

# VICTORIA INSTITUTE

England & Wales · Charity number 521068

## Details

---

Other names	THE VICTORIA INSTITUTE
Status	Registered
Legal form	Other
Registered	1963-11-21
Register	<a href="#">View on the Charity Commission register</a>

## Contact

---

Address	Victoria Institute 4 Brookhouse Road Caton Lancaster LA2 9QT
Phone	07932735843
Email	<a href="mailto:admin@victoria-institute.org.uk">admin@victoria-institute.org.uk</a>
Website	<a href="http://www.victoria-institute.org.uk">www.victoria-institute.org.uk</a>

## Activities

---

**Objects:** VILLAGE INSTITUTE

**Activities:** Education/TrainingArts/cultureSport/recreationEconomic/Community

## Classification

---

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- **Area of benefit:** CATON AND ITS IMMEDIATE VICINITY
- Lancashire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£53,650	£50,532	-	-
2024-08-31	£117,000	£173,000	-	-
2023-08-31	£52,433	£42,972	-	-
2022-08-31	£48,000	£45,000	-	-
2021-08-31	£41,000	£35,000	-	-
2020-08-31	£52,301	£39,029	-	-

## Trustees

Name	Role	Appointed
Elaine Hutchinson		2022-05-23
Jennifer Walmsley		2024-11-29
Josephine Pooley		2023-11-13
Lucy Holland		2023-11-13
Stuart Reynolds		2025-04-07

**VICTORIA INSTITUTE**

England & Wales - Charity number 521068

---

# Accounts

---

<b>Victoria Institute</b>	<b>Balance Sheet</b>		
	<b>2024/25</b>		<b>2023/24</b>
			Restated
<b>ASSETS</b>			
<b>Current Assets</b>			
1000 - Stock - Flood sacks	£435.92		£435.92
1100 - Trade Debtors	£3,605.20		£3,251.00
1120 - Prepayments	£1,444.33		£1,038.78
1200 - VI Restricted	£30,665.40		£37,647.03
1210 - Cash	£697.71		£265.56
1220 - VI General	£13,229.68		£10,509.43
1230 - SumUp Card Payments	£38.20		£5.60
	Total Current Assets	£50,116.44	£53,153.32
	<b>TOTAL ASSETS</b>	<b>£50,116.44</b>	<b>£53,153.32</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
2100 - Trade Creditors	£1,717.00		£2,628.00
2110 - Accruals	£900.00		£133.05
2260 - Pension	£0.00		£69.65
2500 - Other Creditors	£1,642.88		£8,138.38
	Total Current Liabilities	£4,259.88	£10,969.08
	<b>TOTAL NET ASSETS</b>	<b>£45,856.56</b>	<b>£42,184.24</b>
<b>EQUITY</b>			
Net Profit / Loss (prior year(s))	£42,184.24		£104,429.09
Net Profit / Loss (current year)	£3,672.32		-£62,244.85
	<b>TOTAL EQUITY</b>	<b>£45,856.56</b>	<b>£42,184.24</b>
	Check	£0.00	£0.00

I have reviewed the accounts and documentation for the Victoria Institute for the period to 31st August 2025 and can confirm that they are a true and accurate record of the financial affairs for that period.

H Moriarty  
Chorley  
April 2026

**VICTORIA INSTITUTE**

England & Wales - Charity number 521068

---

# Accounts

---

## **Victoria Institute - Treasurer's Report 2023-24**

It has been an interesting year in relation to the accounts for the Victoria Institute – for some time the Institute has been working towards raising the necessary funds to complete the building rewire and electrical upgrade. We are pleased to report that this project is now complete and the accounts for the period to 31 August 2024 reflect this; the operating loss for the year is (£55,292).

### **Rewire costs report**

#### **Donations/grants received this year**

Lancashire Environmental Fund	40,000
Brookhouse Community Church	5,500
Cottam Trust	10,000
Caton with Littleddale PC	1,000
Halton Trust	5,000
Individual donations	5,515
Donations received in prior year	5,747
<b>Total funding received</b>	<b>72,762</b>

VI reserves utilised 59,994

The total expenditure on the rewire project as recorded in the accounts in £132,756 (including fees) – the retention of £6952.50 (5% of project cost) will be due 12 months after completion, in July 2025. We place on record the very grateful thanks of the Institute to all organisations and particularly those individuals in the Caton community (and beyond) who have made a donation which has enabled the work to be completed.

