

DORRIDGE VILLAGE HALL ASSOCIATION

(REGISTERED CHARITY NO 506221)

ANNUAL REPORT AND FINANCIAL STATEMENTS

31 MARCH 2021

DORRIDGE VILLAGE HALL ASSOCIATION

REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2021

Charity Name and Number

Dorridge Village Hall Association - Registered Charity Number 506221

Management Committee and Charity Trustees

Barbara Massey	Hon Chair and Regular Hall Bookings
Jacqueline Edwards	Hon Treasurer
Pat Gardner	Hon Secretary
Jane Thompson	Private Hall Bookings
Christine Price	Support Bookings
Bob Tabb	Hall Maintenance
Robin Morris	Co-opted member of Executive Committee

Rebekah Bennett
Pat Clews
Lynn Clews
Geoff Wright
Hazel Wright
Paul Ogden
Pat Lawrence
Victoria Ellery -Jones
Belinda Piasecki

Independent Examiner:

WEST
Chartered Accountants
Office 2, Greswolde House
197b Station Road
Knowle
Solihull
B93 0PU

Bankers:

Lloyds Bank PLC
9-11 Poplar Road
Solihull
West Midlands

Address of Village Hall:

Dorridge Village Hall
Grange Road
Dorridge
West Midlands
B93 8QA

DORRIDGE VILLAGE HALL ASSOCIATION
REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2021
COVID 19

Covid 19 restrictions were in place at the beginning of the financial year so the Hall was closed completely at this time.

We continued to inspect the Hall weekly as required in the terms of our insurance policy.

The heating remained on during the winter months at a low maintenance level and other essentials were continued.

Later in to the pandemic we installed all the requirements and safety measures issued by the government which we hoped would allow us to open later in the year such as hand sanitisers, paper towel dispensers, separated entrances and exits, floor spacing, notices and safety cleaning equipment.

We re-opened on July 20th with a 6 week booking for a children's holiday club using both rooms and almost back to normal during September/ October apart from the most vulnerable groups such as the U3A. A second lockdown came in November and we partially re-opened December 3rd but with Tier 3 restrictions. A third lockdown after Christmas meant we were closed for the rest of the financial year

Solihull Borough Council gave us some financial help during this period including a zero rate rates bill for 12 months.

REGULAR BOOKINGS

Our income has been reduced as many of our regular users have not been able to meet. The exercise classes, dance classes, badminton groups, sport groups, U3A meetings and nursery sessions have all been restricted. Children's groups fared the best. One or two very small groups, sometimes just two players, continued to play badminton. The Christadelphians although sometimes allowed, met infrequently.

We assured our Regulars that their slots in the Calendar would be reserved and most have assured us that they will return as soon as possible.

PRIVATE BOOKINGS

There have been few private bookings during this period as large gatherings have not been permitted, with the exception of a Body Building Competition which was organised under strict conditions. We were able to refund all the deposits and pre-payments as they had no choice but to cancel.

There were one or two other small meetings in the summer.

DORRIDGE VILLAGE HALL ASSOCIATION**Report to Trustees for the Year ended 31st March 2021****MAINTENANCE**

We continued to maintain the Hall.

A leak in the flat roof of the foyer was repaired, the down pipe was found to have been put in upside-down many years ago, so the water was not being directed properly.

Two windows have been broken and replaced this year, one at the expense of the culprit who owned up!

Our major upkeep this year was decorating the Main Hall and Foyer which was carried out by AJDECOR a local decorator from Dorridge. We were satisfied with the result.

This was followed by partially replacing the floor with hard standing in the foyer where the old tiles and carpet had become dirty and stained. This was carried out by Peter Green.

MEETING ROOM

The newly built Meeting Room was ready for use just as the first lockdown was imposed.

Apart from the main room there is storage space available, a kitchenette and toilet block attached. It has been finished to an acceptable high standard by James Kenyon.

Because of the situation we have been unable to establish a regular pattern of use, but it has been used spasmodically during the period. It generated one quarter of the hire income in total.

There were some children's/toddlers groups that met which mainly functioned outside and a few small meetings met there during the more open period of restrictions. A ukulele group practised there for a while. Knowle and Dorridge Runners met twice a week but often just outside.

We have had plenty of interest in the new hall and are confident that it will be well used when we return to normal times.

ADMINISTRATION

We have to thank the team of Hall administrators that have continued through this difficult year.

Bob Tabb, Robin Morris and co-opted member Paul Froggatt who have maintained and monitored the Hall when it was open and closed. Jackie Edwards and Pat Gardner as Treasurer and Secretary who have continued to keep things going in person and on Zoom. What Bookings we had continued to be organised by Jane Thompson, Chris Price and Barbara Massey.

