

# CHURT VILLAGE HALL

## Annual Report 2023

**Charity Name:** Churt Village Hall

**Charity number:** 305006

**Report for financial year:** 1 November 2022 – 31 October 2023

**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
Peter Bolt	Trustee * (appointed 16 August 2023)
Terence Arthur Cole	Trustee
Michael Robert George Cook	Chair of Management Committee * (appointed 12 February 2024)
Christopher James Deacon	Trustee *
Julia Deacon	Trustee *
Alison Jane Hughes	Trustee * (appointed 30 November 2023)
Lucie Jean Pinnell	Trustee * (appointed 14 December 2023)
Vivienne Frances Raeside	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 seven 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 2023**

The first item reported on last year was the closure in July of the Community Pre-School and the financial consequence as our largest funder. We endeavoured, with limited success, to fill the gap with daytime exercise classes and other events, but we realised the best solution for ourselves, and the village would be a replacement school.

Fortunately, Mike Shorthose as a Governor of the St. John's school realised the importance to them in having a feeder school. He carried out some extensive research which resulted in him introducing Dottie Tots to us. We successfully negotiated a Licence to Occupy with them and they opened in September with the offer of 7.30am -6.00pm, 51 weeks of the year. Inevitably attendance was very low at the beginning but is growing and will be supplemented by an intake in January. We agreed with them phased fee charges as it is as important to us as it is to them that it succeeds, with the standard fee becoming operative from April 2024.

Without a school for most of the financial year we have incurred a loss. Due to our strong reserves, we decided we were in a position to complete the hall redecoration, bearing in mind how difficult it would be to fit in with school's opening hours. Hence the Committee Room and the kitchen were both

repainted in August and the indoor doors of the hall all re-stained in the same colour.

We have enjoyed a continuing large number of children's parties at the weekend plus some evening adult celebrations. CADS have made good use of the hall with rehearsals and well attended performances. Our own traditional fundraising events were a success and thanks to the energy of Viv the second tribute music evening (Elton John) was a sellout.

As always, we have experienced some unexpected maintenance jobs. Repairs were necessary in both the Gents and Ladies loos, a small leak into the main hall required a repair on the roof and regular small problems with the external lights. Currently there is no light at the back of the hall as the old one, when triggered, stayed on for over an hour to the irritation of the neighbouring residents. A new one has now been installed. The roof of the small shed attached to the main shed behind the hall started leaking very badly a couple of months ago making it difficult for Dottie Tots to use as a store. Greg Charlton was due to work on it last Saturday and we hope the problem will be solved. When Greg Charlton repaired the sill of one of the upper windows, he reported that all the sills on the north side are in very bad condition. We are seeking someone who can repair or replace them.

Carole Frost who had administered all our bookings decided during the year to stand down for health reasons. We are most grateful to her and to Julia Deacon who temporarily took on the role at short notice. She has subsequently passed it on to Peter Bolt.

Our excellent committee members have each given a considerable amount of time to fulfilling their role on the committee, as well as a number of ad hoc requirements that have arisen. Adrian Martin is standing down and we would like to thank him for being involved in a range of our activities and in particular for running the bar at events over several years, administering the Grand Raffle at the Fete and managing the 90 Club. We co-opted Peter Bolt during the year, and Alison Hughes joined the committee at the 2023 AGM.

Simon Fraser stood down as Chair of the Management Committee at the 2023 AGM, having led the committee admirably for five years.

## **Financial review 2023**

### **Overview:**

The charity's financial report for the year ended 31 October 2023 is attached, along with the Independent Examiner's report.

In summary, total income in the financial year was at roughly the same level as in 2022, because the loss of nursery income was partially compensated by a grant from Waverley Borough Council (see below). Total costs, on the other hand, were significantly higher than in 2022, largely, but not entirely, because it was decided to complete as much hall improvement and maintenance work as possible before the new nursery started operation. The result was a planned deficit on the year of £1,658 which is considered manageable in the light of the hall's strong reserves.

### **Income:**

Total income was £25,712 for the financial year.

Fundraising has made a very good contribution this year. The 90 Club now has 30 members and still generates useful income. The level of donations is slightly down, partly because fewer people are choosing to donate their 90 Club prizes back to the hall, which may be a reflection of the cost-of-living crisis. Income from fundraising events was excellent, particularly in the case of the Elton John tribute event held in October. Also, we are grateful that Waverley BC agreed to provide a grant of £6,086 for the purchase of children's wooden tables and chairs, for nursery and other uses.

Two months of income from the new nursery are now showing in the accounts, having started operation at the beginning of September. Private functions, and Clubs and Activities income have performed well, albeit with a higher level of bad debt than usual (see below). Storage fees are now back to pre-pandemic levels.

**Expenditure:**

Total costs were £27,370 for the financial year.

A total of £11,191 is shown under 'Hall Improvement Costs', mainly concerning the redecoration of the main hall and the grant-funded acquisition of children's chairs and tables.

Gas and electricity costs have not yet increased in line with market rates because of our fixed price contracts which run until 1 September 2024, but they will then go up substantially. A new fixed price contract will run from that date.

Unusually, it has been necessary to write off a significant level of bad debt (£712) this year. About £200 of this was due to hirers not paying their bills, but the rest was due to 'ghost bookings' whereby invoices were issued but the bookings were never confirmed. The booking process has now been changed to ensure this doesn't happen in the future.

