



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1.10.2021** Period start date To **30.09.22** Period end date

Charity name: **Hookwood Memorial Hall Trust**

Charity registration number: **271303**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Provision, maintenance and running of village hall for village of Hookwood
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The letting of the hall for educational, recreational, social & sporting activities
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>Confirmed</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	No grants made
Policy on social investment including program related investment	Para 1.38	<b>n/a</b>
Contribution made by volunteers	Para 1.38	<b>n/a</b>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The letting of the hall for educational, recreational, social & sporting activities.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Satisfactory
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	For future use
Amount of reserves held	Para 1.22	£3000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Lettings
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	Lack of income from lettings
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust Deed</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Trust</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Appointed by Trustees</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Hookwood Memorial Hall Trust
Other name the charity uses	
Registered charity number	271303
Charity's principal address	Withey Meadows Hookwood Nr. Horley Surrey RH6 0AZ



### 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	James O'Neill	Chairman		
2	George Chatwin			
3	Richard Parker	Treasurer		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Corporate trustees – names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

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

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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**Declarations**

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

Signed on behalf of the charity's trustees

Signature(s)	R.H.Parker	
Full name(s)	Richard Howard Parker	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	2 <sup>nd</sup> May 2023	

**Accounts for Hookwood Memorial Hall Trust**  
**For the twelve months ending September 30th 2022**  
**Charity Reg. No. : 271303**

**ACCOUNTS SUMMARY**

	<u><b>2021/22</b></u>	<u><b>2020/21</b></u>
<b><u>Receipts</u></b>		
Lettings	£ 47,456	£ 26,369
Less Deposit refunds	£ (9,683)	£ (3,034)
<b>Net Lettings</b>	<b><u>£ 37,773</u></b>	<b><u>£ 23,335</u></b>
Grants	£ 2,637	£ 16,955
Interest	£ 45	£ 1
Donations	£ 10	£ 652
<b>Total Income</b>	<b><u>£ 40,465</u></b>	<b><u>£ 40,943</u></b>
<b><u>Expenditure</u></b>		
Administration	£ 11,455	£ 9,872
Maintenance	£ 17,262	£ 12,066
Equipment	£ 2,920	£ 840
Services	£ 15,735	£ 7,954
Other costs	£ 717	£ 1,272
<b>Total Expenditure</b>	<b><u>£ 48,090</u></b>	<b><u>£ 32,004</u></b>
<b>Surplus on Charitable Activities</b>	<b><u>£ (7,624)</u></b>	<b><u>£ 8,940</u></b>
<b><u>Cash Funds</u></b>		
Opening Current A/c at 01/10	£ 16,608	£ 7,668
COIF Deposit A/c (01/10)	£ 10,000	£ 10,000
<b>Total Cash Funds</b>	<b><u>£ 26,608</u></b>	<b><u>£ 17,668</u></b>
Current A/c at 30/09	£ 8,984	£ 16,608
COIF Deposit A/c (30/09)	£ 10,000	£ 10,000
<b>Total Cash Funds</b>	<b><u>£ 18,984</u></b>	<b><u>£ 26,608</u></b>
<b>Movement in Cash Funds</b>	<b><u>£ (7,624)</u></b>	<b><u>£ 8,940</u></b>



# **Hookwood Memorial Hall Trust twelve months ending 30/09/22**

## Income

Lettings	£ 47,455.94
Grants	£ 2,637.00
Interest	£ 45.17
Donations	£ 10.21
Other	<b>£ 86.40</b>
	<b>£ 50,234.72</b>

