

Chairman's Report for year end December 2020

In the last Chairman's report for the year end 2019, a comment was made that there was no indication at that stage that income would be impacted by any changes. However, what started as another year in the regular operation of the Ogilvie Hall took a significant change of direction in the middle of March of this year. As the well documented Covid 19 pandemic developed, and restrictions on the use of public and community buildings were put in place, it was necessary to close the Hall.

While limited opening occurred later in the year as restrictions were relaxed (and then reinstated), income for the Hall was significantly impacted. Users were impacted to varying degrees, with the Oaklea Montessori school hardest hit, and even when the Hall doors were able to reopen, some users did not return.

The hiatus did at least enable further refurbishment work to be undertaken, with the interior painting completed, the vinyl flooring in the front and rear lobbies and toilets replaced, as well as some further external repairs to the wooden edging of the roof.

As a committee, we are extremely fortunate to have the ongoing services of Dave Huck in his role as the Caretaker, supported by his wife Sue, in both ensuring the high standards of cleanliness of the building continues to protect our users, and working with the users to ensure the necessary Covid guidelines remain adhered to while they are in place.

I am grateful for the continued support of the committee during this difficult time. As we go forward into 2021 and beyond, I will continue to work with the committee to ensure the ongoing smooth operation of the Hall.

A Sparling
Chairman
Ogilvie Hall Management Committee

THE OGILVIE HALL

ACCOUNTS SUMMARY as at 31st DECEMBER 2020

<u>RECEIPTS</u>		<u>PAYMENTS</u>	
	<u>2019</u>	<u>2020</u>	
Oaklea Montessori	14,689.53	3,640.05	Heat & Light
Debbie Millar	12,106.50	7,815.20	Maintenance
Carpet Bowls	1,343.85	553.00	Capital Expenditure
Table Tennis	2,090.05	2,381.50	Water Rates & Comm. Charge
Horticultural	613.30	191.00	Admin. costs
Council Rent	262.30	77.50	Hall Telephone
LPC Donation	5,200.00	6,000.00	Caretaker's Commission
Sundry Lettings	3,107.00	1,190.00	Insurance
Trefoil Guild	165.00	90.00	Licences
Lawford AA	675.60	166.00	Bank Charges
Friendly Club	544.20	135.00	Officer's Payment
Tendring DC		10,000.00	Debbie Millar's Rebate
Christian Ministries	462.30	40.00	
Essex Lottery	46.00	51.50	
Total Income	41,305.63	32,330.75	
Current a/c Opening Bal	29,051.70	41,697.43	
Petty Cash B/F	66.63	7.39	
TOTAL	70,423.96	74,035.57	
Add : Receipts	41,305.63	32,330.75	
Less: Payments	- 28,719.14	- 28,016.79	
Current a/c Opening Bal	41,697.43	46,011.39	
Petty Cash B/F	7.39	7.39	
CASH AT BANK & IN HAND	41,704.82	46,018.78	

28,719.14 28,016.79

10/12/201



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

OGILVIE HALL (LAWFORD)

On accounts for the year
ended

31ST DECEMBER 2020

Charity no
(if any)

301353

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

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. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to 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 (other than that disclosed below *) 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 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

19/2/2021

Name:

DEBORAH TAYLOR

Relevant professional
qualification(s) or body
(if any):

FCCA (FELLOW, ASSOCIATION OF CERTIFIED
ACCOUNTANTS)

Address:

12 TRAJAN CLOSE,
COLCHESTER, ESSEX
CO4 5QE

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	OGILVIE HALL															
2	DATE	DESCRIPTION	TOTAL	Payment Method	Heat & Light	Maintenance	Capital Expenditure	Water Rates & Comm. Charge	Admin. costs	Hall Telephone	Caretaker's Commission	Insurance	Licences	Bank Charges	Officer's Payment	Debbie Millar's Rebate
4	Jan.31	Caretakers Commission	64.45	Cash							64.45					
5	Jan.31	Caretakers Commission	223.36	CHQ 601							223.36					
6	Dec.28	Light Bulbs	22.55	Cash		22.55										
7	Dec.31	Window Cleaner	30.00	Cash		30.00										
8	Jan.06	Opus Energy	166.11	DDR	166.11											
9	Jan.12	Emergency equipment servid	174.00	CHQ 448		174.00										
10	Jan.15	Account Fee	5.00	DDR										5.00		
11	Jan.15	Affinity Water	250.25	DDR				250.25								
12	Jan.20	Gazprom	235.78	DDR	235.78											
13	Jan.28	Veolia	168.05	DDR		168.05										
14	Jan.30	BT	46.89	DDR						46.89						
15	Feb.06	Opus Energy	129.59	DDR	129.59											
16	Feb. 09	Secretary Payment	265.00	CHQ 602											265.00	
17	Feb.17	Account Fee	5.00	DDR										5.00		
18	Feb.17	Gazprom	268.57	DDR	268.57											
19	Feb.28	Veolia	201.90	DDR		201.90										
20	Feb.26	Caretakers Commission	24.52	Cash							24.52					
21	Feb.26	Caretakers Commission	722.68	CHQ 603							722.68					
22	Feb.26	Debbie Millar Rebate	1086.34	Deducted												1086.34
23	Feb.26	First Aid Kit	27.48	Cash		27.48										
24	Feb.28	Elanor Boiler Services	418.92	CHQ 604		418.92										
25	Feb.28	EPF replacement fire equip	401.94	CHQ 605		401.94										
26	Mar.05	Came & Co (insurance)	1787.26	CHQ 608								1787.26				
27	Mar.12	Secretary Payment	212.00	CHQ 606											212.00	
28	Mar.13	PPL PRS (music licence)	819.94	CHQ 607									819.94			
29	Mar.16	Account Fee	5.00	DDR										5.00		
30	Mar.16	Business Rates	414.72	CHQ 609					414.72							
31	Mar.19	Gazprom	259.18	DDR	259.18											
32	Mar.05	RCCE membership	66.00	CHQ 610					66.00							
33	Mar.23	GLS cleaning supplies	172.68	CHQ 612		172.68										
34	Mar.27	Veolia	166.97	DDR		166.97										
35	Mar.28	Caretakers Commission	479.57	CHQ 611							479.57					
36	Mar.28	Caretakers Commission	150.00	CHQ 613							150.00					
37	Mar.28	Caretakers Commission	22.00	Cash							22.00					
38	Mar.28	Grass Cutting - March	55.00	Cash		55.00										
39	Mar.31	Opus Energy	374.86	DDR	374.86											
40	Mar.10	CBS Cleaning Service (Gutters	150.00	Cash		150.00										
41	Apr.02	D Taylor (accounts)	100.00	CHQ 614					100.00							
42	Apr.15	Account fee	5.00	DDR										5.00		
43	Apr.20	Crown Gas & Power	129.87	DDR	129.87											
44	Apr.28	Veolia	168.05	DDR		168.05										
45	May.01	BT	52.51	DDR						52.51						
46	May.06	Opus Energy	108.26	DDR	108.26											
47	May.15	Account Fee	5.00	DDR										5.00		
48	May.26	Crown Gas & Power	10.59	DDR	10.59											
49	May.26	Fire Alarm & Emergency Light	120.00	CHQ 615		120.00										
50	May.28	Veolia	201.36	DDR		201.36										
51	Jun.08	Opus Energy	45.44	DDR	45.44											
52	Jun.15	Account Fee	5.00	DDR										5.00		
53	Jun.15	Plumbing Work	450.00	CHQ 616		450.00										
54	Jun.16	Indoor painting	1350.00	CHQ 617		1350.00										
55	Jun.16	Grass Cutting - April & May	110.00	CHQ 617		110.00										
56	Jun.19	Crown Gas & Power	2.36	DDR	2.36											
57	Jun.29	Veolia	168.05	DDR		168.05										
58	Jul.03	Business Rates refund	-414.72	DDR					-414.72							
