

Trustees Report 2022-23

Swinstead Village Hall has for many years been the hub of the Village, bringing local people together to enjoy a wide range of social events. Over the past year the Village Hall has gone from strength to strength, holding several successful events that were supported by residents and visitors alike. The hall has also been hired for a number of private functions including weddings, birthday parties and other smaller gatherings. The hall continues to be hired and used by regular small artisan groups.

During the year three members of the Committee decided, after many years of loyal service to the Village Hall they would step down and retire from the Committee, they were Mr & Mrs Brown and Mrs Pat Wright. The Committee were pleased to welcome Cheryl Robinson and Lynda Weatherhead to the Committee in the hope their enthusiasm and experience will bring new ideas to the Village Hall. As one of those retiring was the Chairman a vote was held, and Mr Hoodless was unanimously elected Chair for the remainder of the year.

The Hall continues to support charitable events, this year the Darts Marathon Team raised over £1200 for the Lincolnshire Air Ambulance and £350 for MacMillan Coffee morning. The regular Coffee Mornings which are held every two weeks are extremely popular with residents and visitors from further afield. Tea, Coffee, Cake and a raffle for a nominal fee, plus good conversation and social engagement, the age range for our visitors is 19 to 92 years.

Having redecorated the inside of the Village Hall and recently refurbished the roof, the Committee felt the next major project must be to refurbish the Ladies, Gents and Disabled WC's. The Treasurer agreed to obtain quotes for the work, he advised this work would be expensive and suggested applying for a grant. The Treasurer will investigate and provide an update at a future Committee meeting.

As previously mentioned, the Village Hall has provided a number of events through the year in the form of, Sausage and Cider Night, Race Night, HM The Queen Platinum Jubilee Party, Best Dressed Home Competition (Platinum Jubilee), The Spring Fair, Firework Night Display, Monster Halloween Childrens Party, Christmas Party with Huge Hamper Raffle, Free New Years Eve Party. All this together with the Village Hall Bar open every Friday and Saturday night.

As mentioned at the start of the Trustees report, The Village Hall has gone from strength to strength this year, the Trustees/Committee are totally committed to building on this success and remain fully committed to keeping Swinstead Village Hall a vibrant, bright and welcoming environment for local residents meet, relax and enjoy the company of family and friends.

SWINSTEAD VILLAGE HALL

INCOME AND EXPENDITURE ACCOUNT

For the Year Ended

	2 0 2 3	
	£	£
INCOME		
<u>Trading Income</u>		
Hall Hire	2,556.00	
Hall Hire / Bar	<u>28,361.17</u>	
		30,917.17
<u>Grants and Donations</u>		
Donations		791.00
<u>Investment Income</u>		
Interest earned		0.00
		<u> </u>
TOTAL INCOME		31,708.17
DIRECT CHARITABLE EXPENDITURE		
Repairs and Maintenance	1,041.31	
Furniture & Equipment	9,168.73	
TV Licence	318.00	
Utilities	3,031.77	
Insurance	1,137.91	
Cleaning and Sundries	<u>810.75</u>	
		15,508.47
Trading Expenses		
Licences	70.00	
Bar Expenses	<u>14,567.64</u>	
		14,637.64
Donations		491.00
MANAGEMENT EXPENSES		
Internet	46.20	
Professional Fees	60.00	
Bank Charges	<u>123.76</u>	
		229.96
		<u> </u>
TOTAL EXPENDITURE		30,867.07
		<u> </u>
SURPLUS FOR THE YEAR		<u><u>841.10</u></u>

SWINSTEAD VILLAGE HALL

INCOME AND EXPENDITURE ACCOUNT

For the Year Ended

	£	£
Opening Bank account Balance		10,433.97
Income	31,708.17	
Expenditure	<u>30,867.07</u>	
Surplus for the Year		841.10
Transfer of Funds In		<u>1,935.61</u>
Closing Bank Balance		<u><u>13,210.68</u></u>

Address:

2 Barn End

Skillington

Grantham, NG33 5EA

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Swinstead Village Hall

On accounts for the year
ended

05/04/2023

Charity no
(if any)

1171944

Set out on pages

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

FC Hatchman

Date: 31/04/2023

Name:

Fiona Hatchman

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

CPFA

be sequentially numbered and dated.

Fiona Hatchman, B.A. (Hons), CPFA.

Director, Additions Accountancy (Grantham) Ltd.

Additions Accountancy (Grantham) Limited

Internal Audit Statement, for the financial year ending 31 March, 2023

To Swinstead Village Hall Committee

Further to a review of the financial statements and records for the period 1st April, 2022 to 31st March 2023 I conclude that:

Financial Statements:

- All income and expenditure has been reported and shown in the Village Hall's Cash Book. Expenditure has been appropriately recorded by type and I have further categorised income to show a split between hall hire; fund-raising; bar receipts and; other.
- I have completed an Income & Expenditure report (attached) using the figures from the cashbook provided. This reports a £841 surplus for the financial year.
- I have also completed a bank reconciliation for the period, also attached.
- The accounts have been prepared using cash accounting methods and therefore offer a simple reflection of the financial position of the Council. No year end accruals have been accounted for.

Financial Control and Reporting:

- All expenditure is supported by the relevant documentation. Invoices have been signed and authorised for payment by the appropriate, designated signatories.
- Cheque stubs are signed by the required authorised signatories and all spend has been reported in the Income and expenditure Statement.
- The accounts have been amended to add back income and expenditure which had been reported net - that is, those cash receipts which have been used to reimburse expenses incurred by members.
- Internal controls would be improved if all receipts issued (those hand written and from the 'til) were kept, reported and reconciled to the cash book. Any hand written receipts should