

## PITSTONE MEMORIAL HALL

### ANNUAL GENERAL MEETING 8<sup>TH</sup> NOVEMBER 2021

#### CHAIR/TREASURER'S REPORT

From October 2020 onwards the Hall was affected by the COVID-19 pandemic and the Trustees agreed to close the Bar until Spring 2021. s closed due to a second national Lockdown. During the period, Aylesbury BC awarded grants of £19,099 to PMH which helped to cover the loss of income during the Hall closure.

The results for the year ended 30 September 2021 show a surplus of £6,122 for the period. This is calculated on a cash basis (money actually received less amounts paid in the period) and is subject to an Independent Examination before submission to the Charity Commission. The previous year had a deficit of £4,424. As at 30 September 2021, the Hall had a total cash balance of £34,184; 30 September 2020: £26,904.

Included in calculating this year's surplus is net income from the Hall's bar of £624. The Hall provides these bar services directly, primarily to Hall functions, and Cricket match hospitality. The Hall has continued to run the profit share arrangements with the Ivinghoe & Pitstone United Cricket Club only. From bar profits arising in the year to 30 September 2021, their profit shares were £1,462.19 (£267.63 will be paid in October).

The Trustees anticipated an expense for the Hall after the roof leaked into the changing rooms and caused significant damage. The Cricketers were unable to use them throughout the 2021 season. A generous grant from Pitstone Parish Council of £6,000 and £1,975 from the Insurance cover will help towards repair costs.

The 6-month closure of the Bar and Hall meant that demand for Cleaners and Bar Staff was reduced. This is reflected in the Wages costs for 2021 showing £16,982 compared to £20,635 for 2020. Furlough payments of £2,280 for wages were refunded to PMC from HMRC for the cleaners. The Bookkeeper and Hall Manager continued to be paid at the Part Time rate. The Trustees were pleased to again give a pay rise to all staff this financial year. All other costs were in line with the previous year.

Due to the difficult conditions for 2020 it was decided not to increase Hall Hire charges from 1<sup>st</sup> September to encourage regular Hirers to book for as long as possible.

The Trustees continue to work with the Hall hirers regarding further plans for the improvement of the Hall facilities. The part time cleaners have left us to take up full time employment and the Hall Manager is in the process of engaging an outside contractor.

**Signed: \_Stephanie Murrell      Date: 11/07/2022**

**Stephanie Murrell - Pitstone Memorial Hall Chair**

Pitstone Memorial Hall  
Year ended 30 September 2021

INCOME	2021	2020
	£	£
Interest	-	-
Lettings	14,243.76	23,635.65
Bar takings (including tfr from Main a/c)	14,799.72	9,452.20
Other income	29,353.97	13,539.52
	58,397.45	46,627.37
 EXPENDITURE		
Wages	16,982.20	20,634.82
Cleaning Materials	334.22	923.23
Water Rates	524.28	775.41
Bar expenses	16,029.29	10,877.30
Heating Oil and Gas	1,441.30	1,907.58
Electricity	646.17	3,141.00
Postage, stationery & telephone	1,020.73	947.09
Insurance	3,690.47	2,255.53
Repairs and Maintenance	3,387.15	2,632.97
Hall Refurbishment	3,728.57	3,144.32
Refuse Collection	1,037.75	1,072.20
Subscriptions	2,497.82	1,914.39
Professional fees (payroll)	390.00	521.70
Sundries	635.98	304.60
	52,345.93	51,051.14
.	6,051.52 -	4,423.77
 Funds brought forward	32,082.04	36,505.81
 Funds carried forward	38,133.56	32,082.04
 Funds in the form of		
Bank balance - Main account	34,184.48	26,903.99
Bank balance - Bar account	3,393.53	4,900.65
Cash in hand - Bar account	554.32	276.77

38,132.33

32,081.41

## **Independent Examiner's Report**

I am pleased to report on my examination of the Accounts and Notes of Pitstone Memorial Hall, for the year ended 30<sup>th</sup> September, 2021, set out on pages 1 to 8 of the Accounts document.

### **Respective responsibilities of trustees and examiner**

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.

It is my responsibility to:

- \* examine the accounts under section 145 of the Charities Act;
- \* follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- \* state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

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.

### **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- \* the accounting records were not kept in accordance with section 130 of the Charities Act; or
- \* the accounts did not accord with the accounting records; or
- \* the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *Malcolm W. Rogers*

Date: *18th July, 2022*

Name: Malcolm W Rogers

Relevant professional qualification(s) or body (if any): C Eng, FIC, ACIE

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