



The Percival Guildhouse

Rugby's Independent Centre for Adult Education & the Arts

ANNUAL REPORT 2020-21

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Registered Charity No. 528782



Annual Report 2020/21

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2021 Annual Report – The Percival Guildhouse

1. Introduction

Welcome to this review of the academic year August 2020 - July 2021.

COVID 19 lockdown had, not unsurprisingly, a dramatic impact.

Physical classes were only possible under the restrictions from the end of September to early November and then from mid-May. Students, tutors and staff experienced the challenge of accessing classes virtually. Trustees were very hands-on in supporting the staff. Catering and caretaking staff were placed on furlough from November to May.

Many students signed up for the virtual classes but the overall sharp decline in the number of students per class meant that net revenue fell substantially. The Guildhouse was only able to keep going because of generous grants and donations.

On the more positive side, the lift project was completed towards the end of November. This was financed out of funds raised previously specifically for the lift installation and which could not be reallocated.

We were also heartened by, and grateful for, the overwhelmingly supportive feedback we received in the 438 responses to our survey of students and tutors at the beginning of 2021. The views and comments given have assisted our decision-making.

Trustees have decided that there will be an AGM on 1st December 2021 and for safety reasons this will be held virtually.

2. Objectives and Policies

The Charity's objective is the advancement of the education of adults in the Rugby area. This objective is achieved principally by the provision of:

- A centre of activity known as The Percival Guildhouse
- Adult education courses in a wide range of non-vocational subjects in our own and other premises

Our policy is to comply with all relevant legislation and regulations and to provide a welcoming and inclusive environment for all. This year has again necessitated a focus on meeting Government restrictions, keeping everyone safe and delivering courses virtually.

3. Report of the Executive Committee

3.1 Executive Committee

The Executive Committee (EC) is comprised of those Trustees elected at the AGM plus any others co-opted throughout the year and with the Centre Manager as an ex-officio member. The EC is primarily responsible for the good governance of the Charity, its strategic direction, its financial sustainability, the maintenance of the building and the safety of all its users.

By necessity, the EC met continuously throughout the academic year to manage the financial situation and to provide hands-on support to the Centre Manager in areas such as fundraising and the establishment of a virtual delivery capability. Our Chairman of 14 years, David Dove, had given notice that he wished to stand down but due to the pandemic he agreed to continue in post until April 2021. Great appreciation and thanks are extended to David for all he has done for The Percival Guildhouse.

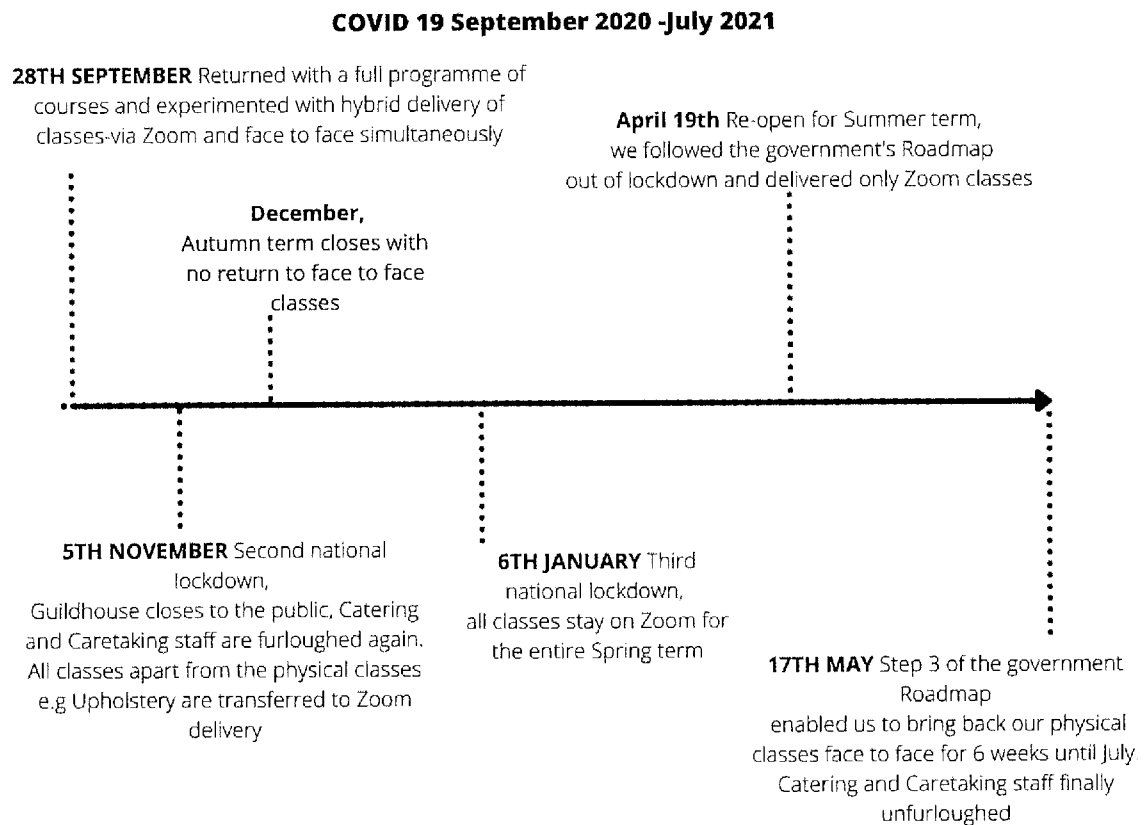
3.2 COVID 19 Impact

The academic year started with an expectation that we would have a full programme of courses. We trialled a hybrid delivery of courses in September with some students attending in-house and others on Zoom. However, it was not a satisfactory experience either for students or tutors so when the second national lockdown happened on the 5th November all classes returned to Zoom delivery, apart from the physical, practical classes which were postponed.