We would also like to thank Alison Routledge who resigned at the beginning of the year after 12 years as Regular Bookings Secretary.

Barbara Massey

Chair; Dorridge Village Hall

DORRIDGE VILLAGE HALL ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2021

Financial Review

Review of the Year

The results for the year are shown in the statement of financial activities for the year ended 31 March 2021 on page 7. The net surplus in operating activities amounted to £1013 (2020: £9,202). The net surplus arising in the year all relates to unrestricted funds.

The Trustees consider the financial position of the Association to be satisfactory. The net current assets of £69057 (2020: £64,754) are adequate to cover the on-going financial commitments of the charity.

Reserves Policy

The Trustees are mindful that the long-term viability of the charity requires them to retain sufficient funds to meet a portion of annual overheads and to ensure the building can be maintained to a high standard. The Association should always hold sufficient cash to cover six months overheads and in addition aim to hold additional liquid assets to bring total reserves up to £30,000. It is recognised that the level of reserves will fluctuate as money is spent on necessary repairs, maintenance and improvements.

- Estimated cost of 6 months overheads for operating hall - £25,000
- "Liquid assets" are defined as net current assets including cash less prepayments.
- At the end of March 2021 liquid assets totalled £66,761.

Structure, Governance and Management

Governing Document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Charity Constitution

Dorridge Village Hall Association is an unincorporated association defined by its constitution.

A revised constitution was adopted on 9th November 2017 and approved by the Charity Commission. The Management Committee has been administering the Association in accordance with this revised constitution since then.

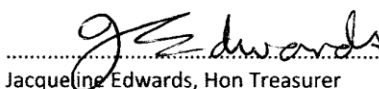
Recruitment and appointment of Trustees

Trustees are appointed in accordance with the charity's constitution by the Management Committee at the AGM. All members of the Management Committee are to be regarded as Charity Trustees.

Approved and signed on behalf of the Trustees and Management Committee on 23-06-21



Barbara Massey, Hon Chairwoman and Trustee



Jacqueline Edwards, Hon Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF DORRIDGE VILLAGE HALL ASSOCIATION

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 7 to 15.

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').

I report in respect of my examination of the charity'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 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; or
3. the accounts 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.

Signed



WEST - Chartered Accountants
Office 2, Greswolde House
197b Station Road
Knowle
Solihull
B93 0PU

Date 16/06/2021

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

		Year ended 31 March 2021			Year ended 31 March 2020		
	Note	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	<i>Total funds</i>
Income							
Donations/ Covid 19 Grants	3	18,335	0	18,335	0	20,000	20,000
Legacy		0	0	0	0	0	0
Income from charitable activities							
Charges for hall hire		12,714	0	12,714	41,960	0	41,960
Investment income							
Interest		100	0	100	910	0	910
Total Income		31,149	0	31,149	42,870	20,000	67,659
Expenditure							
Expenditure on charitable activities							
Provision and management of village hall	4	30,136	0	30,136	33,668	0	33,668
Total Expenditure		<u>30,136</u>	<u>0</u>	<u>30,136</u>	<u>33,668</u>	<u>0</u>	<u>33,668</u>
Net income and net movement in funds in the year	5	1,013	0	1,013	9,202	20,000	29,202
Reconciliation of Funds							
Total funds brought forward		224,023		224,023	194,821		194,821
Total funds carried forward		225,036	0	225,036	204,023	20,000	224,023

The Statement of Financial Activities includes all gains and losses recognised in the year

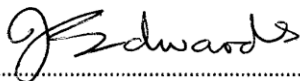
The notes on pages 9 to 13 form part of these accounts

**DORRIDGE VILLAGE HALL ASSOCIATION
BALANCE SHEET AT 31 MARCH 2021**

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	Note	<u>2021</u>	<u>2020</u>
Fixed assets	6	<u>155,979</u>	<u>159,269</u>
Current assets			
Debtors	7	2,529	3,488
Cash at bank		<u>70,901</u>	<u>66,848</u>
Total Current Assets		<u>73,430</u>	<u>70,336</u>
Creditors: amounts falling due within one year			
Accrued expenditure	8	2,803	4,342
Deferred Income (deposits for bookings post 31/3/21)		<u>1,570</u>	<u>1,240</u>
Net current assets		<u>69,057</u>	<u>64,754</u>
Net assets		<u>225,036</u>	<u>224,023</u>
Represented by:			
Unrestricted funds	9	<u>225,036</u>	<u>204,023</u>
Total funds		<u>225,036</u>	<u>224,023</u>

