# Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2019 for EFFINGHAM VILLAGE RECREATION TRUST

Tudor John LLP Nightingale House 46-48 East Street Epsom Surrey KT17 1HQ

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# Report of the Trustees for the year ended 31 March 2019

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2019. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

### **Governing Document**

The Charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

The land itself is a formally designated 'King George's Field'. It was established as such under the terms of a grant towards the initial purchase of the land received from the King George's Fields Foundation. The mission of the Foundation was to 'promote and to assist in the establishment throughout the United Kingdom of Great Britain and Northern Ireland of playing fields for the use and enjoyment of the people'. The Foundation itself was finally dissolved in 1965, by which time there were 471 King George's Fields all over the country: Effingham's is not the only 'KGV'. It is however the largest of the sixteen King George's Fields founded in Surrey. The successor body which undertakes to guard the legacy of the King George's Fields Foundation was initially the National Playing Fields Association, subsequently re-named Fields in Trust. Fields in Trust continues to monitor that all designated King George's Fields are kept and used in keeping with the terms of the original grant.

# Recruitment and Appointment of new Trustees

The Charity Scheme specifies that up to four Trustees may be appointed by Effingham Parish Council; any such appointment must be agreed at a meeting held according to the ordinary practice of that Council. Up to three other persons may be appointed as co-opted Trustees by existing Trustees. The Board of Managing Trustees is therefore limited in size to seven members under this scheme. Candidates for co-option are supplied with appropriate Charity Commission guidance on the duties of Trustees besides documents explaining the specific features and requirements of this Charity; they will be interviewed at a properly convened meeting by the existing trustees as part of the process of deciding whether to co-opt them.

### Related Parties

There are none.

### Risk Management

The Board of Managing Trustees has considered the major risks to which the Charity is exposed and has taken appropriate actions to eliminate or mitigate them as far as possible. The financial state of the Charity is examined at regular Board meetings and considered in relation to budgets, forecasts and any newly identified risks. Hires of the facilities are constrained by suitable hire agreements or Licences whose terms are designed to minimize risks and liabilities. Regular checks are made to ensure that the Charity remains in compliance with laws, regulations and insurance requirements bearing upon the safety and security of the Charity's premises, facilities, staff and users.

# REFERENCE AND ADMINISTRATIVE DETAILS Registered Charity number

305018

### **Principal Address**

King George V Hall Browns Lane Effingham Surrey KT24 5ND

# Report of the Trustees for the year ended 31 March 2019

#### **Trustees**

Mr C G Iles Dr C J Hogger Ms S Morris Mrs E I Hogger Mrs G Bowerman Mr J Muscat Mr H Manton Mr T J Clarke	appointed 28.4.15 appointed 28.4.15 reappointed 1.8.15 reappointed 1.8.15 reappointed 1.8.15 appointed 23.2.18 appointed 24.5.18 appointed 30.10.18	resigned 1.6.18 resigned 1.6.18 resigned 6.9.18 resigned 22.11.18	Chairman (from 11.7.17) Treasurer (to 31.5.18) Acting Treasurer (from 1.6.18) Secretary (to 31.5.18)
Mr M E Agius	appointed 4.3.19		

#### Independent Examiner

Tudor John LLP Nightingale House 46-48 East Street Epsom Surrey KT17 1HQ

#### **OBJECTIVES AND ACTIVITIES**

#### **Charity Objectives**

The Charity Scheme (August 2009, revised April 2018) states that 'the object of the Charity is, for the public benefit, to provide or assist in the provision, support and maintenance of facilities for recreation and other leisure-time occupation for the inhabitants of the area of benefit, in particular through the provision of a village hall and recreation grounds. The area of benefit is defined by the Scheme to be the Parish of Effingham and its immediate neighbourhood.

#### **Public Benefit**

When planning the Charity's activities for the year, the Trustees have considered the Charity Commission's guidance on public benefit and are satisfied these are in compliance.

#### Staff and Volunteers

The Charity's staff during the year consisted of one employee (the manager). Besides the Trustees, one volunteer has assisted since June 2018 in the day-to-day administration of the Charity's financial records, archiving of essential paperwork, and information technology.