### **Income**

Room hire for the year was £24,395 compared to £28,372 last year – this is as a result of the building being closed for 2 works during the require. The Institute continues to benefit from the flat rental (£6,750 this year) and are grateful for the continued contribution from the Parish Council (unchanged this year at £9,600).

### **Expenditure**

Expenditure remains in line with previous years. Aside from wages and salaries (for the Centre Manager and a cleaner), the biggest outgoings are:

Insurance (£4,455 current year, an increase of 3%, the increase in 2024 is 8%)

Electricity and Gas – these have remained relatively stable this year – the spend was £3300 in total, an increase of only £100. New contracts have been signed for 2024-2025 which will hopefully keep costs at a similar level.

The costs charged to repairs and renewals primarily relate to the replacement of the ceiling tiles in the Sir Thomas Storey Room – the rewire project gave the ideal opportunity to complete this work as a number of tiles had been water damaged.

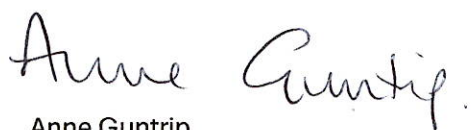
## **Balance Sheet**

The bank balances as at the end of August 2024 total £46,076.76. We are mindful that reserves need to be built back up after this year's expenditure and will be looking to restrict expenditure to urgent items only.

There are no bad debts to report.

We are in receipt of a donation from B4RN of £540.88 (included in other creditors) – this has been ringfenced by B4RN to be used for the purchase of new audio visual equipment.

Room hire rates have been reviewed by the management committee and some rates will increase with effect from January 1<sup>st</sup> 2025.



Anne Guntrip  
November 5<sup>th</sup> 2024

<b>Victoria Institute</b>	<b>Current Year As at 31.08.24</b>	<b>Last Year As at 31.08.23</b>
Sales		
4000 - Sales - Flood Sacks	£30.00	£30.00
4010 - Sales - Room Hire	£24,395.45	£28,200.70
4011 - Refreshments	£133.40	£198.20
4012 - Photocopying / printing	£696.51	£730.61
4013 - Computer hire	£91.32	£97.10
4900 - Other income	£104.54	£23.94
4902 - Parish Council Contribution	£9,600.00	£9,600.00
4903 - Debt repayment	£71.40	£1,175.20
4904 - Grants	£50,000.00	
4905 - Donations	£26,101.58	£5,777.50
4940 - Rental Income	£6,750.00	£6,600.00
<b>Total Sales</b>	<b>£117,974.20</b>	<b>£52,433.25</b>
Direct Expenses		
5000 - Cost of Sales - Goods	£125.27	£288.43
5060 - Other Direct Expenses	£38.79	
<b>Total Direct Expenses</b>	<b>£164.06</b>	<b>£288.43</b>
<b>GROSS PROFIT / LOSS</b>	<b>£117,810.14</b>	<b>£52,144.82</b>
Overheads		
7000 - Employee Wages and Salaries	£18,243.36	£16,044.27
7030 - Employer's Pension	£430.08	£393.01
7110 - Water Rates	£2,341.81	£2,452.53
7130 - Premises Insurance	£4,084.05	£4,327.27
7200 - Electricity	£1,144.82	£240.00
7210 - Gas	£2,155.06	£2,958.08
7520 - Office Supplies	£237.00	£1,369.75
7530 - Telephone and broadband	£41.93	£92.53
7540 - Website	£151.19	£144.00
7610 - Accountancy Fees	£302.80	£289.60
7630 - Music Licence	£454.86	£336.13
7800 - Repairs and Renewals	£2,576.96	£5,998.00
7810 - Cleaning (windows, rooms etc)	£4,954.75	£6,316.00
7820 - Cleaning materials	£349.41	£639.48
8200 - General Expenses	£508.52	£1,269.07
8500 - VI relaunch	£2,369.99	£0.00
8501 - VI Rewire	£132,755.90	£437.92
<b>Total Overheads</b>	<b>£173,102.49</b>	<b>£43,307.64</b>
<b>NET PROFIT/LOSS</b>	<b>(£55,292.35)</b>	<b>£8,837.18</b>

