

CHURT VILLAGE HALL

Annual Report 2021

Charity Name: Churt Village Hall

Charity number: 305006

Report for financial year: 1 November 2020 – 31 October 2021

Principal address: Crossways, Churt, Farnham, Surrey GU10 2JA

Trustees at the date of this report:

John Brain	Chair of Trustees
Rev Richard Bodle	Trustee
Terence Arthur Cole	Trustee
Christopher James Deacon	Trustee
Julia Deacon	Trustee
Simon Bruce Lovat Fraser	Chair of Management Committee
Adrian John Martin	Trustee
Vivienne Frances Raeside	Trustee (appointed 11 February 2020)
Andrew John Smith	Trustee (appointed 13 December 2021)
Michael James Tutill	Trustee

Governance

The charity was established in 1928 with charitable objectives to operate a Village Hall for use as reading and recreation rooms. The governing document is the Deed of Conveyance dated 18 May 1928. The Charity is constituted as an unincorporated association.

The routine operation of the Hall is delegated to a Management Committee consisting of six of the trustees.

Trustees are formally elected by the Annual General Meeting, which is held every year in November and is open to all Churt residents. New trustees may be co-opted during the year, subject to confirmation at the AGM.

Charitable activities

Churt Village Hall is run and maintained to provide a focus for the local community to meet its social and recreational needs. A variety of activities are undertaken, principally by and for the benefit of members of the village, however the Hall is open to and embraces wider usage from the surrounding populace and elsewhere.

The trustees have had regard to the Charity Commission's guidance on public benefit when managing the hall and determining how best to utilise funds raised.

Annual review 2021

2021 has been a slightly better year than 2020 as regards usage of the Village Hall. The Pre-School continued to function throughout the year and from June Martial Arts classes commenced and other users slowly started to book the hall once again. CADS started rehearsals in September when CHAPS also held their Autumn Show. The WI re-commenced holding meetings in October since when a number of commercial and private party bookings have been made. We have one or more booking for each weekend from 13 November to 19 December. A yoga class started in September but closed due to lack of support. We very much hope in the New Year we can attract more exercise or other events on mid-week evenings.

The big project during the year was the re-decoration of the upper parts of the hall and the installation of new lighting. This was completed during the school summer holiday, and we are very grateful to the lighting design firm, the decorator, and the lighting installer all of whom worked very well with us to complete this project on time and to a high standard. We are delighted that hirers of the hall have found the lighting options easy to use and are pleased with the results. The total cost of the project was close to £30,000 and thanks to the Government's Covid compensation grants it has not reduced our reserves beneath our desired level.

A further project completed this year is the installation of our online booking system which allows users to make booking requests and ultimately feeds our invoicing.

This year we have reviewed our hire charges compared to other local village halls and concluded that we are at the low end. As a result, we increased hire charges on 1 September to hirers other than village organisations and the Pre-School as we recognised those organisations had suffered a loss of funding due to Covid restrictions. It is some years since we have increased charges to them, and we will be looking to do so from next September to reflect the increased utility and other costs we are and anticipate we will have to pay over the forthcoming year.

During the Covid closure periods we took the opportunity to get a number of small maintenance jobs completed and CADS also had their electrical equipment tested. The one larger job was to make the use of the stage trap door safer. Currently we have commissioned George Woods to repair some timber and creosote the shed. The shed leans towards the Rec caused in the past by CADS scenery leaning against that side. CADS have this year built an excellent frame placed in the shed to hold their scenery vertical. George Wood is going to try and slightly realign the shed so the doors can hang better but we are aware it is getting close to the end of its life. We will almost certainly be installing Wi-fi into the hall in the coming year.

We hope to restart fundraising in 2022 we have earmarked 23rd April to hold our quiz and plan to run our raffle at the fete in June.

Financial review 2021

Overview:

The overall financial position remains satisfactory, although because we chose to undertake some major hall improvement works this year (see below), the hall made an overall **net loss** of £12,207 in the year 2020/21.

