

**The Crockham Hill Village Hall Trust**  
**Trustees' report and financial statements**

**For the year ended 31 March 2023**

**Registered charity number 1044489**

# The Crockham Hill Village Hall Trust

## Trustees' report and financial statements

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# The Crockham Hill Village Hall Trust

The Trustees present their annual report and the financial statements for the year ended 31 March 2023.

## Establishment of the Trust

The Trust is a registered charity, no. 1044489, and was constituted by deed on 17 February 1995.

## Principal Purpose and Objective

The principal purpose and objective of the Trust is to provide a village hall facility and to make it available for hire by local residents within the immediate area of benefit and for hire generally by the public at large.

## Chairman of Trustees Statement

The accounts for the year ended 31st March 2023 have built upon the improved results of the previous year with hiring income increasing by 22% to £42,860 and overall income by 11.5%.

There was an operating loss before depreciation of £3,203 due to a 61% increase in expenditure, caused mainly by the resurfacing of the overflow car park. The total cost of this work plus legal and planning fees was £47,829. In return for a 10 year usage licence, Kent County Council agreed to contribute £26,868 to the overall cost and make an annual contribution for the same period to ongoing maintenance.

The three contracting parties to the 10 year maintenance agreement will contribute to creating an annual fund of £3,250, which in normal circumstances should be more than adequate and will be held by us in a restricted usage fund.

The substantial increase in gardening costs reflects the major tree and bush clearance work, including removing diseased ash trees.

For the year ahead we must replace the Hall's existing double glazing and frames as these are beyond repair, as are the main toilets. The hall is now of an age where we must expect the annual repair costs to routinely increase and greater attention must be paid to ways of reducing our utility costs.

Our unrestricted reserves, excluding the fixed asset fund, are at a healthy level of £82,765 in line with our policy of retaining them at approximately two years income. This brings me on to reasons why two years is appropriate. Our hiring income is heavily dependent upon two non-village hirers to the extent of £27,000. Replacing this loss of income may not be possible either in a reasonable timescale or at all.

In addition, the income from village sources has diminished to no more than 4% despite rates being unaltered for the last four years and discounted. The latter is not a comfortable position to be in for a village hall but reflects the general social trend post COVID.

## Financial Performance and Reserves

The financial performance and movements on the Trust's funds for the year ended 31 March 2023 are set out in the attached statement of financial activities on page 7.

The result in relation to incoming and outgoing resources on the General Fund was a net operating loss before depreciation of £3,203 (2022 Surplus of £10,958).

The Car Park Maintenance Fund is £3,250, (2022 - £8,917) and the Hall Cyclical Maintenance Fund £22,000, (2022 - £20,000). The opening balance of the former was fully utilised in this financial year. The current balance consists of new contributions from The School Charitable Trust, Kent County Council and the Hall itself. The latter fund will be used for its intended purpose during the forthcoming year and will be replenished as far as possible from the General Reserve.

The year end balance on the General Fund was £60,765 (2022 - £62,278).

## Independent Examiner

Mrs Marnie Woodward FCMA has kindly consented to continue to act as the independent examiner of the Trust's accounts.

# The Crockham Hill Village Hall Trust

## Trustees

The Trust's constitution provides for the appointment of a committee of eight Trustees, comprising three elected members and five representative members. The elected members are elected at the annual general meeting of the Trust and the representative members are appointed by each of the five local organisations specified in the Trust's constitution. The management committee may appoint up to three further, co-opted members. The Trustees who held appointment during the year were as follows:

## Elected Trustees

Neil Marshall

## Representative Trustees

Crockham Hill (C.E.) (Controlled) Primary School	- Emily Blake
Crockham Hill Players Society ('CHIPS')	- Mo Tobin
Crockham Hill W.I.	- Judy Newton
Holy Trinity Parochial Church Council	- June Davies
Westerham Parish Council	- Deborah Coen