<b>Victoria Institute</b>	<b>Balance Sheet</b>	
	<b>2023/24</b>	<b>2022/23</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
1000 - Stock - Flood sacks	£435.92	£465.92
1100 - Trade Debtors	£3,181.00	£790.10
1120 - Prepayments	£1,038.78	£0.00
1200 - VI Restricted	£37,647.03	£52,631.96
1210 - Cash	£265.56	£59.05
1220 - VI General	£10,509.43	£51,223.00
1230 - SumUp Card Payments	£5.60	£16.16
	Total Current Assets	£53,083.32
		£105,186.19
	<b>TOTAL ASSETS</b>	<b>£53,083.32</b>
		<b>£105,186.19</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
2100 - Trade Creditors	£2,628.00	639.62
2110 - Accruals	£133.05	
2250 - HMRC	£0.00	117.48
2260 - Pension	£69.65	
2500 - Other Creditors	£1,115.88	
	Total Current Liabilities	£3,946.58
		£757.10
	<b>TOTAL NET ASSETS</b>	<b>£49,136.74</b>
		<b>£104,429.09</b>
<b>EQUITY</b>		
Net Profit / Loss (prior year(s))	£104,429.09	95591.91
Net Profit / Loss (current year)	-£55,292.35	8837.18
	<b>TOTAL EQUITY</b>	<b>£49,136.74</b>
		<b>£104,429.09</b>
	Check	£0.00
		£0.00

I have reviewed the accounts and documentation for the Victoria Institute for the period to 31st August 2024 and can confirm that they are a true and accurate record of the financial affairs for that period.



H Moriarty  
Chorley  
Jamaury 2025

**VICTORIA INSTITUTE**

England & Wales - Charity number 521068

---

# Accounts

---

## Victoria Institute Treasurer's Report for 2022-2023

The Institute's Coop bank accounts held £104,009.88 at the 2022-3 Financial Year End on 31 August, up from £94,183 the previous year. The accounting system, Sage, showed the bank accounts as £103,854.96.

The difference between these figures, £154.92, is due to a cheque to a supplier (for PAT testing) that has been issued to the supplier and therefore recorded in Sage, but not paid from our account yet.

As last year, Sage's standard reporting will be used in this report and its attachments.

Room hire was £28,372, a little higher than the previous year at £28,200. Utilisation of the hall is high.

The Institute requires rewiring and electrical systems brought up to date. Fund raising has been a major effort in the last year and this is reflected in donations of £5,747 received in the year, up from £1,013 last year and is significant in boosting the money in the bank this year. In addition we have grants and donations lined up to draw upon when the contractors achieve agreed milestones.

Other income comes from computer, printing and copying, and refreshments too.

The Institute is fortunate to have the steady income (£6,600) from the flat above the Victoria Institute and the ongoing financial support from the Caton With Littledale Parish Council (£9,600). We also receive debt repayment for money wrongly taken from the Institute which is shown on the P&L report.

The Parish Council contributions go a long way to funding the Community Centre Manager, Peter Collins, whose activities coordinating events and handling the myriad of day to day repairs and renewals are invaluable.

Regular outgoings include power and water services, cleaning etc. These are summarised in the Profit and Loss report. Fortunately the gas contract is fixed into next year, but we need to monitor usage and prices carefully given the current hike in prices. We will require our users to be mindful when opening windows or turning thermostats up.

Annual insurance costs increased to £4,327. Another recurring cost is the Performing Rights licence each year (£336)

The forecast cost for the rewire project in last year's Treasurer's report proved wildly optimistic with quotes in excess of £200,000. We have scaled back and the current forecast is £140,000. Other maintenance activities will have to be kept to a minimum until more funding becomes available. We paid £3,744 to Pettit Singleton for electrical design and they have engaged with potential suppliers. We will require them as experts to supervise/advise when the main contractor is appointed.

Inflation in all areas means that room rates and other services will be increased in the new financial year.

David Oliver

9 October 2023

Victoria Institute Financial Statement

For year ending 31<sup>st</sup> August 2023

I have checked the accounts and documentation submitted by the Bookkeeper and Administrator of the Victoria Institute and have no hesitation in considering them a true record of the financial transactions for the year ending 31<sup>st</sup> August 2023.



