

Brundall Memorial Hall AGM Report[2021]

Chairman's report

This year has felt very stop-start as we have all needed to adapt to changing Government restrictions and lockdowns.

During the lockdowns, a number of outstanding jobs have been able to be carried out: deep clean, office refurbishment as well as other minor works.

We've been fortunate to have received financial support through the Broadland COVID support package and we are appreciative of the way that Broadland has responded to the local needs as the pandemic continued to impact.

Work continues as we seek to change the status of the hall to Charitable Incorporated Organisation. This will not affect how the hall runs on a day-to-day basis. Community Action Norfolk is supporting us in this process.

Bookings continue to be full (pre-COVID and also between lockdowns).

The daily management of the hall is overseen by our fantastic team: Jeanette Lovatt and Sharon Harper. The strategic oversight is provided by a strong team of trustees who work with Jeanette Sharon to ensure that the memorial continues to serve the local community.

The staff are currently on furlough whilst the hall is closed. We will be reopening (with COVID-safe procedures in place) from after half term (beginning of June). The hall will be open on the 6th May to allow local councillor and crime commissioner elections to take place.

A significant piece element of the trustees work has been to work with the Parish Council and the Yare Valley Churches to develop the Accord which we see as being a positive move in order to ensure the three organisations continue to work closely together into the future.

Whilst many will have a view concerning the land east of the memorial hall, we are committed to working closely with the Parish Council in order to maximise the opportunities for our community.

My thanks to all those who continue to help ensure the Memorial Hall is an amenity that can be enjoyed by the whole community.

Peter Leech
Chairperson

Brundall Memorial Hall – Registered Charity Number 303916

Treasurer's Report on Accounts for year ending 31st March 2021

As treasurer I am very pleased to report that the Profit and Loss account for the year ending 31st March 2021 shows a loss of just £2,579.58. Although a loss, it needs to be taken into account that the hall suffered from an enforced closure for the majority of the year due to covid so received hire fees of just £4,195.

The income for the year of £25,243.04 is due mainly to grants from Broadland District Council and furlough scheme arrangements. However, although slightly down on last year, £764 has been raised from use of the recycling banks which will help support the hall.

Expenditure includes the required sanitising stations and fogging machine to make the building covid secure, as well as incidental requirements due to prolonged closure. Planned work has been completed to provide the staff with an office accessible to them, and Trustees, whenever required without interrupting other users. Repairs have also been carried out to the play equipment to ensure it is safe for all users.

The end of year reserves stand at £41,880.41 – a healthy balance going forward to reopen the hall when we hope to be able to welcome hirers back to make full use of all facilities available and plan for the future.

Aileen Beck
Trustee/Treasurer
Brundall Memorial Hall
20th May 2021



Brundall Memorial Hall

Brundall Memorial Hall
Links Avenue
Brundall
Norwich

Year Ending 31st March 2021

Brundall Memorial HallLinks Ave
BrundallIncome and Expenditure Account
To 31st March 2021

<u>2020</u>	<u>Income</u>	<u>2021</u>	
		£	£
29,070.43	Hall Hire	4,195.00	
171.79	Interest	32.81	
1,418.87	Recycling	1,107.80	
2,160.98	Donations	19,907.43	
-	Other	-	
	32,822.07		25,243.04
	<u>Expenditure</u>		
10,995.83	Wages	7,696.66	
826.56	Rates	-	
	Cleaning		
256.33	Materials	887.13	
	Ground		
745.24	maintenance	152.86	
	Repairs &		
5,431.09	Maintenance	7,701.58	
	New		
602.22	Equipment	636.21	
1,875.64	Insurance	1,904.50	
	Heating /		
3,053.90	Lighting	3,594.00	
2,416.66	Water Supply	349.52	
131.55	Telephone	204.41	
	Postage &		
415.55	Staty	597.96	
348.10	Subscriptions	987.34	
532.00	Prof Fees	978.00	
	Waste		
1,305.14	Collection	1,669.65	
-	Travel	-	
307.80	Recycling	343.80	
84.20	Web Fees	119.00	
-	Prior year deposits	-	
	Special		
	29,327.81		27,822.62

Brundall Memorial Hall

Links Ave
Brundall

Summary Income and Expenditure Account
To 31st March 2021

2020		2021
£		£
32,822.07	Total Income	25,243.04
<u>29,327.81</u>	Total Expenditure	<u>27,822.62</u>
<u>3,494.26</u>		<u>-2,579.58</u>
	<u>Depreciation</u>	
-196.98	Equipment	-371.06
-320.99	Fittings	-464.29
-145.21	Office Equipment	-145.20
<u>-663.18</u>		<u>-980.56</u>
<u>2,831.08</u>	Profit / Loss	<u>-3,560.14</u>

