

COMMITTEE MANAGEMENT

Mr David Hart (Chairman)

Mrs Shelagh Vines (Treasurer)

Mrs Penny Bailey

Mrs Heather Berwick

Mrs Sandy Liggins

Mr Brian Manger

Mr Tony Fielding

Mrs Christine Waterman (Deputy Chair)

~~M~~ Wendy Fraser (Secretary)

Mrs Sarah Noceda

Mr Andy Stevenson

Mr Gregor McGregor

Bankers:

Nat West Bank

25 Market Square

Dover Kent

Independent Examiner:

Mr Richard Phillips FCCA

Tanglewood Kingsdown Road

St Margaret's-at-Cliffe

Dover Kent CT15 6BB

Barclays Bank

Leicester

LE87 2BB

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
Registered Charity Number 1070903

ANNUAL REPORT FOR THE YEAR TO 2021

ADMINISTRATION INFORMATION

Address:

St Margaret's-at-Cliffe Village Hall is situated in Reach Road, St Margaret's-at-Cliffe, Dover, Kent, CT15 6AP. This is the correspondence address. It is also known as St Margaret's Hall.

Trustees and Committee of Management:

The name of the Trustees and Committee Management at the date of this report are detailed on the front cover.

STRUCTURE, MANAGEMENT & GOVERNANCE

Governing Document:

The Charity was created by a lease and deed of trust dated 18 May 1998. The lease is over the Hall, land and buildings at Reach Road, St Margaret's-at-Cliffe for a period 99 years from 1 January 1998. The Trustees were appointed by the trust deed and the Committee of Management consists of two elected members and other members representing various village organisations.

The Committee of Management:

The Committee is responsible for all aspects of planning and financial management as well as the running of the Hall and the administration of the Charity. It is also responsible for risk management.

Governance:

Governance issues are largely monitored by the chairman, secretary, and treasurer of the Management Committee for the time being. They seek to be generally compliant with the recommendations of the Charity Commission on good governance and the provision of public benefits.

OBJECTIVES & ACTIVITIES

Objectives:

Paragraph (1) of the Second Schedule of the Trust Deed states that "...for the purposes of a village hall for the use of the inhabitants of the Parish of St Margaret's-at-Cliffe in the county of Kent, without distinction of political, religious or other opinions, including the use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants."

Principal Activities:

The principal activity of the Charity is the provision of a community facility for the residents of St Margaret's-at-Cliffe for a wide variety of activities. Bookings are taken and rents charged on a basis which is affordable to the users of the Hall and cover the running costs. Fundraising activities are also organised by the Management Committee to assist in covering increasing costs.

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
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ANNUAL REPORT FOR THE YEAR TO 2021

REVIEW OF THE YEAR

Due to the gradual lifting of Covid 19 restrictions throughout 2021 St. Margaret's Hall is now operating as successfully as prior to the outbreak of the Pandemic.

Nearly 100% of the previous bookings have returned with only a few unfortunate clients unable to return.

The staff Furlough Scheme and various grants from HMG have enabled the committee to maintain the manager's post and keep the hall in good condition.

Consequently, some of our future plans to improve the hall in various ways can now be taken up again. I.e., wall coverings and more economical heating and lighting systems.

FINANCIAL REVIEW

The total receipts and payment on the General Fund are detailed on Page 4, and the Restricted and Designated Funds on Page 5.

There was a surplus of £11369, compared with a deficit of £11552 for the year 2020. These results have to be considered in conjunction with the references to financial matters in Review of the Year above.

RESERVES POLICY

It is the policy to maintain a modest balance on the General Fund only, so that there are sufficient resources to meet normal outgoings. However, the general strategy is to transfer a cash sum equivalent to the depreciation of Fixtures, Fittings & Equipment to reserves so that these assets can be replaced when they reach the end of their useful lives. A similar transfer of the property depreciation remains a longer term objective so as to provide funding for future major refurbishments.

Approved by the Management Committee ____

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
Registered Charity Number 1070903

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Trustees and The Committee of Management of St. Margaret's-at-Cliffe Village Hall on the financial statements for the year ended 31 December 2021 set out on Pages 4 to 8.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2021.

Respective Responsibilities of Trustees and Examiner

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- Accounting records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records.

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

Signed: .

