

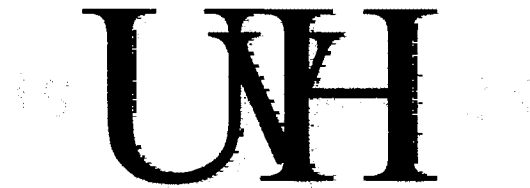
UPTON-BY-CHESTER VILLAGE HALL

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 2022**



UPTON-BY-CHESTER VILLAGE HALL

Annual Report for the Year to 30th April 2022

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 2022, 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. Clarke
Non executive Trustees	Mrs. J. Smith
	Mrs. E. Case
	Mrs. S. Fearnall
	Mr. K. Calvert
	Mrs. A. Lloyd (resigned 10.6.21)

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 continuing Covid-19 pandemic, for the first 4 months of the year the Hall was only used by the parent and babies classes, after school classes and some activity groups. We did however receive a welcome "start up" business grant of £8,000 which plugged the gap in our hiring income. From September 2021, childrens' parties started again and regular bookings were almost back to full capacity, although most groups were operating with reduced numbers in order to observe social distancing. By year end all our regular user groups were back in operation with the exception of just 3 groups that had sadly decided to stop meeting.

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 hiring income was £21,222, about £5,500 short of pre-pandemic levels. Meeting Room bookings brought in £1,715, another £2,000 or so below previous levels. However, we were more than compensated by generous business rate grants totaling £10,667.

Direct Charitable Expenditure was £22,351. This was £14,583 lower than the previous year.

Utilities costs of £4,675 were more than double the previous year as we got back to full operation. Repairs & Maintenance at £3,045 was six times that of the previous year. Caretaking and cleaning costs at £8,914 were £1,380 (18%) up on the previous year.

Total Purchases were £1,789 compared with £290 the previous year. Total project expenditure was just £2,526 compared to £25,122 the previous year, which had involved the stage refurbishment and drive re-tarmacking.

Other Expenditure at £1,525 was £599 up on the previous year.

As a result, Net Incoming Resources were £10,114 compared with -£5,706 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 £49,729 as we continue to build up funds for the proposed refurbishment of the toilet block and the potential renewal of our main hall floor.

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:

19th July 2022

For and on behalf of the Board of Management

UPTON-BY-CHESTER VILLAGE HALL

Accounts for the year ended 30th April 2022

Income & Expenditure Account	£ 2022	£ Totals '22	£ 2021	£ Totals '21
Incoming Resources:				
Grants, Donations & Fund Raising				
Donation	-		5,215	
Gift Aid	-	0	1,377	6,592
Business Grant	10,667	10,667	21,275	21,275
Trading Activities				
Main Hall Bookings	21,222		1,964	
Meeting Room Bookings	1,715		-	
UVH Events	478	23,415	-	1,964
Other Income				
Friday Luncheon Club	-96	-96	2,301	2,301
Investment Income				
Bank Interest	4	4	22	22
TOTAL INCOMING RESOURCES		<u>33,990</u>		<u>32,184</u>
Resources Expended				
Direct Charitable Expenditure:				
Insurance	1,402		1,346	
Lighting & Heating	4,294		1,978	
Water Charges	384		155	
Repairs & Maintenance				
- Electrical	571		88	
- Boiler & Central Heating	132		120	
- Fence Repairs	1,176		-	
- Fire & Security	323		245	
- Equipment Maintenance	468		32	
- General	375		24	
Caretaker, Cleaning & Gardening				
- Caretaker Wages	8,420		7,156	
- Cleaning Materials & Equipment	142		193	
- Floor Polishing Materials	-		-	
- Paper Towels & Toilet Rolls	166		-	
- Window Cleaning	146		180	
- Gardening Purchases	40		11	
Purchases				
- Floor Buffer	1,043		-	
- Loud Speakers	587		-	
- Miscellaneous	159		-	
- Defibrillator items	-		290	
Projects				
- Stage Lighting & Refurbishment	-		14,955	
- Refurbishing Drive	-		8,746	
- New Velux Blinds & Controllers	2,276		-	
- Commemorative Plaque	250		-	
- Other	-	22,351	1,421	36,934
Other Expenditure:				
Licences & Fees	892		230	
Stationery & Postage	48		97	
Accounting System Service Plan	275		337	
Website Charges	66		69	
Professional Fees	56		50	
UVH Hospitality	6		-	
Other Sundry Expenses	191	1,525	143	926
TOTAL RESOURCES USED		<u>23,876</u>		<u>37,668</u>
NET INCOMING RESOURCES FOR THE YEAR:		<u>10,114</u>		<u>-5,708</u>
Balances brought forward at 1st May 2021		<u>41,834</u>		<u>47,840</u>
Balances carried forward at 30th April 2022		<u>51,948</u>		<u>41,834</u>

UPTON-BY-CHESTER VILLAGE HALL

Statement of Assets & Liabilities as at 30th April 2022

	Notes	£ 2022	£ 2021
Monetary Assets			
Current Assets:			
Accrued Income		3,136	623
Other Debtors		204	422
Cash at Bank and in Hand	1.	51,319	50,252
Stock	2.	925	120
		<u>55,584</u>	<u>51,417</u>
Current Liabilities:			
Accrued Expenses		1,706	425
Receipts in Advance		1,930	9,158
		<u>3,636</u>	<u>9,583</u>
Net Monetary Assets		<u>51,948</u>	<u>41,834</u>
Reserves			
Friday Luncheon Club Fund		2,219	2,315
Unrestricted Fund		49,729	39,519
	3.	<u>51,948</u>	<u>41,834</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: 19th July 2022

For and on behalf of the Board of Management

UPTON-BY-CHESTER VILLAGE HALL

Notes to the Accounts for the year to 30th April 2022

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 2016.

1. Cash at Bank and in Hand

	£ 2022	£ 2021
Deposit	48,873.59	47,869.15
Current	1,979.37	2,336.90
Cash in Hand	229.96	37.66
Cheques in Hand	0.00	0.00
Bar Fiat	225.00	-
Petty Cash	10.62	9.40
Total	<u>51,318.54</u>	<u>50,252.10</u>

Current Account Reconciliation

	£ 2022	£ 2021
Current Account Closing Balance	1,979.37	2,336.90
Uncleared Deposits & Other Credits	-	-
Unpresented Cheques	-	-
Bank Account Closing Balance	<u>1,979.37</u>	<u>2,336.90</u>

2. Stock

Stock consists solely of bar stocks

3. Reconciliation of Movement in Funds

	Balance at 01.05.21	Net Income for the Year	Balance at 30.04.22
Unrestricted Fund	39,549	10,210	49,729
Friday Luncheon Club Fund	2,345	(96)	2,219
	<u>41,894</u>	<u>10,114</u>	<u>51,948</u>

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 2022, 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

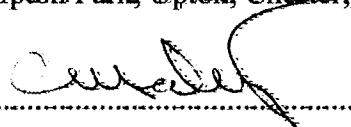
(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Colin Hedley

Relevant professional qualification or body:

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

Signature: _____



Date: _____

14 June 2022