

# CHURT VILLAGE HALL

## Annual Report 2022

**Charity Name:** Churt Village Hall

**Charity number:** 305006

**Report for financial year:** 1 November 2021 – 31 October 2022

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

### Trustees at the date of this report:

Geoffrey John Langton 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 *
Andrew John Smith	Trustee *
Michael James Tutill	Trustee

\* Management Committee member

### 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 2022**

2022 has overall been a successful year for the hall, albeit in a slightly different way than we had anticipated. The big disappointment being the closure of the Preschool at the end of the summer term. They had been our largest income source for many years, and we will miss them not only for the loss of funding but also what they offered to the village. On the positive side, there has been a very substantial increase in private functions, in particular children's parties at weekends. We would like to think that this is partially due the improvements that have been made to the hall and its facilities over the last couple of years.

We put on an evening with a Simon & Garfunkel tribute band. This was sold out with attendance at the maximum number the hall can hold. We will be looking at other events which attract such wide village interest. Our main fundraiser the Village Quiz took place in May was well attended.

Without covid restrictions we have benefited from having our community hirers, CADS, WI, CHAPS and Churt Heritage being able to run their normal events. The Monday martial arts class has continued with an increased number of participants. The Wednesday Yoga class has been sporadic and may not continue.

Hire charges were increased for all users from 1 September in anticipation of higher operating costs during 2023.

A number of improvements have been carried out during the past year. We had a fire alarm installed; we replaced an unsatisfactory arrangement with Biffa on our large refuse bin with a new contract with Chambers which has worked extremely well. Our old food heating cabinet broke down and has been replaced with a new one. Wi-fi has been installed in the hall and is available to all hirers with the code being given on the instructions in the kitchen.

One of the larger maintenance tasks mentioned last year, the straightening of the shed, was completed successfully by George Woods who also replaced several broken or rotten timbers and re-stained the outside of the shed. The result is that we do not expect to replace the shed as early as previously thought. In August we had the woodwork beneath the hall windows re-decorated. Feedback on the choice of colour has been favourable. Looking ahead we plan to re-paint or stain all the inside doors of the hall and in due course the outside of the doors.

At the end of October, we installed Hive which is a facility enabling us to set remotely from our phones the heating and water timings and temperature. This became necessary as without the Preschool, no two days bookings are the same. Over time there will be an energy cost saving and a convenience for the committee.

Following the closure of the Preschool we have not promoted the availability of the hall for morning and afternoon hire as there was a move by a group to explore the possibility of re-starting in January a Preschool, possibly in conjunction with the Primary school. We have recently learnt this will not happen until September 2023 at the earliest, if at all. We will therefore begin advertising the hall's availability weekday mornings and afternoons.

We have very recently learnt that the martial arts group would like to book an extra evening a week for the calendar year 2023 specifically for people with disabilities. This is welcome as they have been a reliable and good hirer.

## **Financial review 2022**

### **Overview:**

The overall financial position at the end of the financial year 1 November 2021 to 31 October 2022 is satisfactory, with net assets of £34,265. Net profit for the financial year was £5,526.

We received one final covid-related grant from Waverley Borough Council under the Omicron Hospitality and Leisure Grant scheme this year, amounting to £2,667. This sum is included in the above figures.

Operating profit (excluding fundraising, donations, grants, and hall improvement costs) for the year was £975.

### **Income:**

Total income in the financial year 2021/22 was £25,497.

Operating income (excluding fundraising, donations, and grants) was £15,323 for the year, representing an increase of 32% over 2020/21. This is still, however, 7.5% below 2018/19 levels.

The permanent closure of Churt Community Preschool at the end of the summer term has already begun to show in the figures, with 'Nursery School' income for the full year £1,682 lower than the 2020/21 figure.

With the exception of the preschool, hall occupancy has now returned more or less to normal, and in fact is showing a slight increase. Specifically, income from Clubs & Activities and Private Functions has increased this year, to levels roughly 20% above 2018/19.

