

Wilsden Village Hall

Annual Report and Financial Statements for the year ended 31 March 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Wilsden Village Hall

Trustees' report for the year ended 31 March 2023

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
David Holmes	Chair	
Richard Freeman	Treasurer	
Paul Hall		
Susan Scott		Appointed 16 January 2023
Emma Thomas		Appointed 16 January 2023
Peter Allison		Resigned 16 January 2023
Lucy Golton		Resigned 16 January 2023
Lisa Firth		Resigned 16 January 2023
John Turton		Resigned 27 October 2022

Management team
Milton Pearson
Paul Westcott

Charity number 1154371 Registered in England and Wales

Company number 08688329 Registered in England and Wales

Registered and principal address	Bankers
Townfield	Barclays Bank plc
Wilsden	77 North Street
Bradford	Keighley
BD15 0HT	BD21 3RZ

Independent examiner
Alan Dodd FCCA

West Yorkshire Community Accountancy Service CIO
Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee. The company was incorporated on 12 September 2013 and the charity began its charitable activities on 1 January 2014. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Wilsden Village Hall was opened in 1976 after a fundraising campaign led by Wilsden Village Society.

The Village Hall is an independent community centre, led by a voluntary management committee, who engage a manager to oversee the day to day running.

The Village Hall provides facilities for child care, a youth club and a library service, whilst housing many local groups and classes covering all age groups.

Wilsden Village Hall

Trustees' report (continued) for the year ended 31 March 2023

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Induction and training are provided as required depending on the role to be undertaken and the skills of the trustee.

Management committee

The management committee is made up of members of the village, Parish Council and user groups of the Village Hall. We have broadened and strengthened our trustee membership to include representatives from the arts community and local community, together with a new representative from the Parish Council.

Risk management

The management committee conducts regular reviews of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and users, in particular the children.

Objectives and activities

The charity's objects

The charity's objects are for public benefit and are restricted to the following:

To further or benefit the residents of Wilsden and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

The charity's main activities

The Village Hall provides a community space for the residents of Wilsden and the surrounding area, for educational and recreational activities, and for meetings and social occasions without distinction of age, sex or religious persuasion.

We house the village's only nursery school, together with senior and junior youth clubs.

The more senior members of the village are supported with a range of activities including a weekly NHS sponsored walking group, an indoor bowls club, a Tuesday luncheon club and Thursday afternoon meeting, and access to Bradford libraries service through our community library.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education, social and recreational wellbeing.

Achievements and performance

The fiscal year 2022-23 was a testament to the strength and depth of the community spirit thriving in Wilsden. Our collaborative efforts with local businesses, pubs, and the Conservative Club for the Wilsden Weekender exemplify our commitment to revitalising the local community in the aftermath of the challenges posed by the pandemic.

Wilsden Village Hall

Trustees' report (continued) for the year ended 31 March 2023

Achievements and performance (continued)

The annual Community Awards event, initiated in February 2022, has proven to be an enduring platform for recognising and appreciating the remarkable efforts of our local community and the voluntary sector during and after the pandemic. The glamorous awards evening not only celebrates but also acknowledges the often unseen contributions made by individuals for the benefit of us all.

The annual calendar photograph competition has not only engaged the community creatively but has also successfully generated funds. The collaboration with local businesses as sponsors has allowed us to channel profits back into supporting essential community assets like the Wilsden Community Post Office and Wilsden Village Hall.

At the heart of our mission at the hall is the desire to build on the positive community momentum generated by Wilsden's response to the pandemic. Thanks to a successful application to the BDMC Covid Recognition and Recovery Fund, we were able to invest in a temporary business development officer and social media officer. This strategic move aimed at growing the hall's use for business purposes and enhancing our social media reach reflects our forward-thinking approach to community development. The plan to use additional income to subsidise hire charges for local users and clubs, along with covering general running costs, ensures the sustainability of our initiatives.

The impact of this funding has been positive. We've developed a new customer database, increased our social media reach by 30%, and secured additional commercial lets. Moreover, we've reviewed and improved our event management systems, ensuring efficiency and effectiveness in our operations.

