

Worth Matravers Village Hall

Treasurer's Report to Management Committee for the year ending 31 December 2022

Introduction

This note is prepared for the Management Committee of the Trust for the purposes of:

- Assisting them in reviewing the financial affairs of the Trust for the year ended 31 December 2022; and
- To assist in the Committee's review of the accounting procedures of the Trust.
- To assist in reviewing the Financial Statements for the Year ended 31 December 2022 which will be presented to the AGM and filed with the Charity Commission.

Constitution

The Trust is constituted under a Scheme approved by the Charity Commission dated 30th June 1998 which replaced the original Trust Deed dated 30th January 1950.

The principal objective of the Trust is:

"...the provision and maintenance of a village hall for the use of the inhabitants of the Village of Worth Matravers (hereinafter called the area of benefit) without distinction of political, religious or other opinions, including for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants"

The Trust is managed by a Committee of Management which can consist of 13 Members being:

Six Elected Members; and Seven Representative Members.

The following bodies/organisations in the village have the right to nominate a Representative Member:

Worth Matravers Parish Council;
The Parochial Church Council;
Worth Matravers Afternoon Club;
Worth Matravers Keep Fit Club;
Worth Matravers Recreation Club;
Worth Matravers Weekly Coffee Morning; and
Worth Matravers Whist Group.

None of the above bodies have nominated a Trustee for some years.

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Elected Members are appointed at the Annual General Meeting. The Committee has powers to appoint Co-opted Members and to fill casual vacancy between AGM's.

Management Committee in 2022

Member	Position	Nominated by	Dated appointed or resigned
Nick Viney	Chairman	Elected	
Claude Bonfanti		Elected	
Jack Ross		Elected	
John Hynan	Treasurer	Elected	
Mark Hill		Elected	
Rob Lobley		Elected	
Dawn Cosh		Elected	
Claire Myerscough		Elected	
Rick Gould		Elected	
Ali Arnold		Elected	

Ceri Vosper attends meetings as a representative of the Parish Council and Liz Hoad attends as a representative of the Parochial Church Council but neither is a Trustee.

As can be seen from the above table although the total number of Committee Members is 10 the split between Elected and Representative Members no longer conforms with the Scheme.

The members of the Committee are Trustees of the Trust.

Regulatory requirements

The Trust is a registered charity, registration no. 301207 and is regulated by the Charity Commission.

The Charity Commission keeps a register of charities, and the Trust is required to advise the Commission of changes in its details, including details of Trustees contacts etc. The Trust's entry is up to date.

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Treasurer's Report to Management Committee for the year ending 31 December 2022

The Trust is required to make a yearly Annual Return to the Commission within 10 months of its year end. For the year ended 31 December 2022 the Return will be filed following approval of the accounts by Trustees.

In 2021 the Trust's income exceeded £25,000 and therefore the Trust was required under Charity Commission reporting requirements to have either an audit or an independent examination of our accounts. The Trust chose to have an independent examination and the Examiner, Hugh Cochrane, reported to the Trustees before the accounts were completed and filed. For the 2022 year the Trusts income is below the £25,000 limit and the Trust has not appointed either an auditor or independent examiner.

Accounting records & Internal controls

Banking arrangements

The Trust banks with the Charity Aid Foundation Bank (CAF) and has done so for many years.

The Trust has two accounts for day-to-day use;

- Current Account; and
- CAF Gold Deposit Account.

During the year the 90 Day Notice account with Scottish Widows was closed and the funds transferred to the CAF Gold Account.

All accounts require two signatures for transactions other than movements between the Current and Gold Deposit account which can be carried out on-line with one authorised signatory.

Authorised signatories are:

Nick Viney

John Hynan

Jack Ross

Payments through the Current Account are either by electronic transfer, cheque, direct debit or standing order. In 2022 most payments have been either by electronic transfer or direct debit.

Access to the on-line account is password controlled and currently available to:

John Hynan

Jack Ross

Nick Viney

A bank debit card for the current account is held by John Hynan

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Cash

The Treasurer maintains a petty cash account and pays against invoices. For 2022 total disbursements have amounted to £Nil (2021 £Nil).

Accounting Records

The Trust maintains its accounts in electronic form using a copy of the Quick Books software. The version used is however quite old, although it does provide more than adequate capacity both for recording and analysing transactions. It also holds detailed records going back at least to 2010.

