

**Kenley Memorial Hall CIO**  
**Charity Number: 1173776**  
**Trustees' Annual Report**  
**for the Period 1 April 2023 to 31 March 2024**

**Reference & Administration Details**

**Charity's operating address:** 92 Godstone Road, Kenley CR8 5AB

**Names of the Charity Trustees:**

<i><b>Trustee Name</b></i>	<i><b>Office (if any)</b></i>	<i><b>Appointed</b></i>	<i><b>Retired</b></i>
1. Elizabeth Goodridge	Chair of Trustees Appointed by All Saints Church, Kenley	1 October 2017	
2. Anthony Avery	Directly elected	4 July 2018	
3. Graham Stanford	Directly elected	4 July 2018	
4. Kemi Harper	Directly elected	4 September 2018	
5. Councillor Ola Kolade	Directly elected	6 July 2021	
6. Natasha Glover	Directly elected	1 September 2021	
7. Mel Elson	Directly elected	29 September 2021	

**Employees of the Charity:**

<i><b>Name</b></i>	<i><b>Job Title</b></i>	<i><b>Date Employment Commenced</b></i>	<i><b>Date Employment Ceased</b></i>
1. Lauren Winyard	Halls Manager	27 February 2019	

**Objectives & Activities**

1. The Objects of the Kenley Memorial Hall are summarised as follows:

- a) The provision and maintenance of the Kenley Memorial Hall as a village hall for the use of the inhabitants of Kenley.
- b) To improve the conditions of life and promote the welfare of the inhabitants of Kenley without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious, or other opinions.

This includes use for hire or otherwise for:

- a) Meetings, lectures, and classes.
- b) Other forms of recreation and leisure-time occupation.

**Aims of the Charity for 2023-2024**

1. As part of the 2022-2027 Business Plan the Trustees have set the following aims for the KMH:  
*In 5 years' time the KMH CIO will be:*

- *A thriving and valued 'community hub' for the people of Kenley, offering excellent premises, grounds, storage, and equipment for hire all year round that are well-maintained and accessible to all.*

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- *Widely known in the community for not just its availability for commercial hire but also for its commitment to inclusivity, and for offering affordable and appropriate community activities for all.*
  - *Financially secure, investing any capital held wisely, and with robust plans in place for fundraising.*
  - *A venue of choice now and in the future.*
2. To work towards these aims and build on the activities and achievements of 2022-2023, the following tasks will be the focus for 2023-2024 in Year 2 of this plan:
- a) Continue to identify and attract potential hirers to the KMH that cater for young people, young adults and particularly for people aged over 65 years.
  - b) Introduce and monitor a Volunteer Day each month to invite and encourage residents of Kenley to give their time and skills to support the KMH.
  - c) Focus on increasing income from lettings and fundraising to cover running costs and replenish the KMH's capital reserves.
  - d) Trial new ways of generating income by offering events for the community based on community needs that are directly managed by the KMH.
  - e) Continue to offer Free Markets (re-use/recycle clothing and equipment) and Community Events to support people of all ages in the community.
  - f) Focus on the Maintenance and Replacement Plan for 2023-2024 to ensure the KMH remains in good condition for hire.
  - g) Initiate the development of an Environmental Action Plan to work towards a net zero carbon KMH in 10-15 years' time. (This is carried forward from last year.)

### **Activities of the Charity during 2023-2024**

1. The Trustees met five times during the period of the report to discuss and plan the business of the Charity and to monitor the financial activity closely throughout the year. Decisions were also made and recorded in the intervening periods using email.
2. The Trustees continued to work with the Halls Manager on matters of maintenance and relevant policies and procedures.
3. The Trustees also continued to work closely with the London Borough of Croydon on snagging issues following the GLA-funded refurbishment works.
4. The website and social media outlets were used alongside posters and banners displayed in the community and articles in the KENDRA magazine to keep residents informed, attract new hirers, and advertise Community Events.