The financial statements were approved by the Trustees on 23.06.21 and signed on their behalf by:



.....
Jacqueline Edwards, Hon. Treasurer

The notes on pages 9 to 13 form part of these accounts

DORRIDGE VILLAGE HALL ASSOCIATION
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2021

	<u>2021</u>	<u>2020</u>
Cash flows from operating activities	<u>16,230</u>	<u>34,907</u>
Cash Flows from investing activities		
Interest income	100	910
Purchase of tangible fixed assets	<u>(12,277)</u>	<u>(125,405)</u>
net cash used on investing activities	<u>(12,177)</u>	<u>(124,495)</u>
Change in Cash and cash equivalents in the year	4053	(89,588)
Cash and cash equivalents at the beginning of the year	<u>66,848</u>	<u>156,436</u>
Total cash equivalents at the end of the year (cash at bank)	70901	66,848
Reconciliation of net movement in funds to net cash flow from operating activities		
Net movement in funds	1013	29,203
add back depreciation charge	15567	7,316
Deduct interest income shown in investing activities	(100)	(910)
Decrease/ Increase in Debtors	959	1327
Decrease/ Increase in current creditors	<u>(1209)</u>	<u>(2029)</u>
Net cash used in operating activities	<u>16230</u>	<u>34,907</u>

DORRIDGE VILLAGE HALL ASSOCIATION

NOTES ON FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting Policies

(a) Basis of Accounting

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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) issued on 16 July 2014 (as amended by Update Bulletin 1), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value, the trustees believe that no material uncertainties exist. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The charity adopted SORP (FRS 102) in the current financial year.

(b) Incoming Resources

All incoming resources including grant income, are included in the Statement of Financial Activities when the charity is entitled to the income, is certain that the resources will be received, and the amount can be quantified with reasonable accuracy. The following specific policies are applied to certain categories of income.

- Non-refundable deposits are recognised as deferred income. Income from hiring out the Hall and provision of the bar facility is recognised on the date of the hire taking place.
- Donated services and facilities are included where the value to the charity is reasonably quantifiable and measurable. They are valued in the accounts at the amount the Trustees would have been willing to pay for the services and facilities on the open market. The value of services provided by volunteers has not been included in these accounts.

(c) Resources Expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expense. Resources expended include attributable VAT which cannot be recovered, as the charity is not registered for VAT and it is reported as part of the expenditure to which it relates.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

DORRIDGE VILLAGE HALL ASSOCIATION
NOTES ON FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (cont'd)

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's fees.
- All costs are allocated between the expenditure categories of the Statement of Financial Activity on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in Note 4.

(d) Fund accounting

Funds held by the charity are either:-

- (i) Unrestricted general funds – these are funds without specified purpose and are available as general funds.
- (ii) Designated funds – these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.
- (iii) Restricted funds – these are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Transfers between funds are made to cover deficits on individual restricted funds and to recognise fixed assets acquired with restricted income, but with no further restrictions on use, within unrestricted funds.

(e) Depreciation

Depreciation is calculated to write off the cost of fixed assets over their anticipated useful lives. It is applied at the following rates:

Leasehold property	- over 35 years or the remaining period of the lease
New Build Extension	- over 25 years or the remaining period of the lease
Improvements to leasehold property	- over 18 years or the remaining period of the lease
Fixtures and fittings	- 20% straight line

Fixed assets costing less than £500 are not capitalised.

2. Trustee Expenses and Related Party Transactions

Reimbursed expenses totalling £25 were made to a Charity Trustee to cover the cost of expenses when travelling to and from the Hall to meet the needs of hirers (2020 – £25). Other officers' expenses of £nil (2020: nil) were reimbursed during the year.

The Trustees did not receive any remuneration during the year (2020 - £nil).

No amounts were owed to Trustees at 31 March 2021 or at 31 March 2020.

3. Average number of Employees

During the year the average number of people employed by the charity was nil (2020 nil)

DORRIDGE VILLAGE HALL ASSOCIATION
NOTES ON FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (cont'd)

4. Donations and Legacies

	<u>2021</u>			<u>2020</u>		
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£	£	£	£
Donations /Covid 19 Govt Grant and local organisations	18,335	0	18,335	0	20,000	20,000
Legacy received	0	0	0	0		
	-----	-----	-----	-----	-----	-----
	£18,335	£0	£18,335	£Nil	£20,000	£20,000
	-----	-----	-----	-----	-----	-----

