OTTERSHAW VILLAGE HALL
MANAGEMENT COMMITTEE

ANNUAL REPORT

For the year 1 January 2019 – 31 December 2019

Presented at the Annual General Meeting, 16 June 2020

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TRUSTEES’ ANNUAL REPORT

The trustees of Ottershaw Village Hall present their annual report and financial statements of the charity for the year ending 31 December 2019. The financial statements have been prepared in accordance with the Charities Act 2011 and independently examined.

Section 1 – Legal and Administrative Information

<table>
<thead>
<tr>
<th>Charity name:</th>
<th>Ottershaw Village Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charity Commission reg. no.</td>
<td>1123141</td>
</tr>
<tr>
<td>Property known as:</td>
<td>Ottershaw Village Hall</td>
</tr>
<tr>
<td>For the financial year ending:</td>
<td>31 December 2019</td>
</tr>
<tr>
<td>Charity’s principal address:</td>
<td>Ottershaw Village Hall, Brox Road, Ottershaw, Chertsey, Surrey KT16 0HG.</td>
</tr>
</tbody>
</table>

The charitable trust is constituted under a trust deed dated 8 January 2008 and was enabled by the granting of a 35-year lease of Brook Memorial Hall (renamed Ottershaw Village Hall), (the Property) from the Parochial Church Council of Ottershaw, expiring 7 January 2043.

Specific investment powers: Undefined

Professional Advisers
Bankers: CAF Bank, West Malling, Kent (Current and deposit accounts)

Independent Examiner: Steve Carter ACMA, Ottershaw, Surrey

Section 2 – Structure, governance and management

Trustees and Governance
The trustees are charity trustees for the purposes of charity law and are all members of the management committee of the Hall. The management committee consists of up to six nominated, up to seven elected and up to two co-opted members. Two members may be nominated by the Parochial Church Council of Ottershaw and five may be nominated by village organisations that regularly use the Hall. The elected members must be elected at the Annual General Meeting and the co-opted members are appointed by the management committee.

Management Committee
Diana (Danny) Sparkes, Chair
Peter Binns, Vice Chair
Julia Williams, Treasurer (from August)
Sheila Binns, Secretary
Stephen Bristow
John Fawcus
Christopher Gorham
William Matthews
Rosalind Smith
Peter Williams
Johanna Wiltshire
Pam Gorham

Appointed by
Re-elected at AGM June 2019
Ottershaw Society
Re-elected at AGM June 2019
Ottershaw Society
Re-elected at AGM June 2019
Ottershaw Society
Re-elected at AGM June 2019
Ottershaw Society
Re-elected at AGM June 2019
Ottershaw PCC
Re-elected at AGM June 2019
Ottershaw PCC
Elected at AGM June 2019
Ottershaw evening WI (Night Owls)
Management

A Chairperson is normally elected by the management committee at the first ordinary meeting after the AGM. Diana (Danny) Sparkes was nominated and unanimously elected by the committee. The committee also appoints a Treasurer and Secretary and may elect a Vice-Chair. These offices may be held by a trustee or other suitable person. Peter Binns was nominated and unanimously elected by the committee to the position of Vice Chair. Nigel Perryman gave notice that he wished to stand down as Treasurer but agreed to continue while a new Treasurer was sought. He relinquished the role of Trustee. Sheila Binns was re-appointed Secretary. On appointment new trustees are given a copy of the Trust Deed and a copy of the Charity’s latest report and statement of accounts. A register of the name and address of every member and the dates on which their terms of office begin and end is kept by the management committee.

All trustees give their time freely and have not received any benefit in money or in kind from the Charity except that the members of the management committee are insured against the costs of a defence to a prosecution brought against them as charity trustees under the Corporate Manslaughter and Corporate Homicide Act 2007.

Objectives and Activities for the public benefit

The Objects of the charity are specified in the Trust Deed as follows:

- The Property and the trust fund and its income shall be applied for the purposes of a village hall for the use of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the Property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

The management committee carries out these Objects by:

- managing bookings and the day to day running of the hall and keeping the premises fit for use,
- maintaining the building so that it is safe and fit for purpose,
- promoting the availability of the Hall for hire by local advertising and other means,
- fundraising through local events, encouraging donations and applying for grants to fund improvements to the fabric and facilities of the building
- arranging for such improvements to be carried out.

