

POTTEN END VILLAGE HALL CIO
REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

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POTTEN END VILLAGE HALL CIO

ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020

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

The Potten End Village Hall land and buildings were originally the subject of a settlement by the late Miss S R Courtland 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 Minahan	Honorary Buildings Adviser	co-opted
Mr David Gimsdale		
Dr Robert Baker - Glenn		
Mrs Gill Granger		
Mr Alan Howling		
Mr Andy Bailey		
Mr Danny Bonwill		
Mrs Jane Hazzard		
Ms Sara Raybould		
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.		

POTTEN END VILLAGE HALL CIO

ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020 (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 Nettlebeden 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 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

Review of activities

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.

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.

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.

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 were taken out with Crown Gas & Power and EDF Energy from 30 November 2018 to 29 November 2021.

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.

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 31ST DECEMBER 2020 (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 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.

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 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 Trustees on my examination of the accounts of Potten End Village Hall CIO for the year ended 31st 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.

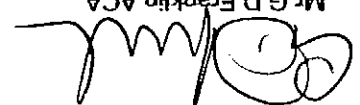
Independent Examiner's Statement:

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 Franklin ACA
Chartered Accountant

21.7.2021

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

Notes	Unrestricted Funds				2020	2019
	General	Maintenance	Restricted	Endowment		
	Fund	Fund	Fund	Fund	Total	Total
INCOME						
Income from lettings	10,511	-	-	-	10,511	20,594
Income from investments	-	725	-	-	725	868
Deposit interest	-	26	-	-	26	69
Fundraising events	-	-	-	-	-	2,048
Donations and legacies	2,272	-	750	-	3,022	32,340
Other income	16,555	-	-	-	16,555	-
TOTAL INCOME	29,338	751	750	-	30,839	61,919
EXPENDITURE						
Village hall running expenses:						
Caretaker's salary	10,666	-	-	-	10,666	10,314
Water rates	714	-	-	-	714	762
Light and heat	7,387	-	-	-	7,387	1,060
Telephone and internet	615	-	-	-	615	782
Insurances	1,280	-	-	-	1,280	539
Licences	734	-	-	-	734	902
Repairs and maintenance	6,088	-	750	-	6,838	2,656
Equipment & Replacements	1,166	-	-	-	1,166	813
Laundry and cleaning	3,279	-	-	-	3,279	2,448
Stationery	5	-	-	-	5	133
Sundry expenditure (incl website costs)	286	-	-	-	286	66
Depreciation	2,126	-	2,577	-	4,703	4,004
TOTAL EXPENDITURE	34,346	-	3,327	-	37,673	31,468
NET INCOME/(EXPENDITURE) BEFORE GAINS/LOSSES ON INVESTMENTS	(5,008)	751	(2,577)	-	(6,834)	30,451
NET GAINS/(LOSSES) ON INVESTMENTS						
Realised	-	1,483	-	-	1,483	2,622
Unrealised	-	-	-	-	-	2,531
NET INCOME/(EXPENDITURE)	(5,008)	2,234	(2,577)	-	(5,351)	35,604
FUNDS BROUGHT FORWARD	20,641	43,660	36,863	600	101,764	69,160
TRANSFER BETWEEN FUNDS	-	-	-	-	-	-
FUNDS CARRIED FORWARD	15,633	45,894	34,286	600	96,413	101,764

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

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

	Notes	2020	2019
TANGIBLE FIXED ASSETS			
Land and buildings	3	-	-
Extension to building	3	-	-
Heating system	3	17,669	20,614
Windows	3	41,125	25,410
Investments	3	25,531	24,048
		<u>84,325</u>	<u>70,072</u>
CURRENT ASSETS			
Debtors and Prepayments	4	2,815	9,430
Charles Deposit Fund		6,047	19,021
Cash at bank and in hand		4,956	8,133
		<u>13,818</u>	<u>34,584</u>
CURRENT LIABILITIES			
Creditors	5	(1,730)	(2,892)
		<u>12,088</u>	<u>31,692</u>
NET CURRENT ASSETS			
		<u>96,413</u>	<u>101,764</u>
NET ASSETS			
		<u>96,413</u>	<u>101,764</u>
FUNDS			
Unrestricted income funds	6	15,633	20,641
General Fund	6	45,894	43,660
Maintenance Fund	6	61,527	64,301
Restricted income funds	6	34,286	36,863
Restricted Fund	6	600	600
Endowment Fund	6	-	-
		<u>96,413</u>	<u>101,764</u>
TOTAL FUNDS			

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

Approved by the Trustees on 7/1/2021 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	24,000	-
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

3. Tangible fixed assets (continued)

	2020	2019
(vi) Windows		
Cost at 1 January 2020	26,469	-
Additions in year	17,473	26,469
Cost at 31 December 2020	43,942	26,469
Depreciation at 1 January 2020	1,059	-
Charge for the year	1,758	1,059
Depreciation at 31 December 2020	2,817	1,059
Net book value at 31 December 2020	41,125	25,410

(vii) Investments
General Fund and Maintenance Funds (Unrestricted)
At 1 January 2020
Additions
Disposals
Revaluations in year
At 31 December 2020

24,048	25,531
-	1,483
-	-
10,000	-
(20,000)	5,153
28,895	24,048

4. Debtors and prepayments

Debtors
Other debtors
Prepayments

375	2,440
-	2,815
1,934	9,430
7,218	278
1,934	9,430

5. Creditors

Other taxes and social security costs
Accruals
Deposits in advance

23	1,064
843	1,730
39	2,054
799	2,892
2,054	2,892

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
	101,764	(6,834)	-	1,483	96,413

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.

7. Donations and legacies

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

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

	2020	2019
8. Other income		
Coronavirus Job Retention Scheme	5,221	-
Local authority Coronavirus grants	11,334	-
	<u>16,555</u>	<u>-</u>
9. Repairs and maintenance		
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.