

Chinnor Village Centre

Trustee's Annual Report & Accounts

For the Year Ended 31 March 2022

Registered Charity No. 1007949

Chinnor Village Centre

Annual Report & Accounts for the twelve months ending 31 March 2022

Objectives

The Centre was established and registered with the Charity Commission in January 1992. The main purpose is to provide a range of facilities and social activities for the inhabitants of Chinnor and the surrounding parishes, thereby reducing potential social isolation and encouraging a sense of community and to relieve the elderly and younger ages from their disabilities. This is achieved by means of day care services and a coffee shop, providing a range of homemade refreshments.

Organisation

The membership consists of subscribing 'Friends of the Village Centre' and at the end of this financial period the total number of members stood at 98. Only 'Friends' (otherwise known as members) can vote at formal meetings or be elected to become a trustee and therefore join the Board of Trustees.

The governance of the Centre is carried out by the Board of Trustees. There can be up to 9 Trustees, including up to 4 honorary officers and they are elected annually. The Board reports to an Open Meeting no fewer than 3 times per year including an Annual General Meeting, at which any 'Friend' can attend and vote.

Trustees

Michael Moore	Chairman	Michele Pethers
Andy Bennett	Vice Chairman	Alan Mawby
Cindy Bull	Secretary	Elaine Stokes
Stephanie Green	Treasurer	Nettie Dearmun

Staff

Sue Collins	Coffee Shop Manager	Julie Morgan	Office Administration p/t
Tina Clarke	Senior Kitchen Assistant	Rayne Hillcoat-Williams	Office Administration p/t
Claire Jenkinson	Kitchen Assistant		
Rowen Graham	Day Care Manager		
Emily Carstairs	Day Care Assistant		

Self-Employed

Susan Greengrass	Bookkeeper p/t	Zoe Luxford	Cleaner
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Independent Examiner

Stephen Beard Accountancy Services (approved by the Board of Trustees)

Banks and Investments

Lloyds TSB	Thame, Oxon	Santander	Bootle, Merseyside
Virgin Money	Gosforth, Newcastle	CCLA Fund	London, EC4V 4ET
M&G Securities	London, EC4R 0HH		

Centre Report

Entering April 2021, the governments covid-19 road map was giving the advice to 'stay at home as much as possible'. On 17 May 2021 restaurants cafés and pubs were permitted to serve people sitting at a table inside. At this point, the Board of Trustees took the decision not offer table service in the coffee shop because in 2020 there had been low attendance and some difficulties in enforcing the rules and regulations determined by the government.

Instead, it was decided to take a stepped approach to re-opening the business:

1. Re-open the Coffee Shop from August 2021
2. Re-open room hire from November 2021
3. Re-open Day Care services from January 2022

The government delayed step 4 of their roadmap to 19 July to increase the vaccinated population, allowing the charity's timeline to be maintained.

The charity is very grateful to the Coffee Shop team, notably Sue Collins and Tina Clarke, and the team of volunteers, who, in an extremely difficult and stressful period have brought this important revenue stream back on course. In line with 2019 trading, March 2022 showed an income of £8.5K.

Room Hire

Room hire re-opened as planned in November 2021, and many community groups and local organisations renewed their contracts. This continues to be an important income stream for the charity, a potential growth area for the business.

Day Care Services

The Friendship Club, the Stroke Club and the Forget Me Knot Café re-opened as scheduled in January 2022 and by the end of March attendance had grown by 35%, despite disruption from covid- 19. The charity welcome new staff members Rowen Graham and Emily Carstairs and extend many tanks to the volunteers who support these sessions. The provision of Day Care has always required additional funding as the attendance fee (sustainable and affordable) does not cover the operational cost. In early 2022 the Chinnor Paris Council supported the charity with a payment of £10K and committed to a six-month review of funding, the Chinnor Village Centre is very grateful for this. Without the ongoing financial support of a local council, the continuation of such services is at risk. The Trustees are also grateful to the drivers and escorts of the charity's minibus, who provide transport for Day Care members who might otherwise not be able to attend Day Care. Special thanks to Steve Doel, one of the drivers, for his continued availability and support when re-establishing this service.

