

# POTTEN END VILLAGE HALL

England & Wales · Charity number 1171110

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2017-01-13

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Brynhyfryd  
Vicarage Road  
Potten End  
Berkhamsted  
HP4 2QZ

**Phone** 07891760244

**Email** [info@pottenendvillagehall.co.uk](mailto:info@pottenendvillagehall.co.uk)

**Website** <http://pottenendvillagehall.co.uk/>

## Activities

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**Objects:** VILLAGE HALL

**Activities:** To allow the Village Hall premises to be used for the purpose of physical and mental recreation and social and intellectual development for the benefit of the inhabitants of Nettleden with Potten End Parish.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies

## Geography

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- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£44,192	£47,376	-	-
2023-12-31	£35,290	£47,908	-	-
2022-12-31	£64,760	£45,481	-	-
2021-12-31	£35,712	£31,821	-	-
2020-12-31	£30,839	£37,673	-	-

## Trustees

Name	Role	Appointed
<b>MICHAEL ANTHONY WALLIS</b>	Chair	2021-06-04
Brendan Minahan		2022-02-20
CHRISTOPHER CHARLES GRIMSDALE		2025-11-19
DANIEL TAYLOR		2025-02-03
David Grimsdale		2021-06-08
Edward Rochford		2025-01-31
Jane Hazzard		2023-06-05
Lynda Clarke		2021-06-08
Patricia Gale		2023-10-09
Sara Raybould		2020-06-26
VALERIE GUNN		2021-06-04

**POTTEN END VILLAGE HALL**

England & Wales - Charity number 1171110

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# Accounts

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**POTTEN END VILLAGE HALL CIO**  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

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# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

The Trustees present their report and financial statements for the year ended 31 December 2024.

The Potten End Village Hall land and buildings were originally the subject of a settlement by the late Miss S R Courtauld in 1928 and held by the National Council for Voluntary Organisations (NCVO) as the Official Custodian Trustee of it.

On 13 January 2017 the Trustees of Potten End Village Hall set up a Charitable Incorporated Organisation (CIO) with the Charity Commission (registered number 11711110). The unincorporated charity (registered number 302446) passed a resolution on 8 October 2018 to transfer all assets and liabilities to the new CIO.

The Official Custodian decided to withdraw from acting as 'Custodian Trustee' for the property and pass responsibility to the CIO. Transfer of the legal title was completed in May 2019 and the property is included in the accounts at a deemed carrying value of nil based on the original gift. A professional market valuation has not been sought but for insurance purposes the property has been revalued by us on a reinstatement basis of in excess £1.4M as at 31 December 2024.

The following were Trustees during and at the end of the financial year:

		<i>Appointing organisation</i>
Mr Michael A Wallis	Chair of Trustees	co-opted
Mrs Lynda Clarke	Honorary Secretary	co-opted
Mrs Valerie Gunn	Honorary Treasurer	co-opted
Mr Brendan Minahan	Honorary Buildings Adviser	co-opted
Mr David Grimsdale		Parish Council
Mrs Pat Gale		Women's Institute
Mrs Jane Hazzard		Church Women's Fellowship
Ms Sara Raybould		Holy Trinity Parochial Church Council

Mrs Valerie Gunn also represents Ashridge DFAS.

Mrs Diane Stevens of Berkhamsted Strathspey & Reel Club resigned June 2024 and was replaced by Stephen Webb in June 2024 but who then resigned September 2024.

As at 31 December 2024 no representative had been put forward by Potten End Bowls Club, Potten End Scouts Group or Brownies and Guides.

### **Honorary Life**

Mrs Val Cole

**Caretaker Manager and Designated Premises Supervisor** - Mr Gary Brennan

**Independent Examiner** - Mr Grant Franklin ACA

**Bankers** - National Westminster Bank Plc, High Street, Berkhamsted, Herts.

# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2024 (Continued)

### Objects, organisation and activities

The objects of the CIO, which mirror those of the 1928 Settlement are to allow the Village Hall Premises to be used for the purposes of physical and mental recreation and social and intellectual development for the benefit of the inhabitants of Nettleden with Potten End Parish. The Hall is available for hire in accordance with a standing hire agreement and on a scale of charges determined by the Trustees. It is intended that the income from hiring should be sufficient to cover all outgoings for the running and maintenance of the Hall.

The Trustees delegate to the Caretaker Manager the day-to-day running of the Hall, including the taking of bookings and cleaning. He has also been appointed to be the Designated Premises Supervisor as defined in the Licensing Act 2003. The Trustees have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the aims and objectives of the CIO and in planning its future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The five-year Business Plan sets out how the Village Hall sets out the key objectives of it, evaluated by:

- Maintaining a programme of sound Governance processes
- Delivering a Financial Plan that aims to generate sufficient funds to meet all expenditure in connection with the Village Hall
- Carrying out a programme of building maintenance activities
- Delivering a Marketing Plan that aims to ensure local inhabitants and other potential users are aware of the benefits of using Potten End Village Hall
- Ensuring that the Hall's facilities are up to date and fit for purpose
- Support and management to employees

### Review of activities

A budget was agreed for 2024 projecting income from lettings of £32,000 which was reviewed at each of the trustee meetings. The lettings outcome was ahead of this at £34,607 due to an increase in wedding receptions and parties.

The Village Hall continues to play a key role with the Parish Council and Holy Trinity Church in organising events for the village.

Overall income was £44,192 (including grants of £3240) against budget of £36,580, a satisfactory outcome for the year.

Total expenditure before depreciation of £41,625 was ahead of budget at £32,972 principally as a result of the need for floor refurbishment costing £7,656.

The three-year contracts with Crown Gas & Power and EDF Energy finished 29 November 2024 for Gas and 31 December 2024 for electricity. This shielded us from the substantial global increase in energy costs. Actual expenditure for this though in 2024 was £3,108 below budget. New Contracts have been entered into with Yu Energy for two years: Gas 30 November 2024 to 29 November 2026 and Electricity 1 January 2025 to 31 December 2026. Pricing was agreed ahead of inflation in 2024 as preparation for the marked increase in pricing expected on the new contracts.

Reserves remain at a healthy level with investments maintained with the COIF Charities Investment Fund showing a small increase to £28,387 and the Charities Deposit Fund £22,860. A major project has been agreed to refurbish the kitchen in the Caretaker Manager accommodation once funds allow with Grant Funding being sought towards this from the Parish Council.

Overall, the Trustees are satisfied that the CIO's financial position continues to be sound and adequate to meet its objectives. They recognise the need to carefully monitor continually rising general costs but at the same time ensure that the Hall is maintained to a satisfactory level. The 5 Year Business Plan focuses on ways of increasing revenue by increased usage of the Hall and from regular income from residents of the parish who wish to donate to the charity through the Friends of Potten End Village Hall.

# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2024 (Continued)

### Reserves and Risk Management Policy

The Trustees historically have sought to hold a minimum of 6 months annual running expenses in the General Fund, and this has been maintained.

The Trustees receive financial reports at each of their meetings during the year and compare actual performance to that budgeted at the beginning of the year. The Trustees have considered the major risks to which the charity may be exposed and are satisfied that systems are in place to mitigate exposure to those risks.

### Trustees and Officers

Trustees are nominated by local associated organisations and appointed annually at the AGM. The CIO's officers (Chairman, Secretary and Treasurer) are normally co-opted annually at the AGM or during the year to fill a casual vacancy.

### Statement of Trustees' responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

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

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.

### Independent Examiner

The Trustees are grateful to the Independent Examiner, Mr Grant Franklin, for his continued attention to the Charity's affairs.

Approved by the Trustees on 18/1/25 and signed on its behalf by:

(Chairman)



(Treasurer)



## POTTEN END VILLAGE HALL CIO

### INDEPENDENT EXAMINER'S REPORT TO POTTEN END VILLAGE HALL CIO

I report to the Trustees on my examination of the accounts of Potten End Village Hall CIO for the year ended 31<sup>st</sup> December 2024.

#### **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 2011 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:**

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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 (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

  
Mr G D Franklin ACA  
Chartered Accountant

18 May 2025

**POTTEN END VILLAGE HALL CIO**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2024**

	Notes	<u>Unrestricted Funds</u>				2024	2023
		General	Maintenance	Restricted	Endowment	Total	Total
		<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	£	£
		£	£	£	£	£	
<b>INCOME</b>							
Income from lettings		34,607	-	-	-	34,607	25,539
Income from investments	2	-	773	-	-	773	762
Deposit interest	2	-	1,259	-	-	1,259	1,283
Fundraising events		3,063	-	-	-	3,063	3,728
Donations and legacies	7	1,100	-	-	-	1,100	643
Other income	8	150	-	3,240	-	3,390	3,335
<b>TOTAL INCOME</b>		<b>38,920</b>	<b>2,032</b>	<b>3,240</b>	<b>-</b>	<b>44,192</b>	<b>35,290</b>
<b>EXPENDITURE</b>							
Village hall running expenses:							
Caretaker's salary		11,879	-	-	-	11,879	11,398
Water rates		1,089	-	-	-	1,089	917
Light and heat		6,392	-	-	-	6,392	6,725
Telephone and internet		727	-	-	-	727	637
Insurances		2,045	-	-	-	2,045	1,923
Licences		698	-	-	-	698	432
Repairs and maintenance	9	14,223	-	500	-	14,723	13,149
Equipment & replacements	10	191	-	-	-	191	397
Laundry and cleaning		3,411	-	-	-	3,411	2,979
Sundry expenditure (inc IT costs)		970	-	-	-	970	593
Depreciation		2,564	-	2,687	-	5,251	4,703
Coronation/Jubilee celebrations to PC		-	-	-	-	-	3,185
Household Support Fund payments		-	-	-	-	-	300
Professional fees		-	-	-	-	-	570
<b>TOTAL EXPENDITURE</b>		<b>44,189</b>	<b>-</b>	<b>3,187</b>	<b>-</b>	<b>47,376</b>	<b>47,908</b>
<b>NET (EXPENDITURE)/INCOME BEFORE GAINS/LOSSES ON INVESTMENTS</b>		<b>(5,269)</b>	<b>2,032</b>	<b>53</b>	<b>-</b>	<b>(3,184)</b>	<b>(12,618)</b>
<b>NET PROFIT ON INVESTMENTS</b>							
<b>PROFIT ON REVALUATION</b>							
Unrealised	6	-	627	-	-	627	2,336
<b>NET (EXPENDITURE)/INCOME</b>		<b>(5,269)</b>	<b>2,659</b>	<b>53</b>	<b>-</b>	<b>(2,557)</b>	<b>(10,282)</b>
<b>FUNDS BROUGHT FORWARD</b>		<b>30,102</b>	<b>51,937</b>	<b>26,555</b>	<b>600</b>	<b>109,194</b>	<b>119,476</b>
<b>TRANSFER BETWEEN FUNDS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUNDS CARRIED FORWARD</b>	6	<b>24,833</b>	<b>54,596</b>	<b>26,608</b>	<b>600</b>	<b>106,637</b>	<b>109,194</b>

The notes on pages 7 to 10 form part of these accounts

**POTTEN END VILLAGE HALL CIO**  
**BALANCE SHEET AS AT 31ST DECEMBER 2024**

	Notes	£	2024 £	2023 £
<b>TANGIBLE FIXED ASSETS</b>				
Land and buildings	3		-	-
Extension to building	3		-	-
Heating system	3		5,889	8,834
Windows	3		34,093	35,851
Cottage windows	3		13,155	-
Investments	3		<u>28,387</u>	<u>27,760</u>
			81,524	72,445
<b>CURRENT ASSETS</b>				
Debtors and Prepayments	4	4,342		3,403
Charities Deposit Fund		22,860		29,101
Cash at bank and in hand		<u>6,633</u>		<u>12,688</u>
			33,835	45,192
<b>CURRENT LIABILITIES</b>				
Creditors	5		(8,722)	(8,443)
			<u>25,113</u>	<u>36,749</u>
<b>NET CURRENT ASSETS</b>				
			<u>106,637</u>	<u>109,194</u>
<b>NET ASSETS</b>				
<b>FUNDS</b>				
<b>Unrestricted Income funds</b>				
General Fund	6		24,833	30,102
Maintenance Fund	6		<u>54,596</u>	<u>51,937</u>
			79,429	82,039
<b>Restricted Income funds</b>				
Restricted Fund	6		26,608	26,555
Endowment Fund	6		600	600
			<u>106,637</u>	<u>109,194</u>
<b>TOTAL FUNDS</b>				

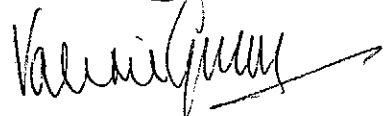
The notes on pages 7 to 10 form part of these accounts

Approved by the Trustees on 18/5/25 and signed on its behalf by:

Chairman



Treasurer



**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**1. Accounting convention**

The accounts have been prepared under the historical cost convention as modified by the revaluation of investments and are in accordance with FRS 102, Charities Act 2011 and, to the extent that it applies to smaller charities, Charities SORP (FRS 102).

