

NORTH LEIGH WAR MEMORIAL HALL CIO, PARK ROAD,NORTH
LEIGH,WITNEY,OXON OX29 6SA

TRUSTEES REPORT

The trustees present their report together with the unaudited financial statements for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Reference and administrative details

Trustees at 31 March 2021 were:

Paul Burgum
Annette Duffell
Wendy Goddard
Harry St John
Peter Walker
Peter Van Cauwelaert
Jeremy Taylor

These financial statements have been independently examined by Nicola
Cadwallader FCCA,AIIT,CTA

Our bankers are Lloyds Bank

North Leigh War Memorial Hall Charitable Incorporated Organisation (CIO) is a registered charity with the number 1175776 formed as a CIO on 16 November 2017

OBJECTIVES AND ACTIVITIES

The Charity's objectives are the provision and maintenance of a village hall for the use of the inhabitants of the Parish of North Leigh and the repair and maintenance of the Memorial Cross in North Leigh Churchyard.

Public Benefit

In setting the objectives of the Charity and planning our activities, the Trustees have paid due regard to the public benefit guidance published by the Charity Commission.

ACHIEVEMENTS AND PERFORMANCE

Investments

There have been no capital investments in the year.

Incoming Funds

As a result of the pandemic the income stream for the year has been extremely unusual. We have continued to receive rental income from the library (£5,000), Youth Club (£2,000) and Post Office (£3,792), and also a Feed in Tariff for electricity (£1,374). The three lockdowns have prevented us from making the hall available to hirers' but we have been in receipt of three support grants designed to offset the lost income and additional costs of making the hall Covid secure. These grants have totalled £20,675 in this accounting period.

TRUSTEES REPORT (CONTINUED)

FINANCIAL REVIEW

The pandemic has resulted in a loss of just over 50% of our expected income from the hall. There was a brief period in the summer when some hirers were able to resume activities but that was only for a month and most hirers fell into risk groups where they felt it was inappropriate to meet. Indeed the hall committee have not convened in person for over a year, using teams as an alternative.

Whilst the hall, youth centre and library have remained almost entirely closed the Post Office and shop have remained open and therefore it was not appropriate to furlough the hall caretaker as all accessible areas required daily cleaning and sanitising. Certain hall costs, including wages therefore remained unavoidable with the only area where we recognised that we could actively make savings being in improvements to the hall. Certain repairs were essential. Repairs/renovations in 2020 were £7,234 and in 2021 were £1,413. To assist charities during the pandemic we were also granted complete rates exemption, saving us a further £1,000. This exemption is also being granted in the current financial year. Other costs are largely fixed and therefore no savings could be made.

Early in the first lockdown, in April 2020, WODC invited us to apply for a business support grant, which we were eligible for as our business was instructed to close by national lockdown restrictions. At that stage we received £10,000 and this was followed, during subsequent lockdowns with further staged grants. The total of grants received in the year was £20,675.

The combined result of expenditure savings and grant assistance has resulted in a surplus for the year of £7,143 and an increase in Net Current Assets of £17,694.

STRUCTURE GOVERNANCE AND MANAGEMENT

North Leigh War Memorial Hall is a registered Charitable Incorporated Organisation with the number 1175776, and was registered on 16 November 2017. It commenced activities on 1st April 2018, after the completion of the transfer of the assets and liabilities of its predecessor, an unincorporated charitable trust, registered with the Charity Commission in England and Wales under number 250459.

Appointment of Trustees

The selection of Trustees is designed to supplement the existing skills and expertise of the Board and is governed by an informal skills assessment. Appointment of Trustees is made in accordance with the Articles of Association. Trustees are trained in their duties informally and inducted by their fellow Trustees in the duties and responsibilities involved.

Risk Assessment

The Trustees recognise and accept their responsibility for ensuring that risks to which the Charity is exposed are reviewed and steps taken to mitigate potential damage by the use of appropriate preventative controls and corrective actions. They are aware of the Charities SORP (FRS102) and accept the requirement, in relation to all aspects of their work, for regular assessment of operating strengths and weaknesses. To this end the risk management strategy comprises an annual review of the risks which the Charity may face; the establishment of systems and procedures to mitigate those risks identified; and the implementation of procedures designed to minimise any potential impact on the Charity should any of those risks materialise.

