

**STONE CROSS MEMORIAL HALL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**



STONE CROSS MEMORIAL HALL
FOR THE YEAR ENDED 31 DECEMBER 2021

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CHARITY INFORMATION

<u>Address</u>	Stone Cross Memorial Hall Dittons Road Stone Cross BN24 5EL
<u>Charity number</u>	305326
<u>Charity trustees</u>	Mrs P Britton Mr G Baker Mrs S Beck Mr J Blaker
<u>Bankers</u>	HSBC 94 Terminus Road Eastbourne East Sussex BN21 3ND
<u>Independent examiner</u>	J R Caladine FCCA CTA FCIE Caladine Limited Chartered Certified Accountants Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF

Trustees' Report

The Trustees present their Annual Report and the Financial Statements of the Charity for the year ended 31 December 2021.

1 Constitution

The charity was formed by its governing document on 11 October 1963 amended by resolution dated 10 October 2016, and registered as a charitable trust on 22 October 1963.

2 Objectives and activities

The object of the Foundation shall be the provision and maintenance of a village hall for the use of the inhabitants of Westham and Hankham and the neighbourhood without distinction of sex or of political, religious or other opinions, and in particular for use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation, with the object of improving the condition of life for the said inhabitants.

The charity has regard to the public benefit in a number of ways:

1. ensuring that, as far as is reasonable, all community events are open to the general public,
2. confirming that hire is in accordance with the charity's approved objects,
3. having a charging strategy that balances costs and income,
4. ensuring that all public areas are accessible to all members or the public.

3 Organisational structure

Trustees ultimately lead the charity and lay out the vision.

4 The Trustees

The charity is managed by a committee of up to fifteen trustees. A maximum of eight trustees may be elected at the Annual General Meeting, up to five trustees may be appointed by the main user-groups as identified by the management committee and up to two trustees may be co-opted by the management committee at any time.

The trustees that served during the year were:

Mrs P Britton
Mr G Baker
Mrs S Beck
Mr J Blaker

5 Review of activities

The Covid Pandemic continued to cause disruption to the hall and curtailed all activities and most groups from using the Hall until May 2021. Stone Cross Preschool were the sole permitted occupant and operated within strict Government Regulations and Guidelines to provide childcare to Key workers until June 2021, when most restrictions were lifted. We saw a slow return of our Regular User Cohort, but the casual Users/Hirings did not recover to pre-Covid levels for the remainder of the financial year.

We made changes to our booking system as we moved away from dealing with cash in 2021 and introduced Security deposits for casual hires to be paid via Paypal and all hire fees to be paid via Bacs or Paypal. We also recruited a freelance Bookings Clerk to help manage the casual bookings.

We are still unable to encourage or recruit enough Trustees from the Main User Groups (defined as groups using the Hall more than twelve times per year) and still have no co-opted member from Westham Parish Council.

Trustees' Report (continued)

The Business Plan for the Charity, covering the proposed activities for the period 2017 to 2022 will continue to be monitored and the budget-based charging strategy for 2020 and beyond will be reviewed post Covid to ensure that the Charity remains financially viable at all times.

We continued to review our Management Procedures and Policy Documents to ensure compliance with new legislation.

6 Public benefit

The trustees have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission and believe that the objectives and activities of the charity are for the public benefit.

7 Review of financial position

The first part of 2021 was difficult with the Hall still being closed to all regular users except the Pre-school from Jan -May. The Hall fund reserves, and further Government Support Grants ensured that the Hall was able to survive the loss of income. However, the slow return of our regular Hirers after July 2021 and the much-reduced casual hires compared to pre Covid Pandemic levels continued to give concern.

There were no major refurbishments or repairs carried out in 2021 so the net cash movement for the year ended with a surplus of £13,654, compared to the previous year of £4,139.

The closing cash reserves were £37,763, compared to £24,109 in 2020.

8 Risk management

The charity has considered the risks it may face and confirm that systems have been established to mitigate them.

9 Reserves

1. The charity holds three banking accounts:

- a) an operational account for day-to-day income and expenditure,
- b) a fundraising account for future improvements and for major maintenance not included in the annual budget,
- c) a reserves account to be used only for emergency works and costs, e.g. failure of a major component and continuing to operate if a major user drops out.

2. The minimum and maximum balance in each account shall be as follows:

- a) for the operational account, a minimum of three month's and a maximum of six month's expenditure,
- b) for the fundraising account, no minimum and a maximum of the capital maintenance and improvement costs identified in the business plan,
- c) for the reserves account, a minimum amount of £10,000.