**2. Accounting policies**

- (i) Allocation of income - All income (including realised and unrealised gains or losses) from investments and deposit accounts is credited or debited to the Maintenance Fund when receivable.
- (ii) Expenses are accounted for on the accruals basis.
- (iii) Investments are stated at their quoted market values at the balance sheet date.

**3. Tangible fixed assets**

(i) The Village Hall and cottage land and buildings were the subject of a settlement by Miss S R Courtauld made on 28th June 1928 of which The Official Custodian for Charities was the Trustee. On 13th May 2019 the Custodian Trustee transferred the legal title of the Village Hall property to the CIO. The property subject to the transfer was considered to have a negligible carrying value at the date of transfer and is therefore included in the financial statements at a value of nil. Capital expenditure incurred on the building subsequent to the 1928 settlement has been recognised in the relevant years financial statements at cost. Legal title of the Village Hall is held by the CIO as permanent endowment on the same trusts, so far as reasonably practicable, on which the property was held immediately prior to its transfer. The buildings are insured by the CIO for in excess of £1,400,000 based on the estimated reinstatement cost.

(ii) The Hall's Heating system was replaced in 2017. This has been recorded in the accounts at cost and is being depreciated based on an estimated useful economic life of 10 years.

(iii) Replacement of the Hall's windows was completed in 2020. In 2024 the windows of the cottage have been replaced. These have both been recorded in the accounts at cost and are being depreciated based on an estimated useful economic life of 25 years.

	2024 £	2023 £
(iv) Capitalised element of costs of extension in 2000 Cost at 31 December 2024	<u>24,000</u>	<u>24,000</u>
Depreciation at 31 December 2024	<u>24,000</u>	<u>24,000</u>
Net book value at 31 December 2024	<u>-</u>	<u>-</u>
(v) Heating System Cost at 31 December 2024	<u>29,449</u>	<u>29,449</u>
Depreciation at 1 January 2024	20,615	17,670
Charge for the year	<u>2,945</u>	<u>2,945</u>
Depreciation at 31 December 2024	<u>23,560</u>	<u>20,615</u>
Net book value at 31 December 2024	<u>5,889</u>	<u>8,834</u>

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

<b>3. Tangible fixed assets (continued)</b>	2024 £	2023 £
(vi) Windows		
Cost at 31 December 2024	<u>43,942</u>	<u>43,942</u>
Depreciation at 1 January 2024	8,091	6,333
Charge for the year	<u>1,758</u>	<u>1,758</u>
Depreciation at 31 December 2024	<u>9,849</u>	<u>8,091</u>
Net book value at 31 December 2024	<u>34,093</u>	<u>35,851</u>
 (vii) Cottage windows		
Additions	<u>13,703</u>	<u>-</u>
Cost at 31 December 2024	<u>13,703</u>	<u>-</u>
Charge for the year	<u>548</u>	<u>-</u>
Depreciation at 31 December 2024	<u>548</u>	<u>-</u>
Net book value at 31 December 2024	<u>13,155</u>	<u>-</u>
 (vii) Investments		
General Fund and Maintenance Funds (Unrestricted)		
At 1 January 2024	27,760	25,424
Additions	-	-
Disposals	-	-
Revaluations in year	<u>627</u>	<u>2,336</u>
At 31 December 2024	<u>28,387</u>	<u>27,760</u>

The Investments are all held in the COIF Charities Investment Fund.

**4. Debtors and prepayments**

Debtors	1,291	897
Other debtors & prepayments	<u>3,051</u>	<u>2,506</u>
	<u>4,342</u>	<u>3,403</u>

**5. Creditors**

Accruals & deferred income	2,231	1,180
Deposits in advance	<u>6,491</u>	<u>7,263</u>
	<u>8,722</u>	<u>8,443</u>

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**6. Analysis of funds**

	Opening balances	Net income	Transfers	Investment gains	Closing balances
	£	£	£	£	£
Unrestricted funds - General Fund	30,102	(5,269)	-	-	24,833
Unrestricted funds - Maintenance Fund	51,937	2,032	-	627	54,596
Restricted fund - Heating system	1,495	(1,333)	-	-	162
Restricted fund - Replacement windows	25,060	(1,244)	-	-	23,816
Restricted fund - Replacement windows	-	2,630	-	-	2,630
Restricted fund - Endowment Fund	600	-	-	-	600
	<u>109,194</u>	<u>(3,184)</u>	<u>-</u>	<u>627</u>	<u>106,637</u>

General Fund - This is an unrestricted fund that provides the working capital for the CIO's activities.

Maintenance Fund - This is an unrestricted fund established to provide for any future major costs associated with the building.

Restricted Fund - This relates to donations and grants given towards replacing the heating system and windows.

Endowment Fund - This was given by Miss Courtauld in 1931 to assist in meeting the expenses of the Village Hall, with power to use capital as income.

**7. Donations and legacies**

	2024 £	2023 £
Donations	1,100	358
Gift Aid	-	285
	<u>1,100</u>	<u>643</u>

**8. Other income**

Local authority award	500	-
ACRE Government Grant for windows	2,740	-
Coronation/Jubilee Celebrations Funding	-	3,185
Contribution from Potten End Gardening Club	150	150
	<u>3,390</u>	<u>3,335</u>

**POTTEN END VILLAGE HALL CIO  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

	2024 £	2023 £
<b>9. Repairs and maintenance</b>		
Roof repairs	220	7,038
Electrical work	1,639	1,004
Security and fire systems	336	865
Heating system maintenance	876	1,344
General works	287	823
Lawnmower maintenance	75	-
Grounds maintenance	864	1,512
PA system	-	563
Floor refurbishment	7,656	-
Toilet refurbishment	2,770	-
	<b>14,723</b>	<b>13,149</b>

**10. Equipment & replacements**

General replacements	191	397
	<b>191</b>	<b>397</b>

**11. Trustee's remuneration**

None of the Trustees received any remuneration (2023 - none).

The Trustees were reimbursed for expenses totalling £490 (2023: £598 ) incurred by them on behalf of the CIO.

**12. Taxation**

The CIO is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

**POTTEN END VILLAGE HALL**

England & Wales - Charity number 1171110

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# Accounts

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**POTTEN END VILLAGE HALL CIO**  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

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# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

The Trustees present their report and financial statements for the year ended 31 December 2023.

The Potten End Village Hall land and buildings were originally the subject of a settlement by the late Miss S R Courtauld in 1928 and held by the National Council for Voluntary Organisations (NCVO) as the Official Custodian Trustee of it.

On 13 January 2017 the Trustees of Potten End Village Hall set up a Charitable Incorporated Organisation (CIO) with the Charity Commission (registered number 11711110). The unincorporated charity (registered number 302446) passed a resolution on 8 October 2018 to transfer all assets and liabilities to the new CIO.

The Official Custodian decided to withdraw from acting as 'Custodian Trustee' for the property and pass responsibility to the CIO. Transfer of the legal title was completed in May 2019 and the property is included in the accounts at a deemed carrying value of nil based on the original gift. A professional market valuation has not been sought but for insurance purposes the property has been revalued by us on a reinstatement basis of in excess £1.3M as at 31 December 2023.

The following were Trustees during and at the end of the financial year:

<i>Appointing organisation</i>		
Mr Michael A Wallis	Chair of Trustees	co-opted
Mrs Lynda Clarke	Honorary Secretary	co-opted
Mrs Valerie Gunn	Honorary Treasurer	co-opted
Mr Brendan Minahan	Honorary Buildings Adviser	co-opted
Mr David Grimsdale		Parish Council
Mrs Diane Stevens		Berkhamsted Strathspey & Reel Club
Mrs Pat Gale		Women's Institute
Mr Andrew Bailey		Potten End Scouts Group
Mrs Jane Hazzard		Church Women's Fellowship
Ms Sara Raybould		Holy Trinity Parochial Church Council

Mrs Valerie Gunn also represents Ashridge DPAS.

Mrs Gill Grainger of Women's Institute resigned 15 September 2023  
Mr Danny Bonwitt of Potten End Gardening Club resigned 13 February 2023  
Mr Andrew Bailey of Potten End Scouts Group resigned 9 October 2023  
Mr Alan Howling of Potten End Bowls Club resigned 9 October 2023

No representative has yet been put forward by Potten End Bowls Club, Potten End Scouts Group or Brownies and Guides.

### **Honorary Life**

Mrs Val Cole

**Caretaker Manager and Designated Premises Supervisor** - Mr Gary Brennan

**Independent Examiner** - Mr Grant Franklin ACA

**Bankers** - National Westminster Bank Plc, High Street, Berkhamsted, Herts.

# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023 (Continued)

### Objects, organisation and activities

The objects of the CIO, which mirror those of the 1928 Settlement are to allow the Village Hall Premises to be used for the purposes of physical and mental recreation and social and intellectual development for the benefit of the inhabitants of Nettleden with Potten End Parish. The Hall is available for hire in accordance with a standing hire agreement and on a scale of charges determined by the Trustees. It is intended that the income from hiring should be sufficient to cover all outgoings for the running and maintenance of the Hall.

The Trustees delegate to the Caretaker Manager the day-to-day running of the Hall, including the taking of bookings and cleaning. He has also been appointed to be the Designated Premises Supervisor as defined in the Licensing Act 2003. The Trustees have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the aims and objectives of the CIO and in planning its future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The five-year Business Plan sets out how the Village Hall sets out the key objectives of it, evaluated by:

- Maintaining a programme of sound Governance processes
- Delivering a Financial Plan that aims to generate sufficient funds to meet all expenditure in connection with the Village Hall
- Carrying out a programme of building maintenance activities
- Delivering a Marketing Plan that aims to ensure local inhabitants and other potential users are aware of the benefits of using Potten End Village Hall
- Ensuring that the Hall's facilities are up to date and fit for purpose
- Support and management to employees

### Review of activities

A budget was agreed for 2023 projecting income from lettings of £28,000 which was reviewed at each of the trustee meetings. The lettings outcome was slightly below that of 2022 despite an increase in fees with revenue from Saturday bookings no doubt adversely affected by the cost of living crisis.

The Village Hall continues to play a key role with the Parish Council and Holy Trinity Church in organising events in the village and Coronation Funding of £3,185 was received.

Overall income, excluding the Coronation Grant of £3185, was £32,105 against budget of £31,800, a satisfactory outcome for the year.

