

COLNBROOK VILLAGE HALL TRUST
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2022

COLNBROOK VILLAGE HALL TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Puja Bedi - Chair and Poyle Parish Council
Victoria Brenner - Secretary and Colnbrook Community Association
Barbara Underhill - Colnbrook Over 50's Club
David Shields - St. Thomas' Church
Peter Hood - Representative of Colnbrook Residents Association
Steve Oakes - Colnbrook Amateur Stage Theatre
Rev Margaret Dudley - Methodist Church (Appointed 25 November 2021)
Sarah Sserwanga - Colnbrook Scouts Group (Appointed 25 November 2021)
Raymond Angell - Vice Life President (Appointed 25 November 2021)
Krishna Verma - Trustee
Sam Newman - Vice Chair (Appointed 25 November 2021)
Debbie Clutterbuck - Trustee
Steven Sserwanga - Treasurer (Appointed 25 November 2021)

Charity number

1003725

Independent examiner

Daniel Robins FCCA
Stiles Accountants Limited
2 Lake End Court
Taplow Road
Taplow
Maidenhead
Berkshire
SL6 0JQ

Bankers

Lloyds Bank plc

COLNBROOK VILLAGE HALL TRUST

CONTENTS

	Page
Trustees' report	1 - 2
Independent examiner's report	3
Statement of financial activities	4
Balance sheet	5
Notes to the financial statements	6 - 13

COLNBROOK VILLAGE HALL TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 APRIL 2022

The trustees present their annual report and financial statements for the year ended 30 April 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the trust's Deed of Trust, the Charities Act 2011 and "Accounting and Reporting by Charities: 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) (effective 1 January 2019)".

Objectives and activities

The Object of the Charity shall be the provision and maintenance of a Village Hall for the use of the inhabitants of Colnbrook and the neighbourhood. The Management Committee aims to provide good hall facilities including the use for meetings, lectures, and classes and for other forms of recreation and social occupation, intended to improve the conditions of life for the said inhabitants.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

Achievements and performance

An AGM was held on the 25th of November 2021. Due to the Government Restriction relating to the COVID-19 pandemic, this meeting was again held with limited numbers in line with Government guidelines at the time.

The performance during the financial year 2021 to 2022 exhibited aspects of resilience despite the challenges of dealing with the post-pandemic situation. The demand for usage of the hall gradually increased through the year as customers returned to performing their normal activities. The increase in demand was also driven in part by the Hall's competitive hire prices compared to the other Halls in the surrounding area.

Our Caretaker, Brenda, continued to do a fantastic job of maintaining the cleanliness both within and outside of the building including the main grounds. Regular maintenance was carried out to the building and equipment by the contractors and any faults reported resolved promptly.

Colnbrook Village Hall Trust continues to use Chris Woods to operate the bar using his personal Alcohol License. This practice is in line with the Hall's past practice and has worked well in satisfying the needs of both the Trust and customers.

The Colnbrook Museum continues to operate and has seen an increase in visitors from both the local and wider communities.

Financial review

The financial results for the year are set out in the account statements included in this document. Following challenges in respect of COVID-19 in the prior year a satisfactory financial position at the year-end has been maintained and the Objects of the Charity satisfied.

Total reserves currently stand at £289,995 (2021: £283,741). This includes restricted funds of £91,520 (2021: £93,472) and unrestricted funds of £198,475 (2021: £190,269).

It is the policy of the trust that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the trust's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the trust is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

COLNBROOK VILLAGE HALL TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2022

Structure, governance and management

The Public Rooms, known as The Colnbrook Village Hall Trust, Vicarage Way, Colnbrook, Slough, Berks SL3 0RF, is a charity registered with the Charity Commissioners (Number 1003725) and constituted by the Deed of Trust.

The Charity according to the Scheme is administered by a Management Committee which is made up of elected members and representatives from the local organisations. During the financial year 2021 – 2022, i.e. from 1st May 2021 to 30th April 2022, the Management Committee was made up of 17 competent persons (hereinafter referred to as Members) being 5 elected Members, 8 elected Representative Members and 4 Organisations without Representatives.

Up to 10 new Members can be elected at the Annual General Meeting. The Representative Members are appointed by each organisation and notified to the Secretary of the Trust one month before the Annual General Meeting or as soon as practical thereafter. The Management Committee may also appoint up to 2 Co-opted Members.

The number of the Representative Members may vary during the different financial years due to either an increase or decrease of the local organisations and their willingness to take part in the management of the Trust, or not having a representative willing to take up the post of Trustee.

