

**Debenham Village Hall and  
Playing Field Trust**

**(a company limited by guarantee)**

Annual Report and Financial Statements

for the year ended 28 February 2013

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 28 February 2013**

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

**Reference and administrative details**

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**Registered charity number: 1099705**

**Registered company number: 4672490**

**Registered office**

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

**Trustees**

Suzie Morley (Chairman)  
Martin Durie  
George Durie  
Bernard Goldberg  
Douglas McMyn (appointed 10 March 2012)  
Dennis Morley  
Mark Norris

**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 28 February 2013**

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**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 2013 Annual General Meeting are Mr B Goldberg and Mr M Norris 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 28 February 2013 (*Continued*)**

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

**Achievements and performance**

2012/13 has been another challenging year with many positives to report.

We reported in 2011/12 that in excess of 95,000 visits were made to our Sport and Leisure complex to undertake chosen activities and attending various events. In 2012/13 we are pleased to see that we increased these numbers again, with particular focus on the use of the Community Centre.

We continue to invest in our staff and are pleased that with support from our training provider the NVQ programme has been funded for another year enabling staff to attain Level 3 qualification in Leisure Management, Customer Service and Fitness Instructor.

We must not forget the vital role our Friends, Volunteers and Customers play in making the organisation the success it is, without them it would be impossible to maintain our current progress and we thank them for their continued support.

Several Grant applications came to fruition in the year, enabling us to undertake major repairs and essential maintenance work which included the Side Lounge windows and the Community Centre floor.

We would like to thank our grant providers for the support they have provided throughout 2012/13 and look forward to working with them once again this year.

Unfortunately in 2012/13 we had to deal with two break-ins and a "Ram Raid" which caused substantial damage to the buildings and internal structures. Repairs were carried out without disruption to our customers, although our staff's cheerful disposition was tested to the limit by working in a portacabin in the snow during the building process.

The following sections provide an overview of services we provided over the reporting period. Many services have been retained and others added.

**Report of the Trustees for the year ended 28 February 2013 (*Continued*)**

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**Achievements and performance (*continued*)**

***Sports***

Debenham Sports and Leisure is well located to serve the population of Debenham and many of the surrounding Villages. Comparable facilities are available South East of Debenham at Stowmarket Leisure Centre and Stradbroke Leisure Centre provides a limited number of activities to the North East. This makes Debenham a great choice to undertake many sporting activities.

Our aim is to provide access to all, whilst focusing on supporting all Debenham based clubs. We try and cater for all users of the Centre regardless of gender, race, religion, political persuasion, age or any other equality criteria.

We were extremely pleased to receive a grant from Mid Suffolk District Council, which enabled us to undertake a complete refurbishment of the Sports Hall floor, bringing it in line with current Sport England guidelines on markings and creating a great surface to play on.

Debenham High School relies on the availability of the Centre to provide their Physical Education curriculum. The school has exclusive access to the Sporting facilities throughout the school terms. Other customers still have access to facilities such as the Fitness Suite and Squash Courts during these times.

Clubs and Groups currently using the Sports Complex:

Debenham Badminton	Debenham High School	Muscle Tone
Stowupland Badminton	Debenham Young Farmers	Wetheringsett School
Deben Vale Badminton	Zumba	Stowmarket Lions
Ladies Badminton	Step	Karate
Yoga	Saxted School of Dancing	Five-a-Side Football clubs
Debenham LC FC	Forge Church	Sporting Parties
Debenham Youth Football	Jo Hughes	Chewitts
Bedfield School	Suffolk Sport	Judo
Sir Robert Hitcham	Scottish Dancing	
High Suffolk Children's Centre	Squash groups	

Our coaching sessions for children remain popular, with attendances remaining constant for Football, Trampolining and some Racket Sports, particularly Squash. Judo and Karate are always well attended and we are pleased that we are the preferred location for these Martial Arts sessions.

Unfortunately one of our long running Martial Arts activities, Kick Boxing, decided to relocate its activity due to dwindling numbers. We were sorry to see this popular Martial Art go as it provided a great activity for a wide age range.

Overall a good year from our Sporting Activities.

