



Trustees' Annual Report for the period

From	Period start date 1/4/20		To	Period end date 31/3/21		
		Month		Year	Day	Month

Section A Reference and administration details

Charity name Toppesfield Village Hall

Other names charity is known by

Registered charity number (if any) 301426

Charity's principal address

Toppesfield Village Hall

Church lane

Toppesfield Halstead Essex

Postcode CO9 4DR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andrea Chinery	Chair		
2	Frances Winter	Treasurer		
3	Wendy Ames			
4	Sue Chapman	Secretary		
5	Linda Bowen			
6	Maureen Dimmock			
7	Kim Stephens			
8	Daphne Jude	Bookings secretary		
9	April			
10	Jean Bagnall			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Nominated and elected at AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Management of this building as a village hall to provide a central community centre, that is safe, suitable and welcoming to allow a variety of activities for a range of groups and individuals.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The hall was greatly impacted by Covid pandemic restricting its use to pre-school provision only for majority of the year.

Policies & procedures are reviewed and updated, adapted for Covid restrictions and all legal requirements adhered to.

Trustees have sourced grant funding from local council under the Covid

Allowances available for Leisure & recreational facilities.

The financial status of accounts was fully declared throughout the year via remote systems rather than usual meetings and major spending decisions consulted upon before auctioning.

The committee has heeded information and guidance provided from insurers, ACRE and RCCE to ensure compliant and aware of changing restrictions throughout the year.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are decided on and held to cover emergency repairs and foreseeable outgoings.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Frances Winter	Andrea Chinery
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	20/8/21	20/8/21



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

No (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2020

To

Period end date
31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
lettings	2,679	-	-	2,679	-
local council grants	20,851	-	-	20,851	-
co-op donation	200	-	-	200	-
shared electric cists from shop	2,400	-	-	2,400	-
interest	1	-	-	1	-
pc rent	761	-	-	761	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	26,891	-	-	26,891	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	26,891	-	-	26,891	-
A3 Payments					
electricity	3,096	-	-	3,096	-
water	368	-	-	368	-
grounds	144	-	-	144	-
caretaking	910	-	-	910	-
insurance	614	-	-	614	-
safety	393	-	-	393	-
repairs	1,366	-	-	1,366	-
cleaning materials	239	-	-	239	-
misc	409	-	-	409	-
Sub total	7,539	-	-	7,539	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	7,539	-	-	7,539	-
Net of receipts/(payments)	19,352	-	-	19,352	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	19,352	-	-	19,352	-



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Toppesfield Village Hall

**On accounts for the year
ended**

31/3/2021

**Charity no
(if any)**

301426

Set out on pages

2(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

20/8/21

Name:

Michael Bickers

**Relevant professional
qualification(s) or body
(if any):**

NIL

Address:

18 The Street, Toppesfield, Essex CO9 4DJ

Independent Examiner Report

I confirm that I independently reviewed the accounts of Toppesfield Village Hall for the period 1st April 2020 to 31st March 2021. I signed the double entry ledger book to as examined and found accurate on 08/06/2021 in preparation for the AGM held on 11/06/21

I am independent of the village hall committee and not related to any of the trustees. I am a village resident, a user of the hall but not involved in any other capacity. I examine these accounts voluntarily on request from the village hall committee and this is agreed and minuted at the previous AGM

My examination included scrutinizing all associated paperwork detailing all financial transactions during the year, showing details of where and when monies were received or paid out.

Income records included - payment invoices to hirers, and bank statements. All receipts were via BACS transfers , no cash deposits .

Expenditure records included - invoices from contractors, Duplicate payment sheets, utility bills, cheque book, receipts and bank statements. No cash payments made.

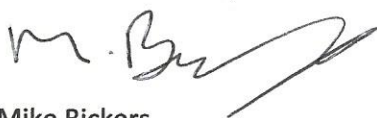
All transactions were reconciled against bank statement, bank paying in books and petty cash amounts checked and found to be accurate

All transactions are recorded in a double entry ledger book, and kept electronically on an Excel spreadsheet.

Period financial statements are prepared for each committee meeting, and included in the account folder. All paperwork was presented in date order, and sequentially numbered invoices.

No cash transactions were made in the year.

It was my view that these records seen fully accounted for all financial transaction that occurred during the financial period and I found them to be comprehensive, clearly presented and accurate.

A handwritten signature in black ink, appearing to read 'M. Bickers', with a stylized flourish at the end.

Mike Bickers