

TRUSTEES ANNUAL REPORT FOR THE PERIOD 1<sup>ST</sup> JANUARY 2023 TO 31<sup>ST</sup> DECEMBER 2023

## **FROSTERLEY VILLAGE HALL AND INSTITUTE**

Registration number 1186080

17 Front Street, Frosterley, Bishop Auckland, DL13 2QW

The Charity is using the operating name of "Frosterley Village Hall"

### **1 Summary of Objectives and Activities**

To bring together the residents of Frosterley and neighbourhood in a common effort to advance education and social welfare with the objective of improving the conditions of life for residents.

### **2 Main Activities for the Public Benefit**

The charity owns and operates Frosterley Village Hall. The Hall includes a large main room with capacity for 100 people, four smaller meeting rooms, two kitchens, a snooker and pool room, and a garden. The charity hires out rooms in the Hall for local organisations to hold meetings and events. The charity also organises events in the Hall both to directly advance the objectives of the charity and to raise funds for the maintenance of the Hall.

A Newsletter describing both Hall and other local activities is printed and distributed twice in each year to every household in Frosterley and its neighbourhood.

### **3 Charity Commission Guidance on Public Benefit**

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

### **4 Contributions by Volunteers**

The Trustees are the operating management team for the Charity and are all volunteers who do not receive any remuneration or benefits. Many people voluntarily provide time and resources to clean and maintain the Hall and garden, carry out minor repairs, arrange and operate events, and provide advice and support.

### **5 Financial Review**

The Charity's financial statement is distributed with this report.

Running costs have increased during the year. The Insurance cost for the Hall has increased and charges for Electricity, Gas and Water supplies have all increased when compared to previous years.

The Lift between the ground and first floors failed during the year. The Trustees decided that the lift should be replaced and have started to investigate sources of funding for a replacement.

### **Reserves Policy**

The Trustees have agreed a policy for holding reserves. The policy is to hold sufficient reserves to maintain the hall during periods of closure of up to 12 months.

## Source of Funds

The principal source of funds, excluding grant payments for improving the hall, publishing the Newsletter and providing Christmas Lights, are payments for the hire of rooms, surpluses generated by Hall events, and profits from the licensed bar.

Grants have been received from Stanhope Parish Council and from Frosterley Women's Institute.

## Newsletter

The Newsletter is funded by advertising fees and by grants from Durham County Council.

## Frosterley Christmas Lights

The charity holds funds on behalf of the Frosterley Christmas Lights group.

## 6 Structure Governance and Management

The charity trustees who managed the charity during this year were;

Judith Bainbridge

Linda Brewin

Michael Ernest Brewin

Peter Jackson


Louise Perrin.

Patricia Davison was appointed as a volunteer Treasurer during the year.

The charity operates a Membership scheme. Members are admitted to the scheme for life or until their resignation. No subscription or fee is charged.

## 7 Declaration

The Trustees declare that they have approved the trustee's report. Signed on behalf of the charity's trustees

Signature		Date 8 May 2024
Full name	Peter Jackson	
Position	Trustee	

# Frosterley Village Hall and Institute

17, Front Street, Frosterley, Bishop Auckland, Co Durham, DL13 2QW

## Balance Sheet as at 31/12/2023

Using sales and purchase day books

	£
Business Account Balance @ 01/01/2023	15,571.96
Community Account Balance @ 01/01/2023	9,315.25
Cash in Hand @ 01/01/2023	200.00
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	25,087.21
Plus Income 01/01/2023 to 31/12/2023 (attached)	18,421.11
Plus bank interest	172.12
Less Expenditure 01/01/2023 to 31/12/2023 (attached)	15,512.40
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	<u>28,168.04</u>

Business Account Balance @ 31/12/2023	20,379.45
Community Account Balance @ 31/12/2023	8,114.66
Cash in Hand @ 31/12/2023	241.25
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	28,735.36
Less cash received 2022 banked 2023	81.65
Less 2022 debtors paid 2023	149.60
Plus outstanding debtors (2023 sales invoices not yet paid)	389.40
Less outstanding creditors	725.47
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	<u>28,168.04</u>

Signed

Chair of Trustees

Secretary *Peter Jackson* PETER JACKSON.