**Report of the Trustees for the year ended 28 February 2013 (Continued)**

**Achievements and performance (continued)**

**Leisure**

Our Community Centre is the hub of the Village providing a wide and varied programme of events year on year. We work hard to meet every individual's need to ensure each and every event or activity is a success. The Community Centre has been well attended throughout 2012/13 which has fed through to show a good increase on income compared to 2011/12.

Debenham Sports and Leisure enjoyed in excess of 100,000 visits in 2012/13, an increase of over 5000 for the year 2011/12. The groups set out below are the regular users of our Community Centre. The numbers have increased by around 6% on the year 2011/12 mainly through the Brownies and Irish Country Music choosing our venue for their entertainment and benefit. The main users are:

<b>Group</b>	<b>Approximate Numbers</b>	<b>Age Range</b>	<b>When</b>
Gentle Aerobics	25	30 – 60+	Weekly
Art Group	20	30 – 70+	Weekly
Bridge	20	50 – 70+	Weekly
Slimming World	80	20 – 60+	Weekly
Brownies	40	7 - 10	Weekly
Zumba	50	18 – 50+	Weekly
Yoga	12	40 – 60+	Weekly
Scouts	40	10 – 14	Weekly
Zumba	20	25 – 50+	Weekly
Beavers, Cubs, Explorers	60	7 - 17	Weekly
Pilates	30	25 – 60+	Weekly
Forge Community Church	300+	3 – 70+	Weekly
Debenham High School	variable	11 – 16	Weekly
Irish Country Music	100	30 – 70+	Weekly
Debenham Players	700	All Ages	Annually

We are pleased that our existing customer base continued to undertake their chosen activity in the Community Centre. These cater for approximately 65% of the total number of visits to our Complex. We also had a very good year hosting one-off events such as Weddings, Conferences, Special events, Parties, Discos, Theatre Productions and many more, which brings the total visits to well over 105,000.

We were disappointed to see the Irish Music Club return to Eye as it was a very welcome addition to our event programme. We do appreciate the reasons for returning to Eye and wish the club every success and much enjoyment.

Our 14<sup>th</sup> Bonfire and Fireworks Spectacular equaled our 2011/12 event attracting over 1,400 visitors. The fireworks were once again spectacular and we extend our thanks to all who volunteered to ensure this event remains a great night out at little cost. We would also like to thank George and the Dragoman team for both the fireworks and barbecue, which once again were wonderful on both counts.

**Report of the Trustees for the year ended 28 February 2013 (*Continued*)**

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**Achievements and performance - *Leisure (continued)***

The Community we serve has made great use of the facilities, events and activities over the past year. Without this support we could not operate. The income derived from our activities and events is always reinvested in your Sports and Leisure complex, ensuring a lasting legacy for all to enjoy in the years to come.

Our dedicated team of staff have worked extremely hard throughout 2012/13 to make your visit here both enjoyable and memorable and I commend them for their efforts.

**Financial review**

The statement of financial activities on page 9 reflects another successful year for the Centre with a surplus on unrestricted funds for a fourth successive year.

Again, overall income from membership, the community centre and sports and leisure facilities has been maintained – an achievement in difficult economic times. 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. Bar income has increased by almost 3% and the bar operation continues to make a valuable contribution to the Centre. Fundraising events have been successful this year producing a net contribution of £7,880 which again has been designated for the refurbishment of the Centre's kitchen.

Restricted income includes funding of almost £25,000 which was secured in the year for the refurbishment of the flooring in both the community centre and the sports hall and other maintenance projects. The deficit on restricted funds results from depreciation of assets acquired out of restricted income in 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 general funds of £16,037 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.

**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.

**Report of the Trustees for the year ended 28 February 2013 (*Continued*)**

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**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;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any 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 the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

**Approved by the trustees on 2 May 2013 and signed on their behalf by**

**Suzie Morley**  
Chairman

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

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

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I report on the accounts of the Debenham Village Hall and Playing Field Trust for the year ended 28 February 2013, which are set out on pages 9 to 17.