We are grateful for additional grants totalling £18,708 received from Waverley Borough Council under the Retail, Hospitality and Leisure Business and other schemes intended to alleviate the consequences of the pandemic for small businesses.

If the Waverley grants and the costs of hall improvement projects are ignored, the hall made a **net profit** of £1,219 in 2020/21.

Income:

Total income was £32,819 for the year. Underlying income, excluding the Waverley grant, was £14,111 for the financial year, an increase of 6% over 2020 but still a reduction of 39% vs the last 'normal' year, 2018/19.

Operating income (excluding fundraising, donations, and grants) was £11,613 for the year, an increase of 10% versus 2019/20 but still a 30% reduction from 2018/19 levels.

Because of pandemic restrictions, income from clubs and activities, private functions and commercial hires were all still depressed in 2020/21. In particular, the CADS pantomime was cancelled in 2021, and although there was a CADS Juniors production in October, that was not enough to offset the reduction in overall income from clubs and activities. On the other hand, the nursery was able to remain open for most of the year, so income from that source was almost at normal levels.

The management committee decided to make a small increase to weekday evening commercial hire rates from 1st September 2021, the first such increase for several years. Hire rates to community organisations, however, remain unchanged again this year, in recognition of the loss of income that has been experienced by many of our hirers, and in the light of the receipt of the Waverley grants.

Fortunately, now that we are operating more or less normally, bookings and income look as though they will be returning to more normal levels in 2021/22.

Expenditure:

Total costs, at £45,025, are considerably affected by hall improvement costs (see below). Once these extraordinary items have been stripped out, the figure becomes £12,892, which is 1.5% lower than the equivalent figure for 2019/20.

Underlying operating expenses (excluding donations, fundraising and hall improvement costs) were £11,979 – a reduction of 2% on 2018/19.

Maintenance costs were down this year at £1,618, a 41% reduction vs 2019/20. Gas, electricity, and cleaning costs are returning to normal levels but are still lower than in a typical year.

Water charges have historically been rather volatile, because of the way that the supplier bills are based on forecast usage rather than measured values. This year they have been rather higher than trend (£407) but there may be a refund to come once actual readings are taken into account.

Hall improvement projects:

A total of £32,134 was spent this year improving the hall for the benefit of the local community. A cost breakdown is given below.

A completely new lighting system was installed in the main hall at a total cost of £21,118, which was made up of:

- Initial design advice: £648
- Final design and project support: £1,950
- Lighting equipment: £13,622
- Installation: £4,898

In conjunction with the lighting project, the walls and ceiling of the main hall were redecorated at a cost of £10,200.

A new 'Churt Village Hall' sign was installed at the front of the hall at a cost of £816.

Fundraising and donations:

As last year, our two major fundraising events, the Village Quiz and the Churt Fete Raffle, could not be held. We are hopeful that this will change in 2022.

Fortunately, the 90 Club has continued to operate, with a roughly stable number of members (currently 29). Net income from the lottery itself came to £868 but also, as last year, we are grateful that a significant number of prize-winners declined their winnings, making the total contribution from running the 90 Club £1,236.

We would also like to express our sincere gratitude for generous individual donations received this year. Note that we do not work with professional fundraisers or commercial participators.

Reserves policy and reserves:

Our agreed reserve policy is to maintain a balance equating to 12 months' operating costs, which amount to about £16,000 in a normal year.

It can be seen from the balance sheet that total funds stood at £28,739 at the end of the financial year 2020/21, leaving us with 'free reserves' of £12,729.

All funds are unrestricted. There are no funds held by the charity that are materially in deficit. There are no uncertainties about the charity continuing as a going concern.

