

EMPIRE HALL REPORT FOR CHARITY COMMISSION MARCH 2024

1. The Charity and Trustees

The Empire Hall Graffham, 305376, The Street, Graffham, Petworth, West Sussex. GU28 0QB. Sally Blunt, Carole Sargent, Gillian Charlesworth, Fiona Jacob, Sarah Lydiard-Wilson, Diane Bellis, and Karen Consalvi.

2. Management Committee

There are five main 'officer' trustees – the Chairperson (and at present also Booking Secretary), the Secretary, the Treasurer and the Maintenance Officer. The other trustees are representatives of village organisations, at present we have representatives of the Health Association, St. Giles Church, Thursday Club, and the Parish Council. These representatives are suggested to the hall committee by their groups.

3. Main activities and purpose

The hall's activities are wide-ranging. On a regular basis it is hired for:

Yoga and Pilates classes, Ease into Exercise classes, Badminton Club, Pickle Ball Club, Post Office services, Church special events such as The St. Giles Christmas Fair (a fund-raiser for the church) Lent Lunch and Harvest Festival, The Easter Fair (a fundraiser for the hall) a Lunch Club, meetings for the Parish Council, a monthly cinema evening, Thursday Club, and osteopathic, physiotherapy and podiatry sessions in the Treatment Room. There are various clubs such as the Gardening Club which holds three yearly events.

It also holds a hall fund-raising Burns Night, musical events to suit varied tastes, plays and talks, some of which are fund-raisers for the hall, church etc., birthday parties (children's and adults'), wedding receptions, funeral wakes, large group training sessions eg for gardeners, firemen, and builders. For the village arts festival this year it was hired for the village soiree, talks and films. For national events it has state of the art audio-visual facilities and the ability to seat 120 people and more standing.

Its objectives which are of public benefit are to be a ready and friendly, affordable communal space for the village and outside communities as a whole, but within that remit encouraging caring opportunities for the needs of the more vulnerable eg post office facilities, lunch club, health treatments, a chance for everyone to meet others to avoid loneliness and make and meet friends and have fun.

The hall committee works as an effective cohesive team to make sure everything runs smoothly. We work hard to ensure the hall is a well looked-after, financially well-managed village asset to provide a warm, welcoming clean and safe environment for all its visitors.

4. Management

As a 100-year plus building, the Hall requires regular maintenance and risk/health and safety assessment. During the past year we have conducted a full risk assessment, with the assistance of the local fire brigade, and made some additions to our safety signage as a result.

Some critical repairs to the roof have been commissioned and in order to carry these out, we have been required to commission an ecological (bat) survey, adding considerably to the cost of the project. The funds for these repairs have come from fund raising activity as they are not covered by day to day hall hire.

5. Finances

Our finances are tight. Normal operational costs are just covered by hall hire. For fabric repairs and capital expenditure we are reliant on fund raising and grants where available. We do not have any debt and our reserves are currently healthy but we believe that the whole roof will need to be repaired over the next decade and have therefore begun to think about the need for a dedicated roof fund.

Sally Blunt, Chairperson, on behalf of Empire Hall Trustees

March 2024

THE EMPIRE HALL, GRAFFHAM (CHARITY NO 305376)
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

RECEIPTS		2024		2023	
		£	£	£	£
General Fund					
Hiring of Hall			13,031		9,290
Other income					
Dividends COIF (Capital Fund)		144		144	
Interest COIF (Deposits)		<u>1,574</u>		<u>509</u>	
			1,718		653
			<u>14,749</u>		<u>9,943</u>
Appeal Fund					
Donations		298		1,197	
Profit from fundraising events		6,473		5,898	
Grants		<u>9,950</u>		<u>-</u>	
			16,721		7,095
Capital Fund (COIF Income shares)					
Nil activity			-		-
Summary					
Total receipts			<u>31,470</u>		<u>17,038</u>
Opening and closing balances					
Opening Total funds at 1 April			62,908		59,505
Excess receipts over payments					
Annual Surplus General Fund		2,757		(823)	
Annual Surplus Appeal Fund		<u>(8,600)</u>		<u>4,225</u>	
			(5,843)		3,403
Closing funds 31 March			57,065		62,908

PAYMENTS		2024		2023	
		£	£	£	£
General Fund					
Heating oil		1,952		1,210	
Electricity & water		1,353		2,242	
Repairs		3,822		1,878	
Cleaning, bins, grass & hedgecutting		2,562		1,991	
Rates		131		248	
Insurance		904		1,164	
Annual inspections & services		381		314	
Professional fees		604		1,285	
Sundries		<u>283</u>		<u>434</u>	
			11,992		10,766
Appeal Fund					
Hall improvements\building works		24,598		-	
Sundries		723		721	
Promotions Officer		<u>-</u>		<u>2,149</u>	
			25,321		2,870
Capital Fund (COIF Income shares)					
Nil activity			-		-
Summary					
Total payments			37,313		13,636
Excess receipts over payments					
Annual Surplus General Fund		2,757		(823)	
Annual Surplus Appeal Fund		<u>(8,600)</u>		<u>4,225</u>	
			(5,843)		3,402
			<u>31,470</u>		<u>17,038</u>
Total funds as at 31 March represented by;					
General fund	Nat West bank account	873		873	
	Barclays bank account	9,734		17,569	
	COIF deposit account	<u>590</u>		<u>590</u>	
			11,197		19,032
Appeal Fund	Nat West bank account	1,646		1,466	
	Barclays bank account	9,699		9,605	
	COIF deposit account	<u>33,457</u>		<u>31,739</u>	
			44,802		42,810
Capital Fund	COIF income shares (at cost)		1,066		1,066
			57,065		62,908

Signed on behalf of the Trustees:

Trustee

Sally Blunt
SALLY BLUNT

Trustee

Gillian M. Charlesworth
GILLIAN M. CHARLESWORTH

Date

18.9.24



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
The Empire Hall, Graffham

**On accounts for the year
ended**

31 March 2024

**Charity no
(if any)**

305376

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with 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 the 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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

*

Signed:

Date:

31 December 2024

Name:

C Homan

**Relevant professional
qualification(s) or body
(if any):**

FCA

Address:

Spring Cottage, Trotton, Petersfield

Hampshire

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.