

# Poultoun-le-Fylde Community Hall

## Report and Financial Statements Year Ended 31 March 2024





## A community space for all



## Poulton-le-Fylde Community Hall

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### Report and financial statements for year ended 31 March 2024

#### Corporate Information

##### Registered Office

Poulton-le-Fylde Community Hall  
3 Vicarage Road  
Poulton-le-Fylde  
Lancashire  
FY6 7BE

##### Charity number

1158292

##### Trustee Board

Sarah Welsh, Chair  
Amelia MacPherson, Treasurer  
Chris Gannon  
Dana Gledhill, Secretary  
Trevor Lund  
Mark Carter

##### Independent Examiner

Stephen Smith  
46 Hodder Way  
Poulton-le-Fylde  
FY6 8AQ

##### Bankers

Virgin Money  
154-158 Kensington High St  
London W8 7RL

### Contents

#### Page:

4	Chairman's report
5	Strategic review
6	Treasurer's financial review
7	Independent examiner's report
8	Income statement
9	Balance sheet
10	Notes forming part of the financial statements



## Chairman's report for the year ended 31 March 2024

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### **Coronation of King Charles III**

In May 2023, we celebrated the coronation of King Charles III. We organised two free events for the community, which were the key highlights of our year. The first was a live screening of the crowning ceremony on a large screen, accompanied by complimentary refreshments. This event was aimed primarily at those who would otherwise have watched the coronation alone. The following day, we hosted an amazing outdoor street party featuring free entertainment, fun activities, food, drinks, and souvenir gifts for all the children. Over 100 children attended, and the sun shone brightly, making it a joyful day - our best event to date. It was one of our proudest moments and made all our volunteering hours worthwhile.

### **Building improvements**

We have continued to improve the building, our fittings and furniture, and purchased a new electronic rail for the stage curtains. After receiving grant money from the National Lottery Community Fund, we bought several replacement tables and extra stackable upholstered chairs. The grant money also allowed us to buy two new, secure sets of emergency fire doors, which have the added benefit of eliminating cold drafts - much to the gratitude of our yoga/pilates users. We continue to organise volunteer days to improve the interior and exterior of the Hall.

### **New roof, solar panels and battery storage**

One of the most significant expenses will be replacing our century-old roof and worn-out Rosemary Clay tiles. We have many leaks, and following a survey, we've been informed that the roof is beyond repair. Thankfully, by utilising some of our funds, we can afford to renew the roof with identical Rosemary Clay tiles that complement the building's heritage. We have also successfully secured funding from the Lancashire Environment Fund, which enables us to install solar PV panels and battery storage at the same time. We have successfully tendered for the work, which is scheduled to commence in June 2024.

### **Hall bookings and events**


We are as busy as ever with children's entertainment events, live musical shows, soul and Motown dance, jazz nights, gin tastings, award presentations, speed dating, table tennis, tribute bands, and lots of children's birthday parties. These, along with our regular weekly hirers, such as Slimming World, Tumble Tots, Yoga, Pilates, Zumba, Martial Arts, and Chaddeans Theatre Group, keep us busy. Our Christmas and New Year's Eve family parties and traditional Burns night supper continue to be hugely successful.

### **Volunteer recognition - King's Award for Voluntary Service**

In January, we were honoured to be nominated for the King's Award for Voluntary Service. We will not know the result of the nomination until much later in the year, but to be nominated is such an honour and one we have shared with all our volunteers - all those who gave their own time to help save the Hall from demolition, the campaigners, the fundraisers, the promoters, the DIY builders, repairers and painters. All those who have helped and continue to help with the day-to-day running of the the Community Hall and the business of the Charity.

### **Looking Forward**

Once the enormous expense and disruption of the roof works are over, our emphasis on fundraising can be slightly relaxed. While maintaining our self-sufficiency and contingency funds, we intend to host more non-profit events and regular inclusive activities. In the next calendar year, we will celebrate the 100th anniversary of the Hall opening in 1925. We are starting to plan events throughout the year and want to include as many community members as possible. It will be an exciting year with the Hall at the fore of community life again and we wish to share our wonderful space with as many of the community as possible.



Sarah Welsh - Chairman  
16 January 2024

## Strategic review for the year ended 31 March 2024

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### Building on our strengths

We are planning a series of events throughout 2025 to celebrate the 100-year Centenary of the Community Hall, built in November 1925. The success of the Community Hall reflects our strong engagement with the local community and all those involved in managing and using our facilities. Our open-door policy, which warmly welcomes everyone regardless of age, ethnicity, sexual orientation, religion, or political beliefs, is a living embodiment of our core values. We measure our success by engaging regularly with our users, hirers, visiting performers, and artists to gauge what we are doing well and could do better. This direct feedback enables the Trustees to plan for the future and direct our finite resources to those areas that would benefit the most.

