

SUTTON-CUM-LOUND VILLAGE HALL

England & Wales · Charity number 1096925

Details

Other names SUTTON VILLAGE HALL BUILDING FUND

Status Registered

Legal form Other

Registered 2003-04-08

Register [View on the Charity Commission register](#)

Contact

Address Village Hall
38 Town Street
Sutton
Retford
DN22 8PT

Phone 01777854392

Email chair@suttonvillagehall.net

Website www.suttonvillagehall.net

Activities

Objects: THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF SUTTON-CUM-LOUND AND THE NEIGHBOURHOOD WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS AND OTHER OPINIONS INCLUDING USE FOR MEETINGS, LECTURES AND CLASSES AND OTHER FORMS OF RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: TO PROVIDE AN ACTIVE RESOURCE FOR THE VILLAGE OF SUTTON CUM LOUND FOR USE FOR RECREATIONAL PURPOSES IN LINE WITH ALL STATUTORY LEGISLATIVE REQUIREMENTS.TO MANAGE THE DAY TO DAY BUSINESS ACTIVITIES OF THE VILLAGE HALL.TO RAISE FUNDS AND SECURE GRANTS FOR REFURBISHMENT PROGRAMMES FOR THE VILLAGE HALL.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** SUTTON-CUM-LOUND AND NEIGHBOURHOOD.
- Nottinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£30,366	£38,277	-	-
2024-03-31	£21,415	£22,054	-	-
2023-03-31	£26,920	£25,749	-	-
2022-03-31	£30,107	£31,841	-	-
2021-03-31	£36,465	£25,110	-	-

Trustees

Name	Role	Appointed
Michelle Louise Ashmore Mrs	Chair	2021-01-28
LYNNE TWEED		2018-03-31
Lars Tomas Torstensson		2023-05-18
PAULA GRAHAM		2016-12-20

SUTTON-CUM-LOUND VILLAGE HALL

England & Wales - Charity number 1096925

Accounts

SUTTON CUM LOUND VILLAGE HALL

ANNUAL REPORT MAY 2025

Registered Charity number 1096925

Address

38 Town Street

Sutton cum Lound

Retford

DN22 8PT

Governance

Team Members

Lynne Tweed	Chair	
Kathryn Seddons	Secretary	
Brian Seddons	Treasurer Bookings	
Louise Ashmore		
Nicky Sorsby	Social Media Secretary Food Van Bookings	
Tomas Tortensson		
Paula Graham		AGM
Paola Bortolozzo		AGM

Sutton cum Lound Village Hall is a charity run for the benefit of the residents of Sutton cum Lound.

It is governed by a constitution and run by a team of between 7 and 11 residents. All the team resigned at the AGM but were immediately re-elected along with Paula and Paola. This gave us a base to run the hall but left us with little room to continue with as many Team sponsored events as we would have liked. We continue to look for more volunteers who are prepared to offer their time and efforts to further the aims of the Charity.

All adult residents of the village are eligible to serve with the team and are formally elected at the Annual General Meeting. The officers are also elected at this point.

Why and what we do

The object of the charity is to make sure that the Village Hall continues to be an asset to improve the life and wellbeing for the residents of Sutton-cum- Lound and its neighbourhood. The Hall can be used for meetings, lectures and classes and other forms of recreation and leisure time occupation.

During normal times, the Hall certainly is used every week and on many days during the week. Activities range from holding weekly or monthly meetings to special events organised by individuals or by the Village Hall Team.

Summary of main achievements this year – Chair's report

The Village Hall has continued to host events which have enhanced the lives of those living in our community.

The monthly Quiz night continued throughout the year and we say thank you to the different Quizmasters who gave us varied questions, all of them interesting and some were harder than others! They definitely kept us on our toes.

Our meal preparations have certainly been eased on many occasions this year. Time and Plaice have brought their fish and chip van to the Hall most months this year, with Wallace and Dough bringing their mobile pizza oven to offer a variety of Friday night meals. The Hall has opened its doors, along with the bar, to offer the chance of meeting others from the community and an extremely convivial evening.

In June, the Hall became the place to be, to join in the National Celebrations of the 80th Anniversary of D-Day. The Parish Council brought together representatives of many village groups to create a memorable day culminating in a wonderful concert.

The Craft Fayre in November once again gave us a chance for early gift buying and the stall holders were impressed by the venue and the organisation. Thank you, Nicky.

The children missed out on a Halloween event but the Team delegated the organisation of a Children's Christmas Party to some micro volunteers and a good time was had by all. The good news is that more children's events are on the way.

The Team decided that a celebration of Burn's Night was due for a return to the Hall after an absence of several years. A highly successful evening ensued. There were pipers, haggis, tartan, whisky and entertainment in abundance. The caterer and singer have already been booked for 2026!

The Hall continued to host a significant number of groups meeting on a regular basis but a few spaces have become available for new and aspiring community ventures. The Post Office continues to provide a service to the village, however towards the end of the financial year dropped to one session a week in preparation for a fully mobile service.

The Committee continued to maintain the high standard of the hall facilities.

We had a problem with damp in the kitchen and servery areas which, when investigated, turned out to involve a redundant chimney void which had become blocked. This was successfully cleared and the plaster removed to let the bricks dry out. This could take up to a year!

The flat roof over the kitchen and servery was also renewed. To end the year we had wonderful news from the FCC Communities Foundation. They have awarded us a grant of £89,000 to renovate and add to our outside play park. We hope the new equipment will extend the age range of the users.

