

## NEW VICTORY HALL ANNUAL REPORT FOR 2019



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## Reference and Administrative Details

|                             |  |
|-----------------------------|--|
| Charity Name                | New Victory Hall   |
| Charity Registration Number | 225178   |
| Charity Address             | Street Hill, Neatishead, Norfolk, NR12 8AD                       |
| Correspondence address      | Chairman, c/o Willow Green, Hall Road, Barton Turf,<br>NR12 8AR. |

## Trustees who served in 2019

|                    |  |
|--------------------|--|
| Bazire, Jill       | (Neatishead Community Gym representative)                                |
| Clayton, Simon     | (Neatishead & Barton Society representative)                             |
| Dean, Doreen       | (Chair) (Bookings Secretary) (WI representative)                         |
| Edmunds, Tim       | (Barton Turf & Irstead Parish Council Representative resigned July 2019) |
| King, Jane         | (Gardening Club representative)  |
| McFadyen, Ian      | (Elected Trustee, Treasurer)   |
| McGill, Hugh       | (Elected Trustee) (Vice Chair) (Web Master)                              |
| Newcombe, Dolly    | (Friends and Neighbours representative) (Events co-ordinator)            |
| Pell, Cheryl       | (W.I.S.E. representative)  |
| Plummer, Beverly   | (Elected Trustee)  |
| Ryall, Paul        | (Neatishead Parish Council representative resigned November 2019)        |
| Christopher, Walls | (Elected Trustee) (Chair Premises Committee)                             |

The Trustees are grateful to Monica Riley who, although not a Trustee, has provided very able support throughout 2019 as the Minutes Secretary.

## Constitution

The governing document for the New Victory Hall can be found on the website at:  
<http://www.victoryhall.info/downloads/Constitution3.pdf>. The name of the charity has been formally changed by the Trustees to 'New Victory Hall'.

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## Appointment of Trustees

The number of Trustees is capped at 15 with up to five being elected annually by the community at the Annual General Meeting. Up to eight Trustees may be appointed by the main user groups and parish councils to act as their representatives and a further two Trustees may be co-opted. The Trustees elect from their number a Chairman and appoint a Treasurer and Minute Secretary. Decisions are taken by majority vote.

The following groups provided Trustees during 2019:

Barton Turf and Irstead Parish Council  
Friends & Neighbours  
Gardening Club  
Neatishead & Barton Society (Amateur Dramatics)  
Neatishead Community Gym  
Neatishead Parish Council  
WI  
WISE

## Management Structure

Events, Village Screen and Premises Management are run by committees which operate to a written remit approved by the Trustees. Other key roles (Chair, Treasurer, Bookings, IT) are filled by individual Trustees, who operate according to their specific Roles and Responsibility statements. The hall is managed in accordance with a number of policy documents (including Health and Safety, Child Protection, Computer Use, Environmental Policy). All policy documents are available on the website. Roles, Responsibilities and Policies are reviewed and updated annually by Trustees.

## Charity Objectives

The New Victory Hall is used for social, recreational, educational and leisure purposes. It is managed by Trustees who are responsible for maintaining and operating the building in a manner that benefits and improves the quality of life for all the local community without distinction of political, religious or other opinions, including use for:

- (a) meetings, lectures and classes, and
- (b) other forms of recreation and leisure-time occupation.

## Activities and Public Benefit

The Trustees are satisfied that the New Victory Hall complies with the Charity Commission's guidance on providing 'public benefit' in accordance with our Charity Objectives. In 2019 the hall was used by a wide cross-section of local and outside user-groups and individuals for a range of different activities, including:

- Art Group
- Community Heritage Group
- Elections
- Parish Council meetings
- Farmers' Market
- Friends & Neighbours Club
- Bowls Club
- Bridge Club
- Broad Beat Choir
- Gardening Club
- Knit and Stitch group
- Neatishead Community Gym
- NABS / Junior Drama
- Broadland School of Dance
- Pilates
- Village Screen
- Wherry Band / Wherry Academy Band
- Womens' Institute
- Yoga
- Childrens' Parties
- Weddings and Private functions
- Corporate / NGO hirers
- Church hire

Trustees try to ensure that the hall is available and suitable for use by as wide a cross-section of the community as possible and that hire charges remain affordable for local users. This is achieved partly by trying to maximise the use of the hall and partly by marketing the hall at more 'commercial' rates to outside organisations.

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## **Financial Controls / Policies**

### ***Treasurer Roles and Responsibilities***

The Treasurer has a defined set of Roles and Responsibilities that is reviewed each year by the Trustees. The Treasurer receives no allowances or increment for performance of the duties.

### ***Cheque signatories***

All cheques and mandates require two signatories for payments. The signatories are chosen by the Trustees and include the Chairman, Treasurer, Premises Co-ordinator and Events Co-ordinator.

### ***On –line Banking***

Trustees have authorised two of the authorised cheque signatories to make regular and preauthorised payments using on line banking.

### ***Depreciation Policy***

The Charity takes account in its budget of the need to cover the future cost of equipment replacement and building repairs.

### ***Reserves***

The Trustees have agreed that the Charity should maintain a level of reserves of at least £3,000 in its operational (current) account that covers at least one month's average operating costs and would deal with fluctuations in income such as the loss of a regular user-group. Sums above this level are available to further the Charity objectives during 2020 and onwards.

