

Shrawley Parish Hall
Financial Statements
Year Ended 31 March 2021

Charity registration number: 504348

**Shrawley Parish Hall
Financial Statements
Year Ended 31 March 2021**

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**Shrawley Parish Hall
Charity Reference and Administrative Details
Year Ended 31 March 2021**

Charity registration number	504348
Trustees	Mary Bendall Alan Wild Pauline Lee Kim Day John Lee (Chairman) Tracy Gorrod Vanessa James Marie Tucker
All correspondence to:	Shrawley Parish Hall C/O Prospect Cottage New Inn Lane Shrawley Worcestershire WR6 6TE Tel: 01299 871176
Independent Examiner	Sally Bishop FCA Unit 3 Elgar Business Centre Moseley Road Hallow Worcester WR2 6NJ
Solicitor	MFG Solicitors Adam House Birmingham Road Kidderminster DY10 2SH
Bankers	Santander UK Plc Bridle Road Bootle Merseyside L30 4ZY

Shrawley Parish Hall Trustees' Annual Report Year Ended 31 March 2021

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published in October 2019.

Trustees of the charity

The trustees who have served during the year and since the year end were as follows:

John Lee (Chairman)	Kim Day
Susan Hodges (resigned 6 July 2020)	Tracy Gorrod
Mary Bendall	Vanessa James
Alan Wild	Marie Tucker (appointed 22 February 2021)
Pauline Lee	
Nick Latchem (resigned 21 January 2021)	

Structure, governance and management

Constitution

The Charity is governed by a scheme dated 18 April 2002 and amended January 2003 and November 2013 by order of the Charity Commissioners for England and Wales. The scheme replaces the trust deed of 29 April 1976.

Organisational Structure and How Decisions are Made

The Charity is managed by a committee of management who are subject to re-election or re-appointment at the annual general meeting. The committee meet on a regular basis and all matters must be decided by majority decision of the members present and voting at a duly convened meeting of the committee.

Appointment of Trustees

The Charity is administered by the existing Trustees as listed until the annual general meeting when they offer themselves for re-election. New Trustees are appointed at the annual general meeting as required.

The Trustees, at the year end, are a well-balanced group of local people who are able to draw upon a variety of skills and experience and who manage the affairs of the hall with interest and enthusiasm. All Trustees give their time voluntarily and receive no remuneration or other benefits.

Objectives and activities

Object of the Charity for Public Benefit

The object of the charity is the provision and maintenance of the Village Hall for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions including use for:-

- a) Meetings, lectures and classes, and
- b) Other forms of recreation and leisure time occupation

The Village Hall is in the name of Shrawley Parish Council as custodian trustee.

Public benefit statement

Shrawley Parish Hall Trustees' Annual Report Year Ended 31 March 2021

When planning our activities for the year the Trustees have considered the Charity Commission's general guidance on public benefit and, in particular, the guidance on charities for the advancement of community development.

Treasurer's review

With the country in lockdown because of the Covid pandemic throughout most of this accounting year income has been restricted to three main sources. The trustees have received rent and lunchtime usage payments throughout most of the year from our tenant Little Squirrels nursery, some hire fees from our loyal Jujitsu customer, the Kajuen Ryu, and lockdown grants from the Government via Malvern Hills District Council which have been our life blood.

Upkeep and maintenance payments have continued for essential items only including the installation of a new fire protection system which became necessary due to the old system becoming unreliable. The trustees are grateful to the National Lottery Community Fund for providing a grant of £5,000 towards the cost of this essential work

In the early days of the pandemic great efforts were made to make the hall a Covid secure environment and this and the requisite risk analysis were updated as regulations changed.

The trustees give grateful thanks to our Booking Administrator and our Cleaner for their help and support during the year.

Reserves and investment policy

During the year the committee continued to bank surplus funds with COIF charity funds in conjunction with current account facilities with Santander UK Plc. As such the committee does not, at present time, have an investment policy. Its current policy with regard to the use of its reserves is that, with the exception of restricted funds, other funds are held to maintain and run the Parish Hall.

