

# **Annual Accounts for the Headley Village Hall Trust - Final signed accounts**

Headley Village Hall Trust  
For the year ended 31 December 2024

## **HEADLEY VILLAGE HALL TRUST**

### **CHAIRMAN'S REPORT FOR 2024**

**Delivered at the AGM held on 19 May 2025**

The Chairman thanked all of the Committee members for their help throughout the year. He also thanked David Wright who, despite not being a member of the Committee, had lent his services in relation to the Fire Safety Assessment we had commissioned for the hall early in the year (2024).

#### **Improvements**

Hall improvements had continued throughout the year, the most important of which are as follows. The hall was repainted and old electric heaters decommissioned and removed. The hall floor was sanded and blinds were installed in place of the old curtains. A modern wireless fire alarm system was installed covering the hall, the shop and the flat and a fire door was installed between the flat and the hall kitchen. An additional lock was fitted to the disabled toilet to enable it to be isolated during hall bookings.

Although this actually occurred in 2025, it is worth noting that we have replaced the old piano with a modern second-hand one.

#### **Finances**

The Treasurer has reported separately on our finances. Of note for this report are:

- a. Despite holding our pricing for regular users in 2024, income from hiring the hall is marginally up on the previous year (2024: £18,224; 2023: £17,936).
- b. We have made a provision for bad debts of £4,303.
- c. Our retained reserves at the end of 2024 were nevertheless marginally up on those at the end of 2023 (2024: £33,978; 2023: £31,417).
- d. We have made a general provision of £8,496 for planned maintenance in 2025 following receipt of a maintenance plan from Tim Greenwood & Associates, surveyors in Reigate.

#### **Fundraising**

Two fund-raising events were held in 2024: an open garden day and a curry quiz night. The net amounts received are shown in the accounts. These events make an important contribution to the trust's finances each year and the Chairman thanked everyone involved.

#### **The lease of the shop and flat**

Headley Village Stores Limited had approaches from two potential purchasers of the lease. Members of the Committee met with both and expressed their "in principle"

willingness to extend the term of the lease and to be flexible on other lease terms. Nevertheless, both prospective new tenants withdrew.

The Committee have concluded that continuing to let the shop and flat on a "full-repairing" lease is unlikely to be viable in the current circumstances, particularly given the scale of expenditure on repairs and maintenance over the next ten years. In addition, the presence of asbestos in the shop and the flat (but particularly in the flat) is a complicating factor when talking to potential new tenants. The Committee would ideally like to remove much - if not all - of the asbestos in the shop and flat. An appeal to raise the necessary funds to do this and other improvements to the shop and flat was launched in 2025. There are clearly challenges to removing the asbestos while the premises are tenanted.

### **New Committee member**

We welcomed Tracey Bennett as a new Committee member in 2024.

Graham Vinter  
*Chair*  
*Headley Village Hall Trust*  
19 May, 2025

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# Treasurer's Report

## Headley Village Hall Trust

### For the year ended 31 December 2024

#### 1. Overall results

The Income and Expenditure Account shows that there was a surplus of income over expenses in the year of £2,562 (2023 - deficit of income over expenses of £183). The Balance Sheet shows total reserves of £33,978 as at 31/12/24 (2023 - £31,417).

#### 2. Bookings Income

Bookings Income increased from £17,936 in 2023 to £18,224 in 2024.

#### 3. Grant Income

The Trust received Grants in 2024 from Mole Valley Council totalling £3,848 (2023 - £6,921) as a contribution to the refurbishment costs.

#### 4. Rental Income

The rental income received in 2024 was £7,750 (2023 - £6,500). Against this was the rent reduction due to Bookings targets being achieved of £1,375.

#### 5. Fundraising Events

There were two fund raising events organised in 2024. The curry and quiz night resulted in net income of £1,283 (2023 - £1,115) and the Open Gardens Event netted £904 (nil in 2023).

#### 6. Repairs and Maintenance

The largest expense in 2024 was for Repairs and Maintenance totalling £22,670 which is detailed in note 2 Section 5.

#### 7. Banking facilities

The Trust set up a new account in 2024 with National Counties Building Society which has a balance of £25,000 as at 31/12/24. This account is interest bearing with the first interest payment being credited on the anniversary the account was first opened.

The Metrobank balance as at 31/12/24 was £12,197 (31/12/23 - £35,629)

#### 8. Independent Examiner

I would like to thank Rob Caulkin of Smart Accountants (Surrey) Limited for agreeing to undertake the Independent Accountant's Examination of the Accounts without charge.

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Gillian French

Treasurer

31st March 2025

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

Headley Village Hall Trust

For the year ended 31 December 2024

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

I report to the Trustees on my examination of the accounts of the Headley Village Hall Trust (the "Trust") for the year ended 31st December 2024.

### Responsibilities and Basis of Report

As the Charity Trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2022 (the "Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 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 aspect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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.

Signed .....

Robert Caulkin ACCA

Smart Accountants Sussex and Surrey

Coastwise House, 17 Liverpool Road, Worthing BN11 1SU

Date .....

