

## **SHALFORD VILLAGE HALL (SURREY)**

### **ADDRESS**

Shalford Village Hall  
Kings Road  
Shalford  
Guildford  
Surrey  
GU4 8JE

### **CHARITY REGISTRATION NO:**

305119

### **BANKERS**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

### **INDEPENDENT EXAMINER**

S.A. Rawlings  
Brewers  
Chartered Accountants  
Bourne House  
Queen Street  
Gomshall  
Surrey GU5 9LY

## Annual Report of Trustees - Year ending 31st March 2016

### Founding Documents (Constitution)

The Shalford Village Hall (Surrey) is a registered Charity and was established under a Conveyance and Trust document dated 13th November 1962, with amendments in 1964, 2002 & 2004.

**Aims and Objectives** These are set out in the Constitution. In summary they are to provide a village hall and other facilities for the use of the inhabitants of Shalford and the neighbourhood for meetings, educational purposes and other forms of recreational and leisure time occupation, including sports, arts, culture and community development.

**Organizational Structure** The constitution provides for a Management Committee comprising a number of members appointed by specified organizations and for other persons to be elected at the Annual General Meeting. The Management Committee appoints from its members the following officers: Chairman, Vice Chairman and Treasurer. The Management Committee has delegated, within defined parameters, certain responsibilities for the day to day running of the Shalford Village Hall to a General Purposes Committee.

### Review of Activities

The Management Committee is responsible for ensuring that the Village Hall provides attractive and affordable facilities for local people. It is therefore important for the Committee to maintain a level of fees and charges which is affordable for current users and is in line with charges made by other local halls. At the same time charges must be sufficient to discharge ongoing running costs and to make the Hall attractive to potential new users.

Maintenance expenditure increased significantly in 2015/6 –following the expense in 2014/15 that SVH incurred to cover the cost of accommodating the Bethel Christian Assembly, who took over the Shalford Village Club space. Increased costs were heralded in the 2014/15 annual report, as planned work on external and internal decoration had been deferred. Maintenance this year included much electrical work to bring the Halls up to the standard required for a village hall.

Further increases will be needed in future years to pay for essential maintenance and repairs. Users have also helped improve and maintain facilities: The Bethel Christian Assembly has installed kitchen facilities in their rooms; and the Tennis Club has installed new floodlights on the tennis courts to increase evening use and a defibrillator that is available for all users of the village hall. Overall the Village Hall continues to provide a valued and popular venue for local activities.

There remains a need for further expenditure and an increase in Reserves - to ensure that the Village Hall continues to provide a valued and popular venue for local activities. Hiring fees have therefore increased by 10% from April 2016 and further significant increases will continue to be needed.

### Public Benefit

The Trustees have considered the guidance provided by the Charity Commission in connection with public benefit and its application to the charity.

### Financial Information

The accounts for the year to 31<sup>st</sup> March 2016 show a satisfactory financial position. Shalford Village Hall land is shown at a valuation of £100,000 and the remaining fixed assets - buildings, contents and the tennis and bowls infrastructure - are included at a depreciated value of £976,332, (2015 £990,121). The net current assets were £35,266, (2015 £36,405) and the resulting total net assets were £1,111,598, (2015 £1,126,526). Overall, after charging depreciation on the buildings and contents of £13,789 (2015 £13,789) there was a deficit for the year of £14,928 (2015 deficit £17,627). Income for the year amounted to £60,978 (2015 £58,176) - an Increase of 5%. The depreciation charge is 1% pa on buildings (but not land) and 10% on contents, in line with recommended accounting practice.

The expenditure in 2016 included a substantial £21,116 on repairs and maintenance. This level of expenditure is likely to be repeated in future years, as the physical standards of the ageing halls and other facilities need to be improved.

**Restricted funds** - Shalford Village Outdoor Bowling Club has the responsibility to make provision for the eventual replacement and maintenance of the artificial Bowling Green. This will be costly and current Members have been invited to make donations under Gift Aid rules to the Shalford Village Hall (Surrey); these are being held in a restricted fund until the need arises. During 2015/6, donations from bowling club members, amounted to £702 and these were added to interest of £106 and to gift aid of £256. The resulting fund of £17,618, which includes an initial contribution of £4,000 from SVH, will be used towards replacement and substantial maintenance of the bowling green, at the discretion of SVH Trustees.