The committee will review both its investment and reserve policy when the Charity's reserves increase. The unrestricted funds as at the year-end amounted to £122,057 (2020: £108,586). Total funds amounted to £584,398 (2020: £592,046)

Risk review

A risk review has been carried out during the year. No extraordinary risks were identified and further risk reviews will be completed annually. A fire safety review was conducted and associated work completed. In addition, a Covid risk analysis was carried out and updated throughout the year as regulations were revised.

Plans for future periods

The perimeter fencing is in need of replacement due to age and safety issues and this will be completed during 2021/22 at a cost of around £2,500 to £3,000.

Further expenditure is proposed to continue the ongoing programme of maintenance externally and internally of the Parish Hall.

Provision remains for the replacement of the central heating boiler.

Fund raising will continue during 2021/22 and the Trustees will continue to try to find hirers for the Parish Hall rooms for the spare capacity we have at the moment.

**Shrawley Parish Hall
Trustees' Annual Report
Year Ended 31 March 2021**

Accounting and Reporting Responsibilities

Trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 6 July 2021 and signed on their behalf by

John Lee
Chair

**Shrawley Parish Hall
Independent Examiner's Report
Year Ended 31 March 2021**

Independent Examiner's Report to the Trustees of Shrawley Parish Hall

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 6 to 15.

Responsibilities and basis of report

As the charity's trustees 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 the charity's accounts carried out under section 145 of the 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.

Sally Bishop FCA
Bishops Accountancy Limited
Chartered Accountants
Unit 3 Elgar Business Centre
Moseley Road
Hallow
Worcester
WR2 6NJ

7 July 2021

**Shrawley Parish Hall
Statement of Financial Activities
Year Ended 31 March 2021**

		2021		2020	
	Note	Unrestricted funds £	Restricted funds £	Total £	Total £
Income and endowments from:					
Donations and legacies	2	20,669	150	20,819	8,125
Charitable activities	3	10,753	-	10,753	16,553
Investments		11	-	11	58
Other trading activities	4	720	-	72	5,415
				0	
Total income and endowments		32,153	150	32,303	30,151
Expenditure on:					
Raising funds	5	474	-	474	544
Charitable activities	6	18,208	21,269	39,477	42,276
Total expenditure		18,682	21,269	39,951	42,820
Net income (expenditure)		13,471	(21,119)	(7,648)	(12,669)
Transfers between funds	13	-	-	-	-
Net movement in funds	13	13,471	(21,119)	(7,648)	(12,669)
Reconciliation of funds:					
Total funds brought forward	13	108,586	483,460	592,046	604,715
Total funds carried forward	13	122,057	462,341	584,398	592,046

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

**Shrawley Parish Hall
Balance Sheet
Year Ended 31 March 2021**

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	10	553,973	572,617
		<u>553,973</u>	<u>572,617</u>
Current assets			
Stock of shop goods for resale		-	474
Debtors	11	-	-
Cash at bank and in hand		31,463	19,981
		<u>31,463</u>	<u>20,455</u>
Creditors: amounts falling due within one year	12	(1,038)	(1,026)
Net current assets		<u>30,425</u>	<u>19,429</u>
Total assets less current liabilities		<u>584,398</u>	<u>592,046</u>
Net assets		<u>584,398</u>	<u>592,046</u>
Charity Funds			
Restricted funds	13	245,614	266,733
Unrestricted funds	13	122,057	108,586
Revaluation reserve	13	216,727	216,727
Total charity funds	13	<u>584,398</u>	<u>592,046</u>

The financial statements were approved and authorised for issue by the Trustees on 6 July 2021.

Signed on behalf of the board of trustees

John Lee, Trustee

The notes on pages 8 to 15 form part of these financial statements.

