



Trustees' Annual Report for the period

From April 1st 2020 Period start date
To March 31st 2021 Period end date

Charity name: Queensferry War Memorial Institute

Charity registration number: 500659

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To maintain the institute as a community asset and preserve the grade 2 listed building for the benefit of all of the community.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The War Memorial Institute is a community facility and venue. It is used as a venue on a regular basis by a wide range of groups, weight watcher, slimming world, Deeside slimmer's, dog training, yoga, exercise classes, AA meetings, RSPCA surgeries. Periodically it is used as a polling station , MP and SM surgeries and for private functions.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Institute conforms to all Charity Commission guidance

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by	Para 1.38	The Institute is indebted to the small group of volunteers who support its

volunteers		upkeep
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Institute performs an important community role by providing a low cost venue for groups and classes.</p> <p>Maintains a grade 2 listed building as an asset of historical importance to Queensferry</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	As a community venue the main revenue is through hall hire but this has been significantly reduced during the last financial year through covid restrictions , however grants to offset this deficit were received and the Institute's accounts are in a positive net balance with an income of £27840 set against expenditure of £8583 for the 2020/21 financial year. With bank reserves the Institute's balance is at a healthy £39792.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held for three main reasons. 1- The maintain the smooth and continued running of the Institute over extended periods given the unpredictability of reliance on hire fees. 2- To provide funds for ongoing maintenance projects and upgrading facilities 3- To provide an amount of money that could provide at least matched funding for major restoration projects such as roof replacement / renovation.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	An aging committee / trustees profile

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The institute does not raise funds from the general public directly. All income is from hall hire or grants. Occasionally donations are made from individuals.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The Institute has a 'ring fenced' savings account for anticipated major roof repairs.
	Para 1.46	A significant decline in the use of the building resulting in a major fall of

A description of the principal risks facing the charity		income. Failure of the building's infrastructure.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed?
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Constitution set up with the Charity Commission in 1986 when charity status was granted
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	All user groups can be represented on the trustees as per constitution. Community trustees are actively sought

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is a member of Flintshire Local Voluntary Council
Relationship with any related parties	Para 1.51	
Other		

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Reference and Administrative details

Charity name	Queensferry War Memorial Institute
Other name the charity uses	
Registered charity number	500659
Charity's principal address	Chester Road West Queensferry Deeside Flintshire CH5 1SA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	G.Rudall	Chair/secretary		
2	S.Hedges	Treasurer		
3	S.Wynn			
4	E.Lomas			
5	D.Dawson			
6	J.Dodd			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

Name of chief executive or names of senior staff members (Optional information)

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Geoffrey	Rudall
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Position (eg
Secretary, Chair, etc)

Chair	
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Date

12/12/2021

QUEENSFERRY WAR MEMORIAL INSTITUTE
Receipts and Payments Account
For the Year Ended 31st March 2021
Statement of Financial Services

Accounts for year ending 31st March 2021
Receipts and Payments Basis

	Unrestricted	Restricted	2021	2020
	£	£	£	£
<u>Receipts</u>				
Grants	23,750.00		23,750.00	1,250.00
Room Hire	3,255.00		3,255.00	15,032.00
Car parking	80.00		80.00	90.00
COIF	756.21	-	756.21	741.00
Interest	4.13		4.13	6.00
Total Receipts	27,845.34	-	27,845.34	17,119.00
			- 10,004.13	-
<u>Payments</u>				
Tree	517.00	-	517.00	230.00
Insurance	1,156.77	-	1,156.77	1,074.00
Utilities	1,139.37	-	1,139.37	1,008.00
Cladding	3,000.00	-	3,000.00	
Cleaning	1,225.00	-	1,225.00	1,215.00
Gardening	505.00	-	505.00	365.00
Covid Expenses	187.89	-	187.89	
Website	50.24	-	50.24	50.00
Maintenance	598.08	-	598.08	7,014.00
Petty Cash/Sundries	153.93	-	153.93	261.00
Other Out	54.56	-	54.56	-
Total Payments	8,587.84	-	8,587.84	11,217.00
Surplus/Deficit for Year	19,257.50	-	19,257.50	5,902.00
Opening cash balance	-	-	-	-
Opening bank balance	8,591.87	-	8,591.87	14,633.00
Opening Deposit Bank balance	11,943.46	-	11,943.46	
Plus : Surplus for Year	19,257.50	-	19,257.50	5,902.00
Balance carried Forward	39,792.83	-	39,792.83	20,535.00

Statement of assets and liabilities at the end of the year :