Transactions are regularly backed up.

Authorisation and payment of expenditure

Larger items – larger items of expenditure are approved by the Committee before work is commenced. Orders, progress, and final approval of invoices are the responsibility of the Committee Member delegated to deal with the matter. Payments are made by the Treasurer, cheques and electronic payments require two authorised signatories.

Smaller and reoccurring – authorised by a Committee Member and countersigned by the Treasurer.

Direct debits & standing orders such as electricity, telephone, water, waste etc are monitored against bills by the Treasurer. Setting up direct debits requires two authorised signatories.

Transactions

A summary of the CAF current account is attached. In 2022 there were 122 (2021 93) payments/transfers from the current account with a total value of £75,246 – £45,246 excluding inter account transfers of £30,000 (2021 £29,353 – £14,353 excluding inter account transfers of £15,000) and 73 (2021 42) payments into the current account with a total value of £75,246, £21,689 excluding interaccount transfers of £55,602 – (2021 £30,439). Average transaction size, excluding interaccount transactions was – payments £374 (2021 £158), receipts £319 (2021 £725). The average balance on the current account during the year was £6,694 (2021 £9,553).

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The ten largest recipients in 2022 were:

Payments	Amount	Expenditure
Burden Building Services	15,479	School House repairs
Purbeck Stone Walling	6,500	Rear wall of Hall garden
Alpha Furnishing	4,293	New chairs
MyTime	3,100	Fete donation
G Dickinson	1,954	Wood burner School House
PCC of St Aldhelms	1,500	Fete donation
SSE Direct Debit 12*£115	1,380	Electricity
Norris & Fisher	1,333	Insurance
A R Harris	1,284	Electrical works Hall & School House
Tim Arnold	1,257	IT support & equipment purchases
	38,080	84.2% of total payments

The ten largest sources of income in 2021 were:

Receipt	Amount	Income
Tenant – monthly standing order	6,300	Rent
Fete	5,366	
Vivienne Bennett	3,250	Contribution to rear wall repair
PASH	1,928	Hall Hire PASH
Feast on the Green	860	Tickets
Centenary Event	716	Bar sales etc
SSE	638	Wayleave – 2022 & 2023
L M Hammond	250	Hall hire
Worth Parish Council	190	Donations
National Trust	140	Hall hire
	19,638	90.5% of total receipts

Transactions with related parties

The Scheme does not allow the Trust to make payments to Trustees for remuneration or for work done for the Trust. There have been no such payments during the year.

The Trust reimburses Trustees for expenditure they have incurred on behalf of the Trust. These costs are typically related to goods or services purchased by the Trustee on behalf of the Trust where it is not practical for the Trust to deal directly with the supplier of the goods or service.

Total payments in the year were:

Trustee	Amount
Nick Viney	249
John Hynan	925
Jack Ross	497
Claude Bonfanti	855
Claire Myerscough	153
Total	2,679

Accounts 2022

Attached is the 2022 Accounts Pack hopefully, these will give sufficient information to enable Trustees to review and question the results for the year.

Independent Examination

Under the Charities Act 2011 and Regulations made thereunder Charities with an income of more than £25,000 in any financial year are required to have an independent examination. The Trust's income for 2022 was £12,993 (2021 £27,193) and is therefore below the minimum. The Trustees have therefore decided not to appoint an Independent Examiner this year.

John Hynan
10th January 2022

Account Activity

Account Name: CafCash Account Cash Account

Account Number:

22211

Currency: GBP

Account Transactions

Value Date	Description	Debit	Credit	Book Balance
04/01/2022	FP MISS K TATCHELL Tatchell Kerry		525.00	5,003.55
07/01/2022	Online transfer to Sparkle Cleaning INV 9399	40.00		4,963.55
10/01/2022	ICS BACS 000181		394.00	5,357.55
10/01/2022	DD XLN TELECOM 4838881 19226995	62.33		5,295.22
12/01/2022	FP Hall fees SHIRLEY SMITH		90.00	5,385.22
14/01/2022	Online transfer to Travis Holland Inv 998	25.00		5,360.22
17/01/2022	Monthly Account Fee	8.00		5,352.22
17/01/2022	Online transfer to TD Arnold inv 202201	150.00		5,202.22
17/01/2022	Online transfer to JP & H Ross Paper towels	14.35		5,187.87
19/01/2022	DD SWALEC 944830350	115.00		5,072.87
25/01/2022	FP Bale 1050 Thomas Bale & Mati		80.00	5,152.87
28/01/2022	SO MarkÂ NormanÂ (WMVH)	35.00		5,117.87
01/02/2022	FP MISS K TATCHELL Tatchell Kerry		525.00	5,642.87
08/02/2022	FP Swan Beavers 1051 4th Swanage		35.00	5,677.87
10/02/2022	DD XLN TELECOM 4838881 19350819	62.33		5,615.54
10/02/2022	Online transfer to Sparkle Cleaning Inv 9442	40.00		5,575.54
10/02/2022	Online transfer to A R Harris & Sons inv 30902 Refub	422.40		5,153.14
15/02/2022	Monthly Account Fee	8.00		5,145.14
21/02/2022	DD SWALEC 944830350	115.00		5,030.14
21/02/2022	FP RENTAL WALLIS A A		50.00	5,080.14
28/02/2022	SO MarkÂ NormanÂ (WMVH)	35.00		5,045.14
01/03/2022	FP MISS K TATCHELL Tatchell Kerry		525.00	5,570.14
08/03/2022	Online transfer to Sparkle Cleaning	40.00		5,530.14
08/03/2022	Online transfer to John Hynan Laminator	28.04		5,502.10
10/03/2022	DD XLN TELECOM 4838881 19473418	62.33		5,439.77
11/03/2022	Online transfer from 00096918		10,000.00	15,439.77
15/03/2022	Monthly Account Fee	8.00		15,431.77
15/03/2022	Online transfer to Burden Building Services Inv085Hall	7,384.18		8,047.59
15/03/2022	Online transfer to G Dickinson INV 1927 Log burner	1,953.68		6,093.91
16/03/2022	Online transfer to TD Arnold Bunting	25.24		6,068.67
17/03/2022	FP CC CUBS Corfe Castle Beave		85.00	6,153.67
21/03/2022	DD SWALEC 944830350	115.00		6,038.67
28/03/2022	SO MarkÂ NormanÂ (WMVH)	35.00		6,003.67
01/04/2022	FP MISS K TATCHELL Tatchell Kerry		525.00	6,528.67
04/04/2022	Online transfer to John Hynan Fete alcohol license	21.00		6,507.67
04/04/2022	Online transfer to TD Arnold Equipment PA & First Aid	325.99		6,181.68
06/04/2022	Online transfer to Sparkle Cleaning Inv 9528	40.00		6,141.68
11/04/2022	DD XLN TELECOM 4838881 19597176	74.32		6,067.36
12/04/2022	FP Hall fees SHIRLEY SMITH		90.00	6,157.36
19/04/2022	FP invoice no 1052 LEE MORGAN HAMMOND		250.00	6,407.36
19/04/2022	Monthly Account Fee	8.00		6,399.36
19/04/2022	DD SWALEC 944830350	115.00		6,284.36
20/04/2022	DD DORSET COUNCIL 308095	169.78		6,114.58
28/04/2022	FP 1056 2ND LYTCHETT MATRA		120.00	6,234.58
28/04/2022	SO MarkÂ NormanÂ (WMVH)	35.00		6,199.58
29/04/2022	Online transfer to TD Arnold PA spares	23.23		6,176.35

