

**CALDECOTE VILLAGE INSTITUTE LIMITED**  
(Limited by Guarantee)

**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MAY 2023**

**Company No: 5736926**

**CALDECOTE VILLAGE INSTITUTE LIMITED**

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**FOR THE YEAR ENDED 31 MAY 2023**

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## **CALDECOTE VILLAGE INSTITUTE LIMITED**

### **COMPANY INFORMATION**

**FOR THE YEAR ENDED 31 MAY 2023**

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Caldecote Village Institute Limited was incorporated as a company limited by guarantee on 9 March 2006.

The company is registered with the Charity Commission, Registration Number 1114201.

The company registration number is 05736926.

#### **Members of the Executive Board**

T R P Footman (Chairman)  
R S Dart  
J Roberts  
M Johnson  
S J Gautrey  
D P Phillips

#### **Secretary**

R S Dart

#### **Registered Office**

Lake House  
Market Hill  
Royston  
Hertfordshire  
SG8 9JN

#### **Place of Operations**

Furlong Way  
Highfields Caldecote  
Cambridge  
CB23 7ZH

#### **Accountants**

Hardcastle Burton LLP  
Chartered Accountants  
Lake House  
Market Hill  
Royston  
Hertfordshire  
SG8 9JN

## **CALDECOTE VILLAGE INSTITUTE LIMITED**

### **REPORT OF THE EXECUTIVE BOARD**

**FOR THE YEAR ENDED 31 MAY 2023**

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The Executive Board presents its annual report, together with the unaudited financial statements of the charitable company for the year ended 31 May 2023. The accounts have been prepared in accordance with applicable Accounting Standards, the Financial Reporting Standard FRS102 and the Statement of Recommended Practice 'Accounting by Charities' and the Charities (Accounts and Reports) Regulations, April 2015, and comply with the company's Memorandum and Articles of Association.

#### **Structure, Governance and Management**

The Charity is governed by the Memorandum and Articles and managed on a day-to-day basis by the Executive Board as listed on page 1.

New members of the Executive Board are appointed and approved by the existing Board as and when required.

#### **Financial Review**

At 31 May 2023 the Charity held reserves of £59,289 for general purpose, £53,294 of restricted funds and £100,000 as an endowment fund. The Executive Board have agreed to hold the general reserves to cover future running costs. The endowment funds is a restricted reserve that cannot be spent by the charity without permission from the Charities Commission. The restricted funds of £53,294 is a S106 planning contribution which has been set aside for the extension and improvement of the hall. Post-pandemic, hiring has regained its strength and most evenings have regular activity group bookings.

#### **Public Benefit**

The trustees have had due regard for the Charity Commission's published guidance on public benefit.

#### **Trustees' Responsibilities**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed. subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

## **CALDECOTE VILLAGE INSTITUTE LIMITED**

### **REPORT OF THE EXECUTIVE BOARD (CONTINUED)**

**FOR THE YEAR ENDED 31 MAY 2023**

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The trustees are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

#### **Objectives**

The site of the village hall and the building are held in trust by the Charities Commission. The objective of the company is to provide and maintain a village hall for the use of the inhabitants of the parish of Caldecote in the county of Cambridgeshire without distinction of political, religious or other opinions with a view to improving the conditions of life for the said inhabitants.

#### **Achievements and Performance**

The village hall continues to actively provide and promote the recreation and leisure time facility throughout the year resulting in many organisations running weekly activities for the benefit of the parish.