## Co-opted Trustees

Leah Loughlin  
Nick Naismith  
Alan Wesley (Chairman)

## Officers

Trust Secretary	- Deborah Coen
Trust Treasurer	- Neil Marshall
Hall Manager	- Clive Folkard

## Bankers

CAF Bank Limited  
Kings Hill  
West Malling  
Kent ME19 4TA

## Independent Examiner

Mrs Marnie Woodward FCMA  
The Old Forge  
Smiths Lane  
Crockham Hill  
Kent TN8 6RH

## Principal address of the Trust

Crockham Hill Village Hall  
Church Road  
Crockham Hill  
Kent TN8 6RP

## Alan Wesley

*Chairman*

## The Crockham Hill Village Hall Trust

### Trustees' responsibilities in relation to the financial statements

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. The trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on **10 May 2023** and signed on their behalf by:

**Alan Wesley**  
*Chairman*

# The Crockham Hill Village Hall Trust

## Independent Examiner's Report

### Independent Examiner's Report to the Trustees of The Crockham Hill Village Hall Trust

I report on the accounts of the Trust for the year ended 31 March 2023, which are set out on pages 7 to 13.

#### *Respective responsibilities of Trustees and Examiners*

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.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to 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 next statement.

#### *Independent Examiner's statements*

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 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

**Mrs Marnie Woodward FCMA**  
**Chartered Management Accountant**

**The Old Forge**  
**Smiths Lane**  
**Crockham Hill**  
**Edenbridge**  
**Kent TN8 6RH**

*02 November 2023*

## The Crockham Hill Village Hall Trust

Statement of Financial Activities  
for the year ended 31 March 2023

General Fund	Restricted Funds	Designated Funds		Total Funds 2023	Total Funds 2022
		Fixed Assets Fund	Other		

### Income and expenditure

Notes

#### Incoming resources

Donations (gross)		£0	£0	£0	£0	£4,711
Hall hirings		£42,860	£0	£0	£42,860	£35,199
Maintenance Contribution		£0	£2,000	£0	£2,000	£750
Fund raising		£0	£0	£0	£0	£0
Interest receivable	2	£620	£0	£0	£620	£107
<b>Total incoming resources</b>		<b>£43,480</b>	<b>£2,000</b>	<b>£0</b>	<b>£45,480</b>	<b>£40,767</b>

#### Resources expended

Hall running and redecoration expenses		£46,683	£0	£0	£46,683	£29,059
	3					

Net operating surplus before depreciation		(£3,203)	£2,000	£0	(£1,203)	£11,708
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Depreciation		£0	£0	£15,033	£0	£15,033
	5					£14,828

Net incoming/outgoing resources before transfers		(£3,203)	£2,000	(£15,033)	£0	(£16,236)
						(£3,120)

Gain / (loss) on investment		(£429)	£0	£0	(£429)	(£261)
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Transfer from General Fund		£2,119	(£7,667)	£3,548	£2,000	£0
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Net movement in funds		(£1,513)	(£5,667)	(£11,485)	£2,000	(£16,665)
						(£3,381)

Fund balances brought forward at 1 April 2022		£62,278	£8,917	£431,574	£20,000	£522,769
						£526,150

Fund balances carried forward at 31 March 2023		£60,765	£3,250	£420,089	£22,000	£506,104
						£522,769

Notes:

a) There was no other recognised income or expenditure other than that reflected in the above statement.

b) The notes on pages 9-13 form part of these financial statements.

## The Crockham Hill Village Hall Trust

Balance sheet  
as at 31 March 2023

		<u>2023</u>	<u>2022</u>
	Notes		
<b>Fixed assets</b>			
Tangible fixed assets	5	£420,089	£431,574
<b>Current assets</b>			
Debtors and prepayments	6	£3,460	£4,521
Investment	7	£5,962	£6,274
Deposit	8	£78,000	£75,007
Cash at bank		<u>£5,602</u>	<u>£6,478</u>
		<b>£93,024</b>	<b>£92,280</b>
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	9	<u>£7,008</u>	<u>£1,085</u>
<b>Net current assets</b>		<b>£86,016</b>	<b>£91,195</b>
		<hr/>	<hr/>
<b>Total net assets</b>		<b>£506,105</b>	<b>£522,769</b>
		<hr/> <hr/>	<hr/> <hr/>
<b>Funds</b>			
Restricted Funds	10		
- Car park maintenance fund		£3,250	£8,917
Unrestricted			
- General fund		£60,765	£62,278
- Fixed assets fund	11	£420,089	£431,574
- Other designated funds	11	£22,000	£20,000
		<hr/>	<hr/>
<b>Balance carried forward</b>		<b>£506,104</b>	<b>£522,769</b>
		<hr/> <hr/>	<hr/> <hr/>

Approved by the Trustees on 10 May 2023 and signed on their behalf by:

Alan Wesley  
Chairman

Neil Marshall  
Trustee

The notes on pages 9-13 form part of these financial statements.

# The Crockham Hill Village Hall Trust

Notes

*forming part of the financial statements*

## **1 Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Trust's financial statements.

### ***Basis of preparation***

The financial statements have been prepared in accordance with the Statement of Recommended Practice

"Accounting and Reporting by Charities" (SORP 2005) and other applicable accounting standards under the historical cost accounting convention. The Trust is exempt under Financial Reporting Standard No. 1 from the requirement to prepare a cashflow statement.

The Trust's objects are to establish and manage a village hall. The Trustees make the Hall available to individuals and group undertakings at a fair rental rate in order to recover the establishment and administration costs. It is on this basis that the financial statements have been prepared on a going concern basis.

### ***Donations receivable***

Donations made to the Trust as gifts or under deeds of covenant are accounted for in the period in which they have been received or become receivable. Donations received as gift aid payments include an element of Gift Aid recovered at the 20% basic rate of tax.

### ***Fixed assets and depreciation***

Fixed assets representing the Hall and related fixtures and fittings are recorded at cost. Freehold land which has been donated is recorded at nominal value. Professional fees have been capitalised where appropriate.

In the year ended 31 March 2023 depreciation has been provided as follows:

Freehold buildings	2% on cost
Fixtures and fittings	15% on cost

### ***Investments***

Investments are stated at market value as of the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

### ***Taxation***

The Trust is a registered charity under the Charities Act 1993 and is not assessable to taxation on its activities.

## The Crockham Hill Village Hall Trust

Notes (continued)

### 2 Interest Receivable

	2023	2022
CAF Bank Limited	£504	£12
M&G Charibond	£117	£95
	<hr/>	
	£620	£107
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### 3 Hall running expenses

	2023	2022
Insurance	£1,411	£1,309
Electricity	£4,708	£4,738
Rates and water rates	£1,007	£253
Cleaning and supplies	£5,168	£4,900
Repairs and maintenance	£20,521	£9,518
Gardening	£4,232	£429
Hall licences	£1,075	£1,423
Website Costs	£1,005	£361
Legal Fees	£3,061	£0
Miscellaneous expenses	£495	£2,128
Hall manager's fees	£4,000	£4,000
	<hr/>	
<b>Total</b>	<b>£46,683</b>	<b>£29,059</b>
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### 4 Payments to Trustees and connected persons

In the year ended 31 March 2023, £492 in respect of costs incurred on the Trust's behalf during the year were reimbursed to a Trustee (2022 - £695).

