

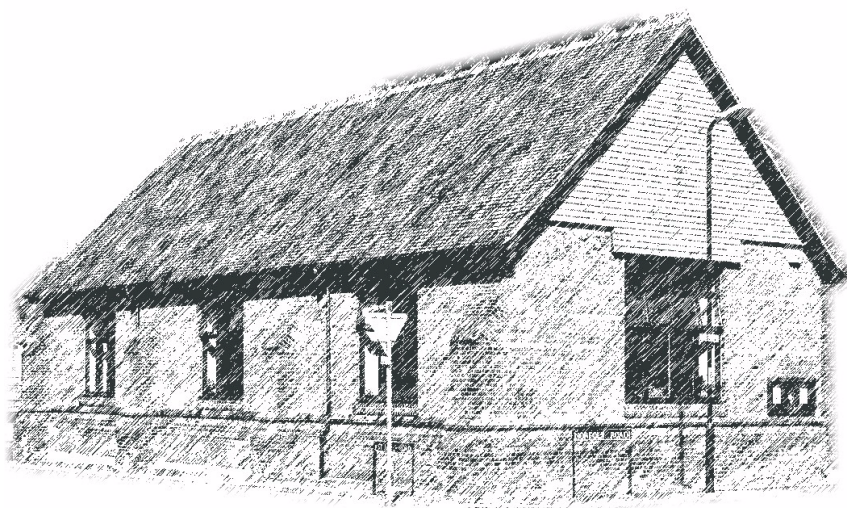
**ST. LUKE'S COMMUNITY HALL, MAIDENHEAD**  
**Registered Charity Number 1101943**

**REPORT AND FINANCIAL STATEMENTS**

**OF**

**THE TRUSTEES**

**for the year ended 31st December 2016**



**Chair of the Trustees:**  
**The Revd. Sally Lynch**

**Honorary Treasurer:**  
**Richard Burdett**  
**30 Mallow Park, Maidenhead, SL6 6SQ**

**Bankers:**  
**Lloyds Bank PLC**  
**45 High Street, Maidenhead, SL6 1JS**

**Independent Examiner:**  
**Mrs J. A. Bailey, IPFA**



# Trustees of St. Luke's Community Hall, Maidenhead

## Annual Report for 2016

### Object of Charity

The object of the charity is the provision and maintenance of a village hall for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions, including use for:

- (a) meetings, lectures and classes, and
- (b) other forms of recreation and leisure time occupation,

with the object of improving the conditions of life for the inhabitants.

### Management Committee:

The committee consists of three elected members:

- The Revd. Sally Lynch
- Mary Pennington
- Phyllis Sigsworth

Two members appointed by the Council of the Royal Borough of Windsor and Maidenhead:

- Clive Baskerville
- Philip Love

One member appointed by each of the users of the hall listed in the scheme:

- Jean Tyrwhitt-Drake (St Luke's Church)
- Pat Tryon (Floral Art Group)
- Jean Fuller (WI)

and one co-opted member

- Richard Burdett

The members of the Management Committee are the trustees of the charity and are governed by a scheme issued by the Charity Commissioners dated 27th August 2002. Two trustees are appointed by the Council of the Royal Borough of Windsor and Maidenhead, three are elected at the Annual General Meeting and a further two are nominated by groups using the Hall

### Meetings of the Management Committee:

The Annual General Meeting was held on 20th April 2016 and there were three Management Committee Meetings during the year.

The Revd. Sally Lynch was appointed at Chair  
Richard Burdett was appointed as Treasurer  
Pauline Love was appointed as Secretary  
Maureen Williams acts as Bookings Secretary  
Sharon Morgan was employed as Caretaker until 19th November 2016  
Tony Buckley has been employed as Caretaker since 28th November 2016  
Bip Patel is employed as Caretaker.

### Summary of Investment Powers

The trustees have power to buy and sell assets, including property, shares and bonds, in the furtherance of the charity's objectives. In practice, however, the only significant asset is the Hall building.

