

## **Newby and Scalby Community Hall Trust**

### **NOTES TO THE STATEMENT OF ACCOUNT FOR THE YEAR 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

#### **1. ASSETS**

##### **1.1 At the 31<sup>st</sup> March 2021 the following assets were held:**

The main assets held are the Community Hall, Car Park and Bowling Green. There are no significant other assets held other than tables, chairs, kitchen equipment and general office equipment. The upstairs office space (x 2), and storage area.

##### **1.2 PURCHASES**

No major purchases were made.

A new water pump was purchased in January 2021 for £49.99 as the old one had failed. This helps prevent the cellar from flooding.

##### **1.3 DISPOSALS**

There were no significant assets disposed of during the financial year.

#### **2. BORROWINGS**

At the close of business on the 31<sup>st</sup> March 2021 there were no loans outstanding and no amounts had been borrowed during the financial year.

#### **3. LEASES**

There are currently no leases in operation.

#### **4. DEBTS OUTSTANDING**

At the Year End there were some debts outstanding for hall bookings as follows:

<b>Period Outstanding</b>	<b>Number of Debts</b>	<b>Value (£)</b>
Less than 3 months old	0	0.00
Between 3 & 6 months old	0	0.00
Between 6 & 12 months old <sup>1</sup>	2	21.00
Over 12 months old <sup>2</sup>	4	1849.50

<sup>1</sup> Due to Covid19, the 2 groups these refer to have not been meeting up. This will be paid ASAP when meetings are allowed and cheques can be issued.

<sup>2</sup> These include:

- Court case. No payments received since 13.03.20, however he is not working due to Covid19. We will keep on chasing this (£1087.50)
- This group has not been meeting up due to Covid19. Will be paid ASAP (£14.00)
- Wedding was cancelled due to Covid19, but now rescheduled for 2021 (£348.00)
- Wedding was cancelled due to Covid19, but now rescheduled for 2021 (£400.00)

## **5. CONTINGENT LIABILITIES**

The Community Hall's accounts for the year 2020/21 do not include provision for contingencies as none are anticipated. This may have to be reviewed due to issues with Covid19.

## **6. PENSIONS**

The Trust has been obliged to offer a pension to staff who qualifies by earning a minimum of £9000 per annum from November 2016, under the new Auto-Enrolment Legislation. The trust engaged a payroll company Autela Ltd, to carry out payroll and pension duties for the trust, as the new legislation requires additional administration.

The caretaker qualified for auto-enrolment pension and has taken up this opportunity to date the trust contributions to his pension have been £700.35. Autela payroll charges £248.40.

## **7. BASIS OF ACCOUNT PREPARATION**

These accounts have been produced on a receipts and payments basis.

## **8. ADVERTISING AND PUBLICITY**

There were no costs in relation to general advertising or publicity incurred during the year.

## **9. EARMARKED RESERVES**

It is prudent to maintain a Reserve Fund for unexpected emergencies or planned improvements. Monies held in a Skipton Building Society bond are held for these purposes. As we cashed in one Bond in June 2020 to help with finances through lockdown, we have this money in our current account. Once the threat of further lockdowns has passed, we will re-invest this.

## **10. RECEIPTS**

DETAILS	2019/2020	2020/2021	NOTES
	£ . p	£ . p	
Donations received	0.00	0.00	
Grants received	0.00	28897.89	<sup>1</sup>
Interest received	730.38	645.86	<sup>2</sup>
Hire Income	23065.72	5908.17	<sup>3</sup>
Refunds received	2351.32	0.00	
Total Receipts	27187.34	35451.92	

1

Small Business Grant Fund and Retail, Hospitality & Leisure Grant Fund (from SBC)	£10000.00
Local Restrictions Support Grant – Closed (from Scarborough Borough Council)	£ 9716.86
HMRC Furlough Grant (claimed via Autela Payroll)	<u>£ 9181.03</u>
	<b>£28897.89</b>

Interest from our Business Reserve Account (before it was closed in January 2021)	£0.02
Annual Interest from our Skipton September Bond	£500.95
Interest from our Skipton May Bond when cashed in (June 2020)	£144.89
	<b>£645.86</b>

Hire Income from the Hall	£4868.25
Hire Income from the Office	£1039.92
	<b>£5908.17</b>

## **11. PAYMENTS**

DETAILS	2019/2020 GROSS	2020/2021 GROSS	NOTES
	£ . p	£ . p	
Insurance	£921.54	£956.40	
Courses & Subscriptions	£631.20	£0.00	<sup>1</sup>
Phone & Internet	£1249.69	£1368.11	<sup>2</sup>
Computer & Printing	£76.23	£69.56	
Stationery & Postage	£209.46	£64.71	
Expenses & Professional fees	£788.24	£657.90	<sup>3</sup>
Staffing	£15802.03	£12364.97	<sup>4</sup>
Utilities (gas, electric & water)	£5589.87	£4457.93	
Cleaning, Repairs & Renewals	£3769.17	£338.67	
Annual Safety Testing	£56.00	£0.00	
Capital Improvements	£0.00	£0.00	
Advertising	£0.00	£0.00	
Legal & Financial	£145.00	£0.00	<sup>5</sup>
Total Debited to Bank account	£29238.43	£20278.25	

Note <sup>1</sup> – Includes PRS music licence. They have not billed us for this year even though I have returned the form, and they haven't replied to my query about this.

