



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	04	2021		31	03	2022

## Section A Reference and administration details

**Charity name** GREATWOOD COMMUNITY HALL

**Other names charity is known by** GREATWOOD HALL

**Registered charity number (if any)** 522775

**Charity's principal address** HOLLINGTON ROAD

TEAN

STOKE ON TRENT

**Postcode** ST10 4JY

### 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	David Ball	Chairman		
2	Helen Smytheman	Vice Chairman/Treasurer		
3	Denise Wheat	Secretary		
4	Debra Seaton	Assistant Secretary		
5	Christine Wells	Committee Member		
6				
7				
8				
9				
10				
11				
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
Checkley Parish Council	

**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 <i>(eg. trust deed, constitution)</i>	Conveyance Document
How the charity is constituted <i>(eg. trust, association, company)</i>	Trust
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Elected by Greatwood Management Committee

**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**

For the use of the inhabitants of Upper Tean, Lower Tean and its immediate vicinity for meetings, lectures, classes and other forms of recreation and leisure time occupations, with the object of improving the conditions of life of 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)**

After School Group activities  
Youth Club activities  
Senior Citizens activities  
Parish Council Meetings  
Residents Meetings  
Keep Fit  
Dance Classes  
Concerts  
Shows  
Discos  
Tea Christian Fellowship Meetings  
Open Days  
Christmas Carol Service  
Pantomime  
Parties  
Mother & Toddler Groups  
Choir rehearsals  
Martial Arts classes

**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**

The hall has made a profit this year with the help of the government covid grants which has helped to keep the hall solvent whilst trying to rebuild after the pandemic

The main activities being the hiring of the hall for Keep Fit classes, Craft & Leisure activities, Meetings held for the local parish and parties booked by the local residents.

The Charity has only spent monies on necessary general expenses to keep the hall going over this period

## Section E

## Financial review

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

The committee endeavour to keep a contingency reserve in the region of £5,000.00 for possible emergencies

### Details of any funds materially in deficit

### 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.

The charities principal source of funding is from regular hirers at the hall

The main expenditure are on running costs and any general repairs

## Section F

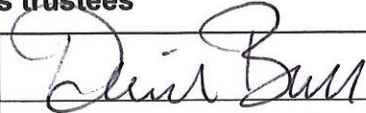
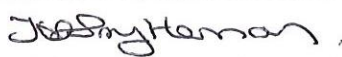
## Other optional information

## 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)	David Ball	Helen Smytheman
Position (eg Secretary, Chair, etc)	Chairman	Treasurer

Date 19<sup>th</sup> January 2023



Hollington Road  
Tean  
Stoke on Trent  
ST10 4JY  
www.greatwoodhall.co.uk  
Tel: 07971 850744  
Registered Charity No. – 522775

# STATEMENT OF ACCOUNTS 2021/2022

Year Ended MARCH 2022

Accounts presented for adoption at Greatwood Hall Finance Meeting  
November 2022

Adoption was agreed by the committee and authorised on their behalf by –

D Ball ..... *Dave Ball* .....(Chairman)

D Wheat ..... *D Wheat* .....(Secretary)

The accounts were independently examined by –

Tina Underwood ..... *Tina Underwood* .....(Examiner)

The Accounts were prepared by

H Smytheman ..... *H Smytheman* .....( Treasurer)

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3. BREAKDOWN OF INCOME – CHART
4. INCOME & EXPENDITURE ACCOUNT 2021/2022
5. CONCLUSION
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## 1. INTRODUCTION

This report on Great Wood Hall accounts year ending March 21/22 was produced by Helen Smytheman (Treasurer) using receipts and invoices provided from the booking secretary/caretaker Leannda Pountain. Tina Underwood independently examined the accounts.

## 2. ACTUAL PROFIT/LOSS FOR 2021/2022

The actual profit/loss takes into account operational income, bank account interest, grants and donations received throughout the year.

