

Masham Town Hall Community Charity
(A company limited by guarantee)

Trustees' report and financial statements

for the year ended 31 March 2013

Charity number: 1146402

Company number: 07188671 (England & Wales)

Masham Town Hall Community Charity
(A company limited by guarantee)

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Masham Town Hall Community Charity
(A company limited by guarantee)

Legal and administrative information

Charity number 1146402

Company registration number 07188671

Registered office Masham Town Hall
9 Little Market Place
Masham
Ripon
HG4 4DY

Trustees

M Cunliffe-Lister - Chairman	
F Grainger - Treasurer	
R Arnold	(appointed 18 October 2012)
S Cunliffe-Lister	(appointed 18 October 2012)
S Gore	(resigned 24 May 2012)
D Harley	(appointed 18 October 2012)
D Hope	(appointed 24 May 2012, resigned 10 March 2013)
S Marshall	(appointed 24 May 2012)
G Nicklas	(appointed 24 May 2012)
P Usher	(appointed 7 August 2012)

Secretary A N Reed

Accountants The Barker Partnership
Penthwaite
St Matthews Terrace
Leyburn
North Yorkshire
DL8 5EL

Masham Town Hall Community Charity **(A company limited by guarantee)**

Report of the trustees (incorporating the directors' report) **for the year ended 31 March 2013**

The trustees present their report and the financial statements for the year ended 31 March 2013. The trustees, who are also directors of Masham Town Hall Community Charity for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

Preamble

Masham Town Hall Community Charity Ltd (MTHCC) was established as a company limited by guarantee on 12 March 2010, and became a registered charity on 15 March 2012. Having been a dormant company from 2010-2011 and 2011-2012, the company started trading after its inaugural Annual General Meeting on 24 May 2012, at which point the two former organisations which the company replaces transferred their cash and fixed assets to MTHCC. These organisations were the Masham Town Hall Association (registered charity number 523380), which is now wound up, and Masham Town Hall Trustees (registered charity number 515103), which continues to exist for the sole purpose of holding the town hall building as Permanent Endowment. MTHCC is the sole Trustee of this charity, which now transacts no business. Neither previous body was a limited company.

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 12 March 2010 and registered as a charity on 15 March 2012. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association Trustees are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. Additional Trustees may be appointed ex-officio by the Board of Trustees at meetings during the year, and such Trustees must be elected at the next Annual General Meeting.

All Trustees give their time voluntarily and receive no benefits from the charity.

Trustees work to, and review regularly, management accounts and a range of documents governing the organisation's policy and practice, including Financial Regulations, Risk Assessment and Fire Risk Assessment, and policies on Equal Opportunities, Health and Safety, and Child and Vulnerable Adult Protection.

A Trustee Induction and Training Pack is being produced to ensure new Trustees are familiar with

- The obligations of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Objectives and future plans

Risk management

The trustees actively review the major, strategic, business and operational risks on a regular basis which the charity faces and believe that controls are in place so that the necessary steps can be taken to lessen these risks.

Masham Town Hall Community Charity
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Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2013

Objectives and activities

Aims and objectives

MTHCC's objects as set out in the company's memorandum of association are to

"promote the benefits of the inhabitants of Mashamshire by working with local voluntary and community organisations, inhabitants and other authorities in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving conditions of life for the said inhabitants, without distinction of age, disability, nationality, race, sex, sexual orientation, political, religious or other opinions" and "in particular ... to maintain and manage the Town Hall as a centre whereat such facilities may be

How our activities have delivered public benefit

The Town Hall building has been in constant use throughout the year as a venue for educational, social and sporting activity by and for the individuals, families and communities of Masham and its surrounding villages and countryside. The building has been used by a wide variety of families, charitable groups and local businesses for a range of educational, training, sporting and social activities. The Town Hall has hosted cultural events, regular meetings and one-off conferences, exhibitions, weddings, parties and children's events.

In 2012-13 the Town Hall has also promoted concerts, plays, film seasons and exhibitions, making cultural activity available to the people of Masham at reasonable cost. Attendances at these events, particularly the film season and a family pantomime, showed a clear desire amongst local people for the Town Hall as a cultural venue.

The Town Hall, via its active and committed Steam Rally Committee, organises the annual Masham Steam Engine Rally, which attracts thousands of people to Masham. Since 1965 the Steam Rally has been a major contributor towards developing Masham as a tourism and regional centre, as well as representing the Town Hall's main source of fundraising income. The 47th rally, held on 19th-20th July 2012, was a great success, and plans are well advanced for an equally busy and successful 2013 rally.

The Board of Trustees has overseen the business and programme of the Town Hall, with four sub-committees - Finance, Building, Marketing and Steam Rally - comprising Trustees and other volunteers to ensure that the building remains busy and safe, and that the organisation keeps to its budget and to its legal and reporting responsibilities.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Masham Town Hall Community Charity
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Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2013

Financial review

The company has been financially stable, keeping within agreed expenditure and with a healthy income. Income from lettings and hires was comfortably in excess of the trading of the previous organisation, and the 2012 Masham Steam Engine Rally was a resounding success, with a healthy profit maintaining the charity's reserves at an acceptable level.

