

OVHMC

Accounts for the Financial year ending 31st July 2021. (FY20/21)

Treasurer: Paul Hallett, 3 Chapel Lane, Oxton NG25 0ST

Auditor: Audrey Parkinson, 18 Lime Tree Gardens, Lowdham NG14 7DJ

Mrs Parkinson has audited the Oxton Village Hall accounts for many years, working with the late Mrs Ethel Cottee and Mr Colin Rieley, both of Oxton. She is Treasurer of Lowdham WI and Secretary of Lowdham Village Hall Committee, as at Oxton, an independent body, Mrs Parkinson is well placed to understand village life, village halls and the services they offer. She spent many years as a qualified Accounts Clerk with Nottingham High School.

Audit Methodology:

It appears that The Auditor has sought data from constituent sources provided by me, and built up her own trial account, then gone onto make comparisons, note and correct errors, and recalculate the account. This has proved most helpful. The results are below.

In her letter, she explains two errors which had caused balancing problems, and remarks upon a duplicate payment which had caused her some consternation.

Despite this she seems pleased with my “valiant effort”, and had charged us less than she charged my predecessor, which I assume derives from her hourly rate. Indeed she completed the audit much sooner than I expected.

Errors reported:

I had made two errors in transcription (see The Auditor’s letter) which had rippled across the account, and had made a payment twice, in error, by On-Line-Payment (OLP), receiving a compensatory payment from the payee. The double payment had been inadequately explained and caused some extra detective work by The Auditor.

Lessons learned:

- A period of a few hours, collecting evidential data (invoices, receipts and statements) and reconciling the account, on a monthly basis should enable a tighter control on receipts and payments. As we are now already two months in from the start of our Financial Year, this work needs to start now in order to produce a pattern of work at the end of 3-monthly (Quarterly) period on 31st October 2021. This will invite a more meaningful quarterly report at the Committee’s meeting in November 2021.
- The Financial Year 2021/22 will see, hopefully, a return to normality in regard to the number, frequency and nature of Hirings. Payments to Utilities, Statutory Bodies,

Maintenance Companies and Trades-people will probably not change much in nature in the near future.

Mr P Hallett.
Treasurer
Oxton Village Hall
Oxton Southwell.
NG25 0ST.

18 Lime Tree Gdns
Lowdham
Notts
NG14 7DJ

24 September 2021

Dear Mr Hallett.

Oxton Hall Accounts

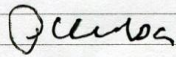
You made a very valiant attempt at preparing these accounts. Your attention to detail is very impressive and all is very well documented. You very nearly balanced the accounts with only slight exceptions. Refuse charge was £372-32 - not £372 - Drains / flat roof cleaning £217-50 not £217 - The duplicate payment of £108 also caused problems

I am very impressed by all your hard work. Well done!

Yours sincerely

Pdens.
Mrs A Parkinson
Auditor

OVHMC – BALANCE SHEET – Accounts ending 31st July 2021 -

OXTON VILLAGE HALL YEAR ENDING 31 JULY 2021				OXTON VILLAGE HALL YEAR ENDING 31 JULY 2020			
Registered Charity No: 522284				Registered Charity No: 522284			
Year Ending 31.07.21				Year Ending 31.7.20			
Opening Balance			22,385.98	Opening Balance			£12,823.11
Receipts				RECEIPTS			
Hiring Deposits Identified		240.00		Cancelled	Lettings	12,238.13	
Wedding Receipts Identified		600.00			Lettings	-386.00	
Other Hirings		5,100.30			Donation	10,000.00	
Known Oxton Local Hirings		112.50			Dual Refur	243.16	
Cancelled Lettings		-1,867.25				22,095.29	
Parking Fees - Pizza Truck		77.50					
Grants TBT		1,500.00					
Government Grants		22,141.78					
Sundry Debits		59.40					
Duplicate paytCharity Separarion		108.00					
Total Income			28,072.23	Total Income			22,095.29
Expenditure				Expenditure			
Energy	Electricity	543.98		Energy	Electricity	1,009.99	
	Gas	854.18			Gas	1,408.65	2,418.64
Water & Sewage		321.62		Water Plus		2,418.64	347.23
Broadband		121.32		Broadband			212.43
Auditor		70.00		Auditor			70.00
Staff - Caretaker		3,190.00		Staff	Caretaker	4,590.00	
Advert new Caretaker		42.60			Window Cl	£730.00	£5,320.00
Window Cleaner		75.00		Stage Lighting		200.00	
Laminator		19.99		Outside Lighting		780.00	
Licence - Bar		180.00		Ian Kilpatrick Trunking		58.00	
RCAN Membership		114.00		Rpr Car Park Light		18.46	
EA Reports		20.00					1,056.46
Charity Separation		108.00		Fire Ext Service		146.10	
Duplication Charity Separation		108.00	5,768.69	Fire Alarm Service		261.60	407.70
RISK MANAGEMENT				Burgular Alarm Annual Service			£76.80
Building Insurance		980.84		Norris & Fisher VH Insurance			977.05
Fire Risk Report		234.00		Waste Refund		11.38	
Fire Extinguisher Service		827.76		Waste Collection		367.12	378.50
Burgular Alarm Service		16.80		Ground Rent			£5.00
Security Outside Lighting		408.00		Music Licence			464.28
Fire Proof Box		34.99		Legal Identity Verification			78.00
PAT Testing		145.22		PA Testing			170.35
Ground Rent		£5.00	2,652.61	N & S Licence			£180.00
PERFORMANCE ENTERTAINMENT				Cleaning Drains		150.00	150.00
Speakers etc		335.62		Repair Male Toilet			144.00
Broadband Cabling		35.00		Sanitisers		34.99	
Replacement Mirrorball & Lights		624.00		Pump Dispensers		10.99	45.98
Refuse Collection		372.32		Dover Beck Tr Gift			30.00
Heating Service		168.00					
Car Park Marking		636.00					12,532.42
Car Park Sweeping		76.80					
Drain Clean/Flat Roof Sweep		217.50	2,465.24	Now in Income - Donations			386.00
R & R							12,918.42
Installation/Replacing Ceiling Light		1,392.00					
Asbestos Check		420.00	1,812.00				
Total Expenditure			12,698.54				-£12,532.42
Closing Balance			£37,759.67	Closing Balance			£22,385.98
Surplus of Payments over Receipts 31/07/21 Bank				Surplus/Payments over Receipts 31/07/2020 - Bank			
Income		2,455.20		Income		£12,095.29	
Less Returned Rents COVID		1867.25		Donation		£10,000.00	
Grants		23,641.78		Expenditure		-£12,532.42	
Payment Duplication		£108.00		Profit		9,562.87	
Total Income			28,072.23				
Expenditure			-12,698.54				
Profit			15,373.69				
Signed/Approved by				Signed/Approved by			
A Parkinson			Auditor				
			24/9/21				

OVHMC – INCOME & EXPENDITURE – Accounts ending 31st July 2021

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OVHMC – INCOME & EXPENDITURE – Accounts ending 31st July 2021

CONTINUED

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	Signed/Approved by								
	A Parkinson	Auditor							
	<i>P Parkinson</i>	24/9/21							

The final task is to reproduce these figures in a summarised form that would be suitable for public consumption at **our AGM on Wed 29 Sep 21**.

You will see that The Auditor has regrouped some headings, with “Comfort and Hygiene” coming under Performance & Entertainment, for example.

She has printed from a spreadsheet, hence the concatenation of some “heading” cells.

Paul Hallett

Treasurer
27Sep21