### ***Deposits***

The Charity's reserves and funds awaiting disbursement are held on an instant access business deposit account at Barclays Bank and long term reserves are on deposit at COIF Charity Funds.

### ***Cash handling***

All payments are made by cheque, on-line banking or direct debit. Cash is received from donations, hire income and fund raising and is banked immediately. The Charity does not operate a petty cash system.

### ***Accounts Examiner***

The Annual Accounts are examined by an independent and qualified person in accordance with the Charities Act 2011 and the Charities Regulations 2008. A report is prepared which is attached to the accounts.

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### Financial Summary for 2019.

The accounts show a positive financial position although the end of year figures show a deficit of £2,039 which is explained by the payment of £9,504.35 to John Youngs in January 2019 for the works to the render carried out in 2018. Taking this into account, there would be an operating surplus of £7,465 for the year that reflects a good level of hire bookings, successful fundraising events and no major unplanned expenditure arising.

The increase in electricity costs in the year is due to increased energy charges despite 'switching' energy providers and to a small increase in consumption arising either from weather conditions or most probably from greater use of the hall. The Trustees regularly pursue best value for money options for all expenditure especially the lead costs of energy and insurance.

Hire revenues, the main income source, increased by 8.5% which is due to a small increase of about 5% in hire rates in January 2020 and a good volume of private hire bookings. The hall continues to be in demand so there is no cause for concern but Trustees are never complacent about the need to continue to secure bookings.

Excellent results from fundraising events again boosted income and the Farmers' Market and Village Screen Cinema continue to be important contributors to the fundraising total - an excellent effort by the Events, Farmers' Market and Village Screen Teams.

The Caretaker post for a maximum of 16 hours per calendar month and cleaning posts at 8 hours per week were filled for the whole year and good standards prevail. Cleaning costs were lower than in 2018 as there was no need to cover for the caretaker vacancy. Cleaning and caretaking accounts for 19% of operating costs but careful monitoring of this expenditure is maintained against any changes in use levels. The Trustees are grateful for the financial support towards the caretaker post from both Parish Councils.

A review of hire rates in July 2019 indicated that standard and concession rates were still appropriate as these rates had been increased in 2019 but although it was considered appropriate to keep the discount rate for those booking over 300 hours per annum, it was decided the discount rate should increase by 50p per hour in 2020 since that rate had not been increased since 2015. This moderate increase would assist further in reducing dependency on fundraising income and prevent the gap with other rates widening. Comparisons with similar facilities in our area indicate that the revised charges at £11.50 Standard Rate and £9.50 Concession Rate continue to be very reasonable given the standard and range of facilities provided. Trustees will review the 2021 charges in the summer of 2020.



Adequate and but not overly generous reserves are being accrued in bank saving accounts for future maintenance and improvements as well as being able to sustain unforeseen impacts, such as the loss of a major user group.

Detailed information relating to the 2019 accounts is available separately in the Annual Financial Return but the main numbers are:-

| SUMMARY                  | 2019    | 2018   |
|--------------------------|---------|--------|
| <b>Income</b>            | 36,444  | 36,290 |
| <b>Expenditure</b>       | 38,483  | 26,669 |
| <b>Operating surplus</b> | (2,039) | 9,621  |

