

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.

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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

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FOR THE YEAR ENDED 31ST DECEMBER 2020

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THE CUFFLEY HALL

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

	Notes	2020 Unrestricted funds £	2019 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>

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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
	<hr/>	<hr/>

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
	<hr/>	<hr/>
	37,354	58,690
	<hr/>	<hr/>

5 GOVERNANCE COSTS

Independent review	650	650
Other fees	-	379
	<hr/>	<hr/>
	650	1,029
	<hr/>	<hr/>

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
	<hr/>	<hr/>

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)
	-	-
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9 STOCKS

	2020 £	2019 £
Bar Stocks	1,492	1,939
	<hr/>	<hr/>

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
	<hr/>	<hr/>

11 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other creditors	2,963	3,159
	<hr/>	<hr/>

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	<hr/> -	<hr/> 11	(11)	<hr/> -
TOTAL FUNDS	<hr/> 32,981	<hr/> (6,750)		<hr/> 26,231
	<hr/>	<hr/>		<hr/>

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
	<hr/> 31,254	<hr/> (38,004)	<hr/> (6,750)
	<hr/>	<hr/>	<hr/>

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