Total expenditure, before depreciation and Coronation Celebration monies of £40,020, was ahead of budget at £31,416 principally as a result of the need for roof repairs and heating system maintenance. Improved lighting was also carried out in the foyer.

The three-year contracts with Crown Gas & Power and EDF Energy agreed in 2021 but effective from November 2021 to 29 November 2024 shielded us from the substantial global increase in energy costs. Actual expenditure for this was £2,175 below budget. \*

Reserves remain at a healthy level although investments with the COIF Charities Investment Fund saw an increase in value of £2,336 to £27,760.

Overall, the Trustees are satisfied that the CIO's financial position continues to be sound and adequate to meet its objectives. They recognise the need to carefully monitor continually rising general costs but at the same time ensure that the Hall is maintained to a satisfactory level. The 5 Year Business Plan focuses on ways of increasing revenue by increased usage of the Hall and from regular income from residents of the parish who wish to donate to the charity through the Friends of Potten End Village Hall.

# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2023 (Continued)

### Reserves and Risk Management Policy

The Trustees historically have sought to hold a minimum of 6 months annual running expenses in the General Fund, and this has been maintained.

The Trustees receive financial reports at each of their meetings during the year and compare actual performance to that budgeted at the beginning of the year. The Trustees have considered the major risks to which the charity may be exposed and are satisfied that systems are in place to mitigate exposure to those risks.

### Trustees and Officers

Trustees are nominated by local associated organisations and appointed annually at the AGM. The CIO's officers (Chairman, Secretary and Treasurer) are normally co-opted annually at the AGM or during the year to fill a casual vacancy.

### Statement of Trustees' responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.


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

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.

### Independent Examiner

The Trustees are grateful to the Independent Examiner, Mr Grant Franklin, for his continued attention to the Charity's affairs.

Approved by the Trustees on 2/6/24 and signed on its behalf by:



(Chairman)



(Treasurer)

## POTTEN END VILLAGE HALL CIO

### INDEPENDENT EXAMINER'S REPORT TO POTTEN END VILLAGE HALL CIO

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31<sup>st</sup> December 2023.

#### **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 2011 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:**

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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 (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

  
Mr G D Franklin ACA  
Chartered Accountant

31/5/2024

**POTTEN END VILLAGE HALL CIO**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2023**

	Notes	<u>Unrestricted Funds</u>				2023 Total	2022 Total
		<u>General</u>	<u>Maintenance</u>	<u>Restricted</u>	<u>Endowment</u>		
		<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>		
		£	£	£	£	£	
<b>INCOME</b>							
Income from lettings		25,539	-	-	-	25,539	26,846
Income from investments	2	-	762	-	-	762	759
Deposit interest	2	-	1,283	-	-	1,283	269
Fundraising events		3,728	-	-	-	3,728	1,142
Donations and legacies	7	643	-	-	-	643	25,419
Other income	8	150	-	3,185	-	3,335	10,325
<b>TOTAL INCOME</b>		<b>30,060</b>	<b>2,045</b>	<b>3,185</b>	<b>-</b>	<b>35,290</b>	<b>64,760</b>
<b>EXPENDITURE</b>							
Village hall running expenses:							
Caretaker's salary		11,398	-	-	-	11,398	11,079
Water rates		917	-	-	-	917	841
Light and heat		6,725	-	-	-	6,725	8,119
Telephone and internet		637	-	-	-	637	555
Insurances		1,923	-	-	-	1,923	1,469
Licences		432	-	-	-	432	615
Repairs and maintenance	9	12,649	-	500	-	13,149	2,195
Equipment & replacements	10	397	-	-	-	397	5,083
Laundry and cleaning		2,979	-	-	-	2,979	3,598
Sundry expenditure (inc IT costs)		593	-	-	-	593	366
Depreciation		2,126	-	2,577	-	4,703	4,703
Coronation/Jubilee celebrations to PC		-	-	3,185	-	3,185	6,658
Household Support Fund payments		-	-	300	-	300	200
Professional fees		570	-	-	-	570	-
<b>TOTAL EXPENDITURE</b>		<b>41,346</b>	<b>-</b>	<b>6,562</b>	<b>-</b>	<b>47,908</b>	<b>45,481</b>
<b>NET INCOME/(EXPENDITURE) BEFORE GAINS/LOSSES ON INVESTMENTS</b>		<b>(11,286)</b>	<b>2,045</b>	<b>(3,377)</b>	<b>-</b>	<b>(12,618)</b>	<b>19,279</b>
<b>NET PROFITS/LOSSES ON INVESTMENTS</b>							
<b>PROFITS/(LOSSES) ON REVALUATION</b>							
Unrealised	6	-	2,336	-	-	2,336	(3,655)
<b>NET INCOME/(EXPENDITURE)</b>		<b>(11,286)</b>	<b>4,381</b>	<b>(3,377)</b>	<b>-</b>	<b>(10,282)</b>	<b>15,624</b>
<b>FUNDS BROUGHT FORWARD</b>		<b>41,388</b>	<b>47,556</b>	<b>29,932</b>	<b>600</b>	<b>119,476</b>	<b>103,852</b>
<b>TRANSFER BETWEEN FUNDS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUNDS CARRIED FORWARD</b>	6	<b>30,102</b>	<b>51,937</b>	<b>26,555</b>	<b>600</b>	<b>109,194</b>	<b>119,476</b>

The notes on pages 7 to 10 form part of these accounts

**POTTEN END VILLAGE HALL CIO**  
**BALANCE SHEET AS AT 31ST DECEMBER 2023**

	Notes	£	2023 £	2022 £
<b>TANGIBLE FIXED ASSETS</b>				
Land and buildings	3		-	-
Extension to building	3		-	-
Heating system	3		8,834	11,779
Windows	3		35,851	37,609
Investments	3		27,760	25,424
			<u>72,445</u>	<u>74,812</u>
<b>CURRENT ASSETS</b>				
Debtors and Prepayments	4	3,403		3,560
Charities Deposit Fund		29,101		41,317
Cash at bank and in hand		12,688		3,297
			<u>45,192</u>	<u>48,174</u>
<b>CURRENT LIABILITIES</b>				
Creditors	5		(8,443)	(3,510)
<b>NET CURRENT ASSETS</b>			<u>36,749</u>	<u>44,664</u>
<b>NET ASSETS</b>			<u>109,194</u>	<u>119,476</u>
<b>FUNDS</b>				
<b>Unrestricted Income funds</b>				
General Fund	6		30,102	41,388
Maintenance Fund	6		51,937	47,556
<b>Restricted Income funds</b>			<u>82,039</u>	<u>88,944</u>
Restricted Fund	6		26,555	29,932
Endowment Fund	6		600	600
<b>TOTAL FUNDS</b>			<u>109,194</u>	<u>119,476</u>

The notes on pages 7 to 10 form part of these accounts

Approved by the Trustees on 2/6/24 and signed on its behalf by:



Chairman



Treasurer

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**1. Accounting convention**

The accounts have been prepared under the historical cost convention as modified by the revaluation of investments and are in accordance with FRS 102, Charities Act 2011 and, to the extent that it applies to smaller charities, Charities SORP (FRS 102).

**2. Accounting policies**

- (i) Allocation of income - All income (including realised and unrealised gains or losses) from investments and deposit accounts is credited or debited to the Maintenance Fund when receivable.
- (ii) Expenses are accounted for on the accruals basis.
- (iii) Investments are stated at their quoted market values at the balance sheet date.

**3. Tangible fixed assets**

(i) The Village Hall and cottage land and buildings were the subject of a settlement by Miss S R Courtauld made on 28th June 1928 of which The Official Custodian for Charities was the Trustee. On 13th May 2019 the Custodian Trustee transferred the legal title of the Village Hall property to the CIO. The property subject to the transfer was considered to have a negligible carrying value at the date of transfer and is therefore included in the financial statements at a value of nil. Capital expenditure incurred on the building subsequent to the 1928 settlement has been recognised in the relevant years financial statements at cost. Legal title of the Village Hall is held by the CIO as permanent endowment on the same trusts, so far as reasonably practicable, on which the property was held immediately prior to its transfer. The buildings are insured by the CIO for in excess of £1,300,000 based on the estimated reinstatement cost.

(ii) The Hall's Heating system was replaced in 2017. This has been recorded in the accounts at cost and is being depreciated based on an estimated useful economic life of 10 years.

(iii) Replacement of the Hall's windows was completed in 2020. This has been recorded in the accounts at cost and is being depreciated based on an estimated useful economic life of 25 years.

	2023 £	2022 £
(iv) Capitalised element of costs of extension in 2000		
Cost at 31 December 2023	<u>24,000</u>	<u>24,000</u>
Depreciation at 31 December 2023	<u>24,000</u>	<u>24,000</u>
Net book value at 31 December 2023	<u>-</u>	<u>-</u>
(v) Heating System		
Cost at 31 December 2023	<u>29,449</u>	<u>29,449</u>
Depreciation at 1 January 2023	17,670	14,725
Charge for the year	<u>2,945</u>	<u>2,945</u>
Depreciation at 31 December 2023	<u>20,615</u>	<u>17,670</u>
Net book value at 31 December 2023	<u>8,834</u>	<u>11,779</u>

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**3. Tangible fixed assets (continued)**

	2023	2022
	£	£
(vi) Windows		
Cost at 31 December 2023	<u>43,942</u>	<u>43,942</u>
Depreciation at 1 January 2023	6,333	4,575
Charge for the year	<u>1,758</u>	<u>1,758</u>
Depreciation at 31 December 2023	<u>8,091</u>	<u>6,333</u>
Net book value at 31 December 2023	<u>35,851</u>	<u>37,609</u>
(vii) Investments		
General Fund and Maintenance Funds (Unrestricted)		
At 1 January 2023	25,424	29,079
Additions	-	-
Disposals	-	-
Revaluations in year	<u>2,336</u>	<u>(3,655)</u>
At 31 December 2023	<u>27,760</u>	<u>25,424</u>

The Investments are all held in the COIF Charities Investment Fund.

**4. Debtors and prepayments**

Debtors	897	706
Other debtors & prepayments	<u>2,506</u>	<u>2,854</u>
	<u>3,403</u>	<u>3,560</u>

**5. Creditors**

Accruals & deferred income	1,180	1,045
Deposits in advance	<u>7,263</u>	<u>2,465</u>
	<u>8,443</u>	<u>3,510</u>

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**6. Analysis of funds**

	Opening balances	Net income	Transfers	Investment gains	Closing balances
	£	£	£	£	£
Unrestricted funds - General Fund	41,388	(11,286)	-	-	30,102
Unrestricted funds - Maintenance Fund	47,556	2,045	-	2,336	51,937
Restricted fund - Heating system	2,828	(1,333)	-	-	1,495
Restricted fund - Replacement windows	26,304	(1,244)	-	-	25,060
Restricted fund - Household Support Fund	300	(300)	-	-	-
Restricted fund - Roof repairs	500	(500)	-	-	-
Restricted fund - Endowment Fund	600	-	-	-	600
	<u>119,476</u>	<u>(12,618)</u>	<u>-</u>	<u>2,336</u>	<u>109,194</u>

General Fund - This is an unrestricted fund that provides the working capital for the CIO's activities.

Maintenance Fund - This is an unrestricted fund established to provide for any future major costs associated with the building.

Restricted Fund - This relates to donations given towards replacing the heating system and windows and to grants received towards roof repairs and also money received under the Government Household Support Fund scheme.

Endowment Fund - This was given by Miss Courtauld in 1931 to assist in meeting the expenses of the Village Hall, with power to use capital as income.

