

HOLTON and BLYFORD VILLAGE HALL
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th APRIL 2021

Prepared by Foundation Business Services

HOLTON and BLYFORD VILLAGE HALL.

INDEX TO FINANCIAL STATEMENTS.

YEAR ENDED 30th APRIL 2021.

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HOLTON and BLYFORD VILLAGE HALL.**REPORT OF MANAGEMENT COMMITTEE FOR YEAR ENDED 30th APRIL 2021.**

The Management Committee present their report along with the financial statements of the Charity for the Year Ended 30th April 2021.

1) REFERENCE and ADMINISTRATIVE INFORMATION

Charity Name	Holton and Blyford Village Hall
Charity Registration No	291379
Principal Address	Holton and Blyford Village Hall Holton, Halesworth, Suffolk.
Management Committee	
Chairperson	H Garner
Treasurer	B. Bridgland
Secretary	G Attfield.
Other Members	J. Mendham. W. Mendham A. Cackett
Independent Examiner	C W Taylor Foundation Business Services Amberdel, St Michaels Way, Wenhaston Halesworth, Suffolk, IP19 9EH.
Bankers	Barclays Bank Plc

**HOLTON and BLYFORD VILLAGE HALL REPORT OF THE
MANAGEMENT COMMITTEE FOR YEAR ENDED 30th APRIL 2021. (continued)**

2) STRUCTURE GOVERNANCE and MANAGEMENT

Holton and Blyford Village Hall is registered with the Charity Commissioners as no 291379 and is governed by its Trust Deed dated 6th November 2000.

Recruitment and Appointment of Management Committee Members.

The Charity is administered by a management committee. Members of the committee are elected at the annual general meeting.

Induction and Training of members.

On appointment to the committee members are provided with:

- Copies of Trust Deed and amendment thereto.
- Copies of the Minutes of Members' meetings.
- Copies of the latest set of Statutory Accounts.

In addition members are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Organisational Structure.

The Management Committee meet at least six times a year to discuss all governance matters concerning the Charity. At these meetings the Management Committee consider and make decisions on actions to be taken in accordance with the Charity's objectives. Decisions are reached by majority vote where unanimity has not been achieved.

Risk Assessment.

The Management Committee are aware of the Charity Commission requirement to review the major risks to which the Charity is exposed and to establish procedures to minimise these risks. The Management Committee have examined the major strategic business and operational risks which the Charity faces and confirms that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risk.

3) OBJECTIVES and ACTIVITIES

The principal objectives of the Charity are to maintain the Village Hall for the communal benefit of the inhabitants of the parishes of Holton and Blyford and their surrounding areas. The Management Committee aims to provide first class hall facilities at an affordable cost to voluntary organisations serving the community.

**HOLTON and BLYFORD VILLAGE HALL REPORT OF THE
MANAGEMENT COMMITTEE FOR YEAR ENDED 30th APRIL 2021. (continued)**

4) ACHIEVEMENTS and PERFORMANCE.

Holton Village Hall aims to be a popular venue for both regular users and for one-off events.

Compared with the previous year total income from all resources increased by £1,259.
net assets increased by £8,277.

The Hall remains in good repair and decorative order and regular reviews are made for the need for maintenance and repair to ensure this continues.

It continues to be appropriate to maintain reserves sufficient to ensure the viability of the Charity.

5) FINANCIAL REVIEW

During the year the Charity, due mainly to the Covid support grants of £20,082 received from East Suffolk D C, recorded incoming resources of £26,696.

Investment Policy

There are no restrictions on the Charity's power to invest. The investment strategy is set by the Management Committee and takes account of recent demand for funds. The Management Committee also consider the income requirements.

Reserves Policy

The General Fund represents the unrestricted funds arising from past operating results and also represents the free reserves of the Charity. It is the policy of the Charity to maintain sufficient funds to enable it to carry out its objectives and to meet periodic Capital Expenditure, repairs to the building and unforeseen contingencies.

Independent Examiner.

A resolution to appoint Carey Taylor of Foundation Business Services as an Independent Examiner will be proposed at the next Annual General Meeting.

.....
Mrs H Garner (Chairperson)

.....
Mr B Bridgland (Treasurer)

Signed on behalf of the Management Committee

**INDEPENDENT EXAMINERS REPORT TO THE MANAGEMENT COMMITTEE OF THE
HOLTON AND BLYFORD VILLAGE HALL IN FOR THE YEAR ENDED 30TH APRIL 2021.**

I report on the financial statements of the Holton and Blyford Village Hall for the year ended 30th April 2021 which are set out on pages 5 - 11.

