

# HARBURY VILLAGE HALL

Trustee's Report and Financial Statements

Year ended 31 December 2023

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Harbury Village Hall  
Trustee's Report and Financial Statements  
Year ended 31 December 2023

# HARBURY VILLAGE HALL

## Trustee's Report and Financial Statements

Year ended 31 December 2023

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## HARBURY VILLAGE HALL

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#### Trustees, Officers and Advisors

The following served as trustees during the period from 1 January 2023 to the date of this report:

Andrew Rutherford (Chairman)	Trustee	
Jane Haggitt (Deputy Chairman)	Trustee	
David Gimson (Secretary)	Trustee	
Stephen Friling (Treasurer)	Trustee	
Pam Keane (Booking Secretary to 11 May 23)	Trustee	
Claire McGurk (Booking Secretary from 12 May 23)	Trustee	Appointed 11 May 23
John Bright	Trustee	
John Crossling	Trustee	
Susan Littlewood	Trustee	Resigned 11 May 23
Celia Neill	Trustee	
Gordon Robbins	Trustee	
Keith Thompson	Trustee	
Janet Thornley	Trustee	Resigned 11 May 23

During the year the activities of the Charity were managed by the Trustees through the Management Committee detailed above.

**Charity name**

Harbury Village Hall

**Charity number**

522932

**Principal address**

Harbury Village Hall, South Parade, Harbury, Leamington Spa, CV33 9JE

**Contact Address**

c/o Mr A Rutherford, 23 Frances Road, Harbury, Leamington Spa, CV33 9JG

**Independent examiner**

John Hall FCA - Denny's Close, Temple End, Harbury, CV33 9NE.

**Banker**

Lloyds Bank plc, 73 Parade, Leamington Spa, CV32 4BB

**Website**

harburyvillagehall.org

# HARBURY VILLAGE HALL

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### **Annual Report of the Trustees**

The Trustees are pleased to present its Annual Report for the year ended 31 December 2023 under the Charities Act 2011.

### **Status and administrative information**

Harbury Village Hall was formed by a Lease and Trust Deed on 17th October 1961. It is an unincorporated registered charity, number: 522932.

### **Structure, governance and management**

The Trustees who have served during the year and since the year end are set out on page 3. Ten trustees are elected at each Annual General Meeting and six representative trustees can be appointed by local organisations prior to the Annual General Meeting each year to form the Committee until the next Annual General Meeting. The Committee has the power to co-opt no more than eight trustees to fill casual vacancies until the end of the next Annual General Meeting.

The Committee shall hold at least two ordinary meetings in each year and may hold such other ordinary meetings as may be required. At least one third of total number of members are required to form a quorum at committee meetings.

### **Charity Governance Code**

The Trustees are aware of the guidance published by the Charity Commission in relation to the Governance Code and fully supports the core values, principles and disciplines the Code seeks to include into the governance of Charity.

### **Trustee Training**

New Trustees are inducted into the workings of the Charity with reference to Charity Commission guidance, including its Policy and Procedures, by the Chairman on appointment.

### **Remuneration**

No Trustees or members of the Management Committee receive any remuneration for their services.

### **Employment**

The Charity has no employees.

### **Risk Management**

The Trustees undertake an annual risk assessment of the principal areas of the Charity's operations and consider the impact of such risks on the Charity. It is the opinion of the Trustees that the Trust has established resources and review systems which, under normal conditions, should allow these risks to be mitigated to an acceptable level in its day-to-day operations.

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### **Objects, aims, objectives and activities**

Harbury Village Hall provides a facility for the furtherance of sporting, cultural, social and artistic activity and community life within the village. The hall is used by a wide group of local clubs and individuals. These include the parish council, theatre group, football club as well as for dance classes, karate classes, pilates, zumba, badminton, table tennis, fundraising events, cinema, concerts, craft fairs, markets, festivals and private parties. There are in excess of thirty regular user groups of the village hall with very high booking levels.

The village hall occupies land leased from Harbury Parish Council at a peppercorn rent of one shilling (5p) per annum. The lease term is 999 years with effect from 17th October 1961.

It can be confirmed that the Trustees have had regard to the Charity Commission guidance on public benefit.