During the year the pandemic continued to disrupt our plans and we had to adapt course delivery to follow Government guidelines. Caretaking and Catering departments were furloughed from November until May.

It has been a difficult year, but we are heartened by all the messages of support from our students, by their passion for the Guildhouse and their commitment to its survival.

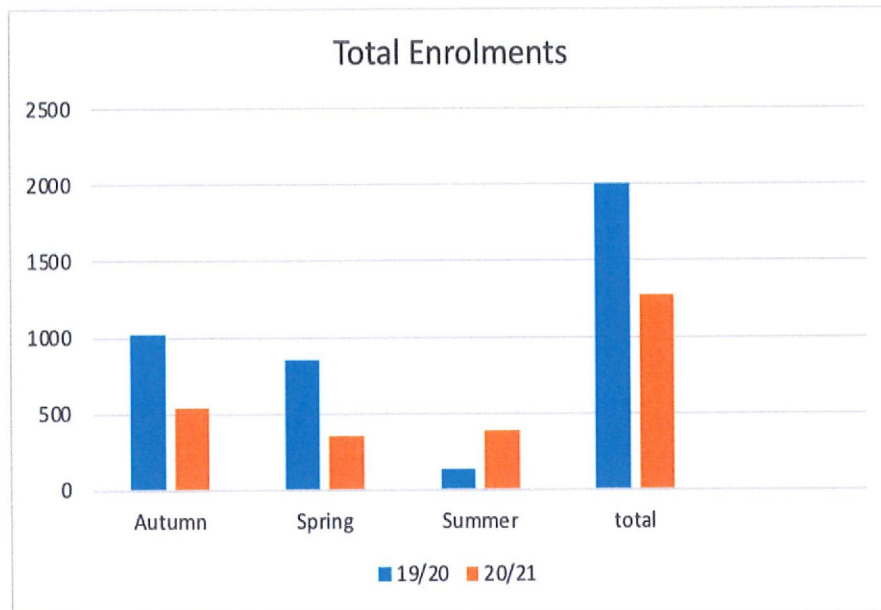
The chart below illustrates our journey this year.



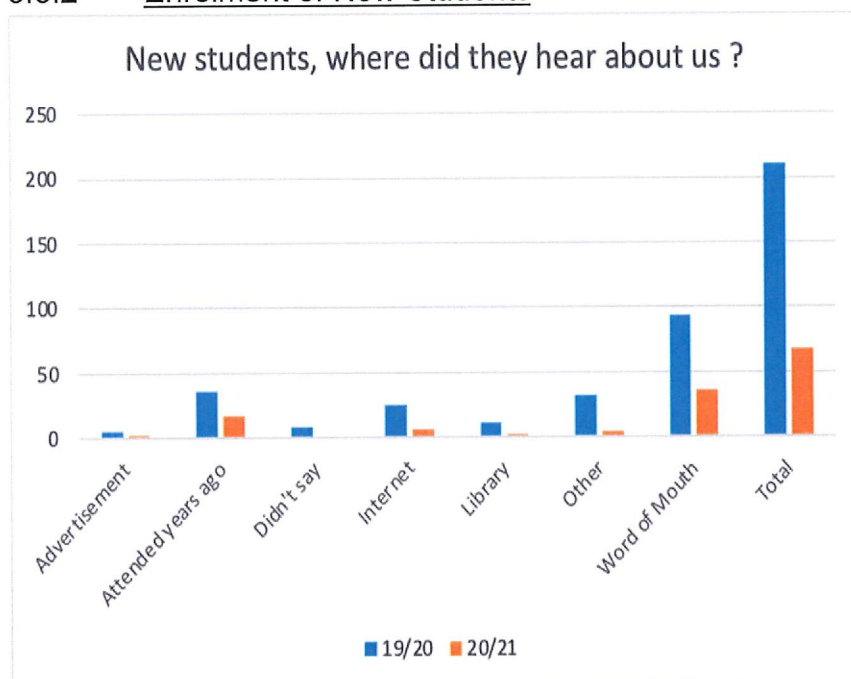
3.3 Quality learning

3.3.1 Total Enrolments

Student numbers were substantially down in 2020/21 because of the lockdown. They improved a little for the summer term and, of course, were a lot higher for that term than in the previous year because of the first lockdown then.



3.3.2 Enrolment of New Students



New students are defined as those who had not enrolled on any course during the previous three years. Full details of the classes and their enrolments are included at the end of this report.

3.3.3 Fee Remission

In furtherance of our charitable objectives fee remission was again available to students who are in receipt of certain means-tested benefits. During 2020/2021 the discount was set at 75% of the full fee (previously 50%).

As a result of the loss of students due to the COVID pandemic, the cost this year to the Guildhouse was only £1,511.00 (31 remissions), which was covered by the grant of £3k from the Westham House Fund. We are extremely grateful to them for their continued support and for allowing us to use the surplus to help offset our additional costs.

3.4 Local Community Links

3.4.1 Clubs and Groups

Apart from the last six weeks of the summer term when Bridge returned, Clubs and Groups did not meet in the Guildhouse during this academic year

3.4.2 Rugby Art Gallery and Museum (RAGM)

Due to the COVID-19 pandemic and the Rugby Art Gallery & Museum being closed, our annual Art & Craft Exhibition was cancelled. However, in March we held a virtual Art Exhibition promoted on Instagram, Twitter and Facebook featuring around 70 exhibits from 38 students. This was highly effective and received very positive feedback.

