

This is the 2020 annual report for Lingwood Village Hall, charity number 303999.

What. A. Year.

It's difficult to take these reports seriously given the challenges of the past year. However, we're (hopefully) coming out the other side and we have lots to look forward to.

All our staff have been furloughed to some degree through the year. Kerry has worked at least a week each month to ensure that wages are paid and that the basics aren't forgotten. I know she's keen to get back to work and a sense of normality but would thank her for another year of help.

We have some challenges as we move out of the COVID period. Financially, I'd be surprised if we don't suffer owing to the pandemic. Whilst the current bank balance may not show much degradation we have some significant costs to cover if we are to get back to where we were. But, that must be our aim, and I'm confident that, in time we can recover lost ground and move forwards again.

In many ways, Covid has brought the community together. I hope this helps the Hall and Social Club as we move forwards. As we reopen we have chance to adapt and make changes which will bring more people to the Hall.

We haven't been idle during the lockdown period. We've been interviewing staff, sorting the tender for the track on the field, and thinking about how we reopen. From March 8th Kerry will be back full time and we can start to bring the building back to life.

Here's to a better 2021 and beyond. The Hall still has more to offer and I firmly believe we're entering another exciting period.

The current trustees are Ben Bethell, Matthew Dingle, Brian Whiskin, Richard Bethell, Carla Sutherland, Janet Marshall, Phil Henry, and Steve D'Souza, Philip Barnes. All are standing for re-election.

Mrs Sarah Hunt
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25th March 2021

Lingwood Village Hall
By email

Dear Sirs,

I would like to thank Lingwood Village Hall for their instruction to complete an Internal Audit for the Financial Year 2020, and also thank Kerry Sturman for her time and co-operation.

The Internal Audit is not designed to detect fraud, but is a check of the financial work, policy and procedures of the Council, however financial checks are undertaken as part of that process.

Lingwood Village Hall clearly maintain good and robust Financial checks and excellent records are kept by Kerry on their behalf. I have reconciled the bank statements to the cashbook throughout the year and been provided with original documents to spot check transactions.

The bank is reconciled monthly.

The payroll continues to be processed using Basic Tools and payslips have been checked against payments. National Insurance codes appear to be correct and all staff are being paid above minimum wage and payments adjusted when necessary.

It may prove helpful to both staff and employer to detail on pay slips payments that are furlough and those that are for worked hours.

We have identified an adjustment that is necessary with the NEST pension scheme. I am happy to offer further support if this is required by Kerry.

The Pension re-enrolment date was 22nd July 2020 and it has been confirmed that this took place.

I have not inspected the insurance schedule, but am informed that the Chairman has investigated cover and assets are kept on an asset register.

The Finance Policy has not been reviewed for some time, Trustees may want to revisit this and reassess whether or not this still reflects their wishes or if they would like to make any changes.

This has been a difficult year to audit as all inspection has been remotely, and also as meetings did not take place as usual.

It has been a pleasure working with Kerry on your audit.

I enclose my invoice for your attention and would be happy to clarify any points.

Yours faithfully,

Sarah Hunt

Sarah Hunt

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INVOICE

25th March 2021e

Lingwood Village Hall
c/o Email.

To – undertaking annual Internal Audit,

£125.00