Treasurer *P. Davison* (A.L. DAVISON)

Examiner *J Ascroft*

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## Notes to the 2023 Balance Sheet

<b>1 Non-restricted Grants</b>	<b>£</b>
Stanhope Parish Council	500.00
<b>2 Resticted Grants</b>	0.00
<b>3 Non-restricted Donations</b>	
M. Maddison Funeral	220.10
Barclays Bank - compensation for mis-handling of opening new bank accounts	200.00
<b>4 Restricted Donations</b>	
Art Group - picture hanging equipment	50.00
Christmas Lights	486.76
Frosterley W I - towards repair of lift	264.00

### **5 Other Sales Income**

The majority of sales income comes from the hire of the hall and rooms, the bar, the sale of food and tombola

### **Expenditure**

The highest expenditure has been the purchase of bar stock, gas, electricity and insurance.

### **6 Gas**

Of the £ 4,919.33 gas expenditure, £1,439 .48 relates to 2022 but we have not yet received a bill for December so can expect one for round about £700.

We have a contract until December 2024 so the usage unit cost will remain the same until then.

### **7 Electricity**

Our contract came to an end in October and we took a new one out. We started paying a monthly budget plan of £ 144.00 a month in November but from February this year it has been raised to £ 170.00 as SmartestEnergy did not feel it was covering our costs.

## 8 Repairs and Maintenance

£

The main expenditure for repairs and maintenance was

Repair to leak in downstairs toilet	99.00
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Callout and repair to automatic door into the garden	308.89
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Fire door retainer	110.99
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Painting and general repairs and maintenance has been done by volunteers saving the hall money and for this we thank them.

## 9 Equipment

The main expenditure on equipment has been

Cliprail etc. to hang pictures	231.81
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Outside noticeboard	467.98
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The noticeboard was partly funded by a grant received in 2022

## Sales Day Book 2023

Description	Totals
Hall Hire	9,536.80
Games Room	1,076.22
Tombola/Raffle	985.00
Sale Donated Goods	383.01
Food	1,160.29
Bar Sales	2,851.55
Newsletter	232.50
Donation	983.40
Restricted Donation	813.15
Highlights	399.19
Into Float	0.00
<b>Totals</b>	<b>18,421.11</b>

There was also Bank Interest of £ 172.12 paid into our savings account in 2023



## Purchase Day Book 2023

Description	Totals
Food purchases	222.51
Bar purchases	1,644.11
Gas	4,919.33
Electric	1,250.78
Lift service	287.48
Licences & Fees	343.54
Broadband	399.50
Equipment	766.18
Newsletter Expenses	513.48
Stationery	22.59
Highlight Fees	393.00
Service Equipment	685.50
Water	547.79
Audit	100.00
Insurance	2,140.25
Repairs & Maintenance	738.86
Postage	2.60
Cleaning Materials	66.23
Christmas Lights	418.07
Health & Safety	48.66
Sum Up Fees	1.94
<b>Totals</b>	<b>15,512.40</b>

## 2023 Reconciliation between SDB/PDB and the Cash Book and Petty Cash

31st December 2023

£

Nov Opening Balance	3,033.75
Plus Nov/Dec Sales Day Book	3,798.88
Less Nov/Dec Purchase Day Book	3,923.92
	<u>2,908.71</u>

Nov Opening Balance Cash Book and Petty Cash	2,799.40
Plus Nov/Dec Cash Book Deposits (excl. deposited from petty cash)	1,151.39
Less Nov/Dec Payments	3,335.40
Plus paid into petty cash Sept/Oct	2,629.39
	<u>3,244.78</u>

The difference is less profit in the Sales Day Book/Purchase Day Book  
Made up as follows:-

**336.07**

Sales invoices not yet paid:-

23/03/2023	S 67	Ellie Dhiman	10.00
31/07/2023	S 88	Durham DBF ( Diocese of Durham )	36.00
08/09/2023	S 92	Ellie Dhiman	5.00
Sept	FN063	Lakes and Dales Co-operative	30.00
30/11/2023	S 114	Pre-Diabetes	120.00
30/11/2023	S 115	Ellie Dhiman	60.00
30/11/2023	S 116	Ellie Dhiman	12.00
14/12/2023	S 118	Katey Wallace	86.40
14/12/2023	S 119	D.C.C.	30.00

Purchase invoices not yet paid:-

26/09/2023	P 191	Mick Brewin	136.95
19/12/2023	P 220	SSE - for gas	588.52

More profit Sales Day Book/Purchase Day Book

336.07