

Introduction

The last 12 months have yet again seen a stable committee and group of regular hall users. No major works have been carried out and the hall remains operational for all users.

Committee Membership

The committee was sad to say good-bye to our long-standing Treasurer Jennifer Adams at the previous AGM and we thank her for her years of service and hard-work. Neil Sharman also stood down at the last AGM and the committee elected Rob Burnfield as our new Vicechair.

We did briefly have a new Treasurer, Caroline Saltrick, but sadly due to ill health she had to stand down. Since then, we have been searching for a new Treasurer but so far have not managed to fill this position. In the meantime, we have just about kept on top of the accounts and myself and Sally Cole, our secretary, have taken on some of the additional responsibilities previously covered by the Treasurer.

Mid-year we also welcomed Claire Masterman and Hannah Bolton to the committee as representatives of NOMADS. Both have been elected as trustees.

Year in Review

This year has seen very good usage of the hall, both from our regular users and increasing ad-hoc bookings for parties and other such events.

The financial position is covered in detail in the treasurer's report. In the absence of a Treasurer at the end of this year I have prepared the Treasurer's report in addition to this report on behalf of the open position. The accounts are finalised. Sally is working with Portsmouth University on arranging an independent inspection of the accounts.

The landlord of Woodley Village Hall changed later in 2023 from Romsey Extra Parish Council to Romsey Town Council, following the merging of the two. The Town Council has shown a positive and active interest in Woodley Village Hall and we believe this will have a positive impact to the hall. I would like to thank James Lafferty, the town council's building and environment manager who is helping us resolve several issues, including the renovation of the stage fire escape steps.

Users

We are extremely fortunate to have a group of regular and loyal users. These include Nomads, Test Valley School of Dance, Slimming World, Brownies and Rainbows. We thank them for their continued support. In addition, we have gained a couple of new regular users. Ad-hoc bookings for parties continue in slowly rising numbers.

The committee increased user hire rates by 5% in January 2024 faced with increasing costs. The committee also felt it was better to have smaller more regular hire rate increases than to delay and have a large increase later.

Health & Safety

We are thankful to have had no health and safety incidents or reported near-misses occur at the hall in the past year.

Inspection and servicing of the fire extinguishers and alarm continue to be up to date. Regular inspection and testing of the fire alarm and emergency lighting taking place, being carried out by our fire officer weekly.

Actions identified in our health and safety risk assessment have been actioned, these included additional signage in the car park, toilets and kitchen, and the installation of finger-guards to the remaining internal hall doors.

We are working with the town council to determine how to proceed with renovation of the stage fire escape. It is believed this may require planning permission, and as such has turned into a significant project.

Maintenance, Repairs, and Improvements

Major repairs and improvements have not been carried out this year, except for replacement of the soffits and fascia boards at the rear side of the hall. Various smaller repairs and general maintenance jobs have been carried out over the year to maintain and improve the hall.

We have had several quotes for the refurbishment of the front toilets. However, it has proven difficult to get comparable quotes from reputable companies. The committee had hoped to get the required quotes and supporting information to apply for a grant from Test Valley Borough council for these works. However, owing to the difficulty in obtaining quotes this has not occurred. Currently the plan is to replace some of the minor fixtures and fittings only in the toilets and that the hall will fund this work.

In September this year we switched our cleaning provider from Acol to Chestnut cleaning solution. Cleaning from Acol had started to become unreliable as was requiring increasing amounts of time to be spent managing Acol. There have been a few teething problems with the new cleaning arrangements, but these now seem to have been ironed out and we are receiving good regular cleaning. The new cleaning arrangements are also cheaper than those from Acol previously.

In March 2024 we switched our electricity and gas supply from SSE to Octopus. Earlier in October 2023 we had smart meters installed for the electricity. On receiving the final bill for electricity from SSE it was discovered they had incorrectly calculated the amount of electricity used since the smart meters had been installed. SSE's calculations assume that the old meter readings have gone around the meters back to zero and then on to the new readings of the smart meters. We are currently struggling with SSE to resolve this matter and are currently holding funds back for the final bill until such time the bill is calculated correctly.

Summary

I am very grateful for the support and hard work of all committee members, and for the support and assistance from councillors and staff of Romsey Town Council. The committee intends to continue in 2024 / 2025 with the same momentum to keep the hall operational and where possible improve facilities on offer.