#### **By order of the Board**

Secretary: *Sarah Dart*

Date: *19th October 2023*

**CALDECOTE VILLAGE INSTITUTE LIMITED**

**INDEPENDENT EXAMINER'S REPORT**

**FOR THE YEAR ENDED 31 MAY 2023**

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**Independent examiner's report to the trustees of Caldecote Village Institute Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 May 2023.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purpose of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) 9b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



Denise Lindsell FCA  
Hardcastle Burton LLP  
Chartered Accountants  
Lake House  
Market Hill  
Royston,  
Hertfordshire  
SG8 9JN

Date:

30/October/2023

# CALDECOTE VILLAGE INSTITUTE LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MAY 2023

	Notes	Unrestricted Fund	Restricted Fund	Endowment Fund	Total 2023	Total 2022
		£		£	£	£
<b>Incoming Resources</b>						
<i>Income from charitable activities:</i>						
Village hall rental	2	15,129	-	-	15,129	8,334
Investment income	1	750	-	-	750	142
Donations		-	-	-	-	-
S106 Contribution		-	16,156	-	16,156	-
Small Business Grant Fund		-	-	-	-	10,667
<b>Total incoming resources</b>		<b>15,879</b>	<b>16,156</b>	<b>-</b>	<b>32,035</b>	<b>19,143</b>
<b>Resources expended</b>						
<i>Expenditure on charitable activities</i>						
Administration of the charity	3	12,336	-	-	12,336	15,385
<b>Total resources expended</b>		<b>12,336</b>	<b>-</b>	<b>-</b>	<b>12,336</b>	<b>15,385</b>
<b>Net movements in funds</b>		<b>3,543</b>	<b>16,156</b>	<b>-</b>	<b>19,699</b>	<b>3,758</b>
Fund balances brought forward at 1 June 2022		55,746	37,138	100,000	192,884	189,126
Accumulated funds transfer		-	-	-	-	-
Fund balances carried forward at 31 May 2023		<u>59,289</u>	<u>53,294</u>	<u>100,000</u>	<u>212,583</u>	<u>192,884</u>
		<u>59,289</u>	<u>53,294</u>	<u>100,000</u>	<u>212,583</u>	<u>192,884</u>

All of the company's operations are classed as continuing.

There are no other recognised gains or losses other than those stated above.

The notes on pages 9 to 15 form part of these financial statements.

# CALDECOTE VILLAGE INSTITUTE LIMITED

## BALANCE SHEET

AS AT 31 MAY 2023

	Notes	2023 £	2022 £
<b>Fixed Assets</b>			
Tangible assets	4	<u>239</u>	<u>298</u>
		<u>239</u>	<u>298</u>
<b>Current Assets</b>			
Debtors	5	1,646	697
Cash and bank balances		<u>213,791</u>	<u>194,000</u>
		<u>215,437</u>	<u>194,697</u>
<b>Creditors</b>			
Amounts falling due within one year	6	<u>(3,093)</u>	<u>(2,111)</u>
Net current assets		<u>212,344</u>	<u>192,586</u>
		<u>212,583</u>	<u>192,884</u>
<b>Capital and Reserves</b>			
General fund	7	59,289	55,746
Endowment fund		100,000	100,000
Restricted fund	7	<u>53,294</u>	<u>37,138</u>
		<u>212,583</u>	<u>192,884</u>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 May 2023 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledges their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements were approved by the Executive Board on 19th Oct 2023 and signed on its behalf by:

*Samie Dart*

Director - T Footman

Secretary - R Dart

*T Footman*



**CALDECOTE VILLAGE INSTITUTE LIMITED****STATEMENT OF CASH FLOWS**

FOR THE YEAR ENDED 31 MAY 2023

	Note	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	(1)	19,791	2,813
Net cash from operating activities		19,791	2,813
<b>Cash flows from investing activities</b>			
Cash generated from operations	(2)	-	-
Net cash from investing activities		-	-
<b>Cash flows from financing activities</b>			
Cash generated from operations		-	-
Net cash from financing activities		-	-
<b>(Decrease)/increase in cash and cash equivalents</b>		19,791	2,813
<b>Cash and cash equivalents at beginning of year</b>	(3)	194,000	191,187
<b>Cash and cash equivalents at end of year</b>	(3)	213,791	194,000

**CALDECOTE VILLAGE INSTITUTE LIMITED**

**NOTES TO THE STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31 MAY 2023**

**(1) Reconciliation of net income to cash generated from operations**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Net (expenditure)/income	19,699	3,758
	<hr/>	<hr/>
Depreciation	19,699	3,758
	59	73
Decrease/(increase) in trade and other debtors	(949)	(216)
(Decrease)/increase in trade and other creditors	982	(802)
	<hr/>	<hr/>
<b>Cash generated from operations</b>	<b>19,791</b>	<b>2,813</b>

