

The Leconfield Hall
Charitable Incorporated Organisation (CIO) No. 1167354
www.leconfieldhall.org.uk

Financial Statements for the period to 5th April 2021

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The Leconfield Hall Charity CIO No. 1167354
www.leconfieldhall.org.uk
Trustees Report for the year ended 5th April 2021

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 5th April 2021.

The financial statements have been prepared in accordance with accounting policies set out in the notes to the accounts and comply with the Charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Structure, governance and management

Constitution

The Leconfield Hall is a Charitable Incorporated Organisation (CIO) dated 25th May 2016.

Trustees, Committee Members and how the organisation is run

The trustees, who are the Committee Members, who were appointed upon the formation of the CIO and held office during the year and up to the date of signing the accounts were as follows:

Mr John Christopher Owen Miles (Chairman)
Mr Timothy Peter Wardle (Treasurer)
Mrs Juliet Fynes
Mrs Anne Margaret Simmons (Retired 11/01/2021)
Mrs Victoria Louise Wood
Mr Michael John Peet
Mrs Katherine Isabel Rose Watson
Mr Barrie Stuart Walsh
Miss Daisy Drury (appointed 15/3/21)

The constitution states that there shall be a minimum of three charity trustees. There is no maximum number. Trustees are elected at the annual general meeting. All new trustees are briefed on how the organisation operates to ensure that they understand their obligations as trustees. The full Board of trustees meets several times per year. Although not now a trustee, Michael Follis has remained the Hall's licensee to allow hirers to serve alcohol. Michael Peet will be taking over this duty in 2021. The day to day running of the charity is undertaken by the trustees and a team of volunteers.

Legal and Administrative Information

Principal address: The Leconfield Hall, Market Square, Petworth, West Sussex, GU28 0AH

Independent examiner: J A Burnett ACA,
Martin and Company, 25 St Thomas Street, Winchester, Hampshire, SO23 9HJ

Bankers: HSBC Bank PLC, 94 East Street, Chichester, West Sussex, PO19 1HD
Nat West Bank, 5 East Street, Chichester, West Sussex PO19 1HH

Objectives and Activities

The objects of the CIO are to run a village hall and to promote for the benefit of the inhabitants of the Parish of Petworth ("area of benefit") without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants. The Trustees confirm they have consulted the Charity Commission general guidance on public benefit when reviewing the aims and objectives and future plans of the charity.

Achievements and performance

During the year to 5th April 2021, There were a series of lockdowns and other restrictions due to the Covid 19 pandemic and the Hall was barely hired at all. Government support, via the Chichester District Council, largely financed the missing income. The trustees continued to maintain the Hall, a grade II listed two storey building, built in 1793, in the centre of Petworth's Market Square, letting it to local individuals and organisations, and to commercial users, for meetings, concerts, sales, and all other purposes where this was possible. Meanwhile a scheme to refurbish the upper Hall and make it more of a dedicated centre for films and entertainments, finally started and was still in progress at the year end. This is being funded partly from a legacy and also from focussed fund raising. In due course, it is planned to modernise and improve the ground floor of the Hall. Hall funds are being conserved for this purpose and only about half is being used for the works in upper room.

The Leconfield Hall Charity CIO No. 1167354
Trustees Report for the period ended 5th April 2020 (continued)

The trustees hope to gain a significant increase in the Hall's income from the events planned in the new auditorium upstairs. The Petworth Film House has amalgamated with the Hall since the year end and Daisy Drury has been co-opted onto the committee to lead the plans to expand the Hall's entertainment schedule along with the existing volunteers from the former Film House. It is expected that Daisy will become a trustee at the next AGM. Vikki Wood continues to maintain the Hall's Facebook page to assist in maximising publicity and lettings.

As it is expected that income from film shows will exceed the threshold for VAT, the Hall is in the process of registering for VAT and expects to recover a significant proportion of the VAT on the ongoing works.

Costs remain tightly managed and are kept as low as possible only due to the time spent by our volunteers and Trustees. The trustees aim for future years is to generate sufficient income to run and maintain the Hall and to ensure sufficient funds are put away to pay for major repairs.

Risks

The Trustees consider the major risks to be the generation of sufficient income to meet the cost of running the Hall and ensuring there are sufficient Funds put on one side to ensure that they can deal with any major repairs on this Grade II listed building.

