

# THE SHIRLEY INSTITUTE

England & Wales · Charity number 508592

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1979-07-05

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 260 Haslucks Green Rd  
Shirley  
Solihull  
B90 2LR

**Phone** 01217333270

**Email** [shirleyinstitute@aol.com](mailto:shirleyinstitute@aol.com)

## Activities

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**Objects:** (1) THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR USE BY THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR;(A) MEETINGS, LECTURES AND CLASSES.(B) OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION,WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE INHABITANTS.(2) THE LAND IDENTIFIED IN PART 2 OF THE SCHEDULE TO THIS SCHEME MUST BE RETAINED BY THE COUNCIL FOR USE FOR THE OBJECT OF THE CHARITY.

**Activities:** Provision for hire of rooms and attached kitchen/stage facilities to residents of Shirley, Solihull also to groups, both charitable & non charitable, who serve the interests of these residents. Preferences are given to charitable groups over non-charitable groups & to cultural & recreational activities.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Arts/culture/heritage/science, Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** SHIRLEY AND THE SURROUNDING NEIGHBOURHOOD
- Solihull

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-30	£82,284	£70,206	-	-
2024-04-30	£73,092	£69,407	-	-
2023-04-30	£72,069	£50,415	-	-
2022-04-30	£53,304	£56,527	-	-
2021-04-30	£37,848	£66,913	-	-

## Trustees

Name	Role	Appointed
<b>ANN MARGARET TURNER</b>	Chair	
Christine Sears		2022-07-15
Diane Byrne		2013-07-12
<b>ELIZABETH CHALMERS</b>		2014-07-11
GLORIA Stidworthy		
Graham Greenwood		2020-07-05
Graham Stidworthy		2019-07-05
<b>LYNNE JULIA JONES</b>		2012-12-31
<b>MALCOLM JOHN TURNER</b>		
<b>MAVIS LEWIS</b>		
<b>MRS MAUREEN JENKINS</b>		
Sandra Edwards		2023-07-14
Susan Bird		2018-06-28
Sylvia Gardiner		2024-06-04

**THE SHIRLEY INSTITUTE**

England & Wales - Charity number 508592

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# Accounts

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Registered Number: 508592

**THE SHIRLEY INSTITUTE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 APRIL 2025**

RAVEN ACCOUNTING (WEST MIDLANDS) LIMITED  
CHARTERED CERTIFIED ACCOUNTANTS

9-11 Stratford Road  
Shirley, Solihull  
West Midlands B90 3LU

THE SHIRLEY INSTITUTE  
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FOR THE YEAR ENDED 30 APRIL 2025

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THE SHIRLEY INSTITUTE  
CHARITY INFORMATION AS AT  
30 APRIL 2025

TRUSTEES: Mrs M Lewis (President)  
Mrs A Turner (Chair Person)  
Mr G Greenwood (Vice Chair Person)  
Mrs S Bird  
Mrs D Byrne  
Mrs E Chalmers  
Mrs M Jenkins  
Mrs G Stidworthy  
Miss L Jones  
Mr M Turner  
Mr G Stidworthy  
Mrs C Sears  
Mrs S Edwards  
Mrs S Gardener

GENERAL MANAGER: Mrs G Peake

ADDRESS: 24 Church Road  
Shirley  
Solihull  
West Midlands  
B90 2AX

REGISTERED NUMBER: 508592

INDEPENDENT EXAMINER: Raven Accounting (West Midlands) Limited  
9-11 Stratford Road  
Shirley  
Solihull  
West Midlands  
B90 3LU

BANKERS: National Westminster Plc  
231/235 Stratford Road  
Shirley  
Solihull  
West Midlands

## THE SHIRLEY INSTITUTE

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2025 OBJECTIVES, ORGANISATION AND ACTIVITIES

The Institute was formed on 23 August 1901 and its tenets incorporated in a deed which established a charitable trust on 21 September 1902.

Initially the Institute provided a venue for high class entertainment, social, cultural and educational activities for the inhabitants of the parish and neighbourhood of Shirley at a nominal cost. Nowadays the Institute provides a venue and generates its income through hiring out the halls to the many clubs and societies which operate in the area. The income generated is used to upkeep the halls and to improve the facilities provided by the Institute. The Trustees are mindful of the Charity Commission's guidance on public benefit when approving hirers and in their plans to improve facilities.

An amendment to the indenture of 1902 by a further deed dated 23 June 1999 enabled all of the charitable user groups to nominate potential Trustees to serve on the Council of Management. The Trustees are either appointed, re-appointed, elected or re-elected, to run from the Annual General Meetings held in June or July.

The Council meets on a regular basis to discuss the running of the Institute. The Council has appointed a General Manager to assist them with the everyday running of the Institute. This person has also taken on the role of Treasurer. The Trustees as at 30 April 2025 are as shown on page 1.

#### **Trustees' responsibilities in relation to the financial statements**

The Charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:-

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the applicable Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

## THE SHIRLEY INSTITUTE

### CHAIRMAN'S ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2025

The Institute is now in its 124th year and I think we are so lucky that it still exists and is doing so well. There was a little apprehension following covid as to whether we would survive, but we seem to have gone from strength to strength with new groups joining us. Financially we are doing well, but we can't be complacent, as should a major job come unexpected the funds would soon depreciate.

Following the AGM last year a craft sale was held in June raising money for the Alzheimer's Society following, our former Trustee, Christine McKay suffering a stroke and going into care. By July the total raised was £1,118.

This was followed by "Stitch in the Ditch" quilters donating 15 hand-made quilts to Acorns Children Hospital in Selly Oak and "Crafts and Coffee" giving 24 knitted blankets to Elizabeth House, Residential Home in Shirley.

In July 2024 the Art Society celebrated 60 years, at the Institute and held a party with the Acoustic Guitar Group providing entertainment.

Gutter Pro, once again, cleared the gutters for us, in August, one of those jobs that need to be done annually.

Once again, in September we celebrated "Heritage Day", this time on the 14th. We held it in the Arden room, giving us more space. Gordon Bragg, and myself, each gave a ½ hour on Shirley history. Local Councillors from Shirley West & Shirley South attended together with Steve Lloyd from Shirley History Group, the British Legion and Jackie Darken and husband Tony, all providing a wealth of Shirley knowledge. The event was very well attended by local residents. The ladies from "Crafts & Coffee" and "Stitch in the Ditch" helped St James Church to produce an 8metre wall hanging from 6,000 hand made poppies, for Remembrance Sunday, which was much admired when on display. There were enough poppies to make a window hanging in the Church, a lectern hanging for the "Grace Church" at the Institute and a small hanging for the Grimsley Room porch. Very much a "Community" event and enjoyed by everyone.

Arden Bridge celebrated 50 years at the Institute, and had a lunch early in 2025.

Come October the Art Society put on their exhibition from the 4th to the 6th. The Mayor, Shahin Ashraf, attended on the 5th, thoroughly enjoying her time with us and buying 2 paintings.

Our gardener, jet-washed the frontage paving slabs, which made a great deal of difference to the presentation of the Institute.

Slimmer's World returned to the Institute on a Friday & Saturday mornings giving our funds an extra boost.

In November it was decided to have the kitchen yard side of the Arden Hall cladded. This would help to keep the wall dryer, as it gets little sunshine, and easier to maintain. It was done by Re-Act roofing, who had already done other work for us, with a 10 year guarantee, and following this they returned in April, this year to clad the kitchen wall. Thanks to my Vice-Chairman Graham Greenwood for his technical knowledge.

Just before Christmas "Crafts & Coffee" donated 41 blankets to the oncology wards at the Children's Hospital in Birmingham.

In January 2025 Mrs Gina Peake, our manager, celebrated 30 years with the Institute. What would we do without her?

THE SHIRLEY INSTITUTE

CHAIRMAN'S ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2025 (cont.)

At half-term in February, the Head of Kingswood School, Mr Luckham, retired. The Institute wished him well with a card, after a very good relationship with him, during his years with the school. With the help of Nigel Peake, our Gas & Electric contracts were renewed with a good saving. It is always a benefit to call on expertise within the Institute.

In March we contacted Mills Book Binders in Witten for them to bind the minutes of the Trustee meetings from Jan 2015 - July 2024. They provided us with excellent service by collecting them. Previously we had taken them to their workshop. Also, the Book of the Council members and Trustees, used every meeting from 1967 will be rebound and last until the end of 2027. Very much part of the Institute history.