## The Crockham Hill Village Hall Trust

Notes (continued)

### 5 Tangible fixed assets

	Freehold Land and Buildings	Fixtures and Fittings	Total
Cost at 1 April 2022	£694,720	£106,564	£801,283
Additions in year	£0	£3,724	£3,724
Disposals in year	£0	(£320)	(£320)
<hr/>			
Cost at 31 March 2023	£694,720	£109,968	£804,687
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Accumulated depreciation			
At 1 April 2022	£264,615	£105,095	£369,709
Charge for the year	£13,894	£1,139	£15,033
Disposals in year	£0	(£144)	(£144)
<hr/>			
Depreciation at 31 March 2023	£278,509	£106,090	£384,598
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Net book values			
At 31 March 2023	£416,211	£3,878	£420,089
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At 31 March 2022	£430,105	£1,469	£431,574
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### 6 Debtors and prepayments

	2023	2022
Hall hirings receivable	£360	£1,160
Insurance prepaid	£1,492	£1,337
Licences and Subscriptions	£36	£201
Repairs and Maintenance	£192	£179
Electricity	£0	£83
Water	£0	£241
Hall running expenses	£630	£570
Other	£750	£750
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<b>Total</b>	<b>£3,460</b>	<b>£4,521</b>
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## The Crockham Hill Village Hall Trust

Notes (continued)

### 7 Investment

M&G Charibond Fixed Income Fund Accumulation shares.

	2023	2022
Opening market value	£6,274	£6,440
Additions	-	-
Income reinvested	£117	£95
Disposals / withdrawals	-	-
Unrealised Gain / (loss)	(£429)	(£261)
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Closing market value	£5,962	£6,274
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### 8 Deposit

A call deposit account is maintained with CAF Bank Limited, a recognised bank under the Banking Act 1987 and a subsidiary undertaking of the Charities Aid Foundation. The balance outstanding on the account is pooled with other funds in the London money market and earns interest on a daily basis.

### 9 Creditors

	2023	2022
<i>Amounts falling due within one year</i>		
Prepaid Hall hiring charges	£1,625	£1,085
Electricity	£741	£0
Water rates	£62	£0
Legal Fees	£3,061	£0
Administration Expenses	£234	£0
Repairs and Maintenance	£504	£0
Licences and Subscriptions	£211	£0
Cleaning and supplies	£570	£0
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<b>Total</b>	<b>£7,008</b>	<b>£1,085</b>
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### 10 Restricted funds

	Balance 01-Apr-22	Movement in Resources: Incoming	Outgoing	Transfers from/to General Fund	Balance 31-Mar-23
Car Park Maintenance Fund	£8,917	£2,000	£0	(£7,667)	£3,250
<hr/>					
<b>Total</b>	<b>£8,917</b>	<b>£2,000</b>	<b>£0</b>	<b>(£7,667)</b>	<b>£3,250</b>
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A Car Park Maintenance Fund was established for the purposes of maintaining the overflow car park. Contributions were made during the year by the School Charitable Trust (38%), Kent County Council (23%) and the Village Hall Trust (38%).

## The Crockham Hill Village Hall Trust

Notes (continued)

### 11 Other designated funds

	Balance	Movement in Resources:		Balance
	01-Apr-22	Incoming	Outgoing	31-Mar-23
Fixed Asset Fund	£431,574	£3,548	(£15,033)	£420,089
Cyclical maintenance reserve	£20,000	£2,000	£0	£22,000
<hr/>				
<b>Total</b>	<b>£464,402</b>	<b>£5,548</b>	<b>(£15,033)</b>	<b>£442,089</b>
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A Fixed Assets Fund has been provided out of the General Fund to recognise the net value of fixed assets which cannot easily be turned into cash to cover operating expenses or to fund an operating deficit. The value of the fund is adjusted each year to reflect additions to fixed assets and depreciation.

A reserve of £22,000 (2022 - £20,000) has been provided out of the General Fund for redecoration and maintenance of the Hall on a cyclical basis. An appropriate adjustment to the reserve is made in each financial year of the Hall's operation and reflected in the respective financial statements.

### 12 Building expenditure commitments

No building expenditure has been contracted for that has not been provided in these financial statements.

### 13 Independent examiner

No remuneration is payable to the independent examiner (2022 – nil).