

**SWANLAND VILLAGE HALL**

**ANNUAL REPORT AND ACCOUNTS**

**Year ended 31 December 2014**

**Charity number: 1107061**

## SWANLAND VILLAGE HALL

### TRUSTEES' REPORT

The Trustees present their annual report together with the financial statements for the year ended 31 December 2014.

#### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

**Charity name:** Swanland Village Hall

**Registered charity number:** 1107061

**Principal address:** Main Street  
Swanland  
East Yorkshire  
HU14 3QR

**Trustees:** At the date of this report the trustees were:

Godfrey Burley	Chairman
Colin Hill	Secretary
Allan Quarterman	Treasurer
Keith Carpenter	
Yvonne Dumsday	
Priya Manoharan	
Martin Peel	
Marion Riley	
Jan Rogerson	
Razia Wilson	

The following changes took place during the year:

Colin Hill	co-opted 23 January 2014
Razia Wilson	co-opted 1 May 2014
Allan Quarterman	co-opted 1 July 2014
Barry Maddison	resigned 10 February 2014
Tessa Williams	resigned 1 May 2014

**Bankers:** Barclays Bank plc  
1-5 King Edward Street  
Hull  
HU1 3RL

Beverley Building Society  
57 Market Place  
Beverley  
East Yorkshire  
HU17 8AA

**Independent examiner:** Sian Broughton  
East Riding Voluntary Action Services (ERVAS) Limited  
Morley's Cottage  
Morley's Yard  
Beverley  
East Yorkshire  
HU17 9BY

## SWANLAND VILLAGE HALL

### TRUSTEES' REPORT - continued

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### **Governing document**

The charity was established under a deed of trust dated 12 November 2004 and is a registered charity.

##### **Governing body**

The responsibility to ensure appropriate governance and management of the charity is vested in the Trustees who, together, form the Village Hall Management Committee.

##### **Appointment of Trustees**

The appointment of Trustees is in accordance with the Deed of Trust.

The Management Committee comprises up to 8 Trustees. Of these, 7 Trustees are elected annually at the annual general meeting by the inhabitants of the Parish of Swanland and 1 Trustee is nominated by Swanland Parish Council. At the date of this report there was no parish council nominated trustee.

In addition, the Management Committee may co-opt up to 6 additional Trustees to hold office until the conclusion of the next annual general meeting. At the date of this report there were 3 co-opted Trustees.

All members of the Management Committee are charity trustees for the purposes of charity law.

#### OBJECTIVES AND ACTIVITIES

##### **Objects**

The property and the trust fund and its income shall be applied for the purpose of a village hall for the use of the inhabitants of the Parish of Swanland without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

##### **Public benefit**

The Trustees confirm that they have complied with the duty, contained in Section 4 of the Charities Act 2011, to have due regard to the guidance on public benefit issued by the Charity Commission. The charitable purpose of the charity within the meaning of the act is contained within its objects stated above.

#### ACHIEVEMENTS AND PERFORMANCE

##### **Review of the year**

During the year under review the charity has continued to provide a very high quality and very useful facility for the inhabitants of Swanland. Usage of the hall has again been at a high level and the various user individuals and organisations have continued to provide valuable recreational and leisure time activities for the participants.

Regular, long-term bookings continue to be an important feature of the use of the hall and these are supplemented by a large number of short-term bookings by a range of individuals and organisations from both within the village and elsewhere. The high quality facilities which the hall offers are an attraction to potential users and during the year there has been an increase in the number of bookings for large functions such as wedding receptions, concerts, exhibitions, parties and film shows.

The management committee takes great pride in the quality of the hall facilities and maintains these to a very high standard. During the year £11,953 was spent on maintenance of the building and its equipment.

## SWANLAND VILLAGE HALL

### TRUSTEES' REPORT - continued

#### TRUSTEE CHANGES

There have been a number of changes to the composition of the management committee.

Colin Hill was co-opted as a Trustee and Secretary on 23 January 2014. Tessa Williams resigned as a Trustee and Treasurer on 1 May 2014. Allan Quarterman was co-opted as a Trustee and Treasurer on 1 July 2014. Barry Maddison resigned as a Trustee on 10 February 2014

#### FINANCIAL REVIEW

##### Financial regulations

The financial statements have been prepared in accordance with the accounting policies set out on page 7 and comply with the charity's trust deed and applicable accounting standards.