### Our current priorities

Sadly, after almost 100 years of service, the roof of the Community Hall has come to the end of its life. We plan to replace the old roof with new tiles and a breathable underlay. As the Community Hall is a landmark heritage building, we must match the historical detail, so we are replacing the tiles with like-for-like Rosemary clay tiles. In addition, we are reinforcing our environmental policy by taking the opportunity to discreetly install 24 solar PV panels at the rear of the roof linked to battery storage within the building. This next phase will make the building watertight for another 100 years and reduce our energy consumption and use of fossil fuels by at least 50%. The funding for this project has come partly from a grant from the Lancashire Environmental Fund, a donation from our landlord, St. Chad's Church, and our reserves. The roofing project is expected to be completed by the end of July 2024.

### Our short-term goals

Our next major goal is to secure a grant from the National Lottery Community Fund. We are preparing to submit a bid for £ 20,000 to pay for crucial improvements to the stage lighting and control equipment. The need for more professional quality stage lighting has become urgent to meet growing demands from our resident Am-Dram and Opera groups and visiting professional performers who expect high standards. Unfortunately, the present equipment has been put together in an ad-hoc fashion over the years and has proved unreliable. We expect to submit our bid to the National Lottery in August 2024, and the funding to become available in early 2025. Hopefully, if successful, these improvements will be ready for the start of the Community Hall's Centenary Celebrations in the summer of 2025.

### Our long-term objectives

The Trustees are committed to sustaining our much-loved Community Hall to benefit future generations and preserve this unique landmark heritage building. We will engage with the local community and our stakeholders and involve them in decisions about the hall's future. We will pursue our objectives to improve the building's fabric, reduce its environmental footprint by making it more energy efficient, and create opportunities to provide more space for new and more diverse activities.



Chris Gannon - Communications Trustee  
20 January 2025

## Financial review for the year ended 31 March 2024

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### Financial review

During the 2023/2024 financial year, the Hall went from strength to strength, resulting in the turnover exceeding the VAT threshold and the Hall becoming VAT-registered. We have tried not to pass the full VAT cost onto our customers, recognising that the hall is making sufficient profit to share the VAT obligation.

The revenue for the year was £156,663 (2023: £122,320), an increase of 28%. This increase is a result of increased usage of the hall and a review of the bar prices.

The profit for the year was £44,473 (2023: £34,491), which provided a consistent operating profit margin of 28% (2023: 28%).

The Charity held significant cash at the year-end of £116,061 (2023: £78,271). During the financial year 2024/2025, some of this cash will be spent on the roof and solar energy project, but until then, it is being held in a savings account and earning interest

During the year, the Charity incurred capital expenditure of £27,127 (2023: £24,125). This expenditure comprises work on the stage, new fire doors, chairs, and tables.

### Principal risks and uncertainties and financial risk management

The Charity's activities expose it to financial risks, namely cash flow risk and capital management risk.

#### Cash flow risk

The Charity held significant cash at the year end and with regular hirers each week, the trustees believe the cash flow risk to be mitigated. The Charity ensures that it manages this risk by regularly re-forecasting and monitoring the cash flow position. Any future capital projects require a prudent forecast approved by trustees to support the evidence of funds available.

#### Capital risk management

The Charity's objectives when managing capital are to safeguard the Charity's assets and ability to continue as a going concern and a Community Hall for the people of Poulton-le-Fylde.

The trustees do not believe the Charity is exposed to significant interest rate risk, fair value estimation, price risk or foreign exchange risk.

### Reserves policy

The Charity has developed a minimum reserves policy based on the assumption that, in the event of the windup of the Charity, there would be sufficient funds to settle all outstanding liabilities, taking account of any costs associated with winding up. The reserves policy also ensures sufficient reserves and cash balances to support the Charity's ongoing operational requirements and charitable commitments. Minimum reserves are calculated on an annual basis.

### Going concern

At the time of signing these accounts, the Trustees have a reasonable expectation that, for a period of at least 12 months, the Charity can meet its financial obligations as they fall due. The government grants received mean that the Charity has a strong cash position, and careful monitoring of costs during the next year will ensure that the Charity remains liquid. As such, the accounts have been prepared on a going-concern basis.



Amelia MacPherson ACA – Treasurer  
20 January 2025

## Independent examiner's report

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### **Independent examiner's report to the Trustees of the Poulton-le-Fylde Community Hall**

I report to the Trustees on my examination of the accounts of the Poulton-le-Fylde Community Hall for the year ended 31 March 2024, which are set out on pages 8 to 12.

This report is made solely to the charity's trustees, as a body, in accordance with Regulation 31 of the Charities (Accounts and Reports) Regulations 2008. 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 an independent examiner's 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's trustees as a body, for my work, for this report, or for the statement I have made.

