

HAWKESBURY HOSPITAL HALL

England & Wales · Charity number 1176993

Details

Status Registered

Legal form CIO

Registered 2018-02-05

Register [View on the Charity Commission register](#)

Contact

Address Hawkesbury Upton Village Hall
High Street
Hawkesbury Upton
Badminton
Avon
GL9 1AU

Phone 07973680297

Email info@village-hall.org

Website www.village-hall.org

Activities

Objects: THE OBJECTS OF THE CIO ARE TO ESTABLISH AND RUN A VILLAGE HALL AND TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF HAWKESBURY ("AREA OF BENEFIT") WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS.

Activities: Hawkesbury Upton Village Hall is an excellent, well equipped, versatile venue which is used extensively by local organisations for a wide variety of activities. It is also available for private hire.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Recreation

Geography

- South Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£101,312	£64,845	-	-
2023-12-31	£46,010	£28,697	-	-
2022-12-31	£73,759	£70,145	-	-
2021-12-31	£38,348	£20,892	-	-
2020-12-31	£54,773	£91,150	-	-

Trustees

Name	Role	Appointed
Andrew Charles Webb	Chair	2021-02-08
AMANDA CLARKE		2017-12-11
Alan Wayne Charlesworth		2022-10-17
Catherine Elizabeth Griffin		2024-06-10
Charene Louise Winbow		2024-06-10
ELIZABETH JANE STANBRIDGE		2017-12-11
FIONA STEEDS		2017-12-11
HILARY ROGERS		2017-12-11
Jacqueline Sandy		2019-02-11
Kathryn Kempster		2025-03-24
MICHAEL ANGELO SAURO		2017-12-11
Mark Strange		2025-03-24
NEIL FOZARD		2017-12-11
Sally Roberts		2019-04-29
Susan Jennifer Hope		2020-12-07
Victoria Anne Rispin		2021-03-16
WILLIAM JOSEPH CULLEN		2017-12-11

HAWKESBURY HOSPITAL HALL

England & Wales - Charity number 1176993

Accounts

Hawkesbury Hospital Hall – Chairman’s Year-End Report 2024

Charity Number 1176993

The village hall had a very successful year in 2024 with a significant increase in both the number and variety of regular activities and services on offer. This led to increased bookings and enabled a greater choice of activities to be available to a broader range of the community. Previously, in 2023, we minimised investment spending and focussed on promoting the hall as a venue for multiple occasions and events in order to achieve these increased bookings in 2024. Following on from this, the plan for 2024 was to significantly increase the delivery of projects in our strategic investment and development plan. This is aimed at improving the hall both functionally and environmentally to improve the facilities, reduce the carbon footprint and at the same time continue reducing the costs of operating the hall.

The increased activities and services in 2024 resulted in a 15% increase in hiring income which was critical from a financial perspective as there was a significant drop off in private event/party bookings relative to the previous year, with a consequent reduction in bar income and profit. However, there was an increase in bookings from groups outside the village which helped significantly. The focus on continuous cost reduction and challenging the prices for all contracted services remained a priority throughout 2024 resulting in a 10% reduction in expenditure compared with 2023. However, maintenance costs on the hall increased by 25% reflecting additional works that are required as the building ages, but also the ever-increasing demands of legislative and insurance requirements. For more detail on both the operational revenue and operational expenditure please see the Treasurer’s 2024 Finance Statement.

In 2024 we were able to invest the profit from 2023 and secure additional grants to continue our strategic investment and development plan. The programme was dominated by the installation of a 29kW solar panel array, extending our initial 12kW system installed in 2022 to a very substantial 41kW, which we plan to use in the future to remove our dependency on heating oil. This was accompanied by additional battery storage capacity and the installation of two 22kW fast Electric Vehicle chargers. Providing EV charging capacity in a rural location such as ours has obvious benefits for both residents and visitors. We also installed a solar module to enable our hot water to be heated from the solar energy we produce. A further significant investment was the conversion of the upstairs meeting room to a modern, bespoke Pilates studio in association with a local Pilates business. The room remains available for other hiring purposes and, as a consequence of the transformation, we anticipate increased future rental for business meetings, presentations, AGM’s etc. New signage was installed around the hall to meet statutory requirements but has also enabled a very large increase in payments received for use of the carpark by non-hall users. The investment budget we set for 2024 was substantially underspent, primarily because a 100% grant was obtained for the solar project from the West of England Rural Fund. This means we can roll over much of this budget into the 2025/26 investment fund. Further details are documented in the Treasurer’s 2024 Finance Statement.

The playpark and skatepark are financially managed as a “restricted fund” ensuring all income and donations are spent only on their improvement, and maintenance. The hall was extremely grateful for generous donations to this fund in 2024 from the Tractor Run Group,

the Fireworks Group and the Winter Skittles league enabling new picnic benches to be provided. We also improved the quality of the statutory annual safety inspection by changing contractors and negotiated a zero increase to the insurance premium. Note a monthly full safety inspection is also undertaken by a group of village volunteers who make up our maintenance team for which the Hall Committee are extremely grateful.

In the middle of 2021, as we emerged from the Covid lockdowns and enforced closure of the hall, we initiated a 3-year strategic investment and development plan aimed at ensuring the hall remains financially viable whilst meeting modern day expectations. This has been achieved. In 2024, we extended the plan by a further 3 years with the principal aim of securing the long-term financial stability of the hall whilst also continuing to further improve existing facilities and provide additional/new facilities. A major part of the plan will focus on completing our Environmental objectives with the target of achieving net zero carbon emissions from the hall and in so-doing further reduce the operating costs substantially.

Overall, in 2024 the Village Hall Trust has generated an operating profit of close to nineteen thousand pounds. This is substantially greater than our expectation at the start of the year. This demonstrates conclusively that our strategic plan, based on significant investment and development of the hall, along with environmental improvement and cost reduction investments, plus increased promotional activity, is proving to be very successful. We can now confidently say that the financial problems the hall experienced prior to the pandemic are behind us. However, we cannot be complacent. The building is starting to show its age and, along with increasing legislative and statutory requirements, the infrastructure will continue to require money to be spent just to remain operational without any improvements.