Peter Harrison - Hall Chairman

Introduction

During this financial year our previous Treasurer Jennifer Adams has stepped down and elected to leave the Woodley Village Hall management committee. Despite trying to find a new Treasurer, to date we have been unsuccessful. As such this year it has taken us a longer than normal to prepare the accounts. As chairman of the committee, I am this year writing the Treasurer's report on behalf of the open Treasurer's position. We continue to search for a new Treasurer and are exploring ways to manage the accounts more effectively.

The management committee has this year elected to change the accounting method we are using. We have switched from accrual to cash accounting. It should be noted that the deprecation previously being accounted for did not seem to be representative of the arrangement of the Woodley Village Hall. The committee has discussed this at length at various meetings concluding that we should not be depreciating the value of the building itself as Romsey Town Council owns building. In addition, the management committee does not have any other major assets which require depreciating.

Income

2023-2024 was a good year with very good hall usage. Income totalled £37461. Income as come largely from our great base of regular users, which accounts for 84% of income. Refer to Figure 1 for indication of income percentage by user group. We are very thankful to our regular users of Woodley Village Hall. In addition, ad-hoc booking, such as birthday parties, bring in 16% of income, amounting to £5300 for this accounting period and are therefore very beneficial to the hall.

We have also received a total of £1826 from Michelmersh Manor Farm for the Milk Vending machine located in the car park. A large percentage of this is, however, in-lieu of the electricity consumed by the machine. Only a small percentage is from Milk and dairy product sales. However, the additional footfall to the hall by users of the vending machine, maybe helping to advertise the hall which is of potential benefit to increased ad-hoc bookings.

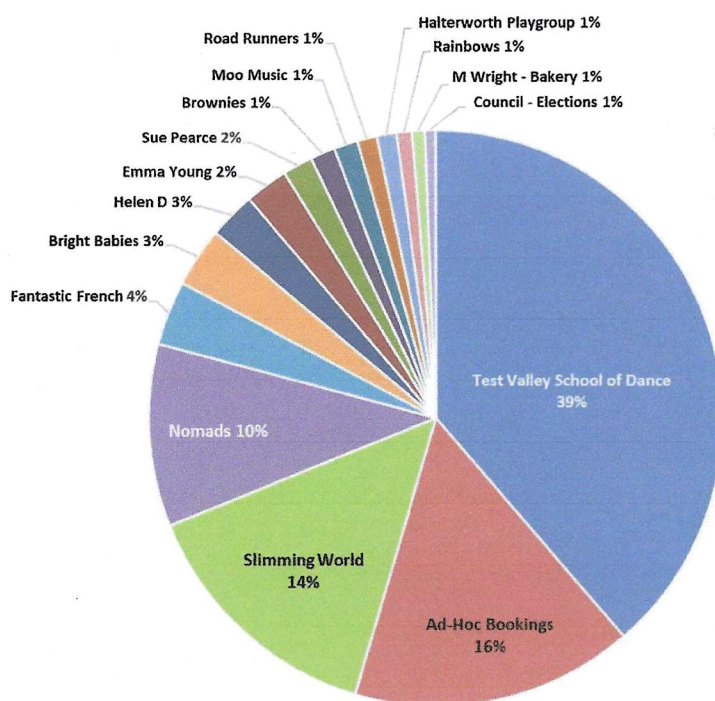


Figure 1 - Income by Regular Users

Expenditure

Our expenditure is largely on hall running and administration costs, although we have stayed on top of urgent and required essential maintenance. Expenditure for this period totalled £30346. Refer to Figure 2 below for a breakdown of the majority of the expenditure.

Cleaning costs make up a large percentage of the hall's expenditure, although it must be noted that the hall is being regularly cleaned to the high standards that our users expect with satisfaction. We also continue to have one permanent member of staff, our booking secretary, who is highly valued, amongst other duties they manage the hall bookings, issuing invoices and checking that funds have been received and chasing for payments accordingly.

Energy costs remain a significant percentage. We have at the end of this financial period just switched supplier of electricity and gas from SSE to Octopus and expect a small reduction in our annual energy costs. We have not carried out any large hall improvements or maintenance projects for a good number of years and have total accumulated funds of £38,650. We therefore have sufficient funds for cover not only urgent repairs but also hall improvement projects.

