

Independent examiner's report to the trustees of Cowfold Village Hall Trust

I report on the accounts of the Cowfold Village Hall Trust for the year ended 31 December 2013, which are set out on pages ~~00~~¹ to ~~00~~².

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 2011 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 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 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.

Name: HELEN STANFIELD *Helen Stanfield*

Relevant professional qualification or body: ACA

Address: 17 HOLT OAKS, COWFOLD. RH13 8AQ

Date: 9th August 2014

COWFOLD VILLAGE HALL TRUST

BALANCE SHEET

AND

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED

31ST DECEMBER 2013

COWFOLD VILLAGE HALL TRUST

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 2013

	2013	2012
ACCUMULATION FUND		
Income		
Hire income	20,482	20,780
Grants and Donations	40	0
Gross Interest Receivable	770	35
Property Rental Income	11,050	10,580
Sundry Income	474	0
	<u>32,817</u>	<u>31,395</u>
 Expenditure		
Council Tax and Refuse Collection	857	335
Insurance	7,352	5,994
Light, Heat and Water	8,087	7,602
Wages	4,796	4,824
Rental Management Charge	948	670
General Maintenance	1,798	1,826
Postage, Telephone and Stationery	361	399
Cleaning	1,631	1,034
Sundry Expenses	96	90
PRS Licence	499	608
	<u>26,424</u>	<u>23,382</u>
 NET SURPLUS / (DEFICIT)	6,392	8,013
 Non trading income - Insurance claim	0	4,504
Non trading expense - Insurance claim cost	0	-4,504
Less:		
Transfer to Renovation and Improvement Fund	-5,665	-5,500
BALANCE TRANSFERRED TO ACCUMULATION FUND	<u>727</u>	<u>2,513</u>

	2013	2012
RENOVATION AND IMPROVEMENT FUND		
Balance brought forward	23,626	19,165
Transfer from General Fund	5,665	5,500
Renovation Expenditure	-5,665	-1,039
 BALANCE CARRIED FORWARD	<u>23,626</u>	<u>23,626</u>

COWFOLD VILLAGE HALL TRUST
BALANCE SHEET AS AT 31ST DECEMBER 2013

	2013	2012
ASSETS		
Freehold Property at book value Cowfold Village Hall (Note 1)	3,000	3,000
Cash:		
Current Account	12,835	12,877
Deposit Accounts	<u>41,889</u>	<u>41,119</u>
	54,724	53,997
TOTAL NET ASSETS	<u><u>57,724</u></u>	<u><u>56,997</u></u>

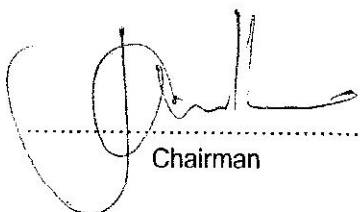
Represented by:

CAPITAL AND GENERAL ACCUMULATION FUNDS:

Balance at 1st January 2013	33,371	30,858
Add: Net Surplus for the year	<u>727</u>	<u>2,513</u>
	34,098	33,371
 Renovation and Improvement Fund	 <u>23,626</u>	 <u>23,626</u>
	<u><u>57,724</u></u>	<u><u>56,997</u></u>

Note 1

Since no property valuation has been professionally given upon the freehold property, it remains in the accounts of the Trust at the original transfer value on 28th April 1954. However, it is to be noted that insurance cover relating to rebuild costs is based upon £2,403,104 (including the outbuildings), as independently confirmed.



 Chairman



 Treasurer

Cowfold Village Hall
Accounts for the year ended 31st December 2013

Treasurers Annual Report 2013

	2013	2012	2011
	£	£	£
1. Profit & Loss			
Trading income	21,732	20,780	19,946
Rental Income	9,800	10,580	9,850
Trading expenditure	-26,424	-23,382	-20,681
Net trading profit	5,108	7,978	9,116
Grants and donations	40	0	200
Interest	770	35	41
200 Club (Deficit) / Surplus	0	0	-50
Sundry Income	474	0	0
Transfer to Renovation Fund	-5,665	-5,500	-9,250
Overall Surplus	727	2,513	56

2. Income

- a. 'Trading income' has increased by 4% over that of 2012 and 2011, despite the current economic climate.
b. 'Rental Income' includes a 10 month rental of the flat and a whole year of the small office being rented out.

3. Expenditure

a Council Tax and Refuse Collection

In 2013, the Pavilion and the Village Hall have had to pay 20% of the full Council Tax bill. In prior years the Pavilion has not been subject to Council Tax. As the flat is rented out, there is no council tax liability arising.

b Insurance

The insurance cover for 2013 has been extended to 13 months, however the cost has still risen by 13%.

c Heat, light & water

Electricity costs have reduced slightly in 2013 to £2,174, by comparison to £2,538 in 2012.

Oil expenditure has risen by £1,000 over 2012.

Water costs for the Pavilion and Hall are paid monthly, being £197 and £829 respectively.

d Wages

2013 wages for the Caretaker includes £990.87 of statutory sick pay which will be recovered at the end of the tax year, which is the 5th April 2014.

e General Maintenance

The 2013 figures include:	Repainting of flat prior to rental	1,850 (From renovation Fund)
	Repainting of Village Hall exterior	3,815 (From renovation Fund)
		<u>5,665</u>
	Sky light repair	502
	Vacuum repair	300
	Wall repair (by hairdressers)	432
	Sundry repairs	564
		<u>1,798</u>

f Postage, telephone and stationery

In 2013 the costs were as follows

Postage & Stationery	£76
Telephone	£325
	<u>£402</u>

g Cleaning

Windows	£288
Cleaning supplies	£863
Temporary Cleaner	£480
	<u>£1,631</u>