---

Mrs Reeta Roberts  
Smithyfield  
Wyresdale Road  
Quernmore  
Lancaster  
LA2 9EF

## **Accounting Policies**

### **1 Basis of Accounting**

The Accruals method has been used to prepare the financial statements with due attention to Materiality, Prudence and Consistency.

Natural Categories, an alternative to the CC17 SORP FRS 102 activity categories, have been used to describe the Income and Expenditure items as per the Government's advice on its web page: 'Prepare a Charity's annual accounts'.

### **2 Resources Expended**

VAT is not recovered and is included within each expense item to which it relates.

### **3 Fund Accounting**

Historically, 'Restricted Funds' related to monies received by the Victoria Institute which were earmarked either by the donor or by the terms of the appeal for special projects. It also included the costs of employing the Community Support Worker. Restricted funds are lodged in the VI Restricted bank account.

Historically 'Unrestricted funds' represent the funds of the Victoria Institute that are not subject to any restrictions regarding their use and are available for application for the general purpose of the Victoria Institute. Unrestricted funds are lodged in the VI General bank account.

The transfer of banking to the Co-op Bank did not preserve this distinction and there is no longer a distinction as to the usage of the accounts for different types of transaction.

### **4 Fixed Assets**

The freehold property is a heritage asset. This is excluded from the balance sheet as reliable cost information is not available.

It is, however, insured for £1,670,743

The title for the land described in part 1 of the schedule is transferred, in trust for the Victoria Institute, to the Official Custodian for Charities.

A register of Fixed Assets was not completed, due to break in continuity of the trustees.

### **5 Current Assets**

Floodsax Stock: the Victoria Institute is the Emergency Centre for the village, and would support local people if there were another major flood in the area. Therefore it purchased a large number of Floodsax, which it sells on to the local community whose properties are liable to flooding. The selling price was set at a value that would generate a profit that would enable the Victoria Institute to distribute Floodsax free of charge to villagers in an emergency.

Balance Sheet

	2021-2022	2022-2023
<b>ASSETS</b>		
<b>Fixed Assets</b>		
Total Fixed Assets	£0.00	£0.00
<b>Current Assets</b>		
1000 - Stock - Flood sacks	£465.92	£465.92
1100 - Trade Debtors	£1,418.95	£790.10
1200 - VI Restricted	£43,965.07	£52,631.96
1210 - Cash	£30.24	£59.05
1220 - VI General	£50,177.23	£51,223.00
1230 SumUp Card payments	0	£16.16
<b>Total Current Assets</b>	<b>£96,057.41</b>	<b>£105,186.19</b>
<b>TOTAL ASSETS</b>	<b>£96,057.41</b>	<b>£105,186.19</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
2100 - Trade Creditors	£332.84	£639.62
2250 - Net Wages	£28.66	£117.48
<b>Total Current Liabilities</b>	<b>£361.50</b>	<b>£757.10</b>
<b>Future Liabilities</b>		
<b>TOTAL LIABILITIES</b>	<b>£361.50</b>	<b>£757.10</b>
<b>TOTAL NET ASSETS</b>	<b>£95,695.91</b>	<b>£104,429.09</b>
<b>FINANCED BY</b>		
<b>Opening Capital</b>	£93,063.25	£95,591.91
<b>Capital Correction</b>	£0.00	£0.00
<b>Income or Loss</b>	£2,528.66	£8,837.18
<b>Closing Capital</b>	<b>£95,591.91</b>	<b>£104,429.09</b>

The Trade Debtors account is the sum of our customers who owe us money less the amount received as pre-payments. Refer to the Aged Debtor's Report for this information. The negative figures are pre-payments.

Trade Creditors comprises the August cleaning bill (£350), cleaning of gutters (£125.) and window cleaning (£66), banner £99.

**VICTORIA INSTITUTE**

England & Wales - Charity number 521068

---

# Accounts

---

**Chair's Report for the Year 2019/2020**  
**of the Victoria Institute's 131<sup>st</sup> Annual General Meeting**  
**held on 2<sup>nd</sup> November 2020**

The year started with 10 trustees of which 8 were new to the job. Shortly after, we also co-opted a new member, David Oliver, who brought our number up to 11. It was a sharp learning curve for everyone and getting to grips with the workings of the VI was no easy matter. We were grateful for the experience and knowledge of our Community Support Worker (CSW), Peter Collins which helped us all settle in. As ever, our thanks go to the Parish Council who continue to support his role financially, and to the Trustees and Friends of the Victoria Institute for their continued hard work in making the VI a vital hub for the community.