**(2) Cash flows from investing activities**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Purchase of tangible fixed assets	-	-
	<hr/>	<hr/>
	<b>-</b>	<b>-</b>

**(3) Cash and cash equivalents**

The amounts disclosed on the statement of cash flows in respect of cash and cash equivalents are in respect of these statement of financial position amounts:

Year ended 31 May 2023

	<b>31.05.23</b>	<b>31.05.22</b>
	<b>£</b>	<b>£</b>
Cash and cash equivalents	213,791	194,000
	<hr/>	<hr/>
	<b>213,791</b>	<b>194,000</b>

Year ended 31 May 2022

	<b>31.05.22</b>	<b>31.05.21</b>
	<b>£</b>	<b>£</b>
Cash and cash equivalents	194,000	191,187
	<hr/>	<hr/>
	<b>194,000</b>	<b>191,187</b>

## **CALDECOTE VILLAGE INSTITUTE LIMITED**

### **STATEMENT OF ACCOUNTING POLICIES**

FOR THE YEAR ENDED 31 MAY 2023

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#### **Statutory Information**

Caldecote Village Institute Limited is a charitable company, limited by guarantee, registered in England and Wales. The company's registration number, Charity Commission registration number, registered office address and place of operations address can be found on the Company Information page.

The principal accounting policies, which have been adopted in the preparation of the financial statements, are set out below. The financial statements have been prepared in accordance with applicable accounting standards and the Statement of Recommended Practice, 'Accounting by Charities' of April 2015.

#### **Basis of Accounting**

The financial statements have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard FRS 102. The accounts are prepared on a going concern basis, which the Executive Board believes to be appropriate.

#### **Company Status**

The charity is a company limited by guarantee. The members of the company are the executive board named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

#### **Income**

Income is recognised when the charity has entitlement to the funds. Donations are accounted for when it becomes probable that the donation will be received, and the amount can be measured reliably.

Hall rent is recognised in accordance with the period of rent required by the user of the Village Hall.

#### **Investment income**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

#### **Expenditure and irrecoverable VAT**

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. Expenditure on charitable activities includes the costs of maintaining the village hall and associated support costs.

#### **Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance and governance costs which support the charity's activities. These costs have been allocated to expenditure on charitable activities.

#### **Fund Accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income.

## **CALDECOTE VILLAGE INSTITUTE LIMITED**

### **STATEMENT OF ACCOUNTING POLICIES - CONTINUED**

**FOR THE YEAR ENDED 31 MAY 2023**

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#### **Depreciation**

Depreciation of fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life:-

Fixtures & fittings	- 20% reducing balance
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#### **Debtors**

Trade and other debtors are recognised at the settlement amount due.

#### **Cash at bank and in hand**

Cash at bank and cash in hand and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### **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 trust 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.

**CALDECOTE VILLAGE INSTITUTE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MAY 2023**

	2023				2022			
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total £	Unrestricted funds £	Restricted funds £	Endowment funds £	Total £
<b>1. Investment Income</b>								
Interest receivable	750	-	-	750	142	-	-	142
	<u>750</u>	<u>-</u>	<u>-</u>	<u>750</u>	<u>142</u>	<u>-</u>	<u>-</u>	<u>142</u>
<b>2. Income from charitable activities</b>								
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total £	Unrestricted funds £	Restricted funds £	Endowment funds £	Total £
Village hall rental	15,129	-	-	15,129	8,334	-	-	8,334
	<u>15,129</u>	<u>-</u>	<u>-</u>	<u>15,129</u>	<u>8,334</u>	<u>-</u>	<u>-</u>	<u>8,334</u>

CALDECOTE VILLAGE INSTITUTE LIMITED  
NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2023

