

Roundhay Parochial Hall

Charity number 1165064

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



West Yorkshire Community Accounting Service

Roundhay Parochial Hall

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

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Prepared by West Yorkshire Community Accountancy Service CIO

Roundhay Parochial Hall

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	Dates
Gordon Robertson	Chair	
Camilla Hawkes	Treasurer	
Anne Bond	Secretary	
Kim Knowles	Bookings Secretary	Deceased 22 December 2022

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		

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 6 January 2016 and is governed by a constitution.

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 2022

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

A wide variety of groups continue to use the hall. There has been a bit of coming and going this year, with new groups starting and some not working out. Increased use has stabilised the financial position, though we need to build up a reserve for future improvements and maintenance.

Actions taken

The web based booking system has worked well, avoiding confusion between groups. A new link to our public website enables potential users to see when rooms might be vacant.

The booking system automatically produces correct invoices, which has made things easier and given a smoother monthly cash flow.

The cleaner we've had for 6 years has retired. We are currently using a cleaning firm, but monitoring things to ensure users have an equally good experience.

Ongoing maintenance has worked well. We have benefitted from having contacts with good workmen who know the building and work flexibly.

Outlook

It has been a delight to have the hall well used by a wide variety of community based activities. We are well placed to see this continue in the coming year. We would like to see one or two more people on the management committee (one having retired during the year).

Financial review

The net receipts for the year were £15,258, all relating to unrestricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £36,803.

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 £10,400 of the reserves designated for this purpose plus the interest earned on this account.

Approved by the board of trustees on 11/4/2023

Gordon Robertson (Trustee)

Roundhay Parochial Hall

Independent examiner's report to the trustees of Roundhay Parochial Hall

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 December 2022, which are set out on pages 5 to 8.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 that in any material respect:

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

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

17/04/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Roundhay Parochial Hall
Receipts and payments account
for the year ended 31 December 2022

	Notes	2022 Total funds £	2021 Total funds £
Receipts			
Grants and donations	(2)	-	1,414
Room hire		38,802	20,692
Bank interest		129	222
Total receipts		<u>38,931</u>	<u>22,328</u>
Payments			
Cleaning staff costs		5,940	7,285
Property repairs and maintenance		7,659	4,394
Sundry expenses		288	-
Water charges		2,776	650
Insurance		2,485	2,342
Light and heat		4,309	4,839
Accountancy		216	216
Total payments		<u>23,673</u>	<u>19,726</u>
Net receipts / (payments)		15,258	2,602
Fund balances brought forward		21,545	18,943
Fund balances carried forward	(3)	<u>36,803</u>	<u>21,545</u>

Roundhay Parochial Hall
Statement of assets and liabilities
as at 31 December 2022

	2022	2021
	Total	Total
	£	£
Cash funds		
Lloyds Bank	20,140	5,011
Hampshire Trust Bank	10,472	10,400
Skipton Building Society	6,191	6,134
Total cash funds	<u>36,803</u>	<u>21,545</u>

Amounts owed to the charity	£
Rental Income	2,410
	<u>2,410</u>

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

Liabilities	£
Independent examination	420
Gas	9,202
	<u>9,622</u>

Approval of the accounts

The financial statements were approved by the board of trustees on 11/4/2023

Gordon Robertson (Trustee)

Roundhay Parochial Hall

Notes to the accounts

for the year ended 31 December 2022

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 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.

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

Roundhay Parochial Hall
Notes to the accounts continued
for the year ended 31 December 2022

2 Grants and donations	2022 Total funds £	2021 Total funds £
HMRC Job Retention Scheme	-	1,414
	<u>-</u>	<u>1,414</u>

3 Designated funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Roof Fund	10,400	73	-	-	10,473
	<u>10,400</u>	<u>73</u>	<u>-</u>	<u>-</u>	<u>10,473</u>

Fund name	Reason for designation
Roof Fund	Funds for roof replacement planned to take place c.2029

4 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.

Other related party transactions

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