### Contribution of Volunteers

Although the trustees employ two part-timer caretakers, the successful operation of the Hall relies on significant unpaid contributions of time and talent by a large number of people. These contributions cannot be given a financial value in these accounts, but are hereby acknowledged with thanks.

### Review of the Year:

The Hall Management Committee has met on three occasions since the last Annual General Meeting.

No major repairs were carried out during the year, although the locks to the storage cupboards in the Trustee's Room were replaced, the rear gate was repaired, and notices prohibiting parking at the rear of the Hall except by those hiring the hall were put up. The radiator next to the kitchen servery developed a leak and so was replaced. The Hall remains well cared for and is well used.

The regular users cover a variety of activities - social, educational and recreational, and there is no shortage of families using it for children's parties. The management committee works efficiently and well in support of this valuable resource for our community.

Sharon Morgan resigned as caretaker in November 2016; we interviewed a number of applicants for the job and appointed Tony Buckley to the position on 28th November 2016. We are also most grateful to Pauline Norris, our former caretaker, who provided a lot of much needed help during the transition.

### Treasurer's Comments

General lettings rose by nearly £2,500 to £10,872 (2015: £8,379), in part due to the two full day lettings for the elections but also as a result of the increased in the hourly lettings charge implemented at the beginning of the year. With overall expenditure being similar to 2015, this gives an operating profit of £2,157 (2015: loss of £317). The Accumulated Reserves therefore rose to £25,880

Signed



Richard Burdett  
Hon Treasurer

8th February 2017

# **Independent Examiner's Report to the Trustees of St. Luke's Community Hall, Maidenhead**

I report on the accounts of the Trust for the year ended 31st December 2016, which are set out on pages 3 to 5 of this document.

## **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for 2013 under section 43(2) of the Charities Act 1993 ("the Act") and that an Independent Examination is needed. It is my responsibility to:

- ♦ examine the accounts (under section 43(3)(a) of the Act
- ♦ follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- ♦ 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 Commissioners. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

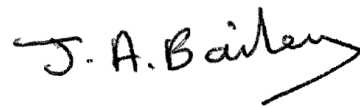
## **Independent examiner's statement**

In connection with the 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 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.



Mrs J.A. Bailey IFPA  
Maidenhead  
Berks  
April 2017

# Trustees of St. Luke's Community Hall, Maidenhead

## Receipts and Payments Accounts for the year ended 31st December 2016

	Note	Unrestricted Funds		Restricted Funds	Endowment Funds	Total Funds	
		General £	Designated £			2016 £	2015 £
<b>Receipts</b>							
Donations, Legacies and other similar receipts		-	-	-	-	-	45
Activities to further the charity's objectives		-	-	-	-	-	-
Activities to generate funds	2						
Lettings - Church Block Booking		200	-	-	-	200	200
Lettings - Brownies		300	-	-	-	300	213
Lettings - Mums & Toddlers		449	-	-	-	449	449
Lettings - Other		10,872	-	-	-	10,872	8,379
Investment Income (Interest) Receipts	4	90	-	-	-	90	99
<b>Sub Total</b>		<u>11,911</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,911</u>	<u>9,385</u>
Other Receipts (not counted as "Gross Income")		-	-	-	-	-	-
<b>Total Receipts</b>		<u>11,911</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,911</u>	<u>9,385</u>
<b>Payments</b>							
Payments for generating funds		-	-	-	-	-	-
Charitable Payments		-	-	-	-	-	-
Grants Paid		-	-	-	-	-	-
Charitable Activities							
Staff Costs	3	5,614	-	-	-	5,614	5,365
Insurance		1,366	-	-	-	1,366	1,314
Gas		718	-	-	-	718	1,115
Electricity		561	-	-	-	561	306
Water		372	-	-	-	372	504
Rates		323	-	-	-	323	320
Repairs & Maintenance		645	-	-	-	645	561
Support Costs		155	-	-	-	155	217
Management and administration		-	-	-	-	-	-
<b>Sub Total</b>		<u>9,754</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,754</u>	<u>9,702</u>
Other Payments (not counted as "Expenditure")		-	-	-	-	-	-
<b>Total Payments</b>		<u>9,754</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,754</u>	<u>9,702</u>
<b>Net of Receipts (Payments)</b>		2,157	-	-	-	2,157	(317)
Cash balances brought forward at 1st January 2016		23,723	-	-	-	23,723	24,040
<b>Cash balances carried forward at 31st December 2016</b>		<u>25,880</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,880</u>	<u>23,723</u>

