

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

Financial Statements for the period to 5th April 2022

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The Leconfield Hall Charity CIO No. 1167354
www.leconfieldhall.org.uk
Trustees Report for the year ended 5th April 2022

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 5th April 2022.

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 Victoria Louise Wood
Mr Michael John Peet
Mrs Katherine Isabel Rose Watson (resigned 08/11/2021)
Mr Barrie Stuart Walsh
Miss Daisy Drury

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. 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 2022, the Covid 19 pandemic continued, affecting the hiring income, but government support, via the Chichester District Council, helped to fill the gap. 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. The scheme to refurbish the upper Hall and make it more of a dedicated centre for films and entertainments, was completed late in the year, and the new cinema opened with the premiere of the latest James Bond film. The work was 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 were conserved for this purpose and only about half was used for the works in upper room.

The Leconfield Hall Charity CIO No. 1167354
Trustees Report for the period ended 5th April 2022 (continued)

The trustees hope to gain a significant increase in the Hall's income from the events planned in the new auditorium upstairs. Daisy Drury leads a sub group with Alex Rees to manage the film shows with help from volunteers and trustees. 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 registered for VAT during the year and recovered a significant proportion of the VAT on the improvement 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 a designated fund, The Long term Maintenance Fund to ensure that they can deal with any major repairs on this Grade II listed building. Although designated by the trustees, these funds are unrestricted. The general Hall fund at 5th April 2022 was equivalent to more than 9 weeks Hall running costs which is considered sufficient to cover day to day running expenses.

At 5th April 2022 the charity had funds of £689,071.

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 13/02/2022

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 2022 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: 22nd August 2022

The Leconfield Hall CIO 1167354
Statement of Financial Activities
For the year ended 5th April 2022

	Unrestricted funds 05/04/2021 £	Restricted funds 05/04/2021 £	Total Funds 05/04/2022 £	Total Funds 05/04/2021 £
INCOME AND ENDOWMENTS FROM:				
Donations and legacies				
Fund Raising - Friends scheme	944		944	1,131
Covid closure grants from Chichester District Council	10,667		10,667	19,907
Grants & other voluntary income	15,929		15,929	95,274
	<u>27,540</u>	<u>0</u>	<u>27,540</u>	<u>116,312</u>
Charitable activities				
Income from lettings	17,705		17,705	1,286
Other trading activities				
Bus shelter rent	25		25	25
Film shows	32,931		32,931	
Sales of drinks and refreshments	7,161		7,161	
Sundry income	103		103	0
	<u>40,220</u>	<u>0</u>	<u>40,220</u>	<u>25</u>
Investments	2,556		2,556	2,579
TOTAL INCOME	<u>88,021</u>	<u>0</u>	<u>88,021</u>	<u>120,202</u>
EXPENDITURE ON:				
Charitable Activities				
<u>Management of the Hall</u>				
Cleaning & Caretaking costs	8,764		8,764	4,654
Secretarial & Administrative Costs	1,000		1,000	0
Light & Heat	4,391		4,391	1,174
Rates & Water	1,033		1,033	769
Telephone and Wi Fi broadband	1,285		1,285	397
Insurance	5,589		5,589	5,333
General Repairs & Maintenance	6,883		6,883	16,840
Sundry Expenses	2,282		2,282	1,251
Depreciation of fixtures, fittings & equipment	19,113		19,113	1,762
	<u>50,340</u>	<u>0</u>	<u>50,340</u>	<u>32,180</u>
<u>Governance costs</u>				
Independent Examination of accounts	425		425	600
<u>Cost of fund raising</u>				
Salaries & Wages	3,988		3,988	0
Cost of film shows	22,003		22,003	0
Cost of drinks and refreshments	5,811		5,811	0
Other fund raising costs	234		234	0
	<u>32,036</u>	<u>0</u>	<u>32,036</u>	<u>0</u>
TOTAL EXPENDITURE	<u>82,801</u>	<u>0</u>	<u>82,801</u>	<u>32,780</u>
NET SURPLUS	<u>5,220</u>	<u>0</u>	<u>5,220</u>	<u>87,422</u>
Unrealised gains on re-valuation of investments	3,985		3,985	12,839
Transfer between funds	220,339	(220,339)	0	0
NET MOVEMENT IN FUNDS	<u>229,544</u>	<u>(220,339)</u>	<u>9,205</u>	<u>100,261</u>
RECONCILIATION OF FUNDS				
Fund balances brought forward at 6th April 2021	139,237	540,629	679,866	579,605
Fund balances carried forward at 5 April 2022	<u>368,781</u>	<u>320,290</u>	<u>689,071</u>	<u>679,866</u>
General Hall Funds				
Balance at 06.04.2021	9,158	240,629	249,787	180,114
Surplus/deficit for year	229,544	(220,339)	9,205	100,261
Transfer depreciation/ Additions from Fix & Fittings/Maintenance fund	(201,226)		(201,226)	(30,588)
Balance at 05.04.2022	<u>37,476</u>	<u>20,290</u>	<u>57,766</u>	<u>249,787</u>
Fixtures and Fittings Fund				
Balance at 06.04.2021	741	0	741	1,605
Transfer to Maintenance fund	(741)		(741)	(864)
Balance at 05.04.2022	<u>0</u>	<u>0</u>	<u>0</u>	<u>741</u>
Long term Hall maintenance fund				
Balance at 06.04.2021	129,338		129,338	97,886
Transfer from/(to) General Fund & fixtures fund	201,967		201,967	31,452
Balance at 05.04.2022	<u>331,305</u>	<u>0</u>	<u>331,305</u>	<u>129,338</u>
The Leconfield Hall Building		300,000	300,000	300,000
The notes on pages 6 to 8 form part of these financial statements	<u>368,781</u>	<u>320,290</u>	<u>689,071</u>	<u>679,866</u>

