



Trustees' Annual Report for the period

From **01/05/2023**

Period start date To **30/04/2024**

Period end date

Charity name: Hutton Village Hall Management Committee

Charity registration number: 517931

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To hold the property on trust for the use of the inhabitants of the Parish of Hutton
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To maintain the hall and make it available for hire for groups, clubs, associations etc. and for private hire.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The charity provides facilities for many different clubs, associations etc and provides facilities for private hire for meetings, parties, anniversaries, concerts etc and for fund raising.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a strong financial position.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our reserves are kept for repairs and maintenance of the building and furnishings
Amount of reserves held	Para 1.22	£65,000 at the end of the financial year
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Funds are raised from the hire of the building and also fund raising events held by the management committee
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Registered Charity
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Up to 9 members can be appointed at the AGM All village groups can nominate 2 of their members. Up to five members can be co-opted

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Hutton Village Hall Management Committee
Other name the charity uses	Hutton Village Hall
Registered charity number	517931
Charity's principal address	Moor Lane Hutton Nr. Preston PR4 5SE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andrew Baller	Chairman		
2	Emma Lamb	Vice Chair		
3	Barbara Baller	Treasurer		
4	Laura Lane	Minutes Secretary		
5	Morag Nuttall	Bookings Secretary		
6	Ross Bullock			
7	Margaret Molloy			Hutton Priory Pachers
8	Susan Scott			Hutton Playgroup
9	David Eland			
10	Roger Mitchell			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

B.Baller

Full name(s)

Barbara Baller

Position (eg Secretary,
Chair, etc)

Hon. Treasurer

Date

15/10/2024

Hutton Village Hall Management Committee
Registered Charity No. 517931

Receipts and Payments Account for the year ended 30th April 2024

Receipts from Hall Activities		Payments for running the Hall	
Hire of hall	13829	Insurance premium	1250
Indemnity receipts	150	Licences & subscriptions	180
Bar deposits	100	Gas,water,electricity,phone	8246
Bar receipts	4228	Repairs & maintenance	5741
	18307	Cleaning & waste collection	4218
		Bar purchases	2336
			21972
Gross Receipts from Fund Raising		Payments for Fund Raising	
May Day 2023	7547	May Day 2023 expenses	3672
Quiz Night	260	May Day paid 22/23	33
Concert Nights	786	Quiz Night	178
	8593	Concert Nights	645
		Social Evening	41
			4569
Investment Income		Management & Administration	
Bank interest – Santander	2033	Stationery & stamps	72
		Sum Up Machine	167
		Meetings	54
		Honorarium	100
			393
Donation		Other Payments	
Hutton Local History Society	3258	Gazebos	950
		Chair Clips	310
		Commercial Grill	140
		Air Fryer	65
		Round Tables	1344
		Table Cloths	120
			2929
		Excess of receipts over payments	2328
	<u>32191</u>		<u>32191</u>
		Cash Funds last year	63193
		Excess fo receipts over payments	2328
			<u>65521</u>

.....Barbara Baller

Hon. Treasurer

..... Sandra Wiseman

Independent Examiner

.....

Independent Examiners report to the trustees of Hutton Village Hall Management Committee

I report to the trustees on my examination of the accounts of the Hutton Village Hall Management Committee (the Committee) for the year ended 30th April 2024.

Responsibilities and basis of report

As the charity trustees of the Committee, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. I report in respect of my examination of the Committee's accounts carried out under section 145 of the 2011 Act and in carrying my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Committee as required by section 130 of the Act; or
2. The accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which the attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name:

Sandra Wiseman ACMA, CGMA

Membership of Professional Body:

Chartered Institute of Management Accountants

Address:

24 Cockersand Ave, Hutton, Preston PR4 5FN

Date:

6/7/24

2. Checklist

The Directions and documentation	Step done?	Working paper reference
Direction 1: Check whether the charity is eligible to have an independent examination		
Checked the charity audit threshold applying to the accounts to be reviewed	Yes	Gross income <£35k
Checked an audit is not required for any other reason	Yes	
Confirmed the charity is eligible for independent examination	Yes	Not required
Confirmed the amount of the charity's income to figure shown the accounts (including any branches) and confirmed that income and assets are below the audit threshold or, if applicable, obtained a copy of the letter from the Commission approving an audit dispensation	Yes	Below threshold
If the charity has one or more subsidiaries confirmed that group accounts are not required by law	N/A	
If a charitable company checked that the audit exemption statement has been made	N/A	
If applicable, rechecked the threshold calculation during the examination	N/A	
If the charity's income is more than £250,000 confirmed that the examiner is a member of one of the listed bodies	N/A	
If applicable, informed the trustees that the charity is not eligible for an independent examination	N/A	
If receipts and payments accounts have been prepared, checked that the charity's gross income is less than £250,000 and that it is not a company	Yes	
If receipts and payments accounts have been prepared, check that there is no requirement to prepare accruals accounts in the charity's governing document or for any other reason	Yes	
If applicable, informed the trustees that the charity is not eligible to prepare receipts and payments accounts	N/A	
Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination		
Confirmed that there are no close personal relationships with the trustees that compromise independence	Yes	
Confirmed as having no day to day involvement in the administration of the charity	Yes	
If providing other services to the charity then confirmed that all the criteria in Direction 2 necessary for independence are met	N/A	
Identified that there are no circumstances in the examiner's judgment that would reasonably lead to the perception that the examiner is not independent	Yes	

