

## Leighs Village Hall

### **Charity No. 301317**

Chairman's Report to the Annual General Meeting for 2023-2024 year

#### Council of Management:

Roger Berkley	– President	Brenda Young	- Parish Council
Stuart Wilson	– Chairman & Booking Secretary	Una White	– Bingo
Anne Wilson	– Minutes Secretary	Phillip Willis	- Co-opted
Pat Willis	– Treasurer	John White	- Co-opted
June Poultney	– Bowls Club	Gareth Roberts	- Co-opted
Lindsay Grice	– Nursery	Tracey Mitchell	- Co-opted

#### 1. Summary for April 2023 to March 2024

Regular hirers provide us with a core income of approximately £27,000 per annum, whilst private hire from individuals is still quite buoyant with continued interest in hiring for Childrens parties.

During the period April 23 to Mar 24, we have had 1,081 hirings covering 4,328 hours.

The demographic of our hirers is a significant cross section of the local community however there is opportunity to utilise the availability of the Brian Poultney small hall particularly on weekday afternoons.

Once again my thanks go to the committee for their support and practical help in ensuring the hall operates effectively, focusing on the needs of the community.

2. Overall, hire income for the period was **£40,101**, other donations from Bingo, Christmas Fayre, & Christmas Tree Event of **£820** plus bank interest of **£172.00** gave us a total income of **£41,093** for the year to March 2024.
3. Expenditure for the year was **£39,197**. Hall maintenance costs accounted for **£10,002**, staff costs were **£8,375** and Energy charges amounted to **£10,002**. Provision for future boiler replacement was **£1,500**.
4. The cash balance at year end March 2024 was **£95,681**. Which is a net increase of **£2,930**.
5. Details of specific significant expenditure for the year Apr 23 to Mar 24 are as follows:
  - i) Fuel for biomass boiler - **£3,025** (*a reduction on previous year due to stabilisation of prices following the energy crisis*)
  - ii) Electricity - **£5,301** (*3-year fixed price contract with SSE*) .
  - iii) Staff Costs - **£8,375** (*small reduction on previous year*)
  - iv) Cleaning, Hygiene & Caretaking Consumables- **£1,423** (*small reduction over previous year*)
  - v) Boiler Servicing - **£594** – (Annual servicing charge, plus repairs for Biomass boiler & associated controls and includes emergency 24hr support.)
  - vi) Hall Redecoration – **£5,400** – (Re-decoration of external façade, plus re-decoration of internal lobbies and Brian Poultney Hall)
  - vii) Hall Building & Public Liability Insurance - **£1,808**. (*5% increase on previous year*)
6. Future Plans

The Solar PV project has gained momentum with quotes received from 3 suppliers. It is anticipated that we will be able to move forward to instructing our preferred supplier in early 2024-25 financial year. The projected benefit to our electricity consumption is to halve our reliance upon the grid supply.

Stuart Wilson – Chairman

May 2024

**Leighs Village Hall**

**Charity No. 301317**

**Trustees' Report and Unaudited Accounts**

**31 March 2024**

**Leighs Village Hall**  
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**Leighs Village Hall**  
**TRUSTEES ANNUAL REPORT**

The Trustees present their report with the unaudited financial statements of the charity for the year ended 31 March 2024.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Charity No. 301317**

**Trustees**

The following Trustees served during the year:

P. Willis  
S. Wilson

**Accountants**


Shirley Smith & Co Ltd  
11 Chandlers Way  
South Woodham Ferrers  
Chelmsford  
Essex  
CM3 5TB

**Statement of trustees' responsibilities in relation to the financial statements**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees

P. Willis   
Trustee Patricia Willis (May 23, 2024, 2:04pm)  
20 May 2024

23 May 2024

**Independent Examiner's Report to the trustees of Leighs Village Hall**

I report on the accounts of Leighs Village Hall for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

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

- examine the accounts under s.145 of the 2011 Act;
- to follow procedures laid down in the general Directions given by the Charity Commission under s.145(5)(b) of the 2011 Act; and
- 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 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 s.130 of the 2011; 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.

