

THE CUFFLEY HALL

England & Wales · Charity number 213603

Details

Other names	THE CUFFLEY HALL (KNOWN AS THE CABIN), THE CUFFLEY VICTORY CENTRE (KNOWN AS THE CABIN)
Status	Registered
Legal form	Other
Registered	1962-12-03
Register	View on the Charity Commission register

Contact

Address	Maynard Place Cuffley Potters Bar Hertfordshire EN6 4JA
Phone	01707875389
Email	info@cuffleyhall.co.uk
Website	www.cuffleyhall.co.uk

Activities

Objects: PHYSICAL AND MENTAL TRAINING AND RECREATION, AND SOCIAL, MORAL AND INTELLECTUAL DEVELOPMENT THROUGH THE MEDIUM OF READING AND RECREATION ROOMS, LIBRARY, LECTURES, CLASSES, RECREATIONS AND ENTERTAINMENT OR OTHERWISE AS MAY BE FOUND EXPEDIENT FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH.

Activities: To provide a village Hall for the use of local clubs, societies and residents

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF CUFFLEY AND ITS IMMEDIATE VICINITY
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£42,972	£36,319	-	-
2023-12-31	£37,453	£34,616	-	-
2022-12-31	£42,966	£32,063	-	-
2021-12-31	£40,354	£24,259	-	-
2020-12-31	£31,254	£38,004	-	-

Trustees

Name	Role	Appointed
ROY PAPWORTH	Chair	2013-09-10
Alan Goodwin Shields		2023-03-09
Brent Cheetham		2019-03-07
Ivan Karl Moody		2023-07-13
Jennifer Ann Holding		2023-03-09
Jessica Hollings		2024-03-07
LYN BAYNHAM		2015-03-12
NIGEL CROOK		2016-03-10
PAT LOVATT		
Robert Knight		2014-06-30
Susan Field		2021-09-01

THE CUFFLEY HALL

England & Wales - Charity number 213603

Accounts

REGISTERED CHARITY NUMBER: 213603

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2024
FOR
THE CUFFLEY HALL

THE CUFFLEY HALL

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2024

	Page
Report of the Trustees	1 to 5
Report of the Independent Examiner	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 12
Detailed Statement of Financial Activities	13

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST
DECEMBER 2024

The Trustees present their report with the financial statements of the charity for the year ended 31st December 2024. The trustees have adopted the provisions of FRS102 Statement of Recommended Practice and Reporting by Charities issued in January 2015.

SECTION A: REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
213603

Principal Address

The Cuffley Hall, Maynard Place,
Cuffley
Potter Bar
Hertfordshire
EN6 4JA

Trustees

The management committee consists of up to ten elected members plus a representative from each of the groups which regularly use the Hall. Those who served during the year under review were:

Elected Members

R Papworth (Chairman)
R Knight (Treasurer)
P Lovatt
B Cheetham

Representatives

N Crook
J Holding
S Field
L Baynham
I K Moody
A G Shields
J Hollings (appointed 7 March 2024)

Independent
Examiner

Michael West
6 Woodside Place
Wildhill Road, Woodside
Hatfield AL9 6DN

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2024

SECTION B: STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of Governing document

The Cuffley Hall was constituted by trust deed dated 21st March 1946 by Northaw Parish Council.

How the Charity is Constituted

It is a registered unincorporated charity.

Trustees

Trustees are either appointed by the societies who regularly use the hall to represent them on the management committee or are recruited from local people who can offer relevant expertise in the running of the hall. The Charity is organised on the basis of a Management Committee that includes elected members and a representative for each of the regular user club and society. An honorary treasurer is elected from within the Management Committee. The Management Committee meets four to six times per year. There are three part time staff who carry out the duties involved in running the Hall on a day-to-day basis. To provide guidance to the staff the Management Committee has empowered an Executive Committee to expedite matters which do not require approval or involvement of the full Management Committee. The authority level has been agreed for the Executive Committee.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

SECTION C: OBJECTIVES AND ACTIVITIES

The Cuffley Hall Charity is established to enhance the community life for the inhabitants of the Parish by providing communal facilities to a standard required by its users on a cost-effective basis.

Cuffley Hall is available for hire by individuals or organisations from within or outside the parish in accordance with the policies laid down by the Hall Management Committee and in accordance with the standard hiring agreement adopted in 2020.

The scale of charges (reviewed annually) together with income derived from the bar are set with the aim of providing sufficient funds to meet all expenditure incurred in maintaining the Hall and its facilities at as high a standard as possible. An additional financial aim is, if at all possible, to add to reserve funds each year so that adequate provision is made for significant improvement projects and/or unforeseen major maintenance expenditure in future years.

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2024

Objective and Activities (continued)

The Trustees confirm that, in making decisions about public benefit relating to the charity, they have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

SECTION D: ACHIEVEMENTS AND PERFORMANCE

The Hall showed a surplus of £6,653 during the year, details of which are explained later in this report.

The Management Committee is concentrating its efforts on attracting more use of both halls at weekends in particular and at other times generally including continuing to use a simplified and competitive form of charging for the use of the halls. We continue to monitor costs closely.

People Staff

The Hall currently operates with part time staff and volunteers. Part time staff consists of one supervisor, one administrator and one cleaner. We are very grateful to those volunteers and to all the present employees for their efforts in keeping the hall running.

The Management Committee and Executive Committee have met or communicated regularly throughout the year to cover numerous items including maintenance and various matters of policy and administration. Our sincere thanks go to all concerned.

SECTION E: FINANCIAL REVIEW

In the year under review, Hall lettings showed an increase of £4,062 over 2023.

Over the years money has been put aside and the availability of those funds will be used to improve the facilities in the hall in future.

The computerised booking and invoicing system called Hallmaster has been a success and the bookings are being handled very efficiently. The Funds that have been spent on maintaining and improving the facilities of the hall have meant that regular hirers have continued to support the hall and new hirers have been attracted.

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2024

Financial Review (continued)

During the year the Trustees approved improvements to the hall. The floor and stage apron in the main hall were re-surfaced at a cost of £5,060 and new chairs were purchased for the small hall costing £950. The gift received from the Cuffley Horticultural Society in 2023 was used to purchase the chairs.

In 2025 the water supply system will be upgraded to comply with modern standards at a cost of £8,050 plus vat. Further planned expenditure includes renovating the ladies' toilet area, part of which is included in the upgrading of the water supply system.

The cost of these improvements will be depreciated over the remaining term of the lease (see below)

The Hall showed a surplus of £6,653 for the year and as a result the designated fund at the year-end was £62,719.

The designated fund has been established from surpluses over many years to finance future major internal repairs and improvements. It is intended to build this fund over the next few years as and when a surplus on the general fund permits. The Hall's resources are held by Barclays Bank and by Shawbrook Bank via Charities Aid Foundation. The money at Barclays is held in a current account which does not attract interest. The money held by Shawbrook Bank of £45,000 attracts interest of between 2.76% and 3.54% per annum.

The Northaw and Cuffley Parish Council has granted a 15 year lease to the Trustees for an annual rent of £1. The terms of the lease include the transfer of the responsibility for the maintenance of the external fabric of the building and consequently the buildings insurance. This has removed a substantial potential liability from the Trustees.

THE CUFFLEY HALL

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST
DECEMBER 2024**

STATEMENT OF TRUSTEES’ RESPONSIBILITIES

The Trustees are responsible for preparing the Trustee’s Annual Report and the financial statements in accordance with applicable law and the United Kingdom Accounting standards (United Kingdom Generally Accepted Accounting Practice).

