

**Annual Report and Accounts
Ending 31 December 2020**

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Report for the year ending 31 December 2020

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 2040.

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 2020:

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

Principal Advisors

Independent Examiner	Hunter Gee Holroyd, Club Chambers, Museum Street, York, YO1 7DN
Bankers	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
CIO Reserves	
Operations	
Play Area	
Friends	

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 (19 in 2020) and other individual bookings which are embraced in the Lettings Receipts

In the spirit of public benefit, the Operations Group bank account was made available for the Sheriff Hutton Village Volunteers. This is a group from the village set up rather rapidly and informally in response to the Covid-19 pandemic. As a result of the nature of the group's creation and the expectation that it would be temporary they did not wish to and were not in a position to open a bank account of their own, so the facilities of the village hall treasurer were made available to them.

Financial Review	2020	2019
Movement in funds	£	£
Total funds on 1st January 2020	44,619	36,538
Total receipts in 2020	25,267	38,935
Total payments in 2020	20,411	30,854
Increase/- Decrease in funds	4,856	8,081
Total funds at end of December 2020	<u>49,475</u>	<u>44,619</u>

Reserves

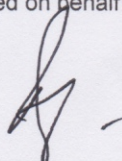
The trustees have a duty to maintain adequate levels of financial reserves, so as to continue to provide a well-kept and up to date hall and facilities. It is acceptance of this which informs their policy on reserves. We also are mindful of the difficulty in raising large sums of money at short notice, 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:	40,950
200 Club prizes for 2020	2,450
Working balance to fund month to month commitments	4,000
Medium and longer term needs:	
Replacement of 37 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	4,500
Long term - replacement of the main hall floor - now assessed to be by around 2040. This is	15,000

The trustees therefore consider that there is an adequate level of funds at the end of December 2020.

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

30th September 2021

**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 2020, 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 28/9/21

Accounts for the year to 31st December 2020

Receipts and Payments Account: Operations Group and Play Area

	2020		2020	2019
	Unrestricted	Restricted	Total	Total
			£	£
Income Receipts				
Trading Activities				
Hiring Charges for the use of the hall				
Regular lettings	5512		5512	14527
Other lettings	1070		1070	4266
	<u>6582</u>		<u>6582</u>	<u>18793</u>
Play Area Receipts	0		0	828
Other Receipts				
Income from Solar PV	4544		4544	4676
Grants & Donations (see note 1)	11977		11977	3254
Other Receipts (deposits etc) (see note 2)	-438		-438	1201
Total Receipts	<u>22665</u>	0	<u>22665</u>	<u>28751</u>
Direct Charitable Expenditure				
Repairs and maintenance of the hall and play area	10017		10017	8978
Caretaker costs	2993		2993	7026
Lighting and heating	1732		1732	2401
Telephone & Wifi	643		643	489
Water charges	206		206	273
Cleaning & Refuse collection	2985		2985	3905
Insurances	1380		1380	1324
	<u>19956</u>		<u>19956</u>	<u>24396</u>
Other expenditure				
Secretarial and sundry expenses	14		14	17
Bank charges	0		0	0
Performing rights licence	441		441	441
	<u>455</u>		<u>455</u>	<u>458</u>
Total Payments	<u>20411</u>		<u>20411</u>	<u>24854</u>
Net Receipts less Payments for the period			2254	3898
Cash and Bank Balances on 1 January 2020			11435	7625
Less late payment for hall hire			0	88
Cash and Bank Balances as at 31 December 2020			<u>13689</u>	<u>11435</u>

Notes:

- 1 There were two grants from Ryedale DC, firstly the final installment of the grant for ground improvements (£1306.5) and secondly a £10,000 central government sponsored grant for small businesses affected by the Covid-19 virus. Additionally there a few smaller donations.
- 2 Includes refunds of deposits paid in 2019 for weddings that were subsequently cancelled due to the Covid-19 virus.
- 3 Trustees were reimbursed for expenses incurred (Mrs. G. Fairbotham: £201.78)

Accounts for the year to 31st December 2020**Friends of Sheriff Hutton New Village Hall 200 Club**

