

NORMANDY VILLAGE HALL CIO

England & Wales · Charity number 1177242

Details

Other names NORMANDY VILLAGE HALL, NVH

Status Registered

Legal form CIO

Registered 2018-02-20

Register [View on the Charity Commission register](#)

Contact

Address Normandy Village Hall
Manor Fruit Farm
Glaziers Lane
Normandy
Surrey
GU3 2DT

Phone 01483234943

Website www.normandyvillagehall.org

Activities

Objects: THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE VILLAGE OF NORMANDY WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING, BUT NOT LIMITED TO, THE USE FOR:A) MEETINGS, LECTURES AND CLASSES; ANDB) OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE INHABITANTS.

Activities: We provide Village Hall facilities in Normandy, Surrey consisting of a Main Hall, Small Hall, Meeting Room, two kitchens and supporting facilities. We ensure that a wide range of activities is provided by regular users for the benefit of local residents as well as making the facilities available to occasional hirers for community or private events.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes
- **Who:** The General Public/mankind

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£65,429	£90,010	-	-
2023-08-31	£61,330	£67,786	-	-
2022-08-31	£57,727	£54,637	-	-
2021-08-31	£42,917	£40,638	-	-
2020-08-31	£49,518	£63,318	-	-

Trustees

Name	Role	Appointed
ROSHAN BAILEY	Chair	2018-02-20
ARTHUR CHARLES TOWNER		2018-02-20
Amanda Pick		2020-12-22
Christopher Andrew Weeks		2021-09-28
Katherine Mary Bate		2025-01-12
Roger Frederick Thomas		2018-10-16
Susan Elizabeth Moss		2023-11-14

NORMANDY VILLAGE HALL CIO

England & Wales - Charity number 1177242

Accounts

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2024**

NORMANDY VILLAGE HALL

REPORT AND FINANCIAL STATEMENTS

for the

PERIOD 1 SEPTEMBER 2023 to 31 AUGUST 2024

REGISTERED CHARITY NUMBER: 1177242

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Roshan Bailey (Chairman)	<i>re-appointed 20/2/2022</i>
Ian Rose	<i>re-appointed 20/2/2023 resigned 02/05/2024</i>
Arthur Towner (Treasurer)	<i>re-appointed 20/2/2024</i>
Sue Moss	<i>appointed 14/11/2023</i>
Amanda Pick	<i>re-appointed 2/12/2023</i>
Roger Thomas	<i>re-appointed 16/10/2024</i>
Chris Weeks	<i>re-appointed 28/09/2024</i>

All appointments and reappointments are now for 3 years.

Management arrangements

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, and by Amanda Ellis as Bookings Manager both of whom attended and participated in meetings of the Board of Trustees.

Address

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

Website

www.normandyvillagehall.org.uk

Bankers

CAF Bank Limited, Kings Hill, West Malling, Kent ME19 4TA

Independent Examiner

Joan Swain BSc(Hons) FCCA
JMSolutions, 48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

Registered Charity Number

Normandy Village Hall is registered with the Charity Commissioners of England and Wales. The Charity registration number is 1177242.

TRUSTEES' ANNUAL REPORT

The Trustees present their report and financial statements for the period 1 September 2023 to 31 August 2024.

Reference and Administration Details

All general information relating to Normandy Village Hall can be found on page 1.

Financial Review

The results for the year are set out in the financial statements on pages 6 -13.

Structure, Governance and Management

Normandy Village Hall CIO was established on 20 February 2018 in order to provide a modern governance structure for the unincorporated charity running Normandy Village Hall (Charity number 304967). The process was completed by means of a merger of the two charities at midnight on 31 August 2018 and the CIO started operating from 1 September 2018.

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, and by Amanda Ellis as Bookings Manager, both of whom attended and participated in meetings of the Board of Trustees. Their duties and remuneration are set out in Agreements for Provision of Services.

The Trustees considered that the Charity held sufficient reserves, having reviewed possible risks.

Objectives and Activities

The principal objective of the Charity is to provide Village Hall facilities in Normandy for the benefit of local residents.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the Charity Commission's guidance on public benefit. The Charity's main activities for the public benefit are:

- The provision and maintenance of Normandy Village Hall which includes a Main Hall, Small Hall, Meeting Room, Clubroom (used by Guildford O Gauge Club), two kitchens and supporting facilities.
- Making the venue available for the use of local residents.
- Ensuring a range of activities provided by regular users for the benefit of local residents.
- Providing and maintaining a website with information about the Village Hall and a booking system to facilitate its use.

CHAIRMAN'S REVIEW

Normandy Village Hall has continued to be a very popular venue, attracting bookings for a huge range of regular activities and special events for people of all ages, including baby and toddler development, education, specialist exhibitions and sales, arts and crafts, dancing and other physical activities.

The Hallmaster platform, managed very ably by our Bookings Manager, Amanda Ellis, has significantly streamlined and improved our booking processes. It provides users with a much improved experience in making bookings, together with password protected online access to information about their bookings. It also gives us easily accessible information about bookings and eliminates unpaid bookings blocking dates that others might take up. Payments and deposit refunds are now entirely made by online transfer direct to and from our bank account, eliminating the extra costs and frustrations arising from credit card payments.

Regular maintenance has continued to be managed very ably by Hall Manager Jon Pick throughout the year. We are very fortunate to have his eagle eye spotting repairs and maintenance issues so that they can be dealt with before they cause a problem either using his own multiple skills or bringing in suitable experts. During the year he managed a number of significant works for us including major work on the very specialised Hall floors, to maintain their excellence as a foundation for many varied activities such as dancing, badminton, fitness classes, exhibitions, parties, etc. We receive many compliments about the quality of our building and its facilities.

Spring 2024 saw the resignation of Ian Rose, one of our longest standing Trustees and my predecessor as Chair. Ian had provided sterling service over the years, including stepping in unexpectedly as Chair when his predecessor sadly passed away, and giving me invaluable support since I took over from him. We will all miss Ian greatly but wish him well in his new life outside Normandy.

FINANCE

Finance: Our financial situation and accounts for Normandy Village Hall for the period September 2023 to August 2024 continue to be satisfactory, under the efficient management of our Treasurer, Arthur Towner.

Our main source of income is the hiring of the Halls to our Regular and Occasional Users. Unlike many other village halls, we had not increased our prices for many years, conscious of the impact Covid had had on many of our users, but from January 2024 we made a 5% increase. Over the year, our income from bookings was £57,486, an increase of about 7.5% on last year.

During the year, we received a grant from Normandy Parish Council for new "mini Annes" for the free lifesaving training which we provide to residents of Normandy.

The photovoltaic panels continue to provide a very important source of funding for our maintenance programme and improvement projects although sunshine had been much reduced over this year resulting in income of £3,332 (last year £5,914).

Our biggest costs are cleaning and maintenance amounting to £46,120. Maintenance costs included £4320 plus an accrual of £9,540 spent with Tanglewood Flooring for our major floor works. Cleaning costs were up significantly from £12,939 to £20,047 reflecting the first full year of our VAT registered service provider following a period with a non-VAT registered business. We also purchased a new dishwasher at a cost of £2,095.

Reserves

The freehold land and buildings at Manor Fruit Farm are valued at £586,537 representing the majority of the Charity's reserves, and these are fundamental to operations. Reserves are held in two funds totalling £721,941 with the cash element being held in three bank accounts to optimise accessibility, security and interest. The Hall Manager's Fund, which ended the period at £26,966, is cash only and is used for all normal running costs of the building and land. The Trustees' Fund, which stands at £694,975 including both property and cash, is used for longer term maintenance and development of the building and land. £30K is earmarked for works on the Main and Small Hall floors, with £10K already committed for payment in September 2024. The Trustees aim to maintain free reserves of 9 - 12 month's normal gross expenditure which has been achieved.

Fundraising

NVC does not carry out any regular fundraising but specific funding bids are made from time to time. This year we submitted one funding application and are grateful to Normandy Parish Council for their grant of £606 for the purchase of new equipment for the well used lifesaving training sessions which we provide free of charge to Normandy people.

RISK ASSESSMENT

The Trustees have reviewed the major risks to which Normandy Village Hall is exposed. Systems are in place to mitigate identified risks, together with mechanisms for the Trustees to review progress and new developments.

TRUSTEES' LIABILITY INSURANCE

Insurance was acquired for the Trustees against liabilities in relation to their duties.

PLANS FOR THE FUTURE

We are currently preparing fundraising applications to enable us to install a lift to facilitate access to the Meeting Room and the Clubroom. The lack of full accessibility to the upper floor is known to deter some bookings, with the Meeting Room under-used, and is also increasingly causing difficulties for Regular User groups who have been using these facilities for many years. This will be a major project likely to cost in excess of £55K. We also plan to provide tea / coffee making facilities which will require works to get water to the upper floor. This will also significantly enhance the attractiveness and usability of the Meeting Room.

In addition to continuing major work on the Hall floors, we are arranging for interior repainting during 2024 – 5 which will brighten the building significantly.

Our utility costs continued to be high due to our two year gas contract from Dec 2022 to 2024 when few offers were forthcoming and available prices were extremely high. We

have just entered into a new 3 year gas contract which will reduce our gas charges by about 50%. Our electricity contract was fixed from October 2021 to September 2024 so covered us for the year under review but renewal will see some increase for 2024-5. We use a specialist broker, UtilityAid giving us access to the best pricing available, particularly when we are able to participate in their national tendering.

The Trustees continue to listen and respond to user feedback and will take this into account in planning future work.

FINANCIAL ACCOUNTS

The Independent Examiner's Report and Financial Accounts which follow on pages 6 - 13 and form part of this Annual Report.

APPROVED BY THE TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES by

A handwritten signature in black ink that reads "Roshan Bailey". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Roshan Bailey, Chairman

Date: 5 December 2024



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

**Report to the trustees/
members of**

Normandy Village Hall

**On accounts for
the year ended**

31 August 2024

**Charity
no (if
any)**

1177242

Set out on pages

7 to 13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2024.

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").

**Responsibilities
and basis of
report**

I report in respect of my examination of the Trust'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 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.

