



Reffley Community
Association
Reffley Hall
Reffley Lane
Kings Lynn

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670785

info@reffley.com

01553

Chairpersons Report for AGM 2023

I would like to begin by thanking you for attending this evening. The past years have shown little support at an AGM, so we really appreciate you taking the time to come along and support us.

It has been a busy year for the committee as we have been working hard to get our events up and running again. Many people come along to support our events on the day, but as you can imagine, a lot of work goes into the planning and preparation, which wouldn't be possible without the hard work and dedication from the people at this table who are all unpaid volunteers. Thank you all for giving your time and energy to ensure the events continue for the community and the halls run as smoothly as they do.

We receive many compliments regarding the cleanliness of the halls and the convenient booking processes, which is testament to committed, hardworking staff we are lucky to have on board. Shelby, our booking clerk, Leanne and Kris, our cleaning team and Georgie who looks after our finances. In addition, this year has seen the addition in the role of a General Manager (Georgie) which has taken a lot of pressure away from the committee and my role in particular. She works hard to ensure the day-to-day running of the halls is effective and staff are well supported, as well as dealing with any queries or issues that may arise. I would like to personally thank you all for your professionalism and dedication to your roles. The halls wouldn't run without you all and thank you for going above and beyond to support us as volunteers at our events too.

I would also like to thank our regular hirers who continue to show their commitment to the halls by giving us their business and supporting us by keeping a close eye on the halls during their bookings. Their business ensures the halls finances remain healthy.

This year we have seen the return of bingo nights, an 80's themed disco, free children's Halloween party, Santa's sleigh ride around the estate, Jubilee celebrations and of course our recent Coronation picnic. We were able to fully fund the picnic with £2000 compensation from Anglian Water following the disruption to our water supply last year. We also hand delivered a newsletter to every house on the estate to keep residents informed about the



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halls, green spaces and events we are working on. We hope to do this again in the very near future.

We have also been working hard on some larger projects at the halls. We will very soon see the back of the containers as our new storage facility is in the process of being built and have upgraded some of our technology to ensure we stay up to date with our booking processes and website, as well as general maintenance and repairs as described by Paul our Treasurer. Our future plan includes work on the car park and pond area and repainting the halls to ensure they continue to look fresh and clean and continue to attract regular and private bookings. All of this will require significant investment from our funds so we will need to replenish the accounts by fundraising through events. As I am sure you can understand this is a big ask from our committee, so we are actively seeking new committee members to spread the load. If you feel you have a few hours to spare each month we would love to have you on board and ask you to speak to a member of the committee at the end of the meeting. If this isn't something you are able to commit to, then we hope you will all continue to support us by attending events to ensure the halls remain an asset to the community for as long as possible.

Leanne Howell
RCA Chair

Reffley Community Association

Profit and Loss Report

01 April, 2022 - 31 March, 2023

Sales

4000 - Hall Hire	49,316.70	
4010 - Fund Raising	1,533.95	
4900 - Other income	2,557.17	
4920 - Commissions Received	204.47	
	Total Sales	£53,612.29

Direct Expenses

Total Direct Expenses **£0.00**

GROSS PROFIT / LOSS **£53,612.29**

Overheads

6000 - Marketing	162.50
7000 - Employee Wages and Salaries	17,774.70
7100 - Rent	20.00
7110 - Water Rates	791.78
7140 - Premises Licence	70.00
7200 - Electricity	2,419.16
7210 - Gas	1,051.98
7340 - Miscellaneous Vehicle Expenses	62.99
7510 - Postage and Carriage	16.05
7520 - Office Stationery	267.30
7530 - Telephone & Broadband	449.70
7550 - Computer & Software	1,405.75
7610 - Accountancy Fees	510.00

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7630 - Business Insurance	952.74	
7700 - Equipment Maintenance	659.98	
7800 - Repairs and Renewals	2,572.55	
7810 - Cleaning	1,381.50	
7820 - Premises Maintenance	2,791.93	
7840 - Waste Disposal	423.88	
7850 - Grounds Maintenance	3,971.08	
7860 - Premises Sundry Items	78.74	
7900 - Bank Charges and Interest	-268.08	
7950 - Card Processing Fees	108.00	
8200 - General Expenses	10.00	
8205 - Donations	430.00	
8210 - Subscriptions	162.00	
8220 - Clothing Costs	346.38	
8240 - Refreshments	140.79	
8245 - Event Overheads	2,221.46	
	Total Overheads	£40,984.86
	NET PROFIT / LOSS	£12,627.43

Reffley Community Association

Balance Sheet Report

To: 31 March, 2023

ASSETS

Fixed Assets

0020 - Plant and Machinery - Cost	9,859.53	
0030 - Office equipment and IT - Cost	1,917.48	
0040 - Fixtures and fittings - Cost	4,080.00	
7830 - New Building Costs	1,027.74	
	Total Fixed Assets	£16,884.75

Current Assets

1100 - Trade Debtors	3,957.30	
1200 - Bank Account	32,605.03	
1210 - Deposit Account	61,219.00	
7015 - Staff gifts	109.40	
7951 - iZettle Charges	318.37	
	Total Current Assets	£98,209.10

TOTAL ASSETS **£115,093.85**

LIABILITIES

Current Liabilities

2101 - Deposits	8,315.00	
2500 - Other Creditors	324.99	
	Total Current Liabilities	£8,639.99

Future Liabilities

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Total Future Liabilities	£0.00
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TOTAL LIABILITIES	£8,639.99
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TOTAL NET ASSETS	£106,453.86
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EQUITY

3000 - Capital	45,956.08
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Net Profit / Loss	60,497.78
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3100 - Profit and Loss Account	40,386.67
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Net Profit / Loss (prior year(s))	7,483.68
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Net Profit / Loss (current year)	12,627.43
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TOTAL EQUITY	£106,453.86
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Our Ref SG/REF002

Reffley Community Association
19 South Wootton Lane
King's Lynn
Norfolk
PE30 3BS

26th January 2024

Dear Committee

Reffley Community Association – 2023 Accounts

I, Steven Garrod can confirm that the accounting reports produced by Reffley Community Associations own staff, using the sage cloud software, have been verified to show a true and fair reflection of the association's financial position as at the 31st March 2023.

Various transactions have been cross-referenced from invoice/receipts through to the bank account and accounted for with no anomalies found.

All bank accounts, wages and debtors lists have been checked and prepared reconciliations have been verified to third party evidence. Any accruals deemed necessary have also been calculated including deposits held.

Should you require any further information or assistance, please do not hesitate to contact me.

Yours faithfully,

Steven Garrod

*G A Services Norfolk Limited - Trading as G A Services - Registered No. 1531908
Registered Office 10 Ash Grove, South Wootton, King's Lynn, Norfolk PE30 3TS. Managing Director: Steven Garrod*