

HARBURN VILLAGE HALL SCIO
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31st. MARCH 2024

SCOTTISH CHARITY NO. SC049395

Trustees' Annual Report - Year ended 31st. March 2024

The trustees present their annual report and accounts for the Harburn Village Hall SCIO for the year ended 31st. March 2024

Reference and Administrative Information

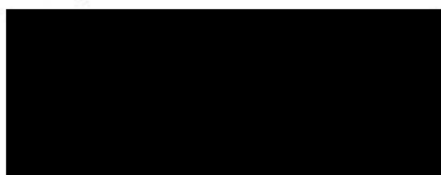
Charity Name	Harburn Village Hall SCIO
Charity Registration Number	SC049395
Contact Address	Harburn Village Hall Harburn West Calder West Lothian. EH55 8RF

Trustees and Principal Office-bearers

Chairperson:
Treasurer:
Secretary:
Trustees:



Independent Examiner



Bankers

Royal Bank of Scotland
4 Almondvale South
Livingston
West Lothian.
EH54 6MB

Structure, Governance and Management

Governing Document

The Harburn Village Hall charity is a SCIO first registered June 2019 and is administered in accordance with its constitution. The Harburn Village Hall SCIO replaced the Harburn Village Hall Association a charity originally formed in November 1988

Recruitment and Appointment of Trustees

Members of the Harburn Village Hall appoint the Board and those serving on the board are referred to as the Charity Trustees. The total number of charity trustees per the constitution is 13. No more than 7 shall be trustees elected at each AGM and no more than 6 shall be co-opted trustees. At each AGM all charity trustees appointed by the members shall retire from office but will be eligible for re-election. The charity trustees must elect from among themselves a chairman, treasurer and secretary all of whom will cease to hold office at the conclusion of the AGM, but then may be re-elected by the charity trustees.

Organisational Structure

The Harburn Village Hall charity trustees meet at least every quarter to review and consider the charities activities and financial matters.

Charity Purpose

The charity purposes are:

- a) to operate and manage Harburn Village Hall as a community facility
- b) to utilise Harburn Village Hall for the provision of facilities in the interests of social welfare, recreation and other leisure time occupation so that the conditions of life for the inhabitants of Harburn and the surrounding district may be improved.

Report from the Chairman

It seems no time at all since I was tasked to pen the previous report, and now I find myself writing this Annual Report to advise the 2024 AGM of the developments at the Harburn Village Hall.

It is the task of HVH SCIO Trustees to operate and manage Harburn Village Hall as a community facility for "... the purpose of pursuing interests in social welfare, recreation and other leisure time occupations ..." . This report records your Trustees endeavours to deliver that responsibility.

The reporting year began last September with a concert to Celebrate the Centennial of the Hall given by Hannah Rarity, Scottish Young Traditional Musician of the Year, playing to sell out Hall.

Throughout the reporting period of the last twelve months as a SCIO we have remained financially stable. This has been possible because of revenue from a continued high level of usage, and to a grant of £10,000 from the West Calder and Harburn Community Development Trust, whose support for our Village Hall we gratefully acknowledge.

Positive feedback from Hall users indicates a high level of satisfaction with the facilities, and the Trustees are committed to investing in improving the quality of the facilities at the Hall. To this end improvements have been made to the lighting both within and out with the Hall, in addition to the landscaped areas surrounding the Hall. Further improvements will be undertaken based upon feedback from the community at large as well as Hall users, some of which have already been identified.

A well established calendar of successful community social events are hosted in the Hall, some act as direct fundraisers, whilst others are staged on a not for profit basis simply to serve as a vehicle to foster community spirit by bringing the community together in a social setting. These events include The Ne'er Day Brunch, Burns Supper, Quiz Night, Summer BBQ, Ceilidh, Craft Fair and the most recent addition of The St Andrew's Night Dinner.

As mentioned earlier the Hall's financial stability is based upon income from both regular and 'one off' hires from charitable organisations and associations, local businesses and individuals from both within and outwith the Harburn community. These include the Harburn Players [spring play & Christmas Panto]; SWI [monthly meetings]; Lunch Club [weekly meeting]; Dedridge Good Neighbour Network Scio [events]; Local businesses [fitness / yoga / training / meetings]; Individuals [celebrations of birthdays / anniversaries / weddings / special events].