**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.

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

2 May 2013

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

**Consolidated statement of financial activities for the year ended 28 February 2013**

	Note	Unrestricted Funds 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Total Funds 2012 £
<b>Incoming resources</b>					
<b>- from generated funds:</b>					
<i>Voluntary income:</i>					
Grants	2	25,300	29,236	54,536	29,397
<i>Activities for generating funds:</i>					
Bar and associated income	3	110,206	-	110,206	107,120
Fundraising events and activities		16,690	-	16,690	17,737
<b>- from charitable activities:</b>					
Community centre income		48,771	-	48,771	42,829
Sports and leisure centre income		95,365	-	95,365	100,762
Miscellaneous income		3,692	-	3,692	3,483
<b>Total incoming resources</b>		<b>300,024</b>	<b>29,236</b>	<b>329,260</b>	<b>301,328</b>
<b>Resources expended</b>					
<i>Costs of generating funds</i>					
Bar operating costs		104,007	-	104,007	100,867
Fundraising expenses		8,810	-	8,810	7,066
<i>Charitable activities</i>					
Centre operating and activity costs	4	171,944	37,810	209,754	188,578
<i>Governance costs</i>	4	2,093	-	2,093	2,798
<b>Total resources expended</b>		<b>286,854</b>	<b>37,810</b>	<b>324,664</b>	<b>299,309</b>
<b>Net incoming resources and movement of funds for the year</b>					
Fund balances at 1 March 2012		13,170	(8,574)	4,596	2,019
		(103,446)	385,781	282,335	280,316
<b>Fund balances at 28 February 2013</b>		<b>(90,276)</b>	<b>377,207</b>	<b>286,931</b>	<b>282,335</b>

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 12 to 17 form part of these financial statements.

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

**Consolidated and Charity Balance sheets at 28 February 2013**

	Notes	Group		Charity	
		2013	2012	2013	2012
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	7	<b>424,537</b>	448,885	<b>409,278</b>	424,325
Investments	8	-	-	<b>100</b>	100
		<u>424,537</u>	<u>448,885</u>	<u>409,378</u>	<u>424,425</u>
<b>Current assets</b>					
Stock	9	<b>5,158</b>	5,267	<b>188</b>	293
Debtors	10	<b>3,787</b>	8,692	<b>28,070</b>	27,021
Cash at bank and in hand		<b>38,914</b>	26,618	<b>36,227</b>	24,741
		<u>47,859</u>	<u>40,577</u>	<u>64,485</u>	<u>52,055</u>
<b>Creditors: amounts falling due within one year</b>	11	<b>(43,474)</b>	(46,999)	<b>(34,115)</b>	(34,250)
<b>Net current assets/ ( liabilities)</b>		<u>4,385</u>	<u>(6,422)</u>	<u>30,370</u>	<u>17,805</u>
<b>Creditors: amounts falling due after more than one year</b>	12	<b>(141,991)</b>	(160,128)	<b>(100,919)</b>	(110,850)
<b>Net assets</b>		<u><b>286,931</b></u>	<u>282,335</u>	<u><b>338,829</b></u>	<u>331,380</u>
<b>Funds</b>					
Unrestricted	13	<b>(90,276)</b>	(103,446)	<b>(38,378)</b>	(54,401)
Restricted	13	<b>377,207</b>	385,781	<b>377,207</b>	385,781
<b>Total Funds</b>		<u><b>286,931</b></u>	<u>282,335</u>	<u><b>338,829</b></u>	<u>331,380</u>

The trustees' statements required by Section 249B(4) are shown on the following page which forms part of this balance sheet.

**Debenham Village Hall and Playing Field Trust**  
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The notes on pages 12 to 17 form part of these financial statements.

**Balance sheet at 28 February 2013 (continued)**

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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 28 February 2013 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 April 2008).

**The financial statements were approved by the Board on 2 May 2013 and signed on their behalf by**

**Mrs S Morley**  
Trustee

**Registered company number: 4672490**

## **1 Accounting policies**

These financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards. In preparing these financial statements the charity has followed best practice as set out in the Statement of Recommendation Practice – “Accounting and Reporting by Charities” (SORP 2005).

### *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 provisions of SORP 2005.

### *Incoming resources*

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable 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. In the charity’s subsidiary company grants towards capital and revenue expenditure are released to the profit and loss account over the expected useful life of the assets and as the related expenditure is incurred respectively.

### *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.

**Debenham Village Hall and Playing Field Trust**  
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**Notes forming part of the financial statements for the year ended 28 February 2013 (Continued)**

**1 Accounting policies (Continued)**

*Fund accounting*

Funds held by the charity are:

- (a) Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- (b) Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions apply when specified by the donor or when funds are raised for particular restricted purposes.

