

Company no. 7272987
Charity no. 1138575

St Michael's Memorial Parish Hall
Report and Financial Statements
31 March 2022

St Michael's Memorial Parish Hall

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For the year ended 31 March 2022

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St Michael's Memorial Parish Hall

Reference and administrative details

For the year ended 31 March 2022

| | |
|-----------------------------|--|
| Company number | 7272987 |
| Charity number | 1138575 |
| Registered Office | 27 St. Michael's Hill Bristol BS2 8DZ |
| Operational address | 44 St. Michael's Hill Bristol BS2 8DZ |
| Trustees | Ken Jones (resigned 14/06/2022) Veronica Lyell Diane Auckland Shruti Patel Jane Barlow Andy Hay |
| Independent Examiner | Stepping Stones Accountancy Limited 7c Hanham Hall Whittucks Road Hanham Bristol BS15 3FR |

St Michael's Memorial Parish Hall

Report of the trustees

For the year ended 31 March 2022

COVID-19

The general restrictions following the outbreak of COVID-19 meant that all Board meetings during the year under review were held remotely using Zoom facilities.

Objects

The principal objects of the charity are to further or benefit the residents of and children attending school in the neighbourhoods surrounding St Michaels Hill in Bristol.

Appointment of Trustees

The Board consists of a minimum of three trustees who are appointed by resolution of the trustees. The normal term of office is three years. There is one ex-officio trustee who is the Head teacher of St Michael's on the mount CEVC Primary School.

Organisation Structure

The trustees must hold at least four meetings of the Board each year. The Board met four times during the year under review. If appropriate meetings can be held by suitable electronic means. The trustees can also establish committees and advisory boards as they see fit. The trustees can also establish committees and advisory boards as it thinks fit.

Review of the activities undertaken by the charity to further its purpose for public benefit

The charity maintains close links with the school and has continued to provide facilities to the school and to residents of the neighbourhood for education, recreation or leisure with the object of improving the lives of such residents and school children.

The day to day management of the hall is currently under contract with BNS who are agents for the charity and responsible for the property management functions set out in the contract. The charity has no employees of its own.

The charity has raised the sum of £49,333 (2021 £30,298) during the year from hall hire and room bookings, of which around 65% (2021 99% / 2020 65%) has come from the school. This change is down to the relaxations of restrictions imposed due to Covid-19 during the period Apr 21-Mar 22 which meant that although bookings from the general public were lower than usual for Q2 in 2021, the following three quarters found bookings returned to similar levels to pre-pandemic.

There was net expenditure for the year amounting to £15,930 (2021 net expenditure of £14,946). This was due to the decision by the trustees to modernise and update the facilities in the hall – in the year under review specifically the glass in the hall was replaced by a safety polycarbonate at a cost of £2600. The charity also had a new website designed.

At the end of the year the charity had £71,134 (2021 £56,188) to carry forward in general reserves. The results are shown on Page 5 of the accounts.

The charity plans to continue its current activities in the following year to enable it to fulfil its principal objects. In the year ahead, the charity plans to continue to do significant works to the hall to upgrade and improve accessibility to the facilities. In particular, some of the roof needs considerable work. It is planned that the costs of the accessibility and other repair works should be able to be met from income receipts.

Public benefit

The trustees confirm that they have taken account of the Charity Commission's guidance on the public benefit requirements in making decisions

Funds Held as Custodian Trustee

Although the Trustees manage the parish hall in accordance with the objects stated above, the parish hall is held by a permanent endowment trust, the St Michael's Memorial Parish Hall Trust, established by a scheme of the Charity Commission dated 5 October 2011. The charitable company is the corporate trustee of the separate charity, the St Michaels Memorial Parish Hall Trust. This is a

St Michael's Memorial Parish Hall

Report of the trustees

For the year ended 31 March 2022

permanent endowment trust and the company does not hold the hall as part of its own corporate property.

Reserves Policy

The trustees intend to continue holding reserves of at least 9 months expenditure. The trustees regard this as the minimum level of reserves required in order to secure the charity's future.

Statement of responsibilities of the trustees

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure, of the charity for the year. In preparing those 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 material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees 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.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Approved by the trustees on 28 November 2022 and signed on their behalf by

Diane Auckland
Trustee

Shruti Patel
Trustee

Independent examiners report

To the members of

St Michael's Memorial Parish Hall

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2022.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the 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 company'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) (b) 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 that in any material respect:

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 a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principle of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Nathan Brady
Stepping Stones Accountancy Ltd
7C Hanham Hall
Whittucks Road
Hanham
Bristol
BS15 3FR

28th November 2022

St Michael's Memorial Parish Hall

Statement of financial activities *(incorporating an income and expenditure account)*

For the year ended 31 March 2022

| | | Unrestricted £ | 2022 Total £ | 2021 Total £ |
|---|------|----------------------|-----------------------------|----------------------|
| | Note | | | |
| Income from: | | | | |
| Charitable activities | 2 | 49,333 | 49,333 | 30,298 |
| Investments | 3 | 116 | 116 | 112 |
| Total income | | <u>49,449</u> | <u>49,449</u> | <u>30,410</u> |
| Expenditure on: | | | | |
| Charitable activities | | <u>33,519</u> | <u>33,519</u> | <u>45,356</u> |
| Total expenditure | 4 | <u>33,519</u> | <u>33,519</u> | <u>45,356</u> |
| Net income / (expenditure) and net movement in funds | | 15,930 | 15,930 | (14,946) |
| Reconciliation of funds: | | | | |
| Total funds brought forward | | <u>56,188</u> | <u>56,188</u> | <u>71,134</u> |
| Total funds carried forward | | <u><u>72,118</u></u> | <u><u>72,118</u></u> | <u><u>56,188</u></u> |

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 16 to the accounts.

