

Headington Quarry Village Hall (HQVH)

Annual Return and Statement of Accounts for the Year: 1st October 2023 to 30th September 2024

Administrative Information:

Registered Charity Number: 202215

Address: 67 Quarry Road
Headington Quarry
Oxford OX3 8NX

HQVH Officers for the Year: Chairman 2023#2024:

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

Treasurer 2023#2024:

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.

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

Hosted Activities: The main activities of the Charity, entirely run by volunteers, 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 ballet lessons and classes, the Oxford Fiddle Group, Quarry Renaissance Band, 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 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 2023#2024 were:

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

Treasurer: Dr Alan C. Edwards Secretary: Vacancy

Bookings Secretary: Vacancy (Chairman standing in)

Mr Paul Rogers Ms Frances Farrar Mr Christopher Mills

Mr Sebastian Bates Ms Jodie Mcann Ms Charlott Walsh

REVIEW OF FINANCIAL ACTIVITIES

Overview: The drive to generate and accumulate funds to further renovate and improve our facilities has continued. This year some 50% of those funds were used to renew the floor covering in the main hall, and to entirely refurbish the kitchen. The Charity's bank accounts continue to be held with Barclays Bank.

Income and Expenditure:

Income: The majority of our reliable income is from long term hirers. The prime long term hirer is the nursery, known as Kiddies Korner, which occupies the hall on weekdays from 7.30am to 3.30pm. Voluntary and National groups generate the second source of income, and the exercise groups (involving professional guidance) the third. There are then the short term hirers, e.g., family parties at weekends. The Charity itself engages in fund raising activities such as craft fairs, concerts etc. Following the end of the pandemic, activities have continued to pick up.

Expenditure: The maintenance of the hall is the essential ongoing expense. This includes insurance, rates, gas, electricity, water, cleaning, and repairs, e.g., plumbing. The new hall floor and refurbished kitchen dominates the overall expenditure this year.

Balance Sheet: The balance sheet remains healthy.

HQVH INCOME AND EXPENDITURE ACCOUNT for the Year 1st October 2023 to 30th September 2024

INCOME	2023#2024 Notes £	2022#2023 £
Nursery	6000.00 (8)	11991.00
Long term hire: Exercise Groups	4906.00 (8)	0.00
Long term hire: Voluntary Groups	2854.50 (8)	5098.50
Long term hire: National Groups	3120.00 (8)	2790.00
Short term hire & retained deposits	4492.50 (9)	4659.50
Donations	92.00 (10)	212.50
Grants	0.00 (12)	0.00
Fundraising income	2860.15 (11)	747.75
CCLA/COIF and Bank Interest (net of tax)	960.01 (13)	278.57
Other	1437.06 (15)	378.75
Profit on Disposal of Assets	0.00 (5)	0.00
Total Income:	<u>26722.22</u>	<u>26156.57</u>
EXPENDITURE	2023#2024 Notes £	2022#2023 £
Premises	10202.67 (17)	10314.84
New Build Expenditure	39236.14 (18)	4823.82
Loan interest	0.00	0.00
Office costs	614.31 (19)	390.79
Fundraising costs	515.17 (11)	244.28
Depreciable Purchases	527.00 (5),(16)	1617.60
Other	159.80 (15)	128.75
Loss on disposal of assets	0.00 (5)	0.00
Total Expenditure:	<u>51255.09</u>	<u>17520.08</u>
Surplus/(Deficit):	(<u>-24532.87</u>)	<u>8636.49</u>

HQVH BALANCE SHEET
for the Year 1st October 2023 to 30th September 2024

	2023#2024	2022#2023
<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	534.50 (6)	684.00
Loans	0.00	0.00
Cash at bank and in hand	45585.10	68126.80
Total Current Assets:	<u>46119.60</u>	<u>68810.80</u>
Creditors falling due in less than one year ()		
Creditors and Accruals	(912.00) (7)	(766.00)
Uncleared Cheques	(2334.07)	(638.40)
Loan repayments	(0.00)	(0.00)
Net current assets/(liabilities):	<u>42873.53</u>	<u>67406.40</u>
Total assets less (liabilities):	<u>45394.00</u>	<u>69926.87</u>
Creditors due in more than one year	(0.00)	(0.00)
Provisions for liabilities and charges	(0.00)	(0.00)
Net Assets:	<u>45394.00</u>	<u>69926.87</u>
<u>Financed by:</u>		
Accumulated fund at start of year	69926.87	61290.38
Surplus/(Deficit) for the current year	(-24532.87)	8636.49
Accumulated Fund at end of year:	<u>45394.00</u>	<u>69926.87</u>
<u>Distributed at end of year as:</u>		
Fixed Assets	2520.47	2520.47
Net Current Assets (Liabilities)	(-2711.57)	(-720.40)
Current Account {day-to-day}	25611.11	10243.06
Building Project Account	19973.99	57883.74
Total:	<u>45394.00</u>	<u>69926.87</u>

NOTES TO THE 2023#2024 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: The new hall floor and refurbished kitchen (with appliances) are not considered as disposable or depreciable. Only some new tables were acquired this year (£527) which are depreciable. Last year's insurance claim was settled at £1248 (major component of 'Other' income).