Reserve Policy

The trustees have set up two designated funds. The Long term Maintenance Fund has been set up to ensure that they can deal with any major repairs on this Grade II listed building. The Fixtures and Fittings Fund has been set up to ensure funds have been put on one side to replace ageing fixtures, fittings and equipment. The general Hall fund at 5th April 2020 was equivalent to more than 9 weeks Hall running costs which is considered sufficient to cover day to day running expenses. Although designated by the trustees, these funds are unrestricted.

At 5th April 2021 the charity had funds of £679,866.

Trustees' responsibilities in relation to the Financial Statements

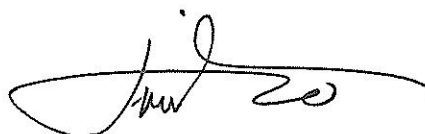
The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales require the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations and the provisions of the trust deed. 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.

Signed on behalf of the Trustees:



Date 06/11/2021

J C O Miles – Chairman

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LECONFIELD HALL

I report to the charity trustees on my examination of the accounts of the charity for the period ended 5th April 2021 which are set out on pages 4 to 9.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

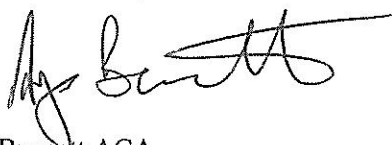
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.



James Angus Burnett ACA
Martin and Company
Chartered Accountants
25 St Thomas Street
Winchester
Hampshire
SO23 9HJ

Date: 12th November 2021

The Leconfield Hall CIO 1167354
Statement of Financial Activities
For the year ended 5th April 2021

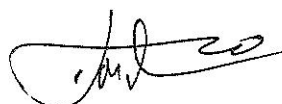
	Unrestricted funds 05/04/2021 £	Restricted funds 05/04/2021 £	Total Funds 05/04/2021 £	Total Funds 05/04/2020 £
INCOME AND ENDOWMENTS FROM:				
Donations and legacies				
Fund Raising - Friends scheme	1,131		1,131	3,138
Film House funding for Wi-Fi	0		0	808
Covid closure grants from Chichester District Council	19,907		19,907	0
Grants & other voluntary income	0	95,274	95,274	230
	<u>21,038</u>	<u>95,274</u>	<u>116,312</u>	<u>4,176</u>
Charitable activities				
Income from lettings	1,286		1,286	26,599
Other trading activities				
Bus shelter rent	25		25	25
Sundry income	0		0	335
	<u>25</u>	<u>0</u>	<u>25</u>	<u>360</u>
Investments	<u>2,579</u>		<u>2,579</u>	<u>4,052</u>
TOTAL INCOME	<u>24,928</u>	<u>95,274</u>	<u>120,202</u>	<u>35,187</u>
EXPENDITURE ON:				
Charitable Activities				
<u>Management of the Hall</u>				
Cleaning & Caretaking costs	4,654		4,654	7,383
Secretarial & Administrative Costs	0		0	1,000
Light & Heat	1,174		1,174	3,363
Rates & Water	769		769	1,423
Telephone and Wi Fi broadband	397		397	1,587
Insurance	5,333		5,333	4,821
General Repairs & Maintenance	14,500	2,340	16,840	11,900
Sundry Expenses	1,251		1,251	1,466
Depreciation of fixtures, fittings & equipment	1,762		1,762	1,749
	<u>29,840</u>	<u>2,340</u>	<u>32,180</u>	<u>34,692</u>
<u>Governance costs</u>				
Independent Examination of accounts	600	0	600	600
<u>Cost of fund raising</u>	<u>0</u>		<u>0</u>	<u>385</u>
TOTAL EXPENDITURE	<u>30,440</u>	<u>2,340</u>	<u>32,780</u>	<u>35,677</u>
NET DEFICIT	(5,512)	92,934	87,422	(490)
Unrealised (losses)/gains on re-valuation of investments	12,839		12,839	(15,258)
Transfer between funds	31,452	(31,452)	0	0
NET MOVEMENT IN FUNDS	38,779	61,482	100,261	(15,748)
RECONCILIATION OF FUNDS				
Fund balances brought forward at 6th April 2020	100,458	479,147	579,605	595,353
Fund balances carried forward at 5 April 2021	<u>139,237</u>	<u>540,629</u>	<u>679,866</u>	<u>579,605</u>
General Hall Funds				
Balance at 06.04.2020	967	179,147	180,114	187,113
Surplus/deficit for year	38,779	61,482	100,261	(15,748)
Transfer depreciation/ Additions from Fixtures and Fittings Reserve	864		864	1,749
Transfer (to)/from Long term Hall Maintenance Fund	(31,452)		(31,452)	7,000
Balance at 05.04.2021	<u>9,158</u>	<u>240,629</u>	<u>249,787</u>	<u>180,114</u>
Fixtures and Fittings Fund				
Balance at 06.04.2020	1,605		1,605	3,354
Movement in period	(864)		(864)	(1,749)
Balance at 05.04.2021	<u>741</u>	<u>0</u>	<u>741</u>	<u>1,605</u>
Long term Hall maintenance fund				
Balance at 06.04.2020	97,886		97,886	104,886
Transfer from/(to) General Fund	31,452		31,452	(7,000)
Balance at 05.04.2021	<u>129,338</u>	<u>0</u>	<u>129,338</u>	<u>97,886</u>
The Leconfield Hall Building				
	<u>139,237</u>	<u>540,629</u>	<u>679,866</u>	<u>579,605</u>