I will finish the report by offering my sincere thanks for the support and effort of the Hall Committee members and of our other volunteers without whose support the hall would struggle. I also offer a big thank you to all those regular faces that continue to support events at the hall throughout the year. Our village hall remains an entirely stand-alone entity. It is operated as an Incorporated Charitable Trust and is self-funding – it is not financed or operated by the Parish Council, nor does it have any major beneficiaries or donors. All committee members are volunteers who provide their time and effort free of charge and take on the responsibility of Charity Commission Trustees to enable the village hall to benefit the residents of Hawkesbury. The village hall is a community asset, and its continued operation and success will only be possible through the community's use and support of it, and the work of its trustees and volunteers.

Andrew Webb,
Chair of Trustees – Hawkesbury Hospital Hall Incorporated Charity

HAWKESBURY HOSPITAL HALL**ANNUAL ACCOUNTS 2024**

Year ended 31st December 2024

INCOME

31/12/2023

£782.74 Donations	£800.50	
725 Donations for Playparks	£2,604.26	
£1,260.00 Grants	£14,000.00	
£17,177.52 Hall Hire	£19,793.00	
£2,421.91 Fund raiser	£1,765.60	
£1,294.68 Fund raising for Playparks	£1,430.36	
£318.25 Car park donations	£1,114.05	
£1,300.00 Office Hire	£3,900.00	
£11,130.70 Bar Sales	£7,313.73	
£9.85 Interest	£0.00	
351.74 Solar Panel payments	£327.11	
0 Open Garden Tickets	£324.11	
2237.59 Toddlers Funds Received	£9.00	
7000 Transfer of funds from reserves for new development programme	£18,000.00	
Solar 2 Grant (ACCURED FROM JANUARY 2025)	£29,930.00	
£46,009.98 TOTAL INCOME		£101,311.72

EXPENDITURE

£5,168.34 Bar Purchases	£2,380.32
£117.45 Business Rates	-£1.80
£156.13 Water	£552.42
£1,065.45 Licences	£827.20
£2,247.89 Insurances	£2,423.88
£1,346.45 Cleaner	£1,594.15

£388.54	Cleaning materials	£350.22	
£3,743.48	New development programme costs	£44,227.96	
£6,091.39	Maintenance (including regulatory inspections)	£7,616.87	
£1,864.14	Waste Disposal	£1,067.55	
£204.44	Electricity	£888.03	
£3,572.89	Oil	£2,332.49	
£136.39	Internet and Website	£240.42	
£427.00	Bar Expenses	£0.00	
£50.00	Sundries	£11.95	
£0.00	Open Garden Funds transferred	£324.11	
£2,116.59	Toddlers Funds Transferred	£9.00	
£28,696.57	TOTAL EXPENDITURE		£64,844.77

£17,313.41 DIFFERENCE BETWEEN INCOME AND EXPEDITURE

£36,466.95

OPERATING ACCOUNT - DETAIL

INCOME (excluding grants and transfer from funds)	£39,381.72
EXPEDITURE (excluding new development programme costs)	<u>£20,616.81</u>
OPERATING PROFIT	<u>£18,764.91</u>

DEVELOPMENT PROGRAMME RESERVED ACCOUNT DETAIL

INCOME - Grants	£43,930.00
INCOME - Transfer	<u>£18,000.00</u>
	£61,930.00
EXPENDITURE- Development programme costs	<u>£44,227.96</u>
DIFFERENCE BETWEEN INCOME AND EXPEDITURE	<u>£17,702.04</u>

Closing balance @ 31st December 2024 (without accrual)	
Main Treasurers Account	£27,433.30
Closing balance @ 31st December 2024 (with accrual)	
Main Treasurers Account	£57,363.30
Opening Balance @ 1st January 2024	
Main Treasurers Account	£38,896.35

BALANCE SHEET AS 31st DECEMBER 2024

Closing Balance @ 31st December 2024			£57,363.30
Opening balance @ 1st January 2024		£38,896.35	
Transfer to Development programme reserved account	£18,000.00		
Difference between Income and Expenditure	£36,466.95		
Closing Balance @ 31st December 2024		£18,466.95	£57,363.30
<u>OF WHICH</u>			
OPERATIONAL AND DEVELOPMENT FUND			£51,465.59
RESTRICTED PLAYPARKS FUND			£5,897.71

I hereby certify I have prepared the above figures in conjunction with the books and records submitted to me and that they are in accordance therewith as far as I able to ascertain

William J Cullen



1 September 2025

Dear Committee

Hawkesbury Hospital Hall – Statement of Income and Expenditure for the year ended 31 December 2024

I have reviewed the Statement of Income and Expenditure for the year ended 31 December 2024 and the supporting cash book spreadsheets, bank statements, invoices and receipts provided by the treasurer. I confirm that the statement correctly reflects the financial position of the Hall supported by the bank statements of the corresponding period. Difference between Income and Expenditure £36,466.95 and Closing balance sheet reserves £57,363.30.

The bank statement balance during the year decreased by £11,463.05. The difference between the surplus on the Income and Expenditure account and the movement in the bank balance is the sum of two items:

- 1) £29,930 grant income relating to solar development project was not received until January 2025, but is included in the income statement to correctly match the period of expenditure.
- 2) £18,000, transfer of funds from reserves for new development programmes in accordance with the improvement and development strategy.

Accounting records

All the accounting records and cash book for the year reported on were once again extremely comprehensive, well-organised and easy to follow. The accounts were easy to review again this year, the files are clearly organised and labelled, consistent and easy to cross reference.

Yours faithfully



Anna O'Brien ACA

HAWKESBURY HOSPITAL HALL

England & Wales - Charity number 1176993

Accounts

Hawkesbury Hospital Hall – Chairman’s Year-End Report 2023

Charity Number 1176993

The village hall enjoyed a very busy year throughout 2023 with several new regular activities established and a significant increase in private event bookings. Following on from 2022 when most pre-Covid activities returned, and substantial investment was undertaken to improve the hall facilities using Covid and other grants, the plan for 2023 was to consolidate that investment with increased promotion of the hall as a venue for multiple occasions and events to increase bookings/revenue. Recognising that a significant loss in income from the closure of Pre-School and loss of the Football Club at the end of 2022 had occurred, we minimised spend this past year to cover essential maintenance only and focussed a limited amount of additional spend investing in further cost saving measures. The intent was to generate a modest profit that would demonstrate the benefits of the improvement programme in generating more bookings to support the financial viability of the hall, but also create funds to use alongside new grant applications to continue the hall investment and development programme in 2024/25.