59	Jul.06	Opus Energy	21.04	DDR	21.04											
60	Jul.07	Grass cutting - June	55.00	CHQ 619												
61	Jul.07	Indoor painting - stage 1	1765.00	CHQ 619		1765.00										
62	Jul.15	Account Fee	5.00	DDR										5.00		
63	Jul.15	Affinity Water	320.47	DDR				320.47								
64	Jul.28	Veolia	167.51	DDR		167.51										
65	Jul.30	BT	47.42	DDR						47.42						
66	Aug.03	Hedge Trimming	17.50	CHQ 620		17.50										
67	Aug.03	Grass cutting - July	55.00	CHQ 620		55.00										
68	Aug.03	Anti-bacterial supplies	61.52	CHQ 620			61.52									
69	Aug.06	Opus Energy	33.55	DDR	33.55											
70	Aug.17	Account Fee	5.00	DDR										5.00		
71	Aug.28	Veolia	201.90	DDR		201.90										
72	Sep.01	Anti-bacterial supplies	478.05	CHQ 618			478.05									
73	Sep.01	Secretary Payment	500.00	CHQ 622											500.00	
74	Sep.01	Caretakers Commission Mar-	102.63	CHQ 625							102.63					
75	Sep.01	Caretakers Commission Mar-	65.00	Cash							65.00					
76	Sep.02	Hedge pruning	100.00	CHQ 621												
77	Sep.07	Opus Energy	45.01	DDR	45.01											
78	Sep.07	Carpeting and flooring repair	3043.20	CHQ 623		3043.20										
79	Sep.15	Account Fee	5.00	DDR										5.00		
80	Sep.21	Building works & repairs	2859.38	CHQ 626		2859.38										
81	Sep.21	Indoor painting - Stage 2	965.00	CHQ 624		965.00										
82	Sep.21	Repairs to toilet	15.00	CHQ 624		15.00										
83	Sep.21	Grass cutting - August	55.00	CHQ 624		55.00										
84	Sep.28	Veolia	168.05	DDR		168.05										
85	Oct.07	Opus Energy	40.48	DDR	40.48											
86	Oct.14	Caretakers Commission Sept	56.44	CHQ 627							56.44					
87	Oct.14	Grass cutting - Sept	55.00	CHQ 627		55.00										
88	Oct.14	Vents for toilets	5.00	CHQ 627		5.00										
89	Oct.14	Vents for toilets	65.00	Cash		65.00										
90	Oct.15	Account fee	5.00	DDR										5.00		
91	Oct.15	Crown Gas & Power	20.00	DDR	20.00											
92	Oct.28	Veolia	201.36	DDR		201.36										
93	Oct.30	BT	51.73	DDR						51.73						
94	Nov.06	Opus Energy	73.73	DDR	73.73											
95	Nov.09	Caretakers Commission Oct	250.54	CHQ 628							250.54					
96	Nov.09	Caretakers Commission Oct	125.00	CHQ 627							125.00					
97	Nov.09	Caretakers Commission Oct	35.00	Cash							35.00					
98	Nov.09	Grass cutting	55.00	Cash		55.00										
99	Nov.16	Account fee	5.00	DDR										5.00		
100	Nov.16	Crown Gas & Power	123.19	DDR	123.19											
101	Nov.30	Veolia	168.05	DDR		168.05										
102	Dec.07	Opus Energy	93.82	DDR	93.82											
103	Dec.14	Crown Gas & Power	70.13	DDR	70.13											
104	Dec.14	Fire Alarm & Emergency Light	174.00	CHQ 629		174.00										
105	Dec.15	Account Fee	5.00	DDR										5.00		
106	Dec.15	Affinity Water	883.87	DDR				883.87								
107	Dec.29	Veolia	167.51	DDR		167.51										
108	Dec.31	Secretary Payment	489.25	DP04											489.25	
109	Dec.31	Caretakers Commission Dec	231.13	DP01							231.13					
110	Dec.31	Caretakers Xmas Bonus	500.00	DP02							500.00					
111	Dec.31	Joinery work - J Colvin	180.00	DP03												
112	Dec.31	Caretakers Commission Dec	39.00	Cash							39.00					
220	TOTAL		28016.79		2251.56	15095.41	539.57	1454.59	166.00	198.55	3091.32	1787.26	819.94	60.00	1466.25	1086.34
221			28016.79													CROSS CAST
222																
223																
224																
225	Balance b/f		41,697.43					Bank 31.12.20		47,129.77						
226	B/f Petty Cash		7.39					Less Cheques not presented		-489.25						
227																