



## Trustees' Annual Report for the period

From 1<sup>st</sup> January 2023  
To 31<sup>st</sup> December 2023

Period start date  
Period end date

Charity name: Parish Halls Rushmere St Andrew

Charity registration number: 1111060

## Objectives and Activities

|  | SORP reference     |   |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | The Property together with the trust fund and its income shall be applied for the purposes of a village hall or halls for the use of the inhabitants of the Parish of Rushmere St Andrew without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the Property and any other land and buildings of the Charity for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | The aftermath of Covid-19 continued to impact on activities throughout 2022. Some of our regular hirers were unable to continue due to loss of their members and reduction of attendees. Approximately 44 regular hirers used the hall in 2023, which included art, crafts, keep fit, dance, theatre, parent and toddlers, WI, camera club, social and youth groups. Following the pandemic casual hirers for one off events such as birthday parties, family celebrations, continued to be lower than expected with approximately 84 bookings, which was an increase on 2022.  |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | Trustees are aware that the Charity is a Public Benefit Entity and in accordance with Charity Commission guidance, the Charity has a primary objective to provide services and social benefit for the community. Equity is provided with a view to supporting the entity's primary objectives rather than with a view to providing  |

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|  |  | a financial return to equity providers or members. |
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**Additional information (optional)**

You may choose to include further statements where relevant about:

|  | SORP reference |  |
|--|----------------|--|
| Policy on grant making   | Para 1.38      |  |
| Policy on social investment including program related investment | Para 1.38      |  |
| Contribution made by volunteers                                  | Para 1.38      |  |
| Other  |                |  |

## Achievements and Performance

|   | SORP reference |  |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p><b>Chairman's Report</b></p> <p>This report was submitted at the Parish Halls – Rushmere St Andrew Annual General Meeting on 25th July 2024 for the Financial Year ended 31st December 2023.</p> <p>During 2023 there were no new elected group representatives, however regular hirers continue with their attempts to source volunteers. At the end of 2023 we had 5 Trustee vacancies as Mrs Arnold had stepped down due to ill health earlier in the year. We are continuing with our attempts to recruit new Trustees from our regular hirers. I am thankful for the support of our Trustees as we continue to recover from the pandemic disruptions and navigate the increasing costs of living.</p> <p>Mike Sarbutts remains a vital member of staff and I would like to thank him for his support and commitment ensuring that the halls run smoothly day to day and are also maintained to a high standard with the support of a caretaking team, which reduced to 2 in the latter part of 2023.</p> <p>Mr Sarbutts also continues to share some of the admin duties with Emma Ruddy. Mrs Ruddy successfully applied for grants to refurbish the toilet facilities at Rushmere Village Hall and a grant from East Suffolk Council to run Winter Cost of Living sessions for the community at Village hall over the winter months.</p> <p>Vice-Chairman, Mel Bentley's support has been invaluable, particularly with technical equipment issues and reviewing our procedures and policies and I would like to thank him for being an advocate for the charity.</p> <p>Recovery from the pandemic, the impact of the energy crisis and the cost of living crisis continued to effect both the charity's income and expenditure. The increase to our energy costs and rising core running costs left us with no option other than to increase the hire fees for our regular hirers, as the increased costs were unsustainable.</p> <p>We enjoyed engaging with our local community and hirers throughout 2023 at</p> |

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|  |  | <p>open day events showing casing the halls, regular activities and fundraising events and I am positive that, with the support of our Trustees and team of staff, the increased cost of living challenges which may lie ahead in 2024 will be overcome as life post pandemic continues to stabilise.</p> <p>Mrs Margaret Tarling<br/>Chairman<br/>Parish Halls – Rushmere St Andrew</p> |
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

|  |           |  |
|--|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |
| Other  |           |  |



## Financial Review

|  |             |  |               |             |                          |             |
|--|-------------|--|---------------|-------------|--------------------------|-------------|
| Review of the charity's financial position at the end of the period            | Para 1.21   | <p>Treasurers Report 1st January – 31st December 2023</p> <p>Bank Balances as at 31st December 2023</p> <table><tr><td>Co-op Account</td><td>£ 30,094.74</td></tr><tr><td>Suffolk Building Society</td><td>£ 15,536.88</td></tr></table> <p>To be noted: £874.48 National Lottery Grant Village Hall toilets and £2160 Winter Warm Up Grant allocated funds in Co-op Account</p> <p>Income Report</p> <p>The halls income for the year end 31st December 2023 was £67,210.26 an increase on the previous year end of £63,367.20.</p> <p>In addition Parish Halls received grants of £20,669 from Biffa Award and £2,067 from National Lottery to replace and refurbish the toilet facilities at Rushmere Village Hall and a grant of £2,160 from East Suffolk Winter Cost of Living Fund.</p> <p>Expenditure Report</p> <p>Expenditure for the year end 31st December 2023 was £73,594.18 a reduction from year end 2022 (£76,547.52).</p> <p>There was grant expenditure in 2023 of £20,669 from Biffa Award and £1,192.52 from National Lottery to replace and refurbish the toilet facilities at Rushmere Village Hall.</p> <p>Summary</p> <p>Although income from hire fees reached pre-Covid levels, it was not in line with the increases to the running costs and expenditure. However, the action taken to reduce overheads throughout the year e.g. phone contracts, reducing postage, altering window cleaning maintenance etc, greatly helped reduce the year end deficit. Taking into consideration the pipeline of bookings in 2024, the annual review of the hire fees and further overhead reductions e.g. changing electricity supplier, a continuous reduction of the deficit is predicted.</p> | Co-op Account | £ 30,094.74 | Suffolk Building Society | £ 15,536.88 |
| Co-op Account  | £ 30,094.74 |  |               |             |                          |             |
| Suffolk Building Society   | £ 15,536.88 |  |               |             |                          |             |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22   | <p>The Management Committee sets a budget each year in respect of projected repairs/replacement costs in respect of works to be carried out during that year. This is termed General Building Maintenance under the heading, Planned</p>   |               |             |                          |             |

|                         |           |   |
|-------------------------|-----------|---|
|                         |           | <p>Maintenance. An amount of £5,000 is also included in the budget as an Earmarked Contingency Fund.</p> <p>In any year, however, additional works may need to be carried out which were not envisaged when the budget was set: in some cases also, for various reasons, the costs allocated have to be exceeded in order for the work to be completed.</p> <p>The Management Committee have delegated authority to the Chairman and Vice Chairman to authorise essential unbudgeted repairs or replacement without their prior approval up to £5,000 per annum, the costs of such repairs or replacement being drawn from the Earmarked Contingency Fund.</p> <p>Circumstances may also arise during the year where costs have to be incurred in an emergency, that is, in cases of extreme risk to the delivery of a full and safe hiring service to customers and where such costs are likely to exceed £5,000. If such a situation were to arise the authority of the Management Committee would be required but because the matter would need urgent action, a special meeting would be need to be convened in accordance with the terms of the Trust Deed, that is by the Chairman or any two members of the Management Committee giving not less than seven clear days notice to the other members of the Management Committee of the matters to be discussed.</p> <p>It may not be possible or practicable for the whole Committee to meet in these circumstances but as long as the meeting is quorate in accordance with section 12.5 of the Trust Deed any decisions arrived at by the meeting would be valid. For the sake of good order those decisions must be reported to the next full meeting of the Management Committee.</p> <p>If a quorate face-to-face meeting proves impossible to hold in the timescales required by the nature of the emergency expenditure, then a Zoom Virtual Meeting may be convened, which again must be quorate with decisions reported at the next full Management Committee meeting.</p> |
| Amount of reserves held | Para 1.22 | <p>The Charity holds an earmarked contingency reserve of £5,000. In addition £23,416.06 is held to cover any fluctuations in income from hall rentals and cover any unforeseen building maintenance.</p>  |

|  |           |             |
|--|-----------|-------------|
| Reasons for holding zero reserves  | Para 1.22 |             |
| Details of fund materially in deficit  | Para 1.24 | <b>None</b> |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>None</b> |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 |  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity                         | Para 1.46 |  |
| Other   |           |  |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | Trust Deed   |
| How is the charity constituted?<br>(e.g. unincorporated association, CIO)   | Para 1.25 | Trust  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Seven elected members elected annually at the AGM.<br>Seven appointed members appointed by the Management Committee from nominees of users of the halls. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties   | Para 1.51 |  |
| Other   |           |  |

### Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | Parish Halls Rushmere St Andrew                                  |
| Other name the charity uses |  |
| Registered charity number   | 1111060  |
| Charity's principal address | Rushmere Village Hall<br>Humber Doucy Lane<br>Ipswich<br>IP4 3PD |
|                             |  |



## Names of the charity trustees who manage the charity

|    | Trustee name     | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|------------------|-----------------|-----------------------------------|---|
| 1  | Mrs M Tarling    | Chairman        |                                   | Elected   |
| 2  | Mr M Bentley     | Vice Chairman   |                                   | Elected   |
| 3  | Mr J Withey      |                 |                                   | Elected   |
| 4  | Mrs J Clarke     |                 |                                   | Elected   |
| 5  | Mrs A Cooper     |                 |                                   | Elected   |
| 6  | Mrs S Abbott     |                 |                                   | Orwell Art Club   |
| 7  | Mr M Colbert     |                 |                                   | 51 <sup>st</sup> Ipswich Scouts                               |
| 8  | Miss A Cracknell |                 |                                   | Rushmere St Andrew PC   |
| 9  | Mrs J Treadaway  |                 |                                   | Order Women Freemasons  |
| 10 | Mrs K Arnold     |                 | 20 <sup>th</sup> April 2023       | Rushmere Evening WI   |
| 11 |                  |                 |                                   |   |
| 12 |                  |                 |                                   |   |
| 13 |                  |                 |                                   |   |
| 14 |                  |                 |                                   |   |
| 15 |                  |                 |                                   |   |
| 16 |                  |                 |                                   |   |
| 17 |                  |                 |                                   |   |
| 18 |                  |                 |                                   |   |
| 19 |                  |                 |                                   |   |
| 20 |                  |                 |                                   |   |

## Corporate trustees – names of the directors at the date the report was approved

| Director name |  |  |
|---------------|--|--|
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
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|               |  |  |

## Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |

**Funds held as custodian trustees on behalf of others**

|   |  |
|---|--|
| Description of the assets held in this capacity   |  |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |  |

**Additional information (optional)****Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|-----------------|------|---------|
|-----------------|------|---------|

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**Name of chief executive or names of senior staff members (Optional information)**

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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**Other optional information**

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|  |                      |  |
|--|----------------------|--|
| Signature(s)                           | M H T a              |  |
| Full name(s)                           | MARGARET ANU TARLING |  |
| Position (eg Secretary,<br>Chair, etc) | CHAIRPERSON          |  |
| Date                                   | 25/7/24              |  |

# PARISH HALLS - RUSHMERE ST ANDREW

## WHOLE YEAR INCOME & EXPENDITURE - INCOME & EXPENDITURE ACCOUNT, PERIOD ENDED

| 2022            | TOWER<br>2022      | VILLAGE<br>2022              | INCOME FROM HIRES/RENT | TOWER<br>2023      | VILLAGE<br>2023    | Note |
|-----------------|--------------------|------------------------------|------------------------|--------------------|--------------------|------|
| £ 4,645.00      | £ 5,565.00         | Meetings                     | £ 7,978.60             | £ 6,781.45         |                    |      |
| £ 1,165.00      | £ 830.00           | Cupboard & Car Park Rental   | £ 924.97               | £ 898.26           |                    |      |
| £ -             | £ 1,188.00         | Dancing Clubs/Classes        | £ -                    | £ -                |                    |      |
| £ 2,814.50      | £ -                | Youth Groups                 | £ 2,959.00             | £ 70.00            |                    |      |
| £ -             | £ 1,716.00         | Artists Clubs                | £ -                    | £ 1,738.00         |                    |      |
| £ 4,112.00      | £ 194.00           | Craft Clubs                  | £ 1,738.00             | £ 510.00           |                    |      |
| £ 3,501.00      | £ 4,629.00         | Religious Groups             | £ 3,329.00             | £ 5,347.50         |                    |      |
| £ -             | £ -                | Educational Hirings          | £ -                    | £ -                |                    |      |
| £ -             | £ -                | Local Authority (SCDC & SCC) | £ 180.00               | £ 180.00           |                    |      |
| £ 4,933.25      | £ 3,864.00         | Casual Hires                 | £ 5,459.00             | £ 3,685.50         |                    |      |
| £ 5,093.00      | £ 1,100.00         | Parish Council               | £ 5,402.66             | £ 1,210.00         |                    |      |
| £ -             | £ -                | Exhibitions                  | £ -                    | £ -                |                    |      |
| £ -             | £ -                | Markets                      | £ 569.90               | £ -                |                    |      |
| £ 5,019.00      | £ 4,878.00         | Keep Fit Clubs               | £ 4,039.40             | £ 5,676.00         |                    |      |
| £ 981.00        | £ 949.00           | Infant Clubs                 | £ 1,400.00             | £ 444.00           |                    |      |
| £ 5,691.50      | £ -                | Theatre Groups               | £ 5,109.00             | £ 52.00            |                    |      |
| £ -             | £ -                | Fundraising Events           | £ 338.87               | £ 147.97           |                    |      |
| £ 75.00         | £ 112.51           | Miscellaneous                | £ 82.50                | £ 132.50           |                    | 3    |
| £ -             | £ -                | Furlough                     | £ -                    | £ -                |                    | 1    |
| £ 311.44        | £ -                | Bldg Soc Interest            | £ 826.18               | £ -                |                    |      |
| <b>£ 311.44</b> | <b>£ 38,030.25</b> | <b>£ 25,025.51</b>           | <b>£ 826.18</b>        | <b>£ 39,510.90</b> | <b>£ 26,873.18</b> |      |
|                 | <b>£ 63,367.20</b> |                              |                        | <b>£ 67,210.26</b> |                    |      |

### GRANT INCOME

£ - £ 24,896.00 1

| COMMON<br>2022     | TOWER<br>2022      | VILLAGE<br>2022    | Hall specific;<br>EXPENDITURE    | COMMON<br>0        | TOWER<br>0      | VILLAGE<br>0   | Note |
|--------------------|--------------------|--------------------|----------------------------------|--------------------|-----------------|----------------|------|
| £ 877.35           |                    |                    | Administration - stationery etc) | £ 1,846.55         |                 |                |      |
| £ -                |                    |                    | Advertising                      | £ 411.35           |                 |                |      |
| £ 1,642.56         |                    |                    | Cleaning Equipment Contract      | £ 1,642.56         |                 |                |      |
| £ 1,301.29         | £ 450.00           | £ 450.00           | Cleaning Materials/Windows       | £ 1,666.40         | £ 460.00        | £ 460.00       |      |
|                    | £ 2,393.47         | £ 783.49           | Electricity                      |                    | £ 4,519.94      | £ 1,285.95     |      |
|                    | £ 1,136.45         | £ 791.97           | Gas                              |                    | £ 1,081.82      | £ 667.94       |      |
|                    | £ 618.74           | £ 332.22           | Water                            |                    | £ 866.74        | £ 410.23       |      |
|                    | £ 1,395.20         | £ 1,213.10         | Insurance                        |                    | £ 1,260.14      | £ 1,114.52     |      |
|                    | £ 694.39           | £ 642.78           | Refuse clearance contract        |                    | £ 818.09        | £ 818.09       |      |
| £ 612.97           |                    | £ 367.25           | Post & Telephone Gen & VH WiFi   | £ 305.36           |                 | £ 332.28       |      |
|                    | £ 2,189.65         | £ 928.80           | Ground maintenance               |                    | £ 1,978.59      | £ 999.99       |      |
|                    | £ 4,111.44         | £ 5,180.70         | Building maintenance             |                    | £ 2,207.20      | £ 1,218.00     |      |
| £ 247.20           | £ -                | £ -                | Misc                             | £ -                | £ -             | £ 36.00        | 4    |
| £ 28.51            | £ 263.65           | £ 2,912.36         | Asset Improvement                | £ -                | £ 149.32        | £ 70.14        |      |
| £ -                |                    |                    | HR & H&S                         | £ -                |                 |                |      |
| £ -                |                    |                    | Training                         | £ -                |                 |                |      |
| £ 2,532.96         |                    |                    | PAYE & NI                        | £ 3,488.95         |                 |                |      |
| £ 40,900.38        |                    |                    | Wages                            | £ 41,743.80        |                 |                |      |
| £ 1,548.64         |                    |                    | Mileage                          | £ 1,734.23         |                 |                |      |
| <b>£ 49,691.86</b> | <b>£ 13,252.99</b> | <b>£ 13,602.67</b> | <b>TOTAL EXPENDITURE</b>         | <b>£ 52,839.20</b> | <b>13341.84</b> | <b>7413.14</b> |      |
|                    | <b>£ 76,547.52</b> |                    |                                  | <b>£ 73,594.18</b> |                 |                |      |

### GRANT EXPENDITURE

£ 21,861.52

### GENERAL FUND BALANCE

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Note

|                    |  |                    |
|--------------------|--|--------------------|
| £ 62,161.38        | Balance Brought Forward                              | £ 48,981.06        |
| £ 5,000.00         | Earmarked Contingency Fund                           | £ 5,000.00         |
| £ 3,000.00         | East Suffolk Enabling Grant                          | £ -                |
| £ 3,000.00         | East Suffolk Enabling Grant Expenditure              | £ -                |
| -                  | National Lottery Grant                               | £ 2,067.00         |
| -                  | National Lotter Grant Expenditure                    | £ 1,192.52         |
| -                  | Biffa Award Grant                                    | £ 20,669.00        |
| -                  | Biffa Award Grant Expenditure                        | £ 20,669.00        |
| -                  | East Suffolk Winter Cost of Living Grant             | £ 2,160.00         |
| -                  | East Suffolk Winter Cost of Living Grant Expenditure |                    |
| £ 63,367.20        | General Income                                       | £ 67,210.26        |
| £ 76,547.52        | Less, General Expenditure                            | £ 73,594.18        |
| <b>£ 48,981.06</b> | <b>BALANCE CARRIED FORWARD</b>                       | <b>£ 45,631.62</b> |



# BALANCE SHEET AS AT 31 DECEMBER

| 31 Dec -1          | ASSETS                                | 31 Dec             | Note |
|--------------------|---------------------------------------|--------------------|------|
|                    | <b>Long Term</b>                      |                    |      |
| £ -                | Investments                           | £ -                |      |
| £ -                | Long Term Debtors                     | £ -                |      |
|                    | <b>Current</b>                        |                    |      |
| £ 1,459.00         | Debtors                               | £ 869.00           | 5    |
| £ 48,981.06        | Cash at Bank                          | £ 45,631.62        |      |
|                    | Cash in Hand                          | £ 45.00            | 7    |
| <b>£ 50,440.06</b> | <b>TOTAL ASSETS</b>                   | <b>£ 46,545.62</b> |      |
|                    | <b>LIABILITIES</b>                    |                    |      |
| £ -                | Creditors                             | £ -                |      |
| £ -                | Cash Overdrawn                        | £ -                |      |
| £ -                | Unpresented Payments                  | £ -                | 6    |
| <b>£ -</b>         | <b>TOTAL LIABILITIES</b>              | <b>£ -</b>         |      |
| <b>£ 50,440.06</b> | <b>NET ASSETS</b>                     | <b>£ 46,545.62</b> |      |
|                    | <b>REPRESENTED BY;</b>                |                    |      |
| £ 20,565.00        | General Fund Balance Carried Forward  | £ 14,181.08        | 2    |
| -                  | Earmarked National Lottery Grant      | £ 874.48           |      |
| -                  | Earmarked Winter Cost of Living Grant | £ 2,160.00         |      |
| £ 28,416.06        | Contingency Reserves Carried Forward  | £ 28,416.06        |      |
| £ 1,459.00         | Debtors minus Creditors               | £ 869.00           |      |
|                    | Cash in Hand                          | £ 45.00            |      |
| <b>£ 50,440.06</b> | <b>SUMMATION</b>                      | <b>£ 46,545.62</b> |      |

The above statement represents fairly the financial position of the Charity as at 31 December and reflects its income and expenditure during the year.

Signed By

MATC

CHAIRMAN  
Mrs M Tarling

VICE-CHAIRMAN  
Mr M Bentley

*M Bentley* 18/4/24

TREASURER  
Mrs E Ruddy

*E Ruddy* 18/4/24

**SUPPORTING NOTES FOR THE PERIOD ENDED 31 DECEMBER**

**NOTE 1: GRANTS & DONATIONS**

| Item  | Amount             |
|---|--------------------|
| National Lottery Grant - Village Hall Toilets | £ 2,067.00         |
| Biffa Award - Village Hall Toilets            | £ 20,669.00        |
| East Suffolk Coastal Winter Cost of Living    | £ 2,160.00         |
| <b>TOTAL</b>                                  | <b>£ 24,896.00</b> |

**NOTE 2: EARMARKED FUNDS**

|  |                    |
|--|--------------------|
| Contingency Reserve agreed 20 February 2008                  | £ 5,000.00         |
| Covid 19 Grants (received 2020) added to contingency reserve | £ 23,416.00        |
| Earmarked National Lottery Grant                             | £ 874.48           |
| Earmarked Winter Cost of Living Grant                        | £ 2,160.00         |
|  | <b>£ 31,450.48</b> |

**NOTE 3: MISCELLANEOUS INCOME**

| Item               | Amount          |
|--------------------|-----------------|
| See separate sheet | £ 215.00        |
| <b>TOTAL</b>       | <b>£ 215.00</b> |

**NOTE 4: MISCELLANEOUS EXPENDITURE**

| Item               | Amount         |
|--------------------|----------------|
| See separate sheet | £ -            |
|                    | £ -            |
| <b>TOTAL</b>       | <b>£ 36.00</b> |

**NOTE 5: DEBTORS**

|  |                 |
|--|-----------------|
| Debts outstanding at 31 December 2023 - See separate sheet | <b>£ 869.00</b> |
|--|-----------------|

**NOTE 6: CREDITORS**

|   |            |
|---|------------|
| Payments/bills outstanding on 31 December 2023 - See separate sheet | <b>£ -</b> |
|---|------------|

**NOTE 7: CASH IN HAND**

|   |                |
|---|----------------|
| Cash float and unbanked December income for Crafty Yarn Group | <b>£ 45.00</b> |
|---|----------------|

# HEELIS&LODGE

Local Council Services • Internal Audit

## **Independent Examiner's Report for Parish Halls – Rushmere St Andrew 2023**

### **Registered Charity No: 1111060**

Income: £67,210.26      Expenditure: £73,594.18      Reserves: £45,631.62

Income audit trails were examined. All were found to be in order. A clear referencing system is in place and detailed breakdown of income is recorded. Good records are kept and the expenditure is supported by appropriate paperwork. Hiring agreements are in place. Both income and expenditure are clearly identified for the individual halls. There were no cheques written during the year.

The 2022 Annual Return has been received by the Charity Commission on 28/07/2023. The Annual General Meeting was held on 27/07/2023.

The Charity have taken steps to comply with GDPR and the relevant policies are in place. It is noted that Registration with ICO is in place and the risk assessment (Risk Management Policy) was reviewed at a meeting held on 05/10/2023. Fire Instruction Policies are in place for both halls.

The bank reconciliation reconciled with the Co-op bank account (£15,536.88), Ipswich Building Society (£29,268.56) account and the Income and Expenditure account. Debtors and Creditors were listed and accounted for in the year end Balance Sheet. Monthly reconciliations are carried out.

Income and expenditure for the individual halls are tracked throughout, providing a clear audit trail. The Secretary/Treasurer keeps excellent records. Fees were reviewed on 04/1/2023. Hire agreements are in place for both regular and casual hirers. Payments received are banked promptly.

An asset register is in place and assets are insured. The Charity has satisfactory insurance cover for both halls.

Budgets are prepared (04/01/2023) and monitored emphasising the good financial management systems in place. Risks are assessed on an ongoing basis and action taken as required. The Secretary/Treasurer provides comprehensive reports to the Committee so informed decisions can be made. Budgets are monitored during the year. Asset values are depreciated annually.

Payroll records were examined and all were found in order. Regular NI and Tax contributions have been made. As required by HMRC, RTI is in operation. Salaries were reviewed at a meeting held on 04/01/2023.

Receipts and payments were cross referenced against supporting paperwork. All were found to be in order. The Secretary/Treasurer keeps thorough and well organised records which provide a clear audit trail. Heelis & Lodge were appointed Independent Examiners on 30/6/2022. The 2023 Annual accounts were signed off at a meeting held on 18/4/2024. Earmarked Funds were confirmed as £31,450.48.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993 and the year end accounts have been countersigned by myself.



Heather Heelis  
17 May 2024

HEELIS&LODGE

Contact details : 1 Hembling Terrace, Suffolk, IP13 0PP  
Tel: 07732 681125  
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

# HEELIS&LODGE

Local Council Services • Internal Audit

[www.heelisandlodge.co.uk](http://www.heelisandlodge.co.uk)

## INVOICE

**To:**

Parish Halls – Rushmere St Andrew

Invoice No: HL9465

Date: 17 May 2024

| Details  | Quantity | Amount (£) | Total (£) |
|--|----------|------------|-----------|
| To carry Independent Examination for the year ended 31 December 2023 | 1        | 95.00      | 95.00     |
| Total  |          |            | 95.00     |

Please make cheques payable to: Heelis & Lodge

Terms – 14 days

Bank Details: Account 02539349 Sort Code 72-00-00

Thank you.

HEELIS&LODGE

Contact details : 1 Hembling Terrace, Suffolk, IP13 0PP  
Tel: 07732 681125  
Email: [heather@heelis.eu](mailto:heather@heelis.eu)

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