

# **Empire Hall Trustee Report 2020 (1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020)**

## **Covid-19**

The nationwide lock down towards the end of March 2020 and the dominance of Covid-19 risk mitigation rules, regulations and guidelines will undoubtedly have a major impact on the operation of the hall going forward. Depending on the length of the pandemic and associated roles, regulations and guidelines, the hall viability will be severely affected. In the short term a £10,000 grant from Chichester District Council will help the hall maintain its viability till at least the end of 2021. The time period covered by this report is almost totally pre Covid-19, the 2021 Trustee Report will provide a clearer picture of the situation mid pandemic.

## **Regular Activities at the Hall.**

The hall is now the venue for a comprehensive number of services and activities including the post office, now 6 different fitness classes, a foot health care clinic and an osteopath. It is the home of the Parish Council, Empire Movies, the Lunch Club, the Thursday Club and used as a venue by many other village clubs and organisations.

## **Self-Funding**

For the sixth year in a row, the hall has achieved self-funding i.e. revenue from hires have covered the running costs.

## **Hall Enhancement Project**

The project has progressed well, with the indoor refurbishments to the kitchen, rear entrance, treatment room and toilets funded by the LEADER fund all completed at just 2% over budget.

Planning permission and funding is in place for the outside works to rationalise storage facilities and provide vehicle access to the rear entrance. By the end of March a majority of the works have been successfully completed.

## **Fund Raising for Major Hall Maintenance**

The hall is 113 years old and whilst always gets complimented by visitors and users, will need regular maintenance. The next major items are anticipated to be a new roof within the 10 years and re-plastering/decorating within the next 5 years. A number of fund raising activities have taken place i.e. Bowie, Burns

Night and the Easter Market resulting an excellent fund raising year, a lot of fun and full use of the hall.

Thanks to the self-funding status of the hall, these funds have all been allocated towards the maintenance activities.

RECEIPTS		2020		2019		PAYMENTS		2020		2019	
		£	£	£	£			£	£	£	£
<b>General Fund</b>						<b>General Fund</b>					
Hiring of Hall			9,929		8,592	Heating oil		2,461			968
Other income						Electricity & water		895			800
Dividends COIF (Capital Fund)		132		134		Repairs		856			1,543
Interest COIF (Deposits)		75		93		Cleaning, bins, grass & hedgecutting		1,518			1,822
Sundry		284		50		Rates		489			476
			491		277	Insurance		1,039			1,020
						Annual inspections & services		281			301
						Professional fees		100			480
			10,420		8,869	Sundries		161			248
								7,801			7,658
<b>Appeal Fund</b>						<b>Appeal Fund</b>					
Donations		298		512		Professional fees		3,336			2,484
Profit from fundraising events		7,260		4,383		Hall improvements \ building works		165,405			-
Sundry		334		419		Grant to Graffham Festival		-			419
Grants		160,590		-		Repairs and maintenance		386			2,040
						Sundries		294			259
						Promotions Officer		2,411			-
			168,482		5,314			171,832			5,202
<b>Capital Fund (COIF Income shares)</b>						<b>Capital Fund (COIF Income shares)</b>					
Nil activity						Nil activity					
<b>Summary</b>						<b>Summary</b>					
Total receipts						Total payments					
						Excess receipts over payments					
						Annual Surplus General Fund		2,619			12,860
						Annual Surplus Appeal Fund		(3,350)			1,211
											112
								(731)			1,323
			178,902		14,183			178,902			14,183
<b>Opening and closing balances</b>						<b>Total funds as at 31 March represented by:</b>					
Opening Total funds at 1 April			41,802		40,479	General fund					
						Nat West bank account		951			5,552
						Barclays bank account		2,829			-
						COIF deposit account		90			4,812
								3,870			10,364
						Appeal Fund					
						Nat West bank account		845			13,472
						Barclays bank account		34,496			-
						COIF deposit account		794			16,900
								36,135			30,372
						Capital Fund					
						COIF income shares (at cost)		1,066			1,066
<b>Closing funds 31 March</b>			41,071		41,802						41,802

Date \_\_\_\_\_



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
The Empire Hall, Graffham

**On accounts for the year  
ended**

31 March 2020

**Charity no  
(if any)**

305376

**Set out on pages**

1 and 2

(remember to include the page numbers of additional sheets)

**Respective  
responsibilities of  
trustees and examiner**

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with 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 the 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, 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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

\*

**Signed:**

**Date:**

7/1/2021

**Name:**

C Homan

**Relevant professional  
qualification(s) or body  
(if any):**

FCA

<b>Address:</b>	168 Church Road
	Hove
	BN3 2DL

<b>Section B</b>	<b>Disclosure</b>
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Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**

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