

Final Report and Accounts  
Ending 30 September 2017

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## SHERIFF HUTTON NEW VILLAGE HALL TRUST r/c 507406

### Final Report for the nine months ending 30 September 2017

Sheriff Hutton Village Hall Trust is registered with the Charity Commissioners (No.507406) and is constituted by deed of trust. From its inception it was known as "Sheriff Hutton New Village Hall Trust" in order to distinguish it from the trust which was responsible for the old hall, which was still standing when this trust was created.

#### Management structure

The administration of the Capital Fund is the responsibility of the trustees. Day to day management of the Village Hall is delegated from the Trustees to a number of groups each of which is able to focus on specific responsibilities. Trustees exercise their stewardship by each being a member of one of the working groups.

#### The Operations Group.

This group of nine people is responsible for delivering the cost effective, daily management of the Hall. It does this by providing a venue which is kept in excellent condition and therefore attractive to users. The scale of hiring fees is aimed at ensuring that routine operations are roughly covered by lettings income with due regard to remaining competitive with other village halls. (The lettings income has been enhanced with the income from the solar pv panels on the roof.) Routine operations include a five year cycle of redecoration and refurbishment. In 2011 the Main Hall floor received a 10-yearly refurbishment. Careful maintenance over the years means that this floor, which had a 20 year 'book life' in 1984 has been approved for use until 2021.

#### The Friends of the Village Hall.

There are currently around five 'Friends' but membership is unlimited so this number can vary. The Friends are tasked with having a varied programme of fund-raising which will appeal to a wide range of tastes in the Village and surrounding communities. Because day to day operations are covered by lettings income all the monies raised by the Friends are available to be channelled into extraordinary enhancement projects and occasional purchases of long-life equipment.

#### Play Area Committee.

The Childrens' Play Area adjacent to the hall is in the Trust's ownership. It is very popular and well-used. A separate committee is responsible for its day to day care, carrying out or commissioning routine safety inspections and fund raising when new equipment is required.

#### Health & Safety Group.

This is a semi-independent group responsible for undertaking the annual risk assessment and ensuring that there is compliance with existing and emerging health and safety issues. They maintain the Hall's Health and Safety file.

#### Correspondence addresses:

- c/o P J David, Rose Cottages, West Lilling, York, YO60 6RP (Charity Commission matters)
- c/o M Willan, 18 The Croft, Sheriff Hutton, York, YO60 6SQ (Other Trust matters)

Trustees who have served throughout the nine months to end September 2017 are

Chair	Ian Read
Vice-Chair	Steve Page
Secretary	Martin Willan
Treasurer	Philip David
Others	Gillian Fairbotham
	Wendy Haste
	Dick Johnson
	Emma Glover

#### Transfer of Assets to Charitable Incorporated Organisation 1169225

In 2015 it was decided to set up a new structure for the village hall management, based on advice from a potential new trustee. The model chosen was a Charitable Incorporated Organisation (CIO) and a new registration number was obtained from the Charity Commissioners (No. 1169225). Consequently, the "Trust" was wound up and all assets transferred to the CIO. This was completed on 30th September 2017.

#### Principal Advisors

Independent Examiner	Hunter Gee Holroyd, Club Chambers, Museum Street, York, YO1 7DN
Bankers	Trust Reserves Trust Reserves Operations Play Area
	TSB Bank plc ,St Helen's Square, York Skipton Building Society, Wheelgate, Malton HSBC, 27 Market Place, Malton, North Yorkshire YO17 0LU Barclays Bank plc, 25 Yorkersgate, Malton

**SHERIFF HUTTON NEW VILLAGE HALL TRUST r/c 507406**

**Objects, Activities and Achievements of the Trust**

The Trust's objective and ongoing activity since the Hall opened in 1984, and through 2017 has been to provide a facility for recreation, education and leisure for all the people of Sheriff Hutton civil parish. The objectives for trustees, as written in the Trust Deed, are reviewed regularly to ensure compliance. It is the Trustees' declared policy to cover the Hall's running costs solely from hiring income. However, in recent years this has been difficult to achieve and the costs have been met by inclusion of the income from the solar (photo-voltaic) panels.

