

High Wych Memorial Hall

Trustees Annual Report & Accounts for 2021

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Chairman's Annual Report

Although we experienced the resurgence of Covid during the final quarter of 2021, business at the hall wasn't unduly affected. As I write, the country is experiencing approximately 150,000+ new infections per day, with a total of nearly 14,000,000 cases reported across the UK during 2021. I hope that we shall be able to continue to keep the hall fully open during the coming weeks and months.

Our quiz night in November was very successful, attracting a capacity audience. It was suggested that perhaps people were keen to be 'out and about' in the community after the Covid restrictions.

The hall was actively involved in the Scarecrow festival in the summer which was extremely successful, raising funds for the Church, the Hall and other worthy projects in the local community.

We also participated in the 'Lighting up for Christmas' event, with giant candles placed around the hall and surrounding areas.

Upgrades completed:

- Repair of outside notice board
- New tables for the green room
- Replacement of old plastic chairs
- Full electricity safety check completed
- Renewal and upgrades of external lighting

Upgrade plans for 2022 include:

- Replacement of hall front inner and outer doors. (Circa. £13,000)
- Move to an online booking system
- Revamp of storeroom
- Repairs to hall front fascia board
- Outsource website hosting
- Possible replacement of hot water boiler in storeroom, subject to inspection.
- Erect new outside tool shed

Personnel

Pam Giles retired as the hall booking secretary after 25 years of service. Ali Geller has stepped in, in a temporary capacity, until the online system is operational.

Jean Poole has stepped down as a committee member, but will remain active when setting up events etc.

My sincere thanks to both for their service to the hall over the years.

Treasurer's Notes

2021 Accounts

Balances as at 31/12/2021

Current Account	£1,996.76	
Deposit Account	£29,000.71	
Petty Cash	£101.24	
Total	£31,098.71	

Note that the current account balance includes £1,310 in advance payments of 200 Club subscriptions and £100 of refundable deposits which will be accounted for in 2022. There is also a reserve of £4k towards future major upgrades

As a result of the government grants allocated, the hall has managed to retain a healthy balance in spite of the lockdown.

In summary, the accounts show that there is a healthy balance which will provide a good springboard for the further developments which are planned for 2022 and beyond.

The accounts will be provided to the Internal Auditor as usual for comments.

High Wych Memorial Hall Accounts for 2021

		Income			Expenditure			Net					
Subject	Topic	Ref.	Budget	Forecast	Actual	Topic	REF.	Budget	Forecast	Actual	Budget	Forecast	Actual
Hire of Hall	Hire Payments	HH01	10,000.00	12,402.40	12,402.40						10,000.00	12,402.40	12,402.40
			10,000.00	12,402.40	12,402.40								
Fund Raising	Fund Raising Events	FR01	1,000.00	523.00	523.00	Fund Raising Expenses	FR51	200.00	98.23	98.23	800.00	424.77	424.77
	200 Club Subscriptions	FR02	1,600.00	1,650.00	1,650.00	200 Club Prizes	FR52	1,300.00	1,300.00	1,300.00	300.00	350.00	350.00
						200 Club Expenses	FR53	50.00	31.68	31.68	-50.00	-31.68	-31.68
	East Herts Lottery	FR03	200.00	204.00	204.00						200.00	204.00	204.00
			2,800.00	2,377.00	2,377.00			1,550.00	1,429.91	1,429.91	1,250.00	947.09	947.09
Miscellaneous Income & Expenditure	Donations Received	MI01	0.00	40.00	40.00	Donations Given	MI51	0.00	0.00	0.00			
	Bank Interest	MI02	5.00	2.55	2.55	Postage	MI52	50.00	31.68	31.68			
						Stationery	MI53	100.00	44.99	44.99			
					Telephone	MI54	180.00	102.00	102.00				
					Licences/Subscriptions	MI55	285.00	172.52	172.52				
					Mileage	MI56	0.00	0.00	0.00				
					Lottery Permit	MI57	0.00	0.00	0.00				
					Commemoration Wreath	MI58	18.00	17.99	17.99				
					Miscellaneous	MI59	150.00	142.18	142.18				
	Scarecrows Income	MI10	0.00	639.14	639.14	Scarecrows Expenses	MI60	0.00	639.14	639.14			
			5.00	681.69	681.69			783.00	1,150.50	1,150.50	-778.00	-468.81	-468.81
Services						Gas	SV51	750.00	424.29	424.29			
						Electricity	SV52	750.00	1,107.22	1,107.22			
						Water	SV53	250.00	715.31	715.31			
					Broadband	SV54	264.00	318.66	318.66				
					Hall Flower Troughs	SV55	50.00	23.98	23.98				
			0.00	0.00	0.00			2,064.00	2,589.46	2,589.46	-2,064.00	-2,589.46	-2,589.46
Insurance			0.00	0.00	0.00	Hall Insurance	HI51	900.00	877.26	877.26			
			0.00	0.00	0.00			900.00	877.26	877.26	-900.00	-877.26	-877.26
Advertising						The Link (HWPC)	AD51	40.00	40.00	40.00			
						Flyers	AD52	0.00	0.00	0.00			
			0.00	0.00	0.00			40.00	40.00	40.00	-40.00	-40.00	-40.00
Hall Maintenance						Cleaning	HM51	50.00	0.00	0.00			
						Cleaning Materials/Supplies	HM52	350.00	82.44	82.44			
						Window Cleaning	HM53	0.00	0.00	0.00			
						Caretaker Services	HM54	6,500.00	6,499.92	6,499.92			
						Trade Refuse Collection	HM55	650.00	721.89	721.89			
						Gardening(Inc Trees)	HM56	100.00	0.00	0.00			
						Repairs	HM57	400.00	320.98	320.98			
						Upgrades	HM58	8,000.00	4,729.12	4,729.12			
						Miscellaneous	HM59	200.00	194.70	194.70			
								16,250.00	12,549.05	12,549.05	-16,250.00	4,387.88	4,387.88
Equipment Servicing						Gas Appliances	ES51	150.00	0.00	0.00			
						Fire Extinguishers	ES52	150.00	0.00	0.00			
						Electrical Appliances	ES53	50.00	0.00	0.00			
Reserves		0.00	0.00	0.00	Future Upgrade Reserve	RE51	0.00	4,000.00	0.00	0.00	4,000.00	0.00	
Totals		12,805.00	32,398.02	32,398.02			21,937.00	22,636.18	18,636.18		-9,132.00	9,761.84	13,761.84

Balances	01/01/2021	Current Account	821.98	Deposit Account	15,000.41	Petty Cash	204.48	Total	16,026.87
	Current	Current Account	686.76	Deposit Account	29,000.71	Petty Cash	101.24	Total	29,788.71
	Forecast								25,788.71

Internal Auditor's Sign Off

I hereby certify that the documents and records presented to me show an accurate and true position of the accounts of the High Wych Memorial Hall for the year ended the 31st of December 2018.

Signature G. Barnes

Name Gloria Barnes

Date 09/06/2022

Chairman's Sign Off

Signature C. Poole

Name Chris Poole

Date 18/7/22