

Vernon Institute (V.I.) - Charity No. 1156797

AGM – Chair's Report - Tuesday November 14th, 2023

Comments: This report covers the period from November 2022 to October 2023

The Vernon Institute is known locally as the V.I.

Name of the Trustees of the Vernon Institute CIO for this period

Chris Harman – Chair

Jenny Young – Vice Chair

Peter Young – Secretary

Harry Dobson – Treasurer

Kay Parry

Claire Nicholas

Governance

This report covers the period from November 2022 through to the end of October 2023.

The following trustees were re-elected as trustees at the November 2022 AGM - Chris Harman, Peter Young and Claire Nicholas.

The Trustees focus this year have been continued progress on the recommendations of the comprehensive damp report commissioned in 2021. This impacted the main building and the 3 of the 4 cottages that we own. We also had to focus on the unexpected closure of the old preschool and the preparation of the VI for use by a new preschool.

Financial

Our accounts for the year ending 5th April 2023 showed a small loss of £414 and the treasurer's report contains some highlights of the financials with a copy of the Charity accounts, which will be submitted to the Charity Commission before the end of January 2024. The accounts were independently audited by Dave Ash.

The late Peter Harris our independent accountant, provided the Trustees with the monthly accounts, management reports, help budgeting, and advice on financial decisions, he will be greatly missed.

Reserves

The cash reserves have been maintained again this last year and we have £20,040 on deposit earning some interest. We also have around £100,000 invested in Chari-bonds.

Main Buildings

The last year we have spent money on damp repairs on the halls and snooker room. We also have partitioned off the boiler room and bin area as part of a fire safety recommendation. We have also had the 5-year electrical inspection with some remedial work completed as a result. The outside play area fence was replaced, and the paving re-laid this summer ready for the new preschool.

Property

The exterior of the tearoom has been painted along with some repairs to the flooring.

The four cottages are let to the same long-term tenants and the rental income was on budget with no arrears at year end.

The management of these properties is provided by Teal Estates, who continue to deliver an invaluable service, managing the tenant relationship, maintenance, and legalities on all our properties. We had the 5-year electrical survey of the properties completed earlier this year with some costs because of findings in the reports.

The main expense on the cottages this year was the erection of 2 new fences separating cottages 2&3 and 3&4. We have also had several leaks and had to replace part of the bathroom in cottage 1 along with some old carpets.

Land

The Vernon Institute own the recreational land at CH1 6HH known as the Seahill Playing Field and this continues to be leased and used by Saughall Colts Junior Football Club. They have continued to make significant investments and improvements to the grounds with more fencing and the removal of the trees that were seen as a risk. There are now over 350 children as members of the club, and they have seen considerable growth in the number of girls joining the club in the last year.

Development Plans 2022-23

The main development plans we had over the last year, focused on the damp report recommendations which are now 80% complete. There will be a focus on completing the remaining items by the end of this financial year. Next year we will be looking to support the redevelopment of the old preschool play area at the top of the car park.

Category of booking	No. bookings/Sessions
Art	37
Baby Shower	1
Baby/Toddler	39
Badminton	45
Bingo	3
Choir	2
Council	18
Craft	49
Dance	150
Gardening	12
Golden Link	48
History	8
Keep Fit	64
Market	26
Meeting	8
Paranormal	5
Party - Adult	5
Party - Child	16
Preschool	191
Quiz	1
Rotary	23
Saughall Colts	2
Table Tennis	55
Taekwondo	75
Trustees/Mgmt	9
Wake	1
WI	35
Xmas	2
Yoga	45
Total	975

Bookings

The Hallmaster booking system continues to be a great tool to manage our bookings and invoicing for the hall hire along and provides useful management information. The bookings/sessions over the last year are up by 58 (6%) on the same period last year, which after covid we had hoped would be the case.

Personnel

The caretakers continue to make the VI a clean and safe environment for our users. They provide support completing many minor repairs during the year. Again, we have had positive customer comments on the quality of our venue. I extend the thanks of the Trustees to both Peter Durose and Debbie Harris for their continued commitment to the VI.

Management Committee

I would like to thank the management committee members for their support. The Vernon Institute is all about being a place for the local community and the continued support of the many affiliated groups using the Vernon Institute enables us to meet our charity's objective.

Trustees

We currently have our full complement of 6 trustees and there are 3 Trustees due to stand down as required under the constitution of the CIO

and the election will be completed as part of the AGM. As Chair I would like to thank my fellow Trustees for their support and advice in the management of the Vernon Institute. I want to make a special mention to Jenny Young who has been an invaluable support in the preparation of the VI for the start of the new preschool in September.