Another busy year, keeping us all on our toes.

As always, we have good friendly and well attended meetings, and I thank everyone for their input and support. May it long continue.

Last, but not least I thank my husband, Malcolm, for him checking the report and correcting any spelling mistakes. (Two heads are better than one!!)

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Mrs Ann Turner  
Chair Person to the Trustees

Dated:

THE SHIRLEY INSTITUTE

TRUSTEES' ANNUAL RETURN FOR THE YEAR ENDED 30 APRIL 2025  
APPOINTMENT AND RESIGNATION OF TRUSTEES

APPOINTMENTS

Mrs S Gardener.

RESIGNATIONS

None.

THE SHIRLEY INSTITUTE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE SHIRLEY INSTITUTE

We report on the accounts of the Trust for the year ended 30 April 2025 which are set out on pages 7 to 12.

**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 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's report**

Our 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 our examination, no material matters have 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Raven Accounting (West Midlands) Limited  
Chartered Certified Accountants  
9-11 Stratford Road  
Shirley, Solihull  
West Midlands. B90 3LU

Date

THE SHIRLEY INSTITUTE  
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2025

	<u>Notes</u>	<u>2025</u>	<u>2024</u>
		£.	£.
<u>Income</u>			
Charges for Hall Hire		78,455.	70,556.
Investment Income		3,549.	2,364.
Heritage Event and Art Exhibition		214.	119.
History of the Institute Book Sales		66.	48.
Sundry Income		--.	5.
		-----	-----
<u>Total Income</u>		£82,284.	£73,092.
		=====	=====
<u>Direct Expenditure</u>			
Provision of Hall			
Gas		3,888.	5,506.
Electricity		1,423.	3,232.
General and Water Rates		1,397.	1,293.
Insurance		2,825.	2,572.
Employees' Remuneration	4	33,258.	31,956.
Cleaning Materials and Sundry Upkeep		1,440.	1,794.
Repairs and Maintenance	5	20,553.	17,946.
Depreciation		3,410.	3,537.
		-----	-----
		68,194.	67,836.
<u>Other Expenditure</u>			
Management and Administration of the Charity	6	1,939.	1,526.
<u>Add</u> Opening Stock of Books		73.	118.
<u>Less</u> Closing Stock of Books		--	(73)
		-----	-----
<u>Total Expenditure</u>		£70,206.	£69,407.
		=====	=====
<u>Net Profit for the Year</u>		£ 12,078.	£3,685.
		=====	=====

The notes on pages 9 to 12 are an integral  
part of these financial statements.

THE SHIRLEY INSTITUTE

BALANCE SHEET

AS AT 30 APRIL 2025

	<u>Notes</u>	<u>2025</u> £.	<u>2024</u> £.
<u>Fixed Assets</u>	2	117,74.	121,155.
<u>Current Assets</u>			
Debtors		6,069.	3,258.
Prepayments		2,834.	2,628.
Bank Current Account		11,641.	8,465.
Investment Accounts		107,607.	98,557.
Cash in Hand		116.	--.
Stock of Books		--.	73.
		-----	-----
		128,267.	112,981.
 <u>Current Liabilities</u>			
Creditors		(2,207)	(2,409)
 <u>Net Current Assets</u>		 126,060.	 110,572.
 <u>Net Assets</u>		 £243,805.	 231,727.
		=====	=====
<u>Unrestricted Fund</u>			
Fund Balance brought forward		231,727.	228,042.
Net Profit for the Year (Page 7)		12,078.	3,685.
		-----	-----
Fund Balance carried forward	3	£243,805.	£231,727.
		=====	=====

.....  
Mrs A Turner  
Chair Person of the Trustees

Date:

The notes on pages 9 to 12 are an integral  
part of these financial statements.

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2025

1. Accounting Policies

(a) Basis of Preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

(b) Income Recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

(c) Depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Building	2% on straight line
Drive and Car Park	5% or 20% on straight line
Furniture	10% on reducing balance
Computer and Equipment	15% on reducing balance

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2025  
(CONTINUED)

2. <u>Fixed Assets</u>	<u>Freehold Land and Building</u> £.	<u>New and Existing Drive and Car Park</u> £.	<u>Furniture</u> £.	<u>Computer and Equipment</u> £.	<u>Total</u> £.
<u>Cost</u>					
At 30 April 2024	127,804	21,394.	7,626.	171,827.	
	-----	-----	-----	-----	-----
At 30 April 2025	£127,804.	£21,394.	£15,003.	£7,626.	£171,827.
	=====	=====	=====	=====	=====
<u>Depreciation</u>					
At 30 April 2024	14,166.	21,393.	10,217.	4,896.	50,672.
Provision for Year	2,523.	-	478.	409.	3,410.
	-----	-----	-----	-----	-----
At 30 April 2025	£16,689.	£21,393.	£10,695.	£5,305.	£54,082.
	=====	=====	=====	=====	=====
<u>Net Book Value</u>					
At 30 April 2025	£111,115.	£1.	£4,308.	£2,321.	£117,745.
	=====	=====	=====	=====	=====
At 30 April 2024	£113,638.	£1.	£4,786.	£2,730.	£121,155.
	=====	=====	=====	=====	=====

All the above assets are owned by the Charity.

3. Funds

At 30 April 2024 and 2025, all the funds of the Charity are unrestricted and can be used for all general purposes.

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2025  
(CONTINUED)

4. Employees' Remuneration

	<u>2025</u>	<u>2024</u>
	£.	£.
Salaries	32,410.	31,108.
National Insurance Contributions	-	-
Pension Contributions	848.	848.
	-----	-----
	£33,258.	£31,956.
	=====	=====

Employees' remuneration relates to Mrs G Peake, who acts as General Manager for the Charity, Mr P Harborne who acts as a part time caretaker.

5. Repairs and Maintenance

	<u>2025</u>	<u>2024</u>
	£.	£.
General Maintenance and Upkeep	8,663.	12,476.
Tarmac Drive	-	30,470.
SMBC - CIL Funding	-	(25,000)
React – cladding	11,890.	--.
	-----	-----
	£20,553.	£17,946.
	=====	=====

6. Management and Administration of the Charity

	<u>2025</u>	<u>2024</u>
	£.	£.
Independent Examiner's Fee	1,140.	1,080.
Administration Costs	78.	99.
Telephone and Internet	721.	311.
Bank Fees	--.	36.
	-----	-----
	£1,939.	£1,526.
	=====	=====

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2025  
(CONTINUED)

7. Trustees' Remuneration

The Chair Person Mrs A Turner and her husband Mr M Turner who is also a Trustee receive relatively insignificant amounts of remuneration from the Charity. These payments are for occasionally assisting the General Manager and for minor maintenance work. No other Trustees nor any person connected with them has received or is due to receive any remuneration for the year, directly or indirectly from the Charity's funds.

**THE SHIRLEY INSTITUTE**

England & Wales - Charity number 508592

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# Accounts

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Registered Number: 508592

**THE SHIRLEY INSTITUTE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 APRIL 2024**

RAVEN ACCOUNTING (WEST MIDLANDS) LIMITED  
CHARTERED CERTIFIED ACCOUNTANTS

9-11 Stratford Road  
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THE SHIRLEY INSTITUTE  
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THE SHIRLEY INSTITUTE  
CHARITY INFORMATION AS AT  
30 APRIL 2024

TRUSTEES: Mrs M Lewis (President)  
Mrs A Turner (Chair Person)  
Mr G Greenwood (Vice Chair Person)  
Mrs S Bird  
Mrs D Byrne  
Mrs E Chalmers  
Mrs M Jenkins  
Mrs G Stidworthy  
Miss L Jones  
Mr M Turner  
Mr G Stidworthy  
Mrs C Sears  
Mrs S Edwards

GENERAL MANAGER: Mrs G Peake

ADDRESS: 24 Church Road  
Shirley  
Solihull  
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B90 2AX

REGISTERED NUMBER: 508592

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9-11 Stratford Road  
Shirley  
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B90 3LU

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231/235 Stratford Road  
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Solihull  
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## THE SHIRLEY INSTITUTE

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2024 OBJECTIVES, ORGANISATION AND ACTIVITIES

The Institute was formed on 23 August 1901 and its tenets incorporated in a deed which established a charitable trust on 21 September 1902.