The Trustees are also able to provide concessionary rates to community organisations and individuals. Over the last year we have waived fees for individuals organising community events; SWI meetings; funeral teas; and offered reduced rates to a Scout camp. Trustees provided match funding of the WLC Grant for the Lunch Club Christmas outing.

In addition to the above your Trustees must ensure that the SCIO remains OSCR compliant. To that end a document defining eligibility was prepared and will be subject to ongoing review to ensure that it remains fit for purpose.

To conclude I'd like to acknowledge the work of your Trustees for their dedication and time, in particular Secretary Louise and Treasurer Joe who – 24 x 7 – quietly and efficiently ensure that the Hall is fit for purpose. I hope to see you next month at the AGM on the 19th of September 2024.

Allan MacLaughlan, Chair, August 2024

Plans for the Future

Looking at 2024 and beyond the Trustees will;

- Continue to maintain and develop the Village Hall to ensure continuity of its valued availability to the Harburn community. As of June 2024 new grant funding has been secured to enhance village hall amenities, this includes a sound system, hearing aid loop system, audio visual system, outdoor furniture and replacement chairs.
- Review community events and consider what these should be, how they should be managed and how best to ensure good value and good participation within the community.
- Continue focusing on growing stable income streams to ensure the Village Hall builds unrestricted reserves and becomes financially sustainable.
- Continue to grow Hall membership within Harburn and the surrounding areas.

Financial Review

The Harburn Village Hall SCIO's Annual Report and Accounts have been prepared under the fully accrued/SORP compliant accounts - The Statement of Recommended Practice - Accounting and Reporting by Charities.

The Harburn Village Hall SCIO made a deficit of £13,358 (2022/2023 deficit £21,167) in the year with incoming resources totalling £23,571 (2022/2023 £15,080).

Income from grants and donations amounted to £11,624 (2022/2023 £4,407), from fundraising £4,079 (2022/2023 £1,822) and from charitable activities £7,321 (2022/2023 £8,354).

Restricted grants amounting to £877 were received from West Lothian Council to support Harburn Village community programmes.

Operational expenditures in the year amounted to £36,929 (2022/23 £36,247) this included one-time expense of £4,438 in support of continued Village Hall development and amortisation of £15,964 primarily attributable to capitalised expenditure on leasehold alterations.

Reserves Policy

The Trustees have considered the reserves required and aim to maintain free reserves in unrestricted general funds at a level which equates to three months of expenditure on general charitable activities, excluding depreciation of tangible assets. Based on current run rates for general unrestricted net expenditures the Trustee consider the ideal level of reserves as of 31st March 2024 to be £2,500. The balance held on reserves as of 31st March 2024 is £221,748 of which £7,537 are general unrestricted, excluding fixed assets free general funds at this date are negative at £2,183.

Statement of Trustees' Responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. 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 being 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 operational existence.

Statement of Trustees' Responsibilities (continued)

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf:


Treasurer Date 19-9-24

HARBURN VILLAGE HALL
SCO49395

INDEPENDENT EXAMINER' REPORT

For the Year ended 31st March 2024

I report on the accounts of the charity for the year ended 31st March 2024.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and
Regulation 4 of the 2006 Accounts Regulations and
to prepare accounts which accord with the accounting records and comply with
Regulation 8 of the 2006 Accounts Regulations
have not been met or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper
understanding of the accounts to be reached.

19/9/24

Statement of Financial Activities
Year ended 31st. March 2024

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	Note	General Funds 2023-2024 £	Designated Funds 2023-2024 £	Restricted Funds 2023-2024 £	TOTAL 2023-2024 £	TOTAL 2022-2023 £
<u>Income from:</u>						
Generated funds						
Grants & Donations	1	10,748	0	877	11,624	4,407
Activities for generating funds	2	4,079	0	0	4,079	1,822
Charitable activities	3	7,321	0	0	7,321	8,354
Other	4	547	0	0	547	497
<u>Total Income</u>		22,694	0	877	23,571	15,080
<u>Expenditure on:</u>						
Generating funds	5	3,611	0	0	3,611	1,854
Charitable activities	5	16,830	627	15,660	33,118	34,193
Governance costs	5	200	0	0	200	200
<u>Total Expenditure</u>		20,641	627	15,660	36,929	36,247
Net Surplus / (deficit) - Net movement in funds		2,052	(627)	(14,784)	(13,358)	(21,167)
Total funds brought forward	13	5,327	10,035	219,745	235,107	256,275
Transfer to General Funds		159	0	(159)	0	0
<u>Total funds carried forward</u>	13	7,537	9,408	204,803	221,748	235,107

