

# **Needingworth Village Hall Trust**

## **Annual Report for the year ending 31<sup>st</sup> December 2021**

**Charity Reg. No: 1047395**

### **Trustees**

**The Trustees who served during the year were: Roy Fountain, Margaret Fountain, Neale Roberts, Noel Glass, Mark Hebert, Rose Killock, Patrick Quick. Michael Williamson, Adrian Dobbyne, David Clarke.**

A Resolution was passed on 25<sup>th</sup> February 2021 that the Committee shall consist of 11 Members.

Patrick Quick resigned as Chairman and Trustee on 20th May 2021.

Michael Williamson was adopted as a member on 20th May 2021.

Adrian Dobbyne was adopted as a member on 26<sup>th</sup> August 2021.

David Clarke was adopted as a member on 26<sup>th</sup> August 2021.

### **Organisation**

Needingworth Village Hall Trust is a Registered Charity. Reg no: 1047395.

The Management Committee meet for business every month except in August and December unless there is urgent business.

### **Objectives and Activities**

The object of the Trust is to manage the Village Hall for the benefit of the residents of the village of Holywell-cum-Needingworth. The Trustees lease the premises from Holywell-cum-Needingworth Parish Council, and are responsible for the maintenance and upkeep of the premises.

### **Financial Review of the Year ended 31 December 2021**

In 2021 our hirers started to return, as we were able to stay open. We were beginning to recover from the closures due to the Pandemic.

A surplus of £26799.55 is recorded for the year.

The main source of income is from letting fees, which were £10296 in 2021. This was up on the previous year by £4666.45.

The annual music festival with the bar is our main fund-raising event. We were able to hold a Music Festival on 20/21 August 2021. The net income from the festival was £6151.96.

The annual quiz was held on 27 November 2021 and generated £349.40 towards our fundraising.

£22708 was received from local government grants and £1386.86 in furlough grants for our staff.

The non-regular expenditure was:

£339.00 for a fridge.

£360 towards the Architects fee for drawings of the planned extension to the hall.

We endeavour to employ local tradesmen and contractors for our requirements; painting, plumbing and electrical work being the major items.

### **Debtors**

Letting fees outstanding at 31<sup>st</sup> December 2021 were £1525.00; which were all settled by 31<sup>st</sup> March 2022.

### **Creditors**

#### Electricity

We have stayed with British Gas for electricity this year. We pay by direct debit each month. The total cost this year was £5631, an increase of £1606 on last year's costs.

Night storage radiators are used to heat the premises.

On behalf of the Management Committee, we wish to thank Holywell-cum-Needlingworth Parish Council for their continued support.

