



Brundall Memorial Hall CIO
Links Avenue
Brundall
Norwich

20th Dec 2023 to 31st March 2025

Brundall Memorial Hall CIO

Links Ave
Brundall

Income and Expenditure Account
20th Dec 2023 To 31st March 2025

<u>Income</u>	<u>2025</u>	
	£	£
Hall Hire	48,559.78	
Interest	1,365.57	
Recycling	1,230.95	
DonationsGrants/		
Fundraising	14,771.70	
Other	525.00	
		66,453.00
<u>Expenditure</u>		
Wages	23,138.31	
Rates	258.30	
Cleaning Materials	299.36	
Ground		
maintenance	500.00	
Repairs &		
Maintenance	25,635.42	
New Equipment	178.95	
Insurance	2,796.22	
Heating / Lighting	9,877.62	
Water Supply	2,532.03	
Telephone	690.47	
TV License	197.80	
Postage & Staty	987.43	
Subscriptions	1,322.35	
Prof Fees	4,201.81	
Waste Collection	1,448.69	
Travel	-	
Recycling	555.12	
Web Fees	192.00	
Special	-	
		74,811.88

Brundall Memorial Hall CIO

Links Ave
Brundall

Summary Income and Expenditure Account
20th Dec 2023 To 31st March 2025

	£	2025 £
Total Income		66,453.00
Total Expenditure		<u>74,811.88</u>
		<u>-8,358.88</u>
<u>Depreciation</u>		
Equipment	-946.81	
Fittings	-2,278.58	
Office Equipment	-155.99	
		<u>-3,381.38</u>
Profit / Loss		<u>-11,740.26</u>

Brundall Memorial Hall CIO

Links Ave
Brundall

Balance Sheet to
20th Dec 2023 To 31st March 2025

2025

	£	£	£
Fixed Assets			7,816.88
Current Assets			
Debtors	£3,685.96		
Barclays Bank Account	£1,847.31		
Sum Up	£558.84		
Barclays Savers Account	£29,868.67		
CCLA Deposit Fund	£15,000.00		
Cash in hand	£442.47		
Payment in advance	£915.27		
		£52,318.52	
Less Current Liabilities			
Creditors	0.00		
Deposits held	-300.00		
Income in advance	-28,172.20		
		-28,472.20	
Assets less Liabilities			23,846.32
			31,663.20
Represented by			
Excess/Deficit In Year			-11,740.26
Reserves			£43,403.45
			31,663.19

Bank Reconcilliation

As at 31st March 2025

	Chq No	£	£
Balance as per bank statement			858.64
Less: Unpresented Chq's			
			<hr/>
			-
Plus: Cash in Transit		988.67	
			<hr/>
			988.67
Correct Bank Statement Balance			<hr/>
			1,847.31
			<hr/>
Balance as per Cashbook			<hr/>
			1,847.31
			<hr/>