**Reserves** - are required by the Management Committee as a necessary cushion to cover significant future planned and unexpected expenses of the Shalford Village Hall. Substantial unexpected costs have been incurred and depleted the reserves over the last five years. These costs included a new roof and boilers for the main hall; ground source heating for the upper hall; and the exceptional refurbishment and upgrading required following the departure of the Shalford Village Club. SVH income currently amounts to nearly £60,000 and the Management Committee considers a reserve level of £50,000 to be desirable. The present level of unrestricted funds is nearly £20,000 and needs to be strengthened with additional rental increases over the next few years. A 10% pa increase each year over the next few years should be appropriate.

**Major Risks** - The Management Committee has considered the matter of risks and there appears to be no risk of any major significance. The Village Hall maintains an insurance policy, which covers all normal risks such as fire, flood, theft to or of its property and also appropriate public liability cover.

**Management Committee** - Anne Cooper took over as Chair of the management committee in 2013. James Rattray has been Treasurer for more than a decade and will be stepping down from that position shortly.

**At 26<sup>th</sup> September 2016**, the members of the Management Committee were:

**Elected Members**, elected annually at the AGM: Anne Cooper and James Rattray.

**Organisations entitled to nominate members:**

Bethel Christian Assembly	Cathy Taylor	Shalford Autumn Club	Eileen Miles
Shalford Badminton Club	Tom Brown	Shalford Bridge Club	Raymon Southon
Shalford, Chilworth & Peasmarsh Garden Club	Cecil Hinton	Shalford Modern Sequence Dance Club	Appointment awaited
Shalford Parochial Church Council	Appointment awaited	Shalford Parish Council	Mary Phillips
Shalford Short Mat Bowls	Ann Triggs	Shalford Tennis Club	John Trevail
Shalford Village Outdoor Bowling Club	Brian Richards	Shalford Women's Institute	Irene Bristow
Nadfas – Wey Valley	Brian Hawtin	Nadfas - Shalford	Liz Coult
West Surrey Organ & Keyboard	Brian Isom	Nadfas – West Surrey	Bruce Morley

Ron Ahearn of Shalford Modern Sequence Dance Club and Rob Helliwell of Shalford Parochial Church Council retired during the past year following many years of distinguished service to the Village Hall.

The Management Committee approved this report on 26<sup>th</sup> September 2016

**Anne Cooper** (Chairman)

## Independent Examiner's Report to the Trustees of Shalford Village Hall (Surrey)

I report on the accounts of the charity for the year ended 31<sup>st</sup> March 2016, which are set out on pages 4 to 7.

### Respective responsibilities of trustees and examiner

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

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 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5) (b) of the 2011 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 our 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 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

S.A. Rawlings FCA  
Brewers  
Chartered Accountants  
Bourne House, Queens Street, Surrey GU5 9LY

## SHALFORD VILLAGE HALL (SURREY)

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31st March 2016

	Notes	2016			2015	
		£ Unrestricted	£ Designated	£ Restricted	£ Total	£ Total
<b>INCOME AND ENDOWMENT from</b>						
<b>Donations</b>		-	-	958	958	940
<b>Charitable activities</b>						
Hall bookings		48,737	-	-	48,737	48,742
Garden Society Ground Rent		468	-	-	468	882
Shalford Tennis Club Courts		3,080	-	-	3,080	2,940
Shalford Bowling Green		1,120	-	-	1,120	1,050
Bethel Church		5,229	-	-	5,229	2,916
Sundries		23	-	-	23	102
Contribution to heat and light		1,209	-	-	1,209	573
<b>Investments - interest</b>		48	-	106	154	31
		59,914	0	1,064	60,978	58,176
<b>Expenditure</b>						
<b>Charitable Expenditure</b>						
Secretarial fees and expenses		9,000	-	-	9,000	9,825
Heat and light		5,614	-	-	5,614	5,748
Council tax, water and insurance		4,108	-	-	4,108	4,533
Caretaking and grass cutting		15,737	-	-	15,737	13,616
Running costs		3,576	-	-	3,576	2,947
Repairs and maintenance		21,116	-	-	21,116	5,796
Bookkeeping		1,190	-	-	1,190	830
Refurbishment costs		-	-	-	-	17,369
Depreciation		-	13,789	-	13,789	13,789
Legal and professional		425	-	-	425	-
Governance- independent examiners fee		1,350	-	-	1,350	1,350
<b>TOTAL</b>		62,117	13,789	-	75,906	75,803
<b>NET INCOME/(EXPENDITURE)</b>		(2,203)	(13,789)	1,064	(14,928)	(17,627)
<b>Total funds brought forward</b>		19,851	1,090,121	16,554	1,126,526	1,144,153
<b>Total funds carried forward</b>	<b>7</b>	17,648	1,076,332	17,618	1,111,598	1,126,526

