

**HANSLOPE VILLAGE HALL TRUST
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

CHARITY NUMBER 281981

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

SCANNED

COPY

19/04/2017

HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2016

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

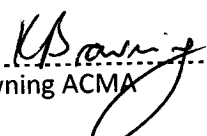
In connection with my examination, no matter has come to my attention:

(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.


K Browning ACMA

19/4/17
Date

HANSLOPE VILLAGE HALL TRUST
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ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2016

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
Mr Robert Hayward	Secretary		Members
Dr John Sorrell	Treasurer		Members
Councillor Andrew Geary			Milton Keynes Council
Mrs Sheila Mobley			Hanslope Parish Council
Mrs Jeanette Odds			Members
Mr Andrew (Drew) Archer			Members
Mr Gavin Ruse			Members
Mr Mat Irvine			Members
Mrs Emma Taverner			Members
Ms Wilhelmina Mockett			Members
Mrs Elizabeth Ayres			Women's Institute

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 committee appointing another person to it until the next AGM. A vacancy arising from 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

A reserve of £3,000 is held within the General Fund to cover fluctuations in income receipts and expenses payments and emergency expenses such as urgent repairs.

A reserve is 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, which is held in the Fundraising Fund. 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.

A reserve of £4,000 is held within the General Fund for legal fees for negotiation of the lease and Trust.

Chairman's Report

This has been another successful year in terms of managing an important community facility. It has been a year of some considerable change in terms of our charitable status and our practices. In the early part of the year we started to explore the renewal of our lease arrangements with the Church of England, the Diocesan Trustees of Oxford, with the express intention to continue to lease the building after 2019. It became apparent early on in conversations with our solicitors that our charitable practices needed to be reviewed and overhauled. A number of options were put before us by our solicitors which we consulted on with our Trustees and the favoured charitable vehicle was to become a Charitable Incorporated Organisation.

The necessary work was carried out and on 1st April 2016 all the assets and liabilities were transferred to the new charity – Hanslope Village Hall CIO. I would like to thank my fellow Executive Officers for their effort and commitment, but in particular John Sorrell for all his hard work on ensuring a smooth transition into the new CIO.

Throughout the year our work has continued supported by our professional advisors to renegotiate our lease agreement and we are confident that this will reach a successful conclusion, preserving the Hall as a valuable community building for the village of Hanslope.

Of course we are required under our lease to keep the building in good repair and it is within our interests to do so and provide high quality standards for our residents and users. For many years the Hall had been managed by Fred Keep, who did a sterling job, selling the Hall's services to the local community and beyond. Sadly, Fred retired in this year and we wish him a great debt of gratitude for all his hard work and commitment. Rather than recruit another individual to the role, we took the decision to place the management of the Hall into the hands of Care and Clean, a local company to whom we had already awarded the cleaning contract. We felt there was a close connection between these two functions and to date the arrangement has proven successful.

Care and Clean have introduced some robust working practices and have been responsible for drawing in some new users to the Hall. They have also improved communications with existing users, building up relationships with the key stakeholders. They provide a quarterly report to the Board of Trustees.

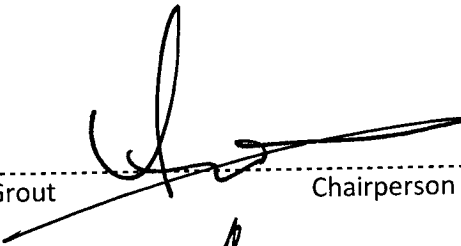
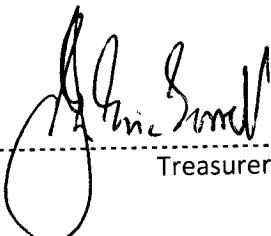
HANSLOPE VILLAGE HALL TRUST
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The sustainability of the Hall is paramount and despite a strong balance sheet we continue to be financial astute and look at all fundraising opportunities. For the last few years we have been precepted by our local Parish Council, for which we are very grateful. We also have a number of events run by Mat Irvine, a Trustee and Paul Fitzmaurice, which are the backbone of our fundraising events revenue. We are grateful also to the efforts of Martin Palmer, who once again organised the Hanslope Horticultural and Produce Show. And of course we would want to thank all the users of the Hall, as it is their hire charges which contribute the most to our revenue generation.

