



# Trustees' Annual Report for the period

Period start date			Period end date				
From	Day	Month	Year	To	Day	Month	Year
	01	04	2021		31	03	2022

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

CHELMERS VILLAGE HALL
VILLAGE SQUARE
CHELMER VILLAGE
Postcode <input type="text" value="CM2 6RF"/>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	SPRINGFIELD PARISH COUNCIL	MANAGING TRUSTEES		
2				
3				
4	(see attached list – all council members are trustees)			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
RURAL COMMUNITY COUNCIL OF ESSEX	DANIELLE FROST	THRESHELFORDS BUSINESS PARK, INWORTH ROAD FEERING, CO5 9SE

Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	TRUST DEED
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	AUTOMATIC – see below

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>THE COUNCILLORS OF SPRINGFIELD PARISH COUNCIL AUTOMATICALLY BECOME TRUSTEES ONCE ELECTED BY MEMBERS OF THE PUBLIC TO BECOME A COUNCILLOR OF SPRINGFIELD PARISH COUNCIL.</p>
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**Summary of the objects of the charity set out in its governing document**

TO MANAGE AND MAINTAIN A VILLAGE HALL FOR THE RESIDENTS AND PEOPLE OF THE LOCAL COMMUNITY.

SEE ABOVE

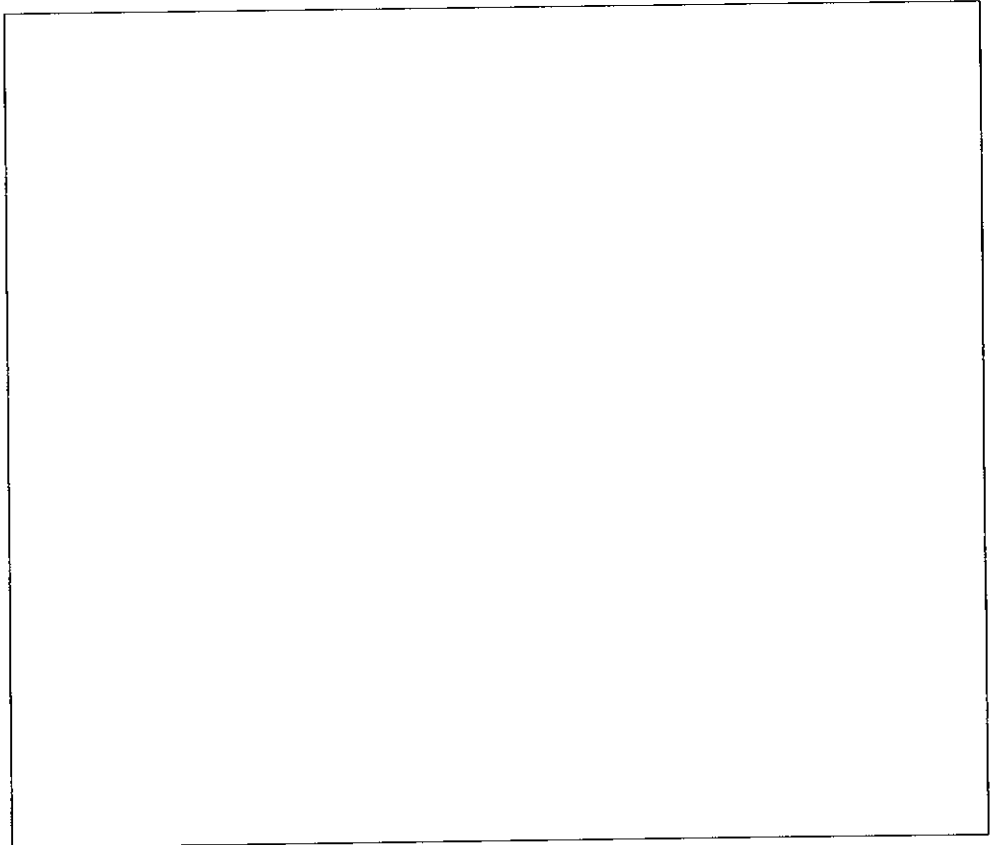
TRUSTEES HAVE REGARD TO THE GUIDANCE ISSUED BY THE CHARITY COMMISSION ON PUBLIC BENEFIT.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

## Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



**Summary of the main achievements of the charity during the year**

1. TO CONTINUE IMPROVING AND REGULARISING THE MANAGEMENT OF THE HALL.
2. ELECTRICAL HEATERS IN THE ROY SMITH ROOM HAVE BEEN REPLACED.
3. A PLAN TO REPLACE THE MAIN HALL CEILING AND LIGHTS AND HEATERS WILL BE CARRIED OUT AUGUST 2022.
4. GENERAL MAINTENANCE OF THE HALL HAS BEEN CARRIED OUT DURING THE YEAR.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

THE CHARITY DOES NOT HAVE A RESERVES POLICY.

