

The Trustees
Kingston Reading Room Trust
c/o Pauline Deschamps
2 Overlangs
Kingston

08 March 2018

Re Examination of Accounts for the year to 31 January 2018

I have carried out an independent examination of the Receipts and Payments Accounts of the Kingston Reading Room charity (the Trust) following the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act) and attach my signed Report together with the accounts.

Whilst no material matter has come to my attention that I need to disclose in the Report, I have noticed some issues that, whilst I have decided that they are not material to the accounts, I bring to the attention of the Trustees:

1. I note, from your Treasurer's report to the 2017 AGM, that there may still be some misunderstanding about the legal title to the Reading Room land and buildings.

From a review of the documentation held by the Parish Clerk in March 2017, it was clear that the Reading Room is owned by the Trust. This is supported by a report dated 27 February 1992 by Nash & Co, and various conveyances and is the reason for listing the Reading Room land and buildings as an asset in the Trust's accounts.

I understand that the Land Registry records the Parish Council as the owner and would recommend that this should be amended to ensure that the terms of Trust Deed are protected, in particular clauses 23 and 24 which deal with the sale of the Reading Room.

The Parish Council, as the sole remaining trustee under the Trust Deed, owns the Trust and hence the Reading Room. This allows the Council's VAT status to be used for Trust expenditure.

2. Receipts and Payments accounts should include all the gross receipts and payments of all the activities of the Trust during the period and the assets and liabilities of all the activities of the Trust at the accounting date.

The 200 Club is an activity of the Trust and all transactions and balances are included in the accounts for 2017/18, but for 2016/17 this is restricted to transactions between the 200 Club and the Treasurer. The result is that the accounts understate the 2016/17 receipts and payments by an estimated £280.

Please pass on my thanks to Peter Hanford for dealing with my many queries and for his accurate and well organised accounting records, which made my examination of the Accounts so easy.

Yours sincerely

Alan Coleman-Smith, BSc, FCA.

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
KINGSTON READING ROOM

On accounts for the year
ended

31 JANUARY 2018

Charity no
(if any)

300882

Set out on pages

Pages 1 and 2 attached

(remember to include the page numbers of additional sheets)

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 (the Charities Act) 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
examiner's statement

My examination was carried out in accordance with 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 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 examiner's
statement

In connection with my examination, no matter has come to my attention (~~other than that disclosed below~~*)

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 Charities Act; and
 - 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Azan Coleman - Smith

Date:

2/3/18

Name:

AZAN COLEMAN - SMITH

Relevant professional
qualification(s) or body
(if any):

FCA

Address:

TEWKESBURY, KINGSTON, DEVON

Kingston Reading Room
Receipts & Payments Account : Year Ended 31 January 2018

Page 1

Receipts	2017-18		2016-17	
	£	£	£	£
Hall Rents:				
Residents' private hire	480.00		388.00	
Non Residents	605.00		920.00	
Bowls Club	754.00		704.00	
Art Group	246.00		252.00	
Bands & KEG	174.00		312.00	
Church	42.00		24.00	
History Society	42.00		42.00	
Pilates	280.00		310.00	
Community Cinema	90.00		36.00	
Playgroup : Stay & Play	222.00		166.00	
Craft Evenings	91.00			
Gardening Club			13.00	
		3,026.00		3,167.00
Morning Market:				
Commision	770.89		539.46	
Books	76.45		102.12	
Teas/coffees	245.08		236.49	
Ted's Corner Shop	200.50		100.00	
Christmas & other sales	84.56		125.85	
		1,377.48		1,103.92
Fund Raising:				
Grand Draw and Fun Day	[Note 1]	1,446.53		1,598.51
200 Club	[Note 2]	2,080.00		1,720.00
Bingo Night		200.00		
Other Income:				
Donations		1,330.00		75.00
Village Christmas Card		125.00		106.21
Bank Interest		44.62		35.50
Concert ticket sales		679.00		388.70
Gift Aid Tax Repayments		385.00		
PA Hire				30.00
Pantomime 2016				150.00
		10,693.63		8,374.84
Restricted Funds:				
Restricted Grant	[Note 3]	1,000.00		400.00
		<u>£11,693.63</u>		<u>£8,774.84</u>

Payments	2017-18		2016-17	
	£	£	£	£
Utilities:				
Electricity	337.29		333.48	
Water	192.33		195.49	
Heating Oil	454.61		681.98	
		984.23		1,210.95
Services:				
Caretaking	1,186.00		1,186.00	
Window cleaner	132.00		156.00	
Fire extinguisher service	66.48		66.48	
Boiler service	112.20		87.00	
Garden Tidy	75.00		30.00	
Deep clean			260.00	
		1,571.68		1,785.48
Building Maintenance:				
New Lock and Keys	219.38			
Electrical Repairs and Renewals	61.76			
New Door & Frame	238.00	[Note 4]		
Painting and Decorating	1,333.00	[Notes 3 & 4]		
		1,852.14		2,125.22
New Purchases:				
New Platform (staging)	566.40			
Dehumidifier	270.00			
Racking	334.70			
		1,171.10		
Other costs:				
200 Club Prizes	1,020.00		740.00	
Grand Draw and Fun Day	286.03		306.03	
Insurance	524.15		519.84	
Subscriptions & licences	187.60		184.00	
Printing /Postage/Stationery	17.78		19.84	
Concert costs	654.33		380.00	
Consumables & Replacments	193.00		410.00	
		2,882.89		2,559.71
		8,462.04		7,681.36
Net Surplus Receipts over Payments		3,231.59		1,093.48
		<u>£11,693.63</u>		<u>£8,774.84</u>

Kingston Reading Room
Statement of Assets & Liabilities as at 31 January 2018

Page 2

	2017-18	2016-17
Reading Room land and buildings at Insurance Valuation	<u>£278,512</u>	<u>£267,800</u>
	£	£
Opening bank and cash balances	6,167.64	5,074.16
Add: Net Surplus Receipts over Payments	3,231.59	1,093.48
	<u>9,399.23</u>	<u>£6,167.54</u>
Represented by:	£	£
Bank and cash balances at year end:		
Current Account	517.08	2,171.21
Deposit Account	8,614.19	3,569.57
Cash in hand	267.96	426.86
	<u>£9,399.23</u>	<u>£6,167.64</u>

Notes to Accounts

- [1] The Grand Draw ticket sales totalled £1,210.50 (2016-17 : £1,309) and raised £1,010 net [2016-17 : £1,109] including ticket sponsorship of £76
- [2] Subscriptions to the 200 Club in its financial year to 31 October 2017 totalled £2,080 (2015-16 : £2,000) which provided monthly draw prizes totalling £1,040 (2015-16 : £1040) and a net surplus for Reading Room funds of £1,040 (2015-16 : £960)
 There is an ongoing future liability of £85 a month minimum for 200 Club prizes
- [3] The Restricted Fund receipt of £1,000 was from Tesco's Bags of Help community award restricted to the cost of painting and decorating the hall which was completed in January 2018 costing £1,333 (2016-17 : Restricted Fund Grant receipt of £400 from SHDC spent on new porch)
- [4] The cost of the new door and frame (£238) and the materials for painting the hall (£133) were paid by Kingston Parish Council and reimbursed by donations from Reading Room funds

Signed:
Peter Hanford
Treasurer