

Haslemere Hall
(A company limited by guarantee)
Annual Report and Financial Statements
For the Year Ended 31 December 2020

Haslemere Hall
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For the Year Ended 31 December 2020

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**Haslemere Hall
Officers and Professional Advisers
for the Year Ended 31 December 2020**

Directors and Trustees:

Mrs L Barrow
Mr S Bennett
Mrs L Collins
Mr G Davenport
Mr H Donaldson MBE DL
Mrs J Hill

Dr K Seymour
Mr A Stent
Mr P Taylor
Mr P Thompson
Mr N Westcott-White
Mrs S Whitehead

Haslemere Town Council Nominated Representative: Councillor Simon Dear

Hall Manager: Mr Howard Bicknell

Hon. Treasurer: Mr G Davenport

Principal Office: Haslemere Hall
Bridge Road
Haslemere
Surrey
GU27 2AS

Charity Registration Number: 1155881

Registered Company Number: 08601292

Accountants: Gent & Fell Accountants Ltd
26 High Street
Haslemere
Surrey
GU27 2HW

Bankers: Lloyds Bank plc
12 High Street
Haslemere
Surrey
GU27 2JG

Solicitors: Potter, Owtram & Peck
42 West Street
Haslemere
Surrey
GU27 2AN

**Haslemere Hall
Trustees' Report
For the Year Ended 31 December 2020**

The Trustees submit their annual directors' report and the independently examined financial statements for the year ended 31 December 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by 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) (effective 1 January 2015).

Objects of Charity

These were defined in the Articles of Association of the Haslemere Hall, dated 10th May, 2013 and which came into force as at 1st January, 2016, when all the assets of the "Old" Haslemere Hall (Charity Number: 305058), with the exception of cash of £5,001, were taken over and the "new" Charity (Charity Number: 1155881) commenced trading.

The "new" Charity, Haslemere Hall, is limited by guarantee:
(Registered Company Number: 08601292)

The "new" Charity continues the objects of the "old", these being defined in the Articles of Association as: "The **Objects** of the **Charity** are to provide and maintain a hall for the use of the inhabitants of Haslemere and the neighbourhood without distinction of sex, or of political, religious or other opinions, and in particular for use for meetings, lectures and classes, and for other forms of education, recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants."

**Haslemere Hall
Trustees' Report
For the Year Ended 31 December 2020
(Continued)**

Structure, Governance and Management

Haslemere Hall, which is situated in Bridge Road, Haslemere, was erected in 1913 and “given to the people of Haslemere for their benefit and enjoyment” by Barclay Lewis Day.

Trustees

We regret to inform you that Gail Bearman died on December 27th, 2020. Appointed as a Trustee in July, 2009, Gail was a staunch supporter of the Hall and, even after her retirement, at the AGM in September 2017, she worked tirelessly in distributing the Hall's marketing information. Gail was the Trustee representative for the Haslemere Flower Club.

The **Annual General Meeting** held on September 8th, 2020, was held under the rules of the constitution.

Nick Westcott-White and Hamish Donaldson stood down by rotation, (para 3.4 of the Memorandum of Association) but offered themselves for re-election.

The Society nominees – Adrian Stent, Kim Seymour, Lorraine Collins, Sue Whitehead and Stephen Bennett, had all been re-nominated by their societies and were therefore eligible to be re-elected.

There were no other nominations for the committee.

All Trustees were duly re-elected in accordance with the Trust's requirements.

The Trustee Board is as follows:

Public: Lian Barrow, Guy Davenport, Hamish Donaldson, Jenny Hill, Paul Thompson and Nick Westcott White.

Society Nominations

Adrian Stent	Haslemere Players
Kim Seymour	Haslemere Thespians
Lorraine Collins	Haslemere Musical Society
Suzanne Whitehead	Haslemere Flower Club
Stephen Bennett	Haslemere U3A

Peter Taylor was re-elected in order that he may continue to advise over the Hall constitution.

Councillor Simon Dear was welcomed as the Haslemere Town Council's nominated representative.

All Trustees of the Haslemere Hall are also Directors of Haslemere Hall Limited.

