

**COXHEATH RESIDENTS' VILLAGE HALL**  
**INDEPENDENTLY EXAMINED FINANCIAL ACCOUNTS**  
**YEAR ENDED**  
**31 MARCH 2021**

**CHARITY REGISTRATION NO. 295467**

## **COXHEATH RESIDENTS' VILLAGE HALL**

### **CONTENTS**

	<b>Page</b>
Trustees' Annual Report	1 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 12

## TRUSTEES ANNUAL REPORT

**1. Reference and administrative information**

The trustees present their annual report of Coxheath Residents' Village Hall and the financial statements of the charity for the year ended 31 March 2021.

**President** Mr M Fitzgerald

**Vice President** Mr V Codling

**Trustees**

Mrs B Appleton	
Mrs S Baker	
Mrs C Mannell	Treasurer
Mrs S M Scott	Secretary
Mr J Bushnell	Chairman
Mrs G Hawkes	
Mr T Burton	
Mrs E Potts	
Mr C Baker	
Mr D Carpenter	

**Charity address**

Coxheath Village Hall  
Stockett Lane  
Coxheath  
Maidstone  
Kent  
ME17 4PT

**Charity Registration Number** 295467

**Independent Examiner**

Mrs J A Griggs FCA  
Levicks  
Chartered Accountants & Business Advisers  
61 London Road  
Maidstone  
Kent  
ME16 8TX

**TRUSTEES ANNUAL REPORT (CONT'D)****Bankers**

National Westminster Bank PLC  
197 Sutton Road  
Maidstone  
Kent  
ME15 9BT

**2. Structure, governance and management**

The charity is constituted by trust deed. Control is vested in the committee of management which consists of 12 elected members and 6 representative members. Up to 2 members may also be co-opted. The elected members are appointed from the end of the AGM at which they are elected to the end of the AGM the following year. The representative members are appointed by user organisations as stated in the trust deed and by new user organisations as agreed by the committee. Office is held from the beginning of the AGM at which they are appointed to the end of the following AGM. The village hall property is held on trust by the charity and no member is permitted to take or hold a personal interest in any property belonging to the charity otherwise than as trustee. Trustees are required to acquaint themselves with the village hall rules and are advised of their responsibilities by trustees that have previously been elected.

**3. Objectives and activities**

The charity's objects are to maintain the village hall and recreation centre for the benefit of the residents of Coxheath. The property is held upon trust for the purpose of a Village Hall and Recreation Centre for the use of the inhabitants of Coxheath and the neighbourhood without distinction of sex or of political religious or other opinions and in particular for use of meetings lectures and classes and for other forms of recreation and leisure – time occupation with the object of improving the conditions of life for the said inhabitants. The charity is responsible for repairs, maintenance and insurance and for the management of users of the facility.

**4. Achievements and performance**

Works completed in the year were as follows:-

- Decoration of the main hall, small hall, small hall toilets and reception area.
- Blinds fitted in the main hall which are controlled remotely.
- Blinds fitted in small hall.
- Under stage storage doors replaced in main hall.
- Doors to storage cupboard for tables and chairs replaced.
- Lights replaced in main hall, small hall and kitchen with LED lights.

**TRUSTEES ANNUAL REPORT (CONT'D)****Achievements and performance (cont'd)**

This year has proved difficult due to Coronavirus – COVID 19 pandemic which has resulted in a loss of income due to the hall having to be closed for certain periods and then only open for certain activities. There are approximately twenty regular users who come on a daily, weekly and monthly basis who are still interested in using the hall in the coming year depending on restrictions being eased. The hall is used for a wide variety of activities and by a wide range of people. Most users are from Coxheath and its surrounding villages, reflecting the local nature of the hall. Here are some of the activities held at the hall:

- Dance and sports
- Preschool
- Activities for retired people
- Weight loss clubs
- Social meetings
- Training
- Parties
- Fundraisers
- Blood donation sessions
- Polling station
- Drama

During the year with full agreement of the trustees the management committee, chairman, secretary and treasurer assumed the day to day running of the hall with full reference to the full members committee keeping them informed by regular updates, telephone conversations and proposals for agreement.

**5. Financial review**

This year's hire charges income was £6,124 . This was a decrease of £38,609 on last year's result.

Grants of £10,440 were received from the Coxheath Parish Council together with a grant from Maidstone Borough Council of £10,000 as a one off payment due to the Covid pandemic.

Unrestricted expenditure was £35,382. This figure mainly represents regular maintenance, bills and decoration of the hall.

The charity aims to maintain a healthy balance on reserves sufficient to cover unexpected emergency situations. Cash reserves of £27,576 were held at 31 March 2021 which are considered satisfactory for this purpose. Unrestricted reserves were £164,996 and restricted reserves were £4,752 at 31 March 2021.