Signed:

J Swain

Date:

5/12/2024

Name:

Ms Joan Swain

**Relevant
professional
qualification(s) or
body:**

Association of Chartered Certified Accountants

Address:

48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
STATEMENT OF FINANCIAL ACTIVITIES
12 MONTHS ENDED 31st AUGUST 2024**

	01.09.23 to 31.08.24	01.09.22 to 31.08.23
	Unrestricted Funds	Unrestricted Funds
INCOMING RESOURCES (Note 4)		
Income from:		
Donations	129	144
Charitable activities	57,486	53,482
Government grants	606	750
Feed in Tariff	3,332	5,914
Investments (interest)	3,876	1,040
TOTAL	<u>65,429</u>	<u>61,330</u>
RESOURCES EXPENDED (Note 5)		
Expenditure on:		
Charitable activities	90,010	67,786
TOTAL	<u>90,010</u>	<u>67,786</u>
Net income/(expenditure)	(24,581)	(6,456)
Total funds brought forward	746,522	752,978
Total funds carried forward	<u>721,941</u>	<u>746,522</u>

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
BALANCE SHEET AS AT 31st AUGUST 2024**

	2024	2023
	Unrestricted funds £	Unrestricted funds £
Fixed assets		
Tangible assets (Note 9)	593,962	608,619
	<u>593,962</u>	<u>608,619</u>
Current assets		
Debtors (Note 10)	2,003	3,894
Cash at bank and in hand (Note 12)	141,770	138,072
	<u>143,773</u>	<u>141,966</u>
Creditors		
Amounts falling due within one year (Note 11)	(15,794)	(4,063)
	<u>(15,794)</u>	<u>(4,063)</u>
Net current assets/(liabilities)	127,979	137,903
Total assets less current liabilities	<u>721,941</u>	<u>746,522</u>
Funds of the charity		
Unrestricted funds	<u>721,941</u>	<u>746,522</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS

Note 1: Basis of preparation

These accounts 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 accounts 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 (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

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

Note 2: Going concern

These accounts have been prepared on a going concern basis.

Note 3: Accounting policies

3.1 Recognition of income:

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP of FRS102.

3.3 Grants and donations

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

3.4 Support costs

The charity has incurred expenditure on support costs.

3.5 Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

3.6 Income from interest, royalties, dividends and Feed in Tariff

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

3.7 Expenditure and Liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

3.8 Governance and support costs

Support costs have been allocated between governance costs and other support (where applicable). Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Governance costs are allocated against the Trustees funds.

Day to day running of the charitable activities are allocated against the Hall Manager's Fund.

3.9 Deferred income

No material item of deferred income has been included in the accounts.

3.10 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

3.11 Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £500

They are valued at cost.

Depreciation rates are:

Plant & machinery - 5 years straight-line

Computer equipment - 3 years straight-line

Buildings - 50 years straight-line

3.12 Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

3.13 Current asset investments

The charity has cash held on deposit for investment purposes rather than to meet short term cash commitments as they fall due.

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242**

NOTES TO THE ACCOUNTS (CONT'D)

	2024	2023
	Unrestricted Funds	Unrestricted Funds
Note 4: Analysis of income		
Donations	<u>129</u>	<u>144</u>
Charitable Activities		
Hall Lettings	57,486	53,482
Grants (Normandy PC)	<u>606</u>	<u>750</u>
	<u>58,092</u>	<u>54,232</u>
Income from investments		
Interest CAF Gold a/c	1,380	560
Interest CAF 60 day a/c	2,496	480
Feed in Tariff	<u>3,332</u>	<u>5,914</u>
	<u>7,208</u>	<u>6,954</u>
TOTAL	<u>65,429</u>	<u>61,330</u>
Note 5: Analysis of expenditure		
Expenditure on charitable activities		
Rates and water	2,960	884
Gas and electricity	13,078	12,233
Insurance (Note 8)	1,933	1,729
Cleaning	20,047	12,939
Refuse collection	1,376	1,192
Repairs and maintenance	26,073	13,040
Telephone	636	380
Postage	26	34
Projects (incl. microwave 2023)		3,000
Online fees	246	1,005
Administrator	5,105	3,985
Defibrillator accessories	912	
Accountant's fees	772	750
Bank charges	60	60
Advertising		
ICO data protection fee	35	35
Depreciation	<u>16,752</u>	<u>16,520</u>
	<u>90,010</u>	<u>67,786</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.24		31.08.23
Note 6: Governance and support costs			
Accountant's fees	772		750
Administrator	5,105		3,985
Miscellaneous (ICO fees etc.)	35		35
	<u>5,912</u>		<u>4,770</u>
Note 7: Fees for the examination of the accounts			
Independent examiner's fees (2023)			750
Independent examiner's fees (2024)	772		
	<u>772</u>		<u>750</u>
Note 8: Insurance			
Insurance costs include cover for Trustees' indemnity insurance			
Prepaid in 2023	1,562		1,416
Cost for year to 30 June 2024	2,222		1,875
less prepaid 1/9/24 to 30/06/2025	(1,851)		(1,562)
	<u>1,933</u>		<u>1,729</u>
Note 9: Tangible fixed assets			
	Freehold land and buildings	Plant & machinery	TOTAL
			31.08.24
Net book value b/fwd	599,867	8,752	608,619
Additions/transfers	-	2,095	2,095
Depreciation (Note 3.11)	13,330	3,422	16,752
Net book value at 31.08.24	<u>586,537</u>	<u>7,425</u>	<u>593,962</u>
			31.08.23
Net book value b/fwd	613,197	5,001	618,198
Additions/transfers	-	6,941	6,941
Depreciation (Note 3.11)	13,330	3,190	16,520
Net book value at 31.08.23	<u>599,867</u>	<u>8,752</u>	<u>608,619</u>
Note 10: Debtors	31.08.24		31.08.23
Analysis of debtors			
Debtors			-
Prepayments	2,003		3,894
	<u>2,003</u>		<u>3,894</u>
Note 11: Creditors			
Analysis of creditors			
Accruals	10,312		1,779
Deposits held	5,482		2,284
Rents received in advance	-		-
	<u>15,794</u>		<u>4,063</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.24	31.08.23
Note 12: Cash at bank and in hand		
Short term deposits	90,014	88,334
CAF cash a/c	250	318
CAF Gold a/c	51,506	49,420
	141,770	138,072

Note 13: Charity funds

Hall Manager's Fund For all normal running costs of the building and land.

Unrestricted

Trustees Fund For longer term maintenance and development of the building and land.

Unrestricted

	Balance b/fwd	Income	Expenditure	Balance c/fwd
Hall Manager's Fund	36,126	58,221	67,381	26,966
Trustees' Fund	710,396	7,208	22,629	694,975
Total Funds	746,522	65,429	90,010	721,941

Note 14: Trustee remuneration and benefits

None of the trustees has been paid any remuneration or received any other benefits from an employment with the charity.

Note 15: Trustees expenses

Expenses of £636 were claimed by a Trustee who had personally paid all the costs of NVH's telecoms service from BT.

Note 16: Transactions with related parties

There is an Agreement for Provision of Services between Jon Pick as Hall Manager and the Normandy Village Hall CIO. Amanda Pick (spouse) is a Trustee but she receives no remuneration and has claimed no expenses.

There is an Agreement for the Provision of Services between Amanda Ellis and Normandy Village Hall CIO. Amanda Ellis is a former Trustee but resigned prior to the negotiaion of the Agreement.

Note 17: Additional disclosures

Normandy Village Hall CIO, charity number 1177242, took over the funds of Normandy Village Hall, Charity number 304967, on 1 September 2018.

The cost of land and buildings represents the cost of the building itself, provision of utility services and making the garden area around the building. The land was transferred for £1 by Guildford Borough Council.

NORMANDY VILLAGE HALL CIO

England & Wales - Charity number 1177242

Accounts

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2023**

NORMANDY VILLAGE HALL

REPORT AND FINANCIAL STATEMENTS

for the

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Ian Rose	<i>re-appointed 20/2/2023</i>
Arthur Towner (Treasurer)	<i>re-appointed 20/2/2021</i>
Amanda Ellis	<i>re-appointed 16/10/2021 resigned 31 March 2023</i>
Joyce Hutchins	<i>re-appointed 16/10/2021 deceased 13 July 2023</i>
Amanda Pick	<i>appointed 2/12/2020</i>
Roger Thomas	<i>re-appointed 16/10/2021</i>
Chris Weeks	<i>appointed 28/09/2021</i>

The first Trustees were appointed for varied initial terms but have since all been reappointed. All appointments and reappointments are now for 3 years.

Management arrangements

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, and by Amanda Ellis for part of the year as Bookings Manager both of whom attended and participated in meetings of the Board of Trustees.

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The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, and by Amanda Ellis for part of the year as Bookings Manager, both of whom attended and participated in meetings of the Board of Trustees. Their duties and remuneration are set out in Agreements for Provision of Services.

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CHAIRMAN'S REVIEW

Normandy Village Hall has continued to be a very popular venue, attracting bookings for a wide range of regular activities and special events for people of all ages, including education, specialist exhibitions and sales, arts and crafts, dancing and other physical activities.

The vast majority of our Regular User groups recovered well from the restrictions under Covid regulations and are fully back in action. We have also attracted some new Regular Users as well as many Occasional Users from Normandy and the surrounding areas.

During the year we introduced a new bookings system using the Hallmaster platform which gives all users a much improved experience in making bookings together with password protected online access to information about their bookings. We also completely revamped our website and updated our terms and conditions to take account of the new bookings arrangements. Payments and deposit refunds are now almost entirely made by online transfer direct to and from our bank account. We no longer take credit card payments which had previously led to a number of problems including extra costs and unsatisfactory visibility of information when issues arose about transactions.

Appropriate and timely support is essential if we are to provide a first class experience for our Users, and operating the bookings and payment system in itself requires significant management input. We therefore made the decision to pay for support in this area and entered into an Agreement for the Provision of Services with Amanda Ellis who had previously resigned after many years of excellent service as a Trustee.

Regular maintenance was, as always, very ably managed by Hall Manager Jon Pick throughout the year. This year he managed a number of significant works for us including replacement of our old boilers, and full testing of all electrical systems. He also arranged successful installation of tinting on all south and west facing windows which has significantly reduced glare and over-heating from strong sunlight at a much lower cost than we would have incurred had we installed integral window blinds. We are very grateful to Normandy Parish Council for a grant towards the cost of this work.

In response to User requests we have purchased mugs to replace the cups and saucers in both kitchens and have received very positive feedback as a result.