The outcome is that the plan for 2023 has not only worked but has proved far more successful than we had envisaged. The loss in hiring revenue from Pre-School and Football was fully recovered through:

- Three large wedding bookings.
- Extended Easter weekend booking by the Gloucestershire Caravan Club (>50 units).
- Lots of private individual adult parties/events bookings.
- A fully sold-out 3 performance Drama pantomime.
- Huge popularity of using the hall for children’s birthday parties on weekends.
- Increase in regular hall weekly activities – e.g. yoga, circuits, pilates.
- A modest increase in the hire charges along with preferential rates for our regular hirers and for Hawkesbury residents’ bookings.

These additional events generated increased bar revenues and along with major efficiency improvements made to the operation of the bar to reduce costs and wastage, plus increased volunteer bar staffing, resulted in significantly improved bar profits. We also benefitted from an increase in fundraising through Hall Committee events such as The Big Breakfast, Gin Tasting and live music shows as well as increased donations in 2023. Furthermore, we maintained our focus on continuous cost reduction activities to reduce our out-goings. The most significant contributors being:

- Reduction in cleaning hours and materials (with closure of Pre-School).
- Reduced maintenance costs due to the investments/improvements made in 2022.
- Significant reduction in electricity cost due to our solar investment, plus payments from export to the grid resulting in a net profit from electricity generation/usage!
- Installation of a hot water solar module to complement the electricity usage.
- Reduced internet and website costs from our partnership as a trial user with Runfibre.

As well as reduced spend on maintenance activities, as mentioned earlier we limited the hall development spend in 2023 focussing on actions within our Environmental Strategy Plan aimed at reducing costs and reducing our environmental footprint. Many of these were completed at relatively low or in some cases zero cost due to the “improved housekeeping”

and “behavioural” nature of several of the actions we undertook. We did invest substantially in the installation of a remote operated zoned heat management system that enables heating of the hall to be controlled in four distinct zones and in-line with hall bookings. So no longer are we heating the large main hall on a cold January evening when only the upstairs meeting room is being used!

The result is that for 2023 the Village Hall Trust has generated an operating profit of nearly £12,800 – significantly greater than our expectation and start of year forecasts. This demonstrates conclusively that our heavy investment over the previous 18 months in improving both the range and the quality of the hall facilities results in increased bookings, especially for private parties and large events. However, it should be noted that in actual numbers of events 2023 has without doubt been an exception and we cannot rely on this becoming the norm for future years. Three weddings, a caravan club rally and numerous private parties, many of which include bookings from outside Hawkesbury, is far greater than we envisaged. Whilst the Trust is clearly in a far better financial position than immediately prior to the pandemic there is still much to do, and we cannot afford to become complacent based on 2023’s results alone.

The profit generated in 2023 also means we can commit a significantly greater amount of funding into our on-going development programme for both the hall and recreation grounds. Since the middle of 2021 we have been following a 3 year strategic plan aimed at ensuring the hall remains financially viable whilst meeting modern day expectations and ever increasing legislative requirements. This plan expires in mid ’24, and the results in 2023 indicate we are approximately a year ahead of our planned objectives which is testament to the hard work undertaken by the Committee. In mid ’24 we will produce the next 3 year plan whose principal aim will be securing the long-term financial stability of the hall whilst also continuing to further improve existing facilities and provide additional facilities, as grants allow. We will also enhance marketing and advertising activities to increase revenues through increased hall rental, including a complete re-vamp of the hall website. A significant part of the plan will focus on completing our Environmental Plan objectives with the target of achieving net zero carbon emissions from the hall and in so-doing further reduce our operating costs substantially.

I will finish the report by offering my sincere thanks for the support and effort of the Hall Committee members and of our many other volunteers without whose support the hall would struggle. I also offer a big thank you to all those regular faces that continue to support events at the hall throughout the year. Our village hall remains an entirely stand-alone entity. It is operated as an Incorporated Charitable Trust and is self-funding – it is not financed or operated by the Parish Council, nor does it have any major beneficiaries or donors. All committee members are volunteers who provide their time and effort free of charge and take on the responsibility of Charity Commission Trustees to enable the village hall to benefit the residents of Hawkesbury. The village hall is a community asset, and its continued operation and success will only be possible through the community’s use and support of it.

Andrew Webb,
Chair of Trustees – Hawkesbury Hospital Hall Incorporated Charity

HAWKESBURY HOSPITAL HALL
ANNUAL ACCOUNTS 2023

Year ended 31st December 2023

INCOME

31/12/2022		
£789.89	Donations	£782.74
	Donations for Playparks	£725.00
£25,625.50	Grants	£1,260.00
£17,566.78	Hall Hire	£17,177.52
£1,716.64	Fund raiser	£2,421.91
£679.62	Fund raising for Playparks	£1,294.68
£290.10	Car park donations	£318.25
£1,327.34	Office Hire	£1,300.00
£9,759.56	Bar Sales	£11,130.70
£1.28	Interest	£9.85
	Toddlers funds received	£2,237.59
	Solar Panel payments	£351.74
£16,000.00	Transfer of funds from reserves for new development programme	£7,000.00
£73,756.71	TOTAL INCOME	£46,009.98

EXPENDITURE

£5,553.05	Bar Purchases	£5,168.34
£153.60	Business Rates	£117.45
£343.50	Water	£156.13
£804.31	Licences	£1,065.45
£2,311.56	Insurances	£2,247.89
£3,006.05	Cleaner	£1,346.45
£663.84	Cleaning materials	£388.54
£40,647.32	New development programme costs	£3,743.48
£9,997.57	Maintenance (including regulatory inspections)	£6,091.39
£1,710.13	Waste Disposal	£1,864.14
£1,007.74	Electricity	£204.44
£2,766.07	Oil	£3,572.89
£724.99	Internet and Website	£136.39
£423.00	Bar Expenses	£427.00
£31.85	Sundries	£50.00
	Toddlers funds transferred	£2,116.59
£70,144.58	TOTAL EXPENDITURE	£28,696.57

£3,612.13 DIFFERENCE BETWEEN INCOME AND EXPENDITURE £17,313.41

OPERATING ACCOUNT - DETAIL

INCOME (excluding grants and transfer from funds)	£37,749.98
EXPENDITURE (excluding new development programme costs)	<u>£24,953.09</u>
OPERATING PROFIT	<u>£12,796.89</u>

