

**SUNNINGDALE VILLAGE HALL**

**Unaudited Accounts**

**for the year ended 31 December 2015**

## SUNNINGDALE VILLAGE HALL

### Information

#### Trustees

John Upperton (resigned 22 July 2015)  
Rosemarie Nash  
Stephen Hall  
Robin Booth  
Anthony Hatch (appointed 22 July 2015)

#### Secretary

Rebecca Graves

#### Charity Registered Address

Church Road  
Sunningdale  
Berkshire SL5 0NJ

#### Operations Team

Aileen Boaler (Chair of Operations)  
Alexis Wolfe (Bookings Manager)  
Carol Elsasser (Marketing Manager)  
Claire Grosvenor (Treasurer)

#### Office Address

The Pavilion  
Parish Office  
Broomhall Lane  
Sunningdale  
Berkshire SL5 0QS

#### Examiner

Power In Numbers Limited  
3 Kitsmead Lane  
Longcross  
Chertsey  
Surrey KT16 0EF

#### Bankers

Barclays Bank PLC

# SUNNINGDALE VILLAGE HALL

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## SUNNINGDALE VILLAGE HALL

### Trustees' Report for the year ended 31<sup>st</sup> December 2015

**Registered Number:** 299966

**Principal office:** Church Road, Sunningdale, Ascot, Berkshire SL5 0NJ

**Trustees at the date of this report:**

Robin Booth (Chairman)

Rosemarie Nash

Stephen Hall

Anthony Hatch

**Structure, Governance and Management:**

The Charity is an unincorporated association governed by a registered Charity Commission Scheme dated 12<sup>th</sup> February 1988 as amended on 23<sup>rd</sup> November 2009 and 24<sup>th</sup> November 2011.

Governance falls under a Board of four Trustees, half of whom are nominated by Sunningdale Parish Council and half by Sunningdale Parochial Church Council. The nominated Trustees may co-opt up to two additional Trustees.

The day to day management of the Charity is carried out by an Operations Team appointed by the Trustees.

**Financial review:**

The Trustees are pleased to report that the charity made a surplus of £314 for the year covered by this report and that the reserves at the end of the period, all of which are unrestricted, amounted to £24,807.

The Trustees operate a policy of maintaining reserves at a minimum of £5,000 to ensure that funds are always available to keep the property in a state of good repair. Reserves in excess of £5,000 are made available as deemed appropriate by the Trustees for investment in the further development of the facilities and activities of the charity.

**Objectives and Activities:**

The object of the Charity is the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Sunningdale and the neighbourhood thereof (the "area of benefit") without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

## SUNNINGDALE VILLAGE HALL

Sunningdale Village Hall sits at the heart of Sunningdale's community life and is the home of a wide range of social, leisure and recreational activities.

The Village Hall is used throughout the day and evening for many classes and activities. It has a large main hall with raised wooden stage area ideal for theatrical performances or musical events and a sprung wooden floor which is also marked out for badminton. A serving hatch direct from the kitchen makes it an ideal venue for many functions where eating and dancing can be combined.

The Village Hall also has a smaller hall and gardens at the rear of the building. The smaller hall is the home (during the day in term time) to Sunningdale Pre-School. This room, which also has its own kitchen, can be hired for events at evenings and weekends.

The Trustees monitor the prices charged to users of the Hall to ensure that the facilities are affordable to a wide cross section of the community. Concessionary rates are offered to users who are registered charities.

### **Achievements:**

During 2015, the year covered by this report, the number of hirers and utilization of the Hall continued at a satisfactory level with income from regular hirers slightly up on the previous year. We continue to promote community activities through the Village Venues leaflet, which is published and distributed three times a year to over 3,000 households.

The Trustees continued the refurbishment programme; the outside redecoration of the Hall was completed, parking lines were marked out and a designated disabled bay added at the front of the Hall. Future plans include upgrading the electrical supply, kitchen equipment and lighting and the refurbishment of the main hall and stage flooring.

The Operations Team offices were relocated to new premises in the Sunningdale Parish Council Pavilion at Broomhall Recreation Ground. A new Bookings Manager was recruited.

Work was started on reviewing and updating the Constitution to reflect current best practice and, for example, to remove references to the former CMI building.