# Trustees of St. Luke's Community Hall, Maidenhead

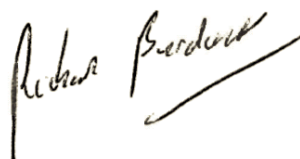
## Statement of Assets and Liabilities at 31st December 2016

	Note	Unrestricted Funds		Restricted Funds	Endowment Funds	Total Funds	
		General	Designated			2016	2015
		£	£	£	£	£	£
Cash Funds							
Current Account	4	4,571	-	-	-	4,571	2,504
CCLA Deposit Account	4	21,309	-	-	-	21,309	21,219
<b>Total Cash Funds</b>		<u>25,880</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,880</u>	<u>23,723</u>
Other Monetary Assets		-	-	-	-	-	-
Investment Assets		-	-	-	-	-	-

Approved by the the Trustees of St Luke's Community Hall on 8th February 2017 and signed on their behalf by:-



The Revd. Sally Lynch (Chairman)



Mr Richard Burdett (Honorary Treasurer)

# Trustees of St. Luke's Community Hall, Maidenhead

## Notes to the financial statements for the year ended 31st December 2016

### 1 Accounting Policies

The financial statements have been prepared in accordance with the Charities Act 1993 and the Charities (Accounts and Reports) Regulation 2000-SI 2000/2868 ("the 2000 Regulations) standards and the Charities Statement of Recommended Practice (SORP) "Accounting for Charities" issued by the Charity Commissioners in 2000. The reporting requirements placed on the independent examiner are contained in The Charities (Accounts and Report) regulations 199-SI 1995/2725 and the governing document.

The financial statements have been prepared under historical cost conventions. The charity has no investment assets.

### Funds

General funds represent funds of the charity that are not subject to any restrictions regarding their use and are available for application to the general purposes of the charity. These include funds designated for a particular purpose by the trustees, although at 31st December 2016 there were no such funds.

The accounts include transactions, assets and liabilities for which the trustees of the charity can be held responsible in law.

### Receipts

All receipts are recognised when received.

### Investment Income

Dividends and interest are accounted for when receivable.

### Payments

All payments are accounted for when paid.

### Assets and Liabilities

#### Cash Funds

The balances given are the closing balances of each account as at 31st December 2016, less cheques drawn but not presented, but plus credits relating to the year to 31st December 2016 not yet banked, by that date.

#### Investments

Investments are valued at market value at year-end, although at 31st December 2016 there were no investment assets.

#### Assets Retained for the charity's own use.

The principal asset of the charity is the freehold of St Luke's Community Hall. Since the charity turnover is not large enough to require the preparation of accruals accounts, it is not necessary for the trustees to have a formal valuation of this fixed asset. However the building was re-valued for insurance purposes in August 2012 and is insured for £630,000 rebuilding costs with an additional £30,000 of contents.

#### Liabilities

The charity had no known liabilities at 31st December 2016.

### 2 Lettings Income

The charity's only income comes from lettings charges. Most of these are generated by public lettings, but the Hall is also used by groups that have a connection with St Luke's Church. In 2016 there was a single payment from St Luke's PCC of £200.00 to cover its use of the hall.

In 2016 we increased lettings charges by about 11.5%, which was the first increase for several years.

### 3 Staff Costs

The charity employs two members of staff to act as caretakers, neither of whom earns more than £10,000 p.a. Staff salaries were increased in 2016 by 2.9%

In addition to regular salary costs we made a gift of £100 to Pauline Norris, the retired former caretaker, who provided invaluable help in the period between the resignation of Sharon Morgan and appointment of Tony Buckley.

### 4 Cash Accounts

The charity operates a bank current account and a tax-free instant access deposit account with CCLA. Interest generated by the CCLA account amounted to £90 in 2016.