

Registered Charity Number 205542

**BRUSHFORD PARISH HALL
REPORT AND FINANCIAL STATEMENTS
30 SEPTEMBER 2016**

**BRUSHFORD PARISH HALL
TRUSTEES AND PROFESSIONAL ADVISERS
YEAR ENDED 30 SEPTEMBER 2016**

TRUSTEES

Des Belam (Chairman)
Sarah Blackburn (Treasurer)
Jane Erith (Secretary) (resigned November 2015)
Walford Gillison
Malcolm Godfrey (Vice Chairman)
Ceri Keene
Ann Robins
Barbara Wilson

Committee Members

Joan Barnes (Trustee until March 2016)
Jo Clarke
Caroline Godfrey
Nicola Harland (Secretary) (appointed September 2016)
Phil Takel (appointed January 2016)

BANKERS

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

CAF Bank Ltd
25 KingsHill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

CCLA Investment Managers Limited
Cheapside
London
EC2V6DZ

INDEPENDENT EXAMINER

Cunningham Wishart, Chartered Accountants
Pren Ceirios
66 Pwllmelin Road
Cardiff
CF5 2NH

The Trustees held six committee meetings during the year. The Annual General Meeting is held every year in November.

Trustees and Committee members are appointed at the AGM or can be co-opted by the existing committee during the year. The Trustees are those named on the Title Deeds to the Hall which are held by the Land Registry. The Trustees are all members of the Management Committee. Management Committee members collectively represent six regular user groups.

BRUSHFORD PARISH HALL
INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 30 SEPTEMBER 2016

I report on the financial statements which are set out on pages 3 to 7

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for the year (under section 144(2) of the Charities Act 2011) and that an independent examination is needed. It is my responsibility to examine the accounts (under section 145 of the Act); to follow procedures laid down in the General Directions given by the Charity Commission (under section 145(5) of the Act); and to state whether particular matters have come to my attention.

Basis of opinion

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (i) which gives me reasonable cause to believe that, in any material respect, the requirements:

* to keep accounting records in accordance with Section 41 of the Act
and

* to prepare accounts which accord with the accounting records and to
comply with the accounting requirements of the Act

have not been met; or

- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Pren Ceirios
66 Pwllmelin Road
Cardiff CF5 2NH

Melva J Corcoran
CUNNINGHAM WISHART
Chartered Accountants
24.11.16

BRUSHFORD PARISH HALL

YEAR ENDED 30 SEPTEMBER 2016

TRUSTEES' REPORT

The Trustees present their annual report and the unaudited financial statements of the year ended 30 September 2016.

REVIEW OF THE YEAR

The objectives of the Charity are to provide recreational facilities for the parish of Brushford.

For some time the Hall has struggled to pay its way by hiring out its facilities. This year sees a turning point: the income from hiring the Hall increased by 22%, a combination of more groups using the Hall and a small increase in the hourly rates: the income is finally just covering the day to day cost of running the Hall. Although some long standing groups have now gone, the Committee hosted an Open Day in May which has already attracted new user groups including table tennis, badminton, various fitness and exercise classes and some much appreciated tuition in iPads and digital photography. We hosted weddings and a number of funerals, as well as parties, dances and a lecture and debate on the EU Referendum. We continue to work with the Church Council and Rotary Club and there are more joint events planned for 2017. We would welcome more entertainment, theatre and musical performances using our stage, sound and professional lighting systems.

The Pop Up bar kept the Hall afloat when hiring was lower; but as our hiring income has risen, fundraising from the Bar has reduced by 18%. We have organised Rugby bars ("cheer with beer") as well as the regular events but attendance shows a downward trend. The bar depends on people supporting our enthusiastic volunteers: the message to everyone is "use it or lose it." And tell us what else you would like to have at the Parish Hall.

The 100+ Club has held steady at 137 members and the money raised has paid for a powerful projector, and a baby changing table in the accessible toilet. We have not applied for any grants this year but the level of small donations from individuals, either directly or while shopping on-line via www.easypfundraising.com, has increased and helped to pay for cleaning the Hall curtains, and a coffee machine in the kitchen.

The www.brushfordparishhall.org.uk website and our Facebook page have been used very effectively to advertise events and keep people informed: we regularly reach over 500 people. The bookings calendar is working well – a big thank you to Malcolm and Caroline Godfrey, who run our technology and bookings respectively, and to Ceri Keene who designs and implements the advertising.

Without a substantial grant this year our spending has been limited: we installed a Hearing Loop (thanks to Somerset Community Foundation), a projector, new chairs and many smaller items that needed repairing or replacing. We need planning consent to replace the front door and to upgrade the car park – which remains an unfulfilled ambition – plus substantial fundraising or grant applications. We are reliant on the generosity of many who give their time to ensure the Hall is ready to use now and sustainable for many years to come: thank you.

The Trustees keep the major risks that the Charity faces under review. The physical risks involved in running the Hall are those of any organisation dealing with the general public. The Trustees insist on the proper use of the Hall and facilities by working within the guidelines set down by the Community Council for Somerset and under the terms of a full Premises Licence.

This report for the year ended 30 Sept 2016 was approved by the Trustees on 24th November 2016.

