

Crigglestone Village Institute Charity

Registered No. 510193

TRUSTEES REPORT 2020-2021

Charity's name: Crigglestone Village Institute

Registration number: 510193

Address: 36 High Street, Crigglestone, Wakefield, WF4 3EB

Trustees:

Are recruited from the 11 councillors of Crigglestone Parish Council at that time. Trustees do not receive any payment except legitimate reimbursement of expenses incurred.

Structure:

The Parish Council Clerk/RFO oversees and the Deputy Clerk to the Village Institute carries out the required duties in line with best practice, along with the decisions of the committee.

Management committee:

5 committee members are appointed by Crigglestone Parish Council. They meet monthly except August. Members of the community are invited to join the management committee if they so wish.

Activities and objectives in the year:

To provide a safe and effective communal space that promotes inclusivity and addresses community wellbeing, through hosting events and hiring out of the space to a wide section of user groups. Regular maintenance checks are carried out and repairs and improvements are discussed annually or when the need arises.

Achievements and performance:

The centre achieves regular bookings from an array of user groups and community celebratory parties. As such, the year-end accounts show a regular break-even for this non-profit organisation. The feedback from users is always positive and shows their appreciation of having an accessible space in the community.

Financial Review:

The Village Institute has no debts. There has not been the need for a reserves policy as in previous years we have had few funds to carry forward. At the close of 2019/20 we carried forward £1,509. However, due to the Covid 19 support grants, the Village Institute now finds itself in a position of having a much larger carry forward requiring the implementation of a reserves policy. The principle of the Parish Council reserves policy will be applied, in that monies will only be spent on what they are allocated to. Financial internal controls are carried out quarterly whereby invoices and cash book are scrutinised for accuracy.

At the close of 2020/21 we carried forward £22,870.55, the unspent grant funding within the carry forward will be earmarked and spent as per the requirements of the grant funder.

The Charity confirms that during the financial year there were no incidents or other matters relating to the charity that should have been but were not brought to the attention of the Charity Commission.

There are no funds held as custodian trustee.

Sarah Knowles

Clerk/RFO Crigglestone Village Institute

Chairman's report 2020 - 2021

The Village Institute has seen groups come and go as is the norm, but it is safe to say that any available slots do not stay that way for very long.

It is an absolute pleasure to see the diverse groups that enjoy the venue and more importantly respect it and take care of it, so that everyone benefits. We are extremely fortunate to have the car park to the rear as this certainly helps to alleviate the parking problems for our groups. Since the parking bumpers have been installed, we have seen a decline, thankfully, in the number of times the boundary fence has needed repairs.

All being well the new central heating installation will run far smoother and more efficiently than in the past which will help to reduce the fuel bills.

The developing situation with Covid 19 throws up uncertainties but it is hoped that we will be able to sustain whatever comes our way and the light at the end of the tunnel will be here as soon as possible. Thankfully, the Governments Covid Grants have helped towards the running /maintenance costs while the centre has had to be closed.

In closing my report sincere thanks and appreciation is conveyed to the Clerk Sarah Knowles for her commitment and organisation in the administration of the Village Institute.

Cllr Jackie Craven

Chairman to the Village Institute Management Committee

Crigglestone Village Institute

Bank reconciliation for the period April 2020 - March 2021

		£.p
Balance Brought Forward 1 April 2020:		1,509.90
Add: Bank Receipts	32,622.63	
Less Bank Payments	11,261.98	
		21,360.65
Balance Carried Forward 31 March 2021		<u>22,870.55</u>

These cumulative funds are represented by:

Unity Trust Bank		22,870.55
Less: Unpresented Cheques:-		
		-
Add: Uncleared Income:		
Balance Carried Forward as at 31 March 2021		<u>22,870.55</u>

