

REPORT FROM CHAIRMAN OF TRUSTEES 2022/3

This year has seen most activities and events returning to “normal” and I think that the threat we all faced from Covid is now in the past, thank goodness.

The Hall has seen bookings increasing and the refurbishment of the small meeting room is a success leading to a useful space for the hall to let out. I am pleased to say that the toilets have been decorated and some parts replaced to update them.

The investigations into the problems in the lounge are still ongoing but we think we may have the problem sorted quite soon.

We have engaged with the Parish Council in discussion about the land to the East of the hall and the future is looking quite exciting, we have many ideas about how the Hall can be improved in the future.

The Jubilee event held at the Hall in June last year was a success despite the awful weather on that day and I think the village appreciated the work that was put into the day.

Here I wish to thank Jeanette and Sharon for all their hard work to ensure that everything runs smoothly and the Hall is always clean and tidy. We all appreciate that this can be a thankless task at times so I wish it to be on record how grateful we the Trustees are for all you do.

The Hall would not run without you so thanks very much.

It has been a privilege to be the Chair of Trustees and I wish to record my thanks to all the Trustees for their work on the Committee

Thanks very much

Jan

Brundall Memorial Hall Treasurer’s report for year ending 31st March 2023

I am very pleased to be able to report that the accounts show the Memorial Hall has been used more this year than in recent years – income from hire amounted to £30,683 compared to £23,064 for the year ending 2022. The total income for this year is £31,993 which is a reduction on last year’s figure of £35,261 (which was boosted by grants of £10,667 from Broadland District Council) so a promising sign for the times ahead, due to our many regular hirers complemented by the ad-hoc bookings as and when there is availability. As you will see from the accounts, the expenditure for this year has been £31,864 (an increase on last year’s figure of £22,760). However, the increased cost of living explains the majority of the additional costs - the hall has paid £3,748 more towards the cost of utilities compared to last year. The legal work involved in updating the constitution to bring it into line with modern practices continues, at little financial cost, due to the involvement and guidance offered by Community Action Norfolk. Users of the hall will have seen the new heating system and could not miss the recent painting in the toilets – the view being to keep the premises in good, clean and comfortable condition for all users. Where possible, local tradespeople or volunteers are approached to keep the community spirit alive. The main hall is in regular use, with the lounge and small room being used less often. So if anyone is looking for a smaller space to hire, please

contact the hall administrator to discuss costs and availability. Overall, the Memorial Hall broke even this year, although once depreciation is taken into account there is a small loss. This was envisaged, so hiring prices have been reviewed and increased slightly. The reserves remain steady, so the trustees with the unwavering assistance of the staff, will do their best to keep the hall on an even keel for the future. Aileen Beck Treasurer
25th May 2023



Brundall Memorial Hall
Links Avenue
Brundall
Norwich

Year Ending 31st March 2023

Brundall Memorial Hall

Links Ave
Brundall

Income and Expenditure Account
Year Ended 31st March 2023

<u>2022</u>		<u>Income</u>	<u>2023</u>	
£			£	£
23,064.51		Hall Hire	30,683.37	
6.37		Interest	310.03	
1,407.84		Recycling	933.74	
10,667.19		Donations	1.42	
115.01		Other	65.00	
	35,260.92			31,993.56
		<u>Expenditure</u>		
10,147.85		Wages	12,718.20	
214.32		Rates	419.84	
14.77		Cleaning Materials	610.39	
1,279.00		Ground maintenance	390.00	
1,923.50		Maintenance	2,233.01	
265.89		New Equipment	390.61	
2,117.04		Insurance	2,433.73	
2,670.65		Heating / Lighting	5,148.49	
227.20		Water Supply	1,137.16	
345.97		Telephone	442.69	
365.91		Postage & Staty	546.07	
809.33		Subscriptions	1,328.96	
1,172.00		Prof Fees	2,194.50	
743.61		Waste Collection	1,123.13	
-		Travel	-	
378.54		Recycling	501.55	
84.00		Web Fees	95.81	
-		Special	150.00	
	22,759.58			31,864.14
	12,501.34			129.42

Brundall Memorial Hall

Links Ave
Brundall

Summary Income and Expenditure Account
Year Ended 31st March 2023

2022			2023
	£		£
	35,260.92	Total Income	31,993.56
	<u>22,759.58</u>	Total Expenditure	<u>31,864.14</u>
	<u>12,501.34</u>		<u>129.42</u>
		<u>Depreciation</u>	
-844.35		Equipment	-925.01
-573.16		Fittings	-873.26
<u>-145.20</u>		Office Equipment	<u>-12.12</u>
	<u>-1,562.71</u>		<u>-1,810.39</u>
	<u>10,938.63</u>	Excess/Deficit in year	<u>-1,680.97</u>

Bank Reconciliation

As at 31st March 2023

	Chq No	£	£
Balance as per bank statement 31/03/2023			2,992.06
Less: Unpresented Chq's	102727	17.50	
			<u>17.50</u>
Plus: Cash in Transit			<u>-</u>
Correct Bank Statement Balance			<u><u>2,974.56</u></u>
Balance as per Cashbook			<u><u>£2,974.56</u></u>

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 2022 and Balance Sheet as at that date and confirm that we have made all relevant information available

Approved by the Committee

ABecl

Treasurer

JW Bainger

Chairman

27/4/23

Date

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 2023. 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 2023 and of its deficit of income over expenditure for the period.

GRAVER & CO LIMITED

2 Station Road

Brundall

Norwich

NR13 5LA

Date 22nd May 2023.....



Brundall Memorial Hall

Links Avenue

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Norwich

Year Ending 31st March 2023

Brundall Memorial Hall

Links Ave
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Equipment	Depreciation Rate	original cost	b/f bal	purchases 2022/23	depreciation adjustment	Total															
						April	May	June	July	August	September	October	November	December	January	February	March	Depreciation	c/f bal		
Equipment																					
Fender Passport PA System	25%	338.00	-	-	-	9.37	9.37	9.51												28.25	0.00
Vacuum Cleaner	25%	449.99	28.25			11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	138.72	196.62
Sanatising Stations	25%	555.00	335.34			11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	138.72	196.62
CCTV	25%	2,393.00	2,044.05			49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	49.85	598.20	1,445.85
Fogger	25%	639.12	386.20			13.32	13.32	13.32	13.32	13.32	13.32	13.32	13.32	13.32	13.32	13.32	13.32	13.32	13.32	159.84	226.37
			2,793.84	-	-	84.11	84.10	84.24	74.73	74.73	74.73	74.73	74.73	74.73	74.73	74.73	74.73	74.73	74.73	925.02	1,868.82
Fixtures & Fittings																					
Showcase Display	25%	524.00	-			10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	125.04	697.77
Commemoration bench	10%	1,250.00	822.81			10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	125.04	697.77
External Notice Board	25%	714.70	625.36			14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	14.89	178.68	446.68
Defibrillator	10%	2,082.00	1,630.90			17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	17.35	208.20	1,422.70
Furniture for meeting room	25%	471.60	451.95			9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	117.96	334.00
Heaters	25%					9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	117.96	334.00
			3,531.02	3,894.00		52.48	52.49	52.49	52.49	52.49	52.49	52.49	52.49	52.49	52.49	52.49	52.49	52.49	52.49	873.26	#REF!
Office Equipment																					
Laptop	25%	580.84	12.12			12.12														12.12	
			6,336.98	3,894.00		12.12														1,810.39	#REF!
				10,230.98																8,420.59	

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