

**Trustees' Report 2023-2024**

The Trustees present their report and the financial statements of the charity for the year ended 5 April 2024.

**Trustees**

The trustees who served for the year were:

Kenneth Dunn  
David Roy Smith  
Claire Margaret Helme  
Eric Rooney  
Keith Brady  
Maureen Thomas  
Nigel David Adams  
Steven Vaughan (ex. February 2024)

**Names of other persons who served as trustees in the financial period:**

There were no other trustees who served during the year.

**Chair:** Kenneth Dunn

**Structure, governance and Management:**

Nature of the governing document: Constitution  
How the Charity is constituted: Governing Document, Unincorporated Association  
Date of governing document: 1<sup>st</sup> December 1987

**Governance:**

**Method of recruitment and appointment of trustees:**

The Trustees are elected annually and are drawn from representative user groups in the main. The Chair of Borwick Parish meeting and the Chair of Priest Hutton Parish meeting are each invited to act as Trustees of the charity.

**Policy and procedures adopted for the induction and training of Trustees:**

New trustees are inducted into the workings of the Charity, including policies and procedures, in a timely fashion and understand their responsibilities.

**Our purpose, aims and activities for the year 2023-24:**

The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the Parishes of Borwick and Priest Hutton and the surrounding neighbourhood.

In addition, the Charity administers certain funds held on behalf of community action groups (CAGs) involved with short term projects within the community served. Currently these are:

The Borwick and Priest Hutton Heritage Trail

The Priest Hutton Parish lands project (Whitebeck nature reserve).

During the year the Trustees also supervised the transactions of two additional CAG events.

“Simply 4 Voices” – a fundraiser for our local Hospice

Coronation celebration – an externally funded event allowing the community to celebrate the coronation of the new king.

Our financial year 2023-24 was our first full year of operations following the Covid pandemic.

As we write, hall bookings have recovered well. Private hires are steadily improving especially weekend hires for parties and celebrations. It is particularly pleasing to see that audience numbers at our entertainments events are steadily increasing and latterly shows have become truly profitable once again. Owing to a cost carry over from 22-23, the earnings from entertainment in 2023-24 have been artificially reduced.

Sadly, use by local clubs and societies continues to decline. The local W.I. (Ladies Group) ceased operations in December.

However, we continue to be a popular and attractive venue and overall external bookings have increased by some 51%.

Short term we continue to maintain and wherever possible upgrade our facilities and offering. This year we changed the chairs in the hall to ISO style chairs which offer greater comfort and stackability. We also invested in

upgraded audio equipment in the form of new speakers and microphones. This allows much greater flexibility in audio options for concerts and conferences.

In terms of long-term planning, despite the extension of fossil-fuel conversion targets we still intend to invest in a replacement heating system, to a non-fossil fuel based system. At this stage an ASHP, space heaters and PV installation is the favoured strategy.

In terms of resource improvement our main target for the coming year is to improve our resilience as a community refuge by investing in a new oven and cookware such that we are capable of catering at scale in the event of an emergency. We will continue to upgrade our hall so as to sustain this great resource for our local and wider communities.

#### **Financial review:**

The unrestricted income for the year was £18,031 (2023: £12418) and unrestricted expenditure was £10,431 (2023: £15384) giving a net operating surplus of £7,600 (2023 net operating surplus £2,965). Restricted income for the year was £227 and restricted expenditures in the year totalled £227.

The Village Hall supervises funds, funding and governance on behalf of a number of Community Action Groups (CAGS). In the financial year 2023-24 these were.

	£			
	Opening Balance	Income	Expenditures	Closing
Whitebeck Nature Reserve	268.13	500		768.13
B&PH History Trail	200.00			200.00

Total £968.13

#### **Principal financial management policies adopted in the year:**

A budget for the year was established and agreed prior to the beginning of the financial year and it was monitored and amended as necessary over the period.

Management accounts were prepared and presented each four months to the board of Trustees for their monitoring and analysis of income and expenditures against the budget.



Policies regarding spending authorities, operation of petty cash systems and payment of expenses are held by the Charity and are reviewed at intervals.

Reserves are held in easy access interest bearing accounts. Distribution of holdings are reviewed each 4 months.