## Expenditure

			Administration	Maintenance	Equipment	Services	Other	Adjust	Dep Ref	Totals
Booking Administrator	)		£ -							£ -
Trust Administrator	)		£ -							£ -
Caretaker	)		£ -							£ -
Groundsman	)	£ 11,455.00	£ 11,455.00							£ 11,455.00
Cleaning	)	£ 6,929.96	-	£ 6,929.96						£ 6,929.96
Repairs & Maintenance		£ 17,262.46		£ 17,262.46						£ 17,262.46
Equipment		£ 2,920.03			£ 2,920.03					£ 2,920.03
Rates	SES Water & MVDC	£ 450.29				£ 450.29				£ 450.29
Gas	British Gas	£ 2,124.00				£ 2,124.00				£ 2,124.00
Elec	EDF	£ 1,276.60				£ 1,363.00		<b>£ (86.40)</b>		£ 1,276.60
Insurance	Allied Westminster	£ 1,954.88				£ 1,954.88				£ 1,954.88
Phone	BT & Tesco Mobile	£ 1,707.83				£ 1,707.83				£ 1,707.83
Advertising	Parnell & RB Graphics & Horley Online	£ 859.00				£ 859.00				£ 859.00
Print Paper stationery	J O'Neill	£ 59.05				£ 59.05				£ 59.05
Accountant	Peter Diggles	£ 110.00				£ 110.00				£ 110.00
Bank Charges	Worldpay	£ 263.80				£ 263.80				£ 263.80
Other		£ 716.72					£ 716.72			£ 716.72
Deposits Refunded		£ 9,683.00							£ 9,683.00	£ 9,683.00
		<b>£ 57,772.62</b>	<b>£ 11,455.00</b>	<b>£ 24,192.42</b>	<b>£ 2,920.03</b>	<b>£ 8,891.85</b>	<b>£ 716.72</b>	<b>£ (86.40)</b>	<b>£ 9,683.00</b>	<b>£ 57,772.62</b>

## **Receipts**

Lettings	£ 47,455.94
Less Deposit refunds	<b>£ (9,683.00)</b>
Net Lettings	<b>£ 37,772.94</b>

Grants	£ 2,637.00
Interest	£ 45.17
Donations	£ 10.21

**Total Income** **£ 40,465.32**

## **Payments**

Administration	£ 11,455.00
Maintenance	£ 24,192.42
Equipment	£ 2,920.03
Services	£ 8,805.45
Other costs	£ 716.72
<b>Total Outgoings</b>	<b><u>£ 48,089.62</u></b>

**Surplus/Deficit** **£ (7,624.30)**



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Hookwood Memorial Hall Trust

**On accounts for the year  
ended**

30<sup>th</sup> September 2022

**Charity no  
(if any)**

271303

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2022.

**Responsibilities and  
basis of report**

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 2011 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.

**Independent  
examiner's statement**

I have completed my examination. I 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

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:**

30 March 2023

**Name:**

Andrew Peter Diggles

**Relevant professional  
qualification(s) or body  
(if any):**

FCMA

**Address:**

Pug House, 2 Waterlow Road

Reigate

Surrey, RH2 7EX

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).







CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Hookwood Memorial Hall Trust

No (if any)  
271303

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1.10.2021

To

Period end date  
30.09.2022

### 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>					
Lettings	37,773	-	-	37,773	23,335
Interest - COIF	45	-	-	45	1
Donations	10	-	-	10	652
Government Covid Grants	-	-	-	-	16,955
Grants	2,637	-	-	2,637	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>40,465</b>	<b>-</b>	<b>-</b>	<b>40,465</b>	<b>40,943</b>
<b>A2 Asset and investment sales, (see table).</b>					
COF Deposit Account	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>40,465</b>	<b>-</b>	<b>-</b>	<b>40,465</b>	<b>40,943</b>
<b>A3 Payments</b>					
Maintenance	17,262	-	-	17,262	9,872
Services	15,735	-	-	15,735	12,066
Equipment	2,920	-	-	2,920	840
Administration	11,455	-	-	11,455	7,954
Other Costs	717	-	-	717	1,272
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>48,089</b>	<b>-</b>	<b>-</b>	<b>48,089</b>	<b>32,004</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>48,089</b>	<b>-</b>	<b>-</b>	<b>48,089</b>	<b>32,004</b>
<b>Net of receipts/(payments)</b>	<b>(7,624)</b>	<b>-</b>	<b>-</b>	<b>(7,624)</b>	<b>8,939</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>26,608</b>	<b>-</b>	<b>-</b>	<b>26,608</b>	<b>17,668</b>
<b>Cash funds this year end</b>	<b>18,984</b>	<b>-</b>	<b>-</b>	<b>18,984</b>	<b>26,608</b>

### 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 £
<b>B1 Cash funds</b>				
	Current Account	8,984	-	-
	COIF Deposit	10,000	-	-
		-	-	-
	<b>Total cash funds</b>	<b>18,984</b>	<b>-</b>	<b>-</b>



		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	Details			
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Details			
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Details			
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	R.H.Parker	