

Charity Registration Number 1172784

LEVERSTOCK GREEN VILLAGE ASSOCIATION CIO

ANNUAL REPORT AND ACCOUNTS

**FOR THE YEAR ENDED
31 AUGUST 2021**

LEVERSTOCK VILLAGE ASSOCIATION CIO

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2021

The Trustees present the annual report and financial statements of the charity for the year ended 31 August 2021. The financial statements comply with current statutory requirements and the requirements of the Charity's governing document.

OBJECTIVES AND ACTIVITIES

Objects

The charity's objects, as detailed in the constitution, are:

To promote the benefit and protect the interests of the inhabitants of Leverstock Green and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

Establish or secure the establishment of a community centre, The Village Hall, and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.

Activities

In order to achieve these objectives, during the year the charity has:

Kept a watching brief on all planning and environment issues which affect residents and lobbied the appropriate authorities where necessary.

Ensured that the Village Hall is well maintained and appropriate for all hall users and drawn up plans to initiate refurbishment projects to keep the facilities to a standard expected by the local residents and users. In this connection the charity has liaised with the Leverstock Green Parish Trust for funding.

Raised funds by a variety of means to cover any shortfall between the hall-hire income and expenses; to pay for the refurbishment works. Under instruction since the Covid 19 second lockdown the hall has been closed until early July. The Newsletter and all other activities have been cancelled since the first lockdown. From July a limited number of bookings have taken place for some hirers. No parties, adult or children's, have taken place. There have been no fund-raising events during the year.

Maintained sub-committees as are necessary to address the aims and objectives of the Constitution. These currently comprise, Hall Management; Finance; Environment; all of which report back to the Main Committee.

No face to face meetings have taken place since the lockdown but some committee meetings have taken place electronically. The Officers have been in close email contact through-out the period.

Placed any surplus funds not needed for immediate running of the Village Hall, or other projects, on deposit to earn interest.

Public benefit

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in the planning and operations of all its current and future activities. In particular, the Trustees have

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given due regard to public benefit to ensure that all the activities have open access and are affordable.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

ACHIEVEMENTS AND PERFORMANCE

Until the shutting of the hall regular hiring bookings remained fairly constant and provided a variety of activities for members of the community. These were supplemented with occasional bookings. Children's birthday parties continue to be popular and are a good source of income but these have not been taking place due to the second lockdown.

Environmental Issues

The environmental sub-committee (ESC) is made up of members from the main committee and other local residents. Its function is to maintain a watching brief on planning applications for developments within the village to ensure that any such developments are in keeping with the village environment, and to represent the village community in all environmental matters pertaining to the village.

The creation of a new cemetery alongside the entrance to Bunkers Park has been completed and this will become operational when Woodwells is full, probably early 2022. Plans for a crematorium to adjoin the cemetery have been approved with work due to start imminently. The whole development will occupy the land between the Bunkers Park access road and Bunkers Lane.

Events provided in accordance with our aims:

Fireworks, Winter Fayre, Christmas Lights and Village Fete

No fundraising events have taken place.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

Additional Activities

The Hall Management Sub-Committee continues to oversee the running of the hall, thus providing a welcoming venue for the numerous local groups who meet regularly in the Hall as well as for our occasional hirers. Fans have been fitted in the main hall to improve the air circulation especially when the room is fully used.

Although never reaching the maximum number of participants the 500 Club has continued to run, providing additional funds for the Association with the possible chance of being the lucky winner of the first prize of £100 every month. Second and third prizes are considerably lower.

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

FINANCIAL REVIEW

Reserves

It is the policy of the charity that unrestricted funds, which have not been designated for a specific use, should be maintained at a level equivalent of £60,000 or twelve months' hall expenditure whichever is the greater. The Trustees consider that reserves at this level will ensure that in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

At 31 August 2021 the charity held free reserves of £142,669 (2019: £156,845). This equates to 28 months of running costs. The committee is aware of the excess reserves. Any investments will be made with caution due to the uncertainty driven by Covid-19 and the adverse impact it has had on Hall income.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Leverstock Green Village Association CIO is governed by its constitution dated 27 April 2018.

15 individual trustees are elected at the Association's Annual General Meeting. Trustees representing local bodies are nominated by each individual body under its prevailing rules or constitution. At its first meeting after the Annual General Meeting the Management Committee elects from among its members the Officers of the charity to serve for the forthcoming year. Two members are appointed by our landlords, Dacorum Borough Council.

