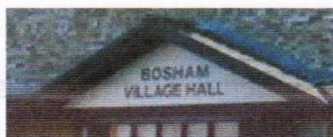


# Bosham Village Hall



## Annual Report and Financial Statements for the Year Ended 31 December 2022

### Hall Address:

Walton Lane  
Bosham  
Chichester PO18 8QF

### Bank:

Lloyds Bank  
10 East Street, Chichester PO19 1HJ

### Trustees Serving in the Year:

Ann Myers (Chairman, Flower Club)

Beckie Combes (Montessori Nursery - from Nov)

Rod Cooper (Bosham Parish Council - from Nov)

Stephanie Fiske (Horticultural Soc)

Richard Gambold (Short Tennis)

Nigel Glennie (Cricket Club)

Helen Gunton (Badminton)

David Myers (Co-opted, Surveyor)

Angela Wood (Bridge - from March)

### Elected Management Committee:

Christopher Hitchings (Treasurer)

Liz Taverner (Bookings Secretary)

Lucinda Hitchings (Secretary)

### In attendance at Management Committee:

Tim Stentiford (Caretaker)

### Independent Examiner:

Trevor James FCA DChA

Dormer Cottage West Broyle

Chichester PO18 3PR

**Registered as a Charity No. 305346**

### **Brief History**

The original hall was built in 1924 by Bosham Womens' Institute. In 1930, it was handed over to Trustees, who ran it for 35 years until they passed the responsibility to Bosham Parish Council, as Custodian Trustee under the Charities Act. By 1990, it was failing to meet the needs of the growing village. With the aid of fundraising and grants, the current hall was opened by the Duke of Richmond in April 1996 on the same site, to provide a sports hall, function room, kitchen, changing facilities and car park, with modern heating and insulation.

### **Responsibilities of Trustees**

The Custodian Trustee (Bosham Parish Council) simply holds the legal title of the Charity's property and acts on the lawful directions of the Management Committee in any transactions affecting this title.

The Management Committee is made up of Trustees nominated by organisations using the hall regularly, plus five who can be elected at the Annual General Meeting; and a further four who can be co-opted by the Management Committee. All members are volunteers.

We welcomed three new trustees during the year: Angela Wood (Bridge), Beckie Combes (Montessori) and Rod Cooper (Bosham Parish Council). A new WI representative was identified but, sadly, was unable to attend any meetings so was not appointed.

### **Public Benefit**

Briefly, the aims of the Management Committee are to provide and maintain the hall for the use of the inhabitants of Bosham and the neighbourhood, without distinction of sex or of political, religious or other opinions, and in particular for meetings, lectures, classes and for other forms of recreation.

That these aims are being met is demonstrated by the wide range of users, who include a Montessori nursery, keep-fit classes, bridge and bingo clubs, badminton, short tennis, table tennis, flower clubs, a horticultural society and the WI. It is also a popular venue for wedding receptions and, in addition, it serves as a polling station for local and parliamentary elections.

### **Financial Strategy**

Almost all of our income is from hiring the hall and our financial goal is to generate enough income to pay the costs of running the hall (rates, insurance, heating, lighting, cleaning) plus the expense of maintaining the building and updating it to keep its offering compliant with current regulations and competitive with current expectations.

The most pressing issue of late has been that the roof covering of our 27 year old building is not delivering its design life. Following works in 2021 and 2022, we believe the most pressing issues are sorted but our newly established maintenance reserve allows for the remainder to be replaced over the next ten years. Upgrading works in 2022 included requirements following a Fire Risk assessment.

Over 2017-19, we raised hall charges with the aim of creating an income base sufficient to do this and, based on 2022 income, we remain comfortable that we achieved this. Our updated analysis of future expenditure confirms our target of a current surplus (before repair and maintenance expenditure) of £14,000 per annum and, following the roof works in 2022, our required reserve buffer has been reduced from £42,000 to £32,000.



