

Treasurer's Report April 2023-2024

Our opening balance in April 2023 was £31,569.04

Our total receipts for the year were £43,705.50. This includes grants of £30,653.50 from the Spooner Row Community Council and James Alston (through S Norfolk) which were for addition of a new kitchen in the hall.

Our total expenditure for the year was £55,625.41.

Our closing balance for the year is £19,649.13

This represents a net loss of £11,919.91.

INCOME

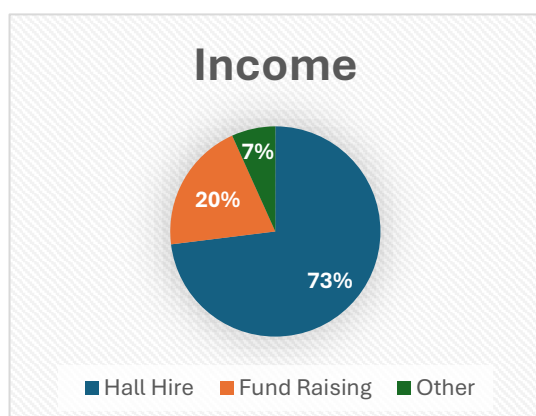
	2023-2024	2022-23	Difference
Hall Hire	*£9,533.44	£11,655.65	-£2,122.21
Fund Raising	£2,639.57	£1,780.77	+£858.80
Grants	£30,653.50	£300.00	+£30,353.50
Other (Solar)	£878.99	£0.00	+£878.99
Total	£43,705.50	£13,736.42	

*We are owed approx. £1000 from the NHS for their Hall hire for Jan – March 2024.

In 3/4 areas we have increased income this year.

When the Attleborough players returned to Connaught Hall this left a gap in our regular income. We now have regular bookings from the NHS which will more than replace this lost income in future.

Fundraising has increased this year. The Quiz nights have proved a big success increasing from £723.50 in 2022-23 to £1458.95 in 2023-24.



Hall Hire continues to be our biggest source of income but Fundraising and the money from the solar panels makes up just over a quarter of our total income.

We have recently purchased Quickbooks to help with accounting and invoicing. This will improve our efficiency, enable us to report on monthly income more accurately and allow us to follow up on outstanding invoices promptly.

EXPENDITURE

	2023-24	2022-23	Difference
Internet	£594.37	£515.64	£78.73
Maintenance	£3,216.37	£1,186.70	£2,029.67
Cleaning	£2,749.61	£2,676.15	£73.46
Insurance	£2,157.27	£2,058.85	£98.42
Licences	£360.00	£308.00	£52.00
Energy	£4,555.88	£2,863.94	£1,691.94
Admin	£137.35	£0.00	£137.35
Exceptional	£41,854.56	£904.00	£40,950.56

Costs in all areas have increased this year, as most people have seen increased costs in household bills this has also been reflected in the hall bills (energy, insurance etc.)

The two areas that we feel need a more explanation are Maintenance and Exceptional.

Maintenance:

Areas where we feel we have had costs additional to last year include:

- Boiler service £276
- Tree work, hedges £850
- Defibrillator £144
- Fire Alarms £288

Exceptional:

There have been 3 main projects this year; the Kitchen Build, Hall decoration (including lighting upgrade) and Community events.

1. Kitchen Build Total cost £37,146.95

It was noted that the kitchen was estimated at £31,000 in the last AGM.

The invoice(s) from the builder totalled £35,742.00 plus the additional cost of the white goods, kitchen utensils and signage. There were also costs for additional fire safety precautions and first aid which were covered in other accounts.

We received grants totalling £30,653.50. The additional £6,493.45 has been funded by the committee.

2. Hall Decoration and lighting Total cost £3,037.19

The main hall and committee room lights have been replaced with LED lighting, this should hopefully mean lower electricity bills and also fewer replacement bulbs.

The main hall has been completely decorated. It is noted that the village hall committee have provided all the labour for this decoration and without this the costs would have been much higher.

3. Community events Total cost £1,643.42

These include the Coronation teas (£1300), Planters at the front of the hall (compost, plants, bulbs), gift and tree in memory of Julian Halls, projector screen for use by community groups and the kitchen opening event.

Presented by Nicola Skey

Treasurer

Approved by Caroline Saint

Secretary

Approved by Andy Browne

Chair

The accounts were audited by Clare Morton on 3rd May 2024.

Her report highlighted several items that we need to address, some of which she said remained unaddressed from last year.

Below is a summary with some of the recommendations and the action we have taken/are planning to take.