**Public benefit**

The trustees consider that the organisation fully complies with the Charity Commission's requirement to demonstrate the provision of benefit to the public. That this requirement and the Trust's objective as stated above are met is amply demonstrated by the Operations and Fund-raising Receipts and Payments Account (page 5) and by the variety of regular hirers, (15 in 2017) from within the Parish and other individual bookings which are embraced in the Lettings Receipts.

<b>Financial Review</b>	2017	2016
Movement in funds	£	£
Total receipts in the year	16,143	28,796
Total payments in the year	<u>17,756</u>	<u>24,143</u>
Increase/- Decrease in funds	-1,614	4,652
Total funds at end of September 2017	<u><u>48,865</u></u>	<u><u>50,478</u></u>

The decrease in funds over the nine months from January to September is principally due to the 200 club income due in November/December, which is evident on page 7 (approx £4,500). The Play Area committee bought a new play house for £1,920 and its fundraising event is in October.

**Reserves**

The trustees have a duty to maintain adequate levels of financial reserves, so as to continue to provide a well-kept and up to date hall and facilities. It is acceptance of this which informs their policy on reserves. We also are mindful of the difficulty in raising large sums of money at short notice, and the demands this would place on volunteers' and villagers' capacity to donate/ participate.

We have assessed the desirable level of reserves required as: made up of the following components	£ 39,825
Short term requirements	
200 Club prizes payable out of funds in hand (Oct - Dec 2017)	825
Working balance to fund month to month commitments	4,500
Medium and longer term needs	
Replacement of 33 year old boiler - at an uncertain date.	5,500
Amount to cover periodical peaks in planned replacement and repairs	9,000
Long term - replacement of the main hall floor - now assessed to be by 2022. This is estimated to cost (at most recent estimate in 2011) around £25,000 The trustees' view is that the amount built up for this, at the end of the year under review, should be not less than	20,000

The trustees therefore consider that there is an adequate level of funds at the end of September 2017.

The trustees declare that they have approved the trustees' report as above.  
Signed on behalf of the charity's trustees

  
Ian Read  
Chairman of Trustees

Date 26/4/18



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
SHERIFF HUTTON VILLAGE HALL TRUST**

We report on the accounts of the Trust for the nine months ended 30 September 2017, which are set out on pages 5 to 8.

**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 our 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 our attention

**Basis of independent examiner's report**

Our 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 of 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 our attention:

- 1 which gives us reasonable cause to believe that in, any material respect, the requirements
  - to keep accounting records in accordance with s130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Grewer  
Hunter Gee Holroyd Chartered Accountants  
Club Chambers  
Museum Street  
York  
YO1 7DN  
01904 655202