DEVELOPMENT PROGRAMME RESERVED ACCOUNT DETAIL

INCOME - Grants	£1,260.00
INCOME - Transfer	<u>£7,000.00</u>
	£8,260.00
EXPENDITURE - Development programme costs	<u>£3,743.48</u>
DIFFERENCE BETWEEN INCOME AND EXPENDITURE	£4,516.52

Closing balance @ 31st December 2023

Main Treasurers Account £38,896.35

Opening Balance @ 1st January 2023

Main Treasurers Account £25,713.21
 Play Park Account £2,869.73
£28,582.94

BALANCE SHEET AS 31st DECEMBER 2023

Closing Balance @ 31st December 2023		£38,896.35
Opening balance @ 1st January 2023	£28,582.94	
Transfer to Development programme reserved account	£7,000.00	
Difference between Income and Expenditure	£17,313.41	
Closing Balance @ 31st December 2023		£10,313.41
		£38,896.35

I hereby certify I have prepared the above figures in conjunction with the books and records submitted to me and that they are in accordance therewith as far as I able to ascertain

William J Cullen

10 September 2024

Dear Committee

Hawkesbury Hospital Hall – Statement of Income and Expenditure for the year ended 31 December 2023

I have reviewed the Statement of Income and Expenditure for the year ended 31 December 2023 and the supporting cash book spreadsheets, bank statements, invoices and receipts provided by the treasurer. I confirm that the statement correctly reflects the financial position of the Hall shown in the bank statements of the corresponding period. Difference between Income and Expenditure £17,313.41 and Closing bank balance £38,896.35.

The increase in the bank balance during the year was £10,313.41. The difference between the surplus on the Income and Expenditure account and the increase in the bank balance is £7,000, which is represented by a transfer of funds from reserves for new development programme in accordance with the improvement and development strategy of the Committee.

Accounting records

All the accounting records and cash book for the year in question were once again extremely comprehensive, well-organised and easy to follow. The accounts were easy to review again this year, the files are clearly organised and labelled, consistent and easy to cross reference.

Yours faithfully



Anna O'Brien ACA

HAWKESBURY HOSPITAL HALL

England & Wales - Charity number 1176993

Accounts

Hawkesbury Hospital Hall - Chairman's Year-End Report 2022

Charity Number 1176993

I am pleased to report that 2022 has been a much more stable year for the Village Hall as normality returned post Covid-19. The committee are particularly grateful to our regular hirers, hall user groups and societies who all returned enabling the Hall to offer a broad range of activities and recreation for the enjoyment of all ages. These included Dance, Karate, Yoga, Badminton, WI, Youth Club, Toddlers, Circuits, Evergreens and the Community Library. In addition, the committee worked extremely hard to organise several fund-raising events and to host the regular annual village events as well as some private parties, all of which are critical to the sustainability of the Hall. The key events held in 2022, in addition to the regular recreation activities, included:

- The return of the annual hall fund raising Big Breakfast.
- Two sold out Drama productions, including the November pantomime.
- Autumn music festival with 3 live concerts featuring a broad range of musical styles.
- Professional live theatre production from the Badapple touring company.
- The Horticultural Show and Bonfire Night, both of which had very high attendances.
- Three wedding receptions.
- Christmas gin tasting evening.

Following the last "normal" year of operation in 2019, when the Hall made an operating loss of £5,000, and with both 2020 & 2021 being influenced by Covid lockdowns and Government Covid grants, we started 2022 aware that the costs of running and maintaining the hall exceed the revenue from all our regular hirers and recreation groups by approx. £6,000 p.a. We planned to recover this deficit from fund-raising events organised by the committee and the other event bookings listed above, to meet our target of breaking even in 2022. I am delighted to report that due to particularly high attendances at a few events toward the end of the year, the hosting of three weddings and a relentless drive on reducing costs we managed to generate an operating profit of approximately £2,600. Also, during 2022 we were able to invest £41,000 in the development of the Hall and its facilities through capital grant funding as detailed below. Further financial details may be found in the Treasurer's annual report. **However**, and it is a big however, in September we lost our biggest revenue hirer (Pre-School) and our second biggest (Chipping Sodbury Football Club) resulting in a reduction of approximately £8,000 p.a. in our hiring revenue which will create a huge headwind to our finances in 2023 and beyond. I will return to the future financial predicament later in the report.

In mid-2021 the committee launched a 3-Year Strategic Plan aimed at ensuring the Hall remains financially viable and can meet modern day requirements. The plan is based on improving the hall facilities, minimising operating costs and increasing the number and range of activities to increase revenue growth through greater utilisation of the

hall. Last year's report highlighted the key year 1 "behind the scenes" achievements around governance, policies, finance systems and operating efficiencies, and listed the key year 2 "Development Programme" activities around hall infrastructure improvement, modernisation and operational cost reduction. To undertake this major development in 2022 the committee approved £16,000 from reserve funds mainly generated in 2021 through Covid lockdown grants and successfully achieved additional grant funding of a further £25,000 from various third-party funding bodies. Excellent progress has been made on the development programme throughout 2022 with the main achievements listed below:

- A complete refurbishment and re-decoration of the main hall, the bar, entrance hall and corridors - enhancing appearance, use and attractiveness to potential hirers.
- Refurbishment/enhanced protection of hall floor - improved durability & appearance.
- Installation of a 11kw Solar Energy system with battery storage enabling the Hall to be net self-sufficient for our annual electricity usage - saving significant cost and enabling significant environmental benefit.
- Cavity wall insulation - reducing energy consumption and costs.
- Replacement of old pieces of equipment to modernise and enable improved efficiency.
- Improvements to the meeting room and office - creating a professional work & meeting environment to attract businesses use and rental of the office to the Parish Council.
- Installation of an induction loop hearing system in the main hall and meeting room - improving the facilities for those with hearing difficulties.
- Storage improvements for the key user groups of the hall to improve use of space.
- Introduction of a new hiring price framework to favour regular hirers and charitable events and to reduce the price for Hawkesbury residents' private bookings.
- Significant cost reductions through competitive tendering - insurances, waste disposal, water checks etc.

Our Strategic Plan will continue through 2023 and we will strive to invest in the Hall infrastructure, as grants allow, to focus on completing our environmental strategy objectives, enhance our marketing and advertising activities for hall rental and continue to investigate and implement further opportunities to increase revenue generation.

