

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020  
  
FOR  
METFIELD VILLAGE HALL

van Dijk Accountants Limited  
Georgian House  
34 Thoroughfare  
Halesworth  
Suffolk  
IP19 8AP

METFIELD VILLAGE HALL

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for the Year Ended 31 March 2020

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## METFIELD VILLAGE HALL

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2020

The trustees present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of 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

##### Objectives and aims

To operate and manage Metfield Village Hall as a place of recreation and social activities for the advantage or benefit of the inhabitants of Metfield either gratuitously or in consideration of any money payments or on such terms as the trustees may think fit.

#### ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT IN RELATION TO ITS OBJECTS

Operate and manage Metfield Village Hall including hiring of facilities, building maintenance organisation and support of fundraising events and activities.

#### ACHIEVEMENT AND PERFORMANCE

The new village hall had been operating successfully both in terms of community and financially. During March 2020, however, Covid19 regulations required cessation of operation until further notice.

#### FINANCIAL REVIEW

##### Financial position

Retained reserves at the year end amounted to £332,512. Expenditure exceeded income by £1,548. Detailed information can be found in the attached accounts.

##### Reserves policy

It is the charity's and trustees' policy to maintain reserves at a level it considers necessary to meet cash flow requirements.

#### FUTURE PLANS

The trustees intend to continue operation under the objectives stated above and shall continue to maintain the village hall in good condition subject to restrictions imposed under the Covid 19 regulations.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The charity is controlled by its governing document a Trust Deed dated 21st February 1934, a deed of trust and constitutes an unincorporated charity.

##### Recruitment and appointment of new trustees

Two trustees retire by rotation annually and may offer themselves for re-election by members of the Parish attending the Annual General Meeting. Casual vacancies arising prior to the Annual General Meeting may be filled by the committee to hold office until the next Annual General Meeting.

##### Organisational structure

The management and control of the charity is vested in the management committee but subject in every case to the general supervision of the trustees.

##### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Charity number

304796

METFIELD VILLAGE HALL

REPORT OF THE TRUSTEES  
for the Year Ended 31 March 2020

Principal address  
Skinners Lane  
Metfield  
Harleston  
IP20 0LH

Trustees  
Mr Robert Steven (Chairperson)  
Mr Nicholas Rudge  
Mr Steven Jordan  
Mr Martin Fowler  
Mrs Evelyn Peck  
Mrs Lorraine McEvoy

The Village Hall Management Committee  
Mrs Lorraine McEvoy (Chairperson)  
Mrs Evelyn Peck (Secretary/Treasurer)  
Mrs Carol Brown  
Mrs Louise Eden  
Mr Steven McEvoy  
Mr Terry Scholey  
Mrs Linsey Duckett -appointed 31.1.2020  
Mrs Annie Gaddison -appointed 31.1.2020  
Mrs Chrissie Southwark -appointed 31.1.2020  
Mrs Karen Godbold -appointed 31.1.2020

Bankers  
Barclays Bank PLC

Independent Examiner  
P N van Dijk FMAAT  
Association of Accounting Technicians  
van Dijk Accountants Limited  
Georgian House  
34 Thoroughfare  
Halesworth  
Suffolk  
IP19 8AP

Approved by order of the board of trustees on 9 September 2020 and signed on its behalf by:

R Steven - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
METFIELD VILLAGE HALL

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

I report to the charity trustees on my examination of the accounts of Metfield Village Hall (the Trust) for the year ended 31 March 2020.

Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 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 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

P N van Dijk FMAAT  
Association of Accounting Technicians  
van Dijk Accountants Limited  
Georgian House  
34 Thoroughfare  
Halesworth  
Suffolk  
IP19 8AP

