

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2021  
FOR  
THE WARE DRILL HALL ASSOCIATION LIMITED  
(A Charitable Company Limited by Guarantee)**

**Company Number : 04291929  
Registered Charity Number : 1090348**

**Henton & Co LLP  
Stag House  
Old London Road  
Hertford  
Herts  
SG13 7LA**

**THE WARE DRILL HALL ASSOCIATION LIMITED**  
**(A Charitable Company Limited by Guarantee)**

**CONTENTS OF THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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**THE WARE DRILL HALL ASSOCIATION LIMITED**  
**(A Charitable Company Limited by Guarantee)**  
**COMPANY INFORMATION**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

|                            |   |
|----------------------------|---|
| <b>DIRECTORS/TRUSTEES:</b> | B Worthington (Chairman)<br>A Young<br>P Ballam<br>M Pope<br>J Taylor<br>R Gray<br>A Warman<br>J Clarke   |
| <b>REGISTERED OFFICE:</b>  | 17 Amwell End<br>Ware<br>Hertfordshire<br>SG12 9HP  |
| <b>REGISTERED NUMBER:</b>  | 04291929 (England and Wales)  |
| <b>CHARITY NUMBER:</b>     | 1090348   |
| <b>AUDITORS:</b>           | Henton & Co LLP<br>Stag House<br>Old London Road<br>Hertford<br>Herts.<br>SG13 7LA<br>REGISTERED AUDITORS |
| <b>BANKERS:</b>            | CAF Bank Ltd<br>25 Kings Hill Avenue<br>Kings Hill<br>Kent  |

**THE WARE DRILL HALL ASSOCIATION LIMITED**  
**(A Charitable Company Limited by Guarantee)**  
**(Registered office: 17 Amwell End, Ware, Hertfordshire, SG12 9HP)**

**TRUSTEES' REPORT**  
**YEAR ENDED 30 SEPTEMBER 2021**

**(For the purposes of section 162 of the Charities Act 2011 and Directors' Report for the purposes of section 417 of the Companies Act 2006)**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 September 2021. The accounts have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the charity's Memorandum and Articles of Association, applicable laws and the requirements of Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019.

**TRUSTEES**

The Trustees, who are also directors of the company, and acted throughout the period, except where indicated, are:

B Worthington (Chairman)  
R Sewell – Deceased 2<sup>nd</sup> September 2021  
A Young  
P Ballam  
M Pope  
J Taylor  
R Gray  
A Warman  
J Clarke – Appointed 28<sup>th</sup> February 2022

**CONSTITUTION**

The Ware Drill Hall Association Limited, company number 04291929, is a company limited by the guarantees of the members to a maximum of £1 each and was incorporated on 21 September 2001. The company is a registered charity, number 1090348 and gained charitable status on 31<sup>st</sup> January 2002.

**INVESTMENT POWERS**

Under the memorandum and articles of association, the charity has the power to make any investments, which the trustees see fit.

**COMPANY OBJECTIVES**

The objects of the company as stated in the Memorandum and Articles of Association are:

- a) To promote for the benefit of the inhabitants of Ware and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare and for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
- b) To secure the establishment of a centre and to maintain and manage the same whether alone or in co-operation with any local authority or other person or body in furtherance of these objects.

**ACHIEVEMENT OF OBJECTIVES**

In practice, the principal activity of the company is the operation of the Drill Hall in Ware for the benefit of the local community as a venue for sports, arts and general community use. The use of the Hall is made possible under a lease granted by East Hertfordshire District Council (E.H.D.C.). Any surplus generated by the charity will be retained to meet exceptional expenditure and to assist with the development of the facility.

In shaping the objectives of the organisation, the trustees have paid due regard to the Charity Commission's guidance on public benefit.

**THE WARE DRILL HALL ASSOCIATION LIMITED**  
**(A Charitable Company Limited by Guarantee)**  
**TRUSTEES' REPORT – Continued**  
**YEAR ENDED 30 SEPTEMBER 2021**

**ORGANISATIONAL STRUCTURE**

A board of trustees of at least four members meets regularly to administer the charity. Trustees are appointed in accordance with the company's memorandum and articles of association. New trustees will be asked to familiarise themselves on the duties and responsibilities of Trustees as provided by the Charity Commission.

