

# Annual Report for the year ending 31<sup>st</sup> March 2022 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 1<sup>st</sup> September 1922  
Amended by a deed dated 23<sup>rd</sup> November 1923  
Replaced by a Scheme dated 14<sup>th</sup> 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 hot water tank
- Kitchen redecorated

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) Felicity de Vries (Trustee Representative), Arthur Greaves, (Trustee Chairman) Martin Livermore (Secretary), Tim Stone, Paul Tibble (Treasurer), Penny Toop (Booking Clerk) and our Cleaner/Caretaker Beverley Arnold who maintains the Hall in an excellent condition.



Signed  
Chairman of the Trustee

Date 8/11/22

# Whittlesford Memorial Hall

## BALANCE SHEET 31/03/2022

	<u>31 Mar 22</u>	<u>31 Mar 21</u>
<b>ASSETS</b>		
<b>Fixed Assets</b>		
Building	400,000	400,000
Equipment	68,285	68,198
Provision for depreciation	-46,203	-42,433
<b>Total Fixed Assets</b>	<u><b>422,082</b></u>	<u><b>425,765</b></u>
<b>Cash at bank and in hand</b>		
Current Account 35365187	31,993	13,049
Deposit Account 0321 1525	72,622	72,623
<b>Total Cash at bank and in hand</b>	<u><b>104,615</b></u>	<u><b>85,672</b></u>
<b>VAT Debtor</b>	1,364	1,660
<b>Other debtors</b>	680	441
<b>Total Current Assets</b>	<u><b>106,659</b></u>	<u><b>87,772</b></u>
<b>Current liabilities</b>		
Accounts Payable	738	811
Accruals and deferred income	1,120	1,225
S.106 Funds	3,573	2,461
<b>Total Current Liabilities</b>	<u><b>5,431</b></u>	<u><b>4,497</b></u>
<b>NET CURRENT ASSETS</b>	<u><b>101,228</b></u>	<u><b>83,275</b></u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>523,310</b>	<b>509,040</b>
<b>Long Term Liabilities</b>		
Parish Council grant paid in advance	0	2,000
	<u><b>0</b></u>	<u><b>2,000</b></u>
<b>NET ASSETS</b>	<u><b>523,310</b></u>	<u><b>507,040</b></u>
Reserves	26,019	26,019
Retained Earnings	81,021	72,337
Valuation of Building	400,000	400,000
Surplus for the Year	16,270	8,684
<b>Charity funds</b>	<u><b>523,310</b></u>	<u><b>507,040</b></u>

# Whittlesford Memorial Hall

Income/Expenditure 31/03/2022		Note	April 21 to Mar'22	April 20 to Mar'21
<b>Income</b>				
E.On Feedback tariff monies			4,148	4,442
Gifts and Donations Income:	Hire of tables			
Total Gifts and Donations Income				
Hall Rental			25,177	6,968
Interest Income			7	17
Grant Income (Covid)			10,667	22,907
s.106 Grant		1		
PC Grant amortization			2,000	2,000
Total Income			<b>41,999</b>	<b>36,334</b>
	Gross Profit		<b>41,999</b>	<b>36,334</b>
<b>Expense</b>				
	Admin cost - labour		4,800	4,800
Cleaning and Caretaking	Labour		4,560	4,560
	Materials		327	445
	Subcontract		689	1,259
Total Cleaning and Caretaking			<b>5,576</b>	<b>6,264</b>
Depreciation Expense			3,770	3,869
Gifts and Donations				
Insurance			1,240	1,198
Licences and Permits			70	299
Maintenance	Building Maintenance	2	2,675	5,954
	Equipment Repairs		349	116
	Maintenance - Other			
Total Maintenance			<b>3,024</b>	<b>6,070</b>
	Marketing costs		227	
	Annual Accounts fees		512	183
	Treasurers fees		674	270
	Rent			
	Software		88	187
	Small equipment purchases		1,070	
	Office supplies			
	Sundry Small Expenses		15	
	Website			
	Telephone & Wifi		49	129
Utilities	Gas & Electric		3,824	2,929
	Waste Removal		993	1,062
	Water		-203	390
Total Utilities			<b>4,614</b>	<b>4,381</b>
Total Expense			<b>25,729</b>	<b>27,650</b>
Net Ordinary Income			<b>16,270</b>	<b>8,684</b>
	Surplus for the Year		<b>16,270</b>	<b>8,684</b>

## Notes

- 1 The Hall revenues were again impacted by the covid pandemic and a slow return of confidence by the Hall's users. However the grants secured pushed the income towards normal levels. This normalised level of income combined with reduced costs, partially as a result of the lower level of use, meant that the Hall recorded a significant surplus.
- 2 Main projects
  - Sanitisation stations
  - Audio visual equipment replacement
  - Security equipment replacement
  - Tree surgery and hedge work

Fixed Assets			Cost								
	Date Acquired	Qty	Cost	Current year	Depreciation period (years)	Depreciation in previous years B/F	NBV at year opening	Months depreciated in year	Depreciation for year 2021-22	Year End Net Value	Total Depreciation C/F
Solar panels	30/11/2011		25,175.00	0.00	25	9,575.33	15,599.67	12	1,007.00	14,592.67	10,582.33
Underfloor heating	16/08/2010		1,219.50	0.00	10	1,219.50	0.00	12	0.00	0.00	1,219.50
Main Hall curtains	30/07/2014		718.87	0.00	5	718.87	0.00	12	0.00	0.00	718.87
Chairs	05/08/2014		4,553.10	0.00	5	4,553.10	0.00	12	0.00	0.00	4,553.10
10 x Tables	15/05/2015		681.93	0.00	5	681.93	0.00	12	0.00	0.00	681.93
Drinks cooler	03/08/2015		512.40	0.00	5	512.40	0.00	12	0.00	0.00	512.40
Boiler	31/10/2017		4,490.42	0.00	10	3,068.45	1,421.97	12	898.08	523.88	3,966.54
A/C unit	31/10/2017		3,603.00	0.00	10	2,462.05	1,140.95	12	720.60	420.35	3,182.65
Tables	10/10/2017		1,091.33	0.00	5	745.74	345.59	12	218.27	127.32	964.01
Henry vacuum cleaner	10/10/2017		141.66	0.00	5	96.80	44.86	12	28.33	16.53	125.13
6 x small tables	06/02/2019		454.32	0.00	5	189.28	265.04	12	90.86	174.17	280.15
Under Stage Storage	23/08/2019		8,000.00	0.00	10	1,066.66	6,933.34	12	800.00	6,133.34	1,866.66
			£68,197.55	0.00		£42,433.13	£25,764.41		£3,763.13	£22,001.31	£46,196.24
Micro-Wave Oven	27/11/2021		87.50		5			12	17.50	70.00	17.50
			£68,285.05	£ -		£42,433.13	£25,764.41		£3,780.63	£22,071.31	£46,213.74

# Whittlesford Memorial Hall

## Creditors

As of 31 March 22

### Accounts Payable

	£
Accountibbleity	139
E-on Electricity	390
SCDC	209
	<u>738</u>

### Accruals and Deferred income

Gas	590
Electricity	130
Water	
Telephone	
Software	
Accounts	400
Deferred Income	
	<u>1120</u>

**Whittlesford Memorial Hall**  
**A/R Ageing Summary**  
As of 31 March 2022

Eon Credit balances on creditor account	£680
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**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 2022

**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.



Name: Tim Phillips  
Address: Tim Phillips & Co., Accountants  
Cart House 2, Copley Hill Business Park  
Cambridge Road, Babraham  
Cambridge CB22 3GN

Date 13/06/2022



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