Community Links

There has been regular engagement with the Social Prescriber and Age UK local representative to help shape Day Care services.

Fundraising

The Fundraising team continued to be led by Elaine Stokes and her team of helpers including Julie Bennett, Andrea & Chris Melbourne, Jo Smythe, Sharon Findlow, Victoria Paterson and Cindy Bull. The first fundraising event of the period was a Quiz Night 26 November. Owing to the restrictive rules on social distancing in force at the time, it was decided that this Quiz Night would be instead of the Victorian Christmas Market normally planned for the end of November. The Quiz Night raised over £500, a respectable total for this type of event but considerably less than a Victorian Christmas Market.

The Father Christmas sleigh was refurbished by Alan Mawby, and was in use during two weeks before Christmas. An additional event marked the start of Santa's journey involving Christmas music, refreshments and games, which raised £154. Accompanied by the volunteer elves and Father Christmas, the sleighs nightly journey was a welcome treat for families in and around Chinnor during those two weeks, and record levels of donations were collected amounting to £4K+.

The Burns Night supper, initially planned for 10 January 2022, was cancelled due to surging covid-19 levels in the community.

One Lottery

In March 2022, the decision was taken by the Board of Trustees to close the 200 Club in favour of membership of the One Lottery, a national scheme, set up to provide the infrastructure required to run a lottery in house. There is no limit on the number of members or tickets and so it offers an opportunity to expand membership and to provide a consistent income to the Village Centre but at the same time reducing the time used in administering such an activity.

Grants/Investments

Grants received over the period total £27.5K with 50% supporting Day Care services. The balance was for project specific purposes, but these will in turn increase the number of people visiting/using the Centre, which will then augment the revenue that can be used for non-specific purposes i.e., wages.

Over the next 12 months remaining investments will be liquidated to strengthen the charity's weak cash position/availability.

Other

The minibus was not used until January 2022, and there is an urgent need for additional volunteer drivers, as many previous volunteers are either ineligible or unable to resume driving duties.

The Centre is grateful to Cindy Bull who takes minutes at the Board of Trustees and Public meetings during the reporting period.

Results

The results for the year are set out on the following pages. The independent examiner's report will follow once the year end audit is complete.

Funds

The Centre has funds totalling £281,131 and that consists of the following funds:

- **Tangible Fixed Assets designated** fund of £178,302 which represents the original book cost values of the building, minibus, furniture and equipment purchased less the annual depreciation charges to date.
- **Day Care and Stroke Club designated** fund of £4,000 which is carried forward from the previous year, and includes unspent grants from the current financial year
- **Minibus designated** fund of £8,877 is a reserve to replace (or repair) the minibus
- **Donation for Concert** of £4,000
- **FMKC restricted** fund of £8,522, a slight reduction to reflect the air monitors purchased in the interests of covid- 19 compliance
- **WiFi Improvements restricted** fund of £1,000 for specific improvements to the Centre's WiFi. This was carried out in this financial year.
- **Conservatory Repairs restricted** fund of £5,000 is held specifically for repairs to the conservatory. Again, these were carried out in this financial year.
- **General Unrestricted** fund of £77,430. This fund is £55,291 up from the previous financial year

Investments

The current policy is to invest surplus cash balance between

- Medium and long-term investment in an actively managed fixed interest fund specifically for charities and designed to produce high income while preserving capital values.
- Fixed rate interest-bearing short-term bank deposits
- Cash available at bank on current accounts for meeting operating and one-off project requirements

Annual General Meeting

The AGM was held 1 June 2022 at the Village Centre, High Street, Chinnor



Michael Moore

Chairman

Chinnor Village Centre
Statement of Financial Activities for the 12 months ending 31st March 2022