**Reserves policy:**

The Trustees believe that the Charity should hold financial reserves in order that it might meet anticipated future costs, along with contingent liabilities and that it can continue to operate and meet the needs of users in the future. To this end the charity has established and holds the following reserve funds:

General reserve

Capital development reserve: to fund future refurbishments and purchases of equipment, furnishings and fittings.

Buildings reserve: to provide funds for future repairs and improvements.

Contingencies reserve: to provide funds for unforeseen and unbudgeted expenditures which may be necessary from time to time.

**Principal funding sources:**

Surplus on operations (Hall hires).

Grants and donations.

**Investment policy and objectives:**

Funds which are not required immediately are held in easily accessed interest bearing accounts.

**Risk Management:**

The trustees review the risks at regular intervals and set up procedures to mitigate those risks.

The main risks previously identified are.

- the loss of external funding support for major projects,
- insufficient trustees
- loss of key trustees and volunteers, particularly those serving as officers
- reduced income from external hires.

**Subsidiaries:** none to report

**Responsibilities of the Trustees:**

The Trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable regulations.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. They are similarly responsible for safeguarding the assets of the relevant community action groups and maintaining oversight of their prudent operation.

**Signed on behalf of the Board of Trustees**

**Kenneth Dunn**

**Chair of Trustees** .....  ..... **Dated** ..... 10<sup>th</sup> June 2024 .....

## **Independent Examiner's Report to the Trustees of Borwick and Priest Hutton War Memorial Hall**

I report to the trustees on my examination of the accounts of the Borwick and Priest Hutton War Memorial Hall (the Charity) for the year ended 5 April 2023.

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

As the charity trustees of the Charity 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 Charity'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 the Trust 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:



Lisa Clarke  
Priest Hutton



2024

Statement of Financial Activities (incorporating the Income and Expenditure Account)

Notes		For The Year Ending 5th April 2023			For The Prior Year Ending 5th April 2023		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
<b>Incoming Resources</b>							
Trading Activities	1	£ 11,840	£ -	£ 11,840	£ 10,303	£ -	£ 10,303
Other	2	£ 6,191	£ 227	£ 6,417	£ 2,115	£ 23,665	£ 25,780
Total		£ 18,031	£ 227	£ 18,257	£ 12,418	£ 23,665	£ 36,083
<b>Resources Expended</b>							
Trading Activities	3	£ 1,050	£ -	£ 1,050	£ 1,400	£ -	£ 1,400
Overheads	4	£ 7,624	£ 227	£ 7,850	£ 6,808	£ -	£ 6,808
Other Costs	5	£ 1,757	£ -	£ 1,757	£ 7,176	£ 43,395	£ 50,571
Total		£ 10,431	£ 227	£ 10,658	£ 15,384	£ 43,395	£ 58,779
<b>Net Income</b>		£ 7,600	£ -	£ 7,600	-£ 2,965	-£ 19,730	-£ 22,696
<b>Cash Funds</b>							
Cash funds at Prior year end		£ 34,200	£ -	£ 34,200	£ 29,232	£ 28,500	£ 57,732
Net Income reported above		£ 7,600	£ -	£ 7,600	-£ 2,965	-£ 19,730	-£ 22,695
Transfers between Funds		£ -	£ -	£ -	£ 8,770	-£ 8,770	£ -
Movement on CAG's and Creditors		£ 730	£ -	£ 730	-£ 837	£ -	-£ 837
<b>Cash funds at year end</b>		£ 42,529	£ -	£ 42,529	£ 34,200	-£ 0	£ 34,200

Balance Sheet

		For The Year Ending 5th April 2023		For The Prior Year Ending 5th April 2022	
<b>Current Assets</b>					
Cash at Bank	6	£ 42,529		£ 34,200	
<b>Current Liabilities</b>					
Held on account for C.A.G'S	7	£ 968		£ 468	
Creditors	8	£ 230		£ -	
		£ 1,198		£ 468	
<b>Net Current Assets</b>			£ 41,331		£ 33,732
Total Assets less Current Liabilities			£ 41,331		£ 33,732
<b>Funds</b>					
Unrestricted Funds	9		£ 41,331		£ 33,732
Restricted Income Funds			£ -		£ -
			£ 41,331		£ 33,732