Details of officers and professional advisers are shown on page 1.

Organisation

The day to day organisation of the Hall is delegated to a Hall Manager, responsible to the Trustees. The Manager is responsible for all aspects of running the Hall, including the necessary compliance with the rules and regulations governing the Hall, health and safety and licensing requirements. The Manager gives a full report of the activities of the Hall at each meeting and his report is recorded in the minutes.

**Haslemere Hall
Trustees' Report
For the Year Ended 31 December 2020
(continued)**

Risk Management

Before the Covid outbreak, the Trustees had examined the major strategic, business and operational risks which the Trust faces and confirmed that systems have been established to mitigate those risks.

Since the first lockdown in February 2020, steps have been taken to reduce as much of our normal expenditure as possible. Where possible, advantage was taken of the Furlough arrangements which, towards the end of the year, allowed part - time furlough arrangements. This was very helpful.

Financial Review

Income

Income reduced from £440,000 in 2019 to £191,000 in 2020 (down £249,000),.

Expenditure

Expenditure reduced from £451,000 in 2019 to £240,000 in 2020. (down £211.000)

**Haslemere Hall
Trustees' Report
For the Year Ended 31 December 2020
(continued)**

Overall Result

There was a deficit of £49,000 (2019 - £11,000)

Achievements and Performance

The results for 2020 were disheartening, however, Trustees have confidence in the future, as long as Covid lockdown is fully removed in early June, 2021.

It will not be easy, but we have learned how to reduce expenditure and our members and patrons have been, and continue to be, very supportive.

Plans for the Future

The Trustees aim to continue offering a hall for the use of the inhabitants of Haslemere and the neighbourhood. They are committed to maintain the fabric of the Hall and to continue making it energy efficient. It is also planned to continue to increase our reserves, much depleted by the Covid pandemic.

Reserves Policy

It was the policy of the Trustees to maintain unrestricted funds, which are free reserves of the Trust, at a level of around 3 months expenses of the Hall plus sufficient to cover irregular maintenance (for example redecoration every 5 years).

Using figures for 2020 gives a false impression of our potential. In 2019, the cost of our Charitable Activities for running the Hall amounted to £197,453. and it is this figure that, under the circumstances, is the best suited to our reserves policy.

Covid has been exceptional and Trustees now believe that six months expenses of the Hall would be more appropriate. Using 2019 figures, our policy, therefore, should be of the order of approximately £100,000 compared with the £50,000 reserves policy previously.

With cash of £116,000 at the end of the year and unrestricted reserves of £106,000, we are close to our target.

**Haslemere Hall
Trustees' Report
For the Year Ended 31 December 2020
(continued)**

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Haslemere Hall for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards 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 business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board of trustees

G. Davenport

Date: 14/06/2021

Haslemere Hall
Statement of Financial Activities
For the Year Ended 31 December 2020

		Unrestricted Funds	Restricted Funds (Seating)	Restricted Funds (Signage)	Designated Funds	Total 2020 £	Total 2019 £
	Note	£	£	£	£		
Incoming Resources							
Grants, Donations, Legacies & Raising Funds	2	153,239	0	3,975	0	157,214	346,489
Charitable Objects	3	33,513	0	0	0	33,513	93,310
Investments	4	78	0	0	0	78	209
Total Incoming Resources		186,829	0	3,975	0	190,804	440,008
Resources Expended							
Raising funds	5	77,862	0	0	0	77,862	183,910
Costs of charitable activities	6	157,198	764	3,975	0	161,937	267,146
Total Resources Expended		235,059	764	3,975	0	239,798	451,055
Net gains / (losses) on investments		0	0	0	0	0	0
Net Income / (expenditure)		(48,230)	(764)	0	0	(48,994)	(11,047)
Transfers between funds		0	0	0	0	0	0
Net movement in funds for the year		(48,230)	(764)	0	0	(48,994)	(11,047)
Balances brought forward at 01/01/2020		154,591	3,828	0	0	158,419	169,466
Balances carried forward at 31/12/2020		106,361	3,064	0	0	109,425	158,419

