

Meopham Village Hall

Financial statements

For the period ended 30 September 2020

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For the Period Ended 30 September 2020

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General fund (unrestricted)	11

Meopham Village Hall

Charity Information

For the Period Ended 30 September 2020

CHARITY NUMBER:	302802
GOVERNING INSTRUMENT:	Management Committee
REGISTERED OFFICE:	8 Camer Street Meopham Gravesend Kent DA13 0XR
COMMITTEE:	Roy Lingham - Chairman Trixie Leyshon - Vice-Chairman Rob Macfarlane - Treasurer Margaret Keenan - Booking Secretary Rosalie Knott Sheila Buchanan Barbara Macknish William Lambert Norah Baines Paul Werlemann Mike Dawson Sylvia Stickings Pat Deadman Laura Vines
TRUSTEES:	Roy Lingham Trixie Leyshon Rob Macfarlane Margaret Keenan
SOLICITORS:	Manaks Solicitors 42 Windmill St Gravesend DA12 1BA
REPORTING ACCOUNTANTS:	Rishworth Baxter Accountants 26 Cheapside Wakefield West Yorkshire WF1 2TF
BANKERS:	Lloyds Bank PLC 25 Gresham Street London EC2V 7HN

Report of the Trustees

For the Period Ended 30 September 2020

The trustees present their report with the financial statements of the company for the period ended 30 September 2020.

The information set out on page 1 forms part of this report.

OBJECTIVES AND REVIEW OF PROGRESS AND ACHIEVEMENTS

The main objective of the charity is the maintenance of the village hall.

ORGANISATION

The community Centre is a registered Charity number 302802. It is run by trustees and a committee elected annually. Decisions are made by a majority vote at regular committee meetings.

The members of the committee who served during the year were:

Roy Lingham - Chairman
Trixie Leyshon - Vice-Chairman
Rob Macfarlane - Treasurer
Margaret Keenan - Booking Secretary
Rosalie Knott
Sheila Buchanan
Barbara Macknish
William Lambert
Norah Baines
Paul Werlemann
Mike Dawson
Sylvia Stickings
Pat Deadman
Laura Vines

RESERVES POLICY AND RISK MANAGEMENT

Projects, whether entailing capital or revenue expenditure, are not initiated until funding is committed. At present, grant funding from government bodies is the main source of income for specific projects. General reserves at 30 September 2020 are 7531.

The trustees aim to maintain sufficient reserves to enable all current projects to be completed and the hall use by the community to be expanded.

Meopham Village Hall

Report of the Trustees

For the Period Ended 30 September 2020

AGENTS AND ADVISORS

The solicitors of Meopham Village Hall are Manaks Solicitors of Kent.

The reporting accounts are Rishworth Baxter Accountants.

The bank accounts of Meopham Village Hall are maintained at the local branch of Lloyds Bank PLC.

REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS

The accounts comply with statutory requirements, the governing document and the SORP relating to charities.

Full details of the financial transactions are contained in the attached accounts. The total incoming resources for the period was £31969 and after deducting resources expended of £29302 the net excess expenditure was £2667.

Various projects are now using the premises and the trustees are looking to expand their use.

ACCOUNTS

The attached statement of account complies with the Charities Act 1993, the Statement of Recommended Practice 2000 and the charity's governing document.

SIGNED ON BEHALF OF THE TRUSTEES

..... **R Macfarlane - Treasurer**

Date:

Statement of Trustees' responsibilities

For the Period Ended 30 September 2020.

Charity law requires to prepare Financial Statements for each financial year which give a true view of the state of affairs of the Charity and of its financial activities for that period. In preparing those Financial Statements the Trustees are required to:

- a) Select suitable accounting policies and then apply them consistently;
- b) Make judgments and estimates that are responsible and prudent;
- c) State whether the policies adopted are in accordance with SORP2000 and with applicable accounting standards, subject to any material departures disclosed and explained in the Financial Statements;
- d) Prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the Charity will continue operating.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the Financial Statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Reporting accountants report to the Trustees of Meopham Village Hall
For the Period Ended 30 September 2020.

I report on the accounts of the Charity for the period ended 30 September 2020 which are set out on pages 6 to 10.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND REPORTING ACCOUNTANT

As the Charity's Trustees you are responsible for the preparation of the Accounts; you consider that the audit requirement of Section 43 (2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43 (7)(b) of the Charities Act, whether particular matters have come to my attention.

BASIS OF REPORTING ACCOUNTANTS REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as 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 any audit opinion on the view given by the Accounts.

REPORTING ACCOUNTANT'S STATEMENT

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements

- a) To keep accounting records in accordance with Section 41 of the Charities Act 1993;
- and
- b) To prepare Accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rishworth Baxter Accountants
26 Cheapside
Wakefield
WF1 2TF

Statement of Financial Activities

For the Period Ended 30 September 2020.