15/4/2025

# Balance Sheet

## Headley Village Hall Trust As at 31 December 2024

|   | NOTES | 31 DEC 2024   | 31 DEC 2023   |
|---|-------|---------------|---------------|
| <b>Current assets</b>                                 |       |               |               |
| <b>Bank account balance</b>                           |       |               |               |
| <b>Assets</b>   |       |               |               |
| Metrobank Current account                             |       | 12,197        | 35,629        |
| National Counties Building Society                    |       | 25,000        | -             |
| <b>Total Assets</b>                                   |       | <b>37,197</b> | <b>35,629</b> |
| <b>Total Bank account balance</b>                     |       | <b>37,197</b> | <b>35,629</b> |
| <b>Monies owed to the Trust at the year end</b>       |       |               |               |
| Trade debtors   |       | 9,581         | 6,009         |
| Provision for Doubtful Debts                          |       | (4,303)       | -             |
| Other debtors   |       | -             | 1,454         |
| <b>Total Monies owed to the Trust at the year end</b> |       | <b>5,278</b>  | <b>7,463</b>  |
| <b>Total Current assets</b>                           |       | <b>42,474</b> | <b>43,093</b> |
| <b>Liabilities</b>                                    |       |               |               |
| Accrued Expenses                                      |       | 8,496         | 11,676        |
| <b>Total Liabilities</b>                              |       | <b>8,496</b>  | <b>11,676</b> |
| <b>Net current assets (liabilities)</b>               |       | <b>33,978</b> | <b>31,417</b> |
| <b>Retained Reserves</b>                              |       |               |               |
| Retained Reserves                                     |       | 33,978        | 31,417        |
| <b>Total Retained Reserves</b>                        |       | <b>33,978</b> | <b>31,417</b> |

# Income and Expenditure Account

Headley Village Hall Trust

For the year ended 31 December 2024

|   | 2024          | 2023          |
|---|---------------|---------------|
| <b>Income</b>   |               |               |
| Bookings income                                       | 18,224        | 17,936        |
| Rent receivable                                       | 7,750         | 6,500         |
| Rent reduction due to Bookings targets being achieved | (1,375)       | -             |
| Insurance rent  | 1,240         | 1,193         |
| Tenant's contribution to Repairs                      | 6,237         | -             |
| Grant Income  | 3,848         | 6,921         |
| Fundraising - Curry & Quiz Night                      | 1,283         | 1,115         |
| Fund raising - Other Events                           | 904           | -             |
| Gifts and Donations                                   | -             | 1,454         |
| Deposit account interest                              | -             | 112           |
| <b>Total Income</b>                                   | <b>38,112</b> | <b>35,230</b> |
| <b>Expenditure</b>                                    |               |               |
| Refurbishment, Repairs & Maintenance                  | 22,670        | 25,530        |
| Insurance   | 3,369         | 3,174         |
| Oil   | 1,365         | 1,770         |
| Legal fees  | -             | 1,454         |
| Cleaning  | 626           | 898           |
| Hall Supplies   | 941           | 813           |
| Light, Power, Heating                                 | 1,301         | 625           |
| Telephone & Internet                                  | 272           | 520           |
| Rates   | 404           | 317           |
| Bank Fees   | 299           | 312           |
| Bad debts   | 4,303         | -             |
| <b>Total Expenditure</b>                              | <b>35,550</b> | <b>35,413</b> |
| <b>Excess of Income over Expenditure</b>              | <b>2,562</b>  | <b>(183)</b>  |

# Notes to the Financial Statements

## Headley Village Hall Trust

For the year ended 31 December 2024

|   | 2024         | 2023         |
|---|--------------|--------------|
| <b>1. Debtors</b>   |              |              |
| <b>Debtors: amounts falling due within one year</b>       |              |              |
| <b>Trade debtors</b>                                      |              |              |
| Debtors   | 9,581        | 6,009        |
| Provision for Doubtful Debts                              | (4,303)      | -            |
| <b>Total Trade debtors</b>                                | <b>5,278</b> | <b>6,009</b> |
| Other debtors   | -            | 1,454        |
| <b>Total Debtors: amounts falling due within one year</b> | <b>5,278</b> | <b>7,463</b> |
| <b>Total Debtors</b>                                      | <b>5,278</b> | <b>7,463</b> |

Debtors as at 31/12/24 were:

- **Headley Village Stores Ltd** - £8,607
- Contribution to Oil Tank - £2,370 - invoiced 5/9/22
- Contribution to Fire alarm system, fire door and emergency lighting - £6,237 - invoiced 19/8/24
- As at the date of this report, the whole amount due from Headley Village Stores Limited was still outstanding. The Trust committee have taken a view that a doubtful debt provision should be made amounting to 50% of this debt as at 31/12/24. This amounts to £4,303.
- **Bookings Invoiced** at 31/12/24 not paid until January 2025 - £974

|                               | 2024         | 2023          |
|-------------------------------|--------------|---------------|
| <b>2. Accrued Expenses</b>    |              |               |
| Other creditors               | 8,496        | 11,676        |
| <b>Total Accrued Expenses</b> | <b>8,496</b> | <b>11,676</b> |

Accrued expenses as at 31/12/24

- General Provision for Maintenance Plan for 2025 - £8,496

### 3. Repairs and Maintenance - £22,670

Repairs in the year can be broken down into the following categories:

- Toilet Refurbishment project - £2,514
- New Flooring - £1,575
- Locksmith/locks - £912
- Emergency Lights - £870
- New Fire Door - £1,548
- Painting/repairing floor - £1,920
- New Blinds - £728
- Decoration of Hall - £3,715
- General repairs - £392
- Provision for Maintenance Plan for 2025 - £8,496