**REVIEW OF ACTIVITIES IN THE PERIOD**

The company ("the Charity") is responsible for the operation of Ware Drill Hall which has continued to be available for hire throughout the pandemic, whenever government restrictions have permitted the use of its facilities. Unfortunately, the Drill Hall had to close for a short time in November 2020 and again in January 2021. The Charity has been entitled to claim Covid Support funding to cover some of the losses.

Local groups have utilised the facilities in accordance with government restrictions. The Drill Hall continues to change the types of bookings. Weekdays: This is largely the same with Sports and other local community bookings. Weekends: this is moving to more one-off Arts and Culture bookings. This is allowing the Drill Hall to get a good income and currently able to subsidise the weekday community bookings. The Drill Hall is well booked and will need to advertise its unique size and location to ensure the Arts and Culture bookings grow.

The Drill Hall was fortunate to have Dolphin House Surgery utilise the facilities for Covid Vaccines which kept the drill hall busy.

**FINANCIAL ACTIVITIES**

During the period the Charity operated successfully, generating bookings income for the Hall of £43,713 (2020: £43,073). Grant income in the year comprised £27,370 (2020: £25,000) received from local authorities to assist the Charity in its recovery from Covid. In addition, £7,500 (2020: £Nil) was received from the local authority towards the funding of the Charity's Auditory experience project. In addition, the Charity received contributions from the Coronavirus Job Retention scheme amounting to £6,067 (2020: £4,268).

Charitable Expenditure for the year was £72,516 (2020: £76,794) which is comparable with previous years with the main reason for the reduction being due to a lower level of repairs in the year.

Overall, the charity achieved a net surplus for the year of £12,145 (2020: deficit of £4,096) and unrestricted reserves of £130,789 available to carry forward.

**THE WARE DRILL HALL ASSOCIATION LIMITED**  
**(A Charitable Company Limited by Guarantee)**  
**TRUSTEES' REPORT – Continued**  
**YEAR ENDED 30 SEPTEMBER 2021**

**PLANS FOR THE FUTURE**

Subject to the availability of funds, the Association plans to:

1. Improve the presentation of the entrance lobby area and take account of wear and tear since it was last repainted in 2012. The fire doors linking through to the main hall are also to be replaced and the wooden parquet floor will need to be reconditioned.
2. Refurbish of the small meeting room, the Hanbury Room.
3. Improve the auditory experience and flexibility in the main hall with the use of mobile screens, along with pipe-and-drape units for theatrical and concert performances.
4. Further the fixtures and infrastructure for the theatrical lighting system will be upgraded so that event organisers can make use of DMX/LED technology so the space can be enhanced for music gigs and other functions.
5. Considering the use of electronic digital display boards outside the Drill Hall to improve advertising, it should also be more flexible. It may also allow the use of local information, but this needs to be decided.

The Charity continues to maintain a healthy level of reserves as a financial cushion and the building's suitability to providing a Covid-Secure facility and operating as a base for vaccine clinics mean that its future is relatively secure in comparison to many other venues.

**RISK MANAGEMENT**

The trustees have considered and continue to consider the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate those risks.

**RESERVES POLICY**

The trustees will seek to build sustainable unrestricted reserves to a level sufficient to provide financial stability, meet exceptional expenditure and to assist with any future development of the facility.

**THE WARE DRILL HALL ASSOCIATION LIMITED**  
**(A Charitable Company Limited by Guarantee)**  
**TRUSTEES' REPORT – Continued**  
**YEAR ENDED 30 SEPTEMBER 2021**

**TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors for the purpose of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations. Company law requires the trustees to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounts Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STATEMENT AS TO DISCLOSURE OF INFORMATION**

So far as the Trustees are aware, there is no relevant audit information (as defined by Section 418(3) of the Companies Act 2006) of which the charitable company's auditors are unaware. They have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

**AUDITORS**

The auditors, Henton & Co LLP will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of part 15 of the Companies Act relating to small companies

**SIGNED ON BEHALF OF THE TRUSTEES**



B Worthington (Chairman)

Dated: 19-12-22

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
THE WARE DRILL HALL ASSOCIATION LIMITED  
(A Charitable Company Limited by Guarantee)**

**Opinion**

We have audited the financial statements of The Ware Drill Hall Association Limited (the charitable company) for the year ended 30 September 2021 which comprise the Statement of Financial Activities, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Report of the Trustees other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for company law purposes, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- The directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.