We are always looking for new members to join the Team but recognise that busy schedules get in the way. Micro volunteering is a relatively new concept but gives people the chance to help the Hall in a more flexible manner. Help on an ad hoc basis has meant that village children have had parties and the ivy has been kept at bay in the grounds. Thank you to all those micro volunteers.

The Hall continues to be a popular venue for individuals to host their own event ranging from Vow Renewal Ceremonies to small family get-togethers.

The Committee would like to extend their thanks to all users of the hall and will continue to offer a variety of activities and events to enhance the lives of all those living in Sutton cum Lound.

Finance

We remain in a strong financial position despite the challenges of ever-increasing running costs and the pressure on household finances that inevitably force people to consider how they spend any disposable income that they may have.

That being said, our income from the use of the hall still covers the outlay required to maintain and improve its facilities.

Most of our income (over 25%) still comes from our 10 regular user groups which now includes the new Boot Camp on Thursday evenings.

The hall was used for 40 private hires over the year, of which 19 were from within the village with the other 21 from outside the village. 8 of these hires also had a private bar which provides a further boost to our income.

The Committee ran a total of 36 bars throughout the year made up of a variety of village hall fundraisers, the monthly quiz nights and Meet The Neighbours lunches, and this remains an important element to our fundraising efforts although the purchase of stock is a further expense we have to cover.

There were 13 Committee organised events in the year as outlined by the Chair and we have tried to cater for a wide range of tastes based largely on our survey results from 2021.

Grant funding was received from Nottinghamshire County Council's Local Community Fund (LCF) for a number of safety improvements in the hall most notably the new CCTV system and extra emergency lighting in the toilets. Further funding was available from Bassetlaw District Council to enable us to set up the new Meet The Neighbours drop-in event, and another modest grant from the LCF has been used for our utility bills.

Whilst there is still uncertainty around the rising cost of living it is prudent for us to consider our future financial position and with this in mind we took the view that an increase in the private hire charge was necessary especially for non-residents.

No changes were made to our Financial Reserves Policy which remains at £4,500.00.

Accounts for the year

Opening Balance (as at 1 Apr 2024)

TSB Running	£280.16
TSB Deposit	£20,000.00
Cash	£1,354.18
TOTAL	£21,634.34

Income

Grant Funding	£3,138.00
Other Income	£23,781.95
	£26,919.95

Expenses

Maintenance & Repairs	£5,522.42
Running Costs	£20,227.07
	£25,749.49

Closing Balance (as at 31 Mar 2025)

TSB Running	£1,922.14
TSB Deposit	£20,011.61
Cash	£871.05
TOTAL	£22,804.80

Net increase of £1,170.46

Principal source of funds

- Fundraising events organised by the Village Hall Team
- Hire costs from users
- Proceeds from sales at the bar

How expenditure has supported the key objectives

- Maintenance and improvements to the building and surrounding area

Other optional information

Thanks to all those volunteers who give up their time to make sure the Hall is available to all. It is expected that they will be treated with respect at all times.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
SUTTON CUM LOUND VILLAGE HALL	1096925

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	1/4/2024		31/03/2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
BANK INTEREST	260	-	-	260	222
GRANTS	0	2,390	-	2,390	610
OTHER INCOME	15,119	600	-	15,719	11,461
AD HOC LETTINGS	3,515	-	-	3,515	2,600
REGULAR LETTINGS	8,482	-	-	8,482	6,522
Sub total (Gross income for AR)	27,376	2,990	-	30,366	21,415
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	27,376	2,990	-	30,366	21,415

A3 Payments

BANK FEES/CHARGES	118	-	-	118	57
PROFESSIONAL FEES/SUBSCRIPTIONS	1,877	-	-	1,877	2,247
REFURBISHMENTS	2,393	-	-	2,393	-
INSURANCE/LICENSES	1,808	-	-	1,808	1,832
RENT	2,903	-	-	2,903	2,903
UTILITIES	10,036	-	-	10,036	3,541
CLEANING & REPAIRS	10,559	-	-	10,559	5,160
OTHER RUNNING COSTS	8,582	-	-	8,582	6,315
PROJECTS	-	-	-	-	-
Sub total	38,277	-	-	38,277	22,055

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-

Total payments	38,277	-	-	38,277	22,055
-----------------------	---------------	----------	----------	---------------	---------------

Net of receipts/(payments)	- 10,901	2,990	-	- 7,911	- 640
-----------------------------------	-----------------	--------------	----------	----------------	--------------

A5 Transfers between funds	-	-	-	-	-
-----------------------------------	---	---	---	---	---

A6 Cash funds last year end	20,492	1,672	-	22,164	22,804
------------------------------------	--------	-------	---	--------	--------

Cash funds this year end	9,591	4,662	-	14,253	22,164
---------------------------------	--------------	--------------	----------	---------------	---------------

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	TSB REGULAR ACCOUNT	1,209	-	-
	TSB DEPOSIT ACCOUNT	6,636	4,662	-
	CASH IN HAND	1,746	-	-
	Total cash funds <small>(agree balances with receipts and payments account(s))</small>	9,591	4,662	-
		OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Tables & Chairs	General	-	2,500
	Electrical Equipment	General	-	5,000
	Fixture & Fittings	General	-	1,500

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>B Seddons</i>	Brian Seddons	18/06/2025

AUDIT CERTIFICATE

INDEPENDENT AUDITOR'S REPORT TO THE COMMITTEE OF SUTTON CUM LOUND VILLAGE HALL

Opinion

I have audited the financial statements of **Sutton Cum Lound Village Hall** (the "Village Hall") for the year ended **31st March 2025**, which comprise the Statement of Financial Activities (or Income and Expenditure Account).