29/04/2022	Online transfer to John Hynan Fete road closure	25.00		6,151.35
03/05/2022	FP MISS K TATCHELL Tatchell Kerry		525.00	6,676.35
03/05/2022	DD WATER2BUSINESS 0557092801	59.14		6,617.21
03/05/2022	Online transfer to TD Arnold Bunting	411.24		6,205.97
03/05/2022	FP WOODS 11TH JUNE WOODS JS		140.00	6,345.97
06/05/2022	Online transfer to Travis Holland Inv 1129	25.00		6,320.97
10/05/2022	DD XLN TELECOM 4838881 19718333	111.75		6,209.22
11/05/2022	Online transfer to John Hynan Card reader	70.80		6,138.42
11/05/2022	Online transfer to Sparkle Cleaning Inv 9582	40.00		6,098.42
11/05/2022	Online transfer to JP & H Ross Gift 54 HViz vest 25.24	79.24		6,019.18
11/05/2022	Online transfer to Claude Bonfanti Licenses & equipment	53.99		5,965.19
13/05/2022	FP party for 12th jun D Rich		40.00	6,005.19
16/05/2022	Monthly Account Fee	8.00		5,997.19
16/05/2022	Online transfer to John Hynan Tokens - Fete	46.87		5,950.32
16/05/2022	Online transfer to John Hynan Cash Float Fete	800.00		5,150.32
17/05/2022	ICS BACS 000182		50.00	5,200.32
19/05/2022	DD SWALEC 944830350	115.00		5,085.32
20/05/2022	Online transfer to A R Harris & Sons Worth Village Hall	69.90		5,015.42
24/05/2022	FP DI QUINN STALL JG&JM HYNAN PP2		25.00	5,040.42
26/05/2022	FP XR4838881 XLN TELECOM LTD		4.45	5,044.87
26/05/2022	Online transfer to Alpha Furnishings Ltd Chairs	1,073.25		3,971.62
30/05/2022	FP PIMMS STALL JAMES RACHEL		101.50	4,073.12
30/05/2022	SO MarkÂ NormanÂ (WMVH)	35.00		4,038.12
01/06/2022	FP MISS K TATCHELL Tatchell Kerry		525.00	4,563.12
01/06/2022	FP FETE CASH JG&JM HYNAN PP2		3,405.00	7,968.12
01/06/2022	BACS WORTH MATRAVERS VI PAYPAL INC.		1,039.66	9,007.78
01/06/2022	ICS BACS 000183		50.00	9,057.78
06/06/2022	Online transfer to Sparkle Cleaning Inv 9627	40.00		9,017.78
06/06/2022	Online transfer to Claude Bonfanti Fete	353.35		8,664.43
06/06/2022	Online transfer to JP & H Ross Fete	24.93		8,639.50
06/06/2022	Online transfer to Peter Handy Fete	26.70		8,612.80
06/06/2022	Online transfer to Claire Myerscough Fete	101.50		8,511.30
07/06/2022	FP CHARITY FETE 2022 I CAN BE LTD SW		20.00	8,531.30
09/06/2022	FP FETE CASH JG&JM HYNAN PP2		1,064.22	9,595.52
15/06/2022	Monthly Account Fee	8.00		9,587.52
20/06/2022	DD SWALEC 944830350	115.00		9,472.52
22/06/2022	FP NAT TRST HIRE JG&JM HYNAN PP2		140.00	9,612.52
23/06/2022	ICS BACS 000185		411.00	10,023.52
24/06/2022	Online transfer to NM & JF Viney Refreshments & Centenary	249.32		9,774.20
24/06/2022	Online transfer to John Hynan XLN postage	4.45		9,769.75
24/06/2022	Online transfer to Claire Myerscough Fete refreshments	51.34		9,718.41
24/06/2022	Online transfer to MyTime Worth Fete Donation	3,100.00		6,618.41
24/06/2022	Online transfer to The PCC of St Aldhelm Fete donation	1,500.00		5,118.41
26/06/2022	INTEREST TO DATE		0.62	5,119.03
27/06/2022	FP 15th October WILSON C B		85.00	5,204.03
28/06/2022	SO MarkÂ NormanÂ (WMVH)	35.00		5,169.03
30/06/2022	Online transfer to TD Arnold IT support	149.50		5,019.53
30/06/2022	Online transfer to Travis Holland windows cleaning #119	25.00		4,994.53
01/07/2022	FP MISS K TATCHELL Tatchell Kerry		525.00	5,519.53
11/07/2022	Online transfer to Sparkle Cleaning 9688	40.00		5,479.53
11/07/2022	Online transfer to PPLPRS Music License	132.00		5,347.53
12/07/2022	FP 50954030299/0005 SCOTTISH WIDOWS BA		30,602.39	35,949.92
13/07/2022	FP BAR WORTH 100 JG&JM HYNAN PP2		411.50	36,361.42