9 September 2020

METFIELD VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2020

	Notes	Unrestricted fund £	Restricted fund £	31.3.20 Total funds £	31.3.19 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
External funding		7,976	-	7,976	1,205
Other trading activities	2	3,402	-	3,402	29,418
Investment income	3	9	-	9	15
		<hr/>	<hr/>	<hr/>	<hr/>
Total		11,387	-	11,387	30,638
 <b>EXPENDITURE ON</b>					
Costs incurred		12,288	647	12,935	30,022
		<hr/>	<hr/>	<hr/>	<hr/>
NET INCOME/(EXPENDITURE)		(901)	(647)	(1,548)	616
Transfers between funds	11	-	-	-	6,558
		<hr/>	<hr/>	<hr/>	<hr/>
Net movement in funds		(901)	(647)	(1,548)	7,174
 <b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		23,269	310,791	334,060	326,886
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>22,368</u>	<u>310,144</u>	<u>332,512</u>	<u>334,060</u>

The notes form part of these financial statements

METFIELD VILLAGE HALL

STATEMENT OF FINANCIAL POSITION

31 March 2020

	Notes	Unrestricted fund £	Restricted fund £	31.3.20 Total funds £	31.3.19 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	4,846	310,144	314,990	316,848
<b>CURRENT ASSETS</b>					
Stocks	7	-	-	-	1,383
Debtors	8	4,014	-	4,014	1,113
Cash at bank and in hand	9	14,213	-	14,213	15,786
		<u>18,227</u>	<u>-</u>	<u>18,227</u>	<u>18,282</u>
<b>CREDITORS</b>					
Amounts falling due within one year	10	(705)	-	(705)	(1,070)
		<u>17,522</u>	<u>-</u>	<u>17,522</u>	<u>17,212</u>
<b>NET CURRENT ASSETS</b>					
		<u>22,368</u>	310,144	332,512	334,060
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>22,368</u>	310,144	332,512	334,060
<b>NET ASSETS</b>					
		<u>22,368</u>	310,144	332,512	334,060
<b>FUNDS</b>					
	11			22,368	23,269
Unrestricted funds				310,144	310,791
Restricted funds				<u>332,512</u>	<u>334,060</u>
<b>TOTAL FUNDS</b>					
				<u>332,512</u>	<u>334,060</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 9 September 2020 and were signed on its behalf by:

R Steven - Trustee

M Fowler - Trustee

The notes form part of these financial statements

METFIELD VILLAGE HALL

NOTES TO THE FINANCIAL STATEMENTS  
for the Year Ended 31 March 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and Machinery 20%

Improvements to freehold property less its estimated residual value is being depreciated on a straight line basis over fifty years.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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



METFIELD VILLAGE HALL

NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2020

2. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
Bar income	-	-	-	24,594
Hall hire and activities	2,874	-	2,874	4,439
Re-cycling	528	-	528	228
Reimbursement for utility costs	-	-	-	157
	<u>3,402</u>	<u>-</u>	<u>3,402</u>	<u>29,418</u>

3. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
Deposit account interest	<u>9</u>	<u>-</u>	<u>9</u>	<u>15</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
External funding	1,205	-	1,205
Other trading activities	29,418	-	29,418
Investment income	15	-	15
Total	<u>30,638</u>	<u>-</u>	<u>30,638</u>
<b>EXPENDITURE ON</b>			
Costs incurred	30,022	-	30,022
NET INCOME	<u>616</u>	<u>-</u>	<u>616</u>
Transfers between funds	-	6,558	6,558
Net movement in funds	<u>616</u>	<u>6,558</u>	<u>7,174</u>

METFIELD VILLAGE HALL

NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2020

5.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund £	Restricted fund £	Total funds £
	RECONCILIATION OF FUNDS			
	Total funds brought forward	22,653	304,233	326,886
	TOTAL FUNDS CARRIED FORWARD	<u>23,269</u>	<u>310,791</u>	<u>334,060</u>
6.	TANGIBLE FIXED ASSETS	Freehold property £	Plant and machinery £	Totals £
	COST			
	At 1 April 2019 and 31 March 2020	<u>312,338</u>	<u>9,638</u>	<u>321,976</u>
	DEPRECIATION			
	At 1 April 2019	1,547	3,581	5,128
	Charge for year	647	1,211	1,858
	At 31 March 2020	<u>2,194</u>	<u>4,792</u>	<u>6,986</u>
	NET BOOK VALUE			
	At 31 March 2020	<u>310,144</u>	<u>4,846</u>	<u>314,990</u>
	At 31 March 2019	<u>310,791</u>	<u>6,057</u>	<u>316,848</u>
7.	STOCKS		31.3.20 £	31.3.19 £
	Stocks		<u>-</u>	<u>1,383</u>
8.	DEBTORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR		31.3.20 £	31.3.19 £
	Trade debtors		641	327
	Other debtors		2,541	-
	Prepayments and accrued income		<u>832</u>	<u>786</u>