	2020 £	2019 £
Income Receipts		
Subscriptions to the 200 Club draws for 2021 prize draws	4940	5000
Payments		
Draw Prizes for 2020	2520	2540
Lottery Licence and expenses relating to the 200 Club	<u>20</u>	<u>88</u>
	2540	2628
Net 200 Club Receipts for 2020	<u>2400</u>	<u>2372</u>

Friends Fundraising

Income Receipts		
Net fundraising income	0	1753
Donations	<u>95</u>	<u>30</u>
	95	1783
Payments		
Fundraising expenses (note 1)	21	
Net Fundraising income for 2020	<u>74</u>	<u>1783</u>

Cash & Bank Balances as at 1 January 2020	8470	10250
Less outstanding draw prizes cashed from 2019	440	375
Add outstanding draw prizes not cashed from 2020	250	440
Less transferred to CIO Skipton Building Society account		<u>6000</u>

Cash and Bank Balances as at 31 December 2020	10754	8470
of which cash	<u>58</u>	<u>719</u>
TSB Balance at 31 December 2020	<u>10696</u>	<u>7751</u>

Prize payments 2020		
60 @ £25	1500	1500
2 @ £150	300	300
2 @ £100	200	200
10 @ £50	500	500
1 @ £20	<u>20</u>	<u>40</u>
	<u>2520</u>	<u>2540</u>

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

Notes

- 1 Refund of bar licence for cancelled event due to Covid-19

Accounts for the year to 31st December 2020

Receipts and Payments Account: Capital Fund

	Unrestricted £	Restricted £	2020 Total £	2019 Total £
Income Receipts				
Investment Income				
Bank Interest (Skipton Building Society)	128	0	128	116
Transferred from Friends & Fundraising account			0	6,000
Other Receipts	0	0	0	0
Total Receipts	128	0	128	6,116
Payments	0	0	0	0
Total Payments	0	0	0	0
Net Receipts/- Payments for the period			128	6,116
CIO Cash and Bank Balances as transferred from Trust on 1 January 2020			25,154	19,038
Overall Balances as at 31st December 2020			25,282	25,154

Note: Skipton BS account rate of savings interest at 31 December 2020 is 0.05%

Accounts for the year to 31st December 2020**Statement of Assets and Liabilities**

	2020	2019
	£	£
Total Funds at 1 January 2020	<u>44,619</u>	<u>36,538</u>
Monetary Assets at 31 December 2020		
Bank and Cash Balances		
Day to Day operations		
HSBC Bank account (Operations)	9,803	7,079
Barclays Bank account (Play Area)	4,210	4,354
Bank deposit account (Play Area)	2	2
Cash in hand	<u>0</u>	<u>1</u>
Less funds held on behalf of the Sheriff Hutton Village Volunteers	<u>325</u>	
	13,689	11,435
Capital Fund & Friends Fundraising		
TSB Bank account (Friends)	10,696	7,751
Skipton Building Society Account	25,282	25,154
Cash in hand	<u>58</u>	<u>719</u>
Less 2020 prizes not yet cashed	<u>250</u>	<u>440</u>
	35,786	33,624
Total Bank and Cash Assets at 31 December 2020	<u>49,475</u>	<u>44,619</u>
Debtors		
Hall rents (received Jan 2020)		88
Other accounts		
	<u>0</u>	<u>88</u>
Liabilities		
200 Club 2021 prizes	2,450	2,520
2018 RYNAT inspection	144	144
Adjusted Financial Assets as at 31 December 2020	<u>46,881</u>	<u>42,483</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 £69,183)
 Tables, chairs, stage and kitchen equipment etc. and Play Area equipment