The trustees consider that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Risk Management

The charity needs a serviceable building to meet its Objects. The major risk to the operation of the charity is the loss of use of the building due to fire or other damage. The charity holds an insurance policy with Hiscox Insurance covering Property Damage, Employer’s and Public and Products Liability and Trustee Indemnity.
Should the Hall ever have to cease operations due to serious damage to the building, the related costs in closing down the operation of the charity temporarily would be minimal. Similarly, if the lease was withdrawn or the use of the hall reduced to the extent that it was no longer viable the shutting down cost would be minimal.

Section 3 – Activities and Achievements

The management committee employs a part-time administrator and a part-time hall supervisor. The administrator works from home and manages the day to day operation of the Hall including arranging lettings and keeping books of account. The administrator also assists in the identification and arrangement of maintenance and oversees cleaning. Both the administrator and the hall supervisor are responsible to the Chair of the management committee. The committee is required to meet at least twice a year but has met monthly to determine policy, to plan the development of the Hall’s facilities and to deal with routine matters raised by members of the management committee and the Hall’s administrator.

The management committee’s main aims in 2019 were to:

• finalise Phase 3 (the last phase) of the hall development programme, to which they were committed in signing the lease in 2008. This involved completing the electrical wiring and fitting out of the backstage dressing room and storage facilities.
• continue to engage with the local community to raise awareness of facilities at the Hall
• maintain the Hall premises effectively
• optimise the use of the Hall
• continue with local fundraising for improvements and refurbishment

Development Income

Income specifically for the development of the Hall came largely from fundraising events organised by the committee. In addition we continue to receive regular donations from some people who were members of the 100 Club (a local lottery that was wound up at the end of 2014). In summary:

• fundraising events raised a total of £1,109 net of expenses.
• donations from individuals raised £1,115 (excluding Gift Aid of around £100 to be claimed in 2020).

A grant of £500 had been received at the end of 2018 from the Ottershaw Community Partnership (OCP) towards the restoration of the cowl on the roof of the Hall. These works could not be progressed in 2019 but are scheduled to be carried out in Spring 2020.

All donations and grants received for refurbishment and improvements are accounted for separately from day to day income and are only expended on identified projects.

Operating Income

In 2019, the Hall hire income was £27,786 (£29,525, 2018). This is slightly less than last year due to some changes in regular users but is comparable with the income in 2017 so the Committee consider this to be a good result.
At the end of 2019, the Committee agreed that there would only be minor increases to two hire rates from 1 January 2020 to keep these in line with inflation and cover costs. (These are a small increase (£0.50 per hour) in the charge for regular users hiring the Runnymede Room alone and a £5 increase to the minimum weekend hire charge). All other user rates will remain unchanged in 2020 so as to continue to support our regular users and encourage other occasional users of the Hall.

Section 4 – Policies

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity’s governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

Reserves policy

The management committee maintains a cash reserve of at least three months’ operating expenses throughout the year, equating to approximately £5,000. In addition, a £10,000 emergency fund is held to cover unexpected major repairs to the Hall (as agreed from 1 January 2017). Any surplus above these balances may be used for Development works.

The restricted funds of the charity (the Hall Development reserves) were £110,688 at 1 January 2019. In the accounts for 2019, as well as the usual reserves recalculation (adding surplus and subtracting buildings depreciation), two adjustments were made to the allocation of reserves between Development and Operations in order to clearly show the total funds spent to complete the 3 phases of hall improvements and the funds free for future development and operational expenditure:

a) The development costs of all capitalised additions/improvements to the fabric of the Hall since 2013 were transferred into the Operations / Leasehold Property Fund in Reserves (as had previously been done for all additions/improvements prior to this date). So this transfer includes the costs paid from the Development account for capitalised additions/improvements after 2013 when the last such reserves transfer was made (i.e. in 2014: £82,883.54, 2016: £4,160.00, 2018: £14,382.15 and 2019: £2,675.89 to give a total of £104,101.58)

b) £1,932.96 of development related expenditure paid from the Development bank account between 2014 and 2018 but shown as Operational expenditure in the accounts, was also transferred to appear correctly as a decrease in Development reserves.

