

BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2016

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BROADBRIDGE HEATH VILLAGE CENTRE

**REPORT AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST MARCH 2016

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Charity No: 1011613

BROADBRIDGE HEATH VILLAGE CENTRE
BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2016
YEAR ENDED 31ST MARCH 2016

LEGAL AND ADMINISTRATIVE INFORMATION
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Committee	Chairman	Cefin Edwards
	Vice-chairman and secretary	Dilys Husley
	Treasurer	
	Elected members:	Patricia Cherriman
		Trudi Saunders
		Richardson
		A. Denton
		Kenya
		K. Thomson
		Ray
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Independent Examiner
D G Hudson
5 Herwood Close
Coomore Hill
Pulborough
West Sussex
RH20 1FL

Bankers
National Westminster Bank plc
42 Carfax
Horsham
West Sussex

BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2016

LEGAL AND ADMINISTRATIVE INFORMATION

Committee

Chairman:

Colin Edwards

Vice-chairman and secretary:

Dilys Heeley

Treasurer:

Patricia Cherriman

Elected members:

Trudi Saunders

P Richardson

A Senior

P Senior

K Thomson

J Borley

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

BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2016

REPORT OF THE COMMITTEE

The committee present their report along with the financial statements for the year ended 31st March 2016. 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 a profit for the year of £896.

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.

BROADBRIDGE HEATH VILLAGE CENTRE

REPORT FOR THE YEAR ENDED 31ST MARCH 2016
TO THE BROADBRIDGE HEATH VILLAGE CENTRE
REPORT OF THE COMMITTEE (CONTINUED)

Report to the Trustees of the Broadbridge Heath Village Centre Charity No. 1011013 on the accounts for the year ended 31st March 2016.

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 1993 as amended by the Charities Act 2006. 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. []

Notes of Independent Examiner's statement

Mr C Edwards - Chairman

For and on behalf of the Committee

Date:

Independent Examiner's statement

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect, the Trustees have not met the requirements to ensure that:
 - proper accounting records are kept in accordance with section 41 of the Act; and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; 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 Halton
Halton E. Co

Date

20 May 2016

Address: 5 Harwood Close
Cudmore Hill
Pudborough
West Sussex
BN23 7FL

BROADBRIDGE HEATH VILLAGE CENTRE
BROADBRIDGE HEATH VILLAGE CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
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 2016:

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(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 I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention :

- (1) which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; 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

28 May 2016

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 2016

	Notes	Unrestricted Funds	
		2016	2015
Incoming Resources		£	£
Hall lettings		21,019	22,857
Rent receivable from Social Club		10,200	10,200
Grant and other income received			3,102
Interest receivable		2	2
Total incoming resources		31,221	36,161
Resources Expended			
Establishment expenses	4	19,444	19,008
Administrative expenses	5	10,058	10,299
Financial and other expenses	6	823	500
Total resources expended		30,325	29,807
Net movement in fund for the year		896	6,354
Total fund brought forward		22,247	15,893
Total fund carried forward		23,143	22,247

There were no recognised gains or losses in 2015 or 2016, other than those included in the Statement of Financial Activities.

This report was approved by the committee on

and signed on their behalf

Dilys Hooley
Vice-Chairman and Secretary

BROADBRIDGE HEATH VILLAGE CENTRE

BALANCE SHEET AS AT 31ST MARCH 2016

ACCOUNTING POLICIES	Notes	2016		2015	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	9		-		
CURRENT ASSETS					
Debtors	10	1,020		2,304	
Cash at bank and in hand		22,623		20,740	
		<u>23,643</u>		<u>23,044</u>	
CURRENT LIABILITIES					
Creditors: Amounts falling due within	11	500		797	
NET CURRENT ASSETS		<u>23,143</u>		<u>22,247</u>	
STAFFING		<u>23,143</u>		<u>22,247</u>	
FUNDS					
Unrestricted Funds		<u>23,143</u>		<u>22,247</u>	
ESTABLISHMENT EXPENSES					
This report was approved by the committee on		and signed on their behalf.			
		2,250		1,280	
		1,813		1,890	
		4,263		5,948	
		930		7,640	
		3,002		4,952	
		<u>13,244</u>		<u>13,300</u>	

Dilys Heeley
Vice-Chairman and Secretary

BROADBRIDGE HEATH VILLAGE CENTRE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2016

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" (SORP 2000) issued in October 2000 and SORP update bulletin 1 issued in December 2002.

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

	2016	2015
	£	£
Shared outgoings	5,317	
Rates	2,256	1,292
Insurance	1,613	1,600
Light and heat	4,263	5,045
Cleaning	930	7,049
Repairs and maintenance	5,065	4,022
	<u>19,444</u>	<u>19,008</u>

BROADBRIDGE HEATH VILLAGE CENTRE

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2016

5	ADMINISTRATIVE EXPENSES	2016	2015
		£	£
	Salaries and wages	9,456	9,503
	Licences and subscription	266	462
	Printing, postage and stationery		12
	Advertising		
	Telephone	336	322
	Sundry expenses		
		<u>10,058</u>	<u>10,299</u>
6	FINANCIAL AND OTHER EXPENSES	2015	2015
		£	£
	Accountancy and Audit fees	823	500
	Depreciation		
	Profit on sale of asset		
		<u>823</u>	<u>500</u>
7	NET MOVEMENT IN FUNDS	2016	2015
	The net movement in fund for the year is stated after charging:		
	Accountancy and Audit fees	<u>823</u>	<u>500</u>
8	STAFF COSTS		
	No remuneration was paid to trustees in the year, nor were any committee expenses reimbursed.		
	The staff costs were:	2016	2014
		£	£
	Wages and salaries	<u>9,456</u>	<u>9,614</u>
	The average weekly numbers of staff employed calculated as full time equivalents during the year was as follows :		
		2016	2014
	Administrative	<u>1</u>	<u>1</u>
11	No employee received remuneration of more than £50,000.		

BROADBRIDGE HEATH VILLAGE CENTRE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2016

9	TANGIBLE FIXED ASSETS FOR THE CHARITY	Fixtures and Fittings £
	Cost:	
	At 1st April 2015	21,994
	Additions	
	At 31st March 2016	<u>21,994</u>
	Depreciation:	
	At 1st April 2015	21,994
	Charge for the year	-
	At 31st March 2016	<u>21,994</u>
	Net Book Value:	
	At 31st March 2016	<u>Nil</u>
	At 31st March 2015	<u>Nil</u>
10	DEBTORS	
		2015
		£
	Other debtors	2,304
		<u>2,304</u>
		<u>2,304</u>
11	CREDITORS: AMOUNTS FALLING DUE WITHIN OI	
		2015
		£
	Creditors	297
	Accruals	500
	Loan	-
		<u>797</u>
		<u>797</u>

Charity No: 1011613