

Houghton Conquest Village Hall

**Accounts for the year ended
31st March 2021**

Independent examiners report on the accounts

Report to the trustees/members of Houghton Conquest Village Hall

On accounts for the year ended 31st March, 2021

Set out on pages 3 to 6

Responsibilities and basis of report I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2021

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 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

I have completed my examination. I can confirm that no material matters have come to my attention 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

Independent examiner's statement 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



Date

10/6/2021

Name

SIAN WHITAKER

Professional qualification(s) or body (if any)

ACMA GCMA

Address

LITTLE THATCH 1 HOW END ROAD HOUGHTON CONQUEST
MK45 3JT

HOUGHTON CONQUEST VILLAGE HALL

INCOME AND EXPENDITURE SUMMARY FOR THE YEAR ENDED 31ST MARCH, 2021

	<u>Notes</u>	2020/21 £	2019/20 £
Income			
Bar Sales		250	8,680
Lettings		2,370	15,314
Donations		405	350
Bank Interest		22	55
Whist			1,874
Bowls			1,350
Grants – Covid 19 Local and Central Govt		23,909	
Grants - CBC		10,127	
Grants – HCPC		1,000	
Grants – Marston Vale		1,122	1,848
Miscellaneous	1	1,152	964
Total operating income		40,357	30,435
Expenditure			
Bar stock purchases			4,672
Bar closing stock adjustment	6	406	
Bar gas and other expenses	7	520	
Bar profit sharing			1,314
Services and Rent	2	8,001	8,737
Cleaning materials		462	7,612
Wages and salaries	3	6,795	
Repairs and maintenance		854	2,446
Insurance and inspections	4	2,769	1,556
New equipment (Covid 19)		1,346	

Licences and memberships		645	714
Stationery, postage and IT	5	138	24
Sundry		62	611
Grant funded works – Kitchen		6,954	
Grant funded works – Stage floor and curtains		5,173	2,400
Total Expenditure		34,125	30,086
Excess of operating income over expenditure		6,232	349

Notes:

1. HCPC contribution to historic water rates (Pavilion)
2. Mostly electricity £6,816
3. Prior year included within cleaning costs
4. Includes statutory electrical inspection £1,183
5. Includes in current year £60 annual cost of cloud accounting system
6. Prior year closing stock adjustment included in bar purchases
7. Prior year bar expenses under other headings

HOUGHTON CONQUEST VILLAGE HALL

BAR TRADING ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2021

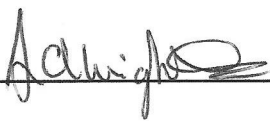
	<u>2021</u>		<u>2020</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Bar Turnover		250		8,680
Cost of bar sales				
Opening stock	1077		765	
Bar stock purchases	0		4,984	
Closing stock	<u>(671)</u>	406	<u>(1,077)</u>	4,672
Gross bar profit		(156)		4,008
Bar gas and other expenses		(520)		
Bar profit share				(1,314)
Net bar profit		(676)		<u>2,694</u>
Net profit margin		(270.4)%		<u>31.04%</u>

HOUGHTON CONQUEST VILLAGE HALL


STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST MARCH 2021

	<u>31 Mar 2021</u>		<u>31 Mar 2020</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Monetary assets				
Bank accounts				
Deposit account	7,524		9,252	
Current account	<u>28,179</u>		<u>19,813</u>	
		35,703		29,065
Other operating funds (cash)				
Bar float	300		300	
Bookers Float	<u>100</u>		<u>100</u>	
		400		400
Stock		671		1,077
Unrestricted funds		<u>36,774</u>		<u>30,542</u>

Signed



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Trustees

Date

18.11.2021

Treasurers Report for Year Ending 31st March 2021

As we are finally able to hold our AGM in October 2021, could I just remind everyone this report covers period 1st April 2020 to 31st March 2021.

This year has been extremely difficult due to the global COVID 19 Pandemic, which caused the whole country to lockdown on 23rd March 2020, with the village hall being forced to close its doors and unable to open again albeit with strict restrictions on groups that could attend, until August 2020, we were then forced to close again due to another lockdown from November 2020 until Mid-March 2021.

