

**Annual Report and Unaudited Financial Statements of**

**Oving Jubilee Hall**

**for the Year Ended 31<sup>st</sup> March 2021**

**Oving Jubilee Hall**

**Contents of the Financial Statements**  
**for the Year Ended 31<sup>st</sup> March 2021**

	Page
Legal Information	1
Report of the Trustees	2
Receipts and Payments Accounts	4
Statement of Assets and Liabilities	5
Notes to the Financial Statements	6
Independent Examiner's Report	8

## **Oving Jubilee Hall**

### **Legal Information** **for the Year Ended 31<sup>st</sup> March 2021**

**TRUSTEES:**

Ms E Saunders (Chairman)  
Mrs M Wright  
Mrs V Migliorini  
Mr A Eastwood  
Ms K Shaw  
Mrs C Blumenthal  
Mr G Jones  
Ms D White  
Mrs A Eastwood (appointed 15<sup>th</sup> July 2020)

**REGISTERED ADDRESS:**

MRS MANDY WRIGHT  
109 HIGHFIELD LANE  
OVING  
CHICHESTER  
PO20 2NN

**REGISTERED CHARITY NUMBER:**

1077213

**INDEPENDENT EXAMINER:**

B4Bookkeeping Ltd  
1 Lincoln House  
City Fields Business Park  
Chichester Fields Way  
Tangmere  
Chichester  
West Sussex  
PO20 2FS

## **Oving Jubilee Hall**

### **Report of the Trustees** **for the Year Ended 31<sup>st</sup> March 2021**

The trustees present their report with the financial statements for the year ended 31 March 2021.

#### **CONSTITUTION, OBJECTS AND PRINCIPAL ACTIVITIES**

The Charitable Trust is constituted by a Charity Commission Scheme dated 13 July 1999. The Charity was registered on 27 August 1999.

The charity's objects and principal activities, having due regard to the Trustees duty in Section 17(5) of the 2011 Charities Act concerning public benefit, during the year were as follows:

1. The provision and maintenance of a village hall for use by the inhabitants of the Oving Community.
2. Letting the Village Hall to local users for community activities, meetings, lectures and classes.
3. Improving the conditions of life for the inhabitants of the Oving Community.

#### **ACHIEVEMENTS AND PERFORMANCE AND FUTURE PLANS**

Since our last AGM, which was postponed from April to July 2020, we have gone through a period of challenges with Covid restrictions and lockdowns. Our regular users have carried on when they have been able to, but two of our regular groups have not met since the beginning of the restrictions. Between lockdowns, we were able to hold our quarterly meetings with our January meeting held on Zoom which was an interesting experience for us all.

Throughout the restrictions, Katie, Nick and Doug continued to work although with a much reduced workload as the larger events, weddings, parties, meetings were often cancelled either because of restrictions in place or because of the uncertainty of whether they would be allowed. I am grateful for their continued cheerful commitment to the Hall despite the difficulties.

It has not been the year we had hoped for, having finished last year with a healthy bank balance and enquiries suggesting that we would continue to flourish. However with the benefit of Covid grants from CDC together with support from OPC and reductions in our expenditure we have managed to get through the year and with fingers crossed we are in a position to begin slowly to rebuild our finances and reputation as a venue.

#### **Bookings and Marketing**

We have successfully attracted new regular groups with an Evangelical Community Group meeting on a Sunday and South Coast Sports and Boogie Bounce on Monday. We have a Counselling Service using the Committee Room on a frequent basis and an expressive dance group booking for a monthly session throughout the rest of 2021. This means that every day the Hall is being used, which is good, but we still do need to be attracting the high value weekend events. The Marketing Group will be looking at ideas for doing this and also increasing community usage.

## **Maintenance**

With funding from OPC grants the new boiler was fitted in January. The fitting involved some extra work as some previous 'fixes' were found which needed sorting. We now have a far more energy efficient boiler although with the Hall not being used, its efficiency and cost reduction has yet to be fully tested. The new lighting in the Hall has been installed and it has made a significant difference to the level of light and also will be more energy efficient. The timer for the outside lights has also been fitted which will make it easier for the caretakers to manage the settings. The refurbishment of the stage and replacement of our AV equipment, should be completed by the time of our AGM. All of this work has been made possible as a result of success in our bids for grants from OPC and again we are grateful for their commitment to improving our Village Hall.

