



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2023 to 31st March 2024

Charity name: Silvester Horne Institute and Holt Endowment Fund

Charity registration number: 215846 and 215846-1

1. Objectives and Activities

1.1 Purposes

The Council (as sole Trustee) shall permit the property known as the Silvester Horne Institute to be used as an institute and club for the use of residents in the Urban district of Church Stretton and its neighbourhood.

1.2 Main Activities

Management of Silvester Horne Institute and Institute Cottage.

Provision of buildings and facilities for:

- Community groups providing activities to residents.
- SHI events group to arrange performances and entertainment.
- Local theatre groups to provide public entertainment
- Church Stretton Council for meetings.
- Private hire to residents

1.3 Statement on Public Benefit

The public benefits are:

- (a) the provision of increased opportunities to engage in new activities that bring people together, leading to greater social cohesion and fulfilment;
- (b) an enhanced quality of life and sense of well-being through engagement with and participation in activities and events that bring people together, leading to improvements in physical and emotional well-being, quality of life and a more stable and cohesive community;
- (c) enhanced active citizenship and involvement in community life.

2. Achievements and Performance

The Silvester Horne Institute provides residents with a valued place to meet, be entertained and attend groups.

The availability of the institute provides residents with opportunities to:

- Reduce social isolation
- Improve knowledge and share expertise
- Improve mental well being
- Improve physical well being

The institute is a valued local historical building.

2.1 Events

The SHI Events group staged the following events during the year.

- Ranagri
- Little Rumba
- The 309s
- Budapest Café Orchestra
- Shrewsbury Concert Band
- Graffiti Classics
- Tango Collar
- Redmadog
- Carnival Band
- Harp and a Monkey
- Polka Dots
- Tannahill Weavers
- Shrewsbury Concert Band

The total profit for the events, organised by the volunteers were £4,789. These are donated to the institute for repairs and improvements.

2.2 Room Hire

The income from room hire services the building covering running costs. There was an increase in private and commercial hire. Income from room hire was £915 higher than the previous year.

Room hire rates were reviewed in 2022 and increases averaging 6% agreed.

3. Financial Review

3.1 Receipts and Payments Account

31st March 2023	Receipts	31st March 2024
24.00	Interest	573.00
9655.00	Events	10,403.00
6,492.00	Rent	6,492.00
17,320.00	Hire	16,445.00
653.00	Refund	460.00
54.00	Grants and Donations	0.00
34,199.00		34,373.00
	Payments	
180.00	Administration	429.00
8,670.00	Cleaning and Caretaking	8,990.00
2,761.00	Heating and Lighting	3,306.00
770.00	Water	1,475.00
4,640.00	Repairs and Renewals	35,527.00
240.00	Independent Examination	252.00
1,182.00	Purchase Equipment	0.00
5,030.00	Events	7,158.00
23,473.00		57,138.00

	60,097.00	Opening Balance	70,822.00
	34,198.00	Plus Receipts	34,373.00
-	23,473.00	Less Payments	57,138.00
	70,822.00		48,057.00
		Represented By	
	11,359.00	Community Direct Plus Account	18,930.00
	50,754.00	Business Select Instant Access	29,327.00
	8,709.00	Virgin Deposit Account	0
	70,822.00		48,057.00

3.2 Accounting Statements

- There were no loans outstanding to the Charity
- There was one tenancy in operation in respect of Institute Cottage
- There were no leases in operation
- There were no creditors
- There were no amounts paid to the charity in advance
- There are no funds in deficit
- There are no identified uncertainties in the future of the charity.

3.3 Reserves

There are no restricted reserves. The Council as trustees have reviewed the budget and earmarked funds for the next financial year.

3.4 Assets

The Charity held the following assets as of 31st March 2023.

