

Registered Number: 508592

THE SHIRLEY INSTITUTE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 APRIL 2022

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 2022

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THE SHIRLEY INSTITUTE
CHARITY INFORMATION AS AT
30 APRIL 2022

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 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 2022 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 2022 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 2022

It is good to report that the doors of the Shirley Institute were once again open in May 2021 following the lockdowns due to the Covid pandemic. It was rather tentatively during the first few months, as some groups were reluctant to start, but most were happy to commence in September 2021. It was decided to ask groups to pay a small retainer to secure their weekly bookings, most were willing to do so, although we had a few that did not return. However, new groups have joined us and filled the spaces and things at present are looking good.

The Institute has maintained the Covid rules such as masks, hand sanitising and cleaning. This seems to have paid off as the groups have been most co-operative and we have stayed open and covid free.

After sadly losing our Trustee Ian Hendry last year, a portrait of his dog Bonnie was commissioned from Gwynne Deakin who is a member of the Art Society and now hangs in the Grimsley Room as a memory of Ian and the years of service to the Institute.

It is with regret that we have to report the passing of Jean Holder on 23 April 2022. Jean had been a Trustee for 15 years and was also on the Committee of the W.I. where she had been a loyal member for a long time. Jean will be sadly missed and contributed so much to the Institute over the years.

Maintenance of our main roof has caused a few problems over the winter and now has been resolved. We can never let our guard down, Gina Peake our manager always has her finger on the button.

The Trustees managed to get some decorations up in all the halls for Christmas which cheered everyone up and we have put our annual Christmas concerts on hold.

Although there was no Art Exhibition last October, we are pleased to say the Art Society put on a show this spring which was very successful.

We also welcomed back Shirley Gardening Club (formerly Shirley Horticultural Society) who held a lovely flower show in April.

In anticipation of the rising costs of fuel we put a slightly larger increase on the hiring rates as from January 2022. We will review this later in the year to see if this was sufficient. We have asked all the groups to be vigilant in their use of lighting and heating to try and keep rate increases to a minimum.

The Trustees are hoping to apply for another round of CIL Funding from Solihull Council in the coming year. Our main concern is the state of the car park, it is well used especially from Kingswood private school and needs some tender loving care. This is going to be very expensive, so we need to enquire about price and decide how much needs to be replaced.

THE SHIRLEY INSTITUTE

CHAIRMAN'S ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2022 (cont.)

The Institute has once again returned to serving the local community and it would not be possible without all our valued Trustees and the dedicated input they provide. Also, thanks go to Mrs Peake whose loyalty and commitment as manager is greatly appreciated.

Mrs Ann Turner
Chair Person to the Trustees

Dated: 14 June 2022

THE SHIRLEY INSTITUTE

TRUSTEES' ANNUAL RETURN FOR THE YEAR ENDED 30 APRIL 2022
APPOINTMENT AND RESIGNATION OF TRUSTEES

APPOINTMENTS

None made.

RESIGNATIONS

Mrs J Holder (dec'd)

April 2022

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 2022 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: 14 June 2022

THE SHIRLEY INSTITUTE
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2022

	<u>Notes</u>	<u>2022</u> £.	<u>2021</u> £.
<u>Income</u>			
Charges for Hall Hire		49,926.	4,061.
SMBC Small Business Support Grant		-	11,937.
SMBC CIL Grant (Restricted Fund)	3	-	12,695.
Donation		100.	-
Investment Income		657.	863.
Surplus on Shows		-	-
History of the Institute Book Sales		126.	72.
HMRC JRS Grants		2,495.	8,220.
		-----	-----
<u>Total Income</u>		£53,304.	£37,848.
		=====	=====
<u>Direct Expenditure</u>			
Provision of Hall			
Gas		1,966.	1,638.
Electricity		1,483.	272.
General and Water Rates		1,166.	1,401.
Insurance		2,245.	2,233.
Telephone		-	-
Employees' Remuneration	4	31,454.	30,077.
Cleaning Materials and Sundry Upkeep		1,247.	282.
Repairs and Maintenance	5	10,980.	25,111.
Depreciation		3,750.	3,920.
		-----	-----
		54,291.	64,934.
<u>Other Expenditure</u>			
Management and Administration of the Charity	6	2,118.	1,912.
Book Publishing Costs		-	-
<u>Add</u> Opening Stock of Books		308.	375.
<u>Less</u> Closing Stock of Books		(190.)	(308.)
		-----	-----
<u>Total Expenditure</u>		£56,527.	£66,913.
		=====	=====
<u>Net (Loss) for the Year</u>		£(3,223.)	£(29,065).
		=====	=====