## Incoming Resources

### Note 1.

Income from Trading Activities					Unrestricted Funds	Restricted Funds
Village Hall Room Hire	£	10,694	£	-	£ 8,268	£ -
Entertainment Events	£	1,146	£	-	£ 2,035	£ -
	£	11,840	£	-	£ 10,303	£ -

### Note 2.

Other Income				Unrestricted Funds	Restricted Funds			
Bank Interest Receivable	£	1,164	£	-	£	155	£	-
Grants	£	2,573	£	227	£	960	£	22,165
Village Lottery	£	-	£	-	£	1,000	£	-
Energy Compensation	£	2,363	£	-	£	-	£	-
Parish Donations	£	90	£	-	£	-	£	1,500
	£	6,191	£	227	£	2,115	£	23,665

## Resources Expended

### Note 3.

From Trading Activities				Unrestricted Funds	Restricted Funds
Event Costs	£	1,050		£ 1,400	£ -
	£	1,050	£ -	£ 1,400	£ -

### Note 4.

Overheads					Unrestricted Funds	Restricted Funds
Heat Light and Water	£	3,245	£	-	£ 2,926	£ -
Cleaning	£	1,897	£	-	£ 1,735	£ -
Hall Maintenance	£	1,242	£	-	£ 1,150	£ -
Sundries	£	496	£	227	£ 305	£ -
Insurance	£	744	£	-	£ 693	£ -
	£	7,624	£	227	£ 6,808	£ -

### Note 5.

Other Costs				Unrestricted Funds	Restricted Funds	
Legal and Professional Cost	£	-	£	-	£ 1,211	£ -
Re-roofing Costs	£	-	£	-	£ -	£ 43,395
Equipment	£	1,757	£	-	£ 5,965	£ -
	£	1,757	£	-	£ 7,176	£ 43,395



**Note 6.**

Cash At Bank	Total Funds	Total Funds
Cash At Bank	£ 7,505	£ 9,317
Cash At Building Society	£ 35,025	£ 24,883
	£ 42,529	£ 34,200

**Note 7.**

Funds held on behalf of Community Action Groups	Total Funds at 5th April	Incoming Funds	Outgoing Funds	Total Funds at 5th April
Heritage Trail	£ 200	£ -	£ -	£ 200
Simply 4	£ -	£ 1,318	£ 1,318	£ -
Whitebeck Nature Reserve	£ 268	£ 500		£ 768
	£ 468	£ 500	£ -	£ 968

**Note 8.**

Creditors	Funds (Unrestricted)	Total Funds (Unrestricted)
Due to Suppliers	£ -	£ -
Room Hire Deposits paid in advance	£ 230.00	£ -
	£ 230.00	£ -

**Note 9.****Analysis of Funds**

	As At 5th April 2023	Incoming Resources	Outgoing Resources	Transfers	As At 5th April 2024
<b>Unrestricted Funds</b>					
General Reserve	£ 11,809	£ 18,031	£ 10,431	-£ 13,230	£ 6,178
	£ 11,809	£ 18,031	£ 10,431	-£ 13,230	£ 6,178
<b>Designated Funds</b>					
Contingent Reserve	£ 10,000	£ -	£ -	£ -	£ 10,000
Building Reserve	£ 8,770	£ -	£ -	£ 13,230	£ 22,000
Capital Development Reserve	£ 3,153	£ -	£ -	£ -	£ 3,153
	£ 21,922	£ -	£ -	£ 13,230	£ 35,153
<b>Total Unrestricted Funds</b>	£ 33,732	£ 18,031	£ 10,431	£ -	£ 41,331
<b>Restricted Funds</b>					
Building Reserve	£ -	£ -	£ -	£ -	£ -
Capital Development Reserve	£ -	£ -	£ -	£ -	£ -
<b>Total restricted Funds</b>	£ -	£ -	£ -	£ -	£ -
<b>Total Funds</b>	£ 33,732	£ 18,031	£ 10,431	£ -	£ 41,331

Approved by the Trustees at the Annual General Meeting on 14th May 2024 and signed on their behalf

Nigel David Adams, Treasurer

N. D. Adams.