

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2022**

NORMANDY VILLAGE HALL

REPORT AND FINANCIAL STATEMENTS

for the

PERIOD 1 SEPTEMBER 2021 to 31 AUGUST 2022

REGISTERED CHARITY NUMBER: 1177242

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2022**

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Roshan Bailey (Chairman)	<i>re-appointed 20/2/2022</i>
Ian Rose	<i>re-appointed 20/2/2020</i>
Arthur Towner (Treasurer)	<i>re-appointed 20/2/2021</i>
Amanda Ellis	<i>re-appointed 16/10/2021</i>
Joyce Hutchins	<i>re-appointed 16/10/2021</i>
Amanda Pick	<i>appointed 2/12/2020</i>
Anne Seymour	<i>resigned 16/10/2021</i>
Roger Thomas	<i>re-appointed 16/10/2021</i>
Chris Weeks	<i>appointed 28/09/2021</i>

The first Trustees were appointed for varied initial terms but have since all been reappointed. All appointments and reappointments are now for 3 years.

Management arrangements

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, and by Briony Howarth for part of the year as Bookings Secretary, both of whom attended and participated in meetings of the Board of Trustees.

Address

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

Website

www.normandyvillagehall.org

Bankers

CAF Bank Limited, Kings Hill, West Malling, Kent ME19 4TA

Independent Examiner

Joan Swain BSc(Hons) FCCA
JMSolutions, 48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

Registered Charity Number

Normandy Village Hall is registered with the Charity Commissioners of England and Wales. The Charity registration number is 1177242.

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TRUSTEES' ANNUAL REPORT

The Trustees present their report and financial statements for the period 1 September 2021 to 31 August 2022.

Reference and Administration Details

All general information relating to Normandy Village Hall can be found on page 1.

Financial Review

The results for the year are set out in the financial statements on pages 6 -13.

Structure, Governance and Management

Normandy Village Hall CIO was established on 20 February 2018 in order to provide a modern governance structure for the unincorporated charity running Normandy Village Hall (Charity number 304967). The process was completed by means of a merger of the two charities at midnight on 31 August 2018 and the CIO started operating from 1 September 2018.

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, and by Briony Howarth for part of the year as Bookings Secretary, both of whom attended and participated in meetings of the Board of Trustees. The Trustees considered that the Charity held sufficient reserves, having reviewed possible risks.

Objectives and Activities

The principal objective of the Charity is to provide Village Hall facilities in Normandy for the benefit of local residents.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the Charity Commission's guidance on public benefit. The Charity's main activities for the public benefit are:

- The provision and maintenance of Normandy Village Hall which includes a Large Hall, Small Hall, Meeting Room, two kitchens and supporting facilities.
- Making the venue available for the use of local residents.
- Ensuring a range of activities provided by regular users for the benefit of local residents.
- Providing and maintaining a website with information about the Village Hall and a booking system to facilitate its use.

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CHAIRMAN'S REVIEW

Normandy Village Hall has continued to be a very popular venue, attracting bookings for a wide range of regular activities and special events for people of all ages, including education, specialist exhibitions and sales, arts and crafts, dancing and other physical activities. With the progressive relaxing of Covid restrictions through 2021, the vast majority of Regular Users were back in action by September 2021 and it was wonderful to see the full range of activities taking place again.

Through the year, we reviewed and updated our Special Conditions and Risk Assessment actions to keep everybody as safe as possible and to meet government requirements. As the requirements were gradually eased, our users continued to take sensible precautions taking account of the needs and risks relating to their activities and participants. No Covid incidents arose as a result of any activities at NVH.

In June we commemorated Queen Elizabeth II's Platinum Jubilee by commissioning a special bench with the Platinum Jubilee logo carved on it which was unveiled at a Celebration of Community Service. This special event was attended by many of our Regular Users as well as the High Sheriff of Surrey, the Chair of Surrey County Council, Mayor and Mayoress of Guildford Borough Council, Jonathan Lord MP, local Councillors, former NVH Trustees and volunteers, and other NVH friends. The Pilgrim Ringers performed handbell music throughout the evening including a work specially written for the Platinum Jubilee, and five Regular User groups provided displays of their activities while most others were showcased in a NVH video display. The event proved to be an excellent opportunity for NVH Users to get to know each other.