Details of any funds materially in deficit

NONE

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

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## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

CLLR. MS. SUSAN SULLIVAN

Position (eg Secretary, Chair, etc)

CHAIRMAN SPRINGFIELD PARISH COUNCIL

Date

5/7/22

# **SPRINGFIELD PARISH COUNCIL**

## **COUNCIL MEMBERSHIP**

### **CHAIRMAN**

**Cllr Ms Susan Sullivan**

### **VICE CHAIRMAN**

**Cllr Mrs Christine Garrett**

Cllr Ms S. Byrne-Lagrué

Cllr A. Chong

Cllr N. Gulliver

Cllr R. Lee

Cllr Mrs R. Moore

Cllr Mrs Y. Spence

Cllr Ms S. Sullivan

Cllr G. Brazendale

Cllr R. Carson

Cllr I. Fuller

Cllr Mrs C Garrett

Cllr Mrs M. Girling

Cllr D. Havell

Cllr B. Jeapes

Cllr A. Potts

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Springfield North

Springfield North

Springfield North

Springfield North

Springfield North

Springfield North

Springfield North

Springfield North

## CHELMERS VILLAGE HALL

## Income and Expenditure Report

1st April 2021 - 31st March 2022

1st April 2020 - 31st March 2021

Management Accounts	as at		as at	
	31-Mar-22		31-Mar-21	
<b>INCOME</b>				
<b>Bookings</b>				
Childs - Aerobics	£445.50		£157.20	
Bulgarian Primary School	£1,709.80		£304.00	
CV Bowls	£2,541.25		£48.00	
Dodgeball	£479.40		£0.00	
Rainbow Guldes	£283.50		£0.00	
Rainbow Pre-school	£20,244.75		£5,734.00	
Shinkyu Karate	£2,394.00		£304.85	
Stretch - Carolyn Pink	£612.60		£53.60	
Tai Chi - Mr Chng	£657.20		£40.20	
Weston's Dance School	£1,332.50		£408.70	
Zumba - Chappell	£574.40		£120.60	
Occasional Bookings (Parties/Meetings etc)	£3,784.27		£93.80	
SPC Summer Playscheme	£150.00		£0.00	
<b>Total Bookings</b>		<b>£35,209.17</b>		<b>£7,264.95</b>
<b>Other Income</b>				
Youth Club-Insurance/water rates contribution	£227.00		£0.00	
E.On Electricity Rebate	£0.00		£1,196.00	
Misc Income (CCC & NL Grant)	£10,667.00		£23,677.51	
		£10,894.00		£24,873.51
<b>Total Income 2021-2022</b>		<b>£46,103.17</b>	2020-2021	<b>£32,138.46</b>

<b>EXPENDITURE</b>				
Staff	£14,590.81		£13,349.24	
Inland Revenue	£2,695.68		£2,354.60	
Insurance	£1,557.63		£1,556.02	
Telephone	£372.15		£224.88	
Rates	£201.25		£0.00	
Electricity	£3,792.00		£4,036.00	
Water/Sewerage	£620.10		£723.24	
Stationery & Furniture	£46.28		£26.95	
Cleaning Materials	£1,152.81		£939.87	
Repairs & Maintenance	£4,708.38		£24,781.40	
Licences & Subscriptions	£631.39		£440.08	
Refuse Collection	£548.12		£548.12	
Bank Charges & Int			£5.00	
		<b>£30,916.60</b>		<b>£48,985.40</b>
<b>Miscellaneous</b>				
Auditor Fee	£165.00		£165.00	
SPC Admin Fee	£5,500.00		£5,250.00	
IT lap top anti virus/subs	£0.00		£89.99	
Website	£165.00		£0.00	
Hallbooking refunds	£0.00		£415.40	
Other Misc	£155.00		£5.68	
	£5,985.00			£5,926.07
<b>Total Expenditure</b>		<b>£36,901.60</b>		<b>£54,911.47</b>
<b>Excess Income over Expenditure</b>		<b>£9,201.57</b>		<b>£14,648.37</b>
<b>Opening Balance 1st April - (Current A/c)</b>		<b>£24,222.50</b>		<b>£31,821.34</b>
<b>Net Surplus / Deficit (Current A/c)</b>		<b>£33,424.07</b>		<b>£46,469.71</b>



