

## WALBERSWICK VILLAGE HALL

Registered Charity No 1100032

Income and Expenditure Account for the period 1<sup>st</sup> January 2014 to 31<sup>st</sup> December 2014

NB all amounts stated to the nearest £.

### UNRESTRICTED FUNDS – GENERAL

<b>RECEIPTS</b>	<b>Notes</b>	<b>2014</b>	<b>2013</b>	<b>EXPENDITURE</b>	<b>Notes</b>	<b>2014</b>	<b>2013</b>
		£	£			£	£
Rent		11,965	12,277	Maintenance Contractor		1,860	1,920
Hire Equipment		89	177	Cleaning Contractor		770	968
Car Parking		2,145	2,216	Cleaning Materials		515	563
Fund Raising (net proceeds)	A	5,197	5,092	Electricity		1,187	1,552
Village Fete (net proceeds)	B	5,300	4,100	Water & Sewage		362	357
Grants				Insurance		1,438	904
Donations	C	5,109	67	Equipment & Furnishing	D	436	1,537
Gift Aid		0	0	Maintenance Buildings	E	35,692	6,086
Grants Walberswick Common Lands Charity		3,000	3,000	Electrical Installations & Repairs	F	2,388	1,799
Interest (Base Rate Reward Account)		184	120	Fire Equipment	G	352	201
Insurance Claims		356	0	Maintenance Car Park Licences (Performing Rights etc)		1,221	1,411
Miscellaneous		79	167	Sundries & Stationery	H	212	218
		-	-	Miscellaneous	H	246	176
		-	-	<b>Sub-Total Payments</b>		<b>47,232</b>	<b>18,214</b>
<b>Sub-Total Receipts</b>		<b>33,424</b>	<b>27,216</b>	<b>Transfer to Restricted Fund</b>		-	-
<b>Transfer from Restricted Fund</b>		-	-	<b>Total Payments</b>		<b>47,232</b>	<b>18,214</b>
<b>Total Receipts</b>		<b>33,424</b>	<b>27,216</b>	<b>Excess of Receipts over Payments</b>		-	<b>9,002</b>
<b>Excess of Payments over Receipts</b>		<b>13,808</b>	-			<b>47,232</b>	<b>27,216</b>
		<b>47,232</b>	<b>27,216</b>				

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**RESTRICTED FUNDS – REFURBISHMENT OF TOILET FACILITIES (Note K on page 6 refers)**

<b>RECEIPTS</b>	<b>Notes</b>	<b>2014</b>	<b>2013</b>	<b>EXPENDITURE</b>	<b>Notes</b>	<b>2014</b>	<b>2013</b>
		£	£			£	£
Loans		0	0	Printing & Postage			77
Donations		0	2,458	Contractors		13,285	-
Gift Aided Donations		250	9,935	Fittings		1,588	-
Gift Aid		25	2,459	Sundries		156	-
<b>Total Receipts</b>		<b>275</b>	<b>14,852</b>	<b>Total Payments</b>		<b>15,050</b>	<b>77</b>
<b>Excess of Payments over Receipts</b>		<b>14,775</b>	<b>-</b>	<b>Excess of Receipts over Payments</b>		<b>-</b>	<b>14,775</b>
		<b>15,050</b>	<b>14,852</b>			<b>15,050</b>	<b>14,852</b>

**DEPOSITS HELD – BOOKINGS, DAMAGES & CAR PARK ACCESS REMOTE CONTROLS**

<b>RECEIPTS</b>	<b>Notes</b>	<b>2014</b>	<b>2013</b>	<b>EXPENDITURE</b>	<b>Notes</b>	<b>2014</b>	<b>2013</b>
		£	£			£	£
Booking & Damages Deposits		1,325	725	Hire			
Car Park Deposits		1,095	1,015	Deposits/Charges Refunds		1,225	600
<b>Sub-Total Receipts</b>		<b>2,420</b>	<b>1,740</b>	Car Park Deposit Refunds		120	0
<b>Transfer from Restricted Fund</b>				<b>Sub-Total Payments</b>		<b>1,345</b>	<b>600</b>
<b>Total Receipts</b>		<b>2,420</b>	<b>1,740</b>	<b>Transfer to Restricted Fund</b>			
<b>Excess of Payments over Receipts</b>		<b>-</b>	<b>-</b>	<b>Total Payments</b>		<b>1,345</b>	<b>600</b>
		<b>2,420</b>	<b>1,740</b>	<b>Excess of Receipts over Payments</b>		<b>1,075</b>	<b>1,140</b>
						<b>2,420</b>	<b>1,740</b>

NB: 2013 figures have been restated. All figures are accumulative.

