

**Garway Village Hall**

**Receipts & Payments Account**

**Balance Sheet**

**For the Year Ended 5 April 2017**

## Garway Village Hall

### Profit & Loss Account

Year Ended 5 April 2017

		2017	2016 (Restated)
<b>Income</b>	<b>Note</b>		
Hire of Hall & Equipment	1	1,244.00	1,797.00
Garway Live	2	3,420.50	3,356.95
Grants & Donations	3	132,112.55	24,225.00
Fun Day		1,032.00	1,495.00
Bank Interest Received		2.94	8.84
Electricity Meter Takings		423.00	487.00
		<u>138,234.99</u>	<u>31,369.79</u>
<b>Stock Movement</b>		0.00	0.00
		<u>138,234.99</u>	<u>31,369.79</u>
<b>Expenses</b>			
Garway Live	2	2,478.43	2,209.47
Fun Day		0.00	50.00
Depreciation		1,328.16	1,751.17
Hall Insurance		797.38	755.86
Electricity		1,068.87	991.44
Water		98.57	32.27
Repairs & Maintenance		918.00	129.97
Safety Inspections		71.28	104.51
Sundry		54.00	65.98
Licences & Subscriptions		70.00	191.27
Donations		250.00	500.00
Bad Debts		196.00	20.00
Cleaning	4	787.58	858.13
		<u>8,118.27</u>	<u>7,660.07</u>
<b>Surplus of Income over Expenditure</b>		<u>130,116.72</u>	<u>23,709.72</u>
<b>Funds Brought Forward</b>		<u>55,121.48</u>	<u>31,411.76</u>
<b>Funds Carried Forward</b>		<u><u>185,238.20</u></u>	<u><u>55,121.48</u></u>

# Garway Village Hall

## Balance Sheet

As at 5 April 2017

	Note	2017	2016 (Restated)
<b>Fixed Assets</b>	<b>5</b>	163,674.87	42,541.31
<b>Current Assets</b>			
Current Bank Account		778.56	3,410.74
30 Day Notice Account		390.82	3,390.43
Fixed Term Deposit Account		20,130.33	2,778.98
New Community Building Account		167.60	1,923.80
Stock		299.50	299.50
Cash in Hand		159.58	159.58
Debtors		551.00	755.00
		<u>22,477.39</u>	<u>12,718.03</u>
<b>Total Assets</b>		<u>186,152.26</u>	<u>55,259.34</u>
<b>Current Liabilities</b>		(914.06)	(137.86)
		<u>185,238.20</u>	<u>55,121.48</u>
<b>Represented by:</b>			
Restricted Fund	6	173,785.49	41,827.94
Unrestricted Fund		11,452.71	13,293.54
		<u>185,238.20</u>	<u>55,121.48</u>

## Garway Village Hall

### Notes to the Accounts

Year Ended 5 April 2017

<b>1 Hire of Hall &amp; Equipment</b>	<b>2017</b>	<b>2016</b>
Garway Heritage Group	161.00	162.00
Garway Church	12.00	14.00
Flicks in the Sticks	0.00	130.00
Parish Council	36.00	0.00
Breakaways	0.00	90.00
Pontrilas Young Farmers	9.00	90.00
Yoga	0.00	346.00
Tai Chi	559.00	646.00
Other Hire	371.00	77.00
Baby & Tots	0.00	98.00
Story Telling	96.00	144.00
	<u>1,244.00</u>	<u>1,797.00</u>
<b>2 Garway Live</b>		
Sales	3,420.50	3,356.95
Purchases	2,478.43	2,209.47
Surplus	<u>942.07</u>	<u>1,147.48</u>
<b>3 Grants &amp; Donations</b>		
Big Lottery Funding	106,957.55	23,695.00
Trust House Foundation	10,000.00	0.00
Postcode Trust	15,000.00	0.00
Other	5.00	60.00
Garway Av a Go Panto Donation	150.00	470.00
	<u>132,112.55</u>	<u>24,225.00</u>
<b>4 Cleaning</b>		
Wages	749.00	797.00
Materials	38.58	61.13
	<u>787.58</u>	<u>858.13</u>

## Garway Village Hall

### Notes to the Accounts

Year Ended 5 April 2017

#### 5 Fixed Assets

	New		Furniture &		
	Community	Electrical	fittings	Marquee	Total
	Centre				
Opening balance (Restated)	38,446.92	1,682.26	2,185.39	226.74	42,541.31
Additions	122,461.72	0.00	0.00	0.00	122,461.72
Disposals	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	(481.96)	(780.60)	(65.60)	(1,328.16)
Closing balance	<u>160,908.64</u>	<u>1,200.30</u>	<u>1,404.79</u>	<u>161.14</u>	<u>163,674.87</u>

