



**OTTERSHAW VILLAGE HALL  
MANAGEMENT COMMITTEE**

**ANNUAL REPORT**

**For the year 1 January 2021 – 31 December 2021**

**Presented at the Annual General Meeting, 14 June 2022**

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## TRUSTEES' ANNUAL REPORT

The trustees of Ottershaw Village Hall present their annual report and financial statements of the charity for the year ending 31 December 2021. The financial statements have been prepared in accordance with the Charities Act 2011 and independently examined.

### Section 1 – Legal and Administrative Information

<b>Charity name:</b>	Ottershaw Village Hall
<b>Charity Commission reg. no.</b>	1123141
<b>Property known as:</b>	Ottershaw Village Hall
<b>For the financial year ending:</b>	31 December 2021
<b>Charity's principal address:</b>	Ottershaw Village Hall, Brox Road, Ottershaw, Chertsey, Surrey KT16 0HG.
<b>The Charity's Governing Document:</b>	The charitable trust is constituted under a trust deed dated 8 January 2008 and was enabled by the granting of a 35-year lease of Brook Memorial Hall (renamed Ottershaw Village Hall), (the Property) from the Parochial Church Council of Ottershaw, expiring 7 January 2043.
<b>Specific investment powers:</b>	Undefined
<b>Professional Advisers</b>	
<b>Bankers:</b>	CAF Bank, West Malling, Kent (Current and deposit accounts)
<b>Independent Examiner:</b>	Steve Carter ACMA, Ottershaw, Surrey

### Section 2 – Structure, governance and management

#### Trustees and Governance

The trustees are charity trustees for the purposes of charity law and are all members of the management committee of the Hall. The management committee consists of up to six nominated, up to seven elected and up to two co-opted members. Two members may be nominated by the Parochial Church Council of Ottershaw and five may be nominated by village organisations that regularly use the Hall. The elected members must be elected at the Annual General Meeting and the co-opted members are appointed by the management committee.

#### Management Committee

Diana (Danny) Sparkes, Chair  
Peter Binns, Vice Chair  
Julia Williams, Treasurer  
Stephen Bristow, Secretary  
Sheila Binns  
John Fawcus  
Christopher Gorham  
Pam Gorham  
William Matthews  
Denise Williams  
Peter Williams  
Johanna Wiltshire

#### Appointed by

Re-elected at AGM June 2021  
Ottershaw Society  
Re-elected at AGM June 2021  
Re-elected at AGM June 2021  
Re-elected at AGM June 2021  
Re-elected at AGM June 2021  
Ottershaw Players  
Re-elected at AGM June 2021  
Ottershaw PCC  
Ottershaw PCC  
Re-elected at AGM June 2021  
Ottershaw evening WI (Night Owls)

## **Management**

The formal election of officers by the management committee takes place at the first ordinary meeting after the AGM. All the following posts were nominated, seconded, and unanimously elected by the committee in July 2021:

Chair	– Danny Sparkes
Vice Chair	– Peter Binns
Treasurer	– Julia Williams
Secretary	– Stephen Bristow

All trustees are given a copy of the Trust Deed and a copy of the Charity's latest report and statement of accounts. A register of the name and address of every member of the committee and the dates on which their terms of office begin and end is kept by the management committee.

All trustees give their time freely and have not received any benefit in money or in kind from the Charity except that the members of the management committee are insured against the costs of a defence to a prosecution brought against them as charity trustees under the Corporate Manslaughter and Corporate Homicide Act 2007.

## **Objectives and Activities for the public benefit**

The Objects of the charity are specified in the Trust Deed as follows:

- The Property and the trust fund and its income shall be applied for the purposes of a village hall for the use of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the Property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

The management committee carries out these Objects by:

- managing bookings and the day to day running of the Hall and keeping the premises fit for use,
- maintaining the building so that it is safe and fit for purpose,
- promoting the availability of the Hall for hire by local advertising and other means,
- fundraising through local events, encouraging donations and applying for grants to fund improvements to the fabric and facilities of the building
- arranging for such improvements to be carried out.

