

**Annual Report and Unaudited Financial Statements of**

**Boxgrove Village Hall & Community Centre CIO**

**for the Year Ended 30<sup>th</sup> June 2021**

**Boxgrove Village Hall & Community Centre CIO**

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**for the Year Ended 30<sup>th</sup> June 2021**

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**Boxgrove Village Hall & Community Centre CIO**

**Legal Information**

**for the Year Ended 30<sup>th</sup> June 2021**

**TRUSTEES:**

Sally Cook  
Doreen Johnstone  
Sylvia St Aubyn Hubbard  
Michael Tudor  
Jane Barnes  
Paul Arthur (Appointed August 2020 and resigned April 2021)  
Henry Potter (Appointed August 2020)  
Marcus Woodard (Appointed August 2020)

**REGISTERED ADDRESS:**

THE STREET  
BOXGROVE  
CHICHESTER  
WEST SUSSEX  
PO18 0EE

**REGISTERED CHARITY NUMBER:**

1167340

**INDEPENDENT EXAMINER:**

B4Bookkeeping Ltd  
1 Lincoln House  
City Fields Business Park  
Chichester Fields Way  
Tangmere  
Chichester  
West Sussex  
PO20 2FS

## **Boxgrove Village Hall & Community Centre CIO**

### **Report of the Trustees** **for the Year Ended 30<sup>th</sup> June 2021**

The trustees present their report with the financial statements for the year ended 30<sup>th</sup> June 2021.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is controlled by its constitution document, a deed of trust, which constitutes a Charitable Incorporated Organisation (CIO).

The charity is operated by a management and fundraising committee.

#### **CONSTITUTION, OBJECTS AND PRINCIPAL ACTIVITIES**

The Charitable Trust is constituted by a Trust Deed conveyance dated 11<sup>th</sup> April 1932, as amended by an order of the Minister of education dated 24<sup>th</sup> June 1960, and a scheme of the Charity Commissioners dated 10<sup>th</sup> September 2003. The Charity was registered on 29<sup>th</sup> October 1963 as Boxgrove Village Hall and Community Centre, Registered Charity No. 305348. On 25<sup>th</sup> May 2016 a Charitable Incorporated Organisation (the CIO), Registered No. 1167340, with the same charitable purposes as the previous charity, was formed to assume the assets and liabilities of Boxgrove Village Hall and Community Centre with effect from 1<sup>st</sup> July 2016. The previous charity, No. 305348 has been removed from the Charity Commission Register.

The charity 's objects and principal activities, having due regard to the Trustees duty in Section 17(5) of the 2011 Charities Act concerning public benefit, during the year were as follows:

1. To ensure the continued availability of the village hall for members of the Boxgrove Community.
2. Letting the Village Hall to local users for community activities.

The objectives of the Boxgrove Village Hall & Community Centre CIO are to establish and maintain or assist in establishing and maintaining a multi-function vibrant village hall in Boxgrove Civil Parish for the benefit of the neighbourhood and other members of the public who desire to have use of the facilities.

Boxgrove Village Hall & Community Centre CIO has the additional purpose of providing or helping to provide facilities for the advancement of education and in the interest of social welfare, for recreation and leisure time occupation so as to improve the conditions of life for the inhabitants of Boxgrove Civil Parish and neighbouring communities.

The policies adopted in furtherance of these objects are to encourage the use of the hall by provision and maintenance of the facilities for use both by individual members of the community and by clubs and societies.

In following these objectives, the trustees have had regard to the guidance issued by the Charity Commission.

#### **Public benefit**

The trustees of Boxgrove Village Hall and Community Centre CIO have complied with their duty as stated in their public benefit statement for year ended 30<sup>th</sup> June 2021.

The trustees have achieved their purpose through education; the advancement of health; community development; amateur sport and other charitable purposes. Children, young people, older people and the general public have benefited from the open spaces, the human resources the equipment, and the hall and its facilities.

## **Boxgrove Village Hall & Community Centre CIO**

### **Report of the Trustees** **for the Year Ended 30<sup>th</sup> June 2021**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Review of Activities**

Boxgrove Village Hall and Community Centre continues to be a popular hall for all round use, from health and well-being functions to children's parties and weddings.

At monthly meetings issues that the trustees are responsible for have been addressed where possible and achieved with due diligence to the time available. More time needs to be spent discussing planning for forthcoming events and to recruit teams of volunteers and potential new trustees to achieve these aims.

The Boxgrove Village Hall website continues to receive an increasing number of booking enquiries and the hall management continues to explore more opportunities to work in partnership with other charities and parishes for benefit of the community.