The Law applicable to Charities in England and Wales requires the trustees to prepare financial statements for each financial year which gives true and fair view. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principals in the Charities SORP.
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES:

.....
Robert Knight – Trustee

Date: 6 March 2025

Independent examiner's report to the trustees of The Cuffley Hall (Charity No. 213603)

I report on the accounts of the company for the year ended 31 December 2024, which are set out in the attached document.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income has not exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Certified Chartered Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 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.



Michael West FCCA
Michael West Ltd
6 Woodside Place, Wildhill Road, Woodside Nr. Hatfield, Hertfordshire, AL9 6DN
24th February 2025

THE CUFFLEY HALL**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST DECEMBER 2024

		2024	2023
	Notes	Unrestricted funds £	Unrestricted funds £
INCOMING RESOURCES			
Incoming resources from generated funds			
Activities for generating funds	2	41,436	37,317
Investment income	3	1,536	136
Total incoming resources		42,972	37,453
 RESOURCES EXPENDED			
Costs of generating funds			
Fundraising trading: costs of goods sold and other costs	4	35,559	34,016
Governance costs	5	760	600
Total resources expended		36,319	34,616
 NET (OUTGOING)/INCOMING RESOURCES		6,653	2,837
 Total funds brought forward		56,066	53,229
 TOTAL FUNDS CARRIED FORWARD		62,719	56,066

The notes form part of these financial statements

THE CUFFLEY HALL**BALANCE SHEET AS AT 31ST DECEMBER 2024**

		2024 Unrestricted funds £	2023 Unrestricted funds £
	Notes		
FIXED ASSETS			
Improvements to Hall		6,893	1,247
CURRENT ASSETS			
Stocks	9	1,375	1,905
Debtors	10	4,514	5,349
Cash at bank and in hand		54,049	52,916
		<u>59,938</u>	<u>60,170</u>
TOTAL ASSETS		66,831	61,417
CREDITORS			
Amounts falling due within one year	11	(4,112)	(5,351)
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>62,719</u>	<u>56,066</u>
NET ASSETS		<u>62,719</u>	<u>56,066</u>
FUNDS			
Unrestricted funds	12	62,719	56,066
TOTAL FUNDS		<u>62,719</u>	<u>56,066</u>

The financial statements were approved by the Board of Trustees on
and were signed on its behalf by:

.....
R N Papworth
Trustee

The notes form part of these financial statements

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST DECEMBER 2024**

1 ACCOUNTING POLICIES

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) issued on 1st January 2015 and with the Charities Act 2011.

Incoming Resources

All incoming resources are included in the Statement of Financial Activity when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving stocks.

Taxation

The charity is exempt from tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Repairs, replacements and Capital Expenditure.

Repairs and replacements expenditure is charged to the income and expenditure account as it is incurred. Capital expenditure is shown under Fixed Assets and depreciated over the estimated life of the asset.

2 ACTIVITIES FOR GENERATING FUNDS

	2024	2023
	£	£
Trading income	2,201	1,194
Hall hire	39,235	35,173
Grants and Donations	-	950
	41,436	37,317

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST DECEMBER 2024** **(continued)**

3 INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	1,536	136

4 COSTS OF RUNNING THE HALL

Staff costs	20,494	19,432
Insurance	1,100	1,056
Light and heat	6,447	5,024
Cleaning	1,594	1,581
Sundry expenses	37	139
Maintenance	2,467	4,063
Rates and water	1,458	1,433
Professional fees and licences	772	533
Depreciation	364	-
Postage, stationery and telephone	826	755
	35,559	34,016

5 GOVERNANCE COSTS

Independent review	520	500
Other fees	240	100
	760	600

6 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2024 nor for the year ended 31st December 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2024 nor for the year ended 31st December 2023.

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2024 (continued)

7 STAFF COSTS

	2024 £	2023 £
Wages and salaries	20,494	19,432

8 TRADING INCOME

Trading income reflects bar sales less the cost of drinks, snacks and other items supplied for the bar and the expenses of manning the bar for functions held within the Hall.

	2024 £	2023 £
Sales	7,774	6,335
Cost of sales	(3,261)	(2,256)
Gross profit	4,513	4,079
Expenses	(2,312)	(2,885)
Net trading income	2,201	1,194
Included as an item in The Cuffley Hall Accounts	(2,201)	(1,194)
	-	-

9 STOCKS

	2024 £	2023 £
Bar Stocks	1,375	1,905

THE CUFFLEY HALL**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST DECEMBER 2024
(continued)**10 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2024	2023
	£	£
Other debtors	4,514	5,349

11 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Other creditors	4,112	5,351

12 MOVEMENT IN FUNDS

	At 01.01.24	Net	Transfers	At 31.12.24
	£	Movement in	between	£
		funds	funds	
		£	£	
Unrestricted funds				
General fund	56,066	5,117	1,536	62,719
Designated funds	-	1,536	(1,536)	-
TOTAL FUNDS	56,066	6,653		62,719

Net movement in funds, included in the above are as follows:

	Incoming	Resources	Movement
	Resources	expended	in funds
	£	£	£
Unrestricted funds			
General fund	41,436	(36,319)	5,117
Designated funds	1,536	-	1,536
	42,972	(36,319)	6,653

THE CUFFLEY HALL**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST DECEMBER 2024

	2024	2023
	£	£
Activities for generating funds		
Trading income	2,201	1,194
Hall hire	39,235	35,173
Grants	-	950
	41,436	37,317
 Investment income		
Deposit account interest	1,536	136
Total incoming resources	42,972	37,453
 RESOURCES EXPENDED		
 Costs of running the Hall		
Salaries	20,494	19,432
Insurance	1,100	1,056
Light and heat	6,447	5,024
Cleaning	1,594	1,581
Sundry expenses	37	139
Maintenance	2,467	4,063
Rates and water	1,458	1,433
Postage, stationery and telephone	826	755
Professional fees and licences	772	533
Depreciation	364	-
	35,559	34,016
 Governance costs		
Independent Review and salary processing	760	600
Total resources expended	36,319	34,616
 Net Surplus	6,653	2,837

This page does not form part of the statutory financial statements

THE CUFFLEY HALL

England & Wales - Charity number 213603

Accounts

REGISTERED CHARITY NUMBER: 213603

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2023
FOR
THE CUFFLEY HALL

THE CUFFLEY HALL

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2023

	Page
Report of the Trustees	1 to 5
Report of the Independent Examiner	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 12
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THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST
DECEMBER 2023

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SECTION A: REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
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Principal Address

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Trustees

The management committee consists of up to ten elected members plus a representative from each of the groups which regularly use the Hall. Those who served during the year under review were:

Elected Members

P Roberts (Chairman) (retired 9th March 2023)
R Papworth (Chairman)
R Knight (Treasurer)
P Lovatt
B Cheetham

Representatives

N Crook
J Holding (appointed 9th Mar 2023)
J Bell (resigned 9th Mar 2023)
S Field
L Baynham
V Abrahams
I.K.Moody (appointed 13th July 2023)
A.G.Shields (appointed 9th Mar 2023)

Independent
Examiner

Michael West
6 Woodside Place
Wildhill Road, Woodside
Hatfield AL9 6DN

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2023

SECTION B: STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of Governing document

The Cuffley Hall was constituted by trust deed dated 21st March 1946 by Northaw Parish Council.

How the Charity is Constituted

It is a registered unincorporated charity.