		Unrestricted	Restricted	12 Months ended 31 March 2022 Total	12 Months ended 31 March 2021
INCOMING RESOURCES	Notes:	Funds £	Funds £	£	£
Day Care	Subscriptions from users	1,964	-	1,964	
	Grants	-	13,522	13,522	6,000
	Donation	-	-	-	-
Forget Me Knot	Attendance	30	-	30	-
	Donations	49	-	49	-
	Grants	-	-	-	-
Stroke Club	Attendance	92	-	92	-
	Donations	-	-	-	-
Furloughed Rebate		12,916	-	12,916	41,334
Coffee Shop		52,520	-	52,520	4,632
Fundraising Events		9,528	-	9,528	1,804
Donations	General	6,445	-	6,445	5,013
General Grants	SODC	15,394	-	15,394	10,000
	Chinnor PC s etc	1,000	-	1,000	-
	Other	105	-	105	200
Rooms Hire		5,903	-	5,903	2,338
Minibus Hire		220	-	220	-
Profit/ Loss on Sale of Fixed Asset		-	-	-	-
Investment Income		645	-	645	927
Total Incoming Resources		106,811	13,522	120,333	72,248
CHARITABLE EXPENDITURE					
Day Care	Staff	-	10,083	10,083	9,641
	Direct	-	63	63	4,399
	Other	-	-	-	-
Forget Me Knot	Other	290	-	290	-
Stroke Club	Other	-	-	-	-
Centre & Coffee Shop	Staff	65,248	-	65,248	67,012
	Food & Drink	14,095	-	14,095	2,649
	Other	28,791	-	28,791	17,427
Fundraising		277	-	277	-
Minibus		1,674	-	1,674	599
Depreciation	3	12,707	-	12,707	13,377
Total Charitable Expenditure		123,082	10,146	133,228	115,104
NET INCOMING/ (OUTGOING) RESOURCES		(16,271)	3,376	(12,895)	(42,856)
Unrealised (loss) / gain on investment		-	-	-	(181)
Extraordinary Items		-	-	-	(2,033)
NET INCOMING/ (OUTGOING) RESOURCES		(16,271)	3,376	(12,895)	(45,070)
TOTAL FUNDS AT 1 April 2021/ 31 March 20		261,320	23,240	284,560	329,630
Transfers between Funds					
TOTAL FUNDS AT 1 April 2022/ 31 March 21		245,049	26,616	271,665	284,560

Registered charity No 1007949

Chinnor Village Centre

Balance Sheet as at 31 March 22


		<u>31 March 2022</u>		<u>31 March 2021</u>
Notes:		£		£
TANGIBLE FIXED ASSETS				
	3	178,302		190,283
Investments - M & G Charibond		33,828		33,828
CURRENT ASSETS				
Stocks		1,285		817
Bank Fixed Term Deposits		874		873
CCLA COIF Cash Deposit		21,509		21,509
Bank Cash Deposits		46,992		43,460
Bank Current Accounts		633		29
Credit Card		107		454
Petty Cash		1,485		1,000
Cash in Hand				
Debtors	7	4,368		1,332
Total Current Assets		<u>77,253</u>		<u>69,474</u>
CREDITORS	8	(8,252)		(9,025)
NET CURRENT ASSETS		69,001		60,449
TOTAL NET ASSETS		<u><u>281,131</u></u>		<u><u>284,560</u></u>
FUNDS				
Designated Tangible Fixed Assts	5	178,302		190,283
Designated Day Care, Stroke Club & Talking Circle	5	4,000		46,481
Designated Minibus	5	8,877		8,750
Restricted Forget Me Knot Club	5	8,522		8,907
Restricted Donation for Concert	5	4,000		8,000
Restricted Donation re Lottery Grant	5	-		-
General	5	77,430		22,139
TOTAL FUNDS		<u><u>281,131</u></u>		<u><u>284,560</u></u>

The accompanying notes on pages 8,9 and 10 form part of these Accounts.

Approved by the Trustees at the Management Committee Meeting on 20th February 2023

Signed on behalf by:


Chair


Acting Treasurer

Registered charity No 1007949

Chinnor Village Centre

Accounting Policies

These accounts have been drawn-up on the historical cost and accrual basis. The income from a grant received is apportioned over the period to which it relates. The proceeds of certain fund-raising events are shared with other charities and the amount shown in these accounts is the net share to this charity.

Buildings, equipment and furnishings are recorded at cost or, in the case of gifts to the Centre, at their approximate market values.

The building has been depreciated at the rate of 2% per annum and there is a continued maintenance programme to keep the premises in a good state of repair and appearance. The costs are charged to expenditure as and when incurred. Equipment and Furnishings have been depreciated at a third per annum. The minibus is depreciated at 10% per annum.