METFIELD VILLAGE HALL

NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2020

9. CASH AT BANK AND IN HAND

	31.3.20	31.3.19
	Total funds	Total funds
	£	£
Cash in hand	-	387
Barclays current account	6,668	5,419
CCLA	1,550	1,541
Lloyds Bank bar account	-	2,444
Barclays savings account	5,995	5,995
	<hr/>	<hr/>
Total	<u>14,213</u>	<u>15,786</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20	31.3.19
	£	£
Trade creditors	105	470
Accruals and deferred income	600	600
	<hr/>	<hr/>
	<u>705</u>	<u>1,070</u>

11. MOVEMENT IN FUNDS

	At 1.4.19	Net movement in funds	At 31.3.20
	£	£	£
Unrestricted funds			
General fund	23,269	(901)	22,368
Restricted funds			
Fabric fund	310,791	(647)	310,144
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>334,060</u>	<u>(1,548)</u>	<u>332,512</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	11,387	(12,288)	(901)
Restricted funds			
Fabric fund	-	(647)	(647)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>11,387</u>	<u>(12,935)</u>	<u>(1,548)</u>

METFIELD VILLAGE HALL

NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2020

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
Unrestricted funds				
General fund	22,653	616	-	23,269
Restricted funds				
Fabric fund	304,233	-	6,558	310,791
<b>TOTAL FUNDS</b>	<u>326,886</u>	<u>616</u>	<u>6,558</u>	<u>334,060</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	30,638	(30,022)	616
<b>TOTAL FUNDS</b>	<u>30,638</u>	<u>(30,022)</u>	<u>616</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	22,653	(285)	-	22,368
Restricted funds				
Fabric fund	304,233	(647)	6,558	310,144
<b>TOTAL FUNDS</b>	<u>326,886</u>	<u>(932)</u>	<u>6,558</u>	<u>332,512</u>

METFIELD VILLAGE HALL

NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2020

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	42,025	(42,310)	(285)
Restricted funds			
Fabric fund	-	(647)	(647)
TOTAL FUNDS	<u>42,025</u>	<u>(42,957)</u>	<u>(932)</u>

12. RELATED PARTY DISCLOSURES

The one ordinary share in Metfield Village Hall Trading Ltd is held by Mr Robert Steven as Trustee of Metfield Village Hall.

The entire profits for the year of Metfield Village Hall Trading Ltd have been covenanted to Metfield Village Hall.

METFIELD VILLAGE HALL

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2020

	31.3.20 £	31.3.19 £
<b>INCOME AND ENDOWMENTS</b>		
External funding		
Covenant donation from Metfield Village Hall		
Trading Ltd	7,829	-
Grants and donations	147	1,205
	<hr/>	<hr/>
	7,976	1,205
Other trading activities		
Bar income	-	24,594
Hall hire and activities	2,874	4,439
Re-cycling	528	228
Reimbursement for utility costs	-	157
	<hr/>	<hr/>
	3,402	29,418
Investment income		
Deposit account interest	9	15
	<hr/>	<hr/>
Total incoming resources	11,387	30,638
<b>EXPENDITURE</b>		
Costs incurred		
Rates and water	312	308
Insurance	786	809
Light and heat	3,543	3,725
Telephone	378	497
Postage, stationery and advertising	138	170
Sundries	309	471
Bar supplies	-	13,912
Licences and subscriptions	221	483
Donation	-	10
Cleaning	4,524	4,917
Repairs and maintenance	266	1,905
Accountancy	600	600
Website	-	54
Depreciation of freehold property	647	647
Depreciation of plant and machinery	1,211	1,514
	<hr/>	<hr/>
	12,935	30,022
Total resources expended	12,935	30,022
	<hr/>	<hr/>
Net (expenditure)/income	<u>(1,548)</u>	<u>616</u>

This page does not form part of the statutory financial statements