Having successfully addressed the £6,000 deficit between regular hiring revenue and costs in 2022, and with confidence this would be sustainable in future years, it was hugely frustrating to lose our two main hiring income sources toward the end of the year. The result is a forecast deficit of £14,000 for 2023 and beyond. We have established permanent hire of the hall office to the Parish Council, made further cost reductions and have reluctantly increased the hourly charge rate (but reduced the cost for Hawkesbury resident private bookings to try to attract more of these).

These actions should reduce the deficit to circa £9,000, but this remains £3,000 more than we can currently recover whilst maintaining the Hall in its current form. Increased utilisation of the hall, in line with the aims of our Strategic Plan, would of course help considerably. A dialogue has been initiated with the Parish Council to explore how they may be willing to ensure the future financial sustainability of the Village Hall potentially through an increase in the annual precept.

I will finish by offering my sincere thanks for the support and effort of the hall committee members and volunteers. Our village hall is operated as an Incorporated Charity and is self-funding – it is not financed or operated by the Parish Council, nor does it have any major beneficiaries or donors. All committee members are volunteers who provide their time and effort free of charge and take on the responsibility of trustees to enable the existence, operation and development of the Hall to benefit the residents of Hawkesbury. The village hall is a community asset, and its continued operation and success will only be possible through the community's use and support of it.

**Andrew Webb,
Chairman - Hawkesbury Hospital Hall Incorporated Charity**

HAWKESBURY HOSPITAL HALL

STATEMENT OF INCOME & EXPENDITURE

Year ended 31st December 2022

Income

31/12/2021		
£872.40	Donations	£789.89
£18,324.71	Grants	£25,625.50
£14,099.27	Hall Hire	£17,566.78
£2,095.96	Fund raiser	£1,716.64
£667.46	Fund raising for Play Parks	£679.62
£322.93	Car park donations	£290.10
£0.00	Office Hire	£1,327.34
£1,965.25	Bar Sales	£9,759.56
£0.49	Interest	£1.28
	Transfer from reserves for new development programme	£16,000.00
£38,348.47	Total income	£73,756.71

Expenditure

£1,000.25	Bar Purchases	£5,553.05
£151.06	Business Rates	£153.60
	Water	£343.50
£3,788.13	Licences	£804.31
	Insurances	£2,311.56
£2,992.64	Cleaner	£3,006.05
£461.72	Cleaning materials	£663.84
	New development programme costs	£40,647.32
£8,097.21	Maintance (including regulatory inspections)	£9,997.57
£1,412.77	Waste Disposal	£1,710.13
£712.65	Electricity	£1,007.74
£1,723.50	Oil	£2,766.07
£552.31	Internet and Website	£724.99
£0.00	Bar Expenses	£423.00
£0.00	New Equipment (included in Maintenance)	£0.00
£0.00	Sundries	£31.85
£20,892.24	Total Expenditure	£70,144.58

Difference between Income and Expenditure

£3,612.13

OPERATING ACCOUNT - DETAIL

Income (excluding grants and transfer from funds)	£32,131.21
Expenditure (excluding new development programme costs)	<u>£29,497.26</u>
Operating Profit	<u>£2,633.95</u>

DEVELOPMENT PROGRAMME RESERVED ACCOUNT - DETAIL

Income - Grants	25625.50
Income - Transfer	<u>16000.00</u>
	41625.50
Expenditure - Development programme costs	<u>40647.32</u>
Difference between Income and Expenditure	978.18

Closing balance @31st December 2022	
Main Treasurers Account	£25,713.21
Play Park Account	<u>£2,869.73</u>
	£28,582.94
Opening balance @1st January 2022	
Main Treasurers Account	£37,963.48
Play Park Account	<u>£3,007.33</u>
	£40,970.81

BALANCE SHEET AS 31st DECEMBER 2022

Closing balance @31st December 2022		£28,582.94
Opening balance @1st January 2022		£40,970.81
Transfer to Development programme reserved account	£16,000.00	
Difference between Income and Expenditure	<u>£3,612.13</u>	
		<u>£12,387.87</u>
Closing balance @31st December 2022		£28,582.94

I hereby certify I have prepared the above figures in conjunction with the books and records submitted to me and that they are in accordance therewith as far as I am able to ascertain

William J Cullen

The Beeches
France Lane
Hawkesbury Upton
Badminton
GL9 1AS

9 August 2023

Dear Committee

Hawkesbury Hospital Hall – Statement of Income and Expenditure for the year ended 31 December 2022

I have reviewed the Statement of Income and Expenditure for the year ended 31 December 2022 and the supporting cash book spreadsheets, bank statements, invoices and receipts provided by the treasurer. I am confident that the statement correctly reflects the financial position of the Hall shown in the bank statements of the corresponding period. Difference between Income and Expenditure £3,612.13 and Closing bank balance £28,582.94.


Accounting records

I found all the accounting records and cash book to be extremely comprehensive, well-organised and very easy to follow. The use of Sharepoint made the accounts extremely easy to review again this year, the files are clearly organised and labelled, consistent and easy to cross reference.

Payments

In order to remove or at least reduce the risk of duplicate payments being made, I would recommend updating the payment procedures to include additional checks before payments are made. One duplicate payment was noted during my review, and the payment recovered in full reasonably quickly, this appears to be one-off occurrence.

Yours faithfully



Anna O'Brien ACA

HAWKESBURY HOSPITAL HALL

England & Wales - Charity number 1176993

Accounts

Hawkesbury Hospital Hall - Chairman's Year-End Report 2021

Charity Number 1176993

This is my first annual report as Chair of the committee of trustees having replaced Chris Rispin who stood down at the last AGM after 6 years in the role (and 20 years as a committee member!). I would like to thank Chris for his assistance in my initial transfer to the role and also for his honest and candid explanation of the challenges facing the Village Hall - I cannot say I went into this with my eyes closed!

