

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE

CHAIRMAN'S REPORT 2024

This has been a year of change. We said goodbye to Julia Reardon Smith after 9 successful years as administrator, and hello to Kelane Henderson and Bruce Pink, who took over in January this year, having had December to work with Julia, learning something of the roles and what was entailed. Kelane looking after the admin and Bruce the facilities.

We still have some working out to do as to exact responsibilities but are getting there.

On the financial front you will see from the Receipts and Payments statement for the year that income from hirings has crept up, which is not wholly due to the increase in charges.

Included in 'Other' under income is a very generous donation from The Joseph Strong Frazer Trust of £2,500 which was put towards the cost of changing most of the lighting to LED, the whole cost being part of £10,024.34 included under Buildings in the Repairs and Maintenance heading. The final part of this work will be the lights in the Main Hall, however, this will wait until all the spare bulbs we have in stock for those lights, have been used. They are rather expensive to throw away!

We shall shortly see the replacement of the playground fencing, this is thanks to a grant from Surrey County Council and a further donation from the Frazer Trust, received in April this year.

We are in the process of arranging an Independent Energy Assessment, a grant had been applied for, but unfortunately the Hall was not high enough up the priority list to qualify.

The Hall interiors have been repainted and we are gradually going through other maintenance matters.

I would like to thank Julia, Kelane and Bruce for their work and all the Committee for their support, with a special word for Pam, Bob and Elaine who helped with the work in connection with the replacing of Julia and other employment matters which I could not have done without their support.

Finally, thanks to Brian Manners for the Independent Examination of the accounts and I, and I am sure the rest of the Committee, are very grateful that he is prepared to continue for at least another year.

Frances King
Chairman
West Horsley Village Hall Management Committee

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Receipts and payments for the year ended 31st March 2024

Last year 2022/2023				This year 2023/2024	
£	£	Notes	£	£	£
500.00		At the beginning of the year funds amounted to:			
65,370.23			on current account	500.00	
			on deposit accounts	65,670.73	
	65,870.23		making a total of		66,170.73
		Income for the year came from:			
17,754.18		Letting fees:	The Main Hall	17,806.87	
9,952.65			The Cedar Room	12,977.70	
1,879.25			The Rubin Room	2,125.44	
2,374.30			Storage & use of car park	2,517.00	
	31,960.38				35,427.01
		Donations/Grants:			
3,350.00		Parish Council:	Buildings	1	3,600.00
4,150.00			Playground		4,400.00
150.00		Deposits held at the financial year end		2	25.00
3,142.85		Other		3	5,462.65
	10,792.85				13,487.65
988.83		Bank interest			2,777.08
43,742.06					
109,612.29			totalling		51,691.74
					117,862.47
		Expenses were:			
16,322.10			Staff wages	4	19,857.92
495.43			Employer pension contribution		370.65
102.00			Payroll services		174.00
8,184.00			Contract cleaners		9,360.00
1,295.39			Telephone, internet & website		1,677.53
3,665.66			Electricity, gas & water	5	4,730.44
0.00			Business rates	6	0.00
2,517.47			Insurance		2,677.81
93.31			Equipment purchases	7	721.90
			Repairs & Maintenance	8	
743.03			Buildings		10,024.34
3,100.00			Exterior redecoration		0.00
0.00			Floor refurbishment		1,980.00
1,792.50			Outdoor		1,028.25
1,773.58			Playground		1,789.86
1,406.58			Equipment		1,879.98
273.49			Performing Rights Licence	9	355.57
1,025.48			Household & cleaning	10	1,237.24
355.92			Printing, stationery & postage		506.57
295.62			Sundry	11	376.24
	43,441.56		totalling		58,748.30
	66,170.73	which left funds at the end of the year			59,114.17
500.00			on current account		1,915.40
65,670.73			on deposit accounts		57,198.77
	66,170.73		making a total of		59,114.17
	300.50	Surplus / (Deficit) for the year			-7,056.56

Signed:

France 100 y.

Miss F H King
Chairman of the West Horsley Village
Hall Management Committee

Date: 13.06.2024

Signed:

ed: 

Mrs K Henderson
Responsible Financial Officer
for West Horsley Village Hall

Date: 13.06.24

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Statement of assets and liabilities as at 31st March 2024

	Notes	Totals	
		2023/2024	2022/2023
		£	£
Monetary assets			
Bank current account		1,915.40	500.00
Bank deposit account		3,828.51	10,006.55
COIF deposit account		53,370.26	55,664.18
		59,114.17	66,170.73
Debtors & prepayments			
Lettings unpaid at 31st March		3,285.41	3,717.33
Insurance paid in advance	12	2,552.76	2,469.06
		5,838.17	6,186.39
Liabilities			
Letting fees received for bookings after 31st March		147.40	463.20
Return of deposits (received before 31st March)		25.00	150.00
Playground		70.00	105.00
Electricity & gas		482.61	388.30
Gardener		94.00	45.00
HMRC		778.80	481.72
Everflow		44.01	198.02
Website		16.74	0.00
Surrey Community Action payroll services		96.00	0.00
Contract cleaners & Chambers Waste Management		1,063.54	438.56
Total liabilities		2,818.10	2,269.80
Non-monetary assets			
Furnishings and playground equipment			

