



Trustees' Annual Report for the period

From Period start date 1 April 2020

To

Period end date 31 March 2021

Charity name: The Victory Hall

Charity registration number: 1002129

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	A village hall for the use of the people of the Parish of Exminster, including use for meetings, lectures, classes and for other forms of recreation and leisure with the object of improving conditions of life for inhabitants of Exminster.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Hire of the hall to members of the community for private and commercial events. Hire of the hall to businesses to offer classes and facilities to the community.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees confirm they have had regard to the guidance issued by the Charity Commission and that this is borne in mind when carrying out their duties.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by Volunteers	Para 1.38	

Other		
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The hall was able to reopen in the latter part of the year and, following all appropriate guidance, was able to offer a space for groups and classes to be offered to the community again. albeit with reduced numbers.</p> <p>An agreement was reached for the annex to the hall to be reopened as a café, having previously been occupied by a CIC. This was an important hub for members of the village to gather and the reopening has been very positive news.</p> <p>Generally the Trust is in a positive position financially. Despite the loss of bookings for much of 2020/21 our finances are quite healthy thanks to Government and Local Authority grants. This is due largely to a trustee completing these grant applications which were made available to us.</p> <p>The Trust has worked closely with the Parish Council for benefit of the community and has been very grateful to the Parish Council for continued practical and financial support.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Hire fees and grant funding as available.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Potential reduction in income as a result of any further restrictions arising from the pandemic and the reduction in hirer confidence returning post- pandemic.

Other		<p>The Victory Hall accounts were examined by Mrs Jane Warner in late April 2021.</p> <p>The accounts were prepared under the receipts and payment method so only transactions that had cleared the bank were accounted for.</p> <p>The examination at year end confirmed the cash balances agreed to those declared. and that income and expenditure added up to the amount of profit/loss verified back to source documents.</p> <p>One overpaid hall hire charge was noted on the accounts. (Note 4)</p> <p>The Victory Hall upgraded its QuickBooks software after the year end.</p> <p>Concern was raised in the autumn of 2021 that YE2021 expenditure looked to be overstated by £947.20, as eight items appeared to have been entered twice, first as an invoice with payment through the bank, and then again as an expense from the bank.</p> <p>In the light of these concerns (potentially due to the QuickBooks upgrade) the accounts have been annotated to reflect the potential overstatement of expenses and the Trustees undertake to resolve this issue within the current financial year ending 31st March 2022 and to report the outcome at the next AGM.</p>
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Conveyance 31 October 1921 Declaration of Trust 27 August 1990 Deed of Variation 15 May 2003
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election to post at AGM Provision for 3 trustees to be nominated by Exminster Parish Council

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Victory Hall
Other name the charity uses	Exminster Victory Hall Trust
Registered charity number	1002129
Charity's principal address	Exminster Victory Hall Church Stile Exminster Devon EX6 8DF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Marie Justice	Chair		
2	Miriam Smith	Vice Chair		
3	Caroline Aird			
4	Cllr Kevin Smith			Exminster Parish Council
5	Sally Williams			
6	Carole Smith			
7	Cllr Sheila Churchward		18 May 2021	Exminster Parish Council
8	Exminster Parish Council appointee vacancy			
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>Caroline Ard</i>	
Full name(s)	CAROLINE ARD.	
Position (eg Secretary, Chair, etc)	TRUSTEE	