3.4.3 Rugby Borough Council

Both our students and the people of Rugby are extremely fortunate that in exchange for allowing public access, the Borough Council maintains the Guildhouse gardens as a pleasant, green oasis in this built-up corner of the town.

Councillor Sue Roodhouse is the Council's representative.

3.5 Review of Financial Year 2020/2021

A statement of Financial Activities for the year is appended to this report.

The COVID lockdown has had a fundamental impact on our Finances.

The principal continuing sources of income are class fees and room rentals. Income from these sources for the year was £94,264, compared with £153,913 for the previous year, the substantial reduction being as a result of the closure of the Guildhouse for much of the year. The Guildhouse was only able to keep going because of generous grants and donations.

Tutor fees and Class Expenses reduced to £63,326. The fall in income by near £60k and tutor fees by only £25k shows the impact of COVID on class sizes. This was partly mitigated by the proceeds of a claim under our Business Interruption insurance policy of £19,834.

3.5.1 Grants

We received total grants of £48,873, which included £2,000 from The Sir Edward Boughton Long Lawford Charity and £3,000 from the Westham

House Fund which enabled us to offer fee remission and to assist with other ongoing expenses.

In addition we received specific grants (as well as donations) towards the necessary repairs of all our internal doors and towards the purchase of classroom equipment.

Government funding by way of furlough payments and Local Authority COVID grants provided the balance. All of these grants are set out in note 3 of the Statement of Financial Activities.

3.5.2 Donations & Fundraising

Generous donations from a number of individuals and the proceeds of fundraising activities have been used to help with the cost of operating and maintaining the Guildhouse.

For a self-financing organisation this makes a tremendous difference, especially so over the last very difficult year.

A summary of these can be found in notes 2 & 6 attached to the Statement of Financial Activities.

The Percival Guildhouse raises funds from donations and, in normal circumstances, from fundraising events, such as the Christmas Fair. The Guildhouse is registered with the Fundraising Regulator and does not outsource fundraising to external organisations. The charity has no other fundraising requiring disclosure under S162A of the Charities Act 2011.

3.5.3 Investments

We have cash of £34,370 invested in a savings account, albeit paying a low interest rate. The Trustees kept the investment policy under review throughout the year.

3.6 People

3.6.1 Staff

Our small team of part-time staff continues to be committed, flexible and hardworking. They make the Guildhouse a friendly and pleasant environment for students and tutors alike. We thank all our staff for their much-valued contribution.

During 2020, whilst in the national lockdown, our Caretaking and Catering staff were furloughed. They did not return to the Guildhouse until we re-opened for some physical classes in May 2021.

3.6.2 Catering Department

The Catering department was closed for most of the year only re-opening in May 2021 for six weeks.

3.6.3 Tutors

We have a loyal, committed and professional team of tutors who are a huge and essential part of our successful programme. We are always on the lookout for new subjects and new tutors to continue to expand and keep variety in our courses programme.

3.6.4 Volunteers

As a charity we rely on our volunteers, be they evening stewards, fundraisers or brochure deliverers. Their support helps us to keep our costs down. They make a very real contribution to, and are at the heart of, the success of the Guildhouse.

3.6.5 Publicity

Our brochures are printed and distributed termly. In the year a total of 1,950 were issued, 70% less than the previous year because we were unable to distribute them to our normal outlets due to the pandemic. This has reduced our costs. Fortunately, more people are accessing the brochure via our website.

Throughout the year we continued to promote The Percival Guildhouse via our social media platforms, Facebook, Twitter and Instagram. We also contributed articles to parish magazines in Warwickshire, Northamptonshire and Leicestershire, advertised in a small number of local village publications and were supported by the generous donation of free advertising in local business publications.

3.6.6 Communication

During lockdown we saw an increase in the number of students accessing the website and contacting the Guildhouse via email. The ongoing development of the website, including changes during the year to make

courses searchable by topic, has proved successful. This has increased our capacity to communicate with our students at an extremely critical time as well as helping significantly to reduce our postage costs.

3.6.7 Fundraising

The money raised from our fundraising events during this year is contributing towards the general funds. Once again, our sincere thanks go to all of our members who continued to support our efforts so generously.

- The Christmas Fair

We were unable to have our Christmas Fair this year due to Government restrictions.

- The Annual Plant Sale

The Plant Sale did not take place this year due to the national lockdown.

- The Prize Club

244 members were enrolled during the 2020 calendar year. The winning numbers were drawn in one of the morning classes and the results were displayed around the house on posters. The Club generated an income of £1,540 for the Guildhouse. Once again, we thank Prabha Mistry for organising this.

- Book Sales

Donated books were unable to be sold due to COVID-19 restrictions.

- Co-op Summer Raffle

A new Co-operative store opened in Rugby, and they kindly donated a hamper which we raffled and raised £80.

1. Statement of Compliance

This report complies with the requirements of the Charity Commission's Statement of Recommended Practice 2005 for Charities.

