

BOROUGH GREEN VILLAGE HALL

Trustees' Report and Financial Statements

Charity number 302687

31 December 2020

Contents

Legal and Administrative Details	1
Trustees Report for the year ended 31 December 2020	2 - 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes	7 - 10

Legal and Administrative Details

Custodian Trustee

The Official Receiver for Charities

Trustees

Mrs. B Cheeseman	Elected
Mrs. P Moorcroft	Community representative
Mrs. M. Vick	Elected
Mr A Hurll	Borodara representative
Mrs. L Hill	Elected
Mrs. J Taylor	Co-opted
Mr. H Ahamed	Community representative
Mrs M White	Tuesday Ladies Club Representative
Mrs. S. Gould	Parish Council representative

Correspondence Address

32, Station Road, Borough Green TN15 8EY

Independent Examiner

Gilbert Stark, 16,Tilton Road, BoroughGreen, TN15 8RS

Bankers

NatWest, 43, Swan Street, West Malling ME19 6HF

Charity Number

302687

Trustees Report for the Year Ended 31 December 2020

The trustees have the pleasure of submitting their report together with the accounts for the year ended 31 December 2018

Reference and Administrative Details

Borough Green Village Hall operates under a constitution dated 20 November 1964 and is a registered charity under number 302687.

Structure, Governance and Management

The Management Committee is comprised of three trustees elected at the Annual General Meeting, up to six "representative" trustees nominated by village organisations plus, where necessary, co-opted trustees deemed or members co-opted by the elected and "representative" trustees. Any decision to discontinue use of the Hall or to sell the property are subject to approval at a general meeting of the inhabitants in accordance with the trust deed.

There are no relationships between the trustees and any related parties. The work of the Management Committee is conducted entirely by volunteers.

Objectives and Activities

The trust property was formed for the purposes of a village hall for the use of the inhabitants of the area of Borough Green and the immediate neighborhood, without distinction of sex, race, political and religious or other opinions and in particular for 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 inhabitants.

The ongoing policy of the Trustees is to maintain the Hall in good condition and improve the facilities offered for the benefit of the inhabitants.

Achievements and Performance

The Village Hall has been cleaned, maintained and insured throughout the year with any necessary repairs carried out.

Financial Review

The financial deficit is £1,067 (2019 surplus £1,332). The position of the trust at the year end is healthy, with total net assets of £146,666 (2019: £148,404)

However, the trustees consider "free reserves" to be cash and investments and this has increased from £82,618 in 2018 to £86,926 in 2019. It is the policy of the Trustees, wherever possible, to maintain a minimum of at least a year's expenditure in free reserves plus a provision for unforeseen future maintenance projects deemed necessary for the maintenance or improvement of the Hall. Current reserves represent 275% of expenditure for 2020.

Risk Management

The trustees consider that the main risk to the charity is damage or structural issues with the Hall.

However, the hall was given a clean bill of health in 1999 by structural engineers and the surveyor who carried out the original survey has this year advised that while no further structural survey is needed regular maintenance should be kept up-to-date. As this is an ageing building (erected in 1964) maintenance is expensive but the Hall is well able to meet such costs.

The trustees also continue to invest in improved security to help prevent malicious damage to the hall.

Public Benefit

The Charities Act 2006 ("the Act") now requires the Trustees to report on how their activities meet the definition of "public benefit" contained within the definition of charitable purpose in the Act. There are two key principles of public benefit which are:

- There must be an identifiable benefit or benefits
- Benefit must be to the public or a section of the public.

The identifiable benefit of the Borough Green Village Hall ("the Hall") is that it provides the community with three spaces of varying size in which to carry out social and leisure pursuits. For example, the Hall is used by a local Amateur dramatics society, several clubs and organisations, also for private parties. The hall is also available for small businesses to use. For example, the hall is used extensively by the Caroline Clare School of Dance providing dance tuition to all ages.

The use of the hall is not restricted. Hirers of the Hall can be anyone over the age of 18 and, although the Charity was established with the aim of providing a Hall to the inhabitants of Borough Green and the surrounding area, any person no matter where they live is entitled to hire any of the three spaces in the Hall.

The Trustees have to charge a fee for the use of the Hall. This is because the hall receives no income from donations or other voluntary fundraising sources. The aim of the fee charged is to cover costs and to set aside funds for future maintenance and upgrades to the Hall. The fee charged does not prevent those in poverty from using the hall. No person benefits privately from the hall; all the Trustees are unpaid volunteers and the Hall has no employees.

This report was approved by the Committee and signed on their behalf by:

Ms. L Hill
Chairman

28 Station Road
Borough Green
TN15 8EY

4/10/21

Independent Examiner's Report

I report to the trustees of Borough Green Village Hall (the Charity) on the accounts for the year ended 31 December 2020, which are set out on pages 5 to 10.

