

UPTON-BY-CHESTER VILLAGE HALL

28 Heath Road, Upton, Chester, CH2 1HX

www.uptonbychestervillagehall.org.uk

Registered Charity No: 520128

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30TH APRIL 2021**

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UPTON-BY-CHESTER VILLAGE HALL

Annual Report for the Year to 30th April 2021

The Upton Village Hall charity has a correspondence address at 31 Church Lane, Upton, Chester, CH2 1DJ. The charity is registered with the Charity Commissioners (number 520128) and constituted by Deed of Trust dated 1929 and amended 1953.

For the year ended 30th April 2021, the Board of Management comprised the following:

Chairman	Mr. I. Hughes
Hon. Secretary & Treasurer	Mr. P. O'Neill
Booking Secretary	Mr. P. Pearn
Maintenance Manager	Mr. N. Draper
Caretaker	Mrs. J. Jones
Health & Safety Officer	Mrs. S. Clanke
Non executive Trustees	Mrs. J. Smith
	Mrs. E. Case
	Mrs. S. Fearnall
	Mrs. A. Lloyd
	Mr. K. Calvert
	Mr. G. Newton (resigned 17.2.21)

Upton-by-Chester Village Hall is situated on Heath Road, Upton-by-Chester, and the object of the charity is to maintain the Village Hall for the communal benefit of the inhabitants of Upton-by-Chester and the surrounding areas of Bache, Caughall, Moston, Wervin and Newton. The charity enjoys the continuing help of local volunteers and employs a part time caretaker who is also a trustee.

For the methods, policies and procedures for the recruitment, appointment, induction and training of new Trustees we closely follow the guidance offered in the Charity Commission booklet CC3, "The Essential Trustee: what you need to know", May 2018. New appointees are chosen for the particular skills, experience and time commitment that we need and that they have to offer. They are given a copy of the above booklet so that they can understand their responsibilities and possible liabilities before accepting. Our induction pack includes our Deed of Trust, past minutes of board meetings and management accounts. Training is through discussions with other members of the Board of Management. All this is set out in a policy document available on our website.

It is the aim of the Board of Management to provide first class hall facilities at an affordable cost to the community. Usage of the Village Hall continues to be buoyant. Hirers participate in a wide variety of activities, including dance, drama, music, keep fit, yoga, parent & baby classes, presentations, indoor bowls, badminton, art, language and computing classes. We are justly proud of the extent and diversity of these activities, which are genuinely providing something for everyone in the community, of all ages from pre-school to pensioners. The Trustees have at all times complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

As a result of the Covid-19 pandemic the Hall was open for just a few weeks in October and December 2020 and April 2021, and it was only used by a limited number of children's and exercise groups during these periods. However, the loss of income was largely compensated for by a series of business rates grants received from HM Government.

Having received two generous legacies, each of £5,000, which were earmarked for new stage lighting and drapes, it was decided to proceed with this project over the summer of 2020 while the Hall was closed. At the same time, we took the opportunity to have one of the drives re-tarmacked.

Our part-time caretaker of 17 years was on full pay throughout the periods of closure as disappointingly she was ineligible for furlough payments. Back in 2004, at their suggestion, HMRC made our scheme dormant as she was paid under the income tax and national insurance thresholds. Inexplicably, this entailed removing her from their system entirely, such that there was no record of her employment when we came to apply for furlough payments in April 2020.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

During the year the Main Hall was used by a handful of children's and exercise groups for just 8 weeks resulting in just £1,964 of hiring income compared with £25,904 the previous year. There were no ad hoc bookings, no use of the Meeting Room and no productions organised by the Village Hall. However, donations totaled £5,215 accompanied by gift aid of £1,377, and the business rates grants totaled £21,275 resulting in total incoming resources of £32,154, £4,973 more than the previous year.

Direct Charitable Expenditure was £36,934. This was £14,577 higher than the previous year.

Utilities costs of £2,221 were 49% of the previous year. Repairs & Maintenance at £509 were just 19% of the previous year. Caretaking and cleaning costs were 83% of the previous year.

Total Purchases were £290 compared with £925 the previous year. Total project expenditure was £25,122 compared to £3,761 the previous year, the increase being largely explained by the new stage lighting and drapes (£14,955) and the re-tarmacked drive (£8,746).

Other Expenditure at £926 was £412 down on the previous year.

As a result, Net Incoming Resources were -£5,706 compared with £3,486 last year.

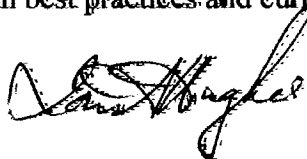
Our reserves policy, updated in December 2016, states that the current minimum level of reserves that we wish to maintain is £25,000 which is required for the following:

1. Unexpected major repairs to the building not included in our maintenance plans, the principal areas of risk being the roof, the sprung floor and drains.
2. The unexpected loss in the short to medium term of our 4 highest income generating user groups, which would amount to about £10,000 per year.

Our unrestricted fund at the end of the year stood at £39,519 as we continue to build up funds for the proposed refurbishment of the toilet block.

The Upton Village Hall charity is a member of Cheshire Community Action and benefits from free advice on best practices and current legislation.

