

VWCA - AGM Annual Report (10-Jan-2022)

A message from the Committee:

At the AGM in January 2021, several members of the committee stood down. Since then, the VWCA Committee has met at regular intervals and different members of the committee have assumed the role of chair for each meeting. We still, unfortunately, have no permanent Chairperson and would welcome new members to the Committee who are interested in taking on that role.

The year has been another strange one, with Covid-related regulations and restrictions changing so fast throughout the year that we were sometimes hard-pressed to keep up with new requirements.

All in all, the committee took a cautious approach and limited use of the hall, throughout the early part of the year, to just Pre-School. Regular hirers were only permitted to return towards the late summer and end of the year.

One of the biggest changes was the onboarding of a Centre Manager, Lynn Fensom, who is providing the VWCA with a great service. She has been welcomed by the hirers and has shown herself to be willing to provide the services the Community Centre requires. She has made quite a difference.

Partially due to the changes to the committee members and partly because the committee wanted to provide a more personal approach to hall hirers, the VWCA is also instigating an online booking system (*Hallmaster*) that will permit hirers to request the hall directly, where all confirmed and provisional bookings can be seen on an online calendar and the invoicing can be automated based on the booking details. The introduction of Hallmaster has, out of necessity, also forced the Committee to look at the way in which hall-hires are managed, so changes will be apparent throughout 2022.

There has been a steep learning curve, which is ongoing, for the Secretary, Treasurer and Centre Manager to learn how to use and apply Hallmaster. We are making progress and hope to have it fully functional in time for the AGM in January 2022.

The VWCA website (vwca.org.uk) has also been updated and now provides links to Hallmaster for ease of access. The Hallmaster administrators, will be able to see all data stored in Hallmaster. Hirers will only be able to see their data and general users will only see "general" data related to the hire entry.

The early part of the year was difficult due to the Covid shutdown of regular hirers (excluding Pre-School). Fortunately, and with much thanks to the efforts of the Centre Manager, the latter half of the year was busier, and we have seen several new hirers wanting to make use of the hall.

The Committee continue to try to keep the hall safe for everyone and are also looking at bringing in several changes to make the hiring experience better. This includes work to the garden area at the rear and side of the building, that was carried out late 2021, and more work planned for spring 2022.

We are hopeful that this coming year will see even more people being able to make use of the Community Centre and thank everyone for their continued support.

Jeff Turner
Secretary, VWCA
January, 2022.

VWCA - AGM Annual Report (10-Jan-2022)

Annual Accounts:

Shown below are the final annual accounts for the last year:

VIRGINIA WATER COMMUNITY ASSOCIATION

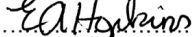
STATEMENT OF ACCOUNTS

YEAR ENDED 30 SEPTEMBER 2021

	Balance 30/09/2020	Change	Balance 30/09/2021
VWCA Executive Committee accounts *	£76577.99	+15227.85	£91805.84
VWCA Centre Fund accounts *	£25077.58	+185.88	£25263.46
Total combined balance	<u>£101655.57</u>	+15413.73	<u>£117069.30</u>

* as detailed on attached sheets

NOTE: Accounting Policy: Fixed Assets include Hall Contents. Depreciation is provided at 10% per year on the reducing balance. Effective 01/10/2021 Ms F S Pollard is Treasurer of both Executive Committee and Centre Fund.

Mrs E A Hopkins  Hon Treasurer, VWCA Executive Committee

Ms F S Pollard  Hon Treasurer, VWCA Centre Fund

Virginia Water Community Association

Independent Financial Examiner's Report

Without carrying out an audit, I have examined the books and vouchers presented to me for the Executive Committee and Centre Fund accounts and have found that the transactions have been recorded accurately.

In my opinion:

- (a) the Income and Expenditure Accounts for the year ended 30 September 2021 and Balance Sheets at that date are in agreement with the accounting records kept by the Community Association.
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the financial statements have been properly prepared
 - (ii) the association satisfies the financial criteria which allows exemption from audit of the accounts.