Our commitment to inclusivity and accessibility is demonstrated by the installation of a platform lift, enabling people with poor mobility to access the well of the Youth Club. Additionally, we installed a hearing loop systems in the main hall and meeting room, coupled with a portable hearing loop, ensuring support for the hearing impaired throughout the building. This was made possible through the support of the Departments of Health & Wellbeing Capital Fund for Disabled Facilities in Community Settings, the Royd House Trust, and Wilsden Parish Council.

The new and improved event management system was effectively utilized for the Platinum Jubilee Celebration in June and Wilsden Music live event in September. Both events garnered substantial support from the local community and attendees from further afield. In addition, during this year we were able instigate the Warm Spaces initiative here in Wilsden.

The hall opened its doors to the general public, each Tuesday, Thursday and Friday during the heating crises through November to March 22-23. This was achieved thanks to a grant from the BMDC Warm Spaces Initiative.

In conclusion, the endeavours outlined in this report underscore our unwavering commitment to community well-being, economic development, and social engagement in Wilsden. Through collaboration, strategic investments, and a focus on inclusivity, we continue to strengthen the fabric of our vibrant community.

Financial review

The net expenditure for the year was £28,766, including net expenditure of £14,077 on unrestricted funds and net expenditure of £14,689 on restricted funds after transfers.

The management committee is very grateful for the continued financial support from Wilsden Parish Council, which is so important for the ongoing sustainability of the hall.

Wilsden Village Hall

Trustees' report (continued) for the year ended 31 March 2023

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £40,777.

The charity's policy is that a general free reserve should be maintained equivalent to three months of budgeted operating costs. Currently this would equate to almost £22,000, and the trustees and management committee have also agreed that, when funds are available, these should be invested back into facilities to maintain and improve the village hall.

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 15th December 2023

Signed:  (Trustee)

Name: Richard L. Treverman

Wilsden Village Hall

Independent examiner's report to the trustees of Wilsden Village Hall

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2023, which are set out on pages 7 to 14.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the 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:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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: 

Name: Alan Dodd FCCA

15/12/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Wilsden Village Hall

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Grants and contracts	(2)	11,855	1,915	13,770	82,543
Village Hall income		60,791	-	60,791	37,834
Squash Club		3,588	-	3,588	3,360
Donations	(2)	5,249	450	5,699	3,506
Fundraising events		5,584	-	5,584	4,575
Bank interest		62	-	62	22
Sundry income		268	-	268	259
Total income		87,397	2,365	89,762	132,099
Expenditure on:					
Salaries, NIC and pensions	(3)	22,476	-	22,476	19,152
Staff travel		44	86	130	7
Rates and refuse		4,017	-	4,017	3,303
Utilities		11,914	-	11,914	12,494
Maintenance and security		6,383	3,383	9,766	15,175
Cleaning and general office costs		4,815	501	5,316	4,427
Subscriptions and licences		1,466	-	1,466	2,217
Training		-	-	-	120
Photocopier		1,340	-	1,340	1,186
Insurance		2,266	-	2,266	2,146
Telephone		1,408	-	1,408	1,136
Computer expenses		1,376	5,466	6,842	1,182
Postage and stationery		441	-	441	157
Fundraising events		1,918	3,738	5,656	4,071
Advertising and publicity		175	1,923	2,098	109
Project activity costs		732	110	842	257
Bank charges		496	-	496	362
Professional fees		21,193	1,843	23,036	20,452
Accountancy fees		1,749	-	1,749	1,077
Independent examination		1,122	-	1,122	900
Sundries		77	4	81	97
Depreciation		16,028	-	16,028	15,155
Covid-19 expenses		-	-	-	55
Donations made		38	-	38	906
Bad debts		-	-	-	350
Total expenditure		101,474	17,054	118,528	106,493
Net income / (expenditure)		(14,077)	(14,689)	(28,766)	25,606
Fund balances brought forward		72,531	21,348	93,879	68,273
Fund balances carried forward	(4)	58,454	6,659	65,113	93,879

All incoming resources and resources expended derive from continuing activities.

