

THE MEPPERSHALL VILLAGE HALL
Year to 31st March 2019
Financial Statements

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CHARITY NUMBER

300052

TRUST ASSETS

A fully funded building contract for a New Village Hall on land at Meppershall in Bedfordshire together with cash and other assets available to the trustees. Practical Completion of the New Village Hall was signed off on 19 December 2018 together with transfer of title to the underlying freehold land.

TRUSTEES

David Birch
Dave Foscett
Graham Jones
Graham Walker
Jeff Hurst
Laura Hing
Louise Hutson

Specific responsibilities

(Property construction and treasurer)
(Property construction and Parish Council liaison)
(Property construction and legal matters)
(Maintenance & Premises License)
(Players user group)
(Events & Activities)
(Bookings and Hirings)

Louise Hutson ceased to be a trustee on 31 May 2019.

Secretary

Graham Jones

INDEPENDENT EXAMINER

Richard Bodily ACA
Chartered Accountant
28 Dunstable Road
Luton
LU1 1DY

BANKERS

HSBC
19 Midsummer Place
Milton Keynes
PO Box 1888
Coventry
CV3 9WN

CONTACT and CORRESPONDENCE

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18B Shefford Road
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Website: <https://www.meppershallvillagehall.co.uk/>

Report of the Trustees

Constitution and Object of the Trust

The Trust was established by a conveyance dated 26th January 1960 of land on which the original Meppershall Village Hall was constructed and recreational facilities provided. The assets of the trust are to be used for the purposes of improving the conditions of life for the residents of Meppershall in Bedfordshire and the neighbouring areas.

Trustees and Committee of Management

The trustees and committee of management is to comprise five members elected at the Annual General Meeting each year and others representing local organisations. No remuneration or expense allowances are paid for acting in the capacity of trustee.

Public Benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities for the year.

Statement of Trustees' responsibilities

The Trustees are aware of their responsibilities to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of its financial activities for that period. In preparing the accounts the Trustees have accepted the requirement to: -

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the Charities Statement of Recommended Practice and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is not appropriate to presume that the Charity will continue operating.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees accept responsibility for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reserves

The Trustees hold the majority of funds as reserves until such time as suitable projects or expenditure are identified to fulfil the charitable objectives.

Risk assessment

The Trustees actively review the major risks the Trust faces on a regular basis. As well as considering internal controls, the Trustees have also examined the other operational risks and confirm that systems and initiatives are in place which are regularly reviewed in order to mitigate those risks.

Report of the Trustees - continued

Sale of land and New Village Hall construction

In September 2015 negotiations came to a successful conclusion to sell the land on which the original Village Hall stood so as to provide access to nearby farm land for the purposes of constructing residential property. In March 2017 following receipt of a satisfactory planning consent the sale was completed.

The sale proceeds funded an Interim Village Hall building and alongside that, on playing field land previously owned by the Meppershall Parish Council, construction of a New Village Hall and fit out at a cost c£1.8m.

Chartered Surveyors were appointed to advise the Trustees during the course of the sale negotiations and then engaged to monitor construction of the New Village Hall to the agreed contract and specifications.

The new construction was substantially completed for handover on 19 December 2018 after which the outstanding works were then to be dealt with in the ensuing months. Inevitably snagging items have arisen but some have been taking a lot more time to deal with than should really be the case, thus involving considerable Trustee time. This is ongoing.

The Trustees have worked with the Meppershall Parish Council and Hirers of the Village Hall to mutual benefit in respect of the acquisition of fixtures and equipment. Meppershall Parish Council are constructing new sports pitches and installing play and fitness equipment on land adjacent to the New Village Hall which will enhance the overall facilities available.

The Trustees together with Meppershall Parish Council have access to a fund of monies received on completing the sale of their respective land of just over £117k (2018 £190k). This sum is available to the Trustees and the Parish Council to meet costs arising in the construction, purchase of equipment, fit out of the New Village Hall, the sports pitches and leisure areas. It is intended that a balance will be retained sufficient to assist with the running costs in the early years whilst hirings and usage build up. The objective of the Trustees and the Parish Council is that the new facilities cover their annual costs out of revenue received.

