

Charitable Incorporated Organisation
Registered number: 1155896

THE ALDEBURGH JUBILEE HALL CIO

REPORT AND ACCOUNTS

31 MARCH 2020

THE ALDEBURGH JUBILEE HALL CIO

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THE ALDEBURGH JUBILEE HALL CIO

LEGAL AND ADMINISTRATIVE INFORMATION

Constitution	The Aldeburgh Jubilee Hall CIO is constituted as a Charitable Incorporated Organisation (CIO)
Registered number	1155896
Name	The Aldeburgh Jubilee Hall CIO
Working name	The Aldeburgh Jubilee Hall
Principal address	Crabbe Street Aldeburgh Suffolk IP15 5BN
Trustees	His Honour David Mackie CBE, QC (Chairman) Ann Barkway Carole Butler ACA Assis Carreiro MBE Richard Chaplin FCA Mark Fairweather Nigel Howcutt Emma Lloyd Heather Newill
Hon. Secretary	Christopher Higgins
Bankers	Barclays Bank PLC 4 Church Street Woodbridge IP12 1DJ
Independent examiner	Hugh Cochrane ACA 26b High Street Saxmundham IP17 1AJ

THE ALDEBURGH JUBILEE HALL CIO

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2020

Trustees' report

The trustees present their statutory report together with the accounts of The Aldeburgh Jubilee Hall CIO ("the CIO") for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out on pages 11 and 12 of the attached accounts and comply with the CIO's constitution, applicable laws, the requirements of the Charities Act 2011 and the Charities SORP (FRS 102).

Chair's report

I am pleased to present our financial statements for the year to 31 March 2020. Behind these figures lie many achievements and much hard work. The year saw plays for every taste and age group from four different companies, classical concerts and opera from as many orchestras and ensembles and a Christmas show. We had jazz, folk and tribute bands. There were group events particularly for children such as the Big Draw and Big Sing, poetry and literary festivals, craft fairs, tea time lectures with cake and, almost a step too far, ice skating without ice. We are very grateful to all who came and to our staff and volunteers who made it happen.

Although it affected only the last days of our financial year Covid 19 has overshadowed everything since. While the detail is for next year's accounts I should report that we closed as required by law in March and made energetic and detailed plans to reopen as far as continuing restrictions permitted. Just when performances were about to resume, lockdown came back. With the help of our volunteers and grants for which we are extremely grateful from the DCMS (through Arts Council England), East Suffolk District Council, EDF and the Music Sales Charitable Trust we have used this time to make major changes to the Hall and its seating to maximise safety, ventilation and cleanability. We are grateful to our Victorian predecessors for a building with high ceilings, windows and four entrances (actually five but the soft breeze from the North Sea is not always welcome when we open it). So we are ready and raring to go as soon as circumstances permit.

Structure, governance and management

Constitution and objects

The Aldeburgh Jubilee Hall CIO – Charity Registration No. 1155896 – was established under a 'Foundation' model constitution dated 3 December 2013 and was registered with the Charity Commission on 21 February 2014. The CIO took over the affairs of The Aldeburgh Jubilee Hall, a trust established on 9 November 1887 and operated by a committee of management – Charity Registration No. 209482. The charitable objects of the CIO are the provision and maintenance of the Aldeburgh Jubilee Hall ("the Hall") for the use of the inhabitants of and visitors to Aldeburgh.

THE ALDEBURGH JUBILEE HALL CIO

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2020

Organisation

The trustees are appointed by resolution of the existing trustees in accordance with the constitution.

The trustees who served during the year were:

Ann Barkway
Carole Butler
Assis Carreiro
Richard Chaplin
Mark Fairweather
Nigel Howcutt
Emma Lloyd (appointed 23 March 2020)
David Mackie
Heather Newill

On appointment, trustees receive an induction pack which includes the latest annual report and accounts of the CIO, its constitution, the CIO's written policies, minutes of recent meetings of the trustees and the Charity Commission guidance on charity law and regulation.

Meetings of trustees normally take place every other month and in any event not less frequently than quarterly.

The CIO has two part-time staff members, who carry out the day-to-day management of the Hall, and utilises the services of thirty volunteers, including the trustees.