Initially the Institute provided a venue for high class entertainment, social, cultural and educational activities for the inhabitants of the parish and neighbourhood of Shirley at a nominal cost. Nowadays the Institute provides a venue and generates its income through hiring out the halls to the many clubs and societies which operate in the area. The income generated is used to upkeep the halls and to improve the facilities provided by the Institute. The Trustees are mindful of the Charity Commission's guidance on public benefit when approving hirers and in their plans to improve facilities.

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The Council meets on a regular basis to discuss the running of the Institute. The Council has appointed a General Manager to assist them with the everyday running of the Institute. This person has also taken on the role of Treasurer. The Trustees as at 30 April 2024 are as shown on page 1.

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## THE SHIRLEY INSTITUTE

### CHAIRMAN'S ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2024

The time has arrived when a progress for the last twelve months is required and I am very pleased to still be in the position to produce it.

Firstly, I would like to thank Mrs Gina Peake, Mr Paul Harborne and Mr Paul Ashwin for their contributions to the running of the Institute and also Mr Nigel Peake, for the support he gives his wife. Their efforts are much appreciated. Also our thanks to our President Mrs Mavis Lewis and the Trustees, who give their time freely, for their support. I think everyone will agree our meetings are always very social, and we are lucky to have such a pleasant team to keep the Institute in good working order.

At the A.G.M. in July 2023, we welcomed a new Trustee, Mrs Sandra Edwards, who represents Physio2 Pilates. We were also informed that former Trustee John Lukins had sadly passed away. He had served on the committee for 12 years.

A photograph of the Institute Gymnastics team, taken in 1910, was donated by Mrs Gill Myring (nee Wainwright). Her husband and uncle are featured in the photograph as young boys. It has been re-framed and now hangs in the Arden Room. It is so nice to have reminders of how things were.

Also, in July the frontage of the Arden Room was repaired and painted thanks to Paul Ashwin. It is important that we keep maintenance of the buildings a priority.

The quilters group "Stitch in the Ditch" celebrated 10 years in August, and we were all given a commemorative pen. Thanks to Trustee Diane Byrne.

Also in August, during the school holidays we used the money obtained with the CIL funding to partial re-lay and re-line the car park. A very good job completed by a local company, Durolas.

On 16 September, for the second year, we were involved with countrywide "Heritage Week". The theme was "Creativity unwrapped" and we opened the Institute on Saturday 16<sup>th</sup>. It was a very successful day, with myself giving a thirty minute talk about Shirley and the Institute. Hopefully we will be staging another event in September 2024.

The Institute purchased a new computer for Mrs Peake, and we also updated the emergency lighting and fire extinguishers.

The Art Society once again put on exhibitions at the end of October 2023, which the Mayor of Solihull and her consort attended. The latest exhibition was in April 2024. Both were very successful with more new members. It was also good to see a board with artwork from the pupils at St James Primary School (Tudor Grange Academy).

In November the Shirley Institute Guitar Group held a concert at the Institute which was well attended.

We were sad to lose the Shirley Floral Art Society (who had been meeting in Shirley for nearly 60 years).

To start the new year, in January 2024, we welcomed Grace Church to hold their services in Warwick Room on a Sunday morning. This is run by Trustee and Vice-Chairman, Graham Greenwood.

THE SHIRLEY INSTITUTE

CHAIRMAN'S ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2024 (cont.)

New energy contracts were fixed with SSE in February, thanks to Nigel Peake for obtaining a good deal. The outside lighting was renewed and updated with LED lights, which are more economical. The hearing loop which was purchased last year was finally installed in the Grimsley Room, accompanied by a brass plaque remembering former Trustee Mrs Jean Holder in whose memory it was purchased.

In April, the Arden Room saw the curtains being replaced by blinds and the Grimsley Room also had blinds installed, but the curtains had been retained.

I was sad to inform the committee that a former Trustee, Mrs Christine McKay, had suffered a stroke in April 2024 and it has resulted her suffering from Dementia. She is now being cared for in Prince of Wales Nursing Home.

Christine was also a member of my Group, "Crafts & Coffee", and I was asked by her family if I would have her craft materials. I said yes and I have booked a morning in the Warwick Room on the 4<sup>th</sup> June to sell them. All monies raised will go to the Alzheimer's Society.

I think this report shows we have had a busy year, and I am sure there will be plenty to follow in the coming year.

Mrs Ann Turner  
Chair Person to the Trustees

Dated: 5 June 2024

THE SHIRLEY INSTITUTE

TRUSTEES' ANNUAL RETURN FOR THE YEAR ENDED 30 APRIL 2024  
APPOINTMENT AND RESIGNATION OF TRUSTEES

APPOINTMENTS

Mrs S Edwards.

RESIGNATIONS

None.

THE SHIRLEY INSTITUTE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE SHIRLEY INSTITUTE

We report on the accounts of the Trust for the year ended 30 April 2024 which are set out on pages 7 to 12.

**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 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's report**

Our 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 our examination, no material matters have 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Raven Accounting (West Midlands) Limited  
Chartered Certified Accountants  
9-11 Stratford Road  
Shirley, Solihull  
West Midlands. B90 3LU

Date: 5 June 2024

THE SHIRLEY INSTITUTE  
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2024

	<u>Notes</u>	<u>2024</u>	<u>2023</u>
		<u>£.</u>	<u>£.</u>
<u>Income</u>			
Charges for Hall Hire		70,556.	71,099.
Investment Income		2,364.	657.
Heritage Event and Art Exhibition		119.	235.
History of the Institute Book Sales		48.	78.
Sundry Income		5.	
		-----	-----
<u>Total Income</u>		<u>£73,092.</u>	<u>£72,069.</u>
		=====	=====
<u>Direct Expenditure</u>			
Provision of Hall			
Gas		5,506.	1,806.
Electricity		3,232.	1,385.
General and Water Rates		1,293.	2,085.
Insurance		2,572.	2,370.
Employees' Remuneration	4	31,956.	30,660.
Cleaning Materials and Sundry Upkeep		1,794.	1,234.
Repairs and Maintenance	5	17,946.	5,174.
Depreciation		3,537.	3,596.
		-----	-----
		67,836.	48,310.
<u>Other Expenditure</u>			
Management and Administration of the Charity	6	1,526.	2,033.
<u>Add</u> Opening Stock of Books		118.	190.
<u>Less</u> Closing Stock of Books		( 73.)	(118.)
		-----	-----
<u>Total Expenditure</u>		<u>£69,407.</u>	<u>£50,415.</u>
		=====	=====
<u>Net Profit for the Year</u>		<u>£ 3,685.</u>	<u>£21,654.</u>
		=====	=====

The notes on pages 9 to 12 are an integral  
part of these financial statements.

THE SHIRLEY INSTITUTE

BALANCE SHEET

AS AT 30 APRIL 2024

	<u>Notes</u>	<u>2024</u> £.	<u>2023</u> £.
<u>Fixed Assets</u>	2	121,155.	124,212.
<u>Current Assets</u>			
Debtors		3,258.	4,758.
Prepayments		2,628.	2,399.
Bank Current Account		8,465.	15,679.
Investment Accounts		98,557.	84,193.
Cash in Hand		-	55.
Stock of Books		73.	118.
		-----	-----
		112,981.	107,202.
 <u>Current Liabilities</u>			
Creditors		(2,409.)	(3,372.)
 <u>Net Current Assets</u>		 110,572.	 103,830.
 <u>Net Assets</u>		 £231,727.	 228,042.
		=====	=====
<u>Unrestricted Fund</u>			
Fund Balance brought forward		228,042.	206,388.
Net Profit for the Year (Page 7)		3,685.	21,654.
		-----	-----
Fund Balance carried forward	3	£231,727.	£228,042.
		=====	=====

.....  
Mrs A Turner  
Chair Person of the Trustees

Date: 5 June 2024

The notes on pages 9 to 12 are an integral  
part of these financial statements.