13/07/2022	BACS WORTH MATRAVERS VI PAYPAL INC.		274.06	36,635.48
14/07/2022	Online transfer to Langton Scout & Guides HQ Tent Jubilee	200.00		36,435.48
14/07/2022	Online transfer to RNW Electrical & Fire Fire alarm service	144.00		36,291.48
14/07/2022	Online transfer to TD Arnold Centenary	27.48		36,264.00
15/07/2022	Monthly Account Fee	8.00		36,256.00
18/07/2022	Online transfer to 00096918	30,000.00		6,256.00
18/07/2022	FP BAR WORTH 100 JG&JM HYNAN PP2		30.00	6,286.00
19/07/2022	DD SWALEC 944830350	115.00		6,171.00
22/07/2022	Online transfer to Claude Bonfanti TENS & hand dispensers	40.96		6,130.04
25/07/2022	FP STRIPE STRIPE		29.38	6,159.42
26/07/2022	FP STRIPE STRIPE		29.38	6,188.80
28/07/2022	FP STRIPE STRIPE		235.24	6,424.04
28/07/2022	SO MarkÂ NormanÂ (WMVH)	35.00		6,389.04
29/07/2022	FP STRIPE STRIPE		44.17	6,433.21
01/08/2022	FP MISS K TATCHELL Tatchell Kerry		525.00	6,958.21
01/08/2022	Online transfer to N Wenham Centenary costs	60.00		6,898.21
01/08/2022	Online transfer to Langton Scout & Guides HQ Tent hire Centenary	300.00		6,598.21
01/08/2022	Online transfer to C Newman Centenary drinks	197.52		6,400.69
01/08/2022	FP STRIPE STRIPE		29.38	6,430.07
02/08/2022	FP VILLAGE HALL C NEWMAN		197.52	6,627.59
04/08/2022	FP STRIPE STRIPE		44.17	6,671.76
10/08/2022	DD XLN TELECOM 4838881 20088582	34.17		6,637.59
11/08/2022	Online transfer to C Newman Centenary drinks	197.52		6,440.07
11/08/2022	Online transfer to Sparkle Cleaning Inv 9744	40.00		6,400.07
12/08/2022	FP STRIPE STRIPE		58.76	6,458.83
15/08/2022	Monthly Account Fee	5.00		6,453.83
15/08/2022	Online transfer to Burden Building Services inv 21/22-132	2,129.83		4,324.00
15/08/2022	FP STRIPE STRIPE		29.38	4,353.38
16/08/2022	FP STRIPE STRIPE		73.55	4,426.93
18/08/2022	Online transfer to RNW Electrical & Fire Repairs - Hall	70.48		4,356.45
19/08/2022	DD SWALEC 944830350	115.00		4,241.45
23/08/2022	FP STRIPE STRIPE		29.38	4,270.83
24/08/2022	FP STRIPE STRIPE		14.59	4,285.42
25/08/2022	FP STRIPE STRIPE		29.38	4,314.80
26/08/2022	FP STRIPE STRIPE		29.38	4,344.18
26/08/2022	FP Hall fees SHIRLEY SMITH		90.00	4,434.18
30/08/2022	Online transfer to Travis Holland Inv 184	30.00		4,404.18
30/08/2022	Online transfer to Alpha Furnishings Ltd Chairs	3,219.75		1,184.43
30/08/2022	FP STRIPE STRIPE		51.56	1,235.99
30/08/2022	SO MarkÂ NormanÂ (WMVH)	35.00		1,200.99
31/08/2022	FP STRIPE STRIPE		29.38	1,230.37
01/09/2022	FP MISS K TATCHELL Tatchell Kerry		525.00	1,755.37
01/09/2022	FP STRIPE STRIPE		73.35	1,828.72
02/09/2022	FP STRIPE STRIPE		29.38	1,858.10
12/09/2022	DD XLN TELECOM 4838881 20212937	35.39		1,822.71
12/09/2022	Online transfer to Sparkle Cleaning Inv 9811	40.00		1,782.71
12/09/2022	Online transfer to D N Heath Feast receipts	859.81		922.90
14/09/2022	Online transfer from 00096918		3,000.00	3,922.90
15/09/2022	Monthly Account Fee	5.00		3,917.90
20/09/2022	DD SWALEC 944830350	115.00		3,802.90
20/09/2022	Online transfer to JP & H Ross Covers gazebos	378.60		3,424.30
20/09/2022	Online transfer to JP & H Ross Gazebo Cover	235.80		3,188.50
21/09/2022	FP osey booking 24/9 OSEY CR		40.00	3,228.50