# HEELIS&LODGE

Local Council Services • Internal Audit

## Independent Examiner's Report for Chelmers Village Hall – 1 April 2021 to 31 March 2022

### Registered Charity No: 281535

Income: £46,103.17

Expenditure: £36,901.60

Reserves: £48,560.62

Income audit trails were examined. All were found to be in order. A clear referencing system is in place and detailed breakdown of income is recorded. Good records are kept and expenditure is supported by appropriate paperwork.

The 2021 Annual Return was received by the Charity Commission on 7/10/2021. All trustees are members of Springfield Parish Council. The 2021 IE report was considered at the meeting held on 8/9/2021 (Ref: 6).

The bank reconciliation dated 31 March 2022 reconciled with the bank statement. At 31 March 2022 the current account held £33,424.07 (confirmed) and the savings account £15,136.55 (confirmed at 5/10/2021). No petty cash is held. It was resolved to move to online banking at a meeting held on 8/9/2021 (Ref: 10).

Income and expenditure are tracked throughout, providing a clear audit trail. The Finance and Marketing Officer keeps good records. Fees were reviewed on 2/3/2022 (Ref: 7) and a 2.5% increase agreed. It was noted that this was below inflation to as consideration was given to the financial impact on user groups resulting from covid. Hire agreements are in place and appropriate safeguards are in place to hirers have adequate insurance and qualifications to undertake safe and proper use of the activity to take place.

The Charity has insurance cover and procedures in place for Health & Safety, emergency evacuation and annual fire equipment inspections. PAT testing, Environmental Hygiene Certification, Water Hygiene Risk Assessment and COSHH Risk Assessments have all been completed. The Charity undertakes a monthly Risk Assessment on the Village Hall and a Project and Maintenance plan is in place. A Fire Risk Assessment has been undertaken. Salaries were reviewed at a meeting held on 2/3/2022 (Ref: 8.a).

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993.



Heather Heelis

4 July 2022

HEELIS&LODGE

CHELMER VILLAGE HALL

SUMMARY	Year:												2021-2022 Year's Total
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	
Opening Cash on Hand	£24,222.50	£31,216.13	£31,644.53	£24,219.65	£22,155.98	£20,449.32	£26,169.23	£27,507.39	£27,869.24	£28,090.18	£31,799.12	£32,267.88	£33,424.07
Total Income	£9,232.85	£2,851.90	£788.85	£920.80	£535.95	£7,713.20	£3,761.15	£3,700.30	£2,873.55	£6,658.02	£3,743.00	£3,323.60	£46,103.17
Total Expenditures	£2,239.22	£4,423.50	£8,213.73	£2,984.47	£2,242.61	£1,993.29	£2,422.99	£3,338.45	£2,652.61	£2,959.08	£3,284.24	£2,167.41	£36,901.60
Net Cash Flow	£6,993.63	£428.40	-£7,424.88	-£2,063.67	-£1,706.66	£5,719.91	£1,338.16	£361.85	£220.94	£3,698.94	£478.76	£1,156.19	£9,201.57
Ending Statement Balance	£31,216.13	£31,644.53	£24,219.65	£22,155.98	£20,449.32	£26,169.23	£27,507.39	£27,869.24	£28,090.18	£31,799.12	£32,267.88	£33,424.07	£33,424.07
Less Unpresented Cheques	£525.80	£207.20	£552.58	£473.16	£164.82	£827.97			£839.05				

