

Cullingworth Village Hall Management Committee Ltd

Charity number 1161987

A company limited by guarantee number 08775806

Annual Report and Financial Statements for the year ended 31 December 2022



West Yorkshire Community Accounting Service

Cullingworth Village Hall Management Committee Ltd

Annual Report and Financial Statements for the year ended 31 December 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Cullingworth Village Hall Management Committee Ltd

Trustees' report for the year ended 31 December 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position
Janet Toner	Chair
Janice Stephenson	Treasurer
Sandie Millar	
Linda Copland	
Kathryn Toledano	
Susan Jill Logan	
Dawn Dixon	
Andrew Allen	

Charity number	1161987	Registered in England and Wales
Company number	08775806	Registered in England and Wales

Registered and principal address	Bankers	
Cullingworth Village Hall	Nat West Bank plc	Virgin Money plc
Lodge Street	63 North Street	Jubilee House
Cullingworth	Keighley	Gosforth
Bradford BD13 5HB	BD21 3SB	Newcastle Upon Tyne
		NE3 4PL
	United Trust Bank	
	One Ropemaker Street	
	London	
	EC2Y 9AW	

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

Cullingworth Village Hall was first established as a charity on 25 May 1962. It currently stands on a site on Lodge Street, Cullingworth leased from Bradford Council for 125 years from 30 January 2018. The Hall was registered as a Company Limited by Guarantee on 14 November 2013 and is governed by a Memorandum & Articles of Association as amended by special resolution 27 March 2015. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

The building is managed by a committee who are directors of the company and trustees of the charity and are appointed by the members at the Annual General Meeting. The Memorandum and Articles of Association governs the appointment of trustees and the management of the charity. Positions on the Board shall be decided by election and the committee may appoint such sub-committees as it may consider necessary.

We actively seek to recruit committee members that reflect the make-up of the local community, drawing from a wide range of skills. We recruit via AGM notices, newsletters, local adverts, social media, personal recommendation and direct approach.

Cullingworth Village Hall Management Committee Ltd

Trustees' report (continued) for the year ended 31 December 2022

Objectives and activities

The charity's objects

For the public benefit, the promotion of community development by the provision of the facilities of a village hall for the use by the inhabitants of the parish of Cullingworth without distinction of political, religious or other opinions, including use for meetings, lectures, classes and for other forms of recreation and leisure time activities for the purpose of advancement and promotion of community development.

The charity's main activities

The prime objective is to provide a Village Hall for hire by residents of Cullingworth and others from the local and wider community without distinction of gender, sexual orientation, age, disability, nationality, race or political or religious opinions.

Two halls are available for meetings, recreation and leisure time activities, classes, private functions, fundraising events and use by local organisations.

In addition to offering space for hire, the Village Hall building also provides two spaces available for rental which are occupied by Cullingworth Pre-School and Latalia Italian Café.

The Management Committee and the running of the building is accomplished entirely by volunteers who live in Cullingworth.

Public benefit statement

The Cullingworth Village Hall Management Committee have due regard for the Charity Commission's guidance on public benefit and take it into account when making decisions and when exercising their duties. We know that our purpose benefits the local and wider community by providing a venue with the opportunity for a wide range of activities and events, plus opportunities for individuals to volunteer. Together, these help to foster the well-being of our local community.

'We are so lucky to have such a beautiful venue in our village. The best thing for yoga is that the floors are heated. This is such a luxury! In the summer we can open the windows and hear the birds singing during relaxation. Sometimes, we have the air conditioning on for those really hot days! It is a lovely big open space and always clean and tidy.

The village hall is run by an incredible group of volunteers who have always been supportive, helpful and responsive. They really contribute so much to the community and make it a lovely place to be! I've never had any problems with bookings, it's always been smooth and easy! I really appreciate it.'

Kellyann – Kellyann Yoga

Achievements and performance

The fit-out of the Village Hall is now complete following the installation of the tarmac path at the rear of the halls. Work continues with the repairs and maintenance of the building and grounds. Plans for 2023, partly grant funded, include –

The replacement and widening of the flagged paths at the front approach and side of the building so that they are safer and can be more easily maintained.

Additional and replacement lighting on the gantry in the main hall, with second-hand lighting if possible

With careful financial management of the expenditure and a significant rise in lettings, the Charity has been able to generate a surplus and increase the cash levels in 2022. Unfortunately, plans for the Pop-Up Cinema were shelved as further research showed this would not be able to cover its costs.

We are greatly indebted to Danny and Sue Colecchia for establishing the café at the Village Hall and giving such a warm welcome to all their customers. Danny successfully handed over the reins to Laura Taylor in April 2022 who continues to expand the business.