**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
THE WARE DRILL HALL ASSOCIATION LIMITED  
(A Charitable Company Limited by Guarantee)**

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies exemptions in preparing the trustees report and from the requirement to prepare a strategic report

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 5 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: enquiries of the trustees, management and those charged with governance as to whether the charity complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of relevant legal correspondence; review of board minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

We discussed with the trustees and other management the policies and procedures regarding compliance with laws and regulations. We identified laws and regulations in planning our work and the audit team were briefed to be alert to any indications of non-compliance throughout the audit.

The charity is subject to laws and regulations that directly affect the financial statements, including financial reporting and taxation legislation together with other operational aspects such as health and safety, employment law and requirements under the General Data Protection Regulation. We assessed the extent of compliance with these laws and regulations as part of our audit procedures. The potential effect of these laws and regulations on the financial statements varies considerably.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the trustees and other management and inspection of regulatory and legal correspondence, if any.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
THE WARE DRILL HALL ASSOCIATION LIMITED  
(A Charitable Company Limited by Guarantee)**

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the charity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK). We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Henton + Co LLP* Date: *20/11/2022*

Chris Howitt (Senior Statutory Auditor)

For and on behalf of Henton & Co LLP - Chartered Accountants and Statutory Auditors

Stag House

Old London Road,

Hertford,

Herts SG13 7LA

**THE WARE DRILL HALL ASSOCIATION LIMITED**  
 (Company registration number 04291929)/(Charity registration number 1090348)  
 (A Charitable Company Limited by Guarantee)  
**STATEMENT OF FINANCIAL ACTIVITIES**  
 (Including Income and Expenditure Account)  
**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

|  | <u>Note</u> | Unrestricted<br>General<br><u>Funds</u><br><u>£</u> | Restricted<br><u>Funds</u><br><u>£</u> | Total<br>Funds<br><u>2021</u><br><u>£</u> | Total<br>Funds<br><u>2020</u><br><u>£</u> |
|--|-------------|---|--|---|---|
| <b>INCOME</b>  |             |   |  |   |   |
| Donations  | 2           | 27,370  | 7,500                                  | 34,870                                    | 25,000                                    |
| Charitable activities  | 3           | 49,780  | -                                      | 49,780                                    | 47,591                                    |
| Investment income  | 4           | 11  | -                                      | 11  | 107                                       |
| <b>Total Income</b>  |             | <u>77,161</u>                                       | <u>7,500</u>                           | <u>84,661</u>                             | <u>72,698</u>                             |
| <b>EXPENDITURE</b>   |             |   |  |   |   |
| Charitable activities:<br>Operation of Drill Hall                  |             | 72,516  | -                                      | 72,516                                    | 76,794                                    |
| <b>Total Expenditure</b>   | 5           | <u>72,516</u>                                       | <u>-</u>                               | <u>72,516</u>                             | <u>76,794</u>                             |
| <b>Net Income/ (Expenditure) for the<br/>year before transfers</b> |             | 4,645   | 7,500                                  | 12,145                                    | (4,096)                                   |
| Transfers between funds  |             | 2,872   | (2,872)                                | -   | -   |
| <b>Net movement of funds in the year</b>                           |             | <u>7,517</u>  | <u>4,628</u>                           | <u>12,145</u>                             | <u>(4,096)</u>                            |
| <b>Total Funds brought forward</b>                                 |             | 123,272   | 15,052                                 | 138,324                                   | 142,420                                   |
| <b>Total Funds carried forward as at<br/>30 September 2021</b>     |             | <u>130,789</u>                                      | <u>19,680</u>                          | <u>150,469</u>                            | <u>138,324</u>                            |

The statement of financial activities includes all gains and losses recognised in the year

All incoming resources and resources expended derive from continuing activities.


