

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

**St Margaret's Hall
Reach Road
St Margaret's-at-Cliffe
Dover Kent
CT15 6AP**

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

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CUSTODIAN TRUSTEES

Sylvia Falconbridge
Dianne Parker

COMMITTEE MANAGEMENT

Mr David Hart (Chairman)

Mrs Shelagh Vines (Treasurer)
Mr Tony Fielding
Mrs Heather Berwick
Mrs Sandy Liggins

Mrs Christine Waterman (Deputy Chair)
Mrs Margaret Haslam (Secretary)
Mrs Marian Andrews
Mr Andy Stevenson

Bankers:

Nat West Bank
25 Market Square
Dover Kent

Independent Examiner:

Mr M Dodd FCA

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

ANNUAL REPORT FOR THE YEAR TO 31 December 2023

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 31 December 2023

REVIEW OF THE YEAR

Throughout 2023 St. Margaret's Hall was again a very successful and popular venue for the local community. The bookings made each month are for many different uses including NHS rehabilitation courses, Art Classes, Toddlers Group, WI meetings etc. etc.
All regulated inspections have been carried out and required repairs completed.
Our financial condition is good, thus enabling the Trustees to undertake and consider future developments and improvements.

FINANCIAL REVIEW

The total receipts and payment on the General Fund are detailed on Pages 4 and 5, and the Restricted and Designated Funds on Pages 6.

There was a surplus of £521, compared with a surplus of £6065 for the year 2022. These results have to be considered in conjunction with covid grants received in 2022 of £2667.

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 2023 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 2023.

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.
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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.

Signed:  Date: 16/01/2024

M Dodd

Fellow of the Institute of Chartered Accountants

Address:

5 Seaview Road
St Margaret's Bay
Dover
Kent
CT15 6EE

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
Registered Charity Number 1070903
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

General Fund Receipts and General Account

	Notes	2023 £	2022 £
RECEIPTS			
Hall Hire (inc corkage charges)		28,796	31,312
Deposit Interest		616	61
Bar Takings		18,426	13,637
DDC Grant		0	2,667
Sundry Receipts		67	99
Total Receipts		47,905	47,776
PAYMENTS			
Employment Costs		14,165	12,891
Cleaning Services		3,206	2,574
Electricity		2,081	2,190
Gas		2,559	1,974
Water & Drainage		1,695	1,444
Insurance		3,403	3,264
Office, Telephone & Admin Expenses		1,143	615
Bar Stock Purchases		7,671	5,353
Cleaning and Household Materials		802	1,127
Waste Disposal		1,378	1,237
Repairs & Renewals		1,901	1,943
New tablecloths		353	0
Computer expenses		340	360
Door Repair		0	318
Gutter and window cleaning		350	0
Beer Bottle Cooler		243	0
Kitchen Equipment Repairs		1,174	0
Toilet repairs		1,084	0
Projector		0	1,040
Microphone		0	149
Handrail & fence repairs		0	1,518
Electrical work		1,339	1,673
Garden Expenses		685	735
Licencing Costs		1,130	589
Sundry Expenses		612	502
Credit Card charges		70	215
Total Payments		47,384	41,711
Excess of Receipts over Payments		521	6,065

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

General Fund Receipts and General Account Continued

	Notes	2023 £	2022 £
Cash and Bank Balances at 1st January 2023		97515	91450
Surplus as page 4		521	6065
Cash and Bank Balances at 31 December 2023		98036	97515
Being			
Cash		359	494
NatWest Bank current		34,919	34,879
NatWest Bank deposit		62,758	0
Barclays Bank		0	62,142
		98,036	97,515

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

SCHEDULE OF FIXED ASSETS

Cost

As at 1st January 2023
Additions in year
Disposals in year
As at 31st December 2023

Leasehold Property £	Fixtures, Fit & Equip £	Total 2023 £	Total 2022 £
549,601	63,298	612,899	612,899
-	-	-	-
-	-	-	-
549,601	63,298	612,899	612,899
116,940	54,852	171,792	164,455
-	-	-	-
5,847	1,267	7,114	7,337
122,787	56,119	178,906	171,792
426,814	7,179	433,993	441,107

Depreciation

As at 1st January 2023
Written back on disposal
Depreciation charge for the year
As at 31st December 2023

432,661	8,446	441,107
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Net book value as at 31st December 2023

Net book value as at 31st December 2022

STATEMENT OF FUNDS AS AT 31st DECEMBER 2023

Note	General Fund		Designated Fund F, F & E £	Restricted Fund. Grants £	Total 2023 £	Total 2022 £
	Property £	Revenue £				
Balance at 1st January 2023	118,554	32,259	52,630	335,179	538,622	539,894
Leasehold Depreciation	5,847	5,847			-	-
Leasehold Grants write off		4,530		4,530	-	-
Fixtures, Fit and Equip Depn		1,267	1,267		-	-
Receipts/(Payments) for the year		521			521	6,065
Depreciation of Assets	- 5,847		- 1,267		- 7,114	- 7,337
Fund Balances at 31st December 2023	118,554	30,196	52,630	330,649	532,029	538,622

STATEMENT OF ASSETS AND LIABILITIES AT 31st DECEMBER 2023

Note	General Fund		Designated Fund F, F & E £	Restricted Fund. Grants £	Total 2023 £	Total 2022 £
	Property £	Revenue £				
Fixed Assets	426,814		7,179		433,993	441,107
Less: Grants	- 330,649				- 330,649	- 335,179
Fixed Assets, Net of Grants	96,165		7,179		103,344	105,928
Cash Floats		359			359	494
Bank Balances - NatWest	22,389	29,837	45,451		97,677	34,879
Barclays Bank	-	-	-		-	62,142
Assets represented by Funds	118,554	30,196	52,630	-	201,380	203,443
Other Assets - Bar Stocks		590			590	590
	118,554	30,786	52,630	-	201,970	204,033
Less liabilities - Creditors						
Net Assets at 31st December 2023	118,554	30,786	52,630	-	201,970	204,033

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
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NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

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 reallocate if so required by the Management Committee. These funds have now been transferred to the General Fund.

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 2032

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 2024.

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. 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:

	2023	2022
	£	£
Depreciation of Leasehold Premises	5,847	5,847
Less: Transfer from Restricted Grant Fund	4,530	4,530
Net transfer from General Fund	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:

	2023	2022
	£	£
Depreciation of Equipment	1267	1,490

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
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NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

5. BAR INCOME

	2023	2022
	£	£
Bar Sales (excluding corkage charges)	18,426	13,637
Less: Cost of Sales Purchases (adjusted for stocks)	7,671	5,353
Bar Profit for the year	10,755	8,284
Gross Profit Margin for the year	58.37%	60.75%

6. EMPLOYMENT COSTS

	2023	2022
	£	£
Hall Supervisor's Salary & National Insurance	13,855	12,791
Additional bar staff wages	310	100
	14,165	12,891

7. REPAIRS & RENEWALS

	2023	2022
	£	£
Hand dryer repairs	402	-
Water softener repairs	398	-
Door	-	318
Other small items under £300	1,101	1,625
	1,901	1,943