

UPTON-BY-CHESTER VILLAGE HALL

28 Heath Road, Upton, Chester, CH2 1HX

www.uptonbychestervh.org.uk

Reg. Charity No. 520128

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30TH APRIL 2024**



UPTON-BY-CHESTER VILLAGE HALL

Annual Report for the Year to 30th April 2024

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 2024, 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. S. Turner
Caretaker	Mrs. J. Jones
Health & Safety Officer	Mrs. S. Clarke
Non executive Trustees	Mrs. J. Smith
	Mrs. S. Fearnall
	Mrs. E. Case (resigned 21.2.24)
	Mr. K. Calvert (resigned 10.2.24)

Upton-by-Chester Village Hall is situated on Heath Road, Upton-by-Chester, and the object of the charity is to operate and 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, children's dance and sport, art 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.

Two of our Trustees resigned in February of this year. We were particularly sorry to say goodbye to Mrs. Liz Case who had served on the board for many years and had been an invaluable member of our team, helping and participating in many village hall activities. We wish Liz a very well-deserved retirement. At the time of writing this report we have identified a new Trustee who will be joining the board, bringing our complement back up to nine members.

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, Total Incoming Resources were £34,672. Within this, the Main Hall hiring income was £28,529, £4,542 up on the previous year. Meeting Room bookings brought in £3,457, up £779. These increases were partly due to enforced increases in hourly hire charges in response to the unprecedented rise in energy costs. It was the first time we have had to raise the charges for our regular users since March 2009.

Direct Charitable Expenditure was £24,957, £2,149 up on the previous year.

Utilities costs of £6,735 were £1,876 higher than the previous year. Our long-term contracts for the supply of electricity and gas, which had insulated us from the very high prices over the past year, terminated at the end of September 2023. Repairs & Maintenance at £5,779 were up £1,226 on the previous year. Caretaking, Cleaning & Gardening costs at £9,727 were £464 up on the previous year.

Total Purchases were £403 compared with £231 the previous year. Total project expenditure was £1,309, down from £3,172 the previous year.

Other Expenditure at £1,310 was £2,210 down on the previous year. This was entirely the result of the transfer of £2,230 to a new stand-alone account for our Friday Luncheon Club in the previous financial year.

As a result, Net Incoming Resources were £8,405 compared with £2,396 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 reserves at the end of the year stood at £62,749 as we continue to build up funds for major project expenditure covering a new roof, and further down the line a new hall floor and heating system.

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

Signed:

I.A. Hughes, Chairman

Date:

For and on behalf of the Board of Management

UPTON-BY-CHESTER VILLAGE HALL

Accounts for the year ended 30th April 2024

Income & Expenditure Account	£ 2024	£ Totals '24	£ 2023	£ Totals '23
Incoming Resources				
Trading Activities				
Main Hall Bookings	28,529		23,987	
Meeting Room Bookings	3,457		2,678	
UVH Events	1,100	33,086	1,797	28,462
Other Income				
Ex Gratia Bank Payments	-	-	150	150
Investment Income				
Bank Interest	1,586	1,586	112	112
TOTAL INCOMING RESOURCES		<u>34,672</u>		<u>28,724</u>
Resources Expended				
Direct Charitable Expenditure				
Insurance	1,004		961	
Lighting & Heating	6,099		4,291	
Water Charges	636		568	
Repairs & Maintenance	2,274		1,076	
- Electrical				
- Boiler, Central Heating & Plumbing	335		830	
- Chair Cleaning	200		746	
- Building Works	1,240		-	
- Fire & Security	324		260	
- Equipment Maintenance	843		756	
- General	563		885	
Caretaker, Cleaning & Gardening	8,520		8,350	
- Caretaker Wages				
- Cleaning Materials & Equipment	105		120	
- Floor Polishing Materials	52		96	
- Paper Towels & Toilet Rolls	532		509	
- Window Cleaning	185		148	
- Gardening	333		40	
Purchases	297		-	
- Equipment				
- Fixtures & Fittings	35		-	
- Miscellaneous	71		231	
Projects	-		601	
- New 3 Phase Socket				
- Inspections & Surveys	1,309	24,957	2,340	22,808
Other Expenditure				
Transfer of FLC Funds to Own Account	-		2,230	
Licences & Fees	644		561	
Stationery & Postage	97		46	
Accounting System Service Plan	202		239	
Website Charges	178		207	
Professional Fees	50		50	
UVH Hospitality	15		26	
Other Sundry Expenses	124	1,310	161	3,520
TOTAL RESOURCES USED		<u>26,267</u>		<u>26,328</u>
NET INCOMING RESOURCES FOR THE YEAR		<u>8,405</u>		<u>2,396</u>
Balances brought forward at 1st May 2022		<u>54,344</u>		<u>51,948</u>
Balances carried forward at 30th April 2023		<u><u>62,749</u></u>		<u><u>54,344</u></u>

UPTON-BY-CHESTER VILLAGE HALL

Statement of Assets & Liabilities as at 30th April 2024

	Notes	£ 2024	£ 2023
Monetary Assets			
Current Assets			
Accrued Income		3,983	2,151
Other Debtors		1,220	-
Cash at Bank and in Hand	1.	60,109	53,817
Stock	2.	759	379
		<u>66,071</u>	<u>56,347</u>
Current Liabilities			
Accrued Expenses		1,759	1,261
Receipts in Advance		1,563	742
		<u>3,322</u>	<u>2,003</u>
Net Monetary Assets		<u>62,749</u>	<u>54,344</u>
Reserves			
Unrestricted Fund	3.	<u>62,749</u>	<u>54,344</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:

For and on behalf of the Board of Management

UPTON-BY-CHESTER VILLAGE HALL

Notes to the Accounts for the year to 30th April 2024

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

	£ 2024	£ 2023
Savings Accounts	45,377.50	40,000.00
Deposit	11,641.88	11,480.57
Current	2,172.50	2,269.47
Cash in Hand	20.18	67.14
Bar Float	255.00	-
Events Account	642.00	-
Total	<u>60,109.06</u>	<u>53,817.18</u>

Current Account Reconciliation

	£ 2024	£ 2023
Current Account Closing Balance	2,172.50	2,269.47
Uncleared Deposits & Other Credits	-	-364.50
Unpresented Cheques	-	-
Bank Account Closing Balance	<u>2,172.50</u>	<u>1,904.97</u>

2. Stock

Stock consists solely of bar stocks

3. Reconciliation of Movement in Funds

	Balance at 01.05.23	Net Income for the Year	Balance at 30.04.24
Unrestricted Fund	54,344	8,405	62,749

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 2024, 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: 18 June 2024