

# Financial Statements



YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

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Woodbridge Community Hall Management  
Committee.  
Registered Charity 1153286

# Woodbridge Community Hall Management Committee

## CONTENTS

	Page
Reference and Administrative details	3 - 4
Report of the Trustees	5 - 6
Report of the Independent Examiner	7
Statement of Financial Activities	8
Balance Sheet	9
Explanatory Notes to Financial Statements	10

Woodbridge Community Hall Management Committee

## REFERENCE AND ADMINISTRATIVE DETAILS

**Registered  
Charity No:** 1153286

<b>Trustees:</b>	Mr Nigel Pryke	Resigned 26 <sup>th</sup> June 2023
	Mr John Leming	Chair (appointed 3 <sup>rd</sup> August 2023)
	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

**Woodbridge  
Town Council  
Representatives.** Clr. Patrick Gillard  
Clr. Eamonn O’Nolan

**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**

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

# Woodbridge Community Hall Management Committee

## REFERENCE AND ADMINISTRATIVE DETAILS cont.

**Website:** woodbridgecommunityhall.co.uk

**Email:** [woodbridgecommunityhall@gmail.com](mailto:woodbridgecommunityhall@gmail.com)

**Telephone:** 01394 446098

**Independent Examiner:** Vanessa Shorten FMAAT

# Woodbridge Community Hall Management Committee

## REPORT OF THE TRUSTEES

### Governance

The Community Hall was built with funds raised by Woodbridge Community Council under the chairmanship of Sir Ian Jacob. It was opened on the 17th January 1981. A charity was created the same year to manage the commercial operation, maintenance and improvement of the available facilities. The Hall is built on land formerly owned by Suffolk Coastal District Council and later transferred to Woodbridge Town Council.

Woodbridge Community Hall Management Committee (WCHMC) is a charitable incorporated organisation registered with the Charity Commission on 7<sup>th</sup> August 2013, amended 2<sup>nd</sup> November 2016. The charity manages the hall for Woodbridge Town Council in accordance with an agreement dated 13<sup>th</sup> May 2014 ending in 2029. The Council has waived its right to appoint representatives to attend Committee meetings and instead has formed a working party to monitor and report back to the council on all properties owned by the council.

Our Objective is to provide the Community Hall for the benefit of the inhabitants of Woodbridge Town and the surrounding districts. This can include holding 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 for a term of three years, retiring Trustees are eligible for re-appointment. Trustees give their time freely, one Trustee is employed, details may be found in note 2.

The Trustees met nine times during the year. Nigel Pryke resigned on 26<sup>th</sup> June 2023 and Jonh Leming was appointed in his place on 3<sup>rd</sup> August 2023.

### Financial review

Hire income is £43,562 (2022 £34,820), 25% above income for 2022. Hire rates have not increased since March 2022. Hire income was low in that year whilst the market was recovering from the shut down during the pandemic. Total income £49,782 (2022: £39,694) was accelerated by local advertising, a refreshed web site and increased interest rates on our deposit funds.

At the same time total expenditure has decreased by 9% from £38,807 in 2022 to £35,356 in the current year largely due to a reorganization of our cleaning staff.

The major uninsured risk is bad debts, the Trustees have reviewed invoicing and credit control procedures and are satisfied that the risk is minimal.

# Woodbridge Community Hall Management Committee

## REPORT OF THE TRUSTEES Cont.

### General review

Lettings in the year continued to be affected by the covid pandemic but have grown at a fairly constant rate and by the last quarter had reached pre covid levels. Both Deben annex and the Hutchinson room have a letting level below those achieved for the main hall but are greatly appreciated by those who use them. The committee have tried to provide a facility that is suitable to a wide range of activities and as such are pleased that we have had performances by both a local opera company and a wrestling group as well our more normal repeat users.

We have supported the introduction of more sports-based groups, particularly table tennis, and would like to further increase the use of the hall in this regard especially at weekends.



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

**John R. Leming C.Build E FCabe Retd.**

# 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 18<sup>th</sup> January, 2024

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 2023.