3. Expenditure on charitable activities

	2023				2022			
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total £	Unrestricted funds £	Restricted funds £	Endowment funds £	Total £
Accountancy fees	1,020	-	-	1,020	852	-	-	852
Hall running costs	11,316	-	-	11,316	14,533	-	-	14,533
	<u>12,336</u>	<u>-</u>	<u>-</u>	<u>12,336</u>	<u>15,385</u>	<u>-</u>	<u>-</u>	<u>15,385</u>

**CALDECOTE VILLAGE INSTITUTE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MAY 2023**

	<b>Fixtures &amp; fitting £</b>	<b>Total £</b>
<b>4. Tangible fixed assets</b>		
<b>Cost/valuation</b>		
At 1 June 2022	3,689	3,689
Additions	-	-
Disposals	-	-
	<u>3,689</u>	<u>3,689</u>
<b>At 31 May 2023</b>	<u>3,689</u>	<u>3,689</u>
<b>Depreciation</b>		
At 1 June 2022	3,391	3,391
Charge for the year	59	59
Eliminated on disposal	-	-
	<u>3,450</u>	<u>3,450</u>
<b>At 31 May 2023</b>	<u>3,450</u>	<u>3,450</u>
<b>Net book value</b>		
At 31 May 2023	<u>239</u>	<u>239</u>
At 31 May 2022	<u>298</u>	<u>298</u>
	<b>2023 £</b>	<b>2022 £</b>
<b>5. Debtors</b>		
Trade debtors	1,646	697
	<u>1,646</u>	<u>697</u>

**CALDECOTE VILLAGE INSTITUTE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MAY 2023**

<b>6. Creditors – Amounts falling due within one year</b>	<b>2023 £</b>	<b>2022 £</b>
Accruals	2,713	1,731
Other creditors	380	380
<b>Balance at 31 May 2023</b>	<b>3,093</b>	<b>2,111</b>

**7. Analysis of movements in funds**

	<b>2023</b>				
	<b>At 1 June 2022 £</b>	<b>Income £</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>At 31 May 2023</b>
Unrestricted funds	55,746	15,879	(12,336)	-	59,289
Restricted funds	37,138	16,156	-	-	53,294
Endowment	100,000	-	-	-	100,000
	<u>192,884</u>	<u>32,035</u>	<u>(12,336)</u>	<u>-</u>	<u>212,583</u>

	<b>2022</b>				
	<b>At 1 June 2021 £</b>	<b>Income £</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>At 31 May 2022</b>
Unrestricted funds	51,988	19,143	(15,385)	-	55,746
Restricted funds	37,138	-	-	-	37,138
Endowment	100,000	-	-	-	100,000
	<u>189,126</u>	<u>19,143</u>	<u>(15,385)</u>	<u>-</u>	<u>192,884</u>

The endowment fund represents funds of the charity held in a permanent endowment. This money is a restricted fund and cannot be spent by the charity without permission from the charities commission. The restricted funds of £53,294 is a S106 planning contribution which has been set aside for the extension and improvement of the hall.



**CALDECOTE VILLAGE INSTITUTE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MAY 2023**

<b>8. Analysis of net assets between funds</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Endowment £</b>	<b>Total £</b>
Fixed assets	239	-	-	239
Current assets	62,143	53,294	100,000	215,437
Current liabilities	(3,093)	-	-	(3,093)
<b>Balance at 31 May 2023</b>	<b>59,289</b>	<b>53,294</b>	<b>100,000</b>	<b>215,583</b>

	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Endowment £</b>	<b>Total £</b>
Fixed assets	298	-	-	298
Current assets	57,559	37,138	100,000	194,697
Current liabilities	(2,111)	-	-	(2,111)
<b>Balance at 31 May 2022</b>	<b>55,746</b>	<b>37,138</b>	<b>100,000</b>	<b>192,884</b>

**9. Trustees remuneration and expenses**

The members of the Executive Board did not receive any remuneration during the period.

The trustees received expenses totalling £0 (2022: £0).

**10. Control**

The charity is controlled equally by the trustees.