

**RISBY VILLAGE HALL CHARITY TRUST**  
**Aylmer Close**  
**Risby**  
**Charity No. 1186173**



## **Annual Report 2022/2023**

### **TRUSTEES**

Chairman	Mr. Darren Matthews
Vice-Chairman	Mr. Stephen Spencer – resigned April 2023
Secretary	Mrs. Sophie Flux
Treasurer	Mrs. Catherine Baines
	Mr. David Edwards
	Mr. Fred Rowell - resigned October 2022
	Mr. Craig Ellis

**HALL MANAGER** Mr. Jamie Hudson

**OBJECTIVES** –The provision of the Village Hall, Recreation Ground and Playground for the benefit of the Village.

**AIMS** – The aim of the Charity is to maintain and improve the fabric of the Village Hall, Recreation Ground and Playground.

## **Chairman's Report for the Annual General Meeting 28<sup>th</sup> November 2023**

First, I would like to say thank you to all the Trustees and volunteers for their commitment over the past year. It's been a very productive year and we have been able to continue maintaining the financial stability of the Trusts funds. We have also been busy with lots of projects and fundraising. I would like to thank Jamie Hudson for maintaining the halls, kitchens and outside garden area. I would also like to thank David Edwards for all the time he has put into getting the EV-Chargers installed.

### **Achievements**

- The Village Hall Charity Trust have done the following during the year:
  - Green water collection scheme
  - Planters with flowers, bulbs and wildflowers
  - EV-chargers added to rear of the large hall
  - Open Gardens fundraising event
  - Big Help Out weekend event
  - Quiz Night
  - Volunteers breakfast event (part of BHO)
  - Yearly Tree survey
  - Bulb planting along the verge of the rear car-park
  - Fitness equipment installation near MUGA
- During the winter months we ran several coffee mornings providing a warm room for the villagers.
- During the year we have seen good use of the MUGA by several regular clubs and hope this will continue during the winter months.
- The forward bookings are good, and there are very few nights of the week when the halls are not being used.

### **Next Year 2023 – 2024**

The committee have several projects which we are looking at moving forward with in the coming year.

These include the following:

- Improvements to the toilets
- Playground equipment replacement

The committee's long-term strategy is to continue to improve the amenities provided, and to allow more of the village to make use of both halls, the MUGA and the recreation field.

Some of our long-term projects are:

- Secure funds for resurfacing of car park area (when needed)
- Restoration or installation a new wood floor for the large hall.

### **Treasurer's Report**

This is my first full year as Treasurer and during the year we moved the accounts onto Quickbooks. This has enabled Jamie, the Hall Manager, to raise sales invoices directly from the software and enabled me to submit fully compliant MTD VAT returns directly to HMRC. Although Quickbooks incurs an administrative cost it makes day to day bookkeeping easier and more transparent. It is also much easier to see which sales invoices remain outstanding and to send reminders to customers. As a consequence, there are fewer outstanding debtors at the year end.

We have also consolidated the Restricted Fund, with full written consent from any interested parties, into one fund, currently WC Refurbishment causing an accounting adjustment of £891.21. During the year the proceeds from the Quiz Night (£208.47) and the Open Gardens event (£956.39) were also added to this fund.

Dave Edwards has been added as a full signatory on the Lloyds Bank current account with full online banking access which he uses regularly in his role as manager of the 60 Club. This provides an added layer of transparency within the organisation. We are also encouraging as many people and clubs as possible to move away from paying by cash and to use online banking transfers instead. With bank interest rates rising during 2023 we opened two savings accounts at Lloyds in September 2023.

This year we have reviewed the advertising sales, the cost of subscribing and the number of copies printed of The Stile magazine in order to make sure the magazine does not run at a loss. The annual cost for subscribing to The Stile was raised from £2.50, where it has been for possibly 20 years, to £5.00. However, circulation numbers are down probably due to new, younger residents in Risby not signing up but rather opting to rely on social media sites for news and updates.

We have not undertaken any major refurbishment projects this year, but continue to discuss and plan future works and maintenance jobs. The Financial Statements show that the Hall barely covers its costs with bookings alone and is dependent on donations, fundraising and grants for any major works.

The total income for the year was £45,792.01 and the total expenditure was £40,130.96 resulting in a net profit of £5,661.05.

I would like to take this opportunity to thank the Committee for their support and encouragement as I have taken on this role. I would also like to thank Jack Deal for being our Auditor again and for his help and advice during the year.