**TRUSTEES ANNUAL REPORT (CONT'D)****6. Statement of trustees' responsibilities**

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Charity law requires the members to prepare financial statements for each financial year. Under charity law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be 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 adequate accounting records that are sufficient to show and explain the charity's transactions and 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 and the Charities Statement of Recommended Practice (FRS 102). They 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 have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit.

In so far as the trustees are aware they have taken all steps that they ought to have taken to make themselves aware of any relevant accounts information and to establish that the examiner is aware of that information.

Mr J Bushnell (Chairman)

23 July 2021

**INDEPENDENT EXAMINER'S REPORT****FOR THE YEAR ENDED 31 MARCH 2021**

I report on the accounts of Coxheath Residents' Village Hall for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance sheet and the related notes set out on pages 8 to 12.

**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 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 of explanations 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 material matters have come to my attention 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 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.

61 London Road  
Maidstone  
Kent ME16 8TX

J A GRIGGS FCA  
LEVICKS  
Chartered Accountants & Business Advisers

28 July 2021

**COXHEATH RESIDENTS' VILLAGE HALL  
STATEMENT OF FINANCIAL ACTIVITIES**

**PAGE 6**

**FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted Funds	Restricted Funds	2021 Total	2020 Total
		£	£	£	£
<b>INCOME FROM:-</b>					
Hire charges		6,124	-	6,124	44,733
Interest receivable		4	-	4	20
Grants and donations	2	20,440	-	20,440	8,194
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL INCOME</b>		26,568	-	26,568	52,947
		<hr/>	<hr/>	<hr/>	<hr/>
<b>EXPENDITURE ON:-</b>					
Telephone		419	-	419	251
Water rates		531	-	531	255
Light and heat		3,023	-	3,023	3,687
Cleaning		5,605	-	5,605	9,614
Lettings secretary		1,200	-	1,200	1,200
Repairs and maintenance		9,900	-	9,900	30,169
Insurance		4,757	-	4,757	4,547
Other expenses		1,956	-	1,956	2,132
Depreciation		7,061	147	7,208	6,576
Independent examiner's fee		930	-	930	930
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL EXPENDITURE</b>	⌘	35,382	147	35,529	59,361
		<hr/>	<hr/>	<hr/>	<hr/>
<b>NET INCOME/(EXPENDITURE)</b>		(8,814)	(147)	(8,961)	(6,414)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		173,810	4,899	178,709	185,123
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		164,996	4,752	169,748	178,709
		<hr/>	<hr/>	<hr/>	<hr/>



## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021		2020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible fixed assets	4		140,139		141,613
<b>CURRENT ASSETS</b>					
Debtors and prepayments	5	5,122		6,967	
Cash at bank and in hand		27,576		32,251	
		<hr/>		<hr/>	
		32,698		39,218	
		<hr/>		<hr/>	
<b>LIABILITIES</b>					
Creditors: Amounts falling due within one year	6	3,089		2,122	
		<hr/>		<hr/>	
<b>NET CURRENT ASSETS</b>			29,609		37,096
			<hr/>		<hr/>
<b>NET ASSETS</b>			169,748		178,709
			<hr/>		<hr/>
<b>FUNDS OF THE CHARITY</b>					
Unrestricted funds	8	164,996		173,810	
Restricted funds	8	4,752		4,899	
		<hr/>		<hr/>	
		169,748		178,709	
		<hr/>		<hr/>	

Mrs C Mannell (Treasurer)

26 July 2021

**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 MARCH 2021****1. Accounting policies****Basis of preparation of accounts**

The financial statements have been prepared under the historical cost convention and include the results of the charity's operations, which are described in the Trustees' Report and all of which are continuing.

The financial statements have been prepared in accordance with the Charities Act 2011, the Statement of Recommended Practice accounting and reporting by charities Financial Reporting Standard 102 (SORP FRS102) and the Financial Reporting Standard 102 (FRS102). The trust is a public benefit entity as defined by FRS102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The accounts are prepared in sterling, being the functional currency of the charity.

**Income recognition**

Voluntary income, donations and grants are accounted for as receivable by the charity. Hire charges from the letting of the village hall are recognised when the income is due. Interest earned on bank deposits is accounted for when received. Where monies are given for a specific purpose, they are restricted and a separate fund is maintained.

**Expenditure recognition**

Costs incurred are included in the accounts when there is an obligation for payment, and are allocated on an actual basis to the relevant fund.

**Funds**

Unrestricted funds represent the funds of the village hall that are not subject to any restrictions regarding their use and are available for application on the general purposes of the village hall operation. Restricted funds represent donations or grants received for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

**Tangible fixed assets and depreciation**

Tangible fixed assets for use by the charity are stated at cost less depreciation.