*M. Fountain*

**M Fountain  
Honorary Treasurer  
Needlingworth Village Hall Trust  
15<sup>th</sup> September 2022**

**NEEDINGWORTH VILLAGE HALL**  
**ACCOUNTS FOR THE YEAR:**

**1st January 2021 to 31st December 2021**

**Income and Expenditure Account**

	<b>2021</b>	<b>2020</b>
<b><u>Income</u></b>		
Letting fees	10,296.00	5,629.25
Fund Raising: Quiz & donations	1,124.40	1,838.00
Deposits: Private events	1,300.00	0.00
Fund Raising: Festival	7,603.65	0.00
Festival Bar takings	7,771.33	0.00
Bar Takings	1,183.24	2,195.90
Bank Interest received	63.47	202.26
Parish Council - Office services	0.00	250.00
Bowls Club - water rates	96.14	368.53
Gov Grants re: Covid19	24,094.86	13,465.48
Miscellaneous	325.96	67.01
	<u>53,859.05</u>	<u>24,016.43</u>
<b><u>Expenditure</u></b>		
Lettings Deposits refunded	215.00	140.00
Remuneration - Staff	5,763.25	5,218.75
Electricity	5,631.81	4,025.82
HDC Rates	208.06	94.00
Telephone and WiFi	322.36	307.08
Cleaning materials	41.52	769.42
Bar purchases	2,832.28	1,063.83
Bookings Secretary	1,385.00	895.00
Fund Raising - festival	6,182.50	528.00
Fund raising - other events	539.28	635.61
<b>Miscellaneous</b>	<b>245.00</b>	<b>255.00</b>
Lease - Parish Council	1.00	1.00
Water rates	314.47	570.19
Annual Insurance	827.42	796.00
Admin & Stationery	159.32	239.11
Licences and Subscriptions	489.46	556.85
PC Architects fee	360.00	0.00
Website	60.00	63.59
Fridge / table tops & cupboard	339.00	378.83
<b>Maintenance/Repairs</b>	<b>75.96</b>	<b>101.43</b>
Refuse collection	83.13	208.00
phs contract	75.96	69.12
5 yr Electrical service	0.00	594.00
Fire Extinguisher service	133.69	132.08
Plumbing: filters & toilet seat	0.00	121.22
Oven clean	0.00	100.00
Pavilion outside	219.99	300.00
Windows cleaner	125.00	125.00
Electrical maintenance	165.04	319.12
Fire Alarm maintenance	264.00	264.00
	<u>27,059.50</u>	<u>18,872.05</u>
<b>Surplus/Loss for year</b>	<b>26,799.55</b>	<b>5,144.38</b>



# NEEDINGWORTH VILLAGE HALL

ACCOUNTS FOR THE YEAR:

1st January 2021 to 31st December 2021

## BALANCE SHEET

	As at 31.12.2021	As at 31.12.2020
<b><u>Assets</u></b>		
Cash at Bank	24,613.33	6,950.69
Current accounts		
Deposit Accounts	60,234.82	50,171.35
	84,848.15	57,122.04
Cash in hand (Bar Float)	400.00	400.00
Debtors - Parish Council	250.00	0.00
Debtors - Letting fees to come	1,525.00	275.00
Bar Stock	1,086.65	746.58
Greene King	236.04	112.42
Electricity: British Gas / Utility	0.00	2,171.12
	88,345.84	60,827.16
<b><u>Liabilities</u></b>		
Parish Council - Rent	0.00	-1.00
British Gas Electricity	-712.39	-565.18
Daisy Telephone	-28.10	-25.18
Greene King	0.00	0.00
Lettings deposits paid in advance	-640.00	0.00
Letting Fees pd in advance	-350.00	-420.00
<b>TOTAL ASSETS</b>	<b>86,615.35</b>	<b>59,815.80</b>
<b><u>RETAINED FUND</u></b>		
Balance brought forward	59,815.80	54,671.42
Surplus for the year	26,799.55	5,144.38
<b>BALANCE CARRIED FORWARD</b>	<b>86,615.35</b>	<b>59,815.80</b>

Accounts approved by the Needingworth Hall Trustees on:

15/9/2022



Chairman



Treasurer

## Needingworth Village Hall Trust

### Notes on the Accounts for Year Ending 31 December 2021

These notes do not form part of the accounts

#### INCOME

##### 1 Reconciliation of Bank statement as at 31st December 2021

Nat West Current account		
Balance as Cash Bk at 31st December 2021:	24613.33	
ADD from Nat West a/c:		
cheques not presented:	£0.00	
	<u>0.00</u>	£24,613.33
LESS paying in not presented:		£0.00
Balance as Bank Statement at 31st December 2021		<b>£24,613.33</b>

##### 1 Bank Balances

Cash held for Bar float	400.00	
Nat West current account	24613.33	
Nat West Business Reserve	10047.87	
Virgin Charities Savings account	<u>50186.95</u>	
		<b>£85,248.15</b>

##### 2 Letting fees

Income in the year	8531.00	
Add income from Deposits	445.00	
Add paid in advance last year	420.00	
Less previous year's debts paid this year	-275.00	
Less paid in advance for next year	-350.00	
Add current year's debts	<u>1525.00</u>	
		<b>£10,296.00</b>

##### 3 Bank Interest

Nat West Business Reserve	0.84	
Virgin Money Charity Deposit a/c	<u>62.63</u>	
		<b>£63.47</b>

