



# ***BYFLEET VILLAGE HALL***

54 High Road, Byfleet, Surrey, KT14 7QL

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## **Trustees Annual Report for 2023**

2023 has proved to be a difficult but significant year of recovery.

Bookings have been added to so that it is busy most of the time with few regular slots left. The Trustees and Hall manager are actively working to fill these.

A rent increase applied to all bookings and slightly lower for regular users.

There will be some changes in roles among the trustees in order to maximise their contribution and as planned new trustee roles are filled. In particular two new trustees have been identified, the chair will stand down to concentrate on maintaining accounts.

We have lost the small contribution Woking used to make in relation to the carpark being used by the public. This situation will need reviewing.

While noting the car park all the gutter stones have been reseated in order to ensure there are no trip hazards.

Roof work was completed where it was damaged by the local youth, and further roof work undertaken bearing its age.

- Replace flat roof areas and refelt

- Ensure gutterwork is not leaking
- Cap stone coping over arched windows with lead capping
- Replace other timberwork associated with the higher roof areas.
- Remove risk of dead tree hanging over building front.

In addition

- Replace all exposed wooden doors with UPVC for security and energy reasons
- Loos have been overhauled to ensure no leaks. Next year we hope to see them decorated.
- Hall was recently decorated and will be patched now roof repairs are done.

We have shopped around for best utility rates.

We have good reserves still, having balanced expenditure.

Our goal is to continue to strive with the same balanced approach as we have a listed building.

On behalf of the Hall Trustees

Kim Richardson  
Chair

**CHARITY REGISTRATION NUMBER 200352**

**BYFLEET VILLAGE HALL**

**FINANCIAL STATEMENTS**

**31st March 2023**

**BYFLEET VILLAGE HALL**  
**REPORT OF THE MANAGEMENT COMMITTEE**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

The Management Committee has pleasure in presenting its Report and the unaudited Statements of the charity for the year ended 31st March 2023

**PRINCIPAL ACTIVITIES**

The principal activity of the charity during the year was the provision of accommodation and facilities for hire to the local community.

**TRUSTEES**

The Trustees who served the charity during the year were:

Ms K Gill  
Ms Karen Wells  
Mr S Howe  
Mr G Osborn  
Mr K Richardson

Appointed during year:

Signed on behalf of the Trustees

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Karen Wells  
**Chairman**

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Kim Richardson                      Trustee

Approved by the Management Committee on 22/03/23

Independently validated by Mrs Paula Hopkins and Mrs D Farrant

# Profit & Loss Account

Byfleet Village Hall - Period 1st April 2022 to 31st March 2023

## INCOME

Hire Income	£ 31,098.26	
Club	£ 6,150.00	
Room C & Back Room	£ 1,795.00	
Flat Rent	£ 9,000.00	
Woking BC	£ 320.00	
Roof Ins Payment	£ -	
Refunds	-£ 100.00	
Total Income	£ 48,263.26	cashbook 48,263.26

## Expenses

Paul Briley Flat Xmas Lights	494	
Maintenance	13,111	
Utilities	5,206	
Gound Maint	1,148	
Insurance	1,921	
IT	182	
Accounts	400	
Manager	18,768	
Accrual	400	
British Telecom	1,108	cash book 2376036
	41,630	41,630
£ 44.06	£ 44.06	

Gross Profit £ 6,589.63 £ 4,299.69 £ 4,299.69

Notes - c/fwd

Prepayments £ 1,268.02 Insurance

Last Year

Hire Income	23389.61
Club	6000
Room C & Back Room	3515
Flat Rent	7500
Woking BC	2800
Roof Ins Payment	2502
Total Income	45706.61

## Expenses

Refunds	105
Paul Briley Flat Xmas L	3,700
Maintenance	8,108
Utilities	7,733
Gounds Maint	1,998
Insurance	1,828
IT	182
Accounts	550
Manager	15,900
British Telecom	1,304
	41,407

timing 22 to 23  
not ongoing terminated  
no roof repairs

others fit lights  
23/24 roof/doors/decs

web host

new books person

insurance

# BYFLEET VILLAGE HALL

## BALANCE SHEET

FOR THE YEAR ENDED 31ST MARCH 2023

			2023		2022
	Note		£		£
FIXED ASSETS					
Tangible assets	4		132.19	44.06	176.25
CURRENT ASSETS					
Prepayments	5	£ 1,268.02		761.57	
Cash at bank		<u>86,161.55</u>	87,429.57	<u>67,812.15</u>	68,573.72
CURRENT LIABILITIES					
Accruals	5	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET CURRENT ASSETS			<u>87,561.76</u>		<u>71,585.71</u>
			<u>87,561.76</u>		<u>71,585.71</u>
CAPITAL &					
Profit & Loss Account			<u>87,561.76</u>		<u>71,585.71</u>
MEMBERS' FUNDS			<u>87,561.76</u>		<u>71,585.71</u>

The Trustees of the Management Committee acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 29 of the Friendly Societies Act 1974 (the Act.)
- (ii) establishing and maintaining a satisfactory system of its books and accounts, its cash holdings and all its receipts and remittances in order to comply with section 29 of the Act and
- (iii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit for the financial year in accordance with the requirements of section 30, and which otherwise comply with the requirements of the Act relating to financial statements, so far as is applicable to the charity.