We were very much saddened by the loss of one of our longest standing Trustees this year. Joyce Hutchins, who had been with us since the new building opened both as a Trustee and as a key person running one of our Regular User groups, passed away in July and is much missed by us all.

FINANCE

Finance: Our financial situation and accounts for Normandy Village Hall for the period September 2022 to August 2023 continue to be satisfactory, under the efficient management of our Treasurer, Arthur Towner, even though expenditure did exceed income this year.

Our main source of income is the hiring of the Halls to our Regular and Occasional Users. Over the year, our income from bookings was up slightly this year to £53,482 despite maintaining our prices at previous levels.

The photovoltaic panels continue to provide a very important source of funding for our maintenance programme and improvement projects, with income this year of £5,914 (last year £3,989).

Our biggest costs are gas and electricity at £12,233, plus cleaning and maintenance amounting together to £25,979 (including Tanglewood Flooring £2,640). Our cleaning costs rose towards the end of the year when our previous cleaner, a non-VAT registered sole trader, was no longer able to provide the full service we require and we entered into a new contract at a slightly higher charge which does additionally incur VAT. The full impact of this will be seen in next year's results.

Reserves

The freehold land and buildings at Manor Fruit Farm are valued at £599,867 representing the majority of the Charity's reserves, and these are fundamental to operations. Reserves are held in two funds totalling £746,522 with the cash element being held in three bank accounts to optimise accessibility, security and interest. The Hall Manager's Fund, which ended the period at £36,126, is cash only and is used for all normal running costs of the building and land. The Trustees' Fund, which stands at £710,396 including both property and cash, is used for longer term maintenance and development of the building and land. £40K is earmarked for replacement of the floor in the Main Hall, likely to be required in the medium term. The Trustees aim to maintain free reserves of 9 - 12 month's normal gross expenditure which has been achieved.

Fundraising

NVC does not carry out any regular fundraising but specific funding bids are made from time to time. This year we submitted one funding application and are grateful to Normandy Parish Council for their grant of £750 towards the installation of anti-glare tinting on NVH's south and west facing windows.

RISK ASSESSMENT

The Trustees have reviewed the major risks to which Normandy Village Hall is exposed. Systems are in place to mitigate identified risks, together with mechanisms for the Trustees to review progress and new developments.

TRUSTEES' LIABILITY INSURANCE

Insurance was acquired for the Trustees against liabilities in relation to their duties.

PLANS FOR THE FUTURE

We are currently preparing fundraising applications to enable us to install a lift to facilitate access to the Meeting Room and the Clubroom. The lack of full accessibility to the upper floor is known to deter some bookings, with the Meeting Room under-used, and is also increasingly causing difficulties for Regular User groups who have been

using these facilities for many years. This will be a major project likely to cost in excess of £55K.

Our utility costs will continue to be high due to our two year gas contract from Dec 2022 to 2024 when few offers were forthcoming and available prices were extremely high. Fortunately, our electricity contract was fixed from October 2021 to September 2024 so covers us for the coming year. We use a specialist broker, UtilityAid, and have expressed an interest in joining their national electricity tender for the period starting September 2024 which should give us access to the best pricing available.

NVH is participating in a project to bring full fibre telecoms to our village and we expect to upgrade the wifi facility available to hirers to full fibre during the next financial year.

In order to support our users as they resumed their activities after the Covid restrictions, we continued to maintain our hire charges at pre-Covid levels. However, we are now carrying out a full pricing review and are likely to make some changes to the structure and level of some charges during the next two financial years.

The Trustees continue to listen and respond to user feedback and will take this into account in planning future work.

FINANCIAL ACCOUNTS

The Independent Examiner's Report and Financial Accounts which follow on pages 6 - 13 form part of this Annual Report.

APPROVED BY THE TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES by



14 November 2023

Roshan Bailey, Chairman

Date:



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

Report to the trustees/
members of

Normandy Village Hall

On accounts for
the year ended

31 August 2023

Charity
no (if
any)

1177242

Set out on pages

7 to 13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2023.

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").

**Responsibilities
and basis of
report**

I report in respect of my examination of the Trust'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 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.

Signed:

Swain

Date: 14/11/2023

Name:

Ms Joan Swain

Relevant
professional
qualification(s) or
body:

Association of Chartered Certified Accountants

Address:

48 Redchurch Drive, Sainsbury Green, Southampton SO31 7NS

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
STATEMENT OF FINANCIAL ACTIVITIES
12 MONTHS ENDED 31st AUGUST 2023**

	01.09.22 to 31.08.23 Unrestricted Funds	01.09.21 to 31.08.22 Unrestricted Funds
INCOMING RESOURCES (Note 4)		
Income from:		
Donations	144	257
Charitable activities	53,482	50,540
Government grants	750	2,667
Feed in Tariff	5,914	3,989
Investments (Interest)	1,040	274
TOTAL	<u>61,330</u>	<u>57,727</u>
RESOURCES EXPENDED (Note 5)		
Expenditure on:		
Charitable activities	67,786	54,637
TOTAL	<u>67,786</u>	<u>54,637</u>
Net Income/(expenditure)	(6,456)	3,090
Total funds brought forward	752,978	749,888
Total funds carried forward	<u>746,522</u>	<u>752,978</u>

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
BALANCE SHEET AS AT 31st AUGUST 2023**

	2023	2022
	Unrestricted funds	Unrestricted funds
	£	£
Fixed assets		
Tangible assets (Note 9)	608,619	618,198
Total fixed assets	<u>608,619</u>	<u>618,198</u>
Current assets		
Debtors (Note 10)	3,894	3,258
Cash at bank and in hand (Note 12)	138,072	141,907
Total current assets	<u>141,966</u>	<u>145,165</u>
Creditors		
Amounts falling due within one year (Note 11)	(4,063)	(10,385)
	<u>(4,063)</u>	<u>(10,385)</u>
Net current assets/(liabilities)	<u>137,903</u>	<u>134,780</u>
Total assets less current liabilities	<u>746,522</u>	<u>752,978</u>
Funds of the charity		
Unrestricted funds	<u>746,522</u>	<u>752,978</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS

Note 1: Basis of preparation

These accounts 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 accounts 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 (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

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

Note 2: Going concern

These accounts have been prepared on a going concern basis.

Note 3: Accounting policies

3.1 Recognition of income:

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP of FRS102.

3.3 Grants and donations

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

3.4 Support costs

The charity has incurred expenditure on support costs.

3.5 Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

3.6 Income from interest, royalties, dividends and Feed in Tariff

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

3.7 Expenditure and Liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

3.8 Governance and support costs

Support costs have been allocated between governance costs and other support (where applicable). Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Governance costs are allocated against the Trustees funds.

Day to day running of the charitable activities are allocated against the Hall Manager's Fund.

3.9 Deferred income

No material item of deferred income has been included in the accounts.

3.10 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

3.11 Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £500

They are valued at cost.

Depreciation rates are:

Plant & machinery - 5 years straight-line

Computer equipment - 3 years straight-line

Buildings - 50 years straight-line

3.12 Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

3.13 Current asset investments

The charity has cash held on deposit for investment purposes rather than to meet short term cash commitments as they fall due.

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242**

NOTES TO THE ACCOUNTS (CONT'D)	2023 Unrestricted Funds	2022 Unrestricted Funds
Note 4: Analysis of income		
Donations	<u>144</u>	<u>257</u>
Charitable Activities		
Hall Lettings	53,482	50,540
Grants (Normandy PC)	<u>750</u>	<u>2,667</u>
	<u>54,232</u>	<u>53,207</u>
Income from Investments		
Interest CAF Gold a/c	560	33
Interest CAF 60 day a/c	480	241
Feed in Tariff	<u>5,914</u>	<u>3,989</u>
	<u>6,954</u>	<u>4,263</u>
	<u>61,330</u>	<u>57,727</u>
TOTAL		
	<u>61,330</u>	<u>57,727</u>
Note 5: Analysis of expenditure		
Expenditure on charitable activities		
Rates and water	884	699
Gas and electricity	12,233	5,342
Insurance (Note 8)	1,729	1,736
Cleaning	12,939	12,920
Refuse collection	1,192	1,095
Repairs and maintenance	13,040	10,456
Telephone	380	441
Postage	34	11
Projects (incl. microwave 2023)	3,000	2,769
Online fees	1,005	3,005
Administrator	3,985	
Defibrillator accessories		252
Accountant's fees	750	750
Bank charges	60	148
Advertising		
ICO data protection fee	35	35
Depreciation	<u>16,520</u>	<u>14,978</u>
	<u>67,786</u>	<u>54,637</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.23	31.08.22				
Note 6: Governance and support costs						
Accountant's fees	750	750				
Administrator	3,985					
Miscellaneous (ICO fees etc.)	35	35				
	<u>4,770</u>	<u>785</u>				
Note 7: Fees for the examination of the accounts						
Independent examiner's fees (2023)	750					
Independent examiner's fees (2022)		750				
	<u>750</u>	<u>750</u>				
Note 8: Insurance						
Insurance costs include cover for Trustees' indemnity insurance						
Prepaid in 2021	1,416	1453				
Cost for year to 30 June 2024	1,875	1699				
less prepaid 1/9/23 to 30/06/2024	(1,562)	(1,416)				
	<u>1,729</u>	<u>1736</u>				
Note 9: Tangible fixed assets						
	Freehold land and buildings	Plant & machinery	TOTAL	Freehold land and buildings	Plant & machinery	TOTAL
Net book value b/fwd	613,197	5,001	618,198	626,527	5,156	631,683
Additions/transfers	-	6,941	6,941	-	1,493	1,493
Depreciation (Note 3.11)	13,330	3,190	16,520	13,330	1,648	14,978
Net book value at 31.08.23	<u>599,867</u>	<u>8,752</u>	<u>608,619</u>	<u>613,197</u>	<u>5,001</u>	<u>618,198</u>
Note 10: Debtors	31.08.23	31.08.22				
Analysis of debtors						
Debtors	-	126				
Prepayments	3,894	3,132				
	<u>3,894</u>	<u>3,258</u>				
Note 11: Creditors						
Analysis of creditors						
Accruals	1,779	2,204				
Deposits held	2,284	4,131				
Rents received in advance	-	4,050				
	<u>4,063</u>	<u>10,385</u>				

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242**

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.23	31.08.22
Note 12: Cash at bank and in hand		
Short term deposits	88,334	87,855
CAF cash a/c	318	250
CAF Gold a/c	49,420	53,802
	<u>138,072</u>	<u>141,907</u>

Note 13: Charity funds
Hall Manager's Fund For all normal running costs of the building and land.
Unrestricted
Trustees Fund For longer term maintenance and development of the building and land.
Unrestricted

	Balance b/fwd	Income	Expenditure	Balance c/fwd
Hall Manager's Fund	28,281	54,376	46,531	36,126
Trustees' Fund	724,697	6,954	21,255	710,396
Total Funds	<u>752,978</u>	<u>61,330</u>	<u>67,786</u>	<u>746,522</u>

Note 14: Trustee remuneration and benefits
None of the trustees has been paid any remuneration or received any other benefits from an employment with the charity.