A grant to help cover some of the operational costs was generously donated by Bradford Metropolitan District Council, whose support is much appreciated.

Cullingworth Village Hall Management Committee Ltd

Trustees' report (continued) for the year ended 31 December 2022

Achievements and performance continued

Lettings

We have been busy with children's parties and had a three day, NHS training booking during the school summer holidays, which helped to boost our income.

Our occasional/event letting fees were overhauled and a realistic, fair and structured scale was put in place which allowed us to continue to offer children's parties at a heavily discounted rate. The pre-booking form which was introduced last year has helped to provide the information necessary to determine the letting fee for any individual booking and is working well.

The 'Welcome' letter for all one-off bookings has been reworded and is now an informative and friendly document, which we hope customers will appreciate.

Bookings can be made by email and the address is advertised on social media, Village Hall noticeboards and the Village Hall website, which also shows a calendar of events and availability.

Future Plans

The Charity is again looking forward to no opening restrictions in 2023 and being able to continue offering a fantastic facility to the local community. The excellent sound system and sound-proofing make this a perfect venue to welcome private functions, performance events and small conferences. Energy costs will increase significantly in 2023 and work has begun to seek the best available tariffs and potential grants to help cover this cost.

Financial review

The net income for the year was £13,547, including net income of £4,848 on unrestricted funds and net income of £8,699 on restricted funds.

Income

The principal source of revenue for the running of the new hall continues to be provided through letting fees and income from our tenants: Cullingworth Pre-School and Latalia Café.

Because the hall was able to operate for the full year, letting fees were considerably more than was budgeted for.

As appropriate, grants are sought to help cover the cost of new projects.

Expenditure

Running costs continue to be carefully monitored against the budget. Variance to budget was minimal.

Annual service contracts continue to be in place. Repayments of the £50,000 loan from Bradford Council for the build have continued.

Detailed budgets are drawn up and monitored quarterly against actual financial performance to ensure sustainability and further development.

Cullingworth Village Hall Management Committee Ltd

Trustees' report (continued) for the year ended 31 December 2022

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £77,228.

Unrestricted reserves for cash flow and emergencies:

A reserve of £15k-50k is maintained to cover any negative cash flow and emergencies (e.g. boiler/heating breakdown or damage to flooring/equipment). If accessed, efforts should be immediately put in place to restore the balance to a minimum £15,000.

Planned ongoing and annual maintenance expenditure is included in the Annual Budget and detailed in the Annual Maintenance Plan. This ensures the facility is maintained in good condition for the benefit of all hall users and to meet the conditions of the Insurance Policy and Premises Licence.

Restricted Reserves for assets and special projects:

Grants received for specific purposes will be evidenced in a restricted reserve "pot" within the accounting structure and used solely for the purpose designated. These range from the purchase of new/replacement assets to the hosting of events and garden projects.

Designated Reserves

Funds in excess of restricted and unrestricted reserves detailed above are for:

Short-term small projects deemed necessary by the Management Committee to further improve the Village Hall facilities (e.g. improvements to paths at front and side of the hall).

The creation of an Asset Replacement Fund to cover the long-term maintenance/replacement programme. The new build has cost approximately £1m and within 10-25 years may require extensive work (e.g. a new roof).

Cullingworth Village Hall Management Committee Ltd

Trustees' report (continued) for the year ended 31 December 2022

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial 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, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the 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;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 17/4/2023

Janet Toner (Trustee)

Cullingworth Village Hall Management Committee Ltd

Independent examiner's report to the trustees of Cullingworth Village Hall Management Committee Ltd

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2022, which are set out on pages 8 to 14.

Responsibilities and basis of report

As the charity's trustees of the charitable company (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 the charitable company 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 ('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

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 company 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.

Rhys North ACA

19/4/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Cullingworth Village Hall Management Committee Ltd
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants and donations	(2)	2,952	11,656	14,608	16,944
Lettings		27,858	-	27,858	13,893
Rental income		17,996	-	17,996	17,432
Service charges		6,760	-	6,760	6,127
Fundraising		189	-	189	275
Bank interest		304	-	304	210
Total income		56,359	11,656	68,015	54,881
Expenditure on:					
Administrative costs		1,050	-	1,050	1,138
Insurance		1,288	-	1,288	1,226
Repairs and maintenance		6,036	608	6,644	3,863
Ground rent		420	-	420	420
Rates and water		2,161	299	2,460	1,434
Heat and light		7,733	1,980	9,713	5,324
Cleaning		4,410	-	4,410	2,415
Independent examination		660	-	660	600
Advertising and promotion		95	70	165	-
Other legal and professional fees		287	-	287	5,279
Depreciation		26,602	-	26,602	26,939
Other expenditure		21	-	21	100
Loan interest		748	-	748	187
Events		-	-	-	215
Total expenditure		51,511	2,957	54,468	49,140
Net income / (expenditure)		4,848	8,699	13,547	5,741
Fund balances brought forward		1,011,642	3,412	1,015,054	1,009,313
Fund balances carried forward	(3)	1,016,490	12,111	1,028,601	1,015,054

All incoming resources and resources expended derive from continuing activities.

