

SHIPLAKE MEMORIAL HALL

Annual Report for the Year to 31st December 2021

This is the annual report from the trustees of Shiplake Memorial Hall, Charitable Incorporated Organisation (CIO), No 1182572 for the year ending 31st December 2021.

No changes were made to the charitable objectives of the CIO during the year. One of the four elected trustees, Mr Nigel Smith, retired at the end of March 2021. The remaining three elected trustees of the CIO continued during the year namely: Mrs Caroline Fairbrother, Mr Mark Manson and Mr Robert Partridge. Mrs Pamela Hudgell was elected as a trustee in November 2021. The two Parish Council nominated trustees Ms Ann Manning for Shiplake Parish Council and Mr Hugh Lacey for Binfield Heath Parish Council continued to serve as trustees throughout the year.

Complying with Government Covid restrictions meant that the year was interrupted by complete closure of the hall from January to early April, followed by a limited opening until full operation was restored from July onwards. The closed periods, plus the inability to accept function and party bookings until July, had an impact on hire income for the year, but not as seriously as in 2020. Hall hire income for the year was £22,174 compared to £13,342 in 2020, an increase of 66%. Other key income streams were also impacted, the field was not used as much by the schools as in a normal year, and rent from the flat tenant was also reduced, but the nursery managed to continue throughout most of the year. However, SODC grants totalling £8804 were awarded under the government scheme to off-set loss of income during the forced closures which were very much appreciated.

Our bookings team spent considerable time first cancelling or deferring many bookings and then re-establishing regular hirer groups that could operate within the Covid rules. Some of our regular exercise and children's dance hirers decided to retire, but have been replaced by new regular users.

The retirement of Mr Nigel Smith meant that the hall was left without a Treasurer/Bookkeeper as no candidates came forward to replace him. The trustees therefore decided to employ a bookkeeper and to purchase KashFlow software for her to use so that we could continue to maintain accurate book keeping and accounts.

During the year, the trustees also decided that their workload was becoming unacceptably high for unpaid volunteers and that more paid help was required. Accordingly, the Bookings Manager was offered the role of Hall Manager for 30 hours per week which she accepted and began on 6th September. We retained the services of our Booking Clerk for up to 20 hours per month and also retained our Caretaker and Cleaner. Our Hall Manager settled into the new role very satisfactorily and established a really good working relationship with her team.

A major project was undertaken in the summer to deal with a long-standing problem of leaking uninsulated flat roofs over the old kitchen and rear lobbies. At the same time as the fitting of a new GRP insulated roof and new double-glazed windows in these areas, the opportunity was taken to refurbish the whole of the old kitchen converting it into a small meeting room with new cupboards, radiator, sinks and oven. The intention is to let this out as a separate room outside the hours when the nursery staff are using it. The project total cost of £38,101 was funded from hall reserves.

As the appended accounts show, the resultant cash surplus for the year from trading was £16,664 compared to a deficit of £9,383 in 2020. After depreciation, the surplus was £8204 compared to a deficit of £17,843 in 2020. At the end of the year, cash at bank was £16,558 and the investment and deposit account reserves at the end of the year stood at £62,289.

Throughout the year our Manager, Bookings and Caretaking/Cleaning teams have been faced with a number of unforeseen and demanding issues. They have dealt with all these challenges calmly and effectively and as ever we are extremely grateful for their whole hearted commitment and support.

R A Partridge
Chair of Trustees
July 2022



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Shiplake Memorial Hall

**On accounts for the year
ended**

31st. December 2021

**Charity no
(if any)**

1182572

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

11/7/2022

Name:

William Lazarus

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

Chartered Accountant

Address:

Radbrook House, Binfield Heath, Henley-on-Thames, Oxon, RG9 4LL

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A

Shiplake Memorial Hall CIO
Charity Number 1182572

Income and Expenditure Account
for the year ended 31st December

Income	Notes	2021 £	2020 £
Hire of Hall		22,174	13,342
Nursery		1,858	1,858
Hire of Sports Field		2,510	4,933
Investment Income		545	1,079
Interest on Deposit accounts		620	197
Flat Rent		12,000	6,750
SODC Covid Grants	1	8,804	11,334
Donations	2	1,838	7,245
Philimore Charitable Trust		2,000	2,000
Gift Aid		615	0
Total Income		52,964	48,738
Expenditure			
Staff Salaries	3	15,791	15,372
Water		957	588
Insurance		2,419	2,140
Electricity		1,075	1,383
Electricity Rebate		-1,887	-2,132
Gas		2,417	5,560
Repairs and Maintenance		5,912	23,695
Gardening		0	570
Telephone		605	609
Cleaning		5,259	2,121
Sundry		598	96
Performing rights & licences		522	1,112
Computer Support		2,569	2,033
Eviction costs		0	4,974
Legal & Professional Fees		63	0
Incorporation costs			
Total Expenditure		36,300	58,121
Income / (Expenditure) from operations		16,664	-9,383
Depreciation of Buildings Improvements		8,460	8,460
Profit / Deficit for the year		8,204	-17,843

Balance Sheet
SHIPLAKE MEMORIAL HALL CIO - Balance Sheet 31/12/21
Charity Number 1182572

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed Assets					
Improvements to freehold Buildings					
Cost at 1st January and 31st December	4	667,652		667,652	
Additions	5	38,101		-	
Depreciation 1st January		248,841		240,381	
Charge for the Year		8,460		8,460	
Depreciation 31st December		<u>257,301</u>		<u>248,841</u>	
Fixtures and Fittings					
Cost at 1st January and 31st December		58,295		58,295	
Depreciation at 1st January and 31st December		<u>58,295</u>		<u>58,295</u>	
Net Book value			-		-
Total Fixed Assets			<u>448,452</u>		<u>418,811</u>
Investments at cost	6		5,081		5,088
Current Assets					
Debtors and prepayments	7	12,827		1,488	
Deposit Account COIF		49,266		49,260	
Deposit Account Virgin money		-		10,798	
Deposit Account Barclays		13,023		35,020	
Current Account Barclays		<u>16,558</u>		<u>8,046</u>	
		91,674		104,612	
Current Liabilities					
Creditors	8	2,692		2,819	
Deposits Received	9	2,723		4,241	
Deferred income	9	8,905		-	
Accruals		<u>1,232</u>		<u>-</u>	
		15,552		7,060	
Net Current Assets			81,203		102,640
Total Assets			<u>529,655</u>		<u>521,451</u>
Funded by					
Modernisation Fund			498,565		498,565
Maintenance Reserve			10,000		10,000
General Reserve - 1st January		12,886		30,729	
Profit/Loss for the year		<u>8,204</u>	<u>21,090</u>	<u>-17,843</u>	<u>12,886</u>
			<u>529,655</u>		<u>521,451</u>

Notes to the Account
Shiplake Memorial Hall CIO
Charity Number 1182572

Notes to the Accounts 1st January - 31st December 2021

Note 1 This represents grants to compensate for the closure of the Hall. This grant is not repayable.

Note 2 Donations represent money donated by hall users.

Note 3 Represents payments made to the hall manager, booking staff, cleaners and caretakers.

Fixed Assets

Note 4 The life of the new building has been set at 50 years and the cost is being amortised over that period.

Note 5 Modernisation took place of the Hall Kitchen and Meeting Room, reflected by an addition to Fixed Assets

Note 6	Investments	2021	2020
	COIF Income Shares	2082	2088
	National Savings Bonds	3000	3000
	At Cost	<u>5082</u>	<u>5088</u>

	Market Value	2021	2020
	COIF Income Shares	42812	37456
	National Savings Bonds	3000	3000
		<u>45812</u>	<u>40456</u>

Note 7	Debtors & Prepayments	2021	
	Debtors		
	Hall bookings	8129	
	Mardon Cottage rent	3500	
	Prepayments		
	Allied Westminster Insurance	1119	
	Thames Water	79	
		<u>12827</u>	<u>0</u>

Note 8	Creditors	2021	2020
	Staff Salaries	2064	495
	Gas & Electricity	102	1544
	Maintenance		780
	Expenses	155	
	Cleaning	371	
		<u>2692</u>	<u>2819</u>

Note 9 Deposits Received and Deferred Income relates to advance bookings for SMH as at 31st December 2021