Wilsden Village Hall

Balance sheet

as at 31 March 2023

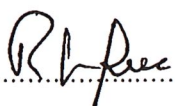
	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 17,677	-	17,677	33,704
Total fixed assets	<u>17,677</u>	<u>-</u>	<u>17,677</u>	<u>33,704</u>
Current assets				
Debtors and prepayments	(6) 8,000	-	8,000	16,817
Cash at bank and in hand	(7) 37,472	6,659	44,131	61,501
Total current assets	<u>45,472</u>	<u>6,659</u>	<u>52,131</u>	<u>78,318</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 4,695	-	4,695	18,143
Total current liabilities	<u>4,695</u>	<u>-</u>	<u>4,695</u>	<u>18,143</u>
Net current assets / (liabilities)	<u>40,777</u>	<u>6,659</u>	<u>47,436</u>	<u>60,175</u>
Net assets	<u>58,454</u>	<u>6,659</u>	<u>65,113</u>	<u>93,879</u>
Funds				
Unrestricted funds	58,454	-	58,454	72,531
Restricted funds	-	6,659	6,659	21,348
Total funds	<u>58,454</u>	<u>6,659</u>	<u>65,113</u>	<u>93,879</u>

For the year ending 31 March 2023 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 15th December 2023.

Signed:  (Trustee)

Name: Richard L. Treisman

Wilsden Village Hall

Notes to the accounts

for the year ended 31 March 2023

1 Accounting policies

Basis of accounting

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 financial statements 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) (effective 1 January 2019) and with the Charities Act 2011.

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

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

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

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Project and office equipment: over 3 years

Fixtures and fittings: over 5 years

Property Improvements: over 5 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Wilsden Village Hall
Notes to the accounts
for the year ended 31 March 2023

1 Accounting policies continued

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Wilsden Village Hall
Notes to the accounts continued
for the year ended 31 March 2023

2 Grants and donations	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford MDC	11,855	415	12,270	66,702
Sir George Martin Trust	-	-	-	1,500
HMRC - CJRS	-	-	-	116
Wilsden Parish Council	-	1,500	1,500	14,225
Other donations	5,249	450	5,699	3,506
	<u>17,104</u>	<u>2,365</u>	<u>19,469</u>	<u>86,049</u>

3 Staff costs and numbers	2023	2022
	£	£
Gross salaries	22,266	18,931
Social security costs	681	655
Employment allowance	(681)	(655)
Pensions	210	221
	<u>22,476</u>	<u>19,152</u>

The average number of employees during the year was 2.7, being an average of 1.2 full time equivalent (2022: 2, 1.1 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2023	2022
	£	£
Costs of the scheme to the charity for the year	210	221
Amount of any contributions outstanding at the year end	-	44

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Jubilee events	-	865	865	-	-
Covid recognition grant	1,641	-	449	-	1,192
Disability grant	2,456	1,500	2,989	-	967
Social Media Fund	11,252	-	11,252	-	-
Sir George Martin Trust	1,105	-	1,105	-	-
Donations - Youth area	394	-	394	-	-
Innovation Fund	4,500	-	-	-	4,500
	<u>21,348</u>	<u>2,365</u>	<u>17,054</u>	<u>-</u>	<u>6,659</u>

Fund name	Purpose of restriction
Jubilee events	Towards costs of events for the Platinum Jubilee.
Covid recognition grant	For recognition of the work of volunteers.
Disability grant	To fund the provision of facilities for disabled users.
Social Media Fund	To fund social media and community development posts.
Sir George Martin Trust	Towards costs of the Albion Tearoom.
Donations - Youth area	Towards refurbishment of the Youth Area.
Innovation Fund	For the Youth Service Random Acts of Kindness project.

Wilsden Village Hall

Notes to the accounts continued for the year ended 31 March 2023

5 Tangible assets	Fixtures and Fittings	Computer equipment	Property Improvement	Total
<u>Cost</u>	£	£	£	£
At 1 April 2022	2,826	1,480	77,176	81,482
Additions	-	-	-	-
At 31 March 2023	<u>2,826</u>	<u>1,480</u>	<u>77,176</u>	<u>81,482</u>
<u>Depreciation</u>				
At 1 April 2022	644	452	46,682	47,778
Charge for year	942	493	14,592	16,027
At 31 March 2023	<u>1,586</u>	<u>945</u>	<u>61,274</u>	<u>63,805</u>
<u>Net book value</u>				
At 31 March 2023	<u>1,240</u>	<u>535</u>	<u>15,902</u>	<u>17,677</u>
At 31 March 2022	<u>2,182</u>	<u>1,028</u>	<u>30,494</u>	<u>33,704</u>
6 Debtors and prepayments			2023 £	2022 £
Debtors			5,082	14,124
Prepayments			<u>2,918</u>	<u>2,693</u>
			<u>8,000</u>	<u>16,817</u>
7 Cash at bank and in hand			2023 £	2022 £
Cash at bank			44,049	61,494
Cash in hand			<u>82</u>	<u>7</u>
			<u>44,131</u>	<u>61,501</u>
8 Creditors and accruals			2023 £	2022 £
Creditors			2,079	10,710
Accruals			2,306	2,293
Taxation and social security			108	66
Other creditors			<u>202</u>	<u>5,074</u>
			<u>4,695</u>	<u>18,143</u>

