

Company registration number: SC266686  
Charity registration number: SC035485

# Ancrum Public Hall

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 September 2016

SATURDAY



\*S63G1F9V\*

SCT

01/04/2017

#427

COMPANIES HOUSE

Deans  
Chartered Accountants and Business Advisors  
27 North Bridge Street  
Hawick  
TD9 9BD

# **Ancrum Public Hall**

## **Contents**

Reference and Administrative Details	1
Trustees' Report	2 to 3
Independent examiner's report	4
Statement of financial activities	5
Balance Sheet	6
Notes to the financial statements	7 to 11

The following pages do not form part of the statutory financial statements:

Statement of financial activities per fund	12 to 17
--	----------

## **Ancrum Public Hall**

### **Reference and Administrative Details**

<b>Charity name</b>	Ancrum Public Hall
<b>Charity registration number</b>	SC035485
<b>Company registration number</b>	SC266686
<b>Principal office</b>	Cheviot View The Green Ancrum Jedburgh TD8 6XH
<b>Registered office</b>	Cheviot View The Green Ancrum Jedburgh TD8 6XH
<b>Trustees</b>	Mr Derek Laidlaw  Mr Paul Keen
<b>Bankers</b>	Lloyds TSB 45 Robertson Street Glasgow G2 8AB
<b>Accountant</b>	Deans 27 North Bridge Street Hawick TD9 9BD

# **Ancrum Public Hall**

## **Trustees' Report**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Ancrum Public Hall (the company) for the year ended 30 September 2016. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

### **CONSTITUTION**

The company, which is a recognised charity in Scotland, is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 19 April 2004.

The principal object of the company is to maintain and let the Ancrum Public Hall for social, recreational and educational purposes for the benefit of the local community.

### **METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the company is the responsibility of the Trustees who are elected and coopted under the terms of the Articles of Association.

### **ORGANISATIONAL STRUCTURE AND DECISION MAKING**

At each annual general meeting any director appointed for the first time during the year shall retire from office together with onethird of the remaining directors by rotation. Membership shall be open to any person who has attained the age of 18, living within the Parish of Ancrum or otherwise so located as, in the opinion of the directors, to have a significant link with the community of Ancrum and District. The directors have appointed a management committee to oversee the day to day running of the hall.

### **POLICIES AND OBJECTIVES**

The principal activity of the company is to maintain and let the Ancrum Public Hall for social, recreational and educational purposes for the benefit of the local community.

### **VOLUNTEERS**

The directors wish to record their appreciation of the time and efforts contributed by volunteer helpers who have worked extremely hard to ensure the hall remains a valued part of the village infrastructure and offering their services to assist with the management and upkeep of the hall at no cost.

### **REVIEW OF ACTIVITIES**

Finances: We had a comfortable balance at the start of the year and finished slightly better off within our target range of £5k to £10k. There was an increase in hall rental income and lower event income as only one event fell within the reporting year.

Hall structure: There have been no major issues with the hall during the year. Some redecoration was carried out by Graham Macdonald.

Events: Only one event took place during the year, which was a jumble sale and this raised around £400.

Aims for next year: A plan for an improvement in the ladies toilet is on the agenda and a return to at least two events a year should take place.

### **RESERVES POLICY**

A small amount of unrestricted funds are maintained to meet the running costs of the hall. The trustees have decided that the amounts held are sufficient to run the hall for 1 year.

### **PRINCIPAL FUNDING**

The principal funding has been from grants and hall lets.

### **FUTURE DEVELOPMENTS**

Plans for the coming year are in hand to improve the fund raising and possibly have a joint event with the astronomy club.

## **Ancrum Public Hall**

### **Trustees' Report**

#### **MEMBERS' LIABILITY**

The Members of the company guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

#### **TRUSTEES' RESPONSIBILITIES STATEMENT**

The Trustees (who are also directors of Ancrum Public Hall for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and charity 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:

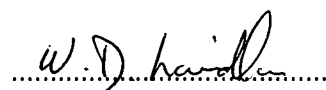
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 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 small companies regime under the Companies Act 2006.

Approved by the Board on 14 March 2017 and signed on its behalf by:



Mr Derek Laidlaw  
Trustee

## **Independent Examiner's Report to the Trustees of Ancrum Public Hall**

I report on the accounts of the company for the year ended 30 September 2016, which are set out on pages 5 to 11.

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

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts, in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the Act) and the Charities Accounts (Scotland) Regulations 2006 (the Accounts Regulations). The trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under section 44(1) (c) of the 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 Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 I do not express an opinion on the view given by the Accounts.

### **Independent examiner's statement**

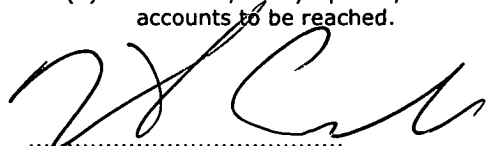
In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and regulation 4 of the Accounts Regulations ; and
- to prepare accounts which accord with the accounting records, comply with regulation 8 of the Accounts Regulations

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.