Because of a general increase in costs, hire fees were increased at the beginning of September, by 10 % for general hirers and 5 % for community organisations.

**Financial position:**

The overall financial position at the end of the financial year 1 November 2022 to 31 October 2023 is satisfactory, with net assets of £32,646. The net deficit for the financial year was £1,658.

**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 £32,646 at the end of the financial year, leaving us with 'free reserves' of £16,646.

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 2024

# Profit and Loss

## Churt Village Hall

For the year ended 31 October 2023

	2023	2022	2021	2020	2019
<b>Trading Income</b>					
Interest Income	-	-	-	2	12
Other Revenue - 90 Club Subscriptions	1,800	1,815	1,780	1,695	2,255
Other Revenue - Donations	700	863	718	1,027	1,658
Other Revenue - Fundraising Activities	5,162	4,829	-	-	2,660
Other Revenue - Grants	6,086	2,667	18,708	10,000	-
Sales - Clubs & Activities	4,138	4,123	1,210	1,699	3,375
Sales - Commercial	864	730	575	450	675
Sales - Nursery School	2,225	7,558	9,240	7,582	9,719
Sales - Private Functions	3,612	2,062	100	100	1,690
Sales - Storage Space	1,125	890	488	750	1,125
<b>Total Trading Income</b>	<b>25,712</b>	<b>25,537</b>	<b>32,819</b>	<b>23,305</b>	<b>23,169</b>
<b>Gross Profit</b>	<b>25,712</b>	<b>25,537</b>	<b>32,819</b>	<b>23,305</b>	<b>23,169</b>
<b>Operating Expenses</b>					
90 Club Costs	920	905	913	868	1,147
Advertising & Website	234	234	258	175	142
AGM & Christmas Tree	95	139	120	115	84
Bad Debt Expense	712	-	-	-	155
Cleaning	1,960	1,965	1,990	1,660	2,114
Electricity	843	728	1,253	1,123	1,336
Fundraising Costs	1,355	2,017	-	-	501
Gas	1,604	2,172	1,929	1,442	2,564
General Expenses	786	25	60	-	50
Hall Improvement - Lighting & Decorating	-	-	31,318	-	-
Hall Improvement Costs	11,191	2,701	816	1,782	-
Hallmaster Subscription	253	236	217	192	74
Hygiene Services	115	324	-	-	-
Insurance	1,211	1,320	1,292	1,260	1,189
Performing Rights	254	279	254	439	323
Premises licence	70	70	70	70	70
Rates	77	143	73	-	282
Refuse Collection	1,142	1,741	1,861	1,786	1,666
Repairs & Maintenance	3,428	3,904	1,618	3,131	3,547
Staff Training	-	-	162	238	-
Telephone & Internet	578	294	154	149	156
Water	237	491	407	185	(125)
Xero Subscription	304	283	261	259	243
<b>Total Operating Expenses</b>	<b>27,370</b>	<b>19,971</b>	<b>45,025</b>	<b>14,874</b>	<b>15,520</b>
<b>Net Profit</b>	<b>(1,658)</b>	<b>5,566</b>	<b>(12,207)</b>	<b>8,431</b>	<b>7,649</b>

# Balance Sheet

## Churt Village Hall

As at 31 October 2023

	31 OCT 2023	31 OCT 2022	31 OCT 2021	31 OCT 2020	31 OCT 2019
<b>Assets</b>					
<b>Bank</b>					
Churt Village Hall	27,975	31,410	24,608	37,635	30,458
Churt Village Hall 90 Club	980	1,090	1,095	1,170	835
Ttees for Churt Village Hall	3,371	3,371	3,371	3,371	3,371
<b>Total Bank</b>	<b>32,326</b>	<b>35,871</b>	<b>29,074</b>	<b>42,176</b>	<b>34,664</b>
<b>Current Assets</b>					
Accounts Receivable	1,771	850	1,332	-	323
Prepayments	297	314	293	340	252
<b>Total Current Assets</b>	<b>2,069</b>	<b>1,164</b>	<b>1,625</b>	<b>340</b>	<b>575</b>
<b>Total Assets</b>	<b>34,395</b>	<b>37,034</b>	<b>30,699</b>	<b>42,516</b>	<b>35,239</b>
<b>Liabilities</b>					
<b>Current Liabilities</b>					
90 Club Income in Advance	870	925	665	1,025	835
Accounts Payable	156	705	340	(238)	930
Accruals	341	335	775	603	869
Income in Advance	382	764	180	180	90
<b>Total Current Liabilities</b>	<b>1,748</b>	<b>2,729</b>	<b>1,960</b>	<b>1,570</b>	<b>2,724</b>
<b>Total Liabilities</b>	<b>1,748</b>	<b>2,729</b>	<b>1,960</b>	<b>1,570</b>	<b>2,724</b>
<b>Net Assets</b>	<b>32,646</b>	<b>34,305</b>	<b>28,739</b>	<b>40,946</b>	<b>32,515</b>
<b>Equity</b>					
Current Year Earnings	(1,658)	5,566	(12,207)	8,431	7,649
Retained Earnings	34,305	28,739	40,946	32,515	24,866
<b>Total Equity</b>	<b>32,646</b>	<b>34,305</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 2023.

**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: Vanessa Evans

Address: 8 Greenhanger, Churt, Surrey GU10 2PE

Date: 15<sup>th</sup> August 2024