

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Receipts and payments for the year ended 31st March 2025

Last year 2023/2024			This year 2024/2025		
£	£		Notes	£	£
500.00		At the beginning of the year funds amounted to:			
<u>65,670.73</u>		on current account		1,915.40	
		on deposit accounts		<u>57,198.77</u>	
	66,170.73	making a total of			59,114.17
		Income for the year came from:			
17,806.87		Letting fees: The Main Hall	20,808.01		
12,977.70		The Cedar Room	10,114.88		
2,125.44		The Rubin Room	2,246.23		
<u>2,517.00</u>		Storage & use of car park	<u>2,673.15</u>		
	35,427.01			35,842.27	
		Donations/Grants:			
3,600.00		Parish Council: Buildings	1 8,500.00		
4,400.00		Playground	0.00		
25.00		Deposits held at the financial year end	2 25.00		
<u>5,462.65</u>		Other	3 <u>1,816.48</u>		
	13,487.65			10,341.48	
	2,777.08	Bank interest		<u>2,687.45</u>	
<u>51,691.74</u>					48,871.20
	117,862.47	totalling			<u>107,985.37</u>
		Expenses were:			
19,857.92		Staff wages	4 24,428.80		
370.65		Employer pension contribution	0.00		
174.00		Payroll services	204.00		
9,360.00		Contract Cleaners	11,808.00		
1,677.53		Telephone, internet & website	1,204.45		
4,730.44		Electricity, Gas & Water	5 5,134.82		
0.00		Business rates	6 0.00		
2,677.81		Insurance	3,133.79		
825.50		Equipment purchases	7 329.07		
		Repairs & Maintenance	8		
10,024.34		Buildings	609.52		
0.00		Exterior redecoration	0.00		
1,980.00		Floor refurbishment	0.00		
1,028.25		Outdoor	878.00		
1,789.86		Playground	966.00		
1,776.38		Equipment	1,770.86		
355.57		Performing Rights Licence	9 273.49		
1,237.24		Household & cleaning	10 916.46		
506.57		Printing, stationery & postage	70.82		
<u>376.24</u>		Sundry	11 <u>451.37</u>		
	58,748.30	totalling			52,179.45
	59,114.17	which left funds at the end of the year			55,805.92
1,915.40		on current account		354.30	
<u>57,198.77</u>		on deposit accounts		<u>55,451.62</u>	
	<u>59,114.17</u>	making a total of			<u>55,805.92</u>
	-7,056.56	{Deficit} / Surplus for the year			-3,308.25

Signed:

Frances King

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

Date: 24th June 2025

Signed:

Kelene Henderson

Mrs K Henderson
Responsible Financial Officer
for West Horsley Village Hall

Date: 24th June 2025

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE

Notes to the accounts for the year ended 31st March 2025

- 1 West Horsley Parish Council made a grant of £8,500 towards the upkeep of the Hall and 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. £900 was received during the financial year under review of which £637.50 was refunded, £75.00 was retained against cleaning costs, £212.50 was donated to West Horsley Village Hall and £25 was held at the financial year end in respect of parties held after 31st March 2025.
- 3 Includes a donation of £1,500 from The Frazer Trust, refundable deposits of £237.50 either retained against cleaning costs or donated to West Horsley Village Hall, £78.98 from TheGivingMachine.
- 4 Includes Employee Tax and National Insurance Contributions, paid quarterly to HMRC.
- 5 The cost of utilities remained high during during the financial year under review due to continued higher rates paid for electricity and gas.
- 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 £167.09 CCTV replacement of malfunctioning part and £161.98 expenses
- 8 Repairs & Maintenance
Buildings: £543.52 on decorating supplies, £66 pest control issue.
Outdoor: Grass cutting £878,
Playground: Daily locking/unlocking £840, safety inspections £126
Equipment: Annual boiler service, £215. Boiler emergency call out £500, annual fire safety inspection £246.58, CCTV annual maintenance contract £150, various electrical repairs including bulbs £659.28
- 9 The cost of the annual music licence for the financial year under review is based on income earned during the financial year.
- 10 Includes the purchase of cleaning products and consumables not provided by the contract cleaners for use by hirers £17.99, the provision of a commercial waste bin and collection therefrom £636.56, £21.91 the annual charge for hand sanitiser and exterior window cleaning
- 11 Gifts for voluntary help with the financial accounts, the outside planters and the playground £137.88, refreshments for meeting £2.50, annual fee payable to The Information Commissioner £35. Charity Finance Training £65. NCVO 3 yearly membership £151. Microsoft 365 annual cost £59.99.
- 12 The renewal date of the insurance is 25th March, as a result of which 98.0769% of the total cost of £2,922.30 is included.

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Statement of assets and liabilities as at 31st March 2025

	Notes	Totals	
		2024/2025	2023/2024
		£	£
Monetary assets			
Bank current account		354.30	1,915.40
Bank deposit account		1,453.03	3,828.51
COIF deposit account		53,998.59	53,370.26
		55,805.92	59,114.17
Debtors & prepayments			
Lettings unpaid at 31st March		1,974.15	3,285.41
Insurance paid in advance	12	2,866.10	2,552.76
		4,840.25	5,838.17
Liabilities			
Letting fees received for bookings after 31st March		0.00	147.40
Return of deposits (received before 31st March)		0.00	25.00
Playground		70.00	70.00
Electricity & gas		443.73	482.61
Gardener		144.00	94.00
HMRC		875.00	778.80
Everflow		0.00	44.01
Chambers Waste Management & Contract Cleaners		53.30	1,063.54
Website		0.00	16.74
Surrey Community Action payroll services		108.00	96.00
Total liabilities		1,694.03	2,818.10
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
Independent Examiner's Report for the year ended 31st March 2025

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: 25.06.25