Approved by the Trustees and signed on their behalf

by: -----

on: 8/11/24-----

APPENDICIES

- I. REFERENCE AND ADMINISTRATIVE INFORMATION
- II. STAFF LIST
- III. STATEMENT OF ACCOUNTS
- IV. COURSE STATISTICS

APPENDIX I

REFERENCE AND ADMINISTRATIVE INFORMATION

President	Mr Peter Green, Headmaster of Rugby School		
Vice Presidents	Mr D. Dove Mr J. Lawton Mrs A. Lewis-Jones	Mr M. J. Beare Mr M. J. Brice	Mr P. H. Elliot Mr T. P. Cowhig
Executive Committee	(The Trustees of the Percival Guildhouse)		
Honorary Officers (also, Trustees)	Chairman Treasurer Secretary	Mr David Dove (resigned April 2021) Mrs Carin Jackson (from April 2021) Mr David Thomson Mrs Carin Jackson (until April 2021) Ms Clare Turnbull (from April 2021)	
Trustees	Mr Steve Becker Mr Rob Close Mr Ralph De La Croix Ms Anda Drasovean (resigned May 2021) Mrs Jane Lucas (resigned January 2021) Mr Peter Reaney		
Trustees of the Property	The Official Custodian for Charities		
Bankers	The Royal Bank of Scotland, 17 Church St, Rugby, CV21 3PP		
Insurance Brokers	Towergate MIA, Kings Court, London Road, Stevenage, SG1 2GA		
Independent Examiner	Cottons Accountants, Chestnut Field, Rugby, CV 21 2PD		
Registered Name & Address	The Percival Guildhouse, St Matthews St, Rugby, CV21 3BY		
Charity Registration Number	528782		
Governing Document	The Percival Guildhouse is governed by its constitution adopted at the Annual General Meeting on 3 rd March 2006. It is constituted as an unincorporated association of its members.		

APPENDIX II

STAFF LIST

Office Staff:	
Centre Manager	Mrs Sarah Gall
Administrator	Mrs Prabha Mistry
Administrator and Bookkeeper	Mrs Fiona Pedley
Catering Manager	Mrs Claire Treanor
Caretakers	Mrs Tatjana Sentereva Mr Joaquim Batista Da Silva

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The Percival Guildhouse

Statement of Financial Activities for the Period 1 August 2020 to 31 July 2021

	Notes	Unrestricted	Restricted	2021 Total Funds £	2020 Total Funds £
Incoming Resources					
Donations & Legacies	2	26,349	7,270	33,619	18,661
Grants	3	42,109	6,764	48,873	79,501
Class Fees & Hire of Rooms	4	94,264	0	94,264	153,913
Other Income from Charitable Activities	5	4,991	0	4,991	20,712
Fund Raising Activities	6	2,704	0	2,704	5,128
Interest Receivable		115	0	115	849
Other Incoming Resources	7	<u>19,864</u>	<u>0</u>	<u>19,864</u>	<u>262</u>
Total Incoming Resources		190,396	14,034	204,430	279,026
Less: Cost of Fund Raising Activities	6	<u>(947)</u>	<u>0</u>	<u>(947)</u>	<u>(872)</u>
Net Incoming Resources Available for Charitable Application					
		<u>189,449</u>	<u>14,034</u>	<u>203,483</u>	<u>278,154</u>
Resources Expended:					
Charitable	8	(184,062)	0	(184,062)	(222,287)
Governance Costs	9	(14,733)	0	(14,733)	(16,243)
Total Resources Expended		<u>(198,795)</u>	<u>0</u>	<u>(198,795)</u>	<u>(238,530)</u>
Net Income/(Expenditure) for year		(9,346)	14,034	4,688	39,624
Charitable expenditure		74,696	(74,696)		
Total Funds brought forward		<u>108,423</u>	<u>60,662</u>	<u>169,085</u>	<u>129,461</u>
Total Funds carried forward		<u>173,773</u>	<u>0</u>	<u>173,773</u>	<u>169,085</u>

The Percival Guildhouse

Statement of Financial Position as at 31 July 2021

	Notes	2021		2020	
		£	£	£	£
Fixed Assets:					
Tangible Assets	12		80,423		17,895
Current Assets					
Stock		440		250	
Debtors	13	8,200		7,293	
Deposits		34,370		34,305	
Cash At Bank and In Hand		<u>55,879</u>		<u>113,404</u>	
		<u>98,889</u>		<u>155,252</u>	
LESS:					
Current Liabilities:					
Creditors & Accruals	14	<u>5,539</u>		<u>4,062</u>	
Net Current Assets			<u>93,350</u>		<u>151,190</u>
Net Assets			<u>173,773</u>		<u>169,085</u>
Funds:					
Unrestricted Funds	15		110,275		30,274
Designated Funds	16		63,498		78,149
Restricted Fund	17		<u>0</u>		<u>60,662</u>
Total Funds			<u>173,773</u>		<u>169,085</u>

Signed.....

C Jackson

Hon Chairman

Date.....

8/Nov/21

For and on behalf of the
Executive Committee

1. PRINCIPAL ACCOUNTING POLICIES

The financial statements of the Charity are prepared in accordance with:

- i) The Charities Act 2011
- ii) The "Statement of Recommended Practice – "Accounting and Reporting by Charities" (revised 2005 and 2008)
- iii) The applicable accounting standards, and
- iv) An historical cost accounting basis.

a) Class fees and similar income

- i) Class fees receivable and charges for use of premises are accounted for in the period in which the service is provided.
- ii) Class fees receivable are stated after deducting any remission granted from unrestricted funds.

b) Grants Receivable

Grants receivable are credited to the Statement of Financial Activities in the year for which they are received. Amounts received for future periods are released to incoming resources in the period for which they have been received.

c) Tangible Fixed Assets

The freehold premises together with its furnishings are capitalised at their original cost and are not depreciated. The original costs of any improvements are not available and have not been capitalised.