**7. Donations and legacies**

	2023 £	2022 £
Donations	358	419
Legacies	-	25,000
Gift Aid	285	-
	<u>643</u>	<u>25,419</u>

**8. Other income**

Local authority Coronavirus grants	-	2,667
Local authority award	-	500
Government Household Support Fund	-	500
Coronation/Jubilee Celebrations Funding	3,185	6,658
Contribution from Potten End Gardening Club	150	-
	<u>3,335</u>	<u>10,325</u>

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

2023                      2022  
£                                      £

**9. Repairs and maintenance**

Roof repairs	7,038	-
Electrical work	1,004	479
Security and fire systems	865	342
Heating system maintenance	1,344	360
General works	823	634
Lawnmower maintenance	-	285
Grounds maintenance	1,512	95
PA system	563	-
	13,149	2,195

**10. Equipment & replacements**

Hearing loop replacement	-	980
Projector and screen replacement	-	3,696
General replacements	397	407
	397	5,083

**11. Trustee's remuneration**

None of the Trustees received any remuneration (2022 - none).

The Trustees were reimbursed for expenses totalling £598 (2022: £306 ) incurred by them on behalf of the CIO.

**12. Taxation**

The CIO is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

**POTTEN END VILLAGE HALL**

England & Wales - Charity number 1171110

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# Accounts

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**POTTEN END VILLAGE HALL CIO**  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

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4	INDEPENDENT EXAMINER'S REPORT
5	STATEMENT OF FINANCIAL ACTIVITIES
6	BALANCE SHEET
7 - 10	NOTES TO THE ACCOUNTS

# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees present their report and financial statements for the year ended 31 December 2022.

The Potten End Village Hall land and buildings were originally the subject of a settlement by the late Miss S R Courtauld in 1928 and held by the National Council for Voluntary Organisations (NCVO) as the Official Custodian Trustee of it.

On 13 January 2017 the Trustees of Potten End Village Hall set up a Charitable Incorporated Organisation (CIO) with the Charity Commission (registered number 1171110). The unincorporated charity (registered number 302446) passed a resolution on 8 October 2018 to transfer all assets and liabilities to the new CIO.

The Official Custodian decided to withdraw from acting as 'Custodian Trustee' for the property and pass responsibility to the CIO. Transfer of the legal title was completed in May 2019 and the property is included in the accounts at a deemed carrying value of nil based on the original gift. A professional market valuation has not been sought but for insurance purposes the property has been revalued by us on a reinstatement basis at 31 December 2022 of £807,289 (31 December 2021 £657,899).

The following were Trustees during and at the end of the financial year:

### *Appointing organisation*

Mr Michael A Wallis	Chair of Trustees	co-opted
Mrs Lynda Clarke	Honorary Secretary	co-opted
Mrs Valerie Gunn	Honorary Treasurer	co-opted
Mr Brendan Minahan	Honorary Buildings Adviser	co-opted
Mr David Grimsdale		Parish Council
Mrs Diane Stevens		Berkhamsted Strathspey & Reel Club
Mrs Gill Grainger		Women's Institute
Mr Alan Howling		Potten End Bowls Club
Mr Andrew Bailey		Potten End Scouts Group
Mr Danny Bonwitt		Potten End Gardening Club
Mrs Jane Hazzard		Church Women's Fellowship
Ms Sara Raybould		Holy Trinity Parochial Church Council

Mrs Valerie Gunn also represents Ashridge DFAS.

Dr Robert Baker - Glenn (Berkhamsted Strathspey & Reel Club) resigned 21 February 2022.

No representative has been put forward by Brownies and Guides.

### **Honorary Life Member**

Mrs Val Cole

**Caretaker Manager and Designated Premises Supervisor** - Mr Gary Brennan

**Independent Examiner** - Mr Grant Franklin ACA

**Bankers** - National Westminster Bank Plc, High Street, Berkhamsted, Herts.

# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2022 (Continued)

### Objects, organisation and activities

The objects of the CIO, which mirror those of the 1928 Settlement are to allow the Village Hall Premises to be used for the purposes of physical and mental recreation and social and intellectual development for the benefit of the inhabitants of Nettleden with Potten End Parish. The Hall is available for hire in accordance with a standing hire agreement and on a scale of charges determined by the Trustees. It is intended that the income from hiring should be sufficient to cover all outgoings for the running and maintenance of the Hall.

The Trustees delegate to the Caretaker Manager the day-to-day running of the Hall, including the taking of bookings and cleaning. He has also been appointed to be the Designated Premises Supervisor as defined in the Licensing Act 2003. The Trustees have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the aims and objectives of the CIO and in planning its future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The five-year Business Plan sets out how the Village Hall sets out the key objectives of it, evaluated by:

- Maintaining a programme of sound Governance processes
- Delivering a Financial Plan that aims to generate sufficient funds to meet all expenditure in connection with the Village Hall
- Carrying out a programme of building maintenance activities
- Delivering a Marketing Plan that aims to ensure local inhabitants and other potential users are aware of the benefits of using Potten End Village Hall
- Ensuring that the Hall's facilities are up to date and fit for purpose
- Support and management to employees

### Review of activities

A budget was agreed for 2022 projecting income from lettings of £25,000 taking into account the effects of Covid-19, which was reviewed at each of the trustee meetings. The lettings outcome was less adversely affected by the virus than in previous years with a marked improvement in lettings income of £26,846 compared with £12,212 for 2021 and ahead of budget.

We benefited to a much lesser extent than previous years from government coronavirus grant support, receiving £2,667, but also received an unexpected legacy of £25,000 from the estate of Mr Paul Bouscarle who had been a resident of the village. The Village Hall played a key role with the Parish Council and Holy Trinity Church in the village Jubilee Celebrations and was able to obtain a grant of £6,658 which was then passed to the Parish Council to manage. The Village Hall was also able to obtain £500 from the Government Household Support Grant to support local people in need as a result of the cost of living crisis. By the year end £200 of this had been distributed.

In line with the Business Plan fundraising events were held which made £1,142 against a budget of £1,000.

The total expenditure before depreciation, Jubilee Celebration monies and House Support Fund payments, of £33,920 was ahead of budget at £30,740 as a result of the replacement of the Hearing Loop and Projector Screen and the purchase of a fixed overhead projector. Other expenditure was close to budget. The three-year contracts with Crown Gas & Power and EDF Energy agreed in 2021 but effective from November 2021 to 29 November 2024 shielded us from the substantial global increase in energy costs.

Reserves remain at a healthy level although investments with the COIF Charities Investment Fund saw a decrease in value of £3,655. £25,424 is held in these investments.

Overall, the Trustees are satisfied that the CIO's financial position continues to be sound and adequate to meet its objectives. They recognise the need to carefully monitor continually rising general costs but at the same time ensure that the Hall is maintained to a satisfactory level. The 5 Year Business Plan focuses on ways of increasing revenue by increased usage of the Hall and from regular income from residents of the parish who wish to donate to the charity through the Friends of Potten End Village Hall.

# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2022 (Continued)

### Reserves and Risk Management Policy

The Trustees historically have sought to hold a minimum of 6 months annual running expenses in the General Fund, and this has been maintained. The CIO also holds £47,556 in a Maintenance Fund which is used towards major costs associated with the building in the future.

The Trustees receive financial reports at each of their meetings during the year and compare actual performance to that budgeted at the beginning of the year. The Trustees have considered the major risks to which the charity may be exposed and are satisfied that systems are in place to mitigate exposure to those risks.

### Trustees and Officers

Trustees are nominated by local associated organisations and appointed annually at the AGM. The CIO's officers (Chairman, Secretary and Treasurer) are normally co-opted annually at the AGM or during the year to fill a casual vacancy.

### Statement of Trustees' responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

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

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.

### Independent Examiner

The Trustees are grateful to the Independent Examiner, Mr Grant Franklin, for his continued attention to the Charity's affairs.

Approved by the Trustees on \_\_\_\_\_ and signed on its behalf by:

(Chairman)

(Treasurer)

# POTTEN END VILLAGE HALL CIO

## INDEPENDENT EXAMINER'S REPORT TO POTTEN END VILLAGE HALL CIO

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31<sup>st</sup> December 2022.

### ***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 2011 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:***

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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 (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Mr G D Franklin ACA  
Chartered Accountant

**POTTEN END VILLAGE HALL CIO**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2022**

	Notes	<u>Unrestricted Funds</u>				2022 Total £	2021 Total £
		General	Maintenance	<u>Restricted</u>	<u>Endowment</u>		
		<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>		
		£	£		£		
<b>INCOME</b>							
Income from lettings		26,846	-	-	-	26,846	12,212
Income from investments	2	-	759	-	-	759	740
Deposit interest	2	-	269	-	-	269	1
Fundraising events		1,142	-	-	-	1,142	179
Donations and legacies	7	25,419	-	-	-	25,419	1,085
Other income	8	2,667	-	7,658	-	10,325	21,495
<b>TOTAL INCOME</b>		<b>56,074</b>	<b>1,028</b>	<b>7,658</b>	<b>-</b>	<b>64,760</b>	<b>35,712</b>
<b>EXPENDITURE</b>							
Village hall running expenses:							
Caretaker's salary		11,079	-	-	-	11,079	10,835
Water rates		841	-	-	-	841	919
Light and heat		8,119	-	-	-	8,119	8,298
Telephone and internet		555	-	-	-	555	547
Insurances		1,469	-	-	-	1,469	1,356
Licences		615	-	-	-	615	522
Repairs and maintenance	9	2,195	-	-	-	2,195	759
Equipment & replacements	10	5,083	-	-	-	5,083	1,398
Laundry and cleaning		3,598	-	-	-	3,598	2,208
Sundry expenditure (inc website costs)		366	-	-	-	366	276
Depreciation		2,126	-	2,577	-	4,703	4,703
Jubilee celebrations contribution to PC		-	-	6,658	-	6,658	-
Household Support Fund payments		-	-	200	-	200	-
<b>TOTAL EXPENDITURE</b>		<b>36,046</b>	<b>-</b>	<b>9,435</b>	<b>-</b>	<b>45,481</b>	<b>31,821</b>
<b>NET INCOME/(EXPENDITURE) BEFORE GAINS/LOSSES ON INVESTMENTS</b>		<b>20,028</b>	<b>1,028</b>	<b>(1,777)</b>	<b>-</b>	<b>19,279</b>	<b>3,891</b>
<b>NET LOSSES ON INVESTMENTS</b>							
<b>LOSSES ON REVALUATION</b>							
Unrealised	6	-	-	3,655	-	3,655	3,548
<b>NET INCOME/(EXPENDITURE)</b>		<b>20,028</b>	<b>(2,627)</b>	<b>(1,777)</b>	<b>-</b>	<b>15,624</b>	<b>7,439</b>
<b>FUNDS BROUGHT FORWARD</b>		<b>21,360</b>	<b>50,183</b>	<b>31,709</b>	<b>600</b>	<b>103,852</b>	<b>96,413</b>
<b>TRANSFER BETWEEN FUNDS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUNDS CARRIED FORWARD</b>	6	<b>41,388</b>	<b>47,556</b>	<b>29,932</b>	<b>600</b>	<b>119,476</b>	<b>103,852</b>

The notes on pages 7 to 10 form part of these accounts

**POTTEN END VILLAGE HALL CIO**  
**BALANCE SHEET AS AT 31ST DECEMBER 2022**

	Notes	£	2022 £	2021 £
<b>TANGIBLE FIXED ASSETS</b>				
Land and buildings	3		-	-
Extension to building	3		-	-
Heating system	3		11,779	14,724
Windows	3		37,609	39,367
Investments	3		25,424	29,079
			74,812	83,170
<b>CURRENT ASSETS</b>				
Debtors and Prepayments	4	3,560		2,129
Charities Deposit Fund		41,317		6,048
Cash at bank and in hand		3,297		15,027
			48,174	23,204
<b>CURRENT LIABILITIES</b>				
Creditors	5		(3,510)	(2,522)
<b>NET CURRENT ASSETS</b>			44,664	20,682
<b>NET ASSETS</b>			119,476	103,852
<b>FUNDS</b>				
<b>Unrestricted Income funds</b>				
General Fund	6		41,388	21,360
Maintenance Fund	6		47,556	50,183
<b>Restricted Income funds</b>			88,944	71,543
Restricted Fund	6		29,932	31,709
Endowment Fund	6		600	600
<b>TOTAL FUNDS</b>			119,476	103,852

The notes on pages 7 to 10 form part of these accounts

Approved by the Trustees on

and signed on its behalf by:

Chairman

Treasurer

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**1. Accounting convention**

The accounts have been prepared under the historical cost convention as modified by the revaluation of investments and are in accordance with FRS 102, Charities Act 2011 and, to the extent that it applies to smaller charities, Charities SORP (FRS 102).