New Village Hall

Overall the trustees are pleased with the progress that has been made since handover at Practical Completion in December 2018 and the diversity of activities now carried on by User Groups and Hirers each week. The number of parties, weddings and special events organised on a regular basis has increased in line with expectations in the new facilities with numbers attending from a few, to as many as 190.

All regular hirers are seeing the benefit of the new facilities with the bar and new café providing enhanced services and facilities for everyone's benefit. Enquiries for booking parties or celebratory events continue at fairly high levels, many on quite short notice reflecting modern trends in organising activities as part of busy lives and instant communications.

The appointment of a bookings coordinator has ensured enquiries are responded to on a prompt and effective basis, with meetings on site to explain the services and facilities available securing hirings tailored to meet the requirements of individuals and User Groups. This is no longer a role that can be dealt with by the Trustees on an ad-hoc basis.

The Web based Hallmaster booking system introduced in the latter part of 2018 is operating well. This gives immediate visual information to Hirers as to dates and times available, as well as types of activities that suit the New Village Hall. The system provides financial control over invoicing and ensuring payments are made on time.

The trustees have had very positive feedback as to how well the booking, hiring, paying and administration systems are working.

Income in the six months to 30 September 2019 of £24k shows a small surplus over expenditure before provisions for depreciation of assets and future maintenance costs.

Report of the Trustees - continued

In respect of costs in the New Village Hall so far, the main expenses falling outside of expectation have been cleaning and electricity reflecting in part the enhanced uses of the building but also unit cost increases far beyond normal inflationary uplifts. Specifically, the changes to the “Minimum” and “Living Wage” and a 53% increase in electricity unit costs since signing the sale contract in 2015 as well as the impact of a daily KVA capacity charge (costs with VAT £3.64p up to £6.40 per day) have adversely impacted upon costs.

The New Village Hall is lit by LEDs and mainly comprises new equipment in the kitchen, café, bar and cellar so is as energy efficient as possible as regards electrical consumption. However, the Trustees are monitoring the sub-meters installed for specific areas of the building, on a weekly basis, and working with hirers to mitigate these costs as much as possible. If a saving of say 10% can be made that is around £1k+ pa.

The Trustees are therefore focused on the need for utilisation of the New Village Hall to generate revenue to cover all the current running costs but at fair and reasonable rates for hirers, efficiencies of day to day operations, and being able to put money aside for future repairs and refurbishments.

This continues to be a progressive time for the Trustees working with the Meppershall Parish Council, Croudace the contractor, User Groups and Hirers to ensure the New Village Hall, Social and Sports Facilities serve Meppershall residents and the local area very well for many years to come.

Review of the year – fulfilling our objectives and public benefit

Details of the activities are set out above.

Income and expenditure are set out on pages 6 to 7 together with the associated notes.

The Trustees consider that the objectives of the Charity have been met in the year.

Approval

This report was approved and signed on behalf of the Trustees.

Graham Jones
Trustee
22 October 2019

**to the trustees of The Meppershall Village Hall (Charity Number 300052)
Year to 31st March 2019**

I report on the financial statements of the Charity for the year ended 31st March 2019, which are set out on pages 6 to 10.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the financial statements. 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 financial statements under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

This report, including my statement, has been prepared for and only for the Charity's trustees as a body. My work has been undertaken so that I might state to the Charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the Charity's trustees as a body for my examination work, for this report, or for the statements I have made.

Basis of independent examiner's report

My 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 financial statements 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 financial statements 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 financial statements to be reached.

R T Bodily
Chartered Accountant
Machins Building
28 Dunstable Road
Luton LU1 1DY

22 October 2019

	Year to 31st March 2019		Year to 31st March 2018	
	£'s	£'s	£'s	£'s
INCOME				
Hirings - Regular Users		10,249		10,328
Hirings - Events		3,245		1,595
Social Club		9,600		8,450
Walnut Tree Café		2,237		0
Salvation Army - Clothes recycling		88		0
Pool Table		766		0
Snooker table		313		0
Bank interest received		22		6
TOTAL INCOME		26,520		20,379
EXPENDITURE				
Cleaning & Waste Removal	10,894		9,869	
Maintenance & Materials	2,001		1,838	
Hire & Marketing services	1,180		0	
Insurance, water, power & telephone services	12,241		6,985	
Electric - New MVH Social Club reimbursement	(429)		0	
Administration and licence costs	858		859	
TOTAL EXPENDITURE		26,745		19,551
OPERATING (DEFICIT) or INCOME		(225)		828
Provision for depreciation of assets		(1,169)		(268)
NET (DEFICIT) or INCOME FOR THE YEAR		(1,394)		560