In my opinion, the financial statements:

- Give a true and fair view of the state of the Village Hall's affairs as at **31st March 2025** and of its incoming resources and application of resources, including its income and expenditure, for the year then ended 31st December 2024.

Matters on Which I am Required to Report by Exception

I have nothing to report in respect of the following matters:

- Adequate accounting records have not been kept.
- The financial statements are not in agreement with the accounting records and returns.
- Certain disclosures of trustees' remuneration specified by law are not made; or
- I have not received all the information and explanations we require for our audit.

Use of our Report

This report is made solely to the Village Hall's Committee. The audit work has been undertaken so that it might state to the Village Hall's Committee those matters we are required to state to them in an auditor's report. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Village Hall and the Village Hall's Committee as a body, for our audit work, for this report, or for the opinions I have formed.

Signed:



Auditor's Name: Ian Warton-Woods CPFA MSc

Date: 18/06/25

SUTTON-CUM-LOUND VILLAGE HALL

England & Wales - Charity number 1096925

Accounts

SUTTON CUM LOUND VILLAGE HALL

ANNUAL REPORT MAY 2023

Registered Charity number 1096925

Address

38 Town Street

Sutton cum Lound

Retford

DN22 8PT

Governance

Committee Members

Lynne Tweed	Chair	
Paula Graham	Booking Secretary	
Kathryn Seddons	Secretary	
Howard Graham		Resigned 15-05-23
Brian Seddons	Treasurer	
Louise Ashmore		
Nicky Sorsby		

Sutton cum Lound Village Hall is a charity run for the benefit of the residents of Sutton cum Lound.

It is governed by a constitution and run by a committee of between 7 and 11 residents. This year we have been lucky to have a consistent team working together in the Committee. However, we are always looking for more volunteers who are prepared to offer their time and efforts to further the aims of the Charity.

All adult residents of the village are eligible to serve on the committee and are formally elected at the Annual General Meeting. The officers are also elected at this point.

Why and what we do

The object of the charity is to make sure that the Village Hall continues to be an asset to improve the life and wellbeing for the residents of Sutton-cum- Lound and its neighbourhood. The Hall can be used for meetings, lectures and classes and other forms of recreation and leisure time occupation.

During normal times, the Hall certainly is used every week and on many days during the week. Activities range from holding weekly or monthly meetings to special events organised by individuals or by the Village Hall Committee.

Summary of main achievements this year – Chair's report

Over the last few years, these reports have begun with a reference to the pandemic. Fortunately, we have reached the point where our lives are no longer ruled by COVID 19, although it has not disappeared and we must continue to be careful.

The Village Hall has continued to host events which have enhanced the lives of those living in our community.

In June we celebrated the Platinum Jubilee of our late Queen Elizabeth. The Hall was the focus of the village celebrations, but all played their part in decorating the village and we were all quite festive. The weather affected the Big Lunch but the Beacon Lighting was very well attended and will be remembered for a long time.

We hosted two plays from the Live and Local programme. Forget Me Not, where Rob Gee played all fifteen characters amazingly well and The Swearing Jar where the audience was on the stage!

Two Comedy Nights were well attended, and the audience enjoyed a number of up-and-coming comedians as well as a couple of stalwarts of the comedy circuit.

Joanne Gregory, a psychic, also came on two occasions to a sellout crowd. Joanne spoke to a number of people each time and all were impressed at the quality of her conversations.

Another couple of events were aimed at the children. They enjoyed a Halloween Party and became very sticky decorating their Gingerbread Houses ready for Christmas.

Speaking of which, the Craft Fayre in November gave us a chance for early gift buying and the stall holders were impressed by the venue and the organisation. Thank you Nicky.

December saw a wreath making event as well as community carol singing and the usual New Year's Eve party. All of which were well attended and added to everyone's festive spirit.

The Hall continued to host a significant number of groups meeting on a regular basis, and hello to the Bootcamp.

Meet the Neighbours struggled to find a regular chef for their lunches but had a wonderful final event in December. February saw a reimagined version of this group where we meet twice a month for tea, cake, conversation and the chance to play some games or even a jigsaw.

The Committee continued to maintain the high standard of the hall facilities and during the year we saw a new CCTV system fitted, some electrical upgrades. The original front doors were given a new lease of life and now visitors are greeted with a very impressive entrance.

The Hall continues to be a popular venue for individuals to host their own event. In fact there was at least one of these events most weeks in the year.

The Committee would like to extend their thanks to all users of the hall and will continue to offer a variety of activities and events to enhance the lives of all those living in Sutton cum Lound.

Finance

We remain in a strong financial position despite the challenges of ever-increasing running costs and the pressure on household finances that inevitably force people to consider how they spend any disposable income that they may have.

That being said, our income from the use of the hall still covers the outlay required to maintain and improve its facilities.

Most of our income (over 25%) still comes from our 10 regular user groups which now includes the new Boot Camp on Thursday evenings.

The hall was used for 40 private hires over the year, of which 19 were from within the village with the other 21 from outside the village. 8 of these hires also had a private bar which provides a further boost to our income.

The Committee ran a total of 36 bars throughout the year made up of a variety of village hall fundraisers, the monthly quiz nights and Meet The Neighbours lunches, and this remains an important element to our fundraising efforts although the purchase of stock is a further expense we have to cover.

There were 13 Committee organised events in the year as outlined by the Chair and we have tried to cater for a wide range of tastes based largely on our survey results from 2021.