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

Signed on behalf of the charity's trustees:**Signature****Full name**

Christopher James Deacon

Position

Treasurer

Date

25 August 2022

Profit and Loss
Churt Village Hall
1 November 2020 to 31 October 2021

	31 Oct 21	31 Oct 20	31 Oct 19	31 Oct 18
Income				
Interest Income	0	2	12	12
Other Revenue - 90 Club Subscriptions	1,780	1,695	2,255	580
Other Revenue - Donations	718	1,027	1,658	378
Other Revenue - Fundraising Activities	0	0	2,660	2,474
Other Revenue - Grants	18,708	10,000	0	0
Sales - Clubs & Activities	1,210	1,699	3,375	3,643
Sales - Commercial	575	450	675	210
Sales - Nursery School	9,240	7,582	9,719	9,016
Sales - Private Functions	100	100	1,690	1,135
Sales - Storage Space	488	750	1,125	1,125
Total Income	32,819	23,305	23,169	18,573
Gross Profit	32,819	23,305	23,169	18,573
Less Operating Expenses				
90 Club Costs	913	868	1,147	552
Advertising & Website	258	175	142	855
AGM & Christmas Tree	120	115	84	100
Audit & Accountancy fees	0	0	0	198
Bad Debt Expense	0	0	155	49
Cleaning	1,990	1,503	2,114	1,445
COVID-19 Additional Costs	0	338	0	0
Electricity	1,253	1,123	1,336	1,305
Fundraising Costs	0	0	501	879
Gas	1,929	1,442	2,564	1,558
General Expenses	60	0	50	288
Hall Improvement - Lighting & Decorating Project	31,318	0	0	0
Hall Improvement Costs	816	1,782	0	0
Hallmaster Subscription	217	192	74	0
Insurance	1,292	1,260	1,189	1,027
Performing Rights	254	439	323	323
Premises licence	70	70	70	90
Rates	73	0	282	276
Refuse Collection	1,861	1,786	1,666	1,674
Repairs & Maintenance	1,618	2,950	3,547	4,517
Staff Training	162	238	0	0
Telephone & Internet	154	149	156	156
Water	407	185	-125	1,027
Xero Subscription	261	259	243	0
Total Operating Expenses	45,025	14,874	15,520	16,319
Net Profit	-12,207	8,431	7,649	2,254

Balance Sheet
Churt Village Hall
As at 31 October 2021

	31 Oct 2021	31 Oct 2020	31 Oct 2019	31 Oct 2018
Assets				
Bank				
Churt Village Hall	24,608	37,635	30,458	23,234
Churt Village Hall 90 Club	1,095	1,170	835	1,788
Ttees for Churt Village Hall	3,371	3,371	3,371	3,371
Total Bank	29,074	42,176	34,664	28,393
Current Assets				
Accounts Receivable	1,332	0	323	-715
Accounts Receivable pre 1 November 2017	0	0	0	95
Prepayments	293	340	252	147
Total Current Assets	1,625	340	575	-473
Total Assets	30,699	42,516	35,239	27,920
Liabilities				
Current Liabilities				
90 Club Income in Advance	665	1,025	835	0
Accounts Payable	340	-238	930	860
Accruals	775	603	869	570
Income in Advance	180	180	90	1,624
Total Current Liabilities	1,960	1,570	2,724	3,054
Total Liabilities	1,960	1,570	2,724	3,054
Net Assets	28,739	40,946	32,515	24,866
Equity				
Current Year Earnings	-12,207	8,431	7,649	2,254
Retained Earnings	40,946	32,515	24,866	22,611
Total Equity	28,739	40,946	32,515	24,866

Mr Chris Deacon
Treasurer, Churt Village Hall
Spring Valley
Churt Road
Churt
GU10 2QU

Independent examiner's report to the trustees of Churt Village Hall

I report to the trustees on my examination of the accounts of Churt Village Hall for the year
ended ~~30 November~~ ^{31 OCTOBER} 2021.

Responsibilities and basis of report

As the charity trustees of Churt Village Hall you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of Churt Village Hall'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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 in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Vanessa Evans

Address: 8 Greenhanger, Churt, Surrey GU10 2PE

Date: 15th July 2022