The building is insured for a rebuilding value of £2,119,000.

The Charity is responsible for keeping the building in fit and useful condition and these costs are written off as incurred.

d) Depreciation Policy

Provision for depreciation of other fixed assets is made at annual rates calculated to spread the cost of each asset over its expected useful life. The following depreciation rates are used on a straight-line basis:

i)	Lift	4%
ii)	Office fittings and equipment	10%
iii)	Classroom equipment	20%
iv)	General equipment	10%
v)	Catering equipment	20%

e) Stock

Stock is carried at its cost value.

f) Reserves

The General Purpose Fund (free reserves) comprises normal unrestricted funds and is used in accordance with the Charity's charitable objectives at the discretion of the Trustees.

Details of the nature and purpose of the designated funds and restricted fund are set out in the notes to these accounts.(notes 15 and 16)

The Charity has no set policy on transfers between funds, with individual transfers arising as a consequence of specific funding requirements.

Notwithstanding the above, the Trustees had set the following targets with regard to the level of reserves held:

- i. The General Purposes Fund is targeted to be one third of annual turnover (it is currently 57.9%).
- ii. The Building Renovation Fund is targeted to be 10% of insured rebuilding costs (it is currently 2.5%).
- iii. The Development Fund is from a legacy and is ring fenced for class equipment until gone.

The Trustees believe that the above targets are reasonable but are not achievable at present and that in light of the current adverse effect of Covid 19 it may take a while for them to be achieved.

2. Donations and legacies	2021	2020
	£	£
Legacies received	3,000	4,119
Donations and subscriptions	26,101	14,048
Income tax recovered	4,518	494
	<u>33,619</u>	<u>18,661</u>

3. Grants & Sponsorship	Unrestricted	Restricted
	£	£
a) Grants were received during the accounting period as follows:		
Sir Edward Boughton Long Lawford Charity	2,000	
Westham House Fund	3,000	
Cemex		5,264
Coventry City Council		1,500
Baron Davenport's Charity	500	
RBC Covid Grant	19,051	
HMRC re furlough	17,558	
b) Programme brochure sponsorship received	<u>42,109</u>	<u>6,764</u>

In previous years the Westham House Fund provided a grant of £20,000 towards the cost of maintaining the exterior of the building. This grant was made on the condition that it would be repayable should the property ever be sold and as such is a contingent liability..

4. Class Fees and Hire of Rooms	2021	2020
	£	£
a) Income (net of any fee remission granted)		
i) Class fees	92,004	150,240
ii) From hire of rooms (in accordance with charitable aims)	260	3,673
	<u>94,264</u>	<u>153,913</u>
b) Fee Remission granted from Guildhouse Funds	2021	2020
i) Number of students on PGH courses receiving fee remission	31	56
ii) Total amount of fee remission given:	£1,511	£2,705
5. Other Income from Charitable Activities	2021	2020
	£	£
a) Property Rentals:	2,724	2,717
b) Refreshments	2,267	17,995
	<u>4,991</u>	<u>20,712</u>

6. Fund Raising Events

The following activities raised funds for the general purposes of the Charity:

Event	Costs	2021 Income	Net	2020 Net
	£	£	£	£
Christmas Fair	0	0	0	1,693
Book Box	0	0	0	645
Christmas Quiz	0	0	0	123
Prize Draw	(947)	2,487	1,540	1,547
Miscellaneous	0	217	217	248
	<u>(947)</u>	<u>2,704</u>	<u>1,757</u>	<u>4,256</u>

7. Other Incoming Resources	2021	2020
	£	£
a) Insurance claim re business interruption	19,834	0
b) Sundry receipts	30	262
	<u>19,864</u>	<u>262</u>

8. CHARITABLE EXPENDITURE

a) Programme Provision Expenses	2021	2020
	£	£
i) Programme Publicity	2,870	4,365
ii) Tutors Fees & Class Expenses	63,326	88,878
iii) Visit Expenses	0	1,385
iv) Use of Premises in Community	0	1,220
v) Depréciation	4,687	1,050
vi) Office Staff Wages & Employers National Insurance	43,846	46,704
vii) Professional fees	335	361
viii) Office Expenses	<u>4,187</u>	<u>7,329</u>
	<u>119,251</u>	<u>151,292</u>
 b) Running and Maintenance Costs for Building	 2021	 2020
	£	£
i) Insurance	1,745	1,477
ii) Repairs, Renewals and Decorations	16,927	7,366
iii) Utilities (Heat, Light, Water, Phone)	8,637	7,623
iv) Care taking and Catering Staff Wages	35,097	48,609
v) Kitchen Expenses	1,355	4,411
vi) Depreciation	381	248
vii) Professional fees	<u>669</u>	<u>1,261</u>
	<u>64,811</u>	<u>70,995</u>
 Total Charitable Expenditure	 <u>184,062</u>	 <u>222,277</u>

9. GOVERNANCE COSTS	2021	2020
	£	£
a) Office Staff Wages & Employers National Insurance	10,961	11,676
b) Office Expenses	1,047	1,832
c) Depreciation	226	225
d) Insurance	1,547	1,310
e) Professional Fees	112	120
f) Independent Examination Fee	<u>840</u>	<u>1,080</u>
	<u>14,733</u>	<u>16,243</u>

10. EMPLOYEES REMUNERATION

a) Total remuneration for the year amounted to £89,904 (2020 £106,989). No employee earned £60,000 p.a. or more.

b) The employer's national insurance contributions for these employees was £309.

c) The average numbers of paid staff were;	2021	2020
Office Staff:	3	4
Caretaking Staff:	2	2
Catering Staff:	1	4

d) Members of the Office Staff share their duties between:

- Organising and administering the programme in accordance with the charitable aims of the Percival Guildhouse (80% of total) and
- The administration and management of the Percival Guildhouse (20% of total) which is include in Governance costs above.