##### **Risk Management**

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the risks. The hall reserves remain secure with no need to use the monies to cover operational overheads.

#### **TRUSTEES**

The following Trustees held office during the whole of the period from 1<sup>st</sup> July 2020 to the date of this report: Sally Cook, Doreen Johnstone, Sylvia St Aubyn Hubbard, Michael Tudor and Jane Barnes. Paul Arthur, Henry Potter and Marcus Woodard were appointed in August 2020. Paul Arthur resigned in April 2021.

#### **FINANCIAL REVIEW**

##### **Financial statement and review**

At the year end 30<sup>th</sup> June 2021, the village hall is in a healthy financial state with reserves in excess of £15,000. With the imminent ending of Covid-19 pandemic restrictions these reserves are expected to increase.

The key objectives of the charity are to allow use of the village hall for the local community with as minimal a hire charge as possible. Each case is reviewed on an individual basis so that no resident is denied use of the hall because of financial hardship. Post funeral receptions are organised free of charge to the residents of Boxgrove and its surrounding area. Hall hire is the hall's primary source of income and the mix of bookings not only financially supports Boxgrove Village Hall and Community Centre CIO but allows many other events to be made available to the community free of charge.

During the period the hall has continued to work in partnership and collaborate positively with the wider community. The hall provides a comprehensive programme of sessions that supports education, craft, culture, dance, theatre, health and well-being. Children's parties remain a firm favourite.

The accounts are run on a receipts and payments (cash accounting) basis as the village hall is not a charitable company, and has less than £250,000 of gross income and expenditure. The management committee felt that utilising cash accounting is more easily understood by all trustees and is an important factor for the transparency of the village hall.

**Boxgrove Village Hall & Community Centre CIO**

**Report of the Trustees**  
**for the Year Ended 30<sup>th</sup> June 2021**

The Treasurer is principally responsible for the financial management of the hall, working closely with the Hall Manager. Financial reports are presented at each Management meeting so that everyone is aware of the financial stability of the hall. All committee members are encouraged to contribute to the financial management of the hall.

Although the hall remains financially active the trustees recognise the need to manage both income and expenditure in the light of ongoing financial challenges as demonstrated by the current economic situation. The management committee take seriously the need to work to budget and also to implement a maintenance budget forecast and reserves policy to ensure the hall remains structurally sound and in good decorative order.

**APPROVED BY ORDER OF THE BOARD OF TRUSTEES AND SIGNED ON ITS BEHALF BY:**

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**Name :** Doreen Johnstone

**Date :** 28th April 2022

## **Boxgrove Village Hall & Community Centre CIO**

### **Report of the Trustees** **for the Year Ended 30<sup>th</sup> June 2021**

#### **TRUSTEES RESPONSIBILITY STATEMENT**

The trustees are responsible for keeping proper accounting records which are sufficient to show and explain the Charity's transactions and to disclose with reasonable accuracy at any time the financial position of the Charity, and to enable them to ensure that any statements of account comply with the requirements of the Charity (Accounts and Reports) Regulations 2008 and the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **RESERVES POLICY**

The trustees seek to retain sufficient general reserves that are deemed necessary to fund the on-going day-to-day operations of the charity. All monies received for designated or restricted purposes are shown in separate funds in the accounts.

#### **APPROVED BY ORDER OF THE BOARD OF TRUSTEES AND SIGNED ON ITS BEHALF BY:**

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Name : Michael Tudor

Date : 28th April 2022

**Boxgrove Village Hall & Community Centre CIO**

**Receipts and Payments Account**  
**for the Year Ended 30<sup>th</sup> June 2021**

	Notes	<b>Total 2021</b>	<b>Total 2020</b>
<b>Receipts</b>			
<b>Grants</b>		£6,021	£10,000
<b>Incoming resources from generated funds</b>			
Voluntary income		£0	£1,501
Activities for generating funds		£0	£4,216
Investment income		£29	£103
<b>Incoming resources from charitable activities</b>			
Charitable		£6,757	£34,024
<b>Total incoming resources</b>		<b>£12,807</b>	<b>£49,844</b>
<b>Payments</b>			
<b>Costs of generating funds</b>			
Costs of generating voluntary income		£0	£2,072
<b>Charitable activities</b>			
Charitable		£22,672	£63,356
Governance costs		£2,736	£5,976
Other resources expended		£1,745	£1,580
Asset purchases		£0	£0
<b>Total resources expended</b>		<b>£27,153</b>	<b>£72,984</b>
<b>Net receipts/(payments)</b>		<b>£(14,346)</b>	<b>£(23,140)</b>
<b>Reconciliation of Bank and Cash Balances</b>			
Total cash funds brought forward		£34,004	£56,954
Non-cash adjustments		£(3,711)	£0
<b>Total funds carried forward</b>		<b>£15,947</b>	<b>£34,004</b>