Trustees

Trustees are either appointed by the societies who regularly use the hall to represent them on the management committee or are recruited from local people who can offer relevant expertise in the running of the hall. The Charity is organised on the basis of a Management Committee that includes elected members and a representative for each of the regular user club and society. An honorary treasurer is elected from within the Management Committee. The Management Committee meets four to six times per year. There are three part time staff who carry out the duties involved in running the Hall on a day to day basis. To provide guidance to the staff the Management Committee has empowered an Executive Committee to expedite matters which do not require approval or involvement of the full Management Committee. The authority level has been agreed for the Executive Committee.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

SECTION C: OBJECTIVES AND ACTIVITIES

The Cuffley Hall Charity is established to enhance the community life for the inhabitants of the Parish by providing communal facilities to a standard required by its users on a cost-effective basis.

Cuffley Hall is available for hire by individuals or organisations from within or outside the parish in accordance with the policies laid down by the Hall Management Committee and in accordance with the standard hiring agreement adopted in 2020.

The scale of charges (reviewed annually) together with income derived from the bar are set with the aim of providing sufficient funds to meet all expenditure incurred in maintaining the Hall and its facilities at as high a standard as possible. An additional financial aim is, if at all possible, to add to reserve funds each year so that adequate provision is made for significant improvement projects and/or unforeseen major maintenance expenditure in future years.

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2023

Objective and Activities (continued)

The Trustees confirm that, in making decisions about public benefit relating to the charity, they have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

SECTION D: ACHIEVEMENTS AND PERFORMANCE

The Hall showed a surplus of £2,837 during the year, details of which are explained later in this report.

The Management Committee is concentrating its efforts on attracting more use of the hall at weekends in particular and at other times generally including continuing to use a simplified and competitive form of charging for the use of the hall. We continue to monitor costs closely.

People Staff

The Hall currently operates with part time staff and volunteers. Part time staff consists of one supervisor, one administrator and one cleaner. We are very grateful to those volunteers and to all the present and former employees for their efforts in keeping the hall running in difficult times.

The Management Committee and Executive Committee have met or communicated regularly throughout the year to cover numerous items including maintenance and various matters of policy and administration. Our sincere thanks go to all concerned.

Chairman

As reported in our 2022 report, Peter Roberts retired as our Chairman at the last AGM. His place has been taken by Roy Papworth who has provided substantial voluntary support to the hall over many years and continues to do so. The Trustees wish him well in his new role.

SECTION E: FINANCIAL REVIEW

In the year under review, Hall lettings showed a decrease of £2,234 over 2022.

Over the years money has been put aside and the availability of those funds will be used to improve the facilities in the hall in future.

The computerised booking and invoicing system called Hallmaster has been a success and the bookings are being handled very efficiently. As reported previously, we adjusted our hire charges to be more in line with other venues in the area and this has resulted in continued support from our regular hirers and it has attracted new hirers.

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2023

Financial Review (continued)

The Trustees have used some of the hall's funds to replace the floor in the chair store. It is planned to repair and improve the floor in the main hall in August 2024 at an estimated cost of £10,000. The hall is used for multiple purposes and as such takes a great deal of wear and tear. In the future financial statements, these improvements will be capitalised and depreciated over their estimated life of 10 years.

The Hall showed a surplus of £2,837 for the year and as a result the designated fund at the year end was £56,066. The surplus includes a donation of £950 from Cuffley Horticultural Society for which the Trustees are very grateful.

The designated fund has been established from surpluses over many years to finance future major internal repairs and improvements. It is intended to build this fund over the next few years as and when a surplus on the general fund permits. The Hall's resources are held by Barclays Bank and by Shawbrook Bank via Charities Aid Foundation. The money at Barclays is held in a current account which does not attract interest. The money held by Shawbrook Bank of £40,000 attracts interest of between 2.76% and 3.54% per annum.

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THE CUFFLEY HALL

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST
DECEMBER 2023**

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ON BEHALF OF THE TRUSTEES:

.....
Robert Knight – Trustee

Date: 7 March 2024

Independent examiner's report to the trustees of The Cuffley Hall (Charity No. 213603)

I report on the accounts of the company for the year ended 31 December 2023, which are set out in the attached document.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income has not exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Certified Chartered Accountants.

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- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 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.



Michael West FCCA
Michael West Ltd
6 Woodside Place, Wildhill Road, Woodside Nr. Hatfield, Hertfordshire, AL9 6DN
29th February 2024

THE CUFFLEY HALL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2023

		2023	2022
	Notes	Unrestricted funds £	Unrestricted funds £
INCOMING RESOURCES			
Incoming resources from generated funds			
Activities for generating funds	2	37,317	42,951
Investment income	3	136	15
Total incoming resources		37,453	42,966
 RESOURCES EXPENDED			
Costs of generating funds			
Fundraising trading: costs of goods sold and other costs	4	34,016	31,523
Governance costs	5	600	540
Total resources expended		34,616	32,063
 NET (OUTGOING)/INCOMING RESOURCES		2,837	10,903
 Total funds brought forward		53,229	42,326
 TOTAL FUNDS CARRIED FORWARD		56,066	53,229

The notes form part of these financial statements

THE CUFFLEY HALL**BALANCE SHEET AS AT 31ST DECEMBER 2023**

		2023	2022
		Unrestricted	Unrestricted
		funds	funds
		£	£
	Notes		
FIXED ASSETS			
Improvements to Hall		1,247	-
CURRENT ASSETS			
Stocks	9	1,905	1,999
Debtors	10	5,349	5,602
Cash at bank and in hand		52,916	49,374
		<u>60,170</u>	<u>56,975</u>
TOTAL ASSETS		61,417	56,975
CREDITORS			
Amounts falling due within one year	11	(5,351)	(3,746)
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>56,066</u>	<u>53,229</u>
NET ASSETS		<u>56,066</u>	<u>53,229</u>
FUNDS			
Unrestricted funds	12	56,066	53,229
TOTAL FUNDS		<u>56,066</u>	<u>53,229</u>

-

The financial statements were approved by the Board of Trustees on
and were signed on its behalf by:

.....
R N Papworth
Trustee

The notes form part of these financial statements

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST DECEMBER 2023**

1 ACCOUNTING POLICIES

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) issued on 1st January 2015 and with the Charities Act 2011.

Incoming Resources

All incoming resources are included in the Statement of Financial Activity when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving stocks.

Taxation

The charity is exempt from tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Repairs, replacements and Capital Expenditure.

Repairs and replacements expenditure is charged to the income and expenditure account as it is incurred. Capital expenditure is shown under Fixed Assets and depreciated over the estimated life of the asset.

2 ACTIVITIES FOR GENERATING FUNDS

	2023	2022
	£	£
Trading income	1,194	2,877
Hall hire	35,173	37,407
Grants and Donations	950	2,667
	37,317	42,951

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST DECEMBER 2023** **(continued)**

3 INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	136	15

4 COSTS OF RUNNING THE HALL

Staff costs	19,432	17,861
Insurance	1,056	1,016
Light and heat	5,024	4,971
Cleaning	1,581	836
Sundry expenses	139	58
Maintenance	4,063	3,658
Rates and water	1,433	1,697
Professional fees and licences	533	770
Postage, stationery and telephone	755	656
	34,016	31,523

5 GOVERNANCE COSTS

Independent review	500	500
Other fees	100	40
	600	540

6 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2023 nor for the year ended 31st December 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2023 nor for the year ended 31st December 2022.

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023 (continued)

7 STAFF COSTS

	2023 £	2022 £
Wages and salaries	19,432	17,861

8 TRADING INCOME

Trading income reflects bar sales less the cost of drinks, snacks and other items supplied for the bar and the expenses of manning the bar for functions held within the Hall.

