

# **Sutton Valence Village Hall**

## **Chairman's Report for the year to 31 October 2023**

The year to 31 October 2023 has been a very busy year for the Hall and I am pleased to report that the number of bookings has increased, while our regular groups and clubs have maintained their normal time slots. The Committee is very grateful to Janet Burnett who manages the Halls bookings. The Committee are also very grateful to Paul Burnett our caretaker and Sandra Velvick our cleaner for their hard work, and we are very fortunate to have such an excellent facility in Sutton Valence.

Your committee has made various improvements to the Hall this year which include the new ceiling and improved the lighting making the Hall more energy efficient, replacing all the Hall's chairs, levelling the kitchen floor enabling the refrigerator to be replaced.

The Committee is now considering how to improve the green credentials of the Hall, the flat roof on the South side needs replacing so this would be an ideal time to consider solar panels. I would like to thank all those on the Committee involved in trying to source funding.

Annie F. Wilkison

December 2023

# Sutton Valence Village Hall Committee

Charity Number 273471

## Accounts for the year to 31 October 2023

### Receipts and Payments Statement

Income	Notes	2023	2022
		£	£
Hire charges for use of the Hall	1	30,495	24,780
Fund raising		0	0
Grants and donations received		100	2,717
Bank Interest		979	392
Key deposits and other deposits		-11	-45
Total income		<u>31,563</u>	<u>27,844</u>
<b>Expenditure</b>			
Utilities	2	7,002	3,883
Internet and telephones		805	761
Caretaking, cleaning and bookings services		8,531	7,866
Repairs and maintenance	3	21,098	2,848
Less: Charged to maintenance reserve		<u>-19,848</u>	<u>1,028</u>
Insurance		1,616	1,522
Licences		685	428
Fund raising costs		0	0
Miscellaneous		528	387
Total expenditure		<u>20,416</u>	<u>15,876</u>
Net receipts		<u>11,147</u>	<u>11,968</u>

### Reserves Statement

	Total Reserves	General reserve	Maintenance Reserve (Restricted)	Note
	£	£	£	
Balance brought forward 1 November 2022	39,955	5,000	34,955	
Utilised in the year	-19,848		-19,848	
Net result for the year	11,147	11,147		
Transfer to Maintenance Reserve in the year	0	-11,147	11,147	4
Carried forward at 31 October 2023	<u>31,254</u>	<u>5,000</u>	<u>26,254</u>	
Represented by cash at bank at 31 October 2023 (net of refundable deposits held of £800)	<u>31,254</u>	(2022 £39955)		
Signed Derrick Parkes <i>Derrick Parkes</i>		Date 14 December 2023		
Annie Wilkinson <i>Annie Wilkinson</i>		Approved		

## Sutton Valence Village Hall Committee

Charity Number 273471

### Notes to the Accounts for the year to 31 October 2023

- 1 **Income for hall hire** is recognised on a cash basis so that money received is included in income irrespective of the year to which it relates.

2 <b>Utilities</b> comprise :	£
Gas	2,745
Electricity	3,299
Water supply and removal	<u>957</u>
	<u>7,002</u>

3 <b>Repairs and Maintenance</b> comprised:	
New Main Hall ceiling and lighting throughout	15,366
New chairs	2,366
Fridge replacement, CCTV system replacement and cameras	1,427
Electrical Inspection and remedial works	<u>689</u>
Charged to the Maintenance reserve	19,848
Other items	<u>1,250</u>
Total	<u>21,098</u>

4 **Maintenance Reserve** (Restricted Fund)

The Hall Committee's policy is maintain current reserves of £5,000 to meet expenses and keep other funds in the restricted maintenance reserve for repair and improvements to the Hall. Apart from general maintenance to the inside and outside of the Hall a major expense is likely to be a repair or replacement of the flat roof and in due course replacement of the east side of the roof. The Committee has ordered a further 120 chairs to replace the remaining worn chairs.

5 **Cash at bank**

The Hall Committee maintains a current account (£995), an instant access savings account (£9571) and two notice savings accounts (£21,488).

6 **Other Assets**

The Halls assets all of which are considered unrestricted include the lease of the Hall, tables and chairs, fixtures and fittings and security and other equipment.

7 **Liabilities**

Various invoices relating to services received before 31 October 2023 are paid for in the next financial year. Some hire charges are paid in advance and are included in these accounts as income. Refundable deposits held but not repaid amounted to £800.


# Sutton Valence Village Hall Committee

Accounts for the year to 31 October 2023

## Independent Examiner's Report on the Accounts

Report to the trustees/members of the Sutton Valence Village Hall Committee  
(Charity number 273471) on the accounts set out on Pages 1 and 2.

<b>Respective responsibilities of trustees and examiner</b>	<p>The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"><li>• examine the accounts under section 145 of the Charities Act,</li><li>• to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act,</li><li>• to state whether particular matters have come to my attention.</li></ul>
<b>Basis of independent examiner's statement</b>	<p>My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.</p>
<b>Independent examiner's statement</b>	<p>In connection with my examination, no matter has come to my attention:</p> <ol style="list-style-type: none"><li>1. which gives me reasonable cause to believe that in, any material respect, the requirements:<ul style="list-style-type: none"><li>• to keep accounting records in accordance with section 130 of the Charities Act; and</li><li>• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act</li></ul>have not been met; or</li><li>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li></ol>



Signed ... Date ... 14<sup>th</sup> December 2023...

Name Andrew Hutchinson

Of The Manse  
Sutton Valence  
Kent ME17 3AH