

# Comberton Village Institute Trust

Registered Charity no 1189495

## Balance Sheet

As at 31<sup>st</sup> December 2020

2020

**Fixed Assets** 4,115.90

### Current Assets

Debtors	672.45
Cash at Bank and in hand	34,556.07
Prepayments	<u>2,118.75</u>
	37,347.27

**Current Liabilities** 1,939.60

**Current Assets less Current Liabilities:** 35,407.67

**Total Assets less Current Liabilities:** 39,523.57

### Unrestricted funds

General funds	10,407.67
Fixed asset funds	4,115.90
Designated funds	<u>25,000.00</u>
	<u><u>39,523.57</u></u>

The financial statements were approved by the trustees and authorised for issue on the *22nd Jan* and are signed on their behalf by: *2021*



Penny Cook  
Chairman of Trustees

# **Comberton Village Institute Trust**

Registered charity no. 1189495

## **Income and Expenditure Report**

For the year ending 31<sup>st</sup> December 2020

	<u>2020</u>
<b>Income</b>	
Village Hall Lettings	881.50
Commercial Centre rents	7,957.29
Other income	861.20
Donations	125.63
Grants	2,668.00
Previous year adjustment	0.00
Interest receivable	0.36
Total	<u>12,493.98</u>

<b>Charitable Expenditure</b>	
Community Events	0.00
Premises costs	31,717.03
Depreciation	1,371.96
Wages and Salaries	1,214.57
Honorarium	500.00
Administration costs	217.80
Total	<u>35,021.36</u>

**Profit/Deficit for the period**     **-£22,527.38**

# Independent examiner's report on the accounts



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Comberton Village Institute Trust

**On accounts for the year  
ended**

31<sup>st</sup> December 2020

**Charity no  
(if any)**

1189495

**Set out on pages**

(remember to include the page numbers of additional sheets)

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [ ] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) 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 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.

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

Signed: EMMA CROMPTON Date: 8/04/2021

Name: EMMA CROMPTON

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

ACCA 2146656

Address: 144 SUMMERHILL DRIVE  
PAPWORTH EVERARD  
CAMBRIDGE CB23 3AA

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.**



## Section C

## Notes to the accounts

### Note 1 Basis of preparation

***This section should be completed by all charities .***

#### 1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\* 

✓

 Accounting Standards;
- or 


 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

[\*\* except for the following].

***Give details in this box if a different standard has been followed.***

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick “Accounting Standards”;
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick “Financial Reporting Standards for Smaller Enterprises (FRSSE)”.

\*\* - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

#### 1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

***Give details in this box of any material changes that have been made.***

§ if no changes have been made to accounting policies then delete these words.

#### 1.3 Changes to previous accounts

No changes have been made to accounts for previous years (§§ except for the following).

***Give details in this box of any material changes that have been made.***

§§ if no changes have been made to accounts for previous periods then delete these words.

**Note 5** Details of certain items of expenditure**5.1 Trustee expenses**

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
3	0
Running charity	
£ 242.69	£ 0

**5.2 Fees for examination or audit of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
0	0
0	0

**Note 6**                      **Paid employees**  
*Please complete this note if the charity has any employees.*

**6.1 Staff Costs**

	This year £	Last year £
Gross wages, salaries and benefits in kind	1,714.57	0.00
Employer's National Insurance costs	0.00	0.00
Pension costs	0.00	0.00
	-	-
<b>Total staff costs</b>	<b>1,714.57</b>	<b>0.00</b>

6.2 Average number of full-time equivalent employees in the year	This year Number	Last year Number
The parts of the charity in which the employees work	Cleaning	1 -
	-	0 -
	-	-
	-	-
<b>Total</b>	<b>1-</b>	<b>0-</b>

**6.3 Defined contribution pension scheme**

*Please complete if a defined contribution pension scheme is operated.*

Brief details of the scheme

	This year £	Last year £
The costs of the scheme to the charity for the year		
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		





# Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	06	2020	To	31	12	2020

## Section A Reference and administration details

**Charity name** COMBERTON VILLAGE INSTITUTE TRUST

**Other names charity is known by** COMBERTON VILLAGE HALL

**Registered charity number (if any)** 1189495

**Charity's principal address** Green End

Comberton

Cambridge

**Postcode** CB23 7DY

### 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	Mrs Anne Collins		From 1/6/20	
2	Mrs Sandra Hyde		From 1/6/20	
3	Mr Andrew Hollick		From 1/6/20	
4	Mr John Collins	Vice Chairman	From 1/6/20	
5	Mrs Marian Dymott	Vice Chairman	From 1/6/20	
6	Mrs Penny Cook	Chairman	From 1/6/20	
7	Mrs Tracy Pemberton	Secretary	From 1/6/20	
8	Mr William Lee		From 1/6/20	
9	Mrs Maxine Jefferson		From 1/6/20 to 13/11/20	
10	Dr Brian Burton	Treasurer	From 1/6/20	
11	Mr Roger Musto		From 1/6/20	
12	Dr Brian McCabe		From 1/6/20	
13	Mrs Angela Donnelly		From 1/6/20	
14				

### 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
Bookkeeping and Payroll	Balancing Act	Pipers Cottage, 3 Church Walk, Little Gransden, Sandy, Cambs, SG19 3DY

### 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)	Trust Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees

### 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.

The Charitable Incorporated Organisation was inaugurated on the 1<sup>st</sup> June 2020 with the same trustees and objectives as its predecessor unincorporated charity 300379. The CIO was registered with the Charity Commission with registration number 1189495. Authorisation was received from the Charity Commission on the 15<sup>th</sup> June 2020 to transfer all assets and liabilities from charity 300379 to CIO 1189495 and the trustees resolved that this should be effected on the 30<sup>th</sup> June 2020. In addition the leases on the former institute building and the village hall and the subleases for the Commercial Centre were also transferred to the CIO.

## Section C Objectives and activities

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

To provide leisure, recreational and educational facilities for the residents of Comberton and its neighbourhood.

**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)**

The Trust will deliver public benefits by operating the village hall efficiently, safely and to high standards on behalf of the community; by developing its facilities for the benefit of users and potential users; and by initiating new community activities consistent with our objectives. The hall facilities are available to all residents of Comberton and its neighbourhood, irrespective of gender, age, race, or political or religious persuasion.

No hall membership charge is levied but individuals and groups must pay for the hire of the hall. The Trust offered discounts to residents and local community groups in line with our aims, and substantial reductions to the *Brownies*.

In carrying out these activities, the Trust has taken into account the guidelines on public benefit laid down by the Charity Commission.

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

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

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

The hall is managed by Trustees who are all volunteers. They were assisted by a part-time cleaner and a part-time voluntary bookings secretary: otherwise all the operational work was carried out by Trustees or contractors employed to carry out specific specialist tasks when necessary.

Trustees and friends work together to stage money raising events to augment the income from letting charges. In particular, the Easter and Christmas Fairs are very important and also serve to bring villagers together at these significant times of the year.

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

2020 was a year of significant change.

The CIO took responsibility for operation of Comberton Village Hall on the 1<sup>st</sup> July but by that time all activities in the hall were cancelled because of government Covid restrictions. Restrictions were partially lifted in September which allowed groups which could comply with government rules to meet, ie Monday Studio, Toddlers Group, Dance Class and the Worldwide Church of God.

## Section E

## Financial review

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

The charity has a reserve for future expenses including ongoing refurbishment and replacement of depreciating items.

The reserve for 2021 is £25,000.

This figure includes some designated expenditure:

eg Hall Floor sanding and sealing £2,500 (2021); Legal fees for the transfer of leases from 300379 to the CIO (£1,000).

### Details of any funds materially in deficit

None

### 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.

The CIO completed the refurbishment of the Commercial Centre in the period. This property provides a significant income which allows us to subsidise letting charges in the village hall and also covers hall maintenance and development costs. The work involved substantial cost but was carried out by the Trustees to meet government energy efficiency regulations and to make the building future proof, rendering it more attractive for lease renewal or for new tenants. The CIO received four Covid-related grants from the local authority to compensate for loss of income during the restrictions.

## Section F

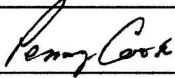

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mrs Penny Cook	Mr John Patrick Collins
Position (eg Secretary, Chair, etc)	Chairman	Vice-Chairman

Date

22nd January 2021