

**This is the 2021 annual report for Lingwood Village Hall, charity number 303999.**

It's been another difficult year, but it does finally seem like we're coming out the other side.

That said, a year ago I commented the same. The Hall has continued to prove its resilience and all those involved should be proud that our doors are open again and we're back, where we should be, at the centre of the community.

With the end of the furlough scheme and the gradual return to pre-covid activities, our cost base has increased again. However, it's obvious that getting back to previous levels of footfall will take more time. That lag costs us, and managing our money is difficult.

Hug-a-mug has shone once again. Our volunteers have come back as they've felt more comfortable with the situation, and we have seen the lively café we all know and love begin to return. I'm confident that we can get back to pre-pandemic levels without too much issue – a reflection of the dedication we see from our HAM team and their supporters.

The Social Club has been harder to bring back to life. Changes are being made and I'm pleased to see some new energy, particularly from our two new Committee members.

Our grounds are looking better as we gradually bring together our plans. The running track was installed early last summer and it's fantastic to see parkrun here every Saturday. The Leg-its are a credit to the village and all those involved, and have made their mark in recent weeks as the money raised at their 10k event is used to improve the back field. It feels like a real partnership which, whilst not always straight forward, exists to benefit our community by us working together. We would welcome more similar partnerships!

On the subject of working together, I'm really grateful to the Trustees and Committee. Being a part of a voluntary group, with the responsibilities each of those involved carries, is not something to be undertaken lightly. Add in the frustrations which can exist as a result of personalities, timescale constraints, communication, and the financial prudence we currently need to maintain, and it's not an easy place to be. However, I'm proud to see the same faces still here (and a couple more) – we just need to keep pushing.

One of our new committee members made me think a few weeks back. A comment was made about the difficulties of a committee lead organisation, in particular the challenges we have when we want to just get things done. It made me think, and it's true that we often feel cumbersome. However, we need to remember that, if committee life was easy, every village would have a facility like ours. Our Trustees and Committee are a shining example, though it's easy to overlook that.

On the topic of shining examples, we're also fortunate to have the staff we do. In particular, I want to thank Kerry for her dedication and hard work. She's the face of the Hall, if not the village in general, and I know that comes with its own challenges. She completes our team, and is a huge part of what makes this building, and village, what it is.

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.