	2023 £	2022 £
Sales	6,335	10,173
Cost of sales	(2,256)	(3,686)
Gross profit	4,079	6,487
Expenses	(2,885)	(3,610)
Net trading income	1,194	2,877
Included as an item in The Cuffley Hall Accounts	(1,194)	(2,877)
	-	-

9 STOCKS

	2023 £	2022 £
Bar Stocks	1,905	1,999

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2023
(continued)

10 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Other debtors	5,349	5,602

11 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Other creditors	5,351	3,746

12 MOVEMENT IN FUNDS

	At 01.01.23	Net	Transfers	At 31.12.23
	£	Movement in	between	£
		funds	funds	
		£	£	
Unrestricted funds				
General fund	53,229	2,701	136	56,066
Designated funds	-	136	(136)	-
TOTAL FUNDS	53,229	2,837		56,066

Net movement in funds, included in the above are as follows:

	Incoming	Resources	Movement
	Resources	expended	in funds
	£	£	£
Unrestricted funds			
General fund	37,317	(34,616)	2,701
Designated funds	136	-	136
	37,453	(34,616)	2,837

THE CUFFLEY HALL**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST DECEMBER 2023

	2023	2022
	£	£
Activities for generating funds		
Trading income	1,194	2,877
Hall hire	35,173	37,407
Other income	-	
Grants	950	2,667
	37,317	42,951
 Investment income		
Deposit account interest	136	15
Total incoming resources	37,453	42,966
 RESOURCES EXPENDED		
 Costs of running the Hall		
Salaries	19,432	17,861
Insurance	1,056	1,016
Light and heat	5,024	4,971
Cleaning	1,581	836
Sundry expenses	139	58
Maintenance and capital expenditure	4,063	3,658
Rates and water	1,433	1,697
Postage, stationery and telephone	755	656
Professional fees and licences	533	810
	34,016	31,563
 Governance costs		
Independent Review	600	500
Total resources expended	34,616	32,063
 Net Surplus	2,837	10,903

This page does not form part of the statutory financial statements

THE CUFFLEY HALL

England & Wales - Charity number 213603

Accounts

REGISTERED CHARITY NUMBER: 213603

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2022
FOR
THE CUFFLEY HALL

THE CUFFLEY HALL

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2022

	Page
Report of the Trustees	1 to 5
Report of the Independent Examiner	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 12
Detailed Statement of Financial Activities	13

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2022

The Trustees present their report with the financial statements of the charity for the year ended 31st December 2022. The trustees have adopted the provisions of FRS102 Statement of Recommended Practice and Reporting by Charities issued in January 2015.

SECTION A: REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
213603

Principal Address

The Cuffley Hall, Maynard Place,
Cuffley
Potter Bar
Hertfordshire
EN6 4JA

Trustees

The management committee consists of up to ten elected members plus a representative from each of the groups which regularly use the Hall. Those who served during the year under review were:

Elected Members

P Roberts (Chairman)

R Knight (Treasurer)
P Lovatt
B Cheetham

Representatives

N Crook
J Holding
G Harvey
R Papworth
J Bell
S Field
L Baynham
V Abrahams

Independent Examiner

Michael West
6 Woodside Place
Wildhill Road, Woodside
Hatfield AL9 6DN

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2022

SECTION B: STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of Governing document

The Cuffley Hall was constituted by trust deed dated 21st March 1946 by Northaw Parish Council.

How the Charity is Constituted

It is a registered unincorporated charity.

Trustees

Trustees are either appointed by the societies who regularly use the hall to represent them on the management committee or are recruited from local people who can offer relevant expertise in the running of the hall. The Charity is organised on the basis of a Management Committee that includes elected members and a representative for each of the regular user club and society. An honorary treasurer is elected from within the Management Committee. The Management Committee meets four to six times per year. There are three part time staff who carry out the duties involved in running the Hall on a day to day basis. To provide guidance to the staff the Management Committee has empowered an Executive Committee to expedite matters which do not require approval or involvement of the full Management Committee. The authority level has been agreed for the Executive Committee.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

SECTION C: OBJECTIVES AND ACTIVITIES

The Cuffley Hall Charity is established to enhance the community life for the inhabitants of the Parish by providing communal facilities to a standard required by its users on a cost-effective basis.

Cuffley Hall is available for hire by individuals or organisation from within or outside the parish in accordance with the policies laid down by the Hall Management Committee and in accordance with the standard hiring agreement adopted in 2020.

The scale of charges (reviewed annually) together with income derived from the bar are set with the aim of providing sufficient funds to meet all expenditure incurred in maintaining the Hall and its facilities at as high a standard as possible. An additional financial aim is, if at all possible, to add to reserve funds each year so that adequate provision is made for significant improvement projects and/or unforeseen major maintenance expenditure in future years.

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2022

Objective and Activities (continued)

The Trustees confirm that, in making decisions about public benefit relating to the charity, they have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

SECTION D: ACHIEVEMENTS AND PERFORMANCE

The Hall showed a surplus of £10,903 during the year, details of which are explained later in this report.

The Management Committee is concentrating its efforts on attracting more use of the hall at weekends in particular and at other times generally including the introduction of a simplified and competitive form of charging for the use of the hall. We continue to monitor costs closely.

People Staff

The Hall currently operates with part time staff and volunteers. Part time staff consists of one supervisor, one administrator and one cleaner. We are very grateful to those volunteers and to all the present and former employees for their efforts in keeping the hall running in difficult times.

The Management Committee and Executive Committee have met or communicated regularly throughout the year to cover numerous items including maintenance and various matters of policy and administration. Our sincere thanks go to all concerned.

Chairman

Our chairman, Peter Roberts, is retiring at this AGM after 8 years of service. He has guided the hall with great competence and left it in a strong position both aesthetically and financially. Peter and Sylvia Roberts saw the hall through the years of the pandemic by providing extensive voluntary services in order to keep the hall in good condition for its reopening when restrictions were lifted. Sylvia also provided excellent support to various projects and acted as secretary at meetings. We thank them both and wish them well for the future.

SECTION E: FINANCIAL REVIEW

In the year under review, Hall lettings showed an increase of £15,602 over 2021. The hall was fully open during 2022 but 2021 figures include periods of enforced closure because of the pandemic.

Over the years money has been put aside and the availability of those funds plus a Government grant of £2,667 during the year will be used to improve the facilities in the hall in future.

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2022

Financial Review (continued)

The computerised booking and invoicing system called Hallmaster has been a success and the bookings are being handled very efficiently. As reported previously, we adjusted our hire charges to be more in line with other venues in the area and this has resulted in continued support from our regular hirers and it has attracted new hirers.

The Trustees are looking to use the hall's funds to make improvements to the front of the hall and the reception area in the short term and to the bar area and toilets on the longer term. The debate continues about the best use of the current reception area.

The Hall showed a surplus of £10,903 for the year and as a result the designated fund at the year end was £53,229.

The designated fund has been established from surpluses over many years to finance future major internal repairs and improvements. It is intended to build this fund over the next few years as and when a surplus on the general fund permits. The designated fund's resources are held primarily in a 7 day notice account with the Scottish Widows Bank and Barclays Bank. The Parish Council, as Custodians Trustee, are also designated signatories on the Scottish Widows Bank account. The Trustees are looking at transferring the hall's funds to a safe account but one which provides a better rate of interest.

The Northaw and Cuffley Parish Council has granted a 15 year lease to the Trustees for an annual rent of £1. The terms of the lease include the transfer of the responsibility for the maintenance of the external fabric of the building and consequently the buildings insurance. This has removed a substantial potential liability from the Trustees.