5. Charitable Activities – Provision and Maintenance of Village Hall

	<u>2021</u>			<u>2020</u>		
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£	£	£	£
(a) Direct charitable expenditure:						
Ground rent, rates, licences & waste disposal	2,108		2,108	4,448	-	4,448
Gas	1,538		1,538	2,390	-	2,390
Electricity	1,630		1,630	2,323	-	2,323
Insurance	1,677		1,677	1,647	-	1,647
Cleaning services	1,259		1,259	7,670	-	7,670
Depreciation	15,567		15,567	7,316	-	7,316
Repair and maintenance	4,544		4,544	3,761	-	3,761
	-----		-----	-----	-----	-----
	28,323		28,323	£29,595	£Nil	£29,595
	-----		-----	-----	-----	-----
(b) Support costs:						
Office expenses and consumables	565	-	565	93	-	93
Telephone and Broadband	461	-	461	442	-	442
Advertising and web site	157	-	157	126	-	126
Governance costs:						
Independent examiner's fee	630	-	630	630	-	630
Legal Fees	0		0	0		0
Proposed Extension Fees	0		0	2,782		2,782
	-----	-----	-----	-----	-----	-----
	£1,813	£Nil	£1,813	£4,073	£Nil	£4,073
	-----	-----	-----	-----	-----	-----
Expenditure on Charitable Activities	£30,136	£Nil	£30,136	£33,668	£Nil	£33,668
	=====	=====	=====	=====	=====	=====

Support costs have been allocated to the provision and maintenance of the Village Hall as this is the charity's only significant cost generating activity.

DORRIDGE VILLAGE HALL ASSOCIATION
NOTES ON FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (cont'd)

6. Fixed Assets

	<u>Leasehold Property</u>	<u>Improvements to Leasehold Property</u>	<u>Fixtures and Fittings</u>	<u>Total</u>
	£	£	£	£
<u>Cost</u>				
1 April 2020	225,438	45,565	42,028	313,031
Additions	0	1,497	10,780	12,277
	-----	-----	-----	-----
At 31 March 2021	£225,438	£47,062	£52,808	£325,308
	=====	=====	=====	=====
<u>Depreciation</u>				
1 April 2020	94,077	20,850	38,835	153,762
Provided in year	7,839	3,731	3,997	15,567
	-----	-----	-----	-----
At 31 March 2021	£101,916	£24,581	£42,832	£169,329
	=====	=====	=====	=====
<u>Net Book Amount</u>				
31 March 2021	£123,522	£22,481	£9,976	£155,979
	=====	=====	=====	=====
31 March 2020	£131,361	£24,715	£3,193	£159,269
	=====	=====	=====	=====

7. Debtors

	<u>2021</u>	<u>2020</u>
	£	£
Other debtors	232	1,277
Prepayments	2,297	2,212
	-----	-----
	£2,529	£3,489
	=====	=====

8. Creditors

	<u>2021</u>	<u>2020</u>
	£	£
Accrued expenditure	2,803	4,342
Deferred income	1,570	1,240
	-----	-----
	£4,373	£5,582
	=====	=====

Deferred income represents deposits taken in the financial year for hall bookings made after the year end. All of the previous year's deferred income was released to hall hire income in the current year.

DORRIDGE VILLAGE HALL ASSOCIATION
NOTES ON FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021(cont'd)

9. Analysis of Net Assets between Funds

	<u>Unrestricted</u>	<u>2021</u> <u>Restricted</u>	<u>Total Funds</u>	<u>Unrestricted</u>	<u>2020</u> <u>Restricted</u>	<u>Total Funds</u>
	£	£	£	£	£	£
Fixed Assets	155,979	-	155,979	134,244	25,025	159,269
Bank	70,901	-	70,901	66,848	-	66,848
Debtors	2,529	-	2,529	3,488	-	3,488
Creditors	(4,373)	-	(4,373)	(5,582)	-	(5,582)
	-----	-----	-----	-----	-----	-----
Total Funds	£225,036	£nil	£225,036	£198,998	£25,025	£224,023
	=====	=====	=====	=====	=====	=====

10. Movement in Funds

	<u>At 1 Apr 2020</u>	<u>Incoming</u> <u>Resources</u>	<u>Outgoing</u> <u>Resources</u>	<u>At 31 Mar 2021</u>
	£	£	£	£
Total Restricted Funds	-	-	-	-
Unrestricted Funds	224,023	31,149	(30,136)	225,036
	-----	-----	-----	-----
Total Funds	£224,023	£31,149	£(30,136)	£225,036
	=====	=====	=====	=====

11. Controlling Party

The Charity was under the control of the Management Committee and Charity Trustees, as detailed on page 1, throughout the current year. Refer to the previous year's Annual Report for a full list of the Committee Members who served during that year.