

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST MARCH 2024

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E.T. FOAKES MEMORIAL HALL CHARITY TRUST
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31st MARCH 2024

	2024	2023
	£	£
Income		
Scale and Other Fees	53,611	48,284
Rechargeable to Tenants	-	-
Payphone	-	-
Rents re Foakes House and Clubhouse	23,450	18,570
Interest Received	8,631	3,616
Grants Gt Dunmow Town Council	80,271	71,219
Grants other	3,500	-
Sale of Land	-	-
Miscellaneous	-	1,167
	<u>169,463</u>	<u>142,856</u>
Expenditure		
Wages and National Insurance	36,700	28,325
Hall Management	61,721	75,134
Rates	-	205
Maintenance	29,928	34,842
Maintenance - Special Projects & Professional Fees	42,837	-
Cleaning	5,307	4,038
Light, Heat and Water	11,487	8,964
Capital Expenditure	4,148	4,377
Licences and Piano	910	502
Payphone and Wi-fi	999	1,169
Insurance	3,460	4,522
Audit Fees	170	(15)
Trees, garden, grounds	-	532
Miscellaneous	297	405
	<u>197,964</u>	<u>163,000</u>
Excess of Income over Expenditure for the Year	<u>(28,501)</u>	<u>(20,144)</u>

Cumulative Fund Summary

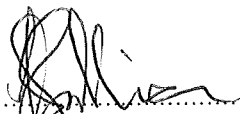
	2024	2023
	£	£
Fund Balances as at 1st April	192,912	213,056
Excess of Income over Expenditure for the Year:	-28,501	-20,144
Fund Balance as at 31st March 2024	<u><u>164,411</u></u>	<u><u>192,912</u></u>

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
BALANCE SHEET
AS AT 31ST MARCH 2024

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
<u>Investments</u>		
3 Charities Official Investment Fund	183,203	174,710
<u>Current Assets</u>		
Bank Current Account	27,749	70,984
4 Debtors	<u>7,557</u>	<u>53,530</u>
	35,306	124,514
<u>Current Liabilities</u>		
Creditors	(54,098)	(106,312)
<u>Net Current Assets/(Liabilities)</u>	<u>-18,792</u>	<u>18,202</u>
<u>Net Worth</u>	<u><u>164,411</u></u>	<u><u>192,912</u></u>
<u>Represented by:</u>		
Fund brought forward at 1 st April	192,912	213,056
Excess of Income over Expenditure for the Year	<u>-28,501</u>	<u>-20,144</u>
	<u><u>164,411</u></u>	<u><u>192,912</u></u>

The above statement represents fairly the financial position of the Charity as at 31st March 2024

Approved at the Trust Meeting on 5th day of February 2026

Signed: 
Chairman of
ET Foakes Memorial Hall Charity Trust

Date: 5-2-2026

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2024

		2023 figures £
1)	Property (2015 insured values)	
a)	E.T. Foakes Memorial Hall, Stortford Road, Dunmow, Essex.	1,950,990
b)	Foakes House, 47 Stortford Road, Dunmow, Essex.	487,746
	Total	<u>2,438,736</u>
2)	Contents (E.T. FOAKES Memorial Hall)	88,496
3)	Investments	
a)	Charities Official Investment Fund	183,203

4) **Debtors and Prepayments**

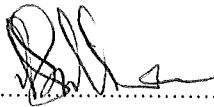
At 31st March 2024 trade debts of £5050.60 were outstanding and due to the ETFMHCT
The ages of the debts were:

	Number	£
Less than 3 months old	11	3,139
More than 3 months old	7	1,911
Customs & Excise		-
Sundry Debtors: Prepayments & Recharges		2,507
		<u>7,557</u>

5) **Creditors and Accruals**

At 31st March 2024 trade creditors of £381.60 were outstanding and due to the ETFMHCT
aged as follows:

	Number	£
Less than 3 months old	1	382
More than 3 months old	-	-
Customs & Excise		-
Sundry Debtors: Prepayments & Recharges		12,726
Great Dunmow Town Council		40,990
		<u>54,098</u>

Signed: 
Chairman of
ET Foakes Memorial Hall Charity Trust

Date: 5-2-2026

Independent Examiner's Report to the Trustees of The Edward Thomas Foakes Memorial Hall Charity: year ended 31 March 2024

Registered Charity No: 301312

Income in Year: £169,462.53

Expenditure in Year: £197.963.47

Reserves as at 31 March 2024: £164,411.23

1. Respective responsibilities of Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees require an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

2. Report for the year ended 31 March 2024

The Governing Document (a Court Scheme) is dated 6 November 1933. The Area of Benefit is the given as Great Dunmow in the County of Essex.