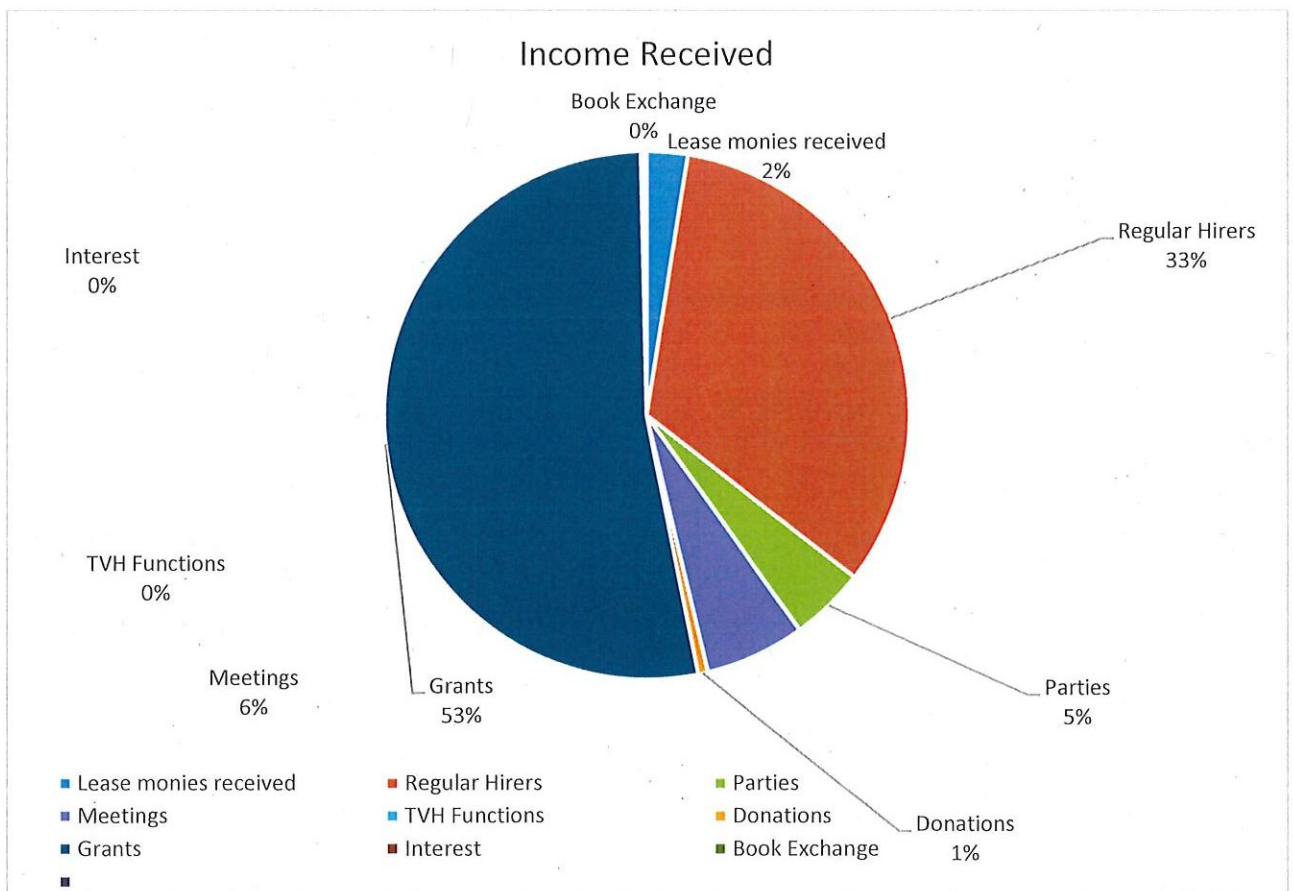
• Total Income	£	26,522.31
• Total Expenses	£	19,286.16