The trustees consider that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

## **Risk Management**

The charity needs a serviceable building to meet its Objects. The major risk to the operation of the charity is the loss of use of the building due to fire or other damage. The charity holds an insurance policy with Hiscox Insurance covering Property Damage, Employer's and Public and Products Liability and Trustee Indemnity.

Should the Hall ever have to cease operations due to serious damage to the building, the related costs in closing down the operation of the charity temporarily would be minimal. If the lease was withdrawn or the use of the Hall reduced to the extent that it was no longer viable, the shutting down costs would need to cover redundancy payments for staff (estimated, as of March 2022, at approximately £4,500) which would be covered by the reserves noted in Section 4 below. Ongoing expenditure during a prolonged period of reduced income would also mitigated by these reserves.

### **Section 3 – Activities and Achievements**

The management committee employs a part-time administrator and a part-time Hall supervisor. The administrator works from home and manages the day to day operation of the Hall including arranging lettings and keeping books of account. The administrator also assists in the identification and arrangement of maintenance and oversees cleaning. Both the administrator and the Hall supervisor are responsible to the Chair of the management committee.

The committee is required to meet at least twice a year but has met monthly to determine policy, to plan the development of the Hall's facilities and to deal with routine matters raised by members of the management committee and the Hall's administrator.

**The management committee's main aims** in 2021 were to:

- Manage the impact of the COVID-19 restrictions on the Hall operations
- maintain the Hall premises effectively
- continue to engage with the local community to raise awareness of facilities at the Hall
- continue with local fundraising for improvements and refurbishment.

### **Development Income**

Income specifically for the development of the Hall came mainly from the single Quiz Night that was held in October along with a number of continuing regular donations. In summary:

- Fundraising events raised a total of £307 net of expenses.
- Donations from individuals raised £780 (excluding Gift Aid of around £90 to be claimed in 2022).

All donations and grants received for refurbishment and improvements are accounted for separately from day to day income and are only expended on identified projects.

## **Operating Income**

During 2021, the rental income of the Hall was again impacted by closures and restrictions on use caused by the COVID-19 epidemic. Only about 40% of our usual rental income was earned. Fortunately, we were eligible for business support funding from Runnymede Borough Council which has made up the lost income. This funding, along with some furlough payments and a reduction in Hall operating costs, has enabled a gross operating surplus to be achieved this year.

## **Section 4 – Policies**

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

### **Reserves policy**

The reserves policy was updated this year after discussion by the management committee. It was agreed to increase the cash reserve held in order to cover potential future events that could severely impact Hall income (e.g. further pandemics, lockdowns etc.). The aim will now be to maintain at least twelve months' operating expenses (previously 3 months) as a reserve throughout the year, estimated to be approximately £25,000. (Note operating expenses were lower than normal this year at £17,444 due to closures and reduced usage so the new reserve level was set at just above the budget estimate for 2022 expenditure). In addition, a £10,000 emergency fund will continue to be held to cover unexpected major repairs to the Hall. Any surplus above these balances may be used for Operational or Development works.

### **Investment policy**

The charity's reserves are held on deposit at its bankers, CAF Bank, specially set up by the National Council of Voluntary Organisations and the Charities Aid Foundation to make safe deposit and current account facilities available to charities at advantageous interest rates.

### **Grant Making Policy**

The charity makes no grants.

### **Environmental Policy**

The charity has an Environmental Policy, giving guidelines which aim to minimise any adverse impact on the environment which may arise from the operations of the Hall. The policy, which includes details of the measures already taken and those planned, is available on request.

### **Health and Safety Policy**

The charity has a Health and Safety Policy, which seeks to provide a healthy and safe environment for all our employees, volunteers, committee members and hirers. The policy is available on request.

## **Section 5 - Summary of the year's activities**

### **Hall use and charges**

With COVID-19 still prevalent; major restrictions on the use of the Hall continued from January to April. This was followed by a gradual reopening from April to July, and finally we were fully open from August. As noted in the Treasurer's report, there was a consequent substantial decrease in rental income for the Hall.

At the end of 2021, with the future use of the Hall projected to return to pre-pandemic levels, the committee agreed that there would be some increases to the hire rates from 1 January 2022. Regular users were informed of these new charges and have continued to hire the Hall at the new rates, whilst weekend party bookings remain at a very satisfactory level.