Date 25 April 2018

SHERIFF HUTTON NEW VILLAGE HALL TRUST r/c 507406

Accounts for the nine months to 30 September 2017

Receipts and Payments Account: Day to day operations and fund raising

	2017		2017	2016
	Unrestricted and Total	Restricted	£	£
Income Receipts				
Trading Activities				
Hiring Charges for the use of the hall				
Regular lettings	8118		8118	12410
Other lettings	3183		3183	5326
	<u>11300</u>		<u>11300</u>	<u>17736</u>
Fundraising	1789		1789	909
Income from Solar PV	2849		2849	3999
Investment Income				
Other Receipts				
Grants & Donations	1028		1028	1059
Other Receipts	548		548	313
<b>Total Receipts</b>	<b><u>17515</u></b>	<b>0</b>	<b><u>17515</u></b>	<b><u>24015</u></b>
Direct Charitable Expenditure				
Repairs and maintenance of the hall and play area	3427		3427	5783
Caretakers wages	5495		5495	6618
Lighting and heating	1121		1121	1979
Telephone & Wifi	220		220	0
Water charges	204		204	299
Cleaning & Refuse collection	3081		3081	3508
Insurances	1480		1480	1395
	<u>15028</u>	0	<u>15028</u>	<u>19581</u>
Other expenditure				
Secretarial and sundry expenses	1757		1757	1581
Bank charges	113		113	0
Performing rights licence	490		490	489
	<u>2359</u>		<u>2359</u>	<u>2071</u>
<b>Total Payments</b>	<b><u>17387</u></b>	<b>0</b>	<b><u>17387</u></b>	<b><u>21652</u></b>
<b>Net Receipts less Payments for the year</b>	<b>127</b>	<b>0</b>	<b>127</b>	<b>2363</b>
Cash and Bank Balances as at beginning of year	28525	0	28525	26162
<b>Cash and Bank Balances as at 30th September</b>	<b><u>28652</u></b>	<b>0</b>	<b><u>28652</u></b>	<b><u>28525</u></b>

Notes: There were no restricted funds in 2016 or 2017  
Trustees were reimbursed for expenses incurred  
(£578.51 M. W. Haste)  
(£127.72 T. Johnson)  
(£40.00 G. Fairbotham)

SHERIFF HUTTON NEW VILLAGE HALL TRUST r/c 507406

Accounts for the nine months to 30 September 2017

Receipts and Payments Account: Capital Fund

	Unrestricted £	Restricted £	2017 Total £	2016 Total £
Income Receipts				
Trading Activities				
Net income Friends of Sheriff Hutton New Village Hall / 200 Club (per page7)	-1,530	0	-1,530	2,270
Investment Income				
Bank Interest (Skipton Building Society)	8	0	8	19
Grants and Donations (including uncashed 200 club prizes)	25		25	41
Other Receipts	0	0	0	0
<b>Total Receipts</b>	<b>-1,497</b>	<b>0</b>	<b>-1,497</b>	<b>2,330</b>
Direct Charitable Payments				
Trading Activities				
200 club expenses				
Lottery registration fee	0		0	20
Stationery	0		0	21
	0	0	0	41
Other Payments				
Crombie Wilkinson - fees for conversion to CIO	369		369	0
Honorarium to Independent Examiner	0		0	0
<b>Total Payments</b>	<b>369</b>	<b>0</b>	<b>369</b>	<b>41</b>
Total Receipts/- Payments for the year	-1,866	0	-1,866	2,289
Add 200 Club subscriptions from previous year			0	60
Subtract cheques from previous year cashed during this year			-225	-282
Add 200 club cheques not yet cashed			50	275
<b>Net Receipts/- Payments for the year</b>			<b>-2,041</b>	<b>2,342</b>
Cash and Bank Balances as at beginning of year			22,254	19,911
<b>Overall Balances as at end of period</b>			<b>20,213</b>	<b>22,254</b>

**SHERIFF HUTTON NEW VILLAGE HALL TRUST r/c 507406**

**Accounts for the nine months to 30 September 2017**

**Friends of Sheriff Hutton New Village Hall 200 Club**

	2017	2016
	£	£
Income Receipts		
Subscriptions to the 200 Club draws (early payment for 2018)	45	4720
Payments		
Draw Prizes for the current year	1575	2450
<b>Net Receipts for the year to date</b>	<b><u>-1530</u></b>	<b><u>2270</u></b>

Subscription Year ended 31st December 2017 Values

Subscriptions to the 200 Club draws received in 2017 as above	45	4720
Less:-		
Amounts relating to the Subscription Year ended 31st December 2018	<u>45</u>	<u>4720</u>
	0	0
Add:-		
Amounts received in 2016 for the Subscription Year ended 31st December 2017	4720	4880
<b>Subscription income for year ended 31st December 2017</b>	<b><u>4720</u></b>	<b><u>4880</u></b>
Prize payments to September 2017		
45 @ £25	1125	1500
1 @ £150	150	300
1 @ £100	100	200
4 @ £50 (2016 9 @ £50)	200	450
	<u>1575</u>	<u>2450</u>

