

Annual Report and Unaudited Financial Statements of

Boxgrove Village Hall & Community Centre CIO

for the Year Ended 30th June 2022

Boxgrove Village Hall & Community Centre CIO

Contents of the Financial Statements

for the Year Ended 30th June 2022

	Page
Legal Information	1
Report of the Trustees	2
Receipts and Payments Accounts	6
Statement of Assets and Liabilities	7
Notes to the Financial Statements	8
Independent Examiner's Report	10

Boxgrove Village Hall & Community Centre CIO

Legal Information

for the Year Ended 30th June 2022

TRUSTEES:

Sally Cook
Doreen Johnstone
Sylvia St Aubyn Hubbard
Michael Tudor
Jane Barnes
Henry Potter
Marcus Woodard

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 30th June 2022**

The trustees present their report with the financial statements for the year ended 30th June 2022.

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 11th April 1932, as amended by an order of the Minister of education dated 24th June 1960, and a scheme of the Charity Commissioners dated 10th September 2003. The Charity was registered on 29th October 1963 as Boxgrove Village Hall and Community Centre, Registered Charity No. 305348. On 25th 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 1st 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 30th June 2022.

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 30th June 2022**

ACHIEVEMENT AND PERFORMANCE

Review of Activities

Boxgrove Village Hall & 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 1st July 2021 to the date of this report:- Jane Barnes, Sally Cook, Sylvia St Aubyn Hubbard, Doreen Johnstone, Henry Potter, Michael Tudor and Marcus Woodard.

FINANCIAL REVIEW

Financial statement and review

At the year end 30 June 2022, the village hall is in a healthy financial state with reserves in excess of £24,000. The income from hall hire has been stable in this period and currently bookings are on target.

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 & 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 course 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 total expenditure. The trustees' 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 30th June 2022

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:

Name : Doreen Johnstone

Date : 21/11/2022

Boxgrove Village Hall & Community Centre CIO

Report of the Trustees
for the Year Ended 30th June 2022

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:

Name : Michael Tudor

21/11/2022
Date : _____

Boxgrove Village Hall & Community Centre CIO

Receipts and Payments Account
for the Year Ended 30th June 2022

	Notes	Total 2022	Total 2021
Receipts			
Grants		£8,000	£6,021
Incoming resources from generated funds			
Voluntary income		£0	£0
Activities for generating funds		£666	£0
Investment income		£2	£29
Incoming resources from charitable activities			
Charitable		£31,338	£6,757
Total incoming resources		£40,006	£12,807
Payments			
Costs of generating funds			
Costs of generating voluntary income		£1,240	£0
Charitable activities			
Charitable		£25,713	£22,672
Governance costs		£3,309	£2,736
Other resources expended		£1,537	£1,745
Asset purchases		£0	£0
Total resources expended		£30,559	£27,153
Net receipts/(payments)		£9,447	£(14,346)
Reconciliation of Bank and Cash Balances			
Total cash funds brought forward		£15,947	£34,004
Purchase of fixed assets/Non-cash adjustments		£(975)	£(3,711)
Total funds carried forward		£24,419	£15,947

The notes form part of these financial statements

Boxgrove Village Hall & Community Centre CIO

Statement of Assets and Liabilities

for the Year Ended 30th June 2022

	Notes	30th June 2022	30th June 2021
Monetary Assets			
Tangible assets	5	£864,950	£864,200
Cash Funds			
Cash at bank and in hand		£24,419	£15,947
Current Assets			
Stocks		£0	£275
		£889,369	£880,422
Liabilities			
Other creditors		£744	£744
Total Liabilities		£744	£744
		£888,625	£879,678

The financial statements were approved by the Trustees on 21/11/2022 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 30th June 2022

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 30th June 2022 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 30th June 2022

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 an Omicron Hospitality and Leisure Grant due to the Covid-19 pandemic.

4. STAFF COSTS

	2022	2021
Wages and salaries	£11,298	£8,919
Other pension costs	£134	£0
	£11,432	£8,919

5. TANGIBLE FIXED ASSETS

	Freehold property	Plant and machinery	Fixtures and fittings	Computer equipment	Totals
COST					
At 1 July 2021	£803,659	£7,621	£51,421	£1,499	£864,200
Additions	£0	£551	£0	£699	£1,250
Disposals	£0	£0	£0	£(500)	£(500)
At 30 June 2022	£803,659	£8,172	£51,421	£1,698	£864,950
NET BOOK VALUE					
At 30 June 2022	£803,659	£8,172	£51,421	£1,698	£864,950
At 30 June 2021	£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.

**Independent Examiner's Report to the Trustees of Boxgrove Village Hall & Community
Centre CIO
for the Year Ended 30th June 2022**

I report on the accounts of the charity for the Year Ended 30 June 2022, which are set out on pages 6 to 9.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The charity's 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 my 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 matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - 1.1 to keep accounting records in accordance with section 130 of the 2011 Act; and
 - 1.2 to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Nicola Lowes

Nicola Lowes FCCA

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