

BROADBRIDGE HEATH VILLAGE CENTRE

REPORT AND  
FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2017

**Charity No: 1011613**

# BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2017

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# BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2017

## LEGAL AND ADMINISTRATIVE INFORMATION

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Committee	Chairman:	C Edwards
	Vice-chairman:	P Senior
	Secretary:	K Thomson
	Treasurer:	
	Elected members:	P Richardson
		A Senior
		P Hobgen
		T Sanders
	Representative Members:	D Milbank
C Taylor		
R Wood		
J Borley		
Village Centre Manager:	P Farrelly	

Charity Offices  
1 Wickhurst Lane  
Broadbridge Heath  
Horsham  
West Sussex  
RH12 3LY

Independent Examiner  
D G Hudson  
5 Harwood Close  
Codmore Hill  
Pulborough  
West Sussex  
RH20 1FL

Bankers  
National Westminster Bank plc  
47 Carfax  
Horsham  
West Sussex

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# BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2017

## REPORT OF THE COMMITTEE

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The committee present their report along with the financial statements for the year ended 31st March 2017. The financial statements have been prepared in accordance with the accounting policies set out on page 7, and comply with the trust deed and applicable law.

### **MEMBERS**

The committee consists of up to nine elected members, including chairman, treasurer and secretary. It can also co-opt up to three members. Officers and committee members are elected for one year at the AGM and are eligible for re-election.

### **CONSTITUTION, OBJECTS AND POLICIES**

The charity's governing instrument is a trust deed dated 10th April 1991. It was registered with the Charities Commission on 4th June 1992 (no 1011613).

The aim of the centre is to provide a village hall for the use of the inhabitants of the Parish of Broadbridge Heath in the County of West Sussex, without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure occupation with the object of improving the conditions of life of the said inhabitants.

### **DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS**

The hall lettings remained fairly constant during the year and the centre continued to receive regular income from the Social Club and from other third parties, resulting in an excess of expenses over income of £616.

### **FINANCIAL REVIEW**

The financial statements show the current state of finances, which the committee consider to be sound.

### **STATEMENT OF THE COMMITTEE'S RESPONSIBILITIES**

Law applicable to charities in England and Wales requires the committee to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year, and of its financial position at the end of the year. In preparing those financial statements, the committee is required to:

- a) select suitable accounting policies and apply them consistently;
  - b) make judgements and estimates that are reasonable and prudent;
  - c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
  - d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the committee will continue in operation.
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BROADBRIDGE HEATH VILLAGE CENTRE  
YEAR ENDED 31ST MARCH 2017  
REPORT OF THE COMMITTEE (CONTINUED)

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The committee is responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity, and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**APPROVAL**

This report was approved by the committee on \_\_\_\_\_ and signed on their behalf.

**Mr C Edwards - Chairman**

For and on behalf of the Committee

Date:

**BROADBRIDGE HEATH VILLAGE CENTRE**

**REPORT OF THE INDEPENDENT EXAMINER  
TO THE BROADBRIDGE HEATH VILLAGE CENTRE**

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**Report to the trustees/members of the Broadbridge Heath Village Centre (Charity No: 1011613) on the accounts for the year ended 31st March 2017:**

**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 S144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the Charities Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act); and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 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 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 Charities Act); and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been kept ; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**David Hudson  
Hudson & Co**

Date

Address 5 Harwood Close  
Codmore Hill  
Pulborough  
West Sussex  
RH20 1FL

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# BROADBRIDGE HEATH VILLAGE CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2017

	Notes	Unrestricted Funds	
		2017	2016
<b>Incoming Resources</b>		£	£
Hall lettings		22,510	21,019
Rent receivable from Social Club		10,350	10,200
Grant and other income received			
Interest receivable		1	2
<b>Total incoming resources</b>		<u>32,861</u>	<u>31,221</u>
<b>Resources Expended</b>			
Establishment expenses	4	22,031	19,444
Administrative expenses	5	10,365	10,058
Financial and other expenses	6	1,083	823
<b>Total resources expended</b>		<u>33,479</u>	<u>30,325</u>
<b>Net movement in fund for the year</b>		- 616	896
<b>Total fund brought forward</b>		<u>23,143</u>	<u>22,247</u>
<b>Total fund carried forward</b>		<u>22,527</u>	<u>23,143</u>

There were no recognised gains or losses in 2016 or 2017, other than those included in the Statement of Financial Activities.