Buildings	
Institute Hall	305,000
Institute Cottage	225,000
Building Contents	26,307
Boilers	2,000

4. Structure, Governance and Management

Church Stretton Town Council is sole Trustee of the Silvester Horne Institute Charity incorporating the Holt Endowment Fund as bequeathed in the Indenture dated 17th April 1917. The Council consists of 13 democratically elected members who are all appointed as Trustees of the Charity on their acceptance of office. The aims and objectives of the Charity are set in the Indenture.

The Board of Trustees meets at least twice a year in public session, for the Board to be quorate it must have at least 5 Councillors present. The Chair of the Council is also the Chair of the Board of Trustees. All notices of meetings, agendas, minutes and reports relating to the Charity are published on the Council's website and members of the public are invited to speak at meetings.

Decisions relating to the day to day running and financial management of the Charity are managed by the Town Clerk / RFO in line with the Council's Standing Orders.

Council staff cover the arrangements for the running of the Silvester Horne Institute, including booking, arranging Council led events, caretaking and cleaning arrangements and health and matters relating to health and safety. A team of volunteers organise regular events and performances in the institute and manage the events website. All proceeds from this activity are donated to the Charity for repairs and improvements to the building.

All volunteers are recruited and inducted in line with the Council's volunteer guidelines, which requires all volunteers to work within the terms of the role agreed with the organisation and not to exceed any authority conferred by that role.

5. Reference and Administrative details

Charity name	Silvester Horne Institute Holt Endowment Fund
Other name the charity uses	NA
Registered charity number	215846 215846-1
Charity's principal address	c/o Church Stretton Town Council 60 High Street Church Stretton Shropshire SY6 6BY

6. Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		



CHARITY COMMISSION
FOR ENGLAND AND WALES

Silvester Horne Institute

215846
215846-1

Receipts and payments accounts

CC16a

For the period
from

01/04/2023

To

31/03/2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Interest	573	-	-	573	24
Events	10,403	-	-	10,403	9,655
Rent (Cottage)	6,492	-	-	6,492	6,492
Room Hire	16,445	-	-	16,445	17,320
Refunds	460	-	-	460	653
Grants and Donations	-	-	-	-	54
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	34,373	-	-	34,373	34,199
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	34,373	-	-	34,373	34,199
A3 Payments					
Cleaning and Caretaking	8,990	-	-	8,990	8,670
Heating and Lighting	3,306	-	-	3,306	2,761
Water	1,475	-	-	1,475	770
Repairs and renewals	35,527	-	-	35,527	4,640
Independent Examination	252	-	-	252	240
Events	7,158	-	-	7,158	5,030
Administration	429	-	-	429	180
	-	-	-	-	-
	-	-	-	-	-
Sub total	57,138	-	-	57,138	22,291
A4 Asset and investment purchases, (see table)					
	-	-	-	-	1,182
	-	-	-	-	1,182
Sub total	-	-	-	-	1,182
Total payments	57,138	-	-	57,138	23,473
Net of receipts/(payments)	- 22,765	-	-	- 22,765	10,726
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	70,822	-	-	70,822	60,096
Cash funds this year end	48,057	-	-	48,057	70,822

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Community Direct Plus	18,730	-	-
	Business Select Account	29,327	-	-
	Virgin Deposit Accokunt	-	-	-
	Total cash funds	48,057	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Hall	Restricted	-	305,000
	Cottage	Restricted	-	225,000
	Equipment	Unrestricted	-	26,307
	Boilers	Unrestricted	2,000	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

Silvester Horne Institute Charity Accounts 2023/24 Independent Examination

The independent examination of the Silvester Horne Institute Charity Accounts was carried out by undertaking the following tests:

- Review of the receipts and payments accounts and all disclosure notes including sample checks
- Review of Trustee Report including consistency of financial information with the Charity Accounts
- Review of bank reconciliations including substantive testing of year end bank reconciliation
- Analytical review income and expenditure categories by comparison with the prior year
- Checking that books of account have been properly kept throughout the year
- Selective testing of transactions to source documents
- Verify that opening balances are brought forward correctly
- Review of fixed asset register

Conclusion

Please see the independent examination certificate for the statutory conclusion.
The action plan overleaf details the issues identified during the independent examination relating to improvements in the system of accounting and governance..

