

**Debenham Village Hall and
Playing Field Trust**

(a company limited by guarantee)

Annual Report and Financial Statements

for the year ended 29 February 2016

Charity number: 1099705

Company number: 4672490

Debenham Village Hall and Playing Field Trust
(a company limited by guarantee)

Annual report and financial statements for the year ended 29 February 2016

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Debenham Village Hall and Playing Field Trust
(a company limited by guarantee)

Reference and administrative details

Registered charity number: 1099705

Registered company number: 4672490

Registered office

Debenham Leisure Centre, Gracechurch Street, Debenham, Stowmarket, Suffolk IP14 6BL

Trustees

Dennis Morley (Chairman)
Martin Durie
George Durie
Nigel Jones
Douglas McMyn
Mark Norris
Martin Loveridge (appointed 18 March 2016)

General Manager

Steve Spurling

Facilities Manager

Sue Thurlow

Independent Examiner

CL Bassett FCA DChA, Izod Bassett, 105, High Street, Needham Market, Suffolk IP6 8DQ

Bankers

National Westminster Bank Plc, 2 The Sandlings, Ransomes Europark, Ipswich, Suffolk IP3 9SL

Report of the Trustees for the year ended 29 February 2016

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee and was incorporated on 20 February 2003. It is governed by a memorandum and articles of association. The company was established, following a review of legal structure, to take over the activities of the unincorporated charity, Debenham Village Hall Playing Field Trust (registered charity number 304742) established under a scheme approved by the Charity Commissioners under seal dated 4 July 1988. The charity owns and runs the Debenham Leisure and Community Centre for the benefit of the inhabitants of the Parish of Debenham, Suffolk and neighbourhood.

Appointment, induction and training of trustees

The overall governance and financial responsibility is vested in the trustees, as set out on page 1. The trustees are also directors of the charity for the purposes of Company law. In accordance with the memorandum and articles of association, the trustees retiring by rotation at the 2016 Annual General Meeting are Mr N Jones and Mr D McMyn who, being eligible, offer themselves for re-election.

The majority of the current trustees have all been involved with the organisation for a number of years and are familiar with the practical work of the charity. New trustees are invited to a meeting with the Chairman, at which details of the charity and the context within which it operates are provided, including:

- The obligations of the trustees;
- The operational framework of the charity including the Memorandum and Articles of Association;
- Resourcing and the current financial position including the latest published and management accounts;
- Future plans and objectives.

Risk Management

The Committee continually review the major risks which the charity faces to ensure that the systems established to manage such risks are adequate. This process includes a review of reserve levels and of the charity's key financial systems.

Organisational Structure

The trustee board comprises of a minimum of 3 members who meet quarterly and are responsible for the strategic direction and policy of the charity. At present the board has 7 members from a variety of business backgrounds relevant to the work of the charity.

The trustees delegate the responsibility for the day to day operational management of the Centre to the General and Facilities Managers, including the provision of specified services and facilities and supervision of the staff team. The charity employs the equivalent of three full-time and also a number of part-time staff in varying roles including cleaning, administration, bar work and coaching.

Related Party

The charity has a wholly owned trading subsidiary, Debenham Community Centre Limited, which operates the bars and associated facilities for the benefit of the Trust.

Report of the Trustees for the year ended 29 February 2016 (Continued)

Objectives and activities

The charity's objective is the provision and maintenance of a village hall, recreation ground and other recreational facilities for the use of the inhabitants of the Parish of Debenham and its neighbourhood without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.

The Debenham Leisure and Community Centre is a well established resource based in mid Suffolk. It is a former winner of the Sports Council's "Service to Sport" award and has been highly successful in obtaining sports and arts grants from the District and County Councils, the Foundation for Sports and Arts, Sportsmatch, the Community Fund (formerly the National Lottery Charities Board), the East of England Development Agency and the private sector. In the last decade a significant investment has been made in improving the facilities offered including refurbishment of the Centre, re-surfacing the car parking facility and a complete renovation of the fitness hall.

The facilities comprise a sports hall, fitness room, squash courts, sauna, community hall, arts venue, two lounges, two bars, kitchen, bowling green, and football pitches. There is a flourishing sports, arts and entertainment programme for children and adults.

Achievements and performance

Debenham Sports & Leisure (DS&L) provides a wide range of Sports and Leisure activities to a local population of over 1800 adults and many children. The period March 2015 – February 2016 saw in excess of 100,000 visitors accessing our services to undertake their chosen Sport or Leisure activity.

We are pleased to report that in this, our 51st annual report, we have built on the success of recent years and recorded a Net Income of £49,435, which, as usual, will be used to further improve our facilities and services. This is a comforting result as there is the strong likelihood that in the light of austerity measures filtering down from the government, our Mid Suffolk grant could soon cease.

