

**RATLEY VILLAGE HALL**

**Charity number: 522987**

**UNAUDITED  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

## **RATLEY VILLAGE HALL**

### **CONTENTS**

	Page
<b>Reference and administrative details of the charity, its trustees and advisers</b>	1
<b>Trustees' report</b>	2 - 5
<b>Independent examiner's report</b>	6
<b>Statement of financial activities</b>	7
<b>Balance sheet</b>	8
<b>Notes to the financial statements</b>	9 - 14

**RATLEY VILLAGE HALL**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2021**

Mr. C. Todd, Chair  
Mrs. S. Flintoff, Correspondence Secretary  
Ms S. Walton, Minutes Secretary  
Mrs. L. Curtlin, Treasurer  
Mrs. K Darby

**Charity registered number**  
522987

**Principal office**  
Chapel Lane  
Ratley  
Banbury  
Oxon  
OX15 6DS

**Accountants**  
Christopher Dean & Co.  
Ivy Cottage  
Bakers Lane  
Tadmarton  
Banbury  
OX15 5TB

**Bankers**  
HSBC  
13 Chapel Street  
Stratford-Upon-Avon  
Warwickshire  
CV37 6ET

**Solicitors**  
Shakespeare Martineau  
Bridgeway House  
Bridgeway  
Stratford-Upon-Avon  
Warwickshire  
CV37 6YX

## **Chair of Trustees Report 2021**

### **Structure, Governance and Management**

#### **a) Constitution**

The principle object of the charity is the promotion of the physical, mental, recreational, social, moral and intellectual development of the community of inhabitants of the parish of Ratley and Upton. To this end, the hall Charity provides a base and a focus for community activity. The Trustees are charged with ensuring the viability and maintenance of the structure of the hall to enable these objects to be met successfully year on year. With the direction of their officers they should plan, manage and engage in activities which support these aims and maintain the financial strength of the charity.

The Trustees carry considerable responsibility both financially and in fulfilling their legacy responsibilities to the BIG Lottery Community Building Fund, the main grant providers for the hall refurbishment in 2010. The Treasurer will explain the independently examined accounts at the AGM. The Chair has once again presented a report to the Parish Council at the Annual Village meeting in May this year. All these documents are in the public domain and represent the transparency and probity with which the Trustee body operates within the community. All Trustees are unpaid volunteers. The only paid persons are the self-employed services of a cleaner. Nevertheless, the Trustees are acutely aware of their role and their understanding in accepting the accounts that they have liabilities. These are safely discharged by ensuring they do not act unlawfully, imprudently or outside the charity's governing document. They also understand they must not commit the charity to debts that amount to more than its assets and ensure all spending is solely for the purposes set out in the said governing document.

This will of course depend on the re-election of the current Trustees and their elected officers at the next AGM in July 2021.

#### **b) Method of appointment or election of Trustees and Hall Officers**

The Trustees are elected at the AGM. This is announced as a public meeting in the parish several weeks before it takes place and an agenda posted which includes the election of Trustees and Officers. It is the Trustees' responsibility to manage the hall charity on behalf of the local community. To this end they are, wherever possible, made up of representatives of local community groups and local members co-opted from those living in the parish. Members of the local community are invited to stand for election on the basis of their proven commitment to community activities and the skills that they can bring to the Trustee body. Hall Officers are elected by the Trustees from within their body at the AGM.

The recruitment of local community members to the Trustee body remains an ongoing challenge. This year we have been fortunate to be able to replace one retiring trustee, maintaining a body of five. Previously, we agreed to split the burden of secretarial activities between two trustees which seems to be working well.

## **Objectives and Activities**

### **a) Public benefit**

We are now ten years into the “Hall for the Future” project and have refocussed our operating objectives to make this more sustainable. We agreed that we should operate the hall on a cost/revenue neutral basis, setting hiring tariffs to ensure that operating costs are covered by income. Our fundraising activities are now channelled to building a capital fund to ensure that all future maintenance and facility upgrades are possible without recourse to any particular special measures such as further grants.