10 Independent examination

J R Caladine FCCA CTA FCIE was reappointed during the year to undertake the Independent Examination.



John Blaker
Trustee

Date:

Independent Examiner's Report to the Trustees of Stone Cross Memorial Hall

I report to the charity trustees on my examination of the accounts of Stone Cross Memorial Hall for the year ended 31 December 2021, which are set out on pages 5 to 7.

Responsibilities and basis of report

As the 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 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 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.



J R Caladine FCCA

Caladine Limited
Chartered Certified Accountants
Chantry House, 22 Upperton Road
Eastbourne, BN21 1BF

Date: 19 October 2022

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FOR THE YEAR ENDED 31 DECEMBER 2021

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Receipts and Payment Account

	2021	2020
	£	£
Receipts		
Hall Hire	16,447	14,495
Hall Hire deposits (to be refunded)	600	-
Bank Interest	1	10
Fundraising	-	50
Grants and Donations	20,771	13,007
	<hr/>	<hr/>
Total receipts	37,819	27,562
	<hr/>	<hr/>
Payments		
Caretaker's wages	7,424	7,306
Tax and National Insurance	858	660
Electricity	1,793	1,470
Gas	2,437	2,593
Utility Membership Fee	29	29
Janitorial Expenses	762	470
Advertising/ Promotional	146	146
Insurances	1,008	979
Licences	598	474
Independent Examination Fee	864	840
Bookkeeping	2,422	1,545
Bookings Clerk	190	-
Business Rates	81	50
Waste Services	794	755
Telephone	352	180
Fire/Security/Electrical Safety Costs	732	318
Water	436	901
Printing, Postage and Stationery	2	157
General Repairs, Renewal and Maintenance	794	2,149
Sundry Expenses	10	32
Paypal Fees	64	-
	<hr/>	<hr/>
	21,796	21,054
	<hr/>	<hr/>
Loan Repayments	2,369	2,369
	<hr/>	<hr/>
Total payments	24,165	23,423
	<hr/>	<hr/>
Net receipts/ (payments)	13,654	4,139
Cash funds brought forward 1 January 2021	24,109	19,970
	<hr/>	<hr/>
Cash funds carried forward 31 December 2021	37,763	24,109
	<hr/>	<hr/>

The notes on page 7 form part of these Financial Statements.

Statement of Assets and Liabilities

	2021 £	2020 £
<u>ASSETS</u>		
Cash at Bank and in hand -		
Current Account 1138	25,254	13,203
Deposit Account 3816	10,106	10,105
Fundraising Account 8279	801	801
PayPal	1,602	-
	<u>37,763</u>	<u>24,109</u>
Debtors		
Trade Debtors	2,723	-
Prepayments	284	470
Other debtors	-	373
	<u>3,007</u>	<u>843</u>
Assets retained for Charities own use		
Fixtures & Fittings	1,070	1,648
Machinery & Equipment	236	471
	<u>1,305</u>	<u>2,119</u>
<u>LIABILITIES</u>		
Creditors		
Trade Creditors	1,407	475
Hall fees and deposits received in advanced	600	866
Accruals	1,903	1,320
Other Creditors	222	207
Acre Loan	5,778	8,017
	<u>9,911</u>	<u>10,885</u>

Approved by the Trustees on

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John Blaker
Trustee

NOTES TO THE FINANCIAL STATEMENTS

1. Accounting Policies

The financial statements have been prepared as a Receipts and Payments account in accordance with section 133 of the Charities Act 2011.

Funds

General funds represent monies received that are not subject to any restrictions regarding their use and are available for applications on the general purposes of the charity.

2. Related parties transactions

Payments of £613 (2020:£50) were made to Geoff Baker (Trustee) for maintenance work as agreed with the Charity Commission.

3. Acre Loan (Action with Communities in Rural England)

	<u>2021</u>	<u>2020</u>
Acre Loan	5,778	8,017
	<u>5,778</u>	<u>8,017</u>

The original loan was received in October 2009 at 2.43% interest with the first payment being in January 2010. An additional new loan of £15,000 was received in May of 2016 with repayments to be paid quarterly over the next 8 years with the first payment on the 15 August 2016. The Interest is attributed at the end of the quarter with an interest rate of 1.81%.

Loan repayment issues

The repayments should have been £572.70 per quarter from 15 August 2016, however Acre took incorrect payments. Acre were supposed to adjust the 2017 repayments but more incorrect payments were taken. Error was corrected in May 2018 and repayment increased to £592.30 to make up for the shortfall in payments taken for 15 months.