

SWANMORE VILLAGE HALL

Trustees' Annual Report and Financial Statements

For the Year Ended 31 March 2024

Charity No. 301963

Prepared for trustee review and approval

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Reference and Administrative Information

Charity Name	Swanmore Village Hall
Charity Number	301963
Principal Address	Swanmore Village Hall New Road Swanmore Southampton Hampshire SO32 2PF
Governing Document	Unincorporated registered charity governed by its Trust Deed.
Trustees	Jonathan Woodman - Chairman Victoria Newhouse - Secretary
Principal Bankers	Barclays Bank plc National Savings & Investments (NS&I)

Chairman's Foreword

The year ended 31 March 2024 was a period of stability for Swanmore Village Hall. Following the recovery and consolidation achieved in the previous years, the Trustees' focus was on maintaining normal operations, supporting regular user groups and ensuring that the Hall continued to provide a reliable and well-maintained facility for the local community.

The Hall continued to be used consistently throughout the year by a range of community groups, clubs, organisations and private hirers. No major changes were required during the year, and the Trustees concentrated on continuing the steady management of the building and its finances.

Although utility and operating costs remained an important consideration, careful financial management enabled the charity to report a modest surplus for the year while continuing to meet its routine maintenance and operating commitments.

The Trustees remain grateful to the volunteers, hirers and local residents who continue to support the Hall. Swanmore Village Hall remains an important part of village life, and the Trustees remain committed to maintaining it as an accessible, affordable and sustainable community asset.

Trustees' Annual Report

The Trustees present their Annual Report and Financial Statements for Swanmore Village Hall for the year ended 31 March 2024.

The report has been prepared to provide members of the community, funders, regulators and other interested parties with a clear account of the charity's activities, performance and financial position during the year.

Objectives and Activities

The charity exists to provide and maintain Swanmore Village Hall for the benefit of the residents of Swanmore and the surrounding area. The Hall is available for community groups, clubs, societies, educational organisations, recreational activities, charitable activities and private functions.

The Trustees seek to ensure that the Hall remains accessible, affordable and suitable for a broad range of community uses. The availability of the Hall supports social connection, learning, recreation and community participation across a wide range of ages and interests.

In setting objectives and planning activities, the Trustees have had due regard to the Charity Commission's guidance on public benefit. The Trustees consider that the continued provision and maintenance of the Village Hall delivers clear public benefit to the residents of Swanmore and the surrounding community.

Achievements and Performance

The Village Hall continued to operate steadily during the year, with regular user groups and bookings providing a consistent level of community activity.

The Trustees focused on maintaining the building to a good standard and ensuring that the Hall remained safe, attractive and suitable for use by a wide range of groups and private hirers. Routine maintenance was undertaken where required.

There were no major changes to the charity's activities during the year. The emphasis was on continuity, careful management and sustaining the strong community use that had been re-established following the disruption of the pandemic period.

The continued use of the Hall throughout the year demonstrated its ongoing importance as a community facility and the loyalty of regular hirers, volunteers and supporters.

Financial Review

Income for the year totalled £32,532.12, broadly consistent with the previous year. Expenditure amounted to £31,056.50, resulting in a surplus of £1,475.62.

The surplus reflected stable booking levels and careful control of routine operating costs. Utility costs remained a significant area of expenditure, but these were managed alongside the charity's normal maintenance and running costs.

Expenditure during the year included the normal costs of operating, cleaning, insuring and maintaining the Hall. Repairs and maintenance continued to be managed carefully so that the building remained safe, attractive and suitable for community use.

At 31 March 2024, the charity held unrestricted funds of £35,849.72, providing a sound financial base from which to continue maintaining the Village Hall and supporting future community activities.

Financial Summary

Description	2024 (£)
Total income	32,532.12
Total expenditure	31,056.50
Net movement in funds	1,475.62
Total funds at 31 March 2024	35,849.72

Reserves Policy

The Trustees do not currently operate a formal written reserves policy. However, reserve levels are reviewed regularly in the context of the charity's expected operating costs, maintenance obligations and future plans.

The Trustees consider it important to maintain adequate unrestricted funds to meet unforeseen expenditure, protect the continuity of the Hall's operation and contribute towards future repairs and improvements. The level of reserves held at the year end was considered appropriate in light of the charity's responsibilities for the building.

Principal Risks and Uncertainties

The Trustees regularly consider the principal risks facing the charity. The main risks identified during the year were:

- reliance on volunteers and the need to recruit new volunteers and Trustees;
- rising energy and maintenance costs;
- the need to maintain and increase booking levels;
- ongoing repair and upkeep obligations associated with the building;
- the need to preserve adequate reserves for future repairs and unexpected expenditure.

