



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **July 2023** Period start date To **June 2024**
Period end date

Charity name: Wellingore Memorial Hall

Charity registration number: 1128480

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide a community space for use by clubs and societies and to be hired by groups and private individuals.
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	Regular hall bookings, casual room hire, community events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	n/a

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We do not issue grants as a charity however we did receive Covid Grants.
Policy on social investment including program related investment	Para 1.38	The Memorial Hall is a social hub for the local community both young and old. We host social events for the WI, the U3A and our children's dance classes, among other regular gatherings. We prioritise these groups and offer a generous reduction in fees. This encourages them to thrive and prosper to the benefit of the whole community.
Contribution made by volunteers	Para 1.38	The Memorial Hall couldn't function without our volunteers. This is highlighted by our most successful event 'Books and Butties' which is a volunteer led bi-monthly event, coordinated and run by the WI volunteers. Other volunteer run events include our Bingo nights, Quiz

		nights and fetes. Our volunteers come from both Wellingore and Navenby and are vital to the smooth running of the Hall.
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	The Memorial Hall is the heart of the local community, and we pride ourselves on working with our local groups to benefit the wider society. In the past year we have helped to raise funds for the local bell-ringing society, with a Murder Mystery Night and a Quiz Night. These funds have been put towards the restoration of the Wellingore Church Bells. In addition to this, we are hosting a St. Barnabas fundraiser in June. They are a locally based charity providing end of life care to the community. In each of the above cases we have provided free use of the Hall and bar to enable them to raise the maximum funds possible. As mentioned, we work closely with the WI for 'Books and Butties' and various other fund raising events, such as our fetes. As a reward for their generosity in giving up their time to bake and serve, we give them a percentage of our profits from each event. This enables them to subsidise their membership fee and pays for their Christmas party at the Hall.

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	Cash on hand was £21,692
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Charity likes to hold a surplus in case of any major repairs being required to the property.
Amount of reserves held	Para 1.22	£20k
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	Our main source of funds is from our regular users such as the U3A and the WI. The funds from the regular users pay for the upkeep of the Hall and additional bookings add extra to our funds.
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	One of the main risks facing us is the increasing cost of utility bills. We are reliant on electricity for our heating and lighting and are looking for more efficient ways of managing this, such as investing in solar panels. To date we have replaced the old storage heaters with more efficient panel heaters, insulated the roof space and replaced our boiler.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Unincorporated Association
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	

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	Wellingore Memorial Hall
Other name the charity uses	Wellingore Clubs & Societies
Registered charity number	1128480
Charity's principal address	Memorial Hall Drive Wellingore Lincoln LN5 0BD

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	Matthew Gardiner	Chair		
2	Andy Collip			
3	Pauline Brumhead	Treasurer		
4	Tracy Jones	Secretary		
5	Linda Wilson	Vice Chair		
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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

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)

--	--

Full name(s)

--	--

Position (eg Secretary,
Chair, etc)

--	--

Date

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Management Report

Wellingore Memorial Hall

For the period ended 30 June 2024

Prepared on

3 April 2025

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Statement of Activity

July 2023 - June 2024

	Total
INCOME	
Bank Interest	292.90
Sales of Product Income	-670.50
Services	36,547.44
Uncategorised Income	2,927.25
Total Income	39,097.09
COST OF SALES	
Bar purchases	9,646.15
Cost of sales	50.48
Food Cost of Sales	1,589.80
Sweet stall	74.32
Total Cost of Sales	11,360.75
TOTAL	27,736.34
EXPENDITURES	
Advertising/Promotional	50.00
Cleaning	6,799.49
Computer Costs	877.68
Cost of Labour	1,967.50
Credit Card Charges	320.06
Donations	1,621.29
Electric	2,726.24
Events items	8,598.73
Insurances	1,190.35
Legal and professional fees	1,148.18
Office/General Administrative Expenses	100.54
Printing, Postage and Stationery	3.45
Raffle Prizes	102.81
Rates	825.99
Refreshments	530.01
Repair and maintenance	3,238.81
Water	667.11
Total Expenditures	30,768.24
NET OPERATING INCOME	-3,031.90
NET INCOME/(EXPENDITURE)	£ -3,031.90

Statement of Financial Position

As of June 30, 2024

	Total
FIXED ASSET	
Total Fixed Asset	
CASH AT BANK AND IN HAND	
Cash on hand	171.88
Current	1,446.73
Savings	20,073.49
Total Cash at bank and in hand	21,692.10
DEBTORS	
Debtors	673.00
Total Debtors	673.00
CURRENT ASSETS	
Prepaid Expenditures	911.90
Stock Asset	2,145.20
Total Current Assets	3,057.10
NET CURRENT ASSETS	25,422.20
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	
Trade Creditors	
Creditors	-777.24
Total Trade Creditors	-777.24
Current Liabilities	
Accruals	670.50
Total Current Liabilities	670.50
Total Creditors: amounts falling due within one year	-106.74
NET CURRENT ASSETS (LIABILITIES)	25,528.94
TOTAL ASSETS LESS CURRENT LIABILITIES	25,528.94
TOTAL NET ASSETS (LIABILITIES)	£25,528.94
CHARITY FUNDS	
Opening Balance Equity	24,292.76
Retained Earnings	4,268.08
Surplus/(Deficit)	-3,031.90
Total Charity funds	£25,528.94

