

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

18 May 2018

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 24 MAY 2018 at 7.00 pm.

Andy Jeffery
Town Clerk

Committee Members: Councillor Reynolds – Chairman
Councillor K Walden – Vice Chairman

Councillor P Martin
Councillor Poulter
Councillor Wheatley
Councillor A Bott
Councillor S Bott
Councillor Welland
Councillor Bolton
Councillor Purkiss
Councillor Follows

Councillor Gordon-Smith
Councillor Cosser
Councillor T Martin
Councillor Hunter
Councillor Noyce
Councillor Pinches
Councillor Gray
Councillor Wainwright

AGENDA

1. ELECTION OF CHAIRMAN

To receive nominations for the Chairman of the Committee and to elect said Chairman.

2. ELECTION OF A VICE-CHAIRMAN

To receive nominations for the Vice-Chairman of the Committee and to elect said Vice-Chairman.

3. MINUTES

To approve as a correct record the minutes of the meeting held on the 12 April 2018, a copy of which has been circulated previously.

4. APOLOGIES FOR ABSENCE

5. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman to allow members of the public to ask the Council questions, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

6. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

7. APPLICATIONS FOR GRANT AID

Information:	£
2018/2019 Grants Budget	58,000.00
Allocations this year to date	43,328.00
Balance available for allocation	14,672.00
<hr/>	
2018/19 General Grant Fund Allocation	20,000.00
General Grant Fund grants to date 2018/19 (including Grant Aid in Kind)	10,328.00
General Grant Fund applications this meeting	2,000.00
Balance unallocated if applications agreed	7,672.00
<hr/>	
2018/19 SLA Fund Allocation	33,000.00
SLA Fund grants to date 2018/19	33,000.00
Balance unallocated	0.00
<hr/>	
2018/19 Council Community Fund Allocation	5,000.00
Council Community Fund applications this meeting	590.00
Balance unallocated if applications agreed	4,410.00
<hr/>	
Total balance unallocated if applications agreed	<u>12,172.00</u>

Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members.

General Grants Fund:

Deferred from last meeting:

The Clockhouse

£2,000 is applied for to assist with the costs of replacing 3 fire/security doors.

Previous Grants: None

Note: *The Memorandum of Association of the The Clockhouse will be available for Members to view on the agendas page of the Town Council Website and will be tabled in the Council Chamber 30 minutes before the meeting.*

Members requested clarification on a number of points,

1. The number of members living in postcode GU7 is 145 comprising 29 regular attenders (every week at least once and staying for lunch) and 123 who come to The Clockhouse on an irregular basis to use the facilities; chiropody, hairdressing, reflexology, Pilates, exercise sessions, balance and falls awareness sessions, computer classes etc.

2. Witley, Elstead and Chiddingfold Parish Councils have for many years been very generous with their financial support of The Clockhouse. Elstead has granted £1,500 for the doors project and £1,000 was granted by Chiddingfold recently for general purposes, Witley has not be asked for funding for the doors as the Parish Council has in recent times donated

funds for carers, the lighting project plus £5,000 for a replacement minibus. It is felt that it was too soon to request a further grant from Witley PC.

This is the first time The Clockhouse has requested a grant from the Godalming Town Council.

Council Community Fund:

Community Planting

£500 is requested from Community Gardeners for the Town Council to purchase plants, shrubs and bulbs for planting at the town side of the approach to Boarden Bridge. This application is made following an approach by residents the day after the opening of the bridge as they feel that appropriate planting in this area would enhance the work already undertaken by the Council. The residents would design the scheme, assist in clearing the nettles and weeds and carry out the planting (GTC would have to arrange support for this in way of green waste disposal and transport). The requested funds would be for the purchase of the plants, shrubs and bulbs. The proposed planting scheme created by residents is attached for the information of Members.

Green Oak School

Given the exceptional circumstances the school has recently experienced, £90 is requested to defer the cost of marquees for use at Green Oak School summer fete.

8. **COMMITTEE WORK PROGRAMME**

The Committee's work programme is attached for the information of Members.

9. **ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS**

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

10. **BUDGET MONITORING**

Members to consider a budget monitoring report 30 April 2018 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	5,704 u/s	233 o/s
Civic Expenses	118 o/s	0
Town Promotion	130 o/s	0
Staycation	0 o/s	0
Festivals & Markets	1,153 u/s	0
Christmas Lights	38 u/s	0
Fireworks Night	657 u/s	0
Neighbourhood Plan	550 o/s	0
BWP Community Centre	3,017 u/s	0

Pepperpot	545 u/s	0
The Square	0 o/s	0
Allotments	666 o/s	0
Wilfrid Noyce Community Centre	4,321 u/s	0
Bandstand	691 o/s	0
Godalming Museum	218 u/s	0
Land & Property Other	3,147 u/s	0
TOTAL	16,645 u/s	233 o/s

Members to note that the monitoring report shows a current variance of £16,645 underspent against budget. £5,000 of this underspend relates to Insurance, where the Council entered into a new contract at a much better rate. The remaining variance is timing related.

Members to note that we already have significant pressure against our Professional Fees budget of £10,000 for the year. Expenditure already committed against this budget includes:

- £2,000 for the appointment of the Data Protection Officer (Min 460-17 refers);
- £3,024 for retained HR Services (Min 113-16 refers);
- Approximately £4,000 for Surveyor to revalue Council buildings for insurance purposes (Min 324-17 refers);
- £1,250 for Legal Fees regarding the leases of Public Conveniences (Min 243-17 refers);
- £391 for The Square lease assignment (Min 500-17 refers) - (to be reclaimed from the Head Leaseholders); and
- £2,860 for Surveyor to act on the Council's behalf regarding the Wilfrid Noyce Centre defective roof. However, we will be claiming this amount back from Gee Construction.

If required, the Professional Budget will be adjusted at Revised Estimates.

11. PLANNING MATTERS

WBC Local Plan Part 2 – Consultation

Members will wish to note that WBC will be holding a presentation to all town and parish councils on **4 June at 7pm** on the Local Plan Part 2. The meeting will focus on the policies and the reasoning behind them, with an opportunity to ask officers about them. While the development management policies will be the focus of the meeting, WBC will be discussing all aspects of Local Plan Part 2.

The meeting will take place in the Council Chamber. WBC would like to invite Clerks and up to 2 Members from each parish to this presentation. Members are requested to agree the attendance at this presentation. A fuller briefing regarding the presentation is attached for the information of Members.

Article 4 Direction

Members are requested to indicate whether they agree that the Town Clerk submits a letter to Waverley Borough Council seeking the following action:

Godalming Town Council requests that Waverley Borough Council, as the planning authority for Godalming issues an Article 4 Direction under The Town and Country Planning (General Permitted Development) (England) Order 2015 Section 4 (1) to prevent a change of use under Schedule 2, Part 3 (Change of Use) Class O – Offices to Dwelling houses of the Act, for the area listed below, on the grounds that it is expedient that development should not be carried out unless permission is granted for it on an application.

Station Road, Station Approach and Mill Lane, Godalming

Godalming Town Council further request that Waverley Borough Council as the Planning Authority issue the Article 4(1) directions under Schedule 3 of the Act - Procedures for Article Directions – paragraph 2 - Procedure for article 4(1) directions with immediate effect.

12. GDPR – POLICIES

Members to consider the following policies (attached for the information of Members) required for Godalming Town Council to comply with the requirements of the General Data Protection Regulations. If approved, Members are requested to recommend the policies for adoption by Full Council.

- Document Retention Policy
- Information Data Protection Policy
- Removable Media Policy

13. FARNCOMBE INITIATIVE

Members to receive a report from the Chairman of the Farncombe Initiative on the work of the Initiative since the last report to this Committee of 25 May 2017 (copy of the report is attached for the information of Members).

14. BOARDEN BRIDGE

On completion of the rebuild of Boarden Bridge, it was discovered that the fencing providing the safety barrier between the approaches to the bridge and the River Wey were in danger of collapse, this posed an imminent risk to life, especially as the newly completed bridge was attracting unauthorised visitors trying to cross it prior to its official opening on 8 May. Although the opening could have been delayed, the nature of the site meant that it would have been almost impossible to prevent unauthorised access. As such, the Town Clerk felt that for health and safety reasons immediate works were required to make the approaches to Boarden Bridge safe at a cost of £2,970. It was initially anticipated that this cost would have been contained within the contingency sum for the bridge, however, due to the need to replace the bearers between the bridge piers, SCC countryside access had already committed that sum. Therefore, Members are asked to approve the funding of this expenditure from the Land & Property Maintenance Reserve, the current balance of which is £25,750.

15. VEGETATION CLEARANCE FUNDING

As part of Surrey County Council's Localism agenda and with the agreement of Cllr Rivers, Surrey County Councillor for Godalming North, an allocation of £6,500 for 2018/19 has been made to Godalming Town Council to fund vegetation clearance works adjacent to the highway/public footpaths.

Tasks identified to be conducted against this funding are required to undergo due process to ensure that the areas in question are in the 'public realm' as opposed to the responsibility of a private landowner. The most significant task identified to date is to alleviate the flooding of Chalk Road opposite Old Station Way, which is caused by a blocked outflow pipe onto the Lammes Lands requiring the clearance of the original spillway. Other works include the raising of the canopy overhanging the footpath on the right hand side of Eashing Lane (from Portsmouth Road to Aarons Hill) and cutting back of hedges on Footpath 42 (Elizabeth Road to More Road) in Farncombe.

Members will be informed of any emerging works within their wards.

Godalming Town Council will be required to submit potential works to SCC for the reasons stated above and to submit details of expenditure against this fund at year end.

16. BUSINESS PLAN WORKING GROUP

Members to receive a report from the Chairman of the Business Plan Working Group (copy of report attached for the information of Members) and to consider the outcome document for approval for recommendation for adoption by Full Council (electronic version of document distributed to Members, hardcopy to be tabled at the meeting).

17. WILFRID NOYCE CENTRE PROJECTORS

Although originally intended to be provided with a built in digital AV system supporting HDMI outputs, the Oglethorpe Hall, which opened in October, is currently being supported by an analogue portable projector that only supports VGA systems, which is not an ideal or practical long term arrangement due to the increasing obsolescence of VGA output devices. The intention was to transfer the Casio projector from the Caudle Hall to the Oglethorpe (along with associated wiring and ceiling mount) and replace the projector in the Caudle Hall with a more appropriate projector to make best use of the screen. Unfortunately, this did not materialise in financial year 2017/18 due to available funds having to be used for security measures.

However, Officers have been taking advice from the Godalming Film Society regarding a suitable projector for the Caudle hall that will provide for both showing of films and for presentations and have identified Panasonic PT-VZ580 at a cost of £944 plus installation. The aim would be to install this into the Caudle Hall and move the existing projector onto a ceiling mount in the Oglethorpe Hall. Although there are many other types of projectors available ranging from a few hundred pounds to over £20,000, it is felt that this projector provides the best compromise between cost and the range and number of uses required in the Caudle Hall.