**2. Accounting policies**

(i) Allocation of income - All income (including realised and unrealised gains or losses) from investments and deposit accounts is credited or debited to the Maintenance Fund when receivable.

(ii) Expenses are accounted for on the accruals basis.

(iii) Investments are stated at their quoted market values at the balance sheet date.

**3. Tangible fixed assets**

(i) The Village Hall and cottage land and buildings were the subject of a settlement by Miss S R Courtauld made on 28th June 1928 of which The Official Custodian for Charities was the Trustee. On 13th May 2019 the Custodian Trustee transferred the legal title of the Village Hall property to the CIO. The property subject to the transfer was considered to have a negligible carrying value at the date of transfer and is therefore included in the financial statements at a value of nil. Capital expenditure incurred on the building subsequent to the 1928 settlement has been recognised in the relevant years financial statements at cost. Legal title of the Village Hall is held by the CIO as permanent endowment on the same trusts, so far as reasonably practicable, on which the property was held immediately prior to its transfer. The buildings are insured by the CIO for in excess of £800,000 based on the estimated reinstatement cost.

(ii) The Hall's Heating system was replaced in 2017. This has been recorded in the accounts at cost and is being depreciated based on an estimated useful economic life of 10 years.

(iii) Replacement of the Hall's windows was completed in 2020. This has been recorded in the accounts at cost and is being depreciated based on an estimated useful economic life of 25 years.

	2022	2021
	£	£
(iv) Capitalised element of costs of extension in 2000		
Cost at 31 December 2022	<u>24,000</u>	<u>24,000</u>
Depreciation at 31 December 2022	<u>24,000</u>	<u>24,000</u>
Net book value at 31 December 2022	<u>-</u>	<u>-</u>
(v) Heating System		
Cost at 31 December 2022	<u>29,449</u>	<u>29,449</u>
Depreciation at 1 January 2022	14,725	11,780
Charge for the year	<u>2,945</u>	<u>2,945</u>
Depreciation at 31 December 2022	<u>17,670</u>	<u>14,725</u>
Net book value at 31 December 2022	<u>11,779</u>	<u>14,724</u>

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

<b>3. Tangible fixed assets (continued)</b>	2022	2021
	£	£
(vi) Windows		
Cost at 31 December 2022	<u>43,942</u>	<u>43,942</u>
Depreciation at 1 January 2022	4,575	2,817
Charge for the year	<u>1,758</u>	<u>1,758</u>
Depreciation at 31 December 2022	<u>6,333</u>	<u>4,575</u>
Net book value at 31 December 2022	<u>37,609</u>	<u>39,367</u>
(vii) Investments		
General Fund and Maintenance Funds (Unrestricted)		
At 1 January 2022	29,079	25,531
Additions	-	-
Disposals	-	-
Revaluations in year	<u>(3,655)</u>	<u>3,548</u>
At 31 December 2022	<u>25,424</u>	<u>29,079</u>

The Investments are all held in the COIF Charities Investment Fund.

**4. Debtors and prepayments**

Debtors	706	406
Other debtors & prepayments	<u>2,854</u>	<u>1,723</u>
	<u>3,560</u>	<u>2,129</u>

**5. Creditors**

Other taxes and social security costs	-	32
Accruals	1,045	1,196
Deposits in advance	<u>2,465</u>	<u>1,294</u>
	<u>3,510</u>	<u>2,522</u>

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**6. Analysis of funds**

	Opening balances	Net income	Transfers	Investment gains	Closing balances
	£	£	£	£	£
Unrestricted funds - General Fund	21,360	20,028	-	-	41,388
Unrestricted funds - Maintenance Fund	50,183	1,028	-	(3,655)	47,556
Restricted fund - Heating system	4,161	(1,333)	-	-	2,828
Restricted fund - Replacement windows	27,548	(1,244)	-	-	26,304
Restricted fund - Household Support Fund	-	300	-	-	300
Restricted fund - Roof repairs	-	500	-	-	500
Restricted fund - Endowment Fund	600	-	-	-	600
	<u>103,852</u>	<u>19,279</u>	<u>-</u>	<u>(3,655)</u>	<u>119,476</u>

General Fund - This is an unrestricted fund that provides the working capital for the CIO's activities.

Maintenance Fund - This is an unrestricted fund established to provide for any future major costs associated with the building.

Restricted Fund - This relates to donations given towards replacing the heating system and windows and to grants received towards roof repairs and also money received under the Government Household Support Fund scheme.

Endowment Fund - This was given by Miss Courtauld in 1931 to assist in meeting the expenses of the Village Hall, with power to use capital as income.

	2022 £	2021 £
<b>7. Donations and legacies</b>		
Donations	419	1,085
Legacies	25,000	-
	<u>25,419</u>	<u>1,085</u>

**8. Other income**

Coronavirus Job Retention Scheme	-	3,921
Local authority Coronavirus grants	2,667	17,474
Local authority award	500	100
Government Household Support Fund	500	-
Jubilee Celebrations Funding	6,658	-
	<u>10,325</u>	<u>21,495</u>

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

	2022	2021
	£	£
<b>9. Repairs and maintenance</b>		
Electrical work	479	-
Security and fire systems	342	360
Heating system maintenance	360	150
General works	634	199
Lawnmower maintenance	285	50
Garden waste removal	95	-
	2,195	759

**10. Equipment & replacements**

Hearing loop replacement	980	-
Projector and screen replacement	3,696	-
General replacements	407	-
	5,083	-

**11. Trustee's remuneration**

None of the Trustees received any remuneration (2021 - none).

The Trustees were reimbursed for expenses totalling £306 (2021: £350 ) incurred by them on behalf of the CIO.

**12. Taxation**

The CIO is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

**POTTEN END VILLAGE HALL CIO**  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

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1 - 3	ANNUAL REPORT OF THE TRUSTEES
4	INDEPENDENT EXAMINER'S REPORT
5	STATEMENT OF FINANCIAL ACTIVITIES
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# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees present their report and financial statements for the year ended 31 December 2022.

The Potten End Village Hall land and buildings were originally the subject of a settlement by the late Miss S R Courtauld in 1928 and held by the National Council for Voluntary Organisations (NCVO) as the Official Custodian Trustee of it.

On 13 January 2017 the Trustees of Potten End Village Hall set up a Charitable Incorporated Organisation (CIO) with the Charity Commission (registered number 1171110). The unincorporated charity (registered number 302446) passed a resolution on 8 October 2018 to transfer all assets and liabilities to the new CIO.

The Official Custodian decided to withdraw from acting as 'Custodian Trustee' for the property and pass responsibility to the CIO. Transfer of the legal title was completed in May 2019 and the property is included in the accounts at a deemed carrying value of nil based on the original gift. A professional market valuation has not been sought but for insurance purposes the property has been revalued by us on a reinstatement basis at 31 December 2022 of £807,289 (31 December 2021 £657,899).

The following were Trustees during and at the end of the financial year:

### *Appointing organisation*

Mr Michael A Wallis	Chair of Trustees	co-opted
Mrs Lynda Clarke	Honorary Secretary	co-opted
Mrs Valerie Gunn	Honorary Treasurer	co-opted
Mr Brendan Minahan	Honorary Buildings Adviser	co-opted
Mr David Grimsdale		Parish Council
Mrs Diane Stevens		Berkhamsted Strathspey & Reel Club
Mrs Gill Grainger		Women's Institute
Mr Alan Howling		Potten End Bowls Club
Mr Andrew Bailey		Potten End Scouts Group
Mr Danny Bonwitt		Potten End Gardening Club
Mrs Jane Hazzard		Church Women's Fellowship
Ms Sara Raybould		Holy Trinity Parochial Church Council

Mrs Valerie Gunn also represents Ashridge DFAS.

Dr Robert Baker - Glenn (Berkhamsted Strathspey & Reel Club) resigned 21 February 2022.

No representative has been put forward by Brownies and Guides.

### **Honorary Life Member**

Mrs Val Cole

**Caretaker Manager and Designated Premises Supervisor** - Mr Gary Brennan

**Independent Examiner** - Mr Grant Franklin ACA

**Bankers** - National Westminster Bank Plc, High Street, Berkhamsted, Herts.

# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2022 (Continued)

### Objects, organisation and activities

The objects of the CIO, which mirror those of the 1928 Settlement are to allow the Village Hall Premises to be used for the purposes of physical and mental recreation and social and intellectual development for the benefit of the inhabitants of Nettleden with Potten End Parish. The Hall is available for hire in accordance with a standing hire agreement and on a scale of charges determined by the Trustees. It is intended that the income from hiring should be sufficient to cover all outgoings for the running and maintenance of the Hall.

The Trustees delegate to the Caretaker Manager the day-to-day running of the Hall, including the taking of bookings and cleaning. He has also been appointed to be the Designated Premises Supervisor as defined in the Licensing Act 2003. The Trustees have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the aims and objectives of the CIO and in planning its future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The five-year Business Plan sets out how the Village Hall sets out the key objectives of it, evaluated by:

- Maintaining a programme of sound Governance processes
- Delivering a Financial Plan that aims to generate sufficient funds to meet all expenditure in connection with the Village Hall
- Carrying out a programme of building maintenance activities
- Delivering a Marketing Plan that aims to ensure local inhabitants and other potential users are aware of the benefits of using Potten End Village Hall
- Ensuring that the Hall's facilities are up to date and fit for purpose
- Support and management to employees

### Review of activities

A budget was agreed for 2022 projecting income from lettings of £25,000 taking into account the effects of Covid-19, which was reviewed at each of the trustee meetings. The lettings outcome was less adversely affected by the virus than in previous years with a marked improvement in lettings income of £26,846 compared with £12,212 for 2021 and ahead of budget.

We benefited to a much lesser extent than previous years from government coronavirus grant support, receiving £2,667, but also received an unexpected legacy of £25,000 from the estate of Mr Paul Bouscarle who had been a resident of the village. The Village Hall played a key role with the Parish Council and Holy Trinity Church in the village Jubilee Celebrations and was able to obtain a grant of £6,658 which was then passed to the Parish Council to manage. The Village Hall was also able to obtain £500 from the Government Household Support Grant to support local people in need as a result of the cost of living crisis. By the year end £200 of this had been distributed.

In line with the Business Plan fundraising events were held which made £1,142 against a budget of £1,000.

The total expenditure before depreciation, Jubilee Celebration monies and House Support Fund payments, of £33,920 was ahead of budget at £30,740 as a result of the replacement of the Hearing Loop and Projector Screen and the purchase of a fixed overhead projector. Other expenditure was close to budget. The three-year contracts with Crown Gas & Power and EDF Energy agreed in 2021 but effective from November 2021 to 29 November 2024 shielded us from the substantial global increase in energy costs.