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Total Profit/Loss	Profit	£	7,236.15
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## 3. BREAKDOWN OF INCOME & EXPENSES INTO CATEGORIES



## GREAT WOOD HALL MANAGEMENT COMMITTEE ACCOUNTS CHARITY REG. NO. 522775

### INCOME & EXPENDITURE ACCOUNT year ended March 2022

	2022	TOTAL	2021	TOTAL
<b>INCOME</b>	£	£	£	£
1.0 Bar Fees				
2.0 Postage Stamps				
3.0 Greatwood Book Exchange Monies	37.39	<b>37.39</b>		
4.0 Electricity Monies re Floodlights				<b>0.00</b>
<b>REGULAR INCOME</b>				
1.0 Lyndhurst Child Care Rent	666.84		2,000.08	
2.0 Regular Hirers	8,742.00		2,012.62	
3.0 Parties	1,224.00		120.00	
4.0 Meetings & Others	1,644.00		175.00	
		<b>12,276.84</b>		<b>4,307.70</b>
5.0 TVH Functions – Halloween Disco NYE Panto Hassell Street Raffle Income Car Boot			0.00	
		<b>0.00</b>		<b>0.00</b>
Carried Forward		<b>12,314.23</b>		<b>4307.70</b>

	2022	2022 TOTAL	2021	2021 TOTAL
	£	£	£	£
<b>Brought Forward</b>		12,314.23		4,307.70
<b>OTHER INCOME</b>				
<u>Donations received</u>				
1.0 Amazon	5.00	153.00		
2.0 NYE Donation	100.00			
3.0 Easter Trail	30.00			
4.0 Pumpkin Trail	18.0		10.60	
5.0 Cash found on car park, floors etc			<u>7.25</u>	17.85
<b>OTHER INCOME</b>				
<b>Grants received</b>				
1.0 SMDC Covid Grant	12000.00		25000.00	
2.0 SMDC Bus Grant	2000.00		2000.00	
3.0 SMDC Covid tier grant			357.00	
4.0 SMDC closed grant		<b>14000.00</b>	13793.00	41,150.00
<b>Interest Received</b>				
1.0 Interest received Leek United acc 58.48.04935.04	.24		0.48	
2.0 Interest received Leek United 7 day acc 36.46.45305.00	18.08		18.15	
3.0 Interest received Bonus Saver 19665679 Natwest	24		1.04	
4.0 Interest received 2 yr Bond Leek United 56.46.54645.09	36.52		36.22	
5.0 Interest received 2 yr Leek United 54.20.22389.02 56.20.26045.03	<u>0.00</u>	55.08	0.00	55.89
<b>TOTAL INCOME RECEIVED</b>		<b><u>26,522.31</u></b>		<b><u>45,531.44</u></b>

	2022	2022 TOTAL	2021	2021 TOTAL
<b>EXPENDITURE</b>				
<b>Fixtures &amp; Fittings</b>				
<b>Equipment purchased</b>				
1.0 Chairs second hand (Blacks Head)				380.00
<b>GENERAL EXPENSES</b>				
1.0 Caretaker Salary inc Bonus	4885.00			<b>3345.00</b>
2.0 Weekend Rate Cleaning & Caretaker Salary	208.00			
3.0 Cleaner Salaries	96.00	<b>5189.00</b>		
4.0 Odd Job Salaries paid out				
5.0 Caretaker expenses Cleaning materials bulbs batteries etc	140.11		179.77	
6.0 Xmas Decorations	0.00		0.00	
7.0 Car Parking			0.00	
8.0 Fire Risk Assessment			300.00	
9.0 First Aid			0.00	
10.0 Service Boiler	846.00		397.12	
11.0 PAT Testing – Electrical Items			174.00	
12.0 Gas	6269.62		6634.14	
13.0 Electricity	1356.91		867.79	
14.0 Water Sewage	328.23		1,646.91	
15.0 Insurance Village Hall Building & Contents	339.00		332.27	
16.0 Advertising Events & Banners			0.00	
17.0 Stationery, Computing, General	32.10		27.90	
18.0 Telephone, Mobile & Top Up	30.00		0.00	<b>10,559.90</b>
		<b>9,341.97</b>		
Carried Forward		<b>14,530.97</b>		<b>14,284.90</b>

