

HELMSLEY TOWN HALL

**Trustees' Report and Financial Statements
for the year ended 31st October 2017**

Registered Charity number 523360

Contents	Page
Trustees' Annual Report	1
Independent Examiner's Report	2
Receipts and Payments Account	3
Statement of Assets and Liabilities	4
Notes to the Financial Statements	5 - 6

HELMSLEY TOWN HALL (registered charity number 523360)
16 Market Place, Helmsley YO62 5BL

Annual Report of the Trustees

Trustees at date of report:

Katie Atkinson, Jeanne Brown, Neil Butcher, Margaret England, George Hawkins, Katie Hunton, Bryan Olive, Ian Pattison, Helen Robinson, Steve Skelton.

Governance

The building is managed by the Board of Trustees. As set out in the Scheme document, Trustees are either nominated by organisations or by election at the AGM. Two Trustees may also be co-opted by the Board.

Objective

The Charitable aims include the use of the building for meetings, lectures and classes and for other forms of recreation and leisure-time activity.

Financial activities and achievements

From 4th April 2017, Helmsley Community Library took over the running of the library from North Yorkshire County Council. In addition to this rental income, the main hall, kitchen and meeting room are used for commercial, local and charitable events.

A buildings analysis report, commissioned by the Trustees in 2016 was completed in the spring of 2017. The report highlighted high priority repair and restoration work which needed to be undertaken to the building. Following a tendering process, the Trustees agreed to appoint Repair and Restoration Limited to undertake work to the roof, lantern, coverings, chimneys and flues.

In addition, the obsolete main hall heating and air conditioning system has now been replaced.

The combined cost of this work will be funded by the designated roof and renovation fund.

During the year, the Valuation Office agreed to de-list the old dilapidated "caretaker flat" from council tax with an effective deletion date of 1 April 2013.

Helmsley Town Hall has been chosen as one of the local groups that will benefit from the Co-op Local Community Fund. This benefit runs to 27 October 2018.

The net income for the year was £13,519. This included a one-off recovery of rates and insurance of £11,387.

Adoption of Policies

During the financial year, the Trustees formally approved policies for Conflict of Interest, Complaints, Staff Remuneration and Appraisal as well as a Risk Plan.

Reserve Policy

The Reserve Policy of the Charity is to hold sufficient reserves to be able to cover its overheads costs.

As a rule of thumb, this equates to at least four months costs.

In addition, the Charity maintains a designated Roof Fund and Renovation fund.

Signed:

Dated:

Ian Pattison
Chairman

HELMSLEY TOWN HALL

Independent examiner's report to the Trustees on the financial statements of Helmsley Town Hall

I report on the accounts of Helmsley Town Hall for the year ended 31st October 2017 as set out on pages 3 to 5.

Respective responsibilities of Trustees and the Independent Examiner

The Charity's Trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this financial year under section 144 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 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 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 accounts prepared with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 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 matter has come to my attention:

- (1) 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 Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act, have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: _____

Dated: _____

Name: _____

Relevant professional qualification: _____

HELMSLEY TOWN HALL

Receipts and Payments Account For the Year Ended 31st October 2017

	Notes	Total Funds 2017 £	Total Funds 2016 £
Receipts			
Library	1	16,875	15,000
Main Hall		18,881	18,860
Meeting Room		2,947	2,507
Committee Room		336	269
Miscellaneous Income	2	11,387	91
Grants		75	-
Bank Interest		86	150
Total Receipts		50,587	36,877
Payments			
Payroll Costs		10,063	9,651
Repairs, Renewals and Maintenance	3	4,947	5,680
Insurance		4,827	4,633
Heating and Lighting		1,953	2,819
Administration Costs	4	1,819	2,103
Rates	5	1,769	2,448
Cleaning and Materials		2,801	850
Licence Fees		539	519
Professional Fees and Subscriptions	6	7,287	269
Miscellaneous	7	1,063	761
Total Expenditure		37,068	29,733
Net Income		13,519	7,144
Bank Balances at 1 November		153,004	145,860
Bank Balances at 31 October		166,523	153,004

HELMSLEY TOWN HALL

Statement of Assets and Liabilities

As at 31 October 2017

	Notes	Total Funds 2017 £	Total Funds 2016 £
Non-Current Assets (at cost - donated)			
Town Hall	3	-	-
Total Fixed Assets		-	-
Current Assets			
Deposit Account		146,839	147,753
Current Account		19,684	5,251
Total Current Assets	8	166,523	153,004
Net Assets		166,523	153,004
Funds of the Charity	9		
Designated Income Funds (unrestricted)		130,000	130,000
Unrestricted Income Funds (Reserves)		36,523	23,004
Total Charity Funds		166,523	153,004

Notes 1 to 6 form part of these financial statements.

The financial statements were approved by the Trustees and signed on their behalf below.

Signed:

Name:

I Pattison, Chairman

Dated:

HELMSLEY TOWN HALL

Notes to the Financial Statements

For the Year Ended 31st October 2017

1. Library Income

Library income is paid quarterly and is reflected in the accounts on a received basis. The current quarterly rent is £3,125. Five quarters are reflected in the 12 months to 31 October 2017.

2. Miscellaneous Income

This relates primarily to the following two items:-

- a) the recovery of council tax of £8,388 from 1 April 2013 following the de-listing of the empty dilapidated space known as the "old caretaker flat".
- b) the retrospective recovery of £2,929 relating to a proportion of buildings insurance due from NYCC.

3. Non-Current Assets

The Town Hall is a donated asset and no value is currently attributed to the building. The premises are vested in the Official Custodian (OC) on behalf of the Charity by virtue of a Scheme dated 4 October 1963.

As the Charity is unincorporated, it does not have a legal identity and cannot hold property in its own name. The OC is a corporation created by statute to hold land on behalf of charities. The OC is a member of the Charity Commission's staff.

During the year the following assets were purchased by the Charity. These items have been reflected under repairs, renewals and maintenance.

	Cost (inc VAT)
	£
6 Plastic Folding Tables (4' x 2')	<u>201</u>

4. Administration Costs

Cundalls RFAS Ltd administer the payroll system and maintain the accounting records. The amount paid for this service during the financial year was £1,109.

5. Rates

During the financial year, £1,356 was paid in Council Tax. Following the de-listing decision, this amount has been repaid as is reflected in miscellaneous income.

6. Professional Fees and Subscriptions

The largest items included under this heading are:-

	Cost (inc VAT)
	£
Buildings Analysis Report	6,000
Asbestos Report	450
Website Costs	350
	<u>6,800</u>

HELMSLEY TOWN HALL

Notes to the Financial Statements

For the Year Ended 31st October 2017

7. Miscellaneous

These items primarily relate to the purchase of Christmas trees and the upkeep of plants and flowers around the front of the Town Hall.

8. Bank Accounts

There are two bank accounts held with HSBC. The interest bearing account is called the BMM account and the current account is called the Community account.

9. Funds of the Charity

The Reserves Policy of the Charity states that sufficient reserves need to be held to ensure that overhead costs can be met by the charity. As a rule of thumb, this equates to a minimum of at least four months costs.

In addition to reserves of £23,004, the Charity holds a designated Roof Fund of £100,000 and a Renovation Fund of £30,000.