These adjustments result in the Hall Development reserves being £6,805 at 31 December 2019.

£600 of Hall rent was assigned as Operations expenditure in the accounts for 2014 – 2019 (£100 per year), but, as these payments were waived and requested by Christ Church Ottershaw to be considered a donation to Hall development, they were shown as income and an increase to the Development reserves. A payment will be made from the Operations to the Development bank account in 2020 to correct this inconsistency. The accounts will then show that the net value of Development assets (essentially the balance in the Development bank account) is exactly equal to the Development reserves – as it should be now that the value of all completed development works have been capitalised and shown as Operations reserves.

Leasehold Property Reserve. At the end of 2019, this Reserve showed a balance of £229,784, having been down-valued by £7,317 for the year, in line with the policy applied in previous years.
**Investment policy**
The charity’s reserves are held on deposit at its bankers, CAF Bank, specially set up by the National Council of Voluntary Organisations and the Charities Aid Foundation to make safe deposit and current account facilities available to charities at advantageous interest rates.

**Grant Making Policy**
The charity makes no grants.

**Environmental Policy**
The charity has an Environmental Policy, giving guidelines which aim to minimise any adverse impact on the environment which may arise from the operations of the Hall. The policy, which includes details of the measures already taken and those planned, is available on request.

**Health and Safety Policy**
The charity has a Health and Safety Policy, which seeks to provide a healthy and safe environment for all our employees, volunteers, committee members and hirers. The policy is available on request.

**Section 5 - Summary of the year’s activities**

**Hall use and charges**
The Hall is well used by regular groups and remains very popular for parties and celebrations at weekends. There are sometimes two lets at the same time (one in the hall and one in the Runnymede Room), although, following some complaints of noise from one room interfering with the other, it was agreed that only one room would be booked if it was required for a quiet activity such as Pilates, Yoga or Tai Chi. It was further agreed to progress the installation of sound proof doors between the two spaces in 2020.

There was no increase in hire rates for either occasional or regular users from 1 January 2019. At the Administrator’s discretion, it was decided that any over-running could be charged for at the hourly rate.

Monkey Music, the long-standing Monday morning regular user was unable to run their classes, having lost their teacher. Their slot was kept open for them until the end of the year. Two new regular users also closed their classes during the year.

**Development and Maintenance**
In 2018, new changing facilities were added to the back of the Hall, to improve facilities for stage productions. The project was completed at the beginning of 2019 with the installation of lighting and power, painting and carpeting the space. Chairs donated by Trident Garages Ltd completed the equipping of this facility.

100 new chairs were purchased for the main hall, in blue upholstery to match the Hall curtains. Some of the old chairs were donated to Christ Church, with the remainder donated to the village hall at Walton-on-the-Hill. New wireless headsets for the PA system were also purchased.

The Hall floor was sanded and re-varnished in August.
Numerous smaller maintenance jobs were carried out by committee members at no labour cost, including:

- Garden maintenance including hedge trimming, cutting back shrubs and keeping the grass mown. The WI has assumed responsibility for their memorial rose bed, for which the committee is grateful.
- Replacement of lighting tubes
- Fitting new traps to the urinals
- Replacement of door handles and soap dispensers in toilets
- Replacement of dented metal guard over the gas pipe in the main hall with a more robust timber board
- Fitting of a switch guard to the fridge switch to prevent accidental switching off
- Installation of HDMI cables to allow the projector to be run from the front of the hall
- Replacement leads for microphone/computer connections were attached to the stage so less likely to be lost.
- Installation of cables for new stage lighting
- Fitting of a bike rack on the Brox Road side of the hall
- Construction of new chair trundlers for the new hall chairs
- Replacement of the broken outside manhole cover at front of hall
- Some internal painting

Committee members, assisted by Caroline West, also contributed to improvement of the OVH social media presence, including the website and Facebook.

Events

The events organised by the Management Committee raise funds for the Hall's development, help to promote awareness of the Hall as a good local venue and contribute to the social life of the village. The quizzes (January, April and October) have continued to be popular. A new type of event was suggested and run in March by the operator of Curzon Country Cinema as a fundraiser for the Hall: *Sing Along Mama Mia* attracted a smaller number than anticipated but was enjoyed by those who attended. The management committee again took a stall at the May Fair as an opportunity to meet and talk with local people. The dual focus this year was highlighting the completion of the three major development projects and promoting the activities of major users.

