

Your Ref: WA15/YJ

Clayton and Brewill
149-155 Canal Street
Nottingham
NG1 7HR

Management Representation Letter

Dear Sirs

The following representations are made on the basis of enquiries of trustees and staff with relevant knowledge and experience such as we consider necessary in connection with your independent examination of the charity's financial statements for the year ended 31 May 2022. These enquiries have included inspection of supporting documentation where appropriate. All representations are made to the best of our knowledge and belief.

GENERAL

1. We have fulfilled our responsibilities as a charity, as set out in the terms of your engagement letter dated 6 September 2018 under the Charities Act 2011, for preparing financial statements in accordance with applicable laws and accounting standards, for being satisfied that they give a true and fair view and for making accurate representations to you.
2. All the transactions undertaken by the charity have been properly reflected and recorded in the accounting records.
3. All the accounting records have been made available to you for the purpose of your independent examination. We have provided you with unrestricted access to all appropriate persons within the charity, and with all other records and related information requested, including minutes of all trustee meetings.
4. The financial statements are free of material misstatements, including omissions.
5. The effects of uncorrected misstatements are immaterial both individually and in total.

INTERNAL CONTROL AND FRAUD

6. We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud.
7. We have disclosed to you all instances of known or suspected fraud affecting the entity involving trustees, employees who have a significant role in internal control or others that could have a material effect on the financial statements.

8. We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulators or others.

ASSETS AND LIABILITIES

1. The charity has satisfactory title to all assets and there are no liens or encumbrances on the charity's assets, except for those that are disclosed in the notes to the financial statements.
2. All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.
3. We have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.

ACCOUNTING ESTIMATES

4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

LOANS AND ARRANGEMENTS

5. The charity has not granted any advances or credits to, or made guarantees on behalf of, committee members other than those disclosed in the financial statements.

LEGAL CLAIMS

6. We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

LAWS AND REGULATIONS

7. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

RELATED PARTIES

8. Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of the Charities Act 2011 or accounting standards.

SUBSEQUENT EVENTS

- 9. All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

GOING CONCERN

- 10. We believe that the charity’s financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.
- 11. We acknowledge our legal responsibilities regarding disclosure of information to you as accountants and confirm that so far as we are aware, there is no relevant account information needed by you in connection with preparing your independent examiner’s report of which you are unaware.
- 12. Each trustee has taken all the steps that he ought to have taken as a member in order to make himself aware of any relevant accounting information and to establish that you are aware of that information.

Yours faithfully

.....
.
T Morris

Signed on behalf of Waltham Village Hall

Date:

**Waltham Village Institute
(Waltham on the Wolds Village Hall)**

**Receipts and Payments Accounts
for the year ended 31 May 2022**

Registered Charity Number: 521518

Clayton & Brewill
Chartered Accountants
Cawley House
149-155 Canal Street
Nottingham
NG1 7HR

**Waltham Village Institute
(Waltham on the Wolds Village Hall)**

**Contents of the Financial Statements
for the year ended 31 May 2022**

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5.	Receipts and Payments Account
6.	Statement of Assets and Liabilities

**Waltham Village Institute
(Waltham on the Wolds Village Hall)**

**Report of the Trustees
For the year ended 31 May 2022**

OBJECTIVES AND ACTIVITIES

The object of the charity is the operation of a Village Hall, to provide education, training, sport and recreational facilities to the general public.

PUBLIC BENEFIT

In setting objectives, planning for activities and delivering those activities, the trustees have had regard for, and given due consideration to, the general guidance published by the Charity Commission relating to public benefit.

The activities taken to benefit the public have been to maintain the Waltham Village Hall in a sound state of repair, well heated, lit and clean for use by the Parishioners of Waltham in accordance with all appropriate rules, regulations and expected standards of compliance.

ACTIVITIES

The activities undertaken during the year were in general to maximise the number of wedding bookings and other venue hire to produce sufficient income to maintain the building and support the parishioners, school, scout group and other societies/groups of Waltham by providing the facilities of the Hall to the highest standards possible at the lowest cost possible.

Core activities returned to normal during the financial year after a reduction in the previous year due to Covid-19, which for part of it included a nationwide lockdown put in place by the government.

FINANCIAL REVIEW

Receipts totalling £70,600 (2021: £25,088) were received during the year. This was principally due to Hall hire £49,973 and bar income £17,841. One further government support grant of £2,667 to help manage the impact of the Covid-19 was also received. Payments totalling £53,979 (2021: £39,916) were made during the year, with increases in bar costs, light and heat, cleaning and licences as costs return to pre-covid levels. This leaves a net surplus of £16,621 for the year, compared to a deficit of £14,828 in 2021.

