



Registered Charity No. 303913

<http://www.bsbdvh.org.uk>

REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 2016

Table of Contents

Information as at 31 st March 2016	3
Committee's Report	4
Principle Objectives and Activities.....	4
Main Activities During The Year	4
Financial Highlights.....	4
Services of Volunteers	4
Appointment of Committee Members	5
Risk Management	5
Financial Accounts.....	6
Income and Expenditure for the year to 31 st March 2016	6
Balance Sheet as at 31 st March 2016	7
Notes to the Accounts	8
Income Statement.....	8
Balance Sheet Notes	8
Audit	8
Booking Analysis.....	9
Detailed Analysis of Bookings	9
Summary Analysis of Bookings	10

Information as at 31st March 2016

TRUSTEES	Cyril Southerland Mike Walsh Margaret Bocking
COMMITTEE	Douglas Herbert Thomas Olesen Celia Borthwick Alister Borthwick Ann Smith Richard Lowe Janet Bowles Chris Spink
CORRESPONDENCE ADDRESS	Ann Smith Breakwaters Main Road Brancaster Staithe PE31 8BY
BANK	Barclays Bank Market Place Fakenham Norfolk NR21 9DA
CHARITY NUMBER	303913

Committee's Report

The Committee present their annual report, together with the accounts for the year ended 31st March 2016 which have been prepared in accordance with the current statutory requirements and the charity's governing documents.

Principle Objectives and Activities

Extract from the original Deeds:-

“The property hereby conveyed (herein called “the Trust Premises”) shall be held UPON TRUST for the purposes of physical and mental training and recreation and social moral and intellectual development through the medium of reading and recreation rooms library lectures classes recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Ecclesiastical Parish of Brancaster Staithe and Deepdale in the County of Norfolk aforesaid and its immediate vicinity without distinction of sex or of political religious or other opinions subject to the provision of these presents.”

Main Activities During The Year

The Village Hall has had an uneventful but busy year and the systems that we have put in place are running well. The hall was booked for practically every day in the summer period.

We did have an incident whereby a visitor tripped and fell because the outside lights failed and the low wall on the disabled ramp was not visible. We held an enquiry and put in more reliable lights and extended the railings so that there is no longer a low wall to trip over. We have also updated our risk assessment which is under constant review.

Financial Highlights

The results which are set out on pages 6 to 7 show a net surplus of £2,751 compared with a deficit of £1,336 last year. Letting income for the year was £8,697 compared with £6,358 last year, an increase of 37%. This increase happened in the summer holiday period and we consider the previous year to have been an anomaly.

Expenditure, excluding depreciation, was 28% lower than the previous year mainly due to less maintenance required as predicted last year.

The Balance Sheet remains solid and cash reserves are being built up in preparation for the inevitable project looming on the horizon.

Services of Volunteers

The Brancaster Staithe and Deepdale Village Hall depends upon the unpaid work of its Trustees and committee members all of whom donate their time. The money saved from not paying for this time and professional expertise is not formally quantified but it probably exceeds the actual annual running costs of the charity.

Appointment of Committee Members

The following persons are offering themselves for election to the committee at the AGM for the coming year:-

- Douglas Herbert (Chairman)
- Thomas Olesen (Treasurer)
- Ann Smith (Secretary)
- Chris Spink (Booking Agent)
- Celia Borthwick (Parish Council representative)
- Alister Borthwick (Tennis Club representative)
- Janet Bowles (Users representative)
- Richard Lowe (Caretaker)

Risk Management

The committee continually assesses the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that systems are in place to mitigate exposure to the major risks.

This report was approved by the Trustees on 9th May 2016.

