



Registered Charity No. 303913

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

REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2019

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## Information as at 31<sup>st</sup> March 2019

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 2019 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 year and the systems that we have put in place are running well.

Hall bookings were reasonable but not quite as good as last year. However with Brancaster Village Hall (The 71 Club) out of action this year bookings in the January to March period were significantly ahead of last year.

The improvements made to the outside of the building last year (new plastic doors and replacing the old fire door) have proved their worth and will be kept under review.

We had a comprehensive Fire Risk Assessment which has resulted in some upgrades and maintenance work as well as improved procedures. One result has been the installation of new smoke detectors and an electrical upgrade where needed.

### ***Financial Highlights***

The results which are set out on pages 7 to 9 show a net loss of £799 compared with a net surplus of £2,219 last year. Total income for the year was £9,423 compared with £10,196 last year, a decrease of 7.6%.

Expenditure, excluding depreciation, was 35% higher than the previous year, mainly due to more maintenance required.

The cash position has risen slightly to £7,297, and the Balance Sheet remains solid.

### ***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.

This year we say goodbye to Chris Spink who has been a stalwart of the committee for some years and has been the hall booking representative (agent) for the last 5 years. He has done a marvellous job and without his input we would not have done nearly as well as we have. Thank you Chris. You will be missed.

Sally Groome has agreed join the committee and to take over from Chris as the hall booking representative. Thank you Sally and to Chris who persuaded her to take on the role. We look forward to your input, not only with the bookings but generally on the committee.

Finally I must say a few words about Duncan Marshall-Andrew. As we all know, he very sadly he passed away at the end of last year. Duncan did a fantastic amount for the hall both as Chair of the committee and as "works" consultant finding solutions to problems others would not have seen and generally saving us money on the build costs. Though he moved to Wells, part of his heart always stayed in Brancaster Staithe and he was always keen to know how we were getting on. Thank you, Duncan, for all you did it was and always will be appreciated.

## ***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)
- Sally Groome (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 10<sup>th</sup> May 2019.

Douglas Herbert  
Chairman

# Financial Accounts

## *Income and Expenditure for the year to 31<sup>st</sup> March 2019*

### Profit & Loss Statement April 2018 to March 2019

	This Year	Last Year	£ Difference	% Difference
<b>Income</b>				
Hire of Main Hall	£8,137.00	£8,866.00	-£729.00	-8.20%
Hire of Committee Room	£297.50	£220.00	£77.50	35.20%
Hire of Miscellaneous	£40.00	£0.00	£40.00	NA
Parking Fees	£848.98	£1,010.00	-£161.02	-15.90%
Miscellaneous Income	£100.00	£100.00	£0.00	0.00%
<b>Total Income</b>	<b>£9,423.48</b>	<b>£10,196.00</b>	<b>-£772.52</b>	<b>-7.60%</b>
<b>Expenses</b>				
Caretaker	£1,000.00	£1,000.00	£0.00	0.00%
Cleaning	£500.00	£590.00	-£180.00	-15.30%
Subscriptions	£25.00	£0.00	£25.00	NA
Insurance	£865.40	£822.21	£43.19	5.30%
Legal & Accounting	£95.00	£35.00	£60.00	171.40%
License Fees	£145.56	£143.76	£1.80	1.30%
Maintenance	£4,697.47	£2,463.11	£2,234.36	90.70%
Printing & Postage	£20.40	£28.07	-£7.67	-27.30%
Telephone/Internet	£373.00	£318.00	£55.00	17.30%
Occupancy Costs				
Rates (Water & Refuse)	£811.26	£652.37	£158.89	24.40%
Heat & Light	£93.33	£101.04	-£7.71	-7.60%
Total Occupancy Costs	£904.59	£753.41	£151.18	20.10%
Miscellaneous Expenses	£0.00	£25.00	-£25.00	-100.00%
Bad Debt Provisions	£100.00	£300.00	-£200.00	-66.70%
<b>Total Expenses</b>	<b>£8,726.42</b>	<b>£6,478.56</b>	<b>£2,247.86</b>	<b>34.70%</b>
<b>Operating Profit</b>	<b>£697.06</b>	<b>£3,717.44</b>	<b>-£3,020.38</b>	<b>-81.20%</b>
<b>Other Income</b>				
Interest Income	£4.08	£1.38	£2.70	195.70%
<b>Total Other Income</b>	<b>£4.08</b>	<b>£1.38</b>	<b>£2.70</b>	<b>195.70%</b>
<b>Other Expenses</b>				
Depreciation	£1,500.00	£1,500.00	£0.00	0.00%
<b>Total Other Expenses</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£0.00</b>	<b>0.00%</b>
<b>Net Profit / (Loss)</b>	<b>-£798.86</b>	<b>£2,218.82</b>	<b>-£3,017.68</b>	<b>-136.00%</b>

