

**Annual Report and Accounts
Ending 31 December 2018**

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, providing analysis for annual comparison	
Operations Group detailed receipts and payments account for calendar year 2018	9
Play area detailed receipts and payments account for calendar year 2018	10
Friends and 200 Club detailed receipts and payments account for calendar year 2018	11

Report for the year ending 31 December 2018

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. This is the first full annual report since then.

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 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 6 '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 M Willan, 18 The Croft, Sheriff Hutton, York, YO60 6SQ (Other Trust matters)

Trustees who have served throughout the year to the end of December 2018:

Chair	Steve Page
Secretary	Martin Willan
Treasurer	Philip David
Others	Gillian Fairbotham Hilary Bainbridge Claire Wesley (appointed September 2018)

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 (17 in 2018) from within the Parish and other individual bookings which are embraced in the Lettings Receipts.

Financial Review

	2018	2017
Movement in funds	£	£
Total funds on 1st January 2018	52,041	48,865
Total receipts in 2018	27,454	13,103
Total payments in 2018	42,957	9,927
Increase/- Decrease in funds	-15,503	3,176
Total funds at end of December 2018	36,538	52,041

Reserves

The overall funds have been depleted in 2018 due to some major items of maintenance expenditure totalling over £20,000. This included a complete refurbishment of the main toilets, an interim service of the main hall floor and resurfacing of the car park entrance.

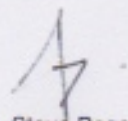
The trustees have a duty to maintain adequate levels of financial reserves, so as to continue to provide a well-kept and up to date hall and facilities. It is acceptance of this which informs their policy on reserves. We also are mindful of the difficulty in raising large sums of money at short notice, 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	£ 35,540
200 Club prizes for 2019	2540
Working balance to fund month to month commitments	4,500
Medium and longer term needs:	
Replacement of 35 year old boiler - at an uncertain date.	5,500
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 2028. This is	10,000

The trustees therefore consider that there is an adequate level of funds at the end of December 2018.

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 9th June 2019

**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 2018, 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

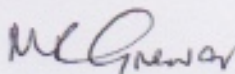
Basis of Independent examiner's report

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

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 have not been met; or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the



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

Date 05/06/2019

Accounts for the year to 31st December 2018

Receipts and Payments Account: Operations Group and Play Area

	2018		2018	Q4 2017
	Unrestricted and Total	Restricted	£	£
Income Receipts				
Trading Activities				
Hiring Charges for the use of the hall				
Regular lettings	13291		13291	3899
Other lettings	3098		3098	1300
	<u>16389</u>		<u>16389</u>	<u>5200</u>
Play Area Receipts	691		691	251
Other Receipts				
Income from Solar PV	4335		4335	1206
Grants & Donations	2104		2104	0
Other Receipts	0		0	175
Total Receipts	<u>23519</u>		<u>23519</u>	<u>6832</u>
Direct Charitable Expenditure				
Repairs and maintenance of the hall and play area	26672		26672	4621
Caretaker costs	6975		6975	1163
Lighting and heating	3017		3017	1457
Telephone & Wifi	350		350	143
Water charges	324		324	73
Cleaning & Refuse collection	3672		3672	578
Insurances	1249		1249	0
	<u>42258</u>		<u>42258</u>	<u>8035</u>
Other expenditure				
Secretarial and sundry expenses	258		258	386
Bank charges	0		0	0
Performing rights licence	441		441	0
	<u>699</u>		<u>699</u>	<u>386</u>
Total Payments	<u>42957</u>		<u>42957</u>	<u>8420</u>
Net Receipts less Payments for the period	-19438		-19438	-1589
Cash and Bank Balances on 1 January 2018	27063		27063	23898
				4753
Cash and Bank Balances as at 31 December 2018	<u>7625</u>		<u>7625</u>	<u>27063</u>

Notes: There were no restricted funds in 2017 or 2018
Trustees were reimbursed for expenses incurred
(S. Page: £1189.15)
(G. Fairbotham: £85.50)

Accounts for the year to 31st December 2018

Friends of Sheriff Hutton New Village Hall 200 Club

	2018 £	Q4 2017 £
Income Receipts		
Subscriptions to the 200 Club draws for 2019 prize draws	5080	4635
Advance 200 Club subscriptions for 2020	65	
Payments		
Draw Prizes for 2018	2400	825
Lottery Licence and expenses relating to the 200 Club	<u>32</u>	<u>20</u>
	2432	845
Net 200 Club Receipts for 2018	<u><u>2713</u></u>	<u><u>3790</u></u>