Grant funding was received from Nottinghamshire County Council's Local Community Fund (LCF) for a number of safety improvements in the hall most notably the new CCTV system and extra emergency lighting in the toilets. Further funding was available from Bassetlaw District Council to enable us to set up the new Meet The Neighbours drop-in event, and another modest grant from the LCF has been used for our utility bills.

Whilst there is still uncertainty around the rising cost of living it is prudent for us to consider our future financial position and with this in mind we took the view that an increase in the private hire charge was necessary especially for non-residents.

No changes were made to our Financial Reserves Policy which remains at £4,500.00.

Accounts for the year

Opening Balance (as at 1 Apr 2022)

TSB Running	£280.16
TSB Deposit	£20,000.00
Cash	£1,354.18
TOTAL	£21,634.34

Income

Grant Funding	£3,138.00
Other Income	£23,781.95
	£26,919.95

Expenses

Maintenance & Repairs	£5,522.42
Running Costs	£20,227.07
	£25,749.49

Closing Balance (as at 31 Mar 2023)

TSB Running	£1,922.14
TSB Deposit	£20,011.61
Cash	£871.05
TOTAL	£22,804.80

Net increase of £1,170.46

Principal source of funds

- Grants
- Fundraising events organised by the Village Hall Committee
- Hire costs from users
- Proceeds from sales at the bar

How expenditure has supported the key objectives

- Maintenance and improvements to the building and surrounding area

Other optional information

Thanks to all those volunteers who give up their time to make sure the Hall is available to all. It is expected that they will be treated with respect at all times.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
SUTTON CUM LOUND VILLAGE HALL	1096925

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	1/4/2022		31/03/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
BANK INTEREST	94	-	-	94	61
GRANTS	-	3,138	-	3,138	11,767
OTHER INCOME	13,293	600	-	13,893	10,175
AD HOC LETTINGS	3,108	-	-	3,108	1,749
REGULAR LETTINGS	6,688	-	-	6,688	6,356
Sub total (Gross income for AR)	23,182	3,738	-	26,920	30,108
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	23,182	3,738	-	26,920	30,108



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Charity Name	No (if any)
SUTTON CUM LOUND VILLAGE HALL	1096925

CC16a

Receipts and payments accounts			
For the period from	Period start date	To	Period end date
	1/4/2022		31/03/2023

A3 Payments

BANK FEES/CHARGES	47	-	-	47	34
PROFESSIONAL FEES/SUBSCRIPTIONS	4,854	-	-	4,854	1,560
REFURBISHMENTS	-	2,929	-	2,929	4,202
INSURANCE/LICENSES	1,695	-	-	1,695	1,794
RENT	2,903	-	-	2,903	2,903
UTILITIES	4,516	-	-	4,516	4,283
CLEANING & REPAIRS	4,174	-	-	4,174	9,377
OTHER RUNNING COSTS	4,500	-	-	4,500	7,688
PROJECTS	-	131	-	131	-
Sub total	22,689	3,061	-	25,749	31,841

A4 Asset and investment purchases, (see table)

	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-

Total payments	22,689	3,061	-	25,749	31,841
-----------------------	---------------	--------------	----------	---------------	---------------

Net of receipts/(payments)	493	677	-	1,170	- 1,733
-----------------------------------	------------	------------	----------	--------------	----------------

A5 Transfers between funds

	-	-	-	-	-
--	---	---	---	---	---

A6 Cash funds last year end

	21,154	480	-	21,634	23,367
--	--------	-----	---	--------	--------

Cash funds this year end	21,647	1,157	-	22,804	21,634
---------------------------------	---------------	--------------	----------	---------------	---------------



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
SUTTON CUM LOUND VILLAGE HALL	1096925

Receipts and payments accounts			
For the period from	Period start date	To	Period end date
	1/4/2022		31/03/2023

CC16a

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £																
B1 Cash funds	<table border="1"> <tr><td>TSB REGULAR ACCOUNT</td><td>765</td><td>1,157</td><td>-</td></tr> <tr><td>TSB DEPOSIT ACCOUNT</td><td>20,012</td><td>-</td><td>-</td></tr> <tr><td>CASH IN HAND</td><td>871</td><td>-</td><td>-</td></tr> <tr><td>Total cash funds</td><td>21,647</td><td>1,157</td><td>-</td></tr> </table> <p>(agree balances with receipts and payments account(s))</p>	TSB REGULAR ACCOUNT	765	1,157	-	TSB DEPOSIT ACCOUNT	20,012	-	-	CASH IN HAND	871	-	-	Total cash funds	21,647	1,157	-	OK	OK	OK
TSB REGULAR ACCOUNT	765	1,157	-																	
TSB DEPOSIT ACCOUNT	20,012	-	-																	
CASH IN HAND	871	-	-																	
Total cash funds	21,647	1,157	-																	
B2 Other monetary assets	<table border="1"> <tr><td>Details</td><td>-</td><td>-</td><td>-</td></tr> </table>	Details	-	-	-															
Details	-	-	-																	
B3 Investment assets	<table border="1"> <tr><td>Details</td><td>Fund to which asset belongs</td><td>Cost (optional)</td><td>Current value (optional)</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> </table>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)			-	-											
Details	Fund to which asset belongs	Cost (optional)	Current value (optional)																	
		-	-																	
B4 Assets retained for the charity's own use	<table border="1"> <tr><td>Details</td><td>Fund to which asset belongs</td><td>Cost (optional)</td><td>Current value (optional)</td></tr> <tr><td>Tables & Chairs</td><td>General</td><td>-</td><td>2,500</td></tr> <tr><td>Electrical Equipment</td><td>General</td><td>-</td><td>5,000</td></tr> <tr><td>Fixture & Fittings</td><td>General</td><td>-</td><td>3,000</td></tr> </table>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	Tables & Chairs	General	-	2,500	Electrical Equipment	General	-	5,000	Fixture & Fittings	General	-	3,000			
Details	Fund to which asset belongs	Cost (optional)	Current value (optional)																	
Tables & Chairs	General	-	2,500																	
Electrical Equipment	General	-	5,000																	
Fixture & Fittings	General	-	3,000																	
B5 Liabilities	<table border="1"> <tr><td>Details</td><td>Fund to which liability relates</td><td>Amount due (optional)</td><td>When due (optional)</td></tr> <tr><td></td><td></td><td>-</td><td></td></tr> </table>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)			-												
Details	Fund to which liability relates	Amount due (optional)	When due (optional)																	
		-																		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval																	
	B Seddons	Brian Seddons	12/09/2023																	

