

HARTLEBURY PARISH HALL

ANNUAL REPORT AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

PREPARED BY:-

**MALCOLM OWEN
ACCOUNTANT
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WARESLEY ROAD
HARTLEBURY
WORCESTERSHIRE
DY11 7XT**

TRUSTEES ANNUAL REPORT

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31st March 2023.

Legal Status

The charity is registered with the Charity Commission, number 523151. The registered address is Hartlebury Parish Hall, Waresley Court Road, Hartlebury, Worcestershire DY11 7TQ.

Objectives

The Objectives of the charity through the Trustees and Management Committee are the provision and maintenance of the Parish Hall for the use of the inhabitants of the Parish and the neighbourhood without distinction of political, religious or other opinions, including use of meetings, lectures, civic events, classes, education and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for these inhabitants.

When planning its activities for the year the Trustees have considered the Charity Commissions guidance on public benefit and in accordance with its objectives has been non-discriminatory on the basis of cost or any other factor in allowing the public to use the premises.

Achievements and Performance

The Parish Hall has enjoyed its first full year of operations without forced closure and disruptions from the Covid pandemic. Bookings etc. are now back to pre-covid level. Consequently, the financial reserves of the Parish Hall remain strong at 31st March 2023 after showing an excess of Income over Expenditure for the year of £577.

Income from Lettings, Fundraising and Trading amounted to £44636. Total Expenses were £44059 resulting in a surplus of £577.

Trading Income included Bar Takings of £9326. Bar Expenses were £6626 resulting in a profit of £2700 General Expenses included depreciation of Fixtures and Fittings amounting to £1464 and amortisation of Leasehold Land and Buildings of £6637

Trustees

The Trustees (Officers) who served during the year were as follows

Chairman	Mr R Kirby	(Resigned 17th May 2023)
	Mrs C L Holden	(Appointed 17th May 2023)
Vice Chairman	Mrs C L Holden	(Resigned 17th May 2023)
	Mr R Kirby	(Appointed 17th May 2023)
Treasurer	Mr I Hutchinson	(Resigned 31st March 2023)
	Mrs G Morris	(Appointed 1st April 2023)
Secretary	Mrs G Morris	(Resigned 1st April 2023)
	Mrs E Davies	(Appointed 1st April 2023)
Trustees	Mr A J Hardwick	
	Mr J M Maughan	
	Mr S R Fletcher	(Resigned 20th April 2022)
	Mr M T Tooley	(Resigned 20th April 2022)
	Mr G Hipkins	
	Mrs C Boughton-Thomas	
	Mrs M A Herbert	
	Mrs P Baldock	(Appointed 18th May 2022)
	Mr K Pratt	(Appointed 19th July 2022)
	Mrs E Davies	(Appointed 16th June 2022)

TRUSTEES ANNUAL REPORT CONTINUED

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and UK Accounting Standards. The Law applicable to charities in England and Wales require the Charity Trustees to prepare or organise the preparation of financial statements for each year. These must give a true and fair view of the state of affairs of the charity and of the incoming resources and application of expenditure of the charity for that period.

In preparing these financial statements, the Trustees are required to:-

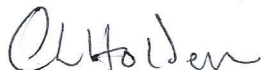
- Select suitable accounting policies, as described on page 4, and then apply them consistently.
- Make judgements and accounting estimates that are reasonable and prudent.
- State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with tesponsible accuracy at any time, the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act.

The Trustees are also responsible for safeguarding the assets of the charity and consequently, taking reasonable steps for the prevention and detection of fraud and other irregularities.


Approved by the Trustees.