INCOME

AD HOC HIRE				£682.95	£345.35	£670.80	£155.20	£543.60	£45.60	£362.57	£556.00	£369.70	£3,731.77
Aerobics - Jose Childs						£81.00	£81.00	£40.50	£60.75	£81.00	£40.50	£60.75	£445.50
Bulgarian Primary School	£101.20	£414.40				£301.50	£254.00	£194.10	£45.60	£141.60	£163.80	£93.60	£1,709.80
CVH Bowls - Mr Jon Matthews						£694.15		£611.60	£332.20	£328.10	£397.10	£247.10	£2,610.25
Dodge Ball - Iestyn North			£80.40			£123.00	£69.00	£27.60		£82.80		£27.60	£410.40
Guides (started Oct 21)						£60.75	£81.00	£60.75	£81.00	£60.75	£101.25	£40.50	£486.00
Karate - Shinkyu - Amandeep Chodha	£130.65	£60.30	£150.75	£184.25			£750.25	£96.60		£648.60		£372.60	£2,394.00
Rainbow Pre-school	£1,001.00	£2,002.00	£350.00			£4,789.15	£2,015.15	£2,015.15	£2,015.15	£2,026.85	£2,015.15	£2,015.15	£20,244.75
Stretch - Caroline Pink			£53.60	£53.60		£174.20	£69.00	£27.60	£41.40	£69.00	£69.00	£55.20	£612.60
TAI CHI - Mr Lng Chng								£82.80	£62.10		£82.80		£657.20
Weston School of Dance - Elisabeth Swan		£348.40	£87.10			£224.25	£224.25		£134.55	£134.55	£179.40		£1,332.50
Zumba - Gemma Cook		£26.80	£67.00			£164.00			£55.20	£55.20	£138.00	£41.40	£574.40
EON refund													£0.00
Contribution from Youth Club for Ins&H2O	£8,000.00					£227.00							£227.00
Chelmsford City Council Grant	£9,232.85	£2,851.90	£788.85	£920.80	£535.95	£7,713.20	£3,761.15	£3,700.30	£2,873.55	£6,658.02	£3,743.00	£3,323.60	£10,667.00
													£46,103.17

EXPENDITURE

CVH Staff salary combined (NET)	£1,253.39	£1,115.54	£1,148.50	£1,140.06	£1,106.34	£1,113.94	£1,133.74	£1,598.94	£1,113.94	£1,113.74	£1,638.94	£1,113.74	£14,590.81
HMRC monthly (chq)	£248.80	£230.80	£386.60			£15.83	£198.80	£614.46	£203.80	£398.79	£198.80	£199.00	£2,695.68
Chelmsford City Council - rates (BACS)							£51.25	£50.00	£50.00	£50.00			£201.25
Chelmsford City Council - bin (BACS)	£137.03			£137.03						£137.03			£548.12
Chelmsford City Council - premises lic (CHQ)											£180.00		£180.00
Anglian Water/Essex & Suff Water D/D			£91.67						£528.43				£620.10
Ansvar monthly insurance (DD)		£155.88	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75		£1,557.63
DD Eon monthly elec payment	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£3,792.00
Phones	£12.10	£30.21	£32.26	£52.26	£12.26	£32.26	£32.26	£32.26	£32.26	£32.26	£32.26	£39.50	£372.15
SHIPMAN'S Fire Alarm Maintenance/Ex	£43.50	£206.70	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£685.20
Stationery/Furniture		£21.45				£24.83							£46.28
Building Maintenance		£161.52	£324.00	£664.07	£430.20	£213.49	£172.28	£393.00	£193.93	£622.30	£459.00	£389.39	£4,023.18
Cleaning materials	£108.40	£119.40	£120.46	£96.40	£13.56	£77.69	£182.38	£134.54		£59.71	£173.99	£66.28	£1,152.81
Norton AntiVirus for Laptop (Debit Card)													£0.00
Website	£120.00								£15.00	£30.00			£65.00
Licenses			£94.99	£224.40									£319.39
SPC admin fee			£5,500.00										£5,500.00
Memberships RCCE Fee			£66.00								£66.00		£132.00
Auditor Fee				£155.00									£165.00
Misc payments													£155.00
	£2,239.22	£2,423.50	£8,213.73	£2,984.47	£2,242.61	£1,993.29	£2,422.99	£3,338.45	£2,652.61	£2,959.08	£3,284.24	£2,167.41	£36,901.60

## CHELMERS VILLAGE HALL

## Income and Expenditure Report

1st April 2021 - 31st March 2022

1st April 2020 - 31st March 2021

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	31-Mar-22		31-Mar-21	
<b>INCOME</b>				
<b>Bookings</b>				
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Rainbow Guides	£283.50		£0.00	
Rainbow Pre-school	£20,244.75		£5,734.00	
Shinkyu Karate	£2,394.00		£304.85	
Stretch - Carolyn Plink	£612.60		£53.60	
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# HEELIS&LODGE

Local Council Services • Internal Audit

## Independent Examiner's Report for Chelmers Village Hall – 1 April 2021 to 31 March 2022

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There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993.