		2019		2018	
	Note	£'s	£'s	£'s	£'s
Fixed Assets					
Land and Construction of New Village Hall	1		1,775,178		1,725,936
Equipment & Fittings	1		33,163		5,094
			<u>1,808,341</u>		<u>1,731,030</u>
Current Assets					
Debtors and Monies receivable					
Social Club hire fees		800		800	
Lettings and hirings		2,047		3,094	
Prepayments		392		517	
		<u>3,239</u>		<u>4,411</u>	
Cash at bank					
Current account - HSBC		4,600		4,496	
Deposit account - HSBC		22,177		13,155	
		<u>26,777</u>		<u>17,651</u>	
Total current assets		<u>30,016</u>		<u>22,062</u>	
Creditors: Amounts falling due within one year					
Trade creditors		547		458	
Deposits received		1,465		0	
Events money paid in advance		945		0	
Accrued expenses		7,052		1,372	
		<u>10,009</u>		<u>1,830</u>	
Current assets less current liabilities			20,007		20,232
Net Assets			<u>1,828,348</u>		<u>1,751,262</u>
Statement of funds of the charity:					
Specific Funds					
Construction and fit out of New Village Hall					
Sale of freehold land, contract for acquisition of land and construction of New Village Hall					
			1,775,178		1,725,936
Funding of Equipment & Fittings purchased					
Brought forward		5,094		0	
Add: Advances in the year		29,238		5,362	
Less; Provision for depreciation of related assets		(1,169)		(268)	
		<u>33,163</u>		<u>5,094</u>	
General Funds					
Brought forward		20,232		19,066	
Adjustment to accruals basis		0		338	
Operating (deficit) or income		(225)		828	
Carried forward		<u>20,007</u>		<u>20,232</u>	
Total reserves balances carried forward			<u>1,828,348</u>		<u>1,751,262</u>

The Financial Statements on pages 6 to 10 were approved by the Trustees and signed on their behalf on 22 October 2019 by:

David Birch
Treasurer and Trustee

Basis of Accounting

The Financial Statements for the year to 31 March 2019 are prepared on an accruals basis so that income and expenditure are recognised in the period to which they relate. The prior year to 31 March 2018 was based on cash receipts and payments and a statement of assets and liabilities at the end of the accounting year. For that period the Financial Statements would not be materially different if converted to the accruals basis, therefore no such amendments have been made to the comparative figures reported in these Financial Statements.

The Financial Statements have been prepared under the historic cost convention taking into account the provisions of the Charities Act 2011 and Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102). The Financial Statements are not required to be fully compliant with FRS 102.

Going concern

In preparing the Financial Statements the trustees assess whether use of the going concern concept is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the Financial Statements.

Donated assets, equipment, facilities or services

A donation of a capital asset is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor is used. The value will be recognised as part of reserves in the balance sheet and a corresponding amount included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the Charity's accounting policy.

Cash donations are included in the income and expenditure account unless received for a specific purpose when they are held in reserves until the relevant expenditure or asset purchase has been completed.

Due to the nature and intended outcome of services and assistance provided on a without charge basis by professional advisors, tradesmen or members of the public no evaluation of specification or monetary value is carried out. Hence no amounts in respect of such services and assistance are included in the Financial Statements.

Income recognition

Income is measured at the fair value of the consideration received or receivable from the hire of facilities or equipment, net of discounts. Income is recognised when the hiring has been completed and there is an entitlement to receive consideration for the facilities or equipment provided.

Hire fee payments in advance

Booking and hire fees received in advance of the date of a hiring are included in creditors and not taken into account as income until after the hire has been completed. Damages Deposits received are included in creditors until repaid to the hirer or offset against relevant remedial costs incurred.