Note 3

The Leconfield Hall CIO 1167354
Balance Sheet as at 5th April 2022

		2022 £	2021 £
FIXED ASSETS:			
Tangible Fixed Assets	Note 3	509,301	339,527
Investments	Note 4	<u>63,290</u>	<u>56,785</u>
		572,591	396,312
CURRENT ASSETS:			
Debtors	Note 5	20,779	51,879
Cash and Bank	Note 6	<u>112,316</u>	<u>245,283</u>
		133,095	297,162
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR:			
Creditors and accruals	Note 7	<u>16,615</u>	<u>13,608</u>
NET CURRENT ASSETS			
		<u>116,480</u>	<u>283,554</u>
		£ <u>689,071</u>	£ <u>679,866</u>
Represented by:			
	Note 8		
ENDOWMENT FUNDS:			
The Leconfield Hall Building and Land		300,000	300,000
UNRESTRICTED FUNDS:			
Income Funds			
General Hall Funds		37,476	9,158
Designated Funds			
Long Term Hall Maintenance Fund		331,305	129,338
Fixtures and fittings Fund		<u>0</u>	<u>741</u>
		331,305	130,079
Restricted Funds			
Hall improvement scheme funds		20,290	240,629
		£ <u>689,071</u>	£ <u>679,866</u>

Signed on behalf of the Trustees:

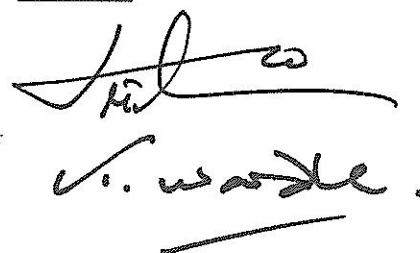
Date: 18/04/2022

J C O Miles

T P Wardle

Chairman

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 2022

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 2022

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.

Ordinary equipment is written off at 25% on a reducing balance basis, but electronic equipment is written off on a straight line basis over 10 years.

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.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

The Leconfield Hall CIO 1167354

Notes to the accounts (continued)

For the year ended 5th April 2022

3 TANGIBLE FIXED ASSETS

	The Leconfield Hall Land & Building (freehold) (at valuation)	Improvements to building, lift & raised seating (at cost)	Equipment (at cost)	Total
Cost/valuation				
at 5.04.21	300,000	100,027	45,521	445,548
Additions	0	114,021	74,866	188,887
Disposals		(11,195)		(11,195)
at 5.04.22	<u>300,000</u>	<u>202,853</u>	<u>120,387</u>	<u>623,240</u>
Depreciation				
at 5.04.21	0	62,999	43,022	106,021
Additions	0	11,001	8,112	19,113
Disposals		(11,195)		(11,195)
at 5.04.22	<u>0</u>	<u>62,805</u>	<u>51,134</u>	<u>113,939</u>
Net Book Value				
at 5.04.22	<u>300,000</u>	<u>140,048</u>	<u>69,253</u>	<u>509,301</u>
at 5.04.21	<u>300,000</u>	<u>37,028</u>	<u>2,499</u>	<u>339,527</u>

4 FIXED ASSET INVESTMENTS

	2022	2021
at 5.04.21	56,785	41,607
Additions	0	0
Accumulated income	2,520	2,339
Revaluation	3,985	12,839
at 5.04.22	<u>63,290</u>	<u>56,785</u>

The investment comprises M&G Equities Investment Fund for Charities Accumulation units

5 DEBTORS

	2022	2021
Sales Ledger	4,542	1,030
Prepayments	7,403	32,547
Other debtors	8,834	18,302
	<u>20,779</u>	<u>51,879</u>

The Leconfield Hall CIO 1167354

Notes to the accounts (continued)

For the year ended 5th April 2022

6 BANK ACCOUNTS & CASH

	2022	2021
Cash float	500	0
Charity deposit	71,500	201,500
Current accounts	40,316	43,783
	<u>112,316</u>	<u>245,283</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

	2022	2021
Purchase Ledger	11,117	12,738
Accruals and deferred income	5,498	870
	<u>16,615</u>	<u>13,608</u>

8 ANALYSIS OF RESERVES

	Tangible Fixed Assets	Investments	Net Current Assets	Total
Unrestricted Funds		0	37,476	37,476
Restricted funds	0	0	20,290	20,290
Designated Funds:				
Long Term Maintenance Fund	209,301	63,290	58,714	331,305
Endowment Fund:	300,000	0	0	300,000
	<u>509,301</u>	<u>63,290</u>	<u>116,480</u>	<u>689,071</u>

9 FUNDS

The Restricted Fund represents the funds available for the Hall improvement scheme.

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

The Fixtures and Fittings fund was established to set aside funds to replace assets in the future. This has now merged with the Long Term Maintenance fund.

The Endowment fund represents the land and building known as The Leconfield Hall, the capital of which cannot be spent.

10 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.

11 TRUSTEES INDEMNITY INSURANCE

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