	Depreciation Rate	original cost	b/f bal	purchases	depreciation adjustment	Jan	Feb	Mar	April	May	June	July	August	September	October	November	December	January	February	March	Total Depreciation	c/f bal
Equipment																						
Sanatising Stations	25%	555.00	92.57			11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.65								92.57	-
CCTV	25%	2,393.00	997.19			49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	747.75	249.44
Fogger	25%	639.12	106.49			13.32	13.32	13.32	13.32	13.32	13.32	13.32	13.25								106.49	-
			<u>1,196.25</u>	-		<u>74.73</u>	<u>74.73</u>	<u>74.73</u>	<u>74.73</u>	<u>74.73</u>	<u>74.73</u>	<u>74.73</u>	<u>74.75</u>	<u>49.85</u>	<u>49.85</u>	<u>49.85</u>	<u>49.85</u>	<u>49.85</u>	<u>49.85</u>	<u>49.85</u>	<u>946.81</u>	<u>249.44</u>
Fixtures & Fittings																						
Commemoration bench	10%	1,250.00	604.00			10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	156.30	447.70
External Notice Board	25%	714.70	312.67			14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	223.85	89.32
Defibrulator	10%	2,082.00	1,266.55			17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	260.25	1,006.30
Furniture for meeting room	25%	471.60	245.53			9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	147.45	98.08
Blinds for Lounge		800.00													16.67	16.67	16.67	16.67	16.67	16.67	100.02	699.98
Flooring in Lounge	10%	3,385.00													28.21	28.21	28.21	28.21	28.21	28.21	169.26	3,215.74
Heaters	25%	3,894.00													82.13	82.13	82.13	82.13	82.13	82.13	1,221.95	1,698.50
			<u>2,920.45</u>	-		<u>81.13</u>	<u>81.13</u>	<u>81.13</u>	<u>81.13</u>	<u>81.13</u>	<u>81.13</u>	<u>81.13</u>	<u>81.13</u>	<u>81.13</u>	<u>81.13</u>	<u>178.50</u>	<u>179.50</u>	<u>179.50</u>	<u>179.50</u>	<u>179.50</u>	<u>2,278.58</u>	<u>7,255.62</u>
			<u>5,349.20</u>	-		<u>133.62</u>	<u>133.62</u>	<u>133.62</u>	<u>133.62</u>	<u>133.62</u>	<u>133.62</u>	<u>133.62</u>	<u>133.62</u>	<u>133.62</u>	<u>178.50</u>	<u>179.50</u>	<u>179.50</u>	<u>179.50</u>	<u>179.50</u>	<u>179.50</u>	<u>2,278.58</u>	<u>7,255.62</u>
Office Equipment																						
Laptop	25%	499.00	467.81			10.40	10.40	10.39	10.40	10.40	10.40	10.40	10.40	10.40	10.40	10.40	10.40	10.40	10.40	10.40	155.99	311.82
			<u>7,013.26</u>	-																	<u>3,381.38</u>	<u>7,816.88</u>
				7,013.26																	<u>3,631.88</u>	

Subscriptions
2023/24

Name	Amount in22/23	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
PPL/PRS	368.20																-
CAN	112.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50							112.50
Community Heartbeat	175.50	13.50															13.50
Microsoft	20.00	5.00	5.00	5.00	5.00												20.00
Microsoft	60.01	6.66	6.66	6.66	6.67	6.67	6.67	6.67	6.67	6.68							60.01
Broadland DC - License	135.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00							135.00
Charity Law Commision	22.50	3.75	3.75	3.75	3.75	3.75	3.75										22.50
Charity Law Commision																	-
ICO	11.68	2.92	2.92	2.92	2.92												11.68
	905.39	59.33	45.83	45.83	45.84	37.92	37.92	34.17	34.17	34.18	-	-	-	-	-	-	375.19
		59.33	105.16	150.99	196.83	234.75	272.67	306.84	341.01	375.19	375.19	375.19	375.19	375.19	375.19	375.19	

2024/25

																		Payments
	Amount in																in	
Name	2024/25	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	advance	
PPL/PRS	398.35														33.19	33.19	66.38	331.97
PPL/PRS	368.20		30.68	30.68	30.68	30.68	30.68	30.68	30.68	30.68	30.69	30.69	30.69	30.69			368.20	-
CAN	150.00												12.50	12.50	12.50	12.50	50.00	100.00
Community Heartbeat	162.00															13.50	13.50	148.50
Community Heartbeat	162.00		13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50			162.00	-
Microsoft	79.99										6.66	6.66	6.66	6.67	6.67	6.67	39.99	40.00
Microsoft	59.99					4.99	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	54.99	5.00
Broadland DC - License	180.00									15.00	15.00	15.00	15.00	15.00	15.00	15.00	105.00	75.00
Charity Law Commision	40.00													3.34	3.34	3.34	10.02	29.98
Charity Law Commision	45.00	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75				45.00	-
ICO	35.00					2.88	2.92	2.92	2.92	2.92	2.92	2.92	2.92	2.92	2.92	2.92	32.08	2.92
	1,680.53				47.93	55.80	55.85	55.85	55.85	70.85	77.52	77.52	90.02	89.62	78.62	92.12	947.16	733.37
						103.73	159.58	215.43	271.28	342.13	419.65	497.17	587.19	676.81	755.43	847.55		632.12

