

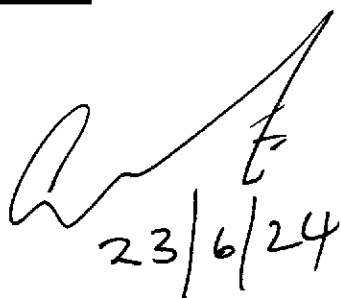
**INCOME AND EXPENDITURE ACCOUNT 2023-2024****For year ending 31 May 2024**

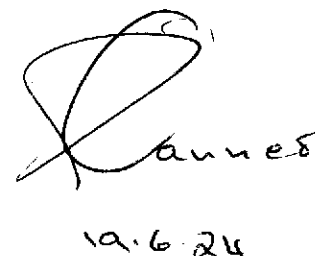
2022 - 2023	CASH AND BANK BALANCES AS AT 1/6/23	2023 - 2024
4,678.63	Current Account	7,732.99
6,263.12	200 Club Account	7,815.12
21,512.56	Barclays Saver Account	19,555.57
5,012.82	Monmouth Building Society	5,072.97
85.00	Cash	85.00
<u>37,552.13</u>	<b>TOTAL</b>	<u>40,261.65</u>
	<b>INCOME</b>	
14,554.53	RUGS RENT	16,369.50
2,169.00	STD RENT	2,211.75
157.95	DONATIONS	10.00
	<b>RESERVES</b>	
2,000.00	BALLENGER	1,695.00
- 34.40	FILM CLUB	- 29.00
-	REFURBISHMENT	54,812.90
	<b>EVENTS</b>	
872.00	PRELUDE	-
280.00	JEZ LOWE	804.51
	ANY QUESTIONS	300.00
	NORTHUMBERLAND ROOTS	153.50
	WAY THE LASSES	764.50
	IRISH NIGHT	540.00
	CLOUDBERRIES	319.60
58.50	MISC	320.10
	<b>OTHER INCOME</b>	
700.00	HALL DEPOSITS	850.00
119.67	INSURANCE CONTRIBUTION	136.35
2,527.90	FILM NIGHTS	2,341.00
20.00	EQUIPMENT HIRE	9.00
2,532.00	200 CLUB	2,250.00
103.16	INTEREST	468.36
514.99	MISC	269.25
- 2.71	CREDIT CARD COSTS	- 8.22
<u>26,572.59</u>	<b>TOTAL INCOME</b>	<u>84,588.10</u>
<u>64,124.72</u>	<b>GRAND TOTAL</b>	<u>124,849.75</u>
	<b>EXPENDITURE</b>	
2,885.36	GAS	2,292.43
3,003.28	ELECTRIC	3,019.77
276.00	WATER	539.00
	<b>LICENCES</b>	
360.00	ALCOHOL	180.00
982.44	PPLPRS	552.22
274.37	MOTION PICTURE	300.98
	LOTTERY	40.00
463.20	HALL MASTER	265.00
10.00	NNVHC	10.00

	<b>EVENTS</b>	
43.78	ANY QUESTIONS	
510.00	PRELUDE	
	JEZ LOWE	564.00
	IRISH NIGHT	190.58
	WAY THE LASSES	602.00
	<b>RESERVES</b>	
305.00	BALLENGER	1,254.85
	FILM NIGHT	-
	REFURBISHMENT	57,695.27
2,885.51	CLEANING	3,280.48
329.89	INTERNET	-
850.00	DEPOSIT REFUND	700.00
1,093.01	FILMS	1,540.94
2,222.16	MAINT GENERAL	4,878.58
516.52	MAINT FIRE	675.01
1,181.01	INSURANCE	1,310.67
3,176.68	EQUIPMENT	265.00
641.03	JUBILEE GARDEN	-
980.00	200 CLUB	990.00
873.83	MISC	736.28
	<b>23,863.07 TOTAL EXPENDITURE</b>	<b>81,883.06</b>

**REPRESENTED BY CASH AND BANK BALANCES**  
**31-May-24**

6,064.99	FVH Main Account	10,151.77
7,815.12	200 Club Account	9,075.12
19,555.57	Barclays Saver Account	17,876.49
5,072.97	Monmouth Building Society	5,220.41
85.00	Cash	202.75
1,697.00	Ballenger Reserve	440.15
- 29.00	Film Night Reserve	
	<b>40,261.65 TOTAL</b>	<b>42,966.69</b>
	<b>64,124.72 GRAND TOTAL</b>	<b>124,849.75</b>

  
23/6/24

  
12.6.24

15 Benlaw Grove  
Felton  
Morpeth  
Northumberland  
NE65 9NG  
19 June 2024

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

Dear Alan

## **FELTON VILLAGE HALL      ANNUAL AUDIT 2023-24**

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

I am summarising the checks I have undertaken during this audit to reach my conclusions.

