

## **Otterbourne Village Hall Committee - Registered Charity 301911**

### **Chairman's Annual Report - June 2023**

Another year has flown by and as I look back over the last 12 months it is frightening both how quickly time passes and how much you forget (maybe that's just me!?).

The Village Hall continues to offer a first-class local facility which is the envy of many nearby parishes. This is largely down to the way the hall is managed and maintained but it is also a reflection of the welcoming environment that the hall offers in the shape of the many clubs and societies that see OVH as their home.

Terry and Carol (and Caitlyn in Carol's absence) continue to excel in keeping the hall in great condition assisted by the way the wonderful clubs are organised and managed. As I have said before, Otterbourne Village Hall needs you and for all your efforts I am very grateful.

We do not rest on our laurels though and refurbishment work continues at the Hall to improve the facilities where possible. However, in the financially challenging times we face, sensible caution has been applied to planned expenditure and this will no doubt continue for the foreseeable future.

Otterbourne Theatre Company had a fantastic year and are well and truly back in their groove. Snow White and the Seven Dwarfs was a great success not only with audiences but also financially which is of course a big boost to the Hall moving forwards. OTC continues to push on and utilise the many talents they have at their disposal with the recent 'A Night at the Musicals' and a Murder Mystery night planned for later in the year. Richard and his team deserve great credit for their boundless enthusiasm and energy.

Sadly, we suffered a big loss this year with the passing of our trusted treasurer Diana Axford just before Christmas. Whilst I had only known her a short while, it was clear from the large gathering at her funeral how popular and loved she was. I really only knew her as our treasurer, but she was an incredible lady who was involved in all sorts of local projects, despite the ill health and mobility issues that troubled her in her latter years.

I would like to say a big thank you to Tim for the way he worked and assisted with Diana over her last few months and for how he has continued to help with the practical sorting and collating of paperwork as well as banking issues we have faced - it is very much appreciated.

Susie Smith has kindly stepped into the Treasurer role, and she has grabbed the reins with both hands enabling small changes to be made to modernise the way we manage things financially. Thanks Susie.

On a personal note, I want to thank not only Terry for his continued passion for managing the hall and all that goes on within it but all of the Committee for their support over the last 12 months, particularly Pete (who is really does everything), Tim and Susie.

All the very best.

Andy Goodridge

Chairman

**Otterbourne Village Hall  
Year End Accounts  
31st March 2023**

## **Independent Examiner's Report**

This report on the Accounts of the Otterbourne Village Hall Management Committee for the year ended 31 March 2023 is in respect of an Examination carried out under the Charities Act 1993

### **Respective Responsibilities of Management Committee and Examiner**

As the Members of the Management Committee (and as Trustees), but particularly the Treasurer as your Representative, you are responsible for the preparation of the Accounts. As a Management Committee, you consider that the audit requirements of section 43(2) of the Charities Act 1993 do not apply. In other words, as a Management Committee, you do not consider that it is required to have an Audit by a Registered Auditor because your gross income or total expenditure during 2022/2023 did not exceed £250,000.

It is my responsibility to issue this Report on those Accounts in accordance with the terms of the Charities (Accounts and Reports) Regulations 1995.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under the Act. That examination includes a review of the accounting records kept by the Management Committee and comparisons of the Accounts with those records. It also includes considering any unusual items or disclosures in the Accounts and seeking explanations from you as the Management Committee, but particularly the Treasurer as your representative, 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, which gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records in accordance with section 41 of Charities Act 1993 have not been met.

No other matter has come to my attention in connection with my examination to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached



John K. Murray, DMS, FCPFA.  
Chartered Public Finance Accountant (Fellow)

9 Burley Road  
Winchester, Hants.  
SO22 6LJ

6 June 2023

**Registered Charity Number - 301911**

**Address**

Otterbourne Village Hall  
Otterbourne  
Winchester  
Hampshire

**Independent Examiner**

John K. Murray, DMS, FCPFA  
Chartered Public Finance Accountant (Fellow)  
9 Burley Road  
Winchester  
Hampshire  
SO22 6LJ



**Otterbourne Village Hall**  
**Income Analysis**  
**Year ended 31 March 2023**

<b>Income Source</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
AA	675			
Advanced Motorist	305			
Anglo-Scandinavian	500	400	0	0
Brass Band	1,860	1,280	385	2,370
Brendon Care	1,120			
Bridge School	2,860	1,375	0	2,565
Brush Strokes	1,910	1,665	350	1,935
Cameo Club	240	160	0	240
Car Club	2,315	750	0	1,035
Choir Club	1,175	625	0	1,045
Committee Functions	19,268	12,897	0	21,624
Conservation Group	60	30	0	60
Dance School	2,510	920	0	2,080
Dog Club	1,000	180	495	3,290
Flower Club	560	195	0	695
Jiggly Wrigglers	360	400	0	0
Lace Makers	970	800	640	2,030
New Dance Group - sequence dance	1,400	1,360	200	0
Other lets	11,150	11,335	1,012	13,810
Parish Council	390	460	330	330
Radio Club	715	300	120	690
Roll Play/Gyms etc	11,200	12,090	11,425	9,755
Rugby Tots	2,575	1,050	0	0
Russian Classes	1,110	950	0	0
Seasons Art Club	2,100			
Singing - No Music	1,690	1,600	200	0
Slimming World / Weight Watchers	2,220	0	805	1,925
Solent Advanced - Road Smart	1,005			
SWS	405	300	177	470
Tango Club	2,115	1,170	360	450
WI	2,330	1,120	0	1,560
Yoga/Pilates	6,105	5,000	1,415	7,435
Stroke Club		0	0	880
Chiltern Tutorial		0	0	0
SFP Art		0	0	0
Twinkle Toes		0	0	0
Dante Society		0	0	480
Nimble Fingers		0	0	635
Gong Bath		0	0	105
Alpha/Alpha		750	0	1,855
IAM		570	0	685
Wine Circle		105	0	245
Your weigh		630	120	685
	<b>84,198</b>	<b>60,467</b>	<b>18,034</b>	<b>80,964</b>

