(6,664)</u>
NET MOVEMENT IN FUNDS			

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

		2014		2013	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	6	28,731		35,914	
Investments	7	<u>1,278</u>		<u>1,412</u>	
			30,009		37,326
CURRENT ASSETS					
Cash at Bank and in Hand		29,110		25,141	
Debtors and Prepayments	8	<u>3,457</u>		<u>3,516</u>	
			<u>32,567</u>		<u>28,657</u>
			<u>62,576</u>		<u>65,983</u>
CURRENT LIABILITIES					
Creditors and Accruals	9		(1,666)		(973)
			<u>60,910</u>		<u>65,010</u>
NET ASSETS			<u><u>60,910</u></u>		<u><u>65,010</u></u>
ACCUMULATED FUNDS					
			£		£
Balance Brought Forward			65,010		71,674
Net Movement in Funds			(4,100)		(6,664)
Balance Carried Forward	10		<u><u>60,910</u></u>		<u><u>65,010</u></u>

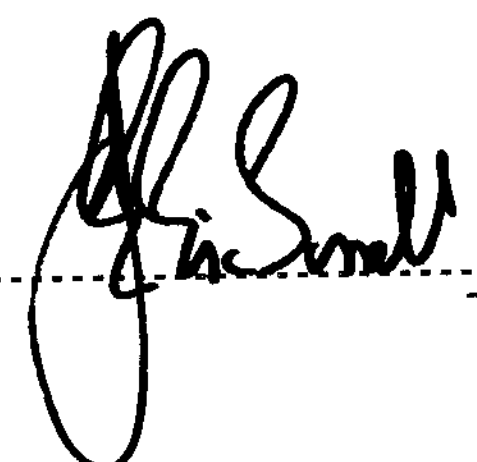
We declare that the Trustees have approved these Financial Statements and have authorised us to sign them on their behalf.



 Andrew Groot Chairperson

5th January 2015

 Date



 John Sorrell Treasurer

5th January 2015

 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

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

CHARITY NUMBER 281981**NOTES continued****(Forming part of the Financial Statements)****2 Investment Income**

	2014	2013
	£	£
Investment Interest	55	55
COIF Interest	36	92
	<u>91</u>	<u>147</u>

3 ExpenditureFees 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

	2014	2013
	£	£
Event and Administration Expenses	1,652	1,320
100 Club Prizes	817	880
	<u>2,469</u>	<u>2,200</u>

Hall Running Costs

	2014	2013
	£	£
Stationery, Stamps, Telephone etc	366	218
Cleaning materials	962	876
Waste disposal	1,477	1,340
Hall Management	825	250
Insurance	1,092	1,010
Licences	647	503
Phones and Internet	200	175
Rent	0	5
Equipment Purchase	727	0
Repairs and Maintenance	2,937	3,483
Staff costs	6,702	6,000
Utilities	2,904	3,752
	<u>18,839</u>	<u>17,611</u>

Administration Costs

	2014	2013
	£	£
Stationery, Stamps, Telephone etc	<u>60</u>	<u>48</u>

4 Employees

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

	2014	2013
	£	£
Gross Wages and Salaries	6,690	6,000
Employer's National Insurance Contributions	0	0
	<u>6,690</u>	<u>6,000</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 2013	126,278	24,131	150,409
Additions	0	0	0
At 31 March 2014	<u>126,278</u>	<u>24,131</u>	<u>150,409</u>
Depreciation			0
At 1 April 2013	94,152	20,343	114,495
Charge for the year	6,425	758	7,183
At 31 March 2013	<u>100,577</u>	<u>21,101</u>	<u>121,678</u>
Net Book Value			
At 1 April 2013	<u>32,126</u>	<u>3,788</u>	<u>35,914</u>
At 31 March 2014	<u><u>25,701</u></u>	<u><u>3,030</u></u>	<u><u>28,731</u></u>

7 Investment Assets

	2014	2013
	£	£
3½ % War Loan	<u><u>1,278</u></u>	<u><u>1,412</u></u>

8 Debtors and Prepayments

Amounts falling due within one year	2014	2013
	£	£
Hiring Debtors	2,092	2,165
Gift Aid	0	0
Prepayments	1,365	1,351
	<u><u>3,457</u></u>	<u><u>3,516</u></u>

9 Creditors and Accruals

Amounts falling due within one year	2014	2013
	£	£
Creditors	561	264
100 Club Prize Fund	880	409
Accruals & Deferred Income (PAYE)	225	300
	<u><u>1,666</u></u>	<u><u>973</u></u>

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	28,731	0	28,731
Investments	1,278	0	0	1,278
Cash	11,577	0	6,434	18,011
Investment account	0	0	11,099	11,099
Debtors and Prepayments	3,457	0	0	3,457
Creditors and Accruals	(1,666)	0	0	(1,666)
	<u>14,646</u>	<u>28,731</u>	<u>17,533</u>	<u>60,910</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.

	Total £
Fund brought forward	15,332
Add: Net operating Income for the year	(686)
At 31 March 2014	<u>14,646</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	32,126	3,788	35,914
Add: Transferred (to)/from General Fund	0	0	0
Add: Additions by way of capital grant	0	0	0
Less: Asset Depreciation	(6,425)	(758)	(7,183)
At 31 March 2014	<u>25,701</u>	<u>3,030</u>	<u>28,731</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.

	Total £
Fund brought forward	13,764
Add: Net Income from Fundraising Activity	3,769
At 31 March 2014	<u>17,533</u>