## THE SHIRLEY INSTITUTE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2024

#### 1. Accounting Policies

##### (a) Basis of Preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

##### (b) Income Recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

##### (c) Depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Building	2% on straight line
Drive and Car Park	5% or 20% on straight line
Furniture	10% on reducing balance
Computer and Equipment	15% on reducing balance

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2024  
(CONTINUED)

2. <u>Fixed Assets</u>	<u>Freehold Land and Building</u> £.	<u>New and Existing Drive and Car Park</u> £.	<u>Furniture</u> £.	<u>Computer and Equipment</u> £.	<u>Total</u> £.
<u>Cost</u>					
At 30 April 2023	127,804.	21,394.	15,003.	7,146.	171,347.
Additions during the Year	-	-	-	480.	480.
	-----	-----	-----	-----	-----
At 30 April 2024	£127,804.	£21,394.	£15,003.	£7,626.	£171,827.
	=====	=====	=====	=====	=====
<u>Depreciation</u>					
At 30 April 2023	11,643.	21,393.	9,686.	4,413.	47,135.
Provision for Year	2,523.	-	531.	483.	3,537.
	-----	-----	-----	-----	-----
At 30 April 2024	£14,166.	£21,393.	£10,217.	£4,896.	£50,672.
	=====	=====	=====	=====	=====
<u>Net Book Value</u>					
At 30 April 2024	£113,638.	£1.	£4,786.	£2,730.	£121,155.
	=====	=====	=====	=====	=====
At 30 April 2023	£116,161.	£1.	£5,317.	£2,733.	£124,212.
	=====	=====	=====	=====	=====

All the above assets are owned by the Charity.

3. Funds

At 30 April 2023 and 2024, all the funds of the Charity are unrestricted and can be used for all general purposes.

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2024  
(CONTINUED)

4. Employees' Remuneration

	<u>2024</u>	<u>2023</u>
	£.	£.
Salaries	31,108.	29,861.
National Insurance Contributions	-	-
Pension Contributions	848.	799.
	-----	-----
	£31,956.	£30,660.
	=====	=====

Employees' remuneration relates to Mrs G Peake, who acts as General Manager for the Charity, Mr P Harborne who acts as a part time caretaker.

5. Repairs and Maintenance

	<u>2024</u>	<u>2023</u>
	£.	£.
General Maintenance and Upkeep	12,476.	5,174.
Tarmac Drive	30,470.	-
SMBC – CIL Funding	(25,000).	-
	-----	-----
	£17,946.	£ 5,174.
	=====	=====

6. Management and Administration of the Charity

	<u>2024</u>	<u>2023</u>
	£.	£.
Independent Examiner's Fee	1,080.	1,155.
Administration Costs	99.	439.
Telephone and Internet	311.	439.
Bank Fees	36.	-
	-----	-----
	£1,526.	£2,033.
	=====	=====

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2024  
(CONTINUED)

7. Trustees' Remuneration

The Chair Person Mrs A Turner and her husband Mr M Turner who is also a Trustee receive relatively insignificant amounts of remuneration from the Charity. These payments are for occasionally assisting the General Manager and for minor maintenance work. No other Trustees nor any person connected with them has received or is due to receive any remuneration for the year, directly or indirectly from the Charity's funds.

**THE SHIRLEY INSTITUTE**

England & Wales - Charity number 508592

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# Accounts

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Registered Number: 508592

**THE SHIRLEY INSTITUTE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 APRIL 2023**

RAVEN ACCOUNTING (WEST MIDLANDS) LIMITED  
CHARTERED CERTIFIED ACCOUNTANTS

9-11 Stratford Road  
Shirley, Solihull  
West Midlands B90 3LU

THE SHIRLEY INSTITUTE

INDEX TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 APRIL 2023

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Trustees' Annual Report (including Chair Person's Report)	2-5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9-12

THE SHIRLEY INSTITUTE  
CHARITY INFORMATION AS AT  
30 APRIL 2023

TRUSTEES:	Mrs M Lewis (President) Mrs A Turner (Chair Person) Mr G Greenwood (Vice Chair Person) Mrs S Bird Mrs D Byrne Mrs E Chalmers Mrs M Jenkins Mrs G Stidworthy Miss L Jones Mr M Turner Mr G Stidworthy Mrs C Sears
GENERAL MANAGER:	Mrs G Peake
ADDRESS:	24 Church Road Shirley Solihull West Midlands B90 2AX
REGISTERED NUMBER:	508592
INDEPENDENT EXAMINER:	Raven Accounting (West Midlands) Limited 9-11 Stratford Road Shirley Solihull West Midlands B90 3LU
BANKERS:	National Westminster Plc 231/235 Stratford Road Shirley Solihull West Midlands

## THE SHIRLEY INSTITUTE

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2023 OBJECTIVES, ORGANISATION AND ACTIVITIES

The Institute was formed on 23 August 1901 and its tenets incorporated in a deed which established a charitable trust on 21 September 1902.

Initially the Institute provided a venue for high class entertainment, social, cultural and educational activities for the inhabitants of the parish and neighbourhood of Shirley at a nominal cost. Nowadays the Institute provides a venue and generates its income through hiring out the halls to the many clubs and societies which operate in the area. The income generated is used to upkeep the halls and to improve the facilities provided by the Institute. The Trustees are mindful of the Charity Commission's guidance on public benefit when approving hirers and in their plans to improve facilities.

An amendment to the indenture of 1902 by a further deed dated 23 June 1999 enabled all of the charitable user groups to nominate potential Trustees to serve on the Council of Management. The Trustees are either appointed, re-appointed, elected or re-elected, to run from the Annual General Meetings held in June or July.

The Council meets on a regular basis to discuss the running of the Institute. The Council has appointed a General Manager to assist them with the everyday running of the Institute. This person has also taken on the role of Treasurer. The Trustees as at 30 April 2023 are as shown on page 1.

#### **Trustees' responsibilities in relation to the financial statements**

The Charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:-

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the applicable Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

## THE SHIRLEY INSTITUTE

### CHAIRMAN'S ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2023

How quickly can twelve months go, and here I am again. It has been a busy and productive year.

Firstly a summary of events concerning our Trustees:-

Following the death of Trustee Ian Hendry, we commissioned Gwynne Deakin, a member of the Art Society to paint a portrait of Ian's dog Bonnie in memory of him. This is now hanging in the Grimsley Room.

Having had another death of a Trustee, Jean Holder, we have purchased a Hearing Loop for the Grimsley Room and this means all three rooms are covered.

My cover for Mrs Peake, when she is on holiday, came to an end in July, something to do with age! and our maintenance man, Paul Ashwin, has taken over from me.

On September 15<sup>th</sup>, Malcolm and I celebrated 60 years of marriage and trustees Gloria Jones and Graham Stidworthy got married on the 22<sup>nd</sup>. Diane Byrne and her group "Stitch in the Ditch" celebrated 10 years on the 25<sup>th</sup>.

Maureen and Mike Jenkins retired from running the Arden Dog Training Group in October, but Maureen still remains as a Trustee. Last but not least, on April 23<sup>rd</sup> 2023, our manager, Mrs Gina Peake and husband Nigel celebrated 40 years of marriage. What a year! ..

In July, the Institute applied for another C.I.L. Funding from the Council, hoping to have part of the car park re-surfaced. In April 2023, we heard that we had been granted the money and hope to get it completed during the summer holidays.

In the same month, the "Queen's Baton Relay" came through Shirley prior to the Commonwealth Games, and Dean Williams from the PKA Group carried the baton through Cheswick Green.

The trees, especially the oaks around the Institute grounds, are regularly checked for safety and despite a Council error of supplying us with a green bin over the last four years, our gardeners, Sam and Matt, are able to dispose of the green waste around the gardens and keep them looking smart.

September was a very busy and interesting month for the Institute. Firstly, we were involved for the first time with the "Birmingham National Heritage Week", from 9<sup>th</sup> – 18<sup>th</sup> September. Unfortunately, due to the death of our Queen on the 8<sup>th</sup>, the Council cancelled all engagements, but as we are totally independent, we decided to still open on the 9<sup>th</sup> and 10<sup>th</sup> as a celebration of the Queen's life. The event proved a great success with over 100 visitors and I gave a 20 minute talk each morning and afternoon about the Institute and Shirley. We have already booked the 16<sup>th</sup> September 2023 for another event.