Philip David
 CIO Treasurer

Philip David

Date

30-9-2021

**OPERATIONS GROUP RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING 31st DECEMBER 2020**

	£	£		£	£
	2,020	2019		2,020	2019
Balances as at beginning of year					
Current Account	7,079	5,624	Normal Running Costs		
Less unrepresented cheques	0	2,317	Caretakers' Costs	2,993	7,026
Add 2019 unpaid lettings invoices	88		Contract Cleaning	2,055	2,372
Cash in Hand	1	26	Window Cleaning	180	168
	<u>7,168</u>	<u>3,332</u>	Electricity	995	950
			Oil	737	1,451
Regular Lettings			Water	206	273
Badminton	373	1,020	Wifi & website	410	489
Jumble Sales	540	1,759	Booking's Secretary telephone	232	
Keep Fit	525	1,794	Hygiene Services	81	525
Luncheon Club	451	1,054	Refuse Collection	532	722
Yoga with Sarah	277	775	Grass & Hedge cutting	2,035	1,315
Field Nats	70	100	Maintenance and repairs	7,666	6,223
Playgroup/Toddlers	395	1,277	Cleaning Materials	137	117
Youth Group	108	445	Subscriptions & Fees		
Japanese Drumming	311	883	Performing Rights	441	441
Sewing Group	154	340	Insurance	1,380	1,324
Bowls Club	144	342	Secretarial	14	17
Spinning Group	77	226	Postage		
Parish Council	107	242		<u>20,095</u>	<u>23,414</u>
Ladies Group	53	151	Other Expenditure		
Gardening Club	252	415	Refunds		
Art Group	119	706	Equipment	172	674
History Group	433	745		<u>172</u>	<u>674</u>
Village Market	262	1,153			
Village Charities	3	217	Total Expenditure	<u>20,267</u>	<u>24,088</u>
Pop-up Cafe	590				
Morris Dancers	227		Balances as at end of year		
NHS meetings	43	883	Current Account	9,803	7,079
	<u>5,512</u>	<u>14,527</u>	Less unrepresented cheques		
Other Lettings	982	4,266	Add unpaid lettings invoices		88
Advance deposits	1,577	1,140	Less balance of Village Volunteers *	325	
Deposit refunds due to Covid-19	-2,014		Cash in Hand	0	1
Income from Solar PV	4,544	4,676		<u>9,478</u>	<u>7,168</u>
Advance payments		61			
Grants & donations	11,977	3,254			
Total Income	22,577	27,923			
			Final balance plus expenditure:	<u>29,745</u>	<u>31,256</u>
Start balance plus income:	<u>29,745</u>	<u>31,256</u>			

Notes: There was one deposit for a wedding in 2022 and for three events in 2020 which were subsequently cancelled and refunded. Major maintenance work was replacement of the oil tank

* With the somewhat hurried creation of the Sheriff Hutton Village Volunteers in response to the Covid-19 pandemic, the Operations Group bank account was offered as a facility for them to deposit any grants & donations and to pay their expenses. At the year end their "account" had a positive balance of £325.10

**PLAY AREA RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING 31st DECEMBER 2020**

	2020		2019	
	£	£	£	£
Receipts				
Fundraising net of expenses:				
Halloween Disco			361	
RDC grants			467	
DISHY donation				
Bank Interest				
Total receipts	<u>0</u>	0	<u>0</u>	828
Payments				
RYNAT Inspections	144		144	
Pioneer Play (New equipment)			467	
Repairs & maintenance			155	
Total payments	<u>144</u>	144	<u>766</u>	766
Surplus/(Deficit) for the period		<u>-144</u>		<u>62</u>
Funds Brought forward		<u>4355</u>		<u>4,293</u>
Funds carried forward		<u>4211</u>		<u>4,355</u>
Represented by:				
Community Account		4210		4,354
Business Premium Account		2		2
Cash in hand		<u>0</u>		<u>0</u>
		<u>4211</u>		<u>4,355</u>

**VILLAGE HALL FRIENDS AND 200 CLUB RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING 31st DECEMBER 2020**

	2020		2019	
	£	£	£	£
Receipts				
Subscriptions to the 200 Club		4940		5000
Donations		95		30
Gross receipts from Friends fundraising events				
Elastic Band concert			1080	
Badapple Theatre			245	
Christmas coffee morning			428	
		0		1753
Total receipts		<u>5035</u>		<u>6783</u>
Payments				
200 Club prizes paid		2520		2540
Other expenses relating to fundraising (note 1)		41		88
Total payments		<u>2561</u>		<u>2628</u>
Net Fundraising receipts for the year		2474		4155
Number of 200 club members		245		252

Notes:

1. Includes cost of bar licence for cancelled Elastic Band concert