# Report of the Trustees for the year ended 31 March 2019

#### ACHIEVEMENT AND PERFORMANCE

#### Review of Activities

The Trustees have continued reducing liabilities and seeking value for money. All cleaning, caretaking and grounds maintenance functions remain outsourced to professional contractors. Further significant improvements have been made to the building. A doorway has been re-established to connect the Village Room to the Barnes Wallis Hall, expanding the opportunities for hiring these spaces. Other doorways leading from the Village Room have been upgraded to bring them into line with safety and accessibility requirements. A new artificial surface has been installed on the eastern exterior of the Hall to replace the former (poor condition) patio and to enable more flexible working for the preschool during term time. Altogether, the Charity has spent a little over £17,000 of its own funds on these improvements. Meanwhile, the small children's playground has been extended this year with new play equipment, community tables and high quality fencing, mostly financed by a most successful fund-raising campaign undertaken by a small group of local residents who raised over £27,000 from donors; this project also received capital value of £6,800 from Effingham Parish Council and £1,400 from Bookham & Horsley Rotary Club. In the grounds, an important point of entry by a long flight of brick steps has been entirely rebuilt and the old fencing along the car park boundary has been replaced by bollards. These works, costing £8,601, were paid for jointly by Effingham Parish Council and Guildford Borough Council through a Concurrent Functions Grant awarded to the Charity. The project to transform the all-weather hard court into a multi-use 3G surface continues to progress. Through collaboration with Bookham Colts the Charity has been awarded, for this project, a grant of £10,000 from Guildford Borough Council's Community Grant Scheme and another of £20,000 from the London Marathon Charitable Trust, supplementing funds being assembled from other sources. It is expected that the works will be completed during the summer of 2019. During 2018-19 the Charity has received additional funding from the Parish Council towards the operational costs of providing facilities for residents free at the point of use. This provision will be funded for the following four years through a new KGV Funding Agreement and will help to ensure that all user groups, including the residents, pay for the resources that they use.

#### **External Organisations**

The Charity is grateful to Effingham Parish Council, Guildford Borough Council, Surrey County Council, London Marathon Charitable Trust, Co-operative Group Ltd, Friends of the KGV and Bookham & Horsley Rotary Club for grant awards and donations made during the year. The Charity has also benefited from the continuing provision by Surrey Community Action of staff training courses and payroll services at subsidized rates. The Charity continues to operate its website without charge through the SurreyCommunity.info hosting service funded by Surrey County Council.

#### **Future Developments**

The potential for renewing part of, or rebuilding all of, the KGV building using Section 106 funds arising from a major housing and school rebuilding project in the village will be explored with all interested parties. The Section 106 agreement requires Berkeley Homes to confirm that it will provide the funding for the re-build or carry out the development work itself as is its contractual right. Once confirmed, with the provision of initial funding from Berkeley Homes consultation with the community and with architects can commence, with the intent to provide options for the build.

Given the scope of the S106 project the Trustees have approved the Trust converting to a Charitable Incorporated Organisation. This will place less of a burden of liability on the Trustees as individuals and create operational clarity on the work that is needed due to the Charity's then ability to contract work directly.

The Charity has engaged with Action Planning Consultancy Ltd to review the sustainability of the Charity from the perspective of workload. Currently there is too heavy a burden on the Trustees. The report is now due and the Trustees will present a plan to Effingham Parish Council (EPC) accordingly. EPC has approved financial provision to assist with the works subject to final approval of same.

### FINANCIAL REVIEW

#### Financial Performance

It is the policy of the Charity to generate sufficient income to meet all expenditure required to operate and maintain the building and the grounds, to finance continuing expansion and improvement of facilities in order to ensure that they remain adequate for meeting the objects of the Charity, and to provide a sufficient cash reserve to meet all reasonable contingencies. During the year the Charity has maintained a cash reserve of £55,000. The net movement of funds this year is a surplus of nearly £49,000, this owed mostly to donations and grants received for capital projects.

# Report of the Trustees for the year ended 31 March 2019

**Designated Funds** 

The Charity has a designated fund termed the Future Fund set up to facilitate the assembling of unrestricted funds that might be required for spending on specific large, non-capital costs such as essential items of repair or maintenance.