25 Portland Meadows
Sutton cum Lound
Retford
DN22 8QD

Sutton cum Lound Village Hall Committee
The Village Hall
Sutton cum Lound

11 October 2023

AUDIT OF VILLAGE HALL ACCOUNTS 2022/23

This is to confirm that the following checks have been made for the Village Hall Accounts:

- Payment of invoices
- Bank statements against spreadsheet

Payments were made for rent, insurance, utilities and broadband direct from the bank and no documentation has been seen.

The spreadsheet as produced is accurate and well maintained.

It is therefore concluded that the accounts are in order.

Helen Edson

SUTTON-CUM-LOUND VILLAGE HALL

England & Wales - Charity number 1096925

Accounts

SUTTON CUM LOUND VILLAGE HALL

ANNUAL REPORT MAY 2022

Registered Charity number 1096925

Address

38 Town Street

Sutton cum Lound

Retford

DN22 8PT

Governance

Committee Members

Lynne Tweed	Chair	
Paula Graham	Booking Secretary	
Kathryn Seddons	Secretary	
Howard Graham		
Brian Seddons	Treasurer	
Louise Ashmore		
Nicky Sorsby		

Sutton cum Lound Village Hall is a charity run for the benefit of the residents of Sutton cum Lound.

It is governed by a constitution and run by a committee of between 7 and 11 residents. This year we have been lucky to have a consistent team working together in the Committee

All adult residents of the village are eligible to serve on the committee and are formally elected at the Annual General Meeting. The officers are also elected at this point.

Why and what we do

The object of the charity is to make sure that the Village Hall continues to be an asset to improve the life and wellbeing for the residents of Sutton-cum- Lound and its neighbourhood. The Hall can be used for meetings, lectures and classes and other forms of recreation and leisure time occupation.

During normal times, the Hall certainly is used every week and on many days during the week. Activities range from holding weekly or monthly meetings to special events organised by individuals or by the Village Hall Committee.

Summary of main achievements this year – Chair's report

Getting back to normal?

2021 started as 2020 finished with another lockdown, although the restrictions didn't seem quite so bad. Or were we just more used to it all?

The rest of the Winter and Spring passed quietly at the Hall. Much of the required maintenance and improvements had taken place and so the Committee mostly held a watching brief during this time. However, the stage was stabilised and re-carpeted and new gates were fitted to match the new fencing.

We also had visits from the food vans giving an alternative to home cooking.

We engaged experts to produce for us a repeat Fire Risk Assessment which gave a positive report. This is available on request.

After Easter restrictions were lifted once again and some groups returned to the Hall, including, we are pleased to report, the Post

Office. I'm sure the community were pleased to see the return of such a valuable service.

September saw most groups return although the April Club decided that they would disband. We wish them all well and the Committee would like to extend their thanks to Carole Head for running and coordinating this well attended and much-loved club.

The Autumn saw the hall being used for private hires once more and much enjoyment was had by those attending parties and other events.

The committee try to cater for all age groups and this year were able to offer children's activities to celebrate Halloween, Christmas and Easter. The children, and their parents, responded positively and behaved impeccably. We expect these activities to become a regular feature on the calendar.

The Sunday night quiz returned but this time on a monthly basis, organised by the Committee. We send our thanks to all attendees and particularly the brave souls who create and ask the questions. Remember the Quiz Master is always right!

Comedy Night was a huge hit. Pie and peas, three great comics and Spikey Mike as compère meant that the next one in May was sold out very quickly. We look forward to an equally humorous evening but who will end up sitting at the front?

Christmas 2021 was without major restrictions and the Committee celebrated by buying a new set of decorations including outside lights as well as internal wreaths and tree decorations. Many compliments were given, and all users were pleased at how welcoming the hall was. Many villagers had experience of these at the return of the famous New Year's Eve party. A good time was had

by all, with much merriment, dancing and a supper. Another welcome sign that we were all heading in the right direction.

As part of our ongoing commitment to help other registered charities, the hall hosted a Mental Health First Aid training course in March. All the attendees were workers or volunteers for local registered charities and the trainer offered their services with no charge. I am pleased to say that the Chair of the Committee attended and is now a qualified Mental Health First Aider.

The Committee would like to extend their thanks to all users of the hall and will continue to offer a variety of activities and events to enhance the lives of all those living in Sutton cum Lound.

Finance

We started the year with another healthy balance mainly due to the previous year's grant funding and the lack of opportunity to spend any of it. We had however already begun a series of improvements to the hall which represented a significant amount of expenditure early in the year and these works were undertaken whilst the hall remained virtually unused.

Despite this quiet start to the year, the regular users started to return in May and by September we had a full calendar once again. In fact, income from both Private Hire and Regular Users has now returned to pre-COVID levels – what hasn't returned to pre-COVID levels however is the cost of basic items like heating and lighting, and these increases will inevitably have to be passed onto our users at some point.