Douglas Herbert
Chairman

Financial Accounts

Income and Expenditure for the year to 31st March 2016

	This Year	Last Year	£ Difference	% Difference
Income				
Hire of Main Hall	£8,226.00	£6,314.51	£1,911.49	30.30%
Hire of Committee Room	£95.00	£182.50	-£87.50	-47.90%
Hire of Picture Displays	£222.00	£0.00	£222.00	NA
Play	£0.00	£995.00	-£995.00	-100.00%
Parking Fees	£843.40	£650.00	£193.40	29.80%
Miscellaneous Income	£50.00	£119.00	-£69.00	-58.00%
Total Income	£9,436.40	£8,261.01	£1,175.39	14.20%
Cost of Sales				
Play	£0.00	£701.79	-£701.79	-100.00%
Gross Profit	£9,436.40	£7,559.22	£1,877.18	24.80%
Expenses				
Caretaker	£800.00	£800.00	£0.00	0.00%
Cleaning	£334.92	£360.00	-£25.08	-7.00%
Subscriptions	£9.50	£10.00	-£0.50	-5.00%
Insurance	£712.82	£707.81	£5.01	0.70%
Legal & Accounting	£0.00	£25.00	-£25.00	-100.00%
License Fees	£137.28	£214.09	-£76.81	-35.90%
Maintenance	£2,414.65	£4,702.80	-£2,288.15	-48.70%
Printing & Postage	£45.84	£50.70	-£4.86	-9.60%
Telephone/Internet	£294.00	£339.82	-£45.82	-13.50%
Entertainment	£0.00	£21.00	-£21.00	-100.00%
Rates (Water & Refuse)	£687.93	£618.65	£69.28	11.20%
Heat & Light	£11.44	£46.70	-£35.26	-75.50%
Miscellaneous Expenses	£240.00	£0.00	£240.00	NA
Total Expenses	£5,688.38	£7,896.57	-£2,208.19	-28.00%
Operating Profit	£3,748.02	-£337.35	£4,085.37	-1211.00%
Interest Income	£3.32	£1.49	£1.83	122.80%
Depreciation	£1,000.00	£1,000.00	£0.00	0.00%
Net Profit / (Loss)	£2,751.34	£1,335.86	£4,087.20	-306.00%

Balance Sheet as at 31st March 2016

	This Year	Last Year	£ Difference	% Difference
Assets				
Fixed Assets				
Property & Equipment				
Building				
Building - Cost	£87,666.00	£87,666.00	£0.00	0.00%
Total Building	£87,666.00	£87,666.00	£0.00	0.00%
Equipment				
Equipment - Cost	£3,150.00	£3,150.00	£0.00	0.00%
Equipment - Acc Depn	-£2,950.00	-£1,950.00	-£1,000.00	51.30%
Total Equipment	£200.00	£1,200.00	-£1,000.00	-83.30%
Total Property & Equipment	£87,866.00	£88,866.00	-£1,000.00	-1.10%
Current Assets				
Cash On Hand				
Barclays Current Account	£1,503.47	£1,034.23	£469.24	45.40%
Barclays Savings Account	£9,036.24	£5,032.92	£4,003.32	79.50%
Petty Cash	£379.82	£178.36	£201.46	113.00%
Undeposited Funds	£105.00	£0.00	£105.00	NA
Total Cash On Hand	£11,024.53	£6,245.51	£4,779.02	76.50%
Trade Debtors				
Trade Debtors	£942.25	£879.75	£62.50	7.10%
Total Trade Debtors	£942.25	£879.75	£62.50	7.10%
Prepayments	£746.26	£712.82	£33.44	4.70%
Total Current Assets	£12,713.04	£7,838.08	£4,874.96	62.20%
Total Assets	£100,579.04	£96,704.08	£3,874.96	4.00%
Liabilities				
Current Liabilities				
Creditors				
Trade Creditors	£998.87	£75.00	£923.87	1231.80%
Client Deposits	£1,021.00	£821.25	£199.75	24.30%
Total Current Liabilities	£2,019.87	£896.25	£1,123.62	125.40%
Total Liabilities	£2,019.87	£896.25	£1,123.62	125.40%
Net Assets	£98,559.17	£95,807.83	£2,751.34	2.90%
Capital				
Retained Earnings	£95,807.83	£97,144.01	-£1,336.18	-1.40%
Current Year Earnings	£2,751.34	-£1,336.18	£4,087.52	-306.00%
Total Capital	£98,559.17	£95,807.83	£2,751.34	2.90%

Notes to the Accounts

Income Statement

1. The figures in the Income Statement may differ slightly from the figures in the Booking Analysis due to accruals and prepayments.
2. The Booking Analysis is an accurate comparison from year to year and shows that the hall income in the summer holidays recovered strongly from the year before when it dipped, probably because of the emergence of new halls in surrounding villages.
3. The income from the hire of the hall was up 25% (nearly £1,900) from the year before as measured at the Gross Profit level which includes the cost of the Play which was held the year before.
4. Total Expenses were down 28% (nearly £2,200) from the year before almost all of which was due to lower maintenance costs.
5. The net effect was to turn the previous year's deficit of £1,335 into a surplus of £2,750.

