

**REGISTERED COMPANY NUMBER: (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1163290**

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 August 2020  
for  
Warcop Parish Hall

Cumbria CVS  
Shaddongate Resource Centre  
Carlisle  
Cumbria  
CA2 5TY

Warcop Parish Hall

Contents of the Financial Statements  
for the Year Ended 31 August 2020

	Page
Chairman's Report	1 to 2
Report of the Trustees	3 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 9
Detailed Statement of Financial Activities	10

## Warcop Parish Hall

### Chairman's Report for the Year Ended 31 August 2020

#### Chair's Report 2019-20

Warcop Parish Hall has been open for 6 years and the Trustees of the CIO charity have remained energetic and determined to maximise the usage of the hall and to put in place further improvements necessary to ensure that the hall remains an excellent community facility. However, no-one could have foreseen the impact of the Coronavirus pandemic on our work as a charity as it started to ravage the world from early 2020. So, the first half of the year was relatively normal, whereas the second half the Hall was closed during lockdown.

#### Finance & Development

This committee has been extremely active and successful in establishing an extremely healthy financial foundation to enable the hall to operate successfully and with sufficient funds for improvements. It has also created essential policies and documentation, as well as improving the way we promote the hall and communicate with the community.

- \* As a business forced to close, we have been supported by numerous government grants which have allowed us to cover our outgoings and maintain a good bank balance. Initially, we received £10,000
- \* We have opened and make use of a Santander bank account with online banking facilities and will soon open a Santander savings account
- \* A healthy bank balance has allowed us to purchase even more equipment and cover all operational costs
- \* We are looking forward to a simpler bank account system when the two charities merge, which will also make the annual accounts more straightforward
- \* A financial risk policy has been adopted, including a reserve equal to one year's annual expenditure
- \* Policies have been developed and now need to be reviewed by trustees
- \* Trying to involve new people beyond the trustees in the work of the hall
- \* Planning to improve publicity and we have now created a community mailing list to contact more local residents more directly

Joyce has announced her intention to step down as Treasurer from August 2021, so we urgently need to consider a new appointment, either from within the current board of trustees, or by co-option. This committee is already quite small and would benefit from more co-opted trustees with relevant expertise. I am sure all trustees would wish to thank Joyce for her tremendous work and dedication as Treasurer, as well as improving our banking procedures.

#### Premises

This group focuses on Health & Safety policy and procedures as well as the maintenance and development of the site and building. Improvements have been put in place using experience of using the building and feedback from users.

- \* In order to improve our storage capacity and front-door accessibility, successful bids were made to the Lottery, EDC Community Fund and the ACRE Village Hall Improvement Fund. However, the Covid crisis delayed progress on this, and some builders were unable to carry out the work and material costs increased
- \* A small group of trustees, Caroline, Clive, Joyce and David met regularly via Zoom to consider the latest government Covid-19 guidance and legal requirements to ensure we conformed in running any events or activities and that all risk assessments and cleaning measures were in place.
- \* Some essential maintenance and safety work was carried out during the various lockdowns
- \* Regular Health and Safety inspections and appropriate documentation are now in place. Many thanks to Clive for all his hard work, expertise and advice on this.
- \* An annual maintenance budget continues to enable minor works to proceed quickly

#### Events

## Warcop Parish Hall

### Chairman's Report

for the Year Ended 31 August 2020

The Events group is always very pro-active in seeking to put on a range of events that will appeal to a broad range of local residents as well as those from further afield. However, Covid effectively put a stop to events from January 2020 onwards.

\* Range of successful events during the year up to March, including regular cinema nights, a Quiz Night and Dominoes evening. The Post Office continued as an essential service on Tuesdays during lockdown

\* Increased income from events and from regular and occasional hirers, such as Soup and Pud lunches, monthly cinema, Foyer Café and Saturday Coffee Mornings, with occasional speakers/visitors. Some new classes have started such as Bat and Chat and Art by Elise

\* Community impact continues to be significant in bringing many people together but there is more to do

\* Annual income from Events is sufficient to cover all running costs

May I take this opportunity to thank all trustees and the committees for their hard work, commitment and generous giving of their time and energy to help make our hall so successful. Overall, despite the effects of lockdowns and Covid, I believe we are well placed to re-build our activities and then expand them further when "normality" returns. I am optimistic that, with the continued support of all our trustees and other local helpers, with our additional storage space, new front doors, improved publicity and marketing, we will increase the number of regular and occasional hirers and see more people using our fantastic hall.