**Respective Responsibilities of the Management Committee and
Independent Examiner.**

The Charity's Management Committee consider that an audit is not required for this year under section 43(2) of the Charities Act 2006 (the Act) and that an independent examination is needed.

It is my responsibility to

- examine the financial statements (under section 43(3)(a) of the Act)
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the act and:
- to state whether particular matters have come to my attention.

Basis of Independent Examiners Report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from the Management Committee concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the financial statements.

Independent Examiners Statement.

In the course of my examination no matter has come to my attention:-

- 1) which gives me reasonable cause to believe that in any material respect, the Committee Members have not met the requirements to ensure that:-
 - proper accounting records are kept in accordance with Section 41 of the act and
 - financial statements are prepared which agree with the accounting records and to comply with the accounting requirements of the Act or:
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



C W Taylor

Independent Examiner.

Foundation Business Services.

Amberdel, St Michaels Way, Wenhaston, Halesworth, Suffolk.

Date: 16th July 2021

HOLTON and BLYFORD VILLAGE HALL.

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30th APRIL 2021

Incoming Resources	Notes	General Funds 2021	Total 2021	Total 2020
		£	£	£
From generated funds				
Voluntary Income	2	23837	23837	1841
Activities for generating funds	3	1448	1448	15254
Investment Income	4	4	4	16
From Charitable Activities	5	1407	1407	8326
Total Incoming Resources		26696	26696	25437
Resources Expended				
Cost of generating funds				
Fundraising trading costs		95	95	3346
Charitable Activities	6	17621	17621	16667
Governance costs	7	703	703	1690
		18419	18419	21703
Net Incoming (Outgoing) Resources				
Net Movement in funds.		8277	8277	3734
Total Funds Brought forward		94486	94486	90752
Total Funds Carried Forward		102763	102763	94486

All Incoming resources and resources expended above include gains and losses recognised in the year and are derived from continuing activities

The notes on pages 7 to 11 form an integral part of these financial statements.

**HOLTON and BLYFORD VILLAGE HALL.
BALANCE SHEET AS AT 30th APRIL 2021.**

	Notes	£	2021 £	£	2020 £
Fixed Assets	11		75965		76607
Current Assets					
Debtors and Prepayments	12	246		127	
Stock on Hand		744		744	
Cash at Bank and in Hand		27109		18225	
			28099		19096
			104064		95703
Creditors: Amounts falling due within one year					
Creditors and Accruals	13		1301		1217
Net Assets			102763		94486
Funds of the Charity					
Unrestricted funds	14		102763		94486
Total Funds			102763		94486

These financial statements were approved by the Management Committee and
signed on their behalf by:-

Mrs H Garner - Chairperson

Date

Mr B. Bridgland - Treasurer

Date

The notes on pages 7 to 11 form an integral part of these financial statements.

HOLTON and BLYFORD VILLAGE HALL.

Notes forming part of the financial statement for the year ended 30th April 2021.

1) Accounting Policies

a) Basis of Accounting.

These 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 and applicable UK accounting standards and Charities Act 2006.

b) Funds held by the Charity are:-

General Funds - these are unrestricted funds which are available for use at the discretion of the members in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Further explanation of the nature and purpose of the fund, and value, is included in note 14 of the financial statements.

c) Incoming Resources

Recognition of incoming resources.

These are included in the Statement of Financial Activities (SOFA) when:

- The Charity becomes entitled to the resources.
- The Management Committee are certain they will receive the resources.
- The monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure.

Where the incoming resources have related expenditure (as with fundraising) the incoming resources and related expenditure have been reported gross in SOFA.

Grants and Donations.

Grants and donations are only included in the SOFA when the Charity has unconditional entitlement to the resources.

Investment Income

This is included gross in the accounting period in which it is receivable.

HOLTON and BLYFORD VILLAGE HALL.

Notes forming part of the financial statement for the year ended 30th April 2021.

d) Expenditure and Liabilities.