Balance Sheet**As at 31st. March 2024**

	Note	2023-2024 £	2023-2024 £	2022-2023 £	2022-2023 £
Fixed Assets / Leasehold Alterations					
Fixed Assets, Leasehold Alteration:	7	222,199		238,163	
			<u>222,199</u>		<u>238,163</u>
Current Assets					
Debtors & Accrued Income	8	711		884	
Prepaid Expenses	8	1,283		1,502	
Bank and Cash	11	4,823		6,606	
			<u>6,816</u>		<u>8,992</u>
Less Creditors					
Falling due within 1 year	9		3,010		5,842
Net Current Assets			<u>3,806</u>		<u>3,150</u>
Less Creditors					
Falling due in more than 1 year	10		4,257		6,206
Net Assets			<u><u>221,748</u></u>		<u><u>235,107</u></u>
Unrestricted Funds					
General funds	12	7,537		5,327	
Designated funds	12	9,408		10,035	
			<u>16,945</u>		<u>15,362</u>
Restricted funds	12		<u>204,803</u>		<u>219,745</u>
Total Funds			<u><u>221,748</u></u>		<u><u>235,107</u></u>

The accounts were approved by the trustees of the Harburn Village Hall SCIO on 19th September 2024

For and on behalf of the Harburn Village Hall SCIO

.....

Chairman

.....

Treasurer

Harburn Village Hall SCIO

Accounting Policies

The principal accounting policies, which have been applied in dealing with items which are considered material to the accounts, are set out below.

The charity has adopted the requirements of the Statement of Recommended Practice : Accounting and Reporting by Charities (issued February 2005).

Basis of preparation

The accounts have been prepared in accordance with applicable accounting standards and under the historical cost convention and in accordance with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Statement of Recommended Practice : Accounting and Reporting by Charities (2005).

Funds

Funds are classified as either unrestricted funds or restricted funds, defined as follows.

Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objectives of the charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund. In the year to end March 2024 there was no transfers from unrestricted reserves to designated reserves.

Restricted funds are funds subject to specific requirements as to their use declared by the donor or with their authority or created through legal processes, but still within the wider objectives of the charity.

Income

All income is included in full in the Statement of Financial Activities in the period to which the charity is entitled to the income. Grants and donations are recognised on receipt either as unrestricted or restricted funds according to the terms under which the grant or donation is made and when the amount can be quantified with reasonable certainty.

Expenditure

Expenditure is recognised on an accruals basis as the liability is incurred.

Fixed Assets, Leasehold Alterations

The charity has the right to occupy and use for its charitable objectives The Harburn Village Hall. Any expenditure incurred on the repair and maintenance of the village hall is charged as resources expended in the Statement of Financial Activities in the period in which the liability arises.

Fixed assets having a cost to the charity of over £250 and a useful life of at least four years are capitalised. Depreciation is provided on a straight-line basis to write off the cost or initial value over the estimated useful life, leasehold alterations capitalised will be written off over the life of the lease.

There was no new capitalised expenditures in year to 31st March 2024.

Taxation

The Harburn Village Hall SCIO is recognised as a charity for the purposes of applicable taxation legislation and is therefore not subject to taxation on its charitable activities. The charity is not registered for VAT and resources expended therefore include irrecoverable input VAT.

Harburn Village Hall SCIO

Notes forming part of the financial statements for the year ended 31st March 2024