..... **Date:**

18.05.2022

Richard Phillips

Fellow of the Chartered Association of Certified Accountants

Address:

Tanglewood
Kingsdown Road
St Margaret's-at-Cliffe
Dover Kent
CT15 6B

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
Registered Charity Number 1070903
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

General Fund Receipts and General Account

	Notes	2021 £	2020 £
RECEIPTS			
Hall Hire (inc corkage charges)		13,311	9,588
Fundraising		-	461
Deposit Interest		5	49
Legacies and Donations		-	100
Bar Takings		6,673	3,783
DDC Grant		18,794	10,000
Job Retention Scheme Grant		6,243	6,517
Sundry Receipts		93	42
		<u>45,119</u>	<u>30,540</u>
Total Receipts		<u>45,119</u>	<u>30,540</u>
PAYMENTS			
Employment Costs		12,831	12,840
Cleaning Services		-	702
Electricity & Gas		4,794	3,064
Water & Drainage		134	571
Insurance		2,726	2,702
Office, Telephone & Admin Expenses		1,021	652
Bar Stock Purchases		2,919	1,457
Cleaning and Household Materials		198	886
Waste Disposal		824	917
Repairs & Renewals		2,896	8,071
Repair of Hall Floor		434	5,500
Computer expenses		657	-
Door Repair		1,500	-
Beer Bottle Cooler		251	-
New computer		329	-
Projector stand		344	-
Garden Expenses		645	1,383
Licencing Costs		804	698
Sundry Expenses		443	110
Hall Hire Refunds		-	2,519
Fund Raising		-	20
		<u>33,750</u>	<u>42,092</u>
Total Payments		<u>33,750</u>	<u>42,092</u>
Excess of Receipts over Payments		<u>11,369 -</u>	<u>11,552</u>
Cash and Bank Balances at 1st January 2021		80,081	91,633
Surplus/(deficit) as above		<u>11,369 -</u>	<u>11,552</u>
Cash and Bank Balances at 31 December 2021		<u>91,450</u>	<u>80,081</u>
Being			
NatWest Bank		28,853	18,004
Barclays Bank		62,081	62,076
Cash		516	1
		<u>91,450</u>	<u>80,081</u>

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
Registered Charity Number 1070903
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

SCHEDULE OF FIXED ASSETS

Cost

As at 1st January 2021

Additions in year

Disposals in year

As at 31st December 2021

Depreciation

As at 1st January 2021

Written back on disposal

Depreciation charge for the year

As at 31st December 2021

Net book value as at 31st December 2021

Net book value as at 31st December 2020

Leasehold Property £	Fixtures, Fit & Equip £	Total 2021 £	Total 2020 £
549,601	63,298	612,899	612,899
-	-	-	-
-	-	-	-
549,601	63,298	612,899	612,899
105,246	51,608	156,854	148,944
-	-	-	-
5,847	1,754	7,601	7,910
111,093	53,362	164,455	156,854
438,508	9,936	448,444	456,045
444,355	11,690	456,045	

STATEMENT OF FUNDS AS AT 31st DECEMBER 2021

Note	General Fund		Designated Fund F,F & E £	Restricted Fund. Grants £	Total 2021 £	Total 2020 £
	Property £	Revenue £				
Balance at 1st January 2021	118,554	20,703	52,630	344,239	536,126	555,588
Leasehold Depreciation	5,847	5,847			-	-
Leasehold Grants write off		4,530		4,530	-	-
Fixtures, Fit and Equip Depn		1,754	1,754		-	-
Receipts/(Payments) for the year		11,369			11,369	13,680
Depreciation of Assets	5,847		1,754		7,601	7,910
Fund Balances at 31st December 2021	118,554	29,001	52,630	339,709	539,894	561,358

STATEMENT OF ASSETS AND LIABILITIES AT 31st DECEMBER 2020

Note	General Fund		Designated Fund F,F & E £	Restricted Fund. Grants £	Total 2021 £	Total 2020 £
	Property £	Revenue £				
Fixed Assets	438,508		9,936		448,444	456,045
Less: Grants	339,709				339,709	344,239
Fixed Assets, Net of Grants	98,799		9,936		108,735	111,806
Cash Floats		516			516	1
Bank Balances - NatWest	5,847	23,006			28,853	18,004
Barclays Bank	13,908	5,479	42,694		62,081	62,076
Assets represented by Funds	118,554	29,001	52,630	-	200,185	191,887
Other Assets - Bar Stocks		415			415	200
	118,554	29,416	52,630	-	200,600	192,087
Less liabilities - Creditors						
Net Assets at 31st December 2021	118,554	29,416	52,630	-	200,600	192,087

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1. STATEMENT OF ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the applicable accounting standards, the Charities SORP 2005 on a Receipts and Payments basis.

a. Funds

General funds represent the funds of the Charity that are not subject to special restrictions regarding their use and are available for application to the general purposes of the Charity.

