

Wellingore Memorial Hall

Treasurers Report for the accounts 1st July 2022 to 30th June 2023 for AGM

We had a very successful year.

Income from casual & regular users (including caravan pitches) was £12,535 but a fall of £543 on last year. Income from events was £9,719 with expenditure being £8,619.

Income from the bar was £8,204 less expenditure saw a profit of £3,229. This was due to the Proms night, Halloween night, Band Night and some private functions.

We received lottery funding of £6,600 and funding from Wellingore Parish Council and local businesses of £3,341, for a very successful coronation party held in the Jubilee gardens. There was a surplus of £6,038 from this event which was used for the entertainment costs for the village fete held on 5th August 2023.

Bank interest was £132.

Total income for the year was **£41,731** up £380 on last year.

Total expenditure was **£37,463** down by £134 on last year.

Surplus on the Income & expenditure account was £4,268.

Cash in hand at the end of the year was **£25,621** compared to **£26,413** the previous year- a fall of £792.

Accounts 6 months from 01st July 2023 to 31st December 2023

Income from casual & regular users (including caravans) was £4,446.

Income from the bar was £8,571 with purchases being £6,130 giving a profit of £2,441.

Income from events was £5,359 being the Summer Fayre, Bi Monthly Books n Butties, Craft fayre, Halloween and Christmas party.

Wellingore Parish Council gave the hall sponsorship of £2,000 for the summer fayre and £500 for the Christmas party.

Total income for the first 6 months of 2023/2024 year is **£21,047**

Total expenditure was £23,488 with expenditure for the fayre being £6,180.

Deficit so far this year is £2,441.

Cash in hand at the end of 6 months is £23,780 a fall of £1,841

Management Report

Wellingore Memorial Hall

For the period ended 30 June 2023

Prepared on

13 June 2024

Table of Contents

Profit and Loss3

Balance Sheet4

Profit and Loss

July 2022 - June 2023

	Total
INCOME	
Bank Interest	132.22
Grant Income	7,360.00
Services	30,898.28
Uncategorised Income	3,340.75
Total Income	41,731.25
COST OF SALES	
Bar purchases	4,974.74
Cost of sales	372.53
Total Cost of Sales	5,347.27
TOTAL	36,383.98
EXPENDITURES	
Calor Gas	86.07
Cleaning	6,770.27
Computer Costs	1,300.03
Cost of Labour	750.00
Credit Card Charges	198.23
Donations	1,002.00
Electric	2,972.69
Events items	8,619.32
Grant expenditure	747.54
Insurances	1,105.69
Legal and professional fees	1,167.18
Printing, Postage and Stationery	14.21
Raffle Prizes	133.14
Rates	765.55
Refreshments	352.34
Refurbishment	4,512.82
Repair and maintenance	1,170.77
Water	448.05
Total Expenditures	32,115.90
NET OPERATING INCOME	4,268.08
NET INCOME/(EXPENDITURE)	£4,268.08

Balance Sheet

As of June 30, 2023

	Total
FIXED ASSET	
Total Fixed Asset	
CASH AT BANK AND IN HAND	
Cash on hand	578.38
Current	2,977.69
Savings	22,064.87
Total Cash at bank and in hand	25,620.94
DEBTORS	
Debtors	942.00
Total Debtors	942.00
CURRENT ASSETS	
Prepaid Expenditures	886.39
Stock Asset	1,388.33
Total Current Assets	2,274.72
NET CURRENT ASSETS	28,837.66
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	
Trade Creditors	
Creditors	-201.18
Total Trade Creditors	-201.18
Current Liabilities	
Accruals	478.00
Total Current Liabilities	478.00
Total Creditors: amounts falling due within one year	276.82
NET CURRENT ASSETS (LIABILITIES)	28,560.84
TOTAL ASSETS LESS CURRENT LIABILITIES	28,560.84
TOTAL NET ASSETS (LIABILITIES)	£28,560.84
CHARITY FUNDS	
Opening Balance Equity	24,292.76
Retained Earnings	
Surplus/(Deficit)	4,268.08
Total Charity funds	£28,560.84

Checklist – Wellingore Memorial Hall

Contents

1. Checklist
2. Some key issues, monitoring arrangements and risk of fraud
3. Income
4. Purchases and payments
5. Assets and investments

1. Checklist

The questions in this checklist are designed to help charity trustees and their advisers evaluate the charity's performance against the legal requirements and good practice recommendations set out in the commission's guidance on internal financial controls for charities. Trustees should review their charity's performance at least once a year.

Not all the controls listed will be appropriate for the charities, for example, where a section of the checklist deals with an area of activity that the charity does not undertake then that section of the checklist will not apply.

Charities must always comply with legal requirements and these requirements are identified in the checklist. A 'yes' answer for good practice recommendations does not mean there is no scope for further improvement. A 'no' answer does not always indicate a problem. It may be that the charity has not put in place a particular control because the risk involved is small and the potential loss is acceptable, given the cost that would be involved in putting in place stronger internal controls.

Finally, the answers in the checklist should be based on the knowledge of what actually happens in the charity and not what they expect to happen. Having an internal control in place is only part of the picture. It must operate in practice to be effective.

2. Some key issues, monitoring arrangements and risk of fraud

2.1 Financial controls throughout the charity		Yes	No
Is there segregation of duties to provide automatic 'double check'?	Yes (IA)		
Do the trustees carry out an annual review of the internal financial controls?	Yes (IA)		
2.2 Monitoring activities		Yes	No
Are annual budgets of income and expenditure prepared, and approved by the trustees?	Yes (IA)		
Is performance measured against budgets at regular intervals and explanations sought for variances?	Yes (IA)		
2.3 Internal audit and audit committee		Yes	No

Have the trustees considered the need to appoint an internal auditor or set up an audit committee?	Yes (IA)	
2.4 Information and communication	Yes	No
Are the trustees provided with regular information about the financial performance of the charity?	Yes (IA)	
Do the trustees discuss the financial performance of the charity at each of their meetings?	Yes (IA)	
Are terms of reference in place for any finance sub-committee, or similar sub-group of the trustee board?	Yes (IA)	
Does any finance sub-committee report to the full board of trustees for final decision making?	Yes (IA)	
2.5 Trustees' responsibilities	Yes	No
Are sufficient accounting records kept of all transactions? (legal requirement)	Yes (IA)	
Have the trustees considered the need for a reserves policy and put in place a reserves policy if one is needed? (legal requirement)	Yes (IA)	
Do the accounts comply with legal requirements? (legal requirement)	Yes (IA)	
Are the accounts formally approved by trustees at an annual meeting?	Yes (IA)	
Have the trustees appointed an auditor or independent examiner? (legal requirement)	Yes (IA)	
Are newly appointed trustees given a copy of the latest accounts?	Yes (IA)	
Do the trustees file the annual report and accounts and annual return on time? (legal requirement)	Yes (IA)	

2.6 and 2.7 Managing the risks of financial crime and abuse	Yes	No
Are trustees and staff made aware of why the charity is at risk from financial crime and abuse and of typical examples of potential fraudulent activities?	Yes (IA)	
Does the charity have an anti bribery policy, policies on the acceptance of hospitality, the acceptance of donations and a register of interests in place?		
Does the charity have policies and controls over access to and storage of electronic information?		

Does the charity have computer programmes to protect its data and systems from external interference?		
Does the charity have procedures for reporting suspicions internally, and to the commission and the police?		

3. Income

3.1 Income received in the post	Yes	No
Are all incoming cheques and cash recorded immediately?	Yes (IA)	
3.2 Income from public collections and fundraising events	Yes	No
If the charity undertakes public collections or fundraising events:		
• are public collections undertaken within legal requirements? (legal requirement)	Yes (IA)	
• are collection boxes numbered and their allocation and return recorded?	Yes (IA)	
• are all collection boxes sealed?	Yes (IA)	
• are all collection boxes regularly opened and counted by the charity and a record kept of their locations and history of takings?	Yes (IA)	
• are collections counted in the presence of the collector and a receipt given to them?	Yes (IA)	
• are two unrelated people involved in counting and recording the income?	Yes (IA)	
• is cash banked as soon as possible and without deduction of expenses?	Yes (IA)	
• are records maintained for each fundraising event?	Yes (IA)	
For ticket incomes are:		
• tickets pre-numbered?	Yes (IA)	

• records kept of all persons issued with tickets to sell, and which ticket numbers they have been allocated?	Yes (IA)	
• records kept of which tickets sold?	Yes (IA)	
• reconciliations made of money received against tickets sold?	Yes (IA)	
Has the charity complied with Part II of the Charities Act 1992 where professional fundraisers are engaged? (legal requirement)	Yes (IA)	
3.3 Gift Aid donations	Yes	No
Does the charity maximise the lawful take-up by its donors of Gift Aid?		
Are regular checks made to ensure all eligible tax repayments are obtained?		
Does the charity keep the records required by HMRC for Gift Aid claims?		
3.4 Tainted charity donations and substantial donors	Yes	No
Has the charity kept the necessary records to identify transactions with 'substantial donors' for donations received up to April 2011? (legal requirement)	Yes (IA)	
From April 2011, have the trustees put in place procedures to identify 'tainted charity donations'?	Yes (IA)	
3.5 Trading income	Yes	No
If the charity undertakes trading activities (either trading in furtherance of its objects or non-charitable trading):		
• if the level of non-charitable trading is significant is it carried out in a trading subsidiary?	n/a	
• does the charity have a pricing policy for the goods and services supplied?	Yes (IA)	
• does the charity have invoicing procedures for goods and services supplied?	Yes (IA)	
• does the charity review outstanding debts and collection procedures?	Yes (IA)	
• are there procedures to reconcile amounts invoiced and cash received to outstanding invoices?	Yes (IA)	
3.6 Banking and custody procedures	Yes	No
Are incoming receipts banked promptly?	Yes (IA)	
Is insurance held to cover the contents of the safe or cash box and cash in transit?	Yes (IA)	

Are funds banked without deduction of expenses?	Yes (IA)	
3.7 Checks on income records	Yes	No
Are regular checks made to ensure income records agree with the bank paying-in books and statements?	Yes (IA)	
Are checks made by someone other than the person who made the entry in the accounting records?	Yes (IA)	

4. Purchases and payments

4.1 Controls and authorisation of expenditure on goods and services	Yes	No
Is there a written policy on the authorisation of expenditure?	Yes (IA)	
Are invoices received checked against orders confirming pricing and the receipt of the goods or services ordered?	Yes (IA)	
4.2 Controls and authorisation of expenditure on grants	Yes	No
If the charity makes grants, does it have a grant-making policy?		
Does the charity make and monitor grants in accordance with the grant-making policy?		
4.3 Payment by cheque	Yes	No
Does the charity follow any stipulation in the governing document about who can sign cheques?		
Does the bank mandate require at least two signatories?		
Is there a practice of not signing of blank cheques?		
Are cheque books etc kept in a secure place with access only by nominated persons?		
Are any monetary limits placed on an individual's signing recorded in writing?		
Is all cheque expenditure recorded in the cash book and noted with the relevant cheque number, nature of payment and payee?		
Are cheques signed only with documentary evidence of the nature of the payment, eg invoice?		

4.4 Payments by direct debits, standing orders and BACS direct credit	Yes	No
Are only named individuals authorised to set up direct debits, standing orders and direct credits?		
Does the charity use a dual authorisation system for BACS payments?		
Does the charity monitor the arrangements to ensure that automatic payment arrangements are cancelled when the goods and services are no longer being supplied to the charity?		
4.5 Payment in cash	Yes	No
Is every effort made to minimise cash payments?		
Are all payments by cash made from a cash float and not from incoming cash?		
Is supporting documentation authorised by someone other than the person maintaining the petty cash or the person making the claim?		
Are details of all payments entered in a petty cash book?		
Are regular independent checks made of the petty cash float and records?		
4.6 Wages and salaries	Yes	No
Are statutory deductions (tax and NIC) made from employees' wages and salaries and regularly forwarded to HMRC? (legal requirement)		
Does the charity comply with minimum wage legislation? (legal requirement)	Yes (IA)	
Are any other deductions from salaries made only where they are required or authorised? (legal requirement)	Yes (IA)	
Are the end-of-year returns (P60 and P11Ds) completed and filed with HMRC by the deadline? (legal requirement)		
If the charity employs staff are the required pension arrangements in place? (legal requirement)		
Do all employees have contracts of employment?		
Are personnel records kept and held separately from wages records?		
Are salary levels properly authorised and recorded?		
Is there a system of authorisation for recording and notifying starters and leavers, changes of hours and other payroll changes?		

Are payments made by BACS?		
4.7 The payment of expenses and reimbursements	Yes	No
Does the charity have a written policy to cover the payment and reimbursement of expenses?		
Is the policy communicated to all trustees, staff and volunteers?		
Are expenses reimbursed only where the individual incurred the expense in the course of carrying out the charity's business?		
Does the expense claim include a self-declaration that the claim is accurate and incurred on the business of the charity?		
Are reimbursements made by BACS transfer or cheque?		
If the charity pays mileage rates for travel are the rates in accordance with HMRC approved rates?		
4.8 Checks on expenditure records	Yes	No
Are regular checks made to ensure expenditure records are accurate and agree with the bank statements?	Yes (IA)	
Are regular checks made to ensure no discrepancies between the payments made and the original invoice or payment records?	Yes (IA)	
Are checks made by someone other than the person who made the entry in the accounting records?	Yes (IA)	

5. Assets and investments

5.1 Controls over fixed assets	Yes	No
Is a comprehensive fixed asset list held and updated regularly?		
Are assets checked regularly to ensure they are still in good repair and are of use to the charity?		
Has insurance cover been considered?		
Is the use of fixed assets reviewed annually (to ensure put to best use and serving the charity's interests)?		
5.2 Money held as a current asset	Yes	No

Are secure records held of all bank and building society accounts?	Yes (IA)	
Are bank statements regularly received and regular bank reconciliations carried out?	Yes (IA)	
Are instructions to open or close accounts properly authorised and reported to trustees?	Yes (IA)	
Are checks made to ensure that there are no dormant accounts?	Yes (IA)	
Are the accounts monitored to ensure there is no third party use?	Yes (IA)	
Do the trustees regularly review the costs, benefits and risks of their current and deposit accounts?	Yes (IA)	
5.3 Electronic banking	Yes	No
If the charity uses electronic banking to make payments does the system used require authorisation of transactions by two individuals?		
Are PCs kept secure with up-to-date anti-virus and spyware software and a personal firewall?		
Are trustees and staff made aware of the need to ensure that the charity's security details (including the password and PIN) are not compromised?		
Is the PIN and password regularly changed, for example to mitigate the risks of compromising security when individuals leave the charity?		
Does the charity maintain a list of persons (trustees and staff) who are approved to have access to the PIN and password?		
Does the charity keep an audit trail of electronic banking transactions?	Yes (IA)	
Have those using online banking facilities been trained in their use?		
5.4 Non-traditional banking	Yes	No
If the charity uses non-traditional banking methods:		
• are policies set and approved by trustees defining the circumstances when non-traditional banking methods may be used?		
• is the use of such methods limited to essential transfers where traditional banking methods cannot be used?		
• does the charity keep an audit trail of non-traditional banking transactions?		

• does the charity ensure that the controls that are in place for its traditional bank transactions also operate with non-traditional banking transactions?		
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Approved and Signed by the Treasurer Pauline Brumhead.

Approved and Signed by the Internal Auditor Chantelle Hausermann chausermann@outlook.com

As the internal auditor I can confirm that I have reviewed all accounts and financial records and deem that Wellingore Memorial Hall are meeting all financial legal requirements.