Des Belam
Chairman / Trustee

Sarah Blackburn
Treasurer / Trustee

BRUSHFORD PARISH HALL
YEAR ENDED 30 SEPTEMBER 2016

INCOME AND EXPENDITURE ACCOUNT

	Notes	2016 £	2016 £	2015 £	2015 £
Receipts					
Fundraising Events	2	8,263		9,476	
Less cost of events		4,160		4,456	
Surplus(deficit)on fundraising			4,103		5,020
100 Club	2	1,370		1,360	
Less cost of 100 Club		642		595	
Surplus (deficit) on 100 Club			<u>728</u>		<u>765</u>
Total from fundraising operations			4,831		5,785
Hire of hall and equipment		10,908		8,947	
Donations and Grants	3	989		7,386	
Interest		54		57	
Other income		240		100	
			<u>12,191</u>		<u>16,490</u>
Total Income			17,022		22,275
Payments*					
Building maintenance		2,699		1,550	
Cleaning		2,917		2,418	
Utilities		3,156		2,881	
Licences, fees, administration		1,688		1,696	
Depreciation		1,311		1,140	
			<u>11,771</u>		<u>9,685</u>
Surplus (Deficit) for the year			5,251		12,590
Cash Balances at 1 October			<u>24,705</u>		<u>18,076</u>
Cash Balances at 30 September			23,889		24,705
Of which: Unrestricted		23,889		22,478	
Restricted				2,227	
			23,889		24,705

* Payments from 2015 have been re-stated under the headings now used for the 2016 payments to better reflect the types of expenditure involved in running the Hall.

Administration expenses include a £200 fee for the independent examiner

The notes on pages 6 and 7 form part of these accounts.

**BRUSHFORD PARISH HALL
BALANCE SHEET
AS AT 30 SEPTEMBER 2016**

	Notes	2016	2016	2015	2015
Fixed Assets	4		266,468		263,944
Stock		1,479		581	
Debtors & prepayments	5	449		572	
Cash and Bank		<u>23,889</u>		<u>24,705</u>	
		25,817		25,858	
Sundry creditors	6	<u>(1,152)</u>		<u>(1,693)</u>	
			<u>24,665</u>		<u>24,165</u>
Net Assets			<u>291,133</u>		<u>288,109</u>
Funds brought forward			288,109		275,519
Less Restricted fund utilised			<u>(2,227)</u>		
Surplus (deficit) for year			<u>5,251</u>		<u>12,590</u>
Funds carried forward			<u>291,133</u>		<u>288,109</u>

Des Belam

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Chairman / Trustee

The notes on pages 6 and 7 form part of these accounts.

BRUSHFORD PARISH HALL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 SEPTEMBER 2016

1. ACCOUNTING POLICIES

a) Basis of accounting

The financial statements have been prepared under the historical cost convention.

b) Tangible fixed assets

The original cost of the Brushford Parish Hall has not been depreciated as the Trustees do not believe its residual value to be significantly lower than its cost. The cost of re-instating the Hall was professionally valued in January 2015 at £500,000 for insurance purposes.

Other tangible fixed assets are stated at cost, net of depreciation and any provision for impairment. Depreciation is provided on a straight line basis over the estimated lives of the assets.

Fixtures, fittings and furniture	5% per annum
Kitchen	10% per annum
Stage Equipment	5% per annum

c) Bar Stock

Stock is held at historical cost on a first in first out basis

d) Fund accounting

All funds are unrestricted funds, available for use at the discretion of the Trustees in support of the general objectives of the charity, except for £2,227 granted by the Somerset Community Foundation in 2014-15 and used in 2015-16 for the installation of a Hearing Loop.

2. FUNDRAISING OPERATIONS

	Income	Costs	Surplus
	£	£	£
Pop Up Bars and related events	8,263	4,160	4,103
100 Plus Club	1,370	642	728
Total Fundraising Operations	9,633	4,802	4,831

3. DONATIONS

In 2014-15 the Somerset Community Foundation gave the Trustees a grant of £2,227 for the installation of a Hearing Loop. This grant was used in 2015-16 to install the Hearing Loop and upgrade the sound system. Donations in 2015-16 included £164 from www.easyfundraising.com and £22 in Gift Aid.

BRUSHFORD PARISH HALL
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED 30 SEPTEMBER 2016

4. FIXED ASSETS

	Freehold Land and Buildings	Fixtures, fittings and furniture	New Kitchen	Stage Equipment	Total
Cost	£	£	£	£	£
As at 1 October 2015	250,441	4,815	6,882	4,208	266,346
Additions		476		3,359	3,835
Disposals		-200		-200	-400
As at 30 September 2016	250,441	5,091	6,882	7,367	269,781
Depreciation					
As at 1 October 2015		596	1,289	517	2,402
Charge for the year		255	688	368	1,311
Disposals		-200		-200	-400
As at 30 September 2016	0	651	1,977	685	3,313
Net book value					
As at 1 October 2015	250,441	4,524	5,593	3,699	263,944
At 30 September 2016	250,441	4,430	4,905	6,671	266,468

5. DEBTORS AND PREPAYMENTS

	2016	2015
	£	£
Hall hires	449	572

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Trade creditors	972	1,513
100 Club prizes accrued to match income	180	180
	1,152	1,693

7. TRUSTEES

The Trustees of the Hall have not been remunerated for their services and there have been no related party transactions.