

Registered Number: 508592

THE SHIRLEY INSTITUTE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 APRIL 2024

RAVEN ACCOUNTING (WEST MIDLANDS) LIMITED
CHARTERED CERTIFIED ACCOUNTANTS

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

THE SHIRLEY INSTITUTE
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FOR THE YEAR ENDED 30 APRIL 2024

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THE SHIRLEY INSTITUTE
CHARITY INFORMATION AS AT
30 APRIL 2024

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
Mrs S Edwards

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 2024 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 2024 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 2024

The time has arrived when a progress for the last twelve months is required and I am very pleased to still be in the position to produce it.

Firstly, I would like to thank Mrs Gina Peake, Mr Paul Harborne and Mr Paul Ashwin for their contributions to the running of the Institute and also Mr Nigel Peake, for the support he gives his wife. Their efforts are much appreciated. Also our thanks to our President Mrs Mavis Lewis and the Trustees, who give their time freely, for their support. I think everyone will agree our meetings are always very social, and we are lucky to have such a pleasant team to keep the Institute in good working order.

At the A.G.M. in July 2023, we welcomed a new Trustee, Mrs Sandra Edwards, who represents Physio2 Pilates. We were also informed that former Trustee John Lukins had sadly passed away. He had served on the committee for 12 years.

A photograph of the Institute Gymnastics team, taken in 1910, was donated by Mrs Gill Myring (nee Wainwright). Her husband and uncle are featured in the photograph as young boys. It has been re-framed and now hangs in the Arden Room. It is so nice to have reminders of how things were.

Also, in July the frontage of the Arden Room was repaired and painted thanks to Paul Ashwin. It is important that we keep maintenance of the buildings a priority.

The quilters group "Stitch in the Ditch" celebrated 10 years in August, and we were all given a commemorative pen. Thanks to Trustee Diane Byrne.

Also in August, during the school holidays we used the money obtained with the CIL funding to partial re-lay and re-line the car park. A very good job completed by a local company, Durolas.

On 16 September, for the second year, we were involved with countrywide "Heritage Week". The theme was "Creativity unwrapped" and we opened the Institute on Saturday 16th. It was a very successful day, with myself giving a thirty minute talk about Shirley and the Institute. Hopefully we will be staging another event in September 2024.

The Institute purchased a new computer for Mrs Peake, and we also updated the emergency lighting and fire extinguishers.

The Art Society once again put on exhibitions at the end of October 2023, which the Mayor of Solihull and her consort attended. The latest exhibition was in April 2024. Both were very successful with more new members. It was also good to see a board with artwork from the pupils at St James Primary School (Tudor Grange Academy).

In November the Shirley Institute Guitar Group held a concert at the Institute which was well attended.

We were sad to lose the Shirley Floral Art Society (who had been meeting in Shirley for nearly 60 years).

To start the new year, in January 2024, we welcomed Grace Church to hold their services in Warwick Room on a Sunday morning. This is run by Trustee and Vice-Chairman, Graham Greenwood.

THE SHIRLEY INSTITUTE

CHAIRMAN'S ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2024 (cont.)

New energy contracts were fixed with SSE in February, thanks to Nigel Peake for obtaining a good deal. The outside lighting was renewed and updated with LED lights, which are more economical. The hearing loop which was purchased last year was finally installed in the Grimsley Room, accompanied by a brass plaque remembering former Trustee Mrs Jean Holder in whose memory it was purchased.

In April, the Arden Room saw the curtains being replaced by blinds and the Grimsley Room also had blinds installed, but the curtains had been retained.

I was sad to inform the committee that a former Trustee, Mrs Christine McKay, had suffered a stroke in April 2024 and it has resulted her suffering from Dementia. She is now being cared for in Prince of Wales Nursing Home.

Christine was also a member of my Group, "Crafts & Coffee", and I was asked by her family if I would have her craft materials. I said yes and I have booked a morning in the Warwick Room on the 4th June to sell them. All monies raised will go to the Alzheimer's Society.

I think this report shows we have had a busy year, and I am sure there will be plenty to follow in the coming year.

Mrs Ann Turner
Chair Person to the Trustees

Dated: 5 June 2024

THE SHIRLEY INSTITUTE

TRUSTEES' ANNUAL RETURN FOR THE YEAR ENDED 30 APRIL 2024
APPOINTMENT AND RESIGNATION OF TRUSTEES

APPOINTMENTS

Mrs S Edwards.