Despite the uncertainty around this funding we remain optimistic about our financial future. We are repaying our loans faster than expected and within a few years, with our Renewable Heat Incentive income, we will have a positive debt-balance.

Maintenance is always a key priority and our Community Centre, Sports complex and grounds, all have to be kept safe and welcoming for our customers. We have recently spent over £8,000 upgrading our electrical system throughout the complex to bring it in line with current regulations and making the centre a safer place for the future. This was funded from our own maintenance budget.

We remain vigilant with regard to our expenditure to ensure we meet our charitable objective each year to at least break even on our income and expenditure.

During 2015/16 we said goodbye to some of our activities but at the same time welcomed the following new activities to our Centre, which have become very popular and have contributed to a further increase in numbers. These in addition to retaining our regular classes provide a wider choice of exercise for our Customers to enjoy.

Welcome to: -

- ✓ Tadpole Tunes
- ✓ Open Mic nights
- ✓ Yoga on a Wednesday morning
- ✓ Skates & Scooters
- ✓ Flower Arranging

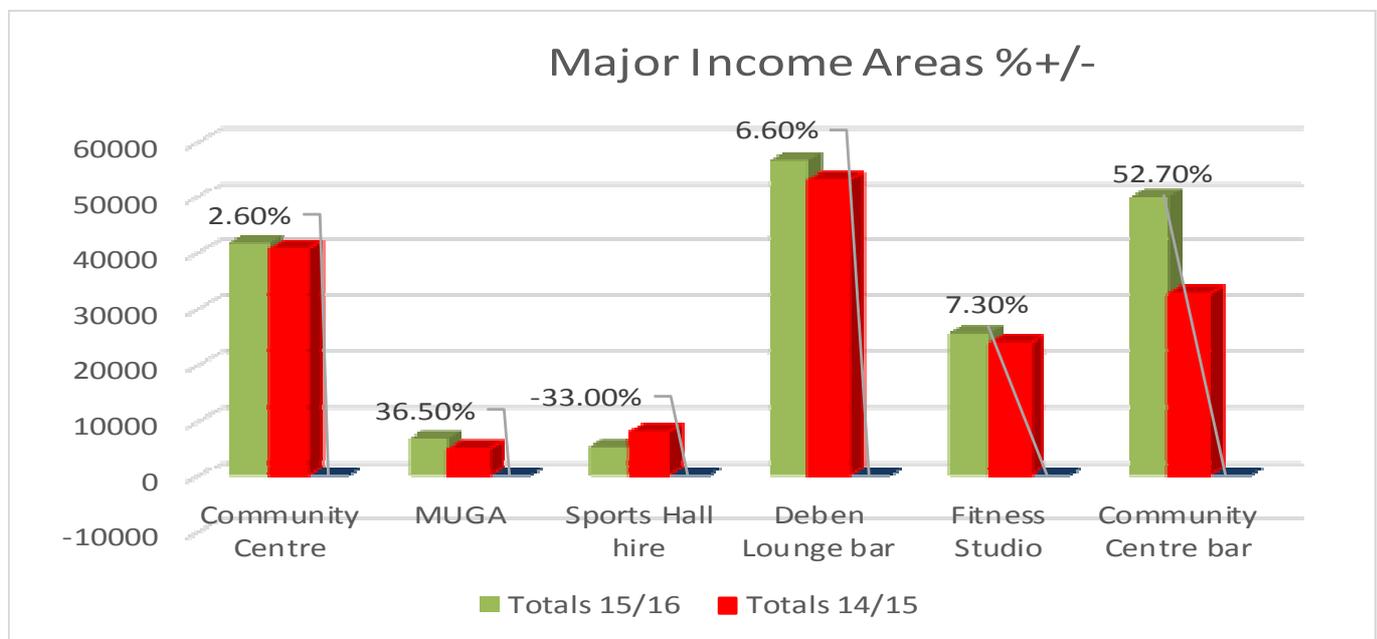
Report of the Trustees for the year ended 29 February 2016 (Continued)

Achievements and performance (continued)

The graph below shows the increases/decreases in income over this reporting period. It was great to see more hirings of the Community Centre and greater use of the MUGA and Fitness Centre. These along with the increases in our Deben Lounge Bar (6.6%) and a massive increase in our Community Centre Bar (52.7%) contributed to our operating profit for the 2015/16 financial year.

Our regular income streams are from Debenham High School, the Forge Community Church, Zeera Indian Takeaway and Mid Suffolk District Council (Revenue grant). All of our other income is derived from the remaining services/activities we provide for our customers.

