

CHARITY REGISTRATION NUMBER: 302959

**Orpington Village Hall Trust**  
**Unaudited Financial Statements**  
**31 December 2022**

**COOK & CO ACCOUNTANTS LLP**

Chartered Accountants  
Riverside Business Centre  
River Lawn Road  
Tonbridge  
Kent  
TN9 1EP

# **Orpington Village Hall Trust**

## **Financial Statements**

**Year ended 31 December 2022**

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# **Orpington Village Hall Trust**

## **Trustees' Annual Report**

**Year ended 31 December 2022**

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2022.

### **Reference and administrative details**

<b>Registered charity name</b>	Orpington Village Hall Trust
<b>Charity registration number</b>	302959
<b>Principal office</b>	311 High Street Orpington Kent BR6 0NN

### **The trustees**

Mr M Smart  
Mr P Cavalli  
Mrs J Bailey  
Mr N Farrow  
Mr R Gower  
Mrs D Pickering  
Mr R Servant  
Mrs P Woodhouse  
Mr J Parker

<b>Independent examiner</b>	Cook & Co Accountants LLP Chartered Accountants & Registered Auditors Riverside Business Centre River Lawn Road Tonbridge Kent TN9 1EP
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### **Structure, governance and management**

The Orpington Village Hall Trust is an unincorporated registered Charity created by Deed on 31st December 1896.

Trustees are appointed by existing Trustees.

All funds within the Trust are unrestricted and are retained to maintain the Trust.

The Trustees review the affairs on an ongoing basis and meet regularly to agree strategy and the Trust activities.

# **Orpington Village Hall Trust**

## **Trustees' Annual Report** *(continued)*

**Year ended 31 December 2022**

### **Objectives and activities**

Under the terms of the Deed the Trustees run the charity to provide religious, moral, social and intellectual welfare and rational recreation and amusement of the inhabitants and visitors to the Parish of Orpington and to their friends.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

# **Orpington Village Hall Trust**

## **Trustees' Annual Report *(continued)***

**Year ended 31 December 2022**

### **Achievements and performance**

2021 was certainly a tough year, and following the Covid Pandemic, and the subsequent water damage across the full facility, a large focus of 2022 was rebuilding - in more ways than one!

With the new flooring only installed as the main priority at the end of 2021, we started the year with hirers beginning to return to 'normal', and income starting to return to the level we had pre-covid. Regular hirings remained strong and grew as the year went on - lots of new regular bookings restarting and funding coming through for NHS services, and council backed support, all of which had been on hold during the pandemic. People were starting to come back out, groups were building their attendance again, and support was being offered in person rather than online.

One off bookings also rapidly increased - there was certainly an element of people missing parties and celebrations during lockdown, and wanting to make up for it in 2022!

Childrens parties remained so popular that we were able to keep to restricted capacity throughout the year across both halls, and limit adult parties around our staffing availability.

Because as a team we also had to rebuild. Having sadly been forced to reduce our casual staffing support due to the situation in 2021, we had to recruit and rebuild our capacity to manage the sudden increase in bookings, whilst remaining cautious of not taking on too much too quickly. Our Facility Management also changed in structure with the existing Manager taking on a new part time role as Trust Director, and acting as a link between the Trustees and the Team across all areas of the charity. The Management team therefore restructured and changes were made to increase the efficiency of the team overall. With bookings back on the increase, the regular hirer account manager increased their role to take on all bookings, which simplified the process of filling our diary up once again.

And the building still needed a lot of work. The extent of the damage reached every room in the facility, and insurance funding was slow to come through. We had to also try and replace flooring in the toilets, meeting room and kitchen, whilst hirers carried on as normal, so these could only be done during the quieter school holiday periods, as we couldn't risk closing the facility down or impacting on our hirers running their own businesses once again. So, it was slow progress over the course of the year.

On top of this, a few other building issues come up that needed addressing, and funds needed to undertake the repairs. The end of the year saw our landlord instruct significant repairs on the roof of the whole building, of which we were liable for a huge portion of the costs. This meant that we ended the year incredibly nervous about our reserves and the future, with no liability still agreed for the damage in 2021.