Date *28 January 2022*

EXMINSTER VICTORY HALL TRUST

Registered Charity Number 1002129

Receipts & Payments Account for the year ended 31st March 2021

RECEIPTS	Notes	Unrestricted Funds £	Restricted Funds £	This Year Total £	Last Year Total £
Victory Hall					
Hall hire Income		2,591	-	2,591	16,114
Annexe hire income		-	-	-	276
Coffee on the Corner Annexe Hire		1,908	-	1,908	2,160
Coffee on the Corner Broadband		102	-	102	296
Exminster PC Annexe Hire		788	-	788	1,013
Exminster PC Public Toilet		225	-	225	300
Exminster PC Cleaning Materials		120	-	120	150
Grants and donations	2	21,444	-	21,444	90
Victory Hall events		-	-	-	486
CCLA interest		10	-	10	49
Total Receipts		<u>27,187</u>	<u>-</u>	<u>27,187</u>	<u>20,934</u>
PAYMENTS					
		Unrestricted Funds £	Restricted Funds £	This Year Total £	Last Year Total £
Victory Hall					
Administration	3a	1,601	-	1,601	1,890
Capital Expenditure	3b	-	-	-	820
Maintenance	3c	5,069	-	5,069	3,970
Utilities	3d	2,961	-	2,961	4,216
Staff Costs & Fees	3e	6,116	-	6,116	7,015
Total Payments		<u>15,748</u>	<u>-</u>	<u>15,748</u>	<u>17,911</u>
NET RECEIPTS / (PAYMENTS)	4	11,439	-	11,439	3,021
Balances brought forward 1 April 2020		19,858	-	19,858	16,836
Balances carried forward 31 March 2021		<u>31,297</u>	<u>-</u>	<u>31,297</u>	<u>19,858</u>
STATEMENT OF ASSETS & LIABILITIES					
		Unrestricted Funds £	Restricted Funds £	This Year Total £	Last Year Total £
Cash Funds					
Unity Trust account		23,242	-	23,242	11,813
CCLA account		8,054	-	8,054	8,045
		<u>31,297</u>	<u>-</u>	<u>31,297</u>	<u>19,858</u>

Examiner's Certificate

I have examined the statement of receipts and payments for the year ending 31st March 2021 and certify them correct in accordance with the books and vouchers produced.

Mrs Jane Warner
Honorary Examiner

Date:

Mrs Marie Justice
Chairman

Date:

There is a possibility that expenses may have been overstated by £947.20 arising from an error in QuickBooks. The Trustees have agreed to resolve this issue by 31 March 2022 and to make any adjustments necessary in the YE22 accounts and to report same at the next Annual General Meeting.

CA 28/01/2022

EXMINSTER VICTORY HALL TRUST

Registered Charity Number 1002129

Receipts & Payments Account for the year ended 31st March 2021

1 ACCOUNTING POLICIES

The accounts have been prepared in accordance with the Charities Act 2011 and "Charity reporting and accounting: the essentials November 2016" (CC15d)

2 GRANTS

In the year ended 31 March 2021, business support grants in the sum of £19,431 were received from Teignbridge District Council under a scheme to aid businesses affected by the Coronavirus outbreak. In addition, a total of £2,014 was claimed under the Coronavirus Job Retention Scheme to assist with furlough costs.

3 BREAKDOWN OF PAYMENTS FROM UNRESTRICTED FUNDS

	This Year	Last Year
	£	£
a Administration		
Postage	-	20
Stationery	20	109
Telephone	375	258
Insurance	742	739
Performing Rights	-	460
Film Bank costs	-	118
Lease from Parish Council	1	1
Advertising	90	38
Bad debts	-	25
Bank Charges	72	72
Admin - Other	301	50
Administration Total	1,601	1,890
b Capital Expenditure		
Hall improvements	-	820
Equipment	-	-
Capital Expenditure Total	-	820
c Maintenance		
Contract Cleaning	96	1,395
Maintenance	4,705	1,632
Cleaning materials	160	368
Consumables	108	575
Maintenance Total	5,069	3,970
d Utilities		
Electricity	592	857
Electricity - Annexe	244	1
Gas	1,072	1,516
Water & Sewage	822	1,284
Broadband	231	559
Utilities Total	2,961	4,216
e Staff Costs & Fees		
Salaries and expenses	6,116	6,949
Training	-	66
Staff Costs & Fees Total	6,116	7,015
Total Payments (Unrestricted)	15,748	17,911

- 4 Slimming World overpaid hall hire charges of £172.50 - agreed with Slimming World that not repaid. Retained by EVH to cover future hall charges.