

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

AGM – Chair’s Report - Tuesday January 14th, 2025

This report covers the period from November 2023 to October 2024

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 2023 through to the end of October 2024.

The following trustees were re-elected as trustees at the November 2023 AGM – Jenny Young, Harry Dobson & Kay Parry.

The Trustees focus this year has been to continue progress on remedial works after the damp report from 2022 for the cottages and the main VI building.

Financial

Our accounts for the year ending 5th April 2024 showed a deficit of £3,365 and the treasurer’s report contains some highlights of the financials with a copy of the Charity accounts, which have been submitted to the Charity Commission as required before the end of January 2025. The accounts were independently audited by Dave Ash again this year and the Trustees extend our thanks.

John Reid our new accountant provides the Trustees with the monthly accounts, management reports, help budgeting, and advice on financial decisions. The Trustees would like to thank John for picking up and sorting the accounts with Harry Dobson after the sad loss of Peter Harris.

Reserves

The cash reserves have been maintained again this last year, and we have £20,470 on deposit earning interest. We also have around £99,000 invested in Chari-bonds linked to the stock markets.

Main Buildings

In the period covered by this report we have spent just over £10k on building repairs to the VI. This included the relaying of the paving in the preschool outside area plus the expense of replacing the flat roof over the entrance area to the Main Hall, and repairs to the damage from the leak from this roof to the fire alarm and the disabled toilets.

Property

The Vernon Institute owns and rents out a tearoom which had an electrical survey completed during the year. The Vernon Institute financed some recommended improvements along with isolating the usage of the car park lighting on to a separate meter.

The four cottages continue to be let to the same long-term tenants and the rental income was in line with the budgeted £35k and there with no rent arrears as of year end.

The management of these properties continues to be managed by Teal Estates, who are responsible for managing the tenant relationship, rent collection, maintenance, and legalities on all our properties.

The main expense on the cottages this year was in number 1 where we continued to work through the list of damp proofing jobs – the largest expense was the new sky light and dry lining of the rooms with an uninsulated external facing wall.

Category of Event	No. Bookings /Sessions
Adult Badminton	40
Adult Party	5
Antiques	1
Art	36
Baby & toddler classes	37
Charity Event	1
Childrens Party under 15	24
Community Event	4
Craft & chat	47
Dance Class	108
Elections	3
Farmers market	47
Film Night	1
Fitness	17
Gardening Club	12
Golden Link	50
Handbags Choir Open Day	2
History Society	5
Management Committee/Trustees	17
Palliates	21
Paranormal Evening	3
Parish Council Meeting	17
Preschool	195
Private Meeting	5
Public Meeting	1
Rotary Event	3
Rotary Meeting	24
Table Tennis	52
Taekwon-do	78
W.I.	41
Wellness	6
Yoga	52
Grand Total	955

We also completed the loft insulation in Cottage 4 as this had never been insulated.

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. In the last year the replanting of the old trees and more new fencing was erected, and funding is being sourced to build a club house.

There are nearly 400 children as members of the club, and they continue to see growth in the number of girls joining the club and now also have a walking football team.

Development Plans 2023-24

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 and possible acoustic improvements in both halls.

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 down by 20 on last year but hall hire revenue has increased overall this year.

VI Events

The VI hosted the annual Xmas light switch on and the Christmas Band concert which was well attended by the Saughall village community. The Trustees wish to thank

Claire and all the helpers who make this event a success every year.

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. We continue to get positive customer comments on the quality of our venue. I want to extend the thanks of all 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 all my fellow Trustees for their support and advice managing the Vernon Institute.

Prepared by Chris Harman



Chair of the Vernon Institute
8th January 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

No (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date
06-Apr-23

To

Period end date
05-Apr-24

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Hire of Hall & Café	32,123	-	-	32,123	27,565
Dividends and Interest	4,894	-	-	4,894	4,042
Property Rentals	35,159	-	-	35,159	32,817
Council Grants	5,000	-	-	5,000	5,000
Fund Raising Donations	190	-	-	190	1,187
Car Park & Field Rental	1,475	-	-	1,475	1,372
Sundry	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	78,841	-	-	78,841	71,983
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	78,841	-	-	78,841	71,983
A3 Payments					
Wages & Taxes	32,763	-	-	32,763	27,852
Utilities	5,724	-	-	5,724	8,471
V.I.Repairs	7,426	-	-	7,426	7,872
Cottage Repairs & Maintenance	5,024	-	-	5,024	7,695
Capital Expenditure	6,557	-	-	6,557	5,431
Hall Insurance	3,817	-	-	3,817	3,447
Agent Mgmt Fees	3,819	-	-	3,819	3,393
Cleaning	1,176	-	-	1,176	751
Misc. Expenditure	15,900	-	-	15,900	7,485
Sub total	82,206	-	-	82,206	72,397
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	82,206	-	-	82,206	72,397
Net of receipts/(payments)	- 3,365	-	-	- 3,365	- 414
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 3,365	-	-	- 3,365	- 414

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Co-Operative Current Account	15,300	-	-
	Co-Operative Deposit	20,470	-	-
	Petty Cash	16	-	-
	Total cash funds	35,786	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	M&G Charibonds	Perm		32,015
	M&G Charifunds	Perm	-	40,700
	Blackrock Charinco	Perm	-	16,331
	CCLA Charity	Perm	-	10,238
		-	-	
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	102351 Current value (optional)
	Vernon Institute	Perm	-	850,000
	Cottages 1-4	Perm	-	840,000
	Furniture	Perm	-	5,288
	Green Lane Field	Perm	-	25,000
	School Fence	Perm	-	2,708
	Cottage Fence	Perm	-	3,850
			-	-
			-	-
		-	-	
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Vernon Institute, Saughall

On accounts for the year
ended

5 April 2024

Charity no
(if any)

1156797

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the tax year ended 05 / 04 / 2024.

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:

13/12/2024

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 2024

Introduction

The accounts were presented in a much better format than in previous years, and were easier to follow. Having previously 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 well set out and the inclusion of the accounts in electronic data assisted in assessing that accounts were in good order.

Some receipts were not dated or clearly itemised, mainly cash. ie on the back of an envelope, this could possibly be historical

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. Holiday pay and year to date figures were not included on pay advices, unfortunately this possibly comes with the payroll software.

The employees were paid above the minimum wage.

The other reports were comprehensive and were easy to follow.

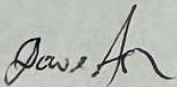
General Documentation

General documentation was good with plenty of computerised reports to assist in balancing the accounts. A scroll report covering the period of examination was included which simplified the interrelation of the accounts.

Overall Recommendations

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

Many sections are now paying directly into the Vernon Institute bank account, the remainder were possible should be also encouraged to avoid cash and cheques, which would avoid cash and cheque reconciliation, and hopefully less work for the treasurer.



Dave Ash

Independent examiner

13 December 2024