Reserves remain at a healthy level although investments with the COIF Charities Investment Fund saw a decrease in value of £3,655. £25,424 is held in these investments.

Overall, the Trustees are satisfied that the CIO's financial position continues to be sound and adequate to meet its objectives. They recognise the need to carefully monitor continually rising general costs but at the same time ensure that the Hall is maintained to a satisfactory level. The 5 Year Business Plan focuses on ways of increasing revenue by increased usage of the Hall and from regular income from residents of the parish who wish to donate to the charity through the Friends of Potten End Village Hall.

# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2022 (Continued)

### Reserves and Risk Management Policy

The Trustees historically have sought to hold a minimum of 6 months annual running expenses in the General Fund, and this has been maintained. The CIO also holds £47,556 in a Maintenance Fund which is used towards major costs associated with the building in the future.

The Trustees receive financial reports at each of their meetings during the year and compare actual performance to that budgeted at the beginning of the year. The Trustees have considered the major risks to which the charity may be exposed and are satisfied that systems are in place to mitigate exposure to those risks.

### Trustees and Officers

Trustees are nominated by local associated organisations and appointed annually at the AGM. The CIO's officers (Chairman, Secretary and Treasurer) are normally co-opted annually at the AGM or during the year to fill a casual vacancy.

### Statement of Trustees' responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

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

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.

### Independent Examiner

The Trustees are grateful to the Independent Examiner, Mr Grant Franklin, for his continued attention to the Charity's affairs.

Approved by the Trustees on \_\_\_\_\_ and signed on its behalf by:

(Chairman)

(Treasurer)

## POTTEN END VILLAGE HALL CIO

### INDEPENDENT EXAMINER'S REPORT TO POTTEN END VILLAGE HALL CIO

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31<sup>st</sup> December 2022.

#### ***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 2011 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:***

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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 (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Mr G D Franklin ACA  
Chartered Accountant

**POTTEN END VILLAGE HALL**

England & Wales - Charity number 1171110

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# Accounts

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**POTTEN END VILLAGE HALL CIO**  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2021**

**Page**

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# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2021

The Trustees present their report and financial statements for the year ended 31 December 2021.

The Potten End Village Hall land and buildings were originally the subject of a settlement by the late Miss S R Courtauld in 1928 and held by the National Council for Voluntary Organisations (NCVO) as the Official Custodian Trustee of it.

On 13 January 2017 the Trustees of Potten End Village Hall set up a Charitable Incorporated Organisation (CIO) with the Charity Commission (registered number 1171110). The unincorporated charity (registered number 302446) passed a resolution on 8 October 2018 to transfer all assets and liabilities to the new CIO.

The Official Custodian decided to withdraw from acting as 'Custodian Trustee' for the property and pass responsibility to the CIO. Transfer of the legal title was completed in May 2019 and the property is included in the accounts at a deemed carrying value of nil based on the original gift. A professional market valuation has not been sought but for insurance purposes the property has been valued by us at £657,899.

The following were Trustees during and at the end of the financial year:

### *Appointing organisation*

Mr Michael A Wallis	Chair of Trustees	co-opted
Mrs Lynda Clarke	Honorary Secretary	co-opted
Mrs Valerie Gunn	Honorary Treasurer	co-opted
Mr Brendan Minahan	Honorary Buildings Adviser	co-opted
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Mrs Jane Hazzard		Church Women's Fellowship
Ms Sara Raybould		Holy Trinity Parochial Church Council

Mrs Valerie Gunn also represents Ashridge DFAS. No representative has been put forward by Brownies and Guides. Jubilee Club ceased to exist following a decline in membership so there is no longer any representative from that source.

### **Honorary Life**

Mrs Ada Frampton  
Mrs Val Cole

**Caretaker Manager and Designated Premises Supervisor - Mr Gary Brennan**

**Independent Examiner - Mr Grant Franklin ACA**

**Bankers - National Westminster Bank Plc, High Street, Berkhamsted, Herts.**

# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2021 (Continued)

### Objects, organisation and activities

The objects of the CIO, which mirror those of the 1928 Settlement are to allow the Village Hall Premises to be used for the purposes of physical and mental recreation and social and intellectual development for the benefit of the inhabitants of Nettleden with Potten End Parish. The Hall is available for hire in accordance with a standing hire agreement and on a scale of charges determined by the Trustees. It is intended that the income from hiring should be sufficient to cover all outgoings for the running and maintenance of the Hall.

The Trustees delegate to the Caretaker Manager the day-to-day running of the Hall, including the taking of bookings and cleaning. He has also been appointed to be the Designated Premises Supervisor as defined in the Licensing Act 2003. The Trustees have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the aims and objectives of the CIO and in planning its future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The five year Business Plan sets out how the Village Hall sets out the key objectives of it, evaluated by:

- Maintaining a programme of sound Governance processes
- Delivering a Financial Plan that aims to generate sufficient funds to meet all expenditure in connection with the Village Hall
- Carrying out a programme of building maintenance activities
- Delivering a Marketing Plan that aims to ensure local inhabitants and other potential users are aware of the benefits of using Potten End Village Hall
- Ensuring that the Hall's facilities are up to date and fit for purpose
- Support and management to employees

### Review of activities

A budget was agreed for 2021 projecting income from lettings of £20,000 taking into Covid-19 related closures which has been monitored and reviewed at each of the trustee meetings. The lettings outcome was again adversely affected by the virus and consequent government regulations with lettings income of only £12,212, though slightly up from the previous year.

Projected lettings income had again been budgeted to be lower than previous years due to a significant reduction seen in bookings for wedding receptions, a feature at other similar venues locally. Work had been carried out in 2019 to improve our website to focus more on weddings and parties but those that were booked were adjourned, then cancelled due to covid-19 regulations. However we benefited from government support to the extent of £21,495 meaning overall income totalled £35,712 which was ahead of budget by £11,206 as a result of government support which clearly has helped our overall position.

Due to government regulations there was little opportunity to run fundraising events from which we had hoped to make a contribution of £1,000.

The total expenditure before depreciation of £27,118 in the year was lower than of budget at £29,560, There was an increase in energy costs but this was offset by minimal repair and maintenance costs. The three year contracts with Crown Gas & Power and EDF Energy expired on 29 November 2021 and a new three year contract with these providers was taken out early in 2021 (effective from November 2021 to 29 November 2024) which was prior to the more substantial global increase in energy costs.

Reserves remain at a healthy level, despite the adverse effects of Covid-19 and there was an increase of £3,548 in value on our investments with the COIF Charities Investment Fund.

Overall, the Trustees are satisfied that the CIO's financial position continues to be sound and adequate to meet its objectives. They recognise the need to carefully monitor continually rising general costs but at the same time ensure that the Hall is maintained to a satisfactory level. The 5 Year Business Plan also focuses on ways of increasing revenue by increased usage and the introduction in 2017 of a Friends of Potten End Village Hall to raise regular income from residents of the parish who wish to donate to this charity on a regular basis.

# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2021(Continued)

### Reserves and Risk Management Policy

The Trustees historically have sought to hold a minimum of 6 months annual running expenses in the General Fund and this has been maintained. The CIO also holds £50,183 in a Maintenance Fund which is used towards major costs associated with the building in the future.

The Trustees receive financial reports at each of their meetings during the year and compare actual performance to that budgeted at the beginning of the year. The Trustees have considered the major risks to which the charity may be exposed and are satisfied that systems are in place to mitigate exposure to those risks.

### Trustees and Officers

Trustees are nominated by local associated organisations and appointed annually at the AGM. The CIO's officers (Chairman, Secretary and Treasurer) are normally co-opted annually at the AGM or during the year to fill a casual vacancy.

### Statement of Trustees' responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.



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

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.

### Independent Examiner

The Trustees are grateful to the Independent Examiner, Mr Grant Franklin, for his continued attention to the Charity's affairs.

Approved by the Trustees on 6/6/22 and signed on its behalf by:

(Chairman)

(Treasurer)

## POTTEN END VILLAGE HALL CIO

### INDEPENDENT EXAMINER'S REPORT TO POTTEN END VILLAGE HALL CIO

I report to the Trustees on my examination of the accounts of Potten End Village Hall CIO for the year ended 31<sup>st</sup> December 2021.

#### **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 2011 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:**

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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 (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

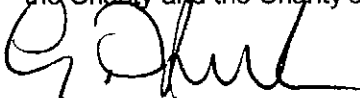
I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.



Mr G D Franklin ACA  
Chartered Accountant

8 June 2022

**POTTEN END VILLAGE HALL CIO**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2021**

	Notes	<u>Unrestricted Funds</u>				2021	2020
		General		Restricted	Endowment	Total	Total
		Fund	Fund	Fund	Fund	£	£
		£	£		£	£	
<b>INCOME</b>							
Income from lettings		12,212	-	-	-	12,212	10,511
Income from investments	2	-	740	-	-	740	725
Deposit interest	2	-	1	-	-	1	26
Fundraising events		179	-	-	-	179	-
Donations and legacies	7	1,085	-	-	-	1,085	3,022
Other income	8	21,495	-	-	-	21,495	16,555
<b>TOTAL INCOME</b>		<b>34,971</b>	<b>741</b>	<b>-</b>	<b>-</b>	<b>35,712</b>	<b>30,839</b>
<b>EXPENDITURE</b>							
Village hall running expenses:							
Caretaker's salary		10,835	-	-	-	10,835	10,666
Water rates		919	-	-	-	919	714
Light and heat		8,298	-	-	-	8,298	7,387
Telephone and internet		547	-	-	-	547	615
Insurances		1,356	-	-	-	1,356	1,280
Licences		522	-	-	-	522	734
Repairs and maintenance	9	759	-	-	-	759	6,838
Equipment & replacements		1,398	-	-	-	1,398	1,166
Laundry and cleaning		2,208	-	-	-	2,208	3,279
Stationery		-	-	-	-	-	5
Sundry expenditure (inc website costs)		276	-	-	-	276	286
Depreciation		2,126	-	2,577	-	4,703	4,703
<b>TOTAL EXPENDITURE</b>		<b>29,244</b>	<b>-</b>	<b>2,577</b>	<b>-</b>	<b>31,821</b>	<b>37,673</b>
<b>NET INCOME/(EXPENDITURE) BEFORE GAINS/LOSSES ON INVESTMENTS</b>		<b>5,727</b>	<b>741</b>	<b>(2,577)</b>	<b>-</b>	<b>3,891</b>	<b>(6,834)</b>
<b>NET GAINS ON INVESTMENTS</b>							
<b>GAINS ON REVALUATION</b>							
Unrealised	6	-	3,548	-	-	3,548	1,483
<b>NET INCOME/(EXPENDITURE)</b>		<b>5,727</b>	<b>4,289</b>	<b>(2,577)</b>	<b>-</b>	<b>7,439</b>	<b>(5,351)</b>
<b>FUNDS BROUGHT FORWARD</b>		<b>15,633</b>	<b>45,894</b>	<b>34,286</b>	<b>600</b>	<b>96,413</b>	<b>101,764</b>
<b>TRANSFER BETWEEN FUNDS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUNDS CARRIED FORWARD</b>	6	<b>21,360</b>	<b>50,183</b>	<b>31,709</b>	<b>600</b>	<b>103,852</b>	<b>96,413</b>

The notes on pages 7 to 10 form part of these accounts

**POTTEN END VILLAGE HALL CIO**  
**BALANCE SHEET AS AT 31ST DECEMBER 2021**

	Notes	£	2021 £	2020 £
<b>TANGIBLE FIXED ASSETS</b>				
Land and buildings	3		-	-
Extension to building	3		-	-
Heating system	3		14,724	17,669
Windows	3		39,367	41,125
Investments	3		<u>29,079</u>	<u>25,531</u>
			<u>83,170</u>	<u>84,325</u>
<b>CURRENT ASSETS</b>				
Debtors and Prepayments	4	2,129		2,815
Charities Deposit Fund		6,048		6,047
Cash at bank and in hand		<u>15,027</u>		<u>4,956</u>
			23,204	<u>13,818</u>
<b>CURRENT LIABILITIES</b>				
Creditors	5		(2,522)	(1,730)
			<u>20,682</u>	<u>12,088</u>
<b>NET CURRENT ASSETS</b>				
			<u>103,852</u>	<u>96,413</u>
<b>NET ASSETS</b>				
<b>FUNDS</b>				
<b>Unrestricted Income funds</b>				
General Fund	6		21,360	15,633
Maintenance Fund	6		<u>50,183</u>	<u>45,894</u>
			71,543	61,527
<b>Restricted Income funds</b>				
Restricted Fund	6		31,709	34,286
Endowment Fund	6		600	600
			<u>103,852</u>	<u>96,413</u>
<b>TOTAL FUNDS</b>				

The notes on pages 7 to 10 form part of these accounts

Approved by the Trustees on

and signed on its behalf by:


Chairman

Treasurer

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**1. Accounting convention**

The accounts have been prepared under the historical cost convention as modified by the revaluation of investments and are in accordance with FRS 102, Charities Act 2011 and, to the extent that it applies to smaller charities, Charities SORP (FRS 102).