The notes on pages 11 to 19 form part of these financial statements

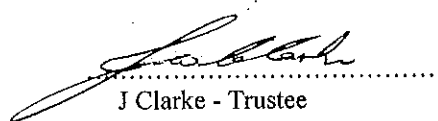
**THE WARE DRILL HALL ASSOCIATION LIMITED**  
 (Company registration number 04291929)/(Charity registration number 1090348)  
 (A Charitable Company Limited by Guarantee)  
**BALANCE SHEET AS AT**  
**30 SEPTEMBER 2021**

|   |       | 30.9.21        | 30.9.20        |
|---|-------|----------------|----------------|
|   | Notes | £              | £              |
| <b>FIXED ASSETS:</b>                                  |       |                |                |
| Tangible fixed assets                                 | 10    | 32,033         | 39,771         |
| <b>CURRENT ASSETS:</b>                                |       |                |                |
| Debtors   | 11    | 11,825         | 9,199          |
| Cash at bank  |       | <u>130,348</u> | <u>102,788</u> |
|   |       | 142,173        | 111,987        |
| <b>CREDITORS:</b> Amounts falling due within one year | 12    | <u>23,737</u>  | <u>13,434</u>  |
| <b>NET CURRENT ASSETS:</b>                            |       | 118,436        | 98,553         |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>         |       | <u>150,469</u> | <u>138,324</u> |
| <b>RESERVES:</b>                                      |       |                |                |
| Restricted funds                                      |       | 19,680         | 15,052         |
| General fund - unrestricted                           |       | <u>130,789</u> | <u>123,272</u> |
| <b>TOTAL CHARITY FUNDS</b>                            | 15    | <u>150,469</u> | <u>138,324</u> |

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and approved for issue on 19-12-22 and were signed on its behalf by:

  
 B Worthington – Chairman

  
 J Clarke - Trustee

The notes on pages 11 to 19 form part of these financial statements

**THE WARE DRILL HALL ASSOCIATION LIMITED**  
**(A Charitable Company Limited by Guarantee)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

**1. ACCOUNTING POLICIES**

**Basis of preparation**

The financial statements have been prepared under the historical cost convention and are in accordance with the Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Charity constitutes a public entity as defined by FRS102. The Trustees consider that there are no material uncertainties about the ability to continue as a going concern.

**Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees have adopted the going concern basis for the preparation of the financial statements.

On the date of these financial statements' approval, there is great uncertainty surrounding the global economy and impact of the Coronavirus pandemic and the conflict in Ukraine. The trustees consider the charity to be sufficiently robust that its operations will not be significantly affected by the continued uncertainty from these events. The trustees are continuously monitoring the charity's income levels and cost base for any adverse movements in value and costs and will take action wherever necessary to protect the charity's stakeholder interests should the period of uncertainty continue for longer than expected.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires trustees to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for income and expenditure during the year. The nature of estimation means that actual outcomes could differ from those estimates. The following judgements have had a significant effect on amounts recognised in the financial statements:

The annual depreciation charge is sensitive to changes in the estimated useful economic lives and residual values of the assets as detailed in note 10. The useful economic lives and residual values are re-assessed annually.

The trustees make estimates of the recoverable value of trade and other debtors. When assessing the impairment of trade and other debtors, the factors considered include the ageing profile of debtors and historical experience.

**Income**

Income is recognised when the charity has entitlement to the funds, any conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably. Income received in advance of a provision of other specified service is deferred until the criteria for income recognition are met.

Income from the hall hire and management administration fees represent amounts receivable in respect of services provided and are included in the period to which the income relates

Income from government and other grants, whether 'Capital' grants or 'Revenue' grants, is recognised when the Charity has entitlement to the funds, any conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Investment income is included when receivable.

**THE WARE DRILL HALL ASSOCIATION LIMITED**  
**(A Charitable Company Limited by Guarantee)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

**1. ACCOUNTING POLICIES - continued**

**Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is included with the items of expense to which it relates. Expenditure is classified under the following:

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects undertaken by the Charity.

**Tangible fixed assets**

Fixed assets costing more than £500 are written off over their expected useful life. Any asset acquired for a value less than £500 will be written off as expenditure in the period in which the expenditure was incurred.

Depreciation is provided at the following annual rates:

|                      |  |
|----------------------|--|
| Equipment            | - 3 years straight line                |
| Fixtures             | - 10 year straight line                |
| Improvements to Hall | - amortised over the term of the lease |

**Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments that are readily convertible to known amounts of cash and are subject to an insignificant risk to changes in value.

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Financial instruments**

The Charitable Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**Limited by Guarantee**

The company is limited without share capital. In the event of the company being wound up, each member is liable to contribute to the payment of debts and liabilities of the company as may be required, not exceeding £1.

