

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

Financial Statements for the period to 5th April 2023

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The Leconfield Hall Charity CIO No. 1167354
www.leconfieldhall.org.uk
Trustees Report for the year ended 5th April 2023

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 5th April 2023.

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 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 (retired 31/10/2022)
Mrs Victoria Louise Wood
Mr Michael John Peet
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

The year to 5th April 2023 was the first full year of the Hall operating a cinema in the upstairs auditorium, following major renovations and improvements during 2020. The operation has proved a success with circa 6,500 people attending films and live streams in the course of the year, making a surplus to support the Hall's operation as a local amenity. Hall hires recovered following the Covid 19 pandemic and the number of hirings were back to normal. 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. In due course, it is planned to modernise and improve the ground floor of the Hall. Hall funds are conserved for this purpose

The Leconfield Hall Charity CIO No. 1167354
Trustees Report for the period ended 5th April 2023 (continued)

Daisy Drury, a Hall trustee, leads a sub group with local businessman Alex Rees to manage the film shows with help from volunteers and trustees, notably Michael Peet. The Hall has an hourly paid employee to manage the regular films and streamings. Vikki Wood continues to maintain the Hall's Facebook page to assist in maximising publicity and lettings.

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 2023 was equivalent to more than 9 weeks Hall running costs which is considered sufficient to cover day to day running expenses.

At 5th April 2023 the charity had funds of £682,206.

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 30/06/2023

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 2023 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').

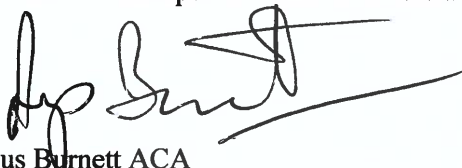
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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:

3rd July 2023

The Leconfield Hall CIO 1167354
Statement of Financial Activities
For the year ended 5th April 2023

	Unrestricted funds 05/04/2023 £	Restricted funds 05/04/2023 £	Total Funds 05/04/2023 £	Total Funds 05/04/2022 £
INCOME AND ENDOWMENTS FROM:				
Donations and legacies				
Fund Raising - Friends scheme	863		863	944
Covid closure grants from Chichester District Council	0		0	10,667
Grants & other voluntary income	0		0	15,929
	<u>863</u>	<u>0</u>	<u>863</u>	<u>27,540</u>
Charitable activities				
Income from lettings	21,677		21,677	17,705
Other trading activities				
Bus shelter rent	25		25	25
Film shows	49,743		49,743	32,931
Sales of drinks and refreshments	13,689		13,689	7,161
Sundry income	106		106	103
	<u>63,563</u>	<u>0</u>	<u>63,563</u>	<u>40,220</u>
Investments	4,600		4,600	2,556
TOTAL INCOME	<u>90,703</u>	<u>0</u>	<u>90,703</u>	<u>88,021</u>
EXPENDITURE ON:				
Charitable Activities				
Management of the Hall				
Cleaning & Caretaking costs	9,132		9,132	8,764
Secretarial & Administrative Costs	1,712		1,712	1,000
Light & Heat	5,179		5,179	4,391
Rates & Water	1,151		1,151	1,033
Telephone and Wi Fi broadband	1,769		1,769	1,285
Insurance	6,208		6,208	5,589
General Repairs & Maintenance	2,224		2,224	6,883
Sundry Expenses	1,708		1,708	2,282
Depreciation of fixtures, fittings & equipment	16,189		16,189	19,113
	<u>45,272</u>	<u>0</u>	<u>45,272</u>	<u>50,340</u>
Governance costs				
Independent Examination of accounts	550	0	550	425
Cost of fund raising				
Salaries & Wages	7,718		7,718	3,988
Cost of film shows	31,148		31,148	22,003
Cost of drinks and refreshments	9,360		9,360	5,811
Other fund raising costs	350		350	234
	<u>48,576</u>	<u>0</u>	<u>48,576</u>	<u>32,036</u>
TOTAL EXPENDITURE	<u>94,398</u>	<u>0</u>	<u>94,398</u>	<u>82,801</u>
NET SURPLUS	(3,695)	0	(3,695)	5,220
Unrealised gains on re-valuation of investments	(3,170)		(3,170)	3,985
Transfer between funds			0	0
NET MOVEMENT IN FUNDS	(6,865)	0	(6,865)	9,205
RECONCILIATION OF FUNDS				
Fund balances brought forward at 6th April 2022	368,781	320,290	689,071	679,866
Fund balances carried forward at 5 April 2023	<u>361,916</u>	<u>320,290</u>	<u>682,206</u>	<u>689,071</u>
General Hall Funds				
Balance at 06.04.2022	37,476	20,290	57,766	249,787
Surplus/deficit for year	(6,865)	0	(6,865)	9,205
Transfer depreciation/ Additions from Fix & Fittings/Maintenance fund			0	(201,226)
Balance at 05.04.2023	<u>30,611</u>	<u>20,290</u>	<u>50,901</u>	<u>57,766</u>
Long term Hall maintenance fund				
Balance at 06.04.2022	331,305	0	331,305	129,338
Transfer from/(to) General Fund & fixtures fund			0	201,967
Balance at 05.04.2023	<u>331,305</u>	<u>0</u>	<u>331,305</u>	<u>331,305</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>361,916</u>	<u>320,290</u>	<u>682,206</u>	<u>689,071</u>