Our year started very positively with the Parish Council's Christmas Lights switch on. Refreshments for the community were served in the Hall afterwards with excellent craft activities provided by Suzanne Smith. In March, the Coronavirus pandemic took hold, and the country went into lockdown. The Institute was obliged to close its doors, and we, like everyone else are still adapting to the challenges of operating in a changed world.

Our CSW took on the role of liaison for the Community Pandemic Support Group, an extension of the Village Emergency Plan. Working from home, Peter has handled many hundreds of calls for help, and has coordinated prescription collections, shopping delivery services, and a befriender scheme. This work continues, and is much praised as a vital service for those vulnerable members of our community who only have high praise for Peter's commitment and dedication.

At this time, three Trustees resigned which included the Chair and Treasurer. Susan Treverton took over the role of Chair, and David Oliver the not inconsiderable role of Treasurer. The business of running the Institute carried on by telephone and email, with virtual meetings being held by Zoom.

Closure of the Institute meant we lost a large portion of our income which comes from room hire. It also meant that our community lost a valuable resource. With much relief and gratitude, we were able to obtain a one-off Covid Grant payment of £10, 000 from the government via Lancaster City Council as part of its support for businesses which has done much to cover loss of earnings in the short term.

We also thank Lee Burrows and the local Co-op who together with The Cottam Trust have again provided generous grant funding. This has enabled us to install new carpet tiles in the IT/library room and Victoria Room, and to lay vinyl tiles and rib matting in the Cottam Room. Other maintenance and improvement work already carried out includes resurfacing the dance floor in the Main Hall and repairs to the tarmac at the side of the property. The work of maintaining the building continues with guttering and roofing work soon to be carried out, together with

remedial work to the piping in our Sir Thomas Storey Room. And of course, we have put in place a range of measures to comply with regulations and guidance received – hand sanitisers, a one-way system and daily cleaning adapted to new demands to name a few.

Many events and activities have been cancelled through force of circumstance. Amongst other things, this meant that extensive plans for VE Day Celebrations on 8<sup>th</sup> May were cancelled. Our thanks go to all those who were involved in the preparations, including the WI, Caton Gala Committee, and Caton Leisure Club.

The Council of Management has also done much work to review and update the full range of its Policies and Procedures, and a 'Lone Person Working' Policy has been introduced. The Constitution, the document that governs how we operate, has also been updated and is presented for approval at this AGM.

We opened our doors again on 1<sup>st</sup> August for hire of rooms and it was a pleasure to welcome back many of our regular groups. Income, although well down on last year, is increasing slowly, and we have taken steps to reduce our running costs as far as possible. For the future, plans are in hand to reopen the Library and IT facilities on 2<sup>nd</sup> November starting with two sessions a week with timed slots by appointment. The kitchen still remains closed. Strict rules in line with Government legislation and recommendations are in place to make sure we are Covid secure.

We look back on a year characterised by difficult circumstances and great uncertainty. As this is the 131<sup>st</sup> AGM in the Institute's history we know that dark days have been with us before and that brighter ones have followed. This Council of Management has been honoured to serve, and we have strived to maintain the Institute as the heart of this community.



Susan Treverton  
2<sup>nd</sup> November 2020

	2018-19	2019-20	
<b>Current Assets</b>			
Stock	£776.68	£465.92	
Debtors	£249.00	£1,199.50	
Pre-payments out	£0.00	£0.00	
Bank – Unrestricted account (BankG)	£49,523.15	£56,347.96	
Bank – Restricted account (BankR)	£24,673.66	£28,678.57	
Cash	£506.55	£458.59	
<b>Total Current Assets</b>	<b>£75,729.04</b>	<b>£87,150.54</b>	
<b>Less Current Liabilities</b>			
Room pre-payments	-£382.00	-£201.50	
Creditors	-£3,323.62	-£130.84	
<b>Total Current Liabilities</b>	<b>-£3,705.62</b>	<b>-£332.34</b>	
<b>Working Capital</b>	<b>£72,023.42</b>		<b>£86,818.20</b>
<b>Total Assets</b>	<b>£72,023.42</b>		<b>£86,818.20</b>
<b>Financed By</b>			
Opening Capital	£61,184.92	£72,023.42	
Capital correction	£124.66	£655.75	
Income or Loss	£10,713.84	£14,139.03	
<b>Closing capital</b>	<b>£72,023.42</b>		<b>£86,818.20</b>

**NOTES**

1. No value has been put on the Victoria Institute Building, which is consistent with previous years' reporting. It is owned by the Institute.  
At year end 2020...