Payments in advance balance sheet
Payment adjustment prior year
monthly payment in advance adj

1,711.35	1,617.63	1,523.86	1,433.84	1,343.82	1,238.79	1,161.27	1,083.75	993.73	904.11	825.49	733.37
196.83	234.75	272.67	306.84	341.01	375.19	375.19	375.19	375.19	375.19	375.19	375.19
-1,532.99	-1,477.19	-1,421.34	-1,365.49	-1,309.64	-1,238.79	-1,161.27	-1,083.75	-993.73	-904.11	-825.49	-733.37

2023/24

Name	Amount in 2023/24	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Broadland DC - Waste	172.08	57.36	57.36	57.36													172.08
Broadland DC - Waste	170.00	34.00	34.00	34.00	34.00	34.00	34.00	34.00	34.00								272.00
Active Washrooms	342.08	91.36	91.36	91.36	34.00	34.00	34.00	34.00	34.00								444.08
		91.36	182.72	274.08	308.08	342.08	376.08	410.08	444.08	444.08	444.08	444.08	444.08	444.08	444.08	444.08	

2024/25

																	Payments	
Name	Amount In 2022/23	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	In advance	
Broadland DC - Waste					62.49	62.49	62.49	62.49	62.49	62.49	62.50	62.50	62.50	62.50	62.50	62.50	749.94	-
Broadland DC - Waste	749.94									36.38	36.38	36.38	36.38	36.38	36.38	36.38	254.66	181.90
Active Washrooms	436.56									98.87	98.88	98.88	98.88	98.88	98.88	98.88	1,004.60	181.90
	1,186.50				62.49	62.49	62.49	62.49	62.49	98.87	98.88	98.88	98.88	98.88	98.88	98.88		
						124.98	187.47	249.96	312.45	411.32	510.20	609.08	707.96	806.84	905.72	1,004.60		

Payments in advance balance sheet
Payment adjustment prior year
monthly payment in advance adj

1,260.01	1,163.52	1,067.03	970.54	874.05	775.18	676.30	577.42	478.54	379.66	280.78	181.90
308.08	342.08	376.08	410.08	444.08	444.08	444.08	444.08	444.08	444.08	444.08	444.08
-1,124.01	-1,061.52	-999.03	-936.54	-874.05	-775.18	-676.30	-577.42	-478.54	-379.66	-280.78	-181.90

Invoice raised in 2024 relating to 2025

	total amount billed	amount relating to 2024/25	amount relating to 2025/26	
Hirer				
Pulse Healthcare (NHS)	500.00	262.00	238.00	(7 sessions @£34)
Pulse Healthcare (NHS)	500.00	262.00	238.00	(7 sessions @£34)
			<u>476.00</u>	

Funds raised of Lounge

Grant from Broadland District Council	9,000.00
Grant from National Lottery	16,000.00
Other Grants	1,075.83
fundraising	<u>947.00</u>
	<u>27,022.83</u>
 total	 27,498.83

Report of the committee to the members of
Brundall Memorial Hall

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Jan Barrington
Chair

Date: 20/10/25

Eleanor Mason
Vice Chair

Date: 22/10/25

Jeanette Lovatt
Treasurer

Date: 22/10/25

BRUNDALL MEMORIAL HALL

LINKS AVENUE
BRUNDALL

REPORT OF THE ACCOUNTANTS TO THE MEMBERS OF

BRUNDALL MEMORIAL HALL

We have reviewed the accounts of the Brundall Memorial Hall for the period ended 31st March 2025. Our procedures consisted of comparing the accounts with the accounting records kept by the Brundall Memorial Hall, and making such limited enquiries of the Committee as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

In our opinion, taking into account the above note, the accounts prepared give a true and fair view of the state of affairs of the Brundall Memorial Hall as at 31st March 2025 and of its deficit of income over expenditure for the period.