Heather Heelis

4 July 2022

HEELIS&LODGE

Contact details : 1 Hembling Terrace, Mill Lane, Campsea Ashe, Suffolk, IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

CHELMER VILLAGE HALL

SUMMARY	Year:												
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	2021-2022
Opening Cash on Hand	£24,222.50	£31,216.13	£31,644.53	£24,219.65	£22,155.98	£20,449.32	£26,169.23	£27,507.39	£27,869.24	£28,090.18	£31,789.12	£32,267.88	£33,424.07
Total Expenditure	£9,232.85	£2,851.90	£788.85	£920.80	£535.95	£7,713.20	£3,761.15	£3,700.30	£2,873.55	£6,656.02	£3,743.00	£3,323.60	£46,103.17
Net Cash Flow	£2,239.22	£2,433.50	£2,213.73	£2,984.47	£2,242.61	£1,993.29	£2,422.99	£3,338.45	£2,652.61	£2,955.08	£3,264.24	£2,167.41	£36,901.60
Ending Statement Balance	£6,993.63	£428.50	£7,424.88	£2,053.67	£1,706.66	£5,719.91	£1,338.16	£361.86	£220.94	£3,698.94	£478.76	£1,156.19	£9,201.57
Less Unpresented Cheques	£31,216.13	£31,644.53	£24,219.65	£22,155.98	£20,449.32	£26,169.23	£27,507.39	£27,869.24	£28,090.18	£31,789.12	£32,267.88	£33,424.07	£33,424.07
	£525.80	£207.20	£552.58	£473.16	£164.82	£827.97			£839.05				

INCOME

AD HOC HIRE				£682.95	£345.35	£670.80	£155.20	£543.60	£45.60	£362.57	£556.00	£369.70	£3,731.77
Aerobics - Jose Childs						£81.00	£81.00	£40.50	£60.75	£81.00	£40.50	£60.75	£445.50
Bulgarian Primary School	£101.20	£414.40				£301.50	£254.00	£194.10	£45.60	£141.60	£163.80	£93.60	£1,709.80
CVH Bowls - Mr Jon Matthews						£694.15		£611.60	£332.20	£328.10	£397.10	£247.10	£2,610.25
Dodge Ball - Iestyn North			£80.40			£123.00	£69.00	£27.60	£82.80	£82.80	£101.25	£27.60	£410.40
Guides (started Oct 21)						£60.75	£81.00	£60.75	£81.00	£60.75	£101.25	£40.50	£486.00
Karate - Shinkyu - Arandeep Chodha	£130.65	£60.30	£150.75	£184.25		£4,789.15	£750.25	£96.60	£2,015.15	£2,015.15	£2,026.85	£372.60	£2,394.00
Rainbow Pre-school	£1,001.00	£2,002.00	£350.00			£174.20	£62.30	£27.80	£41.40	£69.00	£82.80	£55.20	£20,244.75
Stretch - Caroline Pink			£53.60			£203.40	£62.30	£82.80	£62.10	£69.00	£69.00	£55.20	£612.60
Tai Chi - Mr Ling Ching					£163.80				£62.10		£82.80		£67.20
Weston School of Dance - Elisabeth Swan		£348.40	£87.10			£224.25	£224.25		£134.55	£179.40	£138.00	£41.40	£1,332.50
Zumba - Gemma Cook		£26.80	£67.00			£164.00			£55.20	£55.20	£138.00		£574.40
EON Refund													£0.00
Contribution from Youth Club for Inc&H2O						£227.00							£227.00
Chelmsford City Council Grant	£8,000.00												£10,667.00
	£9,232.85	£2,851.90	£788.85	£920.80	£535.95	£7,713.20	£3,761.15	£3,700.30	£2,873.55	£6,656.02	£3,743.00	£3,323.60	£46,103.17