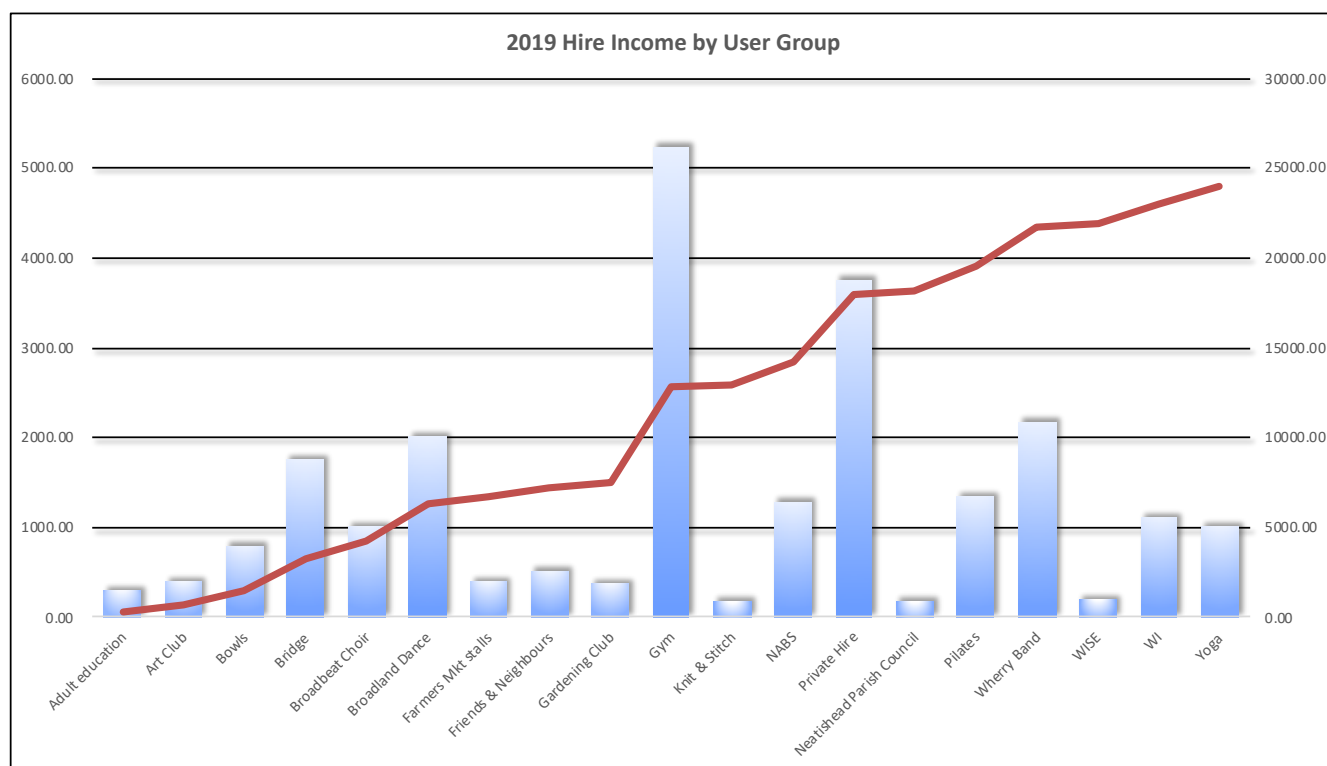
|                                  | 2019          | 2018          |
|----------------------------------|---------------|---------------|
| Hire Income                      | 23,980        | 22,121        |
| Fund Raising                     | 3,672         | 4,686         |
| Regular events (F. Mkt and V.S.) | 3,420         | 2,982         |
| Community Breakfast              | 1,119         | 2,437         |
| Gift Aid Recovery                | 167           | 0             |
| Feed In Tariff Payment           | 588           | 559           |
| Donations                        | 506           | 261           |
| Bank Interest                    | 208           | 158           |
| 200 Club                         | 2,392         | 1,846         |
| Miscellaneous sales              | 51            | 42            |
| Grants from P Councils           | 340           | 1,200         |
| <b>Total Income</b>              | <b>36,444</b> | <b>36,290</b> |
| <b>EXPENDITURE</b>               | <b>2019</b>   | <b>2018</b>   |
| Cleaning and waste disp.         | 5,692         | 6,520         |
| Electricity, phone & internet    | 5,232         | 3,825         |
| Insurance                        | 2,503         | 2,813         |
| Licences                         | 1,257         | 237           |
| Printing, Stationery, Signs      | 294           | 790           |
| Minor Repairs & Maintenance      | 903           | 1,481         |
| Servicing                        | 467           | 1,221         |
| Grounds maintenance              | 670           | 640           |
| MAD Plan items                   | 11,849        | 963           |
| Council & Water rates            | 1,296         | 1,207         |
| Accountancy and payroll fees     | 471           | 715           |
| Payroll fees                     | 214           | 275           |
| Bank Charges                     | 32            | 32            |
| 200 Club Prizes                  | 705           | 685           |
| Regular Event expenses           | 1,588         | 1,428         |
| Fund Raising Expenses            | 1,660         | 278           |
| Community Breakfast              | 1,039         | 2,465         |
| Donations                        | 0             | 80            |
| Miscellaneous sundries.          | 113           | 45            |
| Caretaker costs                  | 2,496         | 1,246         |
| <b>Total Expenses</b>            | <b>38,483</b> | <b>26,669</b> |



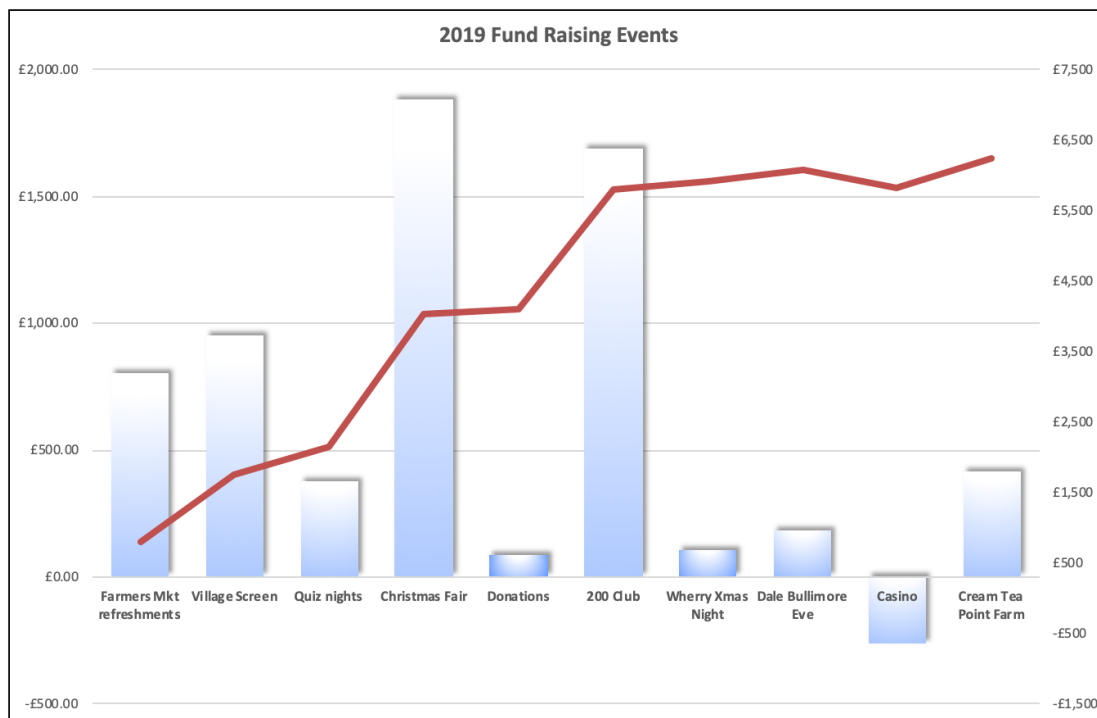
## Sources of Hire Income graph.

