



# Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	10th	October	2019		31st	March	2021

## Section A

## Reference and administration details

Charity name

West Ashling and Funtington District Hall

Other names charity is known by

Registered charity number (if any)

1185753

Charity's principal address

Southbrook Road

West Ashling

West Sussex

Postcode PO18 8DN

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jane Mottershead	Chair		
2	Ann Cook	Treasurer		
3	Richard Nicolson	Secretary	Newly appointed	
4	Kim Harrison	Bookings Manager		
5	Carol Donnelly			
6	Anthony Clerk			
7	Tim Hoare			
8	Jo Gunning			
9	Jean Simmonds			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	CIO
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objects of the CIO are to establish and run a village hall and playing field to promote for the benefit of the inhabitants of the Parish of (the "area of benefit") without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their

**Summary of the main activities undertaken for the public benefit in relation to these objects (Include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.

establish or support a local forum of representatives of community groups, voluntary organisations; statutory authorities and individuals involved in community work;

promote and develop or to assist in the promotion and development of community organisations and community social enterprises in the area of benefit;

acquire and distribute funds and to assist in the provision of grants to community organisations in the area of benefit;

arrange and provide for, either alone or with others, the holding of exhibitions, meetings, lectures, classes, seminars or training courses, and all forms of recreational and other leisure-time activities;

raise funds. In doing so, the CIO must not undertake any substantial permanent noncharitable trading activity and must comply with any relevant statutory regulations

Name of Charity: West Ashling and Funtington District Hall

Charity Registration No: 1185753

#### **Declaration by Charity Trustees**

I have received and studied the constitution (or other governing document) of the charity and support its purposes.

I realise that as a member of its \_\_\_\_\_ committee I am one of the organisation's managing or charity trustees, and I understand the duties and responsibilities involved, as explained to me and indicated in the Charity Commission Leaflet CC3a: Responsibilities of Charity Trustees.

I am not under 18 years of age and am not disqualified\* from serving as a member of the committee, and in the event of my becoming disqualified, will take no further part in the affairs of the charity whilst such disqualification lasts.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Home Address \_\_\_\_\_



\_\_\_\_\_  
Date of Birth \_\_\_\_\_

(This information is required for the completion of the Charity Commission's annual return).

\* The Charity Act 2011 lists disqualifications as:

- an unspent conviction for an offence involving dishonesty or deception
- an undischarged bankruptcy
- an undischarged composition or arrangement with creditors
- having been removed from the office of charity trustee by the Charity Commission or High Court
- being subject to a disqualification order under the Company Directors' Disqualification Act 1986.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main  
achievements of the charity  
during the year**

To maintain the premises in good and usable condition, to continue with fund raising activities when permitted to do so and to keep the hall open for user groups and ensuring that all COVID restrictions were adhered to.

**Section E****Financial review**

**Brief statement of the charity's policy on reserves**

The Charity's Policy on reserves is to always keep a minimum of 6 months running costs of the hall in reserves.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Section F****Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	JANE BARBARA MOTTERSHAD	ANN COOK
<b>Position (eg Secretary, Chair, etc)</b>	CHAIR	TREASURER
<b>Date</b>	19.10.21	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

West Ashling & Funtington District Hall

1185753

## Receipts and payments accounts

CC16a

For the period  
from

10th October 2019

To

31st March 2021

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Transfer of funds from Funtington & District Village Hall Charity No. 305373	12,520	2,500	-	15,020	-
Chichester District Council Grant	10,000	-	-	10,000	-
Other Grants, Donations & Fundraising	6,790	-	-	6,790	-
Rents from Hire of the Hall	2,159	-	-	2,159	-
Insurance Claim	6,068	-	-	6,068	-
Other Income	302	-	-	302	-
Bank Interest	2	-	-	2	-
<b>Sub total (Gross income for AR)</b>	<b>37,840</b>	<b>2,500</b>	<b>-</b>	<b>40,340</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>37,840</b>	<b>2,500</b>	<b>-</b>	<b>40,340</b>	<b>-</b>
<b>A3 Payments</b>					
Cleaning Services	1,996	-	-	1,996	-
Electricity and Water	729	-	-	729	-
CDC - Rates and Refuse	174	-	-	174	-
Insurance	1,006	-	-	1,006	-
Repairs, Maintenance & Renewals	6,468	-	-	6,468	-
Website and IT	342	-	-	342	-
Cleaning Materials	173	-	-	173	-
Professional Fees, Licences & CIO	1,896	-	-	1,896	-
Sundries	123	-	-	123	-
<b>Sub total</b>	<b>12,907</b>	<b>-</b>	<b>-</b>	<b>12,907</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>12,907</b>	<b>-</b>	<b>-</b>	<b>12,907</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>24,933</b>	<b>2,500</b>	<b>-</b>	<b>27,433</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>24,933</b>	<b>2,500</b>	<b>-</b>	<b>27,433</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	20,808	2,500	-
	Savings Account	4,125	-	-
		-	-	-
	<b>Total cash funds</b>	<b>24,933</b>	<b>2,500</b>	<b>-</b>
(agree balances with receipts and payments account(s))				
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

JANE MOTTERSHEAD  
ANN COOK

19.10.21  
19.10.21



## **Independent examiner's report to the trustees of West Ashling & Funtington District Hall**

I report to the trustees on my examination of the accounts of the West Ashling & Funtington District Hall for the period ended 31<sup>st</sup> March 2021.

### **Responsibilities and basis of report**

As the charity trustees of West Ashling & Funtington District Hall 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 West Ashling & Funtington District Hall'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of West Ashling & Funtington District Hall as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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:

Name: Mark Scorey ACA

Relevant professional qualification: Chartered Accountant, Institute of Chartered Accountants in England & Wales (ICAEW)

Address: The Old Cottage, School Dell, West Ashling, Chichester, West Sussex, PO18 8EB

Date: 21st October 2021