## **Achievements & Performance**

### **Hire and Management of the Kenley Memorial Hall**

1. Business Plan 2022-2027:
  - a) The 5-year Business Plan was agreed by the Trustees in July 2022 to provide focus, direction and prioritisation for the business of the KMH to ensure it meets the Objects of its Constitution over the next five years and beyond, and ensure a quality facility is available for the community now and for future decades. This includes the following:
    - A pricing strategy (what is charged and why, and from what date), updated with each increase in charges.
    - A fundraising strategy (research, promotion and marketing, grants and donations, additional events, and activities), reviewed each year.
    - Forecasted income and expenditure (to predict trends and plan for risks), amended each year.
    - A maintenance and replacement plan (to plan for future ongoing existing fabric and equipment costs), to monitor and control costs.

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- A 'Centenary Improvement Plan' for refurbishment (works that enhance the quality of the KMH, building and grounds), to develop the KMH facilities.
  - b) From September 2022 the above began to steer the direction and decision-making of the Trustees with the business of the KMH.
2. 2023-2024 was another challenging year as the cost-of-living crisis continued to have an impact on regular hirers being able to maintain numbers attending their sessions and therefore being able to afford to hire the KMH.
- a) With a continuing increase in expenditure on running costs and a potential reduction in income from lettings in the year, a cautious budget was set for the year, whereby only essential maintenance would be carried out. In addition, fundraising events were planned to cover any additional unexpected expenditure.
  - b) The Trustees held a separate Finance Meeting in the summer to put together a plan to address these critical issues. All running costs expenditure was scrutinised, and appropriate actions to make savings were taken, for example the supplier of cleaning materials was changed to make a significant saving.
  - c) The Finance Trustee, due to extreme work pressures, was unable to continue all duties of the role, which meant the day-to-day managing and monitoring of the accounts was reduced. An advertisement for a volunteer Treasure was issued, but was unsuccessful, so some of the day-to-day accounts work was delegated to the Halls Manager.
  - d) A procedure for claiming Gift Aid was put into place. Although income from eligible donations is low, putting a process in place would generate vital additional income.
  - e) Cleaning and maintenance costs increased; much of this was due to the state the KMH was being left in following use by both one-off and regular hirers that were failing to carry out 'good housekeeping' as laid down in the Terms and Conditions of Hire. The deposit was withheld to cover costs when there was one, and a letter to regular hirers was drafted in March to be issued when invoices were sent in April 2024. One contracted cleaner ended their contract, and the second contracted cleaner took on their work as a temporary measure until April 2024.
3. Realistically, the large and small halls can be hired out for a maximum of 11 hours a day (55 hours a week) Monday to Friday (8am-11pm), which allows for a 15-minute turnaround between lettings. During 2023-2024 the approximate number of regular users for the year significantly increased to reflect the increase in the number of hirers. The following types of regular activities took place in the halls each week:

<b>Activity:</b>	<b>For children:</b>	<b>For adults:</b>	<b>For older adults:</b>
Dance, sports, drama, social, learning, summer camp	10		
Sport, dance, social activities	5		
Exercise		4	
Art, exercise, health, meetings			11
Sport, church, child, and adult groups		4	

During the year 4 hirers ceased to use the KMH and 14 new hirers joined.

- 4. Single events at weekends were extremely popular this year, with 77 parties; 2 pre-wedding celebrations, 4 henna nights, 1 wedding reception, 3 baby showers, 2 Christening parties, 1 funeral wake and 4 Wellbeing Fairs.
- 5. As part of the Business Plan Pricing Strategy the letting fees were reviewed. The Trustees agreed to increase the fees for regular hirers of the Small Hall by £1.00 per hour from 1 January 2024. No increase was made for the Large Hall or single weekend events, recognising the impact this could have

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on retaining the existing number of hirers. It was also agreed to look again at an increase from 1 September 2024 as the time for a regular annual increase to mirror the academic year once the budget was set for the next financial year.