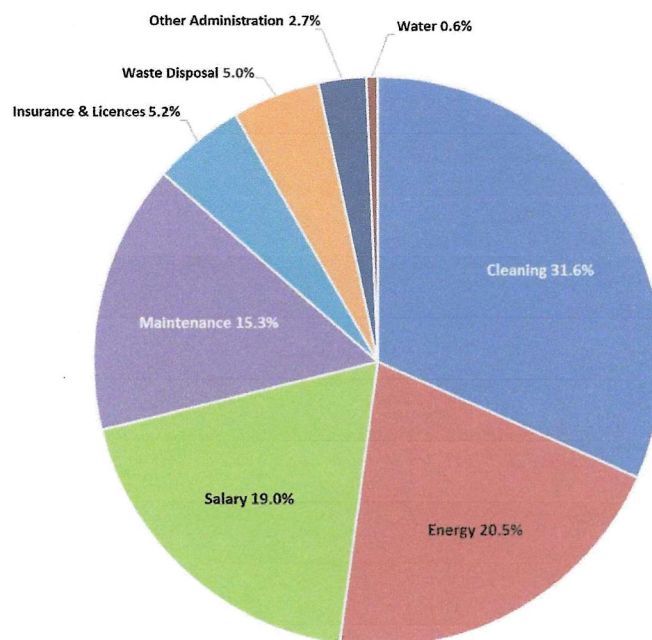


Figure 2 - Expenditure Breakdown

Summary

We therefore made an excess of £7114 for this period. However, we did receive a payment of £780 from an unknown source into our CAF deposit account which we do not know the source and cannot account for it. We are investigating with CAF bank to seek more information and to return these funds if possible. Taking this into account then for this period we have accrued £780 less at £6334.

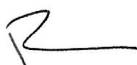
Given that we have a good reserve of funds we should look to re-invest this into the hall in the coming financial year to ensure that the hall's facilities remain to the standard that our users expect. The hall is in a good financial position and assuming there is not a significant drop in hall bookings, or loss of regular users then there should be no cause for financial concern.

Addendum

Since presenting revision 1.0 of this report to the committee at the AGM for 2023-2024, we have since spoken with CAF bank, who have agreed the £780 payment received was a misplaced payment. The £780 has since left out account to be returned to the original payer. As these funds have left our CAF account in the 2024-2025 account period this will as such be accounted for in the 2024-2025 accounts.

This addendum has been added to document the resolution of the £780 payment. The revised report will be circulated to the Woodley Village Hall committee.

Additional – Since issuing version 1.1 of this report it has been noticed by our financial auditors that the compiled accounts has some transactions missing between the 16th and the end of April 2024. This was previously missed in importing the bank transactions and the accounts have since been updated. The figures in this version of report now reflect this correction.