### **COVID-19 impact and actions**

With COVID-19 restrictions in place at the commencement of the year, the Hall committee and our employees responded to these events and worked towards a successful full reopening.

- The monthly committee meetings continued taking place online until August, finally returning to the Hall in September.
- The AGM was held online.
- Jeanette West dealt with all the changes to party and regular user hires and the concerns and questions from all the hirers.
- Laura Beecroft carried on with all the cleaning and operating issues associated with the COVID-19 safety protocols.
- Hand gel stations, paper towel dispensers and COVID-19 signage for the Hall and kitchen were all maintained in use.
- Once full reopening was successfully achieved, the committee, Jeanette and Laura continued to adapt throughout the rest of the year to implement any revisions to the COVID-19 secure operations.

### **Development and Maintenance in 2021**

Limited development work was carried out during the year, simply due to the continued uncertainty around COVID-19 issues. However we did finally manage to arrange an official opening ceremony for the soundproof doors installed in 2020, attended by Nicola Gooderham. The doors had been installed between the Brook Memorial Hall and Runnymede Room and were funded by a grant from Chertsey Combined Charity in memory of John Gooderham.

Numerous maintenance jobs were carried out by committee members at no labour cost, including:

- Peter Williams and Chris Gorham spending many hours investigating and finding a solution to a repeating false alarm on the Fire system.
- Repainting the Hall stage and other areas of the Hall.
- Various plumbing and electrical equipment repairs.
- Garden maintenance including hedge trimming, cutting back shrubs and keeping the grass mown.

## Events

The events organised by the management committee raise funds for the Hall's development, help to promote awareness of the Hall as a good local venue and contribute to the social life of the village. However due to COVID-19 the regular quizzes in January and April had to be cancelled but the October quiz was held successfully and raised £300.

The management committee had also planned to take our regular stall at the May Fair as an opportunity to meet and talk with local people. Unfortunately, this event was also cancelled.

## Other Fundraising

A small number of monthly donations continue from previous members of the 100 Club. The committee is grateful for the continuing support of local people and of the Ottershaw Community Partnership.

## Local Support

The trustees acknowledge with gratitude the considerable support it receives both from individuals and local businesses, in particular:

- **Vita and Roy Patel** of Londis, who advertise events organised by the management committee;
- **Robert Brown** who provided technical back-up for the Hall website;
- **Ian Finch** who helps to maintain the garden;

## Employees

Jeanette West, the Hall Administrator, holds a key role in the successful running of the Hall and Laura Beecroft, the Hall Supervisor, manages the cleaning efficiently and reliably. They both monitor Hall bookings (actual checks at weekends) by non-regular users.

The trustees acknowledge with gratitude the contribution made by them both to the successful operation of the Hall and in particular this year again responding so well and enthusiastically together to manage the impacts of the COVID-19 restrictions.

During the first half of the year Jeanette and Laura both continued to work under the government Flexible Furlough scheme.

## Management Committee

The management committee all give their time on a voluntary basis and have given much over the year in commitment, ideas, energy, enthusiasm, skills, and person-power in dealing with the challenges of the COVID-19 situation.

The committee have continued to hold regular meetings using Zoom meeting software and have maintained the COVID-19 secure operation of the Hall.



The AGM was again held online as a virtual meeting with members of the public plus the committee attending.

## **Section 6- Future Plans**

Future plans for the Hall include:

- Improvements, upgrades, and necessary replacements which will continue as needed using the Reserve funds.
- A focus on community use of the Hall by helping with reduced rates for certain community groups and promotion of users' activities.

## **Section 7– Signature and Declaration**

**Declaration: I declare, in my capacity of charity trustee, that:**

- **The trustees have approved the report above and**
- **Have authorised me to sign it on their behalf.**

Signature:



Date: 09 May 2022

Full name: Diana Sparkes

Position: Chair, Ottershaw Village Hall Management Committee

## Treasurer's Report for 2021

During 2021, the rental income of the Hall was still impacted by closures and restrictions on use caused by the COVID-19 pandemic. Only £11,870 was earned - about 40% of the usual rental income (2019: £27,786; 2018: £29,525) but slightly higher than last year (2020: £9,300). Fortunately the Hall was eligible for business support funding (£19,053 in total) from Runnymede Borough Council which has made up this lost income.