The small increase (2.6%) in revenue from the hiring of the Community Centre is due to our marketing for all types of events/activities. Our Catering income was up by 163%; a direct result of the refurbishment and extension of the Community Centre kitchen and dedicated chef.

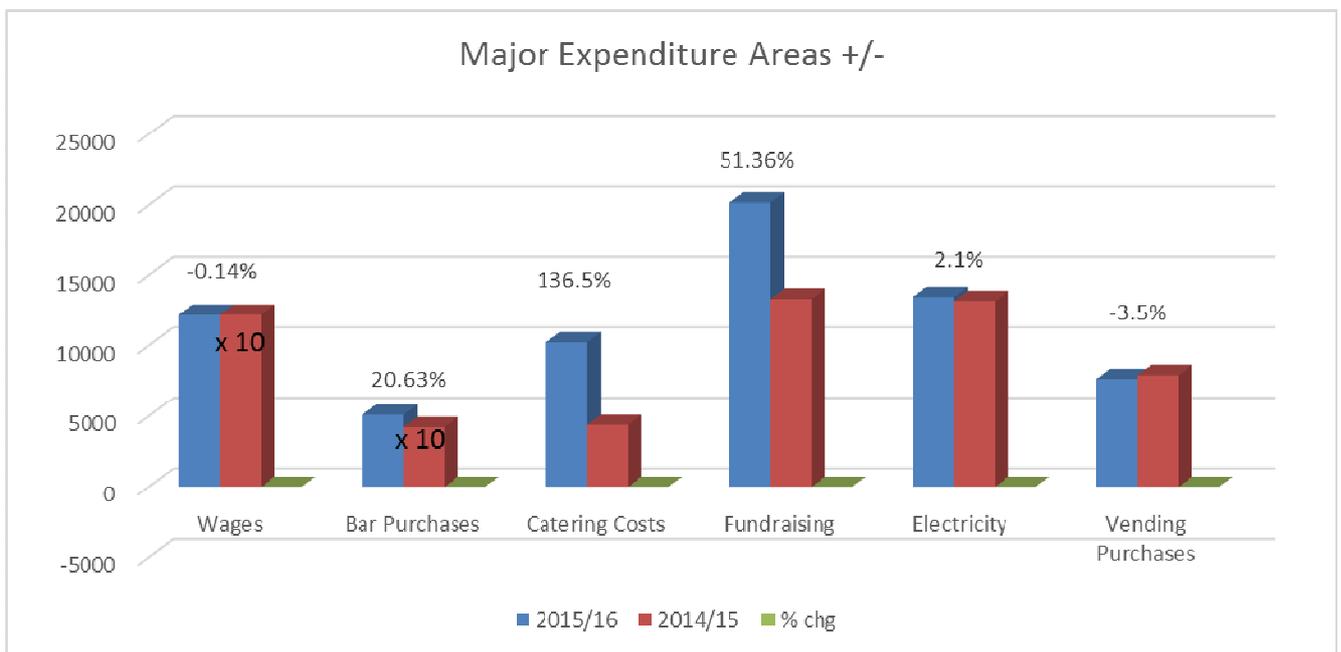


Report of the Trustees for the year ended 29 February 2016 (Continued)

Achievements and performance (continued)

The graph below provides an overview of areas of expenditure which make up a major part of our annual spend. Wages were slightly less in the reporting period despite National Minimum Wage increases. Bar purchases are in line with the overall increase in bar income. Catering costs increased in line with income whilst electricity costs increased slightly in line with the Retail Price Index inflation figure.

NB. For the sake of clarity, the values of Wages and Bar Purchases have been divided by 10, actual values are £121,798 and £50,880 respectively.



Report of the Trustees for the year ended 29 February 2016 (Continued)

Achievements and performance (continued)

We are pleased to report that our efforts last year were successful in retaining and gaining more members to The Fitness Suite and income rose by 7.2% reversing the decline in 2014/15. The High School Youth membership introduced during 2014/15 has been constant and full throughout 2015/16.

Once again we have seen many of our regular and loyal customers using the centre for their chosen activity and a good number of new users accessing our regular exercise classes, fitness suite, squash and other sporting activities.

