

Annual Report and Accounts
Ending 31 December 2023

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Report for the year ending 31 December 2023

Sheriff Hutton Village Hall CIO is registered with the Charity Commissioners (No.1168225) 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 are often part of these 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. 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 annual safety inspections and fund raising when new equipment is required. Monthly safety inspections are carried out separately by the Trustees.

Health & Safety Group.

This is a Trustee-led group responsible for undertaking the annual risk assessment of the Hall 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:

P J David, Rose Cottages, West Lilling, York, YO60 6RP (Charity Commission matters)

Trustees who have served throughout the year to the end of December 2022:

Chair	Gillian Fairbotham
Secretary	Hilary Bainbridge (resigned 31-12-23)
Treasurer	Philip David
Others	Claire Wesley Steve Page Peter Brown

Principal Advisors

Independent Examiner	Hunter Gee Holroyd, Club Chambers, Museum Street, York, YO1 7DN
Bankers	Skipton Building Society, Wheelgate, Malton
CIO Reserves	NatWest Bank, 3 Westborough, Scarborough
Operations	NatWest Bank, 3 Westborough, Scarborough
Play Area	Barclays Bank, 25 Yorkersgate, Malton
Friends	TSB Bank, 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 (19 in 2023) and other individual bookings which are embraced in the Lettings Receipts

In the spirit of public benefit, in 2020 the Operations Group bank account was made available to the Sheriff Hutton Village Volunteers. This was a group from the village that was set up 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. The remaining funds were repaid in 2023.

Financial Review

	2023	2022
Movement in funds	£	£
Total funds on 1st January 2023	65385	68381
Total receipts in 2023	38879	40384
Total payments in 2023	28036	43380
Increase/- Decrease in funds	10842	-2996
Total funds at end of December 2023	<u>76227</u>	<u>65385</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:	41,629
200 Club prizes for 2024	2,190
Unpaid accounts in 2023	439
Working balance to fund month to month commitments	4,000
Medium and longer term needs:	
Amount to cover periodical peaks in planned replacement and repairs	10,000
Play area reserves for maintenance and new equipment	4,000
Longer 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	21,000

The trustees therefore consider that there is an adequate level of funds at the end of December 2023 for the known likely requirements, with some left to go towards the longer term energy and heating investments.

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

Gillian Fairbotham
Chair of Trustees



Date

22/8/24

**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 2023, 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 Grever

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

Date 21-AUG-24

Accounts for the year to 31st December 2023

Receipts and Payments Account: Operations Group and Play Area

	2023		2023	2022
	Unrestricted	Restricted	Total	Total
			£	£
Income Receipts				
Trading Activities				
Hiring Charges for the use of the hall				
Regular lettings	14563		14563	12621
Other lettings (including deposits)	5086		5086	4320
	<u>19649</u>		<u>19649</u>	<u>16941</u>
Other Receipts				
Play Area Receipts from fundraising	3378		3378	466
Income from Solar PV	7603		7603	3132
Grants & Donations	674		674	2182
Other Receipts (including bank interest & arrears)	0		0	890
Total Receipts	<u>31303</u>	<u>0</u>	<u>31303</u>	<u>23611</u>
Direct Charitable Expenditure				
Repairs and maintenance of the hall and play area	9556		9556	18628
Caretaker costs	2566		2566	3129
Lighting and heating	3637		3637	3425
Telephone & Wifi	873		873	664
Water charges	345		345	240
Cleaning & Refuse collection	4978		4978	4007
Insurances	1588		1588	1490
	<u>23542</u>		<u>23542</u>	<u>31562</u>
Other expenditure				
Secretarial and sundry expenses	84		84	38
Arrears	1519		1519	585
Independent examiner's fee	600		600	
Bank charges	0		0	49
Performing rights licence	145		145	145
	<u>2348</u>		<u>2348</u>	<u>816</u>
Total Payments	<u>25890</u>		<u>25890</u>	<u>32398</u>
Net Receipts less Payments for the period			5413	-8787
Cash and Bank Balances on 1 January 2023			12697	29955
Add overpayments and unpaid bills			151	1519
Less outstanding payments for hall hire			400	
Less transferred to CIO NatWest 35 day account			0	10000
Cash and Bank Balances as at 31 December 2023			<u>17861</u>	<u>12697</u>

Notes:

- The main maintenance items were a replacement cooker, new table trolleys and the deposit for imminent work on the hall floor.
- Trustees were reimbursed for expenses incurred
(Mrs. G. Fairbotham: £73.41)
(Mr. P.M. Brown: £143.88)
(Mr S.J. Page: £677.37)