The graph below shows the spread of hire income across the range of user groups and private hire bookings which has remained pretty constant in recent years. Regular Groups continue to be the foundations of the hall in our community but the private hire bookings are also important providing 16 % of hire income. Pilates terminated a class in November and WI added a Craft Group during the year. All groups are important to the hall but the Community Gym, Wherry Band, Broadland Dance and Bridge are significant hirers and a loss of any one of these groups would impact on hire income and the hall's finances.

The hall aims to be 'a place for all' in our community and Trustees hope the range of activities adequately reflects the needs and aspirations of those who wish to come together to spend some of their social, educational and recreational time at the Village Hall.



## Fund Raising Income and Donations



Fundraising has again made an important contribution to income in 2019 although a little less than in previous years. The Events Committee and its helpers raised a total of £2915 (£2552 net) by organising some very enjoyable events including a Quiz Night, Christmas Fair. Wherry Band Christmas Evening and an Evening with Dale Bullimore. A rare setback was the cancellation of the Casino Evening which resulted in a loss of £ 262.00. The next event in the year, resulted in a donation of £416 from an Afternoon Tea at Point Farm thanks to Mr and Mrs Lamb.

As a special charity event, NVH volunteers came together to cook and serve a BIG Community Breakfast in January 2019 which raised £1080 with £1000 from Barclays making a total of £2080 for the local Big C Centre.

A large piece of work for the Trustees and the Events Committee was to run three events in September to celebrate the tenth anniversary of the new hall. These events included a Fun Day, a Ceilidh with supper and a Classic Car Show. The aim was to provide something for all interests and ages with free admission as a celebration and this certainly was achieved. The Classic Car show run by Will Rhodes and friends made a profit of £224.65 from the cream tea served by the WI and a donation of £224.65 was made to EACH. Many thanks to all the helpers who made these events possible.

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Well done to the Village Screen Committee which raised £953 (net) from the monthly cinema, an increase of 40% on 2018 figures which is very welcome. The Farmers' Market raised £1,201 from stall fees and refreshments. The displays by the Community Heritage Group continue to add interest but in common with other similar markets, retaining stallholders is a challenge. The 200 Club raised £1,687 (net) after prizes. Donations of £504 (includes afternoon tea event) were received.

The Trustees are immensely grateful to all those who assist with fund-raising especially the new people who came along to help at the Community Breakfast etc. We are also appreciative of those who advertise our events by putting out advertising boards and to the village shop which sells tickets and acts as box office. The events are more than a source of fund-raising as they give a social opportunity for many local people and help to maintain community spirit and cohesion. The Trustees are very grateful to all the donors, including 200 club sponsors, who contributed to the hall in any way.

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## Premises Management

The Premises Team has been active throughout the year ensuring the hall is well maintained, clean and well organised.

Although the rectifications to the failing render were completed in 2018, some mould and flaking has now occurred to the rear elevation which was lime washed in 2018 plus some small cosmetic faults at one location have appeared in the K-Rend finish applied in 2018. This is actively being pursued but the contractor is failing to respond.

Essential repairs and maintenance have been on-going and included replacing some failing emergency lights, extending the rubber chippings to the rear pathway, improvements to the stage to add storage underneath, replacing curtain rails to stage curtains, purchase of six chairs with arms, two additional tables and 30 folding chairs.

Investigations into how best to proceed with the refurbishment or replacement of the main hall floor was a major piece of work for the Premises Group in 2019. After many visits to other halls, meetings with contractors and discussions in the team, it became clear that a sand and seal of the existing floor could give significant improvements to the floor at moderate cost and defer the need for total replacement by several years. A recommendation to this effect was approved by Trustees in November 2019 and The Premises Group was authorised to seek formal competitive quotations for the work to be carried out in the Spring of 2020. As well as the works to the main hall floor, it was agreed to replace the floor in Store 5 with a contract quality LVT product. The Premises Team also recommended that the product most suitable for the future replacement of the main hall floor would be a Junckers System.

There have not been any Health and Safety issues but regular inspections are carried out and Risk Assessments are monitored regularly.

The caretaker post was filled throughout 2019 and there were 8 hours cleaning per week. As mentioned in the financial report, this is now a considerable part of the hall's operating costs. The Trustees wish to acknowledge that the team of caretaker and cleaners do a fantastic job in keeping the premises to a high standard.

The professional contractor was retained for grass and hedge cutting but gave notice at the year end that he is unable to take on a contract for 2020 so arrangements will be made to appoint a new contractor for 2020.

The Trustees continue to use the Maintenance and Development Plan (MaD Plan) as a planning tool which links building needs into the budget planning process on a detailed 5-year basis and in outline for up to 50 years. This gives advance warning of forthcoming maintenance needs and equipment replacements which underpins the Trustees' commitment to keep the premises well maintained into the future..

