

**FINANCIAL STATEMENTS & ANNUAL REPORT FOR YEAR ENDED 5<sup>TH</sup> APRIL 2021**

**FOR**



**GREAT DENHAM COMMUNITY HALL**

**Registered Charity No 1166224**



# GREAT DENHAM COMMUNITY HALL

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FOR YEAR ENDED 5<sup>TH</sup> APRIL 2021

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**GREAT DENHAM COMMUNITY HALL**

**GENERAL INFORMATION**

**FOR THE YEAR ENDED 5<sup>TH</sup> APRIL 2021**

Trustees: Sir William Sinclair – Chair  
Mr James Weir - Treasurer  
Mrs Gemma Dilley – Secretary  
Mrs Rachel Smith  
Mrs Donna Parsons  
Mr Sam Ancliff  
Ms Katie Meredith  
Robert Tansey  
Samantha Swann  
Ubaldo Cortese – (resigned November 2020)

Treasurer: Mr James Weir

Address: 86-88 Saxon Way  
Great Denham  
Bedford  
MK40 4GP

Charity Number: 1166224

Accountants: Collett Hulance  
40 Kimbolton Road  
Bedford  
MK40 2NR  
**Telephone:** (01234) 340034  
**Fax:** (01234) 212640  
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**GREAT DENHAM COMMUNITY HALL**  
**STATEMENT OF TRUSTEES RESPONSIBILITIES**  
**FOR THE YEAR ENDED 5<sup>TH</sup> APRIL 2021**

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the surplus or deficit for each year.

In preparing those financial statements, the Trustees are required to.

- a) Select suitable accounting policies and then apply them consistently.
- b) Make judgments and estimates that are reasonable and prudent.
- c) Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The Trustees are responsible for.

- a) Keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity.
- b) Safeguarding the assets of the charity and ensure reasonable steps are taken for the prevention and detection of fraud and other irregularities.

## **GREAT DENHAM COMMUNITY HALL**

### **TRUSTEES ANNUAL REPORT**

#### **FOR YEAR ENDED 5<sup>TH</sup> APRIL 2021**

#### **Structure, Governance and Management**

##### **Description of the Charity**

Type of Charity:	Charitable Incorporated Organisation (CIO)
Type of Governing Document:	Constitution adopted 31 <sup>st</sup> March 2016
How the Charity is Constituted:	Open to all interested in supporting the objectives
Trustee selection method:	Trustees are appointed or reappointed annually at the AGM held each November/December

##### **Governance & Management**

- The trustees of the charity pay due regard to the Charity Commissions public benefit guidance and ensure that this is central to any of its work and projects.
- The charity has set up smaller subgroups which oversee in more detail aspects of the charity's work and objectives.
- The Management Committee meet bi-monthly to review activities and oversee that the financial health of the charity is robust, clear and transparent.

##### **Objectives of the Charity**

"The objects of the charity are to establish and run a village hall and to promote for the benefit and use of the inhabitants of the Parish of Great Denham. This provision should be without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious, or other opinions or by reasons of financial hardship or social and economic circumstances. To include the use of the hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants".

##### **Summary of the Main Achievements of the Charity during the Year**

The management committee hold Monthly meetings starting in April 2020. Whilst the building is still not yet fully utilised it has suffered – like all organisations – due to Covid-19. The 44 classes per week at the hall covering fitness, dance, sports and children's events had all but ceased. In addition to the classes the hall has become popular for Charity Fundraising Evenings, Weddings, Engagement Parties, and Religious Services of all types of denominations, carol services and children's concerts which we hope will return to full use once the pandemic is over..



## **GREAT DENHAM COMMUNITY HALL**

### **TRUSTEES ANNUAL REPORT (Cont'd)**

### **FOR THE YEAR ENDED 5<sup>TH</sup> APRIL 2021**

#### **Events 6<sup>th</sup> April 20 to 5<sup>th</sup> April 21**

Having started selling tickets for our annual Easter events which were planned for Tuesday 7<sup>th</sup> April (Craft sessions) and Saturday 11<sup>th</sup> April (Easter egg hunt and parties), we were of course forced to cancel due to the pandemic and refunds were given where requested.

Summer, Halloween and Christmas came and went, and there was just no safe way to bring the community together without actually bringing them together! The events team did assist the parish council in delivering pumpkins to lots of children in Great Denham for a pumpkin trail, but events forced even that to become virtual due to covid risks and high numbers of cases in our area at the time.