Crigglestone Village Institute

RECEIPTS for the Year Ended 31 March 2021

Date	Received From	Details	BR
Opening Balance			1,509.90
04/03/2020	Weight Watchers		
04/07/2020	WMDC	Covid restrictions support grant	
07/13/2020	Lloyd	Inv 884.20	
07/15/2020	Kendrick	Weds Yoga	
07/17/2020	Credit	Slip 297	
07/27/2020	Farrar	Crafty creatives	
07/27/2020	Farrar	Epilepsy	
07/27/2020	Samaan	Moo Music	
07/28/2020	Mann	Dancing	
07/28/2020	Kendrick	Weds Yoga	
07/31/2020	Credit	Slip 298	
07/31/2020	Mantle	Pilates	
08/07/2020	Weight Watchers		
09/07/2020	Rogers	Zumba	
09/09/2020	Internal transfer	NIF Grant - Defibs x 2	
09/09/2020	Internal transfer	Capital Grant Fund - New external	
10/05/2020	Samaan	Moo Music	
10/05/2020	Hardwick	Baby sensory	
10/06/2020	Bolton	Calligraphy	
10/06/2020	Rogers	Zumba	
10/06/2020	Kendrick	Weds Yoga	
10/15/2020	Hardwick	Baby sensory	
10/20/2020	Credit	Slip 299	
10/23/2020	Credit	Slip 300	
12/16/2020	WMDC	Covid Restrictions support Grant	
12/24/2020	WMDC	Covid Restrictions support Grant	
01/19/2021	WMDC	Covid Restrictions support Grant	
02/05/2021	WMDC	Covid restrictions support grant	
02/09/2021	Samaan	Inv 888.20	
02/11/2021	Bolton	Inv 884.20	
02/11/2021	Kendrick	Inv 885.20	
02/17/2021	Hardwick	Inv 886.70	
02/19/2021	HMRC	JRS Grant	
02/23/2021	Credit	Slip 302	
03/05/2021	WMDC	Covid restrictions support grant	
03/08/2021	Credit	Slip 303	
03/12/2021	HMRC	JRS Grant	

Total	Fees	Grants	Other
100.00	100.00		
10,000.00		10,000.00	
29.00	29.00		
96.28	96.28		
65.65	65.65		
14.00	14.00		
14.00	14.00		
105.00	105.00		
16.00	16.00		
48.14	48.14		
17.50	17.50		
26.25	26.25		
50.00	50.00		
43.75	43.75		
1,000.00		1,000.00	
6,765.92		6,765.92	
105.00	105.00		
192.60	192.60		
29.00	29.00		
35.00	35.00		
96.28	96.28		
192.60	192.60		
35.00	35.00		
157.56	157.56		
2,034.00		2,034.00	
1,334.00		1,334.00	
6,001.00		6,001.00	
285.86		285.86	
245.00	245.00		
29.00	29.00		
96.28	96.28		
240.75	240.75		
421.20			421.20
26.25	26.25		
2,096.00		2,096.00	
157.56	157.56		
421.20			421.20

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32,622.63	2,263.45	29,516.78	842.40
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Crigglestone Village Institute

PAYMENTS for the Year Ended 31 March 2021

Date	Payee	Details	BR
04/06/2020	Amanda Gordon	Salary	x
04/14/2020	British Gas Trading	electric bill	x
04/24/2020	Gazprom	Gas bill	x
05/06/2020	amanda Gordon	salary	x
05/11/2020	Business Stream	Water bill	x
05/12/2020	British Gas Trading	electric bill	x
05/26/2020	Gazprom	Gas bill	x
06/10/2020	Amanda gordon	Salary	x
06/11/2020	British Gas Trading	electric bill	x
06/18/2020	Gazprom energy	Gas bill	x
06/30/2020	Unity Trust bank	service charge	x
07/06/2020	Amanda Gordon	Salary	x
07/13/2020	British Gas Trading	electric bill	x
07/17/2020	HMRC	PAYE	x
07/20/2020	Gazprom	Gas bill	x
07/22/2020	SEB Systems	remote meeting instal	x
08/04/2020	Bragger	deposit refund	x
08/07/2020	Amanda Gordon	Salary	x
08/11/2020	British Gas Trading	electric bill	x
08/17/2020	Gazprom	Gas bill	x
09/07/2020	Amanda Gordon	Salary	x
09/09/2020	Edwards	cleaning bill	x
09/09/2020	Slingsby	Covid supplies	x
09/09/2020	Slingsby	Covid supplies	x
09/09/2020	Slingsby	Covid supplies	x
09/11/2020	British Gas Trading	electric bill	x
09/18/2020	HMRC	PAYE	x
09/18/2020	Made immaculate	Deep clean of VI	x
09/21/2020	Gazprom	Gas bill	x
09/30/2020	Unity Trust bank	service charge	x
10/07/2020	Amanda Gordon	Salary	x
10/07/2020	Slingsby	Covid supplies	x
10/07/2020	S knowles	expenses reimburse	x
10/07/2020	S Knowles	expenses reimburse	x
10/12/2020	British Gas Trading	electric bill	x
10/19/2020	Gazprom	Gas bill	x
10/19/2020	HMRC	PAYE	x
10/19/2020	G Bentley	VI Heating water leak	x
10/19/2020	SEB Systems	bollard installation	x
10/19/2020	Slingsby	parking bollards	x
10/19/2020	Slingsby	Covid supplies	x
11/05/2020	Business Stream	Water bill	x

