

YOXFORD VILLAGE HALL

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CHARITY NUMBER 304846

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STATEMENT OF ACCOUNTS

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For the year ended 30 September 2020

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YOXFORD VILLAGE HALL

ESTABLISHED BY DEED

CHARITY NUMBER 304708

Registered Address: Old High Road  
Yoxford  
Suffolk  
IP17 3HL

Management Committee: to 9th August 2020	Laura Greenberg	Chair
	Sheena Tower	Secretary
	Rita Powell	Treasurer
	Marjorie Johnson	Local Fundraising
	Jullian Lock	Bookings Officer
	Janet Tibbett	Local Fundraising
	Carole Lee	St Peters Church
Ann Lambert	Local Fundraising	

Sole Corporate Trustee:  
from 10th August 2020

Yoxford Parish Council

Bankers: Barclays Bank

Independent Examiners: CRASL  
Carlton Park House  
Carlton Park Industrial Estate  
Saxmundham  
Suffolk  
IP17 2NL

YOXFORD VILLAGE HALL  
CHARITY NUMBER 304708

STATEMENT OF ACCOUNTS

For the year ended 30 September 2020

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TRUSTEE'S REPORT FOR THE YEAR ENDED 30 September 2020

**1 Governing Documents and Background**

Yoxford Village Hall is a charity registered with the Charity Commission for England and Wales with charity number 304846 (the Charity). It was established as a trust by a Conveyance and Deed of Trust dated 15 August 1959 (the Trust Deed) (supplemented by a Conveyance dated 22 December 1959).

The Trust Deed provides for the appointment of a Committee of Management, who act as trustees of the Charity. Under the terms of the Trust Deed, members of the Committee of Management are to be elected each year at the Annual General Meeting of the Charity.

In 2019, the then trustees noted that the structure of the Village Hall building was in a condition where major refurbishment works over a number of years would be urgently required. The trustees were advised of significant potential personal liabilities involved in embarking on this project, and therefore decided to proceed with a variation of the provisions of the Trust Deed so as to enable Yoxford Parish Council (the Council) to be appointed as Sole Corporate Trustee of the Charity.

On 22 January 2020, at the Annual General Meeting of the Charity, a resolution pursuant to section 280 of the Charities Act 2011 was proposed and passed (the Resolution) to approve the appointment of the Council as Sole Corporate Trustee of the Charity, subject to completion of any necessary Deed of Retirement and Appointment and all consequent enabling variations to the Trust Deed.

At that meeting it was also resolved that the existing elected (i.e. non-representative) Committee of Management should be re-elected pursuant to Clause 3(2) of the Trust Deed and existing representative members of the Committee of Management (the Parochial Church Council and Yoxford Parish Council) should continue to act as trustees of the Charity until the formal Deed of Appointment and Retirement had been executed.

On 5 March 2020, the Council noted the Resolution and resolved to be appointed as Sole Corporate Trustee of the Charity.

Due to COVID-19 restrictions, meetings of the Council were not held for 4 months therefore the signing dating and completion of the deed appointing the Council as Sole Corporate Trustee was delayed. On 10 August 2020, the Council executed the following deeds and from that date took over as Sole Corporate Trustee of the Charity:

- amended First Schedule to the Trust Deed;
- Deed of Appointment and Retirement;
- Deed of Indemnity.

YOXFORD VILLAGE HALL

CHARITY NUMBER 304846

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF YOXFORD VILLAGE HALL

I report on the accounts of the charity for the year ended 30 September 2020, which are set out on pages 5 to 10.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (The Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, whether particular matters have come to my attention.

Your attention is drawn to the fact that the charity has prepared accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE) is in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - \* to keep accounting records in accordance with section 130 of the Act; and

\* to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

have not been met; or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

M Fuller FMAAT  
CRASL  
Saxmundham

YOXFORD VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30 September 2020

	<u>Note</u>	Unrestricted £	2020 <u>Total</u> £	2019 <u>Total</u> £
<b>Income and endowments from</b>				
<i>Voluntary Income:</i>				
Donations and lettings	2	18,824	18,824	10,140
<i>Activities for generating funds:</i>				
Charitable activities	3	7,704	7,704	12,286
Investments		0	0	0
<b>Total income and endowments</b>		<u>26,528</u>	<u>26,528</u>	<u>22,426</u>
<b>Expenditure</b>				
Cost of generating voluntary income				
Charitable activities	4	13,911	13,911	11,865
<b>Total expenditure</b>		<u>13,911</u>	<u>13,911</u>	<u>11,865</u>
<b>Net movement in funds</b>		12,617	12,617	10,561
<b>Revaluation Reserve</b>		-101	-101	0
Balances brought forward		<u>70,668</u>	<u>70,668</u>	<u>60,107</u>
		<u>83,184</u>	<u>83,184</u>	<u>70,668</u>

All of the Charity's activities are classed as continuing.

The Charity has no recognised gains or losses other than those shown above.

The notes on pages 6 to 8 form part of these accounts.

YOXFORD VILLAGE HALL

NOTES TO THE ACCOUNT

For the year ended 30 September 2020

## **1 ACCOUNTING POLICIES**

### **Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2015) and the Charities Act 2011. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note. The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by the Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRSSE) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

### **Preparation of accounts on a going concern basis**

The assessment of the trustees is that the charity is a going concern.

### **Income**

All incoming resources are included on the Statement of Financial Activities when the charity has sufficient certainty that receipt of the income is probable and the amount can be measured reliably.

### **Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party. It has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT. Grants offered subject to conditions which have not been met at the year end date notes as commitment but not accrued as expenditure.

### **Voluntary Income**

All donated income is included in income on receipt where the donor requires that the sum is to be treated as income in future accounting periods.



YOXFORD VILLAGE HALL

NOTES TO THE ACCOUNT

For the year ended 30 September 2020

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YOXFORD VILLAGE HALL

NOTES TO THE ACCOUNT

For the year ended 30 September 2020

**Investment Income**

Interest received is included when receivable.

**Fixed Assets**

Depreciation is provided on fixed assets at rates calculated to write off the costs, less estimated residual value, or each asset over its expected useful life as follows:

Furniture, Fixtures and Fittings - 15% on reducing balance.

**Stock**

Stock is valued at a lower of cost and net realisable value.

YOXFORD VILLAGE HALL

NOTES TO THE ACCOUNTS

For the year ended 30 September 2020

	<b>Unrestricted</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>Total</b>	<b>Total</b>
		<b>£</b>	<b>£</b>
<b>2 Donations and legacies</b>			
Hire of Hall	7,100	7,100	6,491
Hire of hall	1,724	1,724	3,649
Covid Grant	10,000	10,000	
	<u>18,824</u>	<u>18,824</u>	<u>10,140</u>
<b>3 Charitable activities</b>			
Special Efforts	3,934	3,934	6,527
Car Park Licence	300	300	3,522
Sundry Receipts	962	962	1,170
Interest	643	643	411
Electricity Meters	525	525	656
Sports Group	1,340	1,340	
	<u>7,704</u>	<u>7,704</u>	<u>12,286</u>
<b>4 Operating activities</b>			
Cleaning	3,193	3,193	3,347
Grounds Maintenance	1,000	1,000	570
Utilities	1,723	1,723	1,855
Maintenance	841	841	1,715
Insurance	1,648	1,648	1,614
Telephone and Communications	216	216	443
Audit/AGM	820	820	2,080
Depreciation	192	192	241
Legal and Professional	4,278	4,278	
	<u>13,911</u>	<u>13,911</u>	<u>11,865</u>