THE CUFFLEY HALL

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST
DECEMBER 2022**

STATEMENT OF TRUSTEES’ RESPONSIBILITIES

The Trustees are responsible for preparing the Trustee’s Annual Report and the financial statements in accordance with applicable law and the United Kingdom Accounting standards (United Kingdom Generally Accepted Accounting Practice).

The Law applicable to Charities in England and Wales requires the trustees to prepare financial statements for each financial year which gives true and fair view. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principals in the Charities SORP.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. The Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES:

.....
Robert Knight – Trustee

Date: 9 March 2023

Independent examiner's report to the trustees of The Cuffley Hall (Charity No. 213603)

I report on the accounts of the company for the year ended 31 December 2022, which are set out in the attached document.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income has not exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Certified Chartered Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 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.



Michael West FCCA
Michael West Ltd
6 Woodside Place, Wildhill Road, Woodside Nr. Hatfield, Hertfordshire, AL9 6DN
3rd March 2023

THE CUFFLEY HALL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2022

	Notes	2022 Unrestricted funds £	2021 Unrestricted funds £
INCOMING RESOURCES			
Incoming resources from generated funds			
Activities for generating funds	2	42,951	40,327
Investment income	3	15	27
Total incoming resources		42,966	40,354
RESOURCES EXPENDED			
Costs of generating funds			
Fundraising trading: costs of goods sold and other costs	4	31,523	23,909
Governance costs	5	540	350
Total resources expended		32,063	24,259
NET INCOMING RESOURCES		10,903	16,095
Total funds brought forward		42,326	26,231
TOTAL FUNDS CARRIED FORWARD		53,229	42,326

The notes form part of these financial statements

THE CUFFLEY HALL**BALANCE SHEET AS AT 31ST DECEMBER 2022**

		2022 Unrestricted funds £	2021 Unrestricted funds £
	Notes		
CURRENT ASSETS			
Stocks	9	1,999	1,581
Debtors	10	5,602	3,821
Cash at bank and in hand		49,374	43,529
		<u>56,975</u>	<u>48,931</u>
 CREDITORS			
Amounts falling due within one year	11	(3,746)	(6,605)
 TOTAL ASSETS LESS CURRENT LIABILITIES		<u>53,229</u>	<u>42,326</u>
 NET ASSETS		<u>53,229</u>	<u>42,326</u>
 FUNDS			
Unrestricted funds	12	53,229	42,326
 TOTAL FUNDS		<u>53,229</u>	<u>42,326</u>

The financial statements were approved by the Board of Trustees on 9 March 2023 and were signed on its behalf by:

.....
R Papwoth
Trustee

The notes form part of these financial statements

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST DECEMBER 2022**

1 ACCOUNTING POLICIES

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) issued on 1st January 2015 and with the Charities Act 2011.

Incoming Resources

All incoming resources are included in the Statement of Financial Activity when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving stocks.

Taxation

The charity is exempt from tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Repairs and replacements

Repairs and replacements expenditure, whether of an income or capital nature, is charged to the income and expenditure account as it is incurred.

2 ACTIVITIES FOR GENERATING FUNDS

	2022	2021
	£	£
Trading income	2,877	468
Hall hire	37,407	21,805
Grants	<u>2,667</u>	<u>18,054</u>
	42,951	40,327
	<u><u> </u></u>	<u><u> </u></u>

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST DECEMBER 2022** **(continued)**

3 INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	15	27

4 COSTS OF RUNNING THE HALL

Staff costs	17,861	12,948
Insurance	1,016	952
Light and heat	4,971	3,738
Cleaning	836	1,168
Sundry expenses	58	154
Maintenance and capital expenditure	3,658	2,451
Rates and water	1,697	1,323
Professional fees and licences	770	384
Postage, stationery and telephone	656	791
	31,523	23,909

5 GOVERNANCE COSTS

Independent review	500	350
Other fees	40	-
	540	350

6 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2022 nor for the year ended 31st December 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2022 nor for the year ended 31st December 2021.

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2022 (continued)

7 STAFF COSTS

	2022 £	2021 £
Wages and salaries	17,861	12,948

8 TRADING INCOME

Trading income reflects bar sales less the cost of drinks, snacks and other items supplied for the bar and the expenses of manning the bar for functions held within the Hall.

	2022 £	2021 £
Sales	7,807	2,632
Lettings	2,366	872
	10,173	3,504
Cost of sales	(3,686)	(1,498)
Gross profit	6,487	2,006
Expenses	(3,610)	(1,538)
Net trading income	2,877	468
Included as an item in The Cuffley Hall Accounts	(2,877)	(468)
	-	-

9 STOCKS

	2022 £	2021 £
Bar Stocks	1,999	1,581

THE CUFFLEY HALL**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST DECEMBER 2022
(continued)**10 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022	2021
	£	£
Other debtors	5,602	3,821

11 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other creditors	3,746	6,605

12 MOVEMENT IN FUNDS

	At 01.01.22	Net	Transfers	At 31.12.22
	£	Movement in	between	£
		funds	funds	
		£	£	
Unrestricted funds				
General fund	42,326	10,888	15	53,229
Designated funds	-	15	(15)	-
TOTAL FUNDS	42,326	10,903		53,229

Net movement in funds, included in the above are as follows:

	Incoming	Resources	Movement
	Resources	expended	in funds
	£	£	£
Unrestricted funds			
General fund	42,951	(32,063)	10,888
Designated funds	15	-	15
	42,966	(32,063)	10,903

THE CUFFLEY HALL**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST DECEMBER 2022

	2022	2021
	£	£
Activities for generating funds		
Trading income	2,877	468
Hall hire	37,407	21,805
Grants	<u>2,667</u>	<u>18,054</u>
	42,951	40,327
Investment income		
Deposit account interest	<u>15</u>	<u>27</u>
Total incoming resources	42,966	40,354
RESOURCES EXPENDED		
Costs of running the Hall		
Salaries	17,861	12,948
Insurance	1,016	952
Light and heat	4,971	3,738
Cleaning	836	1,168
Sundry expenses	58	154
Maintenance and capital expenditure	3,658	2,451
Rates and water	1,697	1,323
Postage, stationery and telephone	656	791
Professional fees and licences	<u>810</u>	<u>384</u>
	31,563	23,909
Governance costs		
Independent Review	500	350
Total resources expended	<u>32,063</u>	<u>24,259</u>
Net surplus	<u>10,903</u>	<u>16,095</u>

This page does not form part of the statutory financial statements

THE CUFFLEY HALL

England & Wales - Charity number 213603

Accounts

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2021

The Trustees present their report with the financial statements of the charity for the year ended 31st December 2021. The trustees have adopted the provisions of FRS102 Statement of Recommended Practice and Reporting by Charities issued in January 2015.

SECTION A: REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
213603

Principal Address

The Cuffley Hall ,
Maynard Place,
Cuffley
Potter Bar
Hertfordshire
EN6 4JA

Trustees

The management committee consists of up to ten elected members plus a representative from each of the groups which regularly use the Hall. Those who served during the year under review were:

Elected Members

P Roberts (Chairman)

R Knight (Treasurer)
P Lovatt
D Collett – resigned 8 July 2021
S Roberts – resigned 8 July 2021
B Cheetham

Representatives

M Jarvis – died 15 December 2021
N Crook
G Harvey
R Papworth
J Bell
K Shingles – resigned 11 October 2021

L Baynham
L Newcombe – resigned 8 July 2021
V Abrahams

Independent Examiner

Michael West FCCA ACIS
6 Woodside Place
Wildhill Road, Woodside
Hatfield
AL9 6DN

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2021

SECTION B: STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of Governing document

The Cuffley Hall was constituted by trust deed dated 21st March 1946 by Northaw Parish Council.