Mark Seldon & Co
Chartered Accountant
10 Sherwood Close
BRACKNELL
RG12 2SB

Date 23 December 2021

VWCA - AGM Annual Report (10-Jan-2022)

VIRGINIA WATER COMMUNITY ASSOCIATION EXECUTIVE COMMITTEE

A. INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDING 30 SEPTEMBER 2021

	INCOME	2019/2020	EXPENDITURE	2019/2020
Community Centre (see B below)	16126.00	18313.03	18111.59	15181.13
Membership fees	233.00	256.00		
Bank interest	73.22	286.01		
Covid grant	16907.22	10000.00		
Exec Stall Carnival Capers	0.00	94.00		
SURPLUS ON YEAR			15227.85	13657.91
TOTAL	£33339.44	£28839.04	£33339.44	£28839.04

B. BREAKDOWN OF COMMUNITY CENTRE INCOME & EXPENDITURE

HIRE INCOME	2020/2021	2019/2020	EXPENDITURE	2020/2021	2019/2020
Pre-school	10894.91	11361.35	Accountancy inc software	191.98	114.28
Community	130.69	547.79	Administration	6.98	0.00
Sport	487.90	1102.40	Advertising & Marketing	32.99	24.99
Dance	0.00	0.00	AGM expenses	0.00	72.85
Exercise	3173.78	1977.82	Broadband	397.90	390.06
Social Committee	133.26	213.50	Caretaking & Cleaning services	2824.90	3316.34
Carnival Capers	0.00	0.00	Cleaning supplies	472.23	1059.96
AGM	0.00	38.00	Energy	1765.50	1909.40
Children's parties	430.50	2177.00	Maintenance & repairs	2521.91	1881.75
Other functions	777.50	895.17	Garden maintenance	4822.50	951.00
Equipment hire	12.46	0.00	Insurance	1543.74	1593.47
Donations	85.00	0.00	Legal & Professional fees	1246.00	0.00
			Licences	156.64	455.28
			Office supplies	0.00	3.99
			Refuse & waste collection	880.16	633.73
			Sundry consumables etc	142.12	55.96
			Telephone	0.00	2.67
			Water (metered) & sewerage	(232.42)*	958.85
			Adjust ledger to match documents	(282.61)	(0.01)
			Depreciation: Hall contents	1329.53	1432.63
			Depreciation: Fixtures & Fittings	291.54	323.93
	£16126.00	£18313.03		£18111.59	£15181.13

*Estimated usage credited

C. BALANCE SHEET at 30/09/2021:

		Fixed Assets:	
		Hall Contents at 30/09/2020	13295.26
		Less 10% Depreciation for year	(1329.53)
		Hall Contents at 30/09/2021	11965.73
		Fixtures & Fittings at 30/09/2020	2915.41
		Less 10% Depreciation for year	(291.54)
		Fixtures & Fittings at 30/09/2021	2623.87
		Total fixed assets at 30/09/2021	14589.60
		Current Assets:	
		Barclays Community Current A/c	38680.75
		Virgin Money bank deposit	38370.54
		Barclays Business Saver Account	0.72
		Cash	33.92
		Debtors - regular users	1275.90
		Total fixed & current assets	92951.43
		Less: Liabilities (due within 1 year)	
		Creditors	(804.59)
		Water (estimate)	10.00
		Prepaid Pro-formas	(223.00)
		Suspense: Hire fees pending	(128.00)
		TOTAL ASSETS LESS LIABILITIES	£91805.84
Brought forward 30/09/2020	£76577.99		
Surplus on year	15227.85		
TOTAL BALANCE at 30/09/2021	£91805.84		

VWCA - AGM Annual Report (10-Jan-2022)