# BROADBRIDGE HEATH VILLAGE CENTRE

## AS AT

### 31 MARCH 2017

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	Notes	2017	
		£	£
FIXED ASSETS			
Tangible Assets	9	-	-
CURRENT ASSETS			
Debtors	10	331	1,020
Cash at bank and in hand		<u>22,266</u>	<u>22,623</u>
		<u>22,597</u>	<u>23,643</u>
CURRENT LIABILITIES			
Creditors: Amounts falling due within	11	<u>500</u>	<u>500</u>
NET CURRENT ASSETS		<u>22,097</u>	
		<u>22,097</u>	
FUNDS			
Unrestricted Funds		<u>22,097</u>	

This report was approved by the committee on

and signed on their behalf.

**Dilys Heeley**

Vice-Chairman and Secretary



**BROADBRIDGE HEATH VILLAGE CENTRE**

**AS AT**

**31 MARCH 2017**

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2016

£

**23,143**

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**23,143**

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**23,143**

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# BROADBRIDGE HEATH VILLAGE CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2017

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### 1 ACCOUNTING POLICIES:

#### Basis of Preparation of Accounts

The financial statements are prepared under the accruals basis and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). In preparing the financial statements the charity follows the best practice as laid down in the Statement of Recommended Practice "Accounting by Charities (FROS2) and the Charities Act 2011.

#### Funds

All funds administered by the committee are unrestricted funds.

#### Depreciation of Assets

All assets are depreciated at 25% straight line per annum.

### 2 COMMITTEE MEMBERS' REMUNERATION AND EXPENSES:

No remuneration was paid or payable for the year to any committee member nor any person connected with them from the charity's funds.

### 3 STAFFING

The Committee employs one part time member of staff as Village Centre manager. The same person is also employed part time by the Social Club as the Social Club manager.

### 4 ESTABLISHMENT EXPENSES

	2017	2016
	£	£
Shared outgoings	4,570	5,317
Rates	1,696	2,256
Insurance	1,613	1,613
Light and heat	4,820	4,263
Cleaning	2,502	930
Repairs and maintenance	6,830	5,065
	<u>22,030</u>	<u>19,444</u>

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# BROADBRIDGE HEATH VILLAGE CENTRE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2017

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<b>5</b>	<b>ADMINISTRATIVE EXPENSES</b>	<b>2017</b>	<b>2016</b>
		£	£
	Salaries and wages	9,929	9,456
	Licences and subscription	144	266
	Printing, postage and stationery	20	
	Advertising		
	Telephone	272	336
	Sundry expenses		
		<b>10,365</b>	<b>10,058</b>
<b>6</b>	<b>FINANCIAL AND OTHER EXPENSES</b>	<b>2017</b>	<b>2016</b>
		£	£
	Accountancy and Audit fees	1,083	823
	Depreciation		
	Profit on sale of asset		
		<b>1,083</b>	<b>823</b>
<b>7</b>	<b>NET MOVEMENT IN FUNDS</b>	<b>2017</b>	<b>2016</b>
	The net movement in fund for the year is stated after charging:		
	Accountancy and Audit fees	<b>1,083</b>	<b>823</b>
<b>8</b>	<b>STAFF COSTS</b>		
	No remuneration was paid to trustees in the year, nor were any committee expenses reimbursed.		
	The staff costs were:	<b>2017</b>	2016
		£	£
	Wages and salaries	<b>9,929</b>	9,456
	The average weekly numbers of staff employed calculated as full time equivalents during the year was as follows :		
		<b>2017</b>	2016
	Administrative	<b>1</b>	1
	No employee received remuneration of more than £50,000.		

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# BROADBRIDGE HEATH VILLAGE CENTRE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2017

<b>9</b>	<b>TANGIBLE FIXED ASSETS FOR THE CHARITY</b>		<b>Fixtures and Fittings £</b>
	<b>Cost:</b>		
	At 1st April 2016		21,994
	Additions		
	At 31st March 2017		<u>21,994</u>
	<b>Depreciation:</b>		
	At 1st April 2016		21,994
	Charge for the year		-
	At 31st March 2017		<u>21,994</u>
	<b>Net Book Value:</b>		
	<b>At 31st March 2017</b>		<u><b>Nil</b></u>
	At 31st March 2016		<u>Nil</u>
<b>10</b>	<b>DEBTORS</b>	<b>2017 £</b>	<b>2016 £</b>
	Other debtors	<u>331</u>	<u>431</u>
		<u><b>331</b></u>	<u><b>431</b></u>
<b>11</b>	<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2017 £</b>	<b>2016 £</b>
	Creditors		
	Accruals	<b>500</b>	<b>500</b>
	Loan	-	-
		<u>500</u>	<u>500</u>