

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

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FOR THE YEAR ENDED 31ST DECEMBER 2023

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THE CUFFLEY HALL

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

The Trustees present their report with the financial statements of the charity for the year ended 31st December 2023. 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) (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.

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 2023**

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: 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.

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
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>

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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
	<hr/>	<hr/>
	37,317	42,951
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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
	<hr/>	<hr/>

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
	<hr/>	<hr/>
	34,016	31,523
	<hr/>	<hr/>

5 GOVERNANCE COSTS

Independent review	500	500
Other fees	100	40
	<hr/>	<hr/>
	600	540
	<hr/>	<hr/>

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
	<hr/>	<hr/>
	37,317	42,951
 Investment income		
Deposit account interest	136	15
	<hr/>	<hr/>
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
	<hr/>	<hr/>
	34,016	31,563
 Governance costs		
Independent Review	600	500
	<hr/>	<hr/>
Total resources expended	34,616	32,063
	<hr/>	<hr/>
 Net Surplus	2,837	10,903
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This page does not form part of the statutory financial statements