6. The KMH received one formal complaint in April 2023 from a hirer who did not receive their deposit refund within 14 days of the hire and then disputed the decision to withhold part of this deposit. This was resolved by the Trustees after a careful investigation using the KMH's Handling Complaints Policy and Procedure.
7. In November 2023, the KMH accepted a Princes Trust Duke of Edinburgh Award volunteer for one hour a week for a year. They have carried out a variety of tasks, including administration work, poster production and distribution, litter-picking, and weeding, and assisting as Santa's elf and the Easter Bunny at community events. At the end there will be a review and, if successful, this could be something offered on an annual basis.
8. The Kenley Memorial Hall as a Centre for the Community
  - a) The following fundraising events were held in 2023-2024:
    - Two Tribute Nights were set up for July and November, but both were cancelled due to low interest. A third was successfully held in March 2024 and raised vital funds for the KMH.
    - The Easter and Christmas Markets were once again held, and both were extremely popular and good fundraisers.
    - A 'Santa hunt' was held in December 2023, and an Easter treasure hunt in March 2024 – both raising funds for the KMH.
    - In July, the KMH launched 'Kenley Kids', a toddler messy play session led by the Halls Manager with support from local community volunteers. This was run as a pilot and then continued, as it proved successful in raising the equivalent hire income for the session from the charge made per family and met a vital need within the community.
  - b) Six Family Craft Mornings and one Film Club were held that provided activities for families during the school holidays at an affordable price. In addition, the KMH held a 'Breakfast with Santa' event on 23 December where families had a continental breakfast and visited Santa Claus in his grotto. All these events aimed to be cost-neutral to the KMH and they were supported by All Saints and St Barnabas Churches with volunteers.
  - c) The KMH also hosted four Free Markets: April, October and March for children's clothing and equipment; July as the first for adult clothing following requests from the community; and December for children's toys. Once again, a large amount of goods was donated, and all events were well-attended. Any money donated at these events was used to buy essential items for the next equivalent market.
  - d) In addition, the KMH launched 'Anonymous': a box outside the front of the KMH containing donations of non-perishable food and other essential items for anyone to come and help themselves to assist them during this cost-of-living crisis.

**Refurbishment and Maintenance of the Kenley Memorial Hall**

9. Volunteer mornings were set up for the third Friday morning of every month until November. Although poorly supported, the weeds in the car park, sides and front of the building, and front steps were kept under control; and some minor maintenance tasks were completed internally. A community volunteer Saturday morning is planned for May 2024.
10. The Trustees decided to keep expenditure on maintenance, replacement, and refurbishment to a minimum for the year after the previous two years of works. The following was carried out:
  - a) GLA-funded works:

<u>External works:</u>	
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• Car Park entrance sign	• Clearly directs car users and pedestrians in Station Road towards the car park and entrance to the building.
Snagging: • Dips developed in the surface and there was a lack of gravel in places. Some new gravel was added. • Costs for future gravel replacement were calculated.	• Has reduced flooding and eliminated trip hazards and uneven surfaces.
Snagging: • Repairs to the re-rendering of the external walls of the storage room still awaited following water damage.	• Will stop water coming into the storage room and improve appearance once repaired.
Internal works:	
Snagging: • A built-in suspended projector in the Large Hall for use with the screen at the back of the stage, with HDMI cable was installed in the wrong position: re-installation still awaited.	• This will provide an additional facility to hire once in the correct position.

b) It is disappointing to report that the above Snagging's have still not been resolved. In addition since installation the new disabled toilet basin has worked loose and the toilet seat is chipped; a basin tap in the other new toilet became very loose; the low car park wall has been hit several times; the car park entrance post has been damaged and cannot be used; and weeds continue to grow in the car park.

c) The following KMH-funded refurbishment works were planned, but not completed in 2023-2024:

<u>Works:</u>	<u>Benefits to Hall Hirers / the Community:</u>
• Kitchen extractor fan – installation May 2024	• A 24/7 de-humidifying fan will reduce moisture and therefore the growth of mould in the kitchen.
• Godstone Road signage: 2 boards, one at each end of the perimeter wall to advertise the KMH for hire.	• Highlighting the presence of a hall to hire to passing pedestrians and car-users.

d) Planned maintenance and replacement work identified in the Maintenance and Replacement Plan was as follows:

- Small hall lobby flat roof replacement – repaired and on hold until replacement needed.
- Small hall storage hooks for red chairs – scheduled for May 2024.

e) Unplanned maintenance included:

- Replacement double front doors – scheduled for summer 2024.
- Defibrillator battery and pads – completed March 2024; costs shared with KENDRA.
- Replacement security alarm system – scheduled for June 2024.

f) In addition, a member of KENDRA volunteered to cut down the overgrown vegetation to the front left of the KMH along the Godstone Road and clean the 'Welcome to Kenley' sign. The KMH paid for the waste material to be removed.

g) Outstanding maintenance:

- Guttering and drainpipes – moved to 2024-25.
- Windowsills repaired and repointed – moved to 2024-25, volunteers to complete.
- Large hall sound system replacement speakers – moved to 2024-25.

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- Large hall chairs at the end of their life – moved to 2024-25.
- Car park entrance post – moved to 2024-25.

**Environmental Action Plan:**

11. The Environmental Policy was approved. An environmental audit of the building now needs to be completed to produce an action plan for becoming a net zero carbon KMH in 10-15 years' time.

**Review of Policies and Guidance**

12. All Policies and Procedures were reviewed throughout the year on a rolling annual basis to check they were still up to date. New Environmental, Whistleblowing and Managing Risks Policies were approved. A review Fire Risk Assessment was completed and associated actions were completed. A Social Media Policy was recommended by the Charities Commission, to be drafted in 2024-2025.

**Financial Review**

1. Please see the separate Summary of Accounts for the period ended 31 March 2024.
2. The amount of capital held as of 31 March 2024 is £33,636.00, compared to £30,134.00 on 31 March 2023. A reserve fund of £20,000 has been set by the Trustees, leaving £13,636.00 available for ongoing costs.
3. There are no funds in deficit.
4. A cautious budget was set for the year to enable the KMH to end the year with a surplus.
5. Revenue from lettings was £42,083.00, an increase of £2,983.00 on the previous year, which was £39,100.00.
5. Running costs totalled £42,340.00, a decrease of £1,660.00 from 31 March 2023 due partly to reduced expenditure on insurance, cleaning supplies and maintenance.
6. The year ended with an operating deficit of -£257.00 compared to a deficit of -£1,580.00 at the end of March 2023.
7. Other net income totalled £3,561.00 for the year. This included £2,269.00 from fundraising.
8. Expenditure on planned improvements was zero.
9. The overall surplus for this year was therefore £3,304.00 compared to an overall deficit of -£24,564.00 at the end of March 2023.
10. The KMH Trustees were subject to the Barclays Bank 'Know your Customer' identity checks in 2023, which was a frustrating and time-consuming process.
11. The Trustees agreed to a fourth signatory for the KMH accounts, which took 5 months of the year and has only just been set up due to unclear instructions in the Barclays Bank process.
12. Gift Aid was set up for (at present) any Free Market monetary donations and KMH Membership Fees.

