

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2023		31	03	2024

## Section A Reference and administration details

<b>Charity name</b>	South Green & District War Memorial Fund
<b>Other names charity is known by</b>	South Green Memorial Hall
<b>Registered charity number (if any)</b>	261084
<b>Charity's principal address</b>	South Green Memorial Hall Southend Road, South Green Billericay, Essex <b>Postcode</b> CM11 2PR

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Joan Miles	Project Manager And Chairman		
2	Sue Moore	Secretary		
3	Brin McPherson	Booking Sec		
4	Ruth Beams			
5	Keith Willingham	Treasurer		
6	Louise Baker	Booking Sec		
7	Claire Brooks			
8	Doreen Gazzard			
9	Christine Abbey			
10	Wendy Stokoe			
11	Paul Kay			
12				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

Elected by local inhabitants at the A.G.M

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

None

Management Committee

Member of R.C.C.E

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The hall is to be hired out to local groups and organisations for the purpose of physical, recreational, social and educational benefit

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The hall has regular bookings with Pre-School, Brownies and Rainbows. We also have Karate club, Ladybirds Song Group, Short Mat Bowls, The Woman's Institute, The Essex Orchid Club, Kung Fu, Yoga

The Great Burstead and South Green Village Council meet at the hall.

We are the local Polling Station

We are the local refuge centre

We offer bookings for family celebrations

We have opening for any local club /activity

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We do not offer grants

We have no investments

All our committee members are volunteers

**Summary of the main achievements of the charity during the year**

We have continued to maintain a high level of maintenance to the building including lighting plumbing and decor

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We endeavour to retain 1/3<sup>rd</sup> of our annual rental income to cover any emergencies

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income is from hire of the hall

Our expenditure is used for the maintenance and upkeep of the building and equipment

Not applicable – no investments

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Joan Miles	Keith Willingham
Position (eg Secretary, Chair, etc)	Chairman	Treasurer
Date		



Charity Name South Green & District War Memorial Fund		No (if any) 261084	
Receipts and payments accounts			
For the period from	Period start date 01.04.23	To	Period end date 31.03.24

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## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hall bookings	26,370	-	-	26,370	17,185
Grants	-	-	-	-	1,816
Donations	-	4,888	-	4,888	2,034
Insurance claim	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	26,370	4,888	-	31,258	21,035
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
Bank interest	790	-	-	790	97
<b>Sub total</b>	790	-	-	790	97
<b>Total receipts</b>	27,159	4,888	-	32,047	21,132
<b>A3 Payments</b>					
Rates, insurance and utilities	4,726	-	-	4,726	4,172
Repairs and maintenance	4,462	4,888	-	9,350	4,175
Central heating	-	-	-	-	-
Roof repairs	-	-	-	-	-
Kitchen works and appliances	-	-	-	-	-
Cleaning and refuse	8,455	-	-	8,455	8,510
Telephone and stationery	686	-	-	686	752
Professional and licence fees	991	-	-	991	510
Diamond Jubilee	-	-	-	-	-
Sundry expenses	-	-	-	-	-
Website costs	371	-	-	371	1,448
Depreciation	-	-	-	-	-
<b>Sub total</b>	19,692	4,888	-	24,580	19,568
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
Fixtures & Fittings	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	19,692	4,888	-	24,580	19,568
<b>Net of receipts/(payments)</b>	7,467	-	-	7,467	1,565
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	71,708	-	-	71,708	70,143
<b>Cash funds this year end</b>	79,175	-	-	79,175	71,708

## Section B Statement of assets and liabilities at the end of the period

## Categories

## Details

Unrestricted  
funds  
to nearest £Restricted  
funds  
to nearest £Endowment  
funds  
to nearest £

## B1 Cash funds

Barclays Current Account	5,599	-	-
Barclays Base Rate Reward Account	73,576		-
	-	-	-
<b>Total cash funds</b>	<b>79,175</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))	OK	OK	OK

Unrestricted  
funds  
to nearest £Restricted  
funds  
to nearest £Endowment  
funds  
to nearest £

## B2 Other monetary assets

	-	-	-
	-	-	-
	-	-	-
	-	-	-

## B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-

## B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-

## B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Accruals	Unrestricted	432	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval


**SOUTH GREEN AND DISTRICT WAR MEMORIAL FUND****ACCOUNTS****FOR THE YEAR ENDED 31st MARCH 2024****ACCOUNTANTS REPORT**

The attached balance sheet and income and expenditure account for the year ended 31st March 2024 have been prepared from the books, records and information provided by the Treasurer of the South Green and District War Memorial Fund and they are in accordance therewith.

Date .....

BILLERICAY Essex

MICHAEL LETCH &amp; PARTNERS LLP

Accountants

**CLIENT APPROVAL CERTIFICATE**

We approve the attached balance sheet and income and expenditure account and confirm that we have made available all relevant records and information for their preparation.

..... (Chairman)

..... Dated