

Headington Quarry Village Hall (HQVH)

Annual Return and Statement of Accounts for the Year: 1st October 2019 to 30th September 2020

Administrative Information:

Registered Charity Number: 202215

Address: 67 Quarry Road Headington Quarry Oxford OX3 8NX

HQVH Officers for the Year: Chairman 2019#2020:

Mrs Rosalind Rogers (a.k.a. Cllr Roz Smith)
12 Weyland Road
Headington Quarry
Headington
Oxford OX3 8PD

Treasurer 2019#2020:

Dr Alan C. Edwards
51 Quarry High Street
Headington Quarry
Oxford OX3 8JU

REVIEW OF ACTIVITIES

Overview: The Charity is governed by deed dated 12th August 1929; transfer of Trusteeship from the National Council of Social Services (Inc) to the Charity Commission dated 12th January 1972. The objects of the Charity are to provide village hall facilities for the inhabitants of Holy Trinity Parish, Headington, Oxford, for various activities without distinction of political, religious or other opinions with the object of improving the conditions for the life of local residents. The building itself includes a main hall, a stage area, a smaller room called the Jubilee Room (now with a kitchenette), and a kitchen, with a toilet block to the side and rear. Due to Covid-19 activities were suspended from the end of March through September.

Area served: Parish of Holy Trinity Church, Headington Quarry and its environs.

Hosted Activities: The main activities of the Charity are in managing and maintaining the hall for the benefit of the parishioners. The hall is used by local church and community groups which include Brownies, a nursery, exercise, dance and music lessons, the Quarry WI, a Bridge Club, Headington Rangers and Girl Guides, a Martial Arts group, the Oxford Fiddle Group, and is also hired for local family parties and celebrations.

Committees: Headington Quarry Village Hall is run and maintained via a Management Committee comprising the Trustees and local community group representatives consisting of volunteers from the local area and from the clubs etc. whose activities are hosted by the Hall.

The Trustees and Representatives for the year 2019#2020 were:

Chairman: Mrs Rosalind Rogers (also known as Cllr Roz Smith)

Treasurer: Dr Alan C. Edwards Secretary: Dr Katherine Bull

Bookings Secretary: Mr Hussain Ali

Miss Valerie Wells	Mr Paul Rogers	Mrs Glenys Gaskin
Mrs Leanne Bowbrick	Ms Frances Farrar	Mrs Sandra Bourgois
Mrs Trish Medicott	Mr Chris Mills	Mrs Mayte Siswick

REVIEW OF FINANCIAL ACTIVITIES

Overview: What would have been a considerable drop in our income due to Covid-19 has been alleviated by a grant under the Government's Small Business Grant scheme, part of their response to the virus. The Charity's bank accounts continue to be held with Barclays Bank albeit our local branch has closed.

Income and Expenditure:

Income: The majority of our reliable income, up until mid-March, was from long term hirers. The prime long term hirer is the nursery, known as Kiddies Korner, which occupies the hall on weekdays from 7am to 4pm. Voluntary and National groups generated the second source of income, and the Exercise groups (involving professional guidance) the third. There were then the short term hirers, e.g., family parties at weekends. The Charity itself engaged in fund raising activities such as craft fairs, concerts etc., now ceased.

Expenditure: The maintenance of the hall is the essential ongoing expense. This includes insurance, rates, gas, electricity, water, hygiene, cleaning, and repairs, e.g., plumbing. Although costs dropped due to Covid-19, they did not drop as much as income. Hall improvements in hand were continued but will stop.

Balance Sheet: Despite Covid-19, and thanks to the Government's Small Business Grant Scheme as a response to the virus, the balance sheet remains healthy.

HQVH INCOME AND EXPENDITURE ACCOUNT for the Year 1st October 2019 to 30th September 2020

INCOME	2019#2020Notes £ (1)	2018#2019Note £
Nursery	8010.00 (8)	13860.00
Long term hire: Exercise Groups	1173.00 (8)	1550.00
Long term hire: Voluntary Groups	1485.50 (8)	3297.65
Long term hire: National Groups	1555.75 (8)	3151.00
Short term hire & retained deposits	1596.50 (9)	2170.00
Donations	170.50 (10)	600.00
Fundraising income	1700.35 (11)	2252.45
Grants	10000.00 (12)	0.00
COIF and Bank Interest (net of tax)	16.45 (13)	31.11
Other	624.97 (15)	4168.41
Profit on Disposal of Assets	0.00 (16)	0.00
Total Income:	26333.02	31080.62
EXPENDITURE	2019#2020Notes £ (1)	2018#2019 £
Premises	8181.39 (17)	8220.00
New Build Expenditure	11384.22 (18)	6210.41
Loan interest	0.00	0.00
Office costs	623.43 (19)	410.16
Fundraising costs	212.80 (11)	256.61
Depreciable Purchases	98.00 (5)	608.87
Other	259.97 (15)	168.41
Loss on disposal of assets	0.00 (16)	0.00
Total Expenditure:	20759.81	15874.46
Surplus/(Deficit):	5573.21	15206.16

