

Ellel Village Hall Trust

Annual report and financial statements
for the year ended
31st March 2022

Ellel Village Hall Trust

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Ellel Village Hall Trust

Members of the board and professional advisers

Charity name	Ellel Village Hall Trust
Charity number	225547
Principal office	Ellel Village Hall Main Road Galgate Lancaster LA2 0LQ
Trustees	Mrs H R Helme, Chairman Mr S Booth Esq Mrs B M Ball Mr D Ford Mrs J K Moore Mrs L J Yates Fitzsimons Mr D S Whitaker
Bankers	NatWest PO Box 17 68 Church Street LANCASTER LA1 1LN
Solicitors	Oglethorpe Sturton and Gillibrand 16 Castle Park LANCASTER LA1 1YG

Ellel Village Hall Trust

Report of the Trustees for the year ended 31st March 2022

The Trustees present their annual report and financial statements for the year ended 31st March 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charities Trust Deed, the Charities Act 2011 and the Statement of Recommended Practice: Accounting and reporting by Charities published in 2005.

The Trustees

The Trustees who served the Charity during the period were as follows:

Mrs H R Helme, Chairman
Mr S Booth Esq
Mrs B M Ball
Mr D Ford
Mrs J K Moore
Mrs L J Yates Fitzsimons
Mr D S Whitaker

Structure, governance and management

The trust was established in 1919 and substantially revised under a new Trust Deed in 2004, to provide a village hall for local residents.

New trustees are normally appointed or elected each year and serve for one year. The Trust Scheme provides for a minimum of seven trustees, four to be elected. The Trust Committee can increase the number of scheduled organisations, with no maximum prescribed.

Full Trustee meetings are normally held month or so, with a formal agenda and minutes, to discuss all matters relating to the management of the Trust and its finances, and the operation of the village hall, which is its prime responsibility. Sub-committees and ad hoc meetings are held at least weekly in practice.

All trustees give of their time freely and no trustee remuneration was paid in the year. Trustees are required to disclose any relevant interests at the inception of meetings and to withdraw from decisions where a conflict of interest arises.

Risk management

The trustees have considered the major risks to which the charity is exposed and have reviewed those risks and established systems and procedures to manage those risks.

The trustees consider the major risk to the operation of the charity would be any unforeseen imbalance in our cash flow and a temporary inability to meet our costs. We have taken steps to mitigate this risk by:

- closely monitoring actual costs and income against our annual budget each month

- reducing employment costs by using voluntary services whenever possible
- actively marketing our services at competitive but cost-effective rates, bearing in mind our overall duty to the community and the need for tight credit control in our booking system
- obtaining comprehensive cover against insurable risks
- close involvement of the trustees and their advisers in support of the hall coordinator
- aiming to maintain adequate reserve funds through the forecasting process

Objectives and activities

Under the Governing Scheme the object of the trust is **“the provision and maintenance of a village hall for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.”**

The area of benefit is “Galgate and Ellel in the parish of Ellel, Lancashire, and the neighbourhood thereof”. Benefit to the residents is therefore paramount in the trust’s objectives and all future planning activities. The Trustees confirm that they have referred to the guidance contained in the Charity Commission general guidance on Public Benefit when reviewing the charity’s aims and objectives.

Achievements and performance

Since the opening of the new hall in 2013 the hall has become well established in the area and is focused on meeting the requirements of the local community and wider area.

Achievements in 2022 include:

- Recruited 6 local staff members including a Hall Coordinator
- Purchased Commercial dishwasher and Water boiler to improve facilities for our users
- Continuing to improve the Village Hall financial position and independence
- New website finished and launched

Financial Review

Hall rental income was £33,941 (2021: £6,278) The Trustees are pleased to report that Ellel Village Hall Trust is now financially stable. 3 months running costs have been safely deposited into the charities savings account and on top of this there are over around £10,000 surplus cash in the current account. Most of this will be spent on a complete redecoration of the village hall and some other improvements. Grant funding is being investigated as a source of funding to help pay for these improvements. Tight financial controls are being adhered to with each month’s financial results being compared to the budget. All in all a very successful year for the hall with many future bookings in the diary. There is a total of £5,659 in deposits being held for future bookings. This income is not yet recognised in the turnover.

Investment policy and performance

Surplus funds are held with NatWest Bank in a deposit account which currently provides an interest rate of 0.65%.

Reserves policy

The Trustees' aim to maintain free reserves in unrestricted funds at a level to cover three months of unrestricted charitable expenditure, the 2022 requirement is £9,000 which is covered by cash reserves of £31,965. The Trustees are satisfied with this position.

