

POTTEN END VILLAGE HALL CIO
REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2021

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POTTEN END VILLAGE HALL CIO

ANNUAL REPORT FOR THE YEAR ENDED 31ST 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
Mr David Grimsdale		Parish Council
Dr Robert Baker - Glenn		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. 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 31ST 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 31ST 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 31st 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
		<u>General</u>	<u>Maintenance</u>	<u>Restricted</u>	<u>Endowment</u>	Total	Total
		<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>		
		£	£		£	£	£
INCOME							
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
TOTAL INCOME		34,971	741	-	-	35,712	30,839
EXPENDITURE							
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
TOTAL EXPENDITURE		29,244	-	2,577	-	31,821	37,673
NET INCOME/(EXPENDITURE) BEFORE GAINS/LOSSES ON INVESTMENTS		5,727	741	(2,577)	-	3,891	(6,834)
NET GAINS ON INVESTMENTS							
GAINS ON REVALUATION							
Unrealised	6	-	3,548	-	-	3,548	1,483
NET INCOME/(EXPENDITURE)		5,727	4,289	(2,577)	-	7,439	(5,351)
FUNDS BROUGHT FORWARD		15,633	45,894	34,286	600	96,413	101,764
TRANSFER BETWEEN FUNDS		-	-	-	-	-	-
FUNDS CARRIED FORWARD	6	21,360	50,183	31,709	600	103,852	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 2021

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

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	<u>24,000</u>	<u>24,000</u>
Depreciation at 31 December 2021	<u>24,000</u>	<u>24,000</u>
Net book value at 31 December 2021	<u>-</u>	<u>-</u>
(v) Heating System		
Cost at 31 December 2021	<u>29,449</u>	<u>29,449</u>
Depreciation at 1 January 2021	11,780	8,835
Charge for the year	<u>2,945</u>	<u>2,945</u>
Depreciation at 31 December 2021	<u>14,725</u>	<u>11,780</u>
Net book value at 31 December 2021	<u>14,724</u>	<u>17,669</u>

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

3. Tangible fixed assets (continued)	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	<u>1,723</u>	<u>2,440</u>
	<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	<u>1,294</u>	<u>643</u>
	<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.

7. Donations and legacies

	2021 £	2020 £
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 £
8. Other income		
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. Trustee's 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.