**2. Accounting policies**

- (i) Allocation of income - All income (including realised and unrealised gains or losses) from investments and deposit accounts is credited or debited to the Maintenance Fund when receivable.
- (ii) Expenses are accounted for on the accruals basis.
- (iii) Investments are stated at their quoted market values at the balance sheet date.

**3. Tangible fixed assets**

(i) The Village Hall and cottage land and buildings were the subject of a settlement by Miss S R Courtauld made on 28th June 1928 of which The Official Custodian for Charities was the Trustee. On 13th May 2019 the Custodian Trustee transferred the legal title of the Village Hall property to the CIO. The property subject to the transfer was considered to have a negligible carrying value at the date of transfer and is therefore included in the financial statements at a value of nil. Capital expenditure incurred on the building subsequent to the 1928 settlement has been recognised in the relevant years financial statements at cost. Legal title of the Village Hall is held by the CIO as permanent endowment on the same trusts, so far as reasonably practicable, on which the property was held immediately prior to its transfer. The buildings are insured by the CIO for in excess of £650,000 based on the estimated reinstatement cost.

(ii) The Hall's Heating system was replaced in 2017. This has been recorded in the accounts at cost and is being depreciated based on an estimated useful economic life of 10 years.

(iii) Replacement of the Hall's windows was completed in 2020. This has been recorded in the accounts at cost and is being depreciated based on an estimated useful economic life of 25 years.

	2021	2020
	£	£
(iv) Capitalised element of costs of extension in 2000		
Cost at 31 December 2021	24,000	24,000
Depreciation at 31 December 2021	24,000	24,000
Net book value at 31 December 2021	-	-
(v) Heating System		
Cost at 31 December 2021	29,449	29,449
Depreciation at 1 January 2021	11,780	8,835
Charge for the year	2,945	2,945
Depreciation at 31 December 2021	14,725	11,780
Net book value at 31 December 2021	14,724	17,669

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

<b>3. Tangible fixed assets (continued)</b>	2021	2020
	£	£
(vi) Windows		
Cost at 1 January 2021	43,942	26,469
Additions in year	-	17,473
Cost at 31 December 2021	<u>43,942</u>	<u>43,942</u>
Depreciation at 1 January 2021	2,817	1,059
Charge for the year	1,758	1,758
Depreciation at 31 December 2021	<u>4,575</u>	<u>2,817</u>
Net book value at 31 December 2021	<u>39,367</u>	<u>41,125</u>
(vii) Investments		
General Fund and Maintenance Funds (Unrestricted)		
At 1 January 2021	25,531	24,048
Additions	-	-
Disposals	-	-
Revaluations in year	3,548	1,483
At 31 December 2021	<u>29,079</u>	<u>25,531</u>

The Investments are all held in the COIF Charities Investment Fund.

**4. Debtors and prepayments**

Debtors	406	375
Prepayments	1,723	2,440
	<u>2,129</u>	<u>2,815</u>

**5. Creditors**

Other taxes and social security costs	32	23
Accruals	1,196	1,064
Deposits in advance	1,294	643
	<u>2,522</u>	<u>1,730</u>

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**6. Analysis of funds**

	Opening balances	Net income	Transfers	Investment gains	Closing balances
	£	£	£	£	£
Unrestricted funds - General Fund	15,633	5,727	-	-	21,360
Unrestricted funds - Maintenance Fund	45,894	741	-	3,548	50,183
Restricted fund - Heating system	5,494	(1,333)	-	-	4,161
Restricted fund - Replacement windows	28,792	(1,244)	-	-	27,548
Restricted fund - Endowment Fund	600	-	-	-	600
	<u>96,413</u>	<u>3,891</u>	<u>-</u>	<u>3,548</u>	<u>103,852</u>

General Fund - This is an unrestricted fund that provides the working capital for the CIO's activities.

Maintenance Fund - This is an unrestricted fund established to provide for any future major costs associated with the building.

Restricted Fund - This relates to donations given towards replacing the heating system and windows.

Endowment Fund - This was given by Miss Courtauld in 1931 to assist in meeting the expenses of the Village Hall, with power to use capital as income.

	2021 £	2020 £
<b>7. Donations and legacies</b>		
Donations	1,085	2,033
Grants (including Government grants £Nil (2020:£750))	-	750
Gift aid	-	239
	<u>1,085</u>	<u>3,022</u>

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

	2021	2020
	£	£
<b>8. Other income</b>		
Coronavirus Job Retention Scheme	3,921	5,221
Local authority Coronavirus grants	17,474	11,334
Local authority award	100	-
	<u>21,495</u>	<u>16,555</u>

**9. Repairs and maintenance**

Cottage boiler	-	3,000
Chair cleaning	-	580
Cupboards/carpentry	-	793
Gates and other outside work	-	501
Shower work	-	465
Electrical work	-	354
Security and fire systems	360	192
Heating system maintenance	150	360
General works	199	279
Drainage work	-	144
Lawnmower maintenance	50	170
	<u>759</u>	<u>6,838</u>

**10. Trustees' remuneration**

None of the Trustees received any remuneration (2020 - none).

The Trustees were reimbursed for expenses totalling £350 (2020: £12 ) incurred by them on behalf of the CIO.

**11. Taxation**

The CIO is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

**POTTEN END VILLAGE HALL**

England & Wales - Charity number 1171110

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# Accounts

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FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2020

REPORT AND ACCOUNTS

POTTEN END VILLAGE HALL CIO

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4	INDEPENDENT EXAMINER'S REPORT
5	STATEMENT OF FINANCIAL ACTIVITIES
6	BALANCE SHEET
7 - 10	NOTES TO THE ACCOUNTS

# POTTEN END VILLAGE HALL CIO

## ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2020

The Trustees present their report and financial statements for the year ended 31 December 2020.

The Potten End Village Hall and buildings were originally the subject of a settlement by the late Miss S R Courtauld in 1928 and held by the National Council for Voluntary Organisations (NCVO) as the Official Custodian Trustee of it.

On 13 January 2017 the Trustees of Potten End Village Hall set up a Charitable Incorporated Organisation (CIO) with the Charity Commission (registered number 11711110). The unincorporated charity (registered number 302446) passed a resolution on 8 October 2018 to transfer all assets and liabilities to the new CIO.

The Official Custodian decided to withdraw from acting as 'Custodian Trustee' for the property and pass responsibility to the CIO. Transfer of the legal title was completed in May 2019 and the property is included in the accounts at a deemed carrying value of nil based on the original gift. A professional market valuation has not been sought but for insurance purposes the property has been valued by us at £657,899.

The following were Trustees during and at the end of the financial year:

### Appointing organisation

Mr Michael A Wallis	Chair of Trustees	co-opted
Mrs Lynda Clarke	Honorary Secretary	co-opted
Mrs Valerie Gunn	Honorary Treasurer	co-opted
Mr Brendan Mirahan	Honorary Buildings Adviser	co-opted
Mr David Girmsdale		
Dr Robert Baker - Glenn		
Mrs Gill Granger		
Mr Alan Howling		
Mr Andy Bailey		
Mr Danny Bonwill		
Mrs Jane Hazzard		
Ms Sara Raybould		
Women's Institute		
Potten End Bowls Club		
Potten End Scouts Group		
Potten End Gardening Club		
Church Women's Fellowship		
Holy Trinity Parochial Church Council		
Berkhamsted Strathspay & Reel Club		
Parish Council		

Mr Richard Gunn (ADFAS) retired during the year. We await nomination for representatives to be put forward by Ashridge DFAS, Jubilee Club, and Brownies and Guides.

### Honorary Life

Mrs Ada Frampton  
Mrs Val Cole

Caretaker Manager and Designated Premises Supervisor - Mr Gary Brennan

Independent Examiner - Mr Grant Franklin ACA

Bankers - National Westminster Bank Plc, High Street, Berkhamsted, Herts.

Overall, the Trustees are satisfied that the CIO's financial position continues to be sound and adequate to meet its objectives. They recognise the need to carefully monitor continually rising general costs but at the same time ensure that the Hall is maintained to a satisfactory level. The 5 Year Business Plan also focuses on ways of increasing revenue by increased usage and the introduction in 2017 of a Friends of Potten End Village Hall to raise regular income from residents of the parish who wish to donate to this charity on a regular basis.

Reserves, although reduced by £5,351 remain at a healthy level, despite the adverse effects of Covid-19. There was an increase of £1,483 in value on our investments with the CIOF Charities Investment Fund. were taken out with Crown Gas & Power and EDF Energy from 30 November 2018 to 29 November 2021.

The total expenditure in the year was ahead of budget at £37,673, mainly as a result of the need to replace the cottage boiler at a cost of £3,000 which expenditure was reduced by a grant of £750 from the Parish Council. Cleaning costs were higher as a result of the need to comply with covid-19 regulations. Light and Heat costs, the other main area of expenditure was in line with budget following the three year contracts that

Due to government regulations there was no opportunity to run fundraising events from which we had hoped to make a contribution of £2,500. Other income in the year comprised investment income and deposit interest of £751 and donations & grants of £3,022, some kindly by organisations that hire the Village Hall to help us through the loss of income due to covid-19.

Projected lettings income had been budgeted to be lower than previous years due to a significant reduction seen in 2019 in bookings for wedding receptions, a feature at other similar venues locally. Work had been carried out in 2019 to improve our website to focus more on weddings and parties but those that were booked were adjourned then cancelled due to covid-19 regulations. However we benefited from government support to the extent of £16,555 meaning overall letting income and government support totalled £27,066 down only £3,000 on budget, so with much lesser impact on our reserves than had been anticipated.

A budget was agreed for 2020 projecting income from lettings of £30,000 which has been monitored and reviewed at each of the trustee meetings. The overall outcome was adversely affected by the covid-19 virus and consequent government regulations including two full lockdowns leading to the closure of the Village Hall for much of the year with lettings income of only £10,511.


