

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31st DECEMBER 2020

THE CONEY HALL TRUST

The Assembly Halls, 16-18 Gates Green Road,

West Wickham, Kent, BR4 9JW

Charity Commission Registered Number 302952

TRUSTEES: The trustees who served during the year were as follows:

Mr Chris Cooper (Chairman)

Mr Dennis Moor (retired 28.9.20)

Mrs Susan Sargeant (retired 16.3.20)

Mr Jeffery Seabrook

Rev'd Jonathan Ward

Mr Robert Smithson

Mr Christopher Beckley

Mrs Jennifer Harknett

Two trustees are appointed by the PCC of St John's Church, West Wickham and one each by Coney Hall Village Residents Association and Wickham Common Residents association. The Rector of St John's Church, West Wickham is appointed ex-officio as a trustee. Other trustees are co-opted at the discretion of the appointed trustees. The trustees receive no remuneration.

GOVERNANCE: The charity is governed by its trust deed dated 11th March 1940 and a Charity Commission Scheme sealed in 2003.

OBJECTS: The trustees have regard to the guidance issued by the Charity Commission on public benefit. The objectives of the trust are to provide a community centre primarily for the benefit of local residents and to promote and provide accommodation and facilities for educational and recreational activities carried on by local organisations. The trustees consider that the charity has achieved its objectives during the year under review.

FINANCIAL POSITION: Loss of income due to Covid restrictions was mitigated by a government grant and some members of staff were furloughed for part of the year under the Job Retention Scheme. In the opinion of the trustees the financial results for the year were satisfactory and the trust's policy of maintaining adequate reserves to cover up to six months loss of income has been achieved. No funds are in deficit.

Signed on behalf of the trustees


.....

Chris Cooper – Chairman

28-6-21
.....

Date

Charity No. 302952

**Coney Hall Trust
Assembly Rooms West Wickham Kent**

**Report and Financial Statements
For the Year Ended 31st December 2020**

Challis & Co

Chartered Certified Accountants
Brewery House
High Street
Westerham
Kent TN16 1RG

Coney Hall Trust
Assembly Rooms West Wickham Kent
For the Year Ended 31st December 2020

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Accountants Report
Coney Hall Trust
Assembly Rooms West Wickham Kent
For the Year Ended 31st December 2020

Statement of Trustees' Responsibilities

The Charities Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed , subject to any material departures disclosed and explained in the financial statements;

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for irregularities.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

Accountants Report

Coney Hall Trust

Assembly Rooms West Wickham Kent

I report to the trustees on my examination of the accounts set out on pages 3 to 6 of Coney Hall Trust Assembly Rooms West Wickham Kent (the Trust) for the year ended 31st December 2020.

Respective responsibilities of trustees and examiner

As described on page 2, the Charity's Trustees are responsible for the preparation of the financial statements in accordance with 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 all the applicable Directions given by the Charities Commission under section 145(5)(b) of the Act.

It is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's 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 such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

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 Trust as required by section 130; 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 the 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.

Adrian Challis, FCCA

Challis & Co

Chartered Certified Accountants

Brewery House

High Street

Westerham

Kent TN16 1RG

Date: 30th June 2021

Coney Hall Trust
Assembly Rooms West Wickham Kent
Income and Expenditure - Unrestricted Funds
For the Year Ended 31st December 2020

