

BROADBRIDGE HEATH VILLAGE CENTRE

REPORT AND
FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018

Charity No: 1011613

BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2018

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BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2018

LEGAL AND ADMINISTRATIVE INFORMATION

Committee	Chairman:	C Edwards
	Vice-chairman:	P Senior
	Secretary:	K Thomson
	Treasurer:	P Hobgen
	Elected members:	A Senior
		P Richardson
	Social Club Representative:	C Taylor
	Parish Council Representative:	D Milbank
	Skylarks Representative:	R Wood
	Sea Cadets Representative:	J Borley

Charity Offices	Broadbridge Heath Village Centre Wickhurst Lane Broadbridge Heath Horsham West Sussex RH12 3LY
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Independent Examiner	D G Hudson 5 Harwood Close Codmore Hill Pulborough West Sussex RH20 1FL
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Bankers	National Westminster Bank plc 47 Carfax Horsham West Sussex
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BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2018

REPORT OF THE COMMITTEE

The committee present their report along with the financial statements for the year ended 31st March 2018. 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 £1778.

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 2018
REPORT OF THE COMMITTEE (CONTINUED)

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

Report to the trustees/members of the Broadbridge Heath Village Centre (Charity No: 1011613) on the accounts for the year ended 31st March 2018:

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 material matters have come to my attention which gives me cause to believe that in any material respect:

accounting records were not kept in accordance with section 130 of the Charities Act or

- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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

BROADBRIDGE HEATH VILLAGE CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2018

		Unrestricted Funds	
	Notes	2018	2017
Incoming Resources		£	£
Hall lettings		26,796	22,510
Rent receivable from Social Club		10,800	10,350
Grant and other income received			
Interest receivable		<u>1</u>	<u>1</u>
Total incoming resources		<u><u>37,597</u></u>	<u><u>32,861</u></u>
Resources Expended			
Establishment expenses	4	24,486	22,031
Administrative expenses	5	10,250	10,365
Financial and other expenses	6	<u>1,083</u>	<u>1,083</u>
Total resources expended		<u><u>35,819</u></u>	<u><u>33,479</u></u>
Net movement in fund for the year		1,778	- 616
Total fund brought forward		<u>22,527</u>	<u>23,143</u>
Total fund carried forward		<u><u>24,305</u></u>	<u><u>22,527</u></u>

There were no recognised gains or losses in 2017 or 2018, other than those included in the Statement of Financial Activities.

BROADBRIDGE HEATH VILLAGE CENTRE

AS AT 31 MARCH 2018

	Notes	2018		2017	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	9		-		
CURRENT ASSETS					
Debtors	10	253		331	
Cash at bank and in hand		<u>24,552</u>		<u>22,696</u>	
		<u>24,805</u>		<u>23,027</u>	
CURRENT LIABILITIES					
Creditors: Amounts falling due within	11	<u>500</u>		<u>500</u>	
NET CURRENT ASSETS					
			<u>24,305</u>		<u>22,527</u>
			<u>24,305</u>		<u>22,527</u>
FUNDS					
Unrestricted Funds			<u>24,305</u>		<u>22,527</u>

This report was approved by the committee on

and signed on their behalf.

Kathleen Thomson
Secretary

BROADBRIDGE HEATH VILLAGE CENTRE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2018

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

	2018	2017
	£	£
Shared outgoings	4,936	4,570
Rates	4,385	1,696
Insurance	1,644	1,613
Light and heat	4,823	4,820
Cleaning	2,750	2,502
Repairs and maintenance	5,948	6,830
	<u>24,486</u>	<u>22,030</u>

BROADBRIDGE HEATH VILLAGE CENTRE

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2018

5	ADMINISTRATIVE EXPENSES	2018	2017
		£	£
	Salaries and wages	9,983	9,929
	Licences and subscription	50	144
	Printing, postage and stationery	0	20
	Advertising	0	
	Telephone	217	272
	Sundry expenses		
		<u>10,250</u>	<u>10,365</u>
6	FINANCIAL AND OTHER EXPENSES	2018	2017
		£	£
	Accountancy and Audit fees	1,083	1,083
	Depreciation		
	Profit on sale of asset		
		<u>1,083</u>	<u>1,083</u>
7	NET MOVEMENT IN FUNDS	2018	2017
	The net movement in fund for the year is stated after charging:		
	Accountancy and Audit fees	<u>1,083</u>	<u>1,083</u>
8	STAFF COSTS		
	No remuneration was paid to trustees in the year, nor were any committee expenses reimbursed.		
	The staff costs were:	2018	2017
		£	£
	Wages and salaries	<u>9,983</u>	<u>9,929</u>
	The average weekly numbers of staff employed calculated as full time equivalents during the year was as follows :		
		2018	2017
	Administrative	<u>1</u>	<u>1</u>
	No employee received remuneration of more than £50,000.		

BROADBRIDGE HEATH VILLAGE CENTRE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2018

9	TANGIBLE FIXED ASSETS FOR THE CHARITY	Fixtures and Fittings £	
	Cost:		
	At 1st April 2017		21,994
	Additions		
	At 31st March 2018		<u>21,994</u>
	Depreciation:		
	At 1st April 2017		21,994
	Charge for the year		-
	At 31st March 2018		<u>21,994</u>
	Net Book Value:		
	At 31st March 2018		<u>Nil</u>
	At 31st March 2016		<u>Nil</u>
10	DEBTORS	2018	2017
		£	£
	Other debtors	<u>253</u>	<u>331</u>
		<u>253</u>	<u>331</u>
11	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2018	2017
		£	£
	Creditors		
	Accruals	500	500
	Loan	<u>-</u>	<u>-</u>
		<u>500</u>	<u>500</u>