### **Responsibilities and basis for report**

As the charity trustees of the Poulton-le-Fylde Community Hall 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 Poulton-le-Fylde Community Hall 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 giving me cause to believe:

- accounting records were not kept in respect of the the Poulton-le-Fylde Community Hall as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements concerning the form and content of the 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; or the counts have not been prepared in accordance with the methods and principles 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 attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Stephen Smith

Address: Stephen Smith  
46 Hodder Way  
Poulton-le-Fylde  
FY6 8AQ

20 January 2025

## Income statement for the year ended 31 March 2024

	2024 £	2023 £
<b>Income</b>		
Rental Income	44,405	44,844
Bar Income	74,532	43,292
Wedding Income	6,406	-
Donations	8,080	20,217
Grant income	10,000	-
Fundraising	13,240	13,967
	<hr/>	<hr/>
<b>Total Income</b>	<b>156,663</b>	<b>122,320</b>
 <b>Cost of Sales</b>	 30,970	 21,194
Cost of bar sales	10,749	7,266
Cost of events	<hr/>	<hr/>
	<b>41,719</b>	<b>28,460</b>
 <b>Expenditure</b>		
Management costs	21,826	17,329
Utilities	7,427	4,375
Staff costs	11,291	7,450
Rent and rates	1,314	592
Fittings	2,795	2,608
Repairs and Maintenance	1,137	3,197
Governance costs	1,633	614
Insurance	2,433	2,272
Depreciation	15,165	13,364
Cleaning	4,958	4,012
Accountancy	1,018	719
Marketing	140	1,640
Other	-	1,197
	<hr/>	<hr/>
<b>Total Expenditure</b>	<b>71,137</b>	<b>59,369</b>
 <b>Profit before tax</b>	 666	 -
	<hr/>	<hr/>
	<b>44,473</b>	<b>34,491</b>
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The notes on pages 10 to 11 form part of these financial statements.



## Balance sheet at 31 March 2024

	Note	2024 £	2024 £	2023 £	2023 £
<b>Fixed assets</b>					
Tangible assets	3		166,714		154,752
<b>Current assets</b>					
Cash at bank and in hand		116,061		78,271	
Stock		4,367		4,205	
		120,428		82,476	
<b>Current Liabilities</b>					
Trade creditors		310		310	
Deferred income		2,827		5,264	
		7,878		-	
		11,015		5,574	
<b>Net assets</b>			276,127		231,654
<b>Capital and reserves</b>					
General funds		231,654	197,163		
Profit for the year		44,473	34,491		
<b>Total reserves</b>		276,127	231,654		

The financial statements were approved by the Board of Trustees and authorised for issue on 20 January 2025

## Notes forming part of the financial statements for the year ended 31 March 2024

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### 1. Accounting policies

The Poulton-le-Fylde Community Hall is a charity registered with the Charity Commission (charity number 1158292). The address of the registered office is given on the contents page and the nature of the charity's operations and its principal activities are set out in the strategic report.

#### **Basis of preparation**

The financial statements have been prepared under the historical cost convention in accordance with the Statement of Recommended Practice for accounting and reporting for charities preparing their accounts in accordance with FRS 102, the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland issued on 16 July 2014 and Bulletin 1 to the Charities SORP (FRS 102) and the Charities Act 2011.

The functional currency is £ sterling.

The charity constitutes a public benefit entity as defined by FRS 102.

#### **Fund accounting**

General Funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. The charity has no restricted funds.

#### **Revenue recognition**

Revenue is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the income receivable can be recognised reliably.

##### *Rental income*

Rental income is recognised at the point that the Poulton-le-Fylde Community Hall is hired.

##### *Bar income*

Bar income is recognised at the point of sale.

##### *Grant income*

Grants, whether of a capital or revenue nature, are recognised when the charity has entitlement to the funds, any performance conditions have been met and it is probable that the income will be received.

##### *Donations*

Donations from individuals and other bodies are recognised when receivable.

#### **Tangible Fixed Assets**

Tangible fixed assets are measured at cost net of depreciation and any impairment losses.

Depreciation is recognised to as to write off the cost of the assets over their useful lives on the following basis:

Leasehold Improvements	5% - 7% straight line
Fixtures and Fittings	10% straight line

## Notes forming part of the financial statements for the year ended 31 March 2024

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### **Stock**

Stock comprises bar stock and is stated at the lower of cost and net realisable value. At each reporting date, an assessment is made for impairment.

### **Deferred Income**

Deferred income comprises deposits for hall hire in future reporting periods.

### **Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors. The charity makes estimates and assumptions concerning the future. In the opinion of the Trustees, there are no critical accounting estimates or judgements.

### **1. Trustees' remuneration**

No Trustees received payment for their services during the year (last year: none).

### **2. Employees**

The average monthly number of persons employed by the charity during the year was 23 (last year: 22).

No member of staff received employee benefits of £60,000 or more.

The highest paid member of staff received £3,291.75



## Income statement for the year ended 31 March 2024

### 3. Tangible fixed assets

	Leasehold improvements £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>			
At 31 March 2023	161,681	46,994	208,675
Additions	5,674	21,453	27,127
At 31 March 2024	<b>167,355</b>	<b>68,447</b>	<b>235,802</b>
<b>Depreciation</b>			
At 31 March 2023	34,429	19,494	53,923
Provision for year	8,346	6,819	15,165
At 31 March 2024	<b>42,775</b>	<b>26,313</b>	<b>69,088</b>
<b>Net book value</b>			
At 31 March 2023	127,252	27,500	154,752
At 31 March 2024	<b>124,580</b>	<b>42,134</b>	<b>166,714</b>