Other Fundraising

A small number of monthly donations continue from previous members of the 100 Club and a £50 donation was received from a villager. The committee is grateful for the continuing support of local people and of the OCP. Chertsey Combined Charity offered a donation for a project in memory of John Gooderham, one of the OVH holding trustees at formation.

Local Support

The trustees acknowledge with gratitude the considerable support it receives both from individuals and local businesses, in particular:
• **Paul West** who frequently helps behind the scenes (particularly on film nights) to make sure Hall events run smoothly;
• **Vita and Roy Patel** of Londis, who advertise events organised by the management committee;
• **Robert Brown** who provides technical back-up for the Hall website;
• **Ian Finch** who helps to maintain the garden;
• **Caroline West** who helps with the Hall’s social media.

**Employees**

Jeanette West, the Hall Administrator, holds a key role in the successful running of the Hall and Laura Beecroft, the Hall Supervisor, manages the cleaning efficiently and reliably. They both monitor Hall bookings (actual checks at weekends) by non-regular users. The trustees acknowledge with gratitude the contribution made by them both to the successful operation of the Hall.

**Management Committee**

The management committee all give their time on a voluntary basis and have given much over the year in commitment, ideas, energy, enthusiasm, skills and person-power. Julia Williams took on the position of Treasurer from August. The trustees are grateful for the help and support provided by Nigel Perryman, the committee’s retiring Treasurer, up to the hand-over and in an advisory capacity afterwards.

**Section 6- Future Plans**

Future plans for the Hall include:

- Restoration of the cowl on the roof of the Hall.
- Installation of sound proof doors between Brook Memorial Hall and Runnymede Room.
- The relocation of the defibrillator to the outside of the Hall, so that it is available for use at all times in the village.
- The possible replacement of the Gopak tables used in Brook Memorial Hall.
- A focus on community use of the Hall by helping with the promotion of users’ activities.
- Small improvements, upgrades and necessary replacements which will continue as needed and as funds permit.

**Section 7– Signature and Declaration**

Declaration: I declare, in my capacity of charity trustee, that:

- The trustees have approved the report above and
- Have authorised me to sign it on their behalf.

Signature: [Signature]

Full name: Diana Sparkes  
Position: Chair, Ottershaw Village Hall Management Committee  
Date: 25 May 2020
Treasurer’s Report for 2019

The financial performance of the Hall was good this year with a gross operating surplus of £5,055 being achieved. There was also a development surplus of £2,172 which, even though the 3 major phases of Hall refurbishment are now complete, will be applied to future refurbishment and improvement projects.

The £5,055 operating surplus was reduced by a depreciation charge of £9,993 that has to be applied to the Hall building, leaving a net deficit of £4,938. This reflects the policy of reducing the value of the improvements to the Hall to nil, over the now remaining 24 years of the Charity’s lease. Therefore, from now until the end of the lease, it is expected that, although the committee will aim to achieve a small surplus on day to day Hall operations, the overall net result will be a deficit due to the write off of the improvements. This operating deficit will be cancelled out by the end of the lease.

Consequently, the Leasehold Property Fund (which represents the value of the Hall improvements in the Balance Sheet) was also written down by this depreciation amount. There was also the addition of £2,676 improvements due to the completion of the Phase 3 works so the Fund stands at £229,784 (2018: £237,101).

Depreciation of Equipment and Furniture has been based on the assumption that items last for 10 years and, for all such items capitalised up to this point, the 10th and final year of depreciation was 2019. The remaining depreciation on these amounted to £1,159 for the year (slightly less than 10% due to some changes made to gross values in 2010-2012). The cost of the fully depreciated Equipment and Furniture (£12,393) has therefore been recorded as a disposal and removed from the Gross book value in the accounts. Replacement chairs were purchased this year, however the Committee decided that the cost of these would not be capitalised but treated as expenditure in 2019. Therefore, no Equipment and Furniture depreciation will be applied going forward.

