

Annual Report and Unaudited Financial Statements of

Oving Jubilee Hall

for the Year Ended 31st March 2022

Oving Jubilee Hall

Contents of the Financial Statements
for the Year Ended 31st March 2022

	Page
Legal Information	1
Report of the Trustees	2
Receipts and Payments Accounts	5
Statement of Assets and Liabilities	6
Notes to the Financial Statements	7
Independent Examiner's Report	9

Oving Jubilee Hall

Legal Information **for the Year Ended 31st March 2022**

TRUSTEES: Mrs A-M Eastwood (Chair from May 2021)
Mr A Eastwood
Ms K Shaw
Ms E Saunders
Mrs M McPhail (previously Wright)
Mrs V Migliorini
Mrs C Blumenthal
Mr G Jones
Ms D White

REGISTERED ADDRESS: MRS MANDY MCPHAIL
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 31st March 2022**

The trustees present their report with the financial statements for the year ended 31st March 2022.

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 1 7(5) of the 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

I took over as Chair in May 2021 and my aim was to build on all the great work Eileen had already carried out. Unfortunately, at that time, the number of Covid cases in the UK was at a record level. Not an ideal background for progress.

The most important thing is that the Jubilee Hall is used more and more as a community resource. It is at the heart of the village and we have continued to develop contacts with the Church, Friends of St Andrew's, Oving Parish Community Watch, Community Wardens and the Scarecrow Team.

Our Treasurer, Karena, has decided to resign after 7 years. Thanks to Karena for all her hard work with the complexities of our finances and using her experience to help make management decisions. I am delighted to have found a new candidate in Tony Blumenthal and am keen to introduce new ideas by appointing additional trustees.

Katie, our bookings secretary and our caretakers, Nick and Doug, have again had to be extremely flexible for which I am really grateful – after all, they are the “face” of the Jubilee Hall.

Bookings & Marketing

As Covid initially receded, our regular users started to come back in autumn last year, with new exercise classes in Zumba Gold and Yoga joining those in Pilates.

The new and popular Chill and Chat café operates fortnightly, with a pop-up shop, from Harvest UK.

Despite Covid, we were able to hold several community-run events. In October, the Friends of St Andrew's ran a quiz attended by 93 and, in early December, we held a Christmas Fayre, jointly run by the Village Hall team, members of St Andrew's Church and the Friends of St Andrew's. It was a huge success, with 23 exhibitors and over 150 visitors. Earlier this month, 60 people came to a Race Night, jointly organised by the Friends of St Andrew's and Village Hall teams.

In December, there was a Comedy Night. It was sold out and the Jubilee Hall has been booked for another session later this month. Reviewing the attendees, I realised the scope to increase usage by promoting the Jubilee Hall to a wider range of prospective hirers and users who are not fully aware of what it has to offer. The marketing group has made great strides in utilising social media to get the message out. In particular, we need to increase our wedding receptions as they are the high value events.

Oving Jubilee Hall

Report of the Trustees **for the Year Ended 31st March 2022**

Maintenance & Development

The Hall is 20 years old and significant improvements have been made to the infrastructure and facilities over the last 12 months.

There is a fantastic new ('disco standard') speaker and lighting system and a large drop-down screen with projector, all installed and completed around May 2021. Eileen made sure that we had new floors throughout and that the lights were upgraded. We have also just finished a complete refurbishment of the ladies and single toilets. They look fantastic. This will really help in competing with other local halls for parties and wedding receptions,

Like all of us, we are aware of environmental concerns and increasing energy costs. With the support of the Oving Parish Council, solar panels were installed to help reduce our costs and the amount of electricity we take from the National Grid. We are hoping to install a battery to save the excess energy, which can then be used in the evenings, thereby reducing our electric bill even more.

As we were trying to cut costs, we discontinued the services of a regular gardener. We purchased a petrol mower (2nd hand), erected a shed and the caretakers, Nick and Doug agreed to cut the lawn and keep the weeds at bay. A gardener will be used a couple of times a year to tackle the big jobs.

Services For Oving Community

We have teamed up with the Woodhorn Group to install a milk vending machine at the Hall. More products will be available if things go well. We are also investigating having electric vehicle charging points in the car park.