**Pensions Costs**

The company operates a defined contribution pension scheme for auto enrolment purposes. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the Income and Expenditure account in the period to which they relate.

**THE WARE DRILL HALL ASSOCIATION LIMITED**  
**(A Charitable Company Limited by Guarantee)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

**2. DONATIONS**

|                 | 30.9.21       | 30.9.20       |
|-----------------|---------------|---------------|
|                 | £             | £             |
| Grants received | <u>34,870</u> | <u>25,000</u> |

The grants received in the year consists of unrestricted Coronavirus business support grants from local authorities of £27,370 (2020: £25,000) and within restricted funds a grant of £7,500 (2020: £Nil) was received from the local authority to fund improvements to the auditory experience within the Hall.

**3. CHARITABLE ACTIVITIES**

|  | 30.9.21       | 30.9.20       |
|--|---------------|---------------|
|  | £             | £             |
| Hire of hall                                 | 43,713        | 43,073        |
| Income from Coronavirus Job Retention Scheme | 6,067         | 4,268         |
| Donations                                    | -             | 250           |
|  | <u>49,780</u> | <u>47,591</u> |

**4. INVESTMENT INCOME**

|                          | 30.9.21   | 30.9.20    |
|--------------------------|-----------|------------|
|                          | £         | £          |
| Deposit account interest | <u>11</u> | <u>107</u> |

**5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

**Operation of the Drill Hall**

|  | Direct<br>Costs<br>2021<br>£ | Support<br>and<br>Governance<br>Costs<br>2021<br>£ | Total<br>Costs<br>2021<br>£ | Direct<br>Costs<br>2020<br>£ | Support<br>and<br>Governance<br>Costs<br>2020<br>£ | Total<br>Costs<br>2020<br>£ |
|--|------------------------------|--|-----------------------------|------------------------------|--|-----------------------------|
| <b>Costs directly allocated to activities:</b> |                              |  |                             |                              |  |                             |
| Wages and employment costs                     | 24,972                       | -  | 24,972                      | 26,140                       | -  | 26,140                      |
| <b>Property costs:</b>                         |                              |  |                             |                              |  |                             |
| Repairs, replacements and maintenance          | 11,653                       | -  | 11,653                      | 19,113                       | -  | 19,113                      |
| Utilities                                      | 8,491                        | -  | 8,491                       | 7,873                        | -  | 7,873                       |
| Refuse collection                              | 256                          | -  | 256                         | 520                          | -  | 520                         |
| Insurance                                      | 2,500                        | -  | 2,500                       | 1,898                        | -  | 1,898                       |
| Cleaning and materials                         | 2,179                        | -  | 2,179                       | 1,224                        | -  | 1,224                       |
| Amortisation of hall improvements              | 1,059                        | -  | 1,059                       | 1,059                        | -  | 1,059                       |
| <b>Other costs:</b>                            |                              |  |                             |                              |  |                             |
| Stationery                                     | 109                          | -  | 109                         | 107                          | -  | 107                         |
| Telephone                                      | 1,710                        | -  | 1,710                       | 1,405                        | -  | 1,405                       |
| Insurance                                      | 1,400                        | -  | 1,400                       | 1,378                        | -  | 1,378                       |
| Licences                                       | 1,374                        | -  | 1,374                       | 1,544                        | -  | 1,544                       |
| Audit fees                                     | -                            | 3,480  | 3,480                       | -                            | 3,170  | 3,170                       |
| Legal and professional                         | 5,297                        | -  | 5,297                       | 2,859                        | -  | 2,859                       |
| Miscellaneous                                  | 125                          | -  | 125                         | 1,162                        | -  | 1,162                       |
| Bad debts                                      | 1,145                        | -  | 1,145                       | -                            | -  | -                           |
| Bank charges                                   | 87                           | -  | 87                          | 93                           | -  | 93                          |
| Depreciation of fixtures                       | 6,679                        | -  | 6,679                       | 6,679                        | -  | 6,679                       |
| Depreciation of equipment                      | -                            | -  | -                           | 570                          | -  | 570                         |
|  | <u>69,036</u>                | <u>3,480</u>                                       | <u>72,516</u>               | <u>73,624</u>                | <u>3,170</u>                                       | <u>76,794</u>               |

