

**LYMPSTONE VILLAGE HALL**

**REPORT AND ACCOUNTS**

**31 DECEMBER 2016**

**CONTENTS**

	<u>Page</u>
Legal and Administrative Information	1.
Statement of Trustees Responsibilities	2.
Trustees' Report	3.
Chairman's Report	4.
Independent Examiners' Report	5.
Statement of Financial Activities	6.
Balance Sheet	7.
Notes to the Accounts	8. - 10.

**LYMPSTONE VILLAGE HALL**

Registered Charity number: 269342

Trustees and Executive Committee Members: Mr Brian Cotton  
Mr Michael Wilkes  
Mr Don Mildenhall

Trustees: Mr Clive Wilson  
Mrs Suki Commin  
Mr Richard Crisp  
Mrs Anne Crisp  
Mrs Bobby Brunt  
Mrs Sally Harradine  
Mr Brian Mather

Bankers: TSB Bank PLC  
Exmouth

Registered Contact: Mr Peter Hardy  
2 Withalls Gardens  
Greehill Avenue  
Lypstone  
Exmouth  
EX8 5JH

## LYMPSTONE VILLAGE HALL

### STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make adjustments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## LYMPSTONE VILLAGE HALL

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

#### **Governing Document**

The Charity is governed by means of a conveyance dated 29 September 1930 and scheme of 12 April 1977.

#### **Charitable Objectives and Meeting Public Benefit**

For the purposes of physical and mental recreation and social, moral and intellectual development through the medium of reading and recreation room, library lectures, classes, recreations and entertainments for the benefit of the inhabitants of Lympstone without distinction of sex or political or other opinions.

#### **Trustee Selection Method**

Potential Trustees are considered and appointed by the existing Trustees and the Executive Committee.

#### **Organisational Structure**

Decisions are made by the Trustees and Executive Committee.

#### **Reserves Management**

The Trustees and Executive Committee monitor the reserves to ensure that there is adequate net reserves to maintain the Charitable objectives.

#### **Investment Policy**

The Trustees and Executive Committee ensure that appropriate returns are made on cash reserves.

#### **Accounts Preparation**

The accounts have been prepared in accordance with the statutory requirements, the governing documents and the Statement of Recommended Practice as detailed in the Accounting Policies note on page 7. of the accounts.

#### **Risk Assessment**

All major risks to which the Charity is exposed have been reviewed by the Trustees and appropriate systems established to mitigate these risks.

Signed on behalf of the Trustees:

**D MILDENHALL**

.....

D Mildenhall  
Chairman

**J F M WILKES**

.....

J F M Wilkes  
Treasurer

## LYMPSTONE VILLAGE HALL

### CHAIRMAN'S REPORT 2016

The Village Hall has continued to serve the parish of Lympstone, as it has for over 80 years. We welcome many groups of users, and pay host to around 60,000 visitors a year. This number includes the school and preschool children who are daily users and who are an important part of our role as a community hub.

The year has been marked by further investment in improving the facilities at the hall. We have installed air conditioning in all three letting rooms, providing effective heating and cooling, powered for much of the time by electricity we produce from our own solar panels.

The hall has been successful in both attracting users, new and old, and managing its costs well. This meant we were able to hold our hire charges for 2016 and 2015 levels. At the end of 2016 we were able to keep charges at the same level for 2017, the first time in very many years that there has not been year-on-year increases over three years. After maintaining prudent reserves (of around six months' operating expenditure) we have been able to use over £10,000 from cashflow and depreciation to invest in the hall's facilities.

The hall continues to be run chiefly by a team of dedicated and experienced volunteer executive officers. This has greatly helped keep costs low, as well as ensuring the hall's excellent facilities are well maintained.

The hall has looked ahead and planned for further investment in upgrading facilities, but is taking a cautious approach in the light of uncertain financial circumstances. We anticipate that the preschool may move to new purpose built premises in 2017. This would reduce our income, but provide us with a sizeable room for daytime hirers.

Members of the hall's management committee are starting work on reviewing the governance arrangements for the hall which are essentially unchanged since the hall's creation in the 1930s. This important work is likely to take until 2018.

Don Mildenhall

Chairman of Hall Management Committee

February 2017

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF

**LYMPSTONE VILLAGE HALL**

I report on the accounts of the charity for the year ended 31 December 2016 which are set out on pages 5. To 9.

**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 Charities Act) and that an independent examination is needed.

It is my 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 Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

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 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 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 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 my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....

