

Chair's report for Financial Year ending 31 May 2023

Another busy year comes to an end.

We welcomed a new trustee at last year's AGM, who was willing to be treasurer. We organised a village showcase in September to advertise all the activities that take place in the hall and in other venues around the villages. We had lots of stands but the turnout of villagers was a little disappointing.

We welcomed Prelude in December and enjoyed an evening of excellent music. Rural Highlights provided two events over the year which were well attended and Jez Lowe, local singer and songwriter, performed an amazing selection of his songs to a packed audience.

We had a Hallmark assessment in December to renew Hallmark one and gain Hallmark two, we passed both with flying colours.

The film club continues to flourish with attendance gradually increasing since Covid, no doubt due to the good range of films that have been on offer.

We have joined the Northumberland Village Hall Heritage Project in conjunction with CAN, Northumberland Archives and The Heritage Fund and hope to find out about the history of the hall and how it has changed over the years. In February we co-opted two new trustees and hope they enjoy working on our thriving committee.

Any Questions? Was eventually broadcasted from the village hall on May 26th after being postponed due to the death of the Queen in September. This was a very successful well organised event with a capacity crowd.

Grants from the Ballinger Trust have provided opportunities for young people to try new activities.

Feltonbury provided another opportunity to use the hall's excellent facilities. Then Felton Fair gave us a chance to advertise all the groups who use the hall regularly and keep people updated about the changes we are making in the hall. I would like to take this opportunity to thank all the Trustees and volunteers for all their hard work throughout the year, it would not be such a successful hall without you.

Eileen Cameron
FVH Chairperson

13/7/23

Treasurer's report for Financial Year ending 31 May 2023

As the country started to return to some kind of normality following the pandemic of the previous two years, the income for the Village Hall began to return to the level we would expect.

Income for the year was £26,573, some £5,200 higher than the previous year's figure, which also included a grant of just under £2,700 from NCC which was to help offset the costs of covid. Specifically, there was a significant increase in hire charges from £10,023 to £16,725.

Also worth noting is the grant received from Ballenger specifically for youth activities with £1,000 donated in June and a further £1,000 received in May. Only just over £300 was utilised during the year so just under £1,700 has been carried forward into the current financial year.

Expenditure was higher than the previous year with the biggest increase coming from utilities – some of which was a problem of underpayment the previous year, but the majority was increased costs caused by the global price increase. To help steady the costs going forward, the Village Hall now has a 3-year fixed price contract and is also looking at ways to reduce the costs of gas and electricity.

The year finished with the closing balance £2,700 higher than the opening balance.

The books have been audited and were said to be in good order with no anomalies identified. The financial controls that are in place were reported as sound and in good order.

Alan Ramsbottom

FVH Treasurer

13/7/23

INCOME & EXPENDITURE ACCOUNT 2022-2023

For the year ending 31 May 2023

2021 - 2022

2022 - 2023

CASH AND BANK BALANCES AS AT 1/6/22

970.68	Current Account	4,678.63
4,999.62	200 Club Account	6,283.12
31,342.94	Barclays Saver Account	21,512.56
-	Monmouth Building Society	5,012.82
85.00	Cash	85.00
<u>37,398.24</u>	TOTAL	<u>37,552.13</u>

INCOME

8,412.78	RUGS RENT	14,554.53
1,610.50	STD RENT	2,169.00
896.70	DONATIONS	157.95

RESERVES

50.00	BALLENGER	2,000.00
	FILM CLUB	34.40

EVENTS

1,746.50	PRELUDE	872.00
	MISC FUND RAISING	58.50
	JEZ LOWE	280.00

DEPOSITS FOR HALL USE

700.00

INSURANCE CONTRIBUTION

119.87

FILMS

2,527.40

MISC INCOME

514.99

EQUIP HIRE

20.00

200 CLUB

2,532.00

INTEREST

103.16

CREDIT CARD COSTS

2.21

21,343.28

TOTAL INCOME

26,572.59

58,741.52

GRAND TOTAL

64,124.72

EXPENDITURE

262.89	GAS	2,885.36
1,072.01	ELECTRIC	3,003.28
210.00	WATER	276.00

LICENCES:

-	ALCOHOL	360.00
470.20	PPLPRS	982.44
249.20	MOTION PIC	274.37
-	LOTTERY	-
10.00	SUBS	-
-	HALL MASTER	463.20
-	NNVHC	10.00

2,463.23	CLEANING	2,885.51
442.16	INTERNET	329.89
136.00	RENT REFUND	150.00
67.00	DEPOSIT REFUND	700.00
2,550.29	FILMS	1,093.01
3,112.73	MAINT GENERAL	2,222.16
-	MAINT FIRE	516.52
59.34	MAINT COVID	-
1,202.05	INSURANCE	1,181.01