##### 4 Retained Fund

Current funds available:	48848.15	
Reserve fund to cover 3 months' operating costs	9000.00	
Reserve fund to cover Roof repairs	7000.00	
Reserve fund: Hall extension internal work	20000.00	
Cash in hand (bar float)	<u>400.00</u>	
		<b>£85,248.15</b>

## Needingworth Village Hall Trust

### Notes on the Accounts for Year Ending 31 December 2021

These notes do not form part of the accounts

#### EXPENDITURE

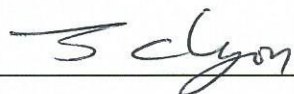
5	<b>Electricity</b>		
	Paid by DD	4354.24	
	Add owing British Gas at 31.12.21	712.39	
	B/forward from previous year	565.18	
			<b>£5,631.81</b>
6	<b>Bar Purchases</b>		
	Purchased in the year	3520.81	
	Less Greene King credit note	-236.04	
	Less b/forward from previous year	-112.42	
	Add stock at 31/12./20 Alcoholic	493.96	
	Add stock at 31/12/20 Non Alcoholic	252.62	
	Less stock at 31/12/21 Alcoholic	-676.87	
	Less stock at 31/12/21 Non Alcoholic	-409.78	
			<b>£2,832.28</b>
7	<b>Fund Raising</b>		
	Fund raising expenses: Bands	450.00	
	Fund raising expenses Quiz	85.00	
	Music festival	6182.50	
	Film event	4.28	
			<b>£6,721.78</b>
8	<b>Miscellaneous</b>		
	J Lyon - Audit	245.00	
	Lease - Parish Council	1.00	
	Water rates	314.47	
	Annual Insurance	827.42	
	Admin/Stationery/phone calls	159.32	
	HDC License	180.00	
	PRS Music Fee	79.46	
	HDC change of Premises Licence holder	23.00	
	Film Bank Media Deposit	150.00	
	Cambs Acre Sub.	57.00	
	Website renewal	60.00	
	PC Architect Fee	360.00	
	Fridge for kitchen	339.00	
			<b>£2,795.67</b>
9	<b>Maintenance/Repairs</b>		
	Sundries	75.96	
	Refuse collection	83.13	
	phs contract	75.96	
	Fire extinguisher Service	133.69	
	Pavilion awning	219.99	
	Windows cleaned	125.00	
	Electrical maintenance	165.04	
	Fire Alarm maintenance	264.00	
			<b>£1,142.77</b>
10	<b>Telephone</b>		
	Purchased in the year	319.44	
	less December 2020 a/c	-25.18	
	add December a/c owing 2021	28.10	

322.36

**NEEDINGWORTH VILLAGE HALL**

**ACCOUNTS FOR THE YEAR ENDING 31 DECEMBER 2021**

I have examined the annexed income and expenditure account for the year ended 31 December 2021 and the balance sheet at that date, together with the books, accounts and vouchers of the Needingworth Village Hall Fund and certify them to be correct in accordance therewith and with the information and explanations supplied to me.



J C Lyon  
Norfolk House, 4 Station Road, St Ives, Cambs. PE27 5AF



M Fountain  
Treasurer



P N Glass  
Chairman



## Needingworth Village Hall

### Independent Examiner's Report on the Accounts

I report on the accounts of Needingworth Village Hall for the year ending 31 December 2021 set out on pages 1 and 2

### Respective responsibilities of the Trustees and Examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43 (2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7) (b) of the Act, whether particular matters have come to my attention.

### Basis of Independent Examiner's Report

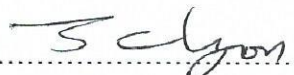
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention (~~other than disclosed overleaf~~ \*):

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the Act: and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

\* Please delete the words in brackets if they do not apply.

Signed.....

Date.....5/9/22.....

Name John C Lyon

Professional qualification.....N/A.....

Address.....

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**John C. Lyon**  
Accountancy Services  
Norfolk House, 4 Station Road, St. Ives  
Huntingdon, Cambs PE27 5AF  
Office: 01480 309029