HQVH BALANCE SHEET
for the Year 1st October 2019 to 30th September 2020

	2019#2020	2018#2019
<u>Fixed assets</u>		
Property	-	-
Fixtures and fittings	0.00	0.00
Hall and Office equipment	0.00	0.00
Investment property	-	-
Other investments	2520.47	2520.47
Total Fixed Assets:	<u>2520.47</u>	<u>2520.47</u>
<u>Current assets</u>		
Stock	0.00	0.00
Debtors and Pre-payments	0.00 (6)	122.00
Loans	0.00	0.00
Cash at bank and in hand	33945.68	29033.47
Total Current Assets:	<u>33945.68</u>	<u>29155.47</u>
Creditors falling due in less than one year ()		
Creditors and Accruals	(536.50) (7)	(1473.50)
Other (incl. uncleared cheques)	(204.00)	(50.00)
Loan repayments	(0.00)	(0.00)
Net current assets/(liabilities):	<u>33205.18</u>	<u>27631.97</u>
Total assets less (liabilities):	<u>35725.65</u>	<u>30152.44</u>
Creditors due in more than one year ()	(0.00)	(0.00)
Provisions for liabilities and charges ()	(0.00)	(0.00)
Net Assets:	<u>35725.65</u>	<u>30152.44</u>
<u>Financed by:</u>		
Accumulated fund at start of year	30152.44	14824.28
Surplus/(Deficit) for the current year	5573.21	15206.16
(Cancellation Risks)	0.00	122.00
Accumulated Fund at end of year:	<u>35725.65</u>	<u>30152.44</u>
<u>Distributed at end of year as:</u>		
Fixed Assets	2520.47	2520.47
Net Current Assets (Liabilities)	(-536.50)	(-1401.50)
Current Account {day-to-day}	28610.35	26424.17
Building Project Account	5131.33	2609.30
Total:	<u>35725.65</u>	<u>30152.44</u>

NOTES TO THE 2019#2020 ACCOUNTS

1. Accounting policies: The financial statements have been prepared in accordance with applicable standards and guidance issued by the Charities Commission.

2. Accounting convention: The statements are prepared on a historical basis with adjustments according to the wishes of the Charities Commission.

3. Change in basis: There is no change in basis over last year.

4. Related Parties: HQVH has had no transactions with related parties this year.

5. Fixed Assets: No disposals were made this year. A Henry Hoover was purchased, instantly depreciated, to replace one that had 'gone missing'.

	Property £	Fixtures & Fittings £	Equip- ment / IT £	Equip- ment / IT £	Equip- ment / IT £	TOTAL £
Asset Cost						
<u>Balance brought forward</u>	0.00	638.00	0.00	0.00	971.14	1609.14
Additions	-	-	-	-	98.00	98.00
Disposals	-	-	-	-	-	0.00
Balance carried forward	0.00	638.00	0.00	0.00	1069.14	1707.14
Depreciation						
Method:	n/a	Straight line over 2 years	Straight line over 5 years	Straight line over 4 years	100% instant	
<u>Balance brought forward</u>	0.00	638.00	0.00	0.00	971.14	1609.14
Disposals	-	-	-	-	-	0.00
Charge for the year	-	0.00	0.00	0.00	98.00	98.00
Theft	-	-	-	-	-	0.00
Balance carried forward	0.00	638.00	0.00	0.00	971.14	1707.14
Net Book Value brought forward	0.00	0.00	0.00	0.00	0.00	0.00
Net Book Value carried forward	0.00	0.00	0.00	0.00	0.00	0.00
Stock						
<u>Balance brought forward</u>	0.00					
Decrease	0.00)				
Increase	0.00					
Decrease	(0.00)					
Balance carried forward	0.00					