Investment is stated at market valuation as at financial year end date. Gains and losses on disposals or revaluations of investments are charged or credited to the Statement of Financial Activities shown on Page 6.

Management and Administration of the Charity

All paid staff are engaged in the application of the Centre's charitable work and any costs involved with administration (photocopying, postage etc. for meetings) re negligible in relation to other activities and, accordingly, have not been separated within these accounts.

Chinnor Village Centre

3. Tangible Fixed Assets

	Centre Building & Car Park £	Equip & Furn. £	Vehicles £	Total £
Cost				
at 1 April 2021	291,186	30,144	44,860	366,190
Additions		726		726
Disposals				0
at 31 March 2022	<u>291,186</u>	<u>30,870</u>	<u>44,860</u>	<u>366,916</u>
Depreciation				
at 1 April 2021	140,874	26,808	8,225	175,907
Annual Charge	5,820	2,401	4,486	12,707
Disposals				0
at 31 March 2022	<u>146,694</u>	<u>29,209</u>	<u>12,711</u>	<u>188,614</u>
Net Book Value				
At 1 April 2021	<u>150,312</u>	<u>3,336</u>	<u>36,635</u>	<u>190,283</u>
At 31 March 2022	<u>144,492</u>	<u>1,661</u>	<u>32,149</u>	<u>178,302</u>

4. Capital Commitments

5. Movement in Funds

	Designated			Restricted			Unrestricted	Total
	Tangible Fixed Assets £	Day Care, Stroke Club & Talking Circle £	Minibus £	Forget Me Knot Club £	Donat. For Concert £	Lottery Grant £	£	
Balance 1 April 2021	190,283	46,481	8,750	8,907	8,000	-	22,139	284,560
Net Incoming / (Outgoing) Resources		(42,481)		(385)	(4,000)		(42,212)	(3,429)
Additions to Tangible Assets	726							
Disposals of Tangible Assets	-						(726)	-
Depreciation of Tangible Assets	(12,707)						-	
Depreciation of Disposals of Tangible Assets	-						12,707	-
Transfers							-	
Balance 31 March 2022	<u>178,302</u>	<u>4,000</u>	<u>8,750</u>	<u>8,522</u>	<u>4,000</u>	<u>-</u>	<u>(8,092)</u>	<u>281,131</u>

Funds are explained in the Funds section of the Trustees Annual Report.

Chinnor Village Centre

The principal activities of the Association continue to be provision of Day Care for the elderly and the Coffee Shop, which is the main source of income.

7. Debtors	2022	2021
Insurance Prepaid	347	159
Water & Cleaning	-	83
Telephone & Internet	-	107
VAT	-	418
Suppliers	-	243
Furloughed Rebate	-	-
Amounts due receivable	<u>4,021</u>	<u>322</u>
	<u><u>4,368</u></u>	<u><u>1,332</u></u>
8. Creditors	2022	2021
VAT	1,907	-
Fundraising Donations	168	-
Payroll Tax ,NIC and Pension	-	466
Music for Charities	183	-
Other Creditors - Concert	4,000	-
Suppliers and accrued liabilities	<u>1,994</u>	<u>8,559</u>
	<u><u>8,252</u></u>	<u><u>9,025</u></u>

Chinnor Village Centre

Independent Examiner's Report to the Trustees of Chinnor Village Centre

This report on the accounts of Chinnor Village Centre for the twelve months ended 31 March 2022 is in respect of an examination carried out under S43 of the Charities Act 1993

Respective responsibilities of trustees and examiner

As the trustees you are responsible for the preparation of the accounts; you consider the audit requirement of section 43(2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to issue this report on the accounts in accordance with the terms of Regulation 7 of the Charities (Accounts and Reports) Regulations 1995.

Basis of independent examiner's report

My examination was carried out in accordance with the general direction given by the Charity Commission under section 43(7) (b) of the Act. The examination includes a review of the accounting records kept by the trustees and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you, as 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 taken by the accounts.

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 41 of the 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.



Stephen Beard Accountancy Services

Date: 24/02/2023

10 Cheshire Road

Thame

Oxon OX9 1LQ