The community recognises the hall is a vital community resource. However, it will be interesting to see how things change with the lifting of the pandemic lockdown restrictions and the gradual transition back to ‘normality’. We are currently in discussion with our regular user groups and although it looks like we may have some potential new users, we know that not all will return with some having found alternative arrangements.

## **Achievements and Performance**

### **Review of Activities**

#### **a) Activity achievements**

The year has been entirely dominated by the effects of the COVID 19 pandemic which has meant that the hall has effectively been closed for the duration. We have been extremely fortunate to have benefitted from the government funding for business rate payers during the enforced lockdown. We received an initial £10,000 grant and subsequent monthly awards that have enabled us to continue to meet our fixed costs despite the lack of income from hiring and fund-raising events. Even with the hall mothballed, we still have basic costs to meet, insurance, standing charges for utilities and sundry expenses for maintenance etc. Thankfully, the funding covers all this and more, allowing us to put money into our hall maintenance fund despite not being able to hold our usual fundraising events. Consequently, we find ourselves in a significantly stronger financial position now than before lockdown.

Whilst this is very good news, it has also been a very frustrating period of time. We have tried to open the hall at various times during the year with very limited success despite some other halls locally managing to open, albeit briefly. We were able to host the ‘Scrubs Club’ in their efforts as a COVID secure group using the hall, a tremendous effort and something we are proud to say we were able to support. Back in the summer, we thought we may be able to re-open again on a limited basis and remain COVID compliant in line with the published local government guidelines. We had the hall deep cleaned, devised COVID secure operating plans for a number of users and were able to generate risk assessments to support them. We successfully gained funding for the purchase of a fogging machine to allow deep cleaning between users and were about to resume a regular calendar of events when the region moved from Tier 3 to Tier 4 and then to full lockdown again. We were fortunate to be able to fit in a Christmas Craft Fair (twice as it proved very popular) but sadly nothing more.

Prior to all of this, thanks to some shrewd action on the part of Adrian Berry, Chair of Ratley & Upton PC, the hall was connected to the Voneus network and is now wi-fi enabled. Adrian even secured this for us on a pro bono basis, something we are extremely grateful for and we extend our thanks to him in this regard. He has also put considerable time and effort into both understanding and improving the operation of the hall heating system which we hope to take full advantage of with re-opening. Again, we are indebted to him for this work.

## **b) Review of financial performance**

The accounts have been prepared on an accruals basis.

During the year, grants and donations totalled £24,669 and fundraising events and feed-in-tariff receipts took total income to £27,508.

No expenditure on fixtures and fittings occurred in the year. Expenditure on the operation of the charity totalled £5,116 whilst freehold property remains at the professional valuation of £255,000 and partially-depreciated fixtures and fittings at £225.

At the balance sheet date the total funds of the charity were £296,816.

### **Reserves**

The net current assets at the balance sheet date stood at £41,591.

As a result of decreases in some of our costs and the significant grant income received, our aim to maintain a full year's funding in our reserves has been achieved this year.

### **Review of Income and Expenditure (Prior year figures in brackets)**

Total income **£27,508** (£13,960), comprising:

Grants and donations **£24,669** (£3,376)  
Hall events **£503** (£3,256)  
Feed in Tariff **£1,427** (£1,280)  
Hall hire **£NIL** (£5,139)  
Other **£909** (£909)

Total costs **£5,116** (£10,231), comprising:

Insurance **£1,375** (£1,355)  
Electricity **£459** (£2,599)  
Council Tax **£1,869** (£1,840)  
Cost of hall events **£(39)** (£1,043)  
Depreciation **£225** (£225)  
Other **£1,227** (£3,169)

Profit before depreciation **£22,617** (£3,953)

Profit after depreciation **£22,392** (£3,729)

The Hall received no hiring income this year and has been sustained thanks to significant grants and donations. Covid-related grants from Stratford District Council amounted to £19,669, in addition to 100% Business Rates relief totalling £1,869. Donations from the sale of masks amounted to £1,054 and a grant of £750 was received from Ratley and Upton Parish Council towards maintenance expenses. The Trustees are very grateful to receive this invaluable support.