Daniel Baxter  
ICAEW  
Shirley Smith & Co Ltd  
Chartered Accountants  
11 Chandlers Way  
South Woodham Ferrers  
Chelmsford  
Essex

**Leighs Village Hall**  
**INDEPENDENT EXAMINERS REPORT**

CM3 5TB  
20 May 2024

Leighs Village Hall  
**STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 March 2024

	Notes	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Income and endowments from:</b>				
Donations and legacies	3	820	820	422
Other	4	40,273	40,273	40,064
<b>Total</b>		<b>41,093</b>	<b>41,093</b>	<b>40,486</b>
<b>Expenditure on:</b>				
Other	5	39,197	39,197	44,201
<b>Total</b>		<b>39,197</b>	<b>39,197</b>	<b>44,201</b>
Net gains on investments		-	-	-
<b>Net income/(expenditure)</b>		<b>1,896</b>	<b>1,896</b>	<b>(3,715)</b>
<b>Net income/(expenditure) before other gains/(losses)</b>		<b>1,896</b>	<b>1,896</b>	<b>(3,715)</b>
<b>Other gains and losses:</b>				
<b>Net movement in funds</b>		<b>1,896</b>	<b>1,896</b>	<b>(3,715)</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		92,883	92,883	96,598
<b>Total funds carried forward</b>		<b>94,779</b>	<b>94,779</b>	<b>92,883</b>

**Leighs Village Hall****BALANCE SHEET**

at 31 March 2024

Charity No. 301317

		<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
<b>Fixed assets</b>			
Tangible assets	7	764,862	764,862
		<u>764,862</u>	<u>764,862</u>
<b>Current assets</b>			
Debtors	8	5,927	4,049
Cash at bank and in hand		95,681	92,751
		<u>101,608</u>	<u>96,800</u>
<b>Creditors: Amount falling due within one year</b>	9	(1,891)	(479)
<b>Net current assets</b>		99,717	96,321
<b>Total assets less current liabilities</b>		864,579	861,183
<b>Provisions for liabilities</b>	10	(16,500)	(15,000)
<b>Net assets excluding pension asset or liability</b>		<u>848,079</u>	<u>846,183</u>
<b>Total net assets</b>		<u><u>848,079</u></u>	<u><u>846,183</u></u>
<b>The funds of the charity</b>			
<b>Restricted funds</b>	11		
<b>Unrestricted funds</b>	11		
General funds		94,779	92,883
		<u>94,779</u>	<u>92,883</u>
<b>Reserves</b>	11		
Village Hall Project - cost capitalised		753,300	753,300
		<u>753,300</u>	<u>753,300</u>
<b>Total funds</b>		<u><u>848,079</u></u>	<u><u>846,183</u></u>

Approved by the trustees on 20 May 2024

And signed on their behalf by:

P. Willis  
Trustee  
20 May 2024

Leighs Village Hall  
**STATEMENT OF CASH FLOWS**  
for the year ended 31 March 2024

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
<b>Net income/(expenditure) per Statement of Financial Activities</b>	1,896	(3,715)
<b>Adjustments for:</b>		
Movement in provisions	1,500	1,500
Dividends, interest and rents from investments	(40,273)	(40,064)
Increase in trade and other receivables	(1,878)	(187)
Increase/(Decrease) in trade and other payables	1,412	(1)
<b>Net cash used in operating activities</b>	<u>(37,343)</u>	<u>(42,467)</u>
<b>Cash flows from investing activities</b>		
Dividends, interest and rents from investments	40,273	40,064
<b>Net cash from investing activities</b>	<u>40,273</u>	<u>40,064</u>
<b>Net cash from financing activities</b>	<u>-</u>	<u>-</u>
<b>Net increase/(decrease) in cash and cash equivalents</b>	2,930	(2,403)
<b>Cash and cash equivalents at the beginning of the year</b>	92,751	95,154
<b>Cash and cash equivalents at the end of the year</b>	<u>95,681</u>	<u>92,751</u>
<b>Components of cash and cash equivalents</b>		
Cash and bank balances	95,681	92,751
	<u>95,681</u>	<u>92,751</u>