In recognition of increasing costs, and in the light of the impending loss of the preschool income, the Management Committee decided to introduce an increase in general and 'community' hire charges from 1st September 2022. Note that this was the first increase in charges for community organisations in more than seven years.

## **Expenditure:**

Total expenditure in the financial year 2021/22 was £19,971.

Underlying operating expenses (excluding fundraising costs and hall improvement costs) were £14,348 – an increase of 20% on 2020/21. This reflects an increase in general costs but is also an indication of the return to more normal occupancy of the hall, following pandemic restrictions.

We are fortunate to be protected, for the time being, from the recent increases in gas and electricity prices by our fixed price contract with SSE, which doesn't expire until the end of September 2024. This contract was signed under a collective buying agreement established by Utility Aid, an energy broker which specialises in sourcing energy for the UK voluntary sector.

Note that electricity costs, at £728, are lower than in a normal year because of the receipt of a credit note for £387 in 2022 relating to the financial year 2020/21. True electricity costs in the years 20/21 and 21/22 were roughly equal, at around £1000.

In April we changed our supplier for refuse collection from Biffa to Chambers. In the long run this will give us a better service at a lower cost, but initially there were contractual penalties which mean that the total cost this year is almost unchanged from 2020/21, at £1,741.

Maintenance costs were higher this year, at £3,904. This is a significant increase on 2020/21 (which was £1,618) and represents a return to more normal levels; but it also includes a certain amount of 'catch-up' on maintenance tasks.

## **Hall improvement projects:**

A total of £2,701 has been spent this year improving the hall for the benefit of the local community.

The tongue and groove panelling in main hall and the committee room was redecorated at a cost of £1,551.

A 'Hive' system has been installed to allow remote control of the hall heating and hot water, with the objective of only running them when required. The

project was completed at a cost of £444 for the initial investigation plus £706 for the installation. In the long run this will save us money, as well as reducing our environmental impact.

### **Fundraising and donations:**

The 90 Club lottery has continued to operate every month, with a small increase in the number of members (currently 33). Net income from the lottery itself came to £910 but, as in previous years, we are grateful that a significant number of prize winners declined their prizes. This brings the total contribution from running the 90 Club to £1,280.

We were delighted to be able to run our main fundraising events again this year for the first time since the start of the pandemic. The Village Quiz generated a profit of £1,526 and our Grand Raffle at the Churt Fete brought in £435, both satisfactory outcomes.

In addition, in September we ran a musical event. Although this was not initially intended as a fundraising event as such, it proved to be very popular and generated additional income of £851.

We would also like to express our gratitude for generous individual donations from local people.

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.

As previously stated, total funds stood at £34,265 at the end of the financial year, leaving us with 'free reserves' of £18,265.

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**

A handwritten signature in black ink, appearing to read 'C J Deacon', written in a cursive style.