EXPENDITURE

CVH Staff salary combined (NET)	£1,253.39	£1,115.54	£1,148.50	£1,140.06	£1,106.34	£1,113.94	£1,133.74	£1,598.94	£1,113.94	£1,113.74	£1,638.94	£1,113.74	£14,560.81
HMFCC monthly (lhn)	£248.80	£230.80	£386.60			£15.83	£198.80	£51.25	£50.00	£50.00	£198.80	£199.00	£2,695.68
Chelmsford City Council - Rates (BACS)													£201.25
Chelmsford City Council - bin (BACS)	£137.03			£137.03			£137.03						£548.12
Chelmsford City Council - premises lic (CHQ)													£180.00
Anglian Water/Essex & Suff Water D/D			£91.67						£528.43				£620.10
Ansvar monthly insurance (DD)		£155.88	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£1,557.63
DD Eon monthly elec payment	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£3,792.00
Phones	£12.10	£30.21	£32.26	£52.26	£12.26	£32.26	£32.26	£32.26	£32.26	£32.26	£32.26	£39.50	£372.15
SHIPMAN'S Fire Alarm Maintenance/Ex	£43.50	£206.70	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£685.20
Stationery/furniture		£21.45											£46.28
Building Maintenance		£161.52	£324.00	£664.07	£430.20	£213.49	£172.28	£393.00	£193.93	£622.30	£459.00	£389.39	£4,023.18
Cleaning materials	£108.40	£119.40	£120.46	£96.40	£13.56	£7.69	£182.38			£59.71	£173.99	£66.28	£1,152.81
North Antivirus for Laptop (Debit Card)													£0.00
Webster	£120.00								£15.00				£165.00
Licenses			£94.99	£224.40									£319.39
SPC admin fee			£5,500.00										£5,500.00
Memberships ROCE Fee			£66.00								£66.00		£132.00
Auditor Fee						£155.00							£165.00
Misc payments	£2,239.22	£2,423.50	£8,213.73	£2,984.47	£2,242.61	£1,993.29	£2,422.99	£3,338.45	£2,652.61	£2,955.08	£3,264.24	£2,167.41	£36,901.60

## CHELMERS VILLAGE HALL

## Income and Expenditure Report

1st April 2021 - 31st March 2022

1st April 2020 - 31st March 2021

Management Accounts	as at		as at	
	31-Mar-22		31-Mar-21	
<b>INCOME</b>				
<b>Bookings</b>				
Childs - Aerobics	£445.50		£157.20	
Buigarlan Primary School	£1,709.80		£304.00	
CV Bowls	£2,541.25		£48.00	
Dodgeball	£479.40		£0.00	
Rainbow Guides	£283.50		£0.00	
Rainbow Pre-school	£20,244.75		£5,734.00	
Shinkyu Karate	£2,394.00		£304.85	
Stretch - Carolyn Plink	£612.60		£53.60	
Tai Chi - Mr Chng	£657.20		£40.20	
Weston's Dance School	£1,332.50		£408.70	
Zumba - Chappell	£574.40		£120.60	
Occasional Bookings (Parties/Meetings etc)	£3,784.27		£93.80	
SPC Summer Playscheme	£150.00		£0.00	
<b>Total Bookings</b>		<b>£35,209.17</b>		<b>£7,264.95</b>
<b>Other Income</b>				
Youth Club-insurance/water rates contribution	£227.00		£0.00	
E.On Electricity Rebate	£0.00		£1,196.00	
Misc Income (CCC & NL Grant)	£10,667.00		£23,677.51	
		£10,894.00		£24,873.51
<b>Total Income 2021-2022</b>		<b>£46,103.17</b>	2020-2021	<b>£32,138.46</b>