J E D RIPPON

Member of the Association of Chartered Certified Accountants

6-12 The Parade  
Exmouth  
Devon  
EX8 1RL  
**11 April 2017**

**LYMPSTONE VILLAGE HALL**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED**

**31 DECEMBER 2016**

	Unrestricted Funds	
	<u>2016</u>	<u>2015</u>
	£	£
<b>INCOMING RESOURCES</b>		
Income from activities in furtherance of charitable objects	42744	42358
Fund raising income	<u>968</u>	<u>367</u>
<b>VOLUNTARY INCOME</b>	43712	42725
Investment income	<u>8</u>	<u>8</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>£43720</u>	<u>£42733</u>
<b>Resources expended</b>		
Costs of activities for charitable objectives	29842	25785
Fund raising costs	<u>-</u>	<u>-</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>£29842</u>	<u>£25785</u>
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE FINANCIAL PERIOD</b>	13878	16948
Total funds brought forward	<u>620868</u>	<u>603920</u>
Total funds carried forward	<u>£634746</u>	<u>£620868</u>

The notes on pages 8. to 10. form an integral part of these accounts

**LYMPSTONE VILLAGE HALL**

**BALANCE SHEET AS AT 31 DECEMBER 2016**

	<u>Note</u>	<u>2016</u>	<u>2015</u>
		<u>£</u>	<u>£</u>
<b>FIXED ASSETS</b>			
Tangible Assets	2.	<u>619940</u>	<u>596015</u>
<b>CURRENT ASSETS</b>			
Debtors and Prepayments	3.	702	1317
Cash at Bank and in Hand	4.	<u>19815</u>	<u>33543</u>
<b>TOTAL CURRENT ASSETS</b>		20517	34860
<b>CREDITORS:</b>			
Amounts Falling Due Within One Year	5.	<u>5711</u>	<u>5909</u>
<b>NET CURRENT ASSETS</b>		<u>14806</u>	<u>28951</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		634746	624966
<b>CREDITORS:</b>			
Amounts Falling Due After One Year	6.	<u>-</u>	<u>4098</u>
		<u>£634746</u>	<u>£620868</u>
<b>NET ASSETS</b>			
<u>Represented By:</u>			
Unrestricted Income Funds		<u>£634746</u>	<u>£620868</u>

The Financial Statements on pages 6. to 10.

**27 March 2017**

were approved by the Trustees on .....

and signed on its behalf by:

**D MILDENHALL**

.....

D Mildenhall  
Chairman

**J F M WILKES**

.....

J F M Wilkes  
Treasurer

The notes on pages 8. to 10. form an integral part of these accounts

## **LYMPSTONE VILLAGE HALL**

### **NOTES TO THE FINANCIAL STATEMENTS AS AT 31 DECEMBER 2016**

#### **1. ACCOUNTING POLICIES**

##### **1.1 Accounting Convention**

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued by 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year which they are receivable.

##### **1.2 Incoming Resources**

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Gifts donated for resale are included as income when they are sold. The value of services provided by volunteers has not been included.

Grants are included in the statement of financial activities on an accruals basis.

Income from investments is included in the year in which it is receivable.

##### **1.3 Resources Expended**

Resources expended are recognised in the year in which they are incurred.

Costs of activities for charitable objectives are the direct expenses incurred in undertaking the entity's charitable activities. The support costs of charitable activity relate to the costs integral to support the charity's activities. Management and administration costs are those incurred in connection with the administration of the charity and compliance with the constitutional and statutory requirements.

##### **1.4 Tangible Fixed Assets and Depreciation**

Additions of fixed assets are recorded at cost. All items which are capital and are not replacements are capitalised. Depreciation is provided on tangible fixed assets at rates designed to reduce the cost of the asset to residual value over its anticipated useful life, as follows:-

Fixtures, Fittings and Equipment	Over 5, 8, 10 or 15 Years
----------------------------------	---------------------------

Fixed assets acquired with the aid of specific grants are included in the Balance Sheet at cost and depreciated over their expected useful economic life. The related grants are credited to either restricted or unrestricted funds dependent on the nature of the grants received. The depreciation on such assets is charged to the statement of financial activity over the expected useful economic life of the related asset on a basis consistent with the depreciation policy.

##### **1.5 Income and Expenses**

All income and expenses has been recorded in the accounts on the accruals basis.

**LYMPSTONE VILLAGE HALL**

**NOTES TO THE FINANCIAL STATEMENTS AS AT 31 DECEMBER 2016 (Continued)**

1. **ACCOUNTING POLICIES** Cont/d ..

1.6 **Funds Structure**

The charity's fund relates to unrestricted income funds. The charity has no restricted funds or endowments.

1.7 **Irrecoverable VAT**

Since the charity is not registered for Value Added Tax, all expenses incurred include irrecoverable VAT where appropriate.

