

The Crockham Hill Village Hall Trust
Trustees' report and financial statements

For the year ended 31 March 2024

Registered charity number 1044489

The Crockham Hill Village Hall Trust

Trustees' report and financial statements

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The Crockham Hill Village Hall Trust

The Trustees present their annual report and the financial statements for the year ended 31 March 2024.

Establishment of the Trust

The Trust is a registered charity, no. 1044489, and was constituted by deed on 17 February 1995.

Principal Purpose and Objective

The principal purpose and objective of the Trust is to provide a village hall facility and to make it available for hire by local residents within the immediate area of benefit and for hire generally by the public at large.

Chairman of Trustees Statement

This year has seen a fair amount of activity on many fronts. It has also been an opportunity to consolidate and take stock.

The early weeks of this last financial year saw us say goodbye to Alan Wesley (chair of trustees) and Clive Folkard (hall manager), both of whom had served the hall for very considerable periods of time.

In parallel we began our search for a new hall manager to take over from Clive as from the end of July and we were fortunate to secure the services of Angela Baker. She took over the reins from Clive with aplomb and she has since deployed her energy and enthusiasm to great effect.

The hall's main focus and expense in the previous financial year was carrying out some remedial work to the upper carpark in partnership with Kent County Council and the Primary School Trust. That work was completed early in this financial year, enabling us to catch up on some much-needed items of repair and maintenance inside and outside the hall itself.

Apart from getting those necessary works done, the trustees undertook a community survey. There were two principal reasons. First, like many local facilities, the aftermath of the Covid pandemic had resulted in a significant decline in community-focussed events and activities and the trustees wanted to get a sense of how the community now felt about the hall. Secondly, with Angela's help and encouragement, the trustees wanted to pro-actively market the hall by a wholesale 'refresh' of both its pricing policy and the entire contents of its website. The survey produced few formal responses, but all were unhesitatingly positive and helpful.

The refreshed website and pricing are now being put in place and, with Angela's refreshing approach to marketing opportunities alongside another year of good financial results, the trustees feel they and the community can be assured of the continuing viability of the hall as a focal point for village activities. In saying that, we must pay tribute to Alan Wesley's prudent stewardship of the hall's finances. In contrast to very many other halls and community centres, your hall is extremely fortunate to have significant reserves – sufficient to ensure that the trustees can confidently move ahead with their planned schedule of continuing repairs, maintenance and enhancement of the hall and its facilities.

My personal thanks to each and every one of the trustees; their collegiate approach has been admirable and very much appreciated.

Financial Performance and Reserves

The financial performance and movements on the Trust's funds for the year ended 31 March 2024 are set out in the attached statement of financial activities on page 7.

They show hiring income on par with 2023 at £42,801 and overall expenses down from £46,683 in 2023 to £39,330 this year. That improvement was due to some significant one-offs in 2023, such as carpark repairs and tree surgery, not being repeated. While there were other one-offs in 2024, such as a deep-clean of the hall and legal costs completing a 10-year agreement on carpark maintenance, other costs, such as electricity, hall management charges and general repairs and maintenance, are likely to remain permanently higher.

The result in relation to incoming and outgoing resources on the General Fund, before transfers to other funds, was a net operating surplus before depreciation and loss on fixed asset disposal of £5,241 (2023 Loss of £3,203). Depreciation was significantly higher this year - £19,525 (2023 - £15,033). This was entirely due to a reclassification of some assets where they had historically been classed as Land and Buildings (2% depreciation) and should have been Fixtures and Fittings (15% depreciation). Depreciation has been charged in this period to bring the historical under-depreciation to the correct figure.

With the level of likely ongoing expenditure in mind, our unrestricted reserves, excluding the fixed asset fund, are at a healthy level of £84,505 (2023 - £82,765), in line with our policy of retaining them at approximately two years' worth of income; the Hall Cyclical Maintenance Fund being £24,000, (2023 - £22,000) and the General Fund being £60,505 (2023 - £60,765).