GRAVER & CO LIMITED
2 Station Road
Brundall
Norwich
NR13 5LA

Date 9th December 2025.....

Chairmans report 2024/25

Well, what a year! We have achieved so much in the last twelve months it is really pleasing to report that we have repaired the floor in the lounge and while this was happening the whole room was updated including the removal of the awful pole in the middle, the result as you have seen is a much more inviting space which is now getting even more bookings, thank you Jeanette.

This was possible thanks to fund raising by the staff and trustees , thanks to Sharon, and grants secured from the Shelroy Trust and others. Following this successful work we started more fund raising and were pleased to receive £10,000 from our District Councillor Eleanor Lamming and £16,000 from the National Lottery, once again my thanks to Jeanette who applied for and received the grants, we were then able to go ahead with the exterior work which as you can see has been very well received and doubles the space available in the lounge during the summer months. Once again I have to thank Sharon and Jeanette who gave up their Bank Holiday to plant the flower beds having sourced the plants from various suppliers including Notcutts who generously donated them all. Here my appreciation must go to Patrick Lovatt who although no longer a Trustee designed and oversaw all the work that has been done, also helping with the planting, he is still working on the designs for the next phase, thank you so much Patrick.

We are still actively fund raising and made £800 on the VE Day event which was a real success, just needing more volunteers to help.

Sharon is planning our Christmas event at the moment and I am hoping it will be as successful as VE Day, although we won't have tables outside!.

The Wednesday cafe continues to run with a core of regulars enjoying coffee and cake, it is still self funding and Broadland council are still supporting us.

Bookings are still very full although we do run at a loss at present this is mostly due to the cost of re surfacing the main hall floor and I hope we can at least break even this coming year.

Thank you for supporting me as your Chairman and if you elect me I will continue for the next one.
Jan

Treasurers report

Overview of Finances

This year we have made an overall loss of £12,889.76. This loss can be broken down into following areas.

Floor in main hall being refurbished

The cost of resurfacing the floor in the Main Hall which cost £5,328 this was planned maintenance in line with the five-year plan that the trustee had adopted.

CIO

We finally finished the process of turning into a CIO which was delayed due to unforeseen circumstances the final cost of this was £2,168.

Lounge refurbishment

We had unforeseen maintenance to be carried out on the Lounge floor due to water ingress. The trustees decided that while doing this work, they would raise funds to refurbish the Lounge. Grants, donations and fundraising raised £11,799 which cover the cost of the refurbishment work with the cost of the maintenance coming out of reserves. This cost of the maintenance work was £3,947.

The work to refurbish the Lounge consisted of removing the post in the centre of the Lounge, replacing the flooring with a flooring which is more durable and easier to clean, replacing the blinding to ones that are more eco-friendly and redecorating the room. This has resulted in increased interest in hiring the room with three new regular hirers as well as positive feedback from existing hirers.

Running costs

Brundall Memorial Hall made a small loss on its running costs of £1,447.

General Comments

Hiring income increased from last year. Although we lost several regular hirers and although we gained a couple regular hirer income was slightly down. This was offset by an increase in Adhoc. hirings throughout the year.

The increase in interest rates meant a small increase in interest during the year and well as a small increase in the income from recycling even though recycling rate had been frozen at previous year rates. This means that more people are using our recycling facilities.

Expenditure excluding the items mentioned above is up on last year this is mainly down to an increase in electricity costs which have increased from last year, an increase in HR costs as staff hours were reevaluated to consider the work being undertaken. General adhoc. maintenance costs have also increased but these increases have been offset with savings in other areas.

The community café which has been run with grant funding has been a success and we were able to keep it running through out the year. The grant funding and donations cover a proportion of the costs for running the café with the hall covering the balance and we should be able to keep the café going until the winter when we will have to reapply for new grants to cover the winter period.

Jeanette Lovatt

Treasurer