2021	-	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
	<b>Income</b>													
	Badminton - Sunday	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Badminton/short tennis - Monday	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Boccia	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Chair Based Exercise	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£42.50	£0.00	£76.50	£0.00	£51.00	£25.50	£195.50
	Cookies Kitchen	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£58.50	£0.00	£58.50
	Craft & Chat	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£38.00	£38.00	£57.00	£0.00	£133.00
	Creative Planet	£81.50	£0.00	£0.00	£0.00	£148.75	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£230.25
	DanceZenergy	£0.00	£0.00	£0.00	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00
	Drury Dance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Fitness at the street - classes	£0.00	£0.00	£0.00	£0.00	£81.00	£135.00	£27.00	£0.00	£150.00	£62.50	£50.00	£0.00	£505.50
	Fitness at the street - rent	£370.00	£370.00	£1,850.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,590.00
	Football Fun Factory	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£324.00	£141.75	£0.00	£236.25	£702.00
	Forever Young Fitness	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£75.00	£150.00	£100.00	£100.00	£75.00	£500.00
	Indoor Bowls	£108.00	£0.00	£0.00	£0.00	£0.00	£54.00	£108.00	£0.00	£243.00	£154.80	£108.00	£108.00	£883.80
	Indoor kids sports	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£162.00	£162.00
	Jive Bunnies	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Lingwood Players	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£162.00	£0.00	£162.00
	Pilates	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£170.00	£136.00	£110.50	£416.50
	Quilters	£0.00	£0.00	£0.00	£0.00	£0.00	£17.00	£15.00	£21.00	£15.00	£21.00	£21.00	£0.00	£122.00
	South Walsham Football Club	£0.00	£0.00	£0.00	£0.00	£0.00	£85.00	£0.00	£85.00	£260.00	£103.00	£213.00	£0.00	£746.00
	Table Tennis - Friday	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Table Tennis - Thursday	£0.00	£0.00	£0.00	£0.00	£0.00	£47.00	£92.00	£118.00	£100.00	£123.00	£100.00	£100.00	£680.00
	Tennis - MUGA	£0.00	£0.00	£0.00	£0.00	£0.00	£21.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£21.00
	Tiny Tots	£76.08	£178.54	£0.00	£0.00	£0.00	£176.44	£131.06	£0.00	£26.38	£103.00	£77.70	£140.63	£909.83
	Tots 2 Teens	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£87.50	£0.00	£0.00	£0.00	£87.50
	Yoga	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£81.00	£0.00	£0.00	£13.50	£0.00	£19.00	£113.50
	Zumba Gold	£0.00	£0.00	£0.00	£0.00	£0.00	£75.00	£125.00	£0.00	£218.75	£100.00	£150.00	£168.75	£837.50
	<b>Regular Hiring</b>	<b>£635.58</b>	<b>£548.54</b>	<b>£1,850.00</b>	<b>£250.00</b>	<b>£229.75</b>	<b>£610.44</b>	<b>£621.56</b>	<b>£299.00</b>	<b>£1,689.13</b>	<b>£1,130.55</b>	<b>£1,284.20</b>	<b>£1,157.63</b>	<b>£10,306.38</b>
	Adhoc hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.00	£0.00	£7.50	£5.00	£5.00	£5.00	£27.50
	Admin services	£0.00	£0.00	£0.00	£0.00	£0.00	£137.50	£0.00	£0.00	£93.75	£0.00	£0.00	£0.00	£231.25
	BBQ,s/Gas	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20.00	£0.00	£0.00	£20.00
	Business Rates refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Car Boot	£0.00	£0.00	£0.00	£0.00	£140.00	£175.00	£160.00	£130.00	£145.00	£0.00	£0.00	£0.00	£750.00
	Cluster Membership	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Corkage	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Darts food	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Donations	£166.00	£0.00	£150.00	£170.00	£85.00	£125.00	£71.00	£85.00	£40.00	£45.00	£60.00	£285.00	£1,282.00
	Events - External	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Events - Hall/Social Club	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£350.00	£0.00	£0.00	£4,222.50	£1,021.50	£360.05	£5,954.05
	Everbubbles - Deposit	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£450.00	£0.00	£0.00	£0.00	£0.00	£0.00	£450.00
	Everbubbles - Rent	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£2,700.00
	Floats	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Food service	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£195.00	£0.00	£0.00	£835.00	£1,030.00
	Friday Fun Night	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Hug A Mug - Stock/Sundries/Ingredients	£0.00	£0.00	£0.00	£0.00	£0.00	£6.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6.00
	Hug a Mug takings	£0.00	£0.00	£0.00	£0.00	£918.65	£3,032.45	£4,141.79	£3,946.37	£4,848.02	£4,441.72	£4,445.36	£4,624.12	£30,398.48
	Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Irregular Hiring	£8.00	£0.00	£0.00	£0.00	£0.00	£250.00	£8.00	£513.50	£534.50	£473.00	£664.50	£364.00	£2,815.50
	Leg-its	£0.00	£0.00	£0.00	£0.00	£640.00	£0.00	£103.00	£10.00	£0.00	£20.00	£0.00	£0.00	£773.00
	Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Miscellaneous	£0.00	£0.00	£0.00	£0.00	£4.35	£30.00	£27.30	£0.00	£0.00	£5.78	£0.00	£14.85	£82.28
	Pension	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£72.59	£0.00	£0.00	£72.59
	Petisque food	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Pool food	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Recycling credits	£198.94	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£198.94
	Social Club Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Social Club Rent	£50.00	£0.00	£100.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£600.00
	Sundry Sales	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	<b>Other Income</b>	<b>£422.94</b>	<b>£0.00</b>	<b>£250.00</b>	<b>£220.00</b>	<b>£1,838.00</b>	<b>£3,805.95</b>	<b>£5,816.09</b>	<b>£5,184.87</b>	<b>£6,363.77</b>	<b>£9,805.59</b>	<b>£6,696.36</b>	<b>£6,988.02</b>	<b>£47,391.59</b>
	Awning	£0.00	£0.00	£0.00	£0.00	£4,938.00	£3,703.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£8,641.50
	CCTV - Parish Council Contribution	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£400.00	£0.00	£0.00	£0.00	£400.00
	Cellar Cooler	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,607.82	£0.00	£0.00	£2,607.82
	Chair Yoga booking deposit	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£50.00
	Covid-19 Grant	£3,200.00	£13,107.29	£0.00	£12,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£28,307.29
	Grant - Till	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
	HMRC - Job Retention Scheme	£0.00	£2,268.71	£3,902.98	£1,390.52	£0.00	£699.11	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£8,261.32
	MUGA rates	£433.44	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£433.44
	Petisque Grant	£0.00	£0.00	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00
	Social Club Reopening loan payback	£0.00	£0.00	£0.00	£0.00	£2,500.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	£3,500.00
	Thompsons - paid in error	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£639.60	£0.00	£0.00	£0.00	£639.60



Mrs Sarah Hunt  
58 Hercules Road  
Hellesdon  
Norwich  
Norfolk

[sbmr@hotmail.com](mailto:sbmr@hotmail.com)

01603 498028

19<sup>th</sup> February 2022

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 2021, and also thank Kerry Sturman, once again, 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 continue to 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 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, the rates change once again in April 2022 and I am sure that salaries will be reviewed at this point.

I would recommend to Trustees that the audit takes place at your offices next year to give the internal auditor access to any documents that would prove useful with greater ease.

It has once again been a pleasure working with Kerry on your audit, I would encourage Trustees to check out the Internal Controls here:

<https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities> The form is CC8 on the Charity Commission website.

I would recommend that Trustees consider a payment card, credit or debit, in the name of the Charity to enable staff to make purchases. There are many occasions throughout the year where staff and volunteers are having to make purchases on behalf of the charity – sometimes for large amounts. This is unacceptable and an alternative method of payment should be sought.

I am told that the Charity is not registered for VAT. The income is recorded on the Charity Commission website for 2019 of £115,000 and I understand from Kerry that you will exceed £85,000 income once again this year. Trustees will need to give consideration for VAT registration and should take professional advice. For the purposes of this years figures the loan and repayments made to the Social club do not count as qualifying income or expenditure.

I have also provided Kerry with a list of minor points that she may wish to raise with Trustees moving forwards.

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

Yours faithfully,

*Sarah Hunt*

Sarah Hunt

Sarah Hunt

58 Hercules Road, Hellesdon, Norwich, NR6 5HH

Telephone: 01603 498028 sbmr@hotmail.com

## INVOICE

22<sup>nd</sup> February 2022

Lingwood Village Hall  
c/o Email.

To – undertaking annual Internal Audit,

£125.00