Note 15: Trustees expenses
Expenses of £380 were claimed by a Trustee who had personally paid all the costs of NVH's telecoms service from BT.

Note 16: Transactions with related parties
There is an Agreement for Provision of Services between Jon Pick as Hall Manager and the Normandy Village Hall CIO. Amanda Pick (spouse) is a Trustee but she receives no remuneration and has claimed no expenses.
There is an Agreement for the Provision of Services between Amanda Ellis and Normandy Village Hall CIO. Amanda Ellis is a former Trustee but resigned prior to the negotiation of the Agreement.

Note 17: Additional disclosures
Normandy Village Hall CIO, charity number 1177242, took over the funds of Normandy Village Hall, Charity number 304967, on 1 September 2018.
The cost of land and buildings represents the cost of the building itself, provision of utility services and making the garden area around the building. The land was transferred for £1 by Guildford Borough Council.

NORMANDY VILLAGE HALL CIO

England & Wales - Charity number 1177242

Accounts

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2022**

NORMANDY VILLAGE HALL

REPORT AND FINANCIAL STATEMENTS

for the

PERIOD 1 SEPTEMBER 2021 to 31 AUGUST 2022

REGISTERED CHARITY NUMBER: 1177242

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2022**

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Roshan Bailey (Chairman)	<i>re-appointed 20/2/2022</i>
Ian Rose	<i>re-appointed 20/2/2020</i>
Arthur Towner (Treasurer)	<i>re-appointed 20/2/2021</i>
Amanda Ellis	<i>re-appointed 16/10/2021</i>
Joyce Hutchins	<i>re-appointed 16/10/2021</i>
Amanda Pick	<i>appointed 2/12/2020</i>
Anne Seymour	<i>resigned 16/10/2021</i>
Roger Thomas	<i>re-appointed 16/10/2021</i>
Chris Weeks	<i>appointed 28/09/2021</i>

The first Trustees were appointed for varied initial terms but have since all been reappointed. All appointments and reappointments are now for 3 years.

Management arrangements

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, and by Briony Howarth for part of the year as Bookings Secretary, both of whom attended and participated in meetings of the Board of Trustees.

Address

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

Website

www.normandyvillagehall.org

Bankers

CAF Bank Limited, Kings Hill, West Malling, Kent ME19 4TA

Independent Examiner

Joan Swain BSc(Hons) FCCA
JMSolutions, 48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

Registered Charity Number

Normandy Village Hall is registered with the Charity Commissioners of England and Wales. The Charity registration number is 1177242.

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2022**

TRUSTEES' ANNUAL REPORT

The Trustees present their report and financial statements for the period 1 September 2021 to 31 August 2022.

Reference and Administration Details

All general information relating to Normandy Village Hall can be found on page 1.

Financial Review

The results for the year are set out in the financial statements on pages 6 -13.

Structure, Governance and Management

Normandy Village Hall CIO was established on 20 February 2018 in order to provide a modern governance structure for the unincorporated charity running Normandy Village Hall (Charity number 304967). The process was completed by means of a merger of the two charities at midnight on 31 August 2018 and the CIO started operating from 1 September 2018.

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, and by Briony Howarth for part of the year as Bookings Secretary, both of whom attended and participated in meetings of the Board of Trustees. The Trustees considered that the Charity held sufficient reserves, having reviewed possible risks.

Objectives and Activities

The principal objective of the Charity is to provide Village Hall facilities in Normandy for the benefit of local residents.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the Charity Commission's guidance on public benefit. The Charity's main activities for the public benefit are:

- The provision and maintenance of Normandy Village Hall which includes a Large Hall, Small Hall, Meeting Room, two kitchens and supporting facilities.
- Making the venue available for the use of local residents.
- Ensuring a range of activities provided by regular users for the benefit of local residents.
- Providing and maintaining a website with information about the Village Hall and a booking system to facilitate its use.

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2022**

CHAIRMAN'S REVIEW

Normandy Village Hall has continued to be a very popular venue, attracting bookings for a wide range of regular activities and special events for people of all ages, including education, specialist exhibitions and sales, arts and crafts, dancing and other physical activities. With the progressive relaxing of Covid restrictions through 2021, the vast majority of Regular Users were back in action by September 2021 and it was wonderful to see the full range of activities taking place again.

Through the year, we reviewed and updated our Special Conditions and Risk Assessment actions to keep everybody as safe as possible and to meet government requirements. As the requirements were gradually eased, our users continued to take sensible precautions taking account of the needs and risks relating to their activities and participants. No Covid incidents arose as a result of any activities at NVH.

In June we commemorated Queen Elizabeth II's Platinum Jubilee by commissioning a special bench with the Platinum Jubilee logo carved on it which was unveiled at a Celebration of Community Service. This special event was attended by many of our Regular Users as well as the High Sheriff of Surrey, the Chair of Surrey County Council, Mayor and Mayoress of Guildford Borough Council, Jonathan Lord MP, local Councillors, former NVH Trustees and volunteers, and other NVH friends. The Pilgrim Ringers performed handbell music throughout the evening including a work specially written for the Platinum Jubilee, and five Regular User groups provided displays of their activities while most others were showcased in a NVH video display. The event proved to be an excellent opportunity for NVH Users to get to know each other.

During the year we installed broadband and made password-protected wifi internet access available for users of NVH with excellent quality throughout the building. Regular maintenance was, as always, very ably managed by Hall Manager Jon Pick throughout the year.

FINANCE

Finance: Our financial situation and accounts for Normandy Village Hall for the period September 2021 to August 2022 continue to be satisfactory, under the efficient management of our Treasurer, Arthur Towner.

Our main source of income is the hiring of the Halls to our Regular and Occasional Users. We continued to refund (or carry forward to future dates) all advance hire payments and deposits for Covid-dictated cancellations, whether initiated by hirers or by us, waiving contractual notice periods. Over the year, our income from bookings was £50,540.

During the year, we received £2,667 (last year £18,793) from the Government grant programme for the Retail, Hospitality & Leisure sector via Guildford Borough Council to cover periods of full closure and partial opening due to Covid restrictions.

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2022**

Despite less sun than in the previous two years, the photovoltaic panels continue to provide a very important source of funding for our maintenance programme and improvement projects, with income this year of £3,989 (last year £4895).

Our biggest costs are cleaning and maintenance amounting to £23,376 including Tanglewood Flooring (£1,908). Cleaning costs returned to normal levels as Covid restrictions lifted and more users were able to resume their activities.

Reserves

The freehold land and buildings at Manor Fruit Farm are valued at £613,197 representing the majority of the Charity's reserves, and these are fundamental to operations. Reserves are held in two funds totalling £752,978 with the cash element being held in three bank accounts to optimise accessibility, security and interest. The Hall Manager's Fund, which ended the period at £28,281, is cash only and is used for all normal running costs of the building and land. The Trustees' Fund, which stands at £724,697 including both property and cash, is used for longer term maintenance and development of the building and land. £40K is earmarked for replacement of the floor in the Main Hall, likely to be required in the medium term. The Trustees aim to maintain free reserves of 9 - 12 month's normal gross expenditure which has been achieved.

Fundraising

NVH does not carry out any regular fundraising but specific funding bids are made from time to time. We did not receive any fundraising income during September 2021 to August 2022 and had not submitted any funding bids.

RISK ASSESSMENT

The Trustees have reviewed the major risks to which Normandy Village Hall is exposed. Systems are in place to mitigate identified risks, together with mechanisms for the Trustees to review progress and new developments.

TRUSTEES' LIABILITY INSURANCE

Insurance was acquired for the Trustees against liabilities in relation to their duties.

PLANS FOR THE FUTURE

The war in Ukraine will have a significant effect on our finances for the next few years. Fortunately, our electricity contract was fixed from October 2021 to September 2024. However, the current gas contract terminates in December 2022 with an estimated annual cost of £2,112 but our new fixed price contract forecasts annual costs of £13,373 for 2023 and £11,897 for 2024. We are likely to see increases in our costs as similar eye-watering increases hit suppliers and contractors and we will take this into account in planning future work

The replacement of gutters and soffit boards planned for 2021-22 did not take place but work on them is planned for the coming year. New integral blinds would be highly desirable in the Main Hall kitchen and are likely to be purchased within the next year or two. A significant but necessary expense in 2022-23 will be replacement of the boilers and other associated work, as well as full testing of all electrical systems and equipment.

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2022**

In response to requests from users, we intend to replace the teacups and saucers in both kitchens with new mugs.

We plan to introduce a completely new online booking system during 2022-23 using Hallmaster. This will provide a dramatically improved experience for all our users, particularly Regular Users, both in the booking process itself and in the ability to review their bookings within their individual online account.

The Trustees continue to listen and respond to user feedback and will take this into account in planning future work.

FINANCIAL ACCOUNTS

The Independent Examiner's Report and Financial Accounts which follow on pages 6 - 13 form part of this Annual Report.

APPROVED BY THE TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES by



Roshan Bailey, Chairman

Date: 2nd December 2022

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2022**



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

Report to the trustees/ members of	Normandy Village Hall		
On accounts for the year ended	31 August 2022	Charity no (if any)	1177242
Set out on pages	7 to 13		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2022.

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").

**Responsibilities
and basis of
report**

I report in respect of my examination of the Trust'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 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.