The balance held as restricted funds at the year end was £661,933 (2021: £662,571).

Plans for the future

Future plans, in line with our business plan are to widen the scope of activities to meet the public need and, as funds permit, to engage the local community in closer consultation and to continue to offer both paid and voluntary work experience locally. We are looking at offering Christmas party packages to help get more bookings in the winter months to ease cashflow. We will be focused on looking at funding options for the improvements and maintenance that needs to be undertaken. We now have a projector so we are going to be doing a marketing push on conferences to try to fill up some weekday daytime space.

Trustees' responsibilities in relation to the financial statements

The Charity's Trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and 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 give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the method and principals of the Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable UK 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. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and

detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the charity.

Approved by the Trustees on 17 August 2022 and signed on their behalf by:

A handwritten signature in dark ink, appearing to read 'Helme', written in a cursive style.

Mrs H Helme

Chairman

Independent Examiner's Report to the Trustees of Ellel Village Hall Trust

I report on the financial statements of Ellel Village Hall Trust for the year ended 31 March 2022, set out on pages 8 to 14.

Respective responsibilities of trustees and auditor

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

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

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Helen Barratt FCA
8 Condor Drive, Galgate, Lancaster, LA2 0BJ
22 August 2022

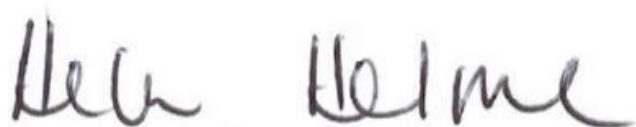
Statement of Financial Activities for the year ending 31st March 2022

	<i>Note</i>	Unrestricted funds £	Restricted funds £	Total Funds 2022 £	Total Funds 2021 £
Incoming resources					
<i>Incoming resources from generated funds:</i>					
Voluntary income:					
Donations		120	-	120	-
Activities for generating funds:					
Community fundraising activities		-	-	-	-
Investment income	3	1	-	1	2
Incoming resources from charitable activities	4	45,501	-	45,501	33,252
		-----	-----	-----	-----
Total incoming resources		45,622	-	45,622	33,254
Resources expended					
Charitable activities	5	33,682	637	34,319	13,133
Governance costs	6	3,133	-	3,133	2,448
		-----	-----	-----	-----
Total resources expended		36,815	637	37,452	15,581
Net incoming resources		8,807	(637)	8,170	17,673
		-----	-----	-----	-----
Reconciliation of Funds					
	12				
Total funds brought forward		23,773	662,571	686,344	668,672
		-----	-----	-----	-----
Total funds carried forward		32,580	661,934	694,514	686,344
		-----	-----	-----	-----

Ellel Village Hall Trust
Balance sheet as at 31st March 2022

	<i>Note</i>	Total Funds 2022	£	Total Funds 2022	£	Total Funds 2021	£	Total Funds 2021	£
Fixed assets									
Tangible assets – restricted funds	9	663,320				663,957			
Tangible assets – unrestricted funds	10	4,769				714			
		-----				-----			
				668,089				664,671	
Current assets									
Stock		100				100			
Accrued income	11	5,915				3,911			
Prepayments		1,017				606			
Cash at bank		31,965				21,039			
		-----				-----			
				38,997		25,656			
Liabilities									
Creditors: Amounts falling due within one year	12			(12,572)				(3,982)	
				-----				-----	
Net current assets				26,425				21,674	
				-----				-----	
Net assets				694,514				686,345	
				-----				-----	
The funds of the charity:									
	13								
Restricted income funds				661,934				662,571	
Unrestricted income funds				32,580				23,774	
				-----				-----	
				694,514				686,345	
				-----				-----	

Approved by the trustees on 17 August 2022 and signed on their behalf by:



Mrs H Helme

Chairman

Ellel Village Hall Trust

Notes to the accounts

1) Accounting policies

a) Basis of preparation

The financial statements have been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting Standards and the Charities Act 2011.

b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Further details of each fund are disclosed in note 13.

c) Incoming resource

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of the incoming resources can be measured with sufficient reliability.

d) Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and is classified under headings that aggregate all costs related to the category.

e) Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

f) Allocation of overhead and support costs

Overhead and support costs are minimal and of an administrative nature only. Support and overhead costs are allocated to governance.

g) Costs of generating funds

The costs of generating funds relate to print and publication costs for local community promotions.

h) Charitable activities

Costs of charitable activities relate to expenses incurred in the running and maintenance of the hall and providing community activities. Charitable activities include staffing costs.

i) Governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with overhead and support costs.

j) Tangible fixed assets and depreciation

All assets are capitalised and valued at historic cost. Depreciation is charged on furniture, fixtures, fittings and equipment which is written off on a straight-line basis over their estimated useful life of four years. Depreciation on solar panels is written off on a straight-line basis over their estimated useful life of ten years.