Prepared by Chris Harman

Chharman

Chair of the Vernon Institute



VERNON INSTITUTE

Receipts and payments accounts

CC16a

For the period
from

06-Apr-22

To

05-Apr-23

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
hire of hall	27,565	-	-	27,565	23,450
dividends and interest	4,042	-	-	4,042	3,750
property rentals	32,817	-	-	32,817	32,811
council grants	5,000	-	-	5,000	12,000
fund raising donations	1,187	-	-	1,187	1,326
car park and field rental	1,372	-	-	1,372	1,122
interest and sundry	-	-	-	-	166
Sub total (Gross income for AR)	71,983	-	-	71,983	76,887
A2 Asset and investment sales, (see table)					
Sub total	-	-	-	-	-
Total receipts	71,983	-	-	71,983	76,887
A3 Payments					
wages and taxes	27,852	-	-	27,852	29,949
utilities	8,471	-	-	8,471	9,223
v l repairs and	7,872	-	-	7,872	6,818
cottage repairs and maintenance	7,695	-	-	7,695	3,260
capital expend	5,431	-	-	5,431	-
insurance hall and	3,447	-	-	3,447	4,422
agent mgn fees	3,393	-	-	3,393	3,575
cleaning	751	-	-	751	661
misc expenses	7,485	-	-	7,485	7,338
legal	-	-	-	-	-
Sub total	72,397	-	-	72,397	65,246
Total payments	72,397	-	-	72,397	65,246
Net of receipts/(payments)	- 414	-	-	- 414	11,641
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	39,564	-	-	39,564	27,923
Cash funds this year end	39,150	-	-	39,150	39,564

B1 Cash funds

	to nearest £	to nearest £	to nearest £
cooperative current	19,030	✓	-
petty cash	80	-	-
cooperative deposit	20,040	-	-
Total cash funds	39,150	-	-
(agree balances with receipts and payments)	OK	OK	OK

Unrestricted funds
to nearest £Restricted funds
to nearest £Endowment funds
to nearest £

B2 Other monetary assets

Details			

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
34187 M&GCHTRIBONDS	perm	-	31757.00
M&GCHRFUND	perm	-	41,458
		-	-
BLACKROCKCHIRINCO	perm	-	19,355
CCLA CHARITY	perm	-	9,781
		-	102351.00

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
VERNON INSTITUTE	PERM	-	850,000
COTTAGES 1-4	PERM	-	840,000
FURNITURE	PERM	-	5,288
GREEN LANE	PERM	-	25,000
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

A. Dobson

HARRY DOBSON

01/08/23



Section A

Independent Examiner's Report

Report to the trustees/
members of

Vernon Institute, Saughall

On accounts for the year
ended

5 April 2023

Charity no
(if any)

1156797

Set out on pages

1 - 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the tax year ended

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").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were kept in accordance with section 130 of the Charities Act;
- the accounts did comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed: Dave Ash

Date: 30/08/2023

Name: Dave Ash

Relevant professional
qualification(s) or body
(if any):

Address: 27, The Ridings

Saughall

Chester. CH1 6AX

Vernon Institute Independent Examiners notes tax year ended 5 April 2023

Introduction

Most of the report is similar to last year, as 9 months had already elapsed when last years audit was completed

Having previous had experience of a charity commission audit, and having to file the annual report, I obtained their guidelines, bearing in mind this was not a complete audit, just an independent examination of accounts. I have previously examined the Vernon Institutes account, and found them to be true and accurate.

I took a selection of various aspects of the accounts to perform selected checks.

First Impressions

The accounts were reasonable set out, but not easy to follow, some receipts were not dated or clearly itemised, mainly cash.

A receipt book or other documentation would be advisable, so that all payments are clearly documented, and could be checked more easily against the petty cash report.

Wages

I did not perform a full check, only a few months, which were correct, although the documentation was a little long, unfortunately this comes with the payroll software.

Easier and more simplified reports, should be in the payroll software

General Documentation

General documentation was good with plenty of computerised reports to assist in balancing the accounts.

Overall Recommendations

The main area of concern would be cash and cheque reconciliation.

As in a previous year, where possible more sections should be encouraged to pay directly into the Vernon Institute bank account, which would avoid cash and cheque reconciliation, and potentially less work for the treasurer.

Dave Ash

Independent examiner

30 August 2023