

APPENDIX 2

Topcliffe and Asenby Village Hall Committee

Annual General Meeting- 9th May 2023

Treasurers Report for the Year 1st April 2022 to 31st March 2023 and Outline Budget for 2023/24

Accounts for 2022/23

The accounting records have been maintained during the year and the Accounts for the Charity have been completed for the year and are attached for the Committees Approval “subject to Independent Examination”.

I have contacted John Graham who has undertaken the Independent Examination in previous years, and he has kindly agreed to do so again.

The “examined” accounts will be brought back to the Committee for Final Approval in due course, together with the Independent Examiners Report.

In my view the accounts present a true and fair view of the finances of the Charity.

The key points to be aware of are:

1. This is our first full year of operations following the Covid pandemic and the phased re-opening which commenced from 6 May 2021.
2. Bookings and therefore income levels have recovered reasonably well and sustained, in part due to the “free use” period given to regular users until January 2022.
3. The year has been marked by high levels of general and energy inflation with inflation running at c 10% across the year, impacting on the costs of operations.
4. The Charity started the year with a balance of £25,408.63 and ended the year with a balance of £21,094.84, a reduction of £4,313. The closing balance is £1,000 less than that Budgeted at the start of the year.
5. During the year several cyclical improvement and replacement schemes were undertaken including the oven, dishwasher and windows totalling £5824.
6. Events including the Race Night, Jubilee Lunch, Xmas and Summer Fayres and the Produce Show raised £2,809 in surpluses to contribute to the finances.
7. The position on normal operations (excluding the above items) was a deficit of £1,298.
8. During the year a decision has been taken to increase the contingency reserve by the 10% level of inflation to a total of £11,000.
9. During the year the “Hall Master” electronic booking system has been introduced successfully due to the significant commitment and efforts of Nicky Wood the new Bookings Secretary.
10. The Finance Policy was revised in January 2023 to amend the arrangements for undertaking small essential purchases and to reflect the introduction of the HallMaster system and the PayPal payment method linked to it.
11. The end of year balance is healthy, however it should be noted that a deficit was made on “normal” operations and the balance further depleted to fund cyclical replacements.
12. It is my view that based on the above the Charity continues to be a “going concern”.
13. Looking forward caution is needed in the use of the healthy balance, given:
 - a. the deficit made on “normal” operations.

- b. the continuing risks to both income levels and operating costs during the ongoing “cost of living crisis”.
- c. the need to re-establish a sustainable match between normal operating income and normal and cyclical maintenance/replacement costs

Outline Budget for 2023/24

14. An outline budget has been prepared for 2023/24, recognising the above uncertainties. This is attached at Appendix 1.
15. The Budget shows:
 - a. An expected deficit on “Normal” operations of £1,230 if income levels are not increased.
 - b. Additional spending on improvement/maintenance schemes already undertaken of £3,080
 - c. A surplus on the Flying Oysters event of £390
 - d. An expected overall deficit for the year of £3,920
 - e. A year end balance of £17,174, including the £11,000 Contingency Reserve.

The Committee is asked to:

1. Approve the Accounts, subject to External Examination – **approved**
2. Receive the External Examiners Report and further Approve the Accounts at a future meeting – **approved**
3. Note the Financial Position and Future Forecasts and Risks of the Committees finances and be cognisant of these in decision making, particularly in relation to setting hire charges for 2023/24 and in the commitment of any further discretionary replacement/improvement schemes – **noted**
4. Approve the Outline Budget for 2023/24 – **approved**
5. Approve an increase in the Cleaners Honorarium from £10/hr to £11/hr with immediate effect, reflecting the quality of work and duties undertaken and the inflation of c10% in the economy. This will cost an additional £104 per year and is included in the Outline Budget – **approved**

Tony Bruce

Treasurer

Topcliffe and Asenby Village Hall Committee

2nd May 2023

Topcliffe and Asenby Village Hall Committee
Outline Budget for 2023/24
 Prepared Tony Bruce 2/5/23

Appendix 1

FORECAST OPERATING RECEIPTS	£pa	Notes
TOTAL OPERATING RECEIPTS	6900	Based on 2022/23 Normal Operating Receipts (incl Paypal bal deposited to Bank on 1/4/23)
FORECAST OPERATING PAYMENTS		
Electricity	1400	2022/23 costs (fixed price tariff)
Gas	1100	2022/23 costs (fixed price tariff)
Water	750	2022/23 costs plus 10%
HDC Waste	600	2022/23 costs plus 10%
Insurance	1000	2022/23 costs plus 10%
Safety Checks	350	2022/23 costs plus 10% (Gas and Fire Equipment)
Sundries	800	2022/23 costs plus 10%
Cleaning	1430	2022/23 costs plus 10% (Fees and materials)
Maintenance - Routine	700	2022/23 costs (excl Safety Checks)
TOTAL OPERATING PAYMENTS	8130	
OPERATING SURPLUS/ -DEFICIT	-1230	
Other Major Costs Incurred(I) / Committed (C)to Date		
Patio Scheme (I)	-2500	
Hall Floor Resurface (I)	-580	
TOTAL IMP SCHEMES	-3080	
Other Major Income		
Flying Oysters Surplus (I)	390	
TOTAL FUNDRAISER	390	
OPENING BALANCE 1 APRIL 2023 £		21094
FORECAST CLOSING BALANCE 31 MARCH 2024 £		17174