YOXFORD VILLAGE HALL

NOTES TO THE ACCOUNTS

For the year ended 30 September 2020

**5 Fixed Assets**

	Property Improvements	Equipment	Total
	£	£	
Cost			
At 1 October 2019	0	1,410	1,410
Additions	0	0	0
Less: Grants	0	0	0
At 30 September 2020	<u>0</u>	<u>1,410</u>	<u>1,410</u>
Depreciation			
At 1 October 2019	0	448	448
Charge for the year	0	192	192
At 30 September 2020	<u>0</u>	<u>640</u>	<u>640</u>
Net Book Value			
At 30 September 2020	<u>0</u>	<u>770</u>	<u>770</u>
At 1 October 2019	<u>0</u>	<u>962</u>	<u>962</u>

**6 Debtors and prepayments**

Debtors	241	0
Prepayments		
	<u>241</u>	<u>0</u>

**6 Liabilities: Amounts falling due within one year**

Accruals and other creditors	425	0
	<u>425</u>	<u>0</u>

**7 Grants Received**

East Suffolk Council	10,000
	<u>10,000</u>

## **2 Aims and Purpose**

The aims and purpose of the Charity are set out in the Trust Deed, which states that:

'The property is held on trust for the purpose of a Village Hall, for use of the inhabitants of Yoxford and the neighbourhood, without distinction of sex, political or religious opinions. In particular for use for meetings lectures and classes and other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the inhabitants.'

## **3 Trustee's Responsibilities**

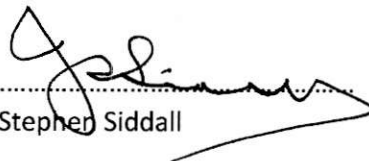
The Council, as Sole Corporate Trustee of the Charity, is responsible for the overall management of the Charity. The Council gives its time freely and receive no remuneration or financial benefit. The Parish Clerk, as Proper Officer of the Council, is the sole employee and undertakes the administration of the Charity. The Council meets separately as Sole Corporate Trustee at least every two months to ensure the smooth running and financial wellbeing of the Charity.

## **4 COVID-19**

The Village Hall is a community facility and supports a wide range of local activity. However, its communal nature also makes it a place that is vulnerable to the spread of COVID-19. In accordance with the government guidelines, the Village Hall closed on 23 March 2020 and has not yet reopened for community events. The Council as Sole Corporate Trustee conducted a Risk Assessment and put in place social distancing and hygiene measures which allowed the outreach Post Office facility to continue to operate for one morning per week.



.....  
Cllr. Russell Pearce



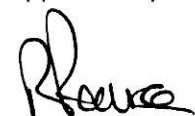
.....  
Cllr. Stephen Siddall

YOXFORD VILLAGE HALL

BALANCE SHEET AS AT 30 September 2020

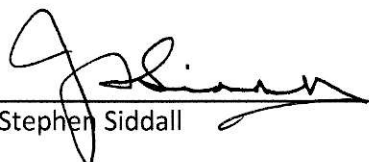
	Note	£	2020 £	£	2019 £
<b>Fixed Assets</b>					
Property Improvements at cost	5		0		0
Equipment			770		962
			<u>770</u>		<u>962</u>
<b>Current Assets</b>					
Cash at Building Society - Reserve		5,046		5,029	
Cash at Building Society - New Build		67,290		50,180	
Debtors and prepayments	6	241		0	
Cash at bank-current		337		4,959	
Cash at bank-deposit		1,455		1,630	
Cash in hand		0		50	
		<u>74,369</u>		<u>61,848</u>	
<b>Sports Group Net Assets</b>		8,470		7,858	
<b>Liabilities</b>					
Amounts falling due in one year	7	<u>425</u>		<u>0</u>	
<b>Net current assets</b>			<u>82,414</u>		<u>69,706</u>
<b>Net assets</b>			<u>83,184</u>		<u>70,668</u>
<b>Funds</b>					
<b>General Fund</b>			<u>83,184</u>		<u>70,668</u>

Approved by the Trustee on



Cllr. Russell Pearce

and signed on its behalf by:



Cllr. Stephen Siddall