Their salaries have been apportioned pro rata to these categories.

11. TRUSTEES REMUNERATION AND EXPENSES

No trustee received any remuneration or expenses during the year.

12. TANGIBLE FIXED ASSETS

	Property & Original Furnishings	Lift	Office Fittings & Equipment	Classroom Equipment	Catering and other equipment	Total
	£	£	£	£	£	£
Cost						
At 1 st August 2020	2,343	6,085	12,060	12,307	20,251	53,046
Additions	<u>0</u>	<u>62,333</u>	<u>0</u>	<u>5,489</u>	<u>0</u>	<u>67,822</u>
At 31 st July 2021	<u>2,343</u>	<u>68,418</u>	<u>12,060</u>	<u>17,796</u>	<u>20,251</u>	<u>120,868</u>
Depreciation						
At 1 st August 2020	0	0	8,292	12,058	14,801	35,151
Charge for year	<u>0</u>	<u>2,736</u>	<u>452</u>	<u>1,343</u>	<u>763</u>	<u>5,294</u>
At 31 st July 2021	<u>0</u>	<u>2,736</u>	<u>8,744</u>	<u>13,401</u>	<u>15,564</u>	<u>40,445</u>
Net Book Value						
At 31 st July 2021	<u>2,343</u>	<u>65,682</u>	<u>3,316</u>	<u>4,395</u>	<u>4,687</u>	<u>80,423</u>
At 31 st July 2020	<u>2,343</u>	<u>6,085</u>	<u>3,768</u>	<u>249</u>	<u>5,450</u>	<u>17,895</u>

SUMMARY OF NET ASSETS BY FUNDS AT 31 JULY 2021

	General Purposes £	Designated £	Total £	2020 Total £
Tangible fixed assets	80,423	0	80,423	12,021
Net current assets	<u>29,852</u>	<u>63,498</u>	<u>93,350</u>	<u>117,440</u>
	<u>110,275</u>	<u>63,498</u>	<u>173,773</u>	<u>129,461</u>

13. DEBTORS

	2021	2020
	£	£
Sundry debtors	4,518	4,641
Prepayments	<u>3,682</u>	<u>2,652</u>
	<u>8,200</u>	<u>7,293</u>

14. CURRENT LIABILITIES

	2021	2020
	£	£
Amounts falling due within one year		
Accruals and deferred income	<u>5,539</u>	<u>4,061</u>

15. UNRESTRICTED FUNDS

	2021	2020
	£	£
<u>General Purpose Fund</u>		
Balance at 1 st August	30,274	40,919
Net (expenditure) for the year	(9,346)	(16,730)
Transfer from Restricted Fund	74,696	6,085
Transfer from Designated Fund	14,651	0
Balance at 31 st July	<u>110,275</u>	<u>30,274</u>

16. DESIGNATED FUNDS

	2021	2020
	£	£
<u>Building Renovation Fund</u>		
This fund has been set aside by the Trustees out of unrestricted funds for renovations and improvements to the building.		
Balance at 1 st August	63,799	63,799
Transfers to General Purpose Fund	(10,651)	0
Balance at 31 st July	<u>53,148</u>	<u>63,799</u>
<u>Development Fund</u>		
This fund comprises substantial donations received from a member that have been set aside for improving the Guildhouse facilities.		
Balance at 31 st July	14,350	14,350
Transfers to General Purpose Fund	(4,000)	0
Balance at 31 st July	<u>10,350</u>	<u>14,350</u>
Total Designated Funds	<u>63,498</u>	<u>78,149</u>

17. RESTRICTED FUND

	2021 £	2020 £
<u>Lift Fund</u>		
This restricted fund has arisen from grants and donations received towards the cost of installation of a lift.		
Balance at 1 st August	60,662	10,393
Incoming resources	1,020	56,354
Transfers to General Purpose Fund	<u>(61,682)</u>	<u>(6,085)</u>
Balance at 31 st July	<u>0</u>	<u>60,662</u>
<u>Other Funds</u>		
This restricted fund has arisen from grants and donations received.		
Balance at 1 st August	0	0
Incoming resources	13,014	0
Transfers to General Purpose Fund	<u>(13,014)</u>	<u>0</u>
Balance at 31 st July	<u>0</u>	<u>0</u>

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PERCIVAL GUILDHOUSE

I report on the accounts of the Trust for the year ended 31 July 2021, which are set out in Appendix 1, sheets 12 to 19.