Shrawley Parish Hall
Notes to the Financial Statements
Year Ended 31 March 2021

1 Summary of significant accounting policies

(a) General information and basis of preparation

Shrawley Parish Hall is an unincorporated charity in England. The address of the charity is given on page 1 of these financial statements. The nature of the charity's operations and principal activities are set out in the Trustees' Report.

The charity constitutes a public benefit entity as defined by FRS 102. 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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) issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is

Shrawley Parish Hall
Notes to the Financial Statements
Year Ended 31 March 2021

deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

(c) Income recognition (continued)

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Investment income is earned on cash held on deposit with COIF Charity funds. Interest is accounted for when received, as is any tax recoverable on such income.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Costs of raising funds comprise those costs directly attributable to fund raising events.

Indirect support costs which include office and administration costs are allocated on the basis of a proportion of direct costs.

(e) Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Leasehold land and buildings	5% straight line
Plant and machinery	5% straight line
Fixtures and fittings	15%/20%/33% straight line

(f) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is

Shrawley Parish Hall
Notes to the Financial Statements
Year Ended 31 March 2021

sufficient with the level of reserves for the charity to be able to continue as a going concern.

2 Income from donations and legacies

	2021 £	2020 £
Grants	19,819	8,075
Donations	1,000	50
	<u>20,819</u>	<u>8,125</u>

In 2021, £150 of the above income was attributable to restricted funds (2020: £8,075) and £20,669 was attributable to unrestricted funds (2020: £50).

3 Income from charitable activities

	2021 £	2020 £
Rental Income	10,753	16,553
	<u>10,753</u>	<u>16,553</u>

All income from charitable activities was attributable to unrestricted funds (2020: £16,553).

4 Income from other trading activities

	2021 £	2020 £
Fundraising events	720	5,415
	<u>720</u>	<u>5,415</u>

All income from other trading activities was attributable to unrestricted funds (2020: £5,415).

**Shrawley Parish Hall
Notes to the Financial Statements
Year Ended 31 March 2021**

5 Expenditure on raising funds

	2021 £	2020 £
Fundraising costs	474	544
	<u>474</u>	<u>544</u>

All expenditure on raising funds was attributable to unrestricted funds (2020: £544).

6 Analysis of expenditure on charitable activities

	2021 £	2020 £
Property costs:		
Cleaning	1,098	1,284
Heat, light and water	561	1,744
Insurance	1,657	1,765
Repairs	14,991	15,162
Rates	192	142
Licence and sundry costs	709	410
Legal and professional fees	720	300
Depreciation	18,644	18,644
Booking costs	605	643
Support costs	-	16
Donations made	-	1,890
Governance costs:		
Independent examiner's fee	300	276
	<u>39,477</u>	<u>42,276</u>

In 2021, £21,269 of the above costs were attributable to restricted funds (2020: £16,679) and £18,208 of the above costs were attributable to unrestricted funds (2020: £25,597).

7 Net expenditure for the year

Net expenditure is stated after charging:

	2021 £	2020 £
Depreciation of tangible fixed assets	18,644	18,644

Shrawley Parish Hall
Notes to the Financial Statements
Year Ended 31 March 2021

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8 Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examination fee of £250 (2020: £230).

9 Trustees' and key management personnel remuneration and expenses

The charity considers its key management personnel are the trustees.

The trustees neither received nor waived any remuneration during the year (2020: £Nil).

The trustees did not have any expenses reimbursed during the year (2020: £Nil).

