

The Dorothea Mitchell Hall

Trustees' Annual Report for the year ending 29 February 2024

The Dorothea Mitchell Hall Charity was established in 1918. In 2021, the Hall and its assets and liabilities were updated to a Charitable Incorporated Organisation (CIO), to better manage its day-to-day activities and legal requirements.

The main focus of the charity is with regard to the Village Hall which was built in 1913 and plays an important part in the life of Claverdon village. A variety of events & classes take place in the hall, ensuring it is well used throughout the week, thus providing health and social benefits for local residents.

A professional survey of the Charity's property was undertaken to assist the trustees in administering the hall both now & in the future. All necessary inspections and licences, together with insurance requirements have been obtained.

The trustees arranged for a drone survey to identify any maintenance work needed on the hall's roof. The comprehensive report from the survey confirmed that the majority of the roof is in good condition. This reflects the excellent work - funded by the Mitchell family - of replacing the original thatched roof with tiles in 1950. Steps are currently being undertaken to deal with the survey's recommendations to prolong the serviceable lifespan of the roof.

The attractive hall grounds have been very well maintained, including our boundary hedges. The additional voluntary efforts of some local residents in this respect are much appreciated.

In order to comply with Charity Commission regulations, the Trustees have used professional advisors in regard to their tenants, namely: Claverdon Surgery, Claverdon Nursery, Claverdon Community Shop and Claverdon Lawn Tennis Club. Leases with the tenants have been renewed and rents reviewed as required.

Despite increased running costs from utility prices and wider inflationary pressures in the period; the Charity has maintained a healthy cash fund to support the regular running of the facilities and to protect against large one off financial shocks.

With so many users, the pressures resulting from car parking requirements on the site is increasing, to the detriment of some of the grassed areas. The Trustees are working on improving the safety of the car park and reducing the impact of increased traffic on surrounding land and boundaries.

The drive has been resurfaced & traffic calming measures installed to increase the safety for users, particularly as very small children are present on a daily basis.

The Trustees meet every month & have been fortunate to receive valued assistance from their Secretary/Treasurer together with their Caretaker.

Village residents are regularly invited to join the present trustees to help administer this important community asset.

Dorothea Mitchell Hall Trustees

20 December 2024

THE DOROTHEA MITCHELL HALL & RECREATION GROUND CIO

MANAGEMENT STATEMENT OF RECEIPTS AND PAYMENTS

PERIOD ENDING 28 FEBRUARY 2024

(REGISTERED CHARITY No. 1195282)

Trustee

K. Raveney

Date

21/10/2024

Trustee

L Edwards

Date

21.10.2024

Independent Examiner :

David Atley

Date

22/10/2024

THE DOROTHEA MITCHELL HALL & RECREATION GROUND CIO

MANAGEMENT STATEMENT OF RECEIPTS AND PAYMENTS

PERIOD ENDING 28 FEBRUARY 2024

Period 25-10/22 to 28 February 2023	Notes	YR ending 29 FEBRUARY 2024
£		£
RECEIPTS		
0.00	Unallocated	0.00
4,495.36	Claverdon Nursery	20,316.72
1,625.00	Trinity Court Surgery	6,500.00
0.00	Claverdon Lawn Tennis Club	0.00
0.00	Claverdon Community Shop	1,725.00
6,120.36	Total Rental Income	28,541.72
0.00	Recharges of costs to Tenants	2,168.37
1,645.00	Hall Event Hire	8,508.75
2,674.26	Regular weekly/monthly hall/equipment hire	10,111.50
0.00	Grants & Donations	25.00
0.00	Equipment Hire	20.00
0.00	Coffe Box/Kingstanding Events	345.56
356.00	Unreclaimed deposits	0.00
0.00	Opening deposit adjustments	-50.00
0.00	Bank Compensation	40.00
0.00	Bank Interest	741.07
10,795.62	Total Receipts	50,451.97
PAYMENTS		
412.00	Ground Upkeep	2,997.50
0.00	Insurance	3,860.08
0.00	Water Rates	1,256.10
0.00	Rates	150.13
525.67	Electric	1,833.17
36.00	Broadband	144.00
1,283.96	Oil	2,435.94
138.00	Sundry Expenses	271.46
0.00	Refuse	90.00
181.15	Advertising & Stationery	236.98
552.00	Legal and Professional	19,792.20
251.04	Repairs & Renewals	11,377.87
1,457.78	Hall Improvements	60.63
1,009.05	Cleaning, Laundry	963.22
180.00	Licences	453.82
1,054.20	Caretaker	4,217.96
0.00	Treasury Costs	3,610.25
170.90	Mobile phone	518.78
7,251.75	Total Payments	54,270.09
3,543.87	Surplus/(Deficit) of receipts over payments	-3,818.12
GENERAL FUND		
0.00	Opening Balance B/fwd	86,269.86
82,725.99	Transferred from Trust	0.00
3,543.87	Surplus for the year	-3,818.12
86,269.86	Closing balance C/fwd	82,451.74
Represented by closing cash book balances with:		
86,269.86	Lloyds Bank **	82,451.74
	Transferred Funds From DM Hall Trust Charity	5,000.00
86,269.86	Total	87,451.74
4,845.00	** Excludes deposit balance held	2,200.00
91,114.86	Agrees to Bank StatementS	89,651.74
BANK BALANCES PER LLOYDS BANK		89,651.74