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**SUMMARY OF LIQUID ASSET MOVEMENTS**

	<b>2014</b>	<b>2013</b>
	£	£
Net Receipts and (Payments) Unrestricted Funds	(13,808)	9,002
Net Receipts and (Payments) Restricted Funds	(14,775)	14,775
Net Receipts and (Payments) Deposits	(565)	385
Total Net Receipts & Payments	(29,147)	24,162
Liquid Assets at Year End	25,989	55,136

**STATEMENT OF ASSETS AND LIABILITIES AS AT YEAR END 31st DECEMBER 2014**

	Notes	<b>2014</b>	<b>2013</b>
		£	£
<u>Liquid Assets</u>			
Petty Cash		115	159
Current Account		2,110	740
Investment Account		23,764	54,237
Sub-Total Cash Funds		25,989	55,136
Less Refundable Hall Hire and Car Park Deposits		(1,075)	(1,640)
Net Available Liquid Funds		24,914	53,496
<u>Assets Retained for own use</u>			
Village Hall Buildings & Land	I	545,000	409,291
Fixtures & Fittings	J	56,340	56,228
		601,340	465,519
<u>Total Net Assets</u>		626,254	519,015
<u>Funds</u>			
General Fund (Unrestricted)		626,254	504,240
Restricted Funds		0	14,775
<u>Total Funds</u>		626,254	519,015

**WALBERSWICK VILLAGE HALL**  
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**NOTES TO THE FINANCIAL STATEMENTS**

**A. Fund Raising**

	<b>2014</b>	<b>2013</b>
	£	£
Ten Times Table	3,198	
Quiz Night	114	382
Open Gardens		2,806
Jim Blyth Talk	288	
Bingo	1,597	1,905
	<b>5,197</b>	<b>5,092</b>

**B. Village Fete**

	<b>2014</b>	<b>2013</b>
	£	£
50% share of net proceeds	5,300	4,100

**C. Donations**

	<b>2014</b>	<b>2013</b>
	£	£
Showing of the Walberswick Scroll	93	67
Donation from Deceased Estate	5,000	
Sundry	16	
	<b>5,109</b>	<b>67</b>

**D. Equipment & Furnishings**

	<b>2014</b>	<b>2013</b>
	£	£
Audio	5	
Kitchen	217	666
Main Hall Display Panel		288
WVHMC Archive Storage	43	
New Chairs/Tables		486
Christmas Decorations	88	98
Sundries	83	
	<b>436</b>	<b>1,537</b>

**E. Maintenance Buildings**

	<b>2014</b>	<b>2013</b>
	£	£
New Hall & Annexe Toilets & Internal Doors	21,903	2,048
New External Doors	11,270	
General Maintenance/Repairs	614	66
Redecoration of Annexe	1,904	
Larch cladding and works to west flank wall		3,972
	<b>35,692</b>	<b>6,086</b>



**WALBERSWICK VILLAGE HALL**  
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**NOTES TO THE FINANCIAL STATEMENTS continued.....**

**F. Electrical, Repairs & Testing**

	<b>2014</b>	<b>2013</b>
	£	£
Maintenance, Repairs, New Installations & Statutory Testing (Fire Alarm, Emergency Lighting & Appliances)	2,380	1,659
New Immersion Heater & New Stage Floor Lighting		136
Sundry	8	3
	<b>2,388</b>	<b>1,799</b>

**G. Fire Equipment Costs**

	<b>2014</b>	<b>2013</b>
	£	£
Fire Extinguishers Service	102	210
Fire Risk Assessment	250	
	<b>352</b>	<b>210</b>

