

Copford Village Hall registered Charity No 301290

Notes to support End of Year Accounts 01/07/2021 - 30/06/2022

By way of background and scene setting, Copford with Easthorpe Parish Council (CEPC) agreed, subject to satisfactory completion of due diligence, to take over the management of the Hall as Sole Trustee and this was captured in the minutes of Annual General Meeting held 22 September 2020 the final meeting of the 'old' trustee set up.

Due diligence was completed and at the CEPC meeting held 12 January 2021 all councillors agreed to formally take over the Village Hall as Sole Trustees.

At this time we still remained under COVID-19 restrictions and the hall had in fact remained closed from September 2020 to this date.

The early ambitions of the Trustees was to be in a position to re-open the hall to regular hires in line with any/all restrictions placed by central government and other advisory institutions. In preparation some key maintenance work was undertaken and the hall equipped with the appropriate facilities to open.

The first groups to return and/or establish new relationships with the hall were those involving children and health and mental well being activity. The hall started a partial re-opening from May 2021 in line with government guidelines.

A transparent charging scale was agreed on 23 March 2021 that also included a more favourable rate for registered charities.

Throughout this reporting period the Trustees, through the village hall committee, have worked to maximise income through successful bidding for COVID and other grants, making successful introduction of the hall to potential hirers which has resulted in a return of some groups, new groups becoming regular hirers and interest from the local community (and adjoining neighbourhoods) to hire the hall for one-off events - a number of children birthday parties, christening celebrations and other social gatherings.

Income

Once the Village hall was able to re-open following Covid-19 restrictions we were able to attract both 'old hirers' and new regular business the re-opening of the Hall also attracted a growing number of 'one-off hires', predominately parties and fund raising opportunities held by other organisations.

Income from one-off hires increased throughout the reporting period.

100 Club is self explanatory.

In total the Village Hall was given S106 monies; £25k for improvements and £6k for repair (this managed the Parish Council and will show on their accounts); at the start of the accounting period some bills were paid by the village Hall and subsequently reimbursed from S106 (£6008.90).

Additionally we successfully applied for grants to enable us to open and operate safely under the Covid-19 requirements. (£10k)

Schroders: interest paid on investment set up some considerable time ago to pay for improvements - this fund remains intact.

Expenditure

Payments relate to all cleaning, minor maintenance i.e. d.i.y, tasks and treasurer/bookings

(need to stress that not all hours worked are billed - a number done on a voluntary basis especially those around hall showings and bookings; additionally the self employed cleaner has proved extremely amiable regards reducing hours to reflect number of bookings in week.

Expenditure has been 'cushioned' by committee members paying for supplies and other items by way of unrecorded donation.

overpayment refund - made to CEPC who had double paid on a booking fee

INCOME AND EXPENTIDURE COPFORD VILLAGE HALL

1ST OF JULY 2021 TO THE 30TH OF JUNE 2022

INCOME

Regular Hirers	£	15,807.60	£	15,807.60
One off Hirers	£	2,711.50	£	18,519.10
The 100 Club	£	1,668.00	£	20,187.10
Donations	£	233.00	£	20,420.10
Section 106 Money	£	6,008.90	£	26,429.00
Schrodgers	£	331.23	£	26,760.23
Grants	£	10,000.00	£	36,760.23
Over Payments (have been credited)	£	36.00	£	36,796.23
Miscellaneous	£	20.00	£	36,816.23
Total			£	36,816.23

Paid back by the Parish Council for payments made in the previous year

Minus income
received after
30.06.2022

-£1,036.50

Total

£35,779.73

Expenditure

Wages	£	7,709.56	£	7,709.56
Regular Bills	£	3,223.90	£	10,933.46
One off Bills/ Maintenance	£	3,875.05	£	14,808.51
Hall Upgrades	£	4,800.00	£	19,608.51
The 100 Club	£	975.00	£	20,583.51
Hall Supplies	£	420.94	£	21,004.45
Over Payment Refunded	£	36.00	£	21,040.45
The Plainsman	£	299.00	£	21,339.45
Insurance	£	667.46	£	22,006.91
Total			£	22,006.91

Heating System

£75 was for June 2021 so previous year

Minus Expenditure
not cleared before
the 30.06.2022

£23,286.92

Copford Village Hall Accounts 2021-22

I report to the trustees on my examination of the accounts of the above charity for the year ended 30.06.2022.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination

I have advised that separate Petty Cash records should be kept, I have also advised to breakdown the income and expenditure into cost centres and a monthly Bank Reconciliation.

This will allow a Profit and Loss report to be produced for future accounts.

I have conducted a Bank Reconciliation attached, this reconciles within 0.59p



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