

Glenridding Public Hall
Reg. Charity No: 1165670
Trustees Annual Report 2020/21

At the beginning of our financial year 01/04/2020 we began the year with £9,052.58p in our Barclays Community Account. Because of the Coronavirus, COVID-19 Pandemic we have been closed for almost all of this financial year, therefore our income from local & visitor events has been cut by half of our usual takings. Apart from our Christmas Raffle we have not been able to do any fund-raising at all. However with the help of several grants from the Government totalling £29,169.21 and two more Grants from the Frieda Scott Trust & the Hadfield Trust totally £6,449 we have been able to pay our annual expenses and do some repairs and improvements to the Hall.

The repairs to the Hall roof went ahead and completed at the cost of £15,262. We have had our Fire doors replaced, costing £2,664 and purchased a new cooker for our kitchen, £1,522.79p. Our Caretaker, whilst the Hall has been closed, has spent her time decorating both inside and out. We ended our financial year with £19,439.92 in our Community Account.

Two of our main priorities in the financial year 2021/22 is to replace the five windows still remaining to do, and we are looking into the possibility of building a small extension to be used for storage which we are so desperately in need of.

Sadly, in 2020, Rosanna Lightfoot, one of our most valued Trustees, passed away. Rosie had been a Trustee of Glenridding Village Hall for many years, first with the Parish Council and in 2016 when we transferred to a new Registered Charity, she remained with us until her death. Rosie with her fountain of knowledge and her generosity will be sorely missed.

Another of our Trustees, Steve Sykes, has resigned due to pressures of work and we thank him for all his help and support and hope that at some time in the future he will be able to join us again.

We are very fortunate to have two candidates who have put their names forward to be elected at this meeting to become our new Trustees

I, as Treasurer of Glenridding Public Hall, would personally like to thank all the Trustees for all your help and loyal support.

E Jackson (Trustee/Treasurer)

01/04/2021.

Glenridding Public Hall**Financial Statement 1/04/2020 to 31/03/2021****INCOME**

Hire of Hall	£2,155.00
Rent from Caretakers Cottage	£2,200.00
Car Parking Fees	£212.50
Fundraising Xmas Raffle	£575.00
Grants	
Frieda Scott Trust	£3,500.00
Hadfield Trust	£2,949.00
From EDGeneral Covid-19	£29,169.21
Donations	
In Memory of Rosie Lightfoot	£1,302.50
Patterdale Parish Council	£1,000.00
St Patricks Church	£200.00
Utd Utilities	£20.00
C Wiseman (Cooker)	£275.00
Gift Aid	£215.00
Total Income	£43,773.21
Balance B/Forward 31/03/2020	£9,052.58
	<u>£52,825.79</u>

EXPENDITURE

United Utilities Hall & Cottage	£370.30
'E-ON' & EDF Electricity	£778.06
BT Telephone	£600.80
Insurance Premium	£1,179.63
Heating Oil	£621.05
Caretakers wages Louise Greenwood	£5,160.00
Louise, Internal & External decorating,	£2,507.68
S Sharpe Auditor	£75.00
Beacon Fire Protection	£297.00
Repairs & Improvements	
John Potter Re-roofing	£15,262.00
SDB Joinery New Fire Doors	£2,664.80
EDC Small Lotteries Registration	£20.00
Arnison & Heelis Solicitors	£540.00
Repayment of Loan	£1,000.00
Printing of Raffle Tickets	£56.40
Performing Rights Society	£153.18
EDC White Refuse Bags	£31.21
C A Superstore New Cooker	£1,522.79
G Kelso Electricals Installing new cooker & venting cooker hood	£284.20
Renewal of Website	143.86
B & Q Masonary Paint & Brushes	£117.89
Total Expenditure	£33,385.85
Barclays Community Acc 31/03/2021	£19,439.92
	<u>£52,825.77</u>

Glenridding Village Hall –Annual internal audit report 2020/21

Conducted by Suzanne Sharp 22nd June 2021

Recommendations

	Subject	Conclusion
1	Proper book-keeping	Cashbook maintained and up to date, balances verified against bank statements. Invoices and receipts retained and agree to cashbook. Cashbook casts and reconciled to bank statements. Recommendation: None
2	Financial regulations/ Standing orders/ Payment controls	No evidence of tenders received but understood this occurs. Purchasing authority unclear. Invoices reviewed and evidence that these were approved by at least two officers. No evidence of Petty cash held. Recommendation: None
3	Risk management	Evidence that risk management considered. Recommendation: None
4	Budgetary controls	Budget if any not reviewed. Recommendation: None
5	Income controls	Prompt invoicing, receipt and banking evidenced. Recommendation: None
6	Petty cash procedure	PC cashbook maintained. Verified to bankings and expenditure. Recommendation: None
7	Payroll controls	N/A
8	Asset control	Evidence of continuing existence of owned and managed assets checked regularly. Maintenance of property evidenced to support ownership. Recommendation: None
9	Bank reconciliation	Evidenced –cashbook record checked regularly against the bank statements Recommendation: None
10	Year end procedures	N/A Recommendation: None

In summary sufficient evidence to conclude that risk is minimal and that all appropriate controls are in place and adhered to.

Signed : S. Sharp

Date: 22/6/21

Suzanne Sharp Internal Auditor Village Hall