As in 2020, operating costs have been reduced where possible during the year. Savings were made on print, post and phone charges due to the reduction in Hall activity and almost no non-routine maintenance was carried out. Operational bills were minimised by reducing heating when the Hall was not in use. However, many routine operational and maintenance costs are incurred even when the Hall is not in use, e.g. rent, website hosting, bank charges, routine inspections of emergency lights, gas appliances and fire extinguishers, PAT testing etc. Also the committee continued to pay 100% of salaries throughout the year, so as to support our staff. These costs were very slightly lower than normal due to fewer party monitoring payments and £3,314 was claimed from the government Job Retention Scheme whilst staff were flexibly furloughed.

Therefore, despite lower rental income but due to business support funding, furlough payments and minimising operating costs, an overall gross operating surplus of £16,822 was achieved in 2021. There was also a development surplus of £1,088 which will be applied to future refurbishment and improvement projects.

As usual, the £16,822 operating surplus was reduced by a depreciation charge of £10,026 that has to be applied to the Hall building, leaving the net surplus of £6,796. This reflects the policy of reducing the value of major improvements to the Hall to nil, over the remaining (22) years of the charity's lease. Therefore until the end of the lease, although the committee aim to achieve a small surplus on day to day Hall operations, the overall net result will be a deficit due to the write off of improvements. This operating deficit will be cancelled out by the end of the lease. No building improvement/development works were carried out this year.

All items of equipment and furniture were previously considered fully depreciated so no Equipment and Furniture depreciation is applicable to the accounts for 2021.

**The Operational reserves** of the charity were £270,801 at the start of 2021. In the accounts for this year, the usual reserves recalculation was made (adding surplus of £16,822 and subtracting buildings depreciation of £10,026) which brings these reserves to £277,597 at 31 December 2021. This represents an Operations reserve fund of £67,865 plus the Leasehold Property Reserve of £209,732.

**The restricted funds** of the charity (the Hall Development reserves) were £7,194 at 1 January 2021 which had increased to £8,282 at 31 December 2021 due to the small development fund surplus.

Despite the challenges of 2021, the Hall remains in a strong financial position, mainly due to being eligible for business support funding and furlough payments during 2021 which have more than overcome the decrease in income due to COVID-19 restrictions etc. This has led us to report a good operating surplus at the end of the year – whereas without the funding we would have made a ~£5,200 operational loss and a ~£15,000 loss after depreciation.

An Action with Communities in Rural England (ACRE) publication detailing the impact of the pandemic on village halls ('The Impact of COVID-19 on Village and Community Halls in England', Findings Report, Written on behalf of ACRE by Dr Tom Archer and Carina Skropke, June 2021), notes that a number of village Halls are in a similar position of making a surplus due to the COVID-19 grants received. A few have repaid some of their grants but ACRE argues that these surplus funds should be put into reserves and spent to deliver the Halls aims into the future, especially considering that the full long-term impact of COVID-19 is still unknown e.g. impact on hall hiring patterns, availability of government support for future lockdowns, impact on volunteers etc.

So, in light of the above, the OVH management committee has reviewed and updated the reserves policy to increase our cash reserves. This will ensure that these are adequate to cover any potential future loss of income or unexpected expenses. We will also be using some of the other available funds to make capital investments that will improve the fabric and facilities of the building. These will ensure that the Hall remains in good repair, is well used and provides facilities so that it continues to be an asset to the community of Ottershaw. For example:

- Groundworks will be carried out to improve the back of the Hall (to remove rubbish, lay a membrane and chippings, extend the path, and build steps at the dressing room doors).
- New flooring will be laid in the backstage area.
- A contractor will be employed to maintain the gardens and grass at the Hall on a regular basis to ease the impact of this work on volunteers.
- Some of the older chairs will be replaced and/or refurbished.
- Investigations will be made into improving the ventilation system and the potential of installing solar panels.
- Increases to hire rates will be minimised and use of the Hall by community groups encouraged by providing preferential hire rates where applicable.
- We will also assess future 'expected' expenditures i.e. spend that will almost certainly be needed before the end of the lease (2042) in order to keep the Hall in good repair. These may include replacement of the wooden Hall floor, repair/replacement of flat roofs and refurbishment/replacement of kitchen cupboards and appliances.