The notes form part of these financial statements



**Boxgrove Village Hall & Community Centre CIO**

**Statement of Assets and Liabilities**

**for the Year Ended 30<sup>th</sup> June 2021**

	Notes	30th June 2021	30th June 2020
<b>Monetary Assets</b>			
Tangible assets	5	£864,200	£864,200
<b>Cash Funds</b>			
Cash at bank and in hand		£15,947	£34,004
<b>Current Assets</b>			
Stocks		£275	£385
		<b>£880,422</b>	<b>£898,589</b>
<b>Liabilities</b>			
Other creditors		£744	£0
Deposits		£0	£4,565
<b>Total Liabilities</b>		<b>£744</b>	<b>£4,565</b>
		<b>£879,678</b>	<b>£894,024</b>

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The financial statements were approved by the Trustees on 28th April 2022 and were signed on their behalf by:

Doreen Johnstone

The notes form part of these financial statements

## **Boxgrove Village Hall & Community Centre CIO**

### **Notes to the Financial Statements**

### **for the Year Ended 30<sup>th</sup> June 2021**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements have been prepared on the receipts and payments basis, under the historical cost convention, and include the results of the charity's operations.

The financial statements have been prepared in accordance with applicable accounting standards, the Charities Act 2011, Charities (Accounts and Reports) Regulations 2008, Statement of Recommended Practice on Accounting and Reporting by Charities SORP (FRS 10 2).

##### **Receipts**

Voluntary income and donations are accounted for as they are received. The related tax credit on gift aid donations is accounted for when received.

Grants are included when the charity has received them and has unconditional entitlement to the resources.

Investment income is included in the accounts when received.

All other income is recognised when it is received. All incoming resources are accounted for gross, with associated costs included in direct charitable expenditure.

No permanent endowments or material legacies were received in the year.

##### **Payments**

All expenditure is generally recognised when it is incurred. All expenditure is accounted for gross.

Other resources expended include expenditure on management and administration of the charity, not directly related to charitable activities or fundraising ventures.

Governance costs include the cost of the preparation and independent examination of the statutory accounts, together with associated accountancy services.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Funds**

Unrestricted funds are general funds which can be used for the charitable objectives at the discretion of the trustees. Restricted funds are money reserved for designated restricted purposes within the objects of the charity.

##### **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Receipts and Payments Account in the period to which they relate. During the year ended 30<sup>th</sup> June 2021 no contributions were paid as the staff member had reached retirement age.

## **Boxgrove Village Hall & Community Centre CIO**

### **Notes to the Financial Statements**

#### **for the Year Ended 30<sup>th</sup> June 2021**

#### **2. TRUSTEES AND OTHER RELATED PARTIES**

No payments were made to trustees or any persons connected with them during this financial year. No material transaction took place between the organisation and a trustee or any person connected with them.

#### **3. GRANTS**

During the year the charity received Small Business Grants due to the Covid-19 pandemic.

#### **4. STAFF COSTS**

	<b>2021</b>	<b>2020</b>
Wages and salaries	£8,919	£36,659
Other pension costs	£0	£0
	<b>£8,919</b>	<b>£36,659</b>

#### **5. TANGIBLE FIXED ASSETS**

	<b>Freehold property</b>	<b>Plant and machinery</b>	<b>Fixtures and fittings</b>	<b>Computer equipment</b>	<b>Totals</b>
<b>COST</b>					
At 1 July 2020	£803,659	£7,621	£51,421	£1,499	£864,200
Additions	£0	£0	£0	£0	£0
At 30 June 2021	<b>£803,659</b>	<b>£7,621</b>	<b>£51,421</b>	<b>£1,499</b>	<b>£864,200</b>
<b>NET BOOK VALUE</b>					
At 30 June 2021	<b>£803,659</b>	<b>£7,621</b>	<b>£51,421</b>	<b>£1,499</b>	<b>£864,200</b>
At 30 June 2020	£803,659	£7,621	£51,421	£1,499	£864,200

Freehold land and buildings comprise the cost of the construction of the Village Hall and the car park.

#### **6. PUBLIC BENEFIT**

The trustees acknowledge their requirement to demonstrate clearly that the charity must have charitable purposes, or "aims" that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees Report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.