The CIO has written policies covering health and safety, children and vulnerable adults, equal opportunities, conflicts of interest, financial regulations and procedures, data protection and maintenance.

THE ALDEBURGH JUBILEE HALL CIO

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2020

Statement of trustees' responsibilities

The trustees are responsible for preparing the annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the trustees to prepare accounts 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 for that period. In preparing the accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Statement of Recommended Practice (Accounting and Reporting by Charities) (the Charities SORP);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable United Kingdom Accounting Standards have been followed, subject to any departures being disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity 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 CIO and which enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the constitution. They are also responsible for safeguarding the assets of the CIO and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Risk management

The trustees have established a process for identifying the major operational and financial risks to which the CIO is exposed and review these risks on a regular basis.

The CIO's primary objective is to make the Hall available for a wide variety of events and to maintain and improve the Hall's facilities. The principal risks are connected with the operation of the Hall and the financial and reputational consequences of the activities.

The trustees are satisfied that systems have been established and are functioning to mitigate and manage these risks.

The CIO has taken out insurance in respect of those risks for which cover is available. The types of cover and the limits of liability for each are reviewed annually upon renewal.

The Finance and General Purposes Committee of the CIO meet on a regular basis to review the financial position of the charity.

Activities

The CIO meets its objectives by making the Hall available to the local community for a wide range of cultural and educational events and by maintaining the Hall's facilities so that the events can be carried out in an effective and safe environment. When considering the aims and activities of the CIO, the trustees have had regard to the Charity Commission's general guidance on the provision of public benefit together with relevant specific guidance.

THE ALDEBURGH JUBILEE HALL CIO

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2020

Achievements, performance and financial review

The principal funding source of the CIO is the charging of fees for the use of the Hall together with the associated sales of refreshments. The CIO also arranges events covering a broad range of arts and community projects. The box office for these events is managed by the CIO. In the year ended 31 March 2020, income from these sources was £52,374 (2019: £66,813). During the year the CIO incurred costs of £3,555 (2019: £7,423) on the maintenance of the Hall. Further work was completed on a major development plan to a stage where funding can be considered. This is currently on hold for reasons of operational planning; the Covid-19 pandemic has also impacted on these plans.

The Hall has expanded its activities with more events, shows and community projects. Many of the events are now on the basis of a shared box office with the performer, in order to share the risk. It is for this reason that the turnover of the CIO reduced. In the previous year the Christmas Show was undertaken by the CIO, in 2019 the event was on the basis of a hall hire.

The CIO is forging partnership relationships with arts organisations in theatre and music in order to provide year round entertainment and community events for the residents of Aldeburgh and visitors to the seaside town.

Marketing expenditure increased in line with the activity levels.

The CIO is very grateful for financial support received from EDF and The Music Sales Charitable Trust as well as numerous supporters who have given generously to help us with our programme of events and community projects. We are also very grateful for the considerable assistance of volunteers who have enabled many of the events to happen.

Reserves policy

The policy of the trustees is to retain for the time being free deposits of at least six months' normal operational costs.

Going concern

The trustees consider that the CIO has adequate financial resources and is well placed to manage its business risks. The planning process of the CIO, including financial projections, has taken into consideration the economic and financial environment in which the CIO operates and its impact on the sources of income and planned expenditure of the CIO.

The trustees believe that there are no material uncertainties that call into doubt the CIO's ability to continue. The accounts have therefore been prepared on the basis that the CIO is a going concern.

Financial position

The balance sheet as at 31 March 2020 shows total funds of £45,606 of which £10,005 are restricted.

The CIO had at the year-end £41,667 (2019: £30,942) of liquidity in the form of net current assets which is in excess of six months' normal operational costs.

Investment policy

The investment policy of the CIO is to safeguard the funds of the CIO by making secure investments to generate the best return possible from these funds consistent with the balance between maximising return and minimising risk. During the year ended 31 March 2020 no investments were held.

THE ALDEBURGH JUBILEE HALL CIO

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2020

It is the policy of the trustees that all cash deposits held by the CIO shall qualify for compensation under the Financial Services Compensation Scheme.