Finally, I would like to extend my personal thanks to Jeanette West, our Hall administrator, for her continuing hard work in recording all the Hall financial transactions so that we can easily produce these accounts and provide accurate and timely financial updates to the management committee. We would also like to thank Steve Carter who continues to act in the role of Independent Examiner for the Hall.



Julia Williams – Treasurer

**Ottershaw Village Hall - Charity 1123141**  
**Statement of Comprehensive Income for the Year ended 31 December 2021**

	Notes	2021 Unrestricted Operations £	2021 Restricted Development £	2021 Total £	2020 Total £
<b>INCOME</b>					
Hall Rents		11,870		11,870	9,288
Operational grants, RBC grants and JRS claims		22,366		22,366	13,442
Fund Raising			331	331	475
Development Fund - Grants			0	0	2,540
Development Fund - Donations			780	780	935
Interest on Bank Accounts		6	1	7	45
<b>Total Incoming Resources</b>		<b>34,242</b>	<b>1,112</b>	<b>35,354</b>	<b>26,725</b>
<b>EXPENDITURE</b>					
Costs of Income Generation:					
Fundraising Costs and Dev Bank Charges		0	24	24	97
Costs of Charitable Activity - running the Hall:					
Salaries		11,892		11,892	11,666
Print, Postage, Phone and Ops Bank Charges		194		194	122
Rent, Rates, Insurance & Performing Rights		1,742		1,742	1,821
Repairs and Maintenance - Routine		2,400		2,400	2,492
Repairs and Maintenance - Non-Routine	4	72		72	851
Development expenditure	8		0	0	3,469
Electricity and Gas		1,121		1,121	1,153
Depreciation on Fixtures & Fittings	6	0		0	0
		17,420	0	17,420	21,574
<b>Total resources expended</b>		<b>17,420</b>	<b>24</b>	<b>17,444</b>	<b>21,671</b>
<b>NET INCOMING RESOURCES</b>		<b>16,822</b>	<b>1,088</b>	<b>17,910</b>	<b>5,054</b>
Less Revaluation of Building Facilities	6	(10,026)	0	(10,026)	(10,026)
<b>NET MOVEMENT IN FUNDS/RESOURCES</b>		<b>6,796</b>	<b>1,088</b>	<b>7,884</b>	<b>(4,972)</b>

**Ottershaw Village Hall Statement of Financial Position as at 31 December 2021**

		<b>Unrestricted Operations £</b>	<b>Restricted Development £</b>	<b>2021 Total £</b>	<b>2020 Total £</b>
<b>FIXED ASSETS</b>					
Building Facilities		209,732	0	209,732	219,758
Equipment & Furniture		0	0	0	0
<b>Net Book Value</b>		<u>209,732</u>	<u>0</u>	<u>209,732</u>	<u>219,758</u>
<b>CURRENT ASSETS</b>					
Cash at Bank					
CAF Bank Hall Operations Account Current		500	0	500	500
CAF Bank Hall Operations Account Deposit		68,267	0	68,267	49,330
CAF Bank Development Account Deposit			8,282	8,282	6,454
<b>Total Bank</b>		<u>68,767</u>	<u>8,282</u>	<u>77,049</u>	<u>56,284</u>
Debtors and Prepayments					
		1,716	0	1,716	3,116
		<u>70,483</u>	<u>8,282</u>	<u>78,765</u>	<u>59,400</u>
<b>LIABILITIES</b>					
Creditors - falling due within one year		2,619	0	2,619	1,164
<b>NET CURRENT ASSETS</b>		<u>67,864</u>	<u>8,282</u>	<u>76,146</u>	<u>58,237</u>
<b>LOANS</b>					
Creditors - falling due in over one year		0	0	0	0
<b>TOTAL NET ASSETS</b>	7	<u>277,597</u>	<u>8,282</u>	<u>285,878</u>	<u>277,995</u>
<b>Represented by:</b>					
<b>RESERVES</b>					
Brought Forward		270,801	7,194	277,995	282,967
Surplus/(Deficit) for period		16,822	1,088	17,910	5,054
Revaluation of Leasehold Property Value	6	(10,026)	0	(10,026)	(10,026)
<b>TOTAL RESERVES</b>	5, 7	<u>277,597</u>	<u>8,282</u>	<u>285,879</u>	<u>277,995</u>
<b>Analysed between:</b>					
Hall Operations Fund		67,865	0	67,865	51,043
Development Fund		0	8,282	8,282	7,194
Leasehold Property Fund		209,732	0	209,732	219,758
	5, 7	<u>277,597</u>	<u>8,282</u>	<u>285,879</u>	<u>277,995</u>