26/09/2022	INTEREST TO DATE		2.00	3,230.50
26/09/2022	FP osey booking 24/9 OSEY CR		10.00	3,240.50
26/09/2022	FP DUKES 4505 9.8.22 DUKE'S 1823 LLP		40.00	3,280.50
28/09/2022	SO Mark Norman (WMVH)	35.00		3,245.50
03/10/2022	FP MISS K TATCHELL Tatchell Kerry		525.00	3,770.50
03/10/2022	DD WATER2BUSINESS 0557092801	59.14		3,711.36
07/10/2022	Online transfer to Claude Bonfanti Cinema - License	21.00		3,690.36
10/10/2022	ICS BACS 000187		1,542.78	5,233.14
10/10/2022	DD XLN TELECOM 4838881 20334547	35.39		5,197.75
10/10/2022	Online transfer to Sparkle Cleaning INV 9868	40.00		5,157.75
11/10/2022	FP HALL HIRE JG&JM HYNAN PP2		50.00	5,207.75
12/10/2022	Online transfer to C Wilson Refund hall hire	64.00		5,143.75
17/10/2022	Monthly Account Fee	5.00		5,138.75
19/10/2022	DD SWALEC 944830350	115.00		5,023.75
27/10/2022	Online transfer from 00096918		6,000.00	11,023.75
28/10/2022	SO Mark Norman (WMVH)	35.00		10,988.75
31/10/2022	Online transfer to Travis Holland Inv 231	30.00		10,958.75
31/10/2022	Online transfer to Burden Building Services Inv 22/23-012 - Refurbish	5,964.90		4,993.85
01/11/2022	FP MISS K TATCHELL Tatchell Kerry		525.00	5,518.85
10/11/2022	DD XLN TELECOM 4838881 20455080	35.39		5,483.46
11/11/2022	Online transfer to Sparkle Cleaning Inv 9916	40.00		5,443.46
11/11/2022	Online transfer to Norris & Fisher Worth Village Hall	1,333.25		4,110.21
11/11/2022	Online transfer to PCC of St Aldhelm Purbeck	120.00		3,990.21
15/11/2022	Monthly Account Fee	5.00		3,985.21
21/11/2022	DD SWALEC 944830350	115.00		3,870.21
28/11/2022	SO Mark Norman (WMVH)	35.00		3,835.21
30/11/2022	FP STONE WALL VIVIENNE BENNETT		3,250.00	7,085.21
01/12/2022	FP MISS K TATCHELL Tatchell Kerry		525.00	7,610.21
01/12/2022	Online transfer from 00096918		6,000.00	13,610.21
02/12/2022	Online transfer to Claude Bonfanti Film Club License	21.00		13,589.21
05/12/2022	Online transfer to Purbeck Stone Constructio Rebuild wall	6,500.00		7,089.21
05/12/2022	Online transfer to Claude Bonfanti Tree & Film Club	208.50		6,880.71
12/12/2022	DD XLN TELECOM 4838881 20575412	35.39		6,845.32
12/12/2022	Online transfer to Sparkle Cleaning inv 9967	40.00		6,805.32
14/12/2022	ICS BACS 000188		115.00	6,920.32
15/12/2022	Monthly Account Fee	5.00		6,915.32
19/12/2022	DD SWALEC 944830350	115.00		6,800.32
23/12/2022	Online transfer to A R Harris & Sons Inv32183 School Hse	791.58		6,008.74
23/12/2022	Online transfer to Claude Bonfanti 10.50 Carols 60. Tim&Liz	70.50		5,938.24
26/12/2022	INTEREST TO DATE		2.83	5,941.07
28/12/2022	Mark Norman	35.00		5,906.07
30/12/2022	Claude Bonfanti	85.92		5,820.15
31/12/2022	PASH		384.95	6,205.10
31/12/2022	SSE		319.00	6,524.10
	Total	75,246.74	77,292.29	
	Interaccount transfers	30,000.00	55,602.39	
	Total excluding interaccount	45,246.74	21,689.90	
	Average value of transaction excluding interaccount	374	319	6,974
	Number of transactions	122	73	