The Management Committee during the 2021 – 2022 Financial Year from 1st May 2021 and up to the 30th April 2022 comprised of the following Members:

Puja Bedi - Chair and Poyle Parish Council	
Victoria Brenner - Secretary and Colnbrook Community Association	
Barbara Underhill - Colnbrook Over 50's Club	
David Shields - St. Thomas' Church	
Peter Hood - Representative of Colnbrook Residents Association	
Steve Oakes - Colnbrook Amateur Stage Theatre	
Rev Margaret Dudley - Methodist Church	(Appointed 25 November 2021)
Sarah Sserwanga - Colnbrook Scouts Group	(Appointed 25 November 2021)
Raymond Angell - Vice Life President	(Appointed 25 November 2021)
Krishna Verma - Trustee	
Sam Newman - Vice Chair	(Appointed 25 November 2021)
Debbie Clutterbuck - Trustee	
Steven Sserwanga - Treasurer	(Appointed 25 November 2021)
Chris Darbon - Booking Secretary	(Resigned 30 April 2022)
Ken Hill - Colnbrook Village Hall Club	(Resigned 31 August 2021)

The following groups also have the right to elect an individual as a representative member of the charity, however the positions remain vacant at this time:

Slough Borough Council
Colnbrook Baptist Church
Colnbrook Church Wives
Colnbrook and Poyle United Church and Fellowship

The trustees' report was approved by the Board of Trustees.

Puja Bedi

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Puja Bedi (Nov 8, 2022, 2:52pm)

Trustee
Dated: 08 Nov 2022

COLNBROOK VILLAGE HALL TRUST

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF COLNBROOK VILLAGE HALL TRUST

I report to the trustees on my examination of the financial statements of Colnbrook Village Hall Trust (the trust) for the year ended 30 April 2022.

Responsibilities and basis of report

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

I report in respect of my examination of the trust's financial statements carried out under section 145 of the 2011 Act. 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

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

- 1 accounting records were not kept in respect of the trust as required by section 130 of the 2011 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 financial statements to be reached.

Daniel Robins FCCA
Stiles Accountants Limited
2 Lake End Court
Taplow Road
Taplow
Maidenhead
Berkshire
SL6 0JQ

Dated: *D Robins*

Daniel Robins (Nov 8, 2022, 3:08pm)

08 NOV 2022

COLNBROOK VILLAGE HALL TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 APRIL 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes						
Income from:							
Donations and legacies	2	-	-	-	10,000	48,423	58,423
Charitable activities	3	32,808	-	32,808	3,064	-	3,064
Investments	4	3	-	3	13	-	13
Total income		32,811	-	32,811	13,077	48,423	61,500
Expenditure on:							
Charitable activities	5	24,605	1,952	26,557	33,006	1,952	34,958
Gross transfers between funds		-	-	-	54,320	(54,320)	-
Net income/(expenditure) for the year/							
Net movement in funds		8,206	(1,952)	6,254	34,391	(7,849)	26,542
Fund balances at 1 May 2021		190,269	93,472	283,741	155,878	101,321	257,199
Fund balances at 30 April 2022		198,475	91,520	289,995	190,269	93,472	283,741

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

COLNBROOK VILLAGE HALL TRUST

BALANCE SHEET

AS AT 30 APRIL 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	10		405,316		410,834
Current assets					
Debtors	11	6,188		3,184	
Cash at bank and in hand		50,620		41,358	
		56,808		44,542	
Creditors: amounts falling due within one year	12	(13,832)		(11,131)	
Net current assets			42,976		33,411
Total assets less current liabilities			448,292		444,245
Provisions for liabilities	13		(158,297)		(160,504)
Net assets			289,995		283,741
Income funds					
Restricted funds	14		91,520		93,472
Unrestricted funds			198,475		190,269
			289,995		283,741

08 Nov 2022

The financial statements were approved by the Trustees on

Puja Bedi

Puja Bedi (No 08 Nov 2022, 2:52pm)

Trustee

COLNBROOK VILLAGE HALL TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 APRIL 2022

1 Accounting policies

Charity information

Colnbrook Village Hall Trust is a registered charity, number 1003725, and is constituted by its Deed of Trust.

1.1 Accounting convention

The financial statements have been prepared in accordance with the trust's Deed of Trust, the Charities Act 2011 and "Accounting and Reporting by Charities: 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) (effective 1 January 2019)". The trust is a Public Benefit Entity as defined by FRS 102.

The trust has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the trust. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the trust has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the trust is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the trust has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the trust has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Assets for distribution are recognised only when distributed. Assets given for use by the Colnbrook Village Hall are recognised when receivable. Stocks of undistributed donated goods are not valued for balance sheet purposes.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

COLNBROOK VILLAGE HALL TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2022

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	Nil
Leasehold land and buildings	1% Straight line
Fixtures and fittings	25% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the trust reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The trust has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the trust's balance sheet when the trust becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

COLNBROOK VILLAGE HALL TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2022

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the trust's contractual obligations expire or are discharged or cancelled.

