

# Financial Statements



YEAR ENDED 31<sup>ST</sup> DECEMBER 2024

---

Woodbridge Community Hall Management  
Committee.  
Registered Charity 1153286

# Woodbridge Community Hall Management Committee

## CONTENTS

	Page
<b>Reference and Administrative details</b>	<b>3</b>
<b>Report of the Trustees</b>	<b>4 - 5</b>
<b>Report of the Independent Examiner</b>	<b>6</b>
<b>Statement of Financial Activities</b>	<b>7</b>
<b>Balance Sheet</b>	<b>8</b>
<b>Explanatory Notes to Financial Statements</b>	<b>9</b>

Woodbridge Community Hall Management Committee

## REFERENCE AND ADMINISTRATIVE DETAILS

**Registered  
Charity No:** 1153286

<b>Trustees:</b>	Mr John Leming	Chair
	Mr Philip Seurre	Honorary Treasurer
	Ms Anne Keen	Honorary Secretary
	Ms Gill Wright	Hall Inspector
	Ms Sue Sharpe	Minutes Secretary

**Associate  
Trustees:** Mr Ben Osborne  
Mr Steve Lemon  
Ms Shona Hardie

**Booking  
Secretary:** Ms Ann Rolph

**Bankers:** National Westminster Bank Plc  
2 Tavern Street  
Ipswich  
Suffolk IP1 3BO

**Investment:** Suffolk Building Society  
The Thoroughfare  
Woodbridge  
Suffolk IP12 1AQ

**Address:** Station Road  
Woodbridge  
Suffolk IP12 4AU

**Website:** [woodbridgecommunityhall.co.uk](http://woodbridgecommunityhall.co.uk)

74

**Email:** woodbridgecommunityhall@gmail.com

**Telephone:** 01394 446098

**Independent  
Examiner:** Vanessa Shorten FMAAT

# Woodbridge Community Hall Management Committee

## REPORT OF THE TRUSTEES

### GOVERNANCE

Woodbridge Community Hall Management Committee is a charitable incorporated organisation registered as a charity with the charity commission on 7<sup>th</sup> August 2013 and amended on 2<sup>nd</sup> November 2016. The trustees have an agreement to manage Woodbridge Community Hall which expires in 2029. Our objective is to provide the community hall for the benefit of the inhabitants of Woodbridge Town and surrounding districts. This can include lectures and meetings as well as suitable forms of recreation and leisure. The Trustees have regard to the guidance issued by the Charity Commission regarding public benefit.

New trustees are appointed by the existing Trustees and serve a term of three years. Retiring trustees are eligible for re-appointment. Trustees are volunteers and give their time freely though reasonable expenses can be covered. One Trustee is employed, see note 2 of the financial statements for details.

### FINANCIAL REVIEW

Income from lettings and other sources in 2024 resulted in an excess of income over expenditure of £12,239 (2023 £14,426). The trustees have maintained the current hire rates since 2022 and intend doing so during 2025.

The major uninsured risk continues to be bad debts. The trustees have reviewed the procedures in place and have found the risk to be minimal. However, an updated Financial Management and Control Policy is currently under discussion.

### GENERAL REVIEW

The committee chairman, John Leming, convened 6 ordinary meetings and 2 extraordinary meetings during the year. The extraordinary meetings were to discuss proposals put forward by Woodbridge Town Council to install a special needs toilet “pod” immediately next to the entrance to the Deben annex. This proposal was eventually withdrawn by the Town Council due to the estimated cost.

# Woodbridge Community Hall Management Committee

## REPORT OF THE TRUSTEES (Cont.)

Lettings for the year have been good and even without increasing charges we have continued to support a small maintenance budget. The committee has also continued to ensure the hall is suitable for as many groups as possible. New heaters and seats have been provided in the toilets whilst in the main hall the speakers have been renewed and the system overhauled. Enquiries regarding the continuing upgrade of the sound system have been initiated.



The Riverside Musical Theatre Company playing The Vicar of Dibley

The Hall management committee is pleased to continue supporting the arts in all its forms and our local amateur opera group again put on a splendid performance for us during 2024. The hall is used for a vast selection of purposes ranging from management meetings to Tai Chi classes. All are welcome as are new groups so long as we can find a suitable time slot.

Finally I would like to thank all of our volunteers and staff members for their hard work and dedication throughout the year.

John R Leming. C.Build.E. F.Cabe: Retd.Chair Woodbridge Community Hall Management Committee

21<sup>ST</sup> March 2025

# Woodbridge Community Hall Management Committee

## REPORT OF THE INDEPENDENT EXAMINER

The trust is a charitable incorporated organisation having a turnover less than £250,000.