	2022	TOTAL 2022	2021	TOTAL 2021
	£	£	£	£
Brought Forward		<b>14,530.97</b>		<b>14,284.90</b>
19.0 PayPal & Bank Charges			0.02	
20.0 Postage				
21.0 Waste collection SMDC	583.29			
22.0 Website, Facebook Set Up & Hosting	174.98		133.97	
23.0 Fire Extinguisher Services	148.80		170.40	
24.0 Membership Fees/Subscriptions				
25.0 Music, Lottery, Premises & Temp. Licences	781.46		100.50	
26.0 Gifts	15.00		15.00	
27.0 Community Hall Advisor Legal Fees	350.00			
28.0 TVH Event Expenses	1093.20			
	<u>0.00</u>	<b>3,146.73</b>	<u>9.08</u>	428.97
<b>Building Costs:</b>				
1.0 Cutting Grass & Hedges	560.26		377.00	377.00
2.0 EICR Reports	228.00			
3.0 Fire Alarm	211.20			
		999.46		
<b>Repairs &amp; Renewals to Building</b>				
1.0 Repairs to concrete steps	93.00			
2.0 New Floodlights	516.00	609.00		
3.0 Heater Programmer replace & find fault with heating			237.60	
4.0 Repairs to leak Fitting door closers etc gutter repairs			364.00	
5.0 Keys cut			3.99	
6.0 Electrical report on building			720.00	<b>1325.59</b>
Total Expenditure		<b>19286.16</b>		<b>16416.46</b>
		<b>2022</b>		<b>2021</b>
<b>Total Expenditure</b>		<b><u>19,286.16</u></b>		<b><u>16,416.46</u></b>
<b>Balance Surplus of Funds</b>		<b><u>£7,236.15</u></b>		<b><u>£29,114.98</u></b>

<b>Accumulated Funds 2021</b>	<b>42,256.94</b>
<b>Surplus for 2022</b>	<b>7,236.15</b>
<b>Accumulated Funds 2022</b>	<b>49,493.09</b>

## 9 CONCLUSION

This accounting year the hall made a profit of £7,236.15 with an operational loss of **£6,971.93**

One reason for the operational loss was that the recovery was still ongoing from the covid-19 pandemic and hiring of the hall had been a slow recovery, also the nursery Lyndhurst Child Care, who paid for storage at the hall, left in July which resulted in a loss of income on the accounts amounting to £1,333.68 which unfortunately hasn't been made up from other hirers.

Donations were received from amazon, and the easter and pumpkin trails totalling £53.00 together with a donation from Charlie Humphries from the charity new years eve party of £100.00.

Grants received this year were all Covid Grants of various types from Staffordshire Moorlands District Council amounting to £14,000.00 in total. These grants have helped the hall to pay the overheads whilst the hall was trying to recover

Total interest received from our savings accounts amounted to £55.08 which has remained constant from the previous year.

The main income for the hall is Keep Fit Classes, Martial Arts, Christian Fellowship, Slimming World, Mum Art Makers, Hiring the hall for Parties & Meetings, funerals etc. There were no functions arranged by the committee.

The overall expenditure has increased by £2,869.70 which includes the cost of £1,443.20 for the Community Hall Advisor and Legal Costs to date. The rest of the

expenditure was kept to a minimum paying only standing orders on utilities and any repair work that became necessary.