Signed:

Swain

Date: 2/12/2022

Name: Ms Jean Swain

Relevant
professional
qualification(s) or
body:

Association of Chartered Certified Accountants

Address: 48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
STATEMENT OF FINANCIAL ACTIVITIES
12 MONTHS ENDED 31st AUGUST 2022**

	01.09.21 to 31.08.22 Unrestricted Funds	01.09.20 to 31.08.21 Unrestricted Funds
INCOMING RESOURCES (Note 4)		
Income from:		
Donations	257	3
Charitable activities	50,540	18820
Government grants	2,667	18793
Feed in Tariff	3,989	4895
Investments (interest)	274	406
TOTAL	<u>57,727</u>	<u>42917</u>
RESOURCES EXPENDED (Note 5)		
Expenditure on:		
Charitable activities	54,637	40638
TOTAL	<u>54,637</u>	<u>40638</u>
Net income/(expenditure)	3,090	2,279
Total funds brought forward	749,888	747,609
Total funds carried forward	<u>752,978</u>	<u>749,888</u>

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
STATEMENT OF FINANCIAL ACTIVITIES
12 MONTHS ENDED 31st AUGUST 2022**

	01.09.21 to 31.08.22 Unrestricted Funds	01.09.20 to 31.08.21 Unrestricted Funds
INCOMING RESOURCES (Note 4)		
Income from:		
Donations	257	3
Charitable activities	50,540	18820
Government grants	2,667	18793
Feed in Tariff	3,989	4895
Investments (interest)	274	406
TOTAL	<u>57,727</u>	TOTAL <u>42917</u>
RESOURCES EXPENDED (Note 5)		
Expenditure on:		
Charitable activities	54,637	40638
TOTAL	<u>54,637</u>	TOTAL <u>40638</u>
Net income/(expenditure)	3,090	2,279
Total funds brought forward	749,888	747,609
Total funds carried forward	<u>752,978</u>	<u>749,888</u>

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
BALANCE SHEET AS AT 31st AUGUST 2022**

	2022	2021
	Unrestricted	Unrestricted
	funds	funds
	£	£
Fixed assets		
Tangible assets (Note 9)	618,198	631,683
	<u>618,198</u>	<u>631,683</u>
Total fixed assets		
Current assets		
Debtors (Note 10)	3,258	6,017
Cash at bank and in hand (Note 12)	141,907	118,810
	<u>145,165</u>	<u>124,827</u>
Total current assets		
Creditors		
Amounts falling due within one year (Note 11)	(10,385)	(6,622)
	<u>(10,385)</u>	<u>(6,622)</u>
Net current assets/(liabilities)	<u>134,780</u>	<u>118,205</u>
Total assets less current liabilities	<u>752,978</u>	<u>749,888</u>
Funds of the charity		
Unrestricted funds	<u>752,978</u>	<u>749,888</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS

Note 1: Basis of preparation

These accounts 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 accounts 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 (FRS 102) issued on 16 July 2014
and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102)
and with the Charities Act 2011.

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

Note 2: Going concern

These accounts have been prepared on a going concern basis.

Note 3: Accounting policies

3.1 Recognition of income:

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP of FRS102.

3.3 Grants and donations

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

3.4 Support costs

The charity has incurred expenditure on support costs.

3.5 Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

3.6 Income from interest, royalties, dividends and Feed in Tariff

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

3.7 Expenditure and Liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242**

NOTES TO THE ACCOUNTS (CONT'D)

3.8 Governance and support costs

Support costs have been allocated between governance costs and other support (where applicable). Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Governance costs are allocated against the Trustees funds. Day to day running of the charitable activities are allocated against the Hall Manager's Fund.

3.9 Deferred income

No material item of deferred income has been included in the accounts.

3.10 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

3.11 Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £500

They are valued at cost.

Depreciation rates are:

Plant & machinery - 5 years straight-line

Computer equipment - 3 years straight-line

Buildings - 50 years straight-line

3.12 Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

3.13 Current asset investments

The charity has cash held on deposit for investment purposes rather than to meet short term cash commitments as they fall due.

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)	2022	2021
	Unrestricted	Unrestricted
	Funds	Funds
Note 4: Analysis of income		
Donations	<u>257</u>	<u>3</u>
Charitable Activities		
Hall Lettings	50,540	18,820
Grants (GBC Covid-19)	<u>2,667</u>	<u>18,793</u>
	<u>53,207</u>	<u>37,613</u>
Income from investments		
Interest CAF Gold a/c	33	2
Interest CAF 60 day a/c	241	404
Feed in Tariff	<u>3,989</u>	<u>4,895</u>
	<u>4,263</u>	<u>5,301</u>
TOTAL	<u>57,727</u>	<u>42,917</u>
Note 5: Analysis of expenditure		
Expenditure on charitable activities		
Rates and water	699	169
Gas and electricity	5,342	4,514
Insurance (Note 8)	1,736	1,716
Cleaning	12,920	6,888
Refuse collection	1,095	886
Repairs and maintenance	10,456	7,437
Telephone	441	74
Postage	11	
Projects (incl. replacement tables)	2,769	794
Online fees	3,005	2,368
Defibrillator accessories	252	31
Accountant's fees	750	750
Bank charges	148	84
Advertising	-	-
Miscellaneous (Note 15)	35	35
Depreciation	<u>14,978</u>	<u>14,892</u>
	<u>54,637</u>	<u>40,638</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.22	31.08.21				
Note 6: Governance and support costs						
Accountant's fees	750	750				
Miscellaneous (ICO fees)	<u>35</u>	<u>35</u>				
	<u>785</u>	<u>785</u>				
Note 7: Fees for the examination of the accounts						
Independent examiner's fees (2021)		750				
Independent examiner's fees (2022)	<u>750</u>					
	<u>750</u>	<u>750</u>				
Note 8: Insurance						
Insurance costs include cover for Trustees' indemnity insurance						
Prepaid in 2021	1453	1426				
Cost for year to 30 June 2023	1699	1743				
less prepaid 1/9/22 to 30/06/2023	(1,416)	(1,453)				
	<u>1736</u>	<u>1716</u>				
Note 9: Tangible fixed assets						
	Freehold land and buildings	Plant & machinery	TOTAL	Freehold land and buildings	Plant & machinery	TOTAL
Net book value b/fwd	626,527	5,156	631,683	639,857	6,717	646,574
Additions/transfers	-	1,493	1,493	-		-
Depreciation (Note 3.11)	13,330	1,648	14,978	13,330	1,561	14,891
Net book value at 31.08.22	<u>613,197</u>	<u>5,001</u>	<u>618,198</u>	<u>626,527</u>	<u>5,156</u>	<u>631,683</u>
Note 10: Debtors	31.08.22	31.08.21				
Analysis of debtors						
Debtors	126	1,557				
Prepayments	<u>3,132</u>	<u>4,460</u>				
	<u>3,258</u>	<u>6,017</u>				
Note 11: Creditors						
Analysis of creditors						
Accruals	2,204	900				
Deposits held	4,131	3,413				
Rents received in advance	<u>4,050</u>	<u>2,309</u>				
	<u>10,385</u>	<u>6,622</u>				

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242**

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.22	31.08.21
Note 12: Cash at bank and in hand		
Short term deposits	87,855	87,352
CAF cash a/c	250	250
CAF Gold a/c	<u>53,802</u>	<u>31,208</u>
	<u>141,907</u>	<u>118,811</u>
Total		

Note 13: Charity funds
Hall Manager's Fund For all normal running costs of the building and land.
Unrestricted
Trustees Fund For longer term maintenance and development of the
Unrestricted building and land.

	Balance b/fwd	Income	Expenditure	Balance c/fwd
Hall Manager's Fund	13,725	53,465	38,909	28,281
Trustees' Fund	736,163	4,262	15,728	724,697
Total Funds	<u>749,888</u>	<u>57,727</u>	<u>54,638</u>	<u>752,978</u>

Note 14: Trustee remuneration and benefits
None of the trustees has been paid any remuneration or received any other benefits from an employment with the charity.

Note 15: Trustees expenses
Expenses of £441 were claimed by Trustees for use of a mobile phone which is used as the Village Hall's contact number for the issue of keys and answering queries from hirers and for reimbursement of broadband service set up in 21/22

Note 16: Additional disclosures
Normandy Village Hall CIO, charity number 1177242, took over the funds of Normandy Village Hall, Charity number 304967, on 1 September 2018. The cost of land and buildings represents the cost of the building itself, provision of utility services and making the garden area around the building. The land was transferred for £1 by Guildford Borough Council.

NORMANDY VILLAGE HALL CIO

England & Wales - Charity number 1177242

Accounts

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2021**

NORMANDY VILLAGE HALL

REPORT AND FINANCIAL STATEMENTS

for the

PERIOD 1 SEPTEMBER 2020 to 31 AUGUST 2021

REGISTERED CHARITY NUMBER: 1177242

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2021**

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

*Roshan Bailey (Chairman)	<i>appointed 20/2/2018</i>
*Ian Rose	<i>re-appointed 20/2/2020</i>
*Arthur Towner (Treasurer)	<i>re-appointed 20/2/2021</i>
Amanda Ellis	<i>re-appointed 16/10/2021</i>
Joyce Hutchins	<i>re-appointed 16/10/2021</i>
Amanda Pick	<i>appointed 2/12/2020</i>
Anne Seymour	<i>re-appointed 16/10/2021</i>
Roger Thomas	<i>re-appointed 16/10/2021</i>
Chris Weeks	<i>appointed 28/09/2021</i>

*The first Trustees were appointed for varied durations. All subsequent appointments and reappointments are for 3 years.

Management arrangements

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, Briony Howarth as Bookings Secretary, both of whom attend and participate in meetings of the Board of Trustees.

Address

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

Website

www.normandyvillagehall.org

Bankers

CAF Bank Limited, Kings Hill, West Malling, Kent ME19 4TA

Independent Examiner

Joan Swain BSc(Hons) FCCA
JMSolutions, 48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

Registered Charity Number

Normandy Village Hall is registered with the Charity Commissioners of England and Wales. The Charity registration number is 1177242.

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2021**

TRUSTEES' ANNUAL REPORT

The Trustees present their report and financial statements for the period 1 September 2020 to 31 August 2021.

Reference and Administration Details

All general information relating to Normandy Village Hall can be found on page 1.

Financial Review

The results for the year are set out in the financial statements on pages 6 -13.

Structure, Governance and Management

Normandy Village Hall CIO was established on 20 February 2018 in order to provide a modern governance structure for the unincorporated charity running Normandy Village Hall (Charity number 304967). The process was completed by means of a merger of the two charities at midnight on 31 August 2018 and the CIO started operating from 1 September 2018.

