Orpington Village Hall Trust Unaudited Financial Statements 31 December 2019

BROWN & CO AUDIT LIMITED

Chartered Accountants Riverside Business Centre River Lawn Road Tonbridge Kent TN9 1EP

Financial Statements

Year ended 31 December 2019

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Trustees' Annual Report

Year ended 31 December 2019

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2019.

Reference and administrative details

Registered charity name Orpington Village Hall Trust

Charity registration number 302959

Principal office 311 High Street

Orpington Kent BR6 0NN

The trustees

Mr M Smart Mr P Cavalli Mrs J Bailey Mr N Farrow Mr R Gower Ms D Pickering Mr R Servant

Independent examiner Brown & Co Audit Limited Chartered Accountants

Riverside Business Centre

River Lawn Road

Tonbridge Kent TN9 1EP

Structure, governance and management

The Orpington Village Hall Trust is an unicorporated registered Charity created by Deed on 31st December 1896.

Trustees are appointed by existing Trustees.

All funds within the Trust are unrestricted and are retained to maintain the Trust.

The Trustees review the affairs on an ongoing basis and meet regularly to agree strategy and the Trust activities.

Objectives and activities

Under the terms of the Deed the Trustees run the charity to provide religious, moral, social and intellectual welfare and rational recreation and amusement of the inhabitants and visitors to the Parish of Orpington and to their friends.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Trustees' Annual Report (continued)

Year ended 31 December 2019

Achievements and performance

With hopes of a fresh start for 2019, after the damage caused by the fire in the flats above us in 2018, we started the year strong, and felt we were making progress with being in a good position, if not a little stronger, than before. The publicity from the situation may have created some positive attention to the halls in terms of peoples knowledge of us being there, or perhaps it was the impact of the new website and marketing materials that created an increased level of enquiries as we started the year. We had some new regular hirers starting and a stronger level of interest for one off functions which was a great start to the year.

Due to the increased level of bookings, we held further recruitment to the casual team in April 2019, finding 4 new members to join us. This allowed us to better support functions and regular bookings at weekends, allowing a more stabilised team during the week with our new caretaking supervisor role and duty manager roles. We were now opening 7 days a week, from 9am until 10.30pm most days. We also hired a casual bookings manager to support our existing part time bookings manager on the remaining days in the week/holidays. This started to make a difference with allowing enquires received over the weekends to be responded to quicker on a Monday. Sadly 2 staff left us as the year progressed, but the increased numbers in the team allowed for this to be limited impact and is the very reason a casual team support the roles at the halls well.

In March 2019, we were honoured and proud to receive the 'Orpington's Finest' Clayton Turner Award for the most Dementia Friendly organisation in Orpington. This was a huge achievement for us and made us even more determined to get the Dementia Café up and running as quickly as possible at the halls for Orpington residents to attend. We started fundraising and advertising for volunteers with a launch of September 2019 in mind.

However, the year took another unexpected turn in June 2019 when heavy rain fall over night broke through the defense barriers on the roof of the building, protecting the hole created by the fire in 2018 (that had not yet been repaired), and poured into the building, coming through 3 floors of flats, and into our Large Hall. The extent of the damage became clear the following morning when we found the ceiling panels on the floor of the hall, and water laying on top of the sprung flooring. We were forced to immediately close the halls, in what we hoped would be a short term repair job to the ceiling, but within hours the extent of the damage became clear as the wooden floor began to buckle and rise. The damage would then be discovered to be spread under the floor boards into the small hall, causing similar damage in there as well. A tough few days followed as we alerted hirers, relocated them to alternative venues and provided the support in ensuring the businesses and activities that operated under our roof, were able to continue whilst we undertook the required repairs on site. A special "thank you" needs to be made to the members of the team who look after our hirers who acted quickly, professionally and with compassion to undertake these relocations across many other local venues.

Tragically, the flooring across both halls required full remedial drying for 4+ weeks and complete sprung flooring replacement, on top of ceiling replacement in the large hall, repair works to air conditioning units located in the ceilings, electrical wiring replacements and repairs, and emergency alarm equipment repairs from water damage. We were closed for the majority of 3 months, operating a few classes on temporary floor in parts whilst waiting for flooring to be made to order.