I would like to extend my personal thanks to Jeanette West, our Hall administrator, for all her hard work in recording the Hall Receipts and Payments, which greatly assists the Treasurer’s role and enables an accurate and timely financial picture to be made available to the Management Committee on a monthly basis.

I would also like to express my gratitude to Nigel Perryman, our previous Treasurer, for all his help when I took over the role and for his continuing support when preparing the accounts at the end of year.

All the members of the Committee would like to express their gratitude for the contribution made by Stephen Smith as Independent Examiner for the Hall accounts from 2016 to 2018. We were all immensely saddened by his death in January 2020 and wish to express our sincerest condolences to his wife Roz, who is also a member of our Committee, and all his family.

Finally, we would like to thank Steve Carter who has kindly taken over the role of Independent Examiner for the Hall this year.

Julia Williams – Treasurer
Ottershaw Village Hall - Charity 1123141
Statement of Comprehensive Income for the Year ended 31 December 2019

<table>
<thead>
<tr>
<th>Operations</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2019</td>
<td>2019</td>
<td></td>
<td>2018</td>
</tr>
<tr>
<td>Notes</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hall Rents</td>
<td>27,786</td>
<td>27,786</td>
<td>29,525</td>
<td></td>
</tr>
<tr>
<td>Fund Raising</td>
<td>1,200</td>
<td>1,200</td>
<td>1,395</td>
<td></td>
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<tr>
<td>Development Fund - Grants</td>
<td>0</td>
<td>0</td>
<td>4,500</td>
<td></td>
</tr>
<tr>
<td>Development Fund - Donations</td>
<td>1,115</td>
<td>1,115</td>
<td>1,045</td>
<td></td>
</tr>
<tr>
<td>Interest on Bank Accounts</td>
<td>65</td>
<td>8</td>
<td>74</td>
<td>31</td>
</tr>
<tr>
<td><strong>Total Incoming Resources</strong></td>
<td><strong>27,851</strong></td>
<td><strong>2,323</strong></td>
<td><strong>30,175</strong></td>
<td><strong>36,496</strong></td>
</tr>
</tbody>
</table>

EXPENDITURE

Costs of Income Generation:
- Fundraising Costs and Dev Bank Charges: 0 151 151 76

Costs of Charitable Activity - running the Hall:
- Salaries: 12,139 12,139 11,828
- Print, Postage, Phone and Ops Bank Charges: 576 576 675
- Rent: 3 100 100
- Rates, Insurance & Performing Rights: 1,998 1,998 1,851
- Repairs and Maintenance - Routine: 2,048 2,048 2,324
  - Repairs and Maintenance - Non-Routine: 4 3,166 3,166 1,763
  - Electricity and Gas: 1,610 1,610 1,649
  - Depreciation on Fixtures & Fittings: 6 1,159 1,159 1,239

**Total resources expended**

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2019</th>
<th></th>
<th>2018</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>151</td>
<td>22,948</td>
<td>21,504</td>
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</table>

**NET INCOMING RESOURCES**

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2019</th>
<th></th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5,055</td>
<td>2,172</td>
<td>7,227</td>
<td>14,992</td>
</tr>
<tr>
<td>Less Revaluation of Building Facilities</td>
<td>6 (9,993)</td>
<td>0 (9,993)</td>
<td>(9,890)</td>
<td></td>
</tr>
<tr>
<td><strong>NET MOVEMENT IN FUNDS/RESOURCES</strong></td>
<td><strong>(4,938)</strong></td>
<td><strong>2,172</strong></td>
<td><strong>(2,766)</strong></td>
<td><strong>5,102</strong></td>
</tr>
</tbody>
</table>
### Ottershaw Village Hall Statement of Financial Position as at 31 December 2019

