

UMBERLEIGH VILLAGE HALL
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31ST JANUARY 2020

UMBERLEIGH VILLAGE HALL

CHARITY INFORMATION

| | |
|------------------------------|---|
| TRUSTEES | D Hawkings J Laming P Wignall |
| CHARITY NO. | 280712 |
| CHARITY ADMINISTRATOR | P Wignall WHEY FARM UMBERLEIGH DEVON EX37 9AQ |
| BANKERS | LLOYDS Bank CROSS STREET BARNSTAPLE DEVON |
| INDEPENDENT EXAMINER | S Walker Woodstock House Uplyme Rd Lyme Regis Dorset DT7 3LS |

UMBERLEIGH VILLAGE HALL
Trustees' Annual Report for the year ended 31 January 2020

The Trustees present their report along with the financial statements of the charity for the year ended 31 January 2020. The financial statements have been prepared in accordance with the accounting policies in note 1 to the accounts and comply with the charity's Trust Deed the Charities Act 1993 and the Statement of Recommended Practice Accounting and Reporting by Charities SORP FRS 102 .

History, objectives and activities of the Trust

The Trust was established by a Deed of gift dated 6 June 1966 as amended by Resolution on 16 August 1988, 7 July 1998, 12 August 1998 for the purpose of providing a village hall centre and playing field for the use of Umberleigh and the neighbourhood without distinction of sex or of political, religious or other opinions.

Management and governance arrangements and Risk Management

The trust is managed by a core committee of 6 members, 3 of whom are the trustees and office holders. The committee members are appointed at the annual general meeting which is open to the community. The committee hold regular meetings and invite representatives from groups who use the hall and from the general public to attend such meetings and to make suggestions with regard to its use. The existing trustees are responsible for the induction of any new trustee which involves awareness of a trustee's responsibilities, the governing document and administrative procedures. A new Trustee would receive copies of the previous year's annual report and accounts and guidance issued by the Charity Commission.

The Trustees annually review the risks that the Trust faces. To date these have mainly related to health and safety matters and the trustees have appointed an individual to monitor health and safety. Users and contractors are informed of relevant matters by notices in the hall & notes on booking forms.

The trustees are especially grateful to all who have helped with fund-raising during the year and to the local community for their generous support for such events. The trustees give their time voluntarily and receive no remuneration or benefits.

Achievements and performance of the Trust and Public benefit

The hall is frequently used by many groups and for individual bookings. Use includes: meetings, classes, sports and dancing, school use, meals, private parties and weddings amongst others. The trustees review the charges for use annually and aim to keep these as low as possible to encourage use whilst covering costs. The Trustees also keep in mind the Charities Commission guidance on Public benefit under Section 4. **Hire costs will stay the same in 2020.**

We obtained three grants over the year: £400 from Chittlehampton PC which was used in part to purchase a complete new set of cutlery for the hall. We also purchased crockery to ensure at least 120 people could be covered. £800 from Devon CC and another £122 from Chittlehampton PC (paid in 2021 financial year) to purchase and erect a storage shed. This will be used to store our tents for the garden show as well as the trestle tables and other items. This will free up space behind the stage and make it easier to use the trestles as they will be on site. We have also purchased new tablecloths and a new large tent so that we no longer need to hire the marquees. Atherington have been very helpful with the marquees and we have agreed to loan each other matching ones which can increase our tent area. Atherington PC have also been very helpful in the purchase of a new defibrillator outside the hall

Financial review, investment policy and reserves

The £10,000 contingency continues to be our goal although we have eaten into this slightly in order to upgrade our cutlery and crockery to ensure our standards are high to encourage weddings etc. We have limited our fundraising to one antique fair allowing the school to run the other two. We have however held non fundraising village events such as a barbecue, the Christmas dinner and carols.

Total receipts in the year were £7397 (2019 £10,024) and payments on operational expenses and improvements were £7832 (£14,736) giving a loss for the year of £435. At the end of the year reserves were £10,443 (2019 £10878). Although the contingency has fallen slightly we are aware we need to do more fund raising in 2020. The slight loss over the year was due to restocking the hall to ensure 120 diners were provided for.

Future plans

Fund raising for the year has been limited to the garden show and one antique fair. In addition we have worked with Atherington to raise funds to purchase new defibrillators. For the coming year we will continue to support the school in its 'Park and Play'. We will also seek to obtain a grant for a new dishwasher and will hold more fundraising activities to allow us to purchase this. **At the time of writing Coronavirus is putting a halt on all activities so we are at the point of deciding what to do in the short term.**

Statement of Trustees' responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

Independent Examiner

The Trustees intend to ask S Walker to continue to act as independent examiner for the Trust.

Approval

This report was approved by the Trustees on and signed on their behalf.

..... - Trustee
P Wignall
Umberleigh Village Hall

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
UMBERLEIGH VILLAGE HALL**

I report on the accounts of the Trust for the year ended 31st January 2020, which are set out on pages 5 to 7 .

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 advisable.

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 I do not express an audit opinion on the view given by the accounts 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 trustees have not met the requirements to ensure that:
 - (a) proper accounting records are kept in accordance with section 130 of the 2011 Act; and
 - (b) accounts are prepared which agree with the accounting records and to comply with the accounting requirements of the 2011 Act.
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: S Walker
Woodstock House
Lyme Regis
Dorset

Date: 24 May 2020

**UMBERLEIGH VILLAGE HALL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JANUARY 2020
RECEIPTS AND PAYMENTS ACCOUNTS**

| | Note | 2020 | | | 2019 | | |
|---|------|-------------------|------------|--------------|-------------------|--------------|--------------|
| | | £ | £ | £ | £ | £ | £ |
| | | Un- Restricted | Restricted | TOTAL | Un- Restricted | Restricted | TOTAL |
| INCOMING RESOURCES | | | | | | | 1(e) |
| <i>Incoming resources from generated funds</i> | | | | | | | |
| Hire of hall and facilities | | 4150 | | 4150 | 4435 | | 4435 |
| Voluntary income - donations | | 518 | | 518 | 800 | | 800 |
| Fund Raising general | 4 | 1529 | | 1529 | 2524 | | 2524 |
| Grants received | 2 | 400 | 800 | 1200 | 400 | 7700 | 8100 |
| Meter money | | 0 | | 0 | 210 | | 210 |
| Investment Income | | | | 0 | | | |
| Bank Interest | | | | 0 | | | |
| Total incoming resources | | 6597 | 800 | 7397 | 8369 | 7,700 | 16069 |
| Resources expended | | | | | | | 1(f) |
| <i>Charitable activities</i> | | | | | | | |
| Insurance, | | 1245 | | 1245 | 1209 | | 1209 |
| Heating | | 1203 | | 1203 | 995 | | 995 |
| Water | | 251 | | 251 | 110 | | 110 |
| Cleaning & materials | | 1324 | | 1324 | 1789 | | 1789 |
| Licences & sundries | | 522 | | 522 | 498 | | 498 |
| Fundraising costs | | 186 | | 186 | 153 | | 153 |
| Repairs & maintenance | | 743 | | 743 | 1885 | | 1885 |
| Redecorating | 3 | | | 0 | 0 | 2933 | 2933 |
| Sound system | | | | 0 | 0 | | |
| New Curtains & Carpets | 3 | | | 0 | 0 | 5009 | 5009 |
| Fixed Assets - cutlery, crockery, Tent, storage | | 2326 | 0 | 2326 | | | |
| <i>Governance costs</i> | | | | 0 | 0 | | |
| Administration | | 32 | | 32 | | | |
| CC Interest & loan repaid for floor and roof paid for in 2014 | 3 | | | 0 | | 155 | 155 |
| | | 7832 | 0 | 7832 | 6,639 | 8,097 | 14736 |
| NET INCOME/(EXPENDITURE) IN YEAR | | -1235 | 800 | -435 | 1,730 | - 397 | 1333 |
| Transfer to general fund | | | | 0 | -242 | 242 | 0 |
| Fund balances brought forward | | 10878 | 0 | 10878 | 9,390 | 155 | 9,545 |
| Fund balances carried forward | | 9643 | 800 | 10443 | 10,878 | - | 10878 |

There were no recognised gains or losses for 2019 or 2020 other than those included in the Statement of Financial Activities.

The notes on page 7 form part of these accounts.

UMBERLEIGH VILLAGE HALL
BANK AND CASH FUNDS
AS AT 31 January 2020

| | Notes | 2020 | 2019 |
|---------------------------|-------|--------------|---------------|
| | | £ | £ |
| Cash in hand | | | 0 |
| Current bank accounts | | 9914 | 10349 |
| Reserve bank account | | 529 | 529 |
| | | <hr/> | <hr/> |
| | | 10443 | 10,878 |
| | | <hr/> <hr/> | <hr/> <hr/> |
| <u>CAPITAL</u> | | | |
| Unrestricted Funds | 1(b) | 9643 | 10878 |
| Restricted Funds | 1(c) | 800 | 0 |
| | | <hr/> | <hr/> |
| TOTAL FUNDS | | 10443 | 10,878 |
| | | <hr/> <hr/> | <hr/> <hr/> |

Approved by the Board of Trustees on and signed on its behalf by:

P Wignall Trustee

The notes on page 7 form part of these accounts

UMBERLEIGH VILLAGE HALL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2020

1 **Accounting Policies**

- (a) The accounts are prepared on a receipts and payments basis and include the results of the Charity's operations as described in the Trustees Report, all of which are continuing.
- (b) All unrestricted funds can be utilised in accordance with the Charity Scheme.
- (c) Restricted funds are separately identified and accounted for.
- (d) The accounts have been prepared in accordance with the Statement of Recommended Practise for Charity Accounts. (SORP FRS102) issued under the Charities Act 2011.
- (e) **Income** - Income is accounted for as received by the Charity.
- (f) **Expenditure** is included on a payments basis.
- (g) **Tax**
Value Added Tax is not recoverable by the Charity and as such is included in the relevant costs in the Statement of Financial Activities. The Trust is a registered charity and is exempt from taxation on its income and gains for charitable purposes.

| | | | |
|---|-----------------------------------|-------------|--------------|
| 2 | Restricted Income includes | 2020 | 2019 |
| | Devon County Council | 800 | |
| | Lottery grant | | 7700 |
| | | <u>800</u> | <u>7,700</u> |

New shed grant of £800 received in year will be spent in 2020/21.

| | | | |
|---|---|-------------|--------------|
| 3 | Restricted Payments includes | 2020 | 2019 |
| | New Stage Curtains, carpet and redecorating new equipment | | 7942 |
| | ACRE loan repaid | | 155 |
| | | <u>0</u> | <u>8,097</u> |

| | | | |
|---|---------------------------------|-------------|-------------|
| 4 | Fundraising Income gross | 2020 | 2019 |
| | Garden Show | 1126 | 894 |
| | Roving Crows | | 189 |
| | Antiques Fairs | 402 | 1441 |
| | | <u>1528</u> | <u>2524</u> |