A Welcome Pack is in place to give to each new Trustee on joining the Main Management Committee. It is reviewed and updated each time it is needed so that the very latest information is included. In addition to the Constitution, latest accounts, minutes of last 2 months' meetings, the various Policies, a map of our Area of Benefit and information from the Charity Commission concerning Trustees, information such as contact details of staff and Trustees, a Who's-Who of those actively involved in the association, a history of the charity and the Village Hall, also of the Parish Trust and their Charity Scheme and any other material considered relevant, is given. All new Trustees are personally welcomed by the Chairman and encouraged to ask any questions and join any sub-committee in which they may have a particular interest and are assigned an experienced trustee to assist in familiarising themselves with the charity's activities.

Powers to invest the charity's funds for the benefit of the charity and its members are set out in the Constitution and are vested in the Management Committee.

The charity has no direct connection with any other charity or organisation, but the Leverstock Green Parish Trust provides the charity with donations towards the maintenance of the hall in accordance with its own Scheme of Arrangement.

With the exception of the paid staff, all Trustees are volunteers and all the work of the charity is undertaken by volunteers (not necessarily Trustees) without whom the charity would not be able to function.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

LEVERSTOCK VILLAGE ASSOCIATION CIO

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31ST AUGUST 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Leverstock Green Village Association CIO is an incorporated charity registered with the Charity Commission (number 1172784).

The principal operating address of the charity is:

Village Hall
Leverstock Green
Herts
HP3 8QG

The Trustees who served in the year and up to the date of this report were:

Elected Members

A Weightman	
M Rayner	Secretary (also Leverstock Green Womens' Institute Representative)
D Tang	Treasurer
J Baldwin	
S Brind	
C B Gage	Vice-Chairman (also Holy Trinity Church Representative)
B Makins	also Leverstock Green Cricket Club Representative
I Parish	Chairman
R Sutton	
N Taylor	
J Walker	

Representative Members

Leverstock Green Football Club	W Dawes
Leverstock Green Tennis Club	A Woof
Leverstock Green Players	D Reeve
Our Lady Queen of all Creation RC Church	H Bassadone

Nominated Members

Dacorum Borough Council	Councillor M Griffiths
Dacorum Borough Council	Councillor G Sutton (died 27-Feb-21)
Dacorum Borough Council	Councillor N Harden (appointed 13-Sep-21)

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31ST AUGUST 2021**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing accounts giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the accounts comply with the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Trustees

I Parish – Chairman

8 November 2021

LEVERSTOCK VILLAGE ASSOCIATION CIO

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEVERSTOCK GREEN VILLAGE ASSOCIATION CIO

I report to the trustees on the accounts of Leverstock Green Village Association Trust CIO (charity no: 1172784) for the year ended 31st August 2021 which are set out on pages 8 to 16.

Respective responsibilities of trustee and examiner

The trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with section 145 of the Charities Act;
- the accounts do not accord with such records
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements of the Charities Act or are not consistent with the Charities SORP (FRS102)
- any such matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

271 St Albans Road
Hemel Hempstead
Hertfordshire
HP2 4RP

Dated: DD MMM YYYY

LEVERSTOCK GREEN VILLAGE ASSOCIATION CIO
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2021

	Note	Restricted 2021 £	Unrestricted 2021 £	Total 2021 £	Restricted 2020 £	Unrestricted 2020 £	Total 2020 £
Income from:							
Donations & Grants		14,421		33,364	7,940	10,117	18,057
Charitable activities & events	2	1,075	18,943	3,738	1,045	8,487	9,532
Other trading activities			2,663	13,044		34,594	34,594
Investment income			89	89		682	682
Total income		15,496	34,739	50,235	8,985	53,880	62,865
Expenditure on:							
Charitable & Fund-raising costs	2	(1,075)	(2,661)	(3,736)	(1,045)	(7,752)	(8,797)
Staff costs	3	(6,798)	(23,178)	(29,976)	(5,871)	(27,687)	(33,558)
Light, heat & water	4	(561)	(5,053)	(5,614)	(2,069)	(7,021)	(9,090)
Insurances & Licences			(2,036)	(2,036)		(3,256)	(3,256)
Repairs & maintenance			(339)	(339)		(954)	(954)
Telephone, postage and stationery			(1,384)	(1,384)		(1,582)	(1,582)
Hall & Office equipment		(597)	(176)	(773)		(1,286)	(1,286)
Depreciation		(100)	(8,122)	(8,222)	(100)	(8,305)	(8,405)
Independent Examiner's Fee			(360)	(360)		(3,060)	(3,060)
Professional Fees			(40)	(40)		(2,918)	(2,918)
Sundry			(2,721)	(2,721)		(3,708)	(3,708)
Total expenditure		(9,131)	(46,070)	(55,201)	(9,085)	(67,529)	(76,614)
Net income/(expenditure)		6,365	(11,331)	(4,966)	(100)	(13,649)	(13,749)
Transfer between funds		(6,465)	6,465	-	-	-	-
Net income/(expenditure) after transfers		(100)	(4,866)	(4,966)	(100)	(13,649)	(13,749)
Reconciliation of funds							
Fund balances at beginning of year		836	232,852	233,688	936	246,501	247,437
Fund balances at end of year		736	227,986	228,722	836	232,852	233,688