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Operations</th>
<th>Restricted Development</th>
<th>Total 2019</th>
<th>Total 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fixed Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Facilities</td>
<td>229,784</td>
<td>0</td>
<td>229,784</td>
<td>237,101</td>
</tr>
<tr>
<td>Equipment &amp; Furniture</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,159</td>
</tr>
<tr>
<td><strong>Net Book Value</strong></td>
<td>229,784</td>
<td>0</td>
<td>229,784</td>
<td>238,259</td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash at Bank</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAF Bank Hall Operations Account Current</td>
<td>500</td>
<td>0</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>CAF Bank Hall Operations Account Deposit</td>
<td>46,080</td>
<td>0</td>
<td>46,080</td>
<td>39,164</td>
</tr>
<tr>
<td>CAF Bank Development Account Current</td>
<td>500</td>
<td>500</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>CAF Bank Development Account Deposit</td>
<td>5,705</td>
<td>5,705</td>
<td>6,309</td>
<td>6,309</td>
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<tr>
<td><strong>Total Bank</strong></td>
<td>46,580</td>
<td>6,205</td>
<td>52,785</td>
<td>46,473</td>
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<tr>
<td>Debtors and Prepayments</td>
<td>1,850</td>
<td>0</td>
<td>1,850</td>
<td>2,124</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creditors - falling due within one year</td>
<td>1,452</td>
<td>0</td>
<td>1,452</td>
<td>1,124</td>
</tr>
<tr>
<td><strong>Net Current Assets</strong></td>
<td>46,978</td>
<td>6,205</td>
<td>53,183</td>
<td>47,473</td>
</tr>
<tr>
<td><strong>Loans</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creditors - falling due in over one year</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td>9</td>
<td></td>
<td>282,967</td>
<td>285,733</td>
</tr>
<tr>
<td><strong>Represented by:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reserves</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brought Forward</td>
<td>175,065</td>
<td>110,668</td>
<td>285,733</td>
<td>280,631</td>
</tr>
<tr>
<td>Surplus/(Deficit) for period</td>
<td>5,055</td>
<td>2,172</td>
<td>7,227</td>
<td>14,992</td>
</tr>
<tr>
<td>Reserve transfer, Dev cost transfer to Ops: Capitalised improvement works 2014-2019</td>
<td>7</td>
<td>104,102</td>
<td>(104,102)</td>
<td>0</td>
</tr>
<tr>
<td>Reserve transfer, Dev cost transfer to Ops: Dev expenditure assigned to Ops 2014-2019</td>
<td>8</td>
<td>1,933</td>
<td>(1,933)</td>
<td>0</td>
</tr>
<tr>
<td>Revaluation of Leasehold Property Value</td>
<td>6</td>
<td>(9,993)</td>
<td>0</td>
<td>(9,993)</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td>276,162</td>
<td>6,805</td>
<td>282,967</td>
<td>285,733</td>
</tr>
<tr>
<td><strong>Analysed between:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hall Operations Fund</td>
<td>46,378</td>
<td>0</td>
<td>46,378</td>
<td>(62,036)</td>
</tr>
<tr>
<td>Development Fund</td>
<td>0</td>
<td>6,805</td>
<td>6,805</td>
<td>110,668</td>
</tr>
<tr>
<td>Leasehold Property Fund</td>
<td>229,784</td>
<td>0</td>
<td>229,784</td>
<td>237,101</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>276,162</td>
<td>6,805</td>
<td>282,967</td>
<td>285,733</td>
</tr>
</tbody>
</table>
Ottershaw Village Hall Notes to the Financial Statements

1. Accounting Conventions. The financial statements have been prepared in accordance with the Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) published on 16 July 2014, the Charities Act 2011, and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

2. The financial statements have been prepared to give a 'true and fair view' and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to give a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005, which has since been withdrawn.

3. The Trustees of the Ottershaw Village Hall Charity have managed the Hall since 1 January 2008. Annual rental of £100 is payable under the Charity's lease to Christ Church Ottershaw.

4. Non-Routine Repairs cover items of equipment replacement and maintenance.

5. To distinguish the funds already spent on Hall improvements from the funds free for future expenditure, in 2011 the corresponding reserves were transferred to a Leasehold Property Fund. This is being down-valued over the remaining years of the Charity's 35-year lease and the value of Building Facilities will be written down in the same way.

6. Building Facilities started to be written down at an annual rate fixed from 2011 at 3.13%, to write down their full value over the then 32 years remaining on the Charity's lease of the Hall. Later additions are written down at a higher rate. There is no intention to make provision for replacement of Building Facilities by a charge against Income and Expenditure, and so the annual write-down is charged direct against the Leasehold Property. Depreciation of Equipment and Furniture continues to be charged to Expenditure. A calculation of depreciation is shown below.