The Trustees would like to place on record their thanks to the Operations Team for all their hard work during the past year.

### **Public benefit:**

The Charity Trustees believe that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

**Robin Booth**  
Chairman

**1 August 2016**

**SUNNINGDALE VILLAGE HALL**

**Independent Examiner's Report to the Trustees of**  
**SUNNINGDALE VILLAGE HALL**

We report on the accounts of the trust for the year ended 31 December 2015, which are set out on pages 4 to 6.

**Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charities Commissioners under section 43(7)(b) of the Act, whether particular matters have come to our attention.

**Basis of independent examiner's report**

Our 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 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 we do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In connection with our examination, no matter has come to our attention:

- 1) which gives us 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;
- 2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Power In Numbers Ltd**

17 August 2016

**SUNNINGDALE VILLAGE HALL**

**Income & Expenditure Account**  
**for the year ended 31 December 2015**

<u>Notes</u>	<u>2015</u>		<u>2014</u>	
	£	£	£	£
<b><u>Incoming resources</u></b>				
Hire income		33,164		31,862
Funding grant – RBWM		-		10,000
Advertising income		267		-
Donations received		43		75
		<hr/>		<hr/>
		<b>33,474</b>		<b>41,937</b>
<b><u>Resources expended</u></b>				
Advertising	657		24	
Repairs & maintenance	2,095		3,285	
Accounts examiner's fee	110		110	
Rent, rates & refuse	1,790		1,229	
Cleaning	5,140		5,107	
Insurance	1,398		1,496	
Light & heat	3,189		4,567	
Management charges/wages	9,305		10,095	
Refurbishment costs	7,122		8,940	
Telephone	372		20	
Print, post & stationery	677			
Donations	-		450	
Depreciation	554		-	
Sundry expenses	751		745	
		<hr/>	<hr/>	
		<b>(33,160)</b>		<b>(36,068)</b>
<b><u>Net incoming resources for year</u></b>		<hr/> <b>314</b> <hr/>		<hr/> <b>5,869</b> <hr/>

**SUNNINGDALE VILLAGE HALL**

**Balance Sheet**  
**as at 31 December 2015**

	<u>Notes</u>	<u>2015</u>		<u>2014</u>	
		£	£	£	£
<b><u>Tangible fixed asset computers</u></b>			1,108		-
<b><u>Current assets</u></b>					
Debtors	2	3,984		12,457	
Cash at bank		23,686		17,837	
		<u>27,670</u>		<u>30,294</u>	
<b><u>Current liabilities</u></b>					
Accruals & trade creditors	3	3,971		5,801	
<b><u>Net current assets</u></b>			<u>23,699</u>		<u>24,493</u>
<b><u>Total assets less current liabilities</u></b>			<u>24,807</u>		<u>24,493</u>
<b><u>Capital account</u></b>					
Unrestricted Funds at 1/1/15 B/Fd			24,493		18,624
Surplus for the year			314		5,869
<b><u>Total reserves</u></b> (all unrestricted)			<u>24,807</u>		<u>24,493</u>

These Financial Statements were approved by the Board of Trustees, who confirm that they have made available all relevant records and information for their preparation, on 1 August 2016 and were signed on its behalf by:

**Robin Booth – Chairman**

**Anthony Hatch – Trustee**



**SUNNINGDALE VILLAGE HALL**  
**Notes to the accounts**  
**for the year ended 31 December 2015**

**1. Accounting policies**

**1.1. Accounting convention**

The accounts are prepared under the historical cost convention on the accruals basis.

**1.2. Income**

Income represents the total income value, of all sales & other sources during the year.

**2. Debtors**

	<b><u>2015</u></b>	<b><u>2014</u></b>
	<b>£</b>	<b>£</b>
Prepayments	1,534	1,929
Trade debtors	2,450	528
Other debtors	-	10,000
	<b><u>3,984</u></b>	<b><u>12,457</u></b>

**3. Current liabilities**

	<b><u>2015</u></b>	<b><u>2014</u></b>
	<b>£</b>	<b>£</b>
Trade creditors	3,158	4,425
Key deposits held	150	50
Accruals	663	1,326
	<b><u>3,971</u></b>	<b><u>5,801</u></b>