

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020**

**SHALFORD VILLAGE HALL
(SURREY)**

CHARITY REGISTRATION No: 305119

Castle View Accounting Ltd
Old Printing House Square
Unit 15, Tarrant Street
Arundel
West Sussex
BN18 9JF

**SHALFORD VILLAGE HALL
(SURREY)**

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**SHALFORD VILLAGE HALL
(SURREY)**

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	305119
DATE OF REGISTRATION	8th February 1963
START OF FINANCIAL YEAR	1st April 2019
END OF FINANCIAL YEAR	31st March 2020
TRUSTEES AS AT 31ST MARCH 2020	Anne Cooper Lesley Davies Alex Thompson Rosemary Skeffington Brian Hawtin Bruce Morley Stephanie Holliday Alan Midgley David Semple Joyce Coles Mary Bowman John Trevail Elizabeth Trickett

The existing trustees appoint any new trustees following the provisions laid out in the organisation's governing instrument.

LEGAL STATUS Unincorporated Charity

GOVERNING INSTRUMENT

Conveyance and Declaration of Trust Dated 13th November 1962, As Amended by Order of the Charity Commissions 25th October 2002, Resolution of the Trustees Dated 11th November 2002, 12th January 2004 and Order Dated 20th April 2004.

CORRESPONDENCE ADDRESS Shalford Village Hall
Kings Road
Shalford
Guildford
Surrey
GU4 8BQ

PRIMARY BANKERS CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

INDEPENDENT EXAMINER Mr W.M Hall LLB
Castle View Accounting Ltd
Old Printing House Square
Unit 15, Tarrant Street
Arundel
West Sussex
BN18 9JF

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of Shalford Village Hall (Surrey) on the accounts for the year ended 31st March 2020 set out on pages 8 to 17.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr W.M Hall LLB
Castle View Accounting Ltd
Old Printing House Square
Unit 15, Tarrant Street
Arundel
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BN18 9JF



Date: 30th July 2020

SHALFORD VILLAGE HALL (SURREY)

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2020

The Shalford Village Hall (Surrey) is a registered Charity and was established under a Conveyance and Trust document dated 13th November 1962, with amendments in 1964, 2002 & 2004.

Aims and Objectives These are set out in the Constitution. In summary, they are to provide a village hall and other facilities for the use of the inhabitants of Shalford and the neighbourhood for meetings, educational purposes and other forms of recreational and leisure time occupation, including sports, arts, culture and community development.

Organisational Structure The constitution provides for a Management Committee comprising several members appointed by specified organisations and for other persons to be elected at the Annual General Meeting. The Management Committee appoints from its members the following officers: Chairman, Vice Chairman and Treasurer. The Management Committee has delegated, within defined parameters, certain responsibilities for the day to day running of the Shalford Village Hall to a General Purposes Committee. In February 2020, the Management Committee took the decision to convert from an unincorporated association to a Charitable Incorporated Organisation, which will require a new constitution, and this will be pursued in 2020/21.

Review of Activities

The Management Committee is responsible for ensuring that the Village Hall provides attractive and affordable facilities for local people. It is therefore important for the Committee to maintain a level of fees and charges which is affordable for current users and is in line with charges made by other local halls. At the same time charges must be sufficient to discharge ongoing running costs and to make the Hall attractive to potential new users.

The financial position of the Village Hall as at March 2020 has significantly improved due to the increases in rents over the past few years, closer control over expenditure on maintenance and renewals and a tighter control on invoicing to ensure payments are made promptly and accurately.

The Hall continues to provide a popular and attractive venue for local clubs, organisations and events. However, in order to remain competitive with other local facilities, a programme of general re-decoration and renewal has been implemented and will continue over the next few years; priorities are reviewed regularly, to make best use of available resources.

Public Benefit

The Trustees have considered the guidance provided by the Charity Commission in connection with public benefit and its application to the charity.

Financial Information

The accounts for the year to 31st March 2020 show an improved financial position over the previous year. Shalford Village Hall land is shown at a valuation of £100,000 and the remaining fixed assets - buildings, contents and the tennis and bowls infrastructure - are included at a depreciated value of £921,060 (2019 £934,965). The net current assets were £110,544 (2019 £82,771), and the resulting total net assets were £1,131,604, (2019 £1,117,736).

Overall, after charging depreciation on the buildings and contents of £13,905 (2018/19 £13,789) there was a surplus for the year 2019/20 of £13,868 (2018/19 £8,142). Income for the year 2019/20 amounted to £80,567 (2018/19 £78,538) - an Increase of 2.5%. The depreciation charge is 1% pa on buildings (but not land) and 10% on contents, in line with recommended accounting practice.