Finances

As a result of the increased activity, I am very pleased to say that our finances are beginning to stabilise although, without the substantial grants from Oving Parish Council and Chichester District Council, things would be much worse. Looking ahead, we all recognise the practical challenges posed by the serious national and international problems.

Going Forward

We have secured funding from OPC to replace the front doors and two fire exit doors, thereby reducing heat loss and ensuring we are H&S compliant. Installation is likely to be in June.

Planning is already underway for Scarecrow Day and Scarecrow Evening in May and the Queen's Platinum Jubilee Street Party on 5th June, for which we received funding from OPC. A Quiz Night and Christmas Fayre are in the diary for later in the year.

We will continue to work with our key stakeholder, the Oving Parish Council, to achieve our objectives and keep the Jubilee Hall the jewel in the village's crown.

TRUSTEES

The following Trustees held office during the whole of the period from 1 April 2021 to the date of this report:

Mrs A-M Eastwood, Ms K Shaw, Mr A Eastwood, Ms E Saunders, Mrs M McPhail (previously Wright), Mrs V Migliorini, Mrs C Blumenthal, Mr G Jones, Ms D White.

Oving Jubilee Hall

Report of the Trustees **for the Year Ended 31st March 2022**

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:

A Eastwood

Name : Mrs A-M Eastwood (Chair)

Date : 27.07.2022

Oving Jubilee Hall

Receipts and Payments Account for the Year Ended 31st March 2022

		Unrestricted Fund	Restricted Fund	Total 2022	Total 2021
Receipts					
Voluntary Receipts					
	Grants and donations	£21,808	£0	£21,808	£24,768
Charitable activities					
	Charitable activities				
	Rents and hire	£24,520	£0	£24,520	£3,927
	Investment income	£1	£1	£2	£5
Total		£46,329	£1	£46,330	£28,700
Payments					
Raising funds					
Charitable Activities					
	Heat & light	£4,446	£0	£4,446	£5,989
	Rates & water	£333	£0	£333	£437
	Insurance	£1,364	£0	£1,364	£1,317
	Repairs and maintenance	£7,681	£0	£7,681	£110
	Projects (calendar & wedding fair)	£0	£0	£0	£0
	Cleaning and waste	£2,675	£0	£2,675	£1,506
	Staff wages	£9,778	£0	£9,778	£8,704
	Alarms and security	£686	£0	£686	£271
	Gardening	£639	£0	£639	£128
	Telephone	£465	£0	£465	£957
	Stationery	£56	£0	£56	£0
	Professional fees	£438	£0	£798	£396
	Licences	£158	£0	£158	£0
	Bank charges	£96	£0	£96	£69
	Sundries	£1,184	£0	£1,184	£782
Other costs					
	Independent Examination and Accountancy	£360	£0	£360	£360
Total Payments		£30,359	£0	£30,359	£21,026
Net receipts/{payments}		£15,970	£1	£15,971	£7,674
Transfers between funds		£0	£0	£0	£0
		£15,970	£1	£15,971	£7,674
Total cash funds brought forward		£18,109	£5,828	£23,937	£16,263
Total funds carried forward		£34,079	£5,829	£39,908	£23,937

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 31st March 2022

	31st March 2022	31st March 2021
Cash Funds		
CAF Current Account	£14,060	£13,092
CAF Reserve Account	£20,019	£5,017
CAF Maintenance & Development Account	£5,829	£5,828
	<u>£39,908</u>	<u>£23,937</u>
 Liabilities		
Deposits held	<u>£1,312</u>	<u>£500</u>

The financial statements were approved by the Trustees on 27.07.2022 and were signed on their behalf by:

A Eastwood

Mrs A-M Eastwood - Chair

Oving Jubilee Hall

Notes to the Financial Statements **for the Year Ended 31st March 2022**

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. GRANTS

During the year the charity received Small Business Grants due to the Covid-19 pandemic.

Oving Jubilee Hall

Notes to the Financial Statements **for the Year Ended 31st March 2022**

4. 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.

5. 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.

6. 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 31st March 2022

I report on the accounts of the charity for the Year Ended 31 March 2022, which are set out on pages 5 to 8.

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