Signed:



I.A. Hughes, Chairman

Date: 20th July 2021

For and on behalf of the Board of Management

UPTON-BY-CHESTER VILLAGE HALL

Accounts for the year ended 30th April 2021

Income & Expenditure Account	£ 2021	£ Totals '21	£ 2020	£ Totals '20
Incoming Resources				
Grants, Donations & Fund Raising				
Donation	5,218		500	500
Gift Aid	1,377	6,592		
Business Grant	21,275	21,275	-	-
Trading Activities				
Main Hall Bookings	1,964		22,651	
Meeting Room Bookings	-		3,253	
UVH Events	-	1,964	1,508	27,410
Other Income				
Friday Luncheon Club	2,301	2,301	-810	-810
Investment Income				
Bank Interest	22	22	81	81
TOTAL INCOMING RESOURCES		32,154		27,184
Resources Expended				
Direct Charitable Expenditure				
Insurance	1,346		1,292	
Lighting & Heating	1,978		4,089	
Water Charges	155		462	
Repairs & Maintenance				
- Electrical	88		882	
- Boiler & Central Heating	120		254	
- Plumbing	-		151	
- Fire & Security	245		264	
- Equipment Maintenance	32		564	
- General	24		716	
Caretaker, Cleaning & Gardening				
- Caretaker Wages	7,150		8,220	
- Cleaning Materials & Equipment	193		128	
- Floor Polishing Materials	-		230	
- Paper Towels & Toilet Rolls	-		348	
- Window Cleaning	186		148	
- Gardening Purchases	11		37	
Purchases				
- Stage Carpet	-		588	
- Other	-		345	
- Defibrillator items	290		-	
Projects				
- Stage Lighting & Refurbishment	14,955		-	
- Refurbishing Drive	8,746		-	
- Boiler Storerroom Enhancement	-		1,157	
- Badminton Lines & Floor Sealing	-		1,877	
- Sound System Upgrade	-		185	
- Other	1,421	36,934	582	22,357
Other Expenditure				
Licences & Fees	230		598	
Stationery & Postage	97		88	
Accounting System Service Plan	397		326	
Website Charges	69		69	
Professional Fees	58		50	
UVH Hospitality	-		88	
Other Sundry Expenses	148	926	119	1,338
TOTAL RESOURCES USED		37,860		23,699
NET INCOMING RESOURCES FOR THE YEAR		-5,706		3,486
Balances brought forward at 1st May 2020		47,540		44,054
Balances carried forward at 30th April 2021		41,834		47,540

UPTON-BY-CHESTER VILLAGE HALL

Statement of Assets & Liabilities as at 30th April 2021

	Notes	£ 2021	£ 2020
Monetary Assets			
Current Assets			
Accrued Income		623	454
Other Debtors		422	88
Cash at Bank and in Hand	1.	50,252	48,320
Stock	2.	120	731
		<u>51,417</u>	<u>49,593</u>
Current Liabilities			
Accrued Expenses		425	895
Receipts in Advance		9,158	1,158
		<u>9,583</u>	<u>2,053</u>
Net Monetary Assets		<u>41,834</u>	<u>47,540</u>
Reserves			
Friday Luncheon Club Fund		2,315	14
Mrs Price & Mrs Turner Legacies	3.	-	5,000
Upton Dramatic Society Donation	3.	-	500
Unrestricted Fund		38,519	42,026
	4.	<u>41,834</u>	<u>47,540</u>

Non - Monetary Assets


Permanent Endowment:

Buildings & land used by the Upton Village Hall
(Freehold title vested with the Official Custodian for Charities)

Other Assets

Held for functional use by the Upton Village Hall and expensed at time of purchase:
Furniture and equipment in the hall and meeting rooms
Equipment for badminton and table tennis
Piano, chairs, tables, kitchen and cleaning equipment
All in good condition

Signed:



I. A. Hughes, Chairman

Date:

20th July 2021

For and on behalf of the Board of Management

UPTON-BY-CHESTER VILLAGE HALL

Notes to the Accounts for the year to 30th April 2021

The accounts (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 UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

1. Cash at Bank and in Hand

	£ 2021	£ 2020
Deposit	47,869.15	46,847.00
Current	2,335.90	1,395.28
Cash in Hand	37.65	60.61
Cheques in Hand	0.00	8.00
Petty Cash	9.40	9.40
Total	50,252.10	48,320.29

Current Account Reconciliation

	£ 2021	£ 2020
Current Account Closing Balance	2,335.90	1,395.28
Uncleared Deposits & Other Credits	-	-
Unpresented Cheques	-	171
Bank Account Closing Balance	2,335.90	1,566.68

2. Stock

Stock consists solely of bar stocks.

3. Restricted Funds

These two items were applied to the new stage lighting and stage refurbishment:

4. Reconciliation of Movement in Funds

	Balance at 01.05.20	Net Income for the Year	Balance at 30.04.21
Unrestricted Fund	42,026	(13,172)	38,519
Mrs Price & Mrs Turner Legacies	5,000	5,000	-
Upton Dramatic Society Donations	500	165	-
Friday Luncheon Club Fund	14	2,301	2,315
	47,540	(5,706)	41,834

Independent Examiners Report to the Trustees of the Upton-by-Chester Village Hall Charity

I report on the accounts of the Upton Village Hall for the year ended 30th April 2021, which are set out on pages 3 to 5.

Respective Responsibilities of Trustees and Examiners

As the charity's trustees, you are responsible for the preparation of the accounts and you consider that an audit is not required for this year under section 144(2) 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
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- 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 matter has 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

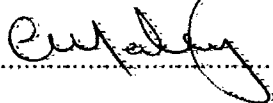
(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Colin Hedley

Relevant professional qualification or body:

Address: 33 Upton Park, Upton, Chester, CH2 1DF

Signature:



Date: 12 June 2021