TRUSTEES REPORT (CONTINUED)

PLANS FOR THE FUTURE

The Trustees aim to continue to run and maintain the Hall for the benefit of the village.

There are no major plans for the coming year other than to ensure that the hall is in a good state of repair for the users.

TRUSTEES' RESPONSIBILITIES FOR THE FINANCIAL STATEMENTS

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act, the Charities

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(Accounts and Reports) Regulations 2008. They are also responsible for safekeeping the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

P Burgum

ON BEHALF OF THE TRUSTEES
30 June 2021

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF NORTH LEIGH WAR MEMORIAL HALL

YEAR ENDED 31 MARCH 2021

I report on the accounts of the charity for the year ended 31 March 2021 set out on pages 7 to 11

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

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

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 2011 Act); and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with the General Directions given by the Charities Commissioners. 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 you as trustees concerning any such matters.

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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:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- (a) to keep accounting records in accordance with section 130 of the Charities Act 2011; and
- (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011Act
have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Nicola Jane Cadwallader FCCA
David Cadwallader and Co Limited
Unit 3 Bignell Park Barns
Chesterton
Oxon
OX26 1TD

PRINCIPAL ACCOUNTING POLICIES

BASIS OF ACCOUNTING

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

INCOME

Donations

All monetary donations and gifts are included in full in the statement of financial activities when receivable, provided that there are no donor-imposed restrictions as to the timing of the related expenditure, in which case recognition is deferred until the pre-condition has been met.

Donations are credited as income when the donations are received. Any associated Gift Aid is only credited when claimed and received

Grants receivable

Revenue grants are credited as incoming resources when they are receivable provided conditions for receipt have been complied with, unless they relate to a specified future period, in which case they are deferred.

Grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation on the fixed assets purchased with such grants is charged against the restricted fund.

EXPENDITURE

Expenditure is recognised on an accruals basis. It includes VAT which the charity is unable to recover which is reported as part of the expenditure to which it relates.

PRINCIPAL ACCOUNTING POLICIES (Continued)

FUND ACCOUNTING

Restricted funds are to be used for specified purposes laid down by the donor. Expenditure for those purposes is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for expenditure on the general objectives of the charity.

TANGIBLE FIXED ASSETS AND DEPRECIATION

All fixed assets are initially recorded at cost.

Depreciation is calculated to write off the cost of the freehold property, less its estimated residual value, over its useful economic life, estimated at 80 years. Fixtures and equipment are written off over a five year period.

DEBTORS

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

CASH AT BANK AND IN HAND

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

CREDITORS AND PROVISIONS

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

FINANCIAL INSTRUMENTS

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

DEFINED CONTRIBUTION PENSION

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a

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reduction in future payments or a cash refund.

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STATEMENT OF FINANCIAL ACTIVITIES (incorporating an income and
expenditure account) **FOR THE YEAR ENDED 31 MARCH 2021**

	No te	Unrestric ted funds	Restri cted funds	Comb ined Total 2021	Unrestric ted funds	Restri cted funds	Comb inedT otal 2020
		£	£	£	£	£	£
Income from							
Donations		-	-	-	1,040	-	1,040
Grants		20,675	-	20,675			
Fund raising events		20	-	20	127	-	127
Investments							
Rents and hiring charges receivable		11,775	-	11,775	22,150	-	22,150
Other trading activities - electricity feed in tariff		1,374	-	1,374	1,262	-	1,262
Total incoming resources		33,844	-	33,844	24,579	-	24,579
Expenditure on							
Raising funds- cost of goods sold and other costs	1	-	-	-	82	-	82
Charitable activities							
Salaries	2	5,954	-	5,954	5,775	-	5,775
Rates and water		450	-	450	1,437	-	1,437
Light and heat		3,038	-	3,038	3,514	-	3,514
Repairs and maintenance	3	1,513	-	1,513	7,234	-	7,234
Insurance		1,411	-	1,411	1,580	-	1,580
Office expenses		1,180	-	1,180	753	-	753
Legal		1,141	-	1,141	817	-	817
Interest		-	-	-	-	-	-
Depreciation		1,023	9,528	10,551	1,339	11,461	12,800
Other		1,463	-	1,463	1,606	-	1,606
Total expenditure		17,173	9,528	26,701	24,137	11,461	35,598
Net (expenditure)/income		16,671	(9,528)	7,143	442	(11,461)	(11,019)
Total Funds at 1 April 2020		49,744	648,442	698,186	49,302	659,903	709,205
Total Funds at 31		66,415	638,9	705,32	49,744	648,4	698,18

