

Registered Number: 508592

THE SHIRLEY INSTITUTE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 APRIL 2023

RAVEN ACCOUNTING (WEST MIDLANDS) LIMITED
CHARTERED CERTIFIED ACCOUNTANTS

9-11 Stratford Road
Shirley, Solihull
West Midlands B90 3LU

THE SHIRLEY INSTITUTE

INDEX TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2023

	<u>Page</u>
Charity Information	1
Trustees' Annual Report (including Chair Person's Report)	2-5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9-12

THE SHIRLEY INSTITUTE
CHARITY INFORMATION AS AT
30 APRIL 2023

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 Stidworthy Miss L Jones Mr M Turner Mr G Stidworthy Mrs C Sears
GENERAL MANAGER:	Mrs G Peake
ADDRESS:	24 Church Road Shirley Solihull West Midlands B90 2AX
REGISTERED NUMBER:	508592
INDEPENDENT EXAMINER:	Raven Accounting (West Midlands) Limited 9-11 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 2023 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 2023 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 2023

How quickly can twelve months go, and here I am again. It has been a busy and productive year.

Firstly a summary of events concerning our Trustees:-

Following the death of Trustee Ian Hendry, we commissioned Gwynne Deakin, a member of the Art Society to paint a portrait of Ian's dog Bonnie in memory of him. This is now hanging in the Grimsley Room.

Having had another death of a Trustee, Jean Holder, we have purchased a Hearing Loop for the Grimsley Room and this means all three rooms are covered.

My cover for Mrs Peake, when she is on holiday, came to an end in July, something to do with age! and our maintenance man, Paul Ashwin, has taken over from me.

On September 15th, Malcolm and I celebrated 60 years of marriage and trustees Gloria Jones and Graham Stidworthy got married on the 22nd. Diane Byrne and her group "Stitch in the Ditch" celebrated 10 years on the 25th.

Maureen and Mike Jenkins retired from running the Arden Dog Training Group in October, but Maureen still remains as a Trustee. Last but not least, on April 23rd 2023, our manager, Mrs Gina Peake and husband Nigel celebrated 40 years of marriage. What a year! ..

In July, the Institute applied for another C.I.L. Funding from the Council, hoping to have part of the car park re-surfaced. In April 2023, we heard that we had been granted the money and hope to get it completed during the summer holidays.

In the same month, the "Queen's Baton Relay" came through Shirley prior to the Commonwealth Games, and Dean Williams from the PKA Group carried the baton through Cheswick Green.

The trees, especially the oaks around the Institute grounds, are regularly checked for safety and despite a Council error of supplying us with a green bin over the last four years, our gardeners, Sam and Matt, are able to dispose of the green waste around the gardens and keep them looking smart.

September was a very busy and interesting month for the Institute. Firstly, we were involved for the first time with the "Birmingham National Heritage Week", from 9th – 18th September. Unfortunately, due to the death of our Queen on the 8th, the Council cancelled all engagements, but as we are totally independent, we decided to still open on the 9th and 10th as a celebration of the Queen's life. The event proved a great success with over 100 visitors and I gave a 20 minute talk each morning and afternoon about the Institute and Shirley. We have already booked the 16th September 2023 for another event.

With the excessive increase in energy costs, it was decided to increase all room hire rates from 1st October by £6.00 per hour. Most groups were able to cover this cost and we have only had a couple of groups leave us. With polite notices on saving energy, everyone is most understanding and six months on, everything is going well.

October 2022 and April 2023 saw the Art Society put on their Art Exhibitions. Their Chairman Lynne Jones remarked that despite the financial climate they were happy with the number of paintings sold. Their membership has increased and they have occasional demonstrations and workshops which are proving popular.

THE SHIRLEY INSTITUTE

CHAIRMAN'S ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2023 (cont.)

In December we were asked by St James the Great Church to take part in their Charity Tree Festival. Crafts and Coffee Group made the tree out of material covered milk bottle tops. It was a success, raising money for charities.

In April 2023 we had professional cleaning of the gutters by Gutterpro, which was excellent, most efficient and trustworthy.

Also this month, Mrs Peake was approached by a lady who had a framed photograph of the "Gymnastic Team" taken at the Institute in 1910. It was given to us, no charge, and it is being restored at a local frame shop. It will take pride of place at the Heritage Day in September.

As always our meetings are very sociable and apart from illness, we have a very good turnout. Thanks to Mrs Gina Peake, our Manager, Mr Paul Harborne, our evening caretaker and Mr Paul Ashwin, our maintenance man, for keeping the standard of the Institute at a high level and not forgetting our Trustees, who give up their time freely to keep the Institute running.

Mrs Ann Turner
Chair Person to the Trustees

Dated: 5 June 2023

THE SHIRLEY INSTITUTE

TRUSTEES' ANNUAL RETURN FOR THE YEAR ENDED 30 APRIL 2023
APPOINTMENT AND RESIGNATION OF TRUSTEES

APPOINTMENTS

Mrs C Sears.

RESIGNATIONS

None.

THE SHIRLEY INSTITUTE

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

We report on the accounts of the Trust for the year ended 30 April 2023 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 our 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

Our 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 our 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.