Peter Harrison - Hall Chairman



Sally Cole – Hall Secretary

Both on behalf of the open Treasurer's position

Income and Expenditure Summary for Woodley Village Hall 2023/24																	
Profit to Date		Monthly Profit or Loss															
£7,114		May-23	Jun-23	Jul-23	QTR 1	Aug-23	Sep-23	Oct-23	QTR 2	Nov-23	Dec-23	Jan-24	QTR 3	Feb-24	Mar-24	Apr-24	QTR 4
		£1,099	£772	£831	£2,702	-£483	£334	£3,263	£3,113	£921	£311	-£176	£1,056	-£850	£181	£912	£243
INCOME	TOTAL	May-23 P01	Jun-23 P02	Jul-23 P03	QTR 1	Aug-23 P04	Sep-23 P05	Oct-23 P06	QTR 2	Nov-23 P07	Dec-23 P08	Jan-24 P09	QTR 3	Feb-24 P10	Mar-24 P11	Apr-24 P12	QTR 4
	37,461	3,002	2,968	2,529	8,500	1,671	2,043	5,051	8,764	3,245	2,999	3,454	9,698	2,463	4,104	3,933	10,499
HALL HIRE	36,242	2,848	2,944	2,340	8,133	810	1,924	5,051	7,785	3,365	3,118	3,227	9,710	2,463	4,173	3,979	10,614
INTEREST	454	-	74	-	74	-	118	-	118	-	131	-	131	-	131	-	131
MILK MACHINE	2,310	179	-	189	368	781	-	-	781	-	-	677	677	-	-	484	484
DEPOSIT RECEIPTS / PYMTS	- 1,545	- 25	- 50	-	- 75	80	-	-	80	- 120	- 250	- 450	- 820	-	- 200	- 530	- 730
EXPENDITURE																	
HALL RUNNING EXPS	TOTAL	May-23 P01	Jun-23 P02	Jul-23 P03	QTR 1	Aug-23 P04	Sep-23 P05	Oct-23 P06	QTR 2	Nov-23 P07	Dec-23 P08	Jan-24 P09	QTR 3	Feb-24 P10	Mar-24 P11	Apr-24 P12	QTR 4
	19,208	1,272	1,658	1,160	4,089	1,367	1,170	1,250	3,786	1,305	2,142	2,947	6,394	1,572	2,173	1,194	4,939
CLEANING	9,893	841	922	889	2,651	1,037	841	951	2,828	-	-	1,618	1,618	1,098	857	840	2,795
WASTE DISPOSAL	1,537	105	269	105	480	105	140	105	350	144	105	105	355	140	105	107	352
ELECTRICITY	5,622	122	122	122	366	122	122	122	366	1,141	2,017	-	3,158	314	1,191	227	1,732
GAS	478	204	84	44	332	47	47	52	146	-	-	-	-	-	-	-	-
WATER	180	-	-	-	-	20	20	20	60	20	20	20	60	20	20	20	60
INSURANCE	1,203	-	-	-	-	-	-	-	-	-	-	1,203	1,203	-	-	-	-
RENT	5	-	5	-	5	-	-	-	-	-	-	-	-	-	-	-	-
LICENSES	291	-	256	-	256	35	-	-	35	-	-	-	-	-	-	-	-
MAINTENANCE	TOTAL	May-23 P01	Jun-23 P02	Jul-23 P03	QTR 1	Aug-23 P04	Sep-23 P05	Oct-23 P06	QTR 2	Nov-23 P07	Dec-23 P08	Jan-24 P09	QTR 3	Feb-24 P10	Mar-24 P11	Apr-24 P12	QTR 4
	4,380	-	-	-	-	249	-	-	249	433	-	144	577	1,113	1,211	1,230	3,554
IMPROVEMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
BOILER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FIRE SAFETY	500	-	-	-	-	96	-	-	96	-	-	-	-	73	331	-	404
GUTTERS	144	-	-	-	-	-	-	-	-	-	-	144	144	-	-	-	-
GENERAL MAINTENANCE	3,736	-	-	-	-	153	-	-	153	433	-	-	433	1,040	880	1,230	3,150
ADMINISTRATION	TOTAL	May-23 P01	Jun-23 P02	Jul-23 P03	QTR 1	Aug-23 P04	Sep-23 P05	Oct-23 P06	QTR 2	Nov-23 P07	Dec-23 P08	Jan-24 P09	QTR 3	Feb-24 P10	Mar-24 P11	Apr-24 P12	QTR 4
	6,757	632	539	539	1,709	539	539	539	1,616	585	546	539	1,670	628	539	597	1,763
SALARY	5,984	536	490	490	1,516	490	490	490	1,470	490	490	490	1,470	490	490	548	1,528
ADVERTISING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
STATIONERY	97	-	-	-	-	-	-	-	-	-	-	-	-	97	-	-	97
TRAINING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PHONE & BROADBAND	564	91	43	43	178	43	43	43	130	38	51	43	133	36	43	43	123
SUNDRY EXPS	52	-	-	-	-	-	-	-	-	52	-	-	52	-	-	-	-
BANK CHARGES	60	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15
BANK		May-23 P01	Jun-23 P02	Jul-23 P03	QTR 1	Aug-23 P04	Sep-23 P05	Oct-23 P06	QTR 2	Nov-23 P07	Dec-23 P08	Jan-24 P09	QTR 3	Feb-24 P10	Mar-24 P11	Apr-24 P12	QTR 4
TSB		£ 10,839	£ 11,052	£ 7,936		£ 9,415	£ 10,527	£ 10,912		£ 10,497	£ 10,748	£ 12,069		£ 10,251	£ 9,539	£ 10,167	
CAF		£ 2,564	£ 1,169	£ 6,276		£ 4,985	£ 4,142	£ 6,966		£ 8,355	£ 8,104	£ 4,683		£ 8,371	£ 9,101	£ 7,836	
CAF DEPOSIT		£ 20,279	£ 20,279	£ 20,279		£ 20,279	£ 20,395	£ 20,395		£ 20,395	£ 20,522	£ 20,522		£ 20,522	£ 20,650	£ 20,650	
TOTAL					£ 34,491				£ 38,273				£ 37,274				38652.88



Section A

Independent Examiner's Report

Report to the trustees/
members of

Woodley Village Hall Association

On accounts for the year
ended

30th April 2024

Charity no
(if any)

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30 / 04 / 2024**.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

11/03/2025

Name:

Salina Ali

Relevant professional
qualification(s) or body
(if any):

FCCA

Address:

University of Portsmouth

Richmond Building
Portland Street
Portsmouth
PO1 2DE

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

No items of concern to disclose.