The notes on pages 10 to 16 form part of these accounts.

LEVERSTOCK GREEN VILLAGE ASSOCIATION CIO**BALANCE SHEET
FOR THE YEAR ENDED 31 AUGUST 2021**

	Notes	£	2021 £	£	2020 £
Fixed Assets					
Tangible assets	6		85,317		93,539
Current Assets					
Debtors	7	1,024		2,609	
Cash at bank and in hand		144,091		140,873	
Total Current Assets		145,115		143,482	
Creditors: Amounts Falling Due Within One Year					
	8	(1,710)		(3,333)	
Net Current Assets		143,405		140,149	
Total Assets less Current Liabilities			228,722		233,688
Represented by: Restricted Funds			736		836
Unrestricted Funds					
Designated funds			85,317		93,539
General funds			142,669		139,313
	9		228,722		233,688

Approved by the Trustees on 8th Nov 2021

I Parish – Chairman
Trustee

M Rayner – Secretary
Trustee

LEVERSTOCK GREEN VILLAGE ASSOCIATION CIO

The notes on pages 10 to 16 form part of these accounts.

1. Accounting policies

Basis of preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1 January 2015 and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern.

Income recognition

Income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement. All other forms of income are recognised on a receivable basis. Income relating exclusively to future accounting periods is deferred.

Expenditure recognition

Expenditure is recognised when a liability is incurred.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Hall Improvements	25 years straight line (lease term)
Fixtures, fittings & equipment	10 years straight line
Computer equipment	3 years straight line

Capitalisation limit of £250.

Funds structure

Restricted funds represent grants, donations and legacies received which are allocated by the donor for specific purposes.

Unrestricted income funds are those funds that are available to the trustees to apply to the general charitable purposes as laid out in the Trust Deed.

Designated funds are unrestricted funds which have been put aside out of unrestricted funds at the discretion of the Trustees.

LEVERSTOCK GREEN VILLAGE ASSOCIATION CIO**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

2. Charitable activities and events & fundraising costs

	Income	Expenditure	Net Total
<i>Year to 31 August 2021</i>			
	£	£	£
Fireworks	-	-	-
Winter Fayre	-	-	-
Christmas Lights	1,075	(1,447)	(372)
Big Band Concert	-	-	-
Quiz Night	-	-	-
Fete	-	-	-
500 Club	2,578	(1,440)	1,138
Newsletter	-	-	-
Other	85	(873)	(788)
Totals	3,738	(3,760)	(22)
<i>Year to 31 August 2020</i>			
	£	£	£
Fireworks	2,285	(3,846)	(1,561)
Winter Fayre	868	(28)	840
Christmas Lights	435	(1,440)	(1,005)
Big Band Concert	1,064	(305)	759
Quiz Night	830	(376)	454
Fete	339	50	389
500 Club	2,446	(1,440)	1,006
Newsletter	610	(780)	(170)
Other	655	(632)	23
Totals	9,532	(8,797)	735

LEVERSTOCK GREEN VILLAGE ASSOCIATION CIO

3. Staff costs

	2021 £	2020 £
Wages and salaries	29,542	33,046
Social security costs	0	0
Pension costs	434	512
	29,976	33,558

CJRS Grant of £6,798 was received during the year and is reported under Donations & Grants income.