The start of 2021 brought another lockdown, the hall was closed and there was still no safe way of bringing any events to the local community before the end of this reporting period. Thankfully, by the time of our AGM we have been able to start a careful return to our regular schedule of events and hosted a very popular and well attended Big Come Back Festival in the summer, with Halloween and Christmas events in the pipeline, the return of the monthly Community Cinema and big plans to improve the Pop-up Pub in the very near future.



## **GREAT DENHAM COMMUNITY HALL**

### **TRUSTEES ANNUAL REPORT (Cont'd)**

### **FOR THE YEAR ENDED 5<sup>TH</sup> APRIL 2021**

#### **Financial Review**

The charity has a current account for day-to-day operations and a holding account where the "management sum" is held. The charity uses QuickBooks accounting system which our accountants have access to at all times. Our main source of funding is derived from hire charges for the rooms and halls in the building. This year also saw our income dip drastically due to Covid-19. We made use of the Governments Furlough Job Retention Scheme and we also received a number of supporting grants. These along with rate reliefs helped the charity tremendously. We have also appointed a bookkeeper to improve the day-to-day control of invoicing and reconciling accounts. The charity's finances are in a good position and as the community growth slows down and stabilises, we need to look at what more funding for community-based projects can be provided and how we can become more supportive to the community such as youth facilities and clubs, older people offerings and as a support for disadvantaged groups.

#### **Moving Forward/Future Plans**

Again, a huge thankyou to all our trustees and volunteers for the hard work in keeping the charity on course and supporting it as it develops. The biggest thank you is reserved for our retiring Chairman Ubaldo Cortese. Ubaldo was in from the start and helped and pushed the build and set up of the hall and its early formation. His tireless efforts in the setup and use of his extensive networking skills were paramount in acquiring some very high spec and expensive equipment that make the building stand out amongst its peers. We know you will remain a friend of the Charity and your ideas and wise council will continue to be sought, Thank you from all of your fellow trustees.

As we move forward into our 5th full year, we have reviewed the management model and the changes we have made such as the Community Engagement Officer are working well and ensuring we meet the growing community needs. We are also looking at extending the social gatherings which we were holding on a monthly basis to a weekly event. We want to provide an atmosphere within the hall where residents can drop in and meet for a friendly chat and get some refreshment. We will be investing in some more comfortable furniture and accessories to promote that atmosphere of community. We plan to hold many more funded community events over the year as the community grows and develops as more and more new faces appear. The community cinema, free to all children, goes from strength to strength. The events calendar had been drawn up once more which had again included Easter Event, Summer Festival, Halloween Children's Disco and Winter Wonderland Christmas event. It is a very sad impact that not being able to stage these events has had on the community. Children's parties, engagement and wedding parties continued to grow over the weekends but again the reality of Covid-19 saw that tail off to the end of the year.

GREAT DENHAM COMMUNITY HALL

TRUSTEES ANNUAL REPORT (Cont'd)

FOR THE YEAR ENDED 5<sup>TH</sup> APRIL 2021

DECLARATION:

The trustees declare that they have approved the trustee's report above,

Signed on behalf of the Charity Trustees:

Signature ..... 

Full name ..... SIR WILLIAM SINCLAIR OF DONBEATH BT.

Position ..... CHAIR OF TRUSTEES

Dated: ..... 18/11/2021

## **INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF**

### **GREAT DENHAM COMMUNITY HALL**

### **FOR THE YEAR ENDED 5<sup>TH</sup> APRIL 2021**

#### **Respective responsibilities of Trustees and Examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to our attention

#### **Basis of independent examiner's report**

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below

#### **Independent examiner's statement**

In connection with our examination, no matter has come to our attention:

1) which gives us reasonable cause to believe that in any material respect, the requirements;

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts, which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2) to which, in our opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