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**6. STAFF COSTS**

|                                  | 30.9.21       | 30.9.20       |
|----------------------------------|---------------|---------------|
|                                  | £             | £             |
| The cost of employing staff was: |               |               |
| Wages and salaries               | 24,580        | 25,731        |
| Pension contributions            | <u>392</u>    | <u>409</u>    |
|                                  | <u>24,972</u> | <u>26,140</u> |

The average monthly number of employees during the year was as follows:

|                    | 30.9.21   | 30.9.20   |
|--------------------|-----------|-----------|
| Adminstrator       | 1         | 1         |
| Caretaker          | 1         | 1         |
| Directors/Trustees | <u>8</u>  | <u>8</u>  |
|                    | <u>10</u> | <u>10</u> |

No employee's emoluments exceeded £60,000 during the year.

**7. OPERATING SURPLUS /(DEFICIT)**

The operating deficit is stated after charging:

|                                      | 30.9.21      | 30.9.20      |
|--------------------------------------|--------------|--------------|
|                                      | £            | £            |
| Auditors remuneration                | 3,480        | 3,170        |
| Depreciation of equipment            | -            | 570          |
| Depreciation of fixtures             | 6,679        | 6,679        |
| Amortisation of improvements to Hall | <u>1,059</u> | <u>1,059</u> |

**8. TAXATION**

The company's activities fall under the exemption given by the Inland Revenue to charities, consequently no liability to UK Corporation Tax has arisen on the ordinary activities of the company for the year ended 30 September 2021.



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9. **COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

|   | Unrestricted<br><u>Funds</u><br>£ | Restricted<br><u>Funds</u><br>£ | Total<br>Funds<br>£ |
|---|-----------------------------------|---------------------------------|---------------------|
| <b>INCOME</b>                           |                                   |                                 |                     |
| <b>Donations</b>                        | 25,000                            | -                               | 25,000              |
| <b>Charitable activities:</b>           |                                   |                                 |                     |
| Hire of hall                            | 43,073                            | -                               | 43,073              |
| Coronavirus Job Retention Scheme Income | 4,268                             | -                               | 4,268               |
| Donations                               | 250                               | -                               | 250                 |
| <b>Income from generated funds:</b>     |                                   |                                 |                     |
| Investment income                       | 107                               | -                               | 107                 |
| <b>Total Income</b>                     | <u>72,698</u>                     | <u>-</u>                        | <u>72,698</u>       |
| <b>EXPENDITURE</b>                      |                                   |                                 |                     |
| <b>Charitable activities:</b>           |                                   |                                 |                     |
| Operation of Drill Hall                 | 76,794                            | -                               | 76,794              |
| <b>Total Expenditure</b>                | <u>76,794</u>                     | <u>-</u>                        | <u>76,794</u>       |
| <b>Net Expenditure</b>                  | (4,096)                           | -                               | (4,096)             |
| Transfers between funds                 | <u>2,872</u>                      | <u>(2,872)</u>                  | <u>-</u>            |
| <b>Net movement of funds</b>            | (1,224)                           | (2,872)                         | (4,096)             |
| <b>Total Funds brought forward</b>      | 124,496                           | 17,924                          | 142,420             |
| <b>TOTAL FUNDS CARRIED FORWARD</b>      | <u>123,272</u>                    | <u>15,052</u>                   | <u>138,324</u>      |

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**10. FIXED ASSETS**

|                        | Improvements to<br>Hall<br>£ | Fixtures<br>£ | Equipment<br>£ | Total<br>£     |
|------------------------|------------------------------|---------------|----------------|----------------|
| <b>COST:</b>           |                              |               |                |                |
| At 1 October 2020      | 90,793                       | 66,789        | 26,853         | 184,435        |
| Additions              | -                            | -             | -              | -              |
| Disposal               | -                            | -             | -              | -              |
| At 30 September 2021   | <u>90,793</u>                | <u>66,789</u> | <u>26,853</u>  | <u>184,435</u> |
| <b>DEPRECIATION:</b>   |                              |               |                |                |
| At 1 October 2020      | 74,912                       | 42,899        | 26,853         | 144,664        |
| Charge for year        | 1,059                        | 6,679         | -              | 7,738          |
| Eliminated on disposal | -                            | -             | -              | -              |
| At 30 September 2021   | <u>75,971</u>                | <u>49,578</u> | <u>26,853</u>  | <u>152,402</u> |
| <b>NET BOOK VALUE:</b> |                              |               |                |                |
| At 30 September 2021   | <u>14,822</u>                | <u>17,211</u> | <u>-</u>       | <u>32,033</u>  |
| At 30 September 2020   | <u>15,881</u>                | <u>23,890</u> | <u>-</u>       | <u>39,771</u>  |

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                |               |              |
|--------------------------------|---------------|--------------|
|                                | 30.9.21<br>£  | 30.9.20<br>£ |
| Trade debtors                  | 10,233        | 2,829        |
| Other debtors                  | -             | 1,184        |
| Prepayments and accrued income | <u>1,592</u>  | <u>5,186</u> |
|                                | <u>11,825</u> | <u>9,199</u> |

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 |               |               |
|---------------------------------|---------------|---------------|
|                                 | 30.9.21<br>£  | 30.9.20<br>£  |
| Other creditors                 | 4,853         | 954           |
| Social security and other taxes | 168           | 365           |
| Deferred income (Note 13)       | 8,119         | 3,460         |
| Accruals                        | <u>10,597</u> | <u>8,655</u>  |
|                                 | <u>23,737</u> | <u>13,434</u> |

**13. DEFERRED INCOME**

|                                     |              |              |
|-------------------------------------|--------------|--------------|
|                                     | 30.9.21<br>£ | 30.9.20<br>£ |
| At 1 October 2020                   | 3,460        | 5,767        |
| Amount released to income resources | (3,460)      | (5,767)      |
| Amount deferred in the year         | <u>8,119</u> | <u>3,460</u> |
| At 30 September 2021                | <u>8,119</u> | <u>3,460</u> |

Deferred income comprises of receipts for the hire of the hall and facilities received in advance for future accounting periods.

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**14. RELATED PARTY DISCLOSURES**

No trustee received any remuneration from the company in the current or preceding period. No trustees were reimbursed expenses during the year.

**15. MOVEMENTS IN FUNDS**

|                           | At 1.10.20<br>£ | Net<br>movement in<br>funds<br>£ | At 30.9.21<br>£ |
|---------------------------|-----------------|----------------------------------|-----------------|
| <b>Unrestricted funds</b> |                 |                                  |                 |
| General fund              | <u>123,272</u>  | <u>7,517</u>                     | <u>130,789</u>  |
|                           | 123,272         | 7,517                            | 130,789         |
| <b>Restricted funds</b>   |                 |                                  |                 |
| Curtains Fund             | 317             | (100)                            | 217             |
| Staging Fund              | 9,152           | (1,772)                          | 7,380           |
| Fire Alarm Fund           | 5,583           | (1,000)                          | 4,583           |
| Auditory Experience Fund  | -               | 7,500                            | 7,500           |
|                           | <u>15,052</u>   | <u>4,628</u>                     | <u>19,680</u>   |
| <b>TOTAL FUNDS</b>        | <u>138,324</u>  | <u>12,145</u>                    | <u>150,469</u>  |

Net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfer<br>between<br>funds<br>£ | Movement in<br>funds<br>£ |
|---------------------------|----------------------------|----------------------------|-----------------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                                   |                           |
| General fund              | 77,161                     | (72,516)                   | 2,872                             | 7,517                     |
| <b>Restricted funds</b>   |                            |                            |                                   |                           |
| Curtains Fund             | -                          | -                          | (100)                             | (100)                     |
| Staging Fund              | -                          | -                          | (1,772)                           | (1,772)                   |
| Fire Alarm Fund           | -                          | -                          | (1,000)                           | (1,000)                   |
| Auditory Experience Fund  | 7,500                      | -                          | -                                 | 7,500                     |
|                           | <u>7,500</u>               | <u>-</u>                   | <u>(2,872)</u>                    | <u>4,628</u>              |
| <b>TOTAL FUNDS</b>        | <u>84,661</u>              | <u>(72,516)</u>            | <u>-</u>                          | <u>12,145</u>             |

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**15. MOVEMENTS IN FUNDS - continued**