#### 6 Restricted Fund (New Community Centre)

	2017	2016 (Restated)
Opening Balance (Restated)	41,827.94	18,132.94
Big Lottery Funding	106,957.55	23,695.00
Trust House Foundation	10,000.00	0.00
Postcode Trust	15,000.00	0.00
Closing Balance	<u>173,785.49</u>	<u>41,827.94</u>



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 06	Month 04	Year 2016		Day 05	Month 04	Year 2017

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

Garway Village Hall	
Garway	
Herefordshire	
<b>Postcode</b>	HR2 8RQ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Janet Pullen	Chair		
2	Mikki Pullen	Treasurer		
3	Malcolm Howard	Vice Chair		
4	Colin Robinson	Secretary		
5	Chris Strange			
6	Charles Russell			
7	Adam Adamson			
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Conveyance and trust deed (dated 25 November 1994).
How the charity is constituted (eg. trust, association, company)	Trust.
Trustee selection methods (eg. appointed by, elected by)	Elected at Annual General Meeting (AGM), other than casual vacancies that may be appointed on a temporary basis during the year and which then may become permanent if elected on as a trustee at the next AGM.

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>There are policies on complaints handling, risk management, volunteer management and safeguarding.</p> <p>All trustees give their time voluntarily and receive no remuneration or other benefits.</p>
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**Section C Objectives and activities**

<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<p>The village hall is for the use of the inhabitants of the Parish of Garway in the County of Herefordshire, without distinction of political, religious or other opinions, including use for meetings, lectures or classes and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.</p>
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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities for the year, we kept in mind the Charity Commission's guidance, on public benefit, at trustee meetings.

The village hall is open for hire to the general public (eg. Garway Heritage Group, Tai Chi, Flicks in the Sticks, Yoga, Library etc.).

One morning per week, the village hall is used as a sub Post Office, which is open to the general public.

On a monthly basis, the village hall hosts a live music event, which is for the benefit of the general public.

Furthermore, the village hall trustees held a fun day event on Garway Common, again for the benefit of the general public.

**Additional details of objectives and activities (Optional information)**

The volunteers give their time, energy and expertise endlessly and without that contribution the village hall would not be able to achieve so much.

Any surplus funds are held on deposit to earn interest.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

As referred to above, the village hall trustees main achievements during this last year have been:

- available for hire on a daily basis
- a sub Post Office on a weekly basis
- live music on a monthly basis
- fun day event over the August Bank Holiday weekend

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We hold cash at the bank of £21,467 at the end of the financial year. An element of this is held in restricted funds, which is ring-fenced for the New Community Centre (see Section F below).

### Details of any funds materially in deficit

Not applicable.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We would not normally exceed the £25,000 income threshold but, for this year and last year, we were in receipt of a grant from Big Lottery Funding (BLF). As a result (of exceeding the £25,000 income threshold), we have required an independent examiner's report on the accounts.

The BLF grant is for the build cost of the New Community Centre (see Section F below for more detail), as are the grants received from the Trust House Foundation and the Postcode Trust. These grants are treated as restricted funds (see note 6 to the accounts).

The surplus for the year has arisen because of the grant income (see note 3 to the accounts for details of the grants received).

The cost of the New Community Centre has been capitalised (see Fixed Assets note 5 to the accounts). The 2016 figures have been restated to capitalise the New Community Centre build costs (incl. associated costs such as professional fees etc.).

## Section F

## Other optional information

### Future Plans

The New Community Centre is being built on a new site. The project is being mainly funded by an award of a grant from Big Lottery Funding, but there were also additional grants received in the year from Trust House Foundation and the Postcode Trust. In addition to this, the proposed sale of the existing village hall site will help finance the New Community Centre project, as well as the restricted funds ring-fenced for this very purpose.

It is anticipated that the New Community Centre will be completed in the next financial year.

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Jane Pullen	
Full name(s)	JANET PULLEN	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	13/06/17	



# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Garway Village Hall

On accounts for the year  
ended

5 April 2017

Charity no  
(if any)

1044667

Set out on pages

1 to 5

(remember to include the page numbers of additional sheets)

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with 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 explanations from the 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 my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

12/06/2017.

Name:

Mark Anthony Bevan

Relevant professional  
qualification(s) or body  
(if any):

FCCA

<b>Address:</b>	1 Moon Wood Close
	Garway
	Herefordshire HR2 8RN

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**

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