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager and Briony Howarth as Bookings Secretary, both of whom attend and participate in meetings of the Board of Trustees. The Trustees considered that the Charity held sufficient reserves, having reviewed possible risks.

Objectives and Activities

The principal objective of the Charity is to provide Village Hall facilities in Normandy for the benefit of local residents.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the Charity Commission's guidance on public benefit. The Charity's main activities for the public benefit are:

- The provision and maintenance of Normandy Village Hall which includes a Large Hall, Small Hall, Meeting Room, two kitchens and supporting facilities.
- Making the venue available for the use of local residents.
- Ensuring a range of activities provided by regular users for the benefit of local residents.
- Providing and maintaining a website with information about the Village Hall and a booking system to facilitate its use.

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2021**

CHAIRMAN'S REVIEW

Normandy Village Hall has continued to be a very popular venue, attracting bookings for a wide range of regular activities and special events for people of all ages, including education, specialist exhibitions and sales, arts and crafts, dancing and other physical activities. Unfortunately, many bookings had to be cancelled or postponed throughout the year due to restrictions arising from the Covid pandemic.

During periods of full lockdown, the building was, of course, closed to all users but we were very pleased to welcome two regular user groups who provided activities for babies, toddlers and parents during the periods of heaviest restrictions short of full lockdown. Other users returned gradually as restrictions eased and we were very impressed with the extent to which all our users understood and complied with the Special Conditions and Risk Assessment actions which we had drawn up to keep everybody as safe as possible and to meet government requirements. No Covid incidents arose as a result of any activities at NVH.

Unfortunately, Covid risks meant that we had to pause our free life saving training for the local community and users of NVH, designed to give people extra confidence in resuscitation techniques and familiarity with our Public Access Defibrillator. We hope to restart the sessions in 2022.

As indicated in last year's annual report, much of our building-related project work planned for 2020/21 had been pulled forward to 2019/20 and we therefore undertook no major project work during the year under review. Regular maintenance was, as always, very ably managed by Hall Manager Jon Pick throughout the year.

FINANCE

Finance: Despite the significant impact of Covid-19 on our operations and income, our financial situation and accounts for Normandy Village Hall for the period September 2020 to August 2021 continue to be satisfactory, under the efficient management of our Treasurer, Arthur Towner.

Our main source of income is the hiring of the Halls to our Regular and Occasional Users. We continued to refund (or carry forward to future dates) all advance hire payments and deposits for Covid-dictated cancellations, whether initiated by hirers or by us, waiving contractual notice periods. Over the year, our income from bookings was £18,820, down to about 35% of the pre-Covid 2018/19 rental income. This is the inevitable result of a long period of complete Covid lockdown together with additional periods of restrictions on permitted activities.

During the year, we received a total of £18,793 through a series of government grants for the Retail, Hospitality & Leisure sector via Guildford Borough Council to cover periods of full closure and partial opening. These grants helped us to cope with the loss of income, payment of refunds, and continued adaptation of processes and facilities to remain Covid-secure.

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2021**

The photovoltaic panels provide a very important source of funding for our maintenance programme and improvement projects, with income this year of £4895.

We have kept costs very low this year, with no major projects to fund as indicated in the Chairman's Review above. Our biggest running cost is cleaning, and our cleaning company continued to provide very responsive flexibility, enabling us to cease payments quickly at lockdown, and subsequently to match cleaning with user activity when users gradually started to return, only having to pay for cleaning when we needed it. With the assistance of the grants mentioned above, we were able to manage cash flow very effectively and our reserves continue to be healthy.

Reserves

The freehold land and buildings at Manor Fruit Farm are valued at £639,857, representing the majority of the Charity's reserves, and these are fundamental to operations. Reserves are held in two funds totalling £749,888 with the cash element being held in three bank accounts to optimise accessibility, security and interest. The Hall Manager's Fund, which ended the period at £13,725, is cash only and is used for all normal running costs of the building and land. The Trustees' Fund, which stands at £736,162 including both property and cash, is used for longer term maintenance and development of the building and land. £25K is earmarked for replacement of the floor in the Main Hall, likely to be required in the medium term. The Trustees aim to maintain free reserves of 9 - 12 month's normal gross expenditure which has been achieved.

Fundraising

NVC does not carry out any regular fundraising but specific funding bids are made from time to time. We did not receive any fundraising income during September 2020 to August 2021 and had not submitted any funding bids.

RISK ASSESSMENT

The Trustees have reviewed the major risks to which Normandy Village Hall is exposed. Systems are in place to mitigate identified risks, together with mechanisms for the Trustees to review progress and new developments.

TRUSTEES' LIABILITY INSURANCE

Insurance was acquired for the Trustees against liabilities in relation to their duties.

PLANS FOR THE FUTURE

The future continues to be uncertain in relation to the impact of Covid, but the prospects for continuing vibrant use of Normandy Village Hall are very good based on the strength of forward bookings by Regular and Occasional Users. We have been very heartened by the almost complete return of previous Regular Users – even some who thought their memberships would have dropped too low are finding themselves able to return after all. However, income will inevitably be depressed if further restrictions have to be imposed by the government in the coming year, and only time will tell whether further grants would be forthcoming to alleviate the impact.

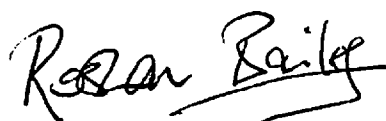
**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2021**

As indicated above, much of our planned future maintenance and improvement work was carried out in the previous year during the first national lockdown. One major expense planned during 2021/22 is the replacement of gutters and soffit boards. We are also keeping the installation of new integral blinds in the Main Hall kitchen under review, having deferred this pending the recovery of normal cash flow, with solar film having been placed on the windows to reduce the adverse impact of afternoon and evening sun in the meantime. The Trustees continue to listen and respond to user feedback and will take this into account in planning future work.

FINANCIAL ACCOUNTS

The Independent Examiner's Report and Financial Accounts which follow on pages 6 - 13 form part of this Annual Report.

APPROVED BY THE TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES by



Roshan Bailey, Chairman

25 November 2021

Date:

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2021**



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

**Report to the
trustees/
members of**

Normandy Village Hall

**On accounts for
the year ended**

31 August 2021

**Charity
no (if
any)**

1177242

Set out on pages

7 to 13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2021.

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").

**Responsibilities
and basis of
report**

I report in respect of my examination of the Trust'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 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.

Signed:

J Swain

Date: 10/11/21

Name: Ms Joan Swain

**Relevant
professional
qualification(s) or
body:**

Association of Chartered Certified Accountants

Address: 48 Rothschild Drive, Salsbury Green, Southampton SO31 7NS

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
STATEMENT OF FINANCIAL ACTIVITIES
12 MONTHS ENDED 31st AUGUST 2021**

	01.09.20 to 31.08.21 Unrestricted Funds	01.09.19 to 31.08.20 Unrestricted Funds
INCOMING RESOURCES (Note 4)		
Income from:		
Donations	3	54
Charitable activities	18820	34294
Government grants	18793	10000
Feed in Tariff	4895	4448
Investments (interest)	406	722
TOTAL	<u>42917</u>	<u>49518</u>
RESOURCES EXPENDED (Note 5)		
Expenditure on:		
Charitable activities	40638	63318
TOTAL	<u>40638</u>	<u>63318</u>
Net income/(expenditure)	2,279	(13,800)
Total funds brought forward	747,609	761,409
Total funds carried forward	<u>749,888</u>	<u>747,609</u>

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
BALANCE SHEET AS AT 31st AUGUST 2021**

	2021	2020
	Unrestricted funds	Unrestricted funds
	£	£
Fixed assets		
Tangible assets (Note 9)	631,683	646,574
Total fixed assets	<u>631,683</u>	<u>646,574</u>
Current assets		
Debtors (Note 10)	6,017	3,869
Cash at bank and in hand (Note 12)	118,810	101,797
Total current assets	<u>124,827</u>	<u>105,666</u>
Creditors		
Amounts falling due within one year (Note 11)	(6,622)	(4,631)
	<u>(6,622)</u>	<u>(4,631)</u>
Net current assets/(liabilities)	<u>118,205</u>	<u>101,035</u>
Total assets less current liabilities	<u>749,888</u>	<u>747,609</u>
Funds of the charity		
Unrestricted funds	<u>749,888</u>	<u>747,609</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS

Note 1: Basis of preparation

These accounts 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 accounts 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 (FRS 102) Issued on 16 July 2014
and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102)
and with the Charities Act 2011.

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

Note 2: Going concern

These accounts have been prepared on a going concern basis.

Note 3: Accounting policies

3.1 Recognition of income:

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP of FRS102.

3.3 Grants and donations

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

3.4 Support costs

The charity has incurred expenditure on support costs.

3.5 Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

3.6 Income from interest, royalties, dividends and Feed in Tariff

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

3.7 Expenditure and Liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

3.8 Governance and support costs

Support costs have been allocated between governance costs and other support (where applicable). Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Governance costs are allocated against the Trustees funds. Day to day running of the charitable activities are allocated against the Hall Manager's Fund.

3.9 Deferred income

No material item of deferred income has been included in the accounts.

3.10 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

3.11 Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £500

They are valued at cost.

Depreciation rates are:

Plant & machinery - 5 years straight-line

Computer equipment - 3 years straight-line

Buildings - 50 years straight-line

3.12 Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

3.13 Current asset investments

The charity has cash held on deposit for investment purposes rather than to meet short term cash commitments as they fall due.