The Trustees are grateful for the care and assistance that is given by regular groups as although now in the tenth operational year of the hall, the premises still look in good condition.

I am also very grateful to the Trustees in the Premises Team who give generously of their time and professional expertise and to all the volunteers who contribute in many ways to keep the hall running so smoothly for seven days a week throughout the year.

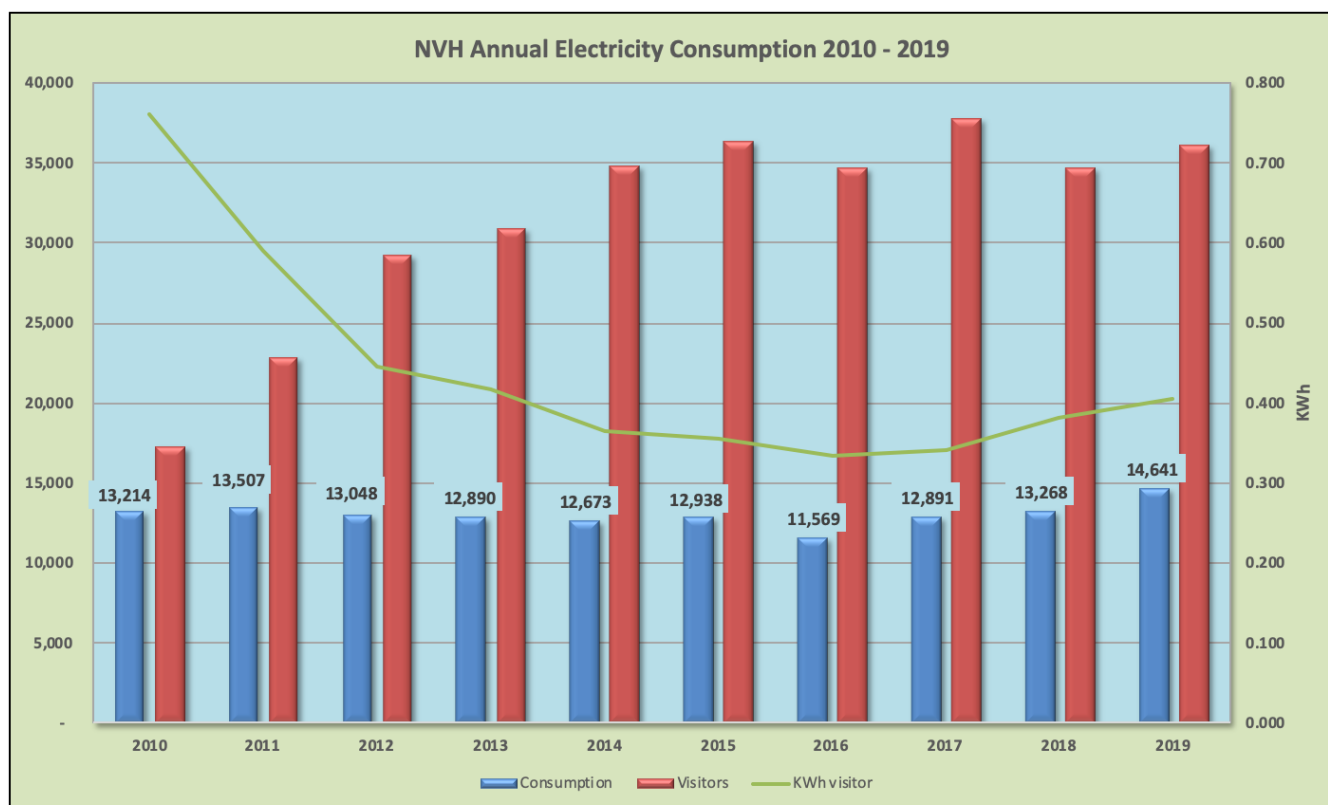
## Energy Usage and Monitoring graph

The hall was built to be as 'eco-friendly' and Trustees monitor energy usage carefully.

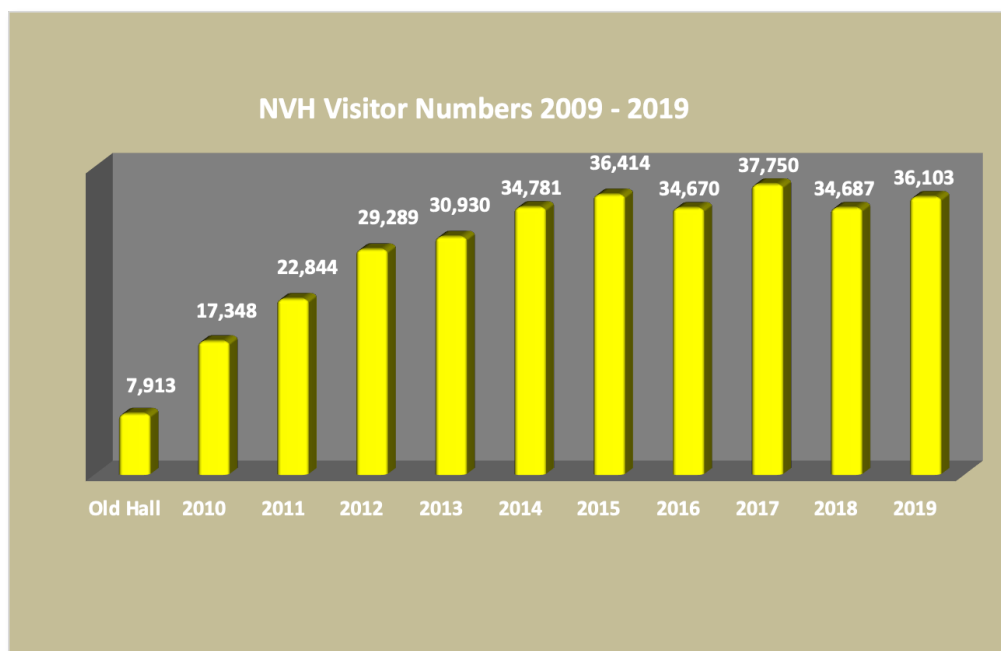
In 2019, electricity consumption was 14,641 kWh which is an increase of 1373 kWh compared with 2018 but less than 2017. There is no obvious explanation for the increased consumption other than weather or greater use of the hall but there may be a need to remind hirers to be more mindful in their use of electricity e.g. lights to try to minimise consumption. Trustees will monitor this carefully in 2020. The energy supplier was 'switched' in December 2018 to British Gas and there was still an increase in unit costs but not as much as if we had remained with EoN. The current contract is fixed for 3 years.

