

Glenridding Public Hall
Reg. Charity No:1165670
Trustees Annual Report 2023/24

At the beginning of our financial year 2023/24, we had £50,680.67p in our Barclays Community Account. This sum of money includes Grants from Westmorland & Furness Council, £9,375.00, Cumbria Community Fund, £1,000 and Freida Scott Trust £4,500. We also received a very generous donation from a local resident of £20,000 for which we were able to apply for Gift Aid, this gave us another £5,000. The Grant Money and Donation are to pay for the long awaited extension, Storeroom, which has now been completed except for decoration and some floor covering. We are also having the floor in the main hall re-sanded and varnished in the last week of April the cost for which will be £3,756.

We are very lucky that ten of our current Trustees are willing to stand again for re-election on April 2nd 2024. Sadly one of our Trustees, Joan Wear, passed away on March 6th this year at the age of 91 years. Joan has served on the Public Hall Committee for many years and becoming a Trustee when we formed a new Charity in 2016. Joan was a very loyal and active member and she will be sorely missed.

Due to the long, wet, winter which delayed the building work of the new extension we had to cancel some of our coffee mornings and fundraising. For the locals who did use the Hall we charged them a less fee for any inconvenience caused and for two funeral teas there was no charge at all. Having missed for 2 years we welcomed back Penrith Churches who organize a Refugee Day and any organization working to raise money for Charity we always make these bookings at a much reduced rate or even free of charge. We did, however, have three weddings with three more booked for this coming year. We are very proud of our Hall, making improvements wherever and whenever we can and we will, as always, endeavour to run the Public Hall for the benefit of the residents of Patterdale Parish and for the general public at large, hopefully improving the conditions of life and offering a warm and welcoming venue for the benefit of people from all walks of life.

Elisabeth Jackson Trustee/Treasurer

31/03/2024

Glenridding Public Hall
Reg Charity 1165670
INCOME

Financial Statement 1/04/2023 to 31/03/2024

EXPENDITURE

Hire of Hall	£7,938.25
Rent from Caretakers Cottage	£2,842.70
Car Parking Fees	£250.00
Donations	£20,175.00
Fund Raising	£2,747.74
Gift Aid	£5,000.00
Grants	<u>£14,875.00</u>

United Utilities Hall & Cottage	£472.78
EDF Electricity	£1,258.73
BT & Wi-Fi	£563.00
Insurance Premium	£1,324.01
Heating Oil	£1,238.76
Caretakers Wages Louise Greenwood	£5,439.00
Cumbria Payroll	£390.00
Beacon Fire Protection Inspections	£287.76
Web -site Renewal	£100.00
Small Lotteries Registration EDC	£20.00
Performing Rights Society	£351.84
Repairs	
Austin Kelso & Sons Repair to Cottage Woodburning Stove	£227.40
Graham Kelso Electricals Lights	£913.62
 Austin Kelso & Sons Boiler Serviced	 <u>£196.24</u>

Total Income	£53,828.69
Balance B/Forward 01/04/2023	<u>£9,635.12</u>

Total Expenditure	£12,783.14
Barclays Community Acc 31/03/2024	<u>£50,680.67</u>

Total £63,463.81

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Glenridding Village Hall –Annual internal audit report 2023/24

Conducted by Suzanne Sharp 19th May 2024

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. Evidence of Petty cash held but not counted. 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.No documentary evidence of grants received in year however it is presumed that all conditions pertaining to the grant have been fulfilled. Recommendation: None
6	Petty cash procedure	PC cashbook maintained. Verified to bankings and expenditure. Recommendation: None
7	Payroll controls	Payroll agency engaged in year. Correct deductions processed. Recommendation: Continue to ensure data protection guidelines are observed when retaining employee information eg employment contract and payslips -no evidence to suggest controls aren't in place
8	Asset control	Evidence of continuing existence of owned and managed assets checked regularly. Maintenance of property evidenced to support ownership. Recommendation: It may be worth opening a deposit account for spare cash either at Barclays or another reputable bank.
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. Z. Sharp

Date: 19/5/24

Suzanne Sharp Internal Auditor Village Hall