Raven Accounting (West Midlands) Limited
Chartered Certified Accountants
9-11 Stratford Road
Shirley, Solihull
West Midlands. B90 3LU

Date: 5 June 2023

THE SHIRLEY INSTITUTE
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2023

	<u>Notes</u>	<u>2023</u>	<u>2022</u>
		<u>£.</u>	<u>£.</u>
<u>Income</u>			
Charges for Hall Hire		71,099.	49,926.
Donation		-	100.
Investment Income		657.	657.
Heritage Event and Art Exhibition		235.	-
History of the Institute Book Sales		78.	126.
HMRC JRS Grants		-	2,495.
		-----	-----
<u>Total Income</u>		<u>£72,069.</u>	<u>£53,304.</u>
		=====	=====
<u>Direct Expenditure</u>			
Provision of Hall			
Gas		1,806.	1966.
Electricity		1,385.	1,483.
General and Water Rates		2,085.	1,166.
Insurance		2,370.	2,245.
Employees' Remuneration	4	30,660.	31,454.
Cleaning Materials and Sundry Upkeep		1,234.	1,247.
Repairs and Maintenance	5	5,174.	10,980.
Depreciation		3,596.	3,750.
		-----	-----
		48,310.	54,291.
<u>Other Expenditure</u>			
Management and Administration of the Charity	6	2,033.	2,118.
<u>Add</u> Opening Stock of Books		190.	308.
<u>Less</u> Closing Stock of Books		(118.)	(190.)
		-----	-----
<u>Total Expenditure</u>		<u>£50,415.</u>	<u>£56,527.</u>
		=====	=====
<u>Net Profit/(Loss) for the Year</u>		<u>£21,654.</u>	<u>£(3,223).</u>
		=====	=====

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

THE SHIRLEY INSTITUTE

BALANCE SHEET

AS AT 30 APRIL 2023

	<u>Notes</u>	<u>2023</u>	<u>2022</u>
		<u>£.</u>	<u>£.</u>
<u>Fixed Assets</u>	2	124,212.	127,808.
<u>Current Assets</u>			
Debtors		4,758.	4,093.
Prepayments		2,399.	2,199.
Bank Current Account		15,679.	11,618.
Investment Accounts		84,193.	63,589.
Cash in Hand		55.	145.
Stock of Books		118.	190.
		-----	-----
		107,202.	81,834.
<u>Current Liabilities</u>			
Creditors		(3,372.)	(3,254.)
<u>Net Current Assets</u>		<u>103,830.</u>	<u>78,580.</u>
<u>Net Assets</u>		£228,042.	206,388.
		=====	=====
<u>Unrestricted Fund</u>			
Fund Balance brought forward		206,388.	209,611.
Net Profit/(Loss) for the Year (Page 7)		21,654	(3,223.)
		-----	-----
Fund Balance carried forward	3	£228,042.	£206,388.
		=====	=====

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

Date: 5 June 2023

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 2023

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 2023
(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 2022	127,804.	21,394.	15,003.	7,146.	171,347.
Additions during the Year	-	-	-	-	-
	-----	-----	-----	-----	-----
At 30 April 2023	£127,804.	£21,394.	£15,003.	£7,146.	£171,347.
	=====	=====	=====	=====	=====
<u>Depreciation</u>					
At 30 April 2022	9,120.	21,393.	9,095.	3,931.	43,539.
Provision for Year	2,523.	-	591.	482.	3,596.
	-----	-----	-----	-----	-----
At 30 April 2023	£11,643.	£21,393.	£9,686.	£4,413.	£47,135.
	=====	=====	=====	=====	=====
<u>Net Book Value</u>					
At 30 April 2023	£116,161.	£1.	£5,317.	£2,733.	£124,212.
	=====	=====	=====	=====	=====
At 30 April 2022	£118,684.	£1.	£5,908.	£3,215.	£127,508.
	=====	=====	=====	=====	=====

All the above assets are owned by the Charity.

3. Funds

At 30 April 2022 and 2023, 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 2023
(CONTINUED)

4. Employees' Remuneration

	<u>2023</u>	<u>2022</u>
	<u>£.</u>	<u>£.</u>
Salaries	29,861.	30,679.
National Insurance Contributions	-	-
Pension Contributions	799.	775.
	<hr/>	<hr/>
	£30,660.	£31,454.
	<hr/> <hr/>	<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 assisted Mrs. Peake, up to leaving on 31 January 2023.

5. Repairs and Maintenance

	<u>2023</u>	<u>2022</u>
	<u>£.</u>	<u>£.</u>
General Maintenance and Upkeep	5,174.	5,850.
Roof Repairs	-	5,130.
	<hr/>	<hr/>
	£5,174.	£10,980.
	<hr/> <hr/>	<hr/> <hr/>

6. Management and Administration of the Charity

	<u>2023</u>	<u>2022</u>
	<u>£.</u>	<u>£.</u>
Independent Examiner's Fee	1,155.	1,230.
Administration Costs	439.	451.
Telephone and Internet	439.	437.
	<hr/>	<hr/>
	£2,033.	£2,118.
	<hr/> <hr/>	<hr/> <hr/>

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2023
(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.