There are many clubs and groups that use the centre to undertake their activity.
See www.debenhamsportsandleisure.co.uk for details.

| Group | Description | Frequency |
|-------------------------------|---|-----------|
| 5 a side football | In the sports hall every week | Weekly |
| Accordion group | Musicians and singers gather for a gig | Monthly |
| Aerobics | High energy workout | Weekly |
| Art Club | Painting and Drawing | Weekly |
| Badminton | Various clubs both for fun and competition | Weekly |
| Body Balance | Yoga, Tai-Chi and Pilates rolled into one | Weekly |
| Boxing Dinners | Black Tie night watching competitive boxing | Yearly |
| Bridge Club | Card games | Weekly |
| Circuits | The ultimate workout! | 2x weekly |
| Country Music Festival | 4-day Festival of Country Music | Yearly |
| Country Music Nights | Different live band every month | Monthly |
| Debenham High School | Multi-Sport use during term time | Daily |
| Debenham LC FC | Home to our local adult football team | Seasonal |
| Debenham Squash | Squash for everyone | Weekly |
| Debenham Youth FC | Home to our local Youth teams (School age) | Seasonal |
| Discord Singing group | Singing for fun and health | Weekly |
| EKKA Karate | Korean Karate for all ages and levels | Weekly |
| Forge Church | Community Church for adults and kids | Weekly |
| Gentle Aerobics | Gentle exercise to music | Weekly |
| Kickboxing | Competitive kickboxing event | 2x yearly |
| Painting and Drawing | Workshop every 3 months | 4x yearly |
| Pilates | Stretching exercise | Weekly |
| Slimming World | Diet and other advice | Weekly |
| Tadpole Tunes | Musical fun for tiny tots and babies | Weekly |
| Toddler Tennis | Fun way to start tennis | Weekly |
| Uniformed Groups | Brownies, Beavers, Cubs, Scouts and Explorers | Weekly |
| Watercolour painting | Very instructive, very popular. | Monthly |
| Yoga Sessions | 3 sessions every week | Weekly |
| Zumba | High energy workout | Weekly |

Report of the Trustees for the year ended 29 February 2016 (*Continued*)

Achievements and performance (*continued*)

In addition to the regular groups there are many one-off events in both the Community Centre and Sports Complexes, consisting mainly of parties, weddings and meetings. The Multi-Use Games Area (MUGA) is available in the evening and at weekends.

Our “Friends” continued to provide vital support throughout the year. Following on from their Kitchen upgrade their next project is the refurbishment of the Deben Lounge; a project aimed at providing the ambience for relaxation and social interaction. We are fortunate to have them around us and we thank them for all their support and hard work, which they give voluntarily throughout the year.

If you would like to be part of their movement, meet new people and make a valuable contribution to our community they would welcome you to join in.

Our partnership working with Debenham High School (DHS) remains strong, with long term agreements in place to ensure that high standards of physical education continue to be achieved year on year. Our facilities are also used by other local High and Primary schools.

Everything we do at the Centre has the community in mind and we strive to provide each and every one of you with opportunities to undertake an event, activity or hobby or just to socialise or relax over a cup of tea or coffee in pleasant surroundings. We are always happy to hear from our community particularly on any initiatives that may provide wider opportunities for all to enjoy.

Our dedicated staff have worked extremely hard throughout the year to make your visit both enjoyable and memorable and will continue to do so.

Thank you for your interest in our organisation. We value your custom and support which enables us to re-invest in our facilities and make them even better.

Financial review

The statement of financial activities on page 10 reflects another successful year for the Centre with a surplus on unrestricted funds for a seventh successive year.

Income from membership, the community centre and sports and leisure facilities has increased overall by 9%. Grant income continues to provide an important contribution and the board wish to record their appreciation of Mid Suffolk District Council for their support during the year. Fundraising events have once again been successful producing a net contribution for the year of £17,551, some of which has been designated for refurbishment of the Deben lounge.

The expenditure on restricted funds mainly represents depreciation of assets acquired out of restricted income both in current and previous years.

Reserves policy

The board have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets or required to fund stocks (“the free reserves”) held by the charity should be equivalent to 3 months of the Centre’s operating costs which equates to approximately £75,000. At this level the board feel that they would be able to continue the current activities of the charity in the event of a drop in income or unforeseen expenditure. It would obviously be necessary to consider how the funding would be replaced or activities changed. At present, with group net current liabilities on unrestricted funds of £13,789 the Trust has no free reserves but the long term aim of the trustees is to rebuild the level of reserves in line with the above policy.

Report of the Trustees for the year ended 29 February 2016 (*Continued*)

Plans for future periods

The trustees will continue to work towards improving the facilities and services that are available to the community and welcome suggestions and new ideas for ways in which we can continue to develop and improve what is offered. We remain focussed on our future funding and are looking at new and innovative ways to attract more income and hope to report further progress next year.

Trustees' responsibilities in relation to the financial statements

Company and charity law require the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the group and the incoming resources and application of resources, including the net income or expenditure, of the group for the year. In preparing those 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 charity will continue in business.

