

# WINTERBOURNE MONKTON COMMUNITY HALL

## ANNUAL REPORT MARCH 31<sup>st</sup> 2025

Registered Charity No 1199011



### Trustees

Mark Saunders	Chairman
Philip Scott	Treasurer
Lindsey Robinson	Booking Secretary
Sandra Elliot	Facilities Supervisor
Jane Muir-Brooks	Safeguarding Officer

The hall completed its second full year of operation on March 31<sup>st</sup> 2025.

Hirings increased throughout the year with a number of local events run by the Church, Village Club and other local private hirers. Regular use by groups including Palates, Yoga, and Karate provided a regular income. Business meetings also made a significant contribution to the hall's income.

A grant was received from the National Lottery in February 2025 to provide a stand alone building at the rear of the hall to provide storage for tables and chairs and a sensory / meeting room.

The Trustees continue to run various events including food nights and film nights which significantly improved the hall income.

Regular monthly Coffee Mornings are now established and attract an increasing number of patrons.

The Trustees intend to expand the use of the hall and to undertake additional fund-raising events while continuing to promote the hall as an attractive venue for a range of activities.

The hall showed a surplus on trading throughout the year and continues to trade profitably.

The Trustees consider the financial position of the hall satisfactory and look forward to the income continuing to increase in the future.

Chairman Mark Saunders.....

Date.....

# WINTERBOURNE MONKTON COMMUNITY HALL

## **RECEIPTS and PAYMENTS ACCOUNT** **FOR THE PERIOD 1.04.24 - 31.03.25**

	<u>12 Months</u> <u>To 31.03.24</u>	<u>12 Months</u> <u>To 31.03.25</u>
	<u>Trading</u> <u>Account</u>	<u>Trading</u> <u>Account</u>
	£	
<b>RECEIPTS</b>		
Hall Income	2281	2775
Bar Takings and Coffee Mornings, Film Night (Surplus)	1504	7287
Grants	7776	17788
	<u>11561</u>	<u>27850</u>
<b>PAYMENTS</b>		
<b>Running Costs</b>		
Electricity	2185	1660
Water Charges	0	0
Septic Tank	0	0
Equipment	7936	1850
Small Items of Equipment	475	1253
Insurance	385	520
Advertising	180	360
Cleaning and Maintenance	98	48
Broadband Costs	592	598
Website	1276	330
Licences	269	459
Film	150	
IT	0	0
Card Charges	34	86
Bank Charges	40	0
Training	25	12
Health and Safety (Fire)	71	72
Food and Consumables	0	3301
	<u>13716</u>	<u>10549</u>
<b>Surplus / Deficit on Trading</b>	<u>-2155</u>	<u>17301</u>

## **Balance Sheet**

<b>ASSETS</b>	£
<b>Fixed Assets</b>	
<b>&amp; Set Up Costs</b>	
<b>April 1st 2024</b>	
Cash at Bank-General	9664.00
Cash Surplus	17301.00

0.00

26965.00

## **March 31st 2025**

Cash at bank	10206.00
Nat Lottery Grant	16265.00
Cash in Hand	213.00
	<u>26684.00</u>

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### Hall Trading Income

[illegible]



<b>INDEPENDENT EXAMINER'S REPORT</b>
<b>Winterbourne Monkton Community Hall</b>
<b>Accounts for period 01/04/24 – 31/03/25</b>

Report to the trustees on my examination of the accounts for year ending 31/03/25

The charity's gross income does not exceed £250,000 therefore an independent examination of the accounts is sufficient.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination.

Note bank provider was changed from Metro bank to Lloyds bank September 2024 with the metro bank account being closed in January 2025

**Sample check – costs reconciled to bank statement**

03/09/24

Metro bank Cheque 800071 £1015.60 (total) Philip Scott  
SSE, Zurich, Performing rights, Community First

14/10/24

Metro bank DD £53.19  
BT Group

04/11/24

Lloyds bank FPO £104.93  
Sandra Elliot, Morrisons & Lidl, prize Cabbage Sunday, event supplies

15/11/24

Lloyds bank FPO £60.00  
Mark Saunders, Ramsbury Brewing Co, event supplies

31/01/25

Lloyds bank DEB £34.87  
Mark Saunders, Morrisons, event supplies

10/02/25

Lloyds bank DEB £22.04  
Mark Saunders, Lidl, event supplies

**Sample check – revenue reconciled to bank statement**

19/05/24

Hakubak, hall hire £60.00

Metro bank paid 03/07/24 (part of £73.00 payment)

08/06/24

Penny Gold, hall hire £102.00

Metro bank paid 19/07/24

27/06/24

J Allen, hall hire £75.00

Metro bank paid 20/06/24

30/09/24

Avebury, hall hire £24.00

Lloyds bank paid 03/01/25 DEP 500013

07/10/24

BBWMPA, hall hire £36.00

Lloyds bank paid 07/10/24

04/02/25

Chemega, hall hire £90.00

Lloyds bank paid 14/03/25 (part of £180.00 payment)

**Sample check - sales invoices generated reconciled to bank statement**

Invoice no 211 dated 31/07/24 £30.00 Hakuba (Karate Duo), hall hire

Metro bank paid TFR 04/98/24

Invoice no 240 dated 01/12/24 £304.00 Fred Gillam, hall hire

Metro bank paid FPI 04/11/24 £100.00 deposit

Metro bank paid FPI 04/12/24 £204.00 balance



**Recommendations**

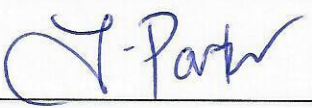
I can see updates on grant applications are included in the minutes but would recommend a separate reconciliation is produced for each grant to show clear visibility of costs and balance remaining

Continue to review compliance and training requirements for the hall and associated trustees

Regularly analyse accounting income for events to ensure financially viable. This will support decisions on hall hire and other charges and ensure the financial objectives of the charity are met

Ensure supplier invoices are made out to Winterbourne Monkton Community Hall

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

Name	JANE PARKER
Signed	
Date	12/08/25