Cullingworth Village Hall Management Committee Ltd
Balance sheet
as at 31 December 2022

		2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(4)	939,262	-	939,262	965,864
Total fixed assets		<u>939,262</u>	<u>-</u>	<u>939,262</u>	<u>965,864</u>
Current assets					
Debtors and prepayments	(5)	3,014	-	3,014	2,873
Cash at bank and in hand	(6)	121,279	12,111	133,390	95,301
Total current assets		<u>124,293</u>	<u>12,111</u>	<u>136,404</u>	<u>98,174</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(7)	8,799	-	8,799	6,984
Total current liabilities		<u>8,799</u>	<u>-</u>	<u>8,799</u>	<u>6,984</u>
Net current assets / (liabilities)		<u>115,494</u>	<u>12,111</u>	<u>127,605</u>	<u>91,190</u>
Total assets less current liabilities		<u>1,054,756</u>	<u>12,111</u>	<u>1,066,867</u>	<u>1,057,054</u>
Creditors: amounts falling due after one year	(8)	38,266	-	38,266	42,000
Net assets		<u>1,016,490</u>	<u>12,111</u>	<u>1,028,601</u>	<u>1,015,054</u>
Funds					
Unrestricted funds					
General unrestricted funds		985,210	-	985,210	981,642
Designated funds	(9)	31,280	-	31,280	30,000
Unrestricted funds		<u>1,016,490</u>	<u>-</u>	<u>1,016,490</u>	<u>1,011,642</u>
Restricted funds		<u>-</u>	<u>12,111</u>	<u>12,111</u>	<u>3,412</u>
Total funds		<u>1,016,490</u>	<u>12,111</u>	<u>1,028,601</u>	<u>1,015,054</u>

For the year ending 31 December 2022 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 17/4/2023

Janet Toner (Trustee)

Cullingworth Village Hall Management Committee Ltd

Notes to the accounts

for the year ended 31 December 2022

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements 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 and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

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

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Land and buildings: 2% straight line

Equipment: 10% reducing balance

Fixtures & Fittings : 10% straight line

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Cullingworth Village Hall Management Committee Ltd
Notes to the accounts continued
for the year ended 31 December 2022

2 Grants and donations	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Bradford Metropolitan District Council (BMDC)	2,667	2,656	5,323	14,861
Power to change	-	9,000	9,000	-
Co-op Community Fund	-	-	-	1,877
Other donations	285	-	285	206
	<u>2,952</u>	<u>11,656</u>	<u>14,608</u>	<u>16,944</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Co-op Friends 2019	1,235	-	-	-	1,235
Co-op Grounds 2020	205	-	205	-	-
Co-op Cinema/Grounds Project	1,877	-	403	-	1,474
BMDC Cinema/Cafe Project	95	-	70	-	25
BMDC Community Buildings	-	2,656	2,279	-	377
Power to Change	-	9,000	-	-	9,000
	<u>3,412</u>	<u>11,656</u>	<u>2,957</u>	<u>-</u>	<u>12,111</u>

Fund name

Co-op Friends 2019

Co-op Grounds 2020

Co-op Cinema/Grounds Project

BMDC Cinema/Cafe Project

BMDC Community Buildings

Power to Change

Purpose of restriction

To host events at the village hall for the benefit of the community.

To contribute to costs associated with the development of the village hall's grounds.

To develop a community cinema. During the year it was agreed these funds could now be used for the development of the village hall's grounds.

To help develop a community cinema facility. During the year it was agreed these funds could be used to support a Halloween café.

To support the running costs of the village hall.

To contribute towards increased utility costs.