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

This report has been prepared in accordance with 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 (effective January 2015) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the trustees on 26 April 2016 and signed on their behalf by

D Morley
Chairman

Debenham Village Hall and Playing Field Trust
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**Independent Examiner's report to the trustees of Debenham Village Hall and Playing Field Trust
on the unaudited financial statements**

I report on the accounts of the Debenham Village Hall and Playing Field Trust for the year ended 29 February 2016, which are set out on pages 10 to 19.

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 this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

It is my responsibility to;

- examine the accounts under section 151 of the 2011 Act;
- 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 report

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 statements

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 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave 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.

CL Bassett FCA DChA
IZOD BASSETT
Chartered Accountants
105 High Street, Needham Market, Suffolk IP6 8DQ

26 April 2016

Debenham Village Hall and Playing Field Trust
(a company limited by guarantee)

Consolidated statement of financial activities for the year ended 29 February 2016

| | Note | Unrestricted Funds 2016 £ | Restricted Funds 2016 £ | Total Funds 2016 £ | Total Funds 2015 (note 2) £ |
|--|------|------------------------------------|----------------------------------|-----------------------------|---|
| Income | | | | | |
| Grants | 3 | 25,550 | 4,440 | 29,990 | 88,325 |
| <i>Income from charitable activities:</i> | | | | | |
| Community centre income | | 69,759 | - | 69,759 | 53,835 |
| Sports and leisure centre income | | 95,688 | - | 95,688 | 97,787 |
| <i>Trading activities:</i> | | | | | |
| Bar and associated income | 4 | 117,801 | - | 117,801 | 97,543 |
| Fundraising events and activities | | 37,717 | - | 37,717 | 29,096 |
| <i>Other income</i> | | | | | |
| Renewable heating incentive | | 18,561 | - | 18,561 | 6,580 |
| Miscellaneous income | | 2,132 | - | 2,132 | 2,535 |
| Investment income - bank interest | | 12 | - | 12 | 27 |
| Total income | | 367,220 | 4,440 | 371,660 | 375,728 |
| Expenditure | | | | | |
| <i>Expenditure on raising funds</i> | | | | | |
| Bar operating costs | | 113,052 | - | 113,052 | 101,331 |
| Fundraising expenses | | 20,166 | - | 20,166 | 15,172 |
| <i>Expenditure on charitable activities</i> | | | | | |
| Centre operating and activity costs | 5 | 178,907 | 41,139 | 220,046 | 203,197 |
| Total expenditure | | 312,125 | 41,139 | 353,264 | 319,700 |
| Net income/(expenditure) and net movement of funds for the year | | 55,095 | (36,699) | 18,396 | 56,028 |
| Fund balances at 1 March 2015 | | (61,846) | 455,751 | 393,905 | 337,877 |
| Fund balances at 29 February 2016 | | (6,751) | 419,052 | 412,301 | 393,905 |

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derives from continuing activities.

The notes on pages 13 to 19 form part of these financial statements.

Debenham Village Hall and Playing Field Trust
(a company limited by guarantee)

Consolidated and Charity Balance sheets at 29 February 2016

| | Notes | Group | | Charity | |
|--|-------|------------------------|-----------------|-----------------------|----------------|
| | | 2016 £ | 2015 £ | 2016 £ | 2015 £ |
| Fixed assets | | | | | |
| Tangible assets | 8 | 540,768 | 574,061 | 534,398 | 567,067 |
| Investments | 9 | - | - | 100 | 100 |
| | | <u>540,768</u> | <u>574,061</u> | <u>534,498</u> | <u>567,167</u> |
| Current assets | | | | | |
| Stock | 10 | 5,956 | 5,357 | 135 | 135 |
| Debtors | 11 | 6,744 | 5,833 | 45,475 | 40,291 |
| Cash at bank and in hand | | 35,481 | 33,529 | 34,591 | 32,163 |
| | | <u>48,181</u> | <u>44,719</u> | <u>80,201</u> | <u>72,589</u> |
| Creditors: amounts falling due within one year | 12 | (61,970) | (74,371) | (51,843) | (60,204) |
| Net current assets/ (liabilities) | | <u>(13,789)</u> | <u>(29,652)</u> | <u>28,358</u> | <u>12,385</u> |
| Creditors: amounts falling due after more than one year | 13 | (114,678) | (150,504) | (103,229) | (135,245) |
| Net assets | | <u>412,301</u> | <u>393,905</u> | <u>459,627</u> | <u>444,307</u> |
| Funds | | | | | |
| Unrestricted | 14 | (6,751) | (61,846) | 40,575 | (11,444) |
| Restricted | 15 | 419,052 | 455,751 | 419,052 | 455,751 |
| Total Funds | | <u>412,301</u> | <u>393,905</u> | <u>459,627</u> | <u>444,307</u> |

The trustees' statements required by Section 475(2) and (3) are shown on the following page which forms part of this balance sheet.