How the Charity is Constituted

It is a registered unincorporated charity.

Trustees

Trustees are either appointed by the societies who regularly use the hall to represent them on the management committee or are recruited from local people who can offer relevant expertise in the running of the hall. The Charity is organised on the basis of a Management Committee that includes elected members and a representative for each of the regular user club and society. An honorary treasurer is elected from within the Management Committee. The Management Committee meets four to six times per year. There are three part time staff who carry out the duties involved in running the Hall on a day to day basis. To provide guidance to the staff the Management Committee has empowered an Executive Committee to expedite matters which do not require approval or involvement of the full Management Committee. The authority level has been agreed for the Executive Committee.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

SECTION C: OBJECTIVES AND ACTIVITIES

The Cuffley Hall Charity is established to enhance the community life for the inhabitants of the Parish by providing communal facilities to a standard required by its users on a cost-effective basis.

Cuffley Hall is available for hire by individuals or organisation from within or outside the parish in accordance with the policies laid down by the Hall Management Committee and in accordance with the standard hiring agreement adopted in 2020.

The scale of charges (reviewed annually) together with income derived from the bar are set with the aim of providing sufficient funds to meet all expenditure incurred in maintaining the Hall and its facilities at as high a standard as possible. An additional financial aim is, if at all possible, to add to reserve funds each year so that adequate provision is made for significant improvement projects and/or unforeseen major internal maintenance expenditure in future years.

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2021

The Trustees confirm that, in making decisions about public benefit relating to the charity, they have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant

SECTION D: ACHIEVEMENTS AND PERFORMANCE

The Hall showed a surplus of £16,095 during the year, details of which are explained later in this report.

The Management Committee has continued its efforts on attracting more use of the hall at weekends in particular and at other times generally by introducing a simplified and competitive form of charging for the use of the hall. We continue to monitor costs closely. The results have been adversely affected by the closure of the hall for three months in accordance with government imposed restrictions due to Covid19.

People

The Hall currently operates with part time staff and volunteers. Part time staff consist of one supervisor, one administrator and one cleaner. We are very grateful to those volunteers who looked after the hall while it was closed and to all the present and former employees for their efforts in keeping the hall running in difficult times.

The Management Committee and Executive Committee have met or communicated regularly throughout the year to cover numerous items including maintenance and various matters of policy and administration. Our sincere thanks go to all concerned.

SECTION E: FINANCIAL REVIEW

In the year under review, Hall lettings showed an increase of £5,520 over 2020. However lettings were affected due to the closure of the hall referred to above and approximately £5,000 was lost in revenue during that period..

Over the years, money has been put aside and the availability of these funds plus grants during the year from Welwyn Hatfield District Council (£16,906), the Job Retention Scheme (£2,275) and a donation from Cuffley Operatic Society (£1,500) have helped to sustain the hall and as a result it is in a stable financial position as restrictions are removed and we are able to accept bookings again. The Management Committee expresses its thanks to the above organisations that have provided valuable financial support.

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2021

The computerised booking and invoicing system called Hallmaster has been a success and the bookings are being handled very efficiently. As reported last year, we adjusted our hire charges to be more in line with other venues in the area and this has resulted in continued support from our regular hirers and it has attracted new hirers.

The trustees are looking to use the hall's funds to make improvements to the front of the hall and reception area in the short term and to the bar area and toilets in the longer term. Preliminary work on the short term plans are under way.

The Hall showed a surplus of £16,095 for the year and as a result the designated fund at the year end was £42,326.

The designated fund has been established from surpluses over many years to finance future major internal repairs and improvements. It is intended to build this fund over the next few years as and when a surplus on the general fund permits. The designated fund's resources are held primarily in a 7 day notice account with the Scottish Widows Bank. The Parish Council, as Custodians Trustee, are also designated signatories on this account.

The Northaw and Cuffley Parish Council has granted a 15 year lease to the Trustees for an annual rent of £1. The terms of the lease include the transfer of the responsibility for the maintenance of the external fabric of the building and consequently the buildings insurance. This has removed a substantial potential liability from the Trustees.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST
DECEMBER 2021

STATEMENT OF TRUSTEES’ RESPONSIBILITIES

The Trustees are responsible for preparing the Trustee’s Annual Report and the financial statements in accordance with applicable law and the United Kingdom Accounting standards (United Kingdom Generally Accepted Accounting Practice).

The Law applicable to Charities in England and Wales requires the trustees to prepare financial statements for each financial year which gives a true and fair view. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principals in the Charities SORP.
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. The Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES:

.....
Peter Roberts – Chairman

Date : 10 March 2022

REGISTERED CHARITY NUMBER: 213603

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2021
FOR
THE CUFFLEY HALL

THE CUFFLEY HALL

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2021

	Page
Report of the Trustees	1 to 5
Report of the Independent Examiner	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 12
Detailed Statement of Financial Activities	13

THE CUFFLEY HALL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2021

	Notes	2021 Unrestricted funds £	2020 Unrestricted funds £
INCOMING RESOURCES			
Incoming resources from generated funds			
Activities for generating funds	2	40,327	31,243
Investment income	3	27	11
Total incoming resources		40,354	31,254
RESOURCES EXPENDED			
Costs of generating funds			
Fundraising trading: costs of goods sold and other costs	4	23,909	37,354
Governance costs	5	350	650
Total resources expended		24,259	38,004
NET (OUTGOING)/INCOMING RESOURCES		16,095	(6,750)
Total funds brought forward		26,231	32,981
TOTAL FUNDS CARRIED FORWARD		42,326	26,231

The notes form part of these financial statements

THE CUFFLEY HALL**BALANCE SHEET AS AT 31ST DECEMBER 2021**

		2021 Unrestricted funds £	2020 Unrestricted funds £
	Notes		
CURRENT ASSETS			
Stocks	9	1,581	1,492
Debtors	10	3,821	1,674
Cash at bank and in hand		<u>43,529</u>	<u>26,028</u>
		48,931	29,194
 CREDITORS			
Amounts falling due within one year	11	(6,605)	(2,963)
 TOTAL ASSETS LESS CURRENT LIABILITIES		<u>42,326</u>	<u>26,231</u>
 NET ASSETS		<u>42,326</u>	<u>26,231</u>
 FUNDS			
Unrestricted funds	12	42,326	26,231
 TOTAL FUNDS		<u>42,326</u>	<u>26,231</u>

The financial statements were approved by the Board of Trustees on 10 March 2022 and were signed on its behalf by:

.....
P Roberts
Trustee

The notes form part of these financial statements

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST DECEMBER 2021**

1 ACCOUNTING POLICIES

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) issued on 1st January 2015 and with the Charities Act 2011.

Incoming Resources

All incoming resources are included in the Statement of Financial Activity when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving stocks.

Taxation

The charity is exempt from tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Repairs and replacements

Repairs and replacements expenditure, whether of an income or capital nature, is charged to the income and expenditure account as it is incurred.

2 ACTIVITIES FOR GENERATING FUNDS

	2021	2020
	£	£
Trading income/ (deficit)	468	(410)
Hall hire	21,805	16,285
Grants	18,054	15,368
	40,327	31,243

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST DECEMBER 2021** **(continued)**

3 INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	27	11

4 COSTS OF RUNNING THE HALL

Staff costs	12,948	19,543
Insurance	952	1,128
Light and heat	3,738	4,093
Cleaning	1,168	2,805
Sundry expenses	154	184
Maintenance and capital expenditure	2,451	6,161
Rates and water	1,323	891
Professional fees and licences	384	1,710
Postage, stationery and telephone	791	839
	23,909	37,354

5 GOVERNANCE COSTS

Independent review	350	650
	350	650

6 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2021 nor for the year ended 31st December 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2021 nor for the year ended 31st December 2020.