**Future Plans**

1. As part of the 2022-2027 Business Plan the Trustees have set the following aims for the KMH:  
*In 5 years' time the KMH CIO will be:*
  - *A thriving and valued 'community hub' for the people of Kenley, offering excellent premises, grounds, storage, and equipment for hire all year round that are well-maintained and accessible to all.*
  - *Widely known in the community for not just its availability for commercial hire but also for its commitment to inclusivity, and for offering affordable and appropriate community activities for all.*
  - *Financially secure, investing any capital held wisely, and with robust plans in place for fundraising.*
  - *A venue of choice now and in the future.*

## **Kenley Memorial Hall CIO**

### **Trustees' Annual Report for the Period Ended 31 March 2024**

2. To work towards these aims and build on the activities and achievements of 2023-2024, the following tasks will be the focus for 2024-2025 in Year 3 of this plan:
- a) Continue to identify and attract potential hirers to the KMH that cater for young people, young adults and particularly for people aged over 65 years.
  - b) Increase the promotion of the KMH as Kenley's village hall to residents, especially new residents, using all available media from social media and the website to posters and articles in magazines, and prioritise the encouragement of residents to become Members.
  - c) Focus on increasing income from lettings by increasing hire fees and filling hall slots to maximise use and cover all running costs; and raise funds for refurbishment priorities by innovative fundraising.
  - d) Continue to trial new ways of generating income by offering events for the community based on community needs that are directly managed by the KMH.
  - e) Continue to offer Free Markets (re-use/recycle clothing and equipment) and Community Events to support people of all ages in the community.
  - f) Use the Maintenance and Replacement Plan for 2024-2025 to keep the KMH in good condition for hire, prioritising works.
  - g) Develop the outside grounds, creating a woodland area and clearing the Godstone Road perimeter.
  - h) Conduct an environmental audit of the premises and produce an Environmental Action Plan to work towards a net zero carbon KMH in 10-15 years' time.
  - i) Complete a Managing Risks Framework and produce a Social Media Policy.

Signed by the Trustees:

Elizabeth Goodridge

Graham Stanford

Kemi Harper

Tony Avery

Councillor Ola Kolade

Natasha Glover

Mel Elston

Date:

**KENLEY MEMORIAL HALL**  
**ACCOUNTS FOR PERIOD ENDING MARCH 2024**

Funds Allocation	31.03.23	31.03.24	Notes
Fund at Beginning of Period	54,980.00	30,134.00	
Deficit/Surplus for Period	- 24,564.00	3,304.00	
Deficit/Surplus on Revaluation of Investment	- 280.00	197.00	
Rounding difference	- 2.00	1.00	
Fund at end of Period	30,134.00	33,636.00	
REPRESENTED BY			
Barclays - New Community Account	7,115.00	9,411.00	
Community Account	-	-	
COIF Account	18,575.00	19,584.00	
COIF Fixed Interest Account	4,444.00	4,641.00	
Cash	-	-	6
	30,134.00	33,636.00	