The expenditure in 2019/20 included £9,186 (2018/19 £7,907) on repairs and maintenance. This level of expenditure is likely to be increased in future years, as the physical standards of the ageing halls and other facilities need to be improved.

Restricted funds - Shalford Village Outdoor Bowling Club has the responsibility to make provision for the eventual replacement and maintenance of the artificial Bowling Green. This will be costly; donations made for this (where applicable) are being held in a restricted fund until the need arises. During 2019/20, donations from bowling club members were nil. The current fund of £9,886, which includes an initial contribution of £4,000 from SVH, will be used towards any further substantial maintenance or replacement of the bowling green, at the discretion of SVH Trustees.

**SHALFORD VILLAGE HALL
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**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31ST MARCH 2020**

Reserves - are required by the Management Committee as a necessary cushion to cover significant future planned and unexpected expenses of the Shalford Village Hall. The Management Committee aimed to increase unrestricted reserve levels to £50,000, to ensure funds are available for future and possibly unexpected emergencies. This has been achieved and such reserves were £100,658 at 31st March 2020.

Major Risks - The Management Committee has considered the matter of risks and there appears to be no risk of any major significance. The Village Hall maintains an insurance policy, which covers all normal risks such as fire, flood, theft to or of its property and appropriate public liability cover.

Covid-19

The Village Hall was closed on 20th March 2020 in response to Government guidance on Covid-19. The Trustees will monitor and comply with all future guidance and will plan for re-opening when that guidance permits. Revenue for the first two quarters of 2020/21 has been severely impacted but the trustees' reserves are adequate to cover this. The Trustees have also reduced expenditure as far as possible and are refurbishing the halls and developing a new website and booking system in anticipation of the halls re-opening, in order to attract new users. Uncertainty remains as to the long-term impact on current regular user bookings and future bookings.

Management Committee - Anne Cooper took over as Chair of the management committee in 2013. Lesley Davies is the new Treasurer, appointed in December 2019.

At 31st March 2020, the members of the Management Committee were:

Elected Members, elected annually at the AGM: Anne Cooper and Lesley Davies

Other Members:

Alex Thompson
Rosemary Skeffington
Brian Hawtin
Bruce Morley
Stephanie Holliday
Alan Midgley
David Semple
Joyce Coles
Mary Bowman
John Trevail
Elizabeth Trickett

**SHALFORD VILLAGE HALL
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**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31ST MARCH 2020**

Trustees' Responsibilities

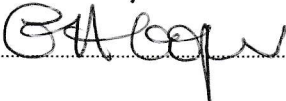
The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice GAAP).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the Trust Deed. 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.

Approved by the Trustees on 22 July 2020

Signed on their behalf by Trustee 

Printed Name: MRS E. A. COOPER

**SHALFORD VILLAGE HALL
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**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2020**

	Notes	Unrestricted Fund £	Designated Fund £	Restricted Fund £	TOTAL 2019/20 £	TOTAL 2018/19 £
INCOME AND ENDOWMENTS FROM:						
Charitable Activities	3a	79,638	-	-	79,638	77,156
Investment Income	3b	-	-	25	25	3
Other Income	3c	904	-	-	904	1,379
TOTAL INCOME		80,542	-	25	80,567	78,538
EXPENDITURE ON:						
Charitable Activities	4a	49,105	13,905	-	63,010	66,424
Governance Costs	4b	3,689	-	-	3,689	3,971
TOTAL EXPENDITURE		52,794	13,905	-	66,699	70,395
NET INCOME/(EXPENDITURE)		27,748	(13,905)	25	13,868	8,142
Total Funds Brought Forward		72,951	1,034,965	9,820	1,117,736	1,109,594
Transfer Between Funds		(41)	-	41	-	-
TOTAL FUNDS CARRIED FORWARD		100,658	1,021,060	9,886	1,131,604	1,117,736

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 10 to 17 form part of these financial statements.

**SHALFORD VILLAGE HALL
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**BALANCE SHEET
AS AT 31 MARCH 2020**

	Notes	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total 31-Mar-20 £	Total 31-Mar-19 £
Fixed Assets						
Tangible Assets	2	-	1,021,060	-	1,021,060	1,034,965
Current Assets						
Cash at Bank and in Hand	7	101,654	-	9,886	111,540	88,970
Debtors & Prepayments	8	8,467	-	-	8,467	6,184
Total Current Assets		110,121	-	9,886	120,007	95,154
Creditors: amounts falling due within one year	9	9,463	-	-	9,463	12,383
NET CURRENT ASSETS/(LIABILITIES)		100,658	-	9,886	110,544	82,771
TOTAL ASSETS less current liabilities		100,658	1,021,060	9,886	1,131,604	1,117,736
Creditors: Long Term Liabilities	10	-	-	-	-	-
NET ASSETS/(LIABILITIES)		100,658	1,021,060	9,886	1,131,604	1,117,736
Funds of the Charity						
General Funds		100,658	-	-	100,658	72,951
Designated Funds	5	-	1,021,060	-	1,021,060	1,034,965
Restricted Funds	6	-	-	9,886	9,886	9,820
Total Funds		100,658	1,021,060	9,886	1,131,604	1,117,736