Approved by order of the Board of Trustees on .28 th 2019... and signed on its behalf by:

Christopher G. Iles - Trustee

# Independent Examiner's Report to the Trustees of Effingham Village Recreation Trust

# Independent examiner's report to the trustees of Effingham Village Recreation Trust

I report to the charity trustees on my examination of the accounts of the Effingham Village Recreation Trust (the Trust) for the year ended 31 March 2019.

#### Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Hazel Day ICAEW

Tudor John LLP Nightingale House 46-48 East Street

W. H. BOW

Epsom Surrey KT17 1HQ

Date: 30 Hay 0019

# Statement of Financial Activities for the year ended 31 March 2019

				2019	2018
		Unrestricted funds	Restricted	Total funds	Total funds
		lunus	funds		
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies					
<ul> <li>from Effingham Parish Council</li> </ul>		-	15,403	15,403	21,814
<ul> <li>from other sources</li> </ul>		201	29,969	30,170	4,864
Charitable activities					
Income from Effingham Parish Council		9,000		9,000	9,000
<ul><li>Service Level Agreement</li><li>Services and Facilities Supplement</li></ul>		20,000	-	20,000	<i>5</i> ,000
- Capital Replacement Funds		20,000	3,000	3,000	3,000
- Grants		-	-	-	-,
Grants from other sources					
- Guildford Borough Council			10,000	10,000	-
Investment income	2	200		200	114
Other income		88,328	1,275	89,603	90,311
Total		117,729	59,647	177,376	129,103
EXPENDITURE ON					
Charitable activities					
Grounds		40,355	3,498	43,853	41,607
Hall and flat		47,137	5,848	52,985	47,734
Sports court		489	482	971	448
Administration		30,853		30,853	27,644
Total		118,834	9,828	128,662	117,433
				-	
NET INCOME/(EXPENDITURE)		(1,105)	49,819	48,714	11,670
RECONCILIATION OF FUNDS					
Total funds brought forward		169,108	759,331	928,439	916,769
		EXCHINIMATE OF THE PROPERTY OF			<del></del>
TOTAL FUNDS CARRIED FORWARD		168,003	809,150	977,153	928,439

### Balance Sheet At 31 March 2019

		Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
	Notes	£	£	£	£
FIXED ASSETS Tangible assets	6	95,682	791,047	886,729	850,970
CURRENT ASSETS Debtors Cash at bank	7	8,739 83,199	18,397	8,739 101,596	11,002 
		91,938	18,397	110,335	87,948
CREDITORS Amounts falling due within one year	8	(19,617)	(294)	(19,911)	(10,479)
NET CURRENT ASSETS		72,321	18,103	90,424	77,469
TOTAL ASSETS LESS CURRENT LIABILITIES		168,003	809,150	977,153	928,439
NET ASSETS		168,003	809,150	977,153	928,439
FUNDS Unrestricted funds Restricted funds	9			168,003 809,150	169,108 759,331
TOTAL FUNDS				977,153	928,439

The financial statements were approved by the Board of Trustees on 28th May 2019 and were signed on its behalf by:

# Notes to the Financial Statements for the year ended 31 March 2019

#### 1. ACCOUNTING POLICIES

# BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

#### INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **EXPENDITURE**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 20% on cost
Grounds equipment - 20% on cost
Sports court - 10% on cost

Fixed assets, other than land and buildings, are stated in the statement of financial position at cost less depreciation.

The Trustees constantly monitor the value of the Charity's land and buildings. They are satisfied that the value is not below the amount stated in the Financial Statement.

#### **TAXATION**

The charity is exempt from tax on its charitable activities.

#### FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. INVESTMENT INCOME

	2019	2018
	£	£
Deposit account interest	200	<u>114</u>

# Notes to the Financial Statements - continued for the year ended 31 March 2019

# 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

### TRUSTEES' EXPENSES REIMBURSED

	Trustees' expenses reimbursed	2019 £ 89	2018 £
4.	STAFF COSTS The average monthly number of employees during the year was as follows:		
		2019	2018

No employees received emoluments in excess of £60,000.