Friends Fundraising

Income Receipts		
Total fundraising income	1271	1447
Donations	<u>30</u>	<u>65</u>
	1301	1512
Payments		
Fundraising expenses		612
Net Fundraising income for 2018	<u><u>1301</u></u>	<u><u>900</u></u>

Cash & Bank Balances as at 1 January 2018	5985	17871
Less outstanding draw prizes cashed from Q4 2017	125	50
Add outstanding draw prizes not cashed from 2018	375	125
Less transferred to CIO Skipton Building Society account		<u>16651</u>

Cash and Bank Balances as at 31 December 2018	10250	5985
of which cash	74	<u>240</u>
Old TSB account	120	<u><u>5745</u></u>
New TSB Balance at 31 December 2018	<u><u>10055</u></u>	

Prize payments 2018		
60 @ £25	1500	375
2 @ £150	300	150
2 @ £100	200	100
8 @ £50	<u>400</u>	<u>200</u>
	<u><u>2400</u></u>	<u><u>825</u></u>

There were 61 winning members, 9 of whom won twice.

Notes

- 1 No Hall rents charged in 2018. In 2017 we paid £110 for Murder Mystery and £51 for Christmas event
- 2 For 2017 only 3 months 200 club prizes offset against almost full year subscriptions
- 3 Of funds in hand at end of 2018 £2605 relates to 200 club 2019 prizes and 2020 subscriptions
At end of 2017 comparable figure was £2400

Accounts for the year to 31st December 2018

Receipts and Payments Account: Capital Fund

	Unrestricted £	Restricted £	2018 Total £	Q4 2017 Total £
Income Receipts				
Investment Income				
Bank Interest (Skipton Building Society)	45	0	45	0
Other Receipts	0	0	0	0
Total Receipts	<u>45</u>	<u>0</u>	<u>45</u>	<u>0</u>
Payments	0	0	0	0
Total Payments	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Receipts/- Payments for the period			45	0
CIO Cash and Bank Balances as transferred from Trust on 1 January 2018			18,993	2,342
Transferred from Friends & Fundraising account (Dec17)			0	16,651
Overall Balances as at 31st December 2018			<u>19,038</u>	<u>18,993</u>

Notes: There were no restricted funds in 2017 or 2018

Accounts for the year to 31st December 2018

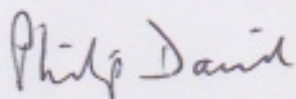
Statement of Assets and Liabilities

	2018	Q4 2017
	£	£
Total Funds at 1 January 2018	<u>52,041</u>	<u>48,865</u>
Monetary Assets at 31 December 2018		
Bank and Cash Balances		
Day to Day operations		
HSBC Bank account (Operations)	3,306	21,896
Barclays Bank account (Play Area)	4,291	5,002
Bank deposit account (Play Area)	2	2
Cash in hand	<u>26</u>	<u>163</u>
	7,626	27,063
Capital Fund & Friends Fundraising		
Old TSB Bank account	120	5,745
New TSB Bank account	10,055	
Skipton Building Society Account	19,038	2,342
Cash in hand	<u>74</u>	<u>240</u>
	29,288	8,326
Less 2018 prizes not yet cashed	375	
Total Bank and Cash Assets at 31 December 2018	<u>36,538</u>	<u>52,041</u>
Debtors		
Final installment of grant for toilets refurbishment	1,500	
Hall rents		46
Other accounts		<u>192</u>
	<u>1,500</u>	238
Liabilities		
200 Club 2018 prize cheques not yet cashed		125
200 Club 2019 prizes	2,540	2,440
Adjusted Financial Assets as at 31 December 2018	<u>35,873</u>	<u>49,714</u>

Non-Monetary Assets

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
 11-Mar-19



SHERIFF HUTTON VILLAGE HALL CIO 1169225

OPERATIONS GROUP RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING 31st DECEMBER 2018

