

**Annual Report and Accounts
Ending 31 December 2019**

CONTENTS

	Page
Contents	1
Structure	2
Objects and Achievements	3
Independent Examiner's Report	4
Receipts and payments account Day to Day Operations and Play Area	5
Receipts and payments account 200 Club & Friends	6
Receipts and payments account Capital Funds	7
Statement of assets and liabilities	8
Pages not required for publication to Charity Commission	
Operations Group detailed receipts and payments	9
Play area detailed receipts and payments	10
Friends and 200 Club detailed receipts and payments	11

Report for the year ending 31 December 2019

Sheriff Hutton Village Hall CIO is registered with the Charity Commissioners (No.1169225) and is constituted as a Charitable Incorporated Organisation. When the present hall was built in 1984 the governing body was known as "Sheriff Hutton New Village Hall Trust" (r/c 507406) in order to distinguish it from a previous trust that had been responsible for the old hall, which was still standing at the time. In 2015 the constitution was rewritten as a CIO and during 2017 this was formally adopted.

Management structure

The administration of the Capital Fund is the responsibility of the trustees, which can number up to twelve. 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 up to 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 is enhanced with the income from the solar pv panels on the roof.) Routine operations include a five year cycle of redecoration and refurbishment. In 2018 the Main Hall floor received a 5-yearly refurbishment. Careful maintenance over the years means that this floor, which had a 20 year 'book life' in 1984 has been extended until 2027.

The Friends of the Village Hall.

There are currently around 10 'Friends' but membership is unlimited so this number can vary. The Friends are tasked with having a varied programme of fund-raising to appeal to a wide range of tastes in the Village and surrounding communities. In addition the Friends administer the 200 Club for a regular annual income. Because day to day operations are intended to be 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 CIO'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 G F Fairbotham, 1 Cornborough Road, Sheriff Hutton, York, YO60 6QR (Other Trust matters)

Trustees who have served throughout the year to the end of December 2019:

Chair	Steve Page
Secretary	Gillian Fairbotham
Treasurer	Philip David
Others	Martin Willan Hilary Bainbridge Claire Wesley

Principal Advisors

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

Objects, Activities and Achievements of the CIO

The objective and ongoing activity since the Hall opened in 1984, and through to the present day 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 CIO constitution (and broadly copied from the previous Trust Deed) are reviewed regularly to ensure compliance. It has been 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 CIO's objective as stated above are met is amply demonstrated by the Operations Group and Play Area Receipts and Payments Account (page 5) and by the variety of regular hirers from within the Parish (18 in 2019) and other individual bookings which are embraced in the Lettings Receipts.

Financial Review

	2019	2018
Movement in funds	£	£
Total funds on 1st January 2019	36,538	52,041
Total receipts in 2019	38,935	27,454
Total payments in 2019	30,854	42,957
Increase/- Decrease in funds	8,081	-15,503
Total funds at end of December 2019	<u>44,619</u>	<u>36,538</u>

Reserves

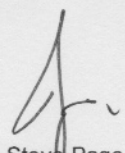
The trustees have a duty to maintain adequate levels of financial reserves, so as to continue to provide a well-kept and up to date hall and facilities. It is acceptance of this which informs their policy on reserves. We also are mindful of the difficulty in raising large sums of money at short notice, 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:	43,520
200 Club prizes for 2020	2,520
Replacement of the oil tank during 2020	2,000
Ground improvements to Play Area and for village market	3,500
Working balance to fund month to month commitments	4,500
Medium and longer term needs:	
Replacement of 35 year old boiler	6,000
Amount to cover periodical peaks in planned replacement and repairs	9,000
Play area reserves for maintenance and new equipment	4,000
Long term - replacement of the main hall floor - now assessed to be by around 2040. This is estimated to cost (at most recent estimate in 2019) around £35,000. The trustees' view is that the amount built up for this, at the end of the year under review, should be not less than	12,000

The trustees therefore consider that there is an adequate level of funds at the end of December 2019.

The trustees declare that they have approved the trustees' report as above.

Signed on behalf of the charity's trustees



Steve Page
Chairman of Trustees

Date 10/9/2020

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

We report on the accounts of the Sheriff Hutton Village Hall CIO for the period ending 31 December 2019, 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 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.