Checklist – Wellingore Memorial Hall

Contents

1. Checklist
2. Some key issues, monitoring arrangements and risk of fraud
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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 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/Minutes)		
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/Minutes)	
Do the trustees discuss the financial performance of the charity at each of their meetings?	Yes (IA/Minutes)	
Are terms of reference in place for any finance sub-committee, or similar sub-group of the trustee board?	Yes	
Does any finance sub-committee report to the full board of trustees for final decision making?	Yes (IA/Minutes)	
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?	Yes (Policy)	

Does the charity have policies and controls over access to and storage of electronic information?	UK GDPR	
Does the charity have computer programmes to protect its data and systems from external interference?	Yes (QuickPay)	
Does the charity have procedures for reporting suspicions internally, and to the commission and the police?	Yes (Policy)	

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) Online Sales	
• records kept of all persons issued with tickets to sell, and which ticket numbers they have been allocated?	Yes (IA) Online Sales	
• records kept of which tickets sold?	Yes Online Sales	
• reconciliations made of money received against tickets sold?	Yes (IA) Online Sales	
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?	No regular givers	
Are regular checks made to ensure all eligible tax repayments are obtained?	N/A	
Does the charity keep the records required by HMRC for Gift Aid claims?	No Gift Aid Donations at present.	
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?	No Grants	
Does the charity make and monitor grants in accordance with the grant-making policy?	N/A	
4.3 Payment by cheque	Yes	No
Does the charity follow any stipulation in the governing document about who can sign cheques?	Yes	
Does the bank mandate require at least two signatories?	Yes	
Is there a practice of not signing of blank cheques?	Yes	

Are cheque books etc kept in a secure place with access only by nominated persons?	Yes	
Are any monetary limits placed on an individual's signing recorded in writing?	Yes	
Is all cheque expenditure recorded in the cash book and noted with the relevant cheque number, nature of payment and payee?	Yes	
Are cheques signed only with documentary evidence of the nature of the payment, eg invoice?	Yes	
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?	Yes	
Does the charity use a dual authorisation system for BACS payments?		NO
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?	Yes	
4.5 Payment in cash	Yes	No
Is every effort made to minimise cash payments?	Yes	
Are all payments by cash made from a cash float and not from incoming cash?	Yes	
Is supporting documentation authorised by someone other than the person maintaining the petty cash or the person making the claim?	Yes	
Are details of all payments entered in a petty cash book?	Yes	
Are regular independent checks made of the petty cash float and records?	Yes	
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)		NO Self employed
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)	N/A	

If the charity employs staff are the required pension arrangements in place? (legal requirement)	N/A	
Do all employees have contracts of employment?	N/A	
Are personnel records kept and held separately from wages records?	N/A	
Are salary levels properly authorised and recorded?	N/A	
Is there a system of authorisation for recording and notifying starters and leavers, changes of hours and other payroll changes?	N/A	
Are payments made by BACS?	N/A	
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?	Yes	
Is the policy communicated to all trustees, staff and volunteers?	Yes	
Are expenses reimbursed only where the individual incurred the expense in the course of carrying out the charity's business?	Yes	
Does the expense claim include a self-declaration that the claim is accurate and incurred on the business of the charity?	Yes	
Are reimbursements made by BACS transfer or cheque?	BACS	
If the charity pays mileage rates for travel are the rates in accordance with HMRC approved rates?	N/A	
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
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Is a comprehensive fixed asset list held and updated regularly?	YES	
Are assets checked regularly to ensure they are still in good repair and are of use to the charity?	YES	
Has insurance cover been considered?	YES	
Is the use of fixed assets reviewed annually (to ensure put to best use and serving the charity's interests)?	N/A	
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?		NO
Are PCs kept secure with up-to-date anti-virus and spyware software and a personal firewall?	Yes	
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?	Yes	
Is the PIN and password regularly changed, for example to mitigate the risks of compromising security when individuals leave the charity?	Yes	
Does the charity maintain a list of persons (trustees and staff) who are approved to have access to the PIN and password?	YES	
Does the charity keep an audit trail of electronic banking transactions?	Yes (IA)	
Have those using online banking facilities been trained in their use?	YES	
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?	N/A	
• is the use of such methods limited to essential transfers where traditional banking methods cannot be used?	N/A	
• does the charity keep an audit trail of non-traditional banking transactions?	N/A	
• does the charity ensure that the controls that are in place for its traditional bank transactions also operate with non-traditional banking transactions?	N/A	

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.