This year we continued to set aside funds for the improvements to the fabric of the Hall to make it more marketable for users and also improve the facilities on offer. We have designated funds for new lighting, new tables and we have invested in our heating system which can now be controlled from a smartphone!

All of these improvements and work needs to be underpinned by the commitment of our Trustees, who are critical to the running of the CIO. In the coming year we will be looking to recruit new Trustees and to develop the Trustee Board.

I declare that the Trustees have approved the Annual Report and have authorised us to sign it.

.....	
Andrew Grout	Chairperson	Date: 30th January 2017
.....	
John Sorrell	Treasurer	Date: 30th January 2017

HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981
STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH	2016	2015
Note		
INCOME		
Hall Hiring Income	17,982	18,117
Donations	24	95
Parish Precept	4,000	4,000
Insurance Claim	0	0
Investment Income	2 50	114
	22,056	22,326
EXPENDITURE		
Hall Running Costs	3 21,091	17,035
Governance Costs	3 7,221	2,355
	(28,312)	(19,390)
	- 6,256	2,937
Investment Gains / (Losses)	0	319
NET OPERATING INCOME FOR THE YEAR	- 6,256	3,256
FUNDRAISING ACTIVITY		
Fundraising Income	5,605	5,845
Fundraising Expenses	3 (1,488)	(2,215)
	4,117	3,630
CAPITAL MOVEMENTS		
Capital Grants Received	0	0
Capital Grants Spent	0	0
Depreciation	6 (15,051)	(5,746)
	(15,051)	(5,746)
NET MOVEMENT IN FUNDS	(17,190)	1,139

Charity Commission figures

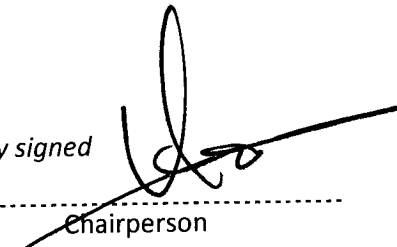
Income	£ 22,056	
Fundraising	£ 5,605	
		27,660
Expenses	£ 28,312	
Fundraising	£ 1,488	
Depreciation	£ 15,051	
		(44,851)
Profit		(17,191)

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

		2016		2015	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	6	7,934		22,985	
Investments	7	<u>0</u>		<u>0</u>	
			7,934		22,985
CURRENT ASSETS					
Cash at Bank and in Hand		35,668		36,629	
Debtors and Prepayments	8	<u>3,341</u>		<u>3,907</u>	
			<u>39,008</u>		<u>40,536</u>
			46,942		63,521
CURRENT LIABILITIES					
Creditors and Accruals	9		(2,083)		(1,472)
			<u>44,859</u>		<u>62,049</u>
NET ASSETS					
			<u>44,859</u>		<u>62,049</u>
ACCUMULATED FUNDS					
			£		£
Balance Brought Forward			62,049		60,910
Net Movement in Funds			(17,190)		1,139
Balance Carried Forward	10		<u>44,859</u>		<u>62,049</u>

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

Hard Copy signed



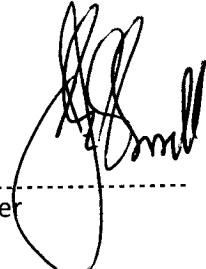
 Andrew Grout

Chairperson

30.01.2017

 Date

Hard Copy signed



 John Sorrell

Treasurer

30.01.2017

 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.