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,
- to state whether particular matters have come to my attention

Basis of Independent examiner's report

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 reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
- proper accounting records are kept (in accordance with section 130 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Palmer FCA
Cottons Accountants LLP
Chestnut Field House
Chestnut Field
Rugby
Warwickshire
CV21 2PD

Date... 8 November 2021

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PGH - ENROLMENTS for Year 2020/2021

Day:	Course Code:	Course Title:	Autumn		Spring		Summer	
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
	104AU20	FRENCH EXPERIENCE IN...	9	7				
	104SU21	FRENCH EXPERIENCE IN...					10	6
	104ZAU20	FRENCH EXPERIENCE IN...	9	4				
	105SP21	ACTUALITÉS ADVANCED ...			10	7		
	105SU21	ACTUALITÉS ADVANCED ...					10	6
	105ZAU20	ACTUALITÉS ADVANCED ...	9	6				
	107AU20	GERMAN ADVANCED	9	7				
	107SP21	GERMAN ADVANCED			10	6		
	107SU21	GERMAN ADVANCED					10	6
	108AU20	SPANISH IMPROVERS LE...	9	5				
	108SP21	SPANISH IMPROVERS LE...			10	9		
	108SU21	SPANISH IMPROVERS LE...					10	9
	108ZAU20	SPANISH IMPROVERS LE...	9	7				
	111AU20	BRITAIN 1917-1918: S...	9	17				
	111SU21	BRITAIN 1918-1920; F...					6	15
	112AU20	THREE OPERATIC MASTE...	9	10				
	112SU21	TOWARDS THE SOUTH:FO...					6	8
	113AU20	DRAWING PORTRAITS FR...	9	5				
	114AU20	DRAWING FOR EVERYONE	9	10				
	114SP21	DRAWING FOR EVERYONE			10	8		
	114SU21	DRAWING FOR EVERYONE					10	8
	117AU20	UPHOLSTERY	8	8				
	117SU21	UPHOLSTERY					6	8
	118AU20	EMBROIDERY CIRCLE	9	10				
	118SU21	EMBROIDERY CIRCLE					6	7
	120AU20	ACRYLIC PAINTING	9	10				
	120SP21	ACRYLIC PAINTING			10	6		
	120SU21	ACRYLIC PAINTING					10	5
	121AU20	MAKING BREAD:TECHNIQ...	9	7				
	121SP21	BREADMAKING 2			10	6		
	124AU20	NEW TESTAMENT GREEK	9	4				
	124SP21	NEW TESTAMENT GREEK			10	5		
	124SU21	NEW TESTAMENT GREEK					10	5
	125AU20	ACRYLICS FOR BEGINNE...	9	9				
	125SP21	ACRYLICS			10	9		
	125SU21	ACRYLICS					10	8
	127SP21	FRENCH EXPERIENCE IN...			10	7		
Tuesday	202AU20	PARLONS-EN ADVANCED ...	9	7				
	202SP21	PARLONS-EN ADVANCED ...			10	8		
	202SU21	PARLONS-EN ADVANCED ...					10	9
	204AU20	GERMAN INTERMEDIATE ...	9	7				
	204SP21	GERMAN INTERMEDIATE ...			10	5		
	205AU20	ITALIAN IMPROVERS	9	7				
	205SP21	ITALIAN IMPROVERS			9	6		

PGH - ENROLMENTS for Year 2020/2021

Day:	Course Code:	Course Title:	Autumn		Spring		Summer	
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
	205SU21	ITALIAN IMPROVERS					9	5
	207AU20	ITALIAN INTERMEDIATE...	9	10				
	207SP21	ITALIAN INTERMEDIATE...			10	10		
	207SU21	ITALIAN INTERMEDIATE...					10	9
	210AU20	SHAKESPEARE GROUP	9	8				
	210SU21	SHAKESPEARE GROUP					6	9
	211AU20	WRITE THE STORY OF Y...	9	10				
	211SP21	WRITE THE STORY OF Y...			10	11		
	211SU21	WRITE THE STORY OF Y...					10	10
	212AU20	DISCOVER POETRY!	9	6				
	212SP21	DISCOVER POETRY			10	7		
	212SU21	DISCOVER POETRY					10	6
	213AU20	BRITAIN AT WAR: 1941...	9	17				
	213SU21	BRITAIN AT WAR: THE ...					6	14
	214AU20	PAINTING PORTRAITS, ...	9	9				
	214SP21	PAINTING PORTRAITS, ...			10	9		
	214SU21	PAINTING PORTRAITS, ...					10	10
	216AU20	DRAWING FOR IMPROVER...	9	11				
	216SP21	DRAWING FOR IMPROVER...			10	10		
	216SU21	DRAWING FOR IMPROVER...					10	10
	219AU20	WATERCOLOURS FOR ALL	9	11				
	219SP21	WATERCOLOURS FOR ALL			10	9		
	219SU21	WATERCOLOURS FOR ALL					10	8
	223AU20	PILATES FOR OSTEOPOR...	3	6				
	224AU20	SOTAI HO - JAPANESE ...	9	6				
	224SU21	SOTAI HO - JAPANESE ...					6	9
	226SP21	BECCY'S WATERCOLOURS			10	5		
Wednesday	102ZAU20	FRENCH BEGINNERS CON...	9	7				
	303AU20	GERMAN IMPROVERS LEV...	9	6				
	303SP21	GERMAN IMPROVERS LEV...			10	4		
	304AU20	GERMAN INTERMEDIATE ...	9	8				
	304SP21	GERMAN INTERMEDIATE ...			10	5		
	304SU21	GERMAN INTERMEDIATE ...					10	8
	305AU20	ITALIAN BEGINNERS	9	6				
	305SP21	ITALIAN BEGINNERS CO...			9	5		
	305SU21	ITALIAN BEGINNERS CO...					10	6
	307AU20	PAINTING FOR PLEASUR...	9	10				
	307SP21	PAINTING FOR PLEASUR...			9	6		
	307SU21	PAINTING FOR PLEASUR...					6	10
	308AU20	WATERCOLOUR FLOWERS	9	9				
	310AU20	WATERCOLOURS FOR EVE...	9	12				
	310SP21	WATERCOLOURS FOR EVE...			10	10		
	310SU21	WATERCOLOURS FOR EVE...					10	9
	311AU20	ART: HISTORY AND PRA...	9	8				