	General Funds	Designated Funds	Restricted Funds	Total	Total
	2023-2024	2023-2024	2023-2024	2023-2024	2022-2023
	£	£	£	£	£
1 Grants and Donations					
West Lothian Council	0	0	877	877	941
West Calder & Harburn Development Trust	10,000	0	0	10,000	0
The Levenseat Trust	0	0	0	0	0
Adapt & Thrive Communities Recovery Plan	0	0	0	0	0
Rural Communities Scotland	0	0	0	0	2,903
Donations and Other	748	0	0	748	563
Sub-total	10,748	0	877	11,624	4,407
2 Activities for Generating Funds					
Regular Fundraising Activities	4,079	0	0	4,079	1,822
Other	0	0	0	0	0
Sub-total	4,079	0	0	4,079	1,822
3 Income from Charitable Activities					
Village Hall Rentals	7,321	0	0	7,321	8,354
Other	0	0	0	0	0
Sub-total	7,321	0	0	7,321	8,354
4 Other Incoming Resources	547	0	0	547	497
Total Income	22,694	0	877	23,571	15,080
	General Funds	Designated Funds	Restricted Funds	Total	Total
	2023-2024	2023-2024	2023-2024	2023-2024	2022-2023
	£	£	£	£	£
5 Analysis of Resources Expended					
Costs of Generating Funds					
Fundraising Expenses	3,611	0	0	3,611	1,854
	3,611	0	0	3,611	1,854
Charitable Activities					
Maintenance and repairs	6,854	0	342	7,196	3,449
Electricity and heating	3,225	0	0	3,225	3,649
Rent	1,000	0	0	1,000	1,000
Insurance	1,319	0	0	1,319	1,264
Cleaning services	1,667	0	0	1,667	1,343
Professional fees	0	0	0	0	2,862
Grant related expenditure	0	0	866	866	3,354
IT & Broadband	296	0	446	741	821
Community hall lets funded	418	0	0	418	0
Grants and Donations	201	0	0	201	0
Depreciation / Amortisation	1,330	627	14,007	15,964	16,006
Other	520	0	0	520	445
	16,830	627	15,660	33,118	34,193
Governance Costs					
Ind. Examiner's / Audit Fees	200	0	0	200	200
	200	0	0	200	200
Total Expenditure	20,641	627	15,660	36,929	36,247
Net Income / (Expenditure)	2,053	(627)	(14,784)	(13,358)	(21,167)

6 Trustee Remuneration and Related Party Transactions

During the year, no trustees received payment for providing services to the charity.

7 Fixed Assets / Leasehold Alterations

	Leasehold Alterations £	Hall Equipment £	Total £
Cost			
As at 1st. April 2023	261,720	6,189	267,909
Additions	0	0	0
Disposals	0	0	0
As at 31st. March 2024	261,720	6,189	267,909
Accumulated Depreciation			
As at 1st. April 2023	28,210	1,537	29,746
Charge for year	15,337	627	15,964
Eliminated on Disposals	0	0	0
As at 31st. March 2024	43,546	2,164	45,710
Net Book Value			
As at 31st. March 2024	218,174	4,025	222,199
As at 31st. March 2023	233,510	4,652	238,163

8 Debtors & Prepayments

	31/03/2024 £	31/03/2023 £
Debtors	35	546
Accrued Income	676	339
Prepaid expenses	1,283	1,502
	1,994	2,386

9 Creditors, payable in less than 1 year

	31/03/2024 £	31/03/2023 £
Creditors	20	20
COVID Bounce Back Loan	1,890	1,890
Accrued Expenditure	1,100	3,932
	3,010	5,842

10 Creditors, payable in more than 1 year

	31/03/2024 £	31/03/2023 £
COVID Bounce Back Loan	4,257	6,206
	4,257	6,206

11 Bank and Cash Balances

	31/03/2024 £	31/03/2023 £
Current Account	4,823	6,606
Cash on Hand	0	0
	4,823	6,606

12 Analysis of Net assets

	General Funds £	Designated Funds £	Restricted Funds £	Total £
Fixed Assets / Leasehold Alterations	9,720	9,408	203,070	222,199
Current Assets	2,074	0	1,733	3,807
Long Term Liabilities	(4,257)	0	0	(4,257)
TOTAL NET ASSETS AS AT 31/3/2024	7,537	9,408	204,803	221,748

13 Movement in Funds

	As at 1st. Apr. 2023 £	Incoming Resources £	Outgoing Resources £	Transfers £	As at 31st. Mar. 2024 £
Restricted Funds					
West Lothian Development Trust	66,667	0	(4,167)	0	62,500
West Lothian LEADER	95,387	0	(5,962)	0	89,425
West Calder & Harburn Development T	8,889	0	(556)	0	8,333
The Levensseat Trust	24,389	0	(1,500)	0	22,890
Adapt & Thrive Communities Recovery	21,248	0	(2,101)	0	19,146
Rural Communities Scotland	3,017	0	(509)	0	2,508
West Lothian Council	149	877	(866)	(159)	0
Total Restricted Funds	219,745	877	(15,660)	(159)	204,803
Unrestricted Funds					
General	5,327	22,694	(20,642)	159	7,537
Designated	10,035	0	(627)	0	9,408
Total Unrestricted Funds	15,362	22,694	(21,269)	159	16,945
Total Funds	235,107	23,570	(36,929)	0	221,748