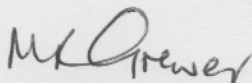
Independent examiner's statement

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 Act

have 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

1/9/2020

Accounts for the year to 31st December 2019

Receipts and Payments Account: Operations Group and Play Area

	2019		2019	2018
	Unrestricted	Restricted	Total £	Total £
Income Receipts				
Trading Activities				
Hiring Charges for the use of the hall				
Regular lettings	14527		14527	13291
Other lettings	4266		4266	3098
	<u>18793</u>		<u>18793</u>	<u>16389</u>
Play Area Receipts	828		828	691
Other Receipts				
Income from Solar PV	4676		4676	4335
Grants & Donations (see note 1)	77	3177	3254	2104
Other Receipts (deposits etc)	1201		1201	0
Total Receipts	<u>25575</u>	<u>3177</u>	<u>28751</u>	<u>23519</u>
Direct Charitable Expenditure				
Repairs and maintenance of the hall and play area	8978		8978	26672
Caretaker costs	7026		7026	6975
Lighting and heating	2401		2401	3017
Telephone & Wifi	489		489	350
Water charges	273		273	324
Cleaning & Refuse collection	3905		3905	3672
Insurances	1324		1324	1249
	<u>24396</u>		<u>24396</u>	<u>42258</u>
Other expenditure				
Secretarial and sundry expenses	17		17	258
Bank charges	0		0	0
Performing rights licence	441		441	441
	<u>458</u>		<u>458</u>	<u>699</u>
Total Payments	<u>24854</u>		<u>24854</u>	<u>42957</u>
Net Receipts less Payments for the period	3898		3898	-19438
Cash and Bank Balances on 1 January 2019	7625		7625	27063
Less late payment for hall hire	88		88	
Cash and Bank Balances as at 31 December 2019	<u>11435</u>		<u>11435</u>	<u>7625</u>

Notes:

- 1 There were two grants from Ryedale DC specifically for the toilets' refurbishment (£1500) and for ground improvements in the Play Area and for the Village Market (£1306.50)
A donation of £370 from the Jumblies is towards new curtains for the Refreshments Room
- 2 Trustees were reimbursed for expenses incurred
(Mrs. G. Fairbotham: £451.81)

Accounts for the year to 31st December 2019

Friends of Sheriff Hutton New Village Hall 200 Club

	2019 £	2018 £
Income Receipts		
Subscriptions to the 200 Club draws for 2019 prize draws	5000	5080
Advance 200 Club subscriptions for 2020		65
Payments		
Draw Prizes for 2019	2540	2400
Lottery Licence and expenses relating to the 200 Club	<u>88</u>	<u>32</u>
	2628	2432
Net 200 Club Receipts for 2019	<u>2372</u>	<u>2713</u>

Friends Fundraising

Income Receipts		
Net fundraising income	1753	1271
Donations	<u>30</u>	<u>30</u>
	1783	1301
Payments		
Fundraising expenses		
Net Fundraising income for 2019	<u>1783</u>	<u>1301</u>

Cash & Bank Balances as at 1 January 2019	10250	5985
Less outstanding draw prizes cashed from 2018	375	125
Add outstanding draw prizes not cashed from 2019	440	375
Less transferred to CIO Skipton Building Society account	<u>6000</u>	
Cash and Bank Balances as at 31 December 2019	8470	10250
of which cash (including 5 x 200 club paid Jan 2020)	719	74
Old TSB account		<u>120</u>
New TSB Balance at 31 December 2019	<u>7751</u>	<u>10055</u>

Prize payments 2019		
60 @ £25	1500	1500
2 @ £150	300	300
2 @ £100	200	200
10 @ £50	500	400
1 @ £40	40	
	<u>2540</u>	<u>2400</u>

There were 63 winning members, 12 of whom won twice.

Notes

- 1 No Hall rents charged in 2018 or 2019.
- 2 Of the 252 200 Club members, 2 paid in 2018 and 5 paid in early January 2020 (included in these accounts as cash)
- 3 Of funds in hand at end of 2019 £2520 relates to 200 club 2020 prizes.
At end of 2018 comparable figure was £2540
- 4 The £6000 transferred to the CIO was a contribution towards the refurbishment of the toilets, carried out in 2018.

Accounts for the year to 31st December 2019

Receipts and Payments Account: Capital Fund

	Unrestricted £	Restricted £	2019 Total £	2018 Total £
Income Receipts				
Investment Income				
Bank Interest (Skipton Building Society)	116	0	116	45
Transferred from Friends & Fundraising account	6,000		6,000	
Other Receipts	0	0	0	0
Total Receipts	6,116	0	6,116	45
Payments	0	0	0	0
Total Payments	0	0	0	0
Net Receipts/- Payments for the period			6,116	45
CIO Cash and Bank Balances as transferred from Trust on 1 January 2019			19,038	18,993
Overall Balances as at 31st December 2019			25,154	19,038

Accounts for the year to 31st December 2019

Statement of Assets and Liabilities

	2019 £	2018 £
Total Funds at 1 January 2019	<u>36,538</u>	<u>52,041</u>
Monetary Assets at 31 December 2019		
Bank and Cash Balances		
Day to Day operations		
HSBC Bank account (Operations)	7,079	3,306
Barclays Bank account (Play Area)	4,354	4,291
Bank deposit account (Play Area)	2	2
Cash in hand	<u>1</u>	<u>26</u>
	11,435	7,626
Capital Fund & Friends Fundraising		
Old TSB Bank account		120
New TSB Bank account	7,751	10,055
Skipton Building Society Account	25,154	19,038
Cash in hand	<u>719</u>	<u>74</u>
	33,624	29,288
Less 2019 prizes not yet cashed	440	375
Total Bank and Cash Assets at 31 December 2019	<u>44,619</u>	<u>36,538</u>
Debtors		
Final installment of grant for toilets refurbishment		1,500
Hall rents (received Jan 2020)	88	
Other accounts		
	<u>88</u>	<u>1,500</u>
Liabilities		
200 Club 2020 prizes	2,520	2,540
2018 RYNAT inspection	144	
Adjusted Financial Assets as at 31 December 2019	<u>42,483</u>	<u>35,873</u>