The annual budget was, and continues to be, prepared on the basis of breaking even on regular activity. Hire fees and ticket prices are set as low as possible to be compatible with this aim, with hire fees substantially discounted for regular users and for Mashamshire resident individuals and organisations. Income from fundraising activity and the steam rally funds capital works on the building and equipment.

The main fundraising activity during this year was a grant of £56,715 awarded by the Lafarge Aggregates (now Lafarge-Tarmac) Landfill Communities Fund. This sum - the largest award ever made through this fund - supported a range of improvements to the Main Hall, including asbestos removal, rewiring, redecoration, dressing room improvements and the installation of a permanent sound system, as well as new building-wide fire alarm and emergency lighting systems.

Investment policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment. Having considered the options available, the Board of Trustees invested the sum necessary to comply with its reserves policy in a nine-month bond in August 2012, ensuring that the reserve is available to fund the 2013 Steam Rally if necessary. A similar arrangement is anticipated for 2013-14, as well as the establishment of an interest-bearing account to hold any funds to be made available for capital improvements and equipment purchase.

Reserves policy

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy written into the Financial Regulations whereby "MTHCC Ltd shall at all times keep a reserve sufficient to cover the cashflow budget requirements of the next Masham Steam Engine Rally and to wind up the organisation in the event of its becoming unviable as a business."

Plans for future periods

The charity aims to continue a similar programme of activity in 2013-14 and beyond, and will continue to fundraise to improve the condition and facilities of the building to offer a good quality of experience in the widest possible range of activities for Mashamshire residents, their friends, families and colleagues. In particular, 2013 will be acknowledged as the Centenary of the building's opening through a series of high-profile events and activities.

Masham Town Hall Community Charity
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Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2013

Statement of trustees' responsibilities

The trustees (who are also directors of Masham Town Hall Community Charity for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board

M Cunliffe-Lister
Chairman

Masham Town Hall Community Charity
(A company limited by guarantee)

Independent examiner's report to the trustees on the unaudited financial statements of Masham Town Hall Community Charity.

I report on the accounts of Masham Town Hall Community Charity for the year ended 31 March 2013 set out on pages 2 to 16.

Respective responsibilities of trustees and independent examiner

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 presented 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:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

William Pearson ACA FCCA

The Barker Partnership
Chartered Accountants & Statutory Auditors
Penthwaite
St Matthews Terrace
Leyburn
North Yorkshire
DL8 5EL

29 July 2013

Masham Town Hall Community Charity
(A company limited by guarantee)

Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31 March 2013

	Notes	Unrestricted funds £	Restricted funds £	Period ended 31/03/13 Total £
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	12,672	56,715	69,387
Activities for generating funds	3	79,311	-	79,311
Investment income	4	809	-	809
Other exceptional income	5	41,474	-	41,474
Total incoming resources		<u>134,266</u>	<u>56,715</u>	<u>190,981</u>
Resources expended				
Staff costs	7	6,295	4,780	11,075
Establishment costs		32,015	38,276	70,291
Accountancy fees		1,645	-	1,645
Legal and professional fees		6,192	-	6,192
Communications and IT		358	-	358
Other office expenses		707	-	707
Depreciation and impairment		263	-	263
Other town hall costs		7,295	-	7,295
Other steam rally costs		10,884	-	10,884
Total resources expended		<u>65,654</u>	<u>43,056</u>	<u>108,710</u>
Net income for the year		68,612	13,659	82,271
Other recognised gains and losses				
Gains on revaluations of fixed assets for the charity's own use		2,115	-	2,115
Net movement in funds		70,727	13,659	84,386
Total funds brought forward		-	-	-
Total funds carried forward		<u>70,727</u>	<u>13,659</u>	<u>84,386</u>

The notes on pages 10 to 16 form an integral part of these financial statements.

Masham Town Hall Community Charity
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Balance sheet
as at 31 March 2013

	Notes	31/03/13	£	£
Fixed assets				
Tangible assets	9			7,367
Investments	10			14,365
				<u>21,732</u>
Current assets				
Debtors	11		22,599	
Cash at bank and in hand			51,188	
			<u>73,787</u>	
Creditors: amounts falling due within one year	12		(11,133)	
Net current assets				<u>62,654</u>
Net assets				<u>84,386</u>
Funds	13			
Restricted income funds				<u>13,659</u>
Unrestricted income funds:				
Unrestricted income funds				68,612
Revaluation reserve				2,115
Total unrestricted income funds				<u>70,727</u>
Total funds				<u>84,386</u>

The Balance Sheet continues on the following page.

The notes on pages 10 to 16 form an integral part of these financial statements.

Masham Town Hall Community Charity
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Balance sheet (continued)

**Trustees statements required by the Companies Act 2006
for the year ended 31 March 2013**

In approving these financial statements as trustees of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ;

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 March 2013.