David Campbell Chartered Accountant  
Deans  
Chartered Accountants and Business Advisors

27 North Bridge Street  
Hawick  
TD9 9BD

14 March 2017

# Ancrum Public Hall

## Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 30 September 2016

		Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	Note	£	£	£	£
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	2	63	-	63	5
Activities for generating funds	3	401	-	401	1,525
Incoming resources from charitable activities	4	3,779	-	3,779	3,619
Total incoming resources		<u>4,243</u>	<u>-</u>	<u>4,243</u>	<u>5,149</u>
<b>Resources expended</b>					
Charitable activities	5	2,910	644	3,554	5,379
Governance costs	5	312	-	312	316
Total resources expended		<u>3,222</u>	<u>644</u>	<u>3,866</u>	<u>5,695</u>
Net movements in funds		1,021	(644)	377	(546)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>6,326</u>	<u>123,044</u>	<u>129,370</u>	<u>129,916</u>
Total funds carried forward		<u>7,347</u>	<u>122,400</u>	<u>129,747</u>	<u>129,370</u>

The notes on pages 7 to 11 form an integral part of these financial statements.

**Ancrum Public Hall (Registration number: SC266686)****Balance Sheet as at 30 September 2016**

		2016		2015	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		121,115		121,910
<b>Current assets</b>					
Debtors	10	119		116	
Cash at bank and in hand		<u>9,193</u>		<u>8,024</u>	
		9,312		8,140	
<b>Creditors: Amounts falling due within one year</b>	11	<u>(680)</u>		<u>(680)</u>	
<b>Net current assets</b>			<u>8,632</u>		<u>7,460</u>
<b>Net assets</b>			<u>129,747</u>		<u>129,370</u>
<b>The funds of the charity:</b>					
<b>Restricted funds</b>			122,400		123,044
<b>Unrestricted funds</b>					
Unrestricted income funds			<u>7,347</u>		<u>6,326</u>
<b>Total charity funds</b>			<u>129,747</u>		<u>129,370</u>

For the financial year ended 30 September 2016, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved by the Board on 14 March 2017 and signed on its behalf by:

  
.....

Mr Paul Keen  
Trustee

The notes on pages 7 to 11 form an integral part of these financial statements.



## **Ancrum Public Hall**

### **Notes to the Financial Statements for the Year Ended 30 September 2016**

#### **1 Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared under the historical cost convention and 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 published on 16/07/14, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

##### **Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 14.

##### **Incoming resources**

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

##### **Resources expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

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.

##### **Governance costs**

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

##### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

##### **Fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost.

## Notes to the Financial Statements for the Year Ended 30 September 2016

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

## 2 Voluntary income

### 3 Activities for generating funds

#### 4 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Charitable activity</b>				
Interest on cash deposits	78	-	78	79
Hall lets	3,701	-	3,701	2,417
Grants	-	-	-	1,123
	<u>3,779</u>	<u>-</u>	<u>3,779</u>	<u>3,619</u>

## Ancrum Public Hall

### Notes to the Financial Statements for the Year Ended 30 September 2016

#### 5 Total resources expended

	Charitable activity	Governance	Total
	£	£	£
<b>Direct costs</b>			
Fundraising costs	20	-	20
Light, heat and power	1,308	-	1,308
Insurance	623	-	623
Repairs and maintenance	588	-	588
Trade subscriptions	113	-	113
Sundry expenses	107	-	107
Accountancy fees	-	312	312
	<u>2,759</u>	<u>312</u>	<u>3,071</u>
<b>Support costs</b>			
Depreciation of fixtures and fittings	795	-	795
	<u>3,554</u>	<u>312</u>	<u>3,866</u>

#### 6 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

#### 7 Net income/(expenditure)

Net income/(expenditure) is stated after charging:

	2016	2015
	£	£
Depreciation of tangible fixed assets	<u>795</u>	<u>802</u>

#### 8 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

## Ancrum Public Hall

### Notes to the Financial Statements for the Year Ended 30 September 2016

#### 9 Tangible fixed assets

	Freehold interest in land and buildings (including heritage assets) £	Fixtures, fittings and equipment £	Total £
<b>Cost</b>			
As at 1 October 2015 and 30 September 2016	<u>120,000</u>	<u>8,016</u>	<u>128,016</u>
<b>Depreciation</b>			
As at 1 October 2015	-	6,106	6,106
Charge for the year	-	<u>795</u>	<u>795</u>
As at 30 September 2016	-	<u>6,901</u>	<u>6,901</u>
<b>Net book value</b>			
As at 30 September 2016	<u>120,000</u>	<u>1,115</u>	<u>121,115</u>
As at 30 September 2015	<u>120,000</u>	<u>1,910</u>	<u>121,910</u>

#### Revaluation of fixed assets

The freehold property was revalued during December 2011 by CKD Galbraith in Galashiels. This revaluation was incorporated into the 2011 accounts. The accounting policy in respect of depreciation of freehold property was changed as a result of this revaluation and the property will no longer be depreciated. The valuation was £120,000 on an existing use basis.

