

CHINNOR VILLAGE HALL
RECEIPTS AND PAYMENTS ACCOUNTS
YEAR ENDED 31 OCTOBER 2021

CHINNOR VILLAGE HALL

REFERENCE AND ADMINISTRATION DETAILS

REG CHARITY NO: 304285

PRINCIPAL ADDRESS: Church Rd
Chinnor OXON
OX39 4PQ

TRUSTEES: Zena Baker, Chairman & Booking Administrator
Sue Ashdown, Health & Safety Administrator
Jackie Pritchard, Utilities Administrator
Margaret Dingwall, Committee member
Fiona Mantle, Committee member
Colin Moore, Committee member
Chris Millard, Committee member
Mike Ashdown, Committee member
Sue Sargent, Committee member
Pete Sargent, Committee member

TREASURERS: Sue and Pete Sargent

GOVERNING DOCUMENT: Scheme dated 12 September 2002, Amended 21 January 2004

BANK: Santander

Customer Service Centre
Bootle Merseyside
L30 4GB

INDEPENDENT EXAMINER: Sally Russ-Silsby BA(Hons), FCCA

CHINNOR VILLAGE HALL

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2021

The Trustees present their Annual Report and Financial Statements for the period ended 31 October 2021.

Objects:

The provision of a village hall for use by the inhabitants of Chinnor and the surrounding neighbourhood without distinction of political, religious, or other opinions including use for

- A) meetings lectures and classes
- B) recreation and leisure-time occupations,

with the object of improving the conditions of life for the inhabitants.

Committee of Management:

The charity is run by a Committee of Management who are the trustees.

The Committee should be made up of 5 elected members and 1 appointed member from each of 6 local groups.

All members will stand down at the AGM but may be re-elected or re-appointed.

The Committee may co-opt up to two members during the year, to be effective until the next AGM. A member will cease if they are disqualified from being a charity trustee, are absent from all meetings for 12 months, or otherwise by giving one month's notice in writing.

Committee members elect the Chairman, Secretary and Treasurer and must hold at least 2 ordinary meetings and an AGM each year. One third of members must be present to have a quorum at meetings and all votes are decided by simple majority.

New committee members are given a copy of the constitution, and the latest accounts together with guidance as to the role of a charity trustee and the rules concerning public benefit.

Activities and Achievements in support of the objects:

When planning the activities of the charity for the year the trustees have considered the Commission's guidance on public benefit. In particular, when setting hire charges, the trustees are sensitive to the needs of small not for profit groups and clubs that use the hall and for whom increases in fees are difficult to meet.

The trustees hold regular meetings to review income and expenditure, to plan the ongoing maintenance and improvement programme, and to ensure compliance with all relevant regulations. In 2020/21 the pandemic has to have a significant impact on the activities of the charity, with further periods of enforced closure, resulting in reduced letting income. The trustees have ensured that all available COVID-19 relief grants for which CVH is eligible, offered by South Oxfordshire District Council, have been successfully obtained, thereby ensuring sufficient cash resources to continue operating into 2022, and beyond.

CHINNOR VILLAGE HALL

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2021 (continued)

Financial Review:

It has been a second challenging year for the trustees managing the Chinnor Village Hall with the continuing pandemic and resulting restrictions on community activities. The current reporting period began with a lockdown from 5th November to 2nd December 2020, rapidly followed by a further lockdown from 26th December, which meant that CVH did not effectively re-open until 17th May 2021. Obviously, this has resulted in much reduced hire income in 2020/1. However, the trustees did successfully apply for relief funding from South Oxfordshire District Council, managing to secure a Local Restrictions Support Grant, a Closed Businesses Lockdown Payment and a Restart Grant, totalling £18,708. By obtaining this additional financial support and by controlling overhead spend, the trustees ensured that a surplus of income over expenditure was achieved in the twelve months to 31 October 2021.

The trustees report that hire charges for 2020/21 were £13,305 compared with £21,374 in the prior year, reflecting the fact that the hall was unavailable for hire for many months. Expenditure on the upkeep of the hall was £16,413, 20% lower than in 2019/20, again because of the suspension of letting activities during several lockdown periods. With local authority grant income, the hall generated a net surplus of £17,680, increasing the balance of unrestricted funds to £42,029. This puts CVH in a strong financial position for the coming year, when it is hoped that the pandemic will be under control and no further operating restrictions will be imposed.