With all this going on behind the scenes, OVHT were successful in receiving an Arts & Culture Grant from London Borough of Bromley in March 2022, aimed at getting people back out and involved again. This sizable grant of over £17,000 was to deliver 24 events over 6 months - a very tall ask of our Marketing and Events Manager! But she achieved these events with every ounce of energy and creativity possible!

Events included art evenings, children's craft workshops, performance and dance, themed events, music and panto. They were all either provided free of charge, or at a minimal cost to support the materials etc purchased, and volunteers helped deliver these events throughout the year. With over 1000 people in total attending these events across the full programme, we were incredibly proud of what we were able to deliver, and our part in getting people back out, trying new things, interacting with each other, and enjoying art and culture once more.

The Grant also supported the return of our ever-popular Dementia Cafes, now described as Friendship Cafes, to improve inclusivity, and address the loneliness and isolation of many of our older community members. We had sadly lost some of our dear friends during the pandemic, but we welcomed many new families along to the cafes, providing entertainment, refreshments, company,

# Orpington Village Hall Trust

## Trustees' Annual Report *(continued)*

### Year ended 31 December 2022

support and laughter all for free. We realised again the importance of these cafes, not only for those living with dementia, but also for their families, carers and loved ones, who had also been isolated and alone during the long pandemic, and welcomed the company and support that friendship gave.

2022 was a real turning point, it really saw the town and our facility come back to life again and flourish with renewed energy, but it also highlights the fragility of our physical structure, and concerns for the future with so much damage over such a short period of time.

#### Financial review

The past couple of years hire income has obviously been significantly reduced due to the pandemic and closure of the facility for many months during this time. Covid grant support ceased during 2021 as did Furlough support, although we did receive a final small grant of £4,000 in 2022 towards the rebuilding of business from London Borough of Bromley.

Hall hire income (2022 - £122,774) returned to almost pre-covid hall hire income level (2019 - £125,400) which was reassuring to see, a dramatic increase from 2021 of £50,613. The restricted fund income for the Arts and Culture Grant increased the overall total funds to £147,727, however all of this grant was spent on the delivery of the project so no overall income profits were seen from this grant. Fundraising did resume in part due to the Dementia Cafes and additional income from grant events, that covered additional costs of running them.

The majority of the remaining insurance claim was received in 2022, as expected, ensuring that the funds we covered in the interim were paid back into our reserves. This allowed us to finish the year back in a positive which was a huge relief. There are still a few remaining outstanding items to complete and therefore claim for, which will be finished early 2023.

Building Insurance costs continued to increase through the landlord, from £2.5k pre 2018 to just under £10 in 2021, and just over £11k in 2022. This needs to be significantly reduced for us to sustain these costs. The landlord's instruction of the roofing works at the end of 2022, is due to have an impact on reducing the insurance, but we will have to see by how much. The huge concern over the impending cost of this roof work, and the impact on our finally healthy again reserves will be the big concern moving into 2023, as well as any further lasting impact of the past 4 years of damage to our facility. We remain positive as we move into a new year.

#### Plans for future periods

The Trustees have been granted a 999 year lease and will continue to run the Charity in accordance with the Deed.

The trustees' annual report was approved on 23 October 2023 and signed on behalf of the board of trustees by:

Mr P Cavalli  
Trustee

# **Orpington Village Hall Trust**

## **Independent Examiner's Report to the Trustees of Orpington Village Hall Trust**

**Year ended 31 December 2022**

I report to the trustees on my examination of the financial statements of Orpington Village Hall Trust ('the charity') for the year ended 31 December 2022.

### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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 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 financial statements do not accord with those records; or
3. the financial statements 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.