The notes on pages 6 to 8 form part of these financial statements

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The Leconfield Hall CIO 1167354
Balance Sheet as at 5th April 2021

		2021 £	2020 £
FIXED ASSETS:			
Tangible Fixed Assets	Note 3	339,527	308,939
Investments	Note 4	<u>56,785</u>	<u>41,607</u>
		396,312	350,546
CURRENT ASSETS:			
Debtors	Note 5	51,879	11,210
Cash and Bank	Note 6	<u>245,283</u>	<u>226,086</u>
		297,162	237,296
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR:			
Creditors and accruals	Note 7	<u>13,608</u>	<u>8,237</u>
NET CURRENT ASSETS			
		283,554	229,059
		£ <u>679,866</u>	£ <u>579,605</u>
Represented by:			
	Note 8		
ENDOWMENT FUNDS:			
The Leconfield Hall Building and Land		300,000	300,000
UNRESTRICTED FUNDS:			
Income Funds			
General Hall Funds		9,158	967
Designated Funds			
Long Term Hall Maintenance Fund		129,338	97,886
Fixtures and fittings Fund		<u>741</u>	<u>1,605</u>
		130,079	99,491
Restricted Funds			
Hall improvement scheme funds		240,629	179,147
		£ <u>679,866</u>	£ <u>579,605</u>

Signed on behalf of the Trustees:



J C O Miles

Chairman

Date: 06/11/2021



T P Wardle

Hon. Treasurer

The notes on pages 6 to 8 form part of these financial statements

The Leconfield Hall Charity CIO No. 1167354

Notes to the accounts

For the period ended 5th April 2020

1. STATUTORY INFORMATION

The Leconfield Hall is a charitable incorporated organisation, registered in England and Wales. The charity's registered number and registered office address can be found in the Trustees' Report.

2. ACCOUNTING POLICIES

(a) ACCOUNTING CONVENTIONS

The financial statements of the charity, which is a public benefit entity, have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice as it applies from 1st January 2019. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of investments.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended practice effective from 1st April 2005 which has since been withdrawn.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

(b) INCOME

- Income from letting the Hall is accounted for when the Charity is entitled to receipt. Although the Hall is an endowed property the income generated is unrestricted.
- Income from grants, fund raising, voluntary income, investments and tax refunds are accounted for included when receivable.
- The value of donated services is not included in the financial statements.

(c) EXPENDITURE

Expenditure is recognised as soon as there is legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefit will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis, inclusive of any VAT which cannot be recovered.

(d) CHARITABLE ACTIVITIES

These are the costs of managing the Hall.

(e) COST OF FUNDRAISING

These are the costs incurred generating voluntary income.

(f) OTHER EXPENDITURE

Governance costs relate to the costs associated with meeting the constitutional and statutory requirements of the Charity and include the independent examiner's fees and costs linked to the strategic management of the Charity.

The Leconfield Hall Charity CIO No. 1167354

Notes to the accounts (continued)

For the period ended 5th April 2020

2. ACCOUNTING POLICIES (continued)

(g) TANGIBLE FIXED ASSETS AND DEPRECIATION

Assets costing over £150 and with a lasting value are capitalised and included in the accounts at cost. Improvements to property, lifts and seating are written off on a straight line basis over 20 years. Equipment is written off at 25% on a reducing balance basis.