# 5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies			
- From Effingham Parish Council	21,815	_	21,815
- From other sources	34	4,830	4,864
Charitable activities			
Income from Effingham Parish Council			
- Service Level Agreement	9,000	-	9,000
<ul> <li>Services and Facilities Supplement</li> </ul>	-		
<ul> <li>Capital Replacement Funds</li> </ul>	-	3,000	3,000
- Grants	-	-	-
Grants from other sources	-	<u></u>	114
Investment income	114	1 707	114
Other income	88,584	1,727	90,311
Total	119,546	9,557	129,103
EXPENDITURE ON			
Charitable activities			11.50
Grounds	35,186	6,421	41,607
Hall and flat	42,286	5,448	47,734
Sports court	448	-	448
Administration	27,644	-	<u>27,644</u>
Total	105,564	11,869	117,433
NET INCOME/(EXPENDITURE)	13,982	(2,312)	11,670
Transfers between funds	3,843	(3,843)	
Net movement in funds	17,825	(6,155)	11,670

# Notes to the Financial Statements - continued for the year ended 31 March 2019

5.	5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued					m . 1 . 6 . 1
				Unrestricted funds	Restricted	Total funds
					funds	
				£	£	£
	RECONCILIATION OF FUNDS					
	Total funds brought forward			151,283	765,486	916,769
	TOTAL FUNDS CARRIED FOR	WARD		169,108	759,331	928,439
6.	TANGIBLE FIXED ASSETS	Freehold	Fixtures and	Grounds		
		property c	fittings £	equipment £	Sports court £	Totals £
	COST	£	£	r.	j.	ž.
	At 1 April 2018	778,139	105,334	92,788	71,511	1,047,772
	Additions		59,723			59,723
	At 31 March 2019	778,139	165,057	92,788	71,511	1,107,495
	DEPRECIATION					
	At 1 April 2018	_	41,827 17,867	83,464 6,097	71,511	196,802 23,964
	Charge for year		17,807	0,071	ANIVORS TO S	20,701
	At 31 March 2019	<u> </u>	59,694	89,561	71,511	220,766
	NET BOOK VALUE	gge 120	105 262	2 227		886,729
	At 31 March 2019	778,139	105,363	3,227	-	880,729
	At 31 March 2018	778,139	63,507	9,324		<u>850,970</u>
7.	DEBTORS: AMOUNTS FALLIN	IG DUE WITH	IN ONE YEAR			
					2019 £	2018 £
	Trade debtors				4,030	7,905
	Other debtors				4,709	3,097
					8,739	11,002
8.	CREDITORS: AMOUNTS FALI	LING DUE WIT	THIN ONE YEAF	R		
					2019	2018
					£	£ 10.470
	Other creditors				<u>19,911</u>	10,479

# Notes to the Financial Statements - continued for the year ended 31 March 2019

# 9. MOVEMENT IN FUNDS

	At 1.4.18	Net movement in funds	Transfers between funds £	At 31.3.19 £
Unrestricted funds	57. 620	12.614	(13,833)	57,320
General fund	57,639 15,000	13,514	(13,033)	15,000
Future project fund	96,469	(14,619)	13,833	95,683
Fixed Asset Fund		(14,017)	1,0,000	
	169,108	(1,105)	-	168,003
Restricted funds				m < < 0.0 c
Capital fund	754,502	11,733	-	766,235
Bookham Colts 3G Project	986	14,330	-	15,316
Playground fund	3,843	23,756	<del></del>	27,599
	759,331	49,819	-	809,150
TOTAL FUNDS	928,439	48,714		977,153
Net movement in funds, included in the above are as for	ollows:	Incoming	Resources	Movement in funds
		resources £	expended £	£
Unrestricted funds		T.	2	2
General fund		117,728	(104,214)	13,514
Fixed Asset Fund		1	(14,620)	<u>(14,619</u> )
**************************************		117,729	(118,834)	(1,105)
		,	` , ,	, , ,
Restricted funds				
Capital fund		21,079	(9,346)	11,733
Bookham Colts 3G Project		14,812	(482)	14,330
Playground fund		23,756		23,756
		59,647	(9,828)	49,819
TOTAL FUNDS		177,376	(128,662)	48,714