Our, now appearing minor, experience from 2018 certainly allowed us to react quickly with more direction, and positivity. If we could recover once, we could recover again! Our hirers were more understanding of the situation and adapted to their new temporary venues as best they could, however learning to value what we had at the halls was key to their return as soon as was possible. We were better at recording vital information for insurance claims as time progressed having now had experience of the process from 2018, which meant we were quicker to repair and to get back up and running with complete confidence of recovery.

The costs of the damage came to over £114,000 which was covered under the building insurance through our Landlords. However, another blow was realised when our loss of income/costs of staffing

Trustees' Annual Report (continued)

Year ended 31 December 2019

for the 3 months during repair work with no income, was capped at £15,000 under the current contents insurance policy. This would have come to at least double this in terms of our losses. The insurance claim for the loss of income was received eventually in 2020 at the £15,000 limit, but our insurance policy is now adapted to ensure we are covered fully for potential damages and claims in the future without that cap in place. Our savings supported this time of need, and confirmed our desire to have an emergency pot available to use should the need arise.

To take the positives of the situation, we were provided with a brand new sprung flooring to match our existing (at a cost of over £60k), repainted walls (covering water damage marks), but more than the physical impacts, was the sense of community that was concreted during this whole process. Our hirers returned as quickly as they could and were loyal to us as a facility. Our team came together even stronger over the initial days of clearing debris, over the repair works with builders on site daily, and then in preparing the halls ready for reopening - we all had a great sense of pride in our halls and what we offered.

We were also determined this wouldn't stop our plans for the Dementia Café opening on time, and we launched our successful event on 24th September 2019, and every month thereafter. Seeing people come through the doors on the first day made it a very special moment for us all, that despite all that had happened over the past few months, this was what was important. We offered refreshments, cakes, conversation and friendship, entertainment with quizzes, colouring, singing and poetry, chair exercise, and a special Christmas event with Darrick Wood junior school singing Christmas carols to our guests. We cannot thank our sponsors enough for their support in making this happen - including some private donors, CWJ Solicitors and Caremark Bromley, as well as donations received at the café's as well as at our annual Pantomime. Important thanks also to our volunteer team for making each event a success.

On top of all this, fundraising events carried on as much as possible. We managed to hold 3 Evenings of Art in 2019 including a Cezanne still life, Degas acrylic colours masterclass and Munch inspired 'create your own' version for Halloween!During the summer months as we closed, the team hosted special Pallet in the Park creative events for the community to take part in. These free events, supported by Orpington 1st, offered a chance to spread the word of the halls and our activities whilst providing activities for children and adults to participate in within an outdoor area created specially for relaxing and socialising. And of course, we held our annual pantomime of Mother Goose - which was again so well supported by our local community.

2019 was certainly a busy year - and one we won't forget in a hurry, but we are so proud that it didn't stop us from doing what we do best - supporting our community with activities, friendships, and interaction. We will be looking at legal action in 2020 to protect the Trust and our future in Orpington, but for now, we wish to thank all our hirers, team, supporters and friends for bringing us through this time with positivity and kindness.

Trustees' Annual Report (continued)

Year ended 31 December 2019

Financial review

Whilst we are always mindful of tight budgets and minimal expenditure, our hire income started off strong for the year, and if it had continued as started, we would have achieved and surpassed our targeted income for the year. However, in this case, our hall hire income was £15k down from 2018 income totals and vending machine sales were significantly less. We received £2,855 towards the business interruption from 2018 temporary closure from the initial fire incident insurance claim, and further claims will be detailed below for 2019 claims.

Overall expenditure for the year (coming under the costs of raising donations and legacies - rentals) significantly increased to include the costs of repairs that was covered by insurance claim income and noted on the accounts under 'other income'. Just over £108k insurance claim towards the repair works was received in 2019, however a further £4137 for the final instalment was received in 2020, adding to the losses as we paid out for some of these costs in advance.

The loss of over £21k for the year comes as the starting point of the loss of income and cost of opening for the periods of time when builders were on site and staff costs, electricity costs etc were all still running. A small amount of this was allowed to be recouped under the building insurance, but this loss of income comes as an expenditure of £20,000 from our savings, plus an unknown amount of what would have come in should we have remained open and had the continued level of hires. £15,000 was later received from contents insurance business interruption claim, however this was capped at this amount, so the full losses were not possible to recoup.

This further leads to a reduction of £20k within our held cash assets which we aim to replenish in part in 2020 once the insurance claims have been completed.