The Trustees seek to manage these risks through regular review of finances, maintenance planning, prudent use of funds, engagement with hirers and continued efforts to encourage community involvement in the running of the Hall.

Plans for Future Periods

The Trustees intend to continue maintaining the Village Hall to a high standard while seeking opportunities to improve its efficiency and long-term sustainability.

Priority will continue to be given to encouraging community use of the Hall, increasing bookings where possible, recruiting additional volunteers and Trustees, and ensuring that the building remains an important community asset for future generations.

Structure, Governance and Management

Swanmore Village Hall is an unincorporated registered charity governed by its Trust Deed. The charity is managed by volunteer Trustees who are responsible for governance, finance, maintenance, strategic planning and compliance with the charity's obligations.

The Trustees meet regularly to consider the operation of the Hall, review financial performance, approve expenditure and make decisions about maintenance and improvement works. Day-to-day activities are supported by volunteers and local contractors where appropriate.

Trustees are appointed in accordance with the charity's governing arrangements. New Trustees are provided with appropriate information about the charity's activities, responsibilities and financial position.

Public Benefit

The Trustees confirm that they have complied with their duty under Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

The provision and maintenance of Swanmore Village Hall delivers public benefit by making available a community facility for local residents, groups and organisations. The Hall supports social, recreational, educational and community activities and remains an important part of village life.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and Financial Statements for each financial year. They are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and enable them to ensure that the financial statements comply with applicable requirements.

The Trustees are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees consider that the financial statements for the year ended 31 March 2024 give a fair summary of the charity's activities, financial performance and financial position for the year.

Statement of Financial Activities

For the year ended 31 March 2024

Unrestricted funds	2024 (£)
Income from charitable activities	32,532.12
Total income	32,532.12
Expenditure on charitable activities	31,056.50
Total expenditure	31,056.50
Net movement in funds	1,475.62
Funds brought forward	34,374.10
Funds carried forward	35,849.72

All funds of the charity were unrestricted during the year. The notes on the following pages form part of these financial statements.

Balance Sheet

As at 31 March 2024

Current assets	2024 (£)
Cash at bank and in hand	3,700.32
Accounts receivable	3,573.75
Loan Account	5,000.00
NS&I account	25,165.91
Total current assets	37,439.98
Creditors: amounts falling due within one year	1,590.26
Net current assets	35,849.72
Total assets less current liabilities	35,849.72
Net assets	35,849.72
Funds of the charity	
Unrestricted funds	35,849.72
Total charity funds	35,849.72

Notes to the Financial Statements

1. Basis of preparation

The financial statements have been prepared from the charity's accounting records for the year ended 31 March 2024. They are intended to present the charity's income, expenditure, assets, liabilities and funds in a clear and proportionate format suitable for a charity of this size and nature.

2. Accounting policies

Income is recognised when receivable and expenditure is recognised when incurred. The financial statements have been prepared on a going concern basis, as the Trustees consider that the charity has adequate resources to continue operating for the foreseeable future.

3. Income

Income is principally derived from hall hire and associated activities. Total income for the year was £32,532.12.

4. Expenditure

Expenditure relates to the operation, maintenance and improvement of Swanmore Village Hall. Total expenditure for the year was £31,056.50.

Expenditure category	2024 (£)
Cleaning	5,593.46
Grounds Maintenance	1,269.00
Insurance	1,707.18
IT Software and Consumables	1,447.53
Legal Expenses	36.00
Light, Power, Heating, Water, Waste	13,363.94
Rent	2,000.00
Repairs & Maintenance	4,851.36
Telephone & Internet	788.03
Total expenditure	31,056.50

5. Funds

All funds held by the charity at 31 March 2024 were unrestricted funds. Total funds at the year end were £35,849.72.

6. Trustees remuneration and expenses

No Trustee received remuneration during the year. No Trustee expenses requiring separate disclosure were identified from the accounting records provided.

7. Volunteers

The charity benefits from the support of volunteers who contribute time and expertise to the operation and maintenance of the Hall. The value of volunteer time is not recognised in these financial statements.

8. Related party transactions

There were no related party transactions requiring disclosure from the information provided.

9. Going concern

The Trustees consider the charity to be a going concern. At the year end the charity held net assets of £35,849.72 and continued to operate for the benefit of the local community.

Approval by the Trustees

The Trustees' Annual Report and Financial Statements for the year ended 31 March 2024 were approved by the Trustees and signed on their behalf.

Chairman: _____  _____

Name: Jonathan Woodman

Date: _____ 30 / 5 / 24 _____

These financial statements are prepared for trustee review and approval. They should be reviewed against the charity's accounting records and formally approved before submission or publication.