The notes on pages 10 to 16 form part of these financial statements

**Haslemere Hall
Balance Sheet
As at 31 December 2020**

	Note	2020 £	2019 £
Fixed Assets			
Tangible fixed assets	9	4,410	5,847
		4,410	5,847
Current Assets			
Stock	10	2,866	3,871
Debtors	11	6,135	22,638
Cash at bank and in hand, including £5,001 held in Haslemere Hall Trust		86,579	127,820
Short term deposit		29,601	29,601
		125,181	183,930
Current Liabilities:			
Amounts falling due within one year	12	20,166	31,358
Net Current Assets		105,015	152,572
Net Assets		109,425	158,419
Funds			
Unrestricted		106,361	154,591
Designated		0	0
		106,361	154,591
Restricted Funds	13	3,064	3,828
		109,426	158,419

The Financial statements were approved by the Board of Trustees on 14/06/2021 and signed on its behalf by:

..... Trustee G. Davenport

..... Trustee Mrs J. Hill

The notes on pages 10 to 16 form part of these financial statements

**Haslemere Hall
Statement of Cash Flows
As at 31 December 2020**

	2020 £	2019 £
Cash flow from fund activity		
Net movement in funds	(48,994)	(11,047)
Reconciliation to cash generated from operations;		
Depreciation	1,437	1,437
Investment income	(78)	(209)
Decrease / (Increase) in stock	1,005	(215)
Decrease / (Increase) in debtors	16,502	(3,265)
Decrease in creditors	(11,192)	(8,078)
Net cash flow from fund activities	<u>(41,319)</u>	<u>(21,377)</u>
Cash flow from investing activities		
Interest received	78	209
Dividends received	0	0
Net cash flow from investing activities	<u>78</u>	<u>209</u>
Cash flow from financing activities	0	0
Sale of Endowment fund investments	0	0
Net cash flow from financing activities	<u>0</u>	<u>0</u>
Net decrease in cash and cash equivalents	(41,241)	(21,168)
Cash and cash equivalents at start of 2020	157,421	178,589
Cash and cash equivalents at end of 2020	<u><u>116,180</u></u>	<u><u>157,421</u></u>
Cash and cash equivalents consists of:		
Cash at bank and in hand	86,579	127,820
Short term deposit	29,601	29,601
Cash and cash equivalents at end of 2020	<u><u>116,180</u></u>	<u><u>157,421</u></u>

The notes on pages 10 to 16 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2020

1 Accounting Policies

a) Accounting Convention

The financial statements have been prepared under the historical cost convention, modified for the revaluation of investments. They have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK (FRS 102) and the Companies Act 2006. They have been prepared on an accruals basis of accounting.

b) Reconciliation with previous Generally Accepted accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 a restatement of comparative items was needed. No restatements were required.

c) Income Recognition

Income is recognised in the period in which it is entitled to receipt and the amount can be measured with reasonable accuracy.

(1) Grants and Donations

Free donations are taken to unrestricted funds. Tied gifts are separately accounted for to ensure that they are utilised in accordance with the purpose for which they were given. Where grant income is used to purchase fixed assets, a restricted fund is established which will reduce annually in line with depreciation of the fixed assets purchased.

(2) Investment Income

Investment income is stated at the amount received in the year.

(3) Trading Activities

Income received from trading activities is shown in the Statement of Financial Activities and broken down to show gross income and expenses in the notes to the financial statements.

d) Fund Accounting

(2) Unrestricted Funds

The general funds are the free funds of the hall. They are not tied as are the restricted funds for a specific use.

(3) Restricted Funds

Where a donor has specified a particular purpose for a donation or gift, the donation or gift is separately accounted for to ensure that it is only used for the purposes originally specified by the donor.

(4) Designated Funds

Designated funds are amounts which have been set aside at the discretion of the trustees for a specific, but not legally binding, purpose.

e) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

The notes on pages 10 to 16 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2020
(continued)

1.Accounting Policies (continued)

f) Fixed Assets

Fixed assets comprising the freehold land and buildings at Bridge Road, Haslemere are used to provide hall services. They are the permanent endowment property of the charity. Their provision and maintenance is in fulfilment of the objects of the charity and as required by the Charities SORP they have not been capitalised. The freehold land and buildings have been insured for £3,884,441.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, or valuation of each asset as follows:-

Tiered Seating - 5% straight line basis on the floor works
Digital Projector - 20% straight line basis

g) Stock

Stock is stated at the lower of cost and net realisable value.