The past year has been very variable due to the on-going Covid-19 pandemic. We started the year in full lockdown with the hall closed, progressed to partial opening then almost full opening by the summer, only to be restricted again at the year end with the emergence of the Omicron variant. However, despite the continued uncertainty, the committee have worked extremely hard to make 2021 a successful year and to position the hall for future growth and improvement once the pandemic is over. We have used the time, particularly the restricted periods, to undertake a thorough review of all aspects of the hall, from the financial position, the operating position, the current and emerging challenges we see and the ever increasing requirements we face in today's society in order to set a course for the way forward as we emerge from the pandemic. I provide more detail of this later in the report. This was accompanied by a determination to allow the hall to be used as much as we possibly could throughout the year, implementing strict safety and operating rules and guidelines and cleaning protocols, and the committee are extremely grateful to the many regular hirers who had sufficient confidence in these measures to return rapidly when conditions allowed. We were also able to organise a number of events and fund raisers, mainly in the second half of the year, including two weddings and a benefit performance by the drama group which alongside the return of the Horticultural Show, Bonfire event and Christmas Shopping evening all contributed to boost our income considerably. We were also very grateful for the significant Government Covid grants that continued into 2021.

From a financial perspective, despite being locked down for about 25% of the year and the Covid threat limiting event opportunities, we managed to generate revenue from lettings of approximately £14k, only slightly lower than the total letting revenue for 2019 pre-pandemic. Along with the generous Covid grants and an increase in fundraising, this provided total revenue of approximately £38k. When set against our operating costs and expenditure, all of which have been subjected to considerable scrutiny and challenge, and allowing for particularly high maintenance costs, this has enabled an overall profit for the year of £17k. However, without the Covid grants this would have been a loss of £1k. More details can be found in the Treasurer's annual report.

It had been highlighted at last year's AGM that changes were required in order for the hall to remain financially viable and to meet modern day changing requirements. A number of options had been discussed for the future of the hall ranging from relying on subsidies from either a benefactor or the community as a whole, to significantly increasing hiring

charges, to a speculative suggestion of adding commercial uses including a potential merger with the village shop. The priority for the year, therefore, was to determine the best strategy for taking the hall forward so we started 2021 by undertaking a village survey and questionnaire which provided some really good insights and views. Along with our internal review of the current financial and operational status and cost base, we formulated a 3-Year Strategic Plan based on a strategy of increasing revenue growth through greater utilisation of the community use of the hall. The main hall costs are largely independent of the hall utilisation and so additional revenue from increased use will allow a larger return that covers these costs and should provide a small surplus for re-investment. This strategy will require improving the hall facility, minimising operating costs and providing both an increase in number and more diverse range of activities and events. The plan has allowed us to set a direction for the immediate future and to prioritise appropriate actions and make key decisions. Much of the committee's work in 2021 has focussed on what I would call "behind the scenes" activities that are not immediately visible to hirers or users of the hall and its facilities but are essential to set the conditions going forward. These have included major reviews of our governance, our policies and procedures, finances and operating efficiencies. The key highlights and improvements we have achieved through the year are as follows:

- Stabilised and improved the hall finances through in depth review of revenue sources, costs and expenses, payment schedules, etc. and implemented a detailed and robust new finance and accounting system and procedures to enable more accurate understanding of the finances and better decision making
- Ensured our full entitlement to the generous Government Covid grants that were available and, in addition, have relentlessly pursued other grant and funding opportunities resulting in awards from the European Leader Programme, the National Lottery, our own Parish Council and some private donations. Along with the financial management improvements, this has allowed us to establish a "minimum reserve" operating balance in our accounts for the future to address regular operating costs plus any surprises, increased maintenance requirements, etc. but, crucially, also allowed us to establish an investment/development fund aligned to the Strategic Plan. This will enable approx. £38k to be spent in 2022 on improvement and development of the hall to grow revenue by making it a more inviting venue for additional hall entertainment events, live music, meetings, private parties, wedding receptions, christening parties, etc. whilst at the same time significantly reducing energy costs
- Reviewed and re-written almost every policy and procedure, bringing them up to date with current legislation and societal expectations. This has been a very significant committee activity absorbing many hours and I offer a special thank you to those committee members who took responsibility for each of the policies/procedures
- Overhauled our Health & Safety approach resulting in a re-write of the policy and the implementation of a new risk management process with improved risk register and risk action monitoring. This has significantly

improved the identification of risk hazards enabling a prioritised mitigation action plan to be developed that has in turn resulted in the overall risk profile being reduced to a very low level

- Made a significant move toward digitisation of the hall operation with the introduction of an on-line booking and automated invoicing system, the introduction of a card payment scheme for the bar, which also allows accurate recording of all sales items to improve stock control and estimating for future events, plus the use of cloud-based document storage to provide easier and faster document storage and retrieval and enable faster decision making
- Appointed a dedicated bar manager to ensure the smooth and efficient operation of the licenced bar for all events and parties

If 2021 was a year of mainly “behind the scenes” activity and improvements by the committee, this will change considerably in 2022 as we implement the investment/development plan I highlighted earlier. The plan consists of 10 projects to enhance the whole of the hall building. The key highlights are listed below:

- The first and most obvious is the investment in solar power generation. Aided by 80% total grant funding, we will complete the installation at Easter which will allow the hall to become net self-sufficient for our annual electricity requirements. As well as the very obvious environmental benefit, this will prove a very good investment as we see the significant rises in energy bills that will come into effect during the year
- The whole of the main hall will undergo a substantial refurbishment and re-decoration programme to enhance its appearance and use and attractiveness to potential hirers, complementing the improvements to the kitchen and toilets made in recent years
- The hall refurbishment will also extend to the bar and cellar area to replace old equipment, re-decorate and modernise to allow more efficient operation
- Investment in the upstairs meeting room and office aimed at creating a more professional work and meeting environment to increase bookings from businesses as well as activity and charity groups
- A hearing-loop system will be installed in both the main hall and upstairs meeting room to improve the facilities for those with hearing difficulties
- Storage facility improvements for the key user groups of the hall to improve use of space
- Overhaul of the website and broadening of our advertising and marketing approach, once the improvements have been completed, to target increased lettings

In 2022 we will also develop an Environmental Strategy and Action Plan which will complement the solar power investment and lead to reduced carbon emissions, reduced waste and reduced operating costs – but more about that in next year’s report!

However, it needs to be recognised that, even with the reasonably high current utilisation of the hall by the regular bookers/activity groups, the

costs of running and operating the hall exceed the revenue from all these regular lettings by approximately £6k per year. The committee are reluctant to significantly increase hiring rates, though a small increase may be necessary, but would rather focus on increasing the number and diversity of key revenue generating events, private parties, weddings and so forth. We have based our strategy on this, but of course its success is dependent on the residents of Hawkesbury and their desire and willingness to support such activities and events.

