

WEST MALLING VILLAGE HALL

TRUSTEES' ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2021

(REGISTERED CHARITY NO: 308209)

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FOR THE YEAR ENDED 31st MARCH 2021

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FOR THE YEAR ENDED 31st MARCH 2021

REFERENCE AND ADMINISTRATION DETAILS

Registered Charity Number	308209
Address	West Malling Village Hall Norman Road West Malling Kent ME19 6RW
Trustees	Mr J Jacobs (Chairman) Mrs S Jacobs (Secretary) Mrs H Hill (Treasurer) Mr J Turner Mrs C De Silva Miss K Usher
Bankers	Nat West Bank plc 43 Swan Street West Malling Kent ME19 6HF
Independent Examiner	Precision Accountants (Accounts Examined) Paddock Wood

WEST MALLING VILLAGE HALL
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 2021

The trustees present their report for the year ended 31st March 2021

Reference and Administrative Information

Details of the Charity's trustees, advisors and other reference and administrative information is given on page one.

Structure, Governance and Management

A trust deed dated 30th March 1973 established the charity. The charity is run by a Management Committee of trustees. Trustees, of whom there are a minimum of seven, are elected on an annual basis.

Objectives and Activities

The Village Hall exists for the use of the inhabitants of the Parish of West Malling, without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation.

The facilities of the Hall are available for hire by any individual or organisation in accordance with the standard hiring agreement and scale of charges adopted for the year. It is the trustees' intention that the charges be sufficient to meet all expenditure incurred in providing the community with this facility.

Achievements and Performance

Regular Hirers, for the majority of the year have only been the Pre-School.

The Parish Council continues to support the Village Hall and has awarded us with Loss of Income and Restart Grants. This was given in recognition of the cost of maintaining an amenity for the benefit of the whole community.

No Capital expenditure has been spent during the Financial year.

Financial Review

The Village Hall generated an excess of Income over Expenditure for the financial year of £5,144.63 (2019/2020: £6,598.24) Excess of Expenditure over Income).

Bookings were obviously down due to Covid Restrictions for this period but amounted to £8,303.73 (including 6 months arrears from a Hirer) (2019/2020: £25,115.25). The Government ruling to close the Hall to all Hirers, bar the Pre-School, resulted in higher running costs. The lockdown was lifted from the end of September up to 5th November but reinstated for most of December to the end of March.

Having received complaints from Hirers about the poor performance of the heating system in the building, it was decided to replace the radiators and associated plumbing. This was carried out in June at a cost £7,215.11.

The largest expense has been the Hall internal cleaning and cleaning materials at a cost of £5,277.19. The costs for the Bookings Secretary were £2,400.00.

Utilities costs were down to £4,556.75, this due to the income from the solar panels (£1,012.64) and less usage of the Hall. We have changed Gas supplier as the Contract with Scottish Power had ended and are now with British Gas Lite (recommended by Energy Advice Line) at a better rate and with a 3-year guaranteed price.

A huge amount of running repairs have been carried out at the Hall. This includes the installation of new radiators and plumbing and redecoration to make good. The flooring has been relaid in places where it had lifted. The soffits and gutters have been cleaned and the Village Hall sign has had a long-needed restoration.

The Borough Council has granted the Hall several payments due to Covid Restrictions with Loss of Income and a Restart Grant to a total of £20,193.00 for this financial year. For which we are very, very grateful.

Reserves Policy

The policy of the Management Committee is to retain unrestricted funds to cover any significant unforeseen changes in the levels of its regular income or expenditure. The amount of these reserves should equate to no more than approximately six to twelve months of the normal expenditure of the charity.

Investment Policy

The charity has surplus funds in a 60 day notice account that enables us to obtain a higher rate of interest.

Restricted Funds

There are no restricted funds controlled by the charity.