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242**

NOTES TO THE ACCOUNTS (CONT'D)	2021 Unrestricted Funds	2020 Unrestricted Funds
Note 4: Analysis of income		
Donations	<u>3</u>	<u>54</u>
Charitable Activities		
Hall Lettings	18,820	34,294
Grants (GBC Covid-19)	<u>18,793</u>	<u>10,000</u>
	<u>37,613</u>	<u>44,294</u>
Income from investments		
Interest CAF Gold a/c	2	29
Interest CAF 60 day a/c	404	693
Feed in Tariff	<u>4,895</u>	<u>4,448</u>
	<u>5,301</u>	<u>5,170</u>
TOTAL	<u>42,917</u>	<u>49,518</u>
Note 5: Analysis of expenditure		
Expenditure on charitable activities		
Rates and water	169	1,257
Gas and electricity	4,514	4,877
Insurance (Note 8)	1,716	1,734
Cleaning	6,888	8,575
Refuse collection	886	1,432
Repairs and maintenance	7,437	16,594
Telephone	74	255
Projects (supplies to new ovens)	794	6,055
Online fees	2,368	7,255
Defibrillator accessories	31	-
Accountant's fees	750	750
Bank charges	84	60
Advertising	-	56
Miscellaneous (Note 15)	35	-
Depreciation	<u>14,892</u>	<u>14,418</u>
	<u>40,638</u>	<u>63,318</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.21	31.08.20				
Note 6: Governance and support costs						
Accountant's fees	750	750				
Miscellaneous (ICO fees)	<u>35</u>	<u>-</u>				
	<u>785</u>	<u>750</u>				
Note 7: Fees for the examination of the accounts						
Independent examiner's fees (2020)		750				
Independent examiner's fees (2021)	<u>750</u>					
	<u>750</u>	<u>750</u>				
Note 8: Insurance						
Insurance costs include cover for Trustees' indemnity insurance						
Prepaid in 2020	1426	1,449				
Cost for year to 30 June 2021	1743	1,711				
less prepaid 1/9/21 to 30/06/2022	<u>(1,453)</u>	<u>(1,426)</u>				
	<u>1716</u>	<u>1,734</u>				
Note 9: Tangible fixed assets						
	Freehold land and buildings	Plant & machinery	TOTAL	Freehold land and buildings	Plant & machinery	TOTAL
Cost b/fwd	639,857	6,717	646,574	653,187	4,650	657,837
Additions/transfers	-	-	-	-	3,155	3,155
Depreciation (Note 3.11)	13,330	1,561	14,891	13,330	1,088	14,418
Net book value at 31.08.21	<u>626,527</u>	<u>5,156</u>	<u>631,683</u>	<u>639,857</u>	<u>6,717</u>	<u>646,574</u>
Note 10: Debtors	31.08.21			31.08.20		
Analysis of debtors						
Debtors	1,557			637		
Prepayments	<u>4,460</u>			<u>3,232</u>		
	<u>6,017</u>			<u>3,869</u>		
			Total			
Note 11: Creditors						
Analysis of creditors						
Accruals	900			2,069		
Deposits held	3,413			1,679		
Rents received in advance	<u>2,309</u>			<u>883</u>		
Total	<u>6,622</u>			<u>4,631</u>		
			Total			

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242**

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.21		31.08.20
Note 12: Cash at bank and in hand			
Short term deposits	87,352		86,890
CAF cash a/c	250		250
CAF Gold a/c	<u>31,208</u>		<u>14,657</u>
Total	<u>118,810</u>	Total	<u>101,797</u>

Note 13: Charity funds

Hall Manager's Fund For all normal running costs of the building and land.

Unrestricted

Trustees Fund For longer term maintenance and development of the building and land.

Unrestricted

	Balance b/fwd	Income	Expenditure	Balance c/fwd
Hall Manager's Fund	1,105	37,616	24,996	13,725
Trustees' Fund	746,504	5,301	15,642	736,162
Total Funds	<u>747,609</u>	<u>42,917</u>	<u>40,638</u>	<u>749,888</u>

Note 14: Trustee remuneration and benefits

None of the trustees has been paid any remuneration or received any other benefits from an employment with the charity.

Note 15: Trustees expenses

Expenses of £74 were claimed by a Trustee for use of a mobile phone which is used as the Village Hall's contact number for the issue of keys and answering queries from hirers.

Note 16: Additional disclosures

Normandy Village Hall CIO, charity number 1177242, took over the funds of Normandy Village Hall, Charity number 304967, on 1 September 2018.

The cost of land and buildings represents the cost of the building itself, provision of utility services and making the garden area around the building. The land was transferred for £1 by Guildford Borough Council.

NORMANDY VILLAGE HALL CIO

England & Wales - Charity number 1177242

Accounts

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2020**

NORMANDY VILLAGE HALL

REPORT AND FINANCIAL STATEMENTS

for the

PERIOD 1 SEPTEMBER 2019 to 31 AUGUST 2020

REGISTERED CHARITY NUMBER: 1177242

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2020**

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

*Roshan Bailey (Chairman)	<i>appointed 20/2/18</i>
*Ian Rose	<i>re-appointed 20/2/20</i>
*Arthur Towner (Treasurer)	<i>appointed 20/2/18</i>
Amanda Ellis	<i>appointed 16/10/18</i>
Joyce Hutchins	<i>appointed 16/10/18</i>
Anne Seymour	<i>appointed 16/10/18</i>
Roger Thomas	<i>appointed 16/10/18</i>

*The first Trustees were appointed for varied durations. All subsequent appointments and reappointments are for 3 years.

Management arrangements

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, Briony Howarth as Bookings Secretary, and Amanda Pick as a Special Adviser, all of whom attend and participate in meetings of the Board of Trustees.

Address

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

Website

www.normandyvillagehall.org

Bankers

CAF Bank Limited, Kings Hill, West Malling, Kent ME19 4TA

Independent Examiner

Joan Swain BSc(Hons) FCCA
JMSolutions, 48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

Registered Charity Number

Normandy Village Hall is registered with the Charity Commissioners of England and Wales. The Charity registration number is 1177242.

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2020**

TRUSTEES' ANNUAL REPORT

The Trustees present their report and financial statements for the period 1 September 2019 to 31 August 2020.

Reference and Administration Details

All general information relating to Normandy Village Hall can be found on page 1.

Financial Review

The results for the year are set out in the financial statements on pages 6 -13.

Structure, Governance and Management

Normandy Village Hall CIO was established on 20 February 2018 in order to provide a modern governance structure for the unincorporated charity running Normandy Village Hall (Charity number 304967). The process was completed by means of a merger of the two charities at midnight on 31 August 2018 and the CIO started operating from 1 September 2018.

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, Briony Howarth as Bookings Secretary, and Amanda Pick as a Special Adviser, all of whom attend and participate in meetings of the Board of Trustees. The Trustees considered that the Charity held sufficient reserves, having reviewed possible risks.

Objectives and Activities

The principal objective of the Charity is to provide Village Hall facilities in Normandy for the benefit of local residents.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the Charity Commission's guidance on public benefit. The Charity's main activities for the public benefit are:

- The provision and maintenance of Normandy Village Hall which includes a Large Hall, Small Hall, Meeting Room, two kitchens and supporting facilities.
- Making the venue available for the use of local residents.
- Ensuring a range of activities provided by regular users for the benefit of local residents.
- Providing and maintaining a website with information about the Village Hall and a booking system to facilitate its use.

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2020**

CHAIRMAN'S REVIEW

Normandy Village Hall has continued to be a very popular venue for regular activities and special events. For most of the financial year we continued to host a huge range of regular activities for local residents of all ages, including education, arts and crafts, dancing and other physical activities. We also continued to provide free life saving training for the local community and users of NVH to give people extra confidence in resuscitation techniques and familiarity with our Public Access Defibrillator.

In November 2019 we completed the upgrade of our Electronic Booking System to include online payments for occasional user bookings. This streamlined operations, including refunding deposits, and eliminated the risk of "phantom bookings" which effectively reserved dates for people who failed to turn up or pay for the booking.

In March 2020 Normandy Village Hall closed to all users due to the Covid-19 pandemic. We used the opportunity to carry out a range of maintenance and refurbishment activities, in some cases bringing forward work planned for 2020/21. These works included the complete refurbishment of all the light fittings in the Main and Small Halls, with installation of efficient and environmentally beneficial LED bulbs. These fittings are very specialised and had to be sent away for the work to be done which would have required us to cancel some bookings had it been done in a normal operational period. Work was also carried out on ceilings and floors, again avoiding future disruption to Hall users and optimising the use of a hired scaffold tower. Another important project was replacing the old gas cookers with electric ones which will be easier for hirers to use and reduce risks as well as avoiding some major expenditure on ventilation systems which would have become mandatory due to changes in gas safety regulations had we retained gas cookers.

We were able to reopen gradually as the government relaxed the restrictions progressively after the national lockdown. In June, we completed a Risk Assessment (which has been regularly reviewed since then) and introduced changes to make Normandy Village Hall Covid-secure. The Ofsted registered pre-school, Incy Wincy, was able to return in June and continued with additional sessions in August when they would usually have closed for the summer holidays. In August, they were joined by a few Regular User groups, and by the end of August, the Halls were set to be very busy again in September and October. No Occasional User events were able to proceed during the period since these would involve much less structure and much more social contact. We were, however, very pleased with the responsible and imaginative ways in which our Regular Users were working on adapting their processes to ensure everyone's safety and achieve compliance with Covid-related regulations and guidance.

FINANCE

Finance: Despite the significant impact of Covid-19 on our operations and income, our financial situation and accounts for Normandy Village Hall for the period September 2019 to August 2020 continue to be satisfactory, very ably managed by our Treasurer, Arthur Towner.

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2020**

Our main source of income is the hiring of the Halls to our Regular and Occasional Users. The volume of bookings continued to be strong in 2019/20 prior to closure due to Covid-19 in March. We refunded all advance payments for bookings during the closure period and continued to do so for all Covid-related cancellations, whether initiated by hirers or by us, waiving contractual notice periods. Over the year, our income from bookings was £34,294, about 77% of the previous year's rental income which is roughly as expected given full closure from late March to early June and very limited opening from June to August.

During lockdown, we received a government Retail, Hospitality & Leisure Grant Fund payment of £10,000 from Guildford Borough Council which helped us to cope with the loss of income and adaptation of processes and facilities to become Covid-secure.

The photovoltaic panels provide a very important source of funding for our maintenance programme and improvement projects, with income this year of £4,448.

We have contained costs well this year, including projects referred to in the Chairman's Review above. Our biggest running cost is cleaning and we were able to reduce this cost in two ways. Firstly, we changed our cleaning company, achieving reduced charges, and secondly, the new arrangement provides excellent flexibility. We were therefore able to cease payments very quickly at lockdown, and then match cleaning costs with user activity when users gradually started to return, only having to pay for cleaning when we needed it. With the assistance of the grant mentioned above, we were able to manage cash flow very effectively and our reserves continue to be healthy.