	Property £	Fixtures & Fittings £	Equip-ment / IT £	Equip-ment / IT £	Equip-ment / IT £	TOTAL £
Asset Cost						
Balance brought forward	0.00	3662.34	0.00	0.00	957.05	4619.39
Additions	-	-	-	-	527.00	527.00
Disposals	-	-	-	-	-	0.00
Balance carried forward	0.00	3662.34	0.00	0.00	1484.05	5146.39
Depreciation						
Method:		n/a Straight line over 2 years	Straight line over 5 years	Straight line over 4 years	100% instant	
Balance brought forward	0.00	638.00	0.00	0.00	3981.39	4619.39
Disposals	-	-	-	-	-	0.00
Charge for the year	-	0.00	0.00	0.00	527.00	527.00
Theft	-	-	-	-	-	0.00
Balance carried forward	0.00	638.00	0.00	0.00	4508.39	5146.39
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						
Balance brought forward	0.00					
Increase		0.00				
Decre	(0.00)				
Balance carried forward		0.00				

6. Debtors and Prepayments: Amounts falling due within one year

	2023#2024 £	2022#2023 £
Other debtors	534.50	684.00
Prepayments	0.00	0.00
Investment income	0.00	0.00
Totals:	534.50	684.00

Amounts falling due exceeding one year

	2023#2024 £	2022#2023 £
	0.00	0.00
	0.00	0.00
	0.00	0.00
Totals:	0.00	0.00

7. Creditors and Accruals: Amounts falling due within one year

	2023#2024 £	2022#2023 £
Trade creditors	0.00	0.00
Accruals	912.00	766.00
Short-term loans & overdrafts	0.00	0.00
Totals:	912.00	766.00

Amounts falling due exceeding one year

	2023#2024 £	2022#2023 £
	0.00	0.00
	0.00	0.00
	0.00	0.00
Totals:	0.00	0.00

Notes to the 2023#2024 Accounts continued ...

8. Hire agreements: The Nursery continues to suffer problems, mainly due this year to continued under-funding by Government (of either stripe).

9. Short-term hire: The return to normality continues despite an increase in charges due to inflation etc.

10. Donations: From the Headington Quarry Morris Dancers and Cornerstone Church.

11. Fundraising income and expenditure: Fundraising efforts have improved as can be seen below.

Event	Donations	Income	Expenses	dik	eik	Net profit
Autumn Crafts Fair	£0.00	£197.00	£0.00	£20.00	£20.00	£197.00
Xmas Crafts Fair	£22.55	£381.50	£0.00	£25.75	£25.75	£404.05
OFG Open Doors	£229.95	£340.95	£266.80	£0.00	£0.00	£304.10
Spring Crafts Fair	£0.00	£372.00	£0.34	£0.00	£0.00	£371.66
FoQ Social	£0.00	£191.00	£108.44	£0.00	£0.00	£82.56
Quarry Fete	£22.00	£207.82	£0.00	£67.00	£67.00	£229.82
OFG Folk Night	£173.70	£334.78	£145.50	£0.00	£0.00	£362.98
Michaelmas Craft Fair	£0.00	£310.50	£0.00	£25.00	£25.00	£310.50

12. Grants: Sufficient funds meant that **HQVH** had no need to apply for a refurbishment grant.

13. Investments: The Charity's only 'investment' is a COIF account (Charity Deposit Fund) managed by CCLA. It amounts to £2520.47.

14. Property & rental income/Office services: **HQVH** owns no property other than its Trustee's interest in the Village Hall itself nor offers any office services.

15. Miscellaneous income and expenditure: The insurance claim of last year dominates (£1248). A donation-in-kind contribution is matched by an expenditure in kind recorded under 'Other' expenditure.

16. Profit/loss on disposal of assets: **HQVH** has disposed of no assets of value this year.

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

Utilities: Gas £4151.34 ; Electricity £786.00 ; Water £574.53 ; Hygeine £468.00

Maintenance: £845.46 ... including repair costs, plumbing, guttering, cleaning materials etc.

Cleaning: £ 1550.82 ... a new contract with S. Parise.

Insurance: £1689.64 (For information, the rebuilding sum insured for the premises is £1,134,867.00)

Oxford City Council Business Rates: £136.88

18. Office costs: Expenses: £16.59 ; Fees: £179.52 ; Supplies: £418.20 . A new feature of the Fees component is the charge made for the use of a newly acquired (Debit/Credit) Card Reader.