# Notes to the Financial Statements - continued for the year ended 31 March 2019

# 9. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds			O	
	At 1.4.17	Net movement in funds	Transfers between funds	At 31.3.18
	At 1.4.17 £	in tunus £	£	£
	ı.	2	~	~
Unrestricted Funds				
General fund	62,292	13,982	(18,635)	57,639
Future project fund	15,000	-	-	15,000
Fixed Asset Fund	73,991		22,478	96,469
	151,283	13,982	3,843	169,108
Restricted Funds				
Capital fund	765,486	(7,141)	(3,843)	754,502
Bookham Colts 3G Project	-	986	-	986
Playground fund		3,843		3,843
	765,486	(2,312)	(3,843)	759,331
	<del></del>	<u> </u>		
TOTAL FUNDS	916,769	<u>11,670</u>	<u>-</u>	928,439
Comparative net movement in funds, included in the ab-	ove are as fol	lows:		
		Incoming	Resources	Movement in
		resources	expended	funds
		£	£	£
Unrestricted funds General fund		119,546	(105,564)	13,982
Restricted funds		4 ## 0 0	(11.060)	(7.141)
Capital fund		4,728 986	(11,869)	(7,141) 986
Bookham Colts 3G Project		3,843	-	3,843
Playground fund		3,043		
		9,557	(11,869)	(2,312)
			-	Management .
TOTAL FUNDS		129,103	<u>(117,433</u> )	<u>11,670</u>

# Notes to the Financial Statements - continued for the year ended 31 March 2019

# 9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.17	Net movement in funds	Transfers between funds	At 31.3.19
	£	£	£	£
Unrestricted funds				
General fund	62,292	27,496	(32,468)	57,320
Future project fund	15,000	-	-	15,000
Fixed Asset Fund	73,991	(14,619)	36,311	95,683
Restricted funds				
Capital fund	765,486	4,592	(3,843)	766,235
Bookham Colts 3G Project	-	15,316		15,316
Playground fund	Marin Control	27,599	<del>-</del>	27,599
	765,486	47,507	(3,843)	809,150
TOTAL FUNDS	916,769	60,384	<del></del>	977,153

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended £	Movement in funds
Unrestricted funds General fund Fixed Asset Fund	237,274	(209,778) (14,620)	27,496 (14,619)
	237,275	(224,398)	12,877
Restricted funds			
Capital fund	25,807	(21,215)	4,592
Bookham Colts 3G Project	15,798	(482)	15,316
Playground fund	27,599		27,599
	69,204	(21,697)	47,507
TOTAL FUNDS	306,479	(246,095)	60,384

# 10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.

# Detailed Statement of Financial Activities for the year ended 31 March 2019

	2019 £	2018 £
INCOME AND ENDOWMENTS		
Donations and legacies  From Effingham Pavish Council		21,815
From Effingham Parish Council Donations	45,573	4,863
	45,573	26,678
Investment income Deposit account interest	200	114
Charitable activities	9,000	9,000
Service Level Agreement Services and Facilities Supplement	20,000	7,000
Capital Replacement Funds	3,000	3,000
Grants from other sources	-	-
Grant from Guildford Borough Council	10,000	
	42,000	12,000
Other income	15.500	44.400
Hire of hall and associated facilities	45,628 33,061	44,499 34,269
Hire of pitches and fields Hire of court	33,001	171
Reimbursements of service costs	9,639	9,645
Capital Replacement Funds from ELRFC	<u>1,275</u>	1,727
	89,603	90,311
Total incoming resources	177,376	129,103
EXPENDITURE		
Charitable activities		
Wages	23,147	30,519
Machinery running expenses Grounds maintenance	30,360	315 21,933
Insurance	4,654	4,267
Playground equipment maintenance	520	967
Cleaning and refuse	19,348	17,860
Repairs and renewals	5,248	2,459
Gas, electricity and water Security	11,405 1,826	11,650 1,250
General administration expenses	2,454	2,687
Grounds equipment	6,098	9,861
Fixtures and fittings	17,868	10,599
Loss on sale of tangible fixed assets		149
	122,928	114,516

# Detailed Statement of Financial Activities for the year ended 31 March 2019

	2019 £	2018 £
Support costs		
Management		0.017
Legal and professional fees	5,645	2,917
Governance costs	00	
Trustees' expenses reimbursed	89	
Total resources expended	128,662	117,433
Net income	48,714	11,670