

SWANTON MORLEY VILLAGE HALL

Charity Registration No 1015751

Manns Lane

Swanton Morley

Dereham

Norfolk, NR20 4NP

Tel: 01362 637166

Email: parishcouncil@swantonmorley.org.uk

Twitter: @SwantonClerk



This year has been the most successful year since Swanton Morley Parish Council took over the trusteeship of Swanton Morley Village Hall. In its most simplistic terms, the hall began the financial year with £8,219.46 in the bank, and finished the year with £17,686.69, an increase of over £9,000. However, this does not mean that the hall has been holding on to money and failing to invest.

For the last 3 years, the hall has rented a steel container to increase the storage area for the hall. This year we have been in a position to purchase this container, at a cost of £1,995.43, thus saving the hall continued hire fees.

Improvements have also been made to the kitchen in the form of the installation of a new washer/dryer so that tea towels and other materials can be washed and dried onsite. Further improvements have been made to the cellar in the form of a new sink, which will make the cleaning of the beer pipes easier and less of a risk from a health and safety perspective.

£2,232 has been invested in the upgrade of the CCTV system at the hall, meaning the hall is now covered by 6 CCTV cameras, two of which give very sharp images in HD.

This year, the hall is looking to invest in the extension of the office, which will enable additional staff to use the room and allow the hall to be open on a more regular basis for general Village Hall and parish queries.

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2. Pilates

3. Puppy training
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8. Mini Monkeys soft play
9. Sports Coaching for home educated children
10. Swanton Morley Brownies

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Internal Audit carried out for Swanton Morley Village Hall

For the year ended 31st March 2016

Cash Book

Balance brought forward 01/04/2015 £8,219.46

Total Expenditure	Bank Expenditure	£50,073.13
	Bar Cash Payments	£24,777.06
	Transfers	£24,125.70
		£98,975.89

Total Income	Bank Receipts	£59,664.24
	Bar Cash Receipts	£24,653.18
	Transfers	£24,125.70
		£108,443.12

Balance as at 31st March 2016 £17,686.69

Bank Reconciliation

Unpresented Cheques & Payments	1376	16.00
	1409	780.00
		<u>796.00</u>

Account Balances

Savings Account	£11,004.52
Current Account	£6,944.37
N&P Account	£34.74
Bar Cash	£499.06
	<u>£18,482.69</u>
O/S Cheques as above	£796.00
	<u>£17,686.69</u> <u>£17,686.69</u>

We confirm that the year end bank reconciliation has been agreed and checked as above.
All outstanding cheques have been verified. Bank statements have been supplied
showing the balances as at 31st March 2016.

Audit carried out by:

Signed:



SCS Accounting Solutions
Unit 5, Broadway Barns
The Broadway, Scarning
Dereham, NR19 2LQ
Telephone: 01362 691275

Dated: 9.6.2016

Swanton Morley Village Hall Internal Audit Report.

For the year ended 31st March 2016

Our internal audit has been carried out and we comment on the internal control objectives as below:

Accounting Books

As previous years, the cashbook is being maintained within an Excel spreadsheet and this seems sufficient based on the number and types of transactions. The presentation of the records was excellent, all invoices/receipts were filed in order.

Financial regulations, payments & VAT

We carried out an inspection of a random sample of payments, we confirm that all payments were supported by an invoice and approval had been obtained for all.

Petty Cash payments

Petty cash receipts & payments are recorded and balanced regularly.

Salaries & Wages

All salary and wages payments are approved on a monthly basis. PAYE is being correctly paid to HMRC each month by the payment deadline.

Bank account reconciliations

A year end bank reconciliation has been provided and agreed. Regular monthly bank reconciliations have been performed.

Carried out by:

Signed: 



Dated: 9.6.2016

SCS Accounting Solutions
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31st March 2016

Opening Balance Bank	£4,560.48	
Opening balance savings account	£3,001.30	
Opening Balance N&P	£34.74	
Bar Cash Account Opening Balance	£622.94	
Total Opening Balances	£8,219.46	
Bank Receipts as per ledger	£59,664.24	
Net Bar Cash Receipts	£24,653.18	
Less Transfers	-£24,125.70	
Total Receipts	£60,191.72	
Bank Expenditure as per ledger	-£50,073.13	
Bar Cash Payments	-£24,777.06	
Less Transfers	£24,125.70	£0.00
Total Expenditure	-£50,724.49	
Total Ledger		£17,686.69
Balance as at 31st March 2016 Current Account	£6,944.37	
Unpresented Chq 1376	-£16.00	
Unpresented Chq 1409	-£780.00	
Balance as at 31st March 2016 Savings Account	£11,004.52	
Balance N&P account	£34.74	
Bar Cash Closing Balance 31st March 2016	£499.06	
Total Cash		£17,686.69
Difference	£0.00	

Swanton Morley Village Hall Trust - Income Analysis 2015/2016
Charity Number 1015751

	2015/2016		2014/2015
Income from Village Clubs	£19,387.20		£14,107.90
Hire from Tractor Rally	£585.00		£585.00
Income from Private Hire	£9,750.55		£8,939.91
Field and Equipment Hire	£3,081.18	£32,803.93	£2,878.11
			£26,510.92
Gross Income from Fund Raising			
Football Quiz	£0.00		£39.00
Fund Raising for Good Causes	£0.00		£85.00
Recycling	£501.46		£414.88
Pampernight	£60.83		£138.20
Interest	£3.22		£0.67
Donations / Grants / Other			
Electricity Contract Compensation	£0.00		£277.29
Other Grants / Donations	£0.00		£6.00
Bar / Soft Drink Turnover	£26,822.28		£23,322.86
	£60,191.72		£50,794.82

Swanton Morley Village Hall Trust - Expenditure Analysis 2015/16
Charity Number 1015751

		2015/2016	2014/2015
Cleaning			
	Cleaning	£7,002.83	£5,686.86
	Waste Removal	£1,397.17	£1,238.07
		£8,400.00	£6,924.93
Utilities			
	Electricity	£4,042.06	£4,072.87
	Water	£1,040.00	£771.00
	Calor Gas	£0.00	£179.39
	Oil	£2,219.59	£3,286.14
	Phone	£578.84	£726.36
		£7,880.49	£9,035.76
UpKeep			
	Improvements, Maintenance and Repairs	£12,406.63	£9,451.34
	Container Hire	£257.16	£625.77
		£12,663.79	£10,077.11
Admin			
	Licenses	£1,115.06	£1,200.37
	Insurance	£1,344.89	£1,394.42
	Business Rates	£1,405.05	£1,373.70
	Advertising	£100.00	£0.00
	General Admin	£402.47	£352.58
		£4,367.47	£4,321.07
Fund Raising			
	Donations to Good Causes	£100.00	£100.00
		£100.00	£100.00
Bar			
	Supplies	£13,250.51	£11,825.83
	Stock Taker	£300.00	£140.00
	Card Machine Charges	£357.20	£300.49
	Labour	£3,405.03	£3,075.93
		£17,312.74	£15,342.25
	Total Expenditure	£50,724.49	£45,801.12

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