Comparisons this year can't really be made regarding the gas and electric as the hall was closed in the previous financial accounts. However, last year the building was heated, but as shown with the electricity charges, they were less due to the building not being in use, whereas the gas remained constant. The water charges have reduced since the leaks have been repaired on the boiler

The Music Licence has now been resumed at the hall .

Repairs to the fire alarm have been carried out and EICR Repairs. New Floodlights to the front of the hall and repairs to the concrete steps.

### General Repairs

Repairs to concrete steps	<u>£211.20</u>	£211.20
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### Building Costs

Cutting Hedges	£560.26	
Boiler servicing & Repairs	£846.00	
EICR Repairs	£228.00	
Fire Alarm replace batteries	£211.20	
New Floodlights	<u>£516.00</u>	£2,361.46

We employed a professional advisor for Village Halls and a Solicitor this year with reference to the Lease, the cost breakdown follows

Village Hall Advisor	£ 350.00
Solicitor	<u>£1,093.20</u>
	£1,443.20

Great Wood Hall committee would like to thank Checkley Parish Council and all the regular hirers of the hall for their continued support.

**BALANCE SHEET GREATWOOD HALL YEAR ENDED 31 MARCH 2022**

	2022		2021	
<b>ASSETS - Investments</b>				
LEEK UNITED 2 YR performance BOND	£2,962.57		1 YR	£2,926.05
	<u>£2,962.57</u>	£2962.57		<u>2,926.05</u>
<b>CURRENT ASSETS</b>				
BARCLAYS CURRENT LEEK UNITED	£29,242.65			£21,924.25
58.48.04935.04 DEPOSIT	£242.60			£242.36
LEEK UNITED 7 DAY ACC	£18,094.52			£18,076.44
NATWEST CURRENT	£453.92			£254.54
NATWEST SAVINGS ACC	£2,605.77			£2,605.53
CASH IN HAND	£46.26			0.00
	<u>£50,685.72</u>	50,685.72		<u>£43,103.12</u>
<b>Total Assets</b>		<u>53,648.29</u>		<u>£46,029.17</u>
<b>Prepayments</b>		0.00		0
<b>Debtors</b>		343.00	Under 1y	
			Over 1yr	
		<u>53,991.29</u>		<u>46,029.17</u>
<b>Liabilities</b>				
<b>Creditors - Gas</b>	£1,094.12		Gas	969.47
<b>Electricity</b>	£305.88		Electricity	70.79
<b>L Pountain March Salary</b>	£508.00		SCC Grant owing Y C	550.00
			Toilet repairs etc	364.00
			Water balance	1,817.97
<b>Water balance</b>	2,146.20			
<b>Deposits in Advance</b>	444.00		Deposits	0
	<u>£4,498.20</u>	<u>£4,498.20</u>	3,772.23	<u>£ 3772.23</u>
		<u>£49,493.09</u>		<u>£42,256.94</u>
<b>Represents Accumulated Funds</b>				
<b>Balance as at 1st April 2021</b>		£42,256.94		
<b>Add surplus funds</b>		£7,236.15		
<b>Balance at 31<sup>st</sup> March 2022</b>		£49,493.09		



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# Independent Examiner's Report on the Accounts

## Section A Independent Examiner's Report

Report to the trustees/members of

Charity Name  
GREATWOOD HALL COMMUNITY CENTRE

On accounts for the year ended

3 1 0 3 2 2

Charity no (if any)

5 2 2 7 7 5

Set out on pages

(remember to include the page numbers of additional sheets)

### 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my 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 (other than that disclosed below\*):

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
- to keep accounting records in accordance with section 130 of the Charities Act;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

\* Please delete the words in the brackets if they do not apply.

Signed

T. Underwood

Date

11-1-23

Name

TINA LOUISE UNDERWOOD

Relevant professional qualification(s) or body (if any)

ACCA

Address

39 OAKHILL CLOSE  
TEAN  
STOKE-ON-TRENT  
STAFFS, ST10 4JP

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the examiner wishes to disclose