These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

These financial statements were approved by the Management Committee and authorised for issue on the \_\_\_\_\_ and signed on their behalf by:

Chairman \_\_\_\_\_

Trustee \_\_\_\_\_

**BYFLEET VILLAGE HALL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

**NOTES**

**1 ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of financial instruments, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

**Cash flow statement**

The Management Committee has taken advantage of the exemption in Financial Reporting Standard for Smaller Entities (effective January 2007) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Turnover represents monies received (excluding Value Added Tax) from the provision of hire of accommodation and other activities.

**Fixed assets**

All fixed assets are initially recorded at cost

Depreciation is calculated so as to write off the costs of an asset, less its estimated residual value over the useful economic life of that asset as follows:

Equipment                      25% reducing balance

**2 OPERATING PROFIT/(LOSS)**

Operating profit/(loss) is stated after charging:

	<b>2022</b>	<b>2021</b>
	£	£
Trustees' remuneration	-	-
Depreciation of owned fixed assets	<u>58.75</u>	<u>78.00</u>

**BYFLEET VILLAGE HALL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

**NOTES**

**3 PARTICULARS OF EMPLOYEES**

The aggregate payroll costs of the above were:	<b>2022</b>	<b>2021</b>
	£	£
Wages and salaries (Contract)	15,880.60	13,245.00
Social security costs	<u>-</u>	<u>-</u>
	<u>15,880.60</u>	<u>13,245.00</u>

**4 TANGIBLE FIXED ASSETS**

	Equipment	Equipment
<b>COST</b>		
At 1st April 2021	7,423.00	7,423.00
	<u>0.00</u>	<u>0.00</u>
At 31st March 2022	<u>7,423.00</u>	<u>7,423.00</u>
<b>DEPRECIATION</b>		
At 1st April 2021	7,188.00	7,110.00
Change for the year	<u>58.75</u>	<u>78.00</u>
At 31st March 2022	<u>7,246.75</u>	<u>7,188.00</u>
<b>NET BOOK VALUE</b>		
At 31st March 2021	<u>235.00</u>	<u>235.00</u>
At 31st March 2022	<u>176.25</u>	<u>235.00</u>

**5**

Prepayments (insurance)	761.57	1,234.50
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**CREDITORS: Amounts falling due within one year**

**6**

Accruals	<u>0.00</u>	<u>550.00</u>
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# FINAL DRAFT ACCOUNTS - Village Hall

3 messages

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**Paula Hopkins** <[email] >  
To: kim.richardson6115@gmail.com

Mon, 2 May 2022 at 17:21

Hi Kim,

I have made the changes you sent through and adjusted the P&L Account accordingly.

The total Bank Balances as at the year-end is £71,780.29

Prepayments at year-end £761.57 - Insurance

Accruals at year-end £550.00 - Accountants

Profit for the period: £3,881.91

Copy of Bank cash books for both accounts attached plus P& L Account.

I think this is now ready to send to the accountant.

Let me know if you have any queries.

Best wishes

Paula

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**kim richardson** <[email] >  
To: Paula Hopkins <[email] >

Thu, 23 Jun 2022 at 17:15

Hi Paula

The trustees approved the accounts last night so many thanks for your checking.

Now I can submit them but the website also needs an address for you and either profession, qualification, job or membership of a body

Hope that is OK

Many thanks

Kim

[Quoted text hidden]

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**Paula Hopkins** <[email] >

Fri, 24 Jun 2022 at 08:08

To: kim richardson <[kim.richardson6115@gmail.com](mailto:kim.richardson6115@gmail.com)>

Hi Kim,

Pleased to hear you have completed the accounts, and I am not sure why you would need my details to submit them as I understood that the Trust has an accountant that would finalise matters, but anyway

Mrs Paula Hopkins  
High Pine  
6, Fairway Heights  
Camberley  
Surrey GU15 1NJ

Retired Company Secretary

Kind regards

Paula

Sent from my iPhone

On 23 Jun 2022, at 17:16, kim richardson <[kim.richardson6115@gmail.com](mailto:kim.richardson6115@gmail.com)> wrote:

[Quoted text hidden]