

**ST CATHERINE'S HILL COMMUNITY HALL  
"Registered as a Charity"**

**Registered Charity Number 1088266**

**ANNUAL REPORT  
AND  
UNAUDITED ACCOUNTS  
FOR THE  
YEAR ENDED 31 MARCH 2020**

# ST CATHERINE'S HILL COMMUNITY HALL

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## ST CATHERINE'S HILL COMMUNITY HALL

### Trustees Report For the year ended 31 March 2020

The Trustees present their report together with the financial statements of the charity for the year ended 31 March 2020.

#### Administrative Details:

**Registered Charity Number** 1088266

#### Trustees

John Spittle	Chairman
Councillor Sue Spittle	Treasurer
Mrs Wendy Rowley	
Eileen Lancaster	
Mrs Rosemary Sinclair	
Mrs Annette Bowden	

**Bankers** Santander UK plc

**Independent Examiner** I M Rodd ACA FCCA  
c/o Ward Goodman  
Chartered Accountants  
4 Cedar Park, Cobham Road  
Ferndown Industrial Estate  
Wimborne  
Dorset BH21 7SF

#### Structure, Governance and Management

St Catherine's Hill Community Hall is a registered charity and is governed by a constitution adopted on 12 February 2001 and as amended on 16 August 2001, 9 October 2003 and 11 September 2012.

The September 2012 constitution update allows the charity with the Charity Commission approval to remunerate trustees.

The trustees are elected annually by the members. Officers are appointed by the Management Committee in accordance with the constitution. A trustee who retires at an Annual General Meeting may, if willing to act, be reappointed. The trustees meet on a regular basis to fulfil their role of governance, financial accountability, approving the business plan for the organisation, formulation and review of strategy, holding the chairman to account and ensuring best practice.

Responsibility for the delivery of the business plan is delegated to the chairman.

# ST CATHERINE'S HILL COMMUNITY HALL

## Trustees Report For the year ended 31 March 2020

### Objectives and Activities

The principal activity of the charity during the year under review remained that of the provision and management of a community hall for the use and benefit of the residents of the Jumpers and St Catherine's Wards in the Borough of Christchurch. This includes the use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the residents. The trustees continue to hold fund raising events in the Hall for all ages.

### Covid-19 & Going Concern Review

At a special committee meeting held on 15 March 2020 it was agreed that the hall would close until further notice from Wednesday 18 March 2020. The hall continues to remain closed. Since the year end the £10,000 small government funded business grant was received. This together with reserves will help the trustees with the running of the hall in a dormant state until it is able to reopen and generate its income. For this reason the caretaker's services have been retained over the last year. The trustees consider that they will be able to keep the charity running for the foreseeable future.

### Achievements and Performance

The Hall continued to be used by the local community during the 2019/20 year.

The committee are delighted with the overall performance and achievements of the Hall again over the 2019/20 year. We continue to attract both new and existing hirers to the Hall, whilst maintaining the high standard of facilities we have installed in the building. The trustees consider that the Hall offers a modern well equipped facility for the use of the general public at rates that are competitive compared to other similar local facilities.

### Financial Review

The accounts have been prepared on a "Receipts & Payments Basis" as permitted for a charity of its size and have been subjected to an Independent Examiner's Review whose report is set out on Page 6 of this Annual Report.

The Charity realised a unrestricted fund deficit of £5,943 (2019: surplus £9,005) on annual receipts and expenditure.

Expenditure during the year included £12,787 (2019:£575) for major item items of expenditure as referred to in the Reserves Policy as below. Included within this figure of expenditure was the installation of roof and window blinds in the Conservatory at a cost of £12,198

The trustees were able to maintain the £36,000 held in its Building Society account as reserve funds.

### Public Benefit

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission when reviewing the trust's aims and objectives and in planning future activities.

### Risk Management

The trustees have examined the major strategic, business and operational risks to which the Charity is exposed, and can confirm that systems have been established and are in place to enable the early identification of issues so that necessary steps can be taken to manage those risks. Risks are considered in detail in the "Reserves Policy" on Page 3.

ST CATHERINE'S HILL COMMUNITY HALL

**Trustees Report  
For the year ended 31 March 2020**

**Reserves Policy**

**Risks**

Identification of risks usually goes hand in hand with mitigation measures to reduce the identified risk. However the purpose of this policy is to identify reserves requirement in the event of such identified risks manifesting themselves.

**Fire**

This can range from total loss of building to partial loss. Replacement and repair costs will be covered by insurance, but may not cover the full amount. Additionally restitution can take time and it may be necessary to progress matters using available funds to either protect the fabric of the hall or to expedite restitution.

**Lightning Strike**

Usually roofs are the damaged item, but damage can extend further especially if it causes fire.

