

Roundhay Parochial Hall

Charity number 1165064

Annual Report and Financial Statements for the year ended 31 December 2020



West Yorkshire Community Accounting Service

Roundhay Parochial Hall

Annual Report and Financial Statements for the year ended 31 December 2020

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Prepared by West Yorkshire Community Accounting Service

Roundhay Parochial Hall

Trustees' report for the year ended 31 December 2020

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	Dates
Gordon Robertson	Chair	
Camilla Hawkes	Treasurer	
Anne Bond	Secretary	

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1165064 , on 6 January 2016.

Principal address

5 Fitzroy Drive
Roundhay
Leeds
LS8 4AB

Bankers

Lloyds Bank	Hampshire Trust Bank	Skipton Building Society
2 The Headrow	55 Bishopsgate	7/9 Bond Street
Vicar Lane	London	Leeds
Leeds	EC2N 3AS	LS1 5EY
LS1 6PN		

Accountants

West Yorkshire Community Accounting Service
Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 6 January 2016.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees or by a written or electronic resolution of the charity trustees.

Objectives and activities

The charity's objects

The objects of the CIO are to provide for the benefit of the inhabitants of Roundhay, Oakwood, and the surrounding areas a community room and/or other facilities for recreation or other leisure time occupation for the public at large in the interests of social welfare with the object of improving their condition of life.

The charity's main activities

The provision and maintenance of Roundhay Parochial Hall which houses several rooms which are let out to community and other groups at very reasonable rates.

Roundhay Parochial Hall

Trustees' report (continued) for the year ended 31 December 2020

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of community development.

Achievements and performance

Overview

2020 was a very strange year, as in March the Covid 19 virus caused a national lockdown. Over the rest of the year the rules varied, but the net effect was that most groups using the hall had to stop meeting, though a few were able to function in a reduced way for some of the year. Our main aim during this period was to be as helpful as possible to users to enable them to remain viable and to restart when possible.

Actions

- We made the building Covid secure with signs, sanitisers, and fire doors unlockable from the outside.
- We have communicated regularly with all groups
- We asked any group using the hall to sign an agreement saying they would manage their activity in a Covid secure way
- We furloughed the cleaner when the hall wasn't used at all.
- We have kept maintenance and running costs to a minimum.
- We accepted that our bank balance would decrease and we might have to dip into reserves.
- We rationalised and computerised our booking system to make it more flexible and transparent to users.
- In September some groups were allowed to restart, so we reduced the rental costs to help.
- Where groups indicated they hoped to restart after the pandemic, we reserved their preferred time slot.
- We were also able to attract a few new users, before the next lockdown came in.

Outlook

We consider we are well placed to welcome groups as and when the rules allow, and the groups feel it appropriate. We have rationalised the charging system, which will be implemented in Sept 2021, but have kept the average rate the same as we are aware that local groups have taken a financial knock and could be stretched until everything is fully back to normal. If the rules are lifted in June or thereabouts, we will still have sufficient reserves to take us into 2022.

Financial review

The net payments for the year were £2,538 on unrestricted funds, with net nil movement on restricted funds.

Impact of the Covid-19 pandemic

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £18,943.

The reserves policy is to reserve a sum equivalent to 6.-9 months of hall income.

We have started a savings plan towards inevitable roof replacement in the next decade, with £10,000 designated for this purpose plus the interest earned on this account.

Signed on behalf of the board of trustees:

Signed:

Date:

Name (Trustee)

Roundhay Parochial Hall
Receipts and payments account
for the year ended 31 December 2020

	Notes	2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Receipts					
Grants	(2)	-	2,145	2,145	-
Regular bookings		19,379	-	19,379	39,956
Special bookings		573	-	573	1,166
Bank interest		231	-	231	9
Total receipts		<u>20,183</u>	<u>2,145</u>	<u>22,328</u>	<u>41,131</u>
Payments					
Cleaning staff costs		4,699	2,145	6,844	6,844
Property repairs and maintenance		7,747	-	7,747	24,769
Sundry expenses		-	-	-	50
Water charges		1,510	-	1,510	4,397
Insurance		2,243	-	2,243	2,147
Light and heat		5,346	-	5,346	6,376
Accountancy / independent examination		276	-	276	276
Building development and refurbishment costs		900	-	900	522
Total payments		<u>22,721</u>	<u>2,145</u>	<u>24,866</u>	<u>45,381</u>
Net receipts / (payments)		<u>(2,538)</u>	<u>-</u>	<u>(2,538)</u>	<u>(4,250)</u>
Fund balances brought forward		<u>21,481</u>	<u>-</u>	<u>21,481</u>	<u>25,731</u>
Fund balances carried forward	(2,3)	<u>18,943</u>	<u>-</u>	<u>18,943</u>	<u>21,481</u>

Roundhay Parochial Hall
Statement of assets and liabilities
as at 31 December 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Lloyds Bank current account	2,630	-	2,630	5,400
Hampshire Trust Bank	10,196	-	10,196	10,000
Skipton Building Society	6,117	-	6,117	6,081
Total cash funds	<u>18,943</u>	<u>-</u>	<u>18,943</u>	<u>21,481</u>

Other monetary assets	£
Hall rental	<u>1,953</u>
	<u>1,953</u>

Assets retained for the charity's own use
The parochial hall, its fixtures and fittings

Liabilities	£
CNG gas bill	304
Accountancy	<u>216</u>
	<u>520</u>

Approval of the accounts

The financial statements were approved by the board of trustees on

Date:

Signed: (Trustee)

Name

Roundhay Parochial Hall

Notes to the accounts

for the year ended 31 December 2020

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

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

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

Taxation

As a registered 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.

Fund accounting

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

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

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

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

2 Grants and Restricted funds	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Job Retention Scheme	-	2,145	2,145	-
	-	2,145	2,145	-

Fund name

Purpose of designation

Job Retention Scheme

Towards salary costs during Covid-19 pandemic

3 Designated funds	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Roof fund	10,000	196	-	10,196
	10,000	196	-	10,196

Fund name

Purpose of designation

Roof fund

Funds for roof replacement planned to take place c.2029

3 Trustee expenses

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

4 Trustee remuneration and benefits

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

5 Other related party transactions

There were no other related party transactions during this year or the previous year.