## Balance Sheet as at 31<sup>st</sup> March 2019

Balance Sheet [Last Year Analysis]

Mar-19

	This Year	Last Year	£ Difference	% Difference
<b>Assets</b>				
<b>Fixed Assets</b>				
<b>Property &amp; Equipment</b>				
<b>Building</b>				
Building - Cost	£87,666.00	£87,666.00	£0.00	0.00%
<b>Total Building</b>	£87,666.00	£87,666.00	£0.00	0.00%
<b>Equipment</b>				
Equipment - Cost	£9,651.38	£9,651.38	£0.00	0.00%
Equipment - Acc Depn	-£6,150.00	-£4,650.00	-£1,500.00	32.30%
<b>Total Equipment</b>	£3,501.38	£5,001.38	-£1,500.00	-30.00%
<b>Total Property &amp; Equipment</b>	£91,167.38	£92,667.38	-£1,500.00	-1.60%
<b>Current Assets</b>				
<b>Cash On Hand</b>				
Barclays Current Account	£4,770.53	£4,087.83	£682.70	16.70%
Barclays Savings Account	£2,045.09	£2,041.01	£4.08	0.20%
Petty Cash	£319.67	£146.26	£173.41	118.60%
Undeposited Funds	£162.00	£300.00	-£138.00	-46.00%
<b>Total Cash On Hand</b>	£7,297.29	£6,575.10	£722.19	11.00%
<b>Trade Debtors</b>				
Trade Debtors	£587.25	£587.25	£0.00	0.00%
Other Debtors	£412.50	£345.00	£67.50	19.60%
<b>Total Trade Debtors</b>	£999.75	£932.25	£67.50	7.20%
Prepayments	£887.35	£865.40	£21.95	2.50%
<b>Total Current Assets</b>	£9,184.39	£8,372.75	£811.64	9.70%
<b>Total Assets</b>	£100,351.77	£101,040.13	-£688.36	-0.70%
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Creditors</b>				
Client Deposits	£610.50	£600.00	£10.50	1.80%
Provision for Bad Debts	£400.00	£300.00	£100.00	33.30%
<b>Total Current Liabilities</b>	£1,010.50	£900.00	£110.50	12.30%
<b>Total Liabilities</b>	£1,010.50	£900.00	£110.50	12.30%
<b>Net Assets</b>	£99,341.27	£100,140.13	-£798.86	-0.80%
<b>Capital</b>				
Retained Earnings	£100,140.13	£97,921.31	£2,218.82	2.30%
Current Year Earnings	-£798.86	£2,218.82	-£3,017.68	-136.00%
<b>Total Capital</b>	£99,341.27	£100,140.13	-£798.86	-0.80%



## **Notes to the Accounts**

### **Income Statement**

1. The figures in the Income Statement differs from the figures in the Booking Analysis due to accruals and prepayments.
2. The Booking Analysis is a more accurate comparison from year to year.
3. The booking income from the hire of the hall was down from the year before. From the booking analysis it was down £1,785 or 19% but from the Income Statement the difference was only £611.
4. Total Expenses were up 35% (£2,248) from the year before, almost all of which was due to higher maintenance costs.
5. The net effect was to turn the previous year's profit of £2,219 into a loss of £799 after allowing for depreciation of £1,500.

### **Balance Sheet Notes**

1. Total Cash On Hand rose by £722 to £7,297 during the year which has helped to rebuild our reserves.
2. Net Assets decreased by the £799 to £99,341 the bulk of which is the historic cost of the building.
3. Non cash provisions were £1,500 in depreciation and £100 in debtors relating to a doubtful debt from a tenant of Freebridge Housing in respect of parking. This explains why cash increased while assets decreased during the year.

### **Audit**

The committee continues to rely on an internal audit conducted by one of the trustees rather than paying an accountant to reproduce the figures provided. It is the intention of the committee to continue with this policy so long as compliance legislation allows.