The 46 Winning Members (in alphabetical sequence) were:-

J Anfield	J Jebb	A Wardell
N Austin	D Jesper	L Whiting
J Bartlett	A Johnson	J Whitworth
P Bean	R C Johnson	F Widdowson
P R Bean	T Johnson	B Woodliffe
P Brunyee	S K Khanna	E Woolsey
C Calvert	H E Leeson	
M Cox	C Marshall	
P Cresswell	J McMillan	
A Donnelly	P Nicholas	
I P Drury	N J Nightingale	
M W Easterby	M Parkinson	
A Fairclough	D Pitman	
J Goodwill	Poppy Caterers	
G Hamstead	C R Ruddock	
J K Harper	C Ryan	
R W Haste	G Sandall	
E Hayhurst	C Shields	
CA Hovington	W Quarmby	
J Humpleby	M Parkinson	

5 members won twice.

**SHERIFF HUTTON NEW VILLAGE HALL TRUST r/c 507406**

**Statement of Assets and Liabilities as at 30 September 2017**

<b>Transferred to Sheriff Hutton Village Hall CIO (1169225)</b>	2017	2016
	£	£
<b>Monetary Assets</b>		
<b>Bank and Cash Balances</b>		
Day to Day operations		
HSBC Bank account (Operations)	23,646	20,892
Barclays Bank account (Play Area)	4,752	6,707
Bank deposit account (Play Area)	2	2
Cash in hand	<u>252</u>	<u>924</u>
	28,652	28,525
Capital Fund & 200 Club		
TSB Bank account	17,871	19,820
Skipton Building Society Account	2,342	2,333
Cash in hand	<u>0</u>	<u>100</u>
	20,213	22,254
<b>Total Funds transferred to Sheriff Hutton Village Hall CIO (1169225) at 30 September 2017</b>	<b><u>48,865</u></b>	
<b>Debtors</b>		
Hall rents	0	64
Recoverable income tax on savings interest	<u>0</u>	<u>0</u>
Total	0	64
<b>Liabilities</b>		
200 Club 2018 draw monies in advance	45	4,720
200 Club 2017 prizes yet to be drawn	825	0
200 Club 2017 prize cheques not yet cashed	50	275
Creditors for goods and services	<u>920</u>	<u>4,995</u>

**Non-Monetary Assets**

Held for use

The Village Hall (cost to date approx. £157,000, insured for £700,000)

Furniture and equipment in hall and in the play area (costs unknown, insured for £119,814)

Tables, chairs, stage and kitchen equipment etc.

Philip David  
Trust Treasurer

*Philip David*      *26<sup>th</sup> April 2018*



SHERIFF HUTTON NEW VILLAGE HALL TRUST r/c 507406

OPERATIONS GROUP  
FINAL RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE 9 MONTHS ENDING 30th SEPTEMBER 2017