##### Financial results

The financial results for the year were satisfactory. Income from hiring the hall was £34,344 (2013: £36,187). Total incoming resources were £41,230 (2013: £45,152). Total resources expended were £42,026 (2013: £34,405). The resources expended exceeded the incoming resources by £796 (2013: excess of incoming resources over resources expended of £10,747).

##### Policy on reserves

The Trustees' policy on reserves is that money reserves shall be maintained equivalent to 6 months' average routine revenue expenditure. At the financial year-end cash balances amounted to £46,102 (2013: £46,529) which significantly exceeded the amount required by the policy.

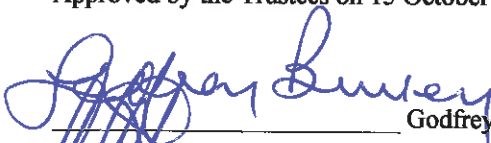
#### TRUSTEES' RESPONSIBILITY FOR THE ACCOUNTS


The law applicable to charities in England and Wales requires the Trustees to prepare statements of account for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements in accordance with the methods and principles set out in the Statement of Recommended Practice, Accounting and Reporting by Charities, and to state whether or not the accounts have been prepared in accordance with that statement and applicable accounting standards;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which are sufficient to show and explain the charity's transactions and to disclose with reasonable accuracy at any time the financial position of the Charity, and to enable them to ensure that any statements of account comply with the requirements of the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 15 October 2015 and signed on their behalf by:

  
\_\_\_\_\_  
Godfrey Burley      Chairman

  
\_\_\_\_\_  
Allan Quarterman      Treasurer

**INDEPENDENT EXAMINER'S REPORT**  
**to the Trustees**  
**of Swanland Village Hall**

I report on the accounts of the Charity for the year ended 31 December 2014 which are set out on pages 5 to 11.

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the Charities Act; and
- to 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 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:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 and 131 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.



Sian Broughton ACMA, CGMA, DChA, MAAT

Community Accountant  
Employee of East Riding Voluntary Action Services (ERVAS) Limited  
Morley's Cottage  
Morley's Yard  
Walkergate  
Beverley  
HU17 9BY

Date: 19/10/15

**SWANLAND VILLAGE HALL**

**STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 December 2014

	<i>Notes</i>	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>	<i>2013</i>
		<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<b>Incoming resources</b>					
Incoming resources from generated funds:					
Voluntary income	2	16	-	16	108
Activities for generating funds:					
General fundraising		-	-	-	673
The "100" Club		-	3,370	3,370	3,957
Feed In Tariff		1,108	-	1,108	1,661
Rents receivable		2,220	-	2,220	2,220
Investment income - interest receivable		172	-	172	346
		<u>3,516</u>	<u>3,370</u>	<u>6,886</u>	<u>8,965</u>
Incoming resources from charitable activities		34,344	-	34,344	36,187
<b>Total incoming resources</b>		<u><u>37,860</u></u>	<u><u>3,370</u></u>	<u><u>41,230</u></u>	<u><u>45,152</u></u>
<b>Resources expended</b>					
Cost of generating funds:					
Fundraising costs		-	-	-	67
The "100" Club prize money and costs		-	1,495	1,495	1,547
		<u>-</u>	<u>1,495</u>	<u>1,495</u>	<u>1,614</u>
<b>Charitable activities:</b>					
Staff costs	3	10,922	-	10,922	11,148
Insurance and water		2,448	-	2,448	2,839
Heat and light		4,007	-	4,007	5,517
Repairs and renewals		11,953	-	11,953	3,211
Cleaning		1,223	-	1,223	1,607
Accountancy		195	-	195	-
Legal and professional, including licences		516	-	516	346
Other overhead costs		716	-	716	(131)
Depreciation		3,130	4,384	7,514	6,166
		<u>35,110</u>	<u>4,384</u>	<u>39,494</u>	<u>30,703</u>
<b>Governance costs:</b>					
Independent examiner's remuneration		360	-	360	269
Trustees' expenses		677	-	677	1,819
		<u>1,037</u>	<u>-</u>	<u>1,037</u>	<u>2,088</u>
<b>Total resources expended</b>		<u><u>36,147</u></u>	<u><u>5,879</u></u>	<u><u>42,026</u></u>	<u><u>34,405</u></u>
<b>Net movement in funds</b>		<b>1,713</b>	<b>(2,509)</b>	<b>(796)</b>	<b>10,747</b>
Total funds brought forward		48,299	25,518	73,817	63,070
<b>Total funds carried forward</b>		<u><u>50,012</u></u>	<u><u>23,009</u></u>	<u><u>73,021</u></u>	<u><u>73,817</u></u>