### **Achievements and Performance**

Hall Hire Income in 2023 was sufficient to facilitate a number of maintenance and enhancement projects including refinishing the hall floor, roof repairs and curtain replacement. The Trustees were grateful for the financial support received from a number of regular users. The Trustees were also very grateful to receive a grant of £9,500 from the National Lottery Community Fund and a further £500 from Harbury Women's Institute for an upgrade project in 2024. The project was contracted to be undertaken in early 2024.

The Charity was grateful to receive a redundant defibrillator from the Nuffield Trust which has since been installed at the Village Hall and has been made available to both the general public as well as hall users should the need arise.

### **Financial Review.**

The Trustees undertook a FRS 102 compliance review in 2022 elected to commence depreciating the village hall (over 100 years). This policy was endorsed to continue in the 2023 impairment review.

Total income was £47,570 (2022: £34,974) including £25,343 (2022: £18,716) from the hire of the hall. Investment income rose as a result of better interest rates afforded to funds on deposit. After expenditure of £17,985 (2022: £16,086) there was an Unrestricted surplus of £17,479 (2022 £12,272). At the year end, there was a balance on unrestricted funds of £722,366 (2023: £705,953) which included £20,000 (2022: £20,000) designated for major repairs and free reserves of £66,781 (2022 £47,586). The Major Development Fund consists of £10,000 received for a facilities development project and the balance of a Stratford District Council Section 106 grant. There was £13,007 of qualifying Section 106 expenditure made in 2023 leaving a balance of £13,658 (2022: £26,665). The retention sum of £2,088 for the 2021 Foyer Extension Project was settled after snagging work was concluded.

### **Reserves**

The reserves provide financial stability and the means to further develop and maintain the Village Hall. We intend to maintain our reserves at a level which is at least equivalent to twice the underlying annual running costs plus the balance of all restricted funds. This is to enable the Trustees to keep the hall available for the future during a period of reduced income for whatever reason and to settle the balance of the Section 106 Grant which is restricted to use for the extension, renovation or refurbishment of the Village Hall which is repayable if has not been expended by December 2026.

# HARBURY VILLAGE HALL

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### Related Parties

Trustees are members of the local community and organisations making use of the village hall on the same basis and terms as other members of the community. Local organisations regularly use the facilities and raise funds for the benefit of the village hall.

### Volunteers

The Trustees are indebted to volunteers for their commitment and support to assist with the running of the village hall.

### Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial 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 these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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 adequate accounting records that are sufficient to show and explain the Charity's transactions, disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the Charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Annual Report and this Statement of Trustees' responsibilities have been signed on behalf of the Trustees.

*A Rutherford*

A Rutherford  
Chairman of the trustees  
11 April 2024

# HARBURY VILLAGE HALL

Trustee's Report and Financial Statements

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## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

### OF HARBURY VILLAGE HALL

I report on the accounts of the Trust for the year ended 31st December 2023 which are set out on pages 8 to 15.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act"). The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the applicable Directions given by the Charity Commissioners under section 145(5)(b) of the Act; and
- 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 Commissioners. 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, I can confirm that no material matters have come to my attention which give me reasonable cause to believe that, in any material respect:

- the accounting records were not kept in accordance section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view, which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*J Hall*

John Hall FCA

Denny's Close, Temple End, Harbury, CV3 9NE.