# Booking Analysis

## Detailed Analysis of Bookings

BSBDVH

Bookings Analysis

Period	Main Hall	Committee	Displays	Total	Local	Non-Local
<b>Calendar 2016</b>						
Q1 Total	£ 1,247.50	£ 10.00	£ -	£ 1,257.50	£ 802.50	£ 455.00
Q1 Percent	17%	10%	0%	17%	31%	9%
Q2 Total	£ 2,019.50	£ 40.00	£ -	£ 2,059.50	£ 567.50	£ 1,492.00
Q2 Percent	28%	40%	0%	28%	22%	31%
Q3 Total	£ 2,726.00	£ 10.00	£ -	£ 2,736.00	£ 485.00	£ 2,251.00
Q3 Percent	37%	10%	0%	37%	19%	47%
Q4 Total	£ 1,282.00	£ 40.00	£ -	£ 1,322.00	£ 705.00	£ 597.00
Q4 Percent	18%	40%	0%	18%	28%	12%
<b>Total for Calendar 2016</b>	<b>£ 7,275.00</b>	<b>£ 100.00</b>	<b>£ -</b>	<b>£ 7,375.00</b>	<b>£ 2,560.00</b>	<b>£ 4,795.00</b>
<b>Percent of Total</b>	<b>99%</b>	<b>1%</b>	<b>0%</b>	<b>0%</b>	<b>35%</b>	<b>65%</b>
<b>Calendar 2017</b>						
Q1 Total	£ 1,135.00	£ 50.00	£ -	£ 1,185.00	£ 915.00	£ 270.00
Q1 Percent	96%	4%	0%	100%	77%	23%
Q2 Total	£ 3,145.50	£ 92.50	£ -	£ 3,238.00	£ 735.00	£ 2,503.00
Q2 Percent	97%	3%	0%	100%	23%	77%
Q3 Total	£ 3,720.50	£ 40.00	£ -	£ 3,760.50	£ 532.50	£ 3,118.00
Q3 Percent	99%	1%	0%	100%	14%	83%
Q4 Total	£ 1,300.00	£ 37.50	£ -	£ 1,337.50	£ 852.50	£ 485.00
Q4 Percent	97%	3%	0%	100%	64%	36%
<b>Total for Calendar 2017</b>	<b>£ 9,301.00</b>	<b>£ 220.00</b>	<b>£ -</b>	<b>£ 9,521.00</b>	<b>£ 3,035.00</b>	<b>£ 6,376.00</b>
<b>Percent of Total</b>	<b>98%</b>	<b>2%</b>	<b>0%</b>	<b>0%</b>	<b>32%</b>	<b>67%</b>
Q1 Total	£ 942.50	£ 37.50	£ -	£ 980.00	£ 850.00	£ 130.00
Q1 Percent	96%	4%	0%	100%	87%	13%
Q2 Total	£ 2,216.00	£ 95.00	£ -	£ 2,311.00	£ 665.00	£ 1,646.00
Q2 Percent	96%	4%	0%	100%	29%	71%
Q3 Total	£ 3,427.50	£ 25.00	£ 25.00	£ 3,477.50	£ 465.00	£ 3,012.50
Q3 Percent	99%	1%	0%	100%	13%	87%
Q4 Total	£ 930.00	£ 62.50	£ -	£ 992.50	£ 652.50	£ 340.00
Q4 Percent	94%	6%	0%	100%	66%	34%
<b>Total for Calendar 2018</b>	<b>£ 7,516.00</b>	<b>£ 220.00</b>	<b>£ 25.00</b>	<b>£ 7,761.00</b>	<b>£ 2,632.50</b>	<b>£ 5,128.50</b>
<b>Percent of Total</b>	<b>97%</b>	<b>3%</b>	<b>0%</b>	<b>100%</b>	<b>34%</b>	<b>66%</b>
Q1 Total	£ 1,968.50	£ 50.00	£ -	£ 2,018.50	£ 1,342.50	£ 676.00
Q1 Percent	98%	2%	0%	0%	67%	33%

## Summary Analysis of Bookings (Calendar Year)

Period	2013	2014	2015	2016	2017	2018	2019
<b>Q1 Total</b>	<b>£702</b>	<b>£1,129</b>	<b>£1,045</b>	<b>£1,257</b>	<b>£1,185</b>	<b>£980</b>	<b>£2,018</b>
Q1 Percent	9%	18%	12%	17%	12%	13%	
<b>Q2 Total</b>	<b>£2,360</b>	<b>£2,243</b>	<b>£2,862</b>	<b>£2,059</b>	<b>£3,278</b>	<b>£2,311</b>	<b>£2783</b>
Q2 Percent	30%	35%	34%	28%	34%	30%	
<b>Q3 Total</b>	<b>£3,522</b>	<b>£2,083</b>	<b>£3,144</b>	<b>£2,736</b>	<b>£3,790</b>	<b>£3,477</b>	<b>£1935</b>
Q3 Percent	45%	32%	37%	37%	40%	45%	
<b>Q4 Total</b>	<b>£1,203</b>	<b>£987</b>	<b>£1,432</b>	<b>£1,322</b>	<b>£1,337</b>	<b>£992</b>	<b>£245</b>
Q4 Percent	15%	15%	17%	18%	14%	13%	
<b>Annual Total</b>	<b>£7,788</b>	<b>£6,442</b>	<b>£8,485</b>	<b>£7,375</b>	<b>£9,591</b>	<b>£7,761</b>	<b>£6981</b>
Percent of Total	100%	100%	100%	100%	100%	100%	

Numbers in Red are based on forward bookings to date