Income from the 'Feed -In Tariff' scheme, in which the micro-generation of electricity by our solar panels receives a regular payment on a metered basis, totalled £ 1,427.

Income received includes £884 from the Ratley, Edgehill and Upton Lottery. The Lottery generates income of £59 per week. The weekly prize is £25 and the remaining profit of £34 is shared equally between the Church of St Peter ad Vincula, Ratley and Ratley Village Hall. The profit is distributed on a monthly basis. Prepaid subscriptions are held in a dedicated bank account in the name of Ratley Village Hall. These stood at £860 on 1<sup>st</sup> April 2020 and £791 on 31<sup>st</sup> March 2021. This bank balance is not included in the balance sheet as the funds are not the beneficial property of Ratley Village Hall. On a winding up, the funds would be returned to subscribers who have prepaid their subscriptions.

The Trustees continue to plan for the maintenance and replacement of equipment, fixtures and fittings. The significant receipts and reduced expenditure levels this year will put the charity in a stronger position in this respect.

It is likely that there will be a slow return to group activities in the hall and future grant income is unpredictable. A lower level of profit is expected for 2021-22.

## **Plans for the Future**

### **a) Future developments**

We have managed a number of trustee zoom meetings during lockdown and have used the time to consider plans for the future of the hall. Along with the possibility of smart controls for the heating (see above), we have also been looking at keyless access systems and changes to the booking system.

Keyless entry looks like it will have to be held over until our existing insurance plan concludes in 2022, but we would like a system that allows users to be given a one-off digital code, sent to their mobile device, which they could then use to operate the smart lock.

We have also been looking at a revised tariff of hall fees, initially triggered by the need to ensure time gaps between users for COVID cleaning. It is our wish to increase the hours of use and we have looked to create time blocks that effectively give users more time around their booking at no additional cost. So, for example, the early evening slot from 16:00 - 19:00 can be hired for two times the hourly rate. Users will still be able to book by the hour, but we hope they will choose to take the extended block and benefit from extra time. To facilitate all this we are currently looking to trial an on-line booking system that will be accessible through our webpage.

This report was approved by the Trustees on

and signed on their behalf by Chris Todd, Chair

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RATLEY VILLAGE HALL TRUST FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2021**

We report to the trustees on our examination of the accounts of Ratley Village Hall Trust for the year ended 31 March 2021.

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

We report in respect of my examination of Ratley Village Hall Trust accounts carried out under section 145 of the 2011 Act and in carrying out our examination we have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

We have completed our examination and we confirm that no material matters have come to our attention.

We have no concerns and have come across no other matters in connection with the examination to which attention should be drawn to in this report.

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Christopher Dean     20 July 2021

Christopher Dean and Co.

Chartered Accountants

Ivy Cottage

Bakers Lane

Tadmarton

Banbury

OX15 5TB

STATEMENT OF FINANCIAL ACTIVITIES  
FOR YEAR ENDED 31<sup>ST</sup> MARCH 2021

		Restricted funds	Unrestricted funds	Total funds	<i>Total funds</i>
	Note	2021 £	2012 £	2021 £	2020 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Grants					
Stratford-Upon-Avon District Council	2	1,869	19,669	21,538	1,472
Ratley and Upton Parish Council	2	750		750	750
Other grants and donations	2	600	1,781	2,381	1,154
Fundraising activities	3 & 4	1,930	909	2,839	10,584
Investment income	5		0	0	0
<b>TOTAL INCOMING RESOURCES</b>		<b>5,149</b>	<b>22,359</b>	<b>27,508</b>	<b>13,960</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Costs of generating voluntary income	6	(39)		(39)	1,043
Charitable activities	9	2,819	2,111	4,930	8,963
Governance costs	7		0	0	0
Other resources expended	8	225		225	225
<b>TOTAL RESOURCES EXPENDED</b>		<b>3,005</b>	<b>2,111</b>	<b>5,116</b>	<b>10,231</b>
<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR</b>					
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>					
		2,144	20,248	22,392	3,728
<i>Total funds at 1 April 2020</i>		263,290	11,134	274,424	270,696
<b>TOTAL FUNDS at 31 MARCH 2021</b>		<b>265,434</b>	<b>31,382</b>	<b>296,816</b>	<b>274,424</b>

