

LITTLE MELTON COMMUNITY TRUST
ANNUAL REPORT AND ACCOUNTS
YEAR ENDED 31 DECEMBER 2017
REGISTERED CHARITY NO.1006500

**LITTLE MELTON COMMUNITY TRUST
YEAR ENDED 31 DECEMBER 2017
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**LITTLE MELTON COMMUNITY TRUST
YEAR ENDED 31 DECEMBER 2017
TRUSTEES REPORT**

The trustees present their annual report and the financial statements for the year ended 31 December 2017.

Legal and administrative details

Registered Charity No.	1006500
Principal address	Little Melton Village Hall Mill Road Little Melton Norwich Norfolk NR9 3NX
Trustees	Mrs M Sutton (Treasurer) Mr A J Berry Mr J D Heaser Mr T F Cooper
Independent examiner	Mrs A C Howell FCA
Bankers	National Westminster Bank plc Gentlemans Walk Norwich NR1 3NW

Trust objects

The charitable trust was created by a trust deed dated 27 August 1991 and was established for the purpose of providing or assisting in the provision of a village hall or other facilities for the use of the inhabitants of the Parish of Little Melton and such other charitable purposes as the trustees think fit.

In July 1993 a separate subsidiary fund was established known as APPLE whose aim was to raise funds to provide childrens playingfield equipment and area for the village community. This project was completed in 1999.

In November 1998 a further subsidiary fund was established known as the Millenium fund. The aim of this fund is to provide activities and memorials for the village in celebration of the Millenium including a village history book. All the projects are now complete with the book being published during 2003, the fund was wound up during

Administration

The trustees and members of the management committee meet on a bi-monthly basis to administer the running of the village hall.

**LITTLE MELTON COMMUNITY TRUST
YEAR ENDED 31 DECEMBER 2017
TRUSTEES REPORT (continued)**

Summary of the financial results

Income during the year from the hire of the hall and other activities has increased to £13,819 (2016 £13,742), however there has been an increase in running costs, no major have projects been undertaken and overall expenditure has increased to £11,520 (2016 £10,156).

The accounts for the year ended 31 December 2017 comply with Part 8 of the Charities Act 2011, and are in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) issued in May 2008, UK Accounting Standards and the Charities Act 2011.

Statement of Trustees Responsibilities

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- Select suitable accounting policies and 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;
- Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011 and its objects and rules. They are also responsible for safeguarding the assets of the charity and hence for

Approved

..... Trustee

..... Date

**LITTLE MELTON COMMUNITY TRUST
YEAR ENDED 31 DECEMBER 2017
INDEPENDENT EXAMINERS REPORT**

I report on the accounts of the trust for the year ended 31 December 2017 which are set out on pages 4 to 6.

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 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiners 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 the 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 examiners statement

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 section 130 of the Charities Act;

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met ; or

(2) to which, in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....

A C Howell FCA

.....

Date

**LITTLE MELTON COMMUNITY TRUST
YEAR ENDED 31 DECEMBER 2017
STATEMENT OF FINANCIAL ACTIVITIES**

Village Hall Running Account		2017		2016	
		£	£	£	£
Income					
Hall hire	Badminton	670.00		800.00	
	Playgroup	4,587.00		4,801.75	
	Meltonians	131.25		120.00	
	Parochial Church Council	355.00		0.00	
	Short mat bowls	1,800.00		1,925.00	
	Private hire	3,111.50		2,676.50	
	Fitness classes	2,469.00		2,883.00	
			13,123.75		13,206.25
	Village show		612.60		529.15
	Miscellaneous		80.00		0.00
	Bank interest		2.59		6.26
	Total income for the year		<u>13,818.94</u>		<u>13,741.66</u>
Expenses					
	Water	532.76		404.27	
	Insurance	645.23		582.99	
	Electricity	3,480.40		3,427.07	
	Cleaners wages	1,519.00		2,262.25	
	Cleaning materials	395.52		483.09	
	Telephone	0.00		131.67	
	Repairs and renewals	3,872.55		1,694.15	
	Village show expenses	345.47		317.20	
	New equipment	0.00		440.00	
	PRS charges	329.64		315.74	
	Miscellaneous	399.61		97.19	
			11,520.18		10,155.62
	Net income / (expenditure)		<u>2,298.76</u>		<u>3,586.04</u>
	Reserves brought forward		19,806.88		16,220.84
	Reserves carried forward		<u><u>22,105.64</u></u>		<u><u>19,806.88</u></u>

**LITTLE MELTON COMMUNITY TRUST
YEAR ENDED 31 DECEMBER 2017
BALANCE SHEET**

	2017	2016
	£	£
Current assets		
Cash at bank	21,885.50	19,606.86
Cash in hand	220.14	200.02
	<u>22,105.64</u>	<u>19,806.88</u>
Funds		
Unrestricted	22,105.64	19,806.88
	<u>22,105.64</u>	<u>19,806.88</u>

Approved by the trustees on 5 March 2018 and signed on their behalf by:

..... J D Heaser

..... M Sutton

**LITTLE MELTON COMMUNITY TRUST
YEAR ENDED 31 DECEMBER 2017
NOTES TO THE ACCOUNTS**

1. Accounting policies

- a.** The accounts have been prepared on the receipts and payments basis in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" 2005.
- b.** The accounts do not include a cash flow statement because the charity as a small reporting entity is exempt from the requirement to prepare such a statement under Financial Reporting Standard No. 1.

2. Trustees remuneration and expenses

No remuneration or expense payments are made to the trustees for their services.