### Responsibilities and basis of my report.

As the charity Trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts are a "true and fair view" which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Vanessa Shorten FMAAT

Dated 20<sup>TH</sup> March 2025

Vine Cottage  
Woodbridge Road  
Debach  
IP13 6BY

# Woodbridge Community Hall Management Committee

## Statement of Financial Activities for the year ended 31<sup>st</sup> December 2024.

	<u>Note</u>	<u>2024</u> £	<u>2023</u> £
<b>Incoming Resources</b>			
<b>Voluntary Income:</b>			
Individual donations		50	50
<b>Generated Income:</b>			
Hire of the Hall and facilities		49,590	43,562
Interest Received		2,124	1,627
Solar Panel "feed in Income"		4,513	4,543
WTC Repair Contribution.		3,707	
<b>Total Income</b>		<b>59,984</b>	<b>49,782</b>
<b>Resources Expended:</b>			
Salaries	2	5,888	5,856
Honorarium		6,000	5,762
Trustee Training		0	30
Maintenance to premises		14,318	3,336
Electricity & Water		13,294	12.695
Telephone		811	458
Refuse Collection		465	428
Insurance		1,781	1,419
Licences		1,177	1,035
Consumables		1,160	1,387
Postage, stationery, IT & Office Expenses		1,909	2,116
Donations & Gifts		190	60
Professional Fees.		100	100
Bad Debt		92	0
Depreciation	3	470	452
<b>Restricted Expenditure:</b>			
Advertising/Website Design costs.		90	222
<b>Total Resources expended</b>		<b>47,745</b>	<b>35,356</b>
<b>Net increase / (decrease) in funds</b>		<b>12,239</b>	<b>14,426</b>
<b>Total funds brought forward</b>		<b>78,753</b>	<b>64,327</b>
<b>Total Funds carried forward</b>		<b>90,992</b>	<b>78,753</b>

The notes on page 10 form part of these Statements.

# Woodbridge Community Hall Management Committee

## Balance Sheet as at 31<sup>st</sup> December 2024

	<u>Note</u>	<u>2024</u> £	<u>2023</u> £
<b>Fixed Assets</b>			
Net value of equipment.	3	1,026	745
<b>Current Assets</b>			
Cash at Bank		3,738	4,027
Cash on Deposit		28,238	17,635
Cash at Building Society		57,364	55,565
Debtors		2,750	2,198
Prepayments		2,048	1,977
Woodbridge Town Council		617	0
PAYE overpaid		10	0
		<u>94,765</u>	<u>81,402</u>
<b>Current Liabilities</b>			
Accounts payable		3,484	2,078
Accruals		100	100
PAYE payable		0	42
Hire deposits		1,215	1,174
		<u>4,799</u>	<u>3,394</u>
<b>Net Current Assets</b>		<u>89,966</u>	<u>78,008</u>
<b>Total Assets &amp; Liabilities</b>		<u>90,992</u>	<u>78,753</u>
<b>Fund value at 1<sup>st</sup> January 2023</b>		<u>78,753</u>	<u>64,327</u>
<b>Net income / (expenditure) for the year</b>		<u>12,239</u>	<u>14,426</u>
<b>Fund Value at 31<sup>st</sup> December 2024</b>		<u>90,992</u>	<u>78,753</u>
<b>Reserve Fund</b>	4	<u>40,000</u>	<u>40,000</u>
<b>Unrestricted Fund</b>		<u>50,992</u>	<u>38,753</u>
<b>Total Fund Value</b>		<u>90,992</u>	<u>78,753</u>

The notes on pages 9 form part of these statements

# Woodbridge Community Hall Management Committee

## Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2024

### 1. ACCOUNTING POLICIES

The financial statements have been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice and Reporting FRS 102 by the charities Commission.

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis.

### 2. TRUSTEE REMUNERATION AND BENEFITS

The charity employs one Trustee, salary for the year was £3,094 (2023: £3,150) There were no related party transactions in the period nor any significant matters requiring disclosure.

### 3. FIXED ASSETS

	Cost	Addition	Depr. To 31.12.23	Depr. 2024	Net Value @ 31,12.24
	£	£	£	£	£
Desktop Computer	760	0	(760)	(0)	0
Kitchen Equipment	1,267	0	(779)	(265)	223
Cleaning Equipment	521	0	(263)	( 55)	203
Defibrillator		750	0	(150)	600
	2,548	750	(1,802)	(470)	1,026

Other assets, catering equipment, furniture etc. were written off in the year of purchase.

### 4. RESERVE FUND

The trustees resolved to maintain a reserve of £40,000 to cover continuing expenditure during the possible closure of the hall for major repairs or building works.