<b>EXPENDITURE</b>				
Staff	£14,590.81		£13,349.24	
Inland Revenue	£2,695.68		£2,354.60	
Insurance	£1,557.63		£1,556.02	
Telephone	£372.15		£224.88	
Rates	£201.25		£0.00	
Electricity	£3,792.00		£4,036.00	
Water/Sewerage	£620.10		£723.24	
Stationery & Furniture	£46.28		£26.95	
Cleaning Materials	£1,152.81		£939.87	
Repairs & Maintenance	£4,708.38		£24,781.40	
Licences & Subscriptions	£631.39		£440.08	
Refuse Collection	£548.12		£548.12	
Bank Charges & Int			£5.00	
		<b>£30,916.60</b>		<b>£48,985.40</b>
<b>Miscellaneous</b>				
Auditor Fee	£165.00		£165.00	
SPC Admin Fee	£5,500.00		£5,250.00	
IT lap top anti virus/subs	£0.00		£89.99	
Website	£165.00		£0.00	
Hallbooking refunds	£0.00		£415.40	
Other Misc	£155.00		£5.68	
	£5,985.00			£5,926.07
<b>Total Expenditure</b>		<b>£36,901.60</b>		<b>£54,911.47</b>
<b>Excess Income over Expenditure</b>		<b>£9,201.57</b>		<b>£14,648.37</b>
<b>Opening Balance 1st April - (Current A/c)</b>		<b>£24,222.50</b>		<b>£31,821.34</b>
<b>Net Surplus / Deficit (Current A/c)</b>		<b>£33,424.07</b>		<b>£46,469.71</b>



# HEELIS&LODGE

Local Council Services • Internal Audit

## Independent Examiner's Report for Chelmers Village Hall – 1 April 2021 to 31 March 2022

**Registered Charity No: 281535**

Income: £46,103.17

Expenditure: £36,901.60

Reserves: £48,560.62

Income audit trails were examined. All were found to be in order. A clear referencing system is in place and detailed breakdown of income is recorded. Good records are kept and expenditure is supported by appropriate paperwork.

The 2021 Annual Return was received by the Charity Commission on 7/10/2021. All trustees are members of Springfield Parish Council. The 2021 IE report was considered at the meeting held on 8/9/2021 (Ref: 6).

The bank reconciliation dated 31 March 2022 reconciled with the bank statement. At 31 March 2022 the current account held £33,424.07 (confirmed) and the savings account £15,136.55 (confirmed at 5/10/2021). No petty cash is held. It was resolved to move to online banking at a meeting held on 8/9/2021 (Ref: 10).

Income and expenditure are tracked throughout, providing a clear audit trail. The Finance and Marketing Officer keeps good records. Fees were reviewed on 2/3/2022 (Ref: 7) and a 2.5% increase agreed. It was noted that this was below inflation to as consideration was given to the financial impact on user groups resulting from covid. Hire agreements are in place and appropriate safeguards are in place to hirers have adequate insurance and qualifications to undertake safe and proper use of the activity to take place.

The Charity has insurance cover and procedures in place for Health & Safety, emergency evacuation and annual fire equipment inspections. PAT testing, Environmental Hygiene Certification, Water Hygiene Risk Assessment and COSHH Risk Assessments have all been completed. The Charity undertakes a monthly Risk Assessment on the Village Hall and a Project and Maintenance plan is in place. A Fire Risk Assessment has been undertaken. Salaries were reviewed at a meeting held on 2/3/2022 (Ref: 8.a).

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993.



Heather Heelis

4 July 2022

HEELIS&LODGE

Contact details : 1 Hembling Terrace, Mill Lane, Campsea Ashe, Suffolk, IP13 0PP

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Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

CHELMER VILLAGE HALL

SUMMARY	Year:												
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	2021-2022
Opening Cash on Hand	£24,222.50	£31,216.13	£31,644.53	£24,219.65	£22,155.98	£20,449.32	£26,169.23	£27,507.39	£27,869.24	£28,090.18	£31,789.12	£32,267.88	£33,424.07
Total Expenditure	£9,232.85	£2,851.90	£788.85	£920.80	£535.95	£7,713.20	£3,761.15	£3,700.30	£2,873.55	£6,656.02	£3,743.00	£3,323.60	£46,103.17
Net Cash Flow	£2,239.22	£2,433.50	£2,213.73	£2,984.47	£2,242.61	£1,993.29	£2,422.99	£3,338.45	£2,652.61	£2,955.08	£3,264.24	£2,167.41	£36,901.60
Ending Statement Balance	£6,993.63	£428.50	£7,424.88	£2,053.67	£1,706.66	£5,719.91	£1,338.16	£361.86	£220.94	£3,698.94	£478.76	£1,156.19	£9,201.57
Less Unpresented Cheques	£31,216.13	£31,644.53	£24,219.65	£22,155.98	£20,449.32	£26,169.23	£27,507.39	£27,869.24	£28,090.18	£31,789.12	£32,267.88	£33,424.07	£33,424.07
	£525.80	£207.20	£552.58	£473.16	£164.82	£827.97			£839.05				