In order to make the best use of the venue and to provide the greatest versatility some modifications will need to be made. In order to make use of the full dimensions of the motorised projection screen and to allow all members of the audience to see the bottom of the projection, the projector screen will need to be raised to the highest physical position achievable, however in order to do this the suspended lighting will also need to be raised along with the lighting bar housing the projector. Although time consuming, this is achievable and from the advice received will greatly enhance the audience experience. Additionally two additional speakers are needed to be fitted to remove a 'dead spot' in the auditorium.

The cost of modifications being in the region of £1,680 based on works taking no longer than 37 hours.

Members are requested to approve expenditure against WNC revenue.

18. WILFRID NOYCE CENTRE INTERNAL DECORATION

Members will be aware of the intensive use of the Wilfrid Noyce Centre by a wide range of community groups, commercial users and residents since its re-opening in 2016. It is pleasing to report that the fabric of the building, its fixtures and fittings are holding up well to the much higher than expected demand placed upon them. However, it is important that the internal fabric of the building is maintained to a high standard.

The Wyatt Room has already been redecorated once since the opening, with the main Caudle Hall approaching the point where that will also require repainting of the walls and woodwork. Officers wish to seek the Committee's guidance on whether Members wish to defer internal decoration works until a decision on the issue of an in-house maintenance

provision is made by the Council or whether Members wish Officers to proceed with this work in advance of any such decision.

19. INTERNAL REFURBISHMENT OF THE PEPPERPOT

Members who use The Pepperpot for meetings will be aware that the internal decoration of the building is in need of refurbishment. The internals of the building have reached the point where not to undertake some of the required works will mean that The Pepperpot meeting room would have to be shut.

Essential works have been identified along with works needed to be able to offer Godalming businesses a modern meeting and training room. Unlike the Oglethorpe Hall which is a multi-purpose facility that caters for uses ranging from dance and yoga to business meetings, Offices believe that an internal refurbishment of the Pepperpot should primarily be aimed at two markets, the first, by creating a suitable environment which will meet the needs of SME's is the external business market. With the second being the Council's own internal need to enhance the educational provision of Godalming Museum by providing a safe classroom environment for visiting school groups.

Although limited by its iconic and listed status, challenging access and restrictive internal layout, Officers consider that, due to the support offered by The Peter Caudle Memorial Trust, the works identified could be undertaken in 2018 and request that Members agree that this project should be added to the Committee's work programme.

Additionally Members are asked to consider and approve:

- The internal refurbishment of The Pepperpot should be carried out sympathetically and in keeping with the buildings iconic status as the symbol of the town.
- The refurbishment should be aimed at providing a business meeting and training room with the capability to be used as an educational resource for Godalming Museum.
- Officers are to be authorised to approve works within the limits of the funding provided by The Peter Caudle Memorial Trust, using GTC financial regulations as the basis for any spending decisions.
- Officers are to report to this Committee, if having started works, any emerging issues indicate that additional project funding will be required.
- Officers are authorised to relocate current regular hirers of The Pepperpot to enable works to be conducted in a safe and expedient manner.
- Information boards are to be displayed within the Undercroft to inform residents of the works being undertaken.

20. GREEN WASTE COMPOUND

Members may be aware of an area of scrub land to the rear of Broadwater Park Community Centre between the Crinkle Crankle Wall and the palisade fence of Broadwater School playing field. Over the last two years this area has been cleared of self-seeded trees – mainly sycamores, and of fly tipped rubble and other waste. Officers wish to enclose this area with close board fencing and access gates in order to create a compound similar to that used by the rangers with the intention of creating a green waste compound.

As GTC increases its activity throughout the town, its need for green waste disposal increases. The most cost efficient method of green waste disposal is to allow it to rot down in order to reduce volume before using 'grab away' to remove from site.

The cost of providing a suitable compound is estimated at £2,800 for materials plus £1,500 labour. Members are requested to approve this expenditure to be set against Broadwater Park Community Centre revenue.

21. THE CLOSED CHURCHYARD OF GODALMING PARISH CHURCH

The Churchyard of Godalming Parish Church ceased to be the main burial ground of Godalming in 1859, and was eventually declared a closed churchyard. As such, responsibility for its maintenance and upkeep pass from the Church to the Local Authority. It is understood that the churchyard was maintained by the Godalming Joint Burial Committee until 1974 when the responsibility passed to Waverley Borough Council.

Members will be aware that there are mixed views within the community about the maintenance of the churchyard which many consider to be a gateway to the town. Many residents and visitors alike consider this area of the town to have one of the most visually appealing combinations of church spire, park, bandstand, bowling green, river and water meadows that can be enjoyed anywhere in England.

With many hectares of Llamas Land in the immediate vicinity and thousands of acres of greenbelt surrounding the town, there is an argument that the churchyard should be maintained to the same standards as the Phillips Memorial Park and that a few hundred square meters of 'living churchyard' does not provide any meaningful addition to the wildlife of the area.

Waverley Borough Council are currently reviewing its grounds maintenance provision and is asking Town and Parish Council's whether they either wish to take control of specific areas within their town/parish or whether they wish WBC to add works already undertaken by the parish into WBC's contract.

As part of this review, Officers wish to seek the Committee's guidance on whether GTC Officers should explore with colleagues at WBC the possibility of GTC taking over the grass cutting of the churchyard from WBC and also whether there are any other areas of general grounds maintenance that Members would wish for GTC to explore with WBC.

Members should note that if agreed, the outcome of any discussions with WBC would be have to be brought back to this committee for consideration of any financial implications.

22. THE SQUARE

Members to receive an oral update relating to the sale by auction of the Head Lease of The Square.

23. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE DISTRICT SCOUT COUNCIL

Members are asked to note a report from Councillor Wheatley on the District Scout Council (report to be attached for the information of Members) an organisation on which Councillor Wheatley represents the Town Council.

24. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE FAIRTRADE STEERING GROUP

Members are asked to note a report from Councillor Wheatley on the Fairtrade Steering Group (report to be attached for the information of Members) an organisation on which Councillor Wheatley represents the Town Council.

25. PROPERTY & ASSETS WORKING GROUP

Godalming Town Council owns or has responsibility for various buildings and land and other assets. In order to identify how these are used and/or managed, it is proposed that a four

Member plus one Officer Working Group be established to identify and evaluate the value and/or liabilities associated with the Town Council's assets.

Terms of Reference:

- to identify GTC's land, property and other significant fixed assets;
- to evaluate the value and/or liability of those assets to the Council;
- to evaluate the benefit of those assets to the community;
- to evaluate whether the current use of land and property is the best value use;
- to identify the medium and long term requirements of the GTC office and other staff workplace needs; and
- to report its findings to this committee.

Members to resolve to establish a Property & Assets Working Group and to appoint membership to that group.

26. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

27. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 12 July 2018 at 7.00 pm in the Council Chamber.

28. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation THE CLOCKHOUSE (MILFORD & VILLAGES DAY CENTRE)
2. Contact Name, Address and Telephone Number DAVID KYD, VOLUNTEER & GRANTS ADMINISTRATOR, THE CLOCKHOUSE, CHAPPELLANE, MILFORD, GODALMING, SURREY GU8 5EZ 01483 420668

3. Details of Organisation; is it

- a) A Charity?
- b) A Trust?
- c) A Private Limited Company?
- d) Affiliated to any National Body?
- e) Any other official registration?

4. What are the aims and objectives of the Organisation? TO PROVIDE A SAFE, SECURE AND FRIENDLY ENVIRONMENT FOR THE ELDERLY BY OFFERING A RANGE OF STIMULATING ACTIVITIES AND ENTERTAINMENT PLUS SERVICES (CITIROLOGY, HAIRDRESSING ETC). A KEY OBJECTIVE IS TO ADDRESS ISOLATION AND LONELINESS - TRANSPORT IS PROVIDED BY OUR 2 MINIBUSES

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

AS AN ADDITIONAL INCOME STREAM THE BUILDING CAN BE HIRED FOR SOCIAL EVENTS, BRIDGE / PILATES. THE CRUSE BEREAVEMENT CHARITY RENTS OFFICE SPACE.

6. Please state size of membership and annual subscription levels of Organisation. 240 REGULAR MEMBERS - 29 FROM AARONSHILL, GODALMING TOWN FARNCOMBE AND CATTERSHALL AND 6 VOLUNTEERS

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims
- b) Copy of accounts (these will not be required for a new organisation)
- c) Copy of budget for current financial year
- d) Copy of last annual report to members (this will not be required for a new organisation) TO BE GIVEN AT AGM 23 MARCH

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

SEE PAGE 4 OF THE ANNUAL ACCOUNTS. IN ADDITION OWING TO DEMAND THE EXERCISE / FALLS AWARENESS AND BALANCE CLASSES HAVE BEEN EXTENDED TO 4 DAYS A WEEK.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

TIE 3 FIRE/SECURITY DOORS ARE IN NEED OF REPLACEMENT. THEY ARE 20 YRS OLD AND ARE NOT SECURE. IN ONE CASE WATER SEEPS IN DAMAGING THE WOODEN FLOOR IN THE DINING AREA

b) Specify

- Total Estimated Cost	£ 12,960 INCL VAT
- Amount already available	£
- Amount expected to be available at commencement	£
- Dates scheduled to commence and finish	SUBJECT TO SUFFICIENT FUNDS, LATE 2018

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
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ELSTED PARISH COUNCIL		£ 1500 APPLICATION ALS
PROVINCIAL GRAND LODGE OF SURREY		£ 1000 MADE TO THE
ROTARY		£ 750 BERNARD SUNLEY
WITLEY PAROCHIAL CHURCH COUNCIL		£ 500 CHARITABLE TRUST
		(AWAITING DECISION)

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 2000

b) Whether you have received a previous grant from the Town Council

- Amount £
 - Date NONE
 - Project

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

BY RAISING FUNDS FOR CAPITAL PROJECTS OTHER FUND RAISING CAN BE USED SOLELY FOR THE DIRECT BENEFIT OF MEMBERS IE ACTIVITIES, CRAFTS, ENTERTAINMENT, EXERCISE | BALANCE AWARENESS CLASSES, ETC

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed [Signature] Date 27.2.18

Capacity in which signed BOARD MEMBER, VOLUNTEER AND GRANTS ADMINISTRATOR

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

BUDGET FOR THE YEAR ENDED
1st October 2017 to 30 September 2018

	2017/18 Budget	2016/17 Business Plan	2015/16 Actual	2014/15 Actual
	£'000	£'000	£'000	£'000
INCOME				
Grants:				
Waverley Borough Council	43	45	45	40
Others	<u>1</u>	<u>18</u>	<u>12</u>	<u>14</u>
	44	63	57	
Food and shop sales, outings, transport, and miscellaneous takings	103	98	95	102
Hall hire and other income	27	27	26	24
Donations, fund raising and Friends	44	54	60	42
Bank interest and sundry income	1	1	1	1
Legacies	-	-	-	-
	<u>219</u>	<u>243</u>	<u>239</u>	<u>171</u>
OUTGOINGS				
Salaries and staff costs	119	117	114	119
Food, shop, outings and activities	50	50	45	56
Premises costs	32	39	40	36
Management and administration	18	15	23	15
Transport	19	20	20	19
Improvement projects	-	10	10	51
	<u>238</u>	<u>251</u>	<u>252</u>	<u>296</u>
Deficit before depreciation	(19)	(8)	(13)	(125)
Depreciation	(28)	(28)	(28)	(20)
Overall deficit	<u>(47)</u>	<u>(36)</u>	<u>(41)</u>	<u>(145)</u>