Phillips and Becker Ltd.

Chartered Management Accountants

Management & Financial Accounts
Small Business Specialists
Payrolls, VAT & Taxation
Personal Taxation

ACCOUNTANCY HOUSE
4 PRIORY ROAD
KENILWORTH
WARWICKSHIRE
CV8 1LL

Tel: (01926) 512 514

E-mail: office@phillipsandbecker.co.uk

Independent Examiner's Report on the Accounts of The Dorothea Mitchell Hall Trust for the Financial Year to 28/02/24.

I met with Margo Key who gave me all the paperwork for the latest accounts she has produced. The accounts are a mirror image of the bank statements with all receipts and payments analysed over the headings shown on the Receipts and Payments Statement attached.

Unlike traditional company accounts where provisions are made for receipts and payments that have not gone through the bank, the DMH accounts are based on money received and paid so the Surplus or Deficit for the year is the difference between the closing bank balances at 28/02/23 and at 28/02/24 after adjusting for Income that belongs to the next year and received in advance.
See figures on the Receipts and Payments accounts attached.

1. **Receipts.** These are made up from the sums banked and are itemised over the usual headings and all seemed in order.
2. **Bank Balance.** The last bank statement in the file is dated 28/02/24 and the accounts are dated 28/02/24. The bank balances in both accounts agree with the accounts at 28/02/24 so all is good here.
3. **Cost Analysis Sheets.** All extremely accurate and very well detailed over the cost headings in the accounts.
4. **Deposits Held.** There is a Lloyds Deposit Account at 28/02/24 which earns interest which is shown in the Receipts in the accounts at £741.07
5. **Accounts - Receipts.** Similar details to the last year's receipts and there are very good records and detailed summary sheets that agree with the bank statements. No problems here.
6. **Accounts-Payments.** The file was extremely good containing the invoices and associated cost paperwork and in the same sequence as the payments on the bank statements, so the checking was made easy. Also the cost analysis sheets that detailed all expenditure with the same headings as in the accounts were very well produced and accurate. It meant that payments headings in the accounts were easy to check and were in very good order with no real problems. All seemed OK with the invoices and bank statements.
7. **Self Employed People.** This has now been sorted and the backlog is all in order and correct and going forward all will be in accordance with HMRC's rules and regulations.
8. **Accounts Payments.** See details in accounts and they all seem in order with the invoices and payments made.
9. **Receipts and Payments Final Accounts.** These seem financially correct and represent the receipts and expenditure in the year so there are no more comments to add.
10. **Summary.** Everything has been very well kept by Margo and the accounting file is very comprehensive so all is in good shape and accurate. The computer records are very good and extremely well kept and show full details of every item in the accounts so well done again Margo. Call me on any queries.

Kind regards,


David M. Phillips 30/09/24

Directors: David M. Phillips, FCMA, MBE; Viktoria Becker, ACMA
Registered in England, Registration No. 7221433. VAT Registration No. 989 9291 27
Reg. office: Accountancy House, 4 Priory Road, Kenilworth, CV8 1LL

Bank details: HSBC Kenilworth
Sort code: 40-26-04; Account: 51429809