The restricted Car Park Maintenance Fund is £6,500, (2023 - £3,250). The current balance consists of contributions from The School Charitable Trust, Kent County Council and the Hall itself.

Independent Examiner

Mrs Marnie Woodward FCMA has kindly consented to continue to act as the independent examiner of the Trust's accounts.

The Crockham Hill Village Hall Trust

Trustees

The Trust's constitution provides for the appointment of a committee of eight Trustees, comprising three elected members and five representative

Elected Trustees

Neil Marshall
Alan Jowett (Chairman)
Jay Pearson

Representative Trustees

Crockham Hill (C.E.) (Controlled) Primary School	- Emily Keeley
Crockham Hill Players Society ('CHIPS')	- Karen Stafford
Crockham Hill W.I.	- Judy Newton
Holy Trinity Parochial Church Council	- June Davies
Westerham Town Council	- Deborah Coen

Co-opted Trustees

Mike Stockdale (Vice Chair)

Officers

Trust Secretary	- Deborah Coen
Trust Treasurer	- Neil Marshall
Hall Manager	- Angela Baker

Bankers

CAF Bank Limited
Kings Hill
West Malling
Kent ME19 4TA

Independent Examiner

Mrs Marnie Woodward FCMA
The Old Forge
Smiths Lane
Crockham Hill
Kent TN8 6RH

Principal address of the Trust

Crockham Hill Village Hall
Church Road
Crockham Hill
Kent TN8 6RP

Alan Jowett

Chairman

The Crockham Hill Village Hall Trust

Trustees' responsibilities in relation to the financial statements

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 charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. The trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 7 May 2024 and signed on their behalf by:

Alan Jowett
Chairman

The Crockham Hill Village Hall Trust

Independent Examiner's Report

Independent Examiner's Report to the Trustees of The Crockham Hill Village Hall Trust

I report on the accounts of the Trust for the year ended 31 March 2024, which are set out on pages 7 to 13.

Respective responsibilities of Trustees and Examiners

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(2) 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 commission under section 145(5)(b) of the 2011 Act
- 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 next statement.

Independent Examiner's statements

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 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.

Mrs Marnie Woodward FCMA
Chartered Management Accountant

The Old Forge
Smiths Lane
Crockham Hill
Edenbridge
Kent TN8 6RH

04 May 2024

The Crockham Hill Village Hall Trust

Statement of Financial Activities
for the year ended 31 March 2024

General Fund	Restricted Funds	Designated Funds		Total Funds 2024	Total Funds 2023
		Fixed Assets Fund	Other		

Income and expenditure

Notes

Incoming resources

Donations (gross)		£0	£0	£0	£0	£0	£0
Hall hirings		£42,801	£0	£0	£0	£42,801	£42,860
Maintenance Contribution		£0	£2,000	£0	£0	£2,000	£2,000
Fund raising		£0	£0	£0	£0	£0	£0
Interest receivable	2	£1,770	£0	£0	£0	£1,770	£620
Total incoming resources		£44,571	£2,000	£0	£0	£46,571	£45,480

Resources expended

Hall running and redecoration expenses		£39,330	£0	£0	£0	£39,330	£46,683
Net operating surplus before depreciation		£5,241	£2,000	£0	£0	£7,241	(£1,203)
Depreciation	5	£0	£0	£19,525	£0	£19,525	£15,033
Net incoming/outgoing resources before transfers		£5,241	£2,000	(£19,525)	£0	(£12,284)	(£16,236)
Gain / (loss) on investment		£74	£0	£0	£0	£74	(£429)
Gain / (loss) on disposal of fixed assets		(£1,639)	£0	£0	£0	(£1,639)	£0
Transfer from General Fund		(£3,936)	£1,250	£686	£2,000	£0	£0
Net movement in funds		(£260)	£3,250	(£18,839)	£2,000	(£13,849)	(£16,665)
Fund balances brought forward at 1 April 2023		£60,765	£3,250	£420,090	£22,000	£506,105	£522,770
Fund balances carried forward at 31 March 2024		£60,505	£6,500	£401,251	£24,000	£492,256	£506,105

Notes:

- a) There was no other recognised income or expenditure other than that reflected in the above statement.
- b) The notes on pages 9-13 form part of these financial statements.

The Crockham Hill Village Hall Trust

Balance sheet
as at 31 March 2024

		<u>2024</u>	<u>2023</u>
	Notes		
Fixed assets			
Tangible fixed assets	5	£401,251	£420,090
Current assets			
Debtors and prepayments	6	£4,602	£3,460
Investment	7	£6,237	£5,961
Deposit	8	£77,450	£78,000
Cash at bank		<u>£5,892</u>	<u>£5,602</u>
		£94,181	£93,023
Current liabilities			
Creditors: amounts falling due within one year	9	<u>£3,176</u>	<u>£7,008</u>
Net current assets		£91,005	£86,015
		<hr/>	<hr/>
Total net assets		£492,256	£506,105
		<hr/> <hr/>	<hr/> <hr/>
Funds			
Restricted Funds	10		
- Car park maintenance fund		£6,500	£3,250
Unrestricted			
- General fund		£60,505	£60,765
- Fixed assets fund	11	£401,251	£420,090
- Other designated funds	11	£24,000	£22,000
		<hr/>	<hr/>
Balance carried forward		£492,256	£506,105
		<hr/> <hr/>	<hr/> <hr/>

Approved by the Trustees on 7 May 2024 and signed on their behalf by:

Alan Jowett
Chairman

Neil Marshall
Trustee

The notes on pages 9-13 form part of these financial statements.

The Crockham Hill Village Hall Trust

Notes

forming part of the financial statements

1 Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the

Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) and other applicable accounting standards under the historical cost accounting. The Trust's objects are to establish and manage a village hall. The Trustees make the Hall available to individuals and group

Donations receivable

Donations made to the Trust as gifts or under deeds of covenant are accounted for in the period in which they have been received or become receivable. Donations received as gift aid payments include an element of Gift Aid recovered at the 20% basic rate of tax.

Fixed assets and depreciation

Fixed assets representing the Hall and related fixtures and fittings are recorded at cost. Freehold land which has been donated is recorded at nominal value. Professional fees have been capitalised where appropriate.

In the year ended 31 March 2024 depreciation has been provided as follows:

Freehold buildings	2% on cost
Fixtures and fittings	15% on cost

Investments

Investments are stated at market value as of the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

Taxation

The Trust is a registered charity under the Charities Act 1993 and is not assessable to taxation on its activities.

The Crockham Hill Village Hall Trust

Notes (continued)

2 Interest Receivable

	2024	2023
CAF Bank Limited	£1,568	£504
M&G Charibond	£202	£117
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	£1,770	£620
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3 Hall running expenses

	2024	2023
Insurance	£1,542	£1,411
Electricity	£5,447	£4,708
Rates and water rates	£1,018	£1,007
Cleaning and supplies	£6,724	£5,168
Repairs and maintenance	£9,983	£20,521
Gardening	£2,910	£4,232
Hall licences	£1,385	£1,075
Website Costs	£295	£1,005
Legal Fees	£2,420	£3,061
Miscellaneous exp.	£356	£495
Hall manager's fees	£7,250	£4,000
	<hr/>	
Total	£39,330	£46,683
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4 Payments to Trustees and connected persons

In the year ended 31 March 2024, £984 in respect of costs incurred on the Trust's behalf during the year were reimbursed to a Trustee (2023 - £492).