6. Debtors and Prepayments:	Amounts falling due within one year 2019#20202018#2019	Amounts falling due exceeding one year 2019#20202018#2019
	£ £	£ £
Other debtors	0.00 122.00	0.00 0.00
Prepayments	0.00 0.00	0.00 0.00
Investment income	0.00 0.00	0.00 0.00
Totals:	0.00 122.00	0.00 0.00

7. Creditors and Accruals:	Amounts falling due within one year 2019#20202018#2019	Amounts falling due exceeding one year 2019#20202018#2019
	£ £	£ £
Trade creditors	0.00 0.00	0.00 0.00
Accruals	536.50 1473.50	0.00 0.00
Short-term loans & overdrafts	0.00 0.00	0.00 0.00
Totals:	536.50 1473.50	0.00 0.00

Notes to the 2019#2020 Accounts continued ...

8. Hire Agreements and Long-term hire: The considerable difference between this and the previous year is entirely down to Covid-19. Essentially all activities ended by March 21st. Only the Nursery continued for the children of key workers. No charge was made for their usage of the Village Hall until the start of September when there was a 50% improvement.

9. Short-term hire: Covid-19 deals another blow. Prior to that business was picking up well.

10. Donations: A few of our users kindly converted pre-payments into donations rather than the Charity having to make a refund.

11. Fundraising income and expenditure: Covid-19 prevented two events occurring – which did reduce our potential income by at least £500. Nevertheless, the Fiddle Group Concert and the Craft Fair were successful.

Event	Donation	Income	Expenses	dik	eik	Net profit
Xmas Craft Fair	0.00	574.20	37.34	0.00	0.00	536.86
OFG Concert	0.50	1126.15	175.46	140.00	140.00	951.19

12. Grants: The surprise of the year, following the March 21st Covid-19 shutdown, was the emergence of the Government's Small Business Grant scheme. The Charity applied through Oxford City Council and received the sum of £10,000 for which we are truly grateful. It has kept the Charity on an even keel.

13. Investments: The Charity's sole investment is a COIF account (Charities Deposit Fund) amounting to £2520.47 from which we derive a paltry income.

14. Property and rental income/Office services: As allowed by Covid-19, the Charity rents out the hall every weekday, 7am to 4pm, to a Nursery. The income generated by the Nursery is recorded as a separate item. The Charity offers no office services.

15. Miscellaneous income and expenditure: 'Other': The expenditure component consists entirely of expenditures-in-kind matched by an equal donations-in-kind element in the income component. The remaining other income is due to two uncashed cheques (deposit refunds issued but not cleared). Also, as a Covid-19 bonus, a local Farmer's Market, that has been forced to move near to the hall, has been renting one of the Charity's toilets every Saturday morning since July.

16. Profit/loss on disposal of assets: The Charty disposed of no assets this year.

17. Premises: The figure given in the Expenditure column incorporates the following costs:

Utilities: Gas £1875.25 ; Electricity £630.27 ; Water £237.18 ; Hygeine £374.40

Maintenance: £1288.63 ... including repair costs, plumbing, guttering, cleaning materials etc.

Cleaning: £ 2229.00 ... a continuing contract with Plugz Services.

Insurance: £1387.66 (For information, the rebuilding sum insured for the premises is £846,000)

Oxford City Council Business Rates: £159.00 (abated to £0 since April due to Covid-19)

18. New Build Expenditure: At the start of the year new Front Doors and Windows were installed. These were of good quality and cost approximately £8350. Following on from the Planning Permission granted in the previous year, a new Noticeboard was installed outside the Village Hall. Again of good quality, the approximate cost came to £2150. Post-Covid, two new sheds, yet to be erected, were purchased for £900. The Charity does not expect to start any more improvements until the pandemic is well and truly over.

19. Office costs: Fees: £186.20; Supplies: £437.23

20. Staff costs: The Charity employs no staff.

21. Financing charges and Taxation: The Charity has incurred no charges nor tax liability in 2019#2020.

This report was prepared by the HQVH 2019#2020 Management Committee.

We confirm that the above Statement of Accounts has been prepared in accordance with guidance issued by the Charities Commission and is correct to the best of our knowledge. In addition we confirm that these accounts have been approved by the Management Committee of Headington Quarry Village Hall.

Signed and Dated: 27th January 2021

Signed and Dated: 27th January 2021

Treasurer 2019#2020: Dr Alan C. Edwards

Chairman 2019#2020: Mrs Rosalind Rogers (a.k.a. Cllr Roz Smith)