With the excessive increase in energy costs, it was decided to increase all room hire rates from 1<sup>st</sup> October by £6.00 per hour. Most groups were able to cover this cost and we have only had a couple of groups leave us. With polite notices on saving energy, everyone is most understanding and six months on, everything is going well.

October 2022 and April 2023 saw the Art Society put on their Art Exhibitions. Their Chairman Lynne Jones remarked that despite the financial climate they were happy with the number of paintings sold. Their membership has increased and they have occasional demonstrations and workshops which are proving popular.

## THE SHIRLEY INSTITUTE

### CHAIRMAN'S ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2023 (cont.)

In December we were asked by St James the Great Church to take part in their Charity Tree Festival. Crafts and Coffee Group made the tree out of material covered milk bottle tops. It was a success, raising money for charities.

In April 2023 we had professional cleaning of the gutters by Gutterpro, which was excellent, most efficient and trustworthy.

Also this month, Mrs Peake was approached by a lady who had a framed photograph of the "Gymnastic Team" taken at the Institute in 1910. It was given to us, no charge, and it is being restored at a local frame shop. It will take pride of place at the Heritage Day in September.

As always our meetings are very sociable and apart from illness, we have a very good turnout. Thanks to Mrs Gina Peake, our Manager, Mr Paul Harborne, our evening caretaker and Mr Paul Ashwin, our maintenance man, for keeping the standard of the Institute at a high level and not forgetting our Trustees, who give up their time freely to keep the Institute running.

Mrs Ann Turner  
Chair Person to the Trustees

Dated: 5 June 2023

THE SHIRLEY INSTITUTE

TRUSTEES' ANNUAL RETURN FOR THE YEAR ENDED 30 APRIL 2023  
APPOINTMENT AND RESIGNATION OF TRUSTEES

APPOINTMENTS

Mrs C Sears.

RESIGNATIONS

None.

THE SHIRLEY INSTITUTE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE SHIRLEY INSTITUTE

We report on the accounts of the Trust for the year ended 30 April 2023 which are set out on pages 7 to 12.

**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 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's report**

Our 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 our examination, no material matters have 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Raven Accounting (West Midlands) Limited  
Chartered Certified Accountants  
9-11 Stratford Road  
Shirley, Solihull  
West Midlands. B90 3LU

Date: 5 June 2023

THE SHIRLEY INSTITUTE  
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2023

	<u>Notes</u>	<u>2023</u>	<u>2022</u>
		<u>£.</u>	<u>£.</u>
<u>Income</u>			
Charges for Hall Hire		71,099.	49,926.
Donation		-	100.
Investment Income		657.	657.
Heritage Event and Art Exhibition		235.	-
History of the Institute Book Sales		78.	126.
HMRC JRS Grants		-	2,495.
		-----	-----
<u>Total Income</u>		<u>£72,069.</u>	<u>£53,304.</u>
		=====	=====
<u>Direct Expenditure</u>			
Provision of Hall			
Gas		1,806.	1966.
Electricity		1,385.	1,483.
General and Water Rates		2,085.	1,166.
Insurance		2,370.	2,245.
Employees' Remuneration	4	30,660.	31,454.
Cleaning Materials and Sundry Upkeep		1,234.	1,247.
Repairs and Maintenance	5	5,174.	10,980.
Depreciation		3,596.	3,750.
		-----	-----
		48,310.	54,291.
<u>Other Expenditure</u>			
Management and Administration of the Charity	6	2,033.	2,118.
<u>Add</u> Opening Stock of Books		190.	308.
<u>Less</u> Closing Stock of Books		(118.)	(190.)
		-----	-----
<u>Total Expenditure</u>		<u>£50,415.</u>	<u>£56,527.</u>
		=====	=====
<u>Net Profit/(Loss) for the Year</u>		<u>£21,654.</u>	<u>£(3,223).</u>
		=====	=====

The notes on pages 9 to 12 are an integral part of these financial statements.

THE SHIRLEY INSTITUTE

BALANCE SHEET

AS AT 30 APRIL 2023

	<u>Notes</u>	<u>2023</u>	<u>2022</u>
		<u>£.</u>	<u>£.</u>
<u>Fixed Assets</u>	2	124,212.	127,808.
<u>Current Assets</u>			
Debtors		4,758.	4,093.
Prepayments		2,399.	2,199.
Bank Current Account		15,679.	11,618.
Investment Accounts		84,193.	63,589.
Cash in Hand		55.	145.
Stock of Books		118.	190.
		-----	-----
		107,202.	81,834.
<u>Current Liabilities</u>			
Creditors		(3,372.)	(3,254.)
<u>Net Current Assets</u>		<u>103,830.</u>	<u>78,580.</u>
<u>Net Assets</u>		£228,042.	206,388.
		=====	=====
<u>Unrestricted Fund</u>			
Fund Balance brought forward		206,388.	209,611.
Net Profit/(Loss) for the Year (Page 7)		21,654	(3,223.)
		-----	-----
Fund Balance carried forward	3	£228,042.	£206,388.
		=====	=====

.....  
Mrs A Turner  
Chair Person of the Trustees

Date: 5 June 2023

The notes on pages 9 to 12 are an integral  
part of these financial statements.

## THE SHIRLEY INSTITUTE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2023

#### 1. Accounting Policies

##### (a) Basis of Preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

##### (b) Income Recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

##### (c) Depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Building	2% on straight line
Drive and Car Park	5% or 20% on straight line
Furniture	10% on reducing balance
Computer and Equipment	15% on reducing balance

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2023  
(CONTINUED)

2. <u>Fixed Assets</u>	<u>Freehold Land and Building</u> £.	<u>New and Existing Drive and Car Park</u> £.	<u>Furniture</u> £.	<u>Computer and Equipment</u> £.	<u>Total</u> £.
<u>Cost</u>					
At 30 April 2022	127,804.	21,394.	15,003.	7,146.	171,347.
Additions during the Year	-	-	-	-	-
	-----	-----	-----	-----	-----
At 30 April 2023	£127,804.	£21,394.	£15,003.	£7,146.	£171,347.
	=====	=====	=====	=====	=====
<u>Depreciation</u>					
At 30 April 2022	9,120.	21,393.	9,095.	3,931.	43,539.
Provision for Year	2,523.	-	591.	482.	3,596.
	-----	-----	-----	-----	-----
At 30 April 2023	£11,643.	£21,393.	£9,686.	£4,413.	£47,135.
	=====	=====	=====	=====	=====
<u>Net Book Value</u>					
At 30 April 2023	£116,161.	£1.	£5,317.	£2,733.	£124,212.
	=====	=====	=====	=====	=====
At 30 April 2022	£118,684.	£1.	£5,908.	£3,215.	£127,508.
	=====	=====	=====	=====	=====

All the above assets are owned by the Charity.

3. Funds

At 30 April 2022 and 2023, all the funds of the Charity are unrestricted and can be used for all general purposes.

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2023  
(CONTINUED)

4. Employees' Remuneration

	<u>2023</u>	<u>2022</u>
	<u>£.</u>	<u>£.</u>
Salaries	29,861.	30,679.
National Insurance Contributions	-	-
Pension Contributions	799.	775.
	<hr/>	<hr/>
	£30,660.	£31,454.
	<hr/> <hr/>	<hr/> <hr/>

Employees' remuneration relates to Mrs G Peake, who acts as General Manager for the Charity, Mr P Harborne who acts as a part time caretaker and also to Mrs A Turner, the Chair Person of the Trustees, who occasionally assisted Mrs. Peake, up to leaving on 31 January 2023.

5. Repairs and Maintenance

	<u>2023</u>	<u>2022</u>
	<u>£.</u>	<u>£.</u>
General Maintenance and Upkeep	5,174.	5,850.
Roof Repairs	-	5,130.
	<hr/>	<hr/>
	£5,174.	£10,980.
	<hr/> <hr/>	<hr/> <hr/>

6. Management and Administration of the Charity

	<u>2023</u>	<u>2022</u>
	<u>£.</u>	<u>£.</u>
Independent Examiner's Fee	1,155.	1,230.
Administration Costs	439.	451.
Telephone and Internet	439.	437.
	<hr/>	<hr/>
	£2,033.	£2,118.
	<hr/> <hr/>	<hr/> <hr/>

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2023  
(CONTINUED)

7. Trustees' Remuneration

The Chair Person Mrs A Turner and her husband Mr M Turner who is also a Trustee receive relatively insignificant amounts of remuneration from the Charity. These payments are for occasionally assisting the General Manager and for minor maintenance work. No other Trustees nor any person connected with them has received or is due to receive any remuneration for the year, directly or indirectly from the Charity's funds.