Restricted funds are funds which were received by way of grant or donation for a specific purpose, or where sums have been specifically allocated for such purpose.

Designated funds are funds which represent amounts set aside from general funds for a particular purpose but are not restricted and can therefore be reallocated if so required by the Management Committee.

The financial statements include monetary transactions, assets, and liabilities for which the Charity can be held responsible. They do not include the accounts of other Village organisations, nor assets or equipment within the Hall which may be in the ownership of others.

All funds of the Charity are held in a combined bank account with the NatWest Bank or on deposit with Barclays Bank. All deposit interest is treated as applicable to General Funds, unless specifically directed otherwise by the donor.

b. Income, Capital Sources and Expenditure

All general income is recognised when received by the Charity. Although hiring charges are normally received in advance of the booking date, the amount received in the year is recognised in the General Fund Receipts and Payments Account.

Donations are treated as General Funds unless specifically restricted by the donor.

Expenditure is accounted for when irrevocably paid.

The amount of the original fundraising for the hall, together with the specific grants applicable thereto, have all been treated as Restricted Funds relating to that building project.

c. Statement of Assets and Liabilities

In arriving at the value of assets shown, provision is made for depreciation as follows:

- 1) Leasehold Buildings. Over the period of the lease to 31 December 2096.
- 2) Fixtures, Fittings & Equipment. 15% per annum on the reducing balance.
Items of expenditure less than £500 are written off as renewals in the year of payment.

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
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NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

2. CHANGE OF LEGAL STATUS

The original custodian trustees of the lease have both died and have been replaced. So as to provide a permanent ongoing legal status for the charity and holders of the lease, a company limited by guarantee has been formed. St Margaret's Village Hall (Kent) has also been registered with the Charity Commission.

Because the existing lease contains provisions for a management structure that are not longer appropriate, arrangements are in hand for the granting of a new lease with the same rental terms and termination date. These arrangements are now expected to be concluded during 2022.

3. GROUND RENT

Under the terms of the lease from the Canterbury Diocesan Board of Finance, the rent payable is £1 per annum for the duration of the lease which expires on 31 December 2096. But under the terms of the lease, the landlord is entitled to use of the Hall without payment for two days a week.

4. DEFERRED INCOME

As referred in Note 1b, income is accounted for when received. The hire charges relating to the following year are recorded and included as a liability in the Statement of Assets and Liabilities. However, the amounts received in advance in 2019 and 2020 were immaterial and have been ignored.

5. TRANSFERS BETWEEN FUNDS

a) Restricted Funds

In accordance with the accounting policies set out in Note 1c, provision is made for depreciation of the leasehold premises so that this expenditure is written off over the period of the lease. Similarly, the Restricted funds provided by way of grant and donation for the building are similarly written off over the same period. Transfers from the General Fund to reflect these adjustments are as follows:

	2021 £	2020 £
Depreciation of Leasehold Premises	5,847	5,847
Less: Transfer from Restricted Grant Fund	4,530	4,530
Net transfer from General Fund (Page 4)	1,317	1,317

b) Designated Funds

Provision is made for depreciation of Fixtures, Fittings and Equipment in accordance with Note 1c, and so that this cost is a charge on the General Fund, a Transfer is made to reflect this as follows:

	2021 £	2020 £
Depreciation of Equipment	1754	2,063

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
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NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

6. BAR INCOME

	2021	2020
	£	£
Bar Sales (excluding corkage charges)	6,673	3,783
Less: Cost of Sales Purchases (adjusted for stocks)	2,704	2,055
Bar Profit for the year	3,969	1,728
Gross Profit Margin for the year	59.40%	45.78%

7. EMPLOYMENT COSTS

	2021	2020
	£	£
Hall Supervisor's Salary & National Insurance	12,751	12,840
Additional bar staff wages	80	0
	12,831	12,840

8. REPAIRS & RENEWALS

	2021	2020
	£	£
Plumbing	260	673
Gas, Electricity & Fire Safety Inspection	115	120
Hall Security	0	1,677
Electrical	1,406	3,128
Other small items under £300	1,115	2,473
	2,896	8,071