Cash Funds

Closing Cash Account		-	-
Closing Bank Account		17,845.24	8,591.87
Closing Deposit Bank Account		21,947.59	11,943.46
Total Cash Funds		39,792.83	20,535.33

QUEENSFERRY WAR MEMORIAL INSTITUTE

**Financial Statements
For the Year Ended
31st March 2021**

**Charity Number
500659**

QUEENSFERRY WAR MEMORIAL INSTITUTE

Index To The Financial Statements

For the Year Ended
31st March 2021

	Page
Charity Information	2
Trustees' Report	3
Independent Examiner's Report	4
Receipts and Payments	5
Notes to the Financial Statements	6

QUEENSFERRY WAR MEMORIAL INSTITUTE

For the Year Ended
31st March 2021

CHARITY INFORMATION

TRUSTEES

SHARON HEDGES	TREASURER
GEOFFREY RUDALL	CHAIR
ERIC LOMAS	
SANDRA WYNN	

CHARITY NUMBER

500659

BANKERS

Lloyds
High Street
Mold

CONTACT INFORMATION

MR G.RUDALL (chair)
134 GLADSTONE WAY
HAWARDEN
DEESIDE
CH5 3HF

QUEENSFERRY WAR MEMORIAL INSTITUTE

Trustees' Report

The Trustees present their annual report with the accounts of the charity for the Year Ended 31st March 2021.

THE OBJECTS OF THE CHARITY

The objects of QUEENSFERRY WAR MEMORIAL INSTITUTE (hereinafter referred to as QWMI) are:

THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF QUEENSFERRY WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR MEETINGS, LECTURES AND CLASSES, AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

GOVERNANCE AND MANAGEMENT STRUCTURE

The Governing Document for QWMI is

Based on a Conveyance of 1924 and a SCHEME OF 14 JULY 1986

Trustees are appointed by the members, on a rolling programme, to serve for at least one year but may be re-elected or re-appointed.

The administrative work of the QWMI is carried out by the executive committee. Meetings are normally held four times a year at the village hall offices and at the Annual General meeting. They aim to make decisions together. Dates and times of these meetings are published.

ACHIEVEMENTS AND PERFORMANCE IN THE YEAR

QUEENSFERRY WAR MEMORIAL INSTITUTE continues to be a popular venue for groups and activities.

However, this year we were impacted by the Coronavirus pandemic and subsequent regulations that forced closure for many months. Although we did secure national funding that enabled us to cover the overheads whilst closed.

PLANS FOR FUTURE PERIODS

We were able to reopen in 2021 and although we have lost some prior customers regular users have returned and we will continue to offer the Institute for charitable activities and hire on a reasonable basis. The Committee aims to ensure the upkeep of the grade 2 listed building as both a venue for community activities and as a building of historical importance.

QWMI will endeavour to increase the involvement of Queensferry residents in activities and in involvement in the running of the organisation itself.

FINANCIAL REVIEW

QWMI's policy on reserves is to hold sufficient resources to continue the charitable activities of the QWMI should income and fundraising activities fall short. Any surplus funds which are not likely to be needed to pay for activities are placed on deposit to earn interest.

Furthermore there is an ever increasing need for us to ensure that those to whom we direct our resources are the most suitable recipient and that we continue our prudent management of outgoings.

We need to increase these unrestricted funds in order to meet any unforeseen expenditure that may occur, for example equipment repairs/replacement and structural renovation of the ageing building. Designated funds for such building repairs are held in our deposit account.

Approved by the Trustees at the AGM on November 29th 2021

Signed on its behalf

Mr G Ruddall

**Independent Examiner's report to the
Trustees of
QUEENSFERRY WAR MEMORIAL INSTITUTE**

I report on the accounts for the Charity for the year ended 31st March 2021, which are set out on pages 5 to 6.

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with 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 the 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 statement below.

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 section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

Signed : Shaun Darlington
Payroll. Accounts, Examination Services

QUEENSFERRY WAR MEMORIAL INSTITUTE
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QUEENSFERRY WAR MEMORIAL INSTITUTE

Notes forming part of the Financial Statements for the Year Ended 31st March 2021

1 ACCOUNTING POLICIES

Basis of Accounting

The Financial Statements have been prepared in accordance with the guidelines of the Charity Commission on a receipts and payments basis.

2 FUNDS

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Unrestricted Funds

The Trustees have resolved that the financial reserves of the Charity should be reviewed on a regular basis and that adequate provision is made for unforeseen expenses whilst also being minded that reserves should not be held without valid reason.