1) Accounting policies (continued)

k) Stock

Stock held comprise cleaning materials. It is valued at the lower of cost and net realisable value.

l) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise.

2) Investment income

	2022	2021
Interest on cash deposits	1	2
	-----	-----

3) Incoming resources from charitable activities

	2022	2021
Hire of the village hall	33,941	6,278
Solar panel income	1,864	1,781
Grant receipts	3,861	23,471
Sale of refreshments	5,835	1,722
	-----	-----
	45,501	33,252
	-----	-----

4) Analysis of charitable activities expenditure

	Unrestricted funds	£	Restricted funds	£	2022	2021
					£	£
Running costs of the village hall:						
Utilities and rates	3,568		-		3,568	5,315
Other running costs	6,557		-		6,557	935
Provision of hall activities	-		-		-	634
Provision of facilities	6,770		-		6,770	1,873
Staff costs	13,590		-		13,590	3,526
Advertising and web costs	1,562		-		1,562	-
Depreciation of fixed assets	1,635		637		2,272	850
	-----		-----		-----	-----
	33,682		637		34,319	13,133
	-----		-----		-----	-----

5) Analysis of governance costs

	2022	2021
	£	£
Administration costs	1,393	2,148
Professional fees	1,740	300
	-----	-----
	3,133	2,448
	-----	-----

6) Analysis of staff costs

Staff costs relate to the management of the hall and are charged to charitable activities. The trustees receive no remuneration for their services and other staffing services are provided on a voluntary basis by the local community as required.

7) Auditor's remuneration

No audit fees were payable in the year.

8) Tangible fixed assets- restricted funds

	Equipment £	Furniture £	Fixtures & Fittings £	Buildings	Total
Cost					
At 1 April 2021	12,978	9,628	7,134	662,045	691,785
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
	-----	-----	-----	-----	-----
At 31 March 2022	12,978	9,628	7,134	662,045	691,785
	-----	-----	-----	-----	-----
Depreciation					
At 1 April 2021	11,066	9,628	7,134	-	27,828
Charge for the year	637	-	-	-	637
Released on disposal	-	-	-	-	-
	-----	-----	-----	-----	-----
At 31 March 2022	11,703	9,628	7,134	-	28,465
	-----	-----	-----	-----	-----
Net book value					
At 31 March 2022	1,275	-	-	662,045	663,320
	-----	-----	-----	-----	-----
At 1 April 2021	1,912	-	-	662,045	663,957
	-----	-----	-----	-----	-----

9) Tangible fixed assets- unrestricted funds

	Equipment £	Furniture £	Fixtures & Fittings £	Buildings	Total
Cost					
At 1 April 2021	2,837	252	3,566	340	6,995
Additions	4,049	-	1,640	-	5,689
Disposals	-	-	-	-	-
At 31 March 2022	6,886	252	5,206	340	12,684
Depreciation					
At 1 April 2021	2,462	252	3,566	-	6,280
Charge for the year	1,225	-	410	-	1,635
Released on disposal	-	-	-	-	-
At 31 March 2022	3,687	252	3,976	-	7,915
Net book value					
At 31 March 2022	3,199	-	1,230	340	4,769
At 1 April 2021	375	-	-	340	715

10) Analysis of accrued income

	2022	2021
Hall rental	5,915	3,911

11) Analysis of current liabilities

	2022	2021
Trade creditors	3,292	2,529
Deferred income	5,659	1,275
Accruals	3,621	178
	12,572	3,982

12) Analysis of charitable funds

Analysis of fund movements	Balance at the start of the year £	Incoming resources £	Resources expended £	Transfers £	Balance at the end of the year £
a) Restricted fund: Building	662,571	-	637	-	661,934
b) Unrestricted fund	23,773	45,622	36,815	-	32,580
	-----	-----	-----	-----	-----
	686,344	45,622	37,452	-	694,514
	-----	-----	-----	-----	-----

- a) The Building appeal (restricted fund) was established in 2010 to raise funds to replace the Ellet Village Hall with a new, modern facility based in the centre of the community playing fields.
- b) The unrestricted funds are available to be spent for any of the purposes of the charity.