

TRUSTEES REPORT

The trustees present their report together with the unaudited financial statements for the year ended 31 March 2023. 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 2023 were:

Paul Burgum
Annette Duffell
Wendy Goddard
Peter Van Cauwelaert
Jeremy Taylor
Dawn Burt
Sara Dickinson
Stephen Huggett

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

We have purchased film projection equipment with a value of £15,500 this year.

Incoming Funds

Following the two unusual years of the pandemic period this year has been back to normal in terms of our activities and revenue.

During the year the Post Office changed management and the new owners of the shop requested the provision of extra storage which we facilitated through the conversion of a small room previously used as a bar. This generates an additional £100 per month of rental income so the total rent from the Youth club, Library and Post Office was £12,290. The income from hall hirers totalled £14,353 and the income from Feed in tariff was £1,381. OCC annually pay a contribution to some of the hall running costs to cover the occupation of space by North Leigh Library-namely towards insurance, premises repairs and rates. We now show this separately as income and for the year this totalled £1,023. Our main fund raising initiative during the year was the festive fair in October. This is popular for both stall holders and customers and generated £1,122 towards hall funds.

TRUSTEES REPORT (CONTINUED)

FINANCIAL REVIEW

The hall continues to be well used. It is reaching an age when we are having to spend quite large amounts on maintenance . We had predicted this and we are lucky to have members on our committee who are prepared to tackle small issues, but this year we recognised that some of the paving around the hall was becoming dangerous and we made the decision to have a large area renovated at a cost of £3,500. We have also been looking carefully at Health and Safety compliance and as part of that we have spent about £1,000 on miscellaneous plumbing projects which incorporated the removal of any redundant piping which might give rise to the potential for legionella to breed. We have also been reviewing user contracts and H and S policies utilising the enthusiasm and skills of our newer committee members.

We expect that the next financial year will again be expensive in terms of maintenance with substantial work required on the roof windows and blinds and a door in need of replacement. The parking area in front of the building also requires some attention.

Our project this year has been to purchase film projection equipment with the intention of running regular film nights aimed to attract members of our community who would like to watch a film and have a drink with friends for a very modest fee and without the need to travel to Witney or Oxford. We have made a slow start but hope to build this up in the next year.

The hall funds remain healthy with £84,462 in the bank account and net current assets of £87,006

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 (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.

W Goddard

ON BEHALF OF THE TRUSTEES

27 June 2023

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

YEAR ENDED 31 MARCH 2023

I report on the accounts of the charity for the year ended 31 March 2023 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. 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 2011 Act 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 reduction in future payments or a cash refund.

STATEMENT OF FINANCIAL ACTIVITIES (incorporating an income and expenditure account) **FOR THE YEAR ENDED 31 MARCH 2023**

	Note	Unrestricted funds	Restricted funds	Combined Total 2023	Unrestricted funds	Restricted funds	Combined Total 2022
		£	£	£	£	£	£
Income from							
Donations		0	-	0	17,936	-	17,936
Grants		0	-	0	11,953	-	11,953
Fund raising events		1,307	-	1,307	1,046	-	1,046
Investments							
Rents and hiring		26,642	-	26,642	21,974	-	21,974
charges receivable							
Other trading activities		2,402	-	2,402	1,566	-	1,566
Total incoming		30,351		30,351	54,475		54,475
resources							
Expenditure on							
Raising funds— cost of		122	-	122	22	-	22
goods sold and other	1						
costs							
Charitable activities							
Salaries	2	6,883	-	6,883	5,735	-	5,735
Rates and water		666	-	666	299	-	299
Light and heat		3,785	-	3,785	3,251	-	3,251
Repairs and maintenance	3	7,846	-	7,846	8,279	-	8,279
Insurance		1,723	-	1,723	1,631	-	1,631
Office expenses		1,016	-	1,016	1,084	-	1,084
Legal		937	-	937	991	-	991
Interest		-	-	-	-	-	-
Depreciation		516	9,528	10,044	275	9,528	9,803
Other		2,766	-	2,766	2,068	-	2,068
Total expenditure		26,260	9,528	35,788	23,635	9,528	33,163
Net (expenditure)/income		4,091	(9,528)	(5,437)	30,840	(9,528)	21,312
Total Funds at 1 April		97,255	629,386	726,641	66,415	638,914	705,329
2022							
Total Funds at 31 March		101,346	619,858	721,204	97,255	629,386	726,641
2023							