Heather Hill

Treasurer

On behalf of the Management Committee of West Malling Hall

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2021

	2020 - 2021	2019 - 2020
	£	£
<u>Receipts</u>		
Bookings	8,303.73	25,115.25
Gratuities TMBC Yearly payment	2,000.00	2,000.00
Grants	20,193.00	0.00
Renewable Energy	1,012.64	0.00
Refund from EDF	236.94	141.63
Refund Rates TMBC	73.76	0.00
Bank Interest Received	182.57	199.21
	<u>32,002.64</u>	<u>27,456.09</u>
<u>Payments</u>		
Booking Secretary	2,400.00	2,600.00
Accountants	300.00	
Cleaner ex Gratia Payment	500.00	6100.00
<u>Utilities</u>		
Gas, Electric, Water, Rates & Waste	3,584.88	6,843.55
Waste Collection (Refunds see above)	1,044.88	
<u>Insurance</u>		
Buildings/Contents	1,459.26	1,444.30
<u>General Expenses</u>		
Cleaner + Windows	4,325.00	
Cleaning materials	436.71	589.90
Computer + Word	429.00	
Stationery/Stamps/Ink/Copy Paper	22.75	
Capital Expenditure-Radiators plumbing	6,603.11	0.00
Performing Right Society Royalties	602.76	618.98
Licensing Act Regulations	180.00	180.00
Subscription ACRK	52.00	52.00
aca-Legionella Risk Assessment	300.00	
General Expenses		287.34
<u>Repairs & Maintenance</u>		
Flooring-(Crown)	648.00	
Cooling System service	156.00	248.88
Boiler Service	0.00	844.80
Service of Fire Extinguishers	0.00	1,048.10
Decorating Hall -T Geddes	540.30	
Hall Sign/Soffits-The Fixer	1,165.00	
Plumbing	420.00	
Chris Gosney General Works	1,288.62	
Fire & Alarm Maintenance	100.74	
Gutter Cleaning -RJG	299.00	
Total Payments	<u>26,858.01</u>	<u>20,857.85</u>
<u>Excess of Receipts over Payments</u>	5,144.63	6,598.24
Balance as at 1st April 2020	34,748.75	28,150.51
Balance as at 31st March 2021	<u><u>39,893.38</u></u>	<u><u>34,748.75</u></u>

WEST MALLING VILLAGE HALL
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31ST MARCH 2021.

	31st March 2021 £	31st March 2020 £
<u>Assets</u>		
Bank Current Account	50.00	50.00
Bank Reserve Account	22,773.02	13,050.76
60 Day A/C - Shawbrook Bank	22,219.92	22,000.00
Cash In Hand (Secretary)	4.81	0.00
Sub Total	45,047.75	35,100.76
(Less Cash Owed to Secretary)	0.00	7.01
Total Assets	45,047.75	35,093.75
<u>Liabilities</u>		
O/S Cheques Issued	0.00	345.00
Total Liabilities	0.00	345.00
Net Assets	45,047.75	34,748.75

I have examined the above Receipts and Payments Account and Statement of Assets and Liabilities and have obtained all the information and explanations I consider necessary to confirm that in my opinion the Account and Statement give a true and fair view of the state of the West Malling Village Hall affairs as at 31st March 2021

Independent Examiner

INDEPENDENT EXAMINER'S REPORT

Report to the trustees/members of West Malling Village Hall

On accounts for the year ended 31st March 2021 Charity number 308209

Set out on pages 1 to 5

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the charities act 2011 (the 2011 act) and that independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the act.
- To follow the procedure laid down in the general directions given by the charity commissioners (under section 145(5)(b) of the 2011 act); and to state whether particular matters have to come under attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the charity commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination no matter has come to my attention

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:
 - (a) To keep accounting records in accordance with section 130 of the 2011 act:
 - (b) And to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 act have not been met: or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed



Date 15 TH NOVEMBER 2021.

Name PRECISION ACCOUNTANCY LLP

Address 15 COMMERCIAL ROAD

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KENT
TN12 6EN