Registered Charity No. 1059045

Milford and Villages Day Centre

**Report of the Trustees
and
Financial Statements**

for the Year ended

30 September 2017

Milford and Villages Day Centre

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for the Year ended 30 September 2017**

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Milford and Villages Day Centre
Company Information
for the Year ended 30 September 2017

Trustees: Mr Clive Webster (Chairman)
Dr Rachel Bray
Mrs Alison Briscoe
Mrs Jose Stead
Mr William Edwards
Mrs Denise Murphy
Mr Dermot Coakley FCA
Mr Robert Andrews

Secretary: Mr Dermot Coakley FCA

Registered Office: Chapel Lane
Milford
Godalming
Surrey
GU8 5EZ

Company Registration No. 3254216

Registered Charity No. 1059045

Independent Examiner: Mrs Sharon Ward BSc FCA CF
Roffe Swayne
Ashcombe Court
Woolsack Way
Godalming
Surrey
GU7 1LQ

Bankers: Lloyds Bank Plc
49 High Street
Godalming
Surrey
GU17 1AT

Santander
Bootle
Merseyside
GIR 0AA

CCLA Investment Management Limited
80 Cheapside
London
EC2V 6DZ

Milford and Villages Day Centre
Report of the Trustees
for the Year ended 30 September 2017

The Trustees (who are also the directors under Company Law) present their Report and the Financial Statements for the year ended 30 September 2017.

OBJECTIVES AND ACTIVITIES

The objective of Milford and Villages Day Centre is "to promote the welfare of the aged in any manner which now is, or hereafter may be deemed by law, to be charitable within the county of Surrey".

The Trustees have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit.

The mission statement is to make time for people, and offer opportunities and friendship in a stimulating and enjoyable setting, while providing relief for carers.

The Centre operates independently but is recognised by Waverley Borough Council as a core day centre in the borough. It provides services for the elderly within Milford and its eight surrounding villages of Brook, Chiddingfold, Elstead, Hambledon, Hascombe, Thursley, Witley and Wormley.

The Centre operates under the name of The Clockhouse, and it is open 5 days a week as a drop-in centre with a full range of activities, entertainment and lunches.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Milford and Villages Day Centre is a company limited by guarantee, governed by its Memorandum & Articles of Association.

The Board of Directors comprises the Trustees of the charity and they undertake the management function, with committees under the chairmanship of a Trustee empowered to implement the policies approved by the Board. Board meetings are normally held bi-monthly and are attended by the day centre manager to whom day to day management is delegated within defined terms of reference.

The composition of the Board is kept under regular review in order to ensure that The Clockhouse is able to benefit from a wide range of professional skills. To this end there have been a number of changes in recent times.

Potential new trustees are invited to attend meetings before induction and they are provided with documentation and briefings on all aspects of The Clockhouse and its functions.

There is a small team of full and part-time staff to manage the activities of The Clockhouse, and they are supplemented by a group of committed volunteers who carry out a wide variety of tasks and without whom The Clockhouse would not be able to function.

As a core centre in Waverley, The Clockhouse benefits from funding under a 3-year Service Level Agreement from Waverley Borough Council, which amounted to £43,200 in the Financial Year 2016/17. As part of the partnership agreement liaison is maintained with the local authority but it does not participate in the management of The Clockhouse. It is anticipated that this support will continue for a further period and is essential funding for the centre, much appreciated by all at the Clockhouse.

The Trustees prepare a formal Budget each year which enables them to identify the significant factors and risks that The Clockhouse is likely to face in the coming period.

Milford and Villages Day Centre

Report of the Trustees (continued) for the Year ended 30 September 2017

ACHIEVEMENTS & PERFORMANCE

Main events during the last year:

- We continued to benefit from our Service Level Agreement with Waverley Borough Council ensuring their close co-operation and financial support.
- We engaged a new Manager.
- We continued to promote our services around the villages with increased, targeted publicity, with a view to increasing both membership and funding.
- We increased our fundraising through successful grant applications.
- Our fundraising in the year was exceptional as a result of some successful larger-scale events, including a Jazz Picnic and two Golf Days being held in the financial year as well as a number of other events, including, summer and Christmas Fairs, Lecture and Film Nights and a charity car wash day with the help of Surrey Community Action.
- We completed the modernising of our lighting system.
- We furthered links with nearby schools of all age groups.

FINANCIAL REVIEW

The Clockhouse has continued to receive its principal source of funding from Waverley Borough Council, for which we are very grateful, together with donations and grants from other external bodies. In addition, funds are generated by the provision of services, fundraising and external hire income. However, the Trustees are very aware of the pressures that general public spending cuts can bring and, in common with many other similar organisations, funding continues to be difficult. We are fortunate in having a very strong and successful fundraising and grant application resource.

Despite the efforts of our fundraising team, Grant Manager, Trustees, Volunteers and members, we have recorded a deficit on our Unrestricted Funds of £8,623 for the year to 30 September 2017. This is the third successive year that we have regrettably recorded a deficit on Unrestricted Funds although the level of annual deficit has reduced every year over the last three years. The Trustees are looking at ways to reduce and eliminate this going forward.