*The notes on pages 7 to 11 form an integral part of these accounts*



**SWANLAND VILLAGE HALL**

**BALANCE SHEET  
at 31 December 2014**

	<i>Note</i>	<i>2014</i>		<i>2013</i>	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	4		28,260		33,980
<b>CURRENT ASSETS</b>					
Debtors and prepayments	5	4,483		919	
Bank balances:					
Barclays - Current Community Account		9,865		12,338	
Barclays -100 Club Community Account		3,464		1,590	
Beverley Building Society -- Business Online Account		32,773		32,601	
			<u>50,585</u>		<u>47,448</u>
<b>CREDITORS: amounts falling due within one year</b>	6	<u>(5,824)</u>		<u>(7,611)</u>	
<b>NET CURRENT ASSETS</b>			<u>44,761</u>		<u>39,837</u>
			<u><b>73,021</b></u>		<u><b>73,817</b></u>
<b>FUNDS</b>					
General funds	7		50,012		48,299
Restricted funds			23,009		25,518
			<u><b>73,021</b></u>		<u><b>73,817</b></u>

*The notes on pages 7 to 11 form an integral part of these accounts*

Approved by the trustees on 15 October 2015 and signed on their behalf by:

 Godfrey Burley Chairman  
 Allan Quarterman Treasurer

**SWANLAND VILLAGE HALL**

**NOTES TO THE ACCOUNTS**

**31 December 2014**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The accounts have been prepared in accordance with the provisions of the Charity (Accounts and Reports) Regulations 2008, the Statement of Recommended Practice Accounting and Reporting by Charities, and the Financial Reporting Standard for Smaller Entities (effective April 2008).

**Income**

Donations are accounted for when received by the Charity. Other income is accounted for on an accruals basis as far as it is prudent to do so.

**Gifts in kind**

The charity receives the benefit of work carried out by volunteers.

**Grants**

Grants receivable specifically for capital expenditure are accounted for as restricted funds and charged with the rate of depreciation when recognised as expenditure in the Statement of Financial Activities.

**Taxation**

As a registered charity the charity benefits from rates relief and is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

**Depreciation**

Depreciation of tangible fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life:

PV Cells	5% straight line
Furniture and equipment	10% to 33.33% straight line



**SWANLAND VILLAGE HALL**

**NOTES TO THE ACCOUNTS  
31 December 2014 (continued)**

<b>2. VOLUNTARY INCOME</b>	<i>General Funds £</i>	<i>Restricted Funds £</i>	<i>Total Funds £</i>	<i>2013 £</i>
Sundry donations	16	-	16	108
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>3. STAFF COSTS AND TRUSTEES' REMUNERATION</b>			<i>2014 £</i>	<i>2013 £</i>
Salaries			10,797	10,913
Employers' national insurance			5	100
Payroll fees			120	135
			<u>          </u>	<u>          </u>
			10,922	11,148
			<u>          </u>	<u>          </u>

The average weekly number of full time equivalent employees was 1.

Trustees received no remuneration but were reimbursed £677 (2013: £1,819) for expenses in the current year.