The Crockham Hill Village Hall Trust

Notes (continued)

5 Tangible fixed assets

	Freehold Land and Buildings	Fixtures and Fittings	Total
Cost at 1 April 2023	£694,719	£109,970	£804,688
Reclassification of opening assets	(£6,883)	£6,883	£0
Additions in year	£0	£2,325	£2,325
Disposals in year	(£2,733)	(£8,048)	(£10,781)
	£685,103	£111,130	£796,232
Accumulated depreciation			
At 1 April 2023	£278,509	£106,090	£384,598
Reclassification of opening assets	(£1,977)	£1,977	£0
Charge for the year	£13,433	£6,092	£19,525
Disposals in year	(£1,254)	(£7,888)	(£9,142)
	£288,711	£106,271	£394,981
Net book values			
At 31 March 2024	£396,392	£4,859	£401,251
	£416,210	£3,880	£420,090
	£416,210	£3,880	£420,090

6 Debtors and prepayments

	2024	2023
Hall hirings receivable	£0	£360
Insurance prepaid	£1,471	£1,492
Licenses and Subscriptions	£721	£36
Repairs and Maintenance	£203	£192
Electricity	£0	£0
Water	£0	£0
Hall running expenses	£697	£630
Website	£10	£0
Other	£1,500	£750
	£4,602	£3,460
Total	£4,602	£3,460

The Crockham Hill Village Hall Trust

Notes (continued)

7 Investment

M&G Charibond Fixed Income Fund Accumulation shares.

	2024	2023
Opening market value	£5,961	£6,273
Additions	-	-
Income reinvested	£202	£117
Disposals / withdrawals	-	-
Unrealised Gain / (loss)	£74	(£429)
Closing market value	£6,237	£5,961

8 Deposit

A call deposit account is maintained with CAF Bank Limited, a recognised bank under the Banking Act 1987 and a subsidiary undertaking of the Charities Aid Foundation. The balance outstanding on the account is pooled with other funds in the London money market and earns interest on a daily basis.

9 Creditors

	2024	2023
<i>Amounts falling due within one year</i>		
Prepaid Hall hiring charges	£1,879	£1,625
Electricity	£301	£741
Water rates	£156	£62
Legal Fees	£0	£3,061
Administration Expenses	£0	£234
Repairs and Maintenance	£0	£504
Licences and Subscriptions	£0	£211
Hall Manager's Fees	£600	£0
Cleaning and supplies	£240	£570
Total	£3,176	£7,008

10 Restricted funds

	Balance 01-Apr-23	Movement in Resources: Incoming	Outgoing	Transfers from/to General Fund	Balance 31-Mar-24
Car Park Maintenance Fund	£3,250	£2,000	£0	£1,250	£6,500
Total	£3,250	£2,000	£0	£1,250	£6,500

A Car Park Maintenance Fund was established for the purposes of maintaining the overflow car park. Contributions were made during the year by the School Charitable Trust (38%), Kent County Council (23%) and the Village Hall Trust (38%).

The Crockham Hill Village Hall Trust

Notes (continued)

11 Other designated funds

	Balance	Movement in Resources:		Balance
	01-Apr-23	Incoming	Outgoing	31-Mar-24
Fixed Asset Fund	£420,090	£686	(£19,525)	£401,251
Cyclical maintenance reserve	£22,000	£2,000	£0	£24,000
Total	£442,090	£2,686	(£19,525)	£425,251

A Fixed Assets Fund has been provided out of the General Fund to recognise the net value of fixed assets which cannot easily be turned into cash to cover operating expenses or to fund an operating deficit. The value of the fund is adjusted each year to reflect additions to fixed assets and depreciation.

A reserve of £24,000 (2023 - £22,000) has been provided out of the General Fund for redecoration and maintenance of the Hall on a cyclical basis. An appropriate adjustment to the reserve is made in each financial year of the Hall's operation and reflected in the respective financial statements.

12 Building expenditure commitments

No building expenditure has been contracted for that has not been provided in these financial statements.

13 Independent examiner

No remuneration is payable to the independent examiner (2023 – nil).