RESERVES POLICY

It is the policy of the charity to maintain reserves at a level which equates to approximately twelve months expenditure. This provides sufficient funds to cover costs. Reserves were maintained at this level throughout the year.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is constituted through a conveyance dated 04/12/1953 as amended on 05/12/2016.

**Waltham Village Institute
(Waltham on the Wolds Village Hall)**

**Report of the Trustees (Cont'd)
For the year ended 31 May 2022**

RECRUITMENT AND APPOINTMENT OF NEW TRUSTEES

Where there is a requirement for new trustees these are identified and appointed by the remaining trustees.

INDUCTION AND TRAINING OF NEW TRUSTEES

The Chairman of the trustees is responsible for the induction of any new trustee which involves awareness of a trustee's responsibilities, the governing document, administrative procedures, and the history and philosophical approach of the charity

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

521518

Principal address

19 Goadby Road
Waltham on the Wolds
Melton Mowbray
Leicestershire
LE14 4AG

Trustees

The trustees below have held office during the whole of the period from 1st June 2021 to the date of this report.

G Escreet
T Morris
G Baxter
C Baxter
K M Stubbs
A Fairhead

Other changes in trustees are as follows:

C Smith – resigned: 27th September 2021
G A Cawthorn – resigned 27th September 2021
M Wotton – resigned: 27th September 2021

**Waltham Village Institute
(Waltham on the Wolds Village Hall)**

**Report of the Trustees (Cont'd)
For the year ended 31 May 2022**

Independent Examiners

Clayton & Brewill
Chartered Accountants
Cawley House
149-155 Canal Street
Nottingham
NG1 7HR

Bankers

Barclays bank plc
Leicester
LE87 2BB

Approved by Order of the Board of Trustees on and signed on their behalf by:

.....

T Morris

**Waltham Village Institute
(Waltham on the Wolds Village Hall)**

Independent Examiner's Report to the Trustees of Waltham Village Institute

I report on the accounts of the charity for the period ended 31 May 2022 which are set out on pages 5 to 6.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Yvonne Jackson BSC (Hons) FCA
Clayton & Brewill
Chartered Accountants
149-155 Canal Street
Nottingham
NG1 7HR

Date:

-5-
Waltham Village Institute
(Waltham on the Wolds Village Hall)
Receipts and Payments Account
For the year ended 31 May 2022

	Unrestricted Funds <u>2022</u> £	Unrestricted Funds <u>2021</u> £
<u>Receipts</u>		
Bar	17,841	40
Hall hire	49,973	6,954
Donations received	115	6
Grants received	2,667	18,069
Bank interest	4	19
Total receipts	70,600	25,088
<u>Payments</u>		
Bar costs	11,135	-
Other event costs	1,000	-
Wages and salaries	16,129	17,816
Rent and rates	1,161	-
Light and heat (net of feed in tariff)	3,082	949
Property insurance	1,564	1,223
Cleaning	7,248	601
Repairs and maintenance	8,160	16,315
Telecommunications	1,078	1,113
Accountancy fees	891	834
Legal and professional fees	-	840
Licences	2,370	157
Other expenses	161	68
Total payments	53,979	39,916
Surplus/(deficit) for the year	16,621	(14,828)
Bank/cash balances b/fwd at 31/05/2021	42,070	56,898
Bank/cash balances c/fwd at 31/05/2022	58,691	42,070

**Waltham Village Institute
(Waltham on the Wolds Village Hall)**

**Statement of Assets and Liabilities
As at 31 May 2022**

	<u>2022</u> £	<u>2021</u> £
FIXED ASSETS		
Village Hall	<u>950,000</u>	<u>950,000</u>
CURRENT ASSETS		
Bank accounts:		
Current account	5,553	10,022
Bar account	537	451
Deposit account	52,601	31,597
	<u> </u>	<u> </u>
TOTAL CURRENT ASSETS	58,691	42,070
	<u> </u>	<u> </u>
NET CURRENT ASSETS	58,691	42,070
	<u> </u>	<u> </u>
TOTAL NET ASSETS	<u>1,008,691</u>	<u>992,070</u>
CHARITABLE FUNDS		
Unrestricted funds	<u>1,008,691</u>	<u>992,070</u>

31.5.2022

These accounts were approved by the Board of Trustees on and signed on their behalf by;

..... Tina Morris

T Morris

**Waltham Village Institute
(Waltham on the Wolds Village Hall)**

**Receipts and Payments Accounts
for the year ended 31 May 2022**

Registered Charity Number: 521518

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