

Roundhay Parochial Hall

Charity number 1165064

Annual Report and Financial Statements for the year ended 31 December 2023



Roundhay Parochial Hall

Annual Report and Financial Statements for the year ended 31 December 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Roundhay Parochial Hall

Trustees' report for the year ended 31 December 2023

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	1165064	Registered in England and Wales
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Registered and principal address

5 Fitzroy Drive
Roundhay
Leeds
LS8 4AB

Bankers

Lloyds Bank 2 The Headrow Vicar Lane Leeds LS1 6PN	Hampshire Trust Bank 55 Bishopsgate London EC2N 3AS	Skipton Building Society 7/9 Bond Street Leeds LS1 5EY
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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 2023

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

A wide variety of groups continue to use the hall, with a good spectrum of activities for different ages. We appreciate being able to facilitate large and small groups for people in the local area. While our financial position is now sound, we are aware that some maintenance will soon be due, and that the roof will need significant expenditure in the medium term. It has been good to welcome Graham Pawley as a new member of the management team who has taken over as bookings secretary.

Actions taken:

The web-based booking system continues to work well, allowing users and potential users to see what rooms/times are available to them.

Using a local family based cleaning firm has worked well, with a more thorough clean on alternate days.

Ongoing maintenance continues to be relatively straightforward. We continue to benefit from having contacts with good workmen who know the building and work flexibly.

Outlook:

It seems that the hall is now well known in the area, and we have been able to fit in a good number of new activities. We expect the coming year will see the hall well used, with a broad spectrum of users.

Financial review

The net payments for the year were £632, all relating to unrestricted funds.

Reserves policy

The charity's free reserves, at the year end were £36,171.

The reserves policy is to reserve a sum equivalent to 6 - 9 months of hall income. Based on 2023 income this equates to target reserves between £20,000 and £30,000. The trustees recognise current reserves exceed the upper target and are comfortable with this position given their plans to designate additional funds for the future replacement of the hall's roof.

Concerning the designated roof fund a separate savings account has been opened for this purpose and as at 31 December 2023 £15,481 has been designated for roof replacement costs - for more information see Note 2 to the accounts.

Approved by the board of trustees on 12/06/2024

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 2023, 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

17/07/2024

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 2023

	2023 Total funds £	2022 Total funds £
Receipts		
Room hire	39,741	38,802
Bank interest	231	129
Total receipts	<u>39,972</u>	<u>38,931</u>
Payments		
Cleaning fees/salaries	4,650	6,270
Property repairs and maintenance	9,441	6,850
Equipment	542	-
Water charges	291	2,776
Insurance	2,705	2,485
Light and heat	21,184	4,309
Independent examination	420	216
Licences and subscriptions	536	479
Sundry expenses	835	288
Total payments	<u>40,604</u>	<u>23,673</u>
Net receipts / (payments)	(632)	15,258
Fund balances brought forward	<u>36,803</u>	<u>21,545</u>
Fund balances carried forward	<u>36,171</u>	<u>36,803</u>

Roundhay Parochial Hall
Statement of assets and liabilities
as at 31 December 2023

	2023	2022
	Total	Total
	£	£
Cash funds		
Lloyds Bank	14,277	20,140
Hampshire Trust Bank	10,481	10,472
Skipton Building Society	11,413	6,191
Total cash funds	<u>36,171</u>	<u>36,803</u>

Debtors and prepayments	2023
	£
Debtors	<u>2,606</u>
	<u>2,606</u>

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

Liabilities	2023
	£
Accruals	<u>441</u>
	<u>441</u>

The financial statements were approved by the board of trustees on 12/06/2024

Gordon Robertson (Trustee)

Roundhay Parochial Hall

Notes to the accounts

for the year ended 31 December 2023

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 2023

2 Designated funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Roof Fund	10,473	-	-	(5,008)	15,481
	<u>10,473</u>	<u>-</u>	<u>-</u>	<u>(5,008)</u>	<u>15,481</u>

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

3 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.

Roundhay Parochial Hall

Charity number 1165064

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Signed: 

Name: Rhys North ACA

17/07/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW