

# SUNNINGDALE VILLAGE HALL

England & Wales · Charity number 299966

## Details

---

**Other names** THE PARISH ROOM, SUNNINGDALE VILLAGE HALL

**Status** Registered

**Legal form** Other

**Registered** 1988-09-01

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** Sunningdale Village Hall  
Church Road  
Sunningdale  
Ascot  
SL5 0NJ

**Phone** 07366300574

**Email** [admin@svhcommunity.co.uk](mailto:admin@svhcommunity.co.uk)

**Website** [www.sunningdalevillagevenues.co.uk](http://www.sunningdalevillagevenues.co.uk)

## Activities

---

**Objects:** THE OBJECT OF THE CHARITY SHALL BE THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF SUNNINGDALE AND THE NEIGHBOURHOOD THEREOF WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR 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

**Activities:** Village Hall. Two halls available for hire. One large hall with a stage, and one small hall. Kitchen and toilet facilities, small garden, and car park.

## Classification

---

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Economic/community Development/employment, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

---

- **Area of benefit:** THE PARISH OF SUNNINGDALE AND THE NEIGHBOURHOOD
- Windsor And Maidenhead

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£58,032	£55,689	-	-
2023-12-31	£53,778	£50,872	-	-
2022-12-31	£47,442	£39,616	-	-
2021-12-31	£36,727	£40,305	-	-
2020-12-31	£23,504	£42,784	-	-

## Trustees

---

Name	Role	Appointed
Adam Lewington		2026-01-20
Helen Whiteman		2024-06-20
Joanne Hermon		2024-07-09
Rachel Turner		2025-03-19

**SUNNINGDALE VILLAGE HALL**

England & Wales - Charity number 299966

---

# Accounts

---

**SUNNINGDALE VILLAGE HALL**

**Unaudited Accounts**

**for the year ended 31 December 2024**

## SUNNINGDALE VILLAGE HALL

### Information

#### Trustees

Shazia Khawaja – Chair (appointed 1 January 2024)  
Julia Chester – Secretary (appointed 1 January 2024)  
Margaret Morgan (appointed 1 January 2024, resigned March 2024)  
Rosemarie Nash (appointed 1 January 2024, resigned March 2024)  
Eric Nicoli (appointed 1 January 2024)  
Lee Harrison (appointed 15 March 2024)  
Helen Whiteman (appointed 20 June 2024)  
Joanne Hermon (appointed 9 July 2024)  
Chris O’Sullivan (appointed 1 January 2024, resigned 30 January 2024)

#### Operations Team

Chelsea Willetts - Operations and Bookings Manager (appointed May 2024)  
Rachel Aujla – Website and Social Media Editor (appointed May 2024)  
Stuart Wingate - Hall Caretaker (appointed November 2024)

#### Charity Registered Office

Church Road  
Sunningdale  
Berkshire  
SL5 0NJ

#### Office Address

Sunningdale Village Hall  
Church Road  
Ascot  
Berkshire  
SL5 0NJ

#### Examiner

Auditing Solutions  
46 The Common  
Bromham  
Chippenham  
SN15 2JJ

#### Bankers

Metro Bank

SUNNINGDALE VILLAGE HALL

Contents

	<u>Page</u>
<u>Trustee's Report</u>	1-2
<u>Independent Examiner's Report</u>	3
<u>Income &amp; Expenditure Account</u>	4
<u>Balance Sheet</u>	5
<u>Notes to the accounts</u>	6

## **Trustees' Report for the year ended 31 December 2024**

**Registered Charity Number:** 299966

**Registered Office:** Church Road, Sunningdale, Ascot, Berkshire SL5 0NJ

### **Trustees:**

The Trustees at the date of this Report the Trustees were Shazia Khawaja (appointed on 1 January 2024), Julia Chester (appointed on 1 January 2024), Eric Nicoli (appointed on 1 January 2024), Lee Harrison (appointed on 15 March 2024), Helen Whiteman (appointed 20 June 2024) and Joanne Hermon (appointed 9 July 2024).

### **Structure, Governance and Management:**

The Charity is an unincorporated association governed by a registered Charity Commission Scheme dated 12 February 1988 as amended on 23 November 2009, 31 March 2017 and 20 September 2019 and 12 March 2024.

Governance is the responsibility of a Trustee Board. The day-to-day management of the Charity is carried out by an Operations Team appointed by the Trustees.

### **Financial review:**

The Trustees report that in 2024, the year covered by this report, the charity made a surplus of £2,343 (2023: £2,906). Income levels have increased to £58,032 (2023: £53,778).

Expenditure is at £55,689 (2023: £50,872) and has increased due to many suppliers increasing their prices and the amount of maintenance work being undertaken.

At 31 December 2024 reserves, all of which were unrestricted, were £47,920 (2023: £45,577). The Charity's reserves policy is to maintain reserves at a minimum of six months running expenditure, currently equating to approximately £27,500, in addition to those designated for specific purposes. As the general reserve balance of £21,646 was below the reserve policy, the Trustees intend to rebuild this fund in the coming year. The designated reserve stands at £26,274, there has been no movement during this year and the balance remains the same as the brought forward balance at 1st January 2024 of £26,274.

Any other reserves are available for investment in the further development of the facilities and activities of the charity, as and when deemed appropriate by the Trustees,

### **Objectives and Activities:**

The object of the Charity is the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Sunningdale and the neighbourhood thereof (the "area of benefit") without distinction of political, religious or other opinions, 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 said inhabitants.

Sunningdale Village Hall sits at the heart of Sunningdale's community life and is the home of a wide range of social, leisure and recreational activities throughout the day and evening. The main hall has a raised wooden stage area ideal for theatrical performances or musical events. A serving hatch direct from the kitchen makes it an ideal venue for many functions where eating and dancing can be combined. A smaller hall at the rear of the building is the home (other than during Summer holidays)

of Sunningdale Pre-School. It too has its own kitchen and can be hired when not let out to the pre-school. There are also gardens to the rear of the building.

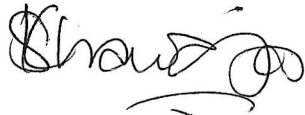
The Trustees manage hire rates to ensure that the facilities are affordable to a wide cross section of the community, whilst remaining competitive with alternative venues and sufficient to ensure the Hall's ongoing viability. Concessionary rates are offered to registered charities.

**Achievements:**

In 2024, income in 2024 rose for a third year in a row, to £58,032 from £53,778. Also in 2024, the new board of Trustees maintained the hiring rates for the third year running, increased occupancy levels, recruited a new Operations Team, moved into shared office space at Holy Trinity Church in Sunningdale, introduced an online booking system, and launched a new website. During the course of the year essential remedial works were undertaken including the re-installment of French Drains to the exterior to improve drainage, and works to the floor in the Large Hall.

**Public benefit:**

The Charity Trustees believe that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission.



**Shazia Khawaja**  
Trustee

**18 March 2025**

**SUNNINGDALE VILLAGE HALL**

**Independent Examiner's Report to the Trustees of SUNNINGDALE VILLAGE HALL**

We report on the accounts of the trust for the year ended 31 December 2024, which are set out on pages 4 to 6.

**Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charities Commissioners under section 43(7)(b) of the Act, whether particular matters have come to our attention.

**Basis of independent examiner's report**

Our 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 we do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

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

- 1) which gives us reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act, and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act, have not been met; or;
- 2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
**Stuart J Pollard**

**For and on Behalf of Auditing Solutions**

**15<sup>th</sup> March 2025**

**SUNNINGDALE VILLAGE HALL**

**for the year ended 31 December 2024**

<u>Notes</u>	<u>2024</u>		<u>2023</u>	
	£	£	£	£
<b><u>Incoming resources</u></b>				
Hire income		52,315		50,678
Advertising income		950		0
Donations		2,405		3,100
Interest received		997		0
Other Income		1,365		0
		<hr/>		<hr/>
		<b>58,032</b>		<b>53,778</b>
 <b><u>Resources expended</u></b>				
Advertising	3,023		1,050	
Repairs & maintenance	12,628		10,286	
Bookkeeping and Examiners Fee	2,138		990	
Rent, rates and refuse	3,214		3,314	
Cleaning	10,990		7,972	
Insurance	1,316		1,214	
Light and heat	3,824		3,897	
Management charges/wages	14,937		21,318	
Printing, Postage & Stationery	315		23	
Telephone	342		0	
Sundry expenses	538		808	
Computer & Software Cost	366		0	
Professional & Legal Fees	1,950		0	
Depreciation	108		0	
		<hr/>		<hr/>
		<b>55,689</b>		<b>50,872</b>
 <b><u>Net incoming resources for year</u></b>				
		<hr/> <b>2,343</b> <hr/>		<hr/> <b>2,906</b> <hr/>

SUNNINGDALE VILLAGE HALL

Balance Sheet  
as at 31 December 2024

	<u>Notes</u>	<u>2024</u>		<u>2023</u>	
		£	£	£	£
<b><u>Tangible fixed assets</u></b>			361		0
<b><u>Current assets</u></b>					
Debtors	3	1,442		149	
Cash at bank		49,128		51,298	
		<u>50,570</u>		<u>51,447</u>	
<b><u>Current liabilities</u></b>					
Accruals and trade creditors	4	3,011		5,870	
<b><u>Net current assets</u></b>			<u>47,559</u>		<u>45,577</u>
<b><u>Total assets less current liabilities</u></b>			<u>47,920</u>		<u>45,577</u>
<b><u>Capital account</u></b>					
Unrestricted Funds at 1/1/2024 brought forward			45,577		42,671
Surplus for the year			2,343		2,906
<b><u>Total reserves</u></b> (all unrestricted)	5		<u>47,920</u>		<u>45,577</u>

These Financial Statements were approved by the Board of Trustees, who confirm that they have made available all relevant records and information for their preparation, and were signed on its behalf on 18 March 2025 by:



**Shazia Khawaja – Trustee**

## SUNNINGDALE VILLAGE HALL

### Notes to the accounts for the year ended 31 December 2024

#### 1. Accounting policies

##### **1.1. Accounting convention**

The accounts are prepared under the historical cost convention on the accruals basis.

##### **1.2. Income**

Income represents the total income value from all sales and other sources during the year.

#### 3. Debtors

	<u>2024</u>	<u>2023</u>
	£	£
Prepayments	1,315	60
Trade debtors	0	89
PAYE	127	0
	<u>1,442</u>	<u>149</u>

#### 4. Accruals and Trade Creditors

	<u>2024</u>	<u>2023</u>
	£	£
Trade creditors	302	367
Sundry Creditors	83	2,629
Deposits held	1,600	1,000
Accruals	1,026	1,874
	<u>3,011</u>	<u>5,870</u>

#### 5. Reserves (all unrestricted)

	<u>Brought forward</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>Carried forward</u>
	£	£	£	£	£
Designated Hall Redecoration and Repainting Fund	26,274	-	-	-	26,274
General Funds	19,303	58,032	(55,689)	-	21,646
<b><u>Total Reserves</u></b>	<b><u>45,577</u></b>	<b><u>58,032</u></b>	<b><u>(55,689)</u></b>	<b><u>-</u></b>	<b><u>47,920</u></b>

**SUNNINGDALE VILLAGE HALL**

England & Wales - Charity number 299966

---

# Accounts

---

**SUNNINGDALE VILLAGE HALL**

**Audited Accounts**

**for the year ended 31 December 2022**

## **SUNNINGDALE VILLAGE HALL**

### **Information**

#### **Trustee**

Sunningdale Parish Council (Managing Trustee)

#### **Charity Registered Office**

Church Road  
Sunningdale  
Berkshire  
SL5 0NJ

#### **Operations Team**

Ruth Davies (Charity Manager)  
Gemma Smith (Operations and Bookings Manager)  
Carol Elsasser (Marketing Manager)

#### **Office Address**

Broomhall Lane  
Sunningdale  
Berkshire  
SL5 0QS

#### **Examiner**

Auditing Solutions  
46 The Common  
Bromham  
Chippenham  
SN15 2JJ

#### **Bankers**

Barclays Bank PLC

**SUNNINGDALE VILLAGE HALL**

**Contents**

	<b><u>Page</u></b>
<b><u>Trustee's Report</u></b>	<b>1-2</b>
<b><u>Independent Examiner's Report</u></b>	<b>3</b>
<b><u>Income &amp; Expenditure Account</u></b>	<b>4</b>
<b><u>Balance Sheet</u></b>	<b>5</b>
<b><u>Notes to the accounts</u></b>	<b>6</b>

## SUNNINGDALE VILLAGE HALL

### Trustees' Report for the year ended 31 December 2022

**Registered Charity Number:** 299966

**Registered Office:** Church Road, Sunningdale, Ascot, Berkshire SL5 0NJ

#### **Trustee:**

The Trustee at the date of this Report was the Sunningdale Parish Council (Managing Trustee).

#### **Structure, Governance and Management:**

The Charity is an unincorporated association governed by a registered Charity Commission Scheme dated 12 February 1988 as amended on 23 November 2009, 31 March 2017 and 20 September 2019.

Governance is the responsibility of a Trustee Board. The day-to-day management of the Charity is carried out by an Operations Team appointed by the Trustee.

#### **Financial review:**

The Trustees report that in 2022, the year covered by this report, the charity made a surplus of £7,826 (2021: deficit £3,578).

Income levels have recovered during 2022 to £47,442 (2021: £36,727). The use of the facilities returned to normal levels after COVID 19 pandemic restrictions were lifted.

Expenditure at £39,616 (2020: £40,305) was broadly in line with the prior year.

On 31 December 2022 reserves, all of which were unrestricted, were £42,671 (2021: £34,845). The Trustees have reviewed their reserves policy which is to maintain reserves at a minimum of six months running expenditure, currently equating to approximately £20,000, in addition to those designated for specific purposes. As the general reserve balance of £16,397 was below the reserve policy, the Trustees intend to rebuild this fund in the coming year. The designated reserve stands at £26,274, there has been no movement during this year and the balance remains the same as the brought forward balance on 1st January 2022 of £26,274.

Any other reserves are available for investment in the further development of the facilities and activities of the charity, as and when deemed appropriate by the Trustees,

#### **Objectives and Activities:**

The object of the Charity is the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Sunningdale and the neighbourhood thereof (the "area of benefit") without distinction of political, religious or other opinions, 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 said inhabitants.

## **SUNNINGDALE VILLAGE HALL**

Sunningdale Village Hall sits at the heart of Sunningdale's community life and is the home of a wide range of social, leisure and recreational activities. It is used throughout the day and evening for many classes and activities. The main hall has a raised wooden stage area ideal for theatrical performances or musical events. A serving hatch direct from the kitchen makes it an ideal venue for many functions where eating and dancing can be combined. A smaller hall at the rear of the building is the home (during the day in term time) of Sunningdale Pre-School. It too has its own kitchen and can be hired for events at evenings and weekends. There are also gardens to the rear of the building.

The Trustees monitor hire rates to ensure that the facilities are affordable to a wide cross section of the community, whilst remaining competitive with alternative venues and sufficient to ensure the Hall's ongoing viability. Concessionary rates are offered to registered charities.

### **Achievements:**

The income in 2022 returned to more normal levels after the COVID-19 pandemic and lockdown restrictions. It remains essential that the hall generates a healthy surplus to ensure funds are available for its long-term maintenance. Hire rates were increased only in line with inflation. The Trustee and the Operations Team continued to promote community activities through their Website, Facebook, and the Village Venues leaflet, which is published and distributed three times a year to over 3,000 households.

The Operations Team which is based at the Pavilion at Broomhall Lane Recreation Ground continues to function well. It comprises Ruth Davies (Charity Manager), Gemma Smith (Operations and Bookings Manager) and Carol Elsasser (Marketing Manager).

### **Public benefit:**

The Charity Trustees believe that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission.

**Sunningdale Parish Council**  
**Managing Trustee**

**16 July 2023**

## **SUNNINGDALE VILLAGE HALL**

### **Independent Examiner's Report to the Trustees of SUNNINGDALE VILLAGE HALL**

We report on the accounts of the Trust for the year ended 31<sup>st</sup> December 2022, which are set out on pages 4 to 6.

#### **Respective responsibilities of trustees and examiner**

As the Charity's Trustee you are responsible for the preparation of the accounts. The Charity's Trustee considers that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is our responsibility to

- Examine the accounts (under section 43(3)(a) of the 1993 Act);
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- State whether particular matters have come to my attention.

This report is made solely to the Trustee in accordance with the Charities Act 1993. Our work has been undertaken so that we might state to the Trustee those matters we are required to in an examiner's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trustee for our work, for this report, or for the opinions we have formed.

#### **Basis of independent examiner's report**

Our 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 we do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

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

- 1) which gives us reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act, and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act, have not been met; or;
- 2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**For and on Behalf of Auditing Solutions**

**17<sup>th</sup> July 2023**

**SUNNINGDALE VILLAGE HALL**

**Income & Expenditure Account**  
**for the year ended 31 December 2022**

<u>Notes</u>	<u>2022</u>		<u>2021</u>	
	£	£	£	£
<b><u>Incoming resources</u></b>				
Hire income		45,387		26,672
Advertising income		2,055		1,470
Miscellaneous income		0		8,585
		<hr/>		<hr/>
		47,442		<b>36,727</b>
<b><u>Resources expended</u></b>				
Advertising		1,341		1,292
Repairs & maintenance		3,011		2,537
Bookkeeping and Examiners Fee		952		1,122
Rent, rates and refuse		2,348		1,213
Cleaning		6,552		4,393
Insurance		1,137		1,082
Light and heat		4,747		4,987
Management charges/wages		18,057		23,388
Sundry expenses		1,470		202
Bad Debt Write Off		0		89
		<hr/>		<hr/>
		<b>(39,616)</b>		<b>(40,305)</b>
<b><u>Net incoming resources for year</u></b>		<hr/> <b>7,826</b> <hr/>		<hr/> <b>(3,578)</b> <hr/>

**SUNNINGDALE VILLAGE HALL**

**Balance Sheet**  
**as at 31 December 2022**

	<u>Notes</u>	<u>2022</u>		<u>2021</u>	
		£	£	£	£
<b><u>Current assets</u></b>					
Debtors	3	443		327	
Cash at bank		51,125		42,615	
		<u>51,568</u>		<u>42,942</u>	
<b><u>Current liabilities</u></b>					
Accruals and trade creditors	4	<u>8,897</u>		<u>8,097</u>	
<b><u>Net current assets</u></b>			<u>42,671</u>		<u>34,845</u>
<b><u>Total assets less current liabilities</u></b>			<u>42,671</u>		<u>34,845</u>
<b><u>Capital account</u></b>					
Unrestricted Funds at 1/1/2022 brought forward			34,845		38,423
Deficit/Surplus for the year			7,826		(3,578)
<b><u>Total reserves</u></b> (all unrestricted)	5		<u>42,671</u>		<u>34,845</u>

These Financial Statements were approved by the Board of Trustees, who confirm that they have made available all relevant records and information for their preparation, and were signed on its behalf on 05 Sept 2023 by:

**Sunningdale Parish Council – Managing Trustee**

## SUNNINGDALE VILLAGE HALL

### Notes to the accounts for the year ended 31 December 2022

#### 1. Accounting policies

##### 1.1. Accounting convention

The accounts are prepared under the historical cost convention on the accruals basis.

##### 1.2. Income

Income represents the total income value from all sales and other sources during the year.

#### 3. Debtors

	<u>2022</u>	<u>2021</u>
	£	£
Prepayments	60	664
Trade debtors	383	-337
	<u>443</u>	<u>327</u>

#### 4. Accruals and Trade Creditors

	<u>2022</u>	<u>2021</u>
	£	£
Trade creditors	5,258	1,159
Sundry Creditors	1,355	498
Deposits held	1,100	780
Accruals	1,184	5,660
	<u>8,897</u>	<u>8,097</u>

#### 5. Reserves (all unrestricted)

	<u>Brought forward</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>Carried forward</u>
	£	£	£	£	£
Designated Hall Redecoration and Repainting Fund	26,274	-	-	-	26,274
General Funds	8,571	47,442	(39,616)	-	16,397
<b><u>Total Reserves</u></b>	<b><u>34,845</u></b>	<b><u>47,442</u></b>	<b><u>(39,616)</u></b>	<b><u>-</u></b>	<b><u>42,671</u></b>

**SUNNINGDALE VILLAGE HALL**

England & Wales - Charity number 299966

---

# Accounts

---

**SUNNINGDALE VILLAGE HALL**

**Unaudited Accounts**

**for the year ended 31 December 2021**

## **SUNNINGDALE VILLAGE HALL**

### **Information**

<b><u>Trustee</u></b>	Sunningdale Parish Council (Managing Trustee)
<b><u>Charity Registered Office</u></b>	Church Road Sunningdale Berkshire SL5 0NJ
<b><u>Operations Team</u></b>	Ruth Davies (Charity Manager) Gemma Smith (Operations and Bookings Manager) Carol Elsasser (Marketing Manager)
<b><u>Office Address</u></b>	The Pavilion Broomhall Lane Sunningdale Berkshire SL5 0QS
<b><u>Examiner</u></b>	Auditing Solutions Ltd Clackerbrook Farm 46 The Common Bromham, WILTSHIRE SN15 2JJ Company Number 04357952
<b><u>Bankers</u></b>	Barclays Bank PLC

**SUNNINGDALE VILLAGE HALL**

**Contents**

	<b><u>Page</u></b>
<b><u>Trustee's Report</u></b>	<b>1-2</b>
<b><u>Independent Examiner's Report</u></b>	<b>3</b>
<b><u>Income &amp; Expenditure Account</u></b>	<b>4</b>
<b><u>Balance Sheet</u></b>	<b>5</b>
<b><u>Notes to the accounts</u></b>	<b>6</b>

**SUNNINGDALE VILLAGE HALL**

**Trustees' Report for the year ended 31 December 2021**

**Registered Charity Number:** 299966

**Registered Office:** Church Road, Sunningdale, Ascot, Berkshire SL5 0NJ

**Trustee:**

The Trustee at the date of this Report was the Sunningdale Parish Council (Managing Trustee).

**Structure, Governance and Management:**

The Charity is an unincorporated association governed by a registered Charity Commission Scheme dated 12 February 1988 as amended on 23 November 2009, 31 March 2017 and 20 September 2019.

Governance is the responsibility of a Trustee Board. The day-to-day management of the Charity is carried out by an Operations Team appointed by the Trustee.

**Financial review:**

The Trustees report that in 2021, the year covered by this report, the charity made a deficit of £3,578 (2020: deficit £19,280).

Income at £36,727 (2020: £23,504) was up on 2020. The use of the facilities was severely restricted due to the COVID 19 pandemic and income drop was reflected in 2020. It has recovered during 2021 as restrictions have eased and facilities able to be used again.

Expenditure at £40,305 (2020: £42,784) was less than last year due mainly to full redecoration costs of the hall in 2020 and which were drawn from the designated Hall Redecoration and Repainting Fund. There was no major redecoration in 2021.

At 31 December 2021 reserves, all of which were unrestricted, were £34,845 (2020: £38,423). The Trustees have reviewed their reserves policy which is to maintain reserves at a minimum of six months running expenditure, currently equating to approximately £20,000, in addition to those designated for specific purposes. As the general reserve balance of £8,571 was below the reserve policy, the Trustees intend to rebuild this fund in the coming year. The designated reserve stands at £26,274, there has been no movement during this year and the balance remains the same as the brought forward balance at 1st January 2021 of £26,274.

Any other reserves are available for investment in the further development of the facilities and activities of the charity, as and when deemed appropriate by the Trustees,

**Objectives and Activities:**

The object of the Charity is the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Sunningdale and the neighbourhood thereof (the "area of benefit") without distinction of political, religious or other opinions, 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 said inhabitants.

## **SUNNINGDALE VILLAGE HALL**

Sunningdale Village Hall sits at the heart of Sunningdale's community life and is the home of a wide range of social, leisure and recreational activities. It is used throughout the day and evening for many classes and activities. The main hall has a raised wooden stage area ideal for theatrical performances or musical events. A serving hatch direct from the kitchen makes it an ideal venue for many functions where eating and dancing can be combined. A smaller hall at the rear of the building is the home (during the day in term time) of Sunningdale Pre-School. It too has its own kitchen and can be hired for events at evenings and weekends. There are also gardens to the rear of the building.

The Trustees monitor hire rates to ensure that the facilities are affordable to a wide cross section of the community, whilst remaining competitive with alternative venues and sufficient to ensure the Hall's ongoing viability. Concessionary rates are offered to registered charities.

### **Achievements:**

The income in 2021 was still impacted by the COVID-19 pandemic and lockdown restrictions affecting the hire and use of the hall at the beginning of the year. It remains essential that the hall generates a healthy surplus to ensure funds are available for its long-term maintenance. Hire rates were increased only in line with inflation. The Trustee and the Operations Team continued to promote community activities through their Website, Facebook and the Village Venues leaflet, which is published and distributed three times a year to over 3,000 households.

The Operations Team which is based at the Pavilion at Broomhall Lane Recreation Ground continues to function well. It comprises of Ruth Davies (Charity Manager), Gemma Smith (Operations and Bookings Manager) and Carol Elsasser (Marketing Manager).

### **Public benefit:**

The Charity Trustees believe that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission.

**Sunningdale Parish Council**  
**Managing Trustee**

**18 July 2022**

## SUNNINGDALE VILLAGE HALL

### Independent Examiner's Report to the Trustees of SUNNINGDALE VILLAGE HALL

We report on the accounts of the trust for the year ended 31 December 2021, which are set out on pages 4 to 6.

#### Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charities Commissioners under section 43(7)(b) of the Act, whether particular matters have come to our attention.

#### Basis of independent examiner's report

Our 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 we do not express an audit opinion on the view given by the accounts.

#### Independent examiner's statement

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

- 1) which gives us reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act, and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act, have not been met; or;
- 2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Stuart Pollard

**Auditing Solutions**  
**20 June 2022**

**SUNNINGDALE VILLAGE HALL**

**Income & Expenditure Account**  
**for the year ended 31 December 2021**

	<u>Notes</u>	<u>2021</u>		<u>2020</u>	
		£	£	£	£
<b><u>Incoming resources</u></b>					
Hire income			26,672		22,418
Advertising income			1,470		0
Miscellaneous income			8,585		1,086
			<hr/>		<hr/>
			<b>36,727</b>		<b>23,504</b>
<b><u>Resources expended</u></b>					
Advertising		1,292		1,063	
Repairs & maintenance		2,537		16,327	
Bookkeeping and Examiners Fee		1,122		1,362	
Rent, rates and refuse		1,213		2,242	
Cleaning		4,393		3,014	
Insurance		1,082		1,457	
Light and heat		4,987		3,616	
Management charges/wages		23,388		12,605	
Telephone		0		414	
Print, Post and Stationery		0		30	
Depreciation		0		115	
Sundry expenses		202		539	
Bad Debt Write Off		89		0	
		<hr/>		<hr/>	
			<b>(40,305)</b>		<b>(42,784)</b>
<b><u>Net outgoing resources for year</u></b>			<b>(3,578)</b>		<b>(19,280)</b>
			<hr/>		<hr/>

**SUNNINGDALE VILLAGE HALL**

**Balance Sheet**  
**as at 31 December 2021**

	<u>Notes</u>	<u>2021</u>		<u>2020</u>	
		£	£	£	£
<b><u>Tangible fixed assets</u></b>			0		0
<b><u>Current assets</u></b>					
Debtors	3	327		813	
Cash at bank		42,615		47,719	
Prepayments					
		<u>42,942</u>		<u>48,532</u>	
<b><u>Current liabilities</u></b>					
Accruals and trade creditors	4	8,097		10,109	
<b><u>Net current assets</u></b>			<u>34,845</u>		<u>38,423</u>
<b><u>Total assets less current liabilities</u></b>			<u>34,845</u>		
<b><u>Capital account</u></b>					
Unrestricted Funds at 1/1/21 brought forward			38,423		57,703
Deficit for the year			(3,578)		(19,280)
<b><u>Total reserves</u></b> (all unrestricted)	5		<u>34,845</u>		<u>38,423</u>

These Financial Statements were approved by the Board of Trustees, who confirm that they have made available all relevant records and information for their preparation, and were signed on its behalf on 18 July 2022 by:

**Sunningdale Parish Council – Managing Trustee**

## SUNNINGDALE VILLAGE HALL

### Notes to the accounts for the year ended 31 December 2021

#### 1. Accounting policies

##### 1.1. Accounting convention

The accounts are prepared under the historical cost convention on the accruals basis.

##### 1.2. Income

Income represents the total income value from all sales and other sources during the year.

#### 3. Debtors

	<u>2021</u>	<u>2020</u>
	£	£
Prepayments	664	56
Trade debtors	-337	757
	<u>327</u>	<u>813</u>

#### 4. Accruals and Trade Creditors

	<u>2021</u>	<u>2020</u>
	£	£
Trade creditors	1,159	8,019
Sundry Creditors	498	0
Deposits held	780	180
Accruals	5,660	1,910
	<u>8,097</u>	<u>10,109</u>

#### 5. Reserves (all unrestricted)

	<u>Brought forward</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>Carried forward</u>
	£	£	£	£	£
Designated Hall Redecoration and Repainting Fund	26,274	-	-	-	26,274
General Funds	<u>12,149</u>	<u>36,727</u>	<u>(40,305)</u>	-	<u>8,571</u>
<b>Total Reserves</b>	<b><u>38,423</u></b>	<b><u>36,727</u></b>	<b><u>(40,305)</u></b>	-	<b><u>34,845</u></b>