JDH Business Services Ltd

**Silvester Horne Institute Charity Accounts
2023/24 Independent Examination**

ACTION PLAN

Test Area	Findings	Action	Management Response /Follow Up
2023/24 independent examination			
Filing with the Charity Commission	The 2022/23 accounts were filed within deadlines – no issues arising		
Review of the receipts and payments accounts	The draft CC16A accounts were prepared on the incorrect accounting basis as accruals accounts with a Balance Sheet were presented.	<p><i>The issue was corrected for the final version of the accounts.</i></p> <p><i>The council should ensure receipts and payments accounts are prepared annually for the charity.</i></p>	
Trustee report and CC16A receipts and payments accounts	Inconsistencies between the financial information presented in the draft Trustee report and the draft Charity CC16A accounts were identified and notified to the clerk.	<p><i>The issue was corrected for the final version of the accounts.</i></p> <p><i>When completing the accounts and Trustee report, all financial information should be checked for consistency before submission for independent examination.</i></p>	

**Silvester Horne Institute Charity Accounts
2023/24 Independent Examination**

Test Area	Findings	Action	Management Response /Follow Up
Internal Controls	No evidence was provided that Trustees formally reviewed all Charity internal controls during the financial year although we note internal controls including recording and reconciliation of the Rialtas ledger is consistent with the prior year.	<i>Trustees should review the adequacy of all charity internal controls annually.</i>	
Transaction samples	No issues arising		
Review of bank reconciliations	No issues arising		
Analytical review procedures	No issues arising		
2022/23 independent examination			
Review of the receipts and payments accounts	The receipts and payments accounts disclose £34,198 for total income in the CC16 accounts, however, the Rialtas summary receipts and payments accounts provided disclose total income of £34,002.	<i>The difference between the Rialtas ledger and the CC16 accounts must be investigated and resolved.</i>	Resolved - The adjustment was to convert the accounts to Receipts and Payments accounts

**Silvester Horne Institute Charity Accounts
2023/24 Independent Examination**

Test Area	Findings	Action	Management Response /Follow Up
Draft trustee report and CC16 receipts and payments accounts template	<p>The reserves analysis includes £19,403 of earmarked reserves as restricted funds on pages one and two of the CC16 accounts.</p> <p>The earmarked reserves are not the same as restricted funds as they are merely unrestricted funds that have been earmarked for potential projects/schemes by the trustees. A restricted fund is <i>'property (including money) given to a charity for a specific purpose and in respect of which conditions have been imposed as to its use'</i>. The Trustee Report also clearly states that there are no restricted funds.</p>	<i>The earmarked 'restricted funds' should be recategorised back to unrestricted funds and a notional record maintained of the split in unrestricted funds between general reserves and earmarked reserves.</i>	The final CC16 accounts were amended to correct for this issue.
Trustee Report	Section 3.4 discloses the fixed assets held at 31/03/2022.	<i>The correct year end date for 2022/23 should be included for fixed assets is 31/03/2023.</i>	
Internal Controls	Trustees did not formally review all Charity internal controls during the financial year although we note internal controls including recording and reconciliation of the Rialtas ledger	<i>Trustees should review the adequacy of all charity internal controls annually.</i>	