**Full name**

Christopher James Deacon

**Position**

Treasurer

**Date**

29 August 2023

**Profit and Loss**  
**Churt Village Hall**  
**1 November 2021 to 31 October 2022**

	31 Oct 22	31 Oct 21	31 Oct 20	31 Oct 19
<b>Income</b>				
Interest Income	£0	£0	£2	£12
Other Revenue - 90 Club Subscriptions	£1,815	£1,780	£1,695	£2,255
Other Revenue - Donations	£863	£718	£1,027	£1,658
Other Revenue - Fundraising Activities	£4,829	£0	£0	£2,660
Other Revenue - Grants	£2,667	£18,708	£10,000	£0
Sales - Clubs & Activities	£4,123	£1,210	£1,699	£3,375
Sales - Commercial	£730	£575	£450	£675
Sales - Nursery School	£7,558	£9,240	£7,582	£9,719
Sales - Private Functions	£2,022	£100	£100	£1,690
Sales - Storage Space	£890	£488	£750	£1,125
<b>Total Income</b>	<b>£25,497</b>	<b>£32,819</b>	<b>£23,305</b>	<b>£23,169</b>
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<b>Gross Profit</b>	<b>£25,497</b>	<b>£32,819</b>	<b>£23,305</b>	<b>£23,169</b>
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<b>Less Operating Expenses</b>				
90 Club Costs	£905	£913	£868	£1,147
Advertising & Website	£234	£258	£175	£142
AGM & Christmas Tree	£139	£120	£115	£84
Bad Debt Expense	£0	£0	£0	£155
Cleaning	£1,965	£1,990	£1,503	£2,114
COVID-19 Additional Costs	£0	£0	£338	£0
Electricity	£728	£1,253	£1,123	£1,336
Fundraising Costs	£2,017	£0	£0	£501
Gas	£2,172	£1,929	£1,442	£2,564
General Expenses	£25	£60	£0	£50
Hall Improvement - Lighting & Decorating Project	£0	£31,318	£0	£0
Hall Improvement Costs	£2,701	£816	£1,782	£0
Hallmaster Subscription	£236	£217	£192	£74
Hygiene Services	£324	£0	£0	£0
Insurance	£1,320	£1,292	£1,260	£1,189
Performing Rights	£279	£254	£439	£323
Premises licence	£70	£70	£70	£70
Rates	£143	£73	£0	£282
Refuse Collection	£1,741	£1,861	£1,786	£1,666
Repairs & Maintenance	£3,904	£1,618	£2,950	£3,547
Staff Training	£0	£162	£238	£0
Telephone & Internet	£294	£154	£149	£156
Water	£491	£407	£185	-£125
Xero Subscription	£283	£261	£259	£243
<b>Total Operating Expenses</b>	<b>£19,971</b>	<b>£45,025</b>	<b>£14,874</b>	<b>£15,520</b>
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<b>Net Profit</b>	<b>£5,526</b>	<b>-£12,207</b>	<b>£8,431</b>	<b>£7,649</b>

**Balance Sheet**  
**Churt Village Hall**  
**As at 31 October 2022**

**31 Oct 2022    31 Oct 2021    31 Oct 2020    31 Oct 2019**

**Assets**

**Bank**

Churt Village Hall	£31,410	£24,608	£37,635	£30,458
Churt Village Hall 90 Club	£1,090	£1,095	£1,170	£835
Ttees for Churt Village Hall	£3,371	£3,371	£3,371	£3,371
<b>Total Bank</b>	<b>£35,871</b>	<b>£29,074</b>	<b>£42,176</b>	<b>£34,664</b>

**Current Assets**

Accounts Receivable	£810	£1,332	£0	£323
Prepayments	£314	£293	£340	£252
<b>Total Current Assets</b>	<b>£1,124</b>	<b>£1,625</b>	<b>£340</b>	<b>£575</b>

<b>Total Assets</b>	<b>£36,994</b>	<b>£30,699</b>	<b>£42,516</b>	<b>£35,239</b>
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**Liabilities**

**Current Liabilities**

90 Club Income in Advance	£925	£665	£1,025	£835
Accounts Payable	£705	£340	-£238	£930
Accruals	£335	£775	£603	£869
Income in Advance	£764	£180	£180	£90
<b>Total Current Liabilities</b>	<b>£2,729</b>	<b>£1,960</b>	<b>£1,570</b>	<b>£2,724</b>

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<b>Net Assets</b>	<b>£34,265</b>	<b>£28,739</b>	<b>£40,946</b>	<b>£32,515</b>
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**Equity**

Current Year Earnings	£5,526	-£12,207	£8,431	£7,649
Retained Earnings	£28,739	£40,946	£32,515	£24,866
<b>Total Equity</b>	<b>£34,265</b>	<b>£28,739</b>	<b>£40,946</b>	<b>£32,515</b>

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 31st October 2022.

**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.

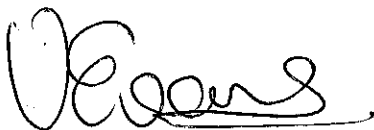
**Independent examiner's statement**

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 charity 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: Varfessa Evans

Address: 8 Greenhanger, Churt, Surrey GU10 2PE

Date: 19<sup>th</sup> August 2023