**Comparative for movement in funds**

|                           | At 1.10.19<br>£       | Net<br>movement in<br>funds<br>£ | At 30.9.20<br>£       |
|---------------------------|-----------------------|----------------------------------|-----------------------|
| <b>Unrestricted funds</b> |                       |                                  |                       |
| General fund              | <u>124,496</u>        | <u>(1,224)</u>                   | <u>123,272</u>        |
|                           | 124,496               | (1,224)                          | 123,272               |
| <b>Restricted funds</b>   |                       |                                  |                       |
| Curtains Fund             | 417                   | (100)                            | 317                   |
| Staging Fund              | 10,924                | (1,772)                          | 9,152                 |
| Fire Alarm Fund           | <u>6,583</u>          | <u>(1,000)</u>                   | <u>5,583</u>          |
|                           | 17,924                | (2,872)                          | 15,052                |
| <b>TOTAL FUNDS</b>        | <u><u>142,420</u></u> | <u><u>(4,096)</u></u>            | <u><u>138,324</u></u> |

Net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfer<br>between<br>funds<br>£ | Movement in<br>funds<br>£ |
|---------------------------|----------------------------|----------------------------|-----------------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                                   |                           |
| General fund              | 72,698                     | (76,794)                   | 2,872                             | (1,224)                   |
| <b>Restricted funds</b>   |                            |                            |                                   |                           |
| Curtains Fund             | -                          | -                          | (100)                             | (100)                     |
| Staging Fund              | -                          | -                          | (1,772)                           | (1,772)                   |
| Fire Alarm Fund           | <u>-</u>                   | <u>-</u>                   | <u>(1,000)</u>                    | <u>(1,000)</u>            |
|                           | 4,268                      | -                          | (2,872)                           | (2,872)                   |
| <b>TOTAL FUNDS</b>        | <u><u>72,698</u></u>       | <u><u>(76,794)</u></u>     | <u><u>-</u></u>                   | <u><u>(4,096)</u></u>     |

In 2014 the company received a grant of £1,000 towards the cost of curtains in the main hall.

In 2015 the company received a grant of £10,000 from the National Lottery towards the cost of new staging. In 2016 a further £7,716 was received and the asset was capitalised.

In 2015 the company received a grant of £10,000 towards the cost of a new fire alarm system.

During the year the charity received £7,500 from the local authority towards the costs of its Auditory Experience project which was yet to commence as at 30<sup>th</sup> September 2021.

Grants of a capital nature continue to be released to the unrestricted general fund in line with the depreciation policy of the asset which was capitalised and is included within the transfer between funds. The furlough grant received during the year against unrestricted salary costs of the charity was included within the transfer between the funds.

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**16. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

|                    | <b>Fixed<br/>Assets</b> | <b>Cash at<br/>Bank</b> | <b>Net Current<br/>Liabilities</b> | <b>Total<br/>30.9.21</b> | <b>Total<br/>30.9.20</b> |
|--------------------|-------------------------|-------------------------|------------------------------------|--------------------------|--------------------------|
| Restricted funds   | 12,180                  | 7,500                   | -                                  | 19,680                   | 15,052                   |
| Unrestricted funds | <u>19,853</u>           | <u>122,848</u>          | <u>(11,912)</u>                    | <u>130,789</u>           | <u>123,272</u>           |
|                    | <b>32,033</b>           | <b>130,348</b>          | <b>(11,912)</b>                    | <b>150,469</b>           | <b>138,324</b>           |

|                    | <b>Fixed<br/>Assets</b> | <b>Cash at<br/>Bank</b> | <b>Net Current<br/>Liabilities</b> | <b>Total<br/>30.9.20</b> | <b>Total<br/>30.9.19</b> |
|--------------------|-------------------------|-------------------------|------------------------------------|--------------------------|--------------------------|
| Restricted funds   | 15,052                  | -                       | -                                  | 15,052                   | 17,924                   |
| Unrestricted funds | <u>24,719</u>           | <u>102,788</u>          | <u>(4,235)</u>                     | <u>123,272</u>           | <u>124,496</u>           |
|                    | <b>39,771</b>           | <b>102,788</b>          | <b>(4,235)</b>                     | <b>138,324</b>           | <b>142,420</b>           |

**17. OTHER FINANCIAL COMMITMENTS**

The company has a financial commitment as at the year end for legal and professional services amounting to £Nil (2020: £2,297) payable in equal instalments over the period to 26<sup>th</sup> September 2021.