Staff numbers

The average monthly number of employees (head count based on number of staff employed) during the year was:

5	5
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Staff work part-time and the average number of employees (full time equivalent based on hours worked) during the year was:

2	2
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The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

4. Light, heat & water

	2021 £	2020 £
Electricity	2,125	2,990
Gas	2,602	3,460
Water	887	2,640
	5,614	9,090

5. Trustees' remuneration and expenses

No trustee received any remuneration or expenses in the year.

The premium for the Village Hall insurance policy was a total of £803 (2020: £1,602) and includes Trustee indemnity insurance. This is provided by the Charity in order to indemnify the trustees or other officers against the consequences of any neglect or default on their part.

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021

6. Tangible fixed assets

	Hall Improvement £	Fixtures, fittings & equipment £	Total £
Cost			
At 1 September 2020	166,324	62,598	228,922
Additions			
At 31 August 2021	166,324	62,598	228,922
Depreciation			
At 1 September 2020	86,488	48,894	135,382
Charged in year	6,653	1,569	8,222
At 31 August 2021	93,141	50,463	143,604
Net book value			
At 31 August 2020	79,836	13,704	93,540
At 31 August 2021	73,183	12,135	85,318

7. Debtors

	2021 £	2020 £
Other debtors	84	241
Prepayments and accrued income	940	2,368
	1,024	2,609

8. Creditors: amounts falling due within one year

	2021 £	2020 £
Other creditors	750	650
Accruals and deferred income	960	2,683
	1,710	3,333

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021

9a. Funds of the charity - Current Year

	At 1 Sept 2020 £	Incoming resources £	Resource s expende d £	Transfers £	At 31 Aug 2021 £
RESTRICTED FUNDS					
Newsletter fund	-	-	-		0
500 Club	36	-	-		36
Christmas Lights Fund	-	1,075	(1,075)		0
Photocopier	-	597	(597)		0
Maintenance	-	6,465	-	(6,465)	0
Heat, Light & Water	-	561	(561)		0
Door Entry System	800	-	(100)		700
CJRS Grant	-	6,798	(6,798)		0
Total restricted	836	15,496	(9,131)	(6,465)	736
UNRESTRICTED FUNDS					
Designated					
Fixed Asset Fund	93,539	-	(8,222)		85,317
General	139,313	34,739	(37,848)	6,465	142,669
Total unrestricted	232,852	34,739	(46,070)	6,465	227,986
TOTAL FUNDS	233,688	50,235	(55,201)	-	228,722

The transfer of £6,465 from Restricted to Unrestricted funds relates to maintenance funding from the Parish Trust, received in 2020/21 but spent in 2019/20.

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021

9b. Funds of the charity - Prior Year

	At 31 Aug 2019 £	Incoming resources £	Resource s expende d £	Transfers £	At 31 Aug 2020 £
RESTRICTED FUNDS					
Newsletter fund	-	610	(610)		-
500 Club	36	-	-		36
Christmas Lights Fund	-	435	(435)		-
Photocopier	-	257	(257)		-
Maintenance	-	-	-		-
Heat, Light, Water	-	1,812	(1,812)		-
Door Entry System	900	-	(100)		800
CJRS		5,871	(5,871)		
Total restricted	936	8,985	(9,085)		836
UNRESTRICTED FUNDS					
Designated					
Fixed Asset Fund	89,656	12,289	(8,405)		93,540
General	156,845	41,591	(59,124)		139,312
Total unrestricted	246,501	53,880	(67,529)		232,852
TOTAL FUNDS	247,437	62,865	(76,614)		233,688

10a. Analysis of net assets by fund - current year

	Unrestrict ed funds £	Designat ed funds £	Restrict ed funds £	Total funds £
Tangible fixed assets	-	85,317	-	85,317
Current assets	144,379		736	145,115
Creditors: amounts falling due within 12m	(1,710)			(1,710)
	142,669	85,317	736	228,722

10b. Analysis of net assets by fund - prior year

	Unrestrict ed funds £	Designat ed funds £	Restrict ed funds £	Total funds £
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Tangible fixed assets	-	93,540	-	93,540
Current assets	142,645	-	836	143,481
Creditors: amounts falling due within 12m	(3,333)			(3,333)
	139,312	93,540	836	233,688

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021

11. Financial Commitments

At the year end the Charity had commitments of £0 (2020: £0)

12. Reserves

The committee is aware of the excess reserves. Any investments will be made with caution due to the uncertainty driven by Covid-19 and the adverse impact it has had on Hall income.

13. Related Party Transactions

There were no related party transactions during the year.