BALANCE SHEET YEAR ENDED  
31<sup>ST</sup> MARCH 2021

		2021		2020	
	Note	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible fixed assets	11		255,225		255,450
<b>CURRENT ASSETS</b>					
Debtors	12	1,365		1,674	
Cash at bank and in hand		40,437		18,536	
		<u>41,802</u>		<u>20,210</u>	
<b>CREDITORS</b>					
Amounts falling due within one year	13	(211)		(1,236)	
<b>NET CURRENT ASSETS</b>			<u>41,591</u>		<u>18,974</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>296,816</u>		<u>274,424</u>
<b>CHARITY FUNDS</b>					
Restricted funds	14		265,434		263,290
Unrestricted funds	14		31,384		11,134
<b>TOTAL FUNDS</b>			<u>296,816</u>		<u>272,424</u>

The financial statements were approved by the Trustees on  
by:

and signed on their behalf

Mr C. Todd, Chair

Notes 1 to 15 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of freehold property which is included at valuation, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005 and applicable accounting standards.

**1.2 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**1.3 Incoming resources**

All incoming resources are included in the Statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

**1.4 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

**1.5 Tangible fixed assets and depreciation**

Furniture, fittings and equipment are stated at cost less depreciation. Depreciation is charged on all fixed assets other than freehold land and buildings at the following annual rates, commencing in the first full year of use:

Fixtures & fittings - 25% straight line

**2. VOLUNTARY INCOME**

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Stratford-Upon-Avon District Council	1,869	19,669	21,538	1,472
Ratley and Upton Parish Council	750	0	750	750
Other grants and donations	600	1,781	2,381	1,154
Voluntary income	<b>3,219</b>	<b>21,450</b>	<b>24,669</b>	<b>3,376</b>

**3. FUNDRAISING INCOME**

Events	503	0	503	3,256
Ratley Lottery	0	884	884	884
Fundraising activities	<b>503</b>	<b>884</b>	<b>1,387</b>	<b>4,140</b>

**4. TRADING ACTIVITIES**

Hire of hall and equipment	0	0	0	5,139
Feed-in-Tariff	1,427	0	1,427	1,280
Polling booth storage	0	25	25	25
	<b>1,427</b>	<b>25</b>	<b>1,452</b>	<b>6,444</b>
Net income from trading activities	<b>1,427</b>	<b>25</b>	<b>1,452</b>	<b>6,444</b>

**5. INVESTMENT INCOME**

Investment income - local cash	0	0	0	0
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**6. COSTS OF GENERATING VOLUNTARY INCOME**

Costs of fundraising events	(39)	0	(39)	1,043
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**7. GOVERNANCE COSTS**

Independent examiner's fee	0	0	0	0
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**8. OTHER RESOURCES EXPENDED**

Depreciation on freehold property	0	0	0	0
Depreciation on fixtures and fittings	225	0	225	225
	<b>225</b>	<b>0</b>	<b>225</b>	<b>225</b>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

**9. DIRECT COSTS**

Council Tax	1,869	0	1,869	1,840
Caretaker	116	0	116	1,078
Cleaning materials & sundries	326	176	502	364
Fire Safety/Electrical	308	0	308	273
General repairs and maintenance	0	0	0	434
Insurance	0	1,374	1,374	1,355
Licences/Fees/Subscriptions	0	141	141	296
Electricity	200	260	460	2,599
Water costs	0	160	160	724
	<b>2,819</b>	<b>2,111</b>	<b>4,930</b>	<b>8,963</b>

**10. NET INCOME / (EXPENDITURE)**

This is stated after charging:

	2021	2020
	£	£
Depreciation of tangible fixed assets:		
- owned by the charity	225	225
Independent examiner's fee	0	0

During the year, no Trustees received any remuneration (2020 - £NIL)