**KENLEY MEMORIAL HALL**  
ACCOUNTS FOR YEAR PERIOD ENDING MARCH 2024

INCOME AND EXPENDITURE ACCOUNT

2022/2023

2023/2024

Notes

1 REGULAR INCOME					
Letting Fees		£39,100.00		£42,083.00	
Less Expenditure					
Halls Manager	£17,404.00		£18,024.00		
Cleaner	£0.00		£1,975.00		
Pension Contributions	£382.00		£1,220.00		
PAYE Tax	£840.00		£1,745.00		
NI	£691.00		£1,150.00		
Staff Training	£0.00		£0.00		
Cleaning Company	£3,531.00		£3,546.00		
Rates	£317.00		£167.00		
Telephone	£844.00		£739.00		
Water Charges	£418.00		£682.00		
Electricity	£1,510.00		£1,008.00		
Gas	£2,372.00		£2,201.00		
Insurance	£4,234.00		£3,985.00		
Performing Rights	£854.00		£930.00		
Refuse Collection	£1,543.00		£479.00		
Maintenance and Replacement	£3,931.00		£2,417.00		1
Gardening	£445.00		£470.00		
IT	£429.00		£826.00		
Postage	£0.00		£0.00		
Stationery	£44.00		£91.00		
Cleaning Supplies	£821.00		£625.00		
Window Cleaning	£0.00		£0.00		
Pest Control	£70.00		£0.00		
Miscellaneous	£0.00		£60.00		2
Promotion	£0.00		£0.00		
Legal Costs	£0.00		£0.00		
Bank Charges	£0.00		£0.00		
<b>Running Costs Total</b>	<b>£40,680.00</b>	<b>-(£40,680.00)</b>	<b>£42,340.00</b>	<b>-(£42,340.00)</b>	
<b>Operating (Loss) Profit</b>		<b>-(£1,580.00)</b>		<b>-(£257.00)</b>	
2 OTHER INCOME					
Fund Raising Events	£1,182.00		£4,042.00		3
Community Events	£1,108.00		£854.00		4
Interest and Dividends	£441.00		£1,009.00		
Subscriptions	£14.00		£14.00		
Donations	£0.00		£20.00		
Grants	£0.00		£0.00		
	<b>£2,745.00</b>	<b>£2,745.00</b>	<b>£5,939.00</b>	<b>£5,939.00</b>	
Less Expenditure					
Fund Raising Events	£476.00		£1,773.00		3
Community Events	£1,094.00		£605.00		4
Improvements	£24,159.00		£0.00		5
	<b>£25,729.00</b>	<b>-(£25,729.00)</b>	<b>£2,378.00</b>	<b>-(£2,378.00)</b>	
<b>(DEFICIT)/SURPLUS FOR THE PERIOD</b>		<b>-(£24,564.00)</b>		<b>£3,304.00</b>	

1 Maintenance and Replacement

11/9/2023	CREATIVE AUDIO VIS	SOUND SYSTEM
6/12/2023	VOS HEATING SERVICE	HEATER SERVICE
6/21/2023	THE HEATING MAN LTD	BOILER SERVICE
7/11/2023	E GOODRIDGE	MAINTENANCE
13/10/2023	E GOODRIDGE	EQUIPMENT
14/09/2023	L WINYARD	SCREWFIX SCREWS
12/20/2023	M BITTAR	LEAKING RADIATOR
1/25/2024	ROBERTWILLIAMWALLACE	ALARM MAINTENANCE
3/1/2024	E GOODRIDGE	CHAIR HOOKS
3/1/2024	OAKLEY GRAY	CLEARANCE OF GROUNDS
2/9/2024	L WINYARD	FIRST AID ITEMS
2/1/2024	ETC	FIRE EXTINGUISHERS
2/1/2024	M BITTAR	LEAKING RADIATOR
2/1/2024	IMPERATIVE	DEFIBRILLATOR, PADS, BATTERIES

2 Miscellaneous

11/20/2023	Memorial items
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3 Fund Raising Events

Event	Date	Description	Income
Kenley Kids	Various	Ticket sales	1385
		Bouncy Castle	
		L Winyard	
Easter Market		Stalls sales	459.00

Summer Market		Stalls sales	354.00
Christmas Market		Stalls sales	540
		E Goodridge Banner	
Community Events		Sales	147
		Chocolate bunnies	
		Santa gifts	
Tribute Nights	4/13/1923	Event Lights	
	11/20/1923	Jazz band cancellation fee	
	10/26/1923	Tribute Band deposit	
	3/2/2024	Ticket sales	1157
		Artist fee	
			<hr/>
			<b>4,042</b>
			<hr/>

#### 4 Community Events

*Date*

*Event*

*Description*

*Income*

4/11/2023 Family Craft

Ticket sales

62

Donations

16

Supplies

5/30/2023 Family Craft	Ticket sales	66
	Donations	20
	Supplies	
8/29/2023 Family Craft	Ticket sales	97
	Donations	17
	Supplies	
10/23/2023 Family Craft	Ticket sales	102
	Donations	
	Supplies	
12/28/2023 Family Craft	Ticket sales	85
	Donations	
	Supplies	
4/3/2024 Family Craft	Ticket sales	
	Donations	
	Supplies	
12/23/2023 Breakfast with Santa	Ticket sales	99
	Donations	
	Supplies	
	Supplies	
8/31/2023 Film Club	Ticket sales	100
	Donations	
	Supplies	