11 April 2024

# HARBURY VILLAGE HALL

## Trustee's Report and Financial Statements

Year ended 31 December 2023

### Statement of Financial Activities for the year end 31 December 2023

	Notes	Unrestricted Funds £	Unrestricted Designated Funds £	Restricted Funds £	2023 Total £	2022 Total £
<b>Income and endowments from:</b>						
<b>Charitable activities</b>						
Donations, grants and awards	2	1,234	2,106	10,000	13,340	9,720
Charitable activities – Hall Hire		25,343	-		25,343	18,716
<b>Other trading activities</b>						
Other activities	3	1,887	-	-	1,887	1,595
<b>Investment &amp; Other Income</b>						
Feed in Tariff Income		4,966	-	-	4,966	4,805
Bank and other interest		2,034	-	-	2,034	138
<b>Total income</b>		<b>35,464</b>	<b>2,106</b>	<b>10,000</b>	<b>47,570</b>	<b>34,974</b>
<b>Expenditure on:</b>						
Raising funds		(755)	-	-	(755)	(921)
<b>Charitable activities</b>						
Premises and Support Costs	4	(17,168)	(10,551)	(5,628)	(33,347)	(33,357)
Management and Administration	5	(62)	-	-	(62)	(239)
<b>Total expenditure</b>		<b>(17,985)</b>	<b>(10,551)</b>	<b>(5,628)</b>	<b>(34,164)</b>	<b>(34,517)</b>
<b>Net income/(expenditure)</b>		<b>17,479</b>	<b>(8,445)</b>	<b>4,372</b>	<b>13,406</b>	<b>457</b>
Transfers between funds		<b>1,716</b>	<b>5,663</b>	<b>(7,379)</b>	-	-
<b>Net movement in funds</b>		<b>19,195</b>	<b>(2,782)</b>	<b>(3,007)</b>	<b>13,406</b>	<b>457</b>
Fund balances brought forward		47,586	658,367	26,665	732,618	732,161
<b>Funds carried forward</b>		<b>66,781</b>	<b>655,585</b>	<b>23,658</b>	<b>746,024</b>	<b>732,618</b>



# HARBURY VILLAGE HALL

## Trustee's Report and Financial Statements

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### Balance Sheet as at 31 December 2023

	Note	2023	2022
		£	£
<b>Fixed assets</b>			
Tangible fixed assets	6	635,585	638,367
<b>Current assets</b>			
Debtors	7	11,975	1,780
Cash and bank		106,532	100,637
		<u>118,507</u>	<u>102,417</u>
<b>Current liabilities</b>			
Amounts falling due within 1 year	8	(5,422)	(4,197)
<b>Net current assets</b>		<b>113,085</b>	<b>98,220</b>
Amounts falling due over 1 year - provisions		<u>(2,646)</u>	<u>(3,969)</u>
<b>Net assets</b>		<b><u>746,024</u></b>	<b><u>732,618</u></b>
<b>Represented by:</b>			
<b>Unrestricted funds:</b>	9		
General funds		66,781	47,586
Designated - Village Hall Capital Fund		625,093	630,902
Designated – Repairs Fund		20,000	20,000
Designated – Fixed Assets Fund		10,492	7,465
		<b>655,585</b>	<b>658,367</b>
<b>Restricted funds:</b>	9		
Major Development Fund		<b>23,658</b>	<b>26,665</b>
		<b><u>746,024</u></b>	<b><u>732,618</u></b>

These financial statements were approved by the Trustees on 11 April 2024 and were signed on its behalf by:

*A Rutherford*

A Rutherford (Chairman)

*S Friling*

SM Friling (Treasurer)

## Notes to the Financial Statements

### 1. Principal Accounting Policies

#### (a) Basis of preparation

The financial statements have been prepared on a historical cost basis in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and the Statement of Recommended Practice (the Charities SORP (FRS 102)).

The financial statements have been prepared to give a 'true and fair' view and the Trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern.

#### (b) Donations, Grants and Legacies

Donations, grants and legacies are recognised in the financial statements when the Charity has entitlement to the funds, any performance conditions attached to the items of income have been met or it is probable that the income will be received, and the amount can be measured reliably.

#### (c) Income

Income is recognised in the period in which the charity is entitled to receipt.

#### (d) Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis. All premises and support costs relate to costs incurred in respect of the village hall.

#### (e) Tangible Fixed Assets

The cost of tangible fixed assets is their purchase cost, together with any incidental costs of acquisition. The village hall includes its original cost and subsequent alterations and additions.

#### (f) Depreciation

Depreciation is calculated on a straight-line basis to write off the cost of fixed assets over their estimated useful lives as follows: -

The Village Hall	1% on cost
Fixtures, Furniture & equipment	5 - 20% on cost (Dependent upon life expectancy)

Depreciation commences in the year of acquisition or when the asset is brought into use and, as a result, assets under construction are not depreciated. Until 2022 the village hall had not been depreciated. However, as the result of an impairment review in 2022 by the Trustees, and to comply with FRS 102, it was assessed to have a useful life expectancy of one hundred years and so would be depreciated at 1% per annum going forward.