	2020		2019	
Income				
Letting of Premises and Equipment		65,655		116,915
Covid - Business Grant	25000			
Donations	0	0		60
Fund raising	0		1,258	
Fund raising expenses	(71)	24,929	(121)	1,137
Income from Activities		<u>90584</u>		<u>118112</u>
Expenditure				
General Maintenance and Cleaning		4,021		7,551
Major Repairs		2,830		8,284
<u>Heating and Lighting</u>				
Electricity	2461		2866	
Gas	<u>4146</u>	6,607	<u>4549</u>	7,415
<u>Rates Licences and Insurance</u>				
Council Business Rates/Refuse	4062		6460	
Water Charges	555		685	
Insurance's	4315		4260	
Performing Rights Society	<u>0</u>	8,932	<u>1047</u>	12,452
<u>Management Costs</u>				
Stationery	(113)		231	
Telephone	1336		1167	
Internet	236		354	
Printing and Stationery	76		840	
Refreshments	<u>26</u>	1,561	<u>98</u>	2,690
<u>Staff etc.:-</u>				
Salaries / Wages and NI costs	61496		57427	
Job Retention Scheme	(10,916)		0	
Staff Pensions	<u>2346</u>	52,926	<u>1266</u>	58,693
<u>Other</u>				
Miscellaneous	48		59	
Consultancy	0		171	
Bad debts	610		0	
Accountancy	<u>660</u>	1,318	<u>660</u>	890
Transfer to Project Fund		11,500		19,000
Total Expenditure		<u>89695</u>		<u>116975</u>
Excess Income / (Expenditure) for the year		889		1,137

Coney Hall Trust
Assembly Rooms West Wickham Kent
Income and Expenditure
For the Year Ended 31st December 2020

Project Fund -unrestricted funds	2020	2019
Income		
Transfer from General Fund	11,500	19,000
Skipton Bond	779	1,249
National savings interest	195	176
Deposit Interest	221	228
Total Income	<u>12,695</u>	<u>20,653</u>
Expenditure		
0	0	0
Total Payments	<u>0</u>	<u>0</u>
Excess of Income / (Expenditure) for the year	<u><u>12,695</u></u>	<u><u>20,653</u></u>

Coney Hall Trust
Assembly Rooms West Wickham Kent
Statement of Assets and Liabilities as at 31st December 2020

	2020	2019
Cash Funds		
Cash at bank	84740	60891
Business Reserve Account	39162	38941
Cash in hand	2653	2724
National Savings	24589	24394
Cash fund at end of year	<u>151144</u>	<u>126950</u>
Other Monetary Assets		
Outstanding Hire Fees	10158	21098
	<u>10158</u>	<u>21098</u>
Investment Assets		
Skipton Bond	41000	41000
	<u>41000</u>	<u>41000</u>
	<u>202302</u>	<u>189048</u>
Assets Retained For Charities Own Use		
Coney Hall Rooms - property		
No valuation available. The revised Scheme, 'Coney Hall Trust' dated 6th January 2003 vested the property with the Charity Commissioners.		
COIF Charity Funds - Value at the 31st December 2020	7654	6970
	<u>7654</u>	<u>6970</u>
Liabilities		
Advance Hall Hire Fees	1846	2761
Contingency deposits	0	750
Creditors and Accruals	3160	1825
	<u>5006</u>	<u>5336</u>
Net Assets	<u>204950</u>	<u>190682</u>

Unrestricted Funds

General Fund

Balance 1st January 2020	26170	##	
Excess Income / (Expenditure) for the year	<u>889</u>	<u>27059</u>	<u>##</u> 26170

Project Fund

Balance 1st January 2020	79142	##	
Excess Income / (Expenditure) for the year	<u>12,695</u>	<u>91837</u>	<u>##</u> 79142

Sinking Fund

Balance 1st January 2020	37400	##	
Excess Income / (Expenditure) for the year	<u>0</u>	<u>37400</u>	<u>0</u> 37400

Restricted Funds

Permanent Endowment Fund - Restrict	31247		##	
Sinking Fund Investment - Restricted Fu	9753		##	
COIF Charity Funds	<u>7654</u>	48654	<u>##</u>	47970

Total Funds

<u>204950</u>	<u>190682</u>
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Approved

Mr Chris Cooper

Chairman

Trustee

Date: 28th June 2021

Coney Hall Trust
Notes to the Accounts
For the Year Ended 31st December 2020

1 Accounting policies

The financial statements have been prepared under the historical cost convention.

Incoming resources are accounted for on a receivable basis.

Rental income is included in the income and expenditure account on a receivable basis.

Bank Interest received is included on an actual receipts basis.

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting, issued by the Charity Commissioners for England & Wales .

Charity No. 302952

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Approved

Mr Chris Cooper

Chairman

Trustee

Date: 28th June 2021

Coney Hall Trust
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