*Cook & Co Accountants LLP*

Cook & Co Accountants LLP  
Chartered Accountants & Registered Auditors  
Independent Examiner

Riverside Business Centre  
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23 October 2023

# Orpington Village Hall Trust

## Statement of Financial Activities

Year ended 31 December 2022

		Unrestricted funds	2022 Restricted funds	Total funds	2021 Total funds
	Note	£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	4	130,589	17,138	147,727	125,478
Other income	5	64,334	—	64,334	78,679
<b>Total income</b>		<u>194,923</u>	<u>17,138</u>	<u>212,061</u>	<u>204,157</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of raising donations and legacies	6	137,950	17,138	155,089	250,642
Expenditure on charitable activities	7,8	4,386	—	4,386	1,287
<b>Total expenditure</b>		<u>142,336</u>	<u>17,138</u>	<u>159,475</u>	<u>251,929</u>
<b>Net income/(expenditure) and net movement in funds</b>		<u>52,587</u>	<u>—</u>	<u>52,586</u>	<u>(47,772)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		19,729	—	19,729	67,501
<b>Total funds carried forward</b>		<u>72,316</u>	<u>—</u>	<u>72,316</u>	<u>19,729</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 9 to 15 form part of these financial statements.



# Orpington Village Hall Trust

## Statement of Financial Position

31 December 2022

	Note	2022 £	£	2021 £
<b>Current assets</b>				
Cash at bank and in hand		77,322		25,020
<b>Creditors: amounts falling due within one year</b>	13	<u>5,007</u>		<u>5,291</u>
<b>Net current assets</b>			<u>72,315</u>	<u>19,729</u>
<b>Total assets less current liabilities</b>			<u>72,315</u>	<u>19,729</u>
<b>Net assets</b>			<u>72,315</u>	<u>19,729</u>
<b>Funds of the charity</b>				
Unrestricted funds			<u>72,316</u>	<u>19,729</u>
<b>Total charity funds</b>	14		<u>72,316</u>	<u>19,729</u>

These financial statements were approved by the board of trustees and authorised for issue on 23 October 2023, and are signed on behalf of the board by:



Mr P Cavalli  
Trustee

The notes on pages 9 to 15 form part of these financial statements.

# Orpington Village Hall Trust

## Statement of Cash Flows

Year ended 31 December 2022

	2022 £	2021 £
<b>Cash flows from operating activities</b>		
Net income/(expenditure)	<b>52,586</b>	<b>(47,772)</b>
<i>Adjustments for:</i>		
Interest payable and similar charges	<b>81</b>	<b>94</b>
Accrued expenses/(income)	<b>66</b>	<b>(672)</b>
<i>Changes in:</i>		
Stocks	<b>—</b>	<b>41</b>
Trade and other debtors	<b>—</b>	<b>30</b>
Trade and other creditors	<b>(350)</b>	<b>1,025</b>
Cash generated from operations	<b>52,383</b>	<b>(47,254)</b>
Interest paid	<b>(81)</b>	<b>(94)</b>
Net cash from/(used in) operating activities	<b>52,302</b>	<b>(47,348)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>52,302</b>	<b>(47,348)</b>
<b>Cash and cash equivalents at beginning of year</b>	<b>25,020</b>	<b>72,368</b>
<b>Cash and cash equivalents at end of year</b>	<b>77,322</b>	<b>25,020</b>

The notes on pages 9 to 15 form part of these financial statements.

# **Orpington Village Hall Trust**

## **Notes to the Financial Statements**

**Year ended 31 December 2022**

### **1. General information**

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Orpington Village Hall, 311 High Street, Orpington, Kent, BR6 0NN.

### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

### **3. Accounting policies**

#### **Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### **Going concern**

There are no material uncertainties about the charity's ability to continue.

#### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# **Orpington Village Hall Trust**

## **Notes to the Financial Statements *(continued)***

**Year ended 31 December 2022**

### **3. Accounting policies *(continued)***

#### **Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### **Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### **Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

# **Orpington Village Hall Trust**

## **Notes to the Financial Statements *(continued)***

**Year ended 31 December 2022**

### **3. Accounting policies *(continued)***

#### **Tangible assets *(continued)***

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

#### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment - 25% straight line

#### **Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

#### **Financial instruments**

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

# Orpington Village Hall Trust

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2022

### 3. Accounting policies *(continued)*

#### Financial instruments *(continued)*

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

### 4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
<b>Donations</b>			
Hall rentals	122,774	—	122,774
Vending machine sales	—	—	—
Fundraising income	2,390	—	2,390
Donations	304	—	304
Advertising	636	—	636
Dementia Cafe	485	—	485
COVID grants	4,000	—	4,000
COVID External venue hire	—	—	—
Restricted grant	—	17,138	17,138
	<u>130,589</u>	<u>17,138</u>	<u>147,727</u>

# Orpington Village Hall Trust

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2022

### 4. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
<b>Donations</b>			
Hall rentals	50,613	—	50,613
Vending machine sales	17	—	17
Fundraising income	25	—	25
Donations	66	—	66
Advertising	430	—	430
Dementia Cafe	764	—	764
COVID grants	71,075	—	71,075
COVID External venue hire	2,488	—	2,488
Restricted grant	—	—	—
	<u>125,478</u>	<u>—</u>	<u>125,478</u>

### 5. Other income

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Insurance Claim	64,319	64,319	78,679	78,679
Interest received	15	15	—	—
	<u>64,334</u>	<u>64,334</u>	<u>78,679</u>	<u>78,679</u>

### 6. Costs of raising donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Costs of generating income - Rentals	<u>137,950</u>	<u>17,138</u>	<u>155,089</u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Costs of generating income - Rentals	<u>250,642</u>	<u>—</u>	<u>250,642</u>

### 7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Support costs	<u>4,386</u>	<u>4,386</u>	<u>1,287</u>	<u>1,287</u>

### 8. Expenditure on charitable activities by activity type

	Support costs £	Total funds 2022 £	Total fund 2021 £
Governance costs	<u>4,386</u>	<u>4,386</u>	<u>1,287</u>

# Orpington Village Hall Trust

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2022

### 9. Independent examination fees

	2022 £	2021 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>882</u>	<u>816</u>

### 10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022 £	2021 £
Wages and salaries	<u>103,887</u>	<u>103,799</u>

The average head count of employees during the year was 11 (2021: 11).

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

### 11. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

### 12. Tangible fixed assets

	Equipment £	Total £
<b>Cost</b>		
At 1 January 2022 and 31 December 2022	<u>35,730</u>	<u>35,730</u>
<b>Depreciation</b>		
At 1 January 2022 and 31 December 2022	<u>35,730</u>	<u>35,730</u>
<b>Carrying amount</b>		
At 31 December 2022	<u>—</u>	<u>—</u>
At 31 December 2021	<u>—</u>	<u>—</u>

### 13. Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals and deferred income	<u>882</u>	<u>816</u>
Other creditors	<u>4,125</u>	<u>4,475</u>
	<u>5,007</u>	<u>5,291</u>



# Orpington Village Hall Trust

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2022

### 14. Analysis of charitable funds

#### Unrestricted funds

	At 1 January 20 22	Income £	Expenditure £	At 31 December r 2022 £
Unrestricted Fund	<u>19,729</u>	<u>194,923</u>	<u>(142,336)</u>	<u>72,316</u>

	At 1 January 20 21	Income £	Expenditure £	At 31 December 2021 £
Unrestricted Fund	<u>67,501</u>	<u>204,157</u>	<u>(251,929)</u>	<u>19,729</u>

#### Restricted funds

	At 1 January 20 22	Income £	Expenditure £	At 31 December r 2022 £
Restricted Fund 1 - desc in a/cs	<u>—</u>	<u>17,138</u>	<u>(17,138)</u>	<u>—</u>

	At 1 January 20 21	Income £	Expenditure £	At 31 December 2021 £
Restricted Fund 1 - desc in a/cs	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>

### 15. Analysis of changes in net debt

	At 1 Jan 2022 £	Cash flows £	At 31 Dec 2022 £
Cash at bank and in hand	<u>25,020</u>	<u>52,302</u>	<u>77,322</u>