	<u>Note</u>	<u>2023</u> £	<u>2022</u> £
<b>Incoming Resources</b>			
<b>Voluntary Income:</b>			
Individual donations		50	50
<b>Generated Income:</b>			
Hire of the Hall and facilities		43,562	34,820
Interest Received		1,627	450
Solar Panel "feed in Income"		4,543	4,374
<b>Total Income</b>		<b>49,782</b>	<b>39,694</b>
<b>Resources Expended:</b>			
Salaries	2	5,856	11,098
Honorarium		5,762	5,050
Trustee Training		30	025
Maintenance to premises		3,336	4,039
Electricity & Water		12,695	11,897
Telephone		458	436
Refuse Collection		428	398
Insurance		1,419	1,338
Licences		1,035	347
Consumables		1,387	1,234
Postage, stationery, IT & Office Expenses		2,116	1,763
Donations & Gifts		60	110
Professional Fees.		100	150
Bad Debt		0	276
Depreciation	4	452	348
<b>Restricted Expenditure:</b>			
Advertising/Website Design costs.	5	222	358
<b>Total Resources expended</b>		<b>35,356</b>	<b>38,807</b>
<b>Net increase / (decrease) in funds</b>		<b>14,426</b>	<b>887</b>
<b>Total funds brought forward</b>		<b>64,327</b>	<b>63,440</b>
<b>Total Funds carried forward</b>		<b>78,753</b>	<b>64,327</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 2023

	<u>Note</u>	<u>2023</u> £	<u>2022</u> £
<b>Fixed Assets</b>			
Net value of equipment.	3	745	327
<b>Current Assets</b>			
Cash at Bank		4,027	5,425
Cash on Deposit		17,635	5,022
Cash at Building Society		55,565	54,000
Debtors		2,198	2,135
Prepayments		1,977	1,657
		<u>81,402</u>	<u>68,239</u>
<b>Current Liabilities</b>			
Accounts payable		2,078	3,265
Accruals		100	100
PAYE payable		42	62
Hire deposits		1,174	812
		<u>3,394</u>	<u>4,239</u>
<b>Net Current Assets</b>		<u>81,063</u>	<u>64,000</u>
<b>Total Assets &amp; Liabilities</b>		<u>81,808</u>	<u>64,327</u>
<b>Fund value at 1<sup>st</sup> January 2023</b>		<b>64,327</b>	<b>63,440</b>
<b>Net income / (expenditure) for the year</b>		<u>14,426</u>	<u>887</u>
<b>Fund Value at 31<sup>st</sup> December 2023</b>		<b>78,753</b>	<b>64,327</b>
<b>Restricted Fund</b>	5	0	222
<b>Reserve Fund</b>	4	40,000	20,000
<b>Unrestricted Fund</b>		<u>38,753</u>	<u>44,105</u>
<b>Total Fund Value</b>		<b>78,753</b>	<b>64,327</b>

The notes on pages 10 form part of these statements.

# Woodbridge Community Hall Management Committee

## Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2023

### 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 £3,150 (2022: Nil.) There were no related party transactions in the period nor any significant matters requiring disclosure.

### 3. FIXED ASSETS

	Cost	Addition	Depr. To 31.12.22	Depr. 2023	Net Value @ 31,12.23
	£	£	£	£	£
Desktop Computer	760	0	(646)	(114)	0
Kitchen Equipment	660	606	(506)	(273)	487
Cleaning Equipment	257	264	(198)	( 65)	258
	<b>1,677</b>	<b>870</b>	<b>(1,350)</b>	<b>(452)</b>	<b>745</b>

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

### 4. RESERVE FUND

The trustees resolved to reserve £40,000 (2022 - £20,000) to cover continuing expenditure during the possible closure of the hall for major repairs or building works.

### 5. RESTRICTED FUND

The Trustees successfully applied for a start-up grant from East Suffolk Council in 2021 value £1,280 to cover the cost of refreshing the website and advertising the facilities of the hall. The remaining £222 was utilised in the current year for local advertising.