**Flood**

The Hall is situated in a dip and a flash flood is a possibility, especially if storm-water drains do not function effectively. Worst case damage is the wooden floor requiring replacement, but also the building would be unavailable whilst this is repaired/ replaced. Drying out periods can also be prolonged.

**Storm damage**

The roofs of the main hall and the conservatory are the most likely casualties either from action of the wind or falling trees adjacent to the building.

**Drainage system malfunction**

Worst case scenario is possible replacement of sections due to some form fracture in the system. This can arise from factors such as faulty installation or subsidence effects. This would render the Hall unusable for the period of the repair.

**Breakdowns**

Installed equipment includes oven, commercial dishwasher, water heaters, storage heaters and audio systems. Faults in these would not normally prevent the Hall from functioning.

**Presence of Asbestos**

This is not present in the building as it was built in 2000 when use of asbestos in new buildings was banned.

**Table – Losses in event of foreseeable emergencies**

Incident	Insured Y/N	Uninsured loss	Other Expenditure
Fire	Y	Loss of income – 1year	In the event of building being unusable some expenditures will cease or reduce (eg electricity)
Lightning Strike	Y	Loss of income – 6 months	
Flood	Y	Loss of income- 6 month	
Storm Damage	Y	Loss of income- 6 month	
Drainage system failure(not blockage)	Y	Loss of income – 3 month	
Pandemic	N	Loss of income over extended period	

Note 1 year income c. £25000

In order to expedite corrective works it may be necessary to fund initial work ourselves. This is dependant how quickly the Insurer agrees to make payment.

## ST CATHERINE'S HILL COMMUNITY HALL

### Trustees Report For the year ended 31 March 2020

#### Reserves Policy (continued)

##### Projects

The nature of the Hall charity is such that urgent projects are extremely unlikely and can be discounted.

##### *Covering unforeseen day-to-day operational costs eg employing temporary staff to cover long term sickness:*

There is one employee, caretaker, who is responsible for day to day running of the Hall and is costed at 20hrs per week.

The bookings secretary is a volunteer and spends about 40 hours per month on this task.

The Treasurer is a volunteer and spends about 20 hrs per month.

The Chairman is a volunteer and probably spends 5-10 hours per month, but this is variable depending on a number of projects.

Volunteers are predominantly elderly and their sudden availability is always a possibility. In this event it is quite likely that an additional employee(s) or an increase in the caretakers hours would be required. Significant absence of the caretaker would require employment of temporary staff to cover. This would increase our costs, but not affect income. Our surpluses over the last few years are shown below. It should be noted that significant expenditure has been made on door openers, remotely actuated windows and new fire alarm panel have been made out of income. Likely costs of employing staff to carry out these tasks is estimated to be between £3,000 and £7,000 depending on circumstance. Such an eventuality would reduce our operating surplus and require projects to be funded out of reserves.

##### *Source of income, eg a grant, not being renewed. Funds might be needed to give trustees time to take action if income falls below expectations.*

The Hall is not in receipt of any grant and is completely self funded and runs a surplus every year. This can vary according to projects and replacements undertaken.

##### *Planned commitments, or designations, that cannot be met by future income alone, eg plans for a major asset purchase or to a significant project that requires the charity to provide matched funding.*

Part of the reason for reviewing the policy is to establish what cash reserves are available for investment and improvements, whilst not reducing reserves to an imprudent level. A proposed extension to the Conservatory (estimated cost £20,000) has been stopped for following reasons:

- Cost would reduce reserves
- Cost uncertain
- Management of project would place too much load on trustees
- Doubtful benefit

There continues to be other possible projects under consideration once the hall is re-opened such as heating system improvements, and electronic aids (whiteboards, projectors etc). All of these are aimed at improving the Hall as a facility for local residents in line with the objectives of the Charity.

ST CATHERINE'S HILL COMMUNITY HALL

**Trustees Report  
For the year ended 31 March 2020**

**Reserves Policy (continued)**

*The need to fund short-term deficits in a cash budget, eg money may need to be spent before a funding grant is received.*

Given our current financial position this is unlikely to be needed.

**Reserves Requirement**

A little research describes some simple rule of thumb methods. One of these is to ensure that the equivalent of a year's income or expenditure (as appropriate) be the minimum amount to hold in reserve. This gives a range of £20,000 - £28,000. This correlates well with worst case losses in the event of the foreseeable emergencies described previously.

**Independent Examiner**

Mr I M Rodd ACA FCCA of Ward Goodman, Chartered Accountants, has expressed his willingness to continue as "Independent Examiner" of the charity.

.....  
John Spittle - Chairman & Trustee

Dated:

**St Catherine's Hill Community Hall**  
**Independent Examiner's Report to the Trustees**  
**and**  
**Members of St Catherine's Hill Community Hall**

I report to the trustees on my examination of the accounts of the St Catherine's Hill Community Hall (the Charity) for the year ended 31 March 2020, which are set out on pages 7 to 9.