#### Review of activities


- Maintaining a programme of sound Governance processes
- Delivering a Financial Plan that aims to generate sufficient funds to meet all expenditure in connection with the Trust Premises
- Carrying out a programme of building maintenance activities
- Delivering a Marketing Plan that aims to ensure local inhabitants and other potential users are aware of the benefits of using Potten End Village Hall
- Ensuring that the Hall's facilities are up to date and fit for purpose
- Support and management to employees

The five year Business Plan sets out how the Village Hall sets out the key objectives of it, evaluated by:

The objects of the CIO, which mirror those of the 1928 Settlement are to allow the Village Hall Premises to be used for the purposes of physical and mental recreation and social and intellectual development for the benefit of the inhabitants of Nettleden with Potten End Parish. The Hall is available for hire in accordance with a standing hire agreement and on a scale of charges determined by the Trustees. It is intended that the income from hiring should be sufficient to cover all outgoings for the running and maintenance of the Hall. The Trustees delegate to the Caretaker Manager the day-to-day running of the Hall, including the taking of bookings and cleaning. He has also been appointed to be the Designated Premises Supervisor as defined in the Licensing Act 2003. The Trustees have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the aims and objectives of the CIO and in planning its future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Objects, organisation and activities

  
 (Chairman)

  
 (Treasurer)

Approved by the Trustees on \_\_\_\_\_ and signed on its behalf by:

The Trustees are grateful to the Independent Examiner, Mr Grant Franklin, for his continued attention to the Charity's affairs.

**Independent Examiner**

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

**Statement of Trustees' responsibilities**

Trustees are nominated by local associated organisations and appointed annually at the AGM. The CIO's officers (Chairman, Secretary and Treasurer) are normally co-opted annually at the AGM or during the year to fill a casual vacancy.

**Trustees and Officers**

The Trustees receive financial reports at each of their meetings during the year and compare actual performance to that budgeted at the beginning of the year. The Trustees have considered the major risks to which the charity may be exposed and are satisfied that systems are in place to mitigate exposure to those risks.

The Trustees historically have sought to hold a minimum of 6 months annual running expenses in the General Fund and this has just about been maintained for 2020 despite the fund reduction of £5,008. It is expected that as all major works have now been carried out the repair and maintenance costs will on current pricing be kept to within a budget of £5,000. The CIO also holds £45,894 in a Maintenance Fund which is used towards major costs associated with the building in the future.

**Reserves and Risk Management Policy**

**POTTEN END VILLAGE HALL CIO**

**INDEPENDENT EXAMINER'S REPORT TO POTTEN END VILLAGE HALL CIO**

I report to the Trustees on my examination of the accounts of Potten End Village Hall CIO for the year ended 31<sup>st</sup> December 2020.

**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 CIO's accounts carried out under section 145 of the 2011 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 (other than that disclosed below \*) which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.



Mr G D Frankin ACA  
Chartered Accountant

21.6.2021

**POTTEN END VILLAGE HALL CIO  
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2020**

Notes	Unrestricted Funds				Total
	General	Maintenance	Restricted	Endowment	
	£	£	£	£	£
2019	20,594	2,048	38,340	-	61,919
Income from lettings	10,511	-	-	-	10,511
Income from investments	2	725	-	-	725
Deposit interest	2	-	26	-	26
Fundraising events	7	-	-	-	-
Donations and legacies	7	2,272	750	-	3,022
Other income	8	16,555	-	-	16,555
<b>TOTAL INCOME</b>		<b>29,338</b>	<b>751</b>	<b>750</b>	<b>30,839</b>
<b>EXPENDITURE:</b>					
Village hall running expenses:					
Caretaker's salary		10,666	-	-	10,666
Water rates		714	-	-	714
Light and heat		7,387	-	-	7,387
Telephone and internet		615	-	-	615
Insurances		1,280	-	-	1,280
Licences		734	-	-	734
Repairs and maintenance	9	6,088	750	-	6,838
Equipment & Replacements		1,166	-	-	1,166
Laundry and cleaning		3,279	-	-	3,279
Stationery		5	-	-	5
Sundry expenditure (incl website costs)		286	-	-	286
Depreciation		2,126	-	-	2,126
<b>TOTAL EXPENDITURE</b>		<b>34,346</b>	<b>-</b>	<b>3,327</b>	<b>37,673</b>
<b>NET INCOME/(EXPENDITURE) BEFORE GAINS/LOSSES ON INVESTMENTS</b>		<b>(5,008)</b>	<b>751</b>	<b>(2,577)</b>	<b>(6,834)</b>
<b>NET GAINS/(LOSSES) ON INVESTMENTS</b>					
Realised	6	-	1,483	-	1,483
Unrealised	6	-	-	-	-
<b>NET INCOME/(EXPENDITURE)</b>		<b>(5,008)</b>	<b>2,234</b>	<b>(2,577)</b>	<b>(5,351)</b>
FUNDS BROUGHT FORWARD		20,641	43,660	36,863	101,764
TRANSFER BETWEEN FUNDS		-	-	-	-
FUNDS CARRIED FORWARD	6	15,633	45,894	34,286	96,413


The notes on pages 7 to 10 form part of these accounts

POTTEN END VILLAGE HALL CIO  
BALANCE SHEET AS AT 31ST DECEMBER 2020

	2020	2019
<b>TANGIBLE FIXED ASSETS</b>		
Land and buildings	3	-
Extension to building	3	-
Heating system	3	20,614
Windows	3	25,410
Investments	3	24,048
		<u>70,072</u>
<b>CURRENT ASSETS</b>		
Debtors and Prepayments	4	2,815
Charles Deposit Fund		6,047
Cash at bank and in hand		4,956
		<u>13,818</u>
<b>CURRENT LIABILITIES</b>		
Creditors	5	(1,730)
		<u>31,692</u>
<b>NET CURRENT ASSETS</b>		
		<u>101,764</u>
<b>NET ASSETS</b>		
		<u>96,413</u>
<b>FUNDS</b>		
Unrestricted income funds	6	15,633
General Fund	6	45,894
Maintenance Fund	6	61,527
Restricted income funds	6	34,288
Restricted Fund	6	600
Endowment Fund	6	20,641
		<u>43,660</u>
		<u>64,301</u>
		36,863
		600
		<u>101,764</u>

The notes on pages 7 to 10 form part of these accounts

Approved by the Trustees on 7/6/2021 and signed on its behalf by:

Chairman   
Treasurer 

**POTTEN END VILLAGE HALL CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. Accounting convention**

The accounts have been prepared under the historical cost convention as modified by the revaluation of investments and are in accordance with FRS 102, Charities Act 2011 and, to the extent that it applies to smaller charities, Charities SORP (FRS 102).

**2. Accounting policies**

- (i) Allocation of income - All income (including realised and unrealised gains or losses) from investments and deposit accounts is credited or debited to the Maintenance Fund when receivable.
- (ii) Expenses are accounted for on the accruals basis.
- (iii) Investments are stated at their quoted market values at the balance sheet date.

**3. Tangible fixed assets**

(i) The Village Hall and cottage land and buildings were the subject of a settlement by Miss S R Courtauld made on 28th June 1928 of which The Official Custodian for Charities was the Trustee. On 13th May 2019 the Custodian Trustee transferred the legal title of the Village Hall property to the CIO. The property subject to the transfer was considered to have a negligible carrying value at the date of transfer and is therefore included in the financial statements at a value of nil. Capital expenditure incurred on the building subsequent to the 1928 settlement has been recognised in the relevant years financial statements at cost. Legal title of the Village Hall is held by the CIO as permanent endowment on the same trusts, so far as reasonably practicable, on which the property was held immediately prior to its transfer. The buildings are insured by the CIO for in excess of £650,000 based on the estimated reinstatement cost.

(ii) The Hall's Heating system was replaced in 2017. This has been recorded in the accounts at cost and is being depreciated based on an estimated useful economic life of 10 years.

(iii) During the year a project of replacing the Hall's windows was completed. This has been recorded in the accounts at cost and is being depreciated based on an estimated useful economic life of 25 years.

	2020	2019
(iv) Capitalised element of costs of extension in 2000	24,000	24,000
Cost at 31 December 2020	24,000	24,000
Depreciation at 31 December 2020	-	-
Net book value at 31 December 2020	-	-
(v) Heating System		
Cost at 31 December 2020	29,449	29,449
Depreciation at 1 January 2020	8,835	5,890
Charge for the year	2,945	2,945
Depreciation at 31 December 2020	11,780	8,835
Net book value at 31 December 2020	17,669	20,614

POTTEN END VILLAGE HALL CIO  
 NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
<b>3. Tangible fixed assets (continued)</b>	£	£
(vi) Windows		
Cost at 1 January 2020	26,469	-
Additions in year	17,473	26,469
Cost at 31 December 2020	<u>43,942</u>	<u>26,469</u>
Depreciation at 1 January 2020	1,059	-
Charge for the year	1,758	1,059
Depreciation at 31 December 2020	<u>2,817</u>	<u>1,059</u>
Net book value at 31 December 2020	<u>41,125</u>	<u>25,410</u>
(vii) Investments		
General Fund and Maintenance Funds (Unrestricted)		
At 1 January 2020	24,048	28,895
Additions	-	10,000
Disposals	-	(20,000)
Revaluations in year	1,483	5,153
At 31 December 2020	<u>25,531</u>	<u>24,048</u>
The investments are all held in the COIF Charities Investment Fund.		
<b>4. Debtors and prepayments</b>		
Debtors	375	1,934
Other debtors	-	7,218
Prepayments	2,440	278
	<u>2,815</u>	<u>9,430</u>
<b>5. Creditors</b>		
Other taxes and social security costs	23	39
Accruals	1,064	799
Deposits in advance	843	2,054
	<u>1,730</u>	<u>2,892</u>

**POTTEN END VILLAGE HALL CIO  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**6. Analysis of funds**

	Opening balances	Net income	Transfers	Investment gains	Closing balances
Unrestricted funds - General Fund	£ 20,641	£ (5,008)	-	-	£ 15,633
Unrestricted funds - Maintenance Fund	43,660	751	-	1,483	45,894
Restricted fund - Heating system	6,827	(1,333)	-	-	5,494
Restricted fund - Replacement windows	30,036	(1,244)	-	-	28,792
Restricted fund - Endowment Fund	600	-	-	-	600
<b>Total</b>	<b>£ 101,764</b>	<b>£ (6,834)</b>	<b>-</b>	<b>£ 1,483</b>	<b>£ 95,413</b>

General Fund - This is an unrestricted fund that provides the working capital for the CIO's activities.

Maintenance Fund - This is an unrestricted fund established to provide for any future major costs associated with the building.

Restricted Fund - This relates to donations given towards replacing the heating system and windows.

Endowment Fund - This was given by Miss Courtauld in 1931 to assist in meeting the expenses of the Village Hall, with power to use capital as income.

	2020	2019
Donations	2,033	1,365
Grants (including Government grants £750 (2019:£13,625))	750	28,125
Gift aid	239	2,850
<b>Total</b>	<b>3,022</b>	<b>32,340</b>

**7. Donations and legacies**

**POTTEN END VILLAGE HALL CIO  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020	2019
<b>8. Other income</b>		
Coronavirus Job Retention Scheme	5,221	-
Local authority Coronavirus grants	11,334	-
	<u>16,555</u>	<u>-</u>
<b>9. Repairs and maintenance</b>		
Cottage boiler (£750 covered by Parish Council grant)	3,000	-
Chair cleaning	580	-
Cupboards/carpentry	793	-
Gates and other outside work	501	-
Shower work	465	-
Electrical work	354	644
Security and fire systems	132	960
Heating system maintenance	360	330
General works	279	452
Drainage work	144	270
Lawnmower maintenance	170	-
	<u>6,838</u>	<u>2,656</u>

**10. Trustees' remuneration**

None of the Trustees received any remuneration (2019 - none).

The Trustees were reimbursed for expenses totalling £12 (2019: £1,178 ) incurred by them on behalf of the CIO.

**11. Taxation**

The CIO is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.