**SWANLAND VILLAGE HALL**

**NOTES ON THE ACCOUNTS  
31 December 2014 (continued)**

<b>4. FIXED ASSETS</b>	<i><b>Furniture and equipment</b></i>	<i><b>Total</b></i>
	<b>£</b>	<b>£</b>
<b>Cost</b>		
At 31 December 2013	73,543	73,543
Additions	1,794	1,794
Disposals	(1,056)	(1,056)
	<hr/>	<hr/>
At 31 December 2014	74,281	74,281
	<hr/>	<hr/>
<b>Depreciation</b>		
At 31 December 2013	39,563	39,563
Charged for the year	7,514	7,123
Disposals	(1056)	(1,056)
	<hr/>	<hr/>
At 31 December 2014	46,021	46,021
	<hr/>	<hr/>
<b>Net book value</b>		
At 31 December 2014	28,260	28,260
	<hr/>	<hr/>
<b>Net book value</b>		
At 31 December 2013	33,980	33,980
	<hr/>	<hr/>
<b>5. DEBTORS</b>	<i><b>2014</b></i>	<i><b>2013</b></i>
	<b>£</b>	<b>£</b>
Debtors	802	-
Prepayments	3,681	919
	<hr/>	<hr/>
	4,483	919
	<hr/>	<hr/>
<b>6. CREDITORS</b>	<i><b>2014</b></i>	<i><b>2013</b></i>
	<b>£</b>	<b>£</b>
Creditors and accruals	4,486	6,008
Booking deposits	1,338	1,603
	<hr/>	<hr/>
	5,824	7,611
	<hr/>	<hr/>

**SWANLAND VILLAGE HALL**

**NOTES TO THE ACCOUNTS  
31 December 2014 (continued)**

7. FUNDS	<i>At 31 December 2013 £</i>	<i>Incoming resources £</i>	<i>Outgoing resources £</i>	<i>At 31 December 2014 £</i>
<b>General Fund</b>	48,299	37,860	(36,147)	50,012
<b>Total unrestricted funds</b>	48,299	37,860	(36,147)	50,012
<b>Restricted Funds - Capital Expenditure</b>				
Lift	2,994	-	(1,497)	1,497
Furniture	319	-	(225)	94
Notice board	125	-	(50)	75
Sound deadening	318	-	(116)	202
Sound system	1,757	-	(413)	1,344
Staging	2,975	-	(700)	2,275
Blinds	360	-	(60)	300
Broadband equipment	50	-	(29)	21
PV Cells	5,944	-	(335)	5,609
	14,842	-	(3425)	11,417
The "100" Club	9,595	1,685	(959)	10,321
<b>- Revenue costs</b>				
The "100" Club	1,081	1,685	(1495)	1,271
<b>Total restricted funds</b>	25,518	3,370	(5,879)	23,009
<b>Total funds</b>	73,817	41,230	(42,026)	73,021

The lift fund represents grants received from:

- Hull & East Riding Charitable Trust
- Lloyds TSB Foundation
- National Lottery
- Gemtrust
- The Joseph & Annie Cattle Trust

spent on the installation of a new lift. The fund balance is reduced by the annual depreciation charge.

The furniture fund represents grants from Sir James Reckitt Charity and the Managing Community Buildings Fund for furniture. The fund balance is reduced by the annual depreciation charge.

The notice board fund represents a grant from Co-op Community Dividend Award for an outside notice board. The fund balance is reduced by the annual depreciation charge.

The sound deadening fund represents a grant from Biffaward for sound deadening in the Meeting Hall. The fund balance is reduced by the annual depreciation charge.

## SWANLAND VILLAGE HALL

### NOTES TO THE ACCOUNTS 31 December 2014 (continued)

#### 6. FUNDS (continued)

The sound system fund represents a grant from Yorkshire Forward Community Intervention Chest for a sound and loop system in the Main and Meeting Halls. The fund balance is reduced by the annual depreciation charge.

The staging fund represents grants from Sir James Reckitt Charity, Co-op Community Dividend Award and the Foundation for Sport and The Arts for demountable staging. The fund balance is reduced by the annual depreciation charge.

The blinds fund represents a grant from Hull & East Riding Charitable Trust for solar powered blinds in the Main Hall. The fund balance is reduced by the annual depreciation charge.

The broadband equipment fund represents a grant from BT Community Connections for Broadband equipment. The fund balance is reduced by the annual depreciation charge.

The PV Cells fund represents a grant from the Community Sustainable Energy Programme for Photovoltaic Cells on the village hall roof. The fund balance is reduced by the annual depreciation charge.

The "100" Club was established to help raise funds to pay for equipping and improving the hall. The expenditure fund balance is reduced by the annual depreciation charge and the revenue cost fund balance by the payment of prizes and costs.