The cost of the lift repair works from 2018 issues was cleared in 2019 at a total amount of £3,584 - another unbudgeted amount of expenditure but the only way for us to get this up and running quickly in 2018 and continue to trade.

Electricity costs were lower than actual in the 2019 tax year due to errors with the Electricity company accounts and billing, so the further amounts were cleared in 2020, and higher costs than budgeted for were included within building repairs and health and safety costs, some of which were not possible to include in insurance claims, but covered additional work and repairs following the closure of the building. No further equipment was then purchased to save costs on this area in in response. Website and marketing costs were under budget as we cut costs due to closures and also awareness of expenses. Vending machine costs have clearly been identified as not being worthwhile, however we are stuck in a contract until 2021 which they will not allow early break of, so these costs will continue until we end the contract and remove the machine off site. Building insurance as implemented by the landlord increased unjustly due to the fire in 2018, and this is an area that continues to be an issue and needs addressing legally to protect future increases.

Staffing expenditure was just under target over the year, however this highlights how much the costs on staffing continued whilst we were closed with no income to cover these costs. These costs were expected to be higher than 2018 with increased bookings, and this showed in the figures.

Fundraising income remained over £5k despite closure and the launch of the new Dementia Café. Sponsorship for this café and the fundraising via donations of over £1200 to run the project take this amount to over the £6k targeted income. We will strive to increase the fundraising for these projects into 2020 and also grant applications for further support to this work.

2020 will hopefully see some reconciliation of our finances with claims all completed and income back on track, however we will have to work hard to increase income to try and get our bank accounts looking a little more stable again after such a big loss this year.

Trustees' Annual Report (continued)

Year ended 31 December 2019

Plans for future periods

The Trustees have been granted a 999 year lease and will continue to run the Charity in accordance with the Deed.

The trustees' annual report was approved on 22 November 2020 and signed on behalf of the board of trustees by:

Mr N Farrow Trustee

Independent Examiner's Report to the Trustees of Orpington Village Hall Trust Year ended 31 December 2019

I report to the trustees on my examination of the financial statements of Orpington Village Hall Trust ('the charity') for the year ended 31 December 2019.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2. the financial statements do not accord with those records; or
- 3. the financial statements do 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 with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Brown & Co Audit Limited Chartered Accountants Independent Examiner

Riverside Business Centre River Lawn Road Tonbridge Kent TN9 1EP

22 November 2020

Statement of Financial Activities

Year ended 31 December 2019

	2019		2018	
		Unrestricted		
		funds	Total funds	Total funds
	Note	£	£	£
Income and endowments				
Donations and legacies	4	132,143	132,143	146,364
Other income	5	112,855	112,855	_
Total income		244,998	244,998	146,364
Expenditure Expenditure on raising funds:				
Costs of raising donations and legacies	6	265,241	265,241	141,918
Expenditure on charitable activities	7,8	1,590	1,590	1,683
Total expenditure		266,831	266,831	143,601
Net (expenditure)/income and net movement in	n funds	(21,833)	(21,833)	2,763
Reconciliation of funds				
Total funds brought forward		87,537	87,537	84,774
Total funds carried forward		65,704	65,704	87,537

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Statement of Financial Position

31 December 2019

				2018
	Note	£	£	£
Current assets				
Stocks	14	41		110
Debtors	15	28		37
Cash at bank and in hand		68,292		90,298
		68,361		90,445
Creditors: amounts falling due within one year	16	2,657		2,908
Net current assets			65,704	87,537
Total assets less current liabilities			65,704	87,537
Net assets			65,704	87,537
Funds of the charity				
Unrestricted funds			65,704	87,537
Total charity funds	17		65,704	87,537
-				

These financial statements were approved by the board of trustees and authorised for issue on 22 November 2020, and are signed on behalf of the board by:

Mr N Farrow Trustee

Statement of Cash Flows

Year ended 31 December 2019

	2019 £	2018 £
Cash flows from operating activities Net (expenditure)/income	(21,833)	2,763
Adjustments for: Interest payable and similar charges Accrued expenses	62 24	324 24
Changes in: Stocks Trade and other debtors Trade and other creditors	69 9 (275)	(23) (11) (2,150)
Cash generated from operations	(21,944)	927
Interest paid	(62)	(324)
Net cash (used in)/from operating activities	(22,006)	603
Net (decrease)/increase in cash and cash equivalents Cash and cash equivalents at beginning of year	(22,006) 90,298	603 89,695
Cash and cash equivalents at end of year	68,292	90,298

