



## Receipts and payments accounts

For the period from	01/01/2020	To	31/12/2020
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Parish Council Insurance Grant	265	-	-	265	265
National Emergency Trust Grant	10,859	-	-	10,859	-
Business Support Grant	11,334	-	-	11,334	-
Hall Hire Charges	2,929	-	-	2,929	7,245
Club Supplies	-	-	-	-	57
Hall Deposits Received	150	-	-	150	400
Sundries Equipment Hire	20	-	-	20	15
Bank Interest	18	-	-	18	18
Hall Improvement Fund	1,640	-	-	1,640	6,503
<b>Sub total (Gross income for AR)</b>	<b>27,215</b>	<b>-</b>	<b>-</b>	<b>27,215</b>	<b>14,503</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>27,215</b>	<b>-</b>	<b>-</b>	<b>27,215</b>	<b>14,503</b>
<b>A3 Payments</b>					
Hall Maintenance	202	-	-	202	2,242
Utilities Gas, Electric, Water	1,397	-	-	1,397	1,732
Hall Cleaning	580	-	-	580	2,740
Janitorial Supplies	578	-	-	578	180
Insurance	529	-	-	529	535
Admin	67	-	-	67	69
Deposit Refund	300	-	-	300	300
National Emergency Trust Fund	8,229	-	-	8,229	-
Donation to NETF	1,000	-	-	1,000	-
Fire Safety Inspections	57	-	-	57	257
White Goods	-	-	-	-	129
Hall Improvement design/planning	3,639	-	-	3,639	4,188
PRS	177	-	-	177	175
Club Supplies	-	-	-	-	80
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>16,755</b>	<b>-</b>	<b>-</b>	<b>16,755</b>	<b>12,627</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>16,755</b>	<b>-</b>	<b>-</b>	<b>16,755</b>	<b>12,627</b>
<b>Net of receipts/(payments)</b>	<b>10,460</b>	<b>-</b>	<b>-</b>	<b>10,460</b>	<b>1,876</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>10,460</b>	<b>-</b>	<b>-</b>	<b>10,460</b>	<b>1,876</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))			

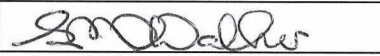
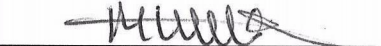
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	S WALKER	25/5/21.
	M. WALKER	25/5/21.



# Trustees' Annual Report for the period

Period start date: 01 01 2020 To Period end date: 31 12 2020

From To

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address   
  
  
  
**Postcode**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Katherine Balls			
2	Linda Harding	Booking Clerk		
3	Kathleen Kerridge			
4	Joan Phillips	Secretary		
5	Paula Rawbone			
6	Lynne Thorn			
7	Michaela Teece			
8	Angela Vincent			
9	Malcolm Walker	Chairman		
10	Sheila Walker	Treasurer		
11	Janet Watson			
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Deed of Trust
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	From nominated qualifying persons at each AGM

