

SWANLEY WAR MEMORIAL INSTITUTE

Trustees Annual Report

Accounting Year ended 31 August 2025

The Trustees of the above Charity own the building named Five Wents Hall and hire this out each year to local resident individuals and groups for their Events. It is extensively used in the week during School Terms by a Pre. School Play Group and on Saturday mornings by an organisation providing Ballet Classes. Owing to its popularity it is not always possible to hire the Hall on specific dates.

The Trustees did not need to raise donations from the General Public or apply for Grants from Funding Associations to make costly improvements to the Building during the year. The income has been solely from the Hirers.

The expenditure during the year was on normal running costs and general maintenance.

Ken Grist

Chair of Trustees

SWANLEY WAR MEMORIAL INSTITUTE

Statement of Account 1st September to 31st August

2025

2024

Receipts	Regular Users	£ 20,030.00	£ 20,413.00
	Casual Hire	£ 5,813.00	£ 4,541.00
	Bank Interest	£ 217.05	£ 209.22
	EDF Fit Benefit	£ 330.68	£ 300.88
Total Receipts		<u>£ 26,390.73</u>	<u>£ 25,464.10</u>

Payments

Secretarial Salary	£ 1,625.00	£ 580.00
Insurance Premiums	£ 1,175.18	£ 1,156.10
Waste Disposal/Duty of Care	£ 399.00	£ 522.50
Rates	£ 341.33	£ 142.21
Gas	£ 1,315.61	£ 1,771.00
Electricity	£ 1,218.03	£ 799.00
Water	£ 479.07	£ 759.32
Gas Boiler Service	£ 180.00	£ 120.00
Consumables	£ 125.00	£ 184.71
Cleaners	£ 3,768.01	£ 3,393.43
Cleaning Materials/Accessories	£ 108.02	£ 95.01
Electric Maintenance	£ 436.39	£ 840.00
General Maintenance	£ 1,223.98	£ 4,001.02
New Kitchen Appliances	£ 2,168.93	
New Chairs	£ 775.68	
Other Fixtures and Fittings	£ 952.43	£ 152.94
PRS Licence	£ 299.45	£ 269.70
Window Cleaning	£ 30.00	£ 50.00
Fire Protection	£ 117.49	£ 122.54
Flower Baskets	£ 335.94	£ 330.00
External Work	£ 3,006.98	£ 312.00
Admin	£ 242.93	£ 89.32
Ind. Examination Fee	£ 216.00	£ 216.00
Website	£ 476.45	£ -
Sundry	£ -	£ 101.08
	<u>£ 21,016.90</u>	<u>£ 16,007.88</u>

Total Payments	<u>£ 21,016.90</u>	<u>£ 16,007.88</u>
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£5,373.83

Excess Receipts over Payments

£ 9,456.22

Bank Balances

Opening Balance 1 September		
Cooperative Community Direct Current	£ 22,873.45	£13,626.45
Cooperative Corporate Instant Access Account	£ 13,862.53	<u>£13,653.31</u>
	£ 36,735.98	<u>£27,279.76</u>
Cash Flow In	£ 5,373.83	£ 9,456.22
Cash Flow Out		
Adjustment	£ 0.01	
	<u>£ 42,109.82</u>	
Closing Balance at 31 August		
Cooperative Community Direct Current Account	£ 28,030.24	£ 22,873.45
Cooperative Corporate Instant Access Account	£ 14,079.58	£ 13,862.53
	<u>£ 42,109.82</u>	<u>£ 36,735.98</u>

Note. Key Deposits still held £145

Accounts prepared by:
Hon Treasurer
Ken Grist
10 09 25

Independent Examination by Sergeant Partnership
18. 11. 25

Analysis of Casual Hirers

Date	Meetings	Anniversaries	Childrens Parties
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Any Other Function

Date	Playgroup	Hexley Players	Hexara
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Totals	£	6,285.00	£	1,475.00	£	1,105.00
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Regular Users

SLOG	WI Groups	Moose	Garland Dance
£ 1,275.00	£ 725.00	£ 300.00	£ 1,215.00

RBL

£

200.00

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SWANLEY WAR MEMORIAL INSTITUTE

Independent examiner's report to the trustees of Swanley War Memorial Institute

I report to the charity trustees on my examination of the accounts of Swanley War Memorial Institute (the Charity) for the year ended 31 August 2025.

Responsibilities and basis of report

As the charity trustees of the Charity 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 Charity's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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



Joanne Brown FCCA

Sargeant Partnership Limited
Chartered Accountants
5 White Oak Square
London Road
Swanley
Kent
BR8 7AG

Date: 18 NOVEMBER 2025