The ever-rising costs of labour and materials also mean that any work we intend to undertake in the future is going to come at a higher cost, but the Committee remain committed to using our reserves to ensure the hall stays in good shape for all current and future users.

The committee must acknowledge the Restart Grant Scheme from Bassetlaw District Council paid in April 2021, but this would prove to be the only Government backed funding available to us for the rest of the year.

That being said, other funding did come from Sutton Parish Council in support of the village hall taking on responsibility for maintaining the outdoor play equipment and from food distributors Blakemore and our local District Councillor who together covered the cost of Meet the Neighbours hall hire.

The purchase of a card payment machine meant we could satisfy not only the requirements for contactless payments during the COVID restrictions but also an apparent demand for card payments that we didn't know existed as it gets plenty of use, especially during busy bars.

Thankfully we have seen a very positive year and a return to more normal village hall activities.

Accounts for the year Opening Balance (as at 1 Apr 2021)

TSB Running	£168.89
TSB Deposit	£23,105.63
Cash	£93.26
TOTAL	£23,367.78

Income

Grant Funding	£11,767.00
Other Income	£18,340.43
	£30,107.43

Expenses

Maintenance & Repairs	£12,177.08
Running Costs	£19,663.79
	£31,840.87

Closing Balance (as at 31 Mar 2022)

TSB Running	£280.16
TSB Deposit	£20,000.00
Cash	£1,354.18
TOTAL	£21,634.34

Principal source of funds

- Grants
- Hire costs from users
- Proceeds from sales at the bar
- Fundraising events and activities

How expenditure has supported the key objectives

- Maintenance and improvements to the building and surrounding area

Other optional information

Thanks to all those volunteers who give up their time to make sure the Hall is available to all. It is expected that they will be treated with respect at all times.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
SUTTON CUM LOUND VILLAGE HALL	1096925

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	1/4/2021		31/03/2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
BANK INTEREST	61	-	-	61	61
GRANTS	11,167	600	-	11,767	30,456
OTHER INCOME	10,175	-	-	10,175	3,536
AD HOC LETTINGS	1,749	-	-	1,749	16
REGULAR LETTINGS	6,356	-	-	6,356	2,396
Sub total (Gross income for AR)	29,507	600	-	30,107	36,465
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	29,507	600	-	30,107	36,465



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
SUTTON CUM LOUND VILLAGE HALL	1096925

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	1/4/2021		31/03/2022

A3 Payments

BANK FEES/CHARGES	34	-	-	34	-
PROFESSIONAL FEES/SUBSCRIPTIONS	1,560	-	-	1,560	775
REFURBISHMENTS	1,276	2,926	-	4,202	8,222
INSURANCE/LICENSES	1,794	-	-	1,794	1,472
RENT	2,903	-	-	2,903	2,903
UTILITIES	4,283	-	-	4,283	2,071
CLEANING & REPAIRS	9,257	120	-	9,377	9,221
OTHER RUNNING COSTS	7,688	-	-	7,688	446
PROJECTS	-	-	-	-	-
Sub total	28,795	3,046	-	31,841	25,110

A4 Asset and investment purchases, (see table)

	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments	28,795	3,046	-	31,841	25,110
-----------------------	---------------	--------------	----------	---------------	---------------

Net of receipts/(payments)	713	- 2,446	-	- 1,733	11,355
-----------------------------------	------------	----------------	----------	----------------	---------------

A5 Transfers between funds

A6 Cash funds last year end

Cash funds this year end

	-	-	-	-	-
	20,441	2,926	-	23,367	12,012
	21,154	480	-	21,634	23,367



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
SUTTON CUM LOUND VILLAGE HALL	1096925

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	1/4/2021		31/03/2022

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	TSB REGULAR ACCOUNT	- 200	480	-
	TSB DEPOSIT ACCOUNT	20,000	-	-
	CASH IN HAND	1,354	-	-
	Total cash funds <small>(agree balances with receipts and payments account(s))</small>	21,154	480	-
		OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Tables & Chairs	General	-	2,500
	Electrical Equipment	General	-	5,000
	Fixture & Fittings	General	-	3,000

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
B Seddons	Brian Seddons	05/07/2022

25 Portland Meadows
Sutton cum Lound
Retford
DN22 8QD

Sutton cum Lound Village Hall Committee
The Village Hall
Sutton cum Lound

10 June 2022

AUDIT OF VILLAGE HALL ACCOUNTS 2021/22

This is to confirm that the following checks have been made for the Village Hall Accounts:

- Utility invoices
- Payment of invoices
- Bank statements against spreadsheet

Payments were made for rent, insurance and broadband direct from the bank and no documentation has been seen.

The spreadsheet as produced is accurate and well maintained.

It is therefore concluded that the accounts are in order.

Helen Edson

SUTTON-CUM-LOUND VILLAGE HALL

England & Wales - Charity number 1096925

Accounts

SUTTON CUM LOUND VILLAGE HALL

ANNUAL REPORT MAY 2021

Registered Charity number 1096925

Address

38 Town Street

Sutton cum Lound

Retford

DN22 8PT

Governance

Committee Members

Chris Sulley	Chair	Resigned Jul 2020
Jane Sulley	Treasurer	Resigned Jul 2020
Lynne Tweed	Secretary Acting Chair	From Jul 2020
Paula Graham	Booking Secretary	
Kathryn Seddons	Acting Secretary	From Jul 2020
Margaret Boreham		Resigned Nov 2020
Howard Graham		
Brian Seddons	Acting Treasurer	From Jul 2020
Megan Elliot		Co-opted Jun 2020 Resigned Dec 2020
Louise Ashmore		Co-opted Nov 2020
Nicky Sorsby		Co-opted Jan 2021

Sutton cum Lound Village Hall is a charity run for the benefit of the residents of Sutton cum Lound.