**Leighs Village Hall**  
**NOTES TO THE ACCOUNTS**

**for the year ended 31 March 2024**

**1 Accounting policies**

**Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - Charities SORP (FRS 102) (effective 1 January 2015) - the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Change in basis of accounting or to previous accounts**

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

**Fund accounting**

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

**Income**

Recognition of income      Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure      Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies      Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts      Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities      These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help      The value of any volunteer help received is not included in the accounts.

Investment income      This is included in the accounts when receivable.

Gains/(losses) on revaluation of fixed assets      This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets      This includes any gain or loss on the sale of investments.

**Leighs Village Hall**  
**NOTES TO THE ACCOUNTS**

**Expenditure**

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Freehold investment property**

Investment properties are revalued annually and any surplus or deficit is dealt with through the Statement of Financial Activities. No depreciation is provided in respect of investment properties.

**Intangible fixed assets and amortisation**

Intangible fixed assets (including purchased goodwill, patents and trademarks) are carried at cost less accumulated amortisation and impairment losses.

**Stocks**

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

**Trade and other debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Cash and cash equivalents**

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

**NOTES TO THE ACCOUNTS**

**Trade and other creditors**

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Research and development**

Expenditure on research and development is written off in the year in which it is incurred.

**Foreign currencies**

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period. Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred.

All exchange differences are taken into account in arriving at net income/expenditure.

**Leased assets**

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation.

Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

**Pension costs**

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet.

The assets of the plan are held separately from the charity in independently administered funds.

Leighs Village Hall  
NOTES TO THE ACCOUNTS

2 Statement of Financial Activities - prior year

	Unrestricted funds 2023 £	2023 £	2023 £	Total funds 2023 £
<b>Income and endowments from:</b>				
Donations and legacies	422	-	-	422
Other	40,064	-	-	40,064
<b>Total</b>	<u>40,486</u>	<u>-</u>	<u>-</u>	<u>40,486</u>
<b>Expenditure on:</b>				
Other	44,201	-	-	44,201
<b>Total</b>	<u>44,201</u>	<u>-</u>	<u>-</u>	<u>44,201</u>
<b>Net income</b>	<u>(3,715)</u>	<u>-</u>	<u>-</u>	<u>(3,715)</u>
<b>Net income before other gains/(losses)</b>	<u>(3,715)</u>	<u>-</u>	<u>-</u>	<u>(3,715)</u>
<b>Other gains and losses:</b>				
<b>Net movement in funds</b>	<u>(3,715)</u>	<u>-</u>	<u>-</u>	<u>(3,715)</u>
<b>Reconciliation of funds:</b>				
Total funds brought forward	96,598	-	-	96,598
<b>Total funds carried forward</b>	<u>92,883</u>	<u>-</u>	<u>-</u>	<u>92,883</u>

3 Income from donations and legacies

	Unrestricted £	Total 2024 £	Total 2023 £
Fete donation	440	440	52
Bingo donation	250	250	250
Tree event	130	130	120
	<u>820</u>	<u>820</u>	<u>422</u>

4 Other income

	Unrestricted £	Total 2024 £	Total 2023 £
Hire of hall	40,101	40,101	39,035
Grant - Chelmsford City Council	-	-	1,000
Bank interest	172	172	29
	<u>40,273</u>	<u>40,273</u>	<u>40,064</u>

Leighs Village Hall  
NOTES TO THE ACCOUNTS

5 Other expenditure

	Unrestricted	Total 2024	Total 2023
	£	£	£
General administrative costs	37,629	37,629	44,655
	<u>37,629</u>	<u>37,629</u>	<u>44,655</u>

6 Staff costs

No employee received emoluments in excess of £60,000.