Accounts for the year to 31st December 2023

Friends of Sheriff Hutton New Village Hall 200 Club

	2023	2022
	£	£
Income Receipts		
Subscriptions to the 200 Club draws for 2023 prize draws	4260	4600
Advance payments for future draw years	<u>125</u>	
	4385	4600
Payments		
Draw Prizes for 2023	2320	2410
Lottery Licence and expenses relating to the 200 Club	<u>20</u>	<u>20</u>
	2340	2430
Net 200 Club Receipts for 2023	<u><u>2045</u></u>	<u><u>2170</u></u>

Friends Fundraising

Income Receipts		
Net fundraising income	2753	1984
Donations	<u>110</u>	<u>45</u>
	2863	2029
Payments		
Fundraising expenses		
Net Fundraising Income for 2023	<u><u>2863</u></u>	<u><u>2029</u></u>

Cash & Bank Balances as at 1 January 2023	8970	7321
Less outstanding draw prizes cashed from previous years	150	200
	8820	7121
Add outstanding draw prizes not cashed from this year	250	150
Less transferred to CIO Skipton Building Society account	<u>4000</u>	<u>2500</u>
	4820	4771
Cash and Bank Balances at year end	9978	8970
of which cash	<u>134</u>	<u>330</u>
TSB Balance at 31 December 2023	<u><u>9845</u></u>	<u><u>8640</u></u>
Prize payments 2023		
60 @ £25	1500	1500
6 @ £50	300	350
1 @ £20	20	60
2 @ £100	200	200
2 @ £150	300	300
	<u>2320</u>	<u>2410</u>

There were 62 winning members, 7 of whom won twice and 1 won thrice!

Accounts for the year to 31st December 2023

Receipts and Payments Account: Capital Fund

	Unrestricted	Restricted	2023 Total	2022 Total
	£	£	£	£
Income Receipts				
Investment Income				
Bank Interest (SBS & NatWest)	769	0	769	73
Transferred from Operations group	0	0	0	10,000
Transferred from Friends & Fundraising account	4,000		4,000	2,500
Other Receipts	0	0	0	0
Total Receipts	4,769	0	4,769	12,573
Payments	0	0	0	0
Total Payments	0	0	0	0
Net Receipts/- Payments for the period			4,769	12,573
CIO Cash and Bank Balances as transferred from Trust on 1 January 2023			43,868	31,295
Overall Balances as at 31st December 2023			48,638	43,868
Skipton Building Society			38,375	33,841
NatWest 35 day account			10,263	10,027
Total CIO savings			48,638	43,868

Note: Skipton BS account rate of savings interest at 31 December 2023 is 2.65%
 NatWest 35 day account interest rate at 31 December 2023 is 3.25%

Accounts for the year to 31st December 2023

Statement of Assets and Liabilities

	2023	2022
	£	£
Total Funds at 1 January 2023	<u>65,385</u>	<u>68,381</u>
Monetary Assets at 31 December 2023		
Bank and Cash Balances		
Day to Day operations		
NatWest current Account (Operations)	10,951	9,294
Barclays Bank Account (Play Area)	6,909	3,606
Bank Deposit Account (Play Area)	2	2
Cash in hand	<u>0</u>	<u>0</u>
Less funds held on behalf of the Sheriff Hutton Village Volunteers	<u>0</u>	<u>205</u>
	17,861	12,697
Capital Fund & Friends Fundraising		
TSB Bank account (Friends)	9,845	8,640
Skipton Building Society Account	38,375	33,841
NatWest 35 day Account	10,263	10,027
Cash in hand	134	330
Less 2023 prizes not yet cashed	<u>250</u>	<u>150</u>
	58,366	54,337
Total Bank and Cash Assets at 31 December 2023	<u>76,227</u>	<u>65,385</u>
Debtors		
Hall rents	400	
Other accounts		
	<u>400</u>	<u>0</u>
Liabilities		
200 Club 2024 prizes	2,190	2,320
Unpaid Operations bills	151	1,519
RYNAT inspections (2021 & 2018)	<u>288</u>	<u>288</u>
	2,629	4,127
Adjusted Financial Assets as at 31 December 2023	<u>73,998</u>	<u>61,258</u>

Non-Monetary Assets

The Village Hall (cost to date approx. £157,000, insured for £1,407,628)
 Furniture and equipment in hall (costs unknown, insured for £67,470)
 (Tables, chairs, stage, electronics and kitchen equipment etc.)
 Play area equipment, including liability, insured for £78,603