1.10 Provisions

The capital grant was received to help purchase the property. This grant has been capitalised and is being released in line with the depreciation charge on said property.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the trust is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Donations and legacies

	Total	Unrestricted funds	Restricted funds	Total
	2022	2021	2021	2021
	£	£	£	£
Donations and gifts	-	-	48,423	48,423
Government grant in respect of COVID-19	-	10,000	-	10,000
	<u>-</u>	<u>10,000</u>	<u>48,423</u>	<u>58,423</u>

During the prior year the construction of a museum, which commenced in 2020, has now been completed. Included in donations are amounts which were received directly from funders to cover the costs incurred by the Trust for building the museum.

COLNBROOK VILLAGE HALL TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2022

3 Charitable activities

	2022	2021
	£	£
Hire of hall and bar	28,343	3,064
Charitable rental income	4,465	-
	<u>32,808</u>	<u>3,064</u>

4 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	<u>3</u>	<u>13</u>

COLNBROOK VILLAGE HALL TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2022

5 Charitable activities

	Village Hall 2022 £	Village Hall 2021 £
Depreciation and impairment	5,518	5,843
Caretaker costs	7,665	11,027
Light and heat	2,558	4,090
Repairs and maintenance	2,860	2,885
Gardening costs	-	32
Cleaning	4,337	4,193
Rates	(2,620)	1,670
Telephone	1,933	1,377
Insurance	977	826
Printing, postage and stationery	176	202
Computer consumables and software costs	573	194
Subscriptions	458	314
Amortisation of grant	(2,207)	(2,207)
Accountancy	1,050	1,280
Sundry expenses	339	292
	<u>23,617</u>	<u>32,018</u>
Share of governance costs (see note 7)	2,940	2,940
	<u>26,557</u>	<u>34,958</u>
Analysis by fund		
Unrestricted funds	24,605	33,006
Restricted funds	1,952	1,952
	<u>26,557</u>	<u>34,958</u>

6 Description of charitable activities

Village Hall

All expenditure has been incurred to support the charity's objective, the provision and maintenance of a village hall for the use of the inhabitants of Colnbrook and the neighbourhood.

COLNBROOK VILLAGE HALL TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2022

7 Support costs

	Support costs	Governance costs	2022	2021
	£	£	£	£
Independent examination	-	2,940	2,940	2,940
	-	2,940	2,940	2,940
Analysed between Charitable activities	-	2,940	2,940	2,940

8 Trustees

With the exception of those disclosed within note 16, none of the trustees (or any persons connected with them) received any remuneration or benefits from the trust during the year.

9 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

10 Tangible fixed assets

	Freehold land and buildings	Leasehold land and buildings	Fixtures and fittings	Total
	£	£	£	£
Cost				
At 1 May 2021	80,000	415,889	67,591	563,480
At 30 April 2022	80,000	415,889	67,591	563,480
Depreciation and impairment				
At 1 May 2021	-	87,069	65,577	152,646
Depreciation charged in the year	-	4,159	1,359	5,518
At 30 April 2022	-	91,228	66,936	158,164
Carrying amount				
At 30 April 2022	80,000	324,661	655	405,316
At 30 April 2021	80,000	328,820	2,014	410,834

COLNBROOK VILLAGE HALL TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2022

11 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Trade debtors	4,183	1,159
Prepayments and accrued income	2,005	2,025
	<u>6,188</u>	<u>3,184</u>

12 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other creditors	7,100	7,965
Accruals and deferred income	6,732	3,166
	<u>13,832</u>	<u>11,131</u>

COLNBROOK VILLAGE HALL TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2022

13	Capital grants	2022 £	2021 £
	Capital grants received	158,297	160,504

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 May 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 1 May 2021 £	Resources expended £	Balance at 30 April 2022 £
Building fund	95,424	-	(1,952)	-	93,472	(1,952)	91,520
Museum fund	5,897	48,423	-	(54,320)	-	-	-
	101,321	48,423	(1,952)	(54,320)	93,472	(1,952)	91,520

The Trust received funds from local authorities and the sale of the old village hall, together with specific donations and interest received on the funds which are applied to the development of the new hall. The money which has not been expended is retained in restricted funds.

The museum fund relates to amounts donated for construction of a museum on the grounds of the village hall. Corresponding expenditure has been capitalised as a fixed asset and therefore shown as a transfer between funds in the above note. As the museum has now been fully constructed, the depreciation of this asset is expended from restricted funds on the basis it relates to buildings belonging to the trust as a whole and in order to be consistent with the depreciation of all buildings.

15 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 30 April 2022 are represented by:						
Tangible assets	309,892	95,424	405,316	315,410	95,424	410,834
Current assets/(liabilities)	42,976	-	42,976	33,411	-	33,411
Provisions	(154,393)	(3,904)	(158,297)	(158,552)	(1,952)	(160,504)
	198,475	91,520	289,995	190,269	93,472	283,741

16 Related party transactions

During the year, the trust paid to former trustee Chris Darbon a total of £1,050 (2021 - £805) in respect of bookkeeping services.