All expenditure is included on an accrual basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the financial categories or resources expended in the statement of financial activities. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

- Cost of generating funds comprises of the costs associated with attracting voluntary income.
- Charitable activities comprises those costs incurred by the Charity and the delivery of its activities and services for its beneficiaries. It includes both the costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional statutory requirements of the Charity and include the accountancy and independent examination fees and costs linked to the strategic management of the Charity.
- All costs are allocated between the expenditure categories and the Statement of Financial activities on a basis designed to reflect the use of resource. Costs relating to a particular activity whilst others are apportioned on an appropriate basis.
- Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to buy resources.
- Tangible fixed assets for use by the Charity are capitalised if they can be used for more than one year. They are valued at cost or, if gifted, the value to the Charity on receipt.

e) Depreciation

Depreciation is provided on tangible fixed assets at rates calculated to write off the cost over their expected useful economic lives as follows:

Fixtures, fittings and equipment -	20% reducing balance.
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HOLTON and BLYFORD VILLAGE HALL.**Notes forming part of the financial statement for the year ended 30th April 2021.**

	2021	2020
	£	£
2) Voluntary Income		
Grants		
East Suffolk D C Covid Support Grants	20822	0
Norfolk Community	2500	0
Green Suffolk Fund	0	0
Donations		
Blyford & Holton PC	500	250
Spectra	0	250
General	15	224
East Suffolk DC	0	1117
	<u>23837</u>	<u>1841</u>
3) Activities for Generating Funds		
Fund Raising - Various	0	8316
Pub/Bingo/Breakfast	257	6019
Sundry	0	150
Tote	1191	769
	<u>1448</u>	<u>15254</u>
4) Investment Income		
Bank Interest	<u>4</u>	<u>16</u>
5) Incoming Resources from Charitable Activities		
Hire Charges for use of Hall & Garage	<u>1407</u>	<u>8326</u>
6) Charitable Activities expenditure		
Flooring repairs and maintenance	780	780
Repairs and maintenance to property and equipment	3270	4806
Garage Doors	0	1998
Redecoration of Hall	3027	0
Drains & Pump	2387	0
New Curtains	1006	0
Water Rates	291	432
Cleaning Costs and Materials	529	1382
Letting Officers Wages	750	850
Electricity	445	982
Gas	1808	1898
Telephone	529	295
Insurance	1245	1237
Waste Disposal	230	402
Licences	346	310
Sundry	0	157
Depreciation (note 11)	978	1138
	<u>17621</u>	<u>16667</u>

HOLTON and BLYFORD VILLAGE HALL.**Notes forming part of the financial statement for the year ended 30th April 2021.**

	2021 £	2020 £
7) Governance Costs		
Advertising	191	1038
Postage and Stationery	147	237
Independent Examiners Fee	365	415
Planning Fees	0	0
	<u>703</u>	<u>1690</u>

8) **Committee Members Remuneration**

The committee members neither received nor waived and emoluments during the year
(2020 Nil)

	2021	2020
Number of committee members who were paid expenses	0	0
9) Fees for Examination of the Accounts.		
Independent examiners fees for reporting on accounts	<u>365</u>	<u>415</u>

10) **Staff costs**

Gross wages and salaries	<u>750</u>	<u>950</u>
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Average number of part time equivalent employees
this year

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The parts of the Charity in which the employees
work - charitable activities.

No employee received emoluments of more than
£60,000

11) **Tangible Fixed Assets**

	Land & Building	Furniture & Equip	Total
At 1st May 2020	72053	23819	95872
Additions during year		336	336
As at 30th April 2021	<u>72053</u>	<u>24155</u>	<u>96208</u>
Depreciation			
At 1st May 2020		19265	19265
Charge for Year		978	978
As at 30th April 2021	<u>0</u>	<u>20243</u>	<u>20243</u>
Net Book Value			
At 30th April 2021	<u>72053</u>	<u>3912</u>	<u>75965</u>
At 30th April 2020	<u>72053</u>	<u>4554</u>	<u>76607</u>

HOLTON and BLYFORD VILLAGE HALL.**Notes forming part of the financial statement for the year ended 30th April 2021.**

	2021 £	2020 £
12) Debtors & Prepayments		
Trade Debtors - Hire Charges for Hall	0	0
Prepayments	246	127
	<u>246</u>	<u>127</u>
13) Creditors & Accruals		
Lettings Officer	0	350
Property Repairs	269	0
Cleaning	41	51
Repairs & Renewals	0	44
Water Rates	225	264
Gas	378	40
Waste Disposal	23	21
Advertising	0	31
Accruals- Independent Examiners Fees	365	415
	<u>1301</u>	<u>1216</u>

14) Statement of Funds

	As at 1st May-20 £	Net Incoming (Outgoing) Resources For the Year £	As at 30th Apr-21 £
General Fund	94486	8277	102763
Total Funds	<u>94486</u>	<u>8277</u>	<u>102763</u>

The General Fund comprises of those funds which the Committee Members are free to use in accordance with the Charitable Objectives.

15) Analysis of net assets between funds.

	General Fund £	Total £
Represented by:		
Fixed Assets	75965	75965
Net Current Assets	26798	26798
	<u>102763</u>	<u>102763</u>