The objectives of the Charity are to provide '*a Hall for the purpose of Entertainments, Recreations, Meetings, Lectures, Concerts and other charitable purposes*'.

The Charity Commission's website states that '*Miss Alice Foakes gave the Foakes Hall to the town in 1934. It now provides a range of well-maintained and varied facilities at moderate prices (available on request) for the local community. These include a large main hall, smaller side hall and a meeting room, stage and scenery store, well-equipped kitchen and bar area and a projection room.*' Further details regarding 'what the Charity does, who the Charity helps and how the Charity works' have been registered with the Charity Commission.

The Charity has a Sage accounting system in place with detailed breakdown of income and expenditure recorded within the system. An Income and Expenditure Account for the year ended 31 March 2024 has been constructed and was presented to the Independent Examiner, who attended the Great Dunmow

Town Council's offices on 7 July 2025, when the Trust's End of Year Accounts, supporting documentation and a range of transactions in the year of account were examined.

The following observations are made (recommendations and areas where action is required to be taken are shown in **bold**):

- a) The Accounts for the year ending 31 March 2024 have yet to be approved by the Trustees.
- b) This Independent Examination covers the period 1 April 2023 to 31 March 2024. The End-of-Year Accounts have been constructed and balanced by the Great Dunmow Town Council's Finance Officer, Anne Mangham, using the Sage Accounting system. The Finance Officer has sufficient financial data to complete Form CC16a, to be submitted to the Charity Commission as soon as practicably possible (the due date was 31 January 2025).
- c) The Charities Act 2011 requires all registered charities to prepare a Trustees' Annual Report (TAR) and Accounts and to submit them to the Charity Commission if their income was greater than £25,000. The Commission's website entry for the Edward Thomas Foakes Memorial Hall Charity confirms that the most recent submission of Accounts and the TAR was for the year ended 31 March 2023, which were received by the Commission on 30 January 2024 (on time).
- d) The TAR and Accounts for the year ending 31 March 2024 are now overdue for submission to the Charity Commission.
- e) The Trust met three times during the 2023/24 year of account. At the meeting of the Trust on 21 November 2023, the Trustees received the Internal Audit Report 2022/23, noted the Annual Accounts for the year 2022/23 and received a Budget Report for the year 2023/24 dated 14 November 2023. The recommendations of the Finance Officer were considered and Trustees agreed an alteration to the Signatories to Bank Mandates as follows:
 - The Correspondence Contact would be the Town Clerk.
 - Change Signatories to the Town Clerk and the Chair of the Trust (the Mayor).
 - Councillor C James to remain as Signatory.
 - Change the current account from Barclays Bank to Unity Bank.
- f) The Reconciliation between the Bank/Investments and the Account Balance as at 31 March 2024 can be displayed as follows:

Barclays Bank Current Account:	£27,748.85
CCLA Account:	<u>£183,203.24</u>
	£210,952.09

Add Listed Debtors:	£7,557.23
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Deduct Listed Creditors:	£54,098.09 (including the Town Council £40,990)
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Accounting Balance:	£164,411.23
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- g) A Reconciliation between the Opening Accounts Balance at the beginning of the year and at the end of the year can be displayed as follows:

The Accounting balance b/f as at 1 April 2023:	£192,912.17
Add: Recorded Income in the Year:	£169,462.53
Deduct: Recorded Payments in the Year:	£197,963.47
The Accounting Balance c/f as at 31 March 2024:	£164,411.23