Solar panels have generated 133,523 kWh since 2012 of which 2199 kWh were generated in 2019, bringing in a payment of £588.45 from the Feed-In Tariff. 1099 kWh were exported to the grid which is much same as 2018 (1072 kWh).

Energy use per person visit in 2019 was 0.4055 kWh which is a small increase compared to 0.383 in 2018 but still low, so the hall continues to meet its commitment to be 'eco-friendly'.



## Bookings and Visitor Numbers



The number of visits made to the hall has been monitored since the new building opened in 2009 as shown in the graph. The figure for 2019 is 36,103 person visits which is an increase of 1416 compared with 2018 and can be explained by the well attended private hire events such as the Parkinson's Auction, 2 Rivers Craft fair, and the NVH events including the 10<sup>th</sup> Anniversary celebrations.

The hall had 20 groups using the premises on either a weekly or a monthly basis in 2019 with some groups booking for multiple sessions. The Community or Meeting Room is now more frequently used and has had some new commercial hirers using it for meetings plus the Friends of St Benet's Abbey booked it regularly for planning the Abbey's 1000 year celebrations. The hall was also used for one of the FOSBA outdoor performances of their play.

The booking system was upgraded to a cloud hosted rather than the PC based booking system. Many thanks to those hirers who now make on-line payments as this reduces significantly some of the booking administration. The Trustees are very grateful to those involved in the busy task of Booking Secretary but please keep those bookings coming as they are fundamental to the hall's success.



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## Outcome of Trustees Plans for 2019.

2019 was the tenth operational year for The New Victory Hall which is now well established and has become a popular and fantastic asset in the local community. Trustees set these aims for 2019 and consider that satisfactory outcomes have been achieved.

- ✓ To continue to ensure the hall provides a high quality resource at affordable rates for the local community to use for social, educational and leisure time recreation.
- ✓ To maintain and deliver appropriate improvements to the premises and equipment to sustain good standards of environment and facilities for hirers.
- ✓ To ensure the hall is financially viable.
- ✓ To support the needs of regular user groups fairly and equitably within the scope of NVH resources.
- ✓ To review the operation of the Farmers' Market to try to attract new or different stall holders and/or sustain it as a community meeting place.
- ✓ To ensure Village Screen is sustained as a feature for those who enjoy this facility in the community.
- ✓ To continue to develop the 200 Club and the Friends of NVH including how the circulation of the Newsletter could be widened.
- ✓ To deliver an inclusive community event(s) to celebrate the first decade of the NVH on the weekend of 21 and 22 September 2019.

In addition, efforts have been made to attract new helpers and trustees to assist with running the hall as many existing trustees and volunteers have served for many years and notwithstanding how willing they are to continue to serve, new ideas and energy are needed. Being involved with the village hall is a great way to contribute to your community, meet some new people and have some fun as well.

**All offers of help and involvement will be welcomed to sustain the successes of The New Victory Hall as presented in this report.**

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### Trustees Plans for 2020.

1. To continue to ensure the hall provides a high quality resource at affordable rates for the local community to use for social, educational and leisure time recreation.
2. To maintain and deliver appropriate improvements to the premises and equipment to sustain good standards of environment and facilities for hirers.
3. To make arrangements for the improvement works to the main hall floor and store 5 including liaison with hirers and arrangements for a temporary closure of the premises.
4. To ensure the hall is financially viable.
5. To support the needs of regular user groups fairly and equitably within the scope of NVH resources.
6. To recruit new volunteers and trustees to run and manage the hall for this new decade.
7. To carry out a feasibility study for increasing car parking at the hall with other community stakeholders.
8. To investigate developing further the hall's eco-friendly features e.g more solar panels and perhaps an EV charging point.
9. To rationalise financial procedures between the booking and financial systems to ensure administrative workload is minimised.
10. To investigate and if appropriate introduce a cashless payment system.
11. To continue to provide a range of social and fundraising events.

The Trustees will strive to continue to run and manage the hall successfully and are grateful to all the hirers, donors and visitors who support the hall and to the dedication of those who help run it so ably. It is a pleasure to see the hall so well used and such a focal point in this special community in which we live.