Note regarding the ownership of West Horsley Village Hall

The land and buildings at West Horsley Village Hall are owned by West Horsley Parish Council but are administered on a day-to-day basis by West Horsley Village Hall Management Committee under a Declaration of Trust dated 12th March 1962 in which West Horsley Parish Council is referred to as "Custodian Trustee". As a result of these arrangements, the Trustees of West Horsley Village Hall have legal responsibility for the management of the charity. The land and buildings at West Horsley Village Hall are included in West Horsley Parish Council's financial accounts and are listed on West Horsley Parish Council's asset register. West Horsley Parish Council makes an annual grant to West Horsley Village Hall towards the upkeep of the Hall and the upkeep, safety inspections, repair and renewal of the playground.

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE

Notes to the accounts for the year ended 31st March 2024

- 1 West Horsley Parish Council made a grant of £3,600 towards the upkeep of the Hall and £4,400 to assist with the upkeep, safety inspections, repair and renewal of the playground.
- 2 A refundable cleaning deposit was introduced for parties on 1st January 2022. £1,025 was received during the financial year under review of which £850 was refunded, £100 was retained against cleaning costs, £50 was donated to West Horsley Village Hall and £25 was held at the financial year end in respect of parties held after 31st March 2024.
- 3 Includes a donation of £2,500 from The Frazer Trust, a grant of £1,581.60 from LoCASE, a donation of £1,000 from Taylor Wimpey, refundable deposits of £150 either retained against cleaning costs or donated to West Horsley Village Hall, £124.41 from TheGivingMachine, other donations totalling £55.64 and a contribution of £51 towards breakages.
- 4 Includes Employee Tax and National Insurance Contributions, paid quarterly to HMRC. Staff wages were higher due to two members of staff being employed from 1st December 2023 to replace the Manager who left on 31st December 2023.
- 5 The cost of utilities increased because new contracts for the supply of electricity and gas came into effect during the financial year under review, as a result of which the rates were higher.
- 6 Discretionary relief from Business Rates payable by West Horsley Village Hall during the financial year under review was granted by Guildford Borough Council.
- 7 Includes £676.97 for the purchase of a laptop, printer and shredder for the West Horsley Village Hall Administrator and £44.93 for a WiFi extender for the Cedar Room.
- 8 Repairs & Maintenance
Buildings: 5-year electrical report £990, electrical remedials following the report £4,452, greening/electrical upgrades £3,954, decorating the Rubin Room and backstage toilet ceilings £400, replacement outside light and time switch £144, paint £54 and other minor repairs £30.34.
Floor refurbishment: The cost of refurbishing the wooden floor in the Main Hall.
Outdoor: Grass cutting £720, signs for the car park £187.03, wheelie bin liners for green waste £88.22 and compost for the planters £33.
Playground: Daily locking/unlocking £840, safety inspections £260, equipment repairs/spare parts £547.44, signage £93.60 and paint £48.82.
Equipment: Annual boiler service contract £350, annual fire safety inspection £282, annual gas safety certificates £198, CCTV annual maintenance contract £132, CCTV repair £108, piano tuning £138, key cutting £199.60, various electrical repairs including bulbs £156.74, repair of the Main Hall kitchen cupboard locks £101.54, water heater service £72, repair of the Main Hall projector cable £117 and sundry smaller items £25.10.
- 9 The cost of the annual music licence for the financial year under review is based on earnings which accounts for the increase from the previous year.
- 10 Includes the purchase of cleaning products and consumables not provided by the contract cleaners for use by hirers £185.51, the provision of a commercial waste bin and collection therefrom £592.37, exterior window cleaning £360 and oven cleaning £99.36.
- 11 Gifts for voluntary help with the financial accounts, the outside planters, the playground and with some electrical work in the Main Hall £159.23, drinks at the AGM £24, fee payable for membership of National Council of Voluntary Organisations £141 (every 3 years), annual fee payable to The Information Commissioner £35 and mileage expenses £17.01.
- 12 The renewal date of the insurance is 25th March, as a result of which 98.0769% of the total cost of £2,602.82 is included.

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Independent Examiner's Report for the year ended 31st March 2024

Report to the Management Committee of West Horsley Village Hall

Basis of the Independent Examiner's Report

My examination was carried out in accordance with the 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 disclosure in the accounts and seeking explanation from the Committee concerning such matters. The procedures undertaken do not provide all 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 statements below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements have not been met.
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Brian Manners
Chartered Accountant

Date: 13 June 2024