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST DECEMBER 2021** **(continued)**

7 STAFF COSTS

The 2020 & 2021 salaries costs are the net amounts paid after receipt of the Government Job Retention Scheme payments.

	2021 £	2020 £
Wages and salaries	12,948	19,543

8 TRADING INCOME

Trading income reflects bar sales less the cost of drinks, snacks and other items supplied for the bar and the expenses of manning the bar for functions held within the Hall.

	2021 £	2020 £
Sales	2,632	484
Lettings	872	-
	3,504	484
Cost of sales	(1,498)	(591)
Gross profit	2,006	(107)
Expenses	(1,538)	(303)
Net trading income/(deficit)	468	(410)
Included as an item in The Cuffley Hall Accounts	(468)	410
	-	-

9 STOCKS

	2021 £	2020 £
Bar Stocks	1,581	1,492

THE CUFFLEY HALL**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST DECEMBER 2021
(continued)**10 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Other debtors	3,821	1,674

11 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other creditors	6,605	2,963

12 MOVEMENT IN FUNDS

	At 01.01.21 £	Net Movement in funds £	Transfers between funds £	At 31.12.21 £
Unrestricted funds				
General fund	26,231	16,068	27	42,326
Designated funds	-	27	(27)	-
TOTAL FUNDS	26,231	16,095		42,326

Net movement in funds, included in the above are as follows:

	Incoming Resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	40,327	(24,259)	16,068
Designated funds	27	-	27
	40,354	(24,259)	16,095

THE CUFFLEY HALL**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST DECEMBER 2021

	2021	2020
	£	£
Activities for generating funds		
Trading income (deficit)	468	(410)
Hall hire	21,805	16,285
Grants	<u>18,054</u>	<u>15,368</u>
	40,327	31,243
Investment income		
Deposit account interest	<u>27</u>	<u>11</u>
Total incoming resources	40,354	31,254
RESOURCES EXPENDED		
Costs of running the Hall		
Salaries	12,948	19,543
Insurance	952	1,128
Light and heat	3,738	4,093
Cleaning	1,168	2,805
Sundry expenses	154	184
Maintenance and capital expenditure	2,451	6,161
Rates and water	1,323	891
Postage, stationery and telephone	791	839
Professional fees and licences	<u>384</u>	<u>1,710</u>
	23,909	37,354
Governance costs		
Independent Review	350	650
Total resources expended	<u>24,259</u>	<u>38,004</u>
Net surplus/(deficit)	<u>16,095</u>	<u>(6,750)</u>

This page does not form part of the statutory financial statements

Independent examiner's report to the trustees of The Cuffley Hall (Charity No. 213603)

I report on the accounts of the company for the year ended 31 December 2021, which are set out in the attached document.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income has not exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Certified Chartered Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 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.



Michael West FCCA
Michael West Ltd
6 Woodside Place, Wildhill Road, Woodside Nr. Hatfield, Hertfordshire, AL9 6DN
3rd March 2022

Accounts

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2020

The Trustees present their report with the financial statements of the charity for the year ended 31st December 2020. The trustees have adopted the provisions of FRS102 Statement of Recommended Practice and Reporting by Charities issued in January 2015.

SECTION A: REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
213603

Principal Address

The Cuffley Hall ,Maynard Place,
Cuffley
Potter Bar
Hertfordshire
EN6 4JA

Trustees

The management committee consists of up to ten elected members plus a representative from each of the groups which regularly use the Hall. Those who served during the year under review were:

Elected Members

P Roberts (Chairman)

R Knight (Treasurer)
P Lovatt
D Collett
S Roberts
B Cheetham

Representatives

M Jarvis
N Crook
G Harvey
R Papworth
J Ball
K Shingles
S Pollitt – resigned 5 March 2020
L Baynham
L Newcombe

Independent Examiner

Michael West FCCA ACIS
6 Woodside Place
Wildhill Road, Woodside
Hatfield
AL9 6DN

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2020

SECTION B: STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of Governing document

The Cuffley Hall was constituted by trust deed dated 21st March 1946 by Northaw Parish Council.

How the Charity is Constituted

It is a registered unincorporated charity.

Trustees

Trustees are either appointed by the societies who regularly use the hall to represent them on the management committee or are recruited from local people who can offer relevant expertise in the running of the hall. The Charity is organised on the basis of a Management Committee that includes elected members and a representative for each of the regular user club and society. An honorary treasurer is elected from within the Management Committee. The Management Committee meets four to six times per year. There are three part time staff who carry out the duties involved in running the Hall on a day to day basis. To provide guidance to the staff the Management Committee has empowered an Executive Committee to expedite matters which do not require approval or involvement of the full Management Committee. The authority level has been agreed for the Executive Committee.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

SECTION C: OBJECTIVES AND ACTIVITIES

The Cuffley Hall Charity is established to enhance the community life for the inhabitants of the Parish by providing communal facilities to a standard required by its users on a cost-effective basis.

Cuffley Hall is available for hire by individuals or organisation from within or outside the parish in accordance with the policies laid down by the Hall Management Committee and in accordance with the standard hiring agreement adopted in 2020.

The scale of charges(reviewed annually) together with income derived from the bar are set with the aim of providing sufficient funds to meet all expenditure incurred in maintaining the Hall and its facilities at as high a standard as possible. An additional financial aim is, if at all possible, to add to reserve funds each year so that adequate provision is made for significant improvement projects and/or unforeseen major internal maintenance expenditure in future years.

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2020

The Trustees confirm that, in making decisions about public benefit relating to the charity, they have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant

SECTION D: ACHIEVEMENTS AND PERFORMANCE

The Hall showed a deficit of £6,750 during the year, details of which are explained later in this report.

The Management Committee is concentrating its efforts on attracting more use of the hall at weekends in particular and at other times generally by introducing a simplified and competitive form of charging for the use of the hall. We continue to monitor costs closely. The results have been adversely affected by the closure of the hall for long periods in accordance with government imposed restrictions due to Covid19.

People

The Hall currently operates with part time staff and volunteers. Part time staff consist of one supervisor, one administrator and one cleaner. As a result of the closure of the hall due to Covid19, all seven of the staff at the time were furloughed and the hall was run by volunteers. As the situation became clearer, three members of staff were re-employed and the others left us. We are very grateful to those volunteers who looked after the hall while it was closed and to all the present and former employees for their efforts in keeping the hall running in difficult times.

The Management Committee and Executive Committee have met or communicated regularly throughout the year to cover numerous items including maintenance and various matters of policy and administration. Our sincere thanks go to all concerned.

SECTION E: FINANCIAL REVIEW

In the year under review, Hall lettings showed a decrease of £34,655 over 2019. This was largely due to the closure of the hall referred to above.

Over the years, money has been put aside and the availability of these funds plus grants during the year from Welwyn Hatfield District Council, Northaw and Cuffley Parish Council and the Job Retention Scheme have helped to sustain the hall and as a result it is in a stable financial position as restrictions are removed and we are able to accept bookings again. The Management Committee expresses its thanks to the above organisations that have provided valuable financial support.

THE CUFFLEY HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2020

FINANCIAL REVIEW (continued)

A computerised booking and invoicing system called Hallmaster has been introduced and the hire charges have been changed on to an hourly basis as opposed to the charges per session that originally applied. We anticipate that the hall will now be more competitive with local alternative halls and the hourly rate will be more flexible for hirers. In a full year and assuming that most of our regular hirers return, we expect to return to surplus and that will enable us to make improvements to the hall as and when required.