Respective Responsibilities of the Trustees and Examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with General 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 I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Gilbert Stark FCCA

16, Tilton Road
Borough Green
Kent TN15 8RS
19 May, 2020

Statement of Financial Activities
Year ended 31 December 2020

		2020	2019
		£	£
INCOMING RESOURCES			
Investment Income	2	438	427
Incoming resources from charitable activities			
Hall Fee Income		20,318	38,633
Grants Receivable		11,604	235
TOTAL INCOMING RESOURCES		32,360	39,295
RESOURCES EXPENDED			
Cost of generating funds			
Booking Secretary's expenses		60	180
Total costs of generating funds	3	60	180
Charitable Activities			
Water, refuse and sewerage		1,358	951
Insurance		1,431	1,422
Light and heat		4,287	3,632
Repairs, renewals and maintenance		16,657	14,762
Cleaning		5,431	10,698
Depreciation		4,039	5,049
Printing, postage and stationery			35
Sundry			420
Rates		164	814
Total charitable expenditure		33,367	37,783
TOTAL RESOURCES EXPENDED		33,427	37,963
NET SURPLUS/(DEFICIT)	4	-1,067	1,332
Total Funds brought forward		148,404	147,072
TOTAL FUNDS CARRIED FORWARD		147,337	148,404

Balance Sheet
As at 31 December 2020

				2020		2019
		£		£	£	£
FIXED ASSETS						
Tangible Fixed Assets	5			54,941		58,980
CURRENT ASSETS						
Debtors	6				3,437	
Investments	7	52,503		4	52,083	
Cash at bank and in hand		40,644			34,843	
				93,147		90,363
CREDITORS:						
Amounts falling due in less than one year	8			751		939
NET CURRENT ASSETS				92,396		89,424
NET ASSETS				147,337		148,404
FUNDS						
Unrestricted Funds						
General Fund	9			147,337		148,404
TOTAL FUNDS				147,337		148,404

Notes

(forming part of the financial statements)

1. Accounting Policies

Basis of Preparation

The financial statements are prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in March 2005, and with applicable accounting standards and the Charities Act 1983. The particular accounting policies adopted by the Trustees are described below and have been applied consistently throughout the current and preceding period.

Accounting Convention

The financial statements are prepared under the historical cost convention.

Incoming Resources

All income is recognised in the statement of financial activities when the conditions for receipt have been met and there is reasonable assurance and measurability of receipt.

Donations and Gifts

Donations are recognised in the statement of financial activities when the cash has been received.

Investment Income

Investment income represents monies earned on the Hall deposit account and is accounted for when receivable.

Hall Fee Income

Hall income represents fees charged for the use of the hall by the community. Cash collections to which the Hall is entitled but which have not been received by the year end are included in incoming resources in the statement of financial activities and shown as debtors in the balance sheet.

Grants Receivable

Grants are recognised in the Statement of Financial Activities when the conditions for receipt of the grant have been complied with. Where grant income is received for an asset which is also capitalised, the grant is deferred and released to the Statement of Financial Activities on the same basis as the asset to which it relates is charged to the Statement of Financial Activities. Deferred grant income is recognised within creditors.

Charitable Expenditure

Charitable expenditure includes all expenditure directly related to the objects of the Hall and comprises the following:

Costs relating to running and maintaining the hall

Costs relating to running and maintaining the hall are accounted for when payable.

Notes (continued)

1. Accounting Policies (continued)

Tangible Fixed Assets

Tangible Fixed Assets are stated in the Balance Sheet at cost plus subsequent costs capitalised, less depreciation. Depreciation on Furniture, Fixtures & Fittings and Freehold Improvements is charged at 20% on a reducing balance basis.

No depreciation is charged on freehold properties. The Hall was valued in February 2003 at £576,000 and it is the opinion of the Trustees that the value of the Hall does not need impairing.

Funds

The charity maintains only unrestricted general funds. These are funds that are expendable at the discretion of the Trustees in the furtherance of the objects of the Hall.

2. Investment Income

	2020 £	2019 £
Interest receivable on cash deposits	438	235

3. Information Regarding Trustees

During the year, the total expenses reimbursed to the Trustees amounted to £60 (2019 £180). This represents the reimbursement of costs incurred in the furtherance of their duties as Trustees and was paid to 1 (2016:1) Trustee. This is disclosed on the face of the SOFA.

4. Net Incoming Resources

Net incoming resources are stated after charging:

	2019 £	2018 £
Depreciation	4,039	5,049

Notes (continued)

5 Tangible Fixed Assets

	Freehold Land and Buildings £	Freehold improvements & Fittings £	Furniture Fixtures £	Total £
Cost:				
As at 1 January 2020	38,784	59,595	12,223	110,602
Additions				
As at 31 December 2020	38,784	59,595	12,223	110,602
 Accumulated Depreciation				
As at 1 January 2020		40,436	11,186	51,622
Charge for the year		3,832	207	4,039
As at 31 December 2020		44,268	11,393	55,661
 Net Book Value				
As at 31 December 2020	38,784	15,327	830	54,941
As at 31 December 2019	38,784	19,159	1,037	58,980

6 Debtors

	2020 £	2019 £
Hall letting fees	0	3,437
	0	3,437

Notes (continued)

8 Creditors : Amounts due in less than one year

	2020	2019
	£	£
Accruals	-	
Deferred Income	751	939
	751	939

Deferred Income

	At 01-Jan-20 £	Released in Current year £	Deferred in Current year £	At 31-Dec-20 £
Deferred Grant Income	939	188	0	751

9 Movement in Funds

	At 01-Jan-20 £	Income £	Expenditure £	At 31-Dec-20 £
General Fund	148,404	32,360	33,427	147,337