	£	£		£	£
	2,018	2017		2,018	2017
Balances as at beginning of year					
Current Account	21,896	21,367			
Less unrepresented cheques		475			
Cash in Hand	163	421			
Friends Float Cash		250			
	<u>22,059</u>	<u>21,563</u>			
Regular Lettings					
Art Group	667	635			
Badminton	866	990			
Playgroup/Toddlers	1,202	1,503			
Ladies Group	186	237			
History Group	782	781			
Bowls Club	305	312			
Gardening Club	447	416			
Youth Group	864	1,181			
Parish Council	148	271			
Jumble Sales	1,690	1,477			
Luncheon Club	1,056	1,056			
Spinning Group	200	234			
Keep Fit	1,767	2,307			
Field Nats	104	96			
Sewing Group	486	522			
Japanese Drumming	1,768				
Yoga with Sarah	755				
	<u>13,291</u>	<u>12,017</u>			
Other Lettings	3,098	4,483			
Friends fundraising		1,789			
Income from Solar PV	4,335	4,055			
Refunds/Sundry Other Income		723			
Grants & donations	<u>2,104</u>	<u>1,028</u>			
Total Income	<u>22,828</u>	<u>24,095</u>			
Start balance plus income:	<u>44,887</u>	<u>45,659</u>			
			Normal Running Costs		
			Caretakers' Costs	6,975	6,658
			Cleaning Materials	288	483
			Contract Cleaning	2,275	1,990
			Electricity	962	861
			Water	324	276
			Oil	2,055	1,718
			Maintenance and repairs	22,924	5,306
			Refuse Collection	695	669
			Performing Rights	441	490
			Grass cutting	1,485	1,555
			Insurance	1,249	1,480
			Window Cleaning	162	189
			Postage	74	34
			Hygiene Services	253	328
			Secretarial	71	86
			Subscriptions & Fees	114	179
			Telephone/Wifi	350	363
				<u>40,694</u>	<u>22,664</u>
			Other Expenditure		
			Refunds		289
			Equipment	861	534
			Bank charges		<u>113</u>
				<u>861</u>	<u>936</u>
			Total Expenditure	<u>41,555</u>	<u>23,600</u>
			Balances as at end of year		
			Current Account	5,624	21,896
			Less unrepresented cheques	2,317	
			Cash in Hand	<u>26</u>	<u>163</u>
				<u>3,332</u>	<u>22,059</u>
			Final balance plus expenditure:	<u>44,887</u>	<u>45,659</u>

Notes:

- Repairs and maintenance were higher in 2018 due to a complete refurbishment of the main toilets costing around £15,600, a contribution towards resurfacing the entrance to the car park at £2,400 and an interim service of the main hall floor at around £2,300.
- The Grants & donations included a grant of £1,500 towards the cost of the toilets refurbishment from Ryedale DC. It is expected that this is to be doubled to £3,000 when final bills are submitted to RDC.
(Note: the £1500 balance was received from RDC March 2019)

**PLAY AREA RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING 31st DECEMBER 2018**

	2018		2017	
	£	£	£	£
Receipts				
Fundraising net of expenses:				
Halloween Disco	341		251	
DISHY donation	350		0	
Bank Interest	0		0	
Total receipts	<u>691</u>		<u>251</u>	
Payments				
RYNAT Inspections (See note 1)			288	
Image Playgrounds (New equipment)			1,920	
Repairs & maintenance	1,402			
Total payments		<u>1,402</u>		<u>2,208</u>
Surplus/(Deficit) for the period		<u>-711</u>		<u>-1,957</u>
Funds Brought forward		<u>5,004</u>		<u>6,961</u>
Funds carried forward		<u>4,293</u>		<u>5,004</u>
Represented by:				
Community Account		4,291		5,002
Business Premium Account		2		2
Cash in hand		0		0
		<u>4,293</u>		<u>5,004</u>

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. Likewise no payments in 2018 due to late invoicing.

**VILLAGE HALL FRIENDS AND 200 CLUB RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING 31st DECEMBER 2018**

	2018		2017	
	£	£	£	£
Receipts				
Subscriptions to the 200 Club		5145		4680
Donations		30		140
Gross receipts from Friends fundraising events				
Easter Coffee morning			234	
Elastic Band concert			976	
Foresters concert			505	
Badapple Theatre	267			
Murder Mystery	555		1,009	
Christmas coffee morning	449		438	
		<u>1271</u>		<u>3,161</u>
Total receipts		6446		7,981
Payments				
200 Club prizes paid		2400		2,440
Village Hall hire			161	
Other expenses relating to fundraising	32		451	
		<u>32</u>		<u>612</u>
Total payments		2432		3,052
Net Fundraising receipts for the year		4015		4,929
Number of 200 club members		254		234