During the year we installed broadband and made password-protected wifi internet access available for users of NVH with excellent quality throughout the building. Regular maintenance was, as always, very ably managed by Hall Manager Jon Pick throughout the year.

FINANCE

Finance: Our financial situation and accounts for Normandy Village Hall for the period September 2021 to August 2022 continue to be satisfactory, under the efficient management of our Treasurer, Arthur Towner.

Our main source of income is the hiring of the Halls to our Regular and Occasional Users. We continued to refund (or carry forward to future dates) all advance hire payments and deposits for Covid-dictated cancellations, whether initiated by hirers or by us, waiving contractual notice periods. Over the year, our income from bookings was £50,540.

During the year, we received £2,667 (last year £18,793) from the Government grant programme for the Retail, Hospitality & Leisure sector via Guildford Borough Council to cover periods of full closure and partial opening due to Covid restrictions.

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Despite less sun than in the previous two years, the photovoltaic panels continue to provide a very important source of funding for our maintenance programme and improvement projects, with income this year of £3,989 (last year £4895).

Our biggest costs are cleaning and maintenance amounting to £23,376 including Tanglewood Flooring (£1,908). Cleaning costs returned to normal levels as Covid restrictions lifted and more users were able to resume their activities.

Reserves

The freehold land and buildings at Manor Fruit Farm are valued at £613,197 representing the majority of the Charity's reserves, and these are fundamental to operations. Reserves are held in two funds totalling £752,978 with the cash element being held in three bank accounts to optimise accessibility, security and interest. The Hall Manager's Fund, which ended the period at £28,281, is cash only and is used for all normal running costs of the building and land. The Trustees' Fund, which stands at £724,697 including both property and cash, is used for longer term maintenance and development of the building and land. £40K is earmarked for replacement of the floor in the Main Hall, likely to be required in the medium term. The Trustees aim to maintain free reserves of 9 - 12 month's normal gross expenditure which has been achieved.

Fundraising

NVH does not carry out any regular fundraising but specific funding bids are made from time to time. We did not receive any fundraising income during September 2021 to August 2022 and had not submitted any funding bids.

RISK ASSESSMENT

The Trustees have reviewed the major risks to which Normandy Village Hall is exposed. Systems are in place to mitigate identified risks, together with mechanisms for the Trustees to review progress and new developments.

TRUSTEES' LIABILITY INSURANCE

Insurance was acquired for the Trustees against liabilities in relation to their duties.

PLANS FOR THE FUTURE

The war in Ukraine will have a significant effect on our finances for the next few years. Fortunately, our electricity contract was fixed from October 2021 to September 2024. However, the current gas contract terminates in December 2022 with an estimated annual cost of £2,112 but our new fixed price contract forecasts annual costs of £13,373 for 2023 and £11,897 for 2024. We are likely to see increases in our costs as similar eye-watering increases hit suppliers and contractors and we will take this into account in planning future work

The replacement of gutters and soffit boards planned for 2021-22 did not take place but work on them is planned for the coming year. New integral blinds would be highly desirable in the Main Hall kitchen and are likely to be purchased within the next year or two. A significant but necessary expense in 2022-23 will be replacement of the boilers and other associated work, as well as full testing of all electrical systems and equipment.

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In response to requests from users, we intend to replace the teacups and saucers in both kitchens with new mugs.

We plan to introduce a completely new online booking system during 2022-23 using Hallmaster. This will provide a dramatically improved experience for all our users, particularly Regular Users, both in the booking process itself and in the ability to review their bookings within their individual online account.

The Trustees continue to listen and respond to user feedback and will take this into account in planning future work.

FINANCIAL ACCOUNTS

The Independent Examiner's Report and Financial Accounts which follow on pages 6 - 13 form part of this Annual Report.

APPROVED BY THE TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES by



Roshan Bailey, Chairman

Date: 2nd December 2022

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2022**



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

**Report to the trustees/
members of**

Normandy Village Hall

**On accounts for
the year ended**

31 August 2022

**Charity
no (if
any)**

1177242

Set out on pages

7 to 13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2022.

