

# **High Wych Memorial Hall**

## **Trustees Annual Report & Accounts for 2022**

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# **Chairman's Annual Report**

## **General**

*Our quiz, race and bingo nights were very successful, attracting near capacity audiences.*

*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 and angels placed around the hall and surrounding areas.*

*Our utility prices have seen a major increase this year because of global price rises. We have taken advantage of long-term contracts where we can and used suppliers with beneficial rates for village halls where possible (Utility Aid). We will continue to monitor these and all costs with a view to reviewing hall charges when appropriate.*

### **Upgrades completed:**

*Replacement of inner and outer front doors*

*Curtain poles in the main hall (75%)*

*Both heaters in the Committee Room replaced.*

*Fit outside tap on kitchen wall*

*Purchase of a leaf collector and hose reel*

*Decorate Committee Room*

*Replaced batteries in and serviced the defibrillator.*

*Installed a Clothing recycling facility in the hall car park.*

*Re-painted parts of the main hall.*

*Completed our Safeguarding Policy.*

### **Upgrade plans for 2023 include:**

*Refurbishment of Committee Room toilet and kitchen*

*Move to an online booking system*

*Revamp of storeroom*

*Repairs to hall front fascia board*

*My Hall Wizard to be implemented to replace the existing manual booking system.*

## **Personnel**

*Janet Bellingham joined the committee as a representative of the High Wych Parochial Church.*

*Alan Ashworth joined the committee.*

*Particular thanks to Ali Geller for stepping in as Temporary Booking Secretary whilst an online booking system is introduced.*

## **Planned events**

*Harlow Theatre Company are Performing 'Robin Hood to the Rescue', a pantomime, on the 14/15<sup>th</sup> January.*

*Music night with 'The Rolling Rivers' is planned for the 28<sup>th</sup> January.*

*Celebration of the hall centenary is scheduled for May, to coincide with the unveiling of the village hall sign.*

*Participate in the Scarecrow festival in late summer.*

*Race night will be scheduled for the end of the first quarter.*

### **Finances**

Income from Government grants (Covid) and the income from the resumption of classes at the hall have produced a forecasted balance for 2022 of £29,788.

An excellent financial position which will enable us to continue with the planned program of upgrades during 2022.

### **Future**

*Further improvements are scheduled for the coming year and with the increase in bookings and events planned we should end the year on a sound financial footing.*

### **Conclusion**

*A successful year for the hall with bookings up and new regular classes and events starting.*

*My thanks again to all the committee members for their continued hard work and support. Thanks also to Chris Ashworth and Sarah for their hard work during the year in keeping the hall in excellent condition, particularly with the snow fall during December.*

Chris Poole (Chair HWMH Committee)

Signed.....*h. Poole*.....

Date.....*8/8/23*.....

## Treasurer's Notes

### 2022 Accounts

Balances as at 31/12/2022

Current Account	£1,051.63	
Deposit Account	£20,000.00	
Petty Cash	£133.01	
Total	£21,181.64	

Note that the current account balance has reduced by £10,000 since 2021 as a result of the planned expenditure on upgrades. It also includes £6,000 Future Upgrade Reserves, £990 in advance payments of 2023 200 Club subscriptions and £208.89 expenses to be accounted for in 2023 for Fundraising events. Deducting these figures gives a more accurate picture of £14,400.53

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 2023 and beyond. However, we are fully aware of the impact of rising fuel prices which we have covered to some extent by renewing the gas and electricity contracts for a fixed period.