During these closures we still had expenditure of between £1000.00 - £1200.00 per month to pay out to cover insurance, electricity, water, licences, caretaker's wages and cleaning materials. Thankfully we were able to secure Central and Local Government Grants totalling £23,909.00 which were business support grants and covid support grants, and we also furloughed our caretaker so was able to claim 80% of her wages whilst hall was closed and less depending on how many hours were worked when hall partially opened again, but we ensured Roz was paid full wages throughout. The grants also covered the costs of purchasing the required equipment needed to re-open e.g., hand sanitiser units, pedal waste bins and specialist cleaning materials and an industrial sized fogging machine which cost £880.74 and has more than paid for itself.

INCOME

Our lettings income for the year was £2370.00 with the previous year being £16,664.00 which demonstrates just how devastating to all businesses this pandemic is.

The bar gross takings for the year were £250.00 with last years being £8680.00 (and this was a bad year for the bar), so again figures speak for themselves.

We have received Local and Central Government grants totalling £23909.00 during this period, without which we would have been in serious financial trouble.

Sadly, Christine Lane was not able to resume her weekly whist drive due to closures and restrictions, hopefully whist can resume at some point in the future as we rely on whist donations to plug the gap between income and expenditure each year a figure usually of £2000.00 plus.

EXPENDITURE

Our electricity costs for 2020/2021 was £6419.16 a reduction of £752.32 over 2019/2020 which was £7171.48, I was able to negotiate the same prices for 2020/21 as 2019/20. I would like to point out that the actual costs for 2020/21 were much less than recorded due to Eon not using the readings sent to them when requested by e-mail, this I managed to get rectified in April 21, originally they said we were £271.32 in credit after the March bill, but after changes to readings we were actually £2454.50 in credit, which is what I expected it to be, as we are normally £1000.00 in credit for the same period.

We kept the heating on at a reasonable temperature during winter 2020/21 for two reasons, 1. Our insurance stipulated this so that we did not suffer burst pipes etc and 2. it was agreed that by keeping the hall relevantly warm we should not suffer from damp issues etc which may have cost us more to rectify any damage than the electricity costs, and of course we did not know when we would be allowed to re-open, and we have learnt from experience that if we don't get the core of the building warm before the really cold weather sets in, then it is almost impossible to achieve a reasonable level of warmth during this time.

Our caretakers' wages of £6403.00 were offset by the furlough payments received of £3946.68.

We have had a full electrical inspection carried out this year at a cost of £1183.20, (cost doubled as we could not find the last inspection report so a survey of the halls electrics had to be done before inspection), which threw up some updates were needed, but electrics are safe just not up to today's code in some areas, this work can be done as and when.

We have managed to undertake some major refurbishments to the hall during the year, paid in part by grants from CBC, HC Parish Council, Marston Vale and our savings. The grants were in place prior to lockdown.

New Velvet Curtains	£2750.00
Kitchen refurbishment	£6670.00
New Stage Floor	£2422.00

I would like to say a huge thank you to Peter Bullock (PC Rep) for securing grants from both the Parish Council and Central Beds Council to enable this work to be done, and Babs Hill for getting a grant from Marston Vale for £1000.00 to put towards the new stage floor costs

I would also like to thank Peter for sourcing a new account package for the hall and it is a vast improvement on what we had and so much easier to use and gives more information. We are now using a Club Treasurer account package which costs £60.00 per year.

PROFIT/LOSS

The Village Hall is showing a profit of £6232.00, but this is due to the grants received to keep us afloat until such a time as we can fully re-open again, so does not represent a profit as such.

Our book balance remains above the £15,000.00 recommended to remain viable.

Current Account Statement Bal as at 31/03/21 £26,837.72 Savings Account Statement Bal as at 31/03/21 £7524.26.

I have continued to save £200.00 per month throughout the pandemic into our savings account to ensure money is available for future projects. A figure of £5000.00 will need to be transferred back into our savings account from our current account, as this was paid out prior to a grant being received.

I hope the pandemic does not last much longer and we are not forced to shut our doors once again, and can soon open our doors to more groups/users when restrictions are relaxed.

Could I also ask everyone to remember those committee members we have lost during this Pandemic, John & Rita Rose, Joan Huckle and Rita Williams, they were all longstanding members of our committee and were our go to people when helpers for fundraising events were needed, they will be greatly missed.

Many thanks to Sian Whittaker for stepping in and auditing our accounts.

Julia Knights - Treasurer

October 21