Future plans

The CIO will continue to meet its objectives by managing the Hall and improving and maintaining its facilities, as well as offering further events and shows for the community and public benefit.

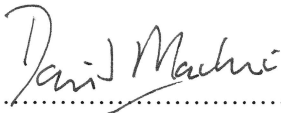
Shortly before the year end the Hall was forced to close due to the impact of the Covid-19 regulations. Grants have generously been provided by the Local Authority and by Arts Council England to sustain the CIO through the period of closure. The Government Furlough scheme has also been utilised. There has been considerable activity at the Hall in order to make it a Covid safe environment. The intention had been to reopen with a Christmas Show in December 2020 but in the trustees' judgment this was considered inappropriate due to the continuing regulations. Events are however planned for the early part of 2021.

Related parties


No trustee receives any remuneration or other benefit from their work with the CIO.

The related party transactions are set out in note 3 to the accounts. An arm's length basis is applied and no net cost arises to the Hall.

Approved by the trustees on 25 January 2021 and signed on their behalf by



David Mackie CBE, QC
Trustee



Richard Chaplin FCA
Trustee

THE ALDEBURGH JUBILEE HALL CIO

INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31 MARCH 2020

Independent examiner's report to the trustees of The Aldeburgh Jubilee Hall CIO ("the Charity")

I report on the accounts of the Charity for the year ended 31 March 2020, which are set out on pages 8 to 15.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to: -

- 1) examine the accounts under section 145 of the 2011 Act;
- 2) follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 3) to state whether particular matters have come to my attention.

Basis of independent examiner's report

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 you as 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.


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Hugh Cochrane
Chartered Accountant
26B High Street
Saxmundham
Suffolk
IP17 1AJ

Date 26 January 2021

THE ALDEBURGH JUBILEE HALL CIO
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2020

	Note	Restricted	Unrestricted	Total	2019
		£	£	£	£
Incoming resources					
Grants, sponsors and donations		10,000	35,378	45,378	25,573
Sales of merchandise		-	355	355	950
Hall hire, box office, refreshments		-	52,374	52,374	66,813
Interest receivable		-	345	345	200
Other income		-	50	50	1,230
Total		10,000	88,502	98,502	94,766
Resources expended					
<i>Costs of generating funds</i>					
Payroll costs	2	-	27,696	27,696	17,915
Repairs, maintenance		-	3,555	3,555	7,423
Events, box office, refreshments		-	16,234	16,234	45,187
Donations		-	444	444	2,090
Stationery		-	294	294	135
		-	48,223	48,223	72,750
<i>Support costs</i>					
Services		-	9,296	9,296	5,449
Depreciation		-	3,320	3,320	3,042
Insurance		-	1,730	1,730	1,640
Development work		10,494	-	10,494	13,203
Publicity and IT		-	15,586	15,586	9,968
		10,494	29,932	40,426	33,302
<i>Governance costs</i>					
Independent examiner and legal		-	814	814	648
Payroll preparation		-	362	362	148
Licences, subscriptions		-	180	180	232
		-	1,356	1,356	1,028
Total		10,494	79,511	90,005	107,080
Net incoming resources		(494)	8,991	8,497	(12,314)
Total funds brought forward		8,348	28,761	37,109	49,423
Transfer from unrestricted funds		2,151	(2,151)	-	-
Total carried forward		10,005	35,601	45,606	37,109

The notes on pages 11 to 15 form part of these financial statements.

Net incoming resources and the net movement in funds relate solely to activities from continuing operations.

There have been no gains and losses other than those shown above and therefore no separate statement of total gains and losses has been prepared.


THE ALDEBURGH JUBILEE HALL CIO

BALANCE SHEET

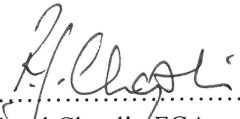
AS AT 31 MARCH 2020

	Note	£	2020 £	2019 £
<i>Fixed Assets</i>				
Tangible Assets	5		3,939	6,167
<i>Current Assets</i>				
Stock		200		-
Debtors	6	2,196		4,930
Cash at bank		<u>43,148</u>		<u>46,368</u>
			45,544	51,298
<i>Current Liabilities</i>				
Creditors falling due within one year	7		(3,877)	(20,356)
Net Current Assets			<u>41,667</u>	<u>30,942</u>
Total Assets less Current Liabilities			<u>45,606</u>	<u>37,109</u>
Represented by:				
Accumulated restricted funds	8		10,005	8,348
Accumulated unrestricted funds	9		35,601	28,761
Total funds			<u>45,606</u>	<u>37,109</u>

Approved by the trustees on 25 January 2021 and signed on their behalf by:



 David Mackie CBE, QC



 Richard Chaplin FCA

The notes on pages 11 to 15 form part of these financial statements.