11/06/2020	Amanda Gordon	Salary	x
11/09/2020	British Gas Trading	electric bill	x
11/10/2020	Kirsty Barker	2 weeks wages	x
11/16/2020	Gazprom	Gas bill	x
12/03/2020	GD Walker Gas care	Annual boiler service	x
12/07/2020	A Gordon	Salary	x
12/10/2020	British Gas Trading	Electric bill	x
12/17/2020	Gazprom	Gas bill	x
12/31/2020	Unity Trust bank	service charge	x
01/06/2021	A Gordon	Salary	x
01/11/2021	British Gas Trading	electric bill	x
01/14/2021	S Mozer	expenses reimburse	x
01/19/2021	HMRC	PAYE	x
01/25/2021	Gazprom	gas bill	x
01/29/2021	Business Stream	water bill	x
02/08/2021	A Gordon	salary	
02/09/2021	British Gas Trading	electric bill	
02/15/2021	Gazprom	gas bill	
03/11/2021	A Gordon	salary	
03/12/2021	British Gas Trading	electric bill	
03/29/2021	Gazprom energy	Gas bill	
03/31/2021	Unity Trust bank	service charge	

Opening Balance

1,509.90



Total	Staff costs	Admin Costs	Utilities	service charge
502.90	502.90			
46.60			46.60	
157.90			157.90	
502.90	502.90			
261.68			261.68	
29.10			29.10	
31.80			31.80	
502.90	502.90			
32.97			32.97	
12.19			12.19	
18.00				18.00
544.95	544.95			
31.98			31.98	
70.80	70.80			
12.44			12.44	
280.00		280.00		
10.00				
516.85	516.85			
24.81			24.81	
12.19			12.19	
516.85	516.85			
175.00				
65.99				
107.94				
50.04				
26.53			26.53	
58.80	58.80			
300.00				
14.10			14.10	
18.00				18.00
516.85	516.85			
22.79				
54.23				
250.00				
37.55			37.55	
82.45			82.45	
88.60	88.60			
95.00				
155.00				
393.50				
227.15				
30.42			30.42	

516.85	516.85		
39.38		39.38	
221.60			
172.86		172.86	
190.00		190.00	
516.85	516.85		
33.58		33.58	
119.20		119.20	
18.00			18.00
516.85	516.85		
40.66		40.66	
99.99			
81.60	81.60		
185.56		185.56	
10.13		10.13	
516.85	516.85		
35.18		35.18	
318.66		318.66	
516.85	516.85		
34.70		34.70	
168.88		168.88	
18.00			18.00

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11,261.98	6,488.25	280.00	2,193.50	72.00
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Misc

YPO

10.00

175.00

65.99

107.94

50.04

300.00

22.79

54.23

250.00

95.00

155.00

393.50

227.15

221.60

99.99

2,228.23

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Crigglestone Village Institute

Summary of Receipts and Payments Account to 31/03/2023

Receipts:

Hirers	2,263.45
Other (furlough x 4mths)	842.40
Grants	29,516.78

Payments:

Staff Costs	6,488.25
Administration	280.00
Utilities	2,193.50
Service Charges	72.00
Miscellaneous	2,228.23
YPO	-
	<hr/>
	11,261.98
	32,622.63
Opening Balance	1,509.90
Closing Balance	22,870.55
	<hr/> <hr/>
	34,132.53

11 March 2021

GRANTS RECEIVED 2020-2021 - INCOME & EXPENDITURE

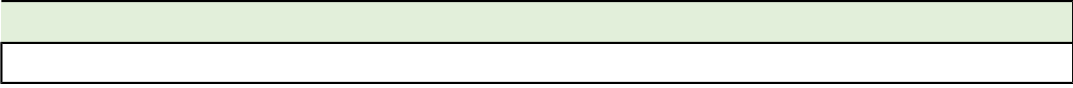
COVID BUSINESS SUPPORT GRANT	
4/7/2020 Covid restrictions support grant	
12/16/2020 Covid Restrictions support Grant	
12/24/2020 Covid Restrictions support Grant	
1/19/2021 Covid Restrictions support Grant	
2/5/2021 Covid Restrictions support Grant	
3/5/2021 Covid Restrictions support Grant	
	Total
Operational costs	
Additional Covid deep clean Cleaning costs	
Utilities	
Caretaker salary	
Covid requirements	
Capital Grant' funding overspend	
Capital works still to be actioned (works to the structure)	
Toilet areas refurbishment inc patch up painting	
	Total
Remaining monies to be spent on provision of kitchen utensils and crockery	
Neighbourhood Improvement Grant (NIF)	
9/9/2020 NIF Grant - Defibs x 2	
	Total
WMDC Capital Grant Funding	
9/9/2020 - New external doors and car parking bumpers	
19/10/2020 Car parking bumpers installation	
19/10/2021 car parking bumper purchase	
External fire doors	
	Total
HMRC Job Retention Scheme Grant (JRS)	
02/19/2021	
03/12/2021	