7. In these 2019 accounts, the development costs of all capitalised additions/improvements to the fabric of the Hall since 2013 have now been transferred into the Operations / Leasehold Property Fund in Reserves (as had previously been done for additions/improvements prior to this date) so as to clearly show the total funds spent to complete all 3 phases of Hall improvements and the funds free for future expenditure. This transfer includes the costs paid from the Development account for capitalised additions/improvements after 2013 - when the last such reserves transfer was made (i.e. in 2014: £82883.54, 2016: £4160.00, 2018: £14,382.15 and 2019: £2675.89 to give a total = £104101.58).

8. £1932.96 of development related expenditure paid from the Development bank account between 2014 and 2018 but which was assigned as Operational expenditure in the Accounts, has now been transferred to appear correctly as a decrease in Development reserves.

9. The value of the Development net assets (i.e. the balance of the Development bank account) is £600 less than the calculated Development reserves (and the Operations assets are correspondingly £600 higher than the reserves figure). This is due to £600 of Hall rent which was assigned as Operations expenditure in the accounts for 2014 to 2019 (£100 per year). However payment was waived and requested by Christ Church Ottershaw to be considered a donation to Hall development and so was shown as an increase to Development reserves. A payment to correct this discrepancy will be made from the Operations to the Development bank account in 2020.

10. There were no related party transactions in the accounts for 2019.

<table>
<thead>
<tr>
<th>Gross Book Value</th>
<th>Building Facilities</th>
<th>Equipment &amp; Furniture</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>At 1 Jan.2019</td>
<td>300,954</td>
<td>12,393</td>
<td>313,347</td>
</tr>
<tr>
<td>Additions</td>
<td>2,676</td>
<td>0</td>
<td>2,676</td>
</tr>
<tr>
<td>Disposals</td>
<td></td>
<td>(12,393)</td>
<td></td>
</tr>
<tr>
<td>At 31 Dec.2019</td>
<td>303,630</td>
<td>0</td>
<td>316,023</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revaluation/Depreciation</th>
<th>Building Facilities</th>
<th>Equipment &amp; Furniture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate (Straight Line to 2043)</td>
<td>composite %</td>
<td>10.00%</td>
</tr>
<tr>
<td>At 1 Jan.2019</td>
<td>63,853</td>
<td>11,234</td>
</tr>
<tr>
<td>Disposals</td>
<td>(12,393)</td>
<td></td>
</tr>
<tr>
<td>Charge for the year</td>
<td>9,993</td>
<td>1,159</td>
</tr>
<tr>
<td>At 31 Dec.2019</td>
<td>73,846</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Book Value</th>
<th>Building Facilities</th>
<th>Equipment &amp; Furniture</th>
</tr>
</thead>
<tbody>
<tr>
<td>At 1 Jan.2019</td>
<td>237,101</td>
<td>1,159</td>
</tr>
<tr>
<td>At 31 Dec.2019</td>
<td>229,784</td>
<td>0</td>
</tr>
</tbody>
</table>

Signed: Julia Williams, Treasurer
Date: 25 May 2020
Independent Examiner's Report to the Trustees of Ottershaw Village Hall

I report on the financial statements of the Trust for the year ended 31 December 2019 as set out on pages 10 - 13. This report is made solely to the charity’s trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity’s trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity’s trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The charity’s trustees are responsible for the preparation of financial statements. The charity’s trustees consider that an audit is not required for this year under Section 144(1) of the Charities Act 2011 (‘the 2011 Act’) and that an independent examination is needed.

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with Accounting and Reporting by Charities: Statement of recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014 in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a ‘true and fair view’ in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

It is my responsibility to:

➢ examine the financial statements under section 145 of the 2011 Act;
➢ to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) of the 2011 Act; and
➢ to state whether particular matters have come to my attention.

Basis of independent examiner’s report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as 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 financial statements 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:

a) 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 2011 Act; and
   - to prepare financial statements which accord with the accounting records and comply
     with the accounting requirements of the 2011 Act;
   have not been met; or

b) to which, in my opinion, attention should be drawn in order to enable a proper
   understanding of the financial statements to be reached.

Steve Carter ACMA
8 St Crispins Way
Ottershaw
Surrey
KT16 0RE

8 May 2020