**Doreen Dean**

***Chair, New Victory Hall Management Committee***

***March 2020***

|                                |                 |                     |
|--------------------------------|-----------------|---------------------|
| New Victory Hall               | No. 225178      |                     |
| Receipts and payments accounts |                 |                     |
| For the period from            | 01 January 2019 | to 31 December 2019 |
| CC16a                          |                 |                     |

# Section A Receipts and payments

|   | Unrestricted funds | Restricted funds | Endowment funds  | Total funds      | Last year        |
|---|--------------------|------------------|------------------|------------------|------------------|
|   | to the nearest £   | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| <b>A1 Receipts</b>                                    |                    |                  |                  |                  |                  |
| Hire Income received                                  | 23,980             |                  |                  | 23,980           | 22,121           |
| Fundraising Events                                    | 3,672              |                  |                  | 3,672            | 4,686            |
| Regular Events (cinema and farmers market)            | 3,420              |                  |                  | 3,420            | 2,982            |
| Community Breakfast                                   | 1,119              |                  |                  | 1,119            | 2,437            |
| Gift Aid recovery                                     | 167                |                  |                  | 167              | -                |
| Feed in Tariff payments                               | 588                |                  |                  | 588              | 559              |
| Donations   | 506                |                  |                  | 506              | 261              |
| Grants (from Parishes)                                | 340                |                  |                  | 340              | 1,200            |
| Bank interest   | 208                |                  |                  | 208              | 158              |
| Miscellaneous sales                                   | 51                 |                  |                  | 51               | 42               |
| 200 Club  | 2,392              |                  |                  | 2,392            | 1,846            |
| <b>Sub Total (Gross income for AR)</b>                | <b>36,444</b>      | <b>-</b>         | <b>-</b>         | <b>36,444</b>    | <b>36,290</b>    |
| <b>A2 Asset and investment sales (see table)</b>      |                    |                  |                  |                  |                  |
|   | -                  |                  |                  | -                | -                |
|   | -                  |                  |                  | -                | -                |
| <b>Sub total</b>                                      | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Total receipts</b>                                 | <b>36,444</b>      | <b>-</b>         | <b>-</b>         | <b>36,444</b>    | <b>36,290</b>    |
| <b>A3 Payments (see note 3)</b>                       |                    |                  |                  |                  |                  |
| Cleaning and waste disposal                           | 5,692              |                  |                  | 5,692            | 6,520            |
| Electricity, phone and internet                       | 5,232              |                  |                  | 5,232            | 3,825            |
| Insurance   | 2,503              |                  |                  | 2,503            | 2,813            |
| Licences  | 1,257              |                  |                  | 1,257            | 237              |
| Printing, stationery and signs                        | 294                |                  |                  | 294              | 790              |
| Minor repairs and maintenance                         | 903                |                  |                  | 903              | 1,481            |
| Servicing   | 467                |                  |                  | 467              | 1,221            |
| Grounds maintenance                                   | 670                |                  |                  | 670              | 640              |
| Maintenance and Development Plan Items                | 11,849             |                  |                  | 11,849           | 963              |
| Council tax and water rates                           | 1,296              |                  |                  | 1,296            | 1,207            |
| Accountancy fees                                      | 471                |                  |                  | 471              | 440              |
| Payroll fees  | 214                |                  |                  | 214              | 275              |
| Bank charges  | 32                 |                  |                  | 32               | 32               |
| 200 Club prizes                                       | 705                |                  |                  | 705              | 685              |
| Regular Events (cinema and farmers' market)           | 1,588              |                  |                  | 1,588            | 1,428            |
| Community Breakfast                                   | 1,039              |                  |                  | 1,039            | 2,465            |
| Fundraising expenses                                  | 1,660              |                  |                  | 1,660            | 278              |
| Donations   | -                  |                  |                  | -                | 80               |
| Loan interest   | -                  |                  |                  | -                | -                |
| Miscellaneous sundries                                | 113                |                  |                  | 113              | 45               |
| Caretaker costs                                       | 2,496              |                  |                  | 2,496            | 1,246            |
| <b>Sub total</b>                                      | <b>38,483</b>      | <b>-</b>         | <b>-</b>         | <b>38,483</b>    | <b>26,669</b>    |
| <b>A4 Asset and investment purchases, (see table)</b> |                    |                  |                  |                  |                  |
|   | -                  |                  |                  | -                | -                |
|   | -                  |                  |                  | -                | -                |
|   | -                  |                  |                  | -                | -                |
| <b>Sub total</b>                                      | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Total payments</b>                                 | <b>38,483</b>      | <b>-</b>         | <b>-</b>         | <b>38,483</b>    | <b>26,669</b>    |
| <b>Net of receipts/(payments)</b>                     | <b>(2,039)</b>     | <b>-</b>         | <b>-</b>         | <b>(2,039)</b>   | <b>9,621</b>     |
| <b>A5 Transfers between funds</b>                     |                    |                  |                  |                  |                  |
| <b>A6 Cash funds last year end</b>                    |                    |                  |                  | 51,173           | 41,552           |
| <b>Cash funds this year end</b>                       | <b>(2,039)</b>     | <b>-</b>         | <b>-</b>         | <b>49,134</b>    | <b>51,173</b>    |