**THE SHIRLEY INSTITUTE**

England & Wales - Charity number 508592

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# Accounts

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Registered Number: 508592

**THE SHIRLEY INSTITUTE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 APRIL 2022**

HAWKINS & CO.  
CHARTERED CERTIFIED ACCOUNTANTS

11 Stratford Road  
Shirley, Solihull  
West Midlands B90 3LU

THE SHIRLEY INSTITUTE  
INDEX TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 APRIL 2022

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THE SHIRLEY INSTITUTE  
CHARITY INFORMATION AS AT  
30 APRIL 2022

TRUSTEES: Mrs M Lewis (President)  
Mrs A Turner (Chair Person)  
Mr G Greenwood (Vice Chair Person)  
Mrs S Bird  
Mrs D Byrne  
Mrs E Chalmers  
Mrs M Jenkins  
Mrs G Jones  
Miss L Jones  
Mr M Turner  
Mr G Stidworthy

GENERAL MANAGER: Mrs G Peake

ADDRESS: 24 Church Road  
Shirley  
Solihull  
West Midlands  
B90 2AX

REGISTERED NUMBER: 508592

INDEPENDENT EXAMINER: N J Hawkins Esq  
Hawkins & Co  
11 Stratford Road  
Shirley  
Solihull  
West Midlands  
B90 3LU

BANKERS: National Westminster Plc  
231/235 Stratford Road  
Shirley  
Solihull  
West Midlands

## THE SHIRLEY INSTITUTE

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2022 OBJECTIVES, ORGANISATION AND ACTIVITIES

The Institute was formed on 23 August 1901 and its tenets incorporated in a deed which established a charitable trust on 21 September 1902.

Initially the Institute provided a venue for high class entertainment, social, cultural and educational activities for the inhabitants of the parish and neighbourhood of Shirley at a nominal cost. Nowadays the Institute provides a venue and generates its income through hiring out the halls to the many clubs and societies which operate in the area. The income generated is used to upkeep the halls and to improve the facilities provided by the Institute. The Trustees are mindful of the Charity Commission's guidance on public benefit when approving hirers and in their plans to improve facilities.

An amendment to the indenture of 1902 by a further deed dated 23 June 1999 enabled all of the charitable user groups to nominate potential Trustees to serve on the Council of Management. The Trustees are either appointed, re-appointed, elected or re-elected, to run from the Annual General Meetings held in June or July.

The Council meets on a regular basis to discuss the running of the Institute. The Council has appointed a General Manager to assist them with the everyday running of the Institute. This person has also taken on the role of Treasurer. The Trustees as at 30 April 2022 are as shown on page 1.

#### **Trustees' responsibilities in relation to the financial statements**

The Charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:-

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the applicable Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

## THE SHIRLEY INSTITUTE

### CHAIRMAN'S ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2022

It is good to report that the doors of the Shirley Institute were once again open in May 2021 following the lockdowns due to the Covid pandemic. It was rather tentatively during the first few months, as some groups were reluctant to start, but most were happy to commence in September 2021. It was decided to ask groups to pay a small retainer to secure their weekly bookings, most were willing to do so, although we had a few that did not return. However, new groups have joined us and filled the spaces and things at present are looking good.

The Institute has maintained the Covid rules such as masks, hand sanitising and cleaning. This seems to have paid off as the groups have been most co-operative and we have stayed open and covid free.

After sadly losing our Trustee Ian Hendry last year, a portrait of his dog Bonnie was commissioned from Gwynne Deakin who is a member of the Art Society and now hangs in the Grimsley Room as a memory of Ian and the years of service to the Institute.

It is with regret that we have to report the passing of Jean Holder on 23 April 2022. Jean had been a Trustee for 15 years and was also on the Committee of the W.I. where she had been a loyal member for a long time. Jean will be sadly missed and contributed so much to the Institute over the years.

Maintenance of our main roof has caused a few problems over the winter and now has been resolved. We can never let our guard down, Gina Peake our manager always has her finger on the button.

The Trustees managed to get some decorations up in all the halls for Christmas which cheered everyone up and we have put our annual Christmas concerts on hold.

Although there was no Art Exhibition last October, we are pleased to say the Art Society put on a show this spring which was very successful.

We also welcomed back Shirley Gardening Club (formerly Shirley Horticultural Society) who held a lovely flower show in April.

In anticipation of the rising costs of fuel we put a slightly larger increase on the hiring rates as from January 2022. We will review this later in the year to see if this was sufficient. We have asked all the groups to be vigilant in their use of lighting and heating to try and keep rate increases to a minimum.

The Trustees are hoping to apply for another round of CIL Funding from Solihull Council in the coming year. Our main concern is the state of the car park, it is well used especially from Kingswood private school and needs some tender loving care. This is going to be very expensive, so we need to enquire about price and decide how much needs to be replaced.

THE SHIRLEY INSTITUTE

CHAIRMAN'S ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2022 (cont.)

The Institute has once again returned to serving the local community and it would not be possible without all our valued Trustees and the dedicated input they provide. Also, thanks go to Mrs Peake whose loyalty and commitment as manager is greatly appreciated.

Mrs Ann Turner  
Chair Person to the Trustees

Dated: 14 June 2022

THE SHIRLEY INSTITUTE

TRUSTEES' ANNUAL RETURN FOR THE YEAR ENDED 30 APRIL 2022  
APPOINTMENT AND RESIGNATION OF TRUSTEES

APPOINTMENTS

None made.

RESIGNATIONS

Mrs J Holder (dec'd)

April 2022

THE SHIRLEY INSTITUTE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE SHIRLEY INSTITUTE

I report on the accounts of the Trust for the year ended 30 April 2022 which are set out on pages 7 to 12.

**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 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of 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 material matters have 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

N J Hawkins Esq  
Hawkins & Co  
Chartered Certified Accountants  
11 Stratford Road  
Shirley, Solihull  
West Midlands. B90 3LU

Date: 14 June 2022

**THE SHIRLEY INSTITUTE**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2022**

	<u>Notes</u>	<u>2022</u> £.	<u>2021</u> £.
<u>Income</u>			
Charges for Hall Hire		49,926.	4,061.
SMBC Small Business Support Grant		-	11,937.
SMBC CIL Grant (Restricted Fund)	3	-	12,695.
Donation		100.	-
Investment Income		657.	863.
Surplus on Shows		-	-
History of the Institute Book Sales		126.	72.
HMRC JRS Grants		2,495.	8,220.
		-----	-----
<u>Total Income</u>		£53,304.	£37,848.
		=====	=====
<u>Direct Expenditure</u>			
Provision of Hall			
Gas		1,966.	1,638.
Electricity		1,483.	272.
General and Water Rates		1,166.	1,401.
Insurance		2,245.	2,233.
Telephone		-	-
Employees' Remuneration	4	31,454.	30,077.
Cleaning Materials and Sundry Upkeep		1,247.	282.
Repairs and Maintenance	5	10,980.	25,111.
Depreciation		3,750.	3,920.
		-----	-----
		54,291.	64,934.
<u>Other Expenditure</u>			
Management and Administration of the Charity	6	2,118.	1,912.
Book Publishing Costs		-	-
<u>Add</u> Opening Stock of Books		308.	375.
<u>Less</u> Closing Stock of Books		(190.)	(308.)
		-----	-----
<u>Total Expenditure</u>		£56,527.	£66,913.
		=====	=====
<u>Net (Loss) for the Year</u>		£(3,223.)	£(29,065).
		=====	=====

The notes on pages 9 to 12 are an integral  
part of these financial statements.