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March 2021	<u>14</u>	<u>9</u>	<u>42</u>	<u>6</u>
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BALANCE SHEET AT 31 MARCH 2021

	No te	2021 £	2020 £
Fixed assets			
Tangible assets	4	<u>638,560</u>	<u>649,111</u>
Current assets			
Debtors	5	2,839	4,249
Cash at bank and in hand		<u>67,087</u>	<u>46,157</u>
		<u>69,926</u>	<u>50,406</u>
Creditors: amounts falling due within one year	6	<u>3,157</u>	<u>1,331</u>
Net current assets		<u>66,769</u>	<u>49,075</u>
Total assets less current liabilities		<u>705,329</u>	<u>698,186</u>
Creditors: amounts falling due after more than one year		-	-
Net assets		<u>705,329</u>	<u>698,186</u>
Income Funds			
Unrestricted funds		66,415	49,744
Restricted funds	7	<u>638,914</u>	<u>648,442</u>
		<u>705,329</u>	<u>698,186</u>

Trustees' Responsibilities

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- The members have not required the Charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts were approved by the members of the committee and authorised for issue on 30 June 2021 and are signed on their behalf by

..... Trustee
P Burgum

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1. FUNDRAISING - COST OF GOODS SOLD AND OTHER COSTS

	2021	2020
	£	£
Bar costs	-	82
Cost of other purchases for fundraising purposes	-	-
	<u>-</u>	<u>82</u>

2. STAFF COSTS

Costs of £5,954 (2020: £5,755) relate to the employment of approximately one third of one full time equivalent employee. This includes £156 Employers Pension contribution (2020: £159).

3. REPAIRS AND MAINTENANCE

	2021	2020
	£	£
Repairs to, and servicing of, the fire alarm system	390	606
Repairs to Roof window controls	-	-
Electrical condition report and associated repairs	-	3,430
Repairs to entrance doors	228	452
Repairs to fire escape doors	328	-
Plumbing repairs	375	749
Repair and replace various light bulbs and fittings	835	2,240
Other minor Hall repairs	80	59

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Recovered from Library	(723)	(302)
Decorating	-	-
Drain and sump repairs	-	-
	<u>1,513</u>	<u>7,234</u>

4. TANGIBLE FIXED ASSETS

	Free hold prope rty £	Fixture s & equipm ent £	Total £
Cost			
At 1 April 2020	762,206	24,713	786,919
Additions	-	-	-
At 31 March 2021	762,206	24,713	786,919
Depreciation			
At 1 April 2020	114,393	23,415	137,808
Provided in the year	9,528	1,023	10,551
At 31 March 2021	123,921	24,438	148,359
Net book amount at 31 March 2021	638,285	275	638,560
Net book amount at 31 March 2020	647,813	1,298	649,111

All tangible fixed assets were used for charitable purposes.

5. DEBTORS

	2021 £	2020 £
Trade debtors	87	2,486
Other debtors	1,507	510
Prepayments	1,245	1,253
	<u>2,839</u>	<u>4,249</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade Creditors	-	-
Accruals/Sundry Creditors	<u>3,157</u>	<u>1,331</u>
	<u>3,157</u>	<u>1,331</u>

7. RESTRICTED FUNDS

	At 1 April 2020	Donatio n receiv ed	Expendit ure	At 31 March 2021
	£	£	£	£
Donations to fund the building of the Hall	647,813	-	9,528	638,285
Donation to purchase and install acoustic panels	-	-	-	-
Donation for PA system	399	-	-	399
Donation for new doors	-	-	-	-
Donation for Energy saving	2	-	-	230
	30	-	-	
Total	648,442	-	9,528	638,914

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestric ted Funds	Restri cted Funds	Total
	£	£	£
Tangible fixed assets	275	638,285	638,560
Net current assets	66,140	629	66,769
	66,415	638,914	705,329

10. CAPITAL COMMITMENTS AND CONTINGENT LIABILITIES

The charity had no capital commitments or contingent liabilities at 31 March 2021 or 31 March 2020.

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11. RELATED PARTY TRANSACTIONS

There were no transactions with Trustees or other related party transactions that are required to be disclosed under FRS 102