**2 Grants receivable**

	Unrestricted Funds 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Total Funds 2012 £
<i>Capital project – solar panels:</i>				
Deferred grants brought forward	-	27,186	27,186	31,583
Less: deferred to future periods	-	(22,789)	(22,789)	(27,186)
	<hr/>	<hr/>	<hr/>	<hr/>
Grant income recognised in year	-	4,397	4,397	4,397
<i>Other capital and revenue grants:</i>				
Mid Suffolk District Council	25,300	11,839	37,139	25,000
Big Lottery (Awards for All)	-	10,000	10,000	-
Debenham Parish Council	-	2,000	2,000	-
Suffolk County Council	-	1,000	1,000	-
	<hr/>	<hr/>	<hr/>	<hr/>
	25,300	29,236	54,536	29,397
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**3 Subsidiary company results**

	2013 £	2012 £
Sales	110,206	107,120
Cost of sales	(55,890)	(53,655)
	<hr/>	<hr/>
Gross profit	54,316	53,465
Operating costs	(48,855)	(46,322)
	<hr/>	<hr/>
Operating profit	5,461	7,143
Grant income	4,397	4,397
Depreciation	(11,892)	(11,675)
Loan interest	(816)	(890)
	<hr/>	<hr/>
Net loss	(2,850)	(1,025)
	<hr/> <hr/>	<hr/> <hr/>

Operating costs comprise the direct costs of operating the bars and a share of the Centre's overheads including light and heat, water rates and maintenance costs.

**4 Charitable activities**

	<b>2013</b>	2012
	£	£
<i>Centre operating and activity costs</i>		
Staff costs	<b>78,167</b>	75,699
Maintenance, utilities and other overhead costs	<b>82,124</b>	59,074
Activity costs	<b>5,743</b>	9,526
Depreciation	<b>37,595</b>	36,798
Interest and bank charges	<b>6,124</b>	7,481
	<u>209,753</u>	188,578
<i>Governance costs</i> – independent examiner’s fees	<b>2,093</b>	2,798
	<u>211,846</u>	<u>191,376</u>

The costs above include restricted fund expenditure comprising depreciation of £21,106 and repairs of £4,865.

**5 Employees and staff costs**

	<b>2013</b>	2012
	No.	No.
The average number of full-time staff employed during the year was:	<b>4</b>	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	<b>92,625</b>	87,368
National insurance	<b>2,545</b>	2,811
	<u>95,170</u>	<u>90,179</u>

**6 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 28 February 2013 (*Continued*)

**7 Tangible fixed assets**

**(a) Group**

	<b>Land and buildings</b>	<b>Furniture, fittings and equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<i>Cost</i>			
At 1 March 2012	687,015	267,344	954,359
Additions	6,011	7,236	13,247
	<u>687,015</u>	<u>267,344</u>	<u>954,359</u>
<b>At 28 February 2013</b>	<b>693,026</b>	<b>274,580</b>	<b>967,606</b>
<i>Depreciation</i>			
At 1 March 2012	264,239	241,235	505,474
Charge for the year	23,792	13,803	37,595
	<u>264,239</u>	<u>241,235</u>	<u>505,474</u>
<b>At 28 February 2013</b>	<b>288,031</b>	<b>255,038</b>	<b>543,069</b>
<i>Net book value</i>			
<b>At 28 February 2013</b>	<b>404,995</b>	<b>19,542</b>	<b>424,537</b>
	<u>404,995</u>	<u>19,542</u>	<u>424,537</u>
At 28 February 2012	422,776	26,109	448,885
	<u>422,776</u>	<u>26,109</u>	<u>448,885</u>