Grants, Donations, Legacies & Raising Funds

note 2	Unrestricted Funds	Restricted Funds (Signage)	Designated Funds (SAP)	Total 2020	Total 2019
	£	£	£	£	£
Friends of Haslemere Hall	7,056	0	0	7,056	9,061
Haslemere Town Council	0	3,975	0	3,975	1,500
General Donations	22,189	0	0	22,189	0
Government Covid Grant	10,000	0	0	10,000	0
Government Furlough	23,267	0	0	23,267	0
Other	0	0	0	0	12,235
The Late D B Hammond	0	0	0	0	35,000
Tesco's	0	0	0	0	3,000
The Late J A Banks	0	0	0	0	5,000
	62,512	3,975	0	66,487	65,796
Cinema and other hall activities	64,487	0	0	64,487	198,814
Advertising	350	0	0	350	1,450
Box Office fees	(605)	0	0	(605)	5,260
Bar, Ice creams and confectionary	26,495	0	0	26,495	75,169
	90,727	0	0	90,727	280,693
TOTAL	153,239	3,975	0	157,214	346,489

The notes on pages 10 to 16 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2020
(continued)

Charitable Objects

note 3

	Unrestricted Funds	Restricted Funds	Designated Funds	Total 2020	Total 2019
	£	£	£	£	£
Letting charges and commission	33,513	0	0	33,513	93,310

Investment Income

note 4

	Unrestricted Funds	Restricted Funds	Designated Funds	Total 2020	Total 2019
	£	£	£	£	£
COIF deposit account interest	78	0	0	78	209
	78	0	0	78	209

Resources Expended:

On Raising funds

note 5

	Unrestricted Funds	Restricted Funds	Designated Funds	Total 2020	Total 2019
	£	£	£	£	£
Film hire and projection costs	44,068	0	0	44,068	132,606
Staff costs	20,877	0	0	20,877	22,454
Other costs	650	0	0	650	540
Performing rights society	509	0	0	509	(646)
Net Purchases	11,758	0	0	11,758	28,956
	77,862	0	0	77,862	183,910

The notes on pages 10 to 16 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2020
(continued)

Costs of charitable activities

note 6

	Activities undertaken directly	Governance and Support Costs	Restricted Funds (Seating)	Restricted Funds (Signage)	Designated Funds	Total 2020	Total 2019
	£	£	£	£	£	£	£
Unrestricted funds							
Staff salaries and NIC	101,456	0	0	0	0	101,456	107,908
Heat, light and water	0	6,547	0	0	0	6,547	11,026
Council tax	0	0	0	0	0	0	887
Insurance	0	18,717	0	0	0	18,717	16,579
Repairs and maintenance	12,050	0	0	3,975	0	16,025	72,863
Cleaning	0	5,146	0	0	0	5,146	7,594
Databox licence and computer support services	5,925	0	0	0	0	5,925	13,270
Stationery, printing, telephone and postage	0	4,371	0	0	0	4,371	7,142
Miscellaneous	0	1,038	0	0	0	1,038	1,486
Depreciation	0	673	0	0	0	673	673
Independent examination	0	775	0	0	0	775	775
Bank charges	0	500	0	0	0	500	1,179
Air Conditioning	0	0	0	0	0	0	25,000
	119,431	37,767	0	3,975	0	161,173	266,382
Restricted funds							
Depreciation	0	0	764	0	0	764	764
	119,431	37,767	764	3,975	0	161,937	267,146

The notes on pages 10 to 16 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2020
(continued)