Reserves

The freehold land and buildings at Manor Fruit Farm are valued at £639,857, representing the majority of the Charity's reserves, and these are fundamental to operations. Reserves are held in two funds totalling £747,609 with the cash element being held in three bank accounts to optimise accessibility, security and interest. The Hall Manager's Fund, which ended the period at £1,105, is cash only and is used for all normal running costs of the building and land. The Trustees' Fund, which stands at £746,504 including property and cash, is used for longer term maintenance and development of the building and land. £25K is earmarked for replacement of the floor in the Main Hall, likely to be required in the medium term. The Trustees aim to maintain free reserves of 9 - 12 month's normal gross expenditure which has been achieved.

Fundraising

At present, NVC does not carry out any regular fundraising but specific funding bids are made from time to time. We did not receive any fundraising income during September 2019 to August 2020 and had not submitted any funding bids. Although the life saving training sessions are free, participants have provided voluntary donations towards the replacement costs of consumable items of training equipment.

RISK ASSESSMENT

The Trustees have reviewed the major risks to which Normandy Village Hall is exposed. Systems are in place to mitigate identified risks, together with mechanisms for the Trustees to review progress and new developments.

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2020**

TRUSTEES' LIABILITY INSURANCE

Insurance was acquired for the Trustees against liabilities in relation to their duties.

PLANS FOR THE FUTURE

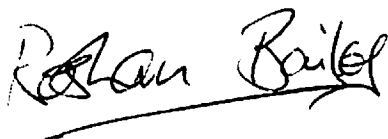
We do not expect life to go back to normal for most of the next financial year. In particular, the vast majority of Occasional User events are unlikely to be permissible before spring 2021 at the earliest. Some of our Regular Users are also unlikely to return in the near future due to the nature of their activities and/or vulnerability of their participants. Some Regular Users will return and take up some of the extra slots being vacated. However, income will be depressed even if the Halls are busy because weekend bookings and Occasional User bookings bring in higher rental payments than those from Regular Users and weekdays.

As indicated above, some of our planned future maintenance and improvement works were carried out during the national lockdown this year. We were planning to install new integral blinds in the Main Hall kitchen but are deferring this until we are sure that cash flow has recovered sufficiently and meanwhile plan to use solar film to reduce the adverse impact of afternoon and evening sun. The Trustees continue to listen and respond to user feedback and will take this into account in planning future work.

FINANCIAL ACCOUNTS

The Independent Examiner's Report and Financial Accounts which follow on pages 6 - 13 form part of this Annual Report.

APPROVED BY THE TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES by



Roshan Bailey, Chairman

Date: 10 Dec 2020



**Report to the
trustees/
members of**

Normandy Village Hall

**On accounts for
the year ended**

31 August 2020

**Charity
no (if
any)**

1177242

Set out on pages

7 to 13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2020.

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").

**Responsibilities
and basis of
report**

I report in respect of my examination of the Trust'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 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.

Signed:

Swain

Date: 10/12/2020

Name: Ms Joan Swain

**Relevant
professional
qualification(s) or
body:**

Association of Chartered Certified Accountants

Address: 48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
STATEMENT OF FINANCIAL ACTIVITIES
12 MONTHS ENDED 31st AUGUST 2020**

	01.09.19 to 31.08.20	01.09.18 to 31.08.19
	Unrestricted Funds	Unrestricted Funds
INCOMING RESOURCES (Note 4)		
Income from:		
Donations	54	40
Charitable activities	44294	44,389
Feed in Tariff	4448	8,587
Investments (interest)	722	944
TOTAL	<u>49518</u>	TOTAL <u>53,960</u>
RESOURCES EXPENDED (Note 5)		
Expenditure on:		
Charitable activities	63318	60,522
TOTAL	<u>63318</u>	TOTAL <u>60,522</u>
Net income/(expenditure)	(13,800)	(6,563)
Total funds brought forward	761,409	767,972
Total funds carried forward	<u>747,609</u>	<u>761,409</u>

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
BALANCE SHEET AS AT 31st AUGUST 2020**

	2020	2019
	Unrestricted funds	Unrestricted funds
	£	£
Fixed assets		
Tangible assets (Note 9)	646,574	657,837
Total fixed assets	<u>646,574</u>	<u>657,837</u>
Current assets		
Debtors (Note 10)	3,869	6,363
Cash at bank and in hand (Note 12)	101,797	104,992
Total current assets	<u>105,666</u>	<u>111,355</u>
Creditors		
Amounts falling due within one year (Note 11)	(4,631)	(7,783)
	<u>(4,631)</u>	<u>(7,783)</u>
Net current assets/(liabilities)	<u>101,035</u>	<u>103,572</u>
Total assets less current liabilities	<u>747,609</u>	<u>761,409</u>
Funds of the charity		
Unrestricted funds	<u>747,609</u>	<u>761,409</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS

Note 1: Basis of preparation

These accounts 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 accounts 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 (FRS 102) issued on 16 July 2014
and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102)
and with the Charities Act 2011.

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

Note 2: Going concern

These accounts have been prepared on a going concern basis.

Note 3: Accounting policies

3.1 Recognition of income:

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP of FRS102.

3.3 Grants and donations

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

3.4 Support costs

The charity has incurred expenditure on support costs.

3.5 Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

3.6 Income from interest, royalties, dividends and Feed in Tariff

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

3.7 Expenditure and Liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

3.8 Governance and support costs

Support costs have been allocated between governance costs and other support (where applicable). Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Governance costs are allocated against the Trustees funds.

Day to day running of the charitable activities are allocated against the Hall Manager's Fund.

3.9 Deferred income

No material item of deferred income has been included in the accounts.

3.10 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

3.11 Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £500

They are valued at cost.

Depreciation rates are:

Plant & machinery - 5 years straight-line

Computer equipment - 3 years straight-line

Buildings - 50 years straight-line

3.12 Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

3.13 Current asset investments

The charity has cash held on deposit for investment purposes rather than to meet short term cash commitments as they fall due.

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)	2020 Unrestricted Funds	2019 Unrestricted Funds
Note 4: Analysis of income		
Donations	<u>54</u>	<u>40</u>
Charitable Activities		
Hall Lettings	34,294	44,272
Grants (GBC Covid-19)	10,000	-
Contributions to defibrillator accessories	<u>-</u>	<u>117</u>
	<u>44,294</u>	<u>44,389</u>
Income from Investments		
Interest CAF Gold a/c	29	29
Interest CAF 60 day a/c	693	915
Feed in Tariff	<u>4,448</u>	<u>8,587</u>
	<u>5,170</u>	<u>9,531</u>
TOTAL	<u>49,518</u>	<u>53,960</u>
Note 5: Analysis of expenditure		
Expenditure on charitable activities		
Rates and water	1,257	2,239
Gas and electricity	4,877	4,189
Insurance (Note 8)	1,734	290
Cleaning	8,575	17,576
Refuse collection	1,432	1,093
Repairs and maintenance	16,594	14,264
Telephone	255	438
Post and stationery	-	13
Projects (replace lighting in both halls)	6,055	1,374
Online fees	7,255	3,858
Defibrillator accessories	-	152
Accountant's fees	750	1,500
Solicitor's fees	-	66
Bank charges	60	60
Premises licence	-	23
Advertising	56	54
Miscellaneous (Note 15)	-	2
Depreciation	<u>14,418</u>	<u>13,330</u>
	<u>63,318</u>	<u>60,522</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.20	31.08.19				
Note 6: Governance and support costs						
Accountant's fees	750	1,500				
Solicitor's fees	-	66				
Miscellaneous	-	2				
	<u>750</u>	<u>1,568</u>				
Note 7: Fees for the examination of the accounts						
Independent examiner's fees (2018)	-	500				
Independent examiner's fees (2019)	-	1,000				
Independent examiner's fees (2020)	750	-				
	<u>750</u>	<u>1,500</u>				
Note 8: Insurance						
Insurance costs include cover for Trustees' indemnity insurance						
Prepaid in 2019	1,449					
Cost for year to 30 June 2021	1,711	1,738				
less prepaid 1/9/20 to 30/06/2021	<u>(1,426)</u>	<u>(1,449)</u>				
	<u>1,734</u>	<u>290</u>				
Note 9: Tangible fixed assets						
	Freehold land and buildings	Plant & machinery	TOTAL	Freehold land and buildings	Plant & machinery	TOTAL
Cost b/fwd	653,187	4,650	657,837			
Additions/transfers	-	3,155	3,155	666,517	4,650	671,167
Depreciation (Note 3.11)	13,330	1,088	14,418	13,330	-	13,330
Net book value at 31.08.20	<u>639,857</u>	<u>6,717</u>	<u>646,574</u>	<u>653,187</u>	<u>4,650</u>	<u>657,837</u>
Note 10: Debtors	31.08.20	31.08.19				
Analysis of debtors						
Debtors	637	2,474				
Prepayments	3,232	3,889				
Total	<u>3,869</u>	<u>6,363</u>				
Note 11: Creditors						
Analysis of creditors						
Accruals	2,069	1,964.00				
Deposits held	1,679	2,588.00				
Rents received in advance	883	3,231.00				
Total	<u>4,631</u>	<u>7,783.00</u>				

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.20	31.08.19
Note 12: Cash at bank and in hand		
Short term deposits	86,890	86,197
CAF cash a/c	250	1,041
CAF Gold a/c	14,657	17,755
Total	101,798	Total 104,992

Note 13: Charity funds
Hall Manager's Fund For all normal running costs of the building and land.
Unrestricted
Trustees Fund For longer term maintenance and development of the building and land.
Unrestricted

	Balance b/fwd	Income	Expenditure	Balance c/fwd
Hall Manager's Fund	4,907	44,348	48,150	1,105
Trustees' Fund	756,502	5,170	15,168	746,504
Total Funds	761,409	49,518	63,318	747,609

Note 14: Trustee remuneration and benefits
None of the trustees has been paid any remuneration or received any other benefits from an employment with the charity.

Note 15: Trustees expenses
Expenses of £197 were claimed by a Trustee for use of a mobile phone which is used as the Village Hall's contact number for the issue of keys and answering queries from hirers.

Note 16: Additional disclosures
Normandy Village Hall CIO, charity number 1177242, took over the funds of Normandy Village Hall, Charity number 304967, on 1 September 2018. The cost of land and buildings represents the cost of the building itself, provision of utility services and making the garden area around the building. The land was transferred for £1 by Guildford Borough Council.