Signed on behalf of the Trustees



.....
Mrs C L Holden
CHAIRMAN

Dated 8.12.23



.....
Mrs G Morris
TREASURER

Dated 8.12.23


HARTLEBURY PARISH HALLSTATEMENT OF FINANCIAL ACTIVITIES0

	<u>Note</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>2023</u>	<u>2022</u>
Incoming Resources					
Voluntary Incoming Resources	2a	13,906	-	13,906	17,532
Income from Trading	2b	30,730	-	30,730	18,366
Total Incoming Resources		<u>44,636</u>	<u>-</u>	<u>44,636</u>	<u>35,898</u>
Resources Used					
Trading Expenses	3a	6,626	-	6,626	2,463
Activities directly relating to the hall	3b	16,631	7,930	24,561	17,730
Fundraising and Publicity	3c	3,725	-	3,725	1,837
Charity Management and Administration	3d	9,147	-	9,147	6,640
Total Resources Used		<u>36,129</u>	<u>7,930</u>	<u>44,059</u>	<u>28,670</u>
Net (Outgoing) Incoming Resources		8,507	- 7,930	577	7,228
Net Movement in Funds		<u>8,507</u>	<u>- 7,930</u>	<u>577</u>	<u>7,228</u>
Balance brought forward at 1 April 2022		167,310	92,955	260,265	253,037
Balance carried forward at 31 March 2023		<u>175,818</u>	<u>85,025</u>	<u>260,843</u>	<u>260,265</u>

HARTLEBURY PARISH HALLBALANCE SHEETAS AT 31 MARCH 2023

	<u>Note</u>	<u>2023</u>	<u>2022</u>
Fixed Assets			
Tangible Assets	5	200,607	208,708
Current Assets			
Debtors & Prepayments	7	17,125	7,528
Stocks	8	588	340
Cash at Bank & in Hand		49,138	47,753
		<u>66,851</u>	<u>55,621</u>
Liabilities: Amounts Falling Due Within One Year			
	9	<u>6,615</u>	<u>4,064</u>
Net Current Assets		60,236	51,557
Net Assets		<u><u>260,843</u></u>	<u><u>260,265</u></u>
Funds			
	6		
Unrestricted		175,818	167,310
Restricted		85,025	92,955
		<u>260,843</u>	<u>260,265</u>

Approved by the Parish Hall Trustees on 8.12.23 and signed on its behalf by:-



 Mrs G Morris
TREASURER



 Mrs C L Holden
CHAIRMAN

The Notes on Pages 4 to 7 form part of these Accounts

HARTLEBURY PARISH HALLNOTES TO THE FINANCIAL STATEMENTS0**1 ACCOUNTING POLICIES**

Hartlebury Parish Hall is a Public Benefit Entity within the meaning of FRS102. The Financial Statements have been prepared under the Charities Act 2011 with the Regulation "true and fair view" provisions. The Accounts have also been prepared under FRS102 (2016) as the applicable accounting standard and the 2016 version of the statement Recommended Practice, Accounting and Reporting by charities (SORP (FRS102))

The financial statements have been prepared under the historical cost convention

Incoming Resources

Income from Hall lettings is from the hire of the hall and is recognised when the rental is due. Bar Takings is actual money received from sale of Bar Stock.

Income from Investments

Interest is accounted for when received.

Resources Used

Expenditure is included when incurred

Fixed Assets

Land and buildings are shown at valuation from 1989 plus the costs of additions. They are amortised at 5% per annum over 20 years on a straight line basis. Fixtures, fittings and equipment are depreciated at 15% per annum on reducing balance.

2 INCOMING RESOURCES

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2023</u>	<u>2022</u>
2a <u>Voluntary Incoming Resources</u>				
Fund Raising	2,942	-	2,942	1,084
Donations	2,477	-	2,477	781
Grants	8,488	-	8,488	15,667
	<u>13,906</u>	<u>-</u>	<u>13,906</u>	<u>17,532</u>
2b <u>Income from Trading</u>				
Hall Lettings	21,403	-	21,403	15,486
Bar Takings	9,326	-	9,326	2,880
	<u>30,730</u>	<u>-</u>	<u>30,730</u>	<u>18,366</u>
Total Incoming Resources	<u>44,636</u>	<u>-</u>	<u>44,636</u>	<u>35,898</u>