Philip David
 CIO Treasurer

Philip David

Date

22-AUG-24

**OPERATIONS GROUP RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING 31st DECEMBER 2023**

	2023	2022		2023	2022
	£	£		£	£
Balances as at beginning of year					
Current Account	9,294	26,158	Normal Running Costs		
Less 2022 unpaid bills	1,519	585	Caretakers' Costs	2,566	3,129
Add 2022 unpaid lettings invoices		540	Contract Cleaning	3,291	2,040
Less balance of Village Volunteers	205	205	Window Cleaning	180	180
Cash in Hand	0	0	Electricity	1,221	1,032
	<u>7,570</u>	<u>25,909</u>	Oil	2,415	2,393
Regular Lettings			Water	345	240
Badminton	1,041	853	Wifi & website	664	482
Jumble Sales	1,080	610	Booking's Secretary telephone	209	182
Keep Fit	1,621	1,898	Hygiene Services	431	718
Luncheon Club	1,282	1,041	Refuse Collection	839	808
Yoga with Sarah	853	662	Grass & Hedge cutting	2,205	1,949
Playgroup/Toddlers	1,784	852	Maintenance and repairs	4,695	11,779
Youth Group	486	582	Cleaning Materials	237	261
Flow for All Yoga		290	Subscriptions & Fees		
Bowls Club	364	262	Performing Rights	145	145
Spinning Group	138	396	Insurance	1,588	1,490
Parish Council	41	474	Secretarial	42	0
Ladies Group	291	319	Postage		
Gardening Club	543	458		21,073	26,827
Art Group	732	610	Other Expenditure		
History Group	758	853	Refunds	42	38
Tennis Club	21	34	Transfer to CIO NatWest 35 day acc		10,000
Village Market	1,531	1,470	Independent Examiner's Fee	600	
Village Charities		14	Bank charges		49
Lillings Ambo Parish Council	35	53	Equipment (note 1)	2,365	1,893
Japanese Drumming	1,401	391		3,007	11,979
NHS meetings	562	470			
	<u>14,563</u>	<u>12,621</u>	Total Expenditure	<u>24,079</u>	<u>38,807</u>
Other Lettings	3,434	3,420	Balances as at end of year		
Advance deposits	1,652	900	Current Account	10,951	9,294
Income from Solar PV	7,603	3,132	Add unpaid lettings invoices	400	
Bank compensation payments		350	Less unpaid bills (note 2)	151	1,519
Refunds	26		Less balance of Village Volunteers	0	205
Grants & donations	431	45	Cash in hand	0	0
Total Income	<u>27,708</u>	<u>20,468</u>		<u>11,200</u>	<u>7,570</u>
Start balance plus income:	<u>35,279</u>	<u>46,377</u>	Final balance plus expenditure:	<u>35,279</u>	<u>46,377</u>

Notes:

- 1 Replacement cooker (£1084), table trollies (£1018)
- 2 Website hosting (£151)

**PLAY AREA RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING 31st DECEMBER 2023**

	2023		2022	
	£	£	£	£
Receipts				
Fundraising net of expenses:				
Halloween Disco		494		466
Chanticleer Singers		600		
Jumble Sale		2284		
Covid Volunteers account closure grant		75		
Village Charities grant				1500
Parish Council grant				500
Jumble sale donations		100		100
Operations Group donation (note 1)		42		38
Bank Interest		0		0
Total receipts		<u>3595</u>		<u>2603</u>
Payments				
Yorkshire Play Company (New equipment)				2325
Repairs & maintenance		292		682
Total payments		<u>292</u>		<u>3007</u>
Surplus/(Deficit) for the period		<u>3303</u>		<u>-404</u>
Funds Brought forward		<u>3607</u>		<u>4011</u>
Funds carried forward		<u>6910</u>		<u>3607</u>
Represented by:				
Community Account		6909		3606
Business Premium Account		2		2
Cash in hand		0		0
		<u>6910</u>		<u>3607</u>

Notes:

- 1 Refund of half the hall hire charge for the halloween disco, as proceeds split between between the Play Area and the school.

**VILLAGE HALL FRIENDS AND 200 CLUB RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING 31st DECEMBER 2023**

	2023		2022	
	£	£	£	£
Receipts				
Subscriptions to the 200 Club		4260		4600
Advance subs for future years		125		
Donations		110		45
Gross receipts from Friends fundraising events				
Christmas coffee morning	275		167	
Book sale & jigsaw exchanges	2478		1108	
Open Gardens cafe	0		624	
Badapple Theatre refreshments	0		85	
		<u>2753</u>		<u>1984</u>
Total receipts		7248		6629
Payments				
200 Club prizes paid		2320		2410
Other expenses relating to fundraising		20		20
		<u>2340</u>		<u>2430</u>
Total payments		2340		2430
Net Fundraising receipts for the year		4908		4199
Number of 200 club members		219		232