The Hall showed a deficit of £6,750 for the year and as a result the designated fund at the year end was £26,231

The designated fund has been established from surpluses over many years to finance future major internal repairs and improvements. It is intended to build this fund over the next few years as and when a surplus on the general fund permits. The designated fund's resources are held primarily in a 7 day notice account with the Scottish Widows Bank. The Parish Council, as Custodians Trustee, are also designated signatories on this account.

The Northaw and Cuffley Parish Council has granted a 15 year lease to the Trustees for an annual rent of £1. The terms of the lease include the transfer of the responsibility for the maintenance of the external fabric of the building and consequently the buildings insurance. This has removed a substantial potential liability from the Trustees.

THE CUFFLEY HALL

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST
DECEMBER 2020**

STATEMENT OF TRUSTEES’ RESPONSIBILITIES

The Trustees are responsible for preparing the Trustee’s Annual Report and the financial statements in accordance with applicable law and the United Kingdom Accounting standards (United Kingdom Generally Accepted Accounting Practice).

The Law applicable to Charities in England and Wales requires the trustees to prepare financial statements for each financial year which gives a true and fair view. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principals in the Charities SORP.
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. The Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES:

.....
Peter Roberts – Chairman

Date : 8 July 2021

REGISTERED CHARITY NUMBER: 213603

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2020
FOR
THE CUFFLEY HALL

THE CUFFLEY HALL

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

	Page
Report of the Trustees	1 to 5
Report of the Independent Examiner	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 12
Detailed Statement of Financial Activities	13

THE CUFFLEY HALL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2020

		2020	2019
	Notes	Unrestricted funds £	Unrestricted funds £
INCOMING RESOURCES			
Incoming resources from generated funds			
Activities for generating funds	2	31,243	55,571
Investment income	3	11	21
Total incoming resources		31,254	55,592
 RESOURCES EXPENDED			
Costs of generating funds			
Fundraising trading: costs of goods sold and other costs	4	37,354	58,690
Governance costs	5	650	1,029
Total resources expended		38,004	59,719
 NET (OUTGOING)/INCOMING RESOURCES		(6,750)	(4,127)
 Total funds brought forward		32,981	37,108
 TOTAL FUNDS CARRIED FORWARD		26,231	32,981

The notes form part of these financial statements

THE CUFFLEY HALL**BALANCE SHEET AS AT 31ST DECEMBER 2020**

		2020 Unrestricted funds £	2019 Unrestricted funds £
	Notes		
CURRENT ASSETS			
Stocks	9	1,492	1,939
Debtors	10	1,674	9,596
Cash at bank and in hand		<u>26,028</u>	<u>24,605</u>
		29,194	36,140
 CREDITORS			
Amounts falling due within one year	11	(2,963)	(3,159)
 TOTAL ASSETS LESS CURRENT LIABILITIES		<u>26,231</u>	<u>32,981</u>
 NET ASSETS		<u>26,231</u>	<u>32,981</u>
 FUNDS			
Unrestricted funds	12	26,231	32,981
 TOTAL FUNDS		<u>26,231</u>	<u>32,981</u>

-

The financial statements were approved by the Board of Trustees on 8 July 2021 and were signed on its behalf by:

.....
P Roberts
Trustee

The notes form part of these financial statements

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST DECEMBER 2020**

1 ACCOUNTING POLICIES

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) issued on 1st January 2015 and with the Charities Act 2011.

Incoming Resources

All incoming resources are included in the Statement of Financial Activity when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving stocks.

Taxation

The charity is exempt from tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Repairs and replacements

Repairs and replacements expenditure, whether of an income or capital nature, is charged to the income and expenditure account as it is incurred.

2 ACTIVITIES FOR GENERATING FUNDS

	2020	2019
	£	£
Trading (deficit) income	(410)	449
Hall hire	16,285	50,940
Grants	15,368	4,182
	31,243	55,571

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST DECEMBER 2020** **(continued)**

3 INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	11	21

4 COSTS OF RUNNING THE HALL

Staff costs	19,543	37,194
Insurance	1,128	3,380
Light and heat	4,093	4,589
Cleaning	2,805	4,012
Sundry expenses	184	79
Maintenance and capital expenditure	6,161	5,229
Rates and water	891	2,157
Professional fees and licences	1,710	1,124
Postage, stationery and telephone	839	926
	37,354	58,690

5 GOVERNANCE COSTS

Independent review	650	650
Other fees	-	379
	650	1,029

6 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2020 nor for the year ended 31st December 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2020 nor for the year ended 31st December 2019.

THE CUFFLEY HALL

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST DECEMBER 2020** **(continued)**

7 STAFF COSTS

The 2020 salaries costs are the net amounts paid after receipt of the Government Job Retention Scheme payments.

	2020 £	2019 £
Wages and salaries	19,543	37,194

8 TRADING INCOME

Trading income reflects bar sales less the cost of drinks, snacks and other items supplied for the bar and the expenses of manning the bar for functions held within the Hall.

	2020 £	2019 £
Sales	484	7,296
Cost of sales	(591)	(4,857)
Gross profit	(107)	2,439
Expenses	(303)	(1,990)
Net trading income	(410)	449
Included as an item in The Cuffley Hall Accounts	410	(449)
	-	-

9 STOCKS

	2020 £	2019 £
Bar Stocks	1,492	1,939

THE CUFFLEY HALL**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST DECEMBER 2020
(continued)**10 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020 £	2019 £
Other debtors	1,674	9,596

11 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other creditors	2,963	3,159

12 MOVEMENT IN FUNDS

	At 01.01.20 £	Net Movement in funds £	Transfers between funds £	At 31.12.20 £
Unrestricted funds				
General fund	32,981	(6,761)	11	26,231
Designated funds	-	11	(11)	-
TOTAL FUNDS	32,981	(6,750)		26,231

Net movement in funds, included in the above are as follows:

	Incoming Resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	31,243	(38,004)	(6,761)
Designated funds	11	-	11
	31,254	(38,004)	(6,750)

THE CUFFLEY HALL**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST DECEMBER 2020

	2020	2019
	£	£
Activities for generating funds		
Trading (deficit) income	(410)	449
Hall hire	16,285	50,940
Other income	-	
Grants	<u>15,368</u>	<u>4,182</u>
	31,243	55,571
Investment income		
Deposit account interest	<u>11</u>	<u>21</u>
Total incoming resources	31,254	55,592
RESOURCES EXPENDED		
Costs of running the Hall		
Salaries	19,543	37,194
Insurance	1,128	3,380
Light and heat	4,093	4,589
Cleaning	2,805	4,012
Sundry expenses	184	79
Maintenance and capital expenditure	6,161	5,229
Rates and water	891	2,157
Postage, stationery and telephone	839	926
Professional fees and licences	<u>1,710</u>	<u>1,124</u>
	37,354	58,690
Governance costs		
Independent Review	650	1,029
Total resources expended	<u>38,004</u>	<u>59,719</u>
Net deficit	<u>(6,750)</u>	<u>(4,127)</u>

This page does not form part of the statutory financial statements

Independent examiner's report to the trustees of The Cuffley Hall (Charity No. 213603)

I report on the accounts of the company for the year ended 31 December 2020, which are set out in the attached document.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income has not exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Certified Chartered Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 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.



Michael West FCCA
Michael West Ltd T/A AIMS Accountants for Business
6 Woodside Place, Wildhill Road, Woodside Nr. Hatfield, Hertfordshire, AL9 6DN
2nd July 2021