During the year, no Trustees received any benefits in kind (2020 - £NIL)

During the year, no Trustees received any reimbursement of expenses (2020 - £NIL)

**11. TANGIBLE FIXED ASSETS**

	Land and buildings £	Furniture, fittings and equipment £	Total £
<b>Valuation / Cost</b>			
At 1 April 2020	577,088	23,458	600,546
Additions	0	0	0
At 31 March 2021	<b>577,088</b>	<b>23,458</b>	<b>600,546</b>
<b>Depreciation</b>			
At 1 April 2020	322,088	23,008	345,096
Charge for the year	0	225	225
At 31 March 2021	<b>322,088</b>	<b>23,233</b>	<b>345,321</b>
<b>Net book value</b>			
At 31 March 2021	<b>255,000</b>	<b>225</b>	<b>255,225</b>
At 31 March 2020	255,000	450	255,450

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

**12. DEBTORS**

	2021	2020
	£	£
Trade debtors	262	632
Prepayments and accrued income	1,103	1,042
	1,365	1,674

**13. CREDITORS**

Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	nil	264
Deposits received	30	30
Accruals and deferred income	181	942
	211	1,236

**14. STATEMENT OF FUNDS**

	Brought Forward	Incoming Resources	Resources Expended	Carried Forward
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	11,134	22,359	(2,111)	31,382
<b>Restricted fund</b>				
Freehold property valuation	206,054	0	0	206,054
HBF fundraising events	24,775	503	(186)	25,092
Big Lottery Fund	16,386	0	0	16,386
Big Lottery Fund BRE – CSEP	1,345	0	0	1,345
Big Lottery Fund BRE – LCT	469	0	0	469
HBF grants and donations	4,264	0	0	4,264
Feed-in-Tariff	9,767	1,427	0	11,194
Youth Fund	230	0	0	230
Specific expenses	0	3,219	(2,819)	400
	263,290	5,149	(3,005)	265,434
Total of funds	274,424	27,508	(5,116)	296,816

**SUMMARY OF FUNDS**

	Brought Forward	Incoming Resources	Resources Expended	Carried Forward
	£	£	£	£
Unrestricted funds	11,134	22,359	(2,111)	31,382
Restricted funds	263,290	4,149	(3,005)	265,434
	274,424	27,508	(5,116)	296,816

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

**Purpose of restricted funds**

**Freehold Property**

This fund represents the value of the hall as originally donated to the charity and prior to the commencement of the refurbishment.

**HBF Fundraising Events**

This fund includes income from and costs of events held to raise funds for the hall refurbishment.

**Big Lottery Fund**

This grant for the 'Hall for the Future' project was towards the design and construction costs of the refurbishments.

**Big Lottery Fund BRE – CSEP**

This grant by the award partner of the Big Lottery Fund for community sustainable energy programmes part funds microgeneration and energy efficiency expenditure.

**Big Lottery Fund BRE – LCT**

This fund by the award partner of the BLF part funds low carbon technology investment in renewable energy technologies.

**HBF Grants and Donations**

This fund represents grants from the local parish and district councils and donations from local groups and individuals towards the cost of the refurbishment.

**Feed-in-Tariff**

This fund represents Feed-in-Tariff income from Solar PV, earmarked for future repairs and refurbishment.

**Youth Fund**

This fund represents income and grants earmarked for youth-related projects and expenditure on such projects.

**Specific Expenses**

This fund represents the value of rates waived by central government and the local authority and other grants and donations towards maintenance and utility costs.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Restricted funds 2021 £</b>	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<i>Total funds 2020 £</i>
Tangible fixed assets	<b>255,225</b>	<b>0</b>	<b>255,225</b>	<i>255,450</i>
Current assets	<b>10,209</b>	<b>31,340</b>	<b>41,549</b>	<i>20,210</i>
Creditors due within one year	<b>0</b>	<b>42</b>	<b>42</b>	<i>(1,236)</i>
	<b>265,434</b>	<b>31,382</b>	<b>296,816</b>	<i>274,424</i>