**H. Sundries**

	<b>2014</b>	<b>2013</b>
		£
Treasurer's Postage, Stationery & Computer Consumables	253	140
Other Stationery' Postage & Computer Consumables	42	50
Coffee Stocks (one-third in stock carried forward)	103	57
Miscellaneous Items	60	81
	<b>458</b>	<b>328</b>

**I. Village Hall.**

The valuation is based on a reinstatement cost assessment and inspection carried out on 17<sup>th</sup> December 2014 by O A Chapman & Son, Chartered Surveyors. The Ansvar Charity & Community Connect Insurance Policy Number CCP2199433 index-linked Buildings cover has been increased to the valuation figure of £545,000. The policy additionally covers Contents, Business Interruption, Employers Liability, Public Liability, Property Owners Liability, Trustees Indemnity etc.,

The original title deeds to the property cannot be located. Possessory Title was completed with the Land Registry on the 12<sup>th</sup> of December 2003. Title Absolute can be applied for after 12<sup>th</sup> December 2015. Possessory Title is vested in the Official Custodian for Charities on behalf of the Trustees of The Walberswick Village Hall Trust.

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**J. Fixtures and Fittings.**

The Fixtures and Fittings have been properly maintained and the costs incurred, together with further Capital purchases, written off. The value of the Fixtures and Fittings is £56,340 as updated for the Buildings & Contents Insurance.

**K. 2014 Improvement Works.**

The Main Hall and Annexe toilet facilities being much as they were installed in the early 1970's, a major refit was overdue. Quotations were obtained from contractors and suppliers for the various works, sanitary ware, appliances and supplies required. The "New Loos Project" required that the Village Hall be closed for 4 weeks and, to ensure the minimum inconvenience to Hall Users, the hall was closed between 14<sup>th</sup> July and 10<sup>th</sup> August 2014. The total cost of the "New Loos Project" was £43,951.

The Village Hall Management Committee engages in significant fund raising activities year on year for the maintenance and improvement of the Village Hall, however, further sources of funding for the "New Loos Project" were essential.

Generous donations were received for the "New Loos Project" from Village Residents through the current and previous financial year which together with Gift Aid totalled £15,127 (see detail on page 2 of this report). Additionally, an application was submitted to Viridor Waste Management Ltd for a Community Grant to part fund the "New Loos Project". The application was successful and resulted in a grant in the sum of £20,000.

Of the total cost, £23,951 appears in our account of which £2,048 was in our 2013 accounts and £21,903 in these 2014 accounts. The grant sum does not appear in our accounts as Viridor Waste Management Ltd paid the grant sum direct to the contractors.

In addition to the essential "New Loos Project", the Annexe was also long overdue for redecoration. Additionally, the Doctor's Surgery fell below the Care Quality Commission standards. The external doors to the rear of the Main Hall and Annexe as well as Annexe internal doors also needed to be replaced. Most of this work was completed within the 4 week closure period with some internal doors being installed later. The total cost of this additional work was paid for out of General Funds (Unrestricted).

Whilst the Management Committee have engaged in significant improvements to the Village Hall to date, maintenance, repair and improvement does not stop and the Committee will be giving consideration to suggested improvements in the coming year.

**L. Accounting Policies**

The charity has prepared its accounts on the receipts and payments basis, excluding accruals, following guidance note CC16, Receipts and Payments Accounts, issued by the Charity Commission for England and Wales in October 2000.


**Signed by a Trustee on behalf of all Trustees.**

**Date of approval:**

16<sup>th</sup> January 2015

**Name** PETER BYRNE

**Signature**



## Independent Examiner's Report on the Accounts

### **Report to the trustees of Walberswick Village Hall**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> December 2014, which are set out on pages 1-6.

#### **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 43(2) of the Charities Act 1993 (the 1993 Act) as amended by S.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43 of the Act, as amended):
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended): and
- To state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

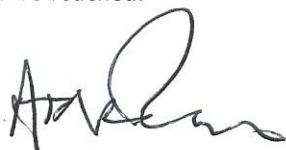
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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, other than the item disclosed in Note I to the accounts:

- (1) 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 41 of the 1993 Act); and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act ; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

16 January 2015

Name

**A D Kohn FCIS MCAM**

Address

**Bell Haven Cottage, Ferry Road, Walberswick, Suffolk, IP18 6TL**