- h) The Charity prepares an Annual Budget as a separate page within the Town Council's Budget which includes planning for maintenance, running costs and improvements. The Town Council's approved Financial Regulations apply to the Trust. Income and expenditure transactions are tracked during the year by the Finance Officer.
- i) The Charity's financial administration is undertaken by the Finance Officer to a high standard through the use of the Sage accounting system. End of Year financial statements (an Income and Expenditure Account and related data) have been prepared by the Finance Officer. The Accounting system displays the date of payment, the method of payment, the payee (or person/organisation making payment to the Charity in the case of sums received) and the category/sub-category concerned. The Accounting system secures the necessary financial control over transactions and provides clear evidence of each payment and receipt.
- j) The Independent Examiner undertook a sample check of the entries in the Sage Payments Lists. Individual invoices/vouchers are retained within the Town Council's documentation and were subject to review under the Council's Internal Audit 2023/24.
- k) The Reserves balance at the year-end 31 March 2024 amounted to £164,411.23 and reflected the decrease (deficit) of £28,500.94 from the balance of £192,912.17 at the end of the 2022/23 year of account).
- l) The Finance Officer confirmed that the procedure and controls in place for Payments in the year 2023/24 were in accordance with the approved arrangements in place for the Town Council. The processes in place for the Town Council for the year 203/24 were examined by the Council's Internal Auditor, Heather Heelis, during 2024 and were found to be satisfactory and accordingly have not been examined as part of this Independent Examination of the Charity.
- m) The Overall Recorded Income of £169,463 (rounded) in the 2023/24 year of account consisted of Scale of Fees etc (£53,611), Rents (£23,450), Grants from Town Council (£80,271), Other Grants (£3,500) and Interest Received (£8,631). The Finance Officer advised that a comprehensive Standard Conditions of Hire document was in place and appropriate safeguards had been in place to ensure hirers had adequate insurance and qualifications to undertake safe and proper use.
- n) Expenditure of £197,964 (rounded) in the 2023/24 year of account included (inter alia) Hall Management (£61,721), Maintenance – Special Projects and Professional Fees (£42,837), Maintenance – General (£29,928), Wages and NI (£36,700), Capital Expenditure (£4,148) and Cleaning (£5,307).

- o) The Charity is not registered with HMRC for VAT purposes. The Charity has its own bank account from which payments are made. VAT is separately recorded and is merged within the Sage system with the Town Council's VAT Reclaim to HMRC. The Charity is accordingly obtaining benefit from the Town Council's registration. VAT is charged, where appropriate, to service users under the VAT Registration number of the Council and included in the VAT Return merged with the Town Council's overall VAT Reclaim.
- p) **It is recommended that the Charity seeks professional advice regarding the current arrangements that the Charity receives VAT repayments through the Town Council's Registration without having to register the Charity as a separate entity.**
- q) The Charity maintains an Asset Register which describes each asset held and lists details of the date of acquisition, supplier, location and cost value. The Finance Officer confirmed that the Asset Register is due for review during the year 2025/26. The Accounts as at 31 March 2024 display Property Values (valued as at 2015) of £2,438,736 and Contents of £99,475.
- r) The Finance Officer confirmed that insurance cover for the year 2023/24 was effected through the Town Council and that the cover included Public Liability, Employer's Liability and Fidelity Guarantee during the year of account.

3. Basis of Independent Examiner's report

My examination was carried out in accordance with the applicable 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.

4. Independent Examiner's statement.

In connection with my examination:

- a) I confirm that formal accounts (including an Income and Expenditure Account) have been constructed in respect of the 2023/24 year of account as evidence of appropriate control being maintained over the Charity's financial position and to evidence that the accounting records are kept in accordance with Section 130 of the Charities Act 2011 and comply with the applicable requirements concerning the form and content of accounts.
- b) Additional matters in connection with the examination and to which attention should be drawn are listed at item 2 above in this Report (in bold where action should now be taken).
- c) I would like to express my appreciation to Mrs Anne Mangham, Finance Officer, Great Dunmow Town Council, for her assistance during the course of this Examination.

Trevor Brown

Trevor Brown

Chartered Institute of Public Finance and Accountancy

21 July 2025