Total

PENDITURE

Budget	Monies spent
10,000.00	
2,034.00	
1,334.00	
6,001.00	
285.86	
2,096.00	
21,750.86	
	£ 475.00
	£ 2,193.50
	£ 6,488.25
	£ 753.91
	£ 191.98
ture and exterior of the building)	
	11,350
21,750.86	£ 21,452.64
1,000.00	
	0
1,000	0
6,765.92	
	£ 155.00
	£ 393.50
6,765.92	£ 548.50
421.20	421.20
421.20	421.20

842.40	842.40



Diane Brown
Five Gables
5a Gunthwaite Lane
Upper Denby
Hudds
HD8 8UL

The Chairman- Jacqui Craven
Criggleshstone Village Institute Charity

15/01/2022

Dear Jacqui Craven, Chairman of the Trust,

Independent Examiner's Report on the Accounts 2020-21 Charity Number 510193

Introduction

An independent examination provides an external check on the accounts and can be carried out by a person with the relevant ability and experience, except where gross income exceeds £250,000. An examination is a less onerous form of scrutiny than an audit and provides less assurance in terms of the depth of work which is to be carried out.

An examiner is only required to confirm that no evidence has been found that suggests certain things have not been done by the Charity. The examiner is not acting as an auditor and so is not required to plan their work or identify material fraud or to test the internal financial controls in operation.

An important factor when carrying out an independent examination is to ensure that there is no conflict of interests and that I am not involved in the administration of the Charity. I am the Internal Auditor of the Parish Council and as such I can prove my independence and objectivity. There would be no circumstances that would reasonably lead to the perception that I am not independent.

This is the first time that the Charity has had an independent examination as the income received by the Charity has been below £25,000. The level of income increased in 2020/21 because of the receipt of Covid support grants received totalling £21,750.86.

My Findings

I looked at the 2020-21 Finance Report and considered it to be satisfactory and gave a good overview of the financial year being examined. The main income received in the year being examined was grant funding. Separate ledgers had been maintained for the grant funding for both income and expenditure. At the year end there was a closing balance of £22,870.55 of which £11,350.00 is the carry forward from the Covid Support Grants and will be earmarked as such. All expenditure allocated to the grant has been noted and the earmarked funds will be spent as per the grant regulations. I have discussed this Sarah Knowles the Clerk and RFO of the Parish

Council who stated that the Parish Council Reserve Policy guidelines will be used to monitor the spend. The Trustees are to use these funds to carry out a refurbishment of the Village Institute toilets and quotes for this work are being obtained. The regulations of the Covid Support Grant are based on need and if the Village Institute did not need them then they would not have been accepted.

I sample checked invoices throughout the year and found them to be reasonable and for legitimate charity expenditure.

There is a good audit trail for transactions, and I could clearly see from the bank statements that the year end balances totalled £22,870.55. The previous year end closed with an amount of £1,509.90. The increase was mainly because the Charity received Government Pandemic support grants.

I compared the trustees annual report with the accounts and found that the report was consistent with my findings and there were no matters arising that I consider should be brought to the attention of the Charity Commission.

I verified that:

- Records are kept which support the accounts and are complete.
- The accounting records were up to date and were readily available.
- The accounting records provided the basic information from which the financial year can be ascertained, not only at the year-end but also on any selected date.
- The accounting records contained details of all money received and spent and the nature of the transaction.

Policies and Procedures

The Charity has both Standing Orders and Financial Regulations which are based on those of the Parish Council, and I found them to be adequate. I examined the Charities Constitution which was dated 2019.

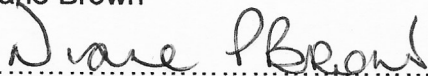
The Village Institute does not have a separate Asset Register from that of the Parish Council and I recommend that one should be implemented.

Conclusion

Having read the guidance for an Independent examination I can state that the accounts presented to me were adequate and provided the financial information necessary.

I would like to thank Sarah Knowles, for her help during the Independent examination process and wish the Charity all good wishes for the future.

Independent Examiner Diane Brown

Signature 

Date 15.1.2022