4/2/2023 Free Market - children	Donations Supplies	40
7/23/2023 Free Market - Adults	Donation Supplies	21
10/1/2023 Free Market - Children	Donation Supplies	53
12/2/2023 Free Market - Toys	Donation Supplies	39
3/24/2024 Free Market - Children	Donation Supplies	37
		<hr/> <hr/> <b>854</b>

## 5 Improvements

None

## 6 COIF Fixed Interest Fund

3,774.15 units

£1.2297 per share

## 7 Guarantee

Deed of Agreement dated 20 April 2022 between London Borough of Croydon and Kenley Memorial Hall capital improvement works at 92 Godstone Road, Kenley CR8 5AB. The Term of Agreement is for a period of completion of the works on 22 July 2022 and the KMH CIO has a potential liability as follows: Para 21.5: The CIO will indemnify the other against all liabilities, costs, expenses, damages and losses suffered by the other party arising out of or in connection with its breach of this Agreement, including if the Agreement is terminated or rescinded, the CIO shall be responsible for any claw back of the Capital Funding imposed by the GLA which arises solely because of a Failure\* has occurred on the part of the CIO. Such monies shall be recoverable as a debt.\* *Any action or omission may cause significant harm to the reputation of the Council and/or the GLA; any failure to make any reasonable attempt to increase usership of the KMH; any substantial change to the KMH without the prior consent of the Council; any change provided to the Council that is deliberately incorrect or incomplete; any change in the composition, ownership or control of the CIO, or the CIO becoming insolvent or is dissolved in any way; anything that results in the KMH becoming inaccessible to the community.*

## **8 Outstanding Debt**

As at 31st March 2024, there are no debts outstanding which are owed by the CIO and which is secured against any of the assets of the CIO.

£

- 174.00
- 288.00
- 84.00
- 18.74
- 144.95
- 9.29
- 90.00
- 144.00
- 37.98
- 490.00
- 17.48
- 161.10
- 202.80
- 554.40

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**-2,417**

-60

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**-60**

*Expense (Deficit)/Surplus*

- 650
- 95

640

	-48	
		411
		354
-	46	
		494
-	75	
	-33	
		39
-	26	
-	250	
-	50	
-	500	
		331
<hr/>		
-	<b>1,773</b>	<b>2,269</b>
<hr/>		

Expense (Deficit)/Surplus

-52

34

-82

32

-94

8

-65

20

-46

-46

-20

-48

31

-41

59

-42

-48

100

-	605	249
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4,641.07

CIO relating to the  
d of 5 years from the  
graphs 11, 16.3. 21.1  
ffered or incurred by the  
is terminated. The CIO  
cause a Catastrophic  
*omission by the CIO that*  
*sonable effort to*  
*il; any information*  
*ership or control of the*  
*g unsatisfactorily*

by an express charge on



## Independent Examiner's Report to the Trustees of Kenley Memorial Hall

I report on the accounts of Kenley Memorial Hall for the year ended 31 March 2024 which are set out on pages 1 to 3.

### Respective responsibilities of trustees and examiner

As members of the trustee board you are responsible for the preparation of the accounts and financial statements and you consider the audit requirements of the Regulations under section 144(2) of the Charities Act 2011 does not apply and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s 144 ( 5) (b) of the 2011 Act. That examination includes a review of the accounting records kept by the trustees and a comparison of the accounts with those records. It also includes considering any unusual items for disclosures in the financial statements and seeking from you as trustees, explanations concerning such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matters have come to my attention

1. Which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records 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.

Name: PETER WRENCH

Address: 60 MAYWATER CLOSE, SOUTH CROYDON, SURREY CR2 0RS

Signature: PB Wrench Date: 4<sup>th</sup> July 2024