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Virginia Water Community Association Centre Fund Account							Accounts 1st October 2020 to 30 September 2021						
2														
3	A. INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 30 SEPTEMBER 2021													
4														
5								Income	2019/2020	Expenditure		2019/2020		
6	Previous Year Income/Expenditure (see B below)							0.00	0.00	152.03		0.00		
7	Social Committee Events (see C below)							662.00	725.10	228.13		217.6		
8	Carnival Capers (see C below)							0.00	0.00	0.00		70.80		
9	Administration/Miscellaneous (see D below)							0.00	22.76	133.26		213.5		
10	Bank Interest							37.30	145.70	0.00		0.00		
11	Total							699.30	893.56	513.42		501.9		
12	SURPLUS ON YEAR									185.88		391.66		
13								699.30	893.56	699.30		893.56		
14														
15														
16	B. PREVIOUS YEAR INCOME/EXPENDITURE													
17								Income	Expenditure	Balance				
18	MPLC Film Licence							0.00	152.03	0.00				
19								0.00	152.03	0.00				
20														
21	C. BREAKDOWN OF SOCIAL EVENTS INCOME/EXPENDITURE													
22														
23								Income	Expenditure	Balance				
24									(Ex. Hall Hire)					
25														
26	Quiz/Gameshow Night (1 Quiz Night)							481.00	21.39	459.61				
27	Quiz Night Thorpe Village Hall takings share							0.00	206.74	(206.74)				
28	Film Nights (3 Film Nights)							181.00	0.00	181.00				
29	Total - VWCA Arranged Events 2020/2021							662.00	228.13	433.87				
30	Carnival Capers (Covid cancelled)							0.00	0.00	0.00				
31	Total of all VWCA Events 2020/2021							662.00	228.13	433.87				
32														
33														
34	D. BREAKDOWN OF ADMINISTRATION/MISCELLANEOUS													
35								Income	Expenditure	Balance				
36														
37	Sundries							0.00	0.00	0.00				
38	Hall Hire for Social Events- VWCA							0.00	133.26	(133.26)				
39	Donations/Easy Fund Raising							0.00	0.00	0.00				
40								0.00	133.26	(133.26)				
41	Total													
42														
43	E. BALANCE SHEET													
44														
45	Balance at 30.09.20							25077.58	BALANCE 30.09.21 held by:					
46	Surplus on the Year							185.88	1. Barclays Current Account					5873.27
47									2. Virgin Money Charity Deposit Account					19546.93
48														25420.20
49									adjustments					
50									Quiz share Thorpe VH pd 01/10/2021					(206.74)
51	Balance at 30.09.21							25263.46	Film Night Float					50.00
52														(156.74)
53														25263.46
54	Dated: 23 December 2021							Prepared by: Fran Pollard						

VWCA - AGM Annual Report (10-Jan-2022)

Committee Members:

It is customary for committee members to stand down at the AGM and submit themselves for re-selection. Also, new committee members can be voted in.

The committee members for the period 2021-2022 were:

Francesca Pollard	-	Treasurer (took over in September 2021)
Jeffrey Turner	-	Secretary
Liz Hopkins	-	Acting-Treasurer (up to September 2021)
Claire Springall	-	Membership Secretary
Joan Hodgson	-	Ex-Bookings Secretary (transferred to Lynn Fensom)
Pamela Humphries		
Myra Owen		
Susan Wordinham		

Web site and Hallmaster

The VWCA web site has undergone a major transition through 2021. It is hoped that the web site will become more widely used, especially as the site will permit users and hirers to link to the details available in the Hallmaster system.

The Hallmaster system is a cloud-based system, specifically designed for the type of hiring of the Community Centre carried out by the VWCA. Originally designed and built by a team that managed their own community hall, this software system provides us with many useful features and will make both organisation and invoicing so much easier.

The installation of Hallmaster has been managed by Fran Pollard, Jeff Turner and Lynn Fensom (the Centre Manager). In fact, Lynn has spent many hours putting the 2022 regular hire details into the system throughout December 2021.

Jeff Turner has tested the system to see that it provides all the required functionality and control.

More automation of the hiring system should mean much easier control over when, and how, the hall is booked but it will also help enormously in the invoicing and payment checking. Longer term, we are looking at plans to integrate [PayPal](#) so that payments by hirers can be even easier to manage.

In addition to the web site, a Facebook group page has been set up to permit VW residents to get up-to-the-minute news of events.
(<https://www.facebook.com/groups/238241524379848>)

VWCA - AGM Annual Report (10-Jan-2022)

The Future of the Community Centre:

The VWCA Committee feel that the Community Centre is vital to the village, and we endeavour to expand our activities in the coming year.

With that in mind, we do have plans for more landscaping, improvements to the outside of the building and are adding more features, such as hi-speed Guest Wi-Fi and the ability to connect your smartphone to the audio system using Bluetooth connectivity.

Our long-term aim is to make the Community Centre somewhere that all local residents can enjoy and benefit from.

Jeff Turner
VWCA Secretary
January 2022.