Verify that the hall income was receipted – booking data	All invoices will be produced on QuickBooks, detailing hirer, hours and amounts
No way of knowing how many bookings were handled via cash	Large majority of hirers to use BACS and invoice numbers. Only bowls refusing to use BACS.
Considerable difference in time between date on invoice and eventual payment	We don't always get invoices on time – multiple addresses used and take time to reach Nikki. Through year will update addresses as and when. We know about some of these already and are changing the addresses. It's not so straight forward as a charity.
Where invoices/receipts were amalgamated into a single payment the receipts were not always kept together.	Receipts will be kept together from now on. If we get internet banking payments can be made separately which would also solve this.
Around half of the invoices had cheque details on, half didn't	Write cheque numbers on all invoices.
Cheque issuing – not always used in numerical order. Not always with payee details on – sometimes item that was purchased.	Difficulty as different trustees paying invoices – won't be a problem when we have internet banking. Write payee details on as well as what it was for. Difficult on a small cheque stub!
Bounced cheques for kitchen that had no explanation	We know the reasons why.
Cancelled cheques – who cancelled them?	We need to be clear by writing on the cheques who cancelled them.
Discrepancy between amount on cheques and what has been paid.	Assuming human error or Nikki's handwriting on the cheque stubs isn't clear. Again, with internet banking this won't be a problem.

She confirmed that the balance sheet reconciled with the bank account.

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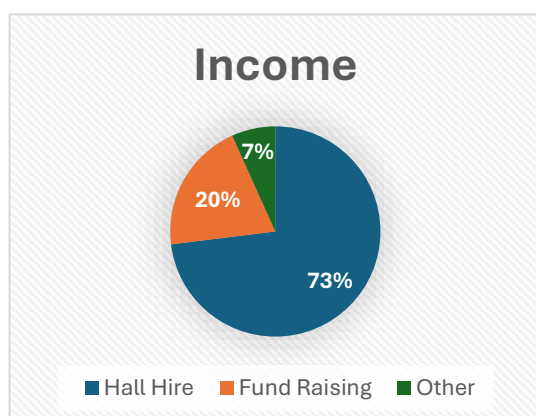
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3 May 2024

Clare Morton
2 The Cottages
Breck Rd
Weston Green
Weston Longville
Norwich
NR9 5LQ

Dear Nicky

Please find below, the methodology for the audit of the Spooner Row Village Hall accounts for the year 2023-24

I have looked at each financial transaction on the balance sheet and have cross checked each with :

- a. Supporting invoices or receipts
- b. Cheque book stubs
- c. Bank Statements

I note that the accounts follow the tax year 5 April to 4 April rather than the more usual 1st April to 31st March.

Many of the items I highlighted last year remain unaddressed.

I could not verify that all the income the hall was entitled to was receipted as no booking data was included. Much of the income seems to be via BACS and there was only one paying in slip included for a cash deposit. I have no way of knowing how many – if any – bookings were handled via cash.

There were more than 20 invoices / receipts included in the paperwork for which I could not identify payments – these may have been via cash. There is often a considerable difference in time between the date on the invoice and the eventual payment, and where invoices / receipts were amalgamated into a single payment, the receipts were not all kept together but filed across several months, which makes verifying totals difficult.

Around 50% of the invoices/receipts had the cheque payment details written on them but for the other 50% I have had to guess which cheques went with them.

Some of the income / expenditure incurred within the year was not included in the summary of accounts for the year in which it was incurred. Rather, it is accounted for in the year in which it passes through the bank account. This is not normal, normally outstanding transactions would be shown as unrepresented cheques or unbanked income but would be included in the totals for income or expenditure. Likewise several payments which were incurred in the previous year have been included in the current year.

I still have some concerns about the cheque issuing. The cheques were not always used in numerical order with regard to date – eg cheque number 101351 (which was not dated on the cheque stub) but is recorded in the balance book as 11/5/23, appears between cheque

stubs recorded for 25/10/22 and 23/11/22, and the cheque stubs for cheques 101427 and 8 and 9 are all issued out of sequence.

A large number of cheques still do not have payee details on them, but refer to the types of item – eg 'paint' – this makes cross-checking with invoices very difficult. A number of cheques were not dated, or did not have the value filled in, and although some cheque stubs were initialled to indicate who authorised the payment, a majority were not.

There are a number of cheques where I could not get the invoice amounts to match what has been paid out – this may be because I couldn't identify the right invoices but even on ones where there was a single invoice this occurred. The amounts varied in discrepancy from a few pence to a few pounds. Some examples are ..

Cheque 101393 stub says £169.57 bank statement £167.37

101424 stub says £225.94 bank statement £225.99

101383 Receipts totalled £464.77 cheque was for £463.05

101394 Receipts totalled £236.83 cheque was for £251.55

101393 Receipts totalled £169.37 cheque was for £167.37

101439 Receipts totalled £16.21 cheque was for £11.94

101440 Receipts totalled £139.45 cheque was for £145.45

101457 Receipts totalled £203.08 cheque was for £204.30

Cheque 101454 for £57.30 seems to have no receipts that match it

Cheque 101459 for the gardener at £85 had no receipt.

There were a number of bounced / cancelled cheques for the kitchen refurbishment for which there is no explanation.

I could not verify any transactions for the month of December 2023 as the bank statement for 2022 was provided.

Because a number of cheques in the year were cancelled or returned, where the transactions do not appear on the bank statement, it is difficult to tell if these are unpresented cheques by the recipient, or cancelled by the writer. The following cheques are unaccounted for: 101392, 101456 and 101442,

I can confirm that the balance sheet reconciles with the bank account.

Yours sincerely

Clare Morton.