Obtained an understanding of the charity's constitution, objectives, organisational structure, the funds managed, its activities and accounting records and systems	Yes	Management and upkeep of Village Hall. Manual ledger kept. 2 x banks accounts: Business Account and Corporate Account
Planned specific examination procedures appropriate to the circumstances of the charity	Yes	
Reviewed whether any areas for improvement were advised to the trustees in the previous year's independent examiner's report (or audit report and management letter) and looked to see if any action taken	None	
Considered the financial risks identified and, where accruals accounts prepared, considered whether the trustees have evidence that shows that the charity is a going concern	Yes	Card payments and bank receipts are now taken. Cash receipts are mostly received for the fete which is the main fund-raising activity. Numbered booking forms used.
Noted any implications for the examiner's report and for separate reporting to the Commission	None	

The Directions and documentation	Step done?	Working paper reference
Direction 5: Check that accounting records are kept to the required standard		
Checked that accounting records have been kept are complete and considered if they have been kept to the required standard	Yes	Receipts & Payments
Asked the trustees about how they ensure the accounting records are complete	Yes	Numbered booking forms and receipts book. Receipts obtained for all cash payments.
If corrections made or records created during the examination, the trustee approval for these has been sought and obtained		
Asked the trustees if they carried out a review of the charity's internal financial controls in the year reported	No	Independent Examiner
Noted any implications for the examiner's report and for separate reporting to the Commission	None	
Direction 6: Check that the accounts are consistent with the accounting records		
Compared the accounts with the underlying accounting records	Yes	
Checked some entries from the listing of transactions of income and expenditure to vouchers such as invoices, bank statements, and receipts.	Yes	
If applicable, confirmed that the trustees have taken the necessary steps to ensure that restricted or endowed funds are correctly reported in the accounts	N/A	
If additional checks were necessary, the evidence was found that showed the accounting record was complete, voucher present, and both supported the entry in the accounts	N/A	
Direction 7: If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts	N/A	
Checked that the disclosures required by the SORP have been made and are complete	N/A	
Considered whether there are any implications for the examiner's report and reporting to the Commission	N/A	
If receipts and payments accounts prepared and a related party transaction note was provided, then checked the note for any implications for the examiner's report	N/A	
Direction 8: Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts		
Checked with the trustees that the separate funds of the charity have been correctly accounted for and reported correctly in the accounts	Yes	
Checked the reasonableness of any significant estimates or judgments that have been made in preparing the accounts	N/A	

The Directions and documentation	Step done?	Working paper reference
Where accruals accounts are prepared, checked that the accounting policies adopted are consistent with the SORP and are appropriate to the activities of the charity	N/A	
Where accruals accounts are prepared, checked that the accounts were prepared on a going concern basis	N/A	
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	
Direction 9: The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts		
Asked the trustees whether they expect the charity to be able to settle outstanding invoices, bills and commitments as and when they fall due	No	Reserves of £66k
Asked the trustees about the reserves policy and the adequacy of the level of reserves held	No	Held for repairs to hall
Where accruals accounts are prepared, checked that the trustees' have made an assessment of going concern and that their assessment is reasonable given the information available	N/A	
Where accruals accounts are prepared, checked that the SORP's disclosures about going concern have been made	N/A	
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	
Direction 10: Check the form and content of the accounts		
Where receipts and payments accounts have been prepared, checked that the charity can lawfully prepare such accounts, that all the accounting statements are present and that the funds of the charity are correctly identified	Yes	Income <£35k
Where accruals accounts are prepared, checked that they comply with the SORP and applicable accounting standard	N/A	
If the charity is a company, checked that the accounts also comply with the applicable company law requirements	N/A	
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	
Direction 11: Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence		
Carried out an analytical review	Yes	See above

The Directions and documentation	Step done?	Working paper reference
Following the analytical review, selected material items in the accounts for further explanation or supporting evidence	Yes	See analytical review above. Variances due to increased bar receipts and an increase in interest rates. £3k donation in year. Corresponding increase in bar purchases. Increase in cost of fund-raising activities and utilities.
If the accounts could be materially misstated, additional checks were undertaken and the examiner is satisfied that the item(s) identified were satisfactorily explained and correctly included in the accounts	Yes	Numbered booking forms and receipts.
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	
Direction 12: Compare the trustees' annual report with the accounts		
Checked that any figure for reserves quoted in the trustees' annual report is not materially inconsistent with the accounts	N/A	Accounts presented with verbal report
Compared the trustees' annual report with the accounts for any material inconsistency	N/A	
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	
Direction 13: Write and sign the independent examination report		
Reviewed the conclusions from the independent examination	Yes	
Considered whether the examination has identified a matter of concern that should be reported in the examiner's report	None	
Checked that the examiner's report covers all of the matters required	Yes	
If relying on the work of others in undertaking the independent examination, the examiner is fully satisfied with their work and that work has been fully documented	N/A	
Signed and dated the examiner's report	Yes	
Reported matters of material significance direct to the Commission	None	
Exercised discretion and reported relevant matters direct to the Commission	None	