### **Notes to the Financial Statements**

**(g) Irrecoverable VAT**

The Charity is not registered for VAT. Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

**(h) Debtors**

Short term debtors are measured at transaction price, less impairment. Details of these financial assets are set in note 7.

**(i) Cash and Cash Equivalents**

Cash is represented by cash in hand and deposits with financial institutions.

**(j) Creditors**

Short term creditors are initially measured at the transaction price. Details of these financial liabilities are set in note 8.

**(k) Recognition of Liabilities**

Liabilities are recognised once there is a legal or constructive obligation that commits the charity to the obligation.

**(l) Judgments in applying Accounting Policies and Key Sources of Estimation Uncertainty**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**(i) Useful economic lives of tangible assets**

The annual depreciation charge for the tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 12 for the carrying amount of the fixed assets and note 1(f) for the useful lives for each class of assets.

**(ii) Impairment of debtors**

The charity makes an estimate of the recoverable value of rental and other debtors. When assessing impairment of rental and other debtors, management considers factors including the current credit rating of the debtor, the ageing profile of debtors and historical experience. See note 7 for the net carrying amount of the debtors.

# HARBURY VILLAGE HALL

## Trustee's Report and Financial Statements

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### Notes to the Financial Statements

#### 2. Donations

	2023 £	2022 £
<b>Unrestricted:</b>		
Stratford District Council – Covid Support Grant	-	2,667
Other	1,234	437
<b>Unrestricted Designated:</b>		
Warwickshire County Council	-	6,616
Harbury Theatre Group	535	
Nuffield Trust	248	
Released Fixed Asset Provision	1,323	
<b>Restricted:</b>		
National Lottery Community Fund	9,500	-
Harbury Women's Institute	500	-
	<b>13,340</b>	<b>9,720</b>

#### 3. Other Trading income

	2023 £	2022 £
Fundraising Events		
Harbury Beer Festival	1,670	1,595
Burns Night	217	-
	<b>1,887</b>	<b>1,595</b>

#### 4. Premises & Support Costs

	Total 2023 £	Total 2022 £
Rates	281	326
Water	646	968
Repairs & Maintenance [Includes £5,628 Restricted, (2022 £2,684)]	5,628	3,290
Telephone & Internet	390	369
Cleaning	5,565	5,005
Electricity	7,517	4,952
Insurance	1,392	1,273
Gardening & Grass Cutting	926	1,088
Licensing	451	339
Depreciation	10,551	10,455
Provisions – donated assets	-	5,292
<b>Total charitable expenditure</b>	<b>33,347</b>	<b>33,357</b>

# HARBURY VILLAGE HALL

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### Notes to the Financial Statements

#### 5. Management & Administration

No fees (2022 Nil) were paid in respect of carrying out the independent examination. No fees were paid to the independent examiner for consultancy services during the year (2022 Nil).

#### 6. Tangible fixed assets

	Village Hall Building £	Assets under Construction £	Furniture & Fittings £	Equipment £	Total £
<b>Cost</b>					
At 1 January 2023	638,759	-	5,329	27,714	671,802
Additions	<b>2,088</b>	-	-	<b>5,681</b>	<b>7,769</b>
Disposals	-	-	-	<b>(3,000)</b>	<b>(3,000)</b>
<b>At 31 December 2023</b>	<b>640,847</b>	-	<b>5,329</b>	<b>30,395</b>	<b>676,571</b>
<b>Depreciation</b>					
At 1 January 2023	7,857	-	4,825	20,753	33,435
Charge for the year	<b>7,897</b>	-	<b>127</b>	<b>2,527</b>	<b>10,551</b>
Disposals	-	-	-	<b>(3,000)</b>	<b>(3,000)</b>
<b>At 31 December 2023</b>	<b>15,754</b>	-	<b>4,952</b>	<b>20,280</b>	<b>40,986</b>
<b>Net book value</b>					
<b>At 31 December 2023</b>	<b>625,093</b>	-	<b>377</b>	<b>10,115</b>	<b>635,585</b>
At 31 December 2022	630,902	-	504	6,961	638,367

The Charity holds no 'heritage assets' as defined by FRS 102.