THE SHIRLEY INSTITUTE

BALANCE SHEET

AS AT 30 APRIL 2022

	<u>Notes</u>	<u>2022</u> £.	<u>2021</u> £.
<u>Fixed Assets</u>	2	127,808.	131,558.
<u>Current Assets</u>			
Debtors		4,093.	312.
Prepayments		2,199.	2,111.
Bank Current Account		11,618.	10,231.
Investment Accounts		63,589.	66,932.
Cash in Hand		145.	74.
Stock of Books		190.	308.
		-----	-----
		81,834.	79,968.
<u>Current Liabilities</u>			
Creditors		(3,254.)	(1,915.)
<u>Net Current Assets</u>		<u>78,580.</u>	<u>78,053.</u>
<u>Net Assets</u>		£206,388. =====	£209,611. =====
<u>Unrestricted Fund</u>			
Fund Balance brought forward		209,611.	238,676.
Net (Loss) for the Year (Page 7)		(3,223.)	( 29,065.)
		-----	-----
Fund Balance carried forward	3	£206,388. =====	£209,611. =====

.....  
Mrs A Turner  
Chair Person of the Trustees

Date: 14 June 2022

The notes on pages 9 to 12 are an integral  
part of these financial statements.

## THE SHIRLEY INSTITUTE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2022

#### 1. Accounting Policies

##### (a) Basis of Preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

##### (b) Income Recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

##### (c) Depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Building	2% on straight line
Drive and Car Park	5% or 20% on straight line
Furniture	10% on reducing balance
Computer and Equipment	15% on reducing balance

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2022  
(CONTINUED)

2. <u>Fixed Assets</u>	<u>Freehold Land and Building</u> £.	<u>New and Existing Drive and Car Park</u> £.	<u>Furniture</u> £.	<u>Computer and Equipment</u> £.	<u>Total</u> £.
<u>Cost</u>					
At 30 April 2021	127,804.	21,394.	15,003.	7,146.	171,347.
Additions during the Year	-	-	-	-	-
	-----	-----	-----	-----	-----
At 30 April 2022	£127,804.	£21,394.	£15,003.	£7,146.	£171,347.
	=====	=====	=====	=====	=====
<u>Depreciation</u>					
At 30 April 2021	6,597.	21,393.	8,438.	3,361.	39,789.
Provision for Year	2,523.	-	657.	570.	3,750.
	-----	-----	-----	-----	-----
At 30 April 2022	£9,120.	£21,393.	£9,095.	£3,931.	£43,539.
	=====	=====	=====	=====	=====
<u>Net Book Value</u>					
At 30 April 2022	£118,684.	£1.	£5,908.	£3,215.	£127,808.
	=====	=====	=====	=====	=====
At 30 April 2021	£121,207.	£1.	£6,565.	£3,785.	£131,558.
	=====	=====	=====	=====	=====

All the above assets are owned by the Charity.

3. Funds

At 30 April 2021 and 2022, all the funds of the Charity are unrestricted and can be used for all general purposes.

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2022  
(CONTINUED)

4. Employees' Remuneration

	<u>2022</u>	<u>2021</u>
	£.	£.
Salaries	30,679.	29,325.
National Insurance Contributions	-	-
Pension Contributions	775.	752.
	-----	-----
	£31,454.	£30,077.
	=====	=====

Employees' remuneration relates to Mrs G Peake, who acts as General Manager for the Charity, Mr P Harborne who acts as a part time caretaker and also to Mrs A Turner, the Chair Person of the Trustees, who occasionally assists Mrs. Peake.

5. Repairs and Maintenance

	<u>2022</u>	<u>2021</u>
	£.	£.
Upgrade Lighting	-	5,500.
General Maintenance and Upkeep	5,850.	4,755.
Replacement Windows	-	14,856.
Roof Repairs	5,130.	
	-----	-----
	£10,980.	£25,111.
	=====	=====

6. Management and Administration of the Charity

	<u>2022</u>	<u>2021</u>
	£.	£.
Independent Examiner's Fee	1,230.	1,002.
Administration Costs	451.	244.
Telephone and Internet	437.	666.
	-----	-----
	£2,118	£1,912.
	=====	=====

THE SHIRLEY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2022  
(CONTINUED)

7. Trustees' Remuneration

The Chair Person Mrs A Turner and her husband Mr M Turner who is also a Trustee receive relatively insignificant amounts of remuneration from the Charity. These payments are for occasionally assisting the General Manager and for minor maintenance work. No other Trustees nor any person connected with them has received or is due to receive any remuneration for the year, directly or indirectly from the Charity's funds.

**THE SHIRLEY INSTITUTE**

England & Wales - Charity number 508592

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# Accounts

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Registered Number: 508592

**THE SHIRLEY INSTITUTE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 APRIL 2021**

HAWKINS & CO.  
CHARTERED CERTIFIED ACCOUNTANTS

11 Stratford Road  
Shirley, Solihull  
West Midlands B90 3LU

THE SHIRLEY INSTITUTE  
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FOR THE YEAR ENDED 30 APRIL 2021

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THE SHIRLEY INSTITUTE  
CHARITY INFORMATION AS AT  
30 APRIL 2021

TRUSTEES: Mrs M Lewis (President)  
Mrs A Turner (Chair Person)  
Mr G Greenwood (Vice Chair Person)  
Mrs S Bird  
Mrs D Byrne  
Mrs E Chalmers  
Mrs J Holder  
Mrs M Jenkins  
Mrs G Jones  
Miss L Jones  
Mr M Turner  
Mr G Stidworthy

GENERAL MANAGER: Mrs G Peake

ADDRESS: 24 Church Road  
Shirley  
Solihull  
West Midlands  
B90 2AX

REGISTERED NUMBER: 508592

INDEPENDENT EXAMINER: N J Hawkins Esq  
Hawkins & Co  
11 Stratford Road  
Shirley  
Solihull  
West Midlands  
B90 3LU

BANKERS: National Westminster Plc  
231/235 Stratford Road  
Shirley  
Solihull  
West Midlands

## THE SHIRLEY INSTITUTE

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2021 OBJECTIVES, ORGANISATION AND ACTIVITIES

The Institute was formed on 23 August 1901 and its tenets incorporated in a deed which established a charitable trust on 21 September 1902.

Initially the Institute provided a venue for high class entertainment, social, cultural and educational activities for the inhabitants of the parish and neighbourhood of Shirley at a nominal cost. Nowadays the Institute provides a venue and generates its income through hiring out the halls to the many clubs and societies which operate in the area. The income generated is used to upkeep the halls and to improve the facilities provided by the Institute. The Trustees are mindful of the Charity Commission's guidance on public benefit when approving hirers and in their plans to improve facilities.

An amendment to the indenture of 1902 by a further deed dated 23 June 1999 enabled all of the charitable user groups to nominate potential Trustees to serve on the Council of Management. The Trustees are either appointed, re-appointed, elected or re-elected, to run from the Annual General Meetings held in June or July.

The Council meets on a regular basis to discuss the running of the Institute. The Council has appointed a General Manager to assist them with the everyday running of the Institute. This person has also taken on the role of Treasurer. The Trustees as at 30 April 2021 are as shown on page 1.

#### **Trustees' responsibilities in relation to the financial statements**

The Charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:-

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the applicable Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

## THE SHIRLEY INSTITUTE

### CHAIRMAN'S ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2021

Well I think I can safely say this has been the most unusual year in the history of the Institute. I am sure everyone agrees that we hope there will not be another like this.

Firstly, because the first lockdown commenced on 21<sup>st</sup> March 2020 there have been limited meetings of the Trustees. A lot of correspondence has had to be via e-mail and telephone.

We managed to have our AGM in July. Ian Hendry wished to step down as Vice Chairman as he was shielding and was unsure when he would be able to attend face to face meetings. Graham Greenwood kindly agreed to fill that gap. Unfortunately, Ian passed away on 15<sup>th</sup> February 2021 due to a long term health condition and Trustees and Bridge members paid their respects outside the Institute on Wednesday 17<sup>th</sup> March 2021 when the hearse stopped outside for a few minutes on its way to the cemetery. Ian had been a Bridge member and Trustee for over twenty five years and will be sadly missed.

There has also been another death of past Chairman and Trustee for many years, Dennis Yeend on 26<sup>th</sup> January 2021. Condolences were sent to both families.

Our grant application to CIL via Solihull Council for replacement windows in all three halls was submitted in September 2020. The application was successful, thanks mainly to the Green Councillors in Shirley West and South who combined their resources to enable us to get the full amount we needed for double glazing. The Trustees decided to pay the extra for triple glazing. Elite Windows, a local company, installed the windows in March and we are very pleased with the results.

New LED lights have replaced the old lighting in the Arden and Grimsley rooms - all this work being done while the Institute was closed, which has been much easier than disturbing groups when open.