The Leconfield Hall CIO 1167354
Balance Sheet as at 5th April 2023

		2023 £	2022 £
FIXED ASSETS:			
Tangible Fixed Assets	Note 3	495,143	509,301
Investments	Note 4	63,098	63,290
		<u>558,241</u>	<u>572,591</u>
CURRENT ASSETS:			
Debtors	Note 5	12,840	20,779
Cash and Bank	Note 6	123,334	112,316
		<u>136,174</u>	<u>133,095</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR:			
Creditors and accruals	Note 7	12,209	16,615
NET CURRENT ASSETS			
		123,965	116,480
		<u>£ 682,206</u>	<u>£ 689,071</u>
Represented by: Note 8			
ENDOWMENT FUNDS:			
The Leconfield Hall Building and Land		300,000	300,000
UNRESTRICTED FUNDS:			
Income Funds			
General Hall Funds		30,611	37,476
Designated Funds			
Long Term Hall Maintenance Fund		331,305	331,305
Restricted Funds			
Hall improvement scheme funds		20,290	20,290
		<u>£ 682,206</u>	<u>£ 689,071</u>

Signed on behalf of the Trustees:



J C O Miles

Chairman

Date: 30/04/2023



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 2023

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 2023**

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 major 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 2023

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 5.04.22	300,000	202,853	120,387	623,240
Additions	0		2,031	2,031
Disposals				0
at 5.04.23	<u>300,000</u>	<u>202,853</u>	<u>122,418</u>	<u>625,271</u>
Depreciation				
at 5.04.22	0	62,805	51,134	113,939
Additions	0	7,643	8,546	16,189
Disposals				0
at 5.04.23	<u>0</u>	<u>70,448</u>	<u>59,680</u>	<u>130,128</u>
Net Book Value				
at 5.04.23	<u>300,000</u>	<u>132,405</u>	<u>62,738</u>	<u>495,143</u>
at 5.04.22	<u>300,000</u>	<u>140,048</u>	<u>69,253</u>	<u>509,301</u>

4 FIXED ASSET INVESTMENTS

	2023	2022
at 5.04.22	63,290	56,785
Additions	0	0
Accumulated income	2,978	2,520
Revaluation	<u>(3,170)</u>	<u>3,985</u>
at 5.04.23	<u>63,098</u>	<u>63,290</u>

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

5 DEBTORS

	2023	2022
Sales Ledger	1,077	4,542
Prepayments	2,766	7,403
Other debtors	<u>8,997</u>	<u>8,834</u>
	<u>12,840</u>	<u>20,779</u>

The Leconfield Hall CIO 1167354

Notes to the accounts (continued)

For the year ended 5th April 2023

6 BANK ACCOUNTS & CASH

	2023	2022
Cash float	600	500
Charity deposit	105,500	71,500
Current accounts	17,234	40,316
	<u>123,334</u>	<u>112,316</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

	2023	2022
Purchase Ledger	218	11,117
Accruals and deferred income	11,991	5,498
	<u>12,209</u>	<u>16,615</u>

8 ANALYSIS OF RESERVES

	Tangible Fixed Assets	Investments	Net Current Assets	Total
Unrestricted Funds		0	30,611	30,611
Restricted funds	0	0	20,290	20,290
Designated Funds:				
Long Term Maintenance Fund	195,143	63,098	73,064	331,305
Endowment Fund:	300,000	0	0	300,000
	<u>495,143</u>	<u>63,098</u>	<u>123,965</u>	<u>682,206</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 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 is one employee, paid on an hourly basis, to manage the film shows.

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.