INVESTMENT AND RESERVES POLICY

The policy is to maintain the free reserves of the charity at a level which equates to between 3 and 6 months' unrestricted expenditure. This provides sufficient funds to continue current activities in the event of a significant drop in income and would be adequate to cover most contingencies.

The level of reserves is monitored and reviewed by the Trustees on a quarterly basis.

Designated Funds are set aside by the Trustees and a significant proportion of these funds have been expended during the year with the completion of the lighting project.

The Trustees have full investment powers and have invested the funds to establish The Clockhouse with a purpose-built building, an extended car park, furniture, fittings and minibuses.

The Trustees have resolved that the cash reserves should be readily accessible and hence they are held on bank deposit earning competitive rates of interest commensurate with security.

Milford and Villages Day Centre

Report of the Trustees (continued) for the Year ended 30 September 2017

PLANS FOR FUTURE PERIODS AND PUBLIC BENEFIT

Our continuing aim is to maintain high levels of service and to bring these to a larger number of people with a particular view to widening our reach to those at risk of alienation in our community. In this regard the Trustees feel that the charity operates with full regard to the published guidance on public benefit by ensuring that the excellent facilities offered are available to the general public in the vicinity. We are looking at increasing the level of entertainment and other activities, with the twin aim of improving the experience of attendees to the day centre and increasing membership.

TRUSTEES

The Trustees in office during the year were as follows:

Mr Clive Webster (Chairman)
Dr Rachel Bray
Mr Tony Kelly (resigned 3 March 2017)
Lady Amanda Strathalmond (resigned 3 March 2017)
Mrs Alison Briscoe
Mrs Jose Stead
Mr David Else (resigned 23 November 2016)
Mr William Edwards
Mr Stephen Bott (resigned 28 November 2017)
Mr Dermot Coakley (appointed 3 March 2017)
Mr Robert Andrews (appointed 9 June 2017)

Signed on behalf of the Board on 6 February 2018

Mr Dermot Coakley - Secretary

Milford and Villages Day Centre

Independent Examiner's Report to the Trustees of Milford and Villages Day Centre

I report on the accounts for the year ended 30 September 2017 set out on pages 7 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 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 with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

Sharon Ward BSc FCA CF
Roffe Swayne
Chartered Accountants
Ashcombe Court
Woolsack Way
Godalming
Surrey
GU7 1LQ

20 February 2018

Milford and Villages Day Centre

Statement of Financial Activities
(incorporating Income and Expenditure Account)
for the Year ended 30 September 2017

	Notes	Unrestricted General Funds	Designated Funds	Restricted Funds	2017 Total	2016 Total
		£	£	£	£	£
Incoming resources:						
Incoming resources from generated funds:						
Voluntary income	2	61,389	-	150	61,539	74,944
Activities for generating funds:						
Fundraising		26,238	-	-	26,238	20,835
Hire of building		19,178	-	-	19,178	26,136
Investment income:						
Deposit interest		429	-	-	429	755
Incoming resources from charitable activities						
	3	97,153	-	24,809	121,962	171,033
		<u>204,387</u>	<u>-</u>	<u>24,959</u>	<u>229,346</u>	<u>293,703</u>
Resources expended:						
Charitable activities						
	4	213,010	-	40,471	253,481	281,247
		<u>213,010</u>	<u>-</u>	<u>40,471</u>	<u>253,481</u>	<u>281,247</u>
Net (outgoing)/incoming resources for the year before transfers						
	8	(8,623)	-	(15,512)	(24,135)	12,456
Total funds at 1 October 2016						
		<u>76,977</u>	<u>94,859</u>	<u>661,958</u>	<u>833,794</u>	<u>821,338</u>
Total funds at 30 September 2017						
	13	<u>68,354</u>	<u>94,859</u>	<u>646,446</u>	<u>809,659</u>	<u>833,794</u>

Milford and Villages Day Centre

(Company Number 3254216)

Balance Sheet
as at 30 September 2017

	Notes	2017		2016	
		£	£	£	£
FIXED ASSETS					
Tangible assets	12		628,175		656,672
CURRENT ASSETS					
Stock		2,264		3,023	
Debtors		7,791		2,383	
Tax recoverable		3,138		3,078	
Prepayments and accrued income		5,808		5,217	
Bank deposit account		154,984		169,556	
Cash and bank balances		21,112		9,136	
			195,097		192,393
CURRENT LIABILITIES: Amounts falling due within one year					
Income received in advance		6,120		9,411	
Creditors		3,549		769	
Accruals		3,944		5,091	
			13,613		15,271
NET CURRENT ASSETS					
			181,484		177,122
TOTAL ASSETS LESS CURRENT LIABILITIES					
			809,659		833,794
FUNDS:					
Restricted Funds	13		646,446		661,958
Unrestricted Funds					
General funds		68,354		76,977	
Designated funds		94,859		94,859	
			163,213		171,836
TOTAL FUNDS					
	14		809,659		833,794

Milford and Villages Day Centre

**Balance Sheet
as at 30 September 2017**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2017.

The Trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 30 September 2017 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

The financial statements were approved by the Board of Trustees on 6 February 2018 and were signed on its behalf by:

Mr Clive Webster - Trustee

Mr Dermot Coakley - Trustee

Milford and Villages Day Centre

Notes to the Financial Statements
For the Year ended 30 September 2017

1. ACCOUNTING POLICIES

The Financial Statements have been prepared under the historical cost convention and are in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Companies Act 2006 and the requirements of the Statement of Recommended Practice "Accounting and Reporting by Charities".