10 Tangible fixed assets

	Leasehold land and buildings	Plant and machinery	Fixtures and fittings	Total
	£	£	£	£
Cost or valuation:				
At 1 April 2020	729,174	19,510	78,691	827,375
Additions	-	-	-	-
At 31 March 2021	729,174	19,510	78,691	827,375
Depreciation:				
At 1 April 2020	178,896	1,950	73,912	254,758
Charge for the year	16,474	975	1,195	18,644
At 31 March 2021	195,370	2,925	75,107	273,402
Net book value:				
At 31 March 2021	533,804	16,585	3,584	553,973
At 31 March 2020	550,278	17,560	4,779	572,617

11 Debtors

	2021 £	2020 £
Other debtors	-	-
	<u>-</u>	<u>-</u>

Shrawley Parish Hall
Notes to the Financial Statements
Year Ended 31 March 2021

12 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	1,038	1,026
	<u>1,038</u>	<u>1,026</u>

13 Fund reconciliation

Unrestricted funds

	Balance at 1 April 2020 £	Income £	Expenditur e £	Transfers £	Gains / (losses) £	Balance at 31 March 2021 £
Unrestrict ed	108,586	32,153	(18,682)	-	-	122,057
	<u>108,586</u>	<u>32,153</u>	<u>(18,682)</u>	<u>-</u>	<u>-</u>	<u>122,057</u>
	Balance at 1 April 2019 £	Income £	Expenditur e £	Transfers £	Gains / (losses) £	Balance at 31 March 2020 £
Unrestrict ed	109,076	22,076	(26,141)	3,575	-	108,586
	<u>109,076</u>	<u>22,076</u>	<u>(26,141)</u>	<u>3,575</u>	<u>-</u>	<u>108,586</u>

Restricted funds

Shrawley Parish Hall
Notes to the Financial Statements
Year Ended 31 March 2021

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Gains / (losses) £	Balance at 31 March 2021 £
Building Fund	261,938	-	(16,474)	-	-	245,464
Revaluation Reserve	216,727	-	-	-	-	216,727
Film Club	-	150	-	-	-	150
Fire alarm system	4,795	-	(4,795)	-	-	-
	<u>483,460</u>	<u>150</u>	<u>(21,269)</u>	<u>-</u>	<u>-</u>	<u>462,341</u>

13 Fund reconciliation (continued)

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Gains / (losses) £	Balance at 31 March 2020 £
Building Fund	278,412	-	(16,474)	-	-	261,938
Revaluation Reserve	216,727	-	-	-	-	216,727
Film club	500	3,075	-	(3,575)	-	-
Fire alarm system	-	5,000	(205)	-	-	4,795
	<u>495,639</u>	<u>8,075</u>	<u>(16,679)</u>	<u>(3,575)</u>	<u>-</u>	<u>483,460</u>

Purpose of funds

Shrawley Parish Hall
Notes to the Financial Statements
Year Ended 31 March 2021

The Building Fund exists to refurbish the property. The first phase of the fund included grants from Community Fund, Welcome to Our Future, Countryside Agency, Awards For All, Eveson Charitable Trust and donations, including an amount of £10,657 from the Parish Council, which have been used for the building work and refitting of the Village Hall.

The second phase has involved grants from the Rural Enterprise Scheme and Awards For All which have been used for the refurbishment of the part of the building let out as the nursery school. The cost of depreciation will be set against this fund in future years.

The revaluation reserve represents the uplift in the value for insurance purposes.

A grant was received from Malvern Hills District Council for the Film Club, which we hope to start up again when Covid-19 restrictions have been lifted.

A grant of £5,000 was received from National Lottery Awards for All in 2020 towards the cost of updating and extending the fire alarm system in the hall. Due to the Covid-19 restrictions, the work was not completed until this year.

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2021 £	2021 £	2021 £
Fixed assets	91,782	462,191	553,973
Cash and current investments	31,313	150	31,463
Other current assets/liabilities	(1,038)	-	(1,038)
Total	122,057	462,341	584,398

Unrestricted funds	Restricted funds	Total
2020	2020	2020

Shrawley Parish Hall
Notes to the Financial Statements
Year Ended 31 March 2021

	£	£	£
Fixed assets	93,952	478,665	572,617
Cash and current investments	15,186	4,795	19,981
Other current assets/liabilities	(552)	-	(552)
Total	108,586	483,460	592,046

15 Related party transactions

There are no related party transactions during the period (2020: £ nil).