

Registered Number: 508592

**THE SHIRLEY INSTITUTE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 APRIL 2021**

HAWKINS & CO.  
CHARTERED CERTIFIED ACCOUNTANTS

11 Stratford Road  
Shirley, Solihull  
West Midlands B90 3LU

THE SHIRLEY INSTITUTE  
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FOR THE YEAR ENDED 30 APRIL 2021

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THE SHIRLEY INSTITUTE  
CHARITY INFORMATION AS AT  
30 APRIL 2021

TRUSTEES: Mrs M Lewis (President)  
Mrs A Turner (Chair Person)  
Mr G Greenwood (Vice Chair Person)  
Mrs S Bird  
Mrs D Byrne  
Mrs E Chalmers  
Mrs J Holder  
Mrs M Jenkins  
Mrs G Jones  
Miss L Jones  
Mr M Turner  
Mr G Stidworthy

GENERAL MANAGER: Mrs G Peake

ADDRESS: 24 Church Road  
Shirley  
Solihull  
West Midlands  
B90 2AX

REGISTERED NUMBER: 508592

INDEPENDENT EXAMINER: N J Hawkins Esq  
Hawkins & Co  
11 Stratford Road  
Shirley  
Solihull  
West Midlands  
B90 3LU

BANKERS: National Westminster Plc  
231/235 Stratford Road  
Shirley  
Solihull  
West Midlands

## THE SHIRLEY INSTITUTE

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2021 OBJECTIVES, ORGANISATION AND ACTIVITIES

The Institute was formed on 23 August 1901 and its tenets incorporated in a deed which established a charitable trust on 21 September 1902.

Initially the Institute provided a venue for high class entertainment, social, cultural and educational activities for the inhabitants of the parish and neighbourhood of Shirley at a nominal cost. Nowadays the Institute provides a venue and generates its income through hiring out the halls to the many clubs and societies which operate in the area. The income generated is used to upkeep the halls and to improve the facilities provided by the Institute. The Trustees are mindful of the Charity Commission's guidance on public benefit when approving hirers and in their plans to improve facilities.

An amendment to the indenture of 1902 by a further deed dated 23 June 1999 enabled all of the charitable user groups to nominate potential Trustees to serve on the Council of Management. The Trustees are either appointed, re-appointed, elected or re-elected, to run from the Annual General Meetings held in June or July.

The Council meets on a regular basis to discuss the running of the Institute. The Council has appointed a General Manager to assist them with the everyday running of the Institute. This person has also taken on the role of Treasurer. The Trustees as at 30 April 2021 are as shown on page 1.

#### **Trustees' responsibilities in relation to the financial statements**

The Charity Trustees are responsible for preparing a Trustees' annual report and 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 and Wales requires the Charity Trustees to prepare financial statements for each 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 the financial statements, the trustees are required to:-

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the applicable Charities SORP.
- 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 to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, 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.

## THE SHIRLEY INSTITUTE

### CHAIRMAN'S ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2021

Well I think I can safely say this has been the most unusual year in the history of the Institute. I am sure everyone agrees that we hope there will not be another like this.

Firstly, because the first lockdown commenced on 21<sup>st</sup> March 2020 there have been limited meetings of the Trustees. A lot of correspondence has had to be via e-mail and telephone.

We managed to have our AGM in July. Ian Hendry wished to step down as Vice Chairman as he was shielding and was unsure when he would be able to attend face to face meetings. Graham Greenwood kindly agreed to fill that gap. Unfortunately, Ian passed away on 15<sup>th</sup> February 2021 due to a long term health condition and Trustees and Bridge members paid their respects outside the Institute on Wednesday 17<sup>th</sup> March 2021 when the hearse stopped outside for a few minutes on its way to the cemetery. Ian had been a Bridge member and Trustee for over twenty five years and will be sadly missed.

There has also been another death of past Chairman and Trustee for many years, Dennis Yeend on 26<sup>th</sup> January 2021. Condolences were sent to both families.

Our grant application to CIL via Solihull Council for replacement windows in all three halls was submitted in September 2020. The application was successful, thanks mainly to the Green Councillors in Shirley West and South who combined their resources to enable us to get the full amount we needed for double glazing. The Trustees decided to pay the extra for triple glazing. Elite Windows, a local company, installed the windows in March and we are very pleased with the results.