PGH - ENROLMENTS for Year 2020/2021

Day:	Course Code:	Course Title:	Autumn		Spring		Summer	
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
	311SP21	ART: HISTORY AND PRA...			10	7		
	311SU21	ART: HISTORY AND PRA...					10	9
	313AU20	WEDNESDAY WATERCOLOU...	9	11				
	313SP21	WEDNESDAY WATERCOLOU...			10	12		
	313SU21	WEDNESDAY WATERCOLOU...					10	12
	320AU20	ITALIAN IMPROVERS	9	13				
	320SP21	ITALIAN IMPROVERS L...			10	11		
	320SU21	ITALIAN IMPROVERS L...					10	9
	321AU20	ITALIAN INTERMEDIATE...	9	5				
	321SP21	ITALIAN INTERMEDIATE...			10	6		
	321SU21	ITALIAN INTERMEDIATE...					10	6
	324SP21	FRENCH BEGINNERS CON...			10	9		
	324SU21	FRENCH BEGINNERS CON...					10	8
Thursday	402AU20	ALLONS-Y! INTERMEDIA...	9	8				
	402SP21	ALLONS-Y! INTERMEDIA...			10	7		
	402SU21	ALLONS-Y! INTERMEDIA...					10	6
	403AU20	EN ROUTE ADVANCED LE...	9	7				
	403SP21	EN ROUTE ADVANCED LE...			10	8		
	403SU21	EN ROUTE ADVANCED LE...					10	8
	404AU20	TOUT EN FRANCAIS - A...	9	7				
	406AU20	SPANISH IMPROVERS LE...	9	9				
	406SP21	SPANISH IMPROVERS LE...			10	8		
	406SU21	SPANISH IMPROVERS LE...					9	9
	407AU20	SPANISH INTERMEDIATE...	9	6				
	407SP21	SPANISH INTERMEDIATE...			10	6		
	407SU21	SPANISH INTERMEDIATE...					9	6
	408AU20	LATIN INTERMEDIATE	9	9				
	408SP21	LATIN INTERMEDIATE			10	8		
	408SU21	LATIN INTERMEDIATE					10	7
	410AU20	CREATIVE WRITING	9	12				
	410SP21	CREATIVE WRITING			10	11		
	410SU21	CREATIVE WRITING					10	10
	411AU20	JOURNEY INTO POETRY!	9	7				
	411SP21	JOURNEY INTO POETRY			10	7		
	411SU21	JOURNEY INTO POETRY					10	7
	413AU20	MUSICALS: THE WEIRD ...	6	13				
	416AU20	PILATES BEGINNERS	9	8				
	416SP21	PILATES BEGINNERS			10	10		
	416SU21	PILATES ALL LEVELS					10	12
	417AU20	PILATES IMPROVERS	3	7				
	420SU21	DELVE DEEPER PHOTOGR...					6	8
	422AU20	WOODCARVING	8	6				
	423AU20	WOODCARVING	7	5				
	426SP21	FRENCH CONVERSATION ...			10	5		

PGH - ENROLMENTS for Year 2020/2021

Day:	Course Code:	Course Title:	Autumn		Spring		Summer	
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
	426SU21	FRENCH CONVERSATION ...					10	6
	427SP21	FRENCH CONVERSATION ...			10	6		
	429SU21	GERMAN BEGINNERS CON...					6	5
	430SU21	MAKING ART IN TUDOR ...					6	9
Friday	502AU20	SPANISH ADVANCED LEV...	9	9				
	502SP21	SPANISH ADVANCED LEV...			10	7		
	502SU21	SPANISH ADVANCED LEV...					9	7
	503AU20	SPANISH ADVANCED LEV...	9	6				
	503SP21	SPANISH ADVANCED LEV...			10	6		
	503SU21	SPANISH ADVANCED LEV...					9	6
	504AU20	LATIN FOR IMPROVERS	9	10				
	504SP21	LATIN FOR IMPROVERS			10	7		
	504SU21	LATIN FOR IMPROVERS					10	7
	505AU20	WRITE THE STORY OF Y...	9	9				
	505SP21	WRITE THE STORY OF Y...			10	8		
	505SU21	WRITE THE STORY OF Y...					10	9
	506AU20	ART WORKSHOP	9	10				
	506SP21	ART WORKSHOP			10	6		
	506SU21	ART WORKSHOP					10	7
	507AU20	PAINTING WITH VERSAT...	9	10				
	509AU20	HATHA YOGA FOR EVERY...	9	8				
	509SP21	HATHA YOGA FOR EVERY...			10	9		
	509SU21	HATHA YOGA FOR EVERY...					10	8
	510AU20	MINDFULNESS LEVEL 1	9	11				
	510SP21	MINDFULNESS LEVEL 1			10	10		
	510SU21	MINDFULNESS LEVEL 1					10	10
	511AU20	MINDFULNESS LEVEL 2	9	9				
	511SP21	MINDFULNESS LEVEL 2			10	7		
	511SU21	MINDFULNESS LEVEL 2					10	8
Saturday	603AU20	NEEDLE FELTING FOR B...	1	9				
	603SU21	WILLOW WEAVING PLANT...					1	8
Number of Courses-(164)			537		354		430	

This report does not include cancelled Courses or Full and Full minus £10 students refunds

07-Jul-21

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The Percival Guildhouse

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ANNUAL REPORT 2020/2021