David Keetley,

Chair, Warcop Parish Hall CIO

Report of the Trustees  
for the Year Ended 31 August 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**INCORPORATION**

The charitable company was incorporated on 25 August 2015.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
(England and Wales)

**Registered Charity number**  
1163290

**Registered office**  
C/o Mr David Keetley  
Stonehaven  
Tower Court  
Warcop  
Cumbria  
CA16 6NL

**Trustees**

L Baines	- resigned 1.9.19
Mrs J Keetley	
R Bromby	
D Keetley	
T Stammer	- resigned 1.9.19
Mrs G Burton	
Rev T Dent	
Mrs L Wiseman	
Mrs S Austin Fell	
P Foskett	
Mrs C Shaw	
Mrs P Burgess	
A Burgess	
C Allen	- appointed 1.9.19

**Company Secretary**

**Independent examiner**

Cumbria CVS  
Shaddongate Resource Centre  
Carlisle  
Cumbria  
CA2 5TY

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**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.

Warcop Parish Hall

Report of the Trustees  
for the Year Ended 31 August 2020

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
D Keetley - Trustee

Independent Examiner's Report to the Trustees of  
Warcop Parish Hall

I report on the accounts of the company for the year ended 31 August 2020, which are set out on pages six to nine.

**Responsibilities and basis of report**

As the charity's trustees (and also the 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the 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.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 386 of the Companies Act 2006; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the 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; or
4. that there is further information needed for a proper understanding of the accounts.

**Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Alan John Stubbs  
FCMA CGMA  
Cumbria CVS  
Shaddongate Resource Centre  
Carlisle  
Cumbria  
CA2 5TY

Date: .....

Statement of Financial Activities  
for the Year Ended 31 August 2020

	Notes	Unrestricted fund £
<b>INCOMING RESOURCES</b>		
<b>Incoming resources from generated funds</b>		
Activities for generating funds	2	8,765
<b>Incoming resources from charitable activities</b>		
Activities		10,000
<b>Other incoming resources</b>		9,475
		<hr/>
<b>Total incoming resources</b>		28,240
 <b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Activities		7,968
		<hr/>
<b>NET INCOMING RESOURCES</b>		20,272
		<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>		20,272
		<hr/> <hr/>



Warcop Parish Hall

Balance Sheet

At 31 August 2020

	Notes	Unrestricted fund £
<b>CURRENT ASSETS</b>		
Cash at bank		20,627
<b>CREDITORS</b>		
Amounts falling due within one year	4	(355)
<b>NET CURRENT ASSETS</b>		<hr/> 20,272 <hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<hr/> 20,272 <hr/>
<b>NET ASSETS</b>		<hr/> 20,272 <hr/>
<b>FUNDS</b>	5	
Unrestricted funds		<hr/> 20,272 <hr/>
<b>TOTAL FUNDS</b>		<hr/> 20,272 <hr/>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 August 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on ..... and were signed on its behalf by:

.....  
D Keetley -Trustee

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

### 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.

### Taxation

The charity is exempt from corporation 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.

## 2. ACTIVITIES FOR GENERATING FUNDS

	£
Fundraising events	2,154
Hire Income	4,850
Thursday Cafe	189
Soup & Pud	692
Cinema	561
Coffee Mornings	254
izettle	65
	<hr/>
	8,765
	<hr/>

## 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2020.

### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2020.

## 4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other creditors	355
	<hr/>

**5. MOVEMENT IN FUNDS**

	Net movement in funds £	At 31.8.20 £
<b>Unrestricted funds</b>		
General fund	20,272	20,272
	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>20,272</u>	<u>20,272</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	28,240	(7,968)	20,272
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>28,240</u>	<u>(7,968)</u>	<u>20,272</u>

Detailed Statement of Financial Activities  
for the Year Ended 31 August 2020

£

**INCOMING RESOURCES**

**Activities for generating funds**

Fundraising events	2,154
Hire Income	4,850
Thursday Cafe	189
Soup & Pud	692
Cinema	561
Coffee Mornings	254
izettle	65

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8,765

**Incoming resources from charitable activities**

Grants	10,000
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**Other incoming resources**

Transfer Funds from The Warcop Village Hall	9,475
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28,240

**Total incoming resources**

**RESOURCES EXPENDED**

**Charitable activities**

Rates and water	372
Insurance	909
Light and heat	(150)
Telephone	504
Sundries	31
Licenses	310
Washrooms	426
Alarm	707
Repairs & Maintenance	1,286
Cinema	745
Cleaning	574
Fundraising Expenses	730
Equipment	1,134

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7,578

**Support costs**

**Other 4**

Accountancy fees	390
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7,968

**Total resources expended**

**Net income**

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20,272