

Annual Report for the year ending 31st March 2021 of the Trustee of Whittlesford Memorial Hall

A Charity, registered number 300428

Correspondent: Mrs M. Swann (Clerk to the Trustee)

7 Newton Road
Whittlesford
Cambridge CB22 4PF

Founded by: A Trust Deed dated 1st September 1922
Amended by a deed dated 23rd November 1923
Replaced by a Scheme dated 14th August 2000

Trustee: The Parish Council of Whittlesford.

Bankers: Santander Commercial Bank, Bootle.

AIMS: Our responsibility is to provide and maintain a Hall for use by the inhabitants of Whittlesford and beyond without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and other forms of recreation and leisure-time occupation, with the object of improving the condition of life.

ORGANISATION: Under the provisions of the Trust Deed as amended by a Scheme of Arrangement the Management of the Hall is in the hands of a Committee, consisting of any two or more members of Whittlesford Parish Council. They are assisted by other co-opted volunteers.

ACHIEVEMENTS: During the year the following improvements were achieved:-

- ☐ Replacement of kitchen ceiling tiles with fire retardant tiles
- ☐ Main Hall redecorated
- ☐ Finger guards and Chubb door guards either replaced, serviced and updated

Clearly the unprecedented pandemic impacted the rental income revenue significantly. However, we were successful in obtaining all available support and restart grants.

Finally I wish to acknowledge the voluntary team members of the Management Committee: David Toop (Chairman), Pam Freeman, (Trustee Representative) Arthur Greaves, (Trustee Chairman) Sarah Lee, Martin Livermore (Secretary), Tim Stone, Paul Tibble (Treasurer), Penny Toop (Booking Clerk) and our Cleaner/Caretaker Beverley Arnold who despite the prevailing difficult circumstances ensured that the Hall was fit for purpose and COVID compliant.

Signed
Chairman of the Trustee

Date

Whittlesford Memorial Hall

BALANCE SHEET 31/03/2021

31 Mar 21

ASSETS

Fixed Assets

Building	400,000
Equipment	68,198
Provision for depreciation	-42,433
Total Fixed Assets	425,765

Cash at bank and in hand

Current Account 35365187	13,049
Deposit Account 0321 1525	72,623

Total Cash at bank and in hand	85,672
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VAT Debtor

1,660

Other debtors

441

Total Current Assets	87,772
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Current liabilities

Accounts Payable	811
Accruals and deferred income	1,225

S.106 Funds	2,461
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Total Current Liabilities	4,497
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NET CURRENT ASSETS	83,275
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TOTAL ASSETS LESS CURRENT LIABILITIES	509,040
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Long Term Liabilities

Parish Council grant paid in advance	2,000
	2,000

NET ASSETS	507,040
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Reserves	26,019
Retained Earnings	72,337
Valuation of Building	400,000
Surplus for the Year	8,684

Charity funds	507,040
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31 Mar 20

400,000

68,198

-38,564

429,634

11,790

62,606

74,396

3,166

77,561

128

2,250

2,461

4,839

72,722

502,356

4,000

4,000

498,356

26,019

56,349

400,000

15,989

498,356

Whittlesford Memorial Hall

Income/Expenditure 31/03/2021

Note **April 20 to Mar'21** **Apr '19 to Mar' 20**

31 Mar 21

Income

E.On Feedback tariff monies	4,442	4,296
Gifts and Donations Income: Hire of tables		10
Total Gifts and Donations Income		10

Hall Rental	6,968	29,883
Interest Income	17	181
Grant Income (Covid)	22,907	0
s.106 Grant	1	8,184
PC Grant amortization	2,000	2,000

Total Income **36,334** **44,553**

Gross Profit **36,334** **44,553**

Expense

Admin cost - labour 4,800 3,600

Cleaning and Caretaking	Labour	4,560	4,410
	Materials	445	686
	Subcontract	1,259	1,499
Total Cleaning and Caretaking		6,264	6,595

Depreciation Expense	3,869	4,018
Gifts and Donations		
Insurance	1,198	1,432
Licences and Permits	299	311

Maintenance	Building Maintenance	2	5,954	5,065
	Equipment Repairs		116	419
	Maintenance - Other			0
	Total Maintenance		6,070	5,485

Marketing costs		143
Annual Accounts fees	183	270
Treasurers fees	270	806
Rent		75
Software	187	
Office supplies		39
Sundry Small Expenses		
Website		0
Telephone & Wifi	129	181

Utilities	Gas & Electric	2,929	3,595
	Waste Removal	1,062	1,006
	Water	390	1,010
	Total Utilities	4,381	5,611

Total Expense **27,650** **28,565**

Net Ordinary Income **8,684** **15,989**

Surplus for the Year **8,684** **15,989**

Notes

- 1** The accounts were impacted by the covid pandemic. Hall bookings were decimated by the restrictions imposed. The Hall also supported the Whittlesford Playgroup who themselves navigated through some unfamiliar territory. We were however able to recoup all of our ongoing costs by claiming £23k in Government and Local Government grants.

- 2** Main projects
 - Main Hall redecoration
 - Lighting
 - Paving and Bollards

**Independent Examiner's Report
to the Trustees of "Whittlesford Memorial Hall" Registered Charity 300428**

I report on the accounts of the Trust for the year ended 31st March 2021

Respective responsibilities of the 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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility:

- to examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioner (under section 43(7)(b) of the 1993 Act);
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 for you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In connection with my examination, NO matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with section 41 of the 1993 Act, and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Hugh P Holland

Name: Hugh P Holland
Address: The Old Forge
3 High Street
Whittlesford
Cambridge
CB22 4LT

Date 1/9/21

A Z Green
12/10/21