THE ALDEBURGH JUBILEE HALL CIO

CASH FLOW STATEMENT

YEAR ENDED 31 MARCH 2020

	2020	2019
	£	£
Cash flows from operating activities	(3,220)	2,582
Change in cash and cash equivalents in the reporting period	(3,220)	2,582
Cash and cash equivalents at the beginning of the reporting period	46,368	43,786
Cash and cash equivalents at the end of the reporting period	43,148	46,368
Reconciliation of cash flows from operating activities		
Net income/(expenditure) for the reporting period	8,497	(12,314)
Depreciation	3,320	3,042
Decrease/(increase) in debtors and stock	2,534	(2,299)
(Decrease)/increase in creditors	(16,479)	15,481
(Purchase) of fixed assets	(1,092)	(1,328)
Net cash used in operating activities	(3,220)	2,582

The notes on pages 11 to 15 form part of these financial statements.

THE ALDEBURGH JUBILEE HALL CIO

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2020

Charity information

The Aldeburgh Jubilee Hall CIO (“the CIO”) has as its principal objects the provision and maintenance of the Aldeburgh Jubilee Hall (“the Hall”) for the use of the inhabitants of and visitors to Aldeburgh.

The CIO is a registered charity (registered number: 1155896) which is incorporated and domiciled in England. The principal address of the CIO is Crabbe Street, Aldeburgh IP15 5BN.

Principal activity

The principal activities of the CIO are the hire, event management and maintenance of the Hall.

Basis of accounting

These financial statements have been prepared in accordance with the Charities SORP (FRS 102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a ‘true and fair’ view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a ‘true and fair’ view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The CIO meets the definition of a public benefit entity under FRS 102.

Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the CIO has adequate resources to continue in operational existence for the foreseeable future. The CIO has considered the impact of COVID 19 and the impact on its forecasts and working capital requirements for a period of 12 months from the date of signing of these financial statements.

Critical accounting judgments and key sources of estimation uncertainty

In the application of the CIO's accounting policies, which are described below, trustees are required to make judgments, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects the current and future periods.

In the view of the trustees, no assumptions concerning the future or estimation uncertainty affecting assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

THE ALDEBURGH JUBILEE HALL CIO

NOTES TO THE ACCOUNTS (continued)

YEAR ENDED 31 MARCH 2020

Financial instruments

The CIO has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost using the effective interest method. Financial assets held at amortised cost comprise cash at bank and in hand, together with trade and other debtors. Financial liabilities held at amortised cost comprise trade and other creditors.

Accounting for income

Incoming resources are recognised in the period in which the CIO is entitled to receipt of the funds if performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Expenditure is included in the statement of financial activities when incurred and includes any attributable VAT which cannot be recovered.

Investments

Listed investments are included on the balance sheet at market value. Realised and unrealised gains (or losses) are credited (or debited) to the Statement of Financial Activities in the year in which they arise. Currently all investments are held as cash deposits.

Funds

Restricted funds comprise monies raised for, or whose use is restricted to, a specific purpose, or contributions subject to donor-imposed conditions.

Unrestricted funds comprise amounts which may be applied towards the CIO's charitable activities at the discretion of the trustees.

Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any cash at bank and cash in hand.

Creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

Depreciation

Depreciation is charged on fixtures and fittings on a straight-line basis over 4 years. No depreciation is provided on freehold land, since the trustees consider that the life of the asset and its likely residual value render any depreciation insignificant.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1. Taxation

The CIO is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

THE ALDEBURGH JUBILEE HALL CIO

NOTES TO THE ACCOUNTS (continued)

YEAR ENDED 31 MARCH 2020

2. Trustees and employees

The trustees are covered by indemnity insurance, the premium for which is paid by the CIO. The cover is included in the comprehensive policy taken out by the CIO and the premium is not separately identified.