**BANK RECONCILIATION**

**Final general bank balance (BankG) as shown on Bank Statement** £56,826.14

Less unrepresented cheques

Office Supplies - cheque 101102	£176.00
Cleaning (inc wind's, kit'n misc.) - cheque 101103	£198.00
Cleaning (inc wind's, kit'n misc.) - cheque 101104	£19.18
Maintenance & Decorating - cheque 101105	£25.00
Cleaning (inc wind's, kit'n misc.) - cheque 101106	£60.00

**BankG – as shown in Summary of Accounts** £56,347.96

**Final restricted bank balance (BankR) as shown on Bank Statement** £28,678.57

No unrepresented cheques to apply.

**CASH RECONCILIATION**

Restricted Cash counted at year end	£10.95
Unrestricted cash counted at year end including £15 float in the till	453.22
Cash as shown on Summary of Accounts	£458.59
Actual cash exceeds accounting figure by	£5.58

**WRITE-OFFs** £209.75

Park House farm have been contacted repeatedly to pay their invoice	-£26.00
J.B. Dance School underpaid an invoice by a small amount	-£3.50
An occasional creditor was carried forward from 2018-19.	£220.00
Over-payment by Leanne Frank has been treated as a donation	£3.00
A pre-payment from Tricycle Association NW Region has been written out of creditors	£16.25

## Income and Expenditure 2019-2020

## Normal Income

Donations	£274.70
Debt Recovery Repayment	£1,075.20
Parish Council Cont's	£12,000.00
Rent - Flat	£6,600.00
Sales - Cash - Misc - IT Room	£3.00
Sales - Computer Time	£273.45
Sales - Floodsax	£395.00
Sales - Key Fob Deposits	£10.00
Sales - Print/Photocopy	£861.65
Sales - Refreshments	£667.24
Sales - Room Hire	£13,074.50
Sales - VE day	£84.00
<b>Total Normal Income</b>	<b>£35,318.74</b>

## Less Normal Outgoings

Accounting Fees	£100.00
BT	£1,140.01
Cleaning (inc wind's, kit'n misc.)	£4,594.43
Community Futures Expenses	£450.00
Fixtures & Fittings - Kitchen	£39.49
Fixtures & Fittings - non-Kitchen	£552.91
Floodsax - cost of sales	£310.76
Insurance	£3,587.88
IT Maintenance & Supplies	£264.77
Licences	£1,117.04
Maintenance & Decorating	£2,879.39
Newspapers	£72.65
Office Supplies	£418.52
Refreshments	£177.01
Southern Electric	£97.75
SSE Gas	£3,110.28
VE Day Event Expenses	£43.55
Wages	£12,420.44
Wages (HMRC Tax & NI)	£713.28
Wages (Pension)	£499.89
Waste Disposal	£159.60
Water	£1,689.31
Web Maintenance	£120.00
<b>Total Normal Income</b>	<b>£34,558.96</b>

## Normal Income Less Expense

£759.78

## Funded Income

Co-op Support (see note 2)	£2,730.70
Exceptional Income	£10,000.00
Grants	£5,250.00

## Total Funded Income

£17,980.70

## Less Funded Expenditure

Maintenance & Decorating Funded	£4,601.45
---------------------------------	-----------

## Total Funded Expenditure

£4,601.45

## Total Funded Income Less Expense

£13,379.25

## Summary Information

## Floodsax – stock not physically checked

Opening stock: 180 sax  
 Sold this year: 72  
 Closing stock: 108  
 Price £5.50, Cost £4.32 each

Co-op cash box + 1% membership  
 Lancaster City Council Covid support – usage not specified  
 Cottam Trust grants to fire systems (£3,500) and flooring (£1,750)

Fire systems upgrade. (Flooring payment will show in 2020-21 accounts)