### **Finance Policy**

The Village Hall Finance Policy was formally adopted on 5th October 2020, updated in May 2023 and is scheduled for annual review.

This 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**

I confirmed last year's Income and Expenditure Account 2022-23 figures were brought forward into this year's 2023-24 accounts and similarly the start and year-end figures 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 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 and 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 under annual lease agreements which came into effect 1<sup>st</sup> 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.

A sample of 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 and reported at 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 alluded to in last year's report, the scheduled closure of the Barclay Bank branch in Alnwick has taken place and alternative means of paying cash into FVH accounts continues to prove difficult. This problem is presently overcome by the treasurer using his own personal account to pay-in cash and subsequently transferring these amounts to the FVH Barclays Bank account.

Whilst these transactions are evidenced by an audit trail, it is difficult to achieve separation between organisational and personal account activity, and is considered a weakness in control.

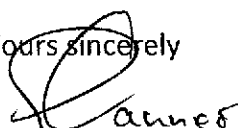
As this situation at Felton Village Hall is unlikely to be unique with respect to village hall accounts generally, perhaps a direction could be sought from supporting organisations such as the North Northumberland Village Halls or Community Action Northumberland.

### **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

## **Chairman's Report**

### **Felton Village Hall AGM 2024**

Another busy year comes to a close. A great deal has been achieved since our last AGM.

We continue to have a significant number of regular users who use the hall weekly, monthly or at other regular intervals. We have also continued to attract one off bookings for birthday parties, wakes and other private events as well as charity events.

The year began with the main hall floor being sanded and resealed to a beautiful standard. Work continued on applying for grants to fund our toilet refurbishment a projector and screen were installed in the Coquet Room.

Wall and roof insulation was added where necessary to assist with reducing our heating bills.

The quotes for the toilet refurbishment were checked and a contractor decided upon, work started in March and is finished apart from a few decorative snags.

We have also installed new shutters in the kitchen and servery to help with the general insulation in the hall.

The Ballinger Trust supplied funding for youth activities and Meta Dance provided some free dance sessions.

The hall won £250 from Dobbies for garden plants following our runners up place in their community garden project.

We have enjoyed a wide range of entertainment over the past year from Rural Highlights, Northumberland Roots, Edwardian Music Hall, St. Patrick Day event, Classical Music with Afternoon Tea to name but a few.

The hall continues to thrive and is a great asset to the community with a hard working group of trustees who give up their time to provide an excellent facility for Felton & West Thirston.

I would like to thank all the trustees for their hard work over the past year and all the residents of our villages for supporting the village hall.

Eileen Cameron

Chair Person

July 2024



## **Treasurer's report for Financial Year ending 31 May 2024**

This year was a time of major refurbishment, with updated toilets, new roof insulation and new screens on the kitchen and serving hatches.

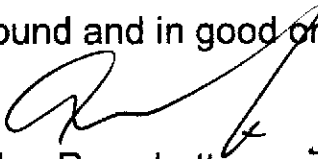
The cost for this work came to £58, 797 with grants totalling £57, 620 being received towards the work. These changes have much improved the hall and we are extremely grateful to those organisations that have provided the funding.

So, excluding the refurbishment income and costs, income for the year was £,25,978 with costs at £23,273 showing a net profit of £2,705, down slightly on budget because of the Hall's contribution towards the refurbishment costs. Figures are very much in line with the previous year.

The major variable regarding costs in the past couple of years has been utilities and this meant a slight increase in booking charges two years ago; however, with the hall currently running under a fixed contract, utilities have remained steady for the past two years and with funds now standing at just short of £43,000, it was agreed that charges would remain the same for the next 12 months.

The loss of banking facilities in the local area has been an ongoing problem, particularly when dealing with cash, and this has been further exacerbated following the closure of Barclays Bank in Alnwick and the planned closure of both Halifax and Lloyds in January 2025 when there will be no local banks in the immediate area. The nearest Barclays Bank, the bank we use, is now in Newcastle, some 30+ miles distance.

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

10 July 2024