HARTLEBURY PARISH HALL**NOTES TO THE FINANCIAL STATEMENTS CONTINUED****0**

3	<u>RESOURCES USED</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>2023</u>	<u>2022</u>
3a	<u>Trading Expenses</u>				
	Bar	6,626	-	6,626	2,463
3b	<u>Activities Directly Relating to the Hall</u>				
	Hall- Running Expenses	6,616	-	6,616	4,769
	Hall - Maintenance	9,844	-	9,844	4,602
	Depreciation	65	1,398	1,464	1,723
	Amortisation	105	6,532	6,637	6,636
		<u>16,631</u>	<u>7,930</u>	<u>24,561</u>	<u>17,730</u>
3c	<u>Fundraising and Publicity</u>				
	Fundraising costs	3,139	-	3,139	1,346
	Advertising	95	-	95	95
	Web site and Internet costs	491	-	491	396
		<u>3,725</u>	<u>-</u>	<u>3,725</u>	<u>1,837</u>
3d	<u>Management and Administration</u>				
	Committee Expenses	857	-	857	270
	Cleaning Fees	3,380	-	3,380	2,840
	Booking secretary fees	3,120	-	3,120	2,280
	Legal and Professional fees	1,790	-	1,790	1,250
		<u>9,147</u>	<u>-</u>	<u>9,147</u>	<u>6,640</u>
	Total Resources Used	<u>36,129</u>	<u>7,930</u>	<u>44,059</u>	<u>28,670</u>
4	<u>STAFF COSTS</u>				
	Wages and Salaries			<u>7,736</u>	<u>5,460</u>

During the year the Parish Hall used the services of a caretaker and a booking secretary whose fees are shown in 3d above. Bar Wages were also paid and included in 3a above. These payments were not large enough to attract Social Security costs.

HARTLEBURY PARISH HALLNOTES TO THE FINANCIAL STATEMENTS CONTINUED

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5 FIXED ASSETS

	<u>Leasehold Land & Buildings</u>		<u>Fixtures, Fittings & Equipment</u>		<u>Total</u>
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>	
<u>Gross Book Value</u>					
At Valuation (1989)	99,187	-	12,890	-	112,077
Cost	15,587	130,632	2,696	22,962	171,877
Additions during year	-	-	-	-	-
As at 31 March 2022	<u>114,774</u>	<u>130,632</u>	<u>15,586</u>	<u>22,962</u>	<u>283,954</u>
<u>Depreciation</u>					
As at 1 April 2022	735	45,720	15,151	13,640	75,246
Charge for year	105	6,532	65	1,398	8,100
As at 31 March 2023	<u>840</u>	<u>52,251</u>	<u>15,216</u>	<u>15,039</u>	<u>83,347</u>
<u>Net Book Value</u>					
As at 31 March 2023	<u>113,934</u>	<u>78,381</u>	<u>370</u>	<u>7,923</u>	<u>200,607</u>
As at 31 March 2022	<u>114,039</u>	<u>84,912</u>	<u>435</u>	<u>9,322</u>	<u>208,708</u>

6 ANALYSIS OF NET ASSETS BY FUND

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Fixed Assets	114,303	86,304	200,607
Current Assets	60,236	-	60,236
Current Liabilities	- 6,615	-	- 6,615
Fund Balance	<u>167,924</u>	<u>86,304</u>	<u>254,228</u>

7 DEBTORS

	<u>2023</u>	<u>2022</u>
Trade Debtors re Hall	17,125	7,528
	<u>17,125</u>	<u>7,528</u>

8 STOCK

	<u>2023</u>	<u>2022</u>
Bar Stock at cost	588	340
	<u>588</u>	<u>340</u>

9 LIABILITIES:AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2023</u>	<u>2022</u>
Creditors for Goods and Services	6,615	4,064
	<u>6,615</u>	<u>4,064</u>

HARTLEBURY PARISH HALLNOTES TO THE FINANCIAL STATEMENTS CONTINUED

10	<u>TRADING INCOME</u>	<u>2023</u>	<u>2022</u>
	Detailed Bar trading for the year		
	Takings	9,326	2,880
	Less purchases adjusted for Stock at 31 March 2023	4,511	1,795
	Gross Profit / (Loss)	<u>4,815</u>	<u>1,086</u>
	Less Expenses		
	Wages	1,236	340
	Cleaning Materials & Bar Sundries	879	327
	Licence	-	-
	Net Profit / (Loss) for Year	<u><u>2,700</u></u>	<u><u>418</u></u>
11	<u>RESTRICTED FUNDS</u>		
	Hall extension & refurbishment	<u><u>86,304</u></u>	<u><u>94,234</u></u>

ACCOUNTANTS REPORT TO THE TRUSTEES OF

HARTLEBURY PARISH HALL

I report on the accounts of the Charity for the year ended 31 March 2023 which are set out on pages 1 to 7.

Respective Responsibilities of Trustees and Examiner

As the Charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirements of section 43(2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of Independent Examiners Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent Examiners 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:-
 - 1) to keep accounting records in accordance with section 41 of the Act; and
 - 2) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

14th December 2023

M J Owen

MALCOLM OWEN
INDEPENDENT EXAMINER

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