Cash	£447.64
CashR	£10.95
BankG	£56,347.96
BankR	£28,678.57

Capital		-£72,679.17
Suspense	£0.00	
Capital Correction	£0.00	

**Debtors**

Debtors – room hire		
Carol Crossley	£24.00	
Caton & Brookhouse Friendship Club	£12.00	
Caton Leisure Club	£60.00	
John Carr	£13.50	
Sequence Dance	£245.00	
Lune Valley Health & Fitness	£18.00	
Caton with Littledale Playpark Group	£9.00	
South Lakes Housing	£65.00	
Rent Arrears	£550.00	
Debt Recovery Repayment Arrears	£203.00	

**Pre-Payments**

Monday Keep Fit		-£12.00
RMC Dance		-£38.00
Tai Chi For Health and Fitness		-£6.00
Zumba & Clubbercise with Rosemarie		-£42.00
Diane Neville		-£58.00
EDE		-£45.50

**Income**

Donations		-£274.70
Debt Recovery Repayment		-£1,075.20
Parish Council Cont's		-£12,000.00
Rent - Flat		-£6,600.00
Sales - Cash - Misc - IT Room		-£3.00
Sales - Computer Time		-£273.45
Sales - Floodsax		-£395.00
Sales - Key Fob Deposits		-£10.00
Sales - Print/Photocopy		-£861.65
Sales - Refreshments		-£667.24
Sales - Room Hire		-£13,074.50
Sales - VE day		-£84.00
Co-op Support (see note 2)		-£2,730.70
Exceptional Income		-£10,000.00
Grants		-£5,250.00

**Creditors**

Wage related (CSW / HMRC)		-£30.84
Occasional Creditors		-£100.00

**Stock**

Floodsax	£465.92
----------	---------

**Outgoings**

Accounting Fees	£100.00
BT	£1,140.01
Cleaning (inc wind's, kit'n misc.)	£4,594.43
Community Futures Expenses	£450.00
Fixtures & Fittings - Kitchen	£39.49
Fixtures & Fittings - non-Kitchen	£552.91
Floodsax - cost of sales	£310.76
Insurance	£3,587.88
IT Maintenance & Supplies	£264.77
Licences	£1,117.04
Maintenance & Decorating	£2,879.39
Newspapers	£72.65
Office Supplies	£418.52
Refreshments	£177.01
Southern Electric	£97.75
SSE Gas	£3,110.28
VE Day Event Expenses	£43.55
Wages	£12,420.44
Wages (HMRC Tax & NI)	£713.28
Wages (Pension)	£499.89
Waste Disposal	£159.60
Water	£1,689.31
Web Maintenance	£120.00
<b>Funded Expenditure</b>	
Maintenance & Decorating Funded	£4,601.45

Trial Balance using figures to 1 Sep 2020

**Victoria Institute****Summary of Accounts****Year 2019-20**

<b>BANK / CASH BALANCES</b>	<b>INCOMINGS</b>	<b>OUTGOINGS</b>
<b>Cash in till and Safe</b> £458.59	<b>Incomings Generated</b> Room invoices + other incomings to date £52,301.44	<b>Outgoings Incurred</b> <b>Non-Funded and Funded</b> £39,029.57
<b>BankG Balance (after cheque clearance)</b> £56,347.96	made up from:	made up from:
<b>BankR Balance (after cheque clearance)</b> £28,678.57	Room invoices including pre-invoiced £13,074.50	Non-Funded (Inc cost of floodsax) £34,558.96
	Flat rental £6,050.00	Funded £4,601.45
	Debt recovery £872.20	Less Outstanding Outgoings -£130.84
	Other sales and Parish Council contributions £14,294.34	
	Grants, donations, exceptional income £18,255.40	
	Less Outstanding Room Invoices -£446.50	
	Pre-payments not invoiced £201.50	

## **Accounting Policies**

### **1 Basis of Accounting**

The Accruals method has been used to prepare the financial statements with due attention to Materiality, Prudence and Consistency.

Natural Categories, an alternative to the CC17 SORP FRS 102 activity categories, have been used to describe the Income and Expenditure items as per the Government's advice on its web page: 'Prepare a Charity's annual accounts'.

### **2 Resources Expended**

VAT is not recovered and is included within each expense item to which it relates.