Naturally, there has been a huge loss of income from Groups during closure, but through Government grants and the furlough scheme, we have managed and our finances are not looking too bad.

During the months of September and October when we were open, we asked Groups who were not coming back to hold their slots by paying a small retainer. Most were happy to do this, but a couple were not so they have been taken off our books at the present time. Perhaps they will return later.

We are sad to have lost Harlequin School of Dance, as Adele the Principal, has found her own premises. The Dance School had been with us for nearly twenty years and given us much revenue. We wished her well in her new venture.

It was decided to put a small increase on the hire charge of the rooms from January 2021 and hopefully this will help the finances.

Although many places are opening from 12<sup>th</sup> April, it has been decided to leave the Institute re-opening until May, the finances being the main reason.

Let us all hope that caution prevails and that things will move forward and return to some sort of normality before too long. We look forward to seeing everyone very soon.

Mrs Ann Turner  
Chair Person to the Trustees

Dated: 12 July 2021

THE SHIRLEY INSTITUTE

TRUSTEES' ANNUAL RETURN FOR THE YEAR ENDED 30 APRIL 2021  
APPOINTMENT AND RESIGNATION OF TRUSTEES

APPOINTMENTS

None made.

RESIGNATIONS

Mr I Hendry (dec'd)

February 2021

THE SHIRLEY INSTITUTE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE SHIRLEY INSTITUTE

I report on the accounts of the Trust for the year ended 30 April 2021 which are set out on pages 7 to 12.

**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 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of 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 material matters have 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

N J Hawkins Esq  
Hawkins & Co  
Chartered Certified Accountants  
11 Stratford Road  
Shirley, Solihull  
West Midlands. B90 3LU

Date: 12 July 2021

**THE SHIRLEY INSTITUTE**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2021**

	<u>Notes</u>	<u>2021</u> £.	<u>2020</u> £.
<u>Income</u>			
Charges for Hall Hire		4,061.	61,641.
SMBC Small Business Support Grant		11,937.	10,000.
SMBC CIL Grant (Restricted Fund)	3	12,695.	-
Donation		-	100.
Investment Income		863.	1,707.
Surplus on Shows		-	128.
History of the Institute Book Sales		72.	300.
HMRC JRS Grants		8,220.	-
		-----	-----
<u>Total Income</u>		£37,848.	£73,876.
		=====	=====
<u>Direct Expenditure</u>			
Provision of Hall			
Gas		1,638.	1,886.
Electricity		272.	2,897.
General and Water Rates		1,401.	2,557.
Insurance		2,233.	2,065.
Telephone		-	15.
Employees' Remuneration	4	30,077.	33,915.
Cleaning Materials and Sundry Upkeep		282.	1,138.
Repairs and Maintenance	5	25,111.	11,224.
Depreciation		3,920.	4,896.
		-----	-----
		64,934.	60,593.
<u>Other Expenditure</u>			
Management and Administration of the Charity	6	1,912.	2,216.
Book Publishing Costs		-	673.
<u>Add Opening Stock of Books</u>		375.	-
<u>Less Closing Stock of Books</u>		(308.)	(375.)
		-----	-----
<u>Total Expenditure</u>		£66,913.	£63,107.
		=====	=====
<u>Net (Loss)/Profit for the Year</u>		£(29,065.)	£10,769.
		=====	=====

The notes on pages 9 to 12 are an integral  
part of these financial statements.

THE SHIRLEY INSTITUTE

BALANCE SHEET

AS AT 30 APRIL 2021

	<u>Notes</u>	<u>2021</u> £.	<u>2020</u> £.
<u>Fixed Assets</u>	2	131,558.	135,478.
<u>Current Assets</u>			
Debtors		312.	1,017.
Prepayments		2,111.	2,100.
Bank Current Account		10,231.	21,613.
Investment Accounts		66,932.	80,012.
Cash in Hand		74.	136.
Stock of Books		308.	375.
		-----	-----
		79,968.	105,253.
<u>Current Liabilities</u>			
Creditors		(1,915.)	(2,055.)
<u>Net Current Assets</u>		<u>78,053.</u>	<u>103,198.</u>
<u>Net Assets</u>		£209,611.	£238,676.
		=====	=====
<u>Unrestricted Fund</u>			
Fund Balance brought forward		238,676.	227,907.
Net (Loss)/Profit for the Year (Page 7)		(29,065.)	10,769.
		-----	-----
Fund Balance carried forward	3	£209,611.	£238,676.
		=====	=====

.....  
Mrs A Turner  
Chair Person of the Trustees

Date: 12 July 2021

The notes on pages 9 to 12 are an integral  
part of these financial statements.

## THE SHIRLEY INSTITUTE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2021

#### 1. Accounting Policies

##### (a) Basis of Preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

##### (b) Income Recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

##### (c) Depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Building	2% on straight line
Drive and Car Park	5% or 20% on straight line
Furniture	10% on reducing balance
Computer and Equipment	15% on reducing balance

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2021  
(CONTINUED)

2. <u>Fixed Assets</u>	<u>Freehold Land and Building</u> £.	<u>New and Existing Drive and Car Park</u> £.	<u>Furniture</u> £.	<u>Computer and Equipment</u> £.	<u>Total</u> £.
<u>Cost</u>					
At 30 April 2020	127,804.	21,394.	15,003.	7,146.	171,347.
Additions during the Year	-	-	-	-	-
	-----	-----	-----	-----	-----
At 30 April 2021	£127,804.	£21,394.	£15,003.	£7,146.	£171,347.
	=====	=====	=====	=====	=====
<u>Depreciation</u>					
At 30 April 2020	4,074.	21,393.	7,709.	2,693.	35,869.
Provision for Year	2,523.	-	729.	668.	3,920.
	-----	-----	-----	-----	-----
At 30 April 2021	£6,597.	£21,393.	£8,438.	£3,361.	£39,789.
	=====	=====	=====	=====	=====
<u>Net Book Value</u>					
At 30 April 2021	£121,207.	£1.	£6,565.	£3,785.	£131,558.
	=====	=====	=====	=====	=====
At 30 April 2020	£123,730.	£1.	£7,294.	£4,453.	£135,478.
	=====	=====	=====	=====	=====

All the above assets are owned by the Charity.

3. Funds

At 30 April 2020 and 2021, all the funds of the charity are unrestricted and can be used for all general purposes.

The Charity received restricted funds, a CIL Grant, from Solihull MBC, in the year totalling £12,695. These funds were fully used for replacement windows (Note 5) during the year and therefore there were no restricted funds at the year ended 30 April 2021.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2021  
(CONTINUED)

4. Employees' Remuneration

	<u>2021</u>	<u>2020</u>
	<u>£.</u>	<u>£.</u>
Salaries	29,325.	32,083.
National Insurance Contributions	-	-
Pension Contributions	752.	732.
Long Service Award	-	1,100.
	-----	-----
	£30,077.	£33,915.
	=====	=====

Employees' remuneration relates to Mrs G Peake, who acts as General Manager for the Charity, Mr P Harborne who acts as a part time caretaker and also to Mrs A Turner, the Chair Person of the Trustees, who occasionally assists Mrs. Peake.

5. Repairs and Maintenance

	<u>2021</u>	<u>2020</u>
	<u>£.</u>	<u>£.</u>
Architectural Fees	-	2,221.
Upgrade Lighting	5,500.	-
General Maintenance and Upkeep	4,755.	9,003.
Replacement Windows	14,856.	-
	-----	-----
	£25,111.	£11,224.
	=====	=====

6. Management and Administration of the Charity

	<u>2021</u>	<u>2020</u>
	<u>£.</u>	<u>£.</u>
Independent Examiner's Fee	1,002.	960.
Administration Costs	244.	557.
Telephone and Internet	666.	699.
	-----	-----
	£1,912.	£2,216.
	=====	=====

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2021  
(CONTINUED)

7. Trustees' Remuneration

The Chair Person Mrs A Turner and her husband Mr M Turner who is also a Trustee receive relatively insignificant amounts of remuneration from the Charity. These payments are for occasionally assisting the General Manager and for minor maintenance work. No other Trustees nor any person connected with them has received or is due to receive any remuneration for the year, directly or indirectly from the Charity's funds.