

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST MARCH 2025

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E.T. FOAKES MEMORIAL HALL CHARITY TRUST
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31st MARCH 2025

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
Income		
Scale and Other Fees	63,777	53,611
Rents re Foakes House and Clubhouse	24,458	23,450
Interest Received	9,574	8,631
Grants Gt Dunmow Town Council	72,651	80,271
Grants other	-	3,500
Miscellaneous	-	-
	<u>170,460</u>	<u>169,463</u>
 Expenditure		
Wages and National Insurance	36,076	36,700
Hall Management	62,699	61,721
Maintenance	19,121	29,928
Maintenance - Special Projects & Professional Fees	7,980	42,837
Cleaning	5,336	5,307
Light, Heat and Water	10,976	11,487
Capital Expenditure	6,445	4,148
Licences and Piano	759	910
Payphone and Wi-fi	1,262	999
Insurance	4,822	3,460
Audit Fees	200	170
Miscellaneous	<u>346</u>	<u>297</u>
	156,022	197,964
Excess of Income over Expenditure for the Year	<u><u>14,438</u></u>	<u><u>(28,501)</u></u>


<u>Cumulative Fund Summary</u>	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
Fund Balances as at 1st April	164,411	192,912
Excess of Income over Expenditure for the Year:	14,438	-28,501
Fund Balance as at 31st March 2025	<u><u>178,849</u></u>	<u><u>164,411</u></u>

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
BALANCE SHEET
AS AT 31ST MARCH 2025

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
<u>Investments</u>		
3 Charities Official Investment Fund	192,279	183,203
<u>Current Assets</u>		
Bank Current Account	23,985	27,749
4 Debtors	<u>11,413</u>	<u>7,557</u>
	35,398	35,306
<u>Current Liabilities</u>		
Creditors	(48,828)	(54,098)
<u>Net Current Assets/(Liabilities)</u>	<u>-13,430</u>	<u>-18,792</u>
<u>Net Worth</u>	<u><u>178,849</u></u>	<u><u>164,411</u></u>
<u>Represented by:</u>		
Fund brought forward at 1 st April	164,411	192,912
Excess of Income over Expenditure for the Year	<u>14,438</u>	<u>-28,501</u>
	<u><u>178,849</u></u>	<u><u>164,411</u></u>
	0	

The above statement represents fairly the financial position of the Charity as at 31st March 2025

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 2025

		<u>£</u>
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><u>2,438,736</u></u>
2)	Contents (E.T. FOAKES Memorial Hall)	97,997
3)	Investments	
a)	Charities Official Investment Fund	192,279

4) **Debtors and Prepayments**


At 31st March 2025 trade debts of £5050.60 were outstanding and due to the ETFMHCT
The ages of the debts were:

	Number	<u>£</u>
Less than 3 months old	11	7,165
More than 3 months old	7	1,653
Customs & Excise		366
Sundry Debtors: Prepayments & Recharges		2,229
		<u><u>11,413</u></u>

5) **Creditors and Accruals**

At 31st March 2025 trade creditors of £4608 were outstanding and due to the ETFMHCT
aged as follows:

	Number	<u>£</u>
Less than 3 months old	1	4,504
More than 3 months old	-	104
Customs & Excise		-
Sundry Debtors: Prepayments & Recharges		16,348
Great Dunmow Town Council		27,872
		<u><u>48,828</u></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 2025

Registered Charity No: 301312

Income in Year: £170,460.45

Expenditure in Year: £156,022.16

Reserves as at 31 March 2025: £178,849.52

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 2025

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 2025 has been constructed and was presented to the Independent Examiner, who attended the Great Dunmow

Town Council's offices on 15 January 2026, 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 2025 have yet to be approved by the Trustees.
- b) This Independent Examination covers the period 1 April 2024 to 31 March 2025. 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 is 31 January 2026).
- 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) **At the time of this Report, the Accounts and the TAR for the previous year ended 31 March 2024 have yet to be submitted to the Commission (and are overdue by 349 days).**
- e) The Trust met three times during the 2024/25 year of account and received Budget Reports for the year.
- f) The Reconciliation between the Bank/Investments and the Account Balance as at 31 March 2025 can be displayed as follows:

	£
Unity Trust Current Account:	5,501.88
Unity Trust Savings Account	18,483.63
CCLA Account:	<u>192,279.08</u>
	216,264.59
 Add Listed Debtors:	 11,413.32
 Deduct Listed Creditors (including Town Council):	 <u>48,828.39</u>
Accounting Balance:	£178,849.52

- 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 2024:	£164,411.23
 Add: Recorded Income in the Year:	 £170,460.45
 Deduct: Recorded Payments in the Year:	 <u>£156,022.16</u>
The Accounting Balance c/f as at 31 March 2025:	£178,849.52

- 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 2024/25.
- k) The Reserves balance at the year-end 31 March 2025 amounted to £178,849.52 and reflected the increase (surplus) of £14,438.29 from the balance of £164,411.23 at the end of the 2023/24 year of account.
- l) The Finance Officer confirmed that the procedure and controls in place for Payments in the year 2024/25 were in accordance with the approved arrangements in place for the Town Council.
- m) The Overall Recorded Income of £170,460 (rounded) in the 2024/25 year of account consisted of Scale and other Fees (£63,777), Rents (£24,458), Grants from Town Council (£72,651) and Interest Received (£9,574). 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 £156,022 (rounded) in the 2024/25 year of account included (inter alia) Hall Management (£62,699), Maintenance (Special Projects and Professional Fees) (£7,980), General Maintenance (£19,121), Wages and NI (£36,076), Light, Heat and Water (£10,976), Capital Expenditure (£6,445), Cleaning (£5,336), Insurance (£4,822) and Other/Miscellaneous (£2,567).
- 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. **Following the recommendation in the 2024 independent review, the Finance Officer has consulted the Essex Association of Local Councils (EALC) on this matter and is awaiting advice from the Association.**
- p) The Charity maintains an Asset Register which describes each asset held and lists details, as far as possible, of the date of acquisition, supplier, location and insurance value. The Finance Officer confirmed that the Asset Register is under continuous review during the year.

- q) The Finance Officer confirmed that insurance cover for the year 2024/25 was effected through the Town Council and that the cover included Public Liability, Employer's Liability and Fidelity Guarantee during the year of account. **The Finance Officer agreed to ensure that the position of the Council as custodiam Trustee to the Playing Field would be noted by the insurer and included in the insurance documentation to avoid any possible ambiguity in the event of a claim being put forward.**

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 2024/25 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

15 January 2026