Depreciation is provided at the following annual rates, in order to write off each asset over its estimated useful life:

Equipment	- 20% on written down value
Land and buildings	- 2.5% on written down value/20 years straight line
Development costs	- 5% on written down value

## NOTES TO THE FINANCIAL STATEMENTS (CONT'D)

## FOR THE YEAR ENDED 31 MARCH 2021

## 1. Accounting policies (cont'd)

**Value added tax**

Value added tax is not recoverable by the charity. As such, it is included in the relevant costs in the Statement of Financial Activities and in the Balance Sheet.

**Current assets**

Amounts owing to the charity as at 31 March are shown as debtors.

Prepayments represent sums paid prior to the balance sheet date in respect of expenses relating to the subsequent year.

**Current liabilities**

Creditors and accruals represent sums irrevocably committed for payment prior to the balance sheet date that are not settled as at that date.

## 2. Grants and donations

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Parish Council grant	10,440	7,250
Donations	-	800
Maidstone Borough Council Grant	10,000	-
	<hr/>	<hr/>
	20,440	8,050
	<hr/>	<hr/>

## 3. Expenses reimbursed to committee members

No remuneration is paid to the trustees or the committee members. The committee members were reimbursed the following sums, in respect of motor expenses, telephone calls, postage and stationery, repairs and computer costs incurred on behalf of the committee:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
S Scott	177	555
J Stead	-	11
J Bushnell	22	88
C Mannell	128	208
	<hr/>	<hr/>
	327	862
	<hr/>	<hr/>

## NOTES TO THE FINANCIAL STATEMENTS (CONT'D)

## FOR THE YEAR ENDED 31 MARCH 2021

## 4. Fixed assets

	Land, Buildings and Development Costs	Equipment	Total
	£	£	£
<b>Cost</b>			
At 1 April 2020	211,062	52,927	263,989
Additions	-	5,735	5,735
	<hr/>	<hr/>	<hr/>
At 31 March 2021	211,062	58,662	269,724
	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>			
At 1 April 2020	78,219	44,157	122,376
Charge for the year	4,307	2,902	7,209
	<hr/>	<hr/>	<hr/>
At 31 March 2021	82,526	47,059	129,585
	<hr/>	<hr/>	<hr/>
<b>Net book value</b>			
At 31 March 2021	128,536	11,603	140,139
	<hr/>	<hr/>	<hr/>
At 31 March 2020	132,843	8,770	141,613
	<hr/>	<hr/>	<hr/>

**New extension**

An extension was completed during the year ended 31 March 2005. The total cost was £211,394 against which non-repayable grants were received of £188,384. The net cost was added to fixed assets and is being depreciated.

## NOTES TO THE FINANCIAL STATEMENTS (CONT'D)

## FOR THE YEAR ENDED 31 MARCH 2021

**5. Debtors and prepayments**

	<b>2021</b>	<b>202</b>
	<b>£</b>	<b>£</b>
Letting fee debtors	819	2,210
Prepayments and accrued income	4,303	4,757
	<hr/>	<hr/>
	5,122	6,967
	<hr/>	<hr/>

**6. Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Letting fee creditors	800	550
Accruals	1,359	642
Other creditors	930	930
	<hr/>	<hr/>
	3,089	2,122
	<hr/>	<hr/>

**7. Independent examiner's fees**

The fee charged by the independent examiner for the year ended 31 March 2021 in respect of the independent examination was £930 (2020 - £930), inclusive of VAT.

## NOTES TO THE FINANCIAL STATEMENTS (CONT'D)

## FOR THE YEAR ENDED 31 MARCH 2021

## 8. Analysis of assets by fund

	Unrestricted	Restricted	Total
	£	£	£
Fixed assets	135,387	4,752	140,139
Current assets	32,698	-	32,698
Liabilities	(3,089)	-	(3,089)
	<hr/>	<hr/>	<hr/>
	164,996	4,752	169,748
	<hr/>	<hr/>	<hr/>

The restricted fund is comprised of a grant from Coxheath Parish Council given in 2009 on the condition that it be used for improving and enhancing the overall facility. The money was applied towards the cost of new windows during the year ended 31 March 2010. The annual depreciation of these assets is charged against the restricted fund.

## 9. Fund movements

	General Unrestricted Funds	Restricted Fund	Total
	£	£	£
Balance b/fwd 1 April 2020	173,810	4,899	178,709
Income	26,568	-	26,568
Expenditure	(35,382)	(147)	(35,529)
	<hr/>	<hr/>	<hr/>
Balance c/fwd 31 March 2021	164,996	4,752	169,748
	<hr/>	<hr/>	<hr/>

## 10. General information

The charity is constituted by trust deed. The registered office is 39 Pippin Close, Coxheath, Maidstone, Kent ME17 4DS and the registered number is 295467.