The Grade II listed Leconfield Hall building dates back more than 200 years and the original cost is not known. Whilst the rebuilding cost is estimated at £1.75million this is not considered to be an appropriate method for valuing the property and in view of its primary purpose of acting as a community hall it is included in the accounts at the deemed cost at the date it was transferred into the charity. No depreciation is charged as the Trustees consider the repairs and renewals charged through the Statement of Financial Activities to be adequate to keep the Hall in a good state of repair.

(h) INVESTMENTS

Investments are stated at mid-price market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year. Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value.

(i) FUND ACCOUNTING

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds - these are unrestricted funds set aside for specific future expenditure.

The Long Term Hall Maintenance fund represents funds set aside to cover expected major repairs in the future.

The Fixtures and Fittings fund represents funds set aside to replace assets in the future.

Endowment funds - This represents the land and building known as The Leconfield Hall the capital of which cannot be spent. Charges which can be offset against the endowment fund include revaluation gains and losses and gains/losses on disposal.

Restricted funds – these are funds set aside for the Hall improvement scheme

The Leconfield Hall CIO 1167354

Notes to the accounts (continued)

For the year ended 5th April 2021

3 TANGIBLE FIXED ASSETS

	The Leconfield Hall Land & Building (freehold) (at valuation)	Improvements to building, lift & raised senting (at cost)	Equipment (at cost)	Total
Cost/valuation				
at 5.04.20	300,000	68,575	44,623	413,198
Additions	0	31,452	898	32,350
Disposals				0
at 5.04.21	<u>300,000</u>	<u>100,027</u>	<u>45,521</u>	<u>445,548</u>
Depreciation				
at 5.04.20	0	62,070	42,189	104,259
Additions	0	929	833	1,762
Disposals				0
at 5.04.21	<u>0</u>	<u>62,999</u>	<u>43,022</u>	<u>106,021</u>
Net Book Value				
at 5.04.21	<u>300,000</u>	<u>37,028</u>	<u>2,499</u>	<u>339,527</u>
at 5.04.20	<u>300,000</u>	<u>6,505</u>	<u>2,434</u>	<u>308,939</u>

4 FIXED ASSET INVESTMENTS

	2021	2020
at 5.04.20	41,607	53,933
Additions	0	0
Accumulated income	2,339	2,932
Revaluation	<u>12,839</u>	<u>(15,258)</u>
at 5.04.21	<u>56,785</u>	<u>41,607</u>

The investment comprises M&G Charifund Accumulation units

5 DEBTORS

	2021	2020
Sales Ledger	1,030	3,617
Prepayments	32,547	6,725
Other debtors	<u>18,302</u>	<u>868</u>
	<u>51,879</u>	<u>11,210</u>

The Leconfield Hall CIO 1167354
Notes to the accounts (continued)
For the year ended 5th April 2021

6 BANK ACCOUNTS

	2021	2020
Charity deposit	201,500	201,500
Current accounts	43,783	24,586
	<u>245,283</u>	<u>226,086</u>

The charity banks with HSBC Bank PLC, 94 East Street, Chichester, West Sussex, PO19 1HD. and with Nat West Bank, 5 East Street, Chichester, PO19 1HH. The deposit account is with The COIF Charities Deposit Fund, CCLA Investment Management Ltd, 80 Cheapside, London, EC2V DZ

7 CREDITORS

	2021	2020
Purchase Ledger	12,738	6,750
Accruals and deferred income	870	1,487
	<u>13,608</u>	<u>8,237</u>

8 ANALYSIS OF RESERVES

	Tangible Fixed Assets	Investments	Net Current Assets	Total
Unrestricted Funds		0	9,158	9,158
Restricted funds	0	0	240,629	240,629
Designated Funds:				
Long Term Maintenance Fund	38,786	56,785	33,767	129,338
Fixtures and Fittings Fund	741	0	0	741
Endowment Fund:	300,000	0	0	300,000
	<u>339,527</u>	<u>56,785</u>	<u>283,554</u>	<u>679,866</u>

9 STAFF COSTS AND TRUSTEES' REMUNERATION

There are no employees so consequently no staff costs have been incurred.
The trustees received no remuneration or reimbursed expenses during the year.

9 TRUSTEES INDEMNITY INSURANCE

Trustees indemnity insurance of £100,000 is included in the Charity's insurance package.