**Silvester Horne Institute Charity Accounts
2023/24 Independent Examination**

Test Area	Findings	Action	Management Response /Follow Up
	is consistent with the prior year. In addition, the minutes of March 2023 record approval of changes to improve the hall bookings system and pricing.		
2021/22 independent examination			
Revised trustee report and CC16A accounts	The analysis of the receipts and payments in the updated trustee report is inconsistent with the CC16A accounts as debtors have been shown in the lower half of the statement in the trustee report, in order for the accounts to agree to the CC16A receipts and payments accounts.	<i>The trustee report should be corrected to simply show the same receipts in as is in the CC16A accounts. Therefore, the debtor adjustment should also be removed in the Trustee Report analysis.</i>	Implemented
Draft trustee report and CC16A accounts	<p>There were a significant number of inconsistencies between the financial information presented in the first draft trustee report and the CC16A accounts.</p> <p>We advised the clerk to utilise the Charity Commission template for the trustee report to provide a more concise and accurate presentation of information required. This has now</p>	<i>The Charity Commission template for the Trustee report should be used for each financial year.</i>	Implemented

**Silvester Horne Institute Charity Accounts
2023/24 Independent Examination**

Test Area	Findings	Action	Management Response /Follow Up
	been done and re-submitted to us for review. See above issue re. updated version of Trustee Report.		
Income testing	A sample of hire invoices could not be agreed to the pricing per the price list provided to us. The price list provided to us is dated 2018	<p><i>The pricing and audit trail from the booking, invoice and price list needs to be improved. Any discretionary/concessions available must be approved by the meeting of the sole trustee.</i></p> <p><i>The hire price list should be reviewed annually and approved by the sole trustee.</i></p>	Implemented – pricing has been reviewed by the Trustees and a new price list established and applied.
Analytical review – energy costs	Significant issues have been identified by the council clerk with respect to energy bills including a credit that had not yet been refunded, the gas account had incorrectly been in the name of the Church Stretton Recreation Park Sandford charity, and no exemption had been received for reduced VAT and CCL for charity status. No rec the clerk is currently resolving these issues and has claimed the Charity exemption for reduced VAT and Climate Change Levy.	No recommendation – the clerk is currently resolving issues with respect to energy bills and charity exemption has been claimed with HMRC.	No further issues.

**Silvester Horne Institute Charity Accounts
2023/24 Independent Examination**

Test Area	Findings	Action	Management Response /Follow Up
2020/21 independent examination			
Follow up prior year issues	There are still actions outstanding from the prior year action plan.	<i>Recommendations should be implemented on a timely basis.</i>	
2019/20 Action Plan			
Review of accounts and disclosure notes	The note B4 states that all fixed assets belong to the 'unrestricted' fund. Also see issue re consistency of account categories below.	<i>The sole trustee is currently reviewing the charity and part of that review should involve identifying which fixed assets are restricted, unrestricted or endowment funds.</i>	Work In Progress
Review of Trustee Report including consistency of financial information with the Charity Accounts	No issues arising		
Review of minutes and other documentation	No issues arising		
Review of bank reconciliations	No issues arising		

Silvester Horne Institute Charity Accounts
2023/24 Independent Examination

Test Area	Findings	Action	Management Response /Follow Up
Review of all detailed income and expenditure categories.	There is inconsistency between the classification of items in income and expenditure categories between financial years.	<i>The council should determine a consistent categorisation of items in the respective account headings to ensure consistent comparison between financial years, and where necessary using a prior year adjustment for the disclosure of comparatives to ensure a like for like disclosure of financial information.</i>	Implemented
Checking that books of account have been properly kept throughout the year.	See above issues		
Verify that opening balances are brought forward correctly	No issues arising		
Review of fixed asset register	<p>The fixed asset register includes an inventory total of £25026 for 'Contents of SHI' but the inventory to support this information was not provided.</p> <p>Also see outstanding issues from 2018/19.</p>	<i>The trustee should identify the inventory that supports the £25026 entry in the fixed asset register and carry out a review to ensure the inventory is up to date for all equipment capital additions and disposals for this fixed asset category.</i>	<p>20/21 follow up - Recommendation Outstanding</p> <p>2021/22 follow up – a review and inventory of fixed assets has now been carried out.</p>