I will finish my report by offering my sincere thanks for the support and effort of the hall committee members and volunteers. Our village hall is operated as an Incorporated Charity and is self-funding – it is not financed or operated by the Parish Council, as many seem to believe, nor does it have any beneficiaries or major donors or sponsors. The hall is run by the committee, all of whom are volunteers who provide their time and effort completely free of charge and take on the responsibility of trustees of the Incorporated Charity to enable the existence, operation and development of the hall to meet the needs and requirements of the residents of Hawkesbury. The Village Hall should be regarded as a community asset and its continued operation and success will only be possible through the community's use and support of it.

Andrew Webb

Chairman - Hawkesbury Hospital Hall Incorporated Charity

HAWKESBURY HOSPITAL HALL
STATEMENT OF INCOME & EXPENDITURE
Year ended 31st December 2021

Income

31.12.2020

£2,087.20	Donations	£872.40
£59.42	Donations for H@P	£0.00
£12,501.00	Grants	£18,324.71
£32,618.70	Grants for H@P	£0.00
£6,964.78	Lettings	£14,099.27
£610.24	Fund raiser	£2,095.96
£0.00	Fund raising for H@P	£667.46
£263.39	Car park donations	£322.93
£5.42	Interest	£0.49
£20.00	Hire of hall equipment	£0.00
£139.68	Bar Sales	<u>£1,965.25</u>
	Total income	£38,348.47

Expenditure

£557.65	Bar Purchases	1000.25
£180.18	Rates & water	£151.06
£2,265.27	Licences & insurance	£3,788.13
£2,681.93	Cleaner	£2,992.64
£1,417.48	Cleaning materials	£461.72
£3,068.60	Maintenance	£8,097.21
£1,062.45	Bins	£1,412.77
£1,158.24	Electricity	£712.65
£1,489.71	Oil	£1,723.50
£641.33	Internet & website	£552.31
£0.00	Bar expenses	£0.00
£653.04	New equipment (included in maintenance)	£0.00
£76,507.35	New Play Park	£0.00
£24.00	Sundries	<u>£0.00</u>
	Total Expenditure	£20,892.24
	Difference between Income and Expenditure	£17,456.23

Closing balance @ 31st December 2021

Main Treasurers A/C	£	37,963.48
Skate Park A/C	£	3,007.33
	£	<u>40,970.81</u>

Opening balance @ 1st January 2021

Main Treasurers A/C	£	18,187.99
Skate Park A/C	£	5,326.59
	£	<u>23,514.58</u>

BALANCE SHEET AS 31st DECEMBER 2020

Sum of all Accounts		£40,970.81
		<u>£40,971</u>
Accumulated fund B/F		£23,514.58
Difference between Income and Expenditure		<u>£17,456.23</u>
		£40,971

I hereby certify I have prepared the above figures in conjunction with the books and records submitted to me and that they are in accordance therewith as far as I am able to ascertain

William J Cullen
10 Hunters Mead, Hawkesbury Upton, Badminton, South Gloucestershire GL9 1BL

16 October 2022

Dear Committee

Hawkesbury Hospital Hall - Statement of Income and Expenditure for the year ended 31 December 2021

I have reviewed the Statement of Income and Expenditure for the year ended 31 December 2021 and the supporting cash book spreadsheets, bank statements, invoices and receipts provided by the treasurer. I am confident that the statement correctly reflects the financial position of the Hall shown in the bank statements of the corresponding period.

Accounting records

I found the monthly accounting records and cash book to be extremely detailed, well-structured and very easy to follow. They appear to be well maintained and managed. The use of Sharepoint this year made the accounts very easy to review and all the files are consistent and cross reference easily.

Invoice System

The introduction of an invoice system in the second half of the year appears to have made the recording of income much more robust and has provided a clear audit trail, which made verification of the source of income streams this year much easier.

Yours faithfully



Anna O'Brien ACA

HAWKESBURY HOSPITAL HALL

England & Wales - Charity number 1176993

Accounts

Hawkesbury Hospital Hall - Chairman's Year-End Report 2020 for February 2021 AGM

Charity Number 1176993

Here is my report for 2020, some might think it was a non-event at the Hall given the serious medical crisis which materialised, however, it was for some of the volunteers a very busy year, but more of that shortly.

The Village Hall is run by the Hawkesbury Hospital Hall Charity for the benefit of the Parishioners of Hawkesbury and the objectives are as follows:

The objects of the CIO (Charitable Incorporated Organisation) are to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Hawkesbury ("area of benefit") without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.

I emphasise this because many still believe the Hall is owned and run by the Parish Council, but that is not the case. The Village Hall should certainly be considered as a Community Asset, but it is self-funding and that fact has been brought home to the Trustees in a big way this year as the lettings figure is down from £15,447 to £6,964. Fortunately, during 2020 the Hall has had extra support of £12,501 from Government funding to cover such a situation due to the lockdown requirements. More has been forthcoming since.

The actual accounts, as our Treasurer will explain, are distorted by the residue of grant income for the play park, which has also been spent and this overall produces a loss of £36,000. Fortunately, the situation is not as it would seem due to the imbalance of the play park funding. You may recall we were carrying a significant profit from the previous year due to grant funding, which was spent this year. We recorded in the year 2019 that the Hall was making a small underlying loss and that will be the same for the 2020 year.

The issue this year is that from March the only use of the Hall has been for Pre-school and a limited amount of Badminton. Even when the lockdown restrictions eased most users declined to come back, partly because they were unable to operate under the guidelines and partly because their users were in the higher risk groups.

At a time when many village halls remained closed the Trustee volunteers did everything they could to ensure our facilities were safe within the prescribed recommendations and could be open for legitimate uses. We provided hand gel both inside and at strategic places outside the Hall. In the dry summer months' we did periodic disinfecting of the play area. We posted notices, painted 2 Mtr lines and set up guidance on how to use the Hall. Therefore, we consider we fulfilled the requirements expected and have been using the grant funds wisely. The recreation field has been well used, particularly the play park. However, we have suffered a spate of vandalism and this has had to be paid for out of already depleted funds.

Our intention is to extend the CCTV surveillance as a deterrent to such activity, but also appeal to parents to try and have some influence over the children involved.

In the previous year we advised that we would put an action group together to discuss how we could help the Hall to change to meet modern day needs. This resulted in a Business Plan and one of the recommendations was to produce a survey for the residents of the Parish to seek their thoughts on what they wanted from the Hall and to see how they could support it to make it a more sustainable community facility. The following should be borne in mind when formulating the answers.