#### 7. Debtors

	2023 £	2022 £
Trade debtors	<b>752</b>	1,189
Other debtors	<b>639</b>	98
Other prepayments and accrued income	<b>10,584</b>	493
	<b>11,975</b>	1,780

# HARBURY VILLAGE HALL

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### Notes to the Financial Statements

#### 8. Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	49	137
Accruals & Deferred Income	4,050	2,737
Fixed Asset Provision	1,323	1,323
	<b>5,422</b>	<b>4,197</b>

#### 9. Movement in Funds – Current year

	1 January 2023 £	Net Incoming £	Net Outgoing £	Depr'n £	Transfers £	31 December 2023 £
<b>Restricted fund</b>						
Major Development Fund	26,665	10,000	(5,628)	-	(7,379)	23,658
<b>Unrestricted funds</b>						
General	47,586	35,464	(17,985)	-	1,716	66,781
Designated (Village Hall)	630,902	-	-	(7,898)	2,089	625,093
Designated (Repairs)	20,000	-	-	-	-	20,000
Designated (Fixed Assets)	7,465	2,106	-	(2,653)	3,574	10,492
<b>Unrestricted Totals</b>	<b>705,953</b>	<b>37,570</b>	<b>(17,985)</b>	<b>(10,551)</b>	<b>-</b>	<b>722,366</b>
<b>Consolidated reserves movement</b>	<b>732,618</b>	<b>47,570</b>	<b>(23,613)</b>	<b>(10,551)</b>	<b>-</b>	<b>746,024</b>

#### 9. Movement in Funds – Prior year

	1 January 2022 £	Net Incoming £	Net Outgoing £	Depr'n £	Transfers £	31 December 2022 £
<b>Restricted funds</b>						
Major Development Fund	29,349	-	(2,684)	-	-	26,665
<b>Unrestricted funds</b>						
General reserve	51,235	28,358	(16,086)	-	(15,921)	47,586
Designated (Village Hall)	638,759	-	-	(7,857)	-	630,902
Designated (Repairs)	10,000	-	-	-	10,000	20,000
Designated (Fixed Assets)	2,818	6,616	(5,292)	(2,598)	5,921	7,465
<b>Unrestricted Totals</b>	<b>702,812</b>	<b>34,974</b>	<b>(21,378)</b>	<b>(10,455)</b>	<b>-</b>	<b>705,953</b>
<b>Consolidated reserves movement</b>	<b>732,161</b>	<b>34,974</b>	<b>(24,062)</b>	<b>(10,455)</b>	<b>-</b>	<b>732,618</b>

# HARBURY VILLAGE HALL

## Trustee's Report and Financial Statements

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### Notes to the Financial Statements

#### 10. Capital commitments

At 31 December 2023 there was a capital commitment of £1,260 (2022: £Nil) for AV infrastructure enhancements.

#### 11. Allocation of Net assets between funds – Current year

	Unrestricted General Funds £	Unrestricted Designated Funds £	Restricted Funds £	2023 Total £
<b>Fund Balances at 31 December 2023 are represented by:</b>				
Tangible Fixed assets	-	635,585	-	635,585
Net Current Assets/(Liabilities)	69,427	20,000	23,658	113,085
Fixed Asset Provision	(2,646)			(2,646)
<b>Total funds</b>	<b>66,781</b>	<b>655,585</b>	<b>23,658</b>	<b>746,024</b>

#### Allocation of Net assets between funds - Prior year

**Fund Balances as 31 December 2022 were represented by:**

	Unrestricted General Funds £	Unrestricted Designated Funds £	Restricted Funds £	2022 Total £
Tangible Fixed assets	-	638,367	-	638,367
Net Current Assets/(Liabilities)	51,555	20,000	26,665	98,220
Fixed Asset Provision	(3,969)	-	-	(3,969)
<b>Total funds</b>	<b>47,586</b>	<b>658,367</b>	<b>26,665</b>	<b>732,618</b>

#### 12. Related Party Transactions

There were no related party transactions during the year which require disclosure.