The notes on pages 13 to 19 form part of these financial statements.

Debenham Village Hall and Playing Field Trust
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Balance sheet at 29 February 2016 (*continued*)

In approving these financial statements as trustees of the charitable 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 requesting that an audit be conducted for the year ended 29 February 2016 and
- (c) that we acknowledge our responsibilities for:
 - (1) ensuring that the company keeps accounting records which comply with Section 386, 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 which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board on 26 April 2016 and signed on their behalf by

D Morley
Trustee

Registered company number: 4672490

1 Accounting policies

These financial statements have been prepared in accordance with 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 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Going Concern

The financial statements have been prepared on the going concern basis which assumes that the Trust will continue to operate for the foreseeable future. The Board of Trustees considers this basis to be appropriate because of the restructure of borrowing, improving operating results and the ongoing effort to exploit all opportunities for increasing income and saving costs, all aimed at securing the Trust's future financial security.

Group financial statements

These financial statements consolidate the results of the charity and its subsidiary, Debenham Community Centre Limited, on a line by line basis. A separate statement of financial activities is not presented because the charity has taken advantage of the exemption afforded by section 408 of the Companies Act 2006.

Incoming resources

Income is recognised in the period in which the charity is entitled to receipt, any performance conditions have been met and the amount can be measured reliably and with sufficient certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Tangible fixed assets

The cost of tangible fixed assets is their purchase cost, together with any incidental expenses of acquisition. Freehold land is not depreciated. The cost of other tangible fixed assets is written off by equal annual instalments over their expected useful economic lives as follows:

| | |
|----------------------------------|---------------|
| Freehold buildings | 25 - 50 years |
| Fixtures, fittings and equipment | 5- 10 years |

Fixed asset investment

The investment in subsidiary company is shown at cost less provision for any permanent diminution in value.

Stocks

Stocks are valued at the lower of cost and net realisable value after making allowance for any obsolete or slow-moving items.

Fund accounting

Unrestricted funds are available to spend on activities that further the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds represent income which the donor or grantor has specified are to be solely use for particular purposes within the objects of the charity. Restrictions apply when specified by the donor or when funds are raised for particular restricted purposes.

2 Consolidated Statement of Financial Activities for year ended 28 February 2015

| | Unrestricted Funds 2015 £ | Restricted Funds 2015 £ | Total Funds 2015 £ |
|--|------------------------------------|----------------------------------|-----------------------------|
| Income | | | |
| Grants | 25,000 | 63,325 | 88,325 |
| <i>Income from charitable activities:</i> | | | |
| Community centre income | 53,835 | - | 53,835 |
| Sports and leisure centre income | 97,787 | - | 97,787 |
| <i>Trading activities:</i> | | | |
| Bar and associated income | 97,543 | - | 97,543 |
| Fundraising events and activities | 23,176 | 5,920 | 29,096 |
| <i>Other income:</i> | | | |
| Renewable heating incentive | 6,580 | - | 6,580 |
| Miscellaneous income | 2,535 | - | 2,535 |
| Bank interest received | 27 | - | 27 |
| Total income | <u>306,483</u> | <u>69,245</u> | <u>375,728</u> |
| Expenditure | | | |
| <i>Expenditure on raising funds</i> | | | |
| Bar operating costs | 101,331 | - | 101,331 |
| Fundraising expenses | 13,843 | 1,329 | 15,172 |
| <i>Expenditure on charitable activities</i> | | | |
| Centre operating and activity costs | 176,823 | 26,374 | 203,197 |
| Total expenditure | <u>291,997</u> | <u>27,703</u> | <u>319,700</u> |
| Net income/(expenditure) and net movement of funds for the year | 14,486 | 41,542 | 56,028 |
| Fund balances at 1 March 2014 | (76,332) | 414,209 | 337,877 |
| Fund balances at 28 February 2015 | <u>(61,846)</u> | <u>455,751</u> | <u>393,905</u> |

Debenham Village Hall and Playing Field Trust
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Notes forming part of the financial statements for the year ended 29 February 2016 (*Continued*)

3 Grants receivable

| | Unrestricted Funds 2016 £ | Restricted Funds 2016 £ | Total Funds 2016 £ | Total Funds 2015 £ |
|--------------------------------------|---------------------------------|-------------------------------|--------------------------|--------------------------|
| Capital projects: | | | | |
| <i>Kitchen refurbishment:</i> | | | | |
| Mid Suffolk District Council | - | 4,440 | 4,440 | 5,000 |
| Viridor | - | - | - | 13,000 |
| SCC Empowering Communities | - | - | - | 8,325 |
| Suffolk County Foundation | - | - | - | 5,000 |
| Suffolk County Council | - | - | - | 2,000 |
| <i>Biomass Boiler:</i> | | | | |
| Mid Suffolk District Council | - | - | - | 15,000 |
| Suffolk County Council | - | - | - | 15,000 |
| Revenue grants: | | | | |
| Mid Suffolk District Council | 25,550 | - | 25,550 | 25,000 |
| | <u>25,550</u> | <u>4,440</u> | <u>29,990</u> | <u>88,325</u> |