INCOME

AD HOC HIRE				£682.95	£345.35	£670.80	£155.20	£543.60	£45.60	£362.57	£556.00	£369.70	£3,731.77
Aerobics - Jose Childs						£81.00	£81.00	£40.50	£60.75	£81.00	£40.50	£60.75	£445.50
Bulgarian Primary School	£101.20	£414.40				£301.50	£254.00	£194.10	£45.60	£141.60	£163.80	£93.60	£1,709.80
CVH Bowls - Mr Jon Matthews						£694.15		£611.60	£332.20	£328.10	£397.10	£247.10	£2,610.25
Dodge Ball - Iestyn North			£80.40			£123.00	£69.00	£27.60	£82.80	£82.80	£101.25	£27.60	£410.40
Guides (started Oct 21)						£60.75	£81.00	£60.75	£81.00	£60.75	£101.25	£40.50	£486.00
Karate - Shinkyu - Arandeep Chodha	£130.65	£60.30	£160.75	£184.25		£4,789.15	£750.25	£96.60	£2,015.15	£2,015.15	£2,015.15	£372.60	£2,394.00
Rainbow Pre-school	£1,001.00	£2,002.00	£350.00			£174.20	£62.30	£27.80	£41.40	£69.00	£82.80	£55.20	£20,244.75
Stretch - Caroline Pink			£53.60			£203.40	£62.30	£82.80	£62.10	£69.00	£69.00	£55.20	£612.60
Tai Chi - Mr Ling Ching					£163.80								£67.20
Weston School of Dance - Elisabeth Swan		£348.40	£87.10			£224.25	£224.25		£134.55	£179.40	£179.40	£134.55	£1,332.50
Zumba - Gemma Cook		£26.80	£67.00			£164.00			£56.20	£56.20	£138.00	£41.40	£574.40
EON Refund													£0.00
Contribution from Youth Club for Ine&H2O						£227.00							£227.00
Chelmsford City Council Grant	£8,000.00												£10,667.00
	£9,232.85	£2,851.90	£788.85	£920.80	£535.95	£7,713.20	£3,761.15	£3,700.30	£2,873.55	£6,656.02	£3,743.00	£3,323.60	£46,103.17

EXPENDITURE

CVH Staff salary combined (NET)	£1,253.39	£1,115.54	£1,148.50	£1,140.06	£1,106.34	£1,113.94	£1,133.74	£1,598.94	£1,113.94	£1,113.74	£1,638.94	£1,113.74	£14,560.81
HMFCC monthly (lhn)	£248.80	£230.80	£386.60			£15.83	£198.80	£51.25	£50.00	£50.00	£198.80	£199.00	£2,695.68
Chelmsford City Council - Rates (BACS)													£201.25
Chelmsford City Council - bin (BACS)	£137.03			£137.03			£137.03						£548.12
Chelmsford City Council - premises lic (CHQ)													£180.00
Anglian Water/Essex & Suff Water D/D			£91.67						£528.43				£620.10
Ansvar monthly insurance (DD)		£155.88	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£1,557.63
DD Eon monthly elec payment	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£3,792.00
Phones	£12.10	£30.21	£32.26	£52.26	£12.26	£32.26	£32.26	£32.26	£32.26	£32.26	£32.26	£39.50	£372.15
SHIPMAN'S Fire Alarm Maintenance/Ex	£43.50	£206.70	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£685.20
Stationery/furniture		£21.45											£46.28
Building Maintenance		£161.52	£324.00	£664.07	£430.20	£213.49	£172.28	£393.00	£193.93	£622.30	£459.00	£389.39	£4,023.18
Cleaning materials	£108.40	£119.40	£120.46	£96.40	£13.56	£7.69	£182.38			£59.71	£173.99	£66.28	£1,152.81
North Antivirus for Laptop (Debit Card)													£0.00
Websites	£120.00								£15.00				£165.00
Licenses			£94.99	£224.40									£319.39
SPC admin fee			£5,500.00										£5,500.00
Memberships ROCE Fee			£66.00								£66.00		£132.00
Auditor Fee						£155.00							£165.00
Misc payments	£2,239.22	£2,423.50	£8,213.73	£2,984.47	£2,242.61	£1,993.29	£2,422.99	£3,338.45	£2,652.61	£2,955.08	£3,264.24	£2,167.41	£36,901.60