It is governed by a constitution and run by a committee of between 7 and 11 residents. This year there have been several changes in personnel. However there have always been the minimum number of committee members using co-options.

All adult residents of the village are eligible to serve on the committee and are formally elected at the Annual General Meeting. The officers are also elected at this point.

Why and what we do

The object of the charity is to make sure that the Village Hall continues to be an asset to improve the life and wellbeing for the residents of Sutton-cum- Lound and its neighbourhood. The Hall can be used for meetings, lectures and classes and other forms of recreation and leisure time occupation.

During normal times, the Hall certainly is used every week and on many days during the week. Activities range from holding weekly or monthly meetings to special events organised by individuals or by the Village Hall Committee. However, during these unprecedented times, usage has been seriously curtailed.

During the summer the Wargamer's Club, Tai Chai classes and one of the Art Groups managed some meetings but overall the governments restrictions have effectively given us a year off!

Summary of main achievements this year – Chair's report

Unprecedented.

It's been the word for 2020 and 2021 and has applied to all of us in Sutton cum Lound as well as those working with the Village Hall. Despite all that has happened the Committee has attempted to keep 'business as usual' at the heart of our endeavours whenever restrictions have allowed, and we have been one of the few community buildings in the district open for users. Of course, we are hoping that it really will be back to normal in a few weeks and the Committee will be welcoming back our users when they feel ready to do so.

There have been changes in the make up of the Committee in the past year. We said goodbye to long term members Chris and Jane Sulley. They gave great service to the village as Chair and Treasurer of the Committee, and we thank them for all their hard work.

Wonderful Race Nights, New Year's Eve parties and bar stock runs come to mind.

Megan Elliott joined us and organised special activities for the children in the village, not easy to do during lockdown! However, she moved to a house out of the village and had to give up her membership. We wish her well in her new ventures.

Thanks also go to Margaret Boreham, who decided to resign from the Committee towards the end of 2020. Luckily, we were able to attract Louise Ashmore and Nicky Sorsby back to the Committee and already they are playing their part.

In the early part of 2020, concerns were raised that the historical movement in the walls was becoming a problem once more. As a result, we commissioned a building survey. This did raise possible issues but further visits from a structural engineer and an external Fire Safety Risk Assessor allayed those fears and we were able to continue.

Then the pandemic hit and everything that we took for granted became a thing to be longed for. Obviously, we followed Government guidelines and closed the hall, always aiming to be ready to open safely whenever restrictions were lifted. Then another disaster hit. A huge water bill alerted us to a leak. This was traced to the hot water system below the floor in the Gents and Disabled toilets as well as the corridor. The leak was repaired but as is often the case, we were left with big holes in the floor!

It was at this point that we decided to be bold and use the enforced closure as an opportunity to repair, maintain and enhance our wonderful building.

Here is a list of the works completed and the local businesses that helped us achieve this: -

- The French drains were re-dug and deepened by Windsor Garden Services
- New joists and the floor replaced due to water damage by JB Joinery
- The flat roof above the servery was repaired once again this time by Barrass Roofing
- The Servery refit was completed by Southcroft Engineering
- The external electrical socket was replaced by AGW Electrical Services
- The whole Hall, including the toilets, was redecorated by RMA Home Maintenance
- The unused doorway at the back of the hall was bricked up by RMA Home Maintenance
- A new boiler was fitted by Retford Boiler Services (Grants from County Councillor Taylor and District Councillor Boeuf helped towards the cost)
- The oil tank was moved to fulfil the legal requirement for a safe distance by Retford Boiler Services
- New curtains throughout including stage curtains STA Home Furnishings
- A new fence was fitted on the roadside boundary by Windsor Garden Services

At this point you could easily be asking where on earth did the money come from? In the early stages the Committee were asking the same thing and even wondering if we could just tread water. Fortunately, funds were made available by various bodies and we took advantage of their offers, further details can be seen in the Finance report. Also, the Parish Council, as our landlords, kindly responded positively to our request for a rent holiday, which we were able to repay in the Autumn.

Last summer, during our somewhat brief respite from lockdown restrictions, we made sure that COVID-19 security was a top priority. We invested in top quality cleaning materials and sourced a local contract cleaning company, Custom Clean. Hand sanitisers, one-way systems and appropriate signs helped some groups feel secure enough to return. We welcomed back the Wargamers group, Tai Chai and Jude's Art group, with Slimming World joining us for the first time. We were disappointed that the Post Office did not feel able to return to the hall. The Committee made contact on many occasions but were unable to obtain a response.

Unfortunately, we were soon back to restrictions and closures, with the ever-popular New Year's Eve party a significant casualty. We are now hoping that the roadmap set out by the Government is well under way and we hope that more opportunities to socialise together will be forthcoming. To that end, the Committee distributed a questionnaire to every household in the village and were pleased with a 21% response rate. This data will inform our future plans and help us to apply for future grant funding.

Finance

Despite starting the year with a healthy reserve of funds it was very obvious that it was going to be a very challenging year financially. The costs of maintaining an empty hall still continue even when users are not coming through the door so it was vital that we had some form of income to see us through.

The committee were successful in obtaining funds in the early stages of the pandemic from the Coronavirus Community Support Fund, distributed by The National Lottery Community Fund, to cover some of our running costs but it was always going to fall short of the amount required each year just to keep the doors open.