The CIO has two part-time employees (2019: two). In addition, two individuals worked for the CIO on a part-time self-employed basis.

The CIO utilises the services of 30 volunteers (including trustees).

3. Related party transactions

Donations totalling £3,150 were received from three trustees and/or companies controlled by them.

The CIO received a hire fee of £945 (2019: £915) from Poetry in Aldeburgh of which Mark Fairweather, a trustee of the CIO, is a trustee. The arrangements between the CIO and Poetry in Aldeburgh were conducted on an arm's length basis.

The CIO paid for media services of £330 to We are Relish, a business owned by Emma Lloyd, during her period as a trustee. It paid £2,730 for such services in the period prior to her becoming a trustee.

4. Freehold Property

The freehold property known as The Jubilee Hall, Crabbe Street, Aldeburgh was originally conveyed on 9 November 1887 by gift to fourteen trustees in trust for the charity then known as The Aldeburgh Jubilee Hall. On 28th September 1970, the successor trustees vested the property in the Official Custodian for Charities to be held in trust for that charity. Following the registration of the CIO, the title of the property has been transferred into the name of the CIO.

The trustees do not intend to dispose of any part of the property and do not propose to arrange for a professional valuation of the property, considering that the usefulness of the exercise would not justify the significant cost involved.

THE ALDEBURGH JUBILEE HALL CIO
NOTES TO THE ACCOUNTS (continued)
YEAR ENDED 31 MARCH 2020

5. Tangible fixed assets

Cost	£
At 1 April 2019	35,895
Additions	1,092
At 31 March 2020	<u>36,987</u>
Depreciation	
At 1 April 2019	29,728
Charge for year	3,320
At 31 March 2020	<u>33,048</u>
Net book value	
At 31 March 2020	3,939
At 31 March 2019	6,167

6. Debtors

	2020	2019
	£	£
Trade debtors	1,841	2,931
Prepayments	355	1,999
	<u>2,196</u>	<u>2,631</u>

7. Creditors falling due within one year

	2020	2019
	£	£
Trade creditors	198	3,378
Provisions for fees paid in advance	1,125	8,417
Accruals	2,554	8,561
	<u>3,877</u>	<u>20,356</u>

THE ALDEBURGH JUBILEE HALL CIO

NOTES TO THE ACCOUNTS (continued)

YEAR ENDED 31 MARCH 2020

8. Funds

Fund movements were as follows:

	Brought forward	Received	Expended	Transfer	Carried forward
	£	£	£	£	£
Unrestricted Funds	28,761	88,502	(79,511)	(2,151)	35,601
Restricted Funds:					
Development fund	8,343	-	(10,494)	2,151	-
Community Arts Fund	-	1,500	-	-	1,500
IT/Systems Fund	-	3,000	-	-	3,000
Stage and Lighting Fund	-	4,000	-	-	4,000
Catering Equipment Fund	-	1,500	-	-	1,500
Other	5	-	-	-	5
Total	37,109	98,502	(90,005)	-	45,606

The Development Fund was expended in the year leaving a shortfall, this was subsidised by a transfer from Unrestricted Funds. The Restricted Funds received in the year were all restricted as to use by the providers of the grants. The Community Arts Fund is to support community events in Aldeburgh. The IT/Systems, Stage and Lighting and Catering Equipment Funds are to be applied to the infrastructure at the Hall.

9. Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Other funds	Total 2020
	£	£	£	£
Fixed assets	3,934	-	5	3,939
Current assets	35,544	10,000	-	45,544
Creditors falling due within one year	(3,877)	-	-	(3,877)
	<u>35,601</u>	<u>10,000</u>	<u>5</u>	<u>45,606</u>

10. Financial instruments

At the balance sheet date, the CIO held financial assets comprising cash and debtors at amortised cost of £45,544 (2019: £51,298) and financial liabilities comprising creditors at amortised cost of £3,877 (2019: £20,356).

11. Capital commitments

At the balance sheet date, the CIO had no capital commitments (2019: nil).