4 Tangible assets	Fixtures & Fittings £	Equipment £	Land and buildings £	Total £
Cost				
At 1 January 2022	43,481	39,164	959,912	1,042,557
Additions	-	-	-	-
At 31 December 2022	<u>43,481</u>	<u>39,164</u>	<u>959,912</u>	<u>1,042,557</u>
Depreciation				
At 1 January 2022	9,971	8,628	58,094	76,693
Charge for year	4,348	3,057	19,197	26,602
At 31 December 2022	<u>14,319</u>	<u>11,685</u>	<u>77,291</u>	<u>103,295</u>
Net book value				
At 31 December 2022	<u>29,162</u>	<u>27,479</u>	<u>882,621</u>	<u>939,262</u>
At 31 December 2021	<u>33,510</u>	<u>30,536</u>	<u>901,818</u>	<u>965,864</u>

Cullingworth Village Hall Management Committee Ltd
Notes to the accounts continued
for the year ended 31 December 2022

5 Debtors and prepayments	2022	2021
	£	£
Debtors	2,659	2,530
Prepayments	355	343
	<u>3,014</u>	<u>2,873</u>

6 Cash at bank and in hand	2022	2021
	£	£
Cash at bank	133,253	95,156
Cash in hand	137	145
	<u>133,390</u>	<u>95,301</u>

7 Creditors and accruals	2022	2021
	£	£
City of Bradford Metropolitan District Council Loan	3,733	3,733
Creditors	3,629	2,124
Accruals	660	600
Other creditors	777	527
	<u>8,799</u>	<u>6,984</u>

8 Creditors: amounts falling due after one year	2022	2021
	£	£
City of Bradford Metropolitan District Council Loan	38,266	42,000
	<u>38,266</u>	<u>42,000</u>

The loan is repayable as follows:

	2022	2021
	£	£
Within one year	3,733	3,733
Between two and five years	14,933	14,933
More than five years	23,333	27,067
	<u>41,999</u>	<u>45,733</u>

Security over assets

The loan from the City of Bradford Metropolitan District Council is secured against the leasehold property on the land at Lodge Street, Cullingworth, Bradford BD13 5HB. The loan is repayable over a fifteen year period ending 2034.

9 Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Asset replacement fund	30,000	-	3,540	4,820	31,280
	<u>30,000</u>	<u>-</u>	<u>3,540</u>	<u>4,820</u>	<u>31,280</u>

Fund name

Asset replacement fund

Reason for designation

To provide for an asset replacement fund for the Hall, its fixtures and fittings and equipment as well as any planned further improvements to the Hall and its grounds.

Cullingworth Village Hall Management Committee Ltd
Notes to the accounts continued
for the year ended 31 December 2022

10 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

11 Funds held as agent

	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Cullingworth Community Support Services	-	2,000	2,000	-
	<u>-</u>	<u>2,000</u>	<u>2,000</u>	<u>-</u>

Fund name

Cullingworth Community Support Services

Additional information

To support community organisations in Cullingworth.

Cullingworth Village Hall Management Committee Ltd
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 December 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants and donations	2,952	10,213	11,656	6,731	14,608	16,944
Lettings	27,858	13,893	-	-	27,858	13,893
Rental income	17,996	17,432	-	-	17,996	17,432
Service charges	6,760	6,127	-	-	6,760	6,127
Fundraising	189	275	-	-	189	275
Bank interest	304	210	-	-	304	210
Total income	56,359	48,150	11,656	6,731	68,015	54,881
Expenditure						
Administrative costs	1,050	1,092	-	46	1,050	1,138
Insurance	1,288	1,103	-	123	1,288	1,226
Repairs and maintenance	6,036	3,500	608	363	6,644	3,863
Ground rent	420	420	-	-	420	420
Rates and water	2,161	1,434	299	-	2,460	1,434
Heat and light	7,733	3,987	1,980	1,337	9,713	5,324
Cleaning	4,410	2,415	-	-	4,410	2,415
Independent examination	660	600	-	-	660	600
Advertising and promotion	95	-	70	-	165	-
Other legal and professional fees	287	5,279	-	-	287	5,279
Depreciation	26,602	26,939	-	-	26,602	26,939
Other expenditure	21	100	-	-	21	100
Loan interest	748	187	-	-	748	187
Room hire	-	-	-	-	-	-
Events	-	215	-	-	-	215
Total expenditure	51,511	47,271	2,957	1,869	54,468	49,140
Net income / (expenditure)	4,848	879	8,699	4,862	13,547	5,741
Transfers between funds	-	3,559	-	(3,559)	-	-
Net movement in funds	4,848	4,438	8,699	1,303	13,547	5,741
Fund balances brought forward	1,011,642	1,007,204	3,412	2,109	1,015,054	1,009,313
Fund balances carried forward	1,016,490	1,011,642	12,111	3,412	1,028,601	1,015,054