Luckily Bassetlaw District Council, like many other local authorities, were able to support local businesses through a variety of grant funding schemes and the village hall were able to access the Retail, Hospitality & Leisure Fund, the Business Support Fund and most recently the Local Restrictions Grant and the Restart Grant Scheme.

The Committee would like to take this opportunity to formally acknowledge the significant difference these grants have made in keeping the Village Hall as we know it available for the village to use.

Accounts for the year

Opening Balance (as at 1 Apr 2020)	
TSB Running	£6,445.55
TSB Deposit	£4,565.49
Yorkshire Bank	£261.83
Cash	£739.25
TOTAL	£12,012.12
Income	
Grant Funding	£30,456.00
Other Income	£6,009.42
	£36,465.42
Expenses	
Maintenance & Repairs	£16,573.55
Running Costs	£8,536.21
	£25,109.76
Closing Balance (as at 31 Mar 2021)	
TSB Running	£168.89
TSB Deposit	£23,105.63
Yorkshire Bank	£0.00
Cash	£93.26
TOTAL	£23,367.78

Principal source of funds

- Grants

How expenditure has supported the key objectives

- Maintenance and improvements to the building and surrounding area

Other optional information

Thanks to all those volunteers who give up their time to make sure the Hall is available to all. It is expected that they will be treated with respect at all times.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
SUTTON CUM LOUND VILLAGE HALL	1096925

CC16a

Receipts and payments accounts			
For the period from	Period start date	To	Period end date
	01/04/2020		31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
BANK INTEREST	61	-	-	61	36
GRANTS	24,956	5,500	-	30,456	44,445
OTHER INCOME	3,536	-	-	3,536	13,140
AD-HOC LETTINGS	16	-	-	16	2,284
REGULAR LETTINGS	2,396	-	-	2,396	6,986
Sub total (Gross income for AR)	30,965	5,500	-	36,465	66,892
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,965	5,500	-	36,465	66,892



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
SUTTON CUM LOUND VILLAGE HALL	1096925

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/2020		31/03/2021

A3 Payments

BANK FEES/CHARGES	-	-	-	-	-
PROFESSIONAL FEES/SUBSCRIPTIONS	775	-	-	775	253
REFURBISHMENTS	2,600	5,622	-	8,222	1,933
INSURANCE/LICENCES	1,472	-	-	1,472	1,748
RENT	2,903	-	-	2,903	2,903
UTILITIES	2,071	-	-	2,071	5,155
CLEANING & REPAIRS	9,221	-	-	9,221	4,296
OTHER RUNNING COSTS	446	-	-	446	8,524
PROJECTS	-	-	-	-	39,464
Sub total	19,488	5,622	-	25,110	64,276

A4 Asset and investment purchases, (see table)

	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments	19,488	5,622	-	25,110	64,276
-----------------------	---------------	--------------	----------	---------------	---------------

Net of receipts/(payments)	11,477	- 122	-	11,356	2,616
-----------------------------------	---------------	--------------	----------	---------------	--------------

A5 Transfers between funds	-	-	-	-	-
-----------------------------------	---	---	---	---	---

A6 Cash funds last year end	8,964	3,048	-	12,012	9,396
------------------------------------	--------------	--------------	----------	---------------	--------------

Cash funds this year end	20,441	2,926	-	23,368	12,012
---------------------------------	---------------	--------------	----------	---------------	---------------



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
SUTTON CUM LOUND VILLAGE HALL	1096925

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/04/2020		31/03/2021

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £																
B1 Cash funds	<table border="1"> <tr><td>TSB REGULAR ACCOUNT</td><td>169</td><td>-</td><td>-</td></tr> <tr><td>TSB DEPOSIT ACCOUNT</td><td>20,179</td><td>2,926</td><td>-</td></tr> <tr><td>CASH IN HAND</td><td>93</td><td>-</td><td>-</td></tr> <tr><td>Total cash funds</td><td>20,441</td><td>2,926</td><td>-</td></tr> </table> <p>(agree balances with receipts and payments account(s))</p>	TSB REGULAR ACCOUNT	169	-	-	TSB DEPOSIT ACCOUNT	20,179	2,926	-	CASH IN HAND	93	-	-	Total cash funds	20,441	2,926	-	OK	OK	OK
TSB REGULAR ACCOUNT	169	-	-																	
TSB DEPOSIT ACCOUNT	20,179	2,926	-																	
CASH IN HAND	93	-	-																	
Total cash funds	20,441	2,926	-																	
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £																
		-	-	-																
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)																
			-	-																
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)																
	Tables & Chairs	General	-	2,500																
	Electrical Equipment	General	-	5,000																
	Fixture & Fittings	General	-	1,500																
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)																
			-																	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval																	
	B Seddons	Brian Seddons	23/05/2021																	

25 Portland Meadows
Sutton cum Lound
Retford
DN22 8QD

Sutton cum Lound Village Hall Committee
The Village Hall
Sutton cum Lound

1 August 2021

AUDIT OF VILLAGE HALL ACCOUNTS 2020/21

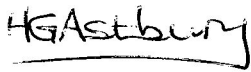
This is to confirm that the following checks have been made for the Village Hall Accounts:

- Utility invoices
- Payment of invoices
- Paying in book against bank statements and spreadsheet
- Bank statements against spreadsheet

Payments were made for rent, insurance and broadband direct from the bank and no documentation has been seen.

The spreadsheet as produced is accurate and well maintained.

It is therefore concluded that the accounts are in order.



Helen Astbury