Less:

Covid Refund			(450)	
	<b>84,198</b>	<b>60,467</b>	<b>17,584</b>	<b>80,964</b>

Add:

Interest		0	98	37
Grants WCC		10,667	19,907	0
Donations	744	100		
Biffa - Toilets	3,970	30,000		
<b>Total Income</b>	<b>88,911</b>	<b>101,234</b>	<b>37,589</b>	<b>81,001</b>

% Income

Chiltern Tutorial	0%	0%	0%	9%
Committee Functions	23%	21%	27%	28%
Other Lets	13%	19%	17%	20%
Roll Play/Gyms	13%	20%	12%	0%
Yoga/Pilates	7%			

**Otterbourne Village Hall**  
**Income & Expenditure**  
**Year ended 31 March 2023**

	<u>2023</u>	<u>2022</u>
<b><u>Income</u></b>		
Lettings	84,198	60,467
WCCV Grants		10,667
Biffa Grant - Toilets	3,970	30,000
Donations	744	100
	<u>88,912</u>	<u>101,234</u>
<b><u>Expenditure</u></b>		
Comitte Functions	4,494	4,149
Telephone	1,891	2,328
Cleaning etc.	12,988	10,265
Building Management	12,256	11,076
Repairs & renewals	2,682	5,525
Garden Upkeep	226	1,094
Audit Fee	375	350
Rates/Water/Dustbins	8,600	7,757
Insurance	2,365	2,028
Electricity & Gas	19,354	11,579
Welfare/donations/sundries	875	1,775
CCTV	0	848
Toilet Refurbishment	22,194	36,760
Carpet - Bianchi Suite	4,602	
Stage Lights & Uplighters	2,392	
Website	407	
	<u>95,700</u>	<u>95,534</u>
Excess of Income / Expenditure	(6,788)	5,700
Depreciation of Fixtures & Fittings	0	0
Net result excess / (Loss)	<u>(6,788)</u>	<u>5,700</u>



**Otterbourne Village Hall**  
**Balance Sheet**  
**Year ended 31 March 2023**

	<b><u>2023</u></b>	<b><u>2022</u></b>
<b><u>Fixed Assets</u></b>		
Freehold Property	158,430	158,430
Fixtures & Fittings	<u>0</u>	<u>0</u>
	158,430	158,430
<b><u>Current Assets</u></b>		
Prepayments	1,570	1,570
Bank Account	<u>24,911</u>	<u>31,699</u>
	26,481	33,269
<b><u>Current Liabilities</u></b>	<u>26,481</u>	<u>33,269</u>
	<u><b>184,911</b></u>	<u><b>191,699</b></u>
<b><u>Represented By:</u></b>		
<b><u>Capital Account</u></b>		
Balance brought Forward	191,699	185,999
Year End Result	<u>(6,788)</u>	<u>5,700</u>
	<u><b>184,911</b></u>	<u><b>191,699</b></u>





**Otterbourne Village Hall**  
**Fixed Assets**  
**Year ended 31 March 2023**

	<b><u>Freehold Property</u></b>	<b><u>Fixture &amp; Fittings</u></b>	<b><u>Total</u></b>
<b><u>Cost</u></b>			
At 1 April 2022	158,430	70,500	228,930
Additions	0	0	0
Disposals	0	0	0
As at 31 March 2023	<b>158,430</b>	<b>70,500</b>	<b>228,930</b>
<b><u>Depreciation</u></b>			
At 1 April 2022	0	70,500	70,500
Charge for year (10% cost)	0	0	0
At 31 March 2023	<b>0</b>	<b>70,500</b>	<b>70,500</b>
<b><u>Net Book Value</u></b>			
At 31 March 2022	158,430	0	158,430
At 31 March 2023	<b>158,430</b>	<b>0</b>	<b>158,430</b>

J



JOHN K. MURRAY

TAXATION and ACCOUNTANCY SERVICES

9 BURLEY ROAD  
WINCHESTER  
SO22 6LJ

Telephone 01962 880743  
Mobile 07850 863612  
john@johnkmurray.co.uk

5 June 2023

Dear Susie

**Otterbourne Village Hall**  
**Accounts to 31 March 2023**

Further to our meeting today – I gave you the Independent Examination Certificate and my Invoice. I am content with the Accounts, but we did discuss the following items.

1. Insurance. I am not happy with the level of Public Liability at £5,000,00. From my experience the minimum level ought to be £10,000,000 – the same as your Employers Liability. Also, your Fidelity Guarantee cover at £25,000 seems to be on the low side – again it should be at least £50,000. I believe you ought to take further advice from your Insurers.
2. HMRC. I have raised in the past the perceived problems with employment and self-employment and general taxation requirements. Your Hall Manager invoices you for his role as a self-employed person – you need written assurance from him that he is declaring this income on his Self-Assessment Tax Return. The line between being an Employee and a Self-Employed person is very fine and subject to interpretation by HMRC. You also have Cleaners – who, I assume are Employees. You need to check with HMRC whether or not you need to register as an Employer in respect of this – though with the level of payment being below the thresholds this may not be necessary. However, it is better to check now.

I look forward to seeing you next year. If, in the meantime, you have any queries then please not hesitate to contact me.

Yours sincerely,

John K Murray

Mrs S. Smith  
25 Taw drive  
Chandlers Ford  
Eastleigh  
SO53 4SL