Approved by the Trustees on 22 July 2020

Signed on their behalf by Trustee E.A. Cooper

Printed Name:

MRS E. A. COOPER,

**SHALFORD VILLAGE HALL
(SURREY)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020**

1. ACCOUNTING POLICIES

Basis of Preparation & Assessment of Going Concern

Basis of Preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes. 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 (FRS102) (effective 1 January 2015) - (Charities SORP - FRS102) and the Charities Act 2011.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Incoming Resources

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

Incoming Resources with Related Expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

Grants and Donations

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

Tax Reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Contractual Income and Performance Related Grants

This is only included in the SOFA once the related goods or services has been delivered.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer Help

The value of any voluntary help received is not included in the accounts.

Investment Income

This is included in the accounts when receivable.

**SHALFORD VILLAGE HALL
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2020**

1. ACCOUNTING POLICIES (continued)

Expenditure and Liabilities

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees meetings and cost of any legal advice to trustees on governance or constitutional matters.

Unrestricted Funds

These funds can be used for the general objectives of the charity as set out in the trustees report. The movements of the unrestricted funds are given in the Statement of Financial Activities.

Restricted Funds

These funds are where the donor has specified a purpose for the donation made. These restrictions often arise as a result of the regular appeals for special offerings.

Designated Funds

These funds are funds set aside by the trustees out of unrestricted general funds for specific purposes or projects.

Fixed Assets

Fixed Assets are capitalised if they can be used for more than one year and cost at least £1,500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Land & Buildings

Land and Buildings include the value of the buildings and contents at insured value in 2010 or cost and additions since that date in accordance with FRS 102.

Amortisation Expense

No amortisation is charged to the Land, Tennis Courts and the Bowling Green as it is considered the residual value will not be less than cost.

Depreciation Expense

Depreciation is calculated at a rate to write off the cost of tangible fixed assets over their estimated useful lives. The rates applied per annum are as follows:

Land & Buildings	1% - Straight Line Basis
General Equipment	10% - Straight Line Basis

**SHALFORD VILLAGE HALL
(SURREY)**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2020**

2. TANGIBLE FIXED ASSETS

		Land £	Buildings £	Tennis Courts £	Bowling Green £	General Equipment £	TOTAL 2019/20 £
Cost	01-Apr-19	100,000	876,323	25,000	122,077	35,552	1,158,952
Additions		-	-	-	-	-	-
Cost at	31-Mar-20	<u>100,000</u>	<u>876,323</u>	<u>25,000</u>	<u>122,077</u>	<u>35,552</u>	<u>1,158,952</u>
Depreciation	01-Apr-19	-	92,106	-	-	31,881	123,987
Charge		-	10,234	-	-	3,671	13,905
Depreciation at	31-Mar-20	<u>-</u>	<u>102,340</u>	<u>-</u>	<u>-</u>	<u>35,552</u>	<u>137,892</u>
Net Book Value	31-Mar-20	<u>100,000</u>	<u>773,983</u>	<u>25,000</u>	<u>122,077</u>	<u>-</u>	<u>1,021,060</u>
Net Book Value	31-Mar-19	100,000	784,217	25,000	122,077	3,671	1,034,965

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st March 2020 : None

31st March 2019 : None

The Village Hall is owned by the charity but registered in the name of Shalford Parish Council who act as Custodian Trustees for the buildings. The accounts include the value of the buildings and contents at insured value in 2010 or cost and additions since that date. A value has been placed on the Land totalling £100,000 which is an estimate provided by the Trustees. The market value is very difficult to calculate as any additional value would only come from a change of use for planning purposes.