BALANCE SHEET AT 31 MARCH 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	4	<u>634,198</u>	<u>628,757</u>
Current assets			
Stock		89	
Debtors	5	5,698	4,810
Cash at bank and in hand		<u>84,462</u>	<u>95,162</u>
		<u>90,249</u>	<u>99,972</u>
Creditors: amounts falling due within one year	6	<u>3,243</u>	<u>2,088</u>
Net current assets		<u>87,006</u>	<u>97,884</u>
Total assets less current liabilities		721,204	726,641
Creditors: amounts falling due after more than one year		-	-
Net assets		<u>721,204</u>	<u>726,641</u>
Income Funds			
Unrestricted funds		101,346	97,255
Restricted funds	7	<u>619,858</u>	<u>629,386</u>
		<u>721,204</u>	<u>726,641</u>

Trustees' Responsibilities

- 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 27 June 2023 and are signed on their behalf by

..... Trustee
W Goddard

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1. FUNDRAISING – COST OF GOODS SOLD AND OTHER COSTS

	2023	2022
	£	£
Film costs	122	-
Cost of other purchases for fundraising purposes	0	22
	<u>122</u>	<u>22</u>

2. STAFF COSTS

Costs of £6,883 (2022: £5,735) relate to the employment of approximately one third of one full time equivalent employee. This includes £182 Employers Pension contribution (2022: £167).

3. REPAIRS AND MAINTENANCE

	2023	2022
	£	£
Repairs to, and servicing of, the fire alarm system	452	660
Storeroom conversion	900	-
Replace fence	0	517
Repairs to entrance doors	1,002	114
Repairs to fire escape doors	-	-
Plumbing repairs	1,462	456
Repair and replace various light bulbs and fittings	485	1,343
Other minor Hall repairs	45	75
Paving renovation	3,500	
Decorating	0	1,617
Heating and hot water system	0	3,497
	<u>7,846</u>	<u>8,279</u>

4. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures & equipment £	Total £
Cost			
At 1 April 2022	762,206	24,713	786,919
Additions	-	15,485	15,485
At 31 March 2023	762,206	40,198	802,404
Depreciation			
At 1 April 2022	133,449	24,713	158,162
Provided in the year	9,528	516	10,044
At 31 March 2023	142,977	25,229	168,206
Net book amount at 31 March 2023	619,229	14,969	634,198
Net book amount at 31 March 2022	628,757	-	628,757

All tangible fixed assets were used for charitable purposes.

5. DEBTORS

	2023 £	2022 £
Trade debtors	3,096	2,360
Other debtors	1,618	1,503
Prepayments	984	947
	5,698	4,810

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade Creditors	2,238	1,321
Accruals/Sundry Creditors	1,005	767
	3,243	2,088

7. RESTRICTED FUNDS

	At 1 April 2022 £	Donation received £	Expenditure £	At 31 March 2023 £
Donations to fund the building of the Hall	628,757	-	9,528	619,229
Donation to purchase and install acoustic panels	-	-	-	-
Donation for PA system	399	-	-	399
Donation for new doors	-	-	-	-
Donation for Energy saving	230	-	-	230
Total	629,386	-	9,528	619,858

8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total £
Tangible fixed assets	14,969	619,229	634,198
Net current assets	86,377	629	87,006
	101,346	619,858	721,204

9. CAPITAL COMMITMENTS AND CONTINGENT LIABILITIES

The charity had no capital commitments or contingent liabilities at 31 March 2023 or 31 March 2022.

10. RELATED PARTY TRANSACTIONS

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