*Collett Hulance*

Collett Hulance  
40 Kimbolton Road  
Bedford  
MK40 2NR

Date: *9/11/21*


**Great Denham Community Hall**  
**Financial Activities by Class**  
6 April, 2020 - 5 April, 2021

	Restricted Funds		Not Specified	TOTAL		
Income						
Donations received (restricted)		4,197.67			4,197.67	
Grant income			40,143.00		40,143.00	
Job Retention Scheme			26,336.44		26,336.44	
Services			5,948.48		5,948.48	
Unapplied Cash Payment Income			1,902.57		1,902.57	
Total Income	£	4,197.67	£	74,330.49	£	78,528.16
Total	£	4,197.67	£	74,330.49	£	78,528.16
Expenditures						
Accountancy			2,757.00		2,757.00	
Bad debts			34.97		34.97	
Cleaning Expenditure			1,441.62		1,441.62	
Computer Costs			319.57		319.57	
Dues and Subscriptions			35.00		35.00	
Event Licence			295.00		295.00	
Charity Event Costs			209.81		209.81	
Total Event Licence	£	0.00	£	504.81	£	504.81
Insurances					0.00	
Building Contents Insurance			444.59		444.59	
Total Insurances	£	0.00	£	444.59	£	444.59
Kitchen/Bar Supplies			9.00		9.00	
Office/General Administrative Expenses			248.30		248.30	
Other Professional Services		2,880.00	553.90		3,433.90	
Printing, Postage and Stationery		125.00	53.92		178.92	
Repairs			1,639.80		1,639.80	
Staff - Payroll via BBC			43,656.98		43,656.98	
Telephone & Broadband			1,184.14		1,184.14	
TV Licence			161.00		161.00	
Unapplied Cash Bill Payment Expenditure			0.00		0.00	
Utilities					0.00	
Electric			2,976.70		2,976.70	
Gas			3,223.44		3,223.44	
Water			784.94		784.94	
Total Utilities	£	0.00	£	6,985.08	£	6,985.08
Total Expenditures	£	3,005.00	£	60,029.68	£	63,034.68
Net Operating Income	£	1,192.67	£	14,300.81	£	15,493.48
Other Income						
Donations received			0.00		0.00	
Total Other Income	£	0.00	£	0.00	£	0.00
Other Expenditures						
Depreciation					0.00	
Fixtures and Fittings depn			4,140.67		4,140.67	
Office Equipment depreciation			282.28		282.28	
Total Depreciation	£	0.00	£	4,422.95	£	4,422.95
Total Other Expenditures	£	0.00	£	4,422.95	£	4,422.95
Net Other Income	£	0.00	-£	4,422.95	-£	4,422.95
Net Income/(Expenditure)	£	1,192.67	£	9,877.86	£	11,070.53

**Great Denham Community Hall**  
**Balance Sheet**  
As of April 5, 2021

	Restricted Funds		Not Specified		TOTAL
<b>Fixed Asset</b>					
<b>Tangible assets</b>					
Fixtures and Fittings Cost			41,406.69		41,406.69
Fixtures and Fittings Depreciation			-10,360.52		-10,360.52
Office Equipment Cost			2,822.84		2,822.84
Office Equipment Depreciation			-1,219.95		-1,219.95
<b>Total Tangible assets</b>	£	0.00	£	32,649.06	£ 32,649.06
<b>Total Fixed Asset</b>	£	0.00	£	32,649.06	£ 32,649.06
<b>Cash at bank and in hand</b>					
Natwest Account			5,895.93		5,895.93
Natwest Holding			97,185.16		97,185.16
Petty Cash			1,121.08		1,121.08
<b>Total Cash at bank and in hand</b>	£	0.00	£	104,202.17	£ 104,202.17
<b>Debtors</b>					
Debtors			0.00		0.00
<b>Total Debtors</b>	£	0.00	£	0.00	£ 0.00
<b>Current Assets</b>					
Prepayments			0.00		0.00
Undeposited Funds			0.00		0.00
<b>Total Current Assets</b>	£	0.00	£	0.00	£ 0.00
<b>Net current assets</b>	£	0.00	£	104,202.17	£ 104,202.17
<b>Creditors: amounts falling due within one year</b>					
<b>Current Liabilities</b>					
Damage Waiver Deposits			2,120.00		2,120.00
Damage Waivers - NEW			2,113.75		2,113.75
VAT Control			0.00		0.00
<b>Total Current Liabilities</b>	£	0.00	£	4,233.75	£ 4,233.75
<b>Total Creditors: amounts falling due within one year</b>	£	0.00	£	4,233.75	£ 4,233.75
<b>Net current assets (liabilities)</b>	£	0.00	£	99,968.42	£ 99,968.42
<b>Total assets less current liabilities</b>	£	0.00	£	132,617.48	£ 132,617.48
<b>Total net assets (liabilities)</b>	£	0.00	£	132,617.48	£ 132,617.48
<b>Charity funds</b>					
Opening Balance Equity		2,871.31		118,675.64	121,546.95
Retained Earnings		1,192.67		9,877.86	11,070.53
<b>Total Charity funds</b>	£	4,063.98	£	128,553.50	£ 132,617.48

Approved by the Board of Trustees on 15/11/21 and signed on its behalf by

..... Trustee

Sir William Sinclair – Chair

..... Trustee

Mr J Weir - Treasurer