	£	£		£	£
	2017	2016		2017	2016
<b>Balances as at beginning of year</b>			<b>Normal Running Costs</b>		
Current Account	21,367.10	19,950.25	Caretakers' Costs	5,495.14	6,618.01
Unpresented cheque	-475.00		Cleaning Materials	382.11	263.29
Cash in Hand	421.16	252.70	Contract Cleaning	1,540.00	2,005.00
Friends Float Cash	250.00	250.00	Electricity	717.62	729.57
	<u>21,563.26</u>	<u>20,452.95</u>	Water	203.60	298.71
			Oil	403.79	1,249.73
<b>Regular Lettings</b>			Maintenance and repairs	784.84	3,300.09
Art Group	499.50	578.50	Secretarial	27.68	56.09
Badminton	561.00	1,023.00	Insurance	1,480.32	1,395.17
Playgroup/Toddlers	1,014.25	1,220.50	Telephone/Wifi	219.51	0.00
Ladies Group	165.00	249.00	Performing Rights	489.53	489.24
History Group	255.00	1,268.00	Window Cleaning	162.00	135.00
Bowls Club	195.00	282.00	Postage	28.00	59.90
Gardening Club	337.75	476.50	Subscriptions & Fees	106.94	274.99
Youth Group	909.00	891.00	First Aid		
Parish Council	117.75	301.88	Refuse Collection	668.82	634.66
Drama Group	0.00	950.50	Hygiene Services	<u>328.08</u>	<u>469.72</u>
Jumble Sales	1,106.00	1,473.00		<u>13,037.98</u>	<u>17,979.17</u>
Luncheon Club	736.00	840.00	<b>Other Expenditure</b>		
Spinning Group	175.50	234.00	Refunds	39.00	25.50
Keep Fit	1,560.00	2,112.00	Equipment	434.44	2,482.50
Field Nats	72.00	120.00	Grass Cutting	1,555.00	1,165.00
Sewing Group	414.00	390.00	Bank charges	113.00	0.00
	<u>8,117.75</u>	<u>12,409.88</u>		<u>2,141.44</u>	<u>3,673.00</u>
			<b>Total Expenditure</b>	15,179.42	21,652.17
<b>Other Lettings</b>	3,182.57	5,326.00			
<b>Friends fundraising</b>	1,789.30	655.85	<b>Balances as at end of year</b>		
<b>Income from Solar PV</b>	2,848.66	3,998.90	Current Account	23,646.31	21,367.10
Refunds/Sundry Other Income	548.01	313.35	Unpresented cheque		-475.00
Grants & donations	<u>1,028.25</u>	<u>58.50</u>	Cash in Hand	2.07	421.16
<b>Total Income</b>	17,514.54	22,762.48	Friends Float Fund	250.00	250.00
				<u>23,898.38</u>	<u>21,563.26</u>
<b>Start balance plus income:</b>	<u>39,077.80</u>	<u>43,215.43</u>	<b>Final balance plus expenditure:</b>	<u>39,077.80</u>	<u>43,215.43</u>
<b>Net income over expenditure</b>	2,335.12				

## Receipts and Payments Account for the 9 months ended 30th September 2017

	2017		2016	
	£	£	£	£
<b>Receipts</b>				
Fundraising net of expenses				
Halloween Disco	0		253	
	<u>          </u>	0	<u>          </u>	253
Grant - Phone mast		0		1,000
Bank Interest		0		0
Total receipts		<u>          </u>		<u>          </u>
		0		1,253
<b>Payments</b>				
RYNAT Inspections (See note 1)	288			0
Image Playgrounds (New equipment)	1,920			
Total payments		<u>          </u>		<u>          </u>
		2,208		0
Surplus/(Deficit) for the period		<u>          </u>		<u>          </u>
		-2,208		1,253
Funds Brought forward		<u>          </u>		<u>          </u>
		6,961		5,709
Funds carried forward		<u>          </u>		<u>          </u>
		4,753		6,961
Represented by:				
Community Account		4,752		6,707
Business Premium Account		2		2
Cash in hand		<u>          </u>		<u>          </u>
		0		253
		<u>          </u>		<u>          </u>
		4,753		6,961

## Note 1

There were two payments in 2017 for RYNAT safety inspections as their account for the 2016 inspection was not received until January 2017.

## Summary of day to day operations funds 2017

	Operations group	Play Area	Trust Totals per pages 5 & 8
Deposit Account	0	2	2
Current Account	23,646	4,752	28,398
Cash in Hand	<u>          </u>	<u>          </u>	<u>          </u>
	252	0	252
Group total	<u>          </u>	<u>          </u>	<u>          </u>
	23,898	4,753	28,652