Wilsden Village Hall
Notes to the accounts continued
for the year ended 31 March 2023

9 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees, the Centre Manager and the Deputy Manager who are engaged on a self-employed freelance basis. The total benefits of the key management personnel of the charity were £21,286 (previous year: £20,372)

No trustee received any remuneration or benefit in this capacity during this or the previous year.

The deputy manager is the spouse of Karen Westcott, trustee until November 2021.

Other transactions with trustees or related parties			2023	2022
			£	£
Name of trustee or related party	Relationship to charity	Description of transaction		
Paul Westcott	Spouse of Karen Westcott (trustee to Nov. 2021)	Freelance consultancy	-	4,293
			<u>-</u>	<u>4,293</u>

10 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2023	2022
	£	£
Within one year	1,219	1,219
In the second to fifth years inclusive	3,353	4,572
	<u>4,572</u>	<u>5,791</u>

Wilsden Village Hall

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
Income						
Grants and contracts	11,855	42,760	1,915	39,783	13,770	82,543
Village Hall income	60,791	37,834	-	-	60,791	37,834
Squash Club	3,588	3,360	-	-	3,588	3,360
Donations	5,249	3,506	450	-	5,699	3,506
Fundraising events	5,584	4,575	-	-	5,584	4,575
Bank interest	62	22	-	-	62	22
Sundry income	268	259	-	-	268	259
Total income	87,397	92,316	2,365	39,783	89,762	132,099
Expenditure						
Salaries, NIC and pensions	22,476	19,036	-	116	22,476	19,152
Staff travel	44	7	86	-	130	7
Rates and refuse	4,017	3,303	-	-	4,017	3,303
Utilities	11,914	12,494	-	-	11,914	12,494
Maintenance and security	6,383	15,118	3,383	57	9,766	15,175
Cleaning and general office costs	4,815	4,427	501	-	5,316	4,427
Subscriptions and licences	1,466	2,217	-	-	1,466	2,217
Training	-	120	-	-	-	120
Photocopier	1,340	1,186	-	-	1,340	1,186
Insurance	2,266	2,146	-	-	2,266	2,146
Telephone	1,408	1,136	-	-	1,408	1,136
Computer expenses	1,376	1,182	5,466	-	6,842	1,182
Postage and stationery	441	157	-	-	441	157
Fundraising events	1,918	3,336	3,738	735	5,656	4,071
Advertising and publicity	175	29	1,923	80	2,098	109
Project activity costs	732	257	110	-	842	257
Bank charges	496	362	-	-	496	362
Professional fees	21,193	20,372	1,843	80	23,036	20,452
Accountancy fees	1,749	1,077	-	-	1,749	1,077
Independent examination	1,122	900	-	-	1,122	900
Sundries	77	97	4	-	81	97
Depreciation	16,028	15,155	-	-	16,028	15,155
Covid-19 expenses	-	55	-	-	-	55
Donations made	38	906	-	-	38	906
Bad debts	-	350	-	-	-	350
Total expenditure	101,474	105,425	17,054	1,068	118,528	106,493
Net income / (expenditure)	(14,077)	(13,109)	(14,689)	38,715	(28,766)	25,606
Transfers between funds	-	17,761	-	(17,761)	-	-
Net movement in funds	(14,077)	4,652	(14,689)	20,954	(28,766)	25,606
Fund balances brought forward	72,531	67,879	21,348	394	93,879	68,273
Fund balances carried forward	58,454	72,531	6,659	21,348	65,113	93,879