## SHALFORD VILLAGE HALL (SURREY)

BALANCE SHEET  
at 31st March 2016

	Notes	2016	2015
		£	£
<b>FIXED ASSETS</b>	<b>2</b>	1,076,332	1,090,121
<b>CURRENT ASSETS</b>			
Debtors and prepayments		10,018	11,850
Cash and bank balances		<u>31,330</u>	<u>31,987</u>
		41,348	43,837
<b>CURRENT LIABILITIES</b>			
Creditors and accruals		<u>6,082</u>	<u>7,432</u>
<b>NET CURRENT ASSETS</b>		35,266	36,405
<b>NET ASSETS</b>		<u><u>1,111,598</u></u>	<u><u>1,126,526</u></u>
<b>Represented by:</b>			
<b>FUNDS</b>			
<b>Unrestricted funds:</b>			
General fund		17,648	19,851
<b>Designated Funds</b>			
Capital	<b>5</b>	1,076,332	1,090,121
<b>Total unrestricted funds</b>		<u>1,093,980</u>	<u>1,109,972</u>
<b>Restricted funds</b>	<b>6</b>	17,618	16,554
	<b>7</b>	<u><u>1,111,598</u></u>	<u><u>1,126,526</u></u>

Approved by the Management Committee on 26 September and signed on its behalf by:

J Rattray  
Honorary Treasurer

## SHALFORD VILLAGE HALL (SURREY)

Notes to the Accounts for the Year to 31<sup>st</sup> March 2016

## 1. Accounting Policies

The Accounts have been prepared on the historic cost basis and in accordance with the Charities Act 2011, and the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2015-FRSSE version). The accounts are prepared on the accruals basis and include income and expenditure as they are earned or incurred.

**Fixed Assets**

The Village Hall is owned by the charity but registered in the name of Shalford Parish Council which acts as Custodian Trustees for the buildings. The accounts include the value of the buildings and contents at insured value in 2010 or cost and additions since that date. A value has been placed on the land totalling £100,000 which is an estimate by the Trustees. The market value is very difficult to calculate as any additional value would only come from a change of use for planning purposes.

Depreciation of fixed assets is calculated to write off the cost less any residual value over their estimated useful life as follows:

Buildings	1% straight line basis
Contents	10% straight line basis

## 2. Fixed Assets

	Contents	Land & Buildings £	Total £
<b>Cost</b>			
1 <sup>st</sup> April 2015	35,552	1,123,400	1,158,952
31 <sup>st</sup> March 2016	35,552	1,123,400	1,158,952
<b>Depreciation</b>			
1 <sup>st</sup> April 2015	17,661	51,170	68,831
Charge for the year	3,555	10,234	13,789
31 <sup>st</sup> March 2016	21,216	61,404	82,620
<b>Net book values</b>			
At 31 <sup>st</sup> March 2016	14,336	1,061,996	1,076,332
At 31 <sup>st</sup> March 2015	17,891	1,072,230	1,090,121

**SHALFORD VILLAGE HALL(SURREY)**  
**Notes to the Accounts for the Year to 31<sup>st</sup> March 2016**

**3. Salaries and Wages**

A fee was paid to the letting secretary totalling £9,000 per annum to cover work in connection with taking bookings for the halls.

**4. Trustees Expenses**

No remuneration or expenses were paid to Trustees or members of the Council during the year.

**5. Designated Funds**

	At 01/04/2015 £	Income £	Expenditure £	Transfers £	At 31/03/2016 £
Capital Fund	1,090,121	-	13,789	-	1,076,332

The Capital Fund represents the value of the land, buildings and contents. Expenditure in 2015 totalled £13,789.

**6. Restricted Funds**

	At 01/04/2015 £	Income £	Expenditure £	Transfers £	At 31/03/2016 £
Bowls Club	16,554	1,064	0	0	17,618

Income in 2015 totalled £968.

**7. Funds by net assets**

	Unrestricted £	Designated £	Restricted £	Total £
Fixed assets	-	1,076,332	-	1,076,332
Net current assets	17,648	-	17,618	35,266
<b>Total</b>	<b>17,648</b>	<b>1,076,332</b>	<b>17,618</b>	<b>1,111,598</b>