Allocation of governance and support costs
note 7

	Total allocated £	2020 Governance Costs	2020 Support Costs	2019 Governance Costs	2019 Support Costs
	£	£	£	£	£
<i>Unrestricted funds</i>					
Heat, light and water	6,547	0	6,547	0	11,026
Council tax	0	0	0	0	887
Insurance	18,717	0	18,717	0	16,579
Cleaning	5,146	0	5,146	0	7,594
Stationery, printing, telephone and postage	4,371	0	4,371	0	7,142
Miscellaneous	1,038	0	1,038	0	1,486
Depreciation	673	0	673	0	673
Independent examination	775	775	0	775	0
Bank charges	500	0	500	0	1,179
<i>Restricted funds</i>					
Depreciation	764	0	764	0	764
	38,530	775	37,755	775	47,330

Wages

note 8

The average number of employees during the year was 1 full time and 6 part time (2019 - 1 full time and 7 part time).

The total emoluments before Furlough were: - £122,333 (2019 - £130,362).

HMG Furlough Payments Received during the year £23,267

Net cost of Wages and Salaries in 2020 was £99,066

The notes on pages 10 to 16 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2020
(continued)

Tangible Fixed Assets

note 9

	Restricted Funds Seating £	Unrestricted Funds Other £	Totals £
Cost:			
As at 1 January 2020	15,285	27,611	42,895
Additions in the year	0	0	0
As at 31 December 2020	<u>15,285</u>	<u>27,611</u>	<u>42,895</u>
Accumulated Depreciation:			
As at 1 January 2020	11,457	25,592	37,049
Charge for Year	764	673	1,437
As at 31 December 2020	<u>12,221</u>	<u>26,265</u>	<u>38,486</u>
Net Book Value			
As at 31 December 2020	<u>3,064</u>	<u>1,346</u>	<u>4,410</u>
As at 31 December 2019	<u>3,828</u>	<u>2,019</u>	<u>5,847</u>

Stock

note 10

	2020 £	2019 £
Goods for resale		
Value 1st January 2020	3,871	3,656
Value 31st December 2019	2,866	3,871
(Decrease) / Increase during the year	<u>(1,005)</u>	<u>215</u>

Debtors

note 11

	2020 £	2019 £
Trade Debtors	1,672	3,405
Other Debtors	0	15,697
Taxation and Social Security	4,463	3,536
	<u>6,135</u>	<u>22,638</u>

Creditors

note 12

	2020 £	2019 £
Trade Creditors	334	1,623
Other Creditors	19,832	29,735
	<u>20,166</u>	<u>31,358</u>

The notes on pages 10 to 16 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2020
(continued)

Restricted Funds

note 13

	Balance 31 Dec 2019	Additions 2020	Resources Expended	Balance 31 Dec 2020
	£		£	£
Seating Appeal	3,828	0	764	3,064
Signage	0	3,975	3,975	0
	<u>3,828</u>	<u>3,975</u>	<u>4,739</u>	<u>3,064</u>

Analysis Of Net Assets Between Funds

note 14

	Tangible Fixed Assets	Investments	Net Current Assets	Total
	£	£	£	£
Restricted Funds	3,064	0	0	3,064
Unrestricted Funds	1,346	0	105,015	106,361
Designated Funds	0	0	0	0
	<u>4,410</u>	<u>0</u>	<u>105,015</u>	<u>109,426</u>

Trustees' Remuneration and Reimbursed Expenditure

note 15

The Trustees were not entitled to and received no remuneration from the charity during the year.

No expenditure was reimbursed to Trustees during the year.

The cost of indemnity insurance in respect of the trustees for the charity for the year was £538 (2019 - £538)

The notes on pages 10 to 16 form part of these financial statements

Haslemere Hall
Independent Examiner's Report to the trustees of Haslemere Hall

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 7 to 16.

Respective responsibilities of trustees and examiner

As the charity's trustees of Haslemere Hall (and also its directors for the purposes 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 Haslemere Hall 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)(b) of the 2011 Act.

Independent examiner's statement

Since Haslemere Hall's gross income exceeded £250,000 in 2019, your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Chartered Certified Accountants, which is one of the listed bodies.

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 Haslemere Hall 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 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.

.....
P J E Gent FCCA
Chartered Certified Accountants

Gent & Fell Accountants Ltd
26 High Street
Haslemere
Surrey
GU27 2HW
Date: 14/06/2021