4 Subsidiary company results

| | 2016 £ | 2015 £ |
|-------------------------|--------------|----------------|
| Sales | 117,801 | 97,543 |
| Cost of sales | (60,684) | (51,555) |
| Gross profit | 57,117 | 45,988 |
| Operating costs | (51,867) | (49,154) |
| Operating (loss)/profit | 5,250 | (3,166) |
| Depreciation | (1,672) | (3,134) |
| Loan interest | (500) | (624) |
| Net profit / (loss) | <u>3,078</u> | <u>(6,924)</u> |

Operating costs comprise the direct costs of operating the bars and a share of the Centre's overheads including utilities and maintenance costs.

5 Charitable activities

| | 2016 | 2015 |
|---|----------------|----------------|
| | £ | £ |
| <i>Centre operating and activity costs</i> | | |
| Staff costs | 97,725 | 101,322 |
| Maintenance, utilities and other overhead costs | 60,344 | 50,101 |
| Activity costs | 4,430 | 3,850 |
| Depreciation | 47,678 | 38,172 |
| Interest and bank charges | 7,519 | 7,617 |
| | <u>217,696</u> | 201,062 |
| <i>Governance costs</i> – independent examiner’s fees | 2,350 | 2,135 |
| | <u>220,046</u> | <u>203,197</u> |

The costs above include restricted fund expenditure comprising depreciation of £39,179 and maintenance costs of £1,960.

6 Employees and staff costs

| | 2016 | 2015 |
|---|----------------|----------------|
| | No. | No. |
| The average number of full-time staff employed during the year was: | 4 | 4 |
| In addition the Centre employs a number of part-time staff | | |
| The cost of employing staff both full and part time was: | | |
| | £ | £ |
| Salaries and wages | 116,205 | 115,438 |
| National insurance | 4,650 | 4,100 |
| | <u>120,855</u> | <u>119,538</u> |

7 Trustees remuneration

The trustees did not receive any remuneration or reimbursed expenses from the Trust or its trading subsidiary during the year.

Debenham Village Hall and Playing Field Trust
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Notes forming part of the financial statements for the year ended 29 February 2016 (*Continued*)

8 Tangible fixed assets

(a) Group

| | Land and buildings | Furniture, fittings and equipment | Total |
|----------------------------|-------------------------------|--|------------------|
| | £ | £ | £ |
| <i>Cost</i> | | | |
| At 1 March 2015 | 886,851 | 308,933 | 1,195,784 |
| Additions | 12,874 | 3,224 | 16,098 |
| Disposals | (3,484) | - | (3,484) |
| | <u>896,241</u> | <u>312,157</u> | <u>1,208,398</u> |
| At 29 February 2016 | 896,241 | 312,157 | 1,208,398 |
| <i>Depreciation</i> | | | |
| At 1 March 2015 | 348,018 | 273,705 | 621,723 |
| Charge for the year | 41,150 | 6,528 | 47,678 |
| Disposals | (1,771) | - | (1,771) |
| | <u>387,397</u> | <u>280,233</u> | <u>667,630</u> |
| At 29 February 2016 | 387,397 | 280,233 | 667,630 |
| <i>Net book value</i> | | | |
| At 29 February 2016 | 508,844 | 31,924 | 540,768 |
| At 28 February 2015 | <u>538,833</u> | <u>35,228</u> | <u>574,061</u> |

(b) Charity

| | Land and buildings | Furniture, fittings and equipment | Total |
|----------------------------|-------------------------------|--|------------------|
| | £ | £ | £ |
| <i>Cost</i> | | | |
| At 1 March 2015 | 886,851 | 174,078 | 1,060,929 |
| Additions | 12,874 | 2,175 | 15,049 |
| Disposals | (3,484) | - | (3,484) |
| | <u>896,241</u> | <u>176,253</u> | <u>1,072,494</u> |
| At 29 February 2016 | 896,241 | 176,253 | 1,072,494 |
| <i>Depreciation</i> | | | |
| At 1 March 2015 | 348,018 | 145,844 | 493,862 |
| Charge for the year | 41,150 | 4,855 | 46,005 |
| Disposals | (1,771) | - | (1,771) |
| | <u>387,397</u> | <u>150,699</u> | <u>538,096</u> |
| At 29 February 2016 | 387,397 | 150,699 | 538,096 |
| <i>Net book value</i> | | | |
| At 29 February 2016 | 508,844 | 25,554 | 534,398 |
| At 28 February 2015 | <u>538,833</u> | <u>28,234</u> | <u>567,067</u> |