2. **FIXED ASSETS**

	<u>Freehold</u>	Fixtures, <u>Fittings and</u> <u>Equipment</u>	<u>Total</u>
	£	£	£
<b>COST</b>			
As at 1 January 2016	553050	77493	630543
Additions	27610	580	28190
Disposals	—	—	—
As at 31 December 2016	<u>£580660</u>	<u>£78073</u>	<u>£658733</u>
<b>DEPRECIATION</b>			
As at 1 January 2016	600	33928	34528
Charge for the Period	100	4165	4265
Released on Disposal	—	—	—
As at 31 December 2016	<u>£700</u>	<u>£38093</u>	<u>£38793</u>
<b>NET BOOK VALUES</b>			
As at 31 December 2016	<u>£579960</u>	<u>£39980</u>	<u>£619940</u>
As at 31 December 2015	<u>£552450</u>	<u>£43565</u>	<u>£596015</u>

3. **DEBTORS AND PREPAYMENTS**

	<u>2016</u>	<u>2015</u>
	£	£
Hall Hire	700	177
Payments in Advance	<u>2</u>	<u>1140</u>
All amounts are due within one year	<u>£702</u>	<u>£1317</u>

**LYMPSTONE VILLAGE HALL**

**NOTES TO THE FINANCIAL STATEMENTS AS AT 31 DECEMBER 2016 (Continued)**

4.	<b>CASH AT BANK AND IN HAND</b>	<u>2016</u>	<u>2015</u>
		£	£
	TSB Current Account	3601	4310
	TSB Business Interest	15492	15484
	Petty Cash	54	98
	TSB Fundraising Account	668	650
	TSB Capital Account	<u>-</u>	<u>13001</u>
		£19815	£33543
		<u>          </u>	<u>          </u>
5.	<b>CREDITORS</b>		
	Amounts Falling Due Within One Year:		
	Accruals	613	860
	Loan	<u>5098</u>	<u>5049</u>
		£5711	£5909
		<u>          </u>	<u>          </u>
6.	<b>CREDITORS</b>		
	Amounts Falling Due After One Year		
	Loan	£ -	£4098
		<u>          </u>	<u>          </u>

**LYMPSTONE VILLAGE HALL**

**ADDITIONAL INFORMATION**

The pages which follow do not form part  
of the statutory accounts of the  
Charity.

**LYMPSTONE VILLAGE HALL**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED**

**31 DECEMBER 2016**

	<u>£</u>	<u>2016</u>	<u>£</u>	<u>£</u>	<u>2015</u>	<u>£</u>
<b>Income From Ongoing Activities:</b>						
Hire of Hall			34790		34074	
Hire of Chairs and Tables			355		272	
Bar Licence			286		407	
Other Income			1823		1695	
Wedding Ceremonies and Reception including Deposits for 2017			5490		5910	
Donation			<u>-</u>		<u>-</u>	
<b>Total Income</b>			<u>42744</u>		<u>42358</u>	
<b>Outgoing Resources</b>						
Electricity			1831		1021	
Gas			1531		1182	
Sewage and Water			1026		1016	
Insurance and Licences			3009		1439	
Cleaning			2374		1645	
Repairs and Renewals:						
Boiler and Electrical	4810			490		
Property	607			2667		
Fixtures and Equipment	863			2783		
Ground	<u>712</u>	6992		<u>957</u>	6897	
Contract Cleaning			7136		6263	
Stationery, Etc.			700		783	
Independent Examiners Fees			420		420	
Sundry and Accountancy			488		772	
Bank Interest			70		120	
Depreciation			<u>4265</u>		<u>4227</u>	
<b>Total Expenses</b>			<u>29842</u>		<u>25785</u>	
<b>Net Incoming/(Outgoing) Resources from Ongoing Activities for the Financial Period</b>			<u>£12902</u>		<u>£16573</u>	

**LYMPSTONE VILLAGE HALL**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED**

**31 DECEMBER 2016**

	<u>2016</u> £	<u>2015</u>
<b>Funding Raising Account</b>		
Income	<u>968</u>	<u>367</u>
<b>Costs:</b>		
Fund Raising	-	-
Chairs	-	-
Lighting Commission	-	-
Mitie Solar Panels	<u>-</u>	<u>-</u>
	-	-
	<u>-</u>	<u>-</u>
<b>Fund Raising Surplus for the Period</b>	£ 968	£ 367
	<u>-</u>	<u>-</u>
<b>Interest Received</b>	£ 8	£ 8
	<u>-</u>	<u>-</u>
<b>Total Income Resources:</b>		
Ongoing Activities	42744	42358
Fund Raising	968	367
Interest Received	<u>8</u>	<u>8</u>
	£43720	£42733
	<u>-</u>	<u>-</u>
<b>Total Incoming/(Outgoing) Resources:</b>		
Ongoing Activities	12902	16573
Fund Raising	968	367
Interest Received	<u>8</u>	<u>8</u>
<b>Total Net Incoming/(Outgoing) Resources</b>	£13878	£16948
	<u>-</u>	<u>-</u>