**(b) Charity**

	<b>Land and buildings</b>	<b>Furniture, fittings and equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<i>Cost</i>			
At 1 March 2012	687,015	141,311	828,326
Additions	6,011	4,645	10,656
	<u>687,015</u>	<u>141,311</u>	<u>828,326</u>
<b>At 28 February 2013</b>	<b>693,026</b>	<b>145,956</b>	<b>838,982</b>
<i>Depreciation</i>			
At 1 March 2012	264,239	139,762	404,001
Charge for the year	23,791	1,912	25,703
	<u>264,239</u>	<u>139,762</u>	<u>404,001</u>
<b>At 28 February 2013</b>	<b>288,030</b>	<b>141,674</b>	<b>429,704</b>
<i>Net book value</i>			
<b>At 28 February 2013</b>	<b>404,996</b>	<b>4,282</b>	<b>409,278</b>
	<u>404,996</u>	<u>4,282</u>	<u>409,278</u>
At 28 February 2012	422,776	1,549	424,325
	<u>422,776</u>	<u>1,549</u>	<u>424,325</u>

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

**Notes forming part of the financial statements for the year ended 28 February 2013 (Continued)**

**8 Fixed Assets – Investments**

	<b>2013</b>	2012
	<b>£</b>	£
<b>Investment in subsidiary</b>		
Shares at cost	<b>100</b>	100

At 28 February 2013 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 3.

**9 Stocks**

	<b>2013</b>	2012
	<b>£</b>	£
Stock for resale	<b>5,158</b>	5,267

**10 Debtors**

	<b>Group</b>	Group	<b>Charity</b>	Charity
	<b>2013</b>	2012	<b>2013</b>	2012
	<b>£</b>	£	<b>£</b>	£
Amount due from subsidiary	-	-	<b>25,166</b>	18,759
Trade and other debtors	<b>3,787</b>	8,692	<b>2,904</b>	8,262
	<b>3,787</b>	8,692	<b>28,070</b>	27,021

**11 Creditors: amounts falling due within one year**

	<b>Group</b>	Group	<b>Charity</b>	Charity
	<b>2013</b>	2012	<b>2013</b>	2012
	<b>£</b>	£	<b>£</b>	£
Bank loans (secured)	<b>9,721</b>	9,721	<b>9,721</b>	9,721
Trade creditors	<b>8,762</b>	11,598	<b>8,103</b>	8,303
Supplier loan (secured)	<b>3,810</b>	3,810	-	-
Other taxes and social security costs	<b>4,710</b>	2,600	<b>4,710</b>	2,600
Other Creditors	<b>6,555</b>	6,683	<b>6,555</b>	6,683
Accruals and deferred income	<b>9,916</b>	12,587	<b>5,026</b>	6,943
	<b>43,474</b>	46,999	<b>34,115</b>	34,250

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

Notes forming part of the financial statements for the year ended 28 February 2013 (*Continued*)

**12 Creditors: amounts falling due after more than one year**

	<b>Group 2013</b>	Group 2012	<b>Charity 2013</b>	Charity 2012
	£	£	£	£
Bank loans (secured)	<b>100,919</b>	110,850	<b>100,919</b>	110,850
Supplier loan (secured)	<b>22,878</b>	26,687	-	-
Deferred income	<b>18,194</b>	22,591	-	-
	<u><b>141,991</b></u>	<u>160,128</u>	<u><b>100,919</b></u>	<u>110,850</u>

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

**13 Funds analysis**

	<b>Fixed assets</b>	<b>Net current assets/ (liabilities)</b>	<b>Long-term Liabilities</b>	<b>Total funds</b>
	£	£	£	£
<i>Unrestricted funds:</i>				
General fund	<b>26,264</b>	<b>(16,037)</b>	<b>(123,797)</b>	<b>(113,570)</b>
Designated property sinking fund	-	<b>6,000</b>	-	<b>6,000</b>
Designated for kitchen refurbishment	-	<b>17,294</b>	-	<b>17,294</b>
<i>Restricted funds:</i>				
Capital projects	<b>398,273</b>	<b>(2,872)</b>	<b>(18,194)</b>	<b>377,207</b>
	<u><b>424,537</b></u>	<u><b>4,385</b></u>	<u><b>(141,991)</b></u>	<u><b>286,931</b></u>

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 £250 per month to a designated property sinking fund to meet future refurbishment costs. The Board has been unable to increase the amount set aside each year due to the constraints on the Trust's financial resources. The Board has designated the net income from all fundraising events held during the year for the purposes of refurbishing the Centre's kitchen.

The restricted funds represent the major capital projects undertaken in the past ten years including refurbishment of the Centre, the resurfacing of the car parking facility, the football stadium development, the solar panels, refurbishing the Centre and Sports Hall floors 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.

**14 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.