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 2024 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 2024

THE SHIRLEY INSTITUTE
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2024

	<u>Notes</u>	<u>2024</u>	<u>2023</u>
		<u>£.</u>	<u>£.</u>
<u>Income</u>			
Charges for Hall Hire		70,556.	71,099.
Investment Income		2,364.	657.
Heritage Event and Art Exhibition		119.	235.
History of the Institute Book Sales		48.	78.
Sundry Income		5.	
		-----	-----
<u>Total Income</u>		<u>£73,092.</u>	<u>£72,069.</u>
		=====	=====
<u>Direct Expenditure</u>			
Provision of Hall			
Gas		5,506.	1,806.
Electricity		3,232.	1,385.
General and Water Rates		1,293.	2,085.
Insurance		2,572.	2,370.
Employees' Remuneration	4	31,956.	30,660.
Cleaning Materials and Sundry Upkeep		1,794.	1,234.
Repairs and Maintenance	5	17,946.	5,174.
Depreciation		3,537.	3,596.
		-----	-----
		67,836.	48,310.
<u>Other Expenditure</u>			
Management and Administration of the Charity	6	1,526.	2,033.
<u>Add</u> Opening Stock of Books		118.	190.
<u>Less</u> Closing Stock of Books		(73.)	(118.)
		-----	-----
<u>Total Expenditure</u>		<u>£69,407.</u>	<u>£50,415.</u>
		=====	=====
<u>Net Profit for the Year</u>		<u>£ 3,685.</u>	<u>£21,654.</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 2024

	<u>Notes</u>	<u>2024</u> £.	<u>2023</u> £.
<u>Fixed Assets</u>	2	121,155.	124,212.
<u>Current Assets</u>			
Debtors		3,258.	4,758.
Prepayments		2,628.	2,399.
Bank Current Account		8,465.	15,679.
Investment Accounts		98,557.	84,193.
Cash in Hand		-	55.
Stock of Books		73.	118.
		-----	-----
		112,981.	107,202.
 <u>Current Liabilities</u>			
Creditors		(2,409.)	(3,372.)
 <u>Net Current Assets</u>		 110,572.	 103,830.
 <u>Net Assets</u>		 £231,727.	 228,042.
		=====	=====
<u>Unrestricted Fund</u>			
Fund Balance brought forward		228,042.	206,388.
Net Profit for the Year (Page 7)		3,685.	21,654.
		-----	-----
Fund Balance carried forward	3	£231,727.	£228,042.
		=====	=====

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

Date: 5 June 2024

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 2024

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 2024
(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 2023	127,804.	21,394.	15,003.	7,146.	171,347.
Additions during the Year	-	-	-	480.	480.
	-----	-----	-----	-----	-----
At 30 April 2024	£127,804.	£21,394.	£15,003.	£7,626.	£171,827.
	=====	=====	=====	=====	=====
<u>Depreciation</u>					
At 30 April 2023	11,643.	21,393.	9,686.	4,413.	47,135.
Provision for Year	2,523.	-	531.	483.	3,537.
	-----	-----	-----	-----	-----
At 30 April 2024	£14,166.	£21,393.	£10,217.	£4,896.	£50,672.
	=====	=====	=====	=====	=====
<u>Net Book Value</u>					
At 30 April 2024	£113,638.	£1.	£4,786.	£2,730.	£121,155.
	=====	=====	=====	=====	=====
At 30 April 2023	£116,161.	£1.	£5,317.	£2,733.	£124,212.
	=====	=====	=====	=====	=====

All the above assets are owned by the Charity.

3. Funds

At 30 April 2023 and 2024, 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 2024
(CONTINUED)

4. Employees' Remuneration

	<u>2024</u>	<u>2023</u>
	£.	£.
Salaries	31,108.	29,861.
National Insurance Contributions	-	-
Pension Contributions	848.	799.
	-----	-----
	£31,956.	£30,660.
	=====	=====

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.

5. Repairs and Maintenance

	<u>2024</u>	<u>2023</u>
	£.	£.
General Maintenance and Upkeep	12,476.	5,174.
Tarmac Drive	30,470.	-
SMBC – CIL Funding	(25,000).	-
	-----	-----
	£17,946.	£ 5,174.
	=====	=====

6. Management and Administration of the Charity

	<u>2024</u>	<u>2023</u>
	£.	£.
Independent Examiner's Fee	1,080.	1,155.
Administration Costs	99.	439.
Telephone and Internet	311.	439.
Bank Fees	36.	-
	-----	-----
	£1,526.	£2,033.
	=====	=====

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2024
(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.