7 Tangible fixed assets

	£	£
<b>Cost or revaluation</b>		
At 1 April 2023	764,862	764,862
At 31 March 2024	<u>764,862</u>	<u>764,862</u>
<b>Net book values</b>		
At 31 March 2024	764,862	764,862
At 31 March 2023	<u>764,862</u>	<u>764,862</u>

8 Debtors

	2024	2023
	£	£
Trade debtors	5,927	4,049
	<u>5,927</u>	<u>4,049</u>

9 Creditors:

amounts falling due within one year

	2024	2023
	£	£
Accruals and deferred income	1,891	479
	<u>1,891</u>	<u>479</u>

10 Provisions

	Onerous contracts	Total
	£	£
At 1 April 2023	15,000	15,000
Movement for the year	1,500	1,500
At 31 March 2024	<u>16,500</u>	<u>16,500</u>

Leighs Village Hall  
NOTES TO THE ACCOUNTS

11 Movement in funds

	At 1 April 2023	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 March 2024 £
<b>Restricted funds:</b>					
<b>Unrestricted funds:</b>					
<b>General funds</b>	92,883	41,093	(39,197)	-	94,779
<b>Revaluation Reserves:</b>					
Revaluation fund	753,300	-			753,300
<i>Total revaluation reserves</i>	<u>753,300</u>	<u>-</u>			<u>753,300</u>
<b>Total funds</b>	<u>846,183</u>	<u>41,093</u>	<u>(39,197)</u>	<u>-</u>	<u>848,079</u>

Purposes and restrictions in relation to the funds:

Revaluation reserves Represent the amount by which investments exceed their historical cost.

12 Analysis of net assets between funds

	Unrestricted funds £	Total £
Fixed assets	764,862	764,862
Net current assets	99,717	99,717
Creditors due in more than one year and provisions	(16,500)	(16,500)
	<u>848,079</u>	<u>848,079</u>

**Leighs Village Hall**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the year ended 31 March 2024**

	<b>General</b>		
	<b>Funds</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>2024</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income from:</b>			
Donations and legacies			
Fete donation	440	440	52
Bingo donation	250	250	250
Tree event	130	130	120
	<u>820</u>	<u>820</u>	<u>422</u>
Other			
Hire of hall	40,101	40,101	39,035
Grant - Chelmsford City Council	-	-	1,000
Bank interest	172	172	29
	<u>40,273</u>	<u>40,273</u>	<u>40,064</u>
<b>Total income</b>	<b>41,093</b>	<b>41,093</b>	<b>40,486</b>
<b>Expenditure on:</b>			
General administrative costs, including depreciation and amortisation			
Bad debts	-	-	1,347
Rates and water rates	2,962	2,962	1,347
Heat, light and telephone	10,002	10,002	8,649
Insurance	1,809	1,809	1,707
Caretaker and cleaner	8,375	8,375	8,544
Repairs and maintenance	10,556	10,556	18,757
Provision for boiler replacement	1,500	1,500	1,500
Supplies	1,446	1,446	1,551
Sundry	275	275	256
RCC affiliation fees and PRS licences	581	581	680
Printing, statutory secretary's expenses etc	123	123	317
Community projects	784	784	288
Website	140	140	-
Subscriptions	140	140	125
Independent examiner	504	504	480
	<u>39,197</u>	<u>39,197</u>	<u>44,201</u>
<b>Total of expenditure</b>	<b>39,197</b>	<b>39,197</b>	<b>44,201</b>
<b>Total expenditure</b>	<b>39,197</b>	<b>39,197</b>	<b>44,201</b>
Net gains on investments	-	-	-
	<u>1,896</u>	<u>1,896</u>	<u>(3,715)</u>
<b>Net income/(expenditure)</b>	<b>1,896</b>	<b>1,896</b>	<b>(3,715)</b>

**Leighs Village Hall**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

<b>Net income/(expenditure) before other gains/(losses)</b>	<u>1,896</u>	<u>1,896</u>	<u>(3,715)</u>
Other Gains	-	-	-
<b>Net movement in funds</b>	<u>1,896</u>	<u>1,896</u>	<u>(3,715)</u>