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 and Improvements	10% per annum	on original known cost
Plant and Machinery	25% per annum	on original known cost

HANSLOPE VILLAGE HALL TRUST**CHARITY NUMBER 281981****NOTES****(Forming part of the Financial Statements)****2 Investment Income**

	2016	2015
	£	£
Investment Interest	0	55
COIF Interest	50	59
	<u>50</u>	<u>115</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

	2016	2015
	£	£
Event and Administration Expenses	606	1,424
100 Club Prizes	882	791
	<u>1,488</u>	<u>2,215</u>

Hall Running Costs

	2016	2015
	£	£
Rent and Rates	249	187
Heat, Light and Power	3,808	3,647
Travelling Expenses (manager)	0	20
Printing and Stationery	627	876
Equipment Hire purchase and Maintenance	580	40
Maintenance	8,214	5,021
General Expenses	1,183	1,087
Staff costs	3,190	4,687
Hall Management Costs	1,689	0
Professional Fees	971	1,469
Licences	581	0
	<u>21,091</u>	<u>17,035</u>

Governance Costs

	2016	2015
	£	£
Stationery, Stamps, Telephone etc	400	60
Legal Fees	6,821	2,295
	<u>7,221</u>	<u>2,355</u>

HANSLOPE VILLAGE HALL TRUST
CHARITY NUMBER 281981

NOTES

(Forming part of the Financial Statements)

4 Employees

The Trust employed one paid part-time employee for part of the year. The costs were:

	2016	2015
	£	£
Gross Wages and Salaries	3,190	4,634
Employer's National Insurance Contributions	0	0
	<u>3,190</u>	<u>4,634</u>

Hall running costs were then contracted out.

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

A unanimous minuted resolution of the Trustees on 12th July 2016 agreed to change the method of depreciation for these accounts to the straight line method:

Building and Improvements	10% per annum	on original known cost
Plant and Machinery	25% per annum	on original known cost

	Building Improvements	Plant & Machinery	Total
	£	£	£
Cost			
At 1 April 2015	126,278	24,131	150,409
Additions	<u>0</u>	<u>0</u>	<u>0</u>
At 31 March 2016	126,278	24,131	150,409
			0
Depreciation			
At 1 April 2015	105,717	21,707	127,424
Charge for the year	<u>12,627</u>	<u>2,424</u>	<u>15,051</u>
At 31 March 2016	118,344	24,131	142,475
Net Book Value			
At 1 April 2015	<u>20,561</u>	<u>3,030</u>	<u>23,591</u>
At 31 March 2016	<u>7,934</u>	<u>0</u>	<u>7,934</u>

7 Investment Assets

	2016	2015
	£	£
3½ % War Loan (redeemed 2014-2015)	<u>0</u>	<u>0</u>

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

8 Debtors and Prepayments

	2016	2015
	£	£
Amounts falling due within one year		
Hiring Debtors	1,919	2,368
Gift Aid	0	0
Prepayments	1,422	1,540
	<u>3,341</u>	<u>3,907</u>

9 Creditors and Accruals

	2016	2015
	£	£
Amounts falling due within one year		
Creditors	1,339	382
100 Club Prize Fund	744	859
Accruals & Deferred Income (PAYE)	0	231
	<u>2,083</u>	<u>1,472</u>

10 Accumulated Funds

Analysis

	General Fund	Fixed Asset Fund	Fundraising Fund	Total
	£	£	£	£
Tangible Assets	0	7,934	0	7,934
Investments	0	0	0	0
Cash	10,388	0	14,071	24,459
Investment account	0	0	11,209	11,209
Debtors and Prepayments	3,341	0	0	3,341
Creditors and Accruals	(2,083)	0	0	(2,083)
	<u>11,646</u>	<u>7,934</u>	<u>25,280</u>	<u>44,859</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, donations, bequests and grants which are not restricted in use are included here.

	Total
	£
Fund brought forward	14,646
Add: Net operating Income for the year	(6,256)
At 31 March 2015	<u>8,390</u>

HANSLOPE VILLAGE HALL TRUST**CHARITY NUMBER 281981****NOTES****(Forming part of the Financial Statements)**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	20,561	3,030	23,591
Less: Asset Depreciation	<u>(12,627)</u>	<u>(2,424)</u>	<u>(15,051)</u>
At 31 March 2015	<u>7,934</u>	<u>606</u>	<u>8,540</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 and not 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	21,163
Add: Net Income from Fundraising Activity	<u>4,117</u>
At 31 March 2016	<u>25,280</u>