Note <sup>2</sup> – We are due a refund from 2020/2021 from BT for £494.21 in May 2021.

Note <sup>3</sup> – Include payroll/pension company charges, auditors' fees and Data Protection Licence fee.

Note <sup>4</sup> – Caretakers and Clerks salary. Includes relief caretaker. Mainly furlough in 2020-21.

Note <sup>5</sup> – Small Claim Court Fee.

## **12. MOVEMENT OF FUNDS AS AT 31<sup>st</sup> MARCH 2021**

	2019/2020		2020/2021
Total Receipts	27187.34		35451.92
Total Payments	29297.42		20278.25
Total Current Assets (Reserves plus petty cash & cash at bank 31 <sup>st</sup> March 2021)	50599.88		65773.55

As these accounts are prepared on a Receipts & Payments basis there may be payments/commitments in the pipeline where cheques are yet to be banked or invoices have yet to be received.

### **13. BALANCE SHEET AS AT 31<sup>st</sup> MARCH 2021**

(Last) Year Ended 31 <sup>st</sup> Mar 2020	Summary	(Current) Year Ended 31 <sup>st</sup> Mar 2021
£	31/03/2021	£
52709.96	Balance brought forward 1 April	50599.88
<u>27187.34</u>	ADD total receipts	<u>35451.92</u>
<u>79897.30</u>		<u>86051.80</u>
29297.42	LESS total payments	20278.25
<b><u>50599.88</u></b>	<b>Balance carried forward</b>	<b><u>65773.55</u></b>

These cumulative funds are represented by:

2019/2020		2020/2021
100.00	Petty cash in hand	100.00
36.69	Nat West Reserve a/c 47633964	0.00 <sup>1</sup>
<u>3814.20</u>	Nat West Current a/c 47633948	<u>29390.66</u>
<u>3950.89</u>		<u>29490.66</u>
46648.99	Add Skipton Bonds Inc. Interest	36282.89 <sup>2</sup>
<b><u>50599.88</u></b>		<b><u>65773.55</u></b>

<sup>1</sup> The Reserve account was closed on the 4<sup>th</sup> January 2021 and the balance (including interest of £0.02) was transferred to our current account - £36.71

<sup>2</sup> Our smaller bond was cashed in on the 8<sup>th</sup> June 2020 and the balance (including interest of £144.89) was transferred to our current account - £11011.94

The above statement represents fairly the financial position of the Trust as at 31 March 2020 and reflects its receipts and payments during the year.

Signed: .....

Chairman

## **Newby and Scalby Community Hall Trust**

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Signed: .....

Chairman





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Newby & Scalby Community Hall

On accounts for the year  
ended

31 March 2021

Charity no  
(if any)

523406

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act;
- the accounts did not accord with the accounting records; or

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Trevor Teasdale*

Date:

20 July 2021

Name:

Trevor Teasdale

Relevant professional  
qualification(s) or body  
(if any):

Chartered Institute of Public Finance & Accountancy

Address:

193 Scalby Road

Scarborough

North Yorkshire YO12 6TE

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

*[Faint background text from a sample report is visible through the page. The text includes:]*

I report to the Institute on my examination of the accounts of the charity (the Trust) for the year ended 31 March 2021.

As the charity is a charity, I am required by the provisions of the accounts of charities with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the Trust's accounts marked and under section 145 of the Act. As part of carrying out my examination, I have followed all the requirements of the directions given by the Charity Commission under section 145(2)(b) of the Act.

These accounts are my examination. I confirm that no material matters have come to my attention in connection with the examination other than that mentioned below which gives the reason to believe that at any material time:

- the accounting records were not kept in accordance with section 120 of the Charities Act;
- the accounts did not accord with the accounting records; or

I have no material and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*[The following fields are visible in the form:]*

Signature: *[Signature]* Date: 29.11.2021

Name: David Thomas

**NEWBY AND SCALBY COMMUNITY HALL**

**Independent Examiner's Report for the Trustees for the year ended 31 March 2021**

1. My examination was carried out in accordance with 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 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 no opinion is given as to whether the accounts present a 'true and fair' view.
2. In connection with my examination no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records were not kept in accordance with Section 130 of the Charities Act or the accounts do not accord with the accounting records.
3. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.
4. A number of queries relating to the accounts have been raised with the Clerk and satisfactory answers have been given.



Trevor Teasdale CPFA  
20/07/2021