Brundall Memorial Hall

Links Ave
Brundall

Movement of Fixed Assets

	Depreciation Rate	b/f bal	purchases 2020/21	April	May	June	July	August	September	October	November	December	January	February	March	Total Depreciation	c/f bal
<u>Equipment</u>																	
Fender Passport PA System	25%	338.00	169.00		7.04	7.04	7.04	7.04	7.04	7.04	7.04	7.04	7.04	7.04	7.04	84.48	84.52
Vacuum Cleaner	25%	449.99	253.13		9.37	9.37	9.37	9.37	9.37	9.37	9.37	9.37	9.37	9.37	9.37	112.44	140.69
Sanatising Stations	25%		555.00						11.56	11.56	11.56	11.56	11.56	11.56	11.56	80.94	474.06
Fogger	25%		639.12						13.32	13.32	13.32	13.32	13.32	13.32	13.32	93.21	545.92
		<u>422.13</u>	<u>1,194.12</u>		<u>16.41</u>	<u>16.41</u>	<u>16.41</u>	<u>16.41</u>	<u>16.41</u>	<u>41.29</u>	<u>41.29</u>	<u>41.29</u>	<u>41.29</u>	<u>41.29</u>	<u>41.29</u>	<u>371.06</u>	<u>1,245.19</u>
<u>Fixtures & Fittings</u>																	
Showcase Display	25%	524.00	261.99		10.92	10.92	10.92	10.92	10.92	10.92	10.92	10.92	10.92	10.93	10.93	131.06	130.93
Commemoration bench	10%	1,250.00	1,072.89		10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	125.04	947.85
Defibrulator	10%	2,082.00	2,047.30		17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	208.20	1,839.10
		<u>2,132.00</u>	<u>3,382.18</u>	-	<u>38.68</u>	<u>38.69</u>	<u>38.69</u>	<u>38.69</u>	<u>38.69</u>	<u>38.69</u>	<u>38.69</u>	<u>38.69</u>	<u>38.69</u>	<u>38.69</u>	<u>38.70</u>	<u>464.29</u>	<u>2,917.89</u>
<u>Office Equipment</u>																	
Laptop	25%	580.84	302.52		12.10	12.10	12.10	12.10	12.10	12.10	12.10	12.10	12.10	12.10	12.10	145.20	157.32
		<u>4,106.83</u>	<u>1,194.12</u>													<u>980.56</u>	<u>4,320.39</u>

Bank Reconciliation

As at 31st March 2021

	Chq No	£	£
Balance as per bank statement			4,475.24
Less: Unpresented Chq's			-
Plus: Cash in Transit			-
			<hr/>
Correct Bank Statement Balance			<u>4,475.24</u>
Balance as per Cashbook			<u>£4,475.24</u>

BRUNDALL MEMORIAL HALL

LINKS AVENUE
BRUNDALL

REPORT OF THE ACCOUNTANTS TO THE MEMBERS OF

BRUNDALL MEMORIAL HALL

We have reviewed the accounts of the Brundall Memorial Hall for the year ended 31st March 2021. Our procedures consisted of comparing the accounts with the accounting records kept by the Brundall Memorial Hall, and making such limited enquiries of the Committee as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

In our opinion, taking into account the above note, the accounts prepared give a true and fair view of the state of affairs of the Brundall Memorial Hall at 31st March 2021 and of its excess on income over expenditure for the period.

GRAVER & CO LIMITED
2 Station Road
Brundall
Norwich
NR13 5LA

Date 19th May 2021.....

Brundall Memorial Hall

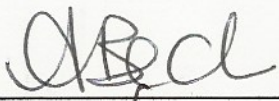
Links Ave
Brundall

Report of the committee to the members of
Brundall Memorial Hall

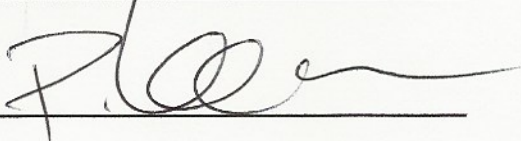
We acknowledge as committee members that the committee is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time, the financial position of the Club and for safeguarding the assets of the Club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

We hereby approve the foregoing Income and Expenditure Account for the year ended 31st March 2021 and Balance Sheet as at that date and confirm that we have made all relevant information available

Approved by the Committee



Treasurer



Chairman

Date

BRUNDALL MEMORIAL HALL

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