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

**Responsibilities
and basis of
report**

I report in respect of my examination of the Trust'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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Swain

Date: 2/12/2022

Name: Ms Joan Swain

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

Association of Chartered Certified Accountants

Address: 48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
STATEMENT OF FINANCIAL ACTIVITIES
12 MONTHS ENDED 31st AUGUST 2022**

	01.09.21 to 31.08.22	01.09.20 to 31.08.21
	Unrestricted Funds	Unrestricted Funds
INCOMING RESOURCES (Note 4)		
Income from:		
Donations	257	3
Charitable activities	50,540	18820
Government grants	2,667	18793
Feed in Tariff	3,989	4895
Investments (interest)	274	406
TOTAL	<u>57,727</u>	<u>42917</u>
RESOURCES EXPENDED (Note 5)		
Expenditure on:		
Charitable activities	54,637	40638
TOTAL	<u>54,637</u>	<u>40638</u>
Net income/(expenditure)	3,090	2,279
Total funds brought forward	749,888	747,609
Total funds carried forward	<u>752,978</u>	<u>749,888</u>

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
STATEMENT OF FINANCIAL ACTIVITIES
12 MONTHS ENDED 31st AUGUST 2022**

	01.09.21 to 31.08.22 Unrestricted Funds	01.09.20 to 31.08.21 Unrestricted Funds
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**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
BALANCE SHEET AS AT 31st AUGUST 2022**

	2022 Unrestricted funds £	2021 Unrestricted funds £
Fixed assets		
Tangible assets (Note 9)	618,198	631,683
Total fixed assets	<u>618,198</u>	<u>631,683</u>
Current assets		
Debtors (Note 10)	3,258	6,017
Cash at bank and in hand (Note 12)	141,907	118,810
Total current assets	<u>145,165</u>	<u>124,827</u>
Creditors		
Amounts falling due within one year (Note 11)	(10,385)	(6,622)
	<u>(10,385)</u>	<u>(6,622)</u>
Net current assets/(liabilities)	<u>134,780</u>	<u>118,205</u>
Total assets less current liabilities	<u>752,978</u>	<u>749,888</u>
Funds of the charity		
Unrestricted funds	<u>752,978</u>	<u>749,888</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS

Note 1: Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:
the Statement of Recommended Practice: 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) issued on 16 July 2014
and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102)
and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

Note 2: Going concern

These accounts have been prepared on a going concern basis.

Note 3: Accounting policies

3.1 Recognition of income:

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP of FRS102.

3.3 Grants and donations

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

3.4 Support costs

The charity has incurred expenditure on support costs.

3.5 Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

3.6 Income from interest, royalties, dividends and Feed in Tariff

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

3.7 Expenditure and Liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**NORMANDY VILLAGE HALL
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NOTES TO THE ACCOUNTS (CONT'D)

3.8 Governance and support costs

Support costs have been allocated between governance costs and other support (where applicable). Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Governance costs are allocated against the Trustees funds.

Day to day running of the charitable activities are allocated against the Hall Manager's Fund.

3.9 Deferred income

No material item of deferred income has been included in the accounts.

▾ **3.10 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

▾ **3.11 Tangible fixed assets for use by the charity**

These are capitalised if they can be used for more than one year, and cost at least £500

They are valued at cost.

Depreciation rates are:

Plant & machinery - 5 years straight-line

Computer equipment - 3 years straight-line

Buildings - 50 years straight-line

3.12 Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

3.13 Current asset investments

The charity has cash held on deposit for investment purposes rather than to meet short term cash commitments as they fall due.