Debenham Village Hall and Playing Field Trust
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Notes forming part of the financial statements for the year ended 29 February 2016 (Continued)

9 Fixed Assets – Investments

| | 2016 | 2015 |
|---------------------------------|-------------|------|
| | £ | £ |
| Investment in subsidiary | | |
| Shares at cost | 100 | 100 |

At 29 February 2016 the charity owned all of the ordinary share capital, consisting of 100 shares, of Debenham Community Centre Limited, which operates the bars at the community and leisure centre. The trading results are set out in note 4.

10 Stocks

| | 2016 | 2015 |
|------------------|--------------|-------|
| | £ | £ |
| Stock for resale | 5,956 | 5,357 |

11 Debtors

| | Group | Group | Charity | Charity |
|----------------------------|--------------|-------|----------------|---------|
| | 2016 | 2015 | 2016 | 2015 |
| | £ | £ | £ | £ |
| Amount due from subsidiary | - | - | 40,148 | 35,347 |
| Trade debtors | 4,850 | 4,686 | 4,850 | 4,687 |
| Prepayments | 1,894 | 1,147 | 477 | 257 |
| | 6,744 | 5,833 | 45,475 | 40,291 |

12 Creditors: amounts falling due within one year

| | Group | Group | Charity | Charity |
|---------------------------------------|---------------|--------|----------------|---------|
| | 2016 | 2015 | 2016 | 2015 |
| | £ | £ | £ | £ |
| Bank loans (secured) | 13,621 | 10,321 | 13,621 | 10,321 |
| MSDC loan | 16,868 | 16,239 | 16,868 | 16,239 |
| Trade creditors | 10,523 | 17,544 | 6,367 | 14,857 |
| Supplier loan (secured) | 3,809 | 3,809 | - | - |
| Other taxes and social security costs | 2,547 | 4,157 | 2,547 | 4,157 |
| Other creditors | 9,091 | 8,331 | 9,091 | 8,331 |
| Accruals and deferred income | 5,511 | 13,970 | 3,349 | 6,299 |
| | 61,970 | 74,371 | 51,843 | 60,204 |

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Notes forming part of the financial statements for the year ended 29 February 2016 (Continued)

13 Creditors: amounts falling due after more than one year

| | Group 2016 £ | Group 2015 £ | Charity 2016 £ | Charity 2015 £ |
|-------------------------|-----------------------------|--------------------|-------------------------------|----------------------|
| Bank loans (secured) | 64,406 | 79,553 | 64,406 | 79,553 |
| Supplier loan (secured) | 11,449 | 15,259 | - | - |
| MSDC Loan | 38,823 | 55,692 | 38,823 | 55,692 |
| | 114,678 | 150,504 | 103,229 | 135,245 |

The bank and supplier loans are secured under charges on the charity's freehold property and other fixed assets.

14 Funds analysis

| | Fixed assets £ | Net current assets/ (liabilities) £ | Long-term Liabilities £ | Total funds £ |
|----------------------------------|---------------------------|--|--|--------------------------|
| <i>Unrestricted funds:</i> | | | | |
| General fund | 121,716 | (32,550) | (114,678) | (25,512) |
| Designated property sinking fund | - | 12,654 | - | 12,654 |
| Designated for Deben Lounge | - | 5,557 | - | 5,557 |
| Designated for door replacement | - | 550 | - | 550 |
| <i>Restricted funds:</i> | | | | |
| Capital projects | 419,052 | - | - | 419,052 |
| | 540,768 | (13,789) | (114,678) | 412,301 |

Unrestricted funds represent those funds which the management committee are free to use in accordance with the charitable objects. The charity continues to transfer a sum of £800 per month to a designated property sinking fund to meet repair and refurbishment costs. The Board has designated the net income from certain fundraising events for the purposes of refurbishing the Centre's Deben Lounge.

The restricted funds represent the major capital projects undertaken including refurbishment of the Centre, the resurfacing of the car parking facility, the football stadium development, the solar panels, new lighting for the Centre and Sports Hall and other improvements for which specific funding was received. All of this restricted income has been expended and the fund balance represents the net book value of the fixed assets acquired.

15 Related party note

Debenham Community Centre Limited is a wholly owned subsidiary of Debenham Village Hall and Playing Field Trust, a registered charity. The company operates the bars and associated facilities for the benefit of the Trust. The company's potentially taxable profits are donated to the Trust under Gift Aid.