### **3 Fund Accounting**

'Restricted Funds' relate to monies received by the Victoria Institute which have been earmarked either by the donor or by the terms of the appeal for special projects. It also includes the costs of employing the Community Support Worker. Restricted funds are lodged in the Restricted bank account (BankR).

'Unrestricted funds' represent the funds of the Victoria Institute that are not subject to any restrictions regarding their use and are available for application for the general purpose of the Victoria Institute.

Unrestricted funds are lodged in the Unrestricted (or General) bank account (BankG).

### **4 Fixed Assets**

The freehold property is a heritage asset. This is excluded from the balance sheet as reliable cost information is not available.

It is, however, insured for £1,346,500.00.

The title for the land described in part 1 of the schedule is transferred, in trust for the Victoria Institute, to the Official Custodian for Charities.

A register of Fixed Assets was not completed, due to break in continuity of the trustees.

### **5 Current Assets**

Floodsax Stock: the Victoria Institute is the Emergency Centre for the village, and would support local people if there were another major flood in the area. Therefore it purchased a large number of Floodsax, which it sells on to the local community whose properties are liable to flooding. The selling price was set at a value that would generate a profit that would enable the Victoria Institute to distribute Floodsax free of charge to villagers in an emergency.

## Treasurer's Report

This year has presented a new set of challenges for the trustees: with the need to read, interpret and act on Covid advice whilst maintaining social distancing. During this time, our long-standing book-keeper and treasurer, Jane Ransom, stepped down and I took over at a time when we could not even meet face to face.

I want to convey my very sincere thanks for Jane's work over the years, not just for book-keeping and reporting, but for setting up good working practices for us to follow. All are carefully documented. The month end processes that Jane has put in place to record and track income and expenditure will continue, though I have replaced the manual journal that Jane maintained by a set of computer spreadsheets that follow the same structure for accounting.

Jane also ran the payroll each month, which has eased my workload and learning curve.

At the start of the financial year (1<sup>st</sup> September 2019), the Restricted bank account contained £24,673 and at the end of the year contained £28,678. The General (unrestricted) bank account had £49,523 at the start of the year and £56,347 at the year end.

The normal income from room hire and other sales to members of the public were approximately £15,000. This income was generated between September and February with no sales income following the lock down in March. We can conjecture that we would probably have been nearly doubled sales without the impact of Covid.

Sales for year 2020-2021 have commenced, and look healthy but it would be difficult to forecast what sales are likely. Further lockdowns appear likely, and some of the long-standing groups and classes have not resumed.

Caton is fortunate to have the steady income (£6,600) from the flat above the Victoria Institute and the ongoing financial support from the Caton With Littledale Parish Council (£12,000).

The Parish Council contributions go a long way to funding the Community Support Worker, Peter Collins, whose activities coordinating emergency support for people cut-off by Covid restrictions have been a life-line to some members of our community. In addition, Peter handles the day-to-day business of running the Institute, that also includes recording of the financial transactions onto our Manual and computer systems.

The government has provided support to charities, in our case with a one-off Covid support payment of £10,000 with no restrictions on how we make use of this gift.

The Caton Co-op has also been generous, having provided further support this year (£2,730).

Investment this year has gone into replacing flooring and in the main hall applying oil based finish to the wooden floor. Future expenditure will take place in particular to the roof and guttering. We will repair as necessary in the near future, but more extensive work will eventually be required.

The Capital carried forward into 2020-2021 is £86,818, up from £72,023 at the start of this year. There is a capital correction shown of £616. Some of this related to regular repayments made to the Victoria Institute following fraudulent activity uncovered in 2015: this accounts for £167 of the gap. I assume that the remaining gap relates to one or more transactions that were in-flight at the financial year end in 2019.

The finances of the Victoria Institute are healthy, but we must take the view that major repairs such as replacement of the roof will eventually require large investment, so reserves for the proverbial rainy day must be sufficient.

David Oliver

Victoria Institute Financial Statement

For year ending 31<sup>st</sup> August 2020

I have checked the accounts and documentation submitted by the Bookkeeper and Administrator of the Victoria Institute and have no hesitation in considering them a true record of the financial transactions for the year ending 31<sup>st</sup> August 2020.



---

Mrs Reeta Roberts  
Smithyfield  
Wyresdale Road  
Quernmore  
Lancaster  
LA2 9EF