New LED lights have replaced the old lighting in the Arden and Grimsley rooms - all this work being done while the Institute was closed, which has been much easier than disturbing groups when open.

Naturally, there has been a huge loss of income from Groups during closure, but through Government grants and the furlough scheme, we have managed and our finances are not looking too bad.

During the months of September and October when we were open, we asked Groups who were not coming back to hold their slots by paying a small retainer. Most were happy to do this, but a couple were not so they have been taken off our books at the present time. Perhaps they will return later.

We are sad to have lost Harlequin School of Dance, as Adele the Principal, has found her own premises. The Dance School had been with us for nearly twenty years and given us much revenue. We wished her well in her new venture.

It was decided to put a small increase on the hire charge of the rooms from January 2021 and hopefully this will help the finances.

Although many places are opening from 12<sup>th</sup> April, it has been decided to leave the Institute re-opening until May, the finances being the main reason.

Let us all hope that caution prevails and that things will move forward and return to some sort of normality before too long. We look forward to seeing everyone very soon.

Mrs Ann Turner  
Chair Person to the Trustees

Dated: 12 July 2021

THE SHIRLEY INSTITUTE

TRUSTEES' ANNUAL RETURN FOR THE YEAR ENDED 30 APRIL 2021  
APPOINTMENT AND RESIGNATION OF TRUSTEES

APPOINTMENTS

None made.

RESIGNATIONS

Mr I Hendry (dec'd)

February 2021

THE SHIRLEY INSTITUTE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE SHIRLEY INSTITUTE

I report on the accounts of the Trust for the year ended 30 April 2021 which are set out on pages 7 to 12.

**Respective Responsibilities of Trustees and Examiner**

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 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's report**

My examination was carried out in accordance with the 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 you as 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.

**Independent Examiner's statement**

In connection with my examination, no material matters have 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 with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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.

N J Hawkins Esq  
Hawkins & Co  
Chartered Certified Accountants  
11 Stratford Road  
Shirley, Solihull  
West Midlands. B90 3LU

Date: 12 July 2021

**THE SHIRLEY INSTITUTE**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2021**

	<u>Notes</u>	<u>2021</u> £.	<u>2020</u> £.
<u>Income</u>			
Charges for Hall Hire		4,061.	61,641.
SMBC Small Business Support Grant		11,937.	10,000.
SMBC CIL Grant (Restricted Fund)	3	12,695.	-
Donation		-	100.
Investment Income		863.	1,707.
Surplus on Shows		-	128.
History of the Institute Book Sales		72.	300.
HMRC JRS Grants		8,220.	-
		-----	-----
<u>Total Income</u>		£37,848. =====	£73,876. =====
<u>Direct Expenditure</u>			
Provision of Hall			
Gas		1,638.	1,886.
Electricity		272.	2,897.
General and Water Rates		1,401.	2,557.
Insurance		2,233.	2,065.
Telephone		-	15.
Employees' Remuneration	4	30,077.	33,915.
Cleaning Materials and Sundry Upkeep		282.	1,138.
Repairs and Maintenance	5	25,111.	11,224.
Depreciation		3,920.	4,896.
		-----	-----
		64,934.	60,593.
<u>Other Expenditure</u>			
Management and Administration of the Charity	6	1,912.	2,216.
Book Publishing Costs		-	673.
<u>Add</u> Opening Stock of Books		375.	-
<u>Less</u> Closing Stock of Books		(308.)	(375.)
		-----	-----
<u>Total Expenditure</u>		£66,913. =====	£63,107. =====
<u>Net (Loss)/Profit for the Year</u>		£(29,065.) =====	£10,769. =====

The notes on pages 9 to 12 are an integral  
part of these financial statements.

