

**Glaphorn Village Hall
Charity No 304195
Annual Financial Report 2018**

Report to Glaphorn Village Hall Annual General Meeting Wednesday 17th April 2019

The purpose of the Charity is to “provide and maintain a village hall for the benefit of Glaphorn villagers and members of the nearby communities. As managing trustees we also run social events and entertainments for the local community.”

The financial statement for 2018 (and 2017 & 2016 for comparison) are:

	2018	2017	2016	Notes
	£	£	£	
Opening bank current account 1 st Jan.	4377.27	1217.05	455.71	
Reserve account at 1 st January		2894.59	2384.51	Note 1
Unpresented cheque	-127.63		-73.73	
Revenue reserves 1st January	4249.64	4111.64	2766.49	
Receipts – routine income	8324.90	7089.60	7539.56	Note 2
Payments – routine spending	7668.50	5413.94	4803.37	Note 3; Note 4
Net routine income in year	656.40	1675.66	2736.19	
Extraordinary net expenses 2016 & 2017				
- kitchen refurbishment)		
- fire doors insurance claim) 537.66		
- defibrillator)	391.04	
Loan Repayment	0.00	1000.00	1000.00	Repaid in full in 2017
Net surplus in year	656.40	138.00	1345.15	Note 5

Revenue reserves at year end				
- opening balance at 1 st January	4249.64	4111.64	2766.49	
- add surplus in year	656.40	138.00	1345.15	
Total revenue reserves at 31st Dec	4906.04	4249.64	4111.64	
Represented by				
- cash in current account	4980.86	4377.27	4111.64	
- less unpresented cheque		-127.63	0	
- less cash held for best village group	74.82			Note 6
Total cash available 31st Dec.	4906.04	4249.64	4111.64	

See over page for Notes to Financial Statement

Trustees

In office throughout 2018

N Knowles Chairman

J Knowles

R Bettley

S Bettley

EA Barnish Secretary

Appointments / Resignations

A Barnish Appointed February 2018 Treasurer

J Hood Resigned November 2018

Notes to Financial Statement

The accounts are prepared on a receipts and payments basis. See Note 5.

Note 1 Bank Accounts

The Reserve bank account was closed on 4th December 2017 and all cash was consolidated in the current account. This policy will be reviewed in the light of interest rate movements.

Note 2 Receipts

2.1 Analysis of Receipts 2018 (2017 & 2016)

Receipts Analysis	2018	2017	2016
General rental income	3889	4619	3530
Rent from GPC, ROC, GNP, ENC	1891	1526	1385
General Fund raising and donations	1516	866	2079
Electricity feed in tariff	1029	76	536
Interest received	0	3	10
Total	8325	7090	7540

2.2 Royal Oak Club hire charges are paid quarterly in arrears. Other general hirers pay in advance or following periodic invoice.

2.3 Glaphorn Parish Council has agreed to make an annual grant of £500 in lieu of rent to cover all PC usage of Village Hall. A further contribution of £500 per annum maybe available against suitable spending by the VH subject to the PC's resources at that time. (Minute of PC 17th August 2017); and a donation of equipment to the value of £250 was made in 2018 against that provision.

2.4 Electricity Feed in Tariff – only one small payment was received in 2017 in respect of the feed in tariff (solar panels). For a reason unclear, the reading submission and consequent payment was on an annual basis for 2017; however it has reverted to a quarterly basis. The receipts in the last 4 years have been

2015 4 quarters	£553.01
2016 4 quarters	£536.20
2017 1 quarter	£75.71
2018 7 quarters	£1029.44

2.5 Rental income (general and specific) over the last 6 years was (for information)

Year	Hire Income	
2018	£5780	Hire charges were increased by approximately 15 to 20% with effect from 1 st September 2108. This was the first increase for a number of years.
2017	£6145	
2016	£4915	
2015	£5060	
2014	£5892	
2013	£5602	

Note 3 Payments

3.1 Payments analysis

	2018 £	2017 £	2016 £
Cleaning, caretaking, booking management	2107	2438	2104
Insurance	742	718	538
Electricity	1095	1179	1159
Water	314	189	222
Electric / Fire Safety Checks	118	0	462
ACRE subscription	40	40	40
Administration & Miscellaneous	5	0	0
Day to Day Maintenance	1909	850	278
Development & larger scheme expenditure	1146	537	391
Charitable purposes (Xmas lights event)	193	0	0
Total	7669	5951	5194

3.2 Payments for caretaking / cleaning / window cleaning / booking / hall management in 2018 comprise:

AZ	£1012	Cleaning services
NK	£ 585	Booking System Management (service charge)
NK	£ 60	Window cleaning (reimbursement)
HM	£ 130	Hallmaster Software (paid directly to software supplier)
Various	£ 48	Cleaning materials and equipment (purchased directly from suppliers)
EAB	£ 272	Cleaning materials and equipment (reimbursements)

3.3 Electricity safety check is every 5 years (£420 in 2016); fire safety check is annual (£47, £71 and £45 on last three occasions respectively)

3.4 Insurance premium increased significantly in 2017 (following claim in previous year).

3.5 Day to day maintenance expenditure in 2018 comprised:

Water heater change	£126
Plumbing repairs	£510
Cigarette bin	£58
Decorating hall and doors	£892
Maintenance of solar panels	£84
Oven clean	£125
Miscellaneous	£114
Total	£1909

3.6 Development and larger scheme expenditure in 2018 comprised:

Install projector and screen - electrician	£624
Purchase of screen for projector	£150
Map of Glapthorn - framing	£160
Former trustee acknowledgements	£115
Wine glasses	£97
Total	£1146

Note 4 Payments to Interested Parties

4.1 The Charity Commission requires annual reports and financial statements to specify any payments made to Trustees and explain the basis of those payments.
Payments made to Trustees were in respect of reimbursements of spending incurred on behalf of the Charity except a payment of £585 to N. Knowles for services rendered in respect of management of the booking system and collection of rental income.

EA Barnish	Reimbursement of expenses for cleaning & maintenance materials and events expenditure.	£455.86
Roger Bettley	Reimbursement of events expenditure.	£183.58
Shindo Bettley	Reimbursement of events expenditure.	£55.94
Nick Knowles	Reimbursement of window cleaning.	£60.00
Nick Knowles	Payment for booking system management	£585.00
Nick Knowles	Reimbursements of expenditure incurred for fund raising and charity events	£116.50

Note 5

5.1 If prepared on income and expenditure basis then the only adjustments would be the inclusion of accrued income of £811 (of which £245 was received by 17th January 2019) and accrued expenditure (utilities) of £200.

Note 6

6.1 As joint promoters, with the Parish Council, of the Best Village Group, funds raised from voluntary donations by that Group were held in the Village Hall bank account and reimbursed when requested. Receipts and payments in 2018 were:

Cash held at 1 st January 2018	£0.00
Voluntary Contributions	£686.00
Payments made	£611.18
Cash in VH bank ac 31 st Dec 2018	£74.82

17th January 2019