Non-Monetary Assets

The Village Hall (cost to date approx. £157,000, insured for £1,246,290)
 Furniture and equipment in hall and in the play area (costs unknown, insured for £130,030)
 Tables, chairs, stage and kitchen equipment etc. and Play Area equipment

Philip David

Philip David
 CIO Treasurer

Date 3-9-20

OPERATIONS GROUP RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING 31st DECEMBER 2019

	£	£		£	£
Balances as at beginning of year	2019	2018		2019	2018
Current Account	5,624	21,896	Normal Running Costs		
Less unrepresented cheques	2,317		Caretakers' Costs	7,026	6,975
Cash in Hand	26	163	Contract Cleaning	2,372	2,275
	<u>3,332</u>	<u>22,059</u>	Window Cleaning	168	162
Regular Lettings			Electricity	950	962
Badminton	1,020	866	Oil	1,451	2,055
Jumble Sales	1,759	1,690	Water	273	324
Keep Fit	1,794	1,767	Wifi & website	489	350
Luncheon Club	1,054	1,056	Hygiene Services	525	253
Yoga with Sarah	775	755	Refuse Collection	722	695
Field Nats	100	104	Grass & Hedge cutting	1,315	1,485
Playgroup/Toddlers	1,277	1,202	Maintenance and repairs	6,223	22,924
Youth Group	445	864	Cleaning Materials	117	288
Japanese Drumming	883	1,768	Subscriptions & Fees		114
Sewing Group	340	486	Performing Rights	441	441
Bowls Club	342	305	Insurance	1,324	1,249
Spinning Group	226	200	Secretarial	17	71
Parish Council	242	148	Postage		74
Ladies Group	151	186		<u>23,414</u>	<u>40,694</u>
Gardening Club	415	447	Other Expenditure		
Art Group	706	667	Refunds		
History Group	745	782	Equipment	674	861
Village Market	1,153		Bank charges		
Village Charities	217			<u>674</u>	<u>861</u>
NHS meetings	883		Total Expenditure	<u>24,088</u>	<u>41,555</u>
	<u>14,527</u>	<u>13,291</u>			
Other Lettings	4,266	3,098	Balances as at end of year		
Advance deposits	1,140		Current Account	7,079	5,624
Income from Solar PV	4,676	4,335	Less unrepresented cheques		2,317
Advance payments	61		Add unpaid lettings invoices	88	
Grants & donations	3,254	2,104	Cash in Hand	1	26
	<u>27,923</u>	<u>22,828</u>		<u>7,168</u>	<u>3,332</u>
Total Income	<u>27,923</u>	<u>22,828</u>			
Start balance plus income:	<u>31,256</u>	<u>44,887</u>	Final balance plus expenditure:	<u>31,256</u>	<u>44,887</u>

Notes: The advance deposits were for weddings booked for 2020
Major maintenance work was replacement of the kitchen worktop and lighting repairs
A deposit of £800 was paid for the replacement of the oil tank

**PLAY AREA RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING 31st DECEMBER 2019**

	2019		2018	
	£	£	£	£
Receipts				
Fundraising net of expenses:				
Halloween Disco		361		341
RDC grants		467		
DISHY donation				350
Bank Interest		0		0
Total receipts		<u>828</u>		<u>691</u>
Payments				
RYNAT Inspections (See note 1)		144		
Pioneer Play (New equipment)		467		
Repairs & maintenance		155		1,402
Total payments		<u>766</u>		<u>1,402</u>
Surplus/(Deficit) for the period		<u>62</u>		<u>-711</u>
Funds Brought forward		<u>4293</u>		<u>5,004</u>
Funds carried forward		<u>4355</u>		<u>4,293</u>
Represented by:				
Community Account		4354		4,291
Business Premium Account		2		2
Cash in hand		0		0
		<u>4355</u>		<u>4,293</u>

Note 1 An invoice was not received for the 2018 RYNAT inspection which did take place.

**VILLAGE HALL FRIENDS AND 200 CLUB RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING 31st DECEMBER 2019**

	2019		2018	
	£	£	£	£
Receipts				
Subscriptions to the 200 Club		5000		5145
Donations		30		30
Gross receipts from Friends fundraising events				
Easter Coffee morning				
Elastic Band concert	1080			
Foresters concert				
Badapple Theatre	245		267	
Murder Mystery			555	
Christmas coffee morning	428		449	
		<u>1753</u>		<u>1271</u>
Total receipts		6783		6446
Payments				
200 Club prizes paid		2540		2400
Other expenses relating to fundraising		88		32
Total payments		<u>2628</u>		<u>2432</u>
Net Fundraising receipts for the year		4155		4015
Number of 200 club members		252		254