THE SHIRLEY INSTITUTE

BALANCE SHEET

AS AT 30 APRIL 2021

	<u>Notes</u>	<u>2021</u> £.	<u>2020</u> £.
<u>Fixed Assets</u>	2	131,558.	135,478.
<u>Current Assets</u>			
Debtors		312.	1,017.
Prepayments		2,111.	2,100.
Bank Current Account		10,231.	21,613.
Investment Accounts		66,932.	80,012.
Cash in Hand		74.	136.
Stock of Books		308.	375.
		-----	-----
		79,968.	105,253.
<u>Current Liabilities</u>			
Creditors		(1,915.)	(2,055.)
<u>Net Current Assets</u>		<u>78,053.</u>	<u>103,198.</u>
<u>Net Assets</u>		£209,611.	£238,676.
		=====	=====
<u>Unrestricted Fund</u>			
Fund Balance brought forward		238,676.	227,907.
Net (Loss)/Profit for the Year (Page 7)		(29,065.)	10,769.
		-----	-----
Fund Balance carried forward	3	£209,611.	£238,676.
		=====	=====

.....  
Mrs A Turner  
Chair Person of the Trustees

Date: 12 July 2021

The notes on pages 9 to 12 are an integral  
part of these financial statements.

## THE SHIRLEY INSTITUTE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2021

#### 1. Accounting Policies

##### (a) Basis of Preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

##### (b) Income Recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

##### (c) Depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Building	2% on straight line
Drive and Car Park	5% or 20% on straight line
Furniture	10% on reducing balance
Computer and Equipment	15% on reducing balance

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2021  
(CONTINUED)

2. <u>Fixed Assets</u>	<u>Freehold Land and Building</u> £.	<u>New and Existing Drive and Car Park</u> £.	<u>Furniture</u> £.	<u>Computer and Equipment</u> £.	<u>Total</u> £.
<u>Cost</u>					
At 30 April 2020	127,804.	21,394.	15,003.	7,146.	171,347.
Additions during the Year	-	-	-	-	-
	-----	-----	-----	-----	-----
At 30 April 2021	£127,804.	£21,394.	£15,003.	£7,146.	£171,347.
	=====	=====	=====	=====	=====
<u>Depreciation</u>					
At 30 April 2020	4,074.	21,393.	7,709.	2,693.	35,869.
Provision for Year	2,523.	-	729.	668.	3,920.
	-----	-----	-----	-----	-----
At 30 April 2021	£6,597.	£21,393.	£8,438.	£3,361.	£39,789.
	=====	=====	=====	=====	=====
<u>Net Book Value</u>					
At 30 April 2021	£121,207.	£1.	£6,565.	£3,785.	£131,558.
	=====	=====	=====	=====	=====
At 30 April 2020	£123,730.	£1.	£7,294.	£4,453.	£135,478.
	=====	=====	=====	=====	=====

All the above assets are owned by the Charity.

3. Funds

At 30 April 2020 and 2021, all the funds of the charity are unrestricted and can be used for all general purposes.

The Charity received restricted funds, a CIL Grant, from Solihull MBC, in the year totalling £12,695. These funds were fully used for replacement windows (Note 5) during the year and therefore there were no restricted funds at the year ended 30 April 2021.

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2021  
(CONTINUED)

4. Employees' Remuneration

	<u>2021</u>	<u>2020</u>
	<u>£.</u>	<u>£.</u>
Salaries	29,325.	32,083.
National Insurance Contributions	-	-
Pension Contributions	752.	732.
Long Service Award	-	1,100.
	-----	-----
	£30,077.	£33,915.
	=====	=====

Employees' remuneration relates to Mrs G Peake, who acts as General Manager for the Charity, Mr P Harborne who acts as a part time caretaker and also to Mrs A Turner, the Chair Person of the Trustees, who occasionally assists Mrs. Peake.

5. Repairs and Maintenance

	<u>2021</u>	<u>2020</u>
	<u>£.</u>	<u>£.</u>
Architectural Fees	-	2,221.
Upgrade Lighting	5,500.	-
General Maintenance and Upkeep	4,755.	9,003.
Replacement Windows	14,856.	-
	-----	-----
	£25,111.	£11,224.
	=====	=====

6. Management and Administration of the Charity

	<u>2021</u>	<u>2020</u>
	<u>£.</u>	<u>£.</u>
Independent Examiner's Fee	1,002.	960.
Administration Costs	244.	557.
Telephone and Internet	666.	699.
	-----	-----
	£1,912.	£2,216.
	=====	=====

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2021  
(CONTINUED)

7. Trustees' Remuneration

The Chair Person Mrs A Turner and her husband Mr M Turner who is also a Trustee receive relatively insignificant amounts of remuneration from the Charity. These payments are for occasionally assisting the General Manager and for minor maintenance work. No other Trustees nor any person connected with them has received or is due to receive any remuneration for the year, directly or indirectly from the Charity's funds.