	Unrestricted Funds £	Restricted Funds £	Total Funds £	Prior Year Funds £	Notes
<u>INCOMING RESOURCES</u>					
Incoming resources from generated funds:					
Activities for generating funds	31,969	-	31,969	56,580	2
Incoming resources from charitable activities	-	-	-	-	3
Other incoming resources	-	-	-	-	4
Total incoming resources	31,969	-	31,969	56,580	
<u>RESOURCES EXPENDED</u>					
Costs of generated funds:					
Direct charitable expenditure	28,912	-	28,912	53,416	
Management and administration	390	-	390	630	5
Other resources expended	-	-	-	-	
Total resources expended	29,302	-	29,302	54,046	
<u>NET INCOMING / OUTGOING RESOURCES</u>					
	2,667	-	2,667	2,534	7
BALANCES BROUGHT FORWARD	8,855	-	-	6,321	
BALANCES CARRIED FORWARD	11,522	-	2,667	8,855	11

Meopham Village Hall

Balance Sheet

For the Period Ended 30 September 2020.

	<u>2020</u>		<u>2019</u>		<u>Notes</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	
<u>CURRENT ASSETS</u>					
Cash at bank	49,734		47,066		
	<u>49,734</u>		<u>47,066</u>		
<u>INCOME FUNDS</u>					
Restricted funds		-		-	
Unrestricted funds	31,969		56,580		
	<u>31,969</u>		<u>56,580</u>		
<u>CAPITAL ACCOUNT</u>					
Brought Forward	-	47,067			
Profit / Loss for the year	-	2,667			

These financial statements were approved by the Directors on and signed on their behalf by:

..... **R Macfarlane**

Notes to the accounts

For the Period Ended 30 September 2020.

1. ACCOUNTING POLICIES

Basis of Accounting

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, Accounting by Charities, 2000 and the Charities Act 1993.

a) Incoming Resources

Incoming resources are reported as gross.

b) Donations

Donations are credited in full to the financial statements on a cash basis.

c) Grants Receivable

Grants are recognised when receivable. Capital grants are treated as restricted fund income, revenue grants are treated as unrestricted fund income, unless they are for specific projects.

d) Direct Charitable Expenditure and Management and Administration Costs

Direct charitable expenditure comprises all expenditure directly relating to the objects of the charity. When necessary, costs are allocated between direct charitable expenditure and management and administration on an actual basis. Costs are recognised when the liability is incurred.

e) Fixed Assets

Fixed assets are stated at cost or estimated value in use.

f) Funds

Restricted funds represent capital project funds and revenue funds for specific projects.

g) VAT

Irrecoverable VAT is included in expenditure or the cost of assets acquired.

Notes to the Accounts - continued

For the Period Ended 30 September 2020.

2. INCOME FROM ACTIVITIES FURTHER TO OBJECTS OF THE CHARITY

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total 2020</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>		<u>2019</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Grants	11,198	-	11,198	29,167
Investment Interest	1,181	-	1,181	856
Rent Received	19,574	-	19,574	26,543
	<u>31,953</u>	<u>-</u>	<u>31,953</u>	<u>56,566</u>

3. INVESTMENT INCOME

	<u>30 September</u>	<u>2019</u>
	<u>2020</u>	<u>£</u>
	<u>£</u>	
Bank Interest	15	14
	<u>15</u>	<u>14</u>

4. OTHER INCOMING RESOURCES

Miscellaneous Income	-	-
	<u>-</u>	<u>-</u>

5. MANAGEMENT AND ADMINISTRATION

Accountancy Fees	390	405
	<u>390</u>	<u>405</u>

6. TOTAL STAFF COSTS

Wages and Salaries	7,125	6,787
National Insurance	-	-
	<u>7,125</u>	<u>6,787</u>

Average number of employees	1	1
	<u>1</u>	<u>1</u>

Employees earning over £50,000	-	-
	<u>-</u>	<u>-</u>

7. NET INCOMING RESOURCES

This is stated after charging:

Depreciation	-	-
	<u>-</u>	<u>-</u>

Notes to the Financial Statements - continued
For the Period Ended 30 September 2020.

8. ANALYSIS OF NET ASSETS OF FUNDS

	<u>Restricted Funds</u>		<u>Unrestricted</u> <u>Funds</u>	<u>Total 2019</u>
	Capital £	Revenue Projects £	General £	£
Fund Balances at 30 September 2020 are represented by:				
Tangible Fixed Assets	-	-	-	-
Current Assets	-	-	49,734	47,066
Current Liabilities	-	-	-	-
	-	-	49,734	47,066

Statement of Financial Activities

For the Period Ended 30 September 2020.

GENERAL FUND (UNRESTRICTED)

INCOMING RESOURCES

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Grants	11,198	29,167
Investment Interest	1,181	856
Interest	15	14
Rent Received	19,574	26,543
	<u>31,969</u>	<u>56,580</u>

RESOURCES EXPENDED

Accountancy Fees	390	405
Advertising	12	312
Cleaning	608	556
Insurance	1,254	1,293
Legal Fees	2,582	1,427
Light and Heat	2,412	2,714
Rates and Water	2,662	3,062
Repairs and Maintenance	12,051	37,219
Sundry	21	85
Telephone	186	186
Wages and Salaries	7,125	6,787
	<u>29,303</u>	<u>54,046</u>
NET OUTGOINGS RESOURCES	2,666	2,534

Balance Brought Forward	8,855	6,321
Balance Carried Forward	<u>11,521</u>	<u>8,855</u>