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



# High Wych Memorial Hall Accounts for 2022

Income						Expenditure						Net	
Subject	Topic	Ref.	Budget	Forecast	Actual	Topic	REF.	Budget	Forecast	Actual	Budget	Forecast	Actual
Hire of Hall	Hire Payments	HH01	15,000.00	17,354.35	17,354.35						15,000.00	17,354.35	17,354.35
	Fund Raising					Fund Raising Expenses	FR51	200.00	1,496.43	1,496.43	800.00	2,115.49	2,115.49
	200 Club Subscriptions (2022)	FR02	1,400.00	1,550.00	1,550.00	200 Club Prizes	FR52	1,300.00	1,300.00	1,300.00	100.00	250.00	250.00
	200 Club Subscriptions (2023)	FR04	0.00	0.00	0.00	200 Club Expenses	FR53	50.00	68.54	68.54	-50.00	-68.54	-68.54
	East Herts Lottery	FR03	150.00	155.50	155.50	Fund Raising Expenses 2023	FR54	0.00	0.00	0.00	150.00	155.50	155.50
Miscellaneous Income & Expenditure	Donations Received	MI01	2,550.00	5,317.42	5,317.42	Fund Raising Expenses 2023		1,550.00	2,864.97	2,864.97	1,000.00	2,452.45	2,452.45
	Donations Received	MI01	0.00	100.98	100.98	Donations Given	MI51	0.00	0.00	0.00			
	Bank Interest	MI02	1.00	23.06	23.06	Postage	MI52	50.00	0.00	0.00			
	Clothing Bank	MI03	0.00	13.50	13.50	Stationery	MI53	100.00	70.00	70.00			
						Bookings Telephone	MI54	72.00	72.00	72.00			
						Licences/Subscriptions	MI55	285.00	213.18	213.18			
						Mileage	MI56	0.00	0.00	0.00			
						Commemoration Wreath	MI58	18.00	17.00	17.00			
						Miscellaneous	MI59	150.00	138.98	138.98			
						Scarecrows Expenses	MI60	600.00	1,092.47	1,092.47			
Services	Scarecrows Income	MI10	600.00	1,092.47	1,092.47	Scarecrows Expenses		600.00	1,092.47	1,092.47	0.00	0.00	0.00
			601.00	1,230.01	1,230.01			1,275.00	1,603.63	1,603.63	-674.00	-373.62	-373.62
						Gas	SV51	800.00	795.48	795.48			
						Electricity	SV52	1,250.00	1,247.24	1,247.24			
						Water	SV53	750.00	628.43	628.43			
						Broadband	SV54	340.00	344.24	344.24			
						Hallmaster Booking System	SV55	224.40	0.00	0.00			
Insurance			0.00	0.00	0.00	Website Hosting	SV56	115.20	45.00	45.00			
						Hall Flower Troughs	SV57	50.00	23.26	23.26			
						Hall Insurance	HI51	3,529.60	3,083.65	3,083.65	-3,529.60	-3,083.65	-3,083.65
Advertising			0.00	0.00	0.00			0.00	1,015.65	1,015.65	0.00	-1,015.65	-1,015.65
						The Link (HWPCC)	AD51	40.00	40.00	40.00			
Hall Maintenance			0.00	0.00	0.00	Flyers	AD52	0.00	0.00	0.00	-40.00	-40.00	-40.00
						Cleaning	HM51	50.00	0.00	0.00			
						Cleaning Materials/Supplies	HM52	350.00	1,345.93	1,345.93			
						Windows/Gutters Cleaning	HM53	0.00	500.00	500.00			
						Caretaker Services	HM54	6,500.00	6,499.92	6,499.92			
						Trade Refuse Collection	HM55	800.00	830.05	830.05			
						Gardening(Inc Trees)	HM56	100.00	31.75	31.75			
						Repairs	HM57	500.00	540.93	540.93			
						Upgrades	HM58	18,000.00	17,945.62	17,945.62			
						Miscellaneous	HM59	200.00	155.64	155.64			
Equipment Servicing			100.00	3,352.00	3,352.00			26,500.00	27,849.84	27,849.84	-26,400.00	-24,497.84	-24,497.84
						Gas Appliances	ES51	150.00	0.00	0.00			
						Fire Extinguishers	ES52	150.00	425.22	425.22			
						Electrical Appliances	ES53	150.00	0.00	0.00			
Reserves			0.00	0.00	0.00			450.00	425.22	425.22	-450.00	-425.22	-425.22
						Future Upgrade Reserve	RE51	6,000.00	0.00	0.00			
Totals			18,251.00	27,253.78	27,253.78			39,344.60	36,882.96	36,882.96	-21,093.60	-9,629.18	-9,629.18

## **Reconciliation as at 31/12/2022**

	<b>Current Account</b>	<b>Deposit Account</b>	<b>Petty Cash</b>
Actual Balances	1,051.63	20,000.00	133.01
Balance as per books	731.63	20,000.00	133.01
Difference	-320.00	0.00	0.00
Paid in			
Unpresented Cheques/Payments	-400.00		
Cheques to Pay In	80.00		
Cash to Pay In			
Diff	0.00		

# 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						800.00	424.77	424.77
Fund Raising	Fund Raising Events	FR01	1,000.00	523.00	523.00	Fund Raising Expenses	FR51		0.00	0.00			
	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			
	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			
Insurance		0.00	0.00	0.00			2,064.00	2,589.46	2,589.46	-2,064.00	-2,589.46	-2,589.46	
						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 (HWPCC)	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			
	Retained Security Deposits	HM06	0.00	30.00	30.00	Repairs	HM57	400.00	320.98	320.98			
	Refundable Security Deposit	HM07	0.00	0.00	0.00	Upgrades	HM58	8,000.00	4,729.12	4,729.12			
	Grant for Upgrades	HM08	0.00	0.00	0.00	Miscellaneous	HM59	200.00	194.70	194.70			
	Grants - Other	HM09	0.00	16,906.93	16,906.93			16,250.00	12,549.05	12,549.05	-16,250.00	4,387.88	4,387.88
		0.00	16,936.93	16,936.93									
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			
			0.00	0.00	0.00			350.00	0.00	0.00	-350.00	0.00	0.00
Reserves						Future Upgrade Reserve	RE51	0.00	4,000.00	0.00			
			0.00	0.00	0.00			0.00	4,000.00	0.00	0.00	-4,000.00	0.00
			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
Totals													

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 31<sup>st</sup> of December 2018.

Signature ..... G. Barnes .....

Name Gloria Barnes

Date ..... 08/08/2023 .....

## Chairman's Sign Off

Signature ..... C. Poole .....

Name Chris Poole

Date ..... 8/8/23 .....