#### 10 Debtors

	2016 £	2015 £
Prepayments and accrued income	<u>119</u>	<u>116</u>

#### 11 Creditors: Amounts falling due within one year

	2016 £	2015 £
Accruals and deferred income	<u>680</u>	<u>680</u>

Creditors amounts falling due within one year includes deferred income:

	2016 £	2015 £
As at 1 October 2015	<u>300</u>	<u>300</u>
As at 30 September 2016	<u>300</u>	<u>300</u>

## Ancrum Public Hall

### Notes to the Financial Statements for the Year Ended 30 September 2016

#### 12 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

#### 13 Related parties

##### Controlling entity

The charity is controlled by the trustees who are all directors of the company.

#### 14 Analysis of funds

	At 1 October 2015	Incoming resources	Resources expended	At 30 September 2016
	£	£	£	£
<b>General Funds</b>				
All funds	6,326	4,243	(3,222)	7,347
<b>Restricted Funds</b>				
Lloyds TSB fund	823	-	-	823
Capital expenditure fund	1,566	-	(284)	1,282
Awards for all fund	723	-	(360)	363
Big lottery fund	119,000	-	-	119,000
Roxburgh Federation of Village Halls	932	-	-	932
	123,044	-	(644)	122,400
	129,370	4,243	(3,866)	129,747

#### 15 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£	£
Tangible assets	1,107	120,008	121,115	121,910
Current assets	6,620	2,692	9,312	8,140
Creditors: Amounts falling due within one year	(380)	(300)	(680)	(680)
Net assets	7,347	122,400	129,747	129,370

## Ancrum Public Hall

### Statement of financial activities by fund Year Ended 30 September 2016

	All funds 2016	All funds 2015
	£	£
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	63	5
Activities for generating funds	401	1,525
Incoming resources from charitable activities	3,779	2,496
Total incoming resources	<u>4,243</u>	<u>4,026</u>
<b>Resources expended</b>		
Charitable activities	2,910	4,728
Governance costs	312	316
Total resources expended	<u>3,222</u>	<u>5,044</u>
Net movements in funds	1,021	(1,018)
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>6,326</u>	<u>7,344</u>
Total funds carried forward	<u><u>7,347</u></u>	<u><u>6,326</u></u>

## Ancrum Public Hall

### Statement of financial activities by fund Year Ended 30 September 2016

	Lloyds TSB fund 2016	Lloyds TSB fund 2015
	£	£
<b>Incoming resources</b>		
Incoming resources from charitable activities	-	823
Total incoming resources	-	823
 Net movements in funds	-	823
 <b>Reconciliation of funds</b>		
Total funds brought forward	823	-
Total funds carried forward	823	823

## Ancrum Public Hall

### Statement of financial activities by fund Year Ended 30 September 2016

	Capital expenditure fund 2016	Capital expenditure fund 2015
	£	£
<b>Resources expended</b>		
Charitable activities	284	288
Total resources expended	<u>284</u>	<u>288</u>
 Net movements in funds	 (284)	 (288)
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>1,566</u>	<u>1,854</u>
Total funds carried forward	<u><u>1,282</u></u>	<u><u>1,566</u></u>



## Ancrum Public Hall

### Statement of financial activities by fund Year Ended 30 September 2016

	Awards for all fund 2016	Awards for all fund 2015
	£	£
<b>Resources expended</b>		
Charitable activities	360	363
Total resources expended	<u>360</u>	<u>363</u>
 Net movements in funds	 (360)	 (363)
<b>Reconciliation of funds</b>		
Total funds brought forward	723	1,086
Total funds carried forward	<u><u>363</u></u>	<u><u>723</u></u>

This page does not form part of the statutory financial statements.

## Ancrum Public Hall

### Statement of financial activities by fund Year Ended 30 September 2016

	Big lottery fund 2016	Big lottery fund 2015
	£	£
Net movements in funds	-	-
<b>Reconciliation of funds</b>		
Total funds brought forward	119,000	119,000
Total funds carried forward	<u>119,000</u>	<u>119,000</u>

## Ancrum Public Hall

### Statement of financial activities by fund Year Ended 30 September 2016

	<b>Roxburgh Federation of Village Halls 2016</b>	<b>Roxburgh Federation of Village Halls 2015</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>		
Incoming resources from charitable activities	-	300
Total incoming resources	-	300
 Net movements in funds	-	300
<b>Reconciliation of funds</b>		
Total funds brought forward	932	632
Total funds carried forward	932	932

This page does not form part of the statutory financial statements.