Balance Sheet Notes

1. Total Cash On Hand grew by £4,770 to approx. £11,000 during the year. It is the policy of the committee to build up funds for the inevitable large project which comes along every few years.
2. This increase is larger than the overall surplus due to depreciation (a non-cash charge) and a short term increase in creditors.

Audit

The committee was advised by the Accountants last year that the actual audit work that they can perform for the fee that they must charge is minimal as they rely on the figures provided to them. They advised against using a professional firm for the audit.

The committee decided to conduct an internal audit which was conducted by one of the trustees (Mike Walsh) who inspected the papers and systems in use. In particular he satisfied himself that the accounts reconciled with the bank statements. It is the intention of the committee to continue with this policy so long as compliance legislation allows.

Booking Analysis

Detailed Analysis of Bookings

Period	Main Hall	Committee	Displays	Total	Local	Non-Local
Calendar 2014						
Q1 Total	£1,019.00	£ 110.00	£ -	£1,129.00	£ 792.50	£ 211.50
Q1 Percent	16%	47%		18%	27%	6%
Q2 Total	£2,193.00	£ 50.00	£ -	£2,243.00	£ 585.00	£1,658.00
Q2 Percent	35%	22%		35%	20%	49%
Q3 Total	£2,030.21	£ 52.50	£ -	£2,082.71	£ 823.21	£1,249.50
Q3 Percent	33%	23%		32%	28%	37%
Q4 Total	£ 967.50	£ 20.00	£ -	£ 987.50	£ 702.50	£ 285.00
Q4 Percent	16%	9%		15%	24%	8%
Total for Calendar 2014	£6,209.71	£ 232.50	£ -	£6,442.21	£2,903.21	£3,404.00
Percent of Total	96%	4%	0%		45%	53%
Calendar 2015						
Q1 Total	£ 985.00	£ 60.00	£ -	£1,045.00	£ 770.00	£ 275.00
Q1 Percent	12%	34%	0%	12%	30%	5%
Q2 Total	£2,590.50	£ 50.00	£222.00	£2,862.50	£ 552.50	£2,310.00
Q2 Percent	32%	29%	82%	34%	21%	39%
Q3 Total	£3,086.00	£ 10.00	£ 48.00	£3,144.00	£ 355.00	£2,789.00
Q3 Percent	38%	6%	18%	37%	14%	47%
Q4 Total	£1,377.50	£ 55.00	£ -	£1,432.50	£ 922.50	£ 510.00
Q4 Percent	17%	31%	0%	17%	35%	9%
Total for Calendar 2015	£8,039.00	£ 175.00	£270.00	£8,484.00	£2,600.00	£5,884.00
Percent of Total	95%	2%	3%	0%	31%	69%
Calendar 2016						
Q1 Total	£1,247.50	£ 10.00	£ -	£1,257.50	£ 802.50	£ 455.00
Q1 Percent						

Summary Analysis of Bookings

Period	2013	2014	2015	2016
	£	£	£	£
Q1 Total	702.50	1,129.00	1,045.00	1,257.50
Q1 Percent	9%	18%	12%	
	£	£	£	£
Q2 Total	2,360.00	2,243.00	2,862.50	1,722.00
Q2 Percent	30%	35%	34%	
	£	£	£	£
Q3 Total	3,522.50	2,082.71	3,144.00	2,959.00
Q3 Percent	45%	32%	37%	
	£	£	£	£
Q4 Total	1,202.75	987.50	1,432.50	52.50
Q4 Percent	15%	15%	17%	
	£	£	£	£
Annual Total	7,787.75	6,442.21	8,485.00	5,991.00
Percent of Total	100%	100%	100%	

Numbers in red based on forward bookings to date.