

Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	01	04	2024		31	03

## Section A Reference and administration details

<b>Charity name</b>	South Green & District War Memorial Fund
<b>Other names charity is known by</b>	South Green Memorial Hall
<b>Registered charity number (if any)</b>	261084
<b>Charity's principal address</b>	South Green Memorial Hall Southend Road, South Green Billericay, Essex <b>Postcode</b> CM11 2PR

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Joan Miles	Project Manager And Chairman		
2	Sue Moore	Secretary		
3	Brin McPherson	Booking Sec		
4	Ruth Beams			
5	Keith Willingham	Treasurer		
6	Louise Baker	Booking Sec		
7	Claire Brooks			
8	Doreen Gazzard			
9	Christine Abbey			
10	Wendy Stokoe			
11	Paul Kay			
12				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

Elected by local inhabitants at the A.G.M

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

None

Management Committee

Member of R.C.C.E

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The hall is to be hired out to local groups and organisations for the purpose of physical, recreational, social and educational benefit

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The hall has regular bookings with Pre-School, Brownies.  
We also have Karate club, Ladybirds Song Group, Short Mat Bowls, The Woman's Institute, The Essex Orchid Club, Yoga

The Great Burstead and South Green Village Council meet at the hall.

We are the local Polling Station

We are the local refuge centre

We offer bookings for family celebrations

We have opening for any local club /activity

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We do not offer grants

We have no investments

All our committee members are volunteers

**Summary of the main achievements of the charity during the year**

We have continued to maintain a high level of maintenance to the building including lighting plumbing and decor

## Section E Financial review

### Brief statement of the charity's policy on reserves

We endeavour to retain 1/3<sup>rd</sup> of our annual rental income to cover any emergencies

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income is from hire of the hall

Our expenditure is used for the maintenance and upkeep of the building and equipment

Not applicable – no investments

## Section F Other optional information

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## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Joan Miles	Keith Willingham
Position (eg Secretary, Chair, etc)	Chairman	Treasurer
Date		

"A"

**SOUTH GREEN AND DISTRICT WAR MEMORIAL FUND  
KNOWN AS  
SOUTH GREEN MEMORIAL HALL**

**ACCOUNTS**

**2025**

**SOUTH GREEN AND DISTRICT WAR MEMORIAL FUND**

**ACCOUNTS**

**FOR THE YEAR ENDED 31st MARCH 2025**

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**ACCOUNTANTS REPORT**

The attached balance sheet and income and expenditure account for the year ended 31st March 2025 have been prepared from the books, records and information provided by the Treasurer of the South Green and District War Memorial Fund and they are in accordance therewith.

Date 26-6-2025

BILLERICAY Essex

MICHAEL LETCH & PARTNERS LLP

Accountants

**CLIENT APPROVAL CERTIFICATE**

We approve the attached balance sheet and income and expenditure account and confirm that we have made available all relevant records and information for their preparation.

gga (Chairman)  
26-6-25 Dated

# SOUTH GREEN AND DISTRICT WAR MEMORIAL FUND

## BALANCE SHEET

AS AT 31st MARCH 2025

<b>FIXED ASSETS:</b>	<b>Cost £</b>	<b>Dep'n £</b>	<b>Net £</b>	<b>2024 £</b>
Freehold building at cost	3,796	3,039	757	909
Fixtures and fittings	19,599	19,231	368	485
Improvements to freehold property	36,482	29,182	7,300	8,759
	<b>59,877</b>	<b>51,452</b>	<b>8,425</b>	<b>10,153</b>
<b>CURRENT ASSETS:</b>				
Bank current account	6,798			5,599
Base rate reward account	75181			73576.00
Prepayments	321			363
		<b>82,300</b>		<b>79,538</b>
<b>CURRENT LIABILITIES:</b>				
Sundry creditors and accruals		432		432
<b>NET CURRENT ASSETS</b>			<b>81,868</b>	<b>79,106</b>
<b>NET ASSETS</b>			<b>90,293</b>	<b>89,259</b>
<b>REPRESENTED BY:</b>				
<u><b>Capital account:</b></u>				
Balance brought forwards as at 1st April 2024			89,211	83,518
Net profit / (loss) for the year			1,082	5,693
			<b>90,293</b>	<b>89,211</b>



# SOUTH GREEN AND DISTRICT WAR MEMORIAL FUND

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31st MARCH 2025

INCOME:	2025		2024	
	£	£	£	£
<b>Unrestricted funds:</b>				
Hall booking receipts	16,743		26,370	
Donations	4,888		4,888	
		21,631		31,258
<b>Restricted funds:</b>				
Grants	5,400		-	
		5,400		0
		27,031		31,258
<b>EXPENDITURE:</b>				
Light and heat	4,880		3,108	
General and water rates	752		681	
Insurance	1,095		1,058	
Repairs and maintenance - unrestricted	6,977		9,350	
Cleaning maintenance	9,338		8,310	
Telephone	725		664	
Printing, post and stationery	25		22	
Licence and membership fees	422		631	
Accountancy	432		432	
Website costs	415		371	
Depreciation on fixtures and fittings	117		117	
Depreciation on freehold building	152		152	
Depreciation on improvements to property	1,459		1,459	
		26,789		26,355
		242		4,903
<b>OTHER INCOME:</b>				
Interest received		840		790
<b>NET PROFIT / (LOSS) FOR THE YEAR</b>		1,082		5,693

# SOUTH GREEN AND DISTRICT WAR MEMORIAL FUND

## SCHEDULE TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2025

	£	£
<b><u>Prepayments</u></b>		
PRS Licence		
Insurance	321	321
		£
<b><u>Sundry Creditors and Accruals</u></b>		
Accountancy	432	432
<b><u>Schedule of Fixtures and Fittings</u></b>		
	£	£
	Cost	Dep'n
Opening balance as at 1st April 2024	19,599	19,114
and closing balance as at 31st March 2025	19,599	19,231
<b><u>Schedule of Repairs and Maintenance - Unrestricted</u></b>		
<b>Repairs and Renewals:</b>		
Adjust fridge	25.00	
Toilet repair	670.80	
PAT test	468.00	
Thameside Service fire fighting	183.43	
Boiler service	156.00	
Misc items	43.99	
Fire safety	158.54	
		4,562
<b>Maintenance:</b>		
Gardening Services	2,415	2,415
		6,977

## **Freehold Land and Buildings**

The Official Custodian for Charities holds the title to the freehold land and property on behalf of the trustees of the South Green Memorial Hall Management Committee of South Green Memorial Hall.

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

South Green & District War Memorial Fund

On accounts for the year  
ended

31.03.2025

Charity no  
(if any)

261084

Set out on pages

CC16a 1 to 2

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent  
examiner's statement

My examination was carried out in accordance with 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 the 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 (other than that disclosed below \*)

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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Michael Letch & Partners LLP

Date:

17/6/25

Name:

Michael Letch & Partners LLP

Relevant professional  
qualification(s) or body

Association of Chartered Certified Accountants

(if any):

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**Address:**

146 High Street

Billericay

Essex CM12 9DF

## Section B

### Disclosure

**Only complete if the examiner needs to highlight material problems.**(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)