**Responsibilities and basis of report**

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trustee's accounts 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 2011 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
- the accounts do not accord with those records

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 to enable a proper understanding of the accounts to be reached.

I M Rodd ACA FCCA  
Ward Goodman  
4 Cedar Park  
Cobham Road  
Ferndown Industrial Estate  
Wimborne  
Dorset BH21 7SF

Dated:



**ST CATHERINE'S HILL COMMUNITY HALL**

**Receipts and Payments Account for the Year Ended 31 March 2020**

	<b>31.03.20</b>	<b>31.03.19</b>
<b>RECEIPTS from:</b>		
<b>Charitable activities:</b>		
Fundraising	3,477	4,003
Letting fees	23,899	23,751
	-----	-----
	27,376	27,754
<b>Investments:</b>		
Deposit interest received	310	300
	-----	-----
<b>Total receipts</b>	<b>27,686</b>	<b>28,054</b>
<b>Less: PAYMENTS</b>		
<b>Expenditure on Charitable activities:</b>		
Fundraising, entertaining & function expenditure	2,778	2,316
Wages	8,693	8,517
Business rates	655	641
Waste collection	359	345
Printing, postage & stationery	255	110
Repairs & renewals	1,787	1,331
Equipment purchases	12,787	575
Heat, light & water	3,354	2,037
Security system service	184	221
Cleaning	489	685
Insurance	537	681
Telephone & WiFi	736	681
Licences	283	201
Accountancy (independent examination)	732	708
	-----	-----
<b>Total expenditure</b>	<b>33,629</b>	<b>19,049</b>
	-----	-----
<b>(Deficit)/Surplus for the year</b>	<b>(5,943)</b>	<b>9,005</b>
<b>Cash funds at 1 April 2019</b>	<b>49,248</b>	<b>40,243</b>
	-----	-----
<b>Cash funds at 31 March 2020</b>	<b>£43,305</b>	<b>£49,248</b>
	=====	=====

Notes: There were no restricted funds during the year.

**ST CATHERINE'S HILL COMMUNITY HALL**

**Balance Sheet at 31 March 2020**

	Note	31.03.20	31.03.19
<b>Cash Funds</b>			
Cash at Bank			
Current Account		7,305	13,248
Building Society Account		36,000	36,000
		-----	-----
<b>Total Cash Funds</b>		<b>£43,305</b>	<b>£49,248</b>
		=====	=====
<b>Represented by:</b>			
Unrestricted funds		43,305	49,248
Restricted fund		-	-
		-----	-----
<b>Total Charity Funds</b>		<b>£43,305</b>	<b>£49,248</b>
		=====	=====
 <b>Other assets</b>			
Lettings fees receivable		-	£477
		==	=====
 <b>Liabilities</b>			
Lettings fees received in advance & refunded due to the closure of the Hall due to Covid-19		801	-
Fund raising costs		-	168
Cleaning		-	32
Repairs & renewals		37	120
Printing, postage & stationery		-	12
Insurance		254	-
Telephone & WiFi		-	27
Independent examiners fee		750	732
		-----	-----
		<b>£1,842</b>	<b>£1,091</b>
		=====	=====

Approved by the Trustees on

.....  
Councillor Sue Spittle - Treasurer & Trustee

.....  
John Spittle - Chairman & Trustee

# ST CATHERINE'S HILL COMMUNITY HALL

## Notes to the Financial Statements for the Year Ended 31 March 2020

### 1. Accounting Policies

#### Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared on a "Receipts & Payments Basis".

The principal accounting policies, which apply to the charity and have been adopted by the trustees are set out below:

#### 1a. Income and Funds

Income is recognised on a cash basis on the date of payment into the bank. Where restricted funds are received they are identified and allocated to restricted funds.

Any significant post balance sheet receipt of income is recorded in post balance sheet events.

#### 1b. Expenditure recognition

Expenditure is recognised on the date of issue of the payment. Where restricted funds payments are made they are identified and allocated to restricted funds.

Any significant post balance sheet payments are recorded in post balance sheet events.

#### 1c. Taxation

No liability to UK taxation arises on any of the charity's sources of income due to its charitable status and all investment income is received gross of tax.

### 2. Trustees and Related Party Transactions

	2020	2019
Trustees remuneration and other benefits	Nil	Nil
Transactions with undertakings in which a trustee or connected person has a material interest	Nil	Nil

### 3. Capital Commitments

The committee had made no commitments for further capital expenditure at 31 March 2020 (2019: None).

### 4. Contingent Liabilities

There were no contingent liabilities at 31 March 2020 (2019: None).

### 5. Related party transactions

There were no related party transactions during the year. (2019: none).