St Michael's Memorial Parish Hall

Balance sheet

As at 31 March 2022

| | Note | £ | 2022 £ | 2021 £ |
|--|------|--------|-----------|-----------|
| Fixed assets | | | | |
| Tangible fixed assets | | | - | 872 |
| | | | - | 872 |
| Current assets | | | | |
| Debtors | | 3,314 | | 2,292 |
| Cash at bank and in hand | | 71,527 | | 58,210 |
| | | 74,841 | | 60,502 |
| Liabilities | | | | |
| Creditors: amounts falling due within 1 year | 8 | 2,723 | | 5,186 |
| Net current assets | | | 72,118 | 55,316 |
| Net assets | 9 | | 72,118 | 56,188 |
| Funds | 10 | | | |
| Unrestricted funds: | | | | |
| General funds | | | 72,118 | 56,188 |
| Total charity funds | | | 72,118 | 56,188 |

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 28 November 2022 and signed on their behalf by

Diane Auckland
Trustee

Shruti Patel
Trustee

St Michael's Memorial Parish Hall

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

St Michael's Memorial Parish Hall meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having considered the charity's ability to generate its own income over the next twelve months.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

e) Interest receivable

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.

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. 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 being undertaken by the charity.

g) 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.

h) Cash at bank and in hand

Cash at bank and cash in hand includes cash 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.

i) 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 value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

St Michael's Memorial Parish Hall

Notes to the financial statements

For the year ended 31 March 2022

2. Income from charitable activities

| | Unrestricted £ | 2022 Total £ | 2021 Total £ |
|---|-------------------|--------------------|--------------------|
| Fees from Room bookings | 17,120 | 17,120 | 398 |
| Fees from School usage | 32,213 | 32,213 | 29,900 |
| Total income from charitable activities | 49,333 | 49,333 | 30,298 |

3. Investment income

| | Unrestricted £ | 2022 Total £ | 2021 Total £ |
|-------------------------|-------------------|--------------------|--------------------|
| Bank interest | 116 | 116 | 112 |
| Total investment income | 116 | 116 | 112 |

4. Expenditure

| | Charitable activities £ | 2022 Total £ | 2021 Total £ |
|-------------------------|-------------------------------|-----------------|-----------------|
| Advertising & Marketing | 800 | 800 | - |
| Repairs & maintenance | 4,713 | 4,713 | 21,329 |
| Cleaning | 8,237 | 8,237 | 9,406 |
| Compliance services | 520 | 520 | 78 |
| Health & Safety | (703) | (703) | 190 |
| Utilities | 5,507 | 5,507 | 4,515 |
| Waste | 1,018 | 1,018 | 548 |
| Telephone & internet | 259 | 259 | 259 |
| Insurance | 1,811 | 1,811 | 1,852 |
| Miscellaneous | 287 | 287 | 39 |
| Accountancy | 900 | 900 | 910 |
| Depreciation | 872 | 872 | 874 |
| Management fees | 9,298 | 9,298 | 5,356 |
| Total expenditure | 33,519 | 33,519 | 45,356 |

St Michael's Memorial Parish Hall

Notes to the financial statements

For the year ended 31 March 2022

5. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

6. Tangible fixed assets

| | Equipment £ | Total £ |
|-------------------------------------|----------------|---------------------|
| Cost | | |
| At 1 April 2021 | 4,368 | 4,368 |
| Additions in year | - | - |
| Disposals at cost | - | - |
| | <u>4,368</u> | <u>4,368</u> |
| At 31 March 2022 | <u>4,368</u> | <u>4,368</u> |
| Depreciation | | |
| At 1 April 2021 | 3,496 | 3,496 |
| Charge for the year | 872 | 872 |
| Eliminated on disposal for the year | - | - |
| | <u>4,368</u> | <u>4,368</u> |
| At 31 March 2022 | <u>4,368</u> | <u>4,368</u> |
| Net book value | | |
| At 31 March 2022 | <u>-</u> | <u>-</u> |
| At 31 March 2021 | <u>872</u> | <u>872</u> |

7. Debtors

| | 2022 £ | 2021 £ |
|---------------|---------------------|--------------|
| Trade debtors | 1,680 | 815 |
| Prepayments | 1,634 | 1,477 |
| | <u>3,314</u> | <u>2,292</u> |

8. Creditors: amounts due within 1 year

| | 2022 £ | 2021 £ |
|-----------------|---------------------|--------------|
| Trade creditors | 1,823 | 3,062 |
| Accruals | 900 | 900 |
| Other creditors | - | 1,224 |
| | <u>2,723</u> | <u>5,186</u> |

St Michael's Memorial Parish Hall

Notes to the financial statements

For the year ended 31 March 2022

9. Analysis of net assets between funds

| | Unrestricted funds £ | Total funds £ |
|------------------------------------|----------------------------|---------------------|
| Tangible fixed assets | - | - |
| Current assets | 74,841 | 74,841 |
| Current liabilities | (2,723) | (2,723) |
| Net assets at 31 March 2022 | 72,118 | 72,118 |

10. Movements in funds

| | At 1 April 2021 £ | Income £ | Expenditure £ | Transfers between funds £ | At 31 March 2022 £ |
|---------------------------|-------------------------|-------------|------------------|------------------------------------|--------------------------|
| Unrestricted funds | | | | | |
| General funds | 56,188 | 49,449 | (33,519) | - | 72,118 |
| Total unrestricted | 56,188 | 49,449 | (33,519) | - | 72,118 |
| Total funds | 56,188 | 49,449 | (33,519) | - | 72,118 |

11. Related party transactions

There were no related party transactions during the period.

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity. No trustee expenses have been incurred during the period.