

**Trustees' Report and  
Financial Statements  
for the Year Ended 31st December 2021  
for  
Theydon Bois Village Association CIO**

Cooper Paul  
Abacus House  
14-18 Forest Road  
Loughton  
Essex  
IG10 1DX

# **Theydon Bois Village Association CIO**

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# **Theydon Bois Village Association CIO**

## **Trustees' Report for the Year Ended 31st December 2021**

The trustees present their report with the financial statements of the charity for the year ended 31st December 2021. The trustees have adopted the provisions of 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 2019).

### **Objectives and activities**

#### **Objectives and aims**

To promote the benefits of the inhabitants of Theydon Bois and the neighbourhood together defined by Theydon Bois Parish boundary (hereinafter called "the area of benefit") without distinction of sex or political, religious or other opinions by associating together the said inhabitants and the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

In furtherance of this objective, the Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's published guidance concerning the operation of the Public Benefit requirement under the Act.

### **Achievement and performance**

#### **Review of activities and achievements**

Activities and Achievements started to pick up again during the latter part of 2021, compared to 2020, although were still down somewhat compared to our previous norms. We were able to host some events, including a very grand wedding, various member society events and many personal celebrations. We also played host to a COVID 19 testing centre for a period and the NHS Diabetic Eye Screening Clinic continued to use our facilities, albeit latterly moving from one of our rooms to a van stationed in our car park as normal hall usage picked up. As a result of these various activities, and sound financial governance, our financial position has remained in good order.

Staff were retained on full salaries for most of the year, and we also undertook essential maintenance work including upgrading our CCTV systems, and a review of our booking system. In terms of changes in personnel, our Bookings Manager (Tracey) resigned in June and, after a thorough search, was replaced by Angela, who has quickly embraced the role. All other staff remain unchanged. Also, the Association's long-standing Honorary Chair, Martin Oliver, stepped down from this role in July, and was replaced by Phil Simmance - a long-time resident of Theydon Bois and new VA Trustee. Our thanks go to Martin for a long and distinguished chairmanship. As well as Phil, we also welcomed Will Morris as a new trustee, as Alan Cox retired.

### **Financial review**

#### **Financial position**

Net outgoing resources for the year were £38,555 (2020: net outgoing resources of £52,691) thus at the end of this year, the Charity had net assets of £398,132 (2020: £436,687).

### **Investment powers and policy**

The trustees' investment powers are governed by the Constitution, which permits the Charity's funds to be applied at the absolute discretion of the trustees. As at the date of the balance sheet there were no restricted funds held by the Charity.

## **Theydon Bois Village Association CIO**

### **Trustees' Report for the Year Ended 31st December 2021**

#### **Financial review**

##### **Reserves policy**

It is the policy of the Charity to maintain unrestricted funds, which are the free reserves of the Charity, at a level which at least equates to approximately six months unrestricted expenditure. This provides sufficient funds to cover management and administration and support costs and to respond to emergency applications for grants, if necessary. Unrestricted funds were maintained at this level throughout the year. As our building and its equipment age, the costs of maintenance are increasing.

##### **Going concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

#### **Structure, governance and management**

##### **Governing document**

The Charity is constituted by a declaration of trust dated 18th August 2015 and registered as a Charitable Incorporated Organisation with the Charity Commissioners under charity number 1158821. The charity was created as a CIO by transferring all the assets and liabilities, including the land, from charities 301415 and 301415-1, previously constituted in May and September 1965. The effective date of transfer for accounting purposes was the end of 2015 and charity no. 301415 remains dormant for the foreseeable future. The trustees of the charity are appointed by the members at the annual general meeting. The general committee meets monthly.

##### **Induction and training of new trustees**

New Trustees are inducted into the workings of the Association and given the Charity Commission leaflets CC3 and CC3(a), Responsibility of Charity Trustees, the latest accounts which have been subject to an independent examination and up to date management figures.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees have examined the major strategic, business and operational risks which the Charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

#### **Reference and administrative details**

##### **Registered Charity number**

1158821

##### **Principal address**

Theydon Bois Village Hall  
Coppice Row  
Theydon Bois  
Epping  
Essex  
CM16 7ER