(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the board on 29 July 2013 and signed on its behalf by

M Cunliffe-Lister
Director

F Grainger
Director

The notes on pages 10 to 16 form an integral part of these financial statements.

Masham Town Hall Community Charity
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Notes to financial statements
for the year ended 31 March 2013

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment -	10% straight line
Painting -	not depreciated

1.5. Investments

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the statement of financial activities.

Masham Town Hall Community Charity
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Notes to financial statements
for the year ended 31 March 2013

2. Voluntary income

	Unrestricted	Restricted	Period
	£	£	ended
			31/03/13
			£
Donations	5,042	-	5,042
Gifts	7,630	-	7,630
Grants receivable	-	56,715	56,715
	<u>12,672</u>	<u>56,715</u>	<u>69,387</u>

3. Activities for generating funds

	Unrestricted	Period
	funds	ended
	£	31/03/13
		Total
		£
Hall lettings and rent	19,172	19,172
Steam rally income	60,139	60,139
	<u>79,311</u>	<u>79,311</u>

4. Investment income

	Unrestricted	Period
	funds	ended
	£	31/03/13
		Total
		£
Income from UK unlisted investments	461	461
Bank interest receivable	348	348
	<u>809</u>	<u>809</u>

Masham Town Hall Community Charity
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Notes to financial statements
for the year ended 31 March 2013

5. Other incoming resources

	Unrestricted funds £	Period ended 31/03/13 Total £
Other exceptional income	41,474	41,474
	<u>41,474</u>	<u>41,474</u>

Exceptional income relates to amounts received from Masham Town Hall Trustees and Masham Town Hall Association. These amounts are the reserves that have been built up over many years.

6. Net incoming resources for the year

	Period ended 31/03/13 £
Net incoming resources is stated after charging:	
Depreciation and other amounts written off tangible fixed assets	263
	<u>263</u>
Net incoming resources is stated after crediting:	
Exceptional credits	41,474
	<u>41,474</u>

Masham Town Hall Community Charity
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Notes to financial statements
for the year ended 31 March 2013

7. Employees

Employment costs	Period ended 31/03/13 £
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Wages and salaries	<u>11,075</u>
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No employee received emoluments of more than £60,000 (2012 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	Period ended 31/03/13 Number
Trustees	9
Other staff	<u>2</u>
	<u>11</u>

8. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

Masham Town Hall Community Charity
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Notes to financial statements
for the year ended 31 March 2013

9. Tangible fixed assets	Fixtures, fittings and equipment £	Painting £	Total £
Cost			
Additions	2,630	5,000	7,630
At 31 March 2013	<u>2,630</u>	<u>5,000</u>	<u>7,630</u>
Depreciation			
At 1 April 2012	-	-	-
Charge for the year	263	-	263
At 31 March 2013	<u>263</u>	<u>-</u>	<u>263</u>
Net book value			
At 31 March 2013	<u>2,367</u>	<u>5,000</u>	<u>7,367</u>

10. Fixed asset investments	Other unlisted investments £	Total £
Valuation		
Additions	12,250	12,250
Revaluations	2,115	2,115
At 31 March 2013	<u>14,365</u>	<u>14,365</u>
Historical cost as at 31 March 2013	<u>12,250</u>	<u>12,250</u>

All fixed asset investments are held within the United Kingdom.

11. Debtors	31/03/13 £
Trade debtors	3,189
Other debtors	19,410
	<u>22,599</u>

Masham Town Hall Community Charity
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Notes to financial statements
for the year ended 31 March 2013

12. Creditors: amounts falling due within one year

	31/03/13
	£
Trade creditors	3,586
Other taxes and social security	605
Other creditors	1,400
Accruals and deferred income	5,542
	<u>11,133</u>

13. Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Fund balances at 31 March 2013 as represented by:			
Tangible fixed assets	7,367	-	7,367
Investment assets	14,365	-	14,365
Current assets	60,128	13,659	73,787
Current liabilities	(11,133)	-	(11,133)
	<u>70,727</u>	<u>13,659</u>	<u>84,386</u>

14. Unrestricted funds

	At	Incoming resources	Outgoing resources	Gains and losses	At
	1 April 2012	£	£	£	31 March 2013
	£	£	£	£	£
Unrestricted Fund	-	134,266	(65,654)	2,115	70,727
	<u>-</u>	<u>134,266</u>	<u>(65,654)</u>	<u>2,115</u>	<u>70,727</u>

Purposes of unrestricted funds

The unrestricted fund represents those funds which the trustees are free to use in accordance with the charitable objectives.

Masham Town Hall Community Charity
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Notes to financial statements
for the year ended 31 March 2013

15. Restricted funds	At 1 April 2012 £	Incoming resources £	Outgoing resources £	At 31 March 2013 £
Derbyshire Environmental Trust	-	56,715	(43,056)	13,659

Purposes of restricted funds

Represents funding towards the renovation works for the Town Hall.

16. Company limited by guarantee

Masham Town Hall Community Charity is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.