## **Administration**

The revised Constitution was successfully adopted at our 2020 AGM. This was a major task and I am grateful to Anthony for sticking with it. Our web pages and Facebook page have been kept updated and hopefully there will be something positive to be putting on them as we emerge from the Covid restrictions. The Marketing Group will look at how we can continue to improve our presence and be looking towards planning fundraising events.

## **Finance**

The Treasurer had forecast that with the Covid restrictions and lockdowns meaning no income from hires, we would be lucky to still have a Hall by the end of the financial year. The Government grants we have secured have meant that happily we are not in that position. She will report that we still have a reasonable bank balance although much will depend on bouncing back and getting the high value hires we need in the autumn of 2021 and spring of 2022.

## **Going Forward**

Well what a year! I have been lucky in many respects with a committee who stuck with it, staff who willingly adapted to the unknown, grants which have meant we have been able to do all the improvements we wanted to do and no major disaster. I am grateful to everyone who has supported me throughout my time as Chair and especially in this final year.

## **TRUSTEES**

The following Trustees held office during the whole of the period from 1 April 2020 to the date of this report:

Mrs M Wright, Ms E Saunders, Ms K Shaw, Mr A Eastwood, Mrs V Migliorini, Mrs C Blumenthal, Mr G Jones and Ms D White. Mrs A Eastwood was appointed on 15<sup>th</sup> July 2020.

## Oving Jubilee Hall

### Report of the Trustees for the Year Ended 31<sup>st</sup> March 2021

#### **TRUSTEES RESPONSIBILITIES**

The trustees are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards. The law applicable to charities in England and Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity, and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

Select suitable accounting policies and apply them consistently; Observe the methods and principles of the Charities SORP;

Make judgements and estimates that are reasonable and prudent;

State whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and;

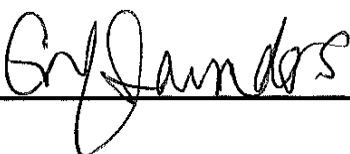
Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and enable them to ascertain to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008, and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the charity, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **RESERVES POLICY**

The trustees seek to retain sufficient general reserves that are deemed necessary to fund the on-going day-to-day operations of the charity. All monies received for designated or restricted purposes are shown in separate funds in the accounts.

#### **ON BEHALF OF THE BOARD:**

  
\_\_\_\_\_

Name : Ms Eileen Saunders (Chair)

Date : 5 Sept 2021

## Oving Jubilee Hall

### Receipts and Payments Account for the Year Ended 31<sup>st</sup> March 2021

		Unrestricted Fund	Restricted Fund	Total 2021	Total 2020
<b>Receipts</b>					
Voluntary Receipts					
	Grants and donations	£24,768	£0	£24,768	£2,428
Charitable activities	Charitable activities				
	Rents and hire	£3,927	£0	£3,927	£29,664
	Investment income	£2	£3	£5	£12
<b>Total</b>		<b>£28,697</b>	<b>£3</b>	<b>£28,700</b>	<b>£32,104</b>
<b>Payments</b>					
Raising funds					
Charitable Activities					
	Heat & light	£5,989	£0	£5,989	£4,071
	Rates & water	£437	£0	£437	£1,619
	Insurance	£1,317	£0	£1,317	£1,284
	Repairs and maintenance	£110	£0	£110	£449
	Projects (calendar & wedding fair)	£0	£0	£0	£1,394
	Cleaning and waste	£1,506	£0	£1,506	£2,911
	Staff wages & expenses	£8,704	£0	£8,704	£10,742
	Alarms and security	£271	£0	£271	£656
	Gardening	£128	£0	£128	£633
	Telephone	£957	£0	£957	£927
	Professional fees	£396	£0	£396	£909
	Bank charges	£69	£0	£69	£60
	Sundries	£782	£0	£782	£1,181
Other costs					
	Independent Examination and Accountancy	£360	£0	£360	£330
<b>Total Payments</b>		<b>£21,026</b>	<b>£0</b>	<b>£21,026</b>	<b>£27,166</b>
	<b>Net receipts/{payments}</b>	<b>£7,671</b>	<b>£3</b>	<b>£7,674</b>	<b>£4,938</b>
Transfers between funds		£0	£0	£0	£0
		<b>£7,671</b>	<b>£3</b>	<b>£7,674</b>	<b>£4,938</b>
Total cash funds brought forward		£10,438	£5,825	£16,263	£11,325
<b>Total funds carried forward</b>		<b>£18,109</b>	<b>£5,828</b>	<b>£23,937</b>	<b>£16,263</b>


Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's activities are classed as continuing.

**Oving Jubilee Hall**

**Statement of Assets and Liabilities**  
**for the Year Ended 31<sup>st</sup> March 2021**

	<b>31st March 2021</b>	<b>31st March 2020</b>
<b>Cash Funds</b>		
CAF Current Account	£13,092	£5,423
CAF Reserve Account	£5,017	£5,015
CAF Maintenance & Development Account	£5,828	£5,825
	<b><u>£23,937</u></b>	<b><u>£16,263</u></b>
 <b>Liabilities</b>		
Deposits held	<b><u>£500</u></b>	<b><u>£259</u></b>

The financial statements were approved by the Trustees on 19/05/21 and were signed on their behalf by:

  
\_\_\_\_\_  
Ms E Saunders - Chairman.



## **Oving Jubilee Hall**

### **Notes to the Financial Statements** **for the Year Ended 31<sup>st</sup> March 2021**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements have been prepared on the receipts and payments basis, under the historical cost convention, and include the results of the Village Hall's operations, all of which are continuing.

The financial statements have been prepared in accordance with applicable accounting standards, the Charities Act 2011, Charities (Accounts and Reports) Regulations 2008, Statement of Recommended Practice on Accounting and Reporting by Charities SORP (FRS 10 2).

##### **Funds**

Unrestricted funds are general funds which can be used for village hall ordinary purposes. The restricted fund is money reserved for designated maintenance and development projects.

##### **Receipts**

Voluntary income and donations are accounted for as they are received. The related tax credit on gift aid donations is accounted for when received.

Investment income is included in the accounts when received.

All other income is recognised when it is received. All incoming resources are accounted for gross.

##### **Payments**

All expenditure is generally recognised when it is incurred. All expenditure is accounted for gross.

##### **Governance costs**

Governance costs include the cost of the preparation and independent examination of the statutory accounts, together with associated accountancy services.

#### **2. TRUSTEES AND OTHER RELATED PARTIES**

No payments were made to trustees or any persons connected with them during this financial year. No material transaction took place between the organisation and a trustee or any person connected with them.

#### **3. RISK ASSESSMENT**

The trustees actively review the major risks which the hall faces on a regular basis and believe that maintaining the current level of free reserves, combined with the annual review of the controls over key financial controls, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate those risks.

## **Oving Jubilee Hall**

### **Notes to the Financial Statements** **for the Year Ended 31<sup>st</sup> March 2021**

#### **4. RESERVES POLICY**

The trustees have considered the level of reserves they wish to retain, appropriate to the halls' needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives, even if there is a temporary shortfall in income, or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

#### **5. PUBLIC BENEFIT**

The trustees acknowledge their requirement to demonstrate clearly that the Jubilee Hall must have charitable purposes, or "aims" that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees Report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the Jubilee Hall should undertake.

**Independent Examiner's Report to the Trustees of**  
**Oving Jubilee Hall**  
**for the Year Ended 31<sup>st</sup> March 2021**

I report on the accounts of the charity for the Year Ended 31 March 2021, which are set out on pages 4 to 7.

**Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145 (5)(b) of the 2011 Act, and
- to state whether matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's 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:
  - 1.1 to keep accounting records in accordance with section 130 of the 2011 Act; and
  - 1.2 to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

*Nicola Lowes*

Nicola Lowes FCCA

B4Bookkeeping Limited

1 Lincoln House, City Fields Business Park, City Fields Way, Tangmere, Chichester, England, PO20 2FS