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

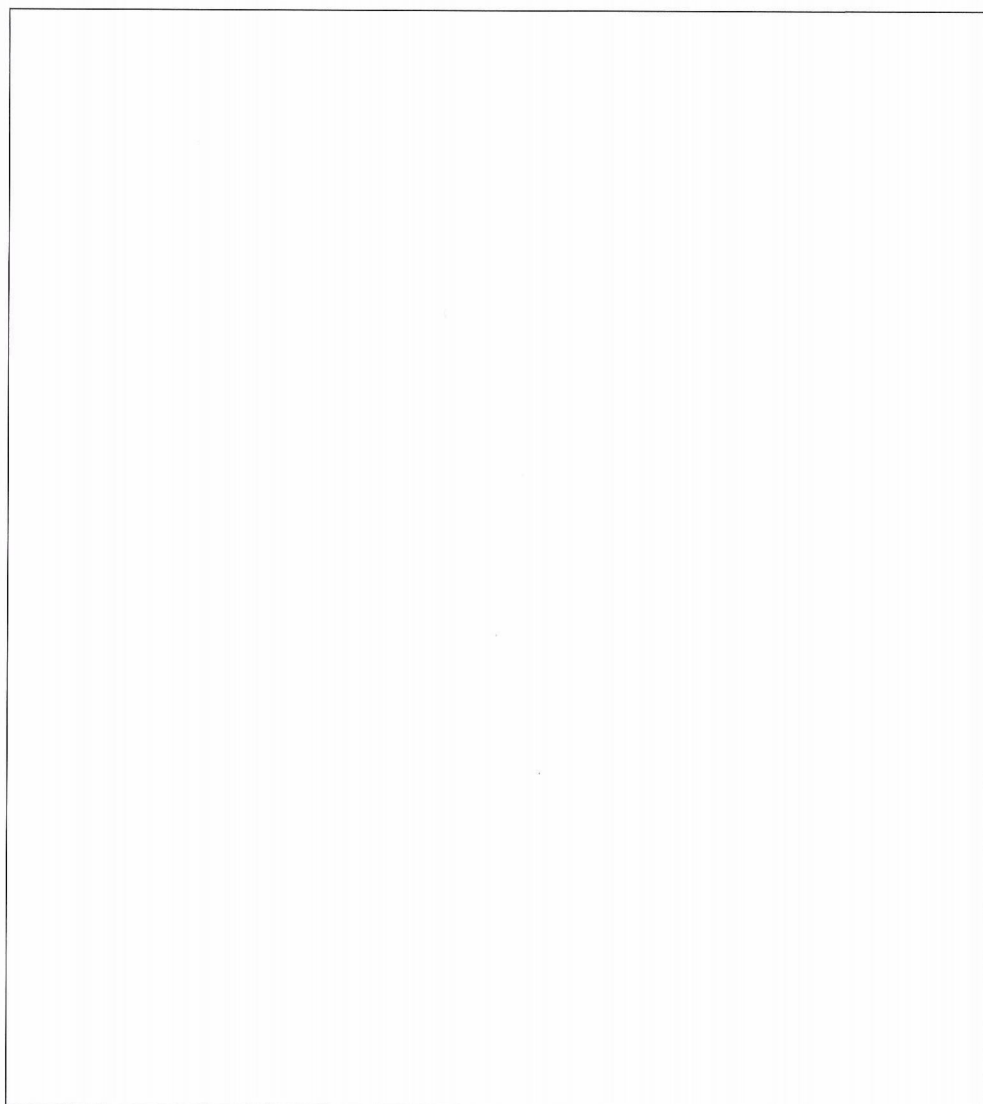
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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

To provide a Village Hall for use of the inhabitants of Kingstone and the neighbourhood without distinction of sex or of political religious or other opinions and in particular for use for meetings lectures and classes for other forms of recreation and leisure time occupations with the object of improving the conditions of life for the said inhabitants

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**



**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



**Summary of the main achievements of the charity during the year**

Providing free a kitchen facility and volunteers to cook and deliver twice each week hot meals to those identified as "in need" at no charge to the service user from the beginning of the lockdown period through to 2021

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Reserves to be used to progress the intended refurbishment and Hall extension

**Details of any funds materially in deficit**

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### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

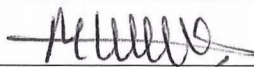

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Malcolm Walker	Sheila Walker      Treasurer
Position (eg Secretary, Chair, etc)	Chairman	
Date	29 <sup>th</sup> July 2021	

# Internal Audit Checklist for Year Ending 31<sup>st</sup> December 2020

Name Kingstone Village Hall      Name of Treasurer Mrs Sheila Walker

## Book Keeping

Accounts maintained and up to date?      Yes  No   
Arithmetic correct?      Yes  No   
Payments in Accounts supported by invoices  
Sample 1      Yes  No

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Sample 2

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Sample 3  
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## Due Process

Evidence of Internal Control?      Yes  No

## Risk Management

Insurance cover appropriate and adequate?      Yes  No

## Bank Reconciliations

Is there a Bank Reconciliation for each account?      Yes  No   
Any unexplained balancing entries in any  
reconciliation?      Yes  No

## Year End Procedures

Year end accounts prepared on correct  
accounting basis?      Yes  Receipts & Payments  
Bank statements and ledger reconciled?      Yes  No   
Underlying financial trail from records to  
presented accounts?      Yes  No

Internal audit carried out by      Mrs J T Davies

Audit type      Annual Internal

Signature JTDavies

Date 06.05.21-----2021