(a) **Tangible fixed assets and depreciation**

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

Freehold Buildings	2% on cost
Leasehold Property	over the term of the lease
Fixtures and Fittings	20% on the reducing balance
Minibuses	25% on the reducing balance

Included in freehold buildings is an amount of £102,854 relating to the purchase of freehold land and associated legal costs which is not depreciated.

(b) **Grants receivable**

Capital grants are accounted for on an accruals basis. Revenue grants are apportioned over the period to which they relate; those in respect of specific services are included as income from activities in furtherance of the charity's objects, while those of a more general nature are included with donations.

(c) **Legacies**

Legacies received in previous years have been designated by the Trustees for use in connection with the project to improve building access, subsequent refurbishment and the installation of solar panels. Legacies are recognised in the accounts as they are received, or certain to be received.

(d) **Interest receivable**

Interest receivable is accounted for when it becomes due for payment.

(e) **Resources expended, and basis of allocation of costs**

Expenditure is charged when incurred, on an accruals basis. The majority of expenditure is directly attributable to the operation of The Clockhouse and is shown as a cost in furtherance of the objects of the charity.

(f) **Governance costs**

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

(g) **Stock**

Stock represents items held within the shop and kitchen at the year end and are stated at the lower of cost and net realisable value.

(h) **Funds accounting**

The funds held are:

Unrestricted General Funds - these can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated Funds – these are set aside by the Trustees out of unrestricted general funds for chosen purposes or projects.

Restricted Funds – these can only be used for particular purposes as specified by the donor.

(i) **Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate, and receivable or payable within one year, are recorded at transaction price.

Milford and Villages Day Centre

Notes to the Financial Statements
For the Year ended 30 September 2017

	Notes	Unrestricted Designated Funds £	Restricted Funds £	2017 Total £	2016 Total £
2. VOLUNTARY INCOME					
Grant from Waverley Borough Council		43,200	-	43,200	44,800
Donations		3,898	-	3,898	15,093
Friends' donations		14,291	150	14,441	15,051
		<u>61,389</u>	<u>150</u>	<u>61,539</u>	<u>74,944</u>
3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES					
Food and snack bar sales		48,954	-	48,954	50,791
Activities and classes		6,794	-	6,794	7,775
Hairdressing, chiropody, pilates & balance		10,703	-	10,703	8,307
Outings		14,246	-	14,246	8,433
Transport		13,071	-	13,071	15,800
Grants from external bodies	11	-	24,809	24,809	76,085
Membership fees & other income		3,385	-	3,385	3,842
		<u>97,153</u>	<u>24,809</u>	<u>121,962</u>	<u>171,033</u>
4. RESOURCES EXPENDED FOR CHARITABLE ACTIVITIES					
Staff costs	9	101,158	2,000	103,158	113,614
Transport		12,540	1,055	13,595	20,152
Centre expenses:-					
Food and snackbar		22,541	-	22,541	27,880
Outings		15,218	-	15,218	6,991
Activities, classes & entertainment		9,164	147	9,311	10,841
Premises	5	29,930	8,772	38,702	46,954
Insurance		3,340	-	3,340	3,549
Office expenses	6	7,177	-	7,177	6,349
Advertising & staff training		2,535	-	2,535	2,924
Bank charges		60	-	60	18
Other centre expenses		2,767	-	2,767	5,599
Depreciation:					
Buildings		-	17,101	17,101	17,101
Fixtures and fittings		-	227	227	284
Motor vehicles		-	11,169	11,169	10,822
Governance costs	7	6,580	-	6,580	8,169
		<u>213,010</u>	<u>40,471</u>	<u>253,481</u>	<u>281,247</u>

Milford and Villages Day Centre

**Notes to the Financial Statements
For the Year ended 30 September 2017 (continued)**

	2017	2016
	£	£
5. PREMISES COSTS		
Lighting works	6,886	10,214
Repairs, renewals and maintenance	7,275	14,509
Kitchen equipment replacement	3,027	1,579
Car park rental	600	600
Light and heat	4,760	5,278
Water rates	1,717	2,197
Cleaning	14,437	12,577
	<u>38,702</u>	<u>46,954</u>
 6. OFFICE EXPENSES		
Telephone	2,302	2,078
Postage	1,357	317
Printing and stationery	813	906
Computer and photocopying	1,662	2,388
Payroll services	1043	660
	<u>7,177</u>	<u>6,349</u>
 7. GOVERNANCE COSTS		
Independent examiner's fees	3,820	4,209
Professional fees	2,760	3,960
	<u>6,580</u>	<u>8,169</u>
 8. NET OUTGOING RESOURCES		
Stated after charging:		
Depreciation (net)	<u>28,497</u>	<u>28,207</u>

Milford and Villages Day Centre

Notes to the Financial Statements
For the Year ended 30 September 2017 (continued)

9. EMPLOYEE AND STAFF COSTS

	2017 £	2016 £
The average number of persons employed during the year was 11 (2016: 11).		
The aggregate payroll costs were as follows:		
Salaries	101,045	110,080
National Insurance	1,770	3,452
Pension contributions	343	82
	<u>103,158</u>	<u>113,614</u>

No employee earned in excess of £60,000 either in 2017 or in 2016.

The Clockhouse operates with the valued assistance of many unpaid volunteers who are not included above.

10. TRUSTEES' REMUNERATION AND EXPENSES

No trustee, nor any individual connected with them, has received, or is due to receive, any remuneration or expenses for the year or for the prior year, either directly or indirectly, from the charity.