19. Staff costs: **HQVH** employs no staff.

20. Financing charges and Taxation: **HQVH** has incurred no charges nor any tax liability in 2023#2024. It is to be noted that British Gas started to charge **HQVH** at a VAT rate of 25% for its gas usage, back dated to 17th September 2022. No reason has been given for this and inquiries are under way – but with no response to date.

This report was prepared by the HQVH 2023#2024 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:
Treasurer 2023#2024: Dr Alan C Edwards

Signed and Dated:
Chairman 2023#2024: Mrs Rosalind Rogers

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<u>Financed by:</u>		
Accumulated fund at start of year	69926.87	61290.38
Surplus/(Deficit) for the current year	(-24532.87)	8636.49
Accumulated Fund at end of year:	<u>45394.00</u>	<u>69926.87</u>
<u>Distributed at end of year as:</u>		
Fixed Assets	2520.47	2520.47
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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: The new hall floor and refurbished kitchen (with appliances) are not considered as disposable or depreciable. Only some new tables were acquired this year (£527) which are depreciable. Last year's insurance claim was settled at £1248 (major component of 'Other' income).

	Property £	Fixtures & Fittings £	Equip- ment / IT £	Equip- ment / IT £	Equip- ment / IT £	TOTAL £
Asset Cost						
Balance brought forward	0.00	3662.34	0.00	0.00	957.05	4619.39
Additions	-	-	-	-	527.00	527.00
Disposals	-	-	-	-	-	0.00
Balance carried forward	0.00	3662.34	0.00	0.00	1484.05	5146.39
Depreciation						
Method:		n/a Straight line over 2 years	Straight line over 5 years	Straight line over 4 years	100% instant	
Balance brought forward	0.00	638.00	0.00	0.00	3981.39	4619.39
Disposals	-	-	-	-	-	0.00
Charge for the year	-	0.00	0.00	0.00	527.00	527.00
Theft	-	-	-	-	-	0.00
Balance carried forward	0.00	638.00	0.00	0.00	4508.39	5146.39
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						
Balance brought forward	0.00					
Increase		0.00				
Decre	(0.00)				
Balance carried forward		0.00				

6. Debtors and Prepayments:	Amounts falling due within one year	
	2023#2024	2022#2023
	£	£
Other debtors	534.50	684.00
Prepayments	0.00	0.00
Investment income	0.00	0.00
Totals:	534.50	684.00

Amounts falling due exceeding one year
2023#2024 2022#2023
£ £
0.00 0.00
0.00 0.00
0.00 0.00
0.00 0.00

7. Creditors and Accruals:	Amounts falling due within one year	
	2023#2024	2022#2023
	£	£
Trade creditors	0.00	0.00
Accruals	912.00	766.00
Short-term loans & overdrafts	0.00	0.00
Totals:	912.00	766.00

Amounts falling due exceeding one year
2023#2024 2022#2023
£ £
0.00 0.00
0.00 0.00
0.00 0.00
0.00 0.00

Notes to the 2023#2024 Accounts continued ...

8. Hire agreements: The Nursery continues to suffer problems, mainly due this year to continued under-funding by Government (of either stripe).

9. Short-term hire: The return to normality continues despite an increase in charges due to inflation etc.

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Xmas Crafts Fair	£22.55	£381.50	£0.00	£25.75	£25.75	£404.05
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OFG Folk Night	£173.70	£334.78	£145.50	£0.00	£0.00	£362.98
Michaelmas Craft Fair	£0.00	£310.50	£0.00	£25.00	£25.00	£310.50

12. Grants: Sufficient funds meant that **HQVH** had no need to apply for a refurbishment grant.

13. Investments: The Charity's only 'investment' is a COIF account (Charity Deposit Fund) managed by CCLA. It amounts to £2520.47.

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This report was prepared by the HQVH 2023#2024 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:
Treasurer 2023#2024: Dr Alan C Edwards

Signed and Dated:
Chairman 2023#2024: Mrs Rosalind Rogers

INDEPENDENT EXAMINERS STATEMENT

Financial year 1st October 2023 to 30th September 2024

My examination of the accounts for the year ended 30th September 2-24 has been carried out in accordance with section 41 of the Charities Act 1993. The examination includes a review of the accounting records kept by the Charity's officials and a comparison of the accounts with these records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from the Charity concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act, and to prepare accounts which accord with the accounting records and comply with the requirements of the Act, have not been met or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed and Dated:	R H Bradley	17/11/24
Examiner's name	Richard H Bradley, 24 Beaumont Road, Oxford, OX3 8JN	
and his/her address		