Notes to the Financial Statements

Year ended 31 December 2019

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Orpington Village Hall, 311 High Street, Orpington, Kent, BR6 0NN.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Notes to the Financial Statements (continued)

Year ended 31 December 2019

3. Accounting policies (continued)

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the
 contracted service. This is classified as unrestricted funds unless there is a contractual
 requirement for it to be spent on a particular purpose and returned if unspent, in which case
 it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking
 activities that further its charitable aims for the benefit of its beneficiaries, including those
 support costs and costs relating to the governance of the charity apportioned to charitable
 activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Notes to the Financial Statements (continued)

Year ended 31 December 2019

3. Accounting policies (continued)

Tangible assets (continued)

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment

25% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Notes to the Financial Statements (continued)

Year ended 31 December 2019

3. Accounting policies (continued)

Financial instruments (continued)

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

4. Donations and legacies

	Unrestricted Funds	Total Funds 2019	Unrestricted Funds	Total Funds 2018
	£	£	£	£
Donations				
Hall rentals	125,400	125,400	140,168	140,168
Vending machine sales	661	661	1,322	1,322
Fundraising income	5,084	5,084	5,140	5,140
Donations	19	19	122	122
Advertising	135	135	105	105
Dementia Cafe	1,225	1,225	_	_
Gifts				
Vending machine costs and leasing	(381)	(381)	(493)	(493)
	132,143	132,143	146,364	146,364

Notes to the Financial Statements (continued)

Year ended 31 December 2019

5. Other income

		Total Funds		
	Funds £	2019 £	Funds £	2018 £
Insurance Claim	112,855	112,855	_	_

6. Costs of raising donations and legacies

	Unrestricted	Total Funds	Unrestricted	Total Funds
	Funds	2019	Funds	2018
	£	£	£	£
Costs of generating income - Rentals	265,241	265,241	141,918	141,918

7. Expenditure on charitable activities by fund type

		Total Funds		Total Funds
	Funds £	2019 £	Funds £	2018 £
Support costs	1,590	1,590	1,683	1,683

8. Expenditure on charitable activities by activity type

	Support	Total funds	Total fund
	costs	2019	2018
	£	£	£
Governance costs	1,590	1,590	1,683

9. Analysis of support costs

	Total 2019	Total 2018
	£	£
Staff costs	-	100,161

10. Independent examination fees

	2019	2018
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	_	2,052
•		

11. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2019	2018
	£	£
Wages and salaries	109,710	100,161

The average head count of employees during the year was Nil (2018: 6).

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

Notes to the Financial Statements (continued)

Year ended 31 December 2019

12. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

13. Tangible fixed assets

		Equipment £	Total £
	Cost At 1 January 2019 and 31 December 2019	35,730	35,730
	Depreciation At 1 January 2019 and 31 December 2019	35,730	35,730
	Carrying amount At 31 December 2019		
	At 31 December 2018		
14.	Stocks		
	Raw materials and consumables	2019 £ 41	2018 £ 110
15.	Debtors		
	Other debtors	2019 £ 	2018 £ 37
16.	Creditors: amounts falling due within one year		
	Accruals and deferred income Other creditors	2019 £ 732 1,925 2,657	2018 £ 708 2,200 2,908

Notes to the Financial Statements (continued)

Year ended 31 December 2019

17. Analysis of charitable funds

Unrestricted funds				
	At			At
	1 January 20			31 Decembe
	19	Income	Expenditure	r 2019
	£	£	£	£
Unrestricted Fund	87,537	244,998	(266,831)	65,704
			`	<u> </u>
	At			At
	1 January 20			21 December

At			At
1 January 20			31 December
18	Income	Expenditure	2018
£	£	£	£
84,774	146,364	(143,601)	87,537

18. Analysis of net assets between funds

Unrestricted Fund

	Unrestricted	Total Funds
	Funds	2019
	£	£
Current assets	_	_
Creditors less than 1 year	_	_
Not assets		
Net assets	_	_
	Unrestricted	Total Funds
	Funds	2018
	£	£
Current assets	90,445	90,445
Creditors less than 1 year	(2,908)	(2,908)
Net assets	87,537	87,537

19. Analysis of changes in net debt

	At		At
	1 Jan 2019	Cash flows	31 Dec 2019
	£	£	£
Cash at bank and in hand	90,298	(22,006)	68,292
	-		