**Theydon Bois Village Association CIO**

**Trustees' Report  
for the Year Ended 31st December 2021**

**Trustees**

P P Simmance (appointed 8/3/2021) - Hon. Chairman (from 12/7/2021)  
A Lloyd - Hon. Treasurer  
L Blake - Hon. Secretary (resigned 29/03/22)  
M R Oliver  
M Smith  
A Ames  
A Cox (resigned 8/7/2021)  
G James  
D L Gillespie  
J F Watts  
L A Tilling  
P D Gooch  
W Morris (appointed 8/3/2021)

**Independent Examiner**

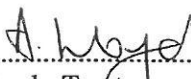
Cooper Paul  
Abacus House  
14-18 Forest Road  
Loughton  
Essex  
IG10 1DX


**Bankers**

Barclays Bank plc  
193 High Street  
Epping  
Essex  
CM16 4BH

Cater Allen  
9 Nelson Street  
Bradford  
BD1 5AN

Approved by order of the board of trustees on ..... 27/4/22 ..... and signed on its behalf by:

  
.....  
A Lloyd - Trustee  
Hon. Treasurer

  
.....  
P P Simmance - Trustee  
Hon. Chairman

**Independent Examiner's Report to the Trustees of  
Theydon Bois Village Association CIO**

**Independent examiner's report to the trustees of Theydon Bois Village Association CIO**

I report to the charity trustees on my examination of the accounts of Theydon Bois Village Association CIO (the Trust) for the year ended 31st December 2021.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

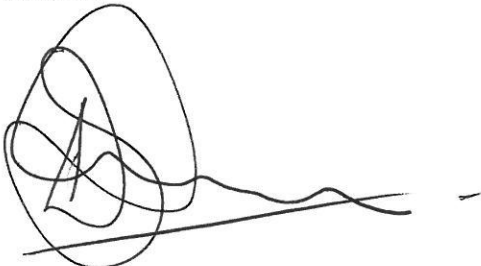
I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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 that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not 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.

A handwritten signature in black ink, appearing to be 'Andrew Gibson', written over a horizontal line.

Andrew Gibson  
BA BFP FCA  
Cooper Paul  
Abacus House  
14-18 Forest Road  
Loughton  
Essex  
IG10 1DX

27th April 2022

**Theydon Bois Village Association CIO**

**Statement of Financial Activities  
for the Year Ended 31st December 2021**

		<b>2021</b>	<b>2020</b>
		<b>Unrestricted</b>	<b>Total</b>
		<b>fund</b>	<b>funds</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>Incoming resources from</b>			
Activities for generating fund	2	66,864	41,481
Investment income	3	14	305
Other income		12,000	25,459
		<hr/>	<hr/>
<b>Total</b>		78,878	67,245
 <b>Resources expended on</b>			
Costs of generating voluntary income		114,153	116,732
Other		3,280	3,204
		<hr/>	<hr/>
<b>Total</b>		117,433	119,936
		<hr/>	<hr/>
<b>NET INCOME/(EXPENDITURE)</b>		(38,555)	(52,691)
 <b>Reconciliation of funds</b>			
<b>Total funds brought forward</b>		436,687	489,378
		<hr/>	<hr/>
<b>Total funds carried forward</b>		398,132	436,687
		<hr/> <hr/>	<hr/> <hr/>
 <b>Continuing operations</b>			
All income and expenditure has arisen from continuing activities.			

The notes form part of these financial statements

**Theydon Bois Village Association CIO**

**Statement of Financial Position  
31st December 2021**

	Notes	2021 Unrestricted fund £	2020 Total funds £
<b>Fixed assets</b>			
Tangible assets	8	238,951	277,408
<b>Current assets</b>			
Debtors	9	8,357	1,715
Cash at bank		<u>158,609</u>	<u>163,272</u>
		166,966	164,987
<b>Creditors</b>			
Amounts falling due within one year	10	(7,785)	(5,708)
<b>Net current assets</b>		<u>159,181</u>	<u>159,279</u>
<b>Total assets less current liabilities</b>		398,132	436,687
<b>NET ASSETS</b>		<u>398,132</u>	<u>436,687</u>
<b>Funds</b>	11		
Unrestricted funds		<u>398,132</u>	<u>436,687</u>
<b>Total funds</b>		<u>398,132</u>	<u>436,687</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 27/4/22 and were signed on its behalf by:

A. Lloyd  
A Lloyd - Trustee  
Hon. Treasurer

P. P. Simmance  
P P Simmance – Trustee  
Hon. Chairman

The notes form part of these financial statements



## **Theydon Bois Village Association CIO**

### **Notes to the Financial Statements for the Year Ended 31st December 2021**

#### **1. Accounting policies**

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

##### **Incoming resources**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 4% on cost
Fixtures and fittings	- 25% on cost

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Creditors**

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

**Theydon Bois Village Association CIO**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2021**

**2. Activities for generating fund**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Hall hire	66,864	40,516
Subscriptions	-	965
	<u>66,864</u>	<u>41,481</u>

**3. Investment income**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Deposit account interest	14	305
	<u>14</u>	<u>305</u>

**4. Support costs**

	<b>Finance</b>	<b>Governance</b>	<b>Totals</b>
	<b>£</b>	<b>costs</b>	<b>£</b>
Other resources expended	36	3,244	3,280
	<u>36</u>	<u>3,244</u>	<u>3,280</u>

**5. Independent examiner remuneration**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Fees payable to the charity's auditors for the audit of the charity's financial statements	1,540	1,500
Other non-audit services	1,704	1,664
	<u>1,540</u>	<u>1,664</u>

**6. Trustees' remuneration and benefits**

There were no trustees' remuneration or other benefits for the year ended 31st December 2021 nor for the year ended 31st December 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st December 2021 nor for the year ended 31st December 2020.

**Theydon Bois Village Association CIO**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2021**

**7. Staff costs**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	38,521	37,932
	<u>38,521</u>	<u>37,932</u>

The average monthly number of employees during the year was as follows:

	<b>2021</b>	<b>2020</b>
	<b>6</b>	<b>6</b>
Staff	<u>6</u>	<u>6</u>

No employees received emoluments in excess of £60,000.

**8. Tangible fixed assets**

	<b>Freehold property £</b>	<b>Fixtures and fittings £</b>	<b>Totals £</b>
<b>Cost</b>			
At 1st January 2021 and 31st December 2021	961,410	96,444	1,057,854
<b>Depreciation</b>			
At 1st January 2021	684,002	96,444	780,446
Charge for year	38,457	-	38,457
At 31st December 2021	722,459	96,444	818,903
<b>Net book value</b>			
At 31st December 2021	238,951	-	238,951
At 31st December 2020	277,408	-	277,408

**9. Debtors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	8,357	1,715
	<u>8,357</u>	<u>1,715</u>

**Theydon Bois Village Association CIO**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2021**

**10. Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Payments on account	3,069	1,888
Accrued expenses	4,716	3,820
	<u>7,785</u>	<u>5,708</u>

**11. Movement in funds**

	<b>At 1/1/21</b>	<b>Net movement in funds</b>	<b>At 31/12/21</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>			
General fund	436,687	(38,555)	398,132
	<u>436,687</u>	<u>(38,555)</u>	<u>398,132</u>
<b>TOTAL FUNDS</b>	<u>436,687</u>	<u>(38,555)</u>	<u>398,132</u>

Net movement in funds, included in the above are as follows:

	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Movement in funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>			
General fund	78,878	(117,433)	(38,555)
	<u>78,878</u>	<u>(117,433)</u>	<u>(38,555)</u>
<b>TOTAL FUNDS</b>	<u>78,878</u>	<u>(117,433)</u>	<u>(38,555)</u>

**Comparatives for movement in funds**

	<b>At 1/1/20</b>	<b>Net movement in funds</b>	<b>At 31/12/20</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>			
General fund	489,378	(52,691)	436,687
	<u>489,378</u>	<u>(52,691)</u>	<u>436,687</u>
<b>TOTAL FUNDS</b>	<u>489,378</u>	<u>(52,691)</u>	<u>436,687</u>

**Theydon Bois Village Association CIO**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2021**

**11. Movement in funds - continued**

Comparative net movement in funds, included in the above are as follows:

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Movement in funds £</b>
<b>Unrestricted funds</b>			
General fund	67,245	(119,936)	(52,691)
<b>TOTAL FUNDS</b>	<u>67,245</u>	<u>(119,936)</u>	<u>(52,691)</u>

**12. Related party disclosures**

A loan of £478,000 was secured with the Public Works Loan Board in September 2000 by Theydon Bois Parish Council to fund, by way of grant, a part of the building costs of the Village Hall by the Village Association. Repayments of principal and interest totalling £34,981 are made each year by Theydon Bois Parish Council. The amount of the loan outstanding as at 31st December 2021 is £138,190.