NORMANDY VILLAGE HALL
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NOTES TO THE ACCOUNTS (CONT'D)	2022	2021
	Unrestricted	Unrestricted
	Funds	Funds
Note 4: Analysis of income		
Donations	<u>257</u>	<u>3</u>
Charitable Activities		
Hall Lettings	50,540	18,820
Grants (GBC Covid-19)	<u>2,667</u>	<u>18,793</u>
	<u>53,207</u>	<u>37,613</u>
Income from investments		
Interest CAF Gold a/c	33	2
Interest CAF 60 day a/c	241	404
Feed in Tariff	<u>3,989</u>	<u>4,895</u>
	<u>4,263</u>	<u>5,301</u>
TOTAL	<u>57,727</u>	<u>42,917</u>
Note 5: Analysis of expenditure		
Expenditure on charitable activities		
Rates and water	699	169
Gas and electricity	5,342	4,514
Insurance (Note 8)	1,736	1,716
Cleaning	12,920	6,888
Refuse collection	1,095	886
Repairs and maintenance	10,456	7,437
Telephone	441	74
Postage	11	
Projects (incl. replacement tables)	2,769	794
Online fees	3,005	2,368
Defibrillator accessories	252	31
Accountant's fees	750	750
Bank charges	148	84
Advertising	-	-
Miscellaneous (Note 15)	35	35
Depreciation	<u>14,978</u>	<u>14,892</u>
	<u>54,637</u>	<u>40,638</u>

NORMANDY VILLAGE HALL
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NOTES TO THE ACCOUNTS (CONT'D)

	31.08.22	31.08.21				
Note 6: Governance and support costs						
Accountant's fees	750	750				
Miscellaneous (ICO fees)	<u>35</u>	<u>35</u>				
	<u>785</u>	<u>785</u>				
Note 7: Fees for the examination of the accounts						
Independent examiner's fees (2021)		750				
Independent examiner's fees (2022)	<u>750</u>					
	<u>750</u>	<u>750</u>				
Note 8: Insurance						
Insurance costs include cover for Trustees' indemnity insurance						
Prepaid in 2021	1453	1426				
Cost for year to 30 June 2023	1699	1743				
less prepaid 1/9/22 to 30/06/2023	<u>(1,416)</u>	<u>(1,453)</u>				
	<u>1736</u>	<u>1716</u>				
Note 9: Tangible fixed assets						
	Freehold land and buildings	Plant & machinery	TOTAL	Freehold land and buildings	Plant & machinery	TOTAL
Net book value b/fwd	626,527	5,156	631,683	639,857	6,717	646,574
Additions/transfers	-	1,493	1,493	-		-
Depreciation (Note 3.11)	13,330	1,648	14,978	13,330	1,561	14,891
Net book value at 31.08.22	<u>613,197</u>	<u>5,001</u>	<u>618,198</u>	<u>626,527</u>	<u>5,156</u>	<u>631,683</u>
Note 10: Debtors	31.08.22	31.08.21				
Analysis of debtors						
Debtors	126	1,557				
Prepayments	<u>3,132</u>	<u>4,460</u>				
	<u>3,258</u>	<u>6,017</u>				
Note 11: Creditors						
Analysis of creditors						
Accruals	2,204	900				
Deposits held	4,131	3,413				
Rents received in advance	<u>4,050</u>	<u>2,309</u>				
	<u>10,385</u>	<u>6,622</u>				

**NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242**

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.22	31.08.21
Note 12: Cash at bank and in hand		
Short term deposits	87,855	87,352
CAF cash a/c	250	250
CAF Gold a/c	<u>53,802</u>	<u>31,208</u>
	<u>141,907</u>	<u>118,811</u>
	Total	<u>118,811</u>

Note 13: Charity funds

Hall Manager's Fund For all normal running costs of the building and land.
Unrestricted

Trustees Fund For longer term maintenance and development of the
Unrestricted building and land.

	Balance b/fwd	Income	Expenditure	Balance c/fwd
Hall Manager's Fund	13,725	53,465	38,909	28,281
Trustees' Fund	736,163	4,262	15,728	724,697
Total Funds	<u>749,888</u>	<u>57,727</u>	<u>54,638</u>	<u>752,978</u>

Note 14: Trustee remuneration and benefits
None of the trustees has been paid any remuneration or received any other benefits from an employment with the charity.

Note 15: Trustees expenses
Expenses of £441 were claimed by Trustees for use of a mobile phone which is used as the Village Hall's contact number for the issue of keys and answering queries from hirers and for reimbursement of broadband service set up in 21/22

Note 16: Additional disclosures
Normandy Village Hall CIO, charity number 1177242, took over the funds of Normandy Village Hall, Charity number 304967, on 1 September 2018. The cost of land and buildings represents the cost of the building itself, provision of utility services and making the garden area around the building. The land was transferred for £1 by Guildford Borough Council.