The crux of it is that the Hall costs are about as low as they can be, because where possible we use volunteers, however, the income is insufficient to cover all the costs. If we need to undertake maintenance for which we cannot get grant funding then we have a problem. The business plan shows 3 scenarios. The first relies on us putting up the rents quite substantially (25%) and then being able to organise sufficient big events throughout the year that generate in the region of an additional £5,000 profit. This has not happened for many years, indicative that the use of the Hall has changed. However, if we can achieve this then we have a viable option, with funding for essential maintenance.

The second and a very speculative suggestion is to merge the community use with commercial uses. This would possibly involve building an extension to allow certain functions to run in parallel with others. There is included with this the suggestion that the village shop should merge with the Hall. There are numerous benefits to this, but also, for some, possibly a few negatives. A principal benefit is that by merging two such operations makes the enterprise more commercially viable and would allow for the employment of a manager/caretaker, who could drive the operation forward. Ironically this option will only be possible if we can get grant funding and it is more likely we will get grant funding for this than replacing the car park.

The third option is to continue as we are but be reliant on some form of subsidy either from a benefactor or possibly raised through Parish Council from the community. As part of our fundraising activities and following the Air Ambulance decision to remove the clothes recycling bin, we have set up one that will give funds directly to the Hall. Each bin full should produce over £40 and this can happen at least once per month and possibly more. The other fund-raising activity now promoted more widely is the use of Easy Funding or Amazon, where anything spent would also add funds to the Hall. These ventures will help, but on their own they are not sufficient.

Given the year we have just had it is impossible to be precise on what amount is being lost every month, but projecting our 2019 figures and removing the grants associated with the Play Park we were losing in the region of £400 each month. The grants supporting us through the covid crisis are helping alleviate an immediate problem.

It has not been a year with no activity, we have started painting the interior of the Hall (but more to do), Louise Roberts has created a community garden by the basket ball court and not only were lots of flowers and shrubs donated but also a bench. Thank you to all concerned.

After the hedge laying exercise along the western boundary, we needed to plant some more trees that could be incorporated into the hedge and so a small working party lead by Neil Fozard planted 110 saplings of many varieties, so thank you for that.

I had hoped we could start 2021 in a more optimistic mood and there is a lot to be cheerful about, but with a touch of realism creeping around the future finances of the Hall. It is also my last Chairman's report as I am retiring after 6 years in the role and 20 years on the committee, time for some new ideas. Many thanks to all the Committee members, Trustees and volunteers who have helped me fulfil the role. It

has been both an enjoyable and “interesting” time and I have made some very good friends and many more acquaintances.

Many thanks

Chris Rispin - retiring Chair.

HAWKESBURY HOSPITAL HALL

STATEMENT OF INCOME & EXPENDITURE

Year ended 31st December 2020

Income

31.12.2019			
£2,884.20	Donations	£2,087.20	
£131.00	Donations for H@P	£59.42	
£618.00	Grants	£12,501.00	
£109,829.23	Grants for H@P	£32,618.70	
£15,447.47	Lettings	£6,964.78	
£802.72	Fund raiser	£610.24	
£1,293.86	Fund raising for H@P	£0.00	
£518.24	Car park donations	£263.39	
£12.37	Interest	£5.42	
£0.00	Hire of Tables etc	£20.00	
		£	55,130.15
£4,418.26	Bar sales	£139.68	
£4,004.75	Purchases	£557.65	
£935.39	Opening stock	£1,234.39	
		£1,792.04	
£1,234.39	Less closing stock	£1,294.79	
		£497.25	
£712.51	Bar profit		-£357.57
£132,249.60	Total income		£ 54,772.58

Expenditure

£1,220.90	Rates & water	£180.18	
£3,291.73	Licences & insurance	£2,265.27	
£0.00	Accountancy	£0.00	
£3,995.50	Caretaker	£2,681.93	
£7,446.04	Cleaning & maintenance	£4,486.08	
£1,189.91	Bins	£1,062.45	
£1,718.50	Electricity	£1,158.24	
£3,600.00	Oil	£1,489.71	
£0.00	Phone	£0.00	
£812.20	Internet & website	£641.33	
£0.00	Bar expenses	£0.00	
£1,978.75	New equipment	£653.04	
£0.00	Car park refurbishment	£0.00	
£72,963.66	New Play Park	£76,507.35	
£0.00	Toilet hire	£0.00	
£134.00	Sundries	£24.00	
		£91,149.58	
	Difference between Income and Expenditure		-£36,377.00

Balance @ 31st December 2020

Main Treasurers A/C	£	18,187.99
Skate Park A/C	£	5,326.59
	£	23,514.58

BALANCE SHEET AS 31st DECEMBER 2020

Sum of all Accounts		£23,514.58
Bar Stock		£1,294.79
		£24,809
Accumulated fund B/F		£61,186.37
Difference between Income and Expenditure		-£36,377.00
		£24,809

I hereby certify I have prepared the above figures in conjunction with the books and records submitted to me and that they are in accordance therewith as far as I am able to ascertain

William J Cullen
10 Hunters Mead, Hawkesbury Upton, Badminton, South Gloucestershire GL9 1BL

18 May 2021

Dear Committee

Hawkesbury Hospital Hall - Statement of income and expenditure for the year ended 31 December 2020

I have reviewed the Statement of income and expenditure for the year ended 31 December 2020 and the supporting monthly cash book spreadsheets, bank statements and financial file provided by the treasurer. I am confident that the statement correctly reflects the financial position of the Hall shown in the bank statements of the corresponding period.

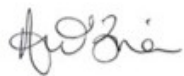
Accounting records

I found the monthly accounting records and cash book to be extremely detailed, well-structured and very easy to follow. They appear to be well maintained and managed. I found the file with financial papers to be well organised, and complete with the exception of one missing receipt for £90.

Income

I noticed from the file that the process for collection of income from hiring the hall to both regular users and one-time hirers currently appears to be very manual (handwritten calculations on printouts of emails). This could lead to errors, missed income or the incorrect charge being made (although I found no evidence of this in 2020). I would recommend the process is reviewed and possibly a simple invoice system implemented which can be reconciled to the booking calendar in order to minimise the potential for missed income or errors.

Yours faithfully



Anna O'Brien ACA