INCOME & EXPENDITURE ACCOUNT 2022-2023 CONT

For the year ending 31 May 2023

2,959.63	MISC	873.83
4,637.00	EQUIPMENT / CAPITAL EXPENDITURE	3,176.68
289.16	JUBILEE GARDEN	641.03
996.50	200 CLUB	980.00
	EVENTS	
	BALLENGER	305.00
	PRELUDE	510.00
	ANY Q	43.78
21,189.39	TOTAL EXPENDITURE	23,863.07

REPRESENTED BY CASH AND BANK BALANCES

31-May-23

4,678.63	FVH Main Acct	6,072.39
	Ballinger Reserve	1,695.00
	Reserve Film Night	- 34.40
6,263.12	200 Club Account	7,815.12
21,512.56	Barclays Saver Account	19,555.57
5,012.82	Monmouth Building Society	5,072.97
85.00	Cash	85.00
37,552.13	TOTAL	40,261.65
58,741.52	GRAND TOTAL	64,124.72

Angie F.
18/6/23

Scanner
18.6.23

15 Benlaw Grove
Felton
Morpeth
Northumberland
NE65 9NG
18th June 2023

Mr Alan Ramsbottom
Treasurer, Felton Village Hall
1 Rochester Drive
Felton
Morpeth
Northumberland
NE65 9DS

Dear Alan

FELTON VILLAGE HALL ANNUAL AUDIT 2022 - 23

The annual audit is complete, and the accounts for Felton Village Hall continue to be in good order with records that are excellently presented and an audit trail that is easy to follow through.

As in previous years, I am summarising the checks I have undertaken to reach my conclusions.

Finance Policy

The Village Hall Finance Policy was formally adopted on 5th October 2020 and updated during the year in May 2023.

This policy document describes the key financial controls by which the funds of the charity, The Village Hall (Felton) are managed, reported to trustees and audited.

Start of year figures

The component figures from last year's Income and Expenditure Account 2021-22 were checked to ensure that the totals for this year's 2022-23 accounts had been carried forward correctly.

Similarly the start and end of year figures were checked to confirm they agreed with the Village Hall's bank accounts.

FVH Receipt and Payment Transactions

A sample of 25% of the year's total receipt and payment transactions were tracked through the system from the cash book to supporting paperwork and the bank account.

These transactions were then followed through to (and form the basis of) the Receipt and Payment reports which are presented at the regular committee meetings.

The totals are subsequently summarised into the annual Income and Expenditure Account.

Rental Income and lease agreements

Regular user groups and one-off private hirer income is collected timely and banked regularly.

There is evidence that collection of unpaid rental income is closely monitored.

The arrangements for two users of FVH, namely Felton Healthy Lifestyle and The Bridge Newsletter are now encapsulated in annual lease agreements which came into effect 1st January 2023.

200 Club

The bank account reconciliations were checked for accuracy. The 200 Club receipts were checked to bank statements and the control spreadsheet.

Receipts and payments listed on the cashbook spreadsheet were checked to the bank account and to the draw winning numbers recorded in FVH minutes.

Bank account reconciliations

The monthly Receipts and Payments reporting process to the committee relies on financial statements that reconcile to the bank accounts.

In this respect these were found to have been completed monthly and in order.

Film Club

The Film Club income and expenditure is recorded on spreadsheet and forms additional backup detail to that recorded in the cash book and also for the Receipts and Payments reports which are presented to committee.

Budgeting

A budget is prepared annually, updated monthly and forms part of the finance papers produced for the monthly committee meetings.

Minutes of meetings

A review of committee meeting minutes confirmed the finance reports are presented to the committee for approval and the accounts signed by the Chair.

Banking arrangements – paying in cash

As reported in recent minutes, the Barclay Bank branch in Alnwick is scheduled to close and alternative means of paying cash into FVH accounts is proving difficult. To facilitate this problem currently, the treasurer is using his own personal account to pay-in cash and subsequently transferring these amounts to the FVH Barclays Bank account. Each transaction was evidenced by an audit trail.

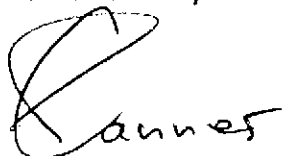
To achieve greater separation between organisational and personal account activity it is felt that an alternative solution should be sought to overcome this.

Conclusion

There is a sound system of financial control evident at Felton Village Hall and the finances continue to remain in good hands.

Thank you for your assistance in enabling me to undertake this audit.

Yours sincerely



Patrick Canner

MAAT