## Financial Report

### Simplified Revenue Account

	2020	Change	2021	Change	2022
	£	%	£	%	£
Hiring income	13,132	+42	18,637	+76	32,804
Interest income	27		3		117
Running costs	-11,983	+6	-12,758	+33	-16,937
<b>Current surplus</b>	<b>1,176</b>	<b>+400</b>	<b>5,882</b>	<b>+172</b>	<b>15,984</b>
Grants	11,334		22,435		2,667
Repairs and maintenance	-3,093	+387	-15,074	+49	-22,406
<b>Actual surplus</b>	<b>9,417</b>		<b>13,243</b>		<b>-3,755</b>
Start reserves	29,619		39,036		52,279
End reserves	39,036	+34	52,279	-7	48,524
Of which Maintenance Reserve	N/A		42,000		32,000
Of which General Fund Surplus	N/A		10,279		16,524

### Commentary

After the disruptions of 2020 and 2021, 2022 saw usage back to normal and hiring income rose 76% to a level 5% ahead of that for 2019. This gained from increased rates paid by the Montessori offset by the small reduction in the rate for the Function Room. We lost a few regular users over the pandemic but gained the MusicSmart choir. Non-regular usage has been encouraging, with two weddings at our new package rate. Some may be a "catch-up" of events but, overall, the Hall's income is healthy.

Some of the 33% rise in running costs is simply full usage of the Hall (electricity, cleaning, gardening, waste disposal) but we have also suffered higher energy prices. For 2022, we were protected by a 2-year electricity fix from 2021 and, while our gas costs were over double those for 2021, the fix was only one year and we expect 2023 gas costs to be another 60% up. With our electricity fix expiring in July and recent prices 3.5 times what we paid in 2022, we face a substantial rise here in 2023 and 2024.

We had deferred maintenance expenditure during the pandemic but, with income restored, we pressed ahead with the final stage of the roof works needed (£17,200) and we also further upgraded our lighting and implemented the recommendations of a Fire Risk assessment. The roof works were in our budget so, while we strengthened some of the other provisions, we were able to release £10,000 from our newly established Maintenance Reserve. We also gained £2,700 from the last of CDC's pandemic related grants, which has been a much appreciated lifeline for all Village Halls.

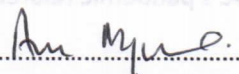
While our 2022 current surplus was £2,000 above our target, our current budget shows energy costs in 2023 some £3,700 above 2022, suggesting we will miss the target in 2023. That said, market prices for energy are declining and it is possible we are too cautious. We also hope to invest some of our healthy surplus (together with help from Bosham Parish Council) in solar panels for our roof. If these generate the savings promised, our budgets will certainly be too cautious. Our current feeling is to keep hire rates where they are and monitor the situation as the year develops.

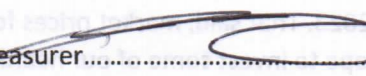
**Christopher Hitchings**  
Hon Treasurer

Statement of Assets and Liabilities as at 31 December 2022

	Notes	2022 £	2021 £
<b>Fixed Assets</b>			
Village Hall Property	1	365,901	365,901
Equipment		0	0
<b>Current Assets</b>			
Debtors and pre-payments		1,055	1,482
Lloyds current account		5,532	14,671
Lloyds deposit account		35,019	30,002
COIF Charities Deposit Fund		10,311	10,211
		<u>51,917</u>	<u>56,366</u>
<b>Current Liabilities</b>			
Creditors and accruals	2	3,393	4,087
		<u>3,393</u>	<u>4,087</u>
<b>Net Current Assets</b>		<b>48,524</b>	<b>52,279</b>
<b>Total Assets</b>		<b><u>£414,425</u></b>	<b><u>£418,180</u></b>
<b>Unrestricted Funds</b>			
Maintenance Reserve	3	32,000	42,000
General Fund Surplus	4	16,524	10,279
Total General Funds		48,524	52,279
Designated Funds - Village Hall	5	365,901	365,901
		<u>£414,425</u>	<u>£418,180</u>

Signed on behalf of the Trustees:

Trustee.......... Dated..... 22/3/2023 .....  
Name Ann Myers, Chairman

Hon Treasurer.......... Dated..... 22/3/23 .....  
Name Christopher Hitchings



Notes to Statement of Assets and Liabilities as at 31 December 2022

£

<b>1</b>	<b>Village Hall Property</b>		
	At 1997 valuation		297,000
	Subsequent improvements		68,901
	At 1 January 2022		365,901
	<b>At 31 December 2022</b>		<b>365,901</b>
	The property is insured for £3.0m as at 31 December 2022		
		<b>2022</b>	<b>2021</b>
		£	£
<b>2</b>	<b>Creditors and Accruals</b>		
	Accounts payable	2,666	2,189
	Accruals	-19	-182
	Customer deposits and pre-payments	637	1,971
	Defibrillator fund	109	109
	<b>Total Creditors and Accruals</b>	<b>3,393</b>	<b>4,087</b>
<b>3</b>	<b>Maintenance Reserve (2021 re-stated)</b>		
	Brought forward at 1 January	42,000	0
	Addition (Release) in year	-10,000	42,000
	<b>At 31 December</b>	<b>32,000</b>	<b>42,000</b>
	A maintenance reserve was established at December 31 2021 based on an analysis of what the Hall needs to hold to cover future expenditure on its building and equipment. It was set initially at £42,000 and, following approval at the 2022 AGM, was transferred from the General Fund. As at 31 December 2022, it has been revalued at £32,000. The 2021 balance sheet has been re-stated to reflect its inclusion from December 2021.		
<b>4</b>	<b>General Fund Surplus (2021 re-stated)</b>		
	Brought forward at 1 January	10,279	39,036
	Surplus for the year	6,245	13,243
	Transfer to Maintenance Reserve	0	-42,000
	<b>At 31 December</b>	<b>16,524</b>	<b>10,279</b>
<b>5</b>	<b>Designated Funds - Village Hall</b>		
	Brought forward at 1 January	365,901	365,901
	<b>At 31 December</b>	<b>365,901</b>	<b>365,901</b>

Statement of Financial Activities Year Ending 31 December 2022

	Notes	2022 £	2021 £
<b>Income and Expenditure</b>			
Hiring income	1	32,804	18,637
Bank interest		117	3
Grants	2	2,667	22,435
<b>Total Income</b>		<b>35,588</b>	<b>41,075</b>
<b>Expenditure</b>			
Caretaker fees		3,007	3,000
Performing Rights license		315	775
Insurance		2,423	2,330
Repairs and maintenance	3	22,406	15,074
Fire checks		688	248
Gardening		370	195
Rates		512	261
Electricity		2,011	1,389
Gas		3,675	1,671
Water		196	177
Telephone and internet		263	259
Cleaners fees		1,862	845
Carpet cleaning		130	0
Window cleaning		120	160
Cleaning materials		288	203
Waste disposal		467	277
General expenses		169	383
IT software and consumables		165	216
Audit and accountancy fees		132	125
Piano tuning		0	100
Subscriptions		144	144
<b>Total Current Expenditure</b>		<b>39,343</b>	<b>27,832</b>
<b>Surplus (Deficit) of Income over Expenditure for Year</b>		<b>-£3,755</b>	<b>£13,243</b>
Release from (Provision to) Maintenance Reserve		10,000	0
<b>Movement in General Fund Surplus for the Year</b>		<b>£6,245</b>	<b>£13,243</b>

Notes to Statement of Financial Activities Year Ending 31 December 2022

	2022 £	2021 £
<b>1 Hiring Income</b>		
Montessori nursery	5,719	5,047
Short tennis	4,952	2,420
Badminton (various)	3,270	2,050
Bridge (Monday and Friday)	2,456	930
Wedding packages	1,700	0
Bingo	1,530	930
Table tennis	1,360	660
Others	11,817	6,600
<b>Hiring Income</b>	<b>32,804</b>	<b>18,637</b>

Those organisations or activities generating more than £1,000 income in 2022 are shown above.

<b>2 Grants Received</b>		
Chichester District Council Covid support	2,667	8,574
Bosham Parish Council for roof repairs	0	13,861
	<b>2,667</b>	<b>22,435</b>

Chichester District Council awarded £2,667 in March to help businesses hit by Covid (£8,574 in 2021). We had received a grant from Bosham Parish Council towards roof repairs in 2021.

<b>3 Repairs and Maintenance</b>		
Roof repairs	17,280	13,861
Lighting upgrades	1,637	618
Fire Risk Assessment upgrades	1,581	0
Other	1,908	595
<b>Repairs and Maintenance</b>	<b>22,406</b>	<b>15,074</b>



### Independent examiner's report to the Trustees of Bosham Village Hall

I report on my examination of the accounts of the Bosham Village Hall (the Charity) for the year ended 31 December 2022 set out on pages four to seven.

This report is made solely to the Charity's trustees, as a body, in accordance with the Charities Act 2011. My work has been undertaken so that I might state to the Charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's trustees as a body, for any work, for this report, or for the opinions I have formed.

### Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). You consider that an audit is not required for the year under section 144 (2) of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in general Directions given by the Charity Commission under section 144(2) of the Act; and
- to state whether particular matters have come to my attention.

### Basis of the independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 any 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 accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Trevor James FCA DchA  
Dormer Cottage  
West Broyle  
Chichester PO19 3PR

27 February 2023