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

THE SHIRLEY INSTITUTE

BALANCE SHEET

AS AT 30 APRIL 2022

	<u>Notes</u>	<u>2022</u> £.	<u>2021</u> £.
<u>Fixed Assets</u>	2	127,808.	131,558.
<u>Current Assets</u>			
Debtors		4,093.	312.
Prepayments		2,199.	2,111.
Bank Current Account		11,618.	10,231.
Investment Accounts		63,589.	66,932.
Cash in Hand		145.	74.
Stock of Books		190.	308.
		-----	-----
		81,834.	79,968.
<u>Current Liabilities</u>			
Creditors		(3,254.)	(1,915.)
<u>Net Current Assets</u>		<u>78,580.</u>	<u>78,053.</u>
<u>Net Assets</u>		£206,388. =====	£209,611. =====
<u>Unrestricted Fund</u>			
Fund Balance brought forward		209,611.	238,676.
Net (Loss) for the Year (Page 7)		(3,223.)	(29,065.)
		-----	-----
Fund Balance carried forward	3	£206,388. =====	£209,611. =====

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

Date: 14 June 2022

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 2022

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 2022
(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 2021	127,804.	21,394.	15,003.	7,146.	171,347.
Additions during the Year	-	-	-	-	-
	-----	-----	-----	-----	-----
At 30 April 2022	£127,804.	£21,394.	£15,003.	£7,146.	£171,347.
	=====	=====	=====	=====	=====
<u>Depreciation</u>					
At 30 April 2021	6,597.	21,393.	8,438.	3,361.	39,789.
Provision for Year	2,523.	-	657.	570.	3,750.
	-----	-----	-----	-----	-----
At 30 April 2022	£9,120.	£21,393.	£9,095.	£3,931.	£43,539.
	=====	=====	=====	=====	=====
<u>Net Book Value</u>					
At 30 April 2022	£118,684.	£1.	£5,908.	£3,215.	£127,808.
	=====	=====	=====	=====	=====
At 30 April 2021	£121,207.	£1.	£6,565.	£3,785.	£131,558.
	=====	=====	=====	=====	=====

All the above assets are owned by the Charity.

3. Funds

At 30 April 2021 and 2022, all the funds of the Charity are unrestricted and can be used for all general purposes.

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2022
(CONTINUED)

4. Employees' Remuneration

	<u>2022</u>	<u>2021</u>
	<u>£.</u>	<u>£.</u>
Salaries	30,679.	29,325.
National Insurance Contributions	-	-
Pension Contributions	775.	752.
	<hr/>	<hr/>
	£31,454.	£30,077.
	<hr/>	<hr/>

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>2022</u>	<u>2021</u>
	<u>£.</u>	<u>£.</u>
Upgrade Lighting	-	5,500.
General Maintenance and Upkeep	5,850.	4,755.
Replacement Windows	-	14,856.
Roof Repairs	5,130.	
	<hr/>	<hr/>
	£10,980.	£25,111.
	<hr/>	<hr/>

6. Management and Administration of the Charity

	<u>2022</u>	<u>2021</u>
	<u>£.</u>	<u>£.</u>
Independent Examiner's Fee	1,230.	1,002.
Administration Costs	451.	244.
Telephone and Internet	437.	666.
	<hr/>	<hr/>
	£2,118	£1,912.
	<hr/>	<hr/>

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2022
(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.