# **Ottershaw Village Hall Notes to the Financial Statements**

1. Accounting Conventions. The financial statements have been prepared in accordance with the Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) published on 16 July 2014, the Charities Act 2011, and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.
2. The financial statements have been prepared to give a 'true and fair view' and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to give a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005, which has since been withdrawn.
3. The Trustees of the Ottershaw Village Hall Charity have managed the Hall since 1 January 2008. Annual rental, currently of £140, is payable under the Charity's lease to Christ Church Ottershaw.
4. Non-Routine Repairs cover items of equipment replacement and maintenance.
5. To distinguish the funds already spent on Hall improvements from the funds free for future expenditure, in 2011 the corresponding reserves were transferred to a Leasehold Property Fund. This is being down-valued over the remaining years of the Charity's 35-year lease and the value of Building Facilities will be written down in the same way.
6. Building Facilities started to be written down at an annual rate fixed from 2011 at 3.13%, to write down their full value over the then 32 years remaining on the Charity's lease of the Hall. Later additions are written down at a higher rate. There is no intention to make provision for replacement of Building Facilities by a charge against Income and Expenditure, and so the annual write-down is charged direct against the Leasehold Property. Depreciation of Equipment and Furniture is charged to Expenditure and written down at a fixed rate of 10% over 10 years. In 2020 all capitalised items of Equipment and Furniture were over 10 years old and so considered fully depreciated. A calculation of depreciation is shown.
7. At the end of 2020, the value of the Development net assets (i.e. the balance of the Development bank account) was £740 less than the calculated Development reserves (and the Operations assets are correspondingly £740 higher than the reserves figure). This was due to £740 of Hall rent which was assigned as Operations expenditure in the Accounts between 2014 and 2020, but where the payment was waived and requested by the PCC to be considered as a donation to Hall development and so shown as an increase to Development reserves. A payment to correct this discrepancy was made from the Operations to the Development bank account in 2021.
8. No development works were carried out this year.
9. There were no related party transactions in the accounts for 2021

	Building Facilities	Equipment & Furniture	Total
<b>Gross Book Value</b>			
At 1 Jan.2021	303,630	0	303,630
Additions	0	0	0
Disposals	0	0	0
At 31 Dec.2021	303,630	0	303,630
<b>Revaluation/Depreciation</b>			
Rate (Straight Line to 2043)	composite %	10.00%	
At 1 Jan.2021	83,872	0	83,872
Disposals	0	0	
Charge for the year	10,026	0	10,026
At 31 Dec.2021	93,898	0	93,898
<b>Net Book Value</b>			
At 1 Jan.2021	219,758	0	219,758
At 31 Dec.2021	209,732	0	209,732

Signed: Julia Williams, Treasurer *J.S. Williams* Date: 09 May 2022

## **Independent Examiner's Report to the Trustees of Ottershaw Village Hall**

I report on the financial statements of the Trust for the year ended 31 December 2021 as set out on pages 10 - 14. This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of financial statements. The charity's trustees consider that an audit is not required for this year under Section 144(1) of the Charities Act 2011 ('the 2011 Act') and that an independent examination is needed.

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with Accounting and Reporting by Charities: Statement of recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014 in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a 'true and fair view' in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

It is my responsibility to:

- examine the financial statements 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) of the 2011 Act; and
- to state whether particular matters have come to my attention.


### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as 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 financial statements 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:

- a) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a horizontal line.

Steve Carter ACMA  
8 St Crispins Way  
Ottershaw  
Surrey  
KT16 0RE

15 May 2022