**SHALFORD VILLAGE HALL
(SURREY)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2020**

3. INCOME AND ENDOWMENTS

Notes	Unrestricted Fund £	Designated Fund £	Restricted Fund £	TOTAL 2019/20 £	TOTAL 2018/19 £
a) Charitable Activities					
Bethel Christian Assembly	6,660	-	-	6,660	7,590
Garden Society Ground Rent	595	-	-	595	595
Hall Bookings	64,655	-	-	64,655	61,243
Shalford Bowling Green	3,864	-	-	3,864	3,864
Shalford Tennis Club Courts	3,864	-	-	3,864	3,864
	79,638	-	-	79,638	77,156
b) Investment Income					
Bank Interest	-	-	25	25	3
	-	-	25	25	3
c) Other Income					
Sundry Income	134	-	-	134	599
Utility Contributions	770	-	-	770	780
	904	-	-	904	1,379

**SHALFORD VILLAGE HALL
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**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2020**

4. EXPENDITURE ON:

	Notes	Unrestricted Fund £	Designated Fund £	Restricted Fund £	TOTAL 2019/20 £	TOTAL 2018/19 £
a) Charitable Activities						
Administrative Costs		8,450	-	-	8,450	9,750
Caretaking Costs		12,780	-	-	12,780	14,900
Cleaning Costs		1,874	-	-	1,874	1,005
Depreciation Expenses	5	-	13,905	-	13,905	13,789
Equipment Costs		-	-	-	-	1,356
Insurance Costs		1,181	-	-	1,181	2,727
Property Rates		927	-	-	927	1,563
Repairs & Maintenance		9,186	-	-	9,186	7,907
Running Costs		5,348	-	-	5,348	6,907
Sundry Expenses		799	-	-	799	311
Utility Costs		8,560	-	-	8,560	6,209
		49,105	13,905	-	63,010	66,424
b) Governance Costs						
Bank Charges		60	-	-	60	65
Independent Examiner's Fee	9	700	-	-	700	700
Legal & Professional Fees		2,929	-	-	2,929	3,206
		3,689	-	-	3,689	3,971

**SHALFORD VILLAGE HALL
(SURREY)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2020**

5. DESIGNATED FUNDS

	Balance 01-Apr-19	Income	Expenditure	Transfers	Balance 31-Mar-20
	£	£	£	£	£
Capital Fund	1,034,965	-	13,905	-	1,021,060
	1,034,965	-	13,905	-	1,021,060

	Balance 01-Apr-18	Income	Expenditure	Transfers	Balance 31-Mar-19
	£	£	£	£	£
Capital Fund	1,048,754	-	13,789	-	1,034,965
	1,048,754	-	13,789	-	1,034,965

The designated funds held are represented by the Charity's fixed asset investments.

6. RESTRICTED FUNDS

	Balance 01-Apr-19	Income	Expenditure	Transfers	Balance 31-Mar-20
	£	£	£	£	£
Bowls Club	9,820	25	-	41	9,886
	9,820	25	-	41	9,886

	Balance 01-Apr-18	Income	Expenditure	Transfers	Balance 31-Mar-19
	£	£	£	£	£
Bowls Club	9,817	3	-	-	9,820
	9,817	3	-	-	9,820

The restricted funds held are wholly represented by the Charity's cash reserves.

**SHALFORD VILLAGE HALL
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**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2020**

7. CASH AT BANK AND IN HAND

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total 31-Mar-20 £	Total 31-Mar-19 £
Cash at Bank and in Hand	101,654	-	9,886	111,540	88,970
	101,654	-	9,886	111,540	88,970

8. DEBTORS AND PREPAYMENTS

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total 31-Mar-20 £	Total 31-Mar-19 £
Prepayments	3,233	-	-	3,233	1,579
Sundry Debtors	5,234	-	-	5,234	4,605
	8,467	-	-	8,467	6,184

9. CREDITORS ACCRUALS AND DEFERRED INCOME: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total 31-Mar-20 £	Total 31-Mar-19 £
Deferred Income	265	-	-	265	1,538
Independent Examiner's Fee	700	-	-	700	700
Sundry Creditors	8,498	-	-	8,498	10,145
	9,463	-	-	9,463	12,383

10. CREDITORS: AMOUNTS FALLING DUE IN MORE THAN ONE YEAR

The Charity held no long term liabilities during this or the previous financial year.

**SHALFORD VILLAGE HALL
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**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2020**

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	TOTAL 31-Mar-20 £	TOTAL 31-Mar-19 £
Tangible Fixed Assets	-	1,021,060	-	1,021,060	1,034,965
Net Current Assets	100,658	-	9,886	110,544	82,771
Long Term Liabilities	-	-	-	-	-
TOTAL FUNDS	100,658	1,021,060	9,886	1,131,604	1,117,736

12. PAYMENTS TO TRUSTEES AND RELATED PARTY TRANSACTIONS

No payments were made to trustees or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them (2018/19: None).

13. RISK ASSESSMENT

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

14. RESERVES POLICY

The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

15. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the trustees report. The trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.