# RISBY VILLAGE HALL CHARITY TRUST

Charity No: 1186173

## INCOME & EXPENDITURE ACCOUNT

For the period 1 October 2022 to 30 September 2023

Operating Income	2023	2022
<b>Bookings - Hall</b>		
Car Boot	844.92	708
Clubs & Societies ^	18,304.00	6,120
Private Bookings ~	8,743.00	18,833
Risby CEVC School Usage "	2,520.00	2,614
	<hr/> 30,411.92	<hr/> 28,275
<b>Bookings - MUGA</b>	237.50	181
<b>Other Income</b>		
EV Chargers	230.90	0
Pre-School Rent	1,257.51	753
Recycling	1,258.15	1,389
Wayleaves	2.30	2
	<hr/> 2,748.86	<hr/> 2,144
<b>Total Operating Income:</b>	<b>33,398.28</b>	<b>30,600</b>
<b>Operating Expenses</b>		
Advertising/Promotional	344.40	389
Bad Debts & Write offs *	1,077.36	0
Cleaning - Hall	5,310.48	5,849
Electricity	3,307.07	4,269
General Administrative Expenses	271.31	893
Hall Manager + Mobile Phone	15,754.59	12,000
Insurances	1,750.80	1,680
Music Licence & Lottery Fee	655.30	310
Purchases	401.93	0
Repairs & Maintenance - Grounds	956.71	384
Repairs & Maintenance - Halls	1,765.06	7,137
Unrecoverable VAT	997.89	0
Waste Collection	523.86	499
Water	346.80	-150
	<hr/> 33,463.56	<hr/> 33,260
<b>Total Operating Expenses:</b>	<b>33,463.56</b>	<b>33,260</b>
<b>Net Operating Profit:</b>	<b>-£65.28</b>	<b>-£2,660</b>

Continued overleaf ...

# RISBY VILLAGE HALL CHARITY TRUST

## Income & Expenditure Account Page 2

### Stile

<b>Income</b>		
Advertising	2,720.90	
Magazine Sales	3,212.50	
	<u>5,933.40</u>	<u>4,187</u>
<b>Expenses</b>		
Printing	4,836.00	5,409
<b>Stile Profit</b>	<b>£1,097.40</b>	<b>-£1,222</b>

### Fundraising & Donations

<b>Income</b>		
Donations & Legacies	2,230.10	2,344
Fundraising	1,512.73	3,403
Grants	1,000.00	
Planters donations	1,000.00	
	<u>5,742.83</u>	<u>5,747</u>
<b>Expenditures</b>		
Planters expenditure	1,113.90	
<b>Fundraising &amp; Donations Profit</b>	<b>£4,628.93</b>	<b>£5,747</b>

### Projects

Gym Equipment		7,062
Solar Panels		10,798
<b>Project Costs</b>		<b>-£17,860</b>

<b>NET PROFIT:</b>	<b>£5,661.05</b>	<b>-£15,995</b>
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### Notes

^ Clubs & Societies - Regular groups using the Hall eg Brownies, Pilates or Lindyhop

~ One-off events & parties

These may be different definitions from previous years

" School usage includes school sports and PTA bookings

\* Bad Debts & Write offs includes £702.86 from the MUGA Restricted Fund

# RISBY VILLAGE HALL CHARITY TRUST

Charity No: 1186173

## Restricted Fund Notes 2023

Opening Balance as at 1st October 2022 £2,561.51

### Made up of:

A	WC Refurbishment Fund	3,134.72
B	Christmas Dinner Fund	109.65
C	Donation to Large Hall	20.00
D	MUGA Fund	1,275.14
	Less Unreclaimed VAT	<u>-1,978.00</u>
		-702.86

### Adjustments made:

B	Used to repair the kitchen oven	-109.65
C	Moved to Hall repairs	-20.00
D	Moved to Bad Debts & Write offs	702.86
Plus	Historical Village Fete Float	318.00

### Additions during the year to the WC Refurbishment Fund:

Quiz Night - April 2023	208.47
Open Gardens - June 2023	956.39

Closing Balance as at 30th September 2023 £4,617.58

# RISBY VILLAGE HALL CHARITY TRUST

Charity No: 1186173

## STATEMENT OF ASSETS & LIABILITIES

	As at 30 September 2023	2022
<b>Assets</b>		
Lloyds Current Account	12,835.95	35,625
Lloyds Savings Accounts	30,000.00	0
Cash in hand	25.00	31
Debtors	2,885.25	3,931
	<u>45,746.20</u>	<u>39,587</u>
<b>Less Liabilities</b>		
Creditors	664.80	318
60 Club	1,165.00	1,905
	<u>1,829.80</u>	<u>2,223</u>
<b>TOTAL NET ASSETS</b>	<b>£43,916.40</b>	<b>£37,364</b>

Represented by:

### General Fund

As at 1st October 2022	34,802.63	46,993
Surplus/deficit for the period	4,496.19	-12,191
Balance at 30th September 2023	<u>39,298.82</u>	<u>34,802</u>

### Restricted Fund

As at 1st October 2022	2,561.51	6,366
Surplus/deficit for the period*	2,056.07	-3,804
Balance at 30th September 2023	<u>4,617.58</u>	<u>2,562</u>

**TOTAL CHARITY FUNDS AT 30 SEPTEMBER 2023**      **£43,916.40**      **£37,364**

### Notes

\* Includes £891.21 of accounting adjustments

Signed



Chairman

Signed



Treasurer

Date

28/11/2023



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Risby Village Hall Charity Trust

On accounts for the year  
ended

30 September 2023

Charity no  
(if any)

1186173

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2022.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*Jack Deal*

Date: 25/11/2023

Name:

Jack Deal

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

ACA (ICAEW)

Address:

The Grain Store, Park Farm Barns, Cavenham, IP28 6DA



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**