11. GRANTS FROM EXTERNAL BODIES

	2017 £	2016 £
Grants were received as follows:		
For restricted purposes		
Guildford and Waverley Voluntary Grants Panel - salaries	-	3,767
Minibus	-	50,374
Kitchen equipment & repairs	3,200	1,398
Computer equipment	-	3,500
Department of Transport – fuel subsidy	1,055	1,217
Extend leader	-	3,150
Lighting project	8,994	10,500
Carers	2,000	-
Entertainment of Members	9,560	-
For unrestricted purposes	-	2,179
	<u>24,809</u>	<u>76,085</u>

The Trustees are grateful to the following organisations for their generous support in respect of these named projects:

Lighting Project:	Smyth Community Fund Elstead Parish Council Witley Parish Council Godalming Golo Chiddingfold Parish Council Waverley Borough Council
Kitchen/Fridge Repairs:	Hamamelis Trust
Carers:	Hall Hunter Partnership Provincial Grand Lodge of Surrey

Milford and Villages Day Centre

Notes to the Financial Statements
For the Year ended 30 September 2017 (continued)

12. TANGIBLE FIXED ASSETS

	Freehold Property £	Leasehold Property £	Fixtures and Fittings £	Motor Vehicles £	Total £
Cost:					
At 1 October 2016	846,176	55,886	67,091	88,744	1,057,897
Additions	-	-	-	-	-
At 30 September 2017	846,176	55,886	67,091	88,744	1,057,897
Depreciation:					
At 1 October 2016	267,491	23,710	65,957	44,067	401,225
Charge for year	14,866	2,236	226	11,169	28,497
At 30 September 2017	282,357	25,946	66,183	55,236	429,722
Net book value:					
At 30 September 2017	563,819	29,940	908	33,508	628,175
At 30 September 2016	578,685	32,176	1,134	44,677	656,672

13. MOVEMENT OF FUNDS

	Opening Balance 1/10/16 £	Income £	Expenditure & Transfers £	Closing Balance 30/09/17 £
Restricted funds:				
Land and buildings	611,994	-	17,328	594,666
Motor vehicles	44,678	-	11,169	33,509
Doors	5,000	-	-	5,000
Guildford & Waverley Voluntary Grants Panel	-	-	-	-
Department of Transport	-	1,055	1,055	-
Staff costs	-	2,000	2,000	-
Kitchen Equipment/Repairs	-	3,200	1,886	1,314
Lighting project	286	8,994	6,886	2,394
Entertainment	-	9,710	147	9,563
Total Restricted Funds	661,958	24,959	40,471	646,446
General funds	76,977	204,287	213,010	210,291
Designated fund:				
Improvement and Refurbishment Fund	94,859	-	-	94,859
Total Unrestricted Funds	171,836	204,287	212,910	163,213
TOTAL FUNDS	833,794	229,346	253,481	809,659

Restricted Funds carried forward of 646,446 (2016: £656,672) represent the net book value of the Charity's Tangible Fixed Assets. This sum is not therefore available to meet future expenditure needs.

Milford and Villages Day Centre

Notes to the Financial Statements
For the Year ended 30 September 2017(continued)

13. MOVEMENT OF FUNDS (continued)

The designated funds comprise specific monies set aside for further building improvement and refurbishment works.

The restricted building fund represents the net book value of the freehold day centre and its original fixtures and fittings, together with the cost of subsequent additions and alterations. The fund is reduced by the annual charge for depreciation.

The restricted vehicles fund represents the sums received in connection with the purchase of 2 minibuses. The fund is reduced by the annual charge for depreciation.

MOVEMENT OF FUNDS – PRIOR YEAR

	Opening Balance 1/10/15 £	Income £	Expenditure & Transfers £	Closing Balance 30/09/16 £
Restricted funds:				
Land and buildings	629,380	-	17,386	611,994
Motor vehicles	7,159	50,374	12,855	44,678
Doors	-	5,000	-	5,000
Guildford & Waverley Voluntary Grants Panel	-	3,767	3,767	-
Department of Transport	-	1,217	1,217	-
Activities	-	3,150	3,150	-
Kitchen equipment	-	1,398	1,398	-
Lighting project	-	10,500	10,214	286
Computer equipment	-	3,500	3,500	-
Total Restricted Funds	636,539	78,906	53,487	661,958
General funds	89,940	214,797	227,760	76,977
Designated fund:				
Improvement and Refurbishment Fund	94,859	-	-	94,859
Total Unrestricted Funds	184,799	214,797	227,760	171,836
TOTAL FUNDS	821,338	293,703	281,247	833,794

14. ANALYSIS OF NET ASSETS BY FUNDS

	Restricted Funds £	Designated Funds £	General Funds £	Total £
Fund balances at 30 September 2017 are represented by:				
Tangible fixed assets	628,175	-	-	628,175
Net current assets	18,271	94,859	68,354	181,484
	646,446	94,859	68,354	809,659

Milford and Villages Day Centre

**Notes to the Financial Statements
For the Year ended 30 September 2017(continued)**

15. GUARANTEE

The company has no share capital and is limited by guarantee. The liability of each member in the event of a winding up, as stated in the Memorandum of Association, is an amount not exceeding £10.

16. CONTROLLING PARTY

There is no overall controlling party.

17. RELATED PARTY TRANSACTIONS

Mr Tony Kelly, one of the former Trustees, is a partner of Roffe Swayne, the charity's Accountants. Transactions with Roffe Swayne during the year, under normal trading conditions, amounted to £3,820 (2016: £4,209).

18. TRANSITION TO FRS102

The accounts for the year ended 30 September 2017 were prepared under SORP 2005. The charity has adopted SORP (FRS102) for the first time in the year ended 30 September 2017.

In adopting SORP (FRS102) there has been no impact on the charity's reported financial position. Accordingly, no reconciliations of the charity's funds or surplus have been reported.