The trustees are aware that the main risk to the charity's operation is its dependency on hire income to cover costs and thanks all the local groups, volunteers and trustees whose hard work and fundraising enables this valuable facility to be available to local people. Given the challenges presented by COVID-19, this ongoing support will be vital to ensure that the hall has sufficient resources to remain open, and that this valued community asset is retained.

The trustees feel that their current investment policy of holding surplus funds on interest bearing reserve and fundraising accounts is appropriate and should be continued. Unfortunately, given the decline in interest rates, annual interest income from bank deposits is minimal.

Trustees Responsibilities in relation to Financial Statements:

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared Receipts and Payments Accounts and a Statement of Assets and Liabilities which are set out on pages 5 to 7.

Signature:



Zena Baker

Position: Chairman

Date:

16/02/22

CHINNOR VILLAGE HALL

Independent Examiner's Report to the Trustees of Chinnor Village Hall.

I report on the accounts of the charity for the year ended 31 October 2021, which are set out on the attached pages.

Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to facilitate a proper understanding of the accounts.

Sally Russ-Silsby BA(Hons), FCCA

CHINNOR VILLAGE HALL

Receipts and Payments Accounts

For the Period to 31 October 2021

	Unrestricted Fund	Restricted Fund	TOTAL 2021	TOTAL 2020
	£	£	£	£
Receipts				
Voluntary Income				
Donations and Grants	20,785	0	20,785	10,355
Charitable Activities				
Hire of Hall and Facilities	13,305	0	13,305	21,374
Fundraising Income	0	0	0	0
Investment Income	3	0	3	62
<u>Total Receipts</u>	<u>34,093</u>	<u>0</u>	<u>34,093</u>	<u>31,791</u>
Direct Charitable Payments				
Hall Upkeep:				
Building maintenance and repairs	4,011	0	4,011	5,415
Cleaning fees and materials	3,320	0	3,320	4,759
Refuse disposal	1,025	0	1,025	969
Utilities	2,621	0	2,621	3,450
Insurance	1,727	0	1,727	1,692
Fire and safety checks	1,489	0	1,489	288
Licences	552	0	552	1,032
Equipment rental	88	0	88	106
COVID-19 compliance measures	0	0	0	492
Administration:				
Salaries	0	0	0	500
Administrative expenses	540	0	540	969
Telephone	594	0	594	531
Trustee Insurance	246	0	246	235
Independent Examination	200	0	200	200
<u>Total Payments</u>	<u>16,413</u>	<u>0</u>	<u>16,413</u>	<u>20,638</u>
<u>Net Income</u>	<u>17,680</u>	<u>0</u>	<u>17,680</u>	<u>11,153</u>
Cash Funds brought forward	<u>24,349</u>	<u>0</u>	<u>24,349</u>	<u>13,196</u>
Transfer between funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Funds carried forward	<u>42,029</u>	<u>0</u>	<u>42,029</u>	<u>24,349</u>

CHINNOR VILLAGE HALL

Statement of Assets and Liabilities at 31 October 2021

Funds Reconciliation

	Unrestricted fund	Restricted fund	Total 2021
	£	£	£
Cash at bank & in hand 31.10.2020	24,349	0	24,349
Surplus/(deficit) this year end	17,680	0	17,680
Cash at bank & in hand 31.10.2021	42,029	0	42,029

	2021	2020
	£	£
Cash Funds		
Bank Current Account	2,806	1,837
Community Instant Reserve	62	62
Fund Raising Account	39,161	22,450
	42,029	24,349
<u>TOTAL ASSETS</u>	<u>42,029</u>	<u>24,349</u>
Liabilities		
Independent Examiners Fee	200	200
<u>TOTAL LIABILITIES</u>	<u>200</u>	<u>200</u>

Approved by the trustees:

Signature:

Date:

Zena Baker
Position: Chairman

CHINNOR VILLAGE HALL

Notes to the Accounts for the Year Ended 31 October 2021

1 **Accounting Policies**

These accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011.

2 **Payments to trustees**

The trustees receive no remuneration, direct or indirect benefits from the charity.

3 **Funds**

The Restricted Fund consists of grants and donations given for a specific purpose.

As at 31st October 2020 the balance of the Restricted Fund was nil £.

The Unrestricted Fund consists of general donations and gifts, together with hire and rental of the facilities and equipment, and is used to finance the maintenance of the hall, insurance and administrative overheads.

In 2021 CVH was awarded several grants by SODC, totalling £18,708, providing general financial assistance to compensate for loss of revenue resulting from the coronavirus restrictions.