Tangible fixed assets

Fixed Assets are stated at cost, net of depreciation and any provision for impairment. Assets in the course of construction are included at cost as depreciation is not charged until these are brought fully into use.

Tangible fixed assets acquired by way of gift or with the aid of specific grants, are included in the balance sheet at cost and depreciated over their expected useful economic life. The related funding value is credited to a reserves account in the balance sheet. Depreciation on those assets is charged to that reserves account.

Year to 31st March 2019

ACCOUNTING POLICIES cont/....

Depreciation of assets

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset on a straight line basis over its expected useful life, as follows:

Buildings – 100 years

Equipment, Fixtures and fittings – 7 to 10 years

Depreciation is deducted from the appropriate balance sheet reserve which funded the acquisition of the asset.

A review for impairment of fixed assets is carried out if events or changes in circumstances indicate that the carrying value may not be recoverable in full. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments and deducted from the appropriate balance sheet reserves.

Debtors and Creditors

Debtors and Creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses from impairment or amounts written off are recognised in the income and expenditure account.

Liabilities

Liabilities are recognised when there is an obligation subsisting at the balance sheet date as a result of a past event and it is probable that a payment will be required. Liabilities are recognised at the amount expected to be paid to settle the debt.

Provisions for potential liabilities

Provisions for potential liabilities are made where an event has taken place that gives the Charity a legal or constructive obligation and a reliable estimate can be made of the amount payable, or that may become payable, taking into account all relevant facts, legal advice, risks, uncertainties and stages of negotiation of a settlement sum.

Cash at bank

Cash at bank is represented by cash held with UK banks repayable without penalty within 24 hours.

Taxation

The Trust is considered to meet the definition of a Charity for UK tax purposes. No provision is therefore made for taxation as the Trust is a Registered Charity with tax exempt status.

Critical accounting estimates and areas of judgement

Estimates and judgements applied in preparing the Financial Statements are based on available factual information, legal and other relevant factors, expectation of the effects of future events, personal experience and the specific expertise of the Trustees.

General Information

Details of the Registered Charity, Meppershall Village Hall, are set out on page 1.

The principal activity of the Charity continued to be that of operating and providing a Village Hall for local residents and their families together with the related facilities and equipment.

The presentation currency of the financial statements is the Pound Sterling (GBP). Monetary amounts are rounded to the nearest whole pound.

The significant accounting policies applied in preparation of these financial statements are set out above. These policies have been consistently applied to all years unless otherwise stated.

THE MEPPERSHALL VILLAGE HALL
Year to 31st March 2019
NOTES TO THE FINANCIAL STATEMENTS

1. Fixed Assets

	Land & New Village Hall building £'s	Equipment & Fittings £'s	Total £'s
Cost			
Brought forward - 1 April 2017	1,722,662	0	1,722,662
Expenditure in the year end 31 March 2018	3,274	5,362	8,636
	<u>1,725,936</u>	<u>5,362</u>	<u>1,731,298</u>
Expenditure in the year end 31 March 2019	49,242	29,238	78,480
Carried forward 31 March 2019	<u>1,775,178</u>	<u>34,600</u>	<u>1,809,778</u>
Depreciation			
Brought forward - 1 April 2018	0	268	268
Re: Expenditure in the year end 31 March 2018	0	804	804
Re: Expenditure in the year end 31 March 2019	0	365	365
	<u>0</u>	<u>1,169</u>	<u>1,169</u>
Carried forward 31 March 2019	<u>0</u>	<u>1,437</u>	<u>1,437</u>
Net Book Value 31 March 2019	1,775,178	33,163	1,808,341
Net Book Value 31 March 2018	1,725,936	5,094	1,731,030

2. Related party transactions

- a) The following amounts were paid or payable to individual trustees or their related party during the year:

Graham Walker for property maintenance services	£1,440 (2018 £990).
Jill Foskett (wife of David Foskett) for booking and hiring services	£1,050 (2018 £Nil)

- b) The trustees were reimbursed costs incurred on behalf of Meppershall Village Hall on a £1 for £1 basis.
- c) Meppershall Social Club reimburse costs paid on their behalf related to BT Sport.

3. Independent Examiner

Goods to the value of approx. £95 are provided to the Independent Examiner in respect of the Annual Review carried out.