**Section B Statement of assets and liabilities at the end of the period**

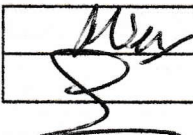
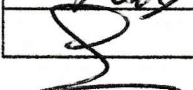
|                         | Unrestricted funds | Restricted funds | Endowment funds  |
|-------------------------|--------------------|------------------|------------------|
|                         | to the nearest £   | to the nearest £ | to the nearest £ |
| <b>B1 Cash Funds</b>    |                    |                  |                  |
| Operating a/c           | 3,212              |                  |                  |
| 200 Club a/c            | 187                |                  |                  |
| Savings a/c             | 3,006              |                  |                  |
| COIF a/c                | 42,729             |                  |                  |
| <b>Total cash funds</b> | <b>49,134</b>      |                  |                  |

|                                 | Unrestricted funds | Restricted funds | Endowment funds  |
|---------------------------------|--------------------|------------------|------------------|
|                                 | to the nearest £   | to the nearest £ | to the nearest £ |
| <b>B2 Other monetary assets</b> |                    |                  |                  |
|                                 |                    |                  |                  |
|                                 |                    |                  |                  |
|                                 |                    |                  |                  |

|                             | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> |                             |                 |                          |
|                             |                             |                 |                          |

|   | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b>                                       |                             |                 |                          |
| Freehold land and buildings known as New Victory Hall, Neatishead                         |                             |                 |                          |
| Fixtures and fittings and equipment held at New Victory Hall for the use of the community |                             |                 |                          |
| Garden shed for equipment storage   |                             |                 |                          |
| Solar panels  |                             |                 |                          |
| Floor cleaning machine  |                             |                 |                          |
|   |                             |                 |                          |
|   |                             |                 |                          |
|   |                             |                 |                          |

|                       | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------|-----------------------------|-----------------|--------------------------|
| <b>B5 Liabilities</b> |                             |                 |                          |
|                       |                             |                 |                          |
|                       |                             |                 |                          |

| Signed by one or two trustees on behalf of all the trustees | Signature   | Print Name  | Date of approval |
|---|---|-------------|------------------|
|   |  | DOREEN DEAN | 24/2/20          |
|   |  | IAN MCADYEN | 24/2/20          |

## Independent Examiner's Report on the account

### Section A

#### Independent examiner's report

Report to the trustees/members of

New Victory Hall

On accounts for the year ended

31 December 2019

Charity no (if any)

225178

Set out on pages

1 AND 2

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*NK*

Date:

05/03/2020

Name:

NICHOLAS KNIGHT

Relevant professional qualification(s) or body (if any):

CHARTERED ACCOUNTANT

Address:

LANCASTER HOUSE  
87 YARMOUTH ROAD  
NORWICH  
NR7 0HE

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the examiner wishes to disclose



|                                |                 |                     |
|--------------------------------|-----------------|---------------------|
| New Victory Hall               | No. 225178      |                     |
| Receipts and payments accounts |                 |                     |
| For the period from            | 01 January 2019 | to 31 December 2019 |
|                                |                 | CC16a               |

# Section A Receipts and payments

|   | Unrestricted funds | Restricted funds | Endowment funds  | Total funds      | Last year        |
|---|--------------------|------------------|------------------|------------------|------------------|
|   | to the nearest £   | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| <b>A1 Receipts</b>                                    |                    |                  |                  |                  |                  |
| Hire Income received                                  | 23,980             |                  |                  | 23,980           | 22,121           |
| Fundraising Events                                    | 3,672              |                  |                  | 3,672            | 4,686            |
| Regular Events (cinema and farmers market)            | 3,420              |                  |                  | 3,420            | 2,982            |
| Community Breakfast                                   | 1,119              |                  |                  | 1,119            | 2,437            |
| Gift Aid recovery                                     | 167                |                  |                  | 167              | -                |
| Feed in Tariff payments                               | 588                |                  |                  | 588              | 559              |
| Donations   | 506                |                  |                  | 506              | 261              |
| Grants (from Parishes)                                | 340                |                  |                  | 340              | 1,200            |
| Bank interest   | 208                |                  |                  | 208              | 158              |
| Miscellaneous sales                                   | 51                 |                  |                  | 51               | 42               |
| 200 Club  | 2,392              |                  |                  | 2,392            | 1,846            |
| <b>Sub Total (Gross income for AR)</b>                | <b>36,444</b>      | <b>-</b>         | <b>-</b>         | <b>36,444</b>    | <b>36,290</b>    |
| <b>A2 Asset and investment sales (see table)</b>      |                    |                  |                  |                  |                  |
|   | -                  |                  |                  | -                | -                |
|   | -                  |                  |                  | -                | -                |
| <b>Sub total</b>                                      | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Total receipts</b>                                 | <b>36,444</b>      | <b>-</b>         | <b>-</b>         | <b>36,444</b>    | <b>36,290</b>    |
| <b>A3 Payments (see note 3)</b>                       |                    |                  |                  |                  |                  |
| Cleaning and waste disposal                           | 5,692              |                  |                  | 5,692            | 6,520            |
| Electricity, phone and internet                       | 5,232              |                  |                  | 5,232            | 3,825            |
| Insurance   | 2,503              |                  |                  | 2,503            | 2,813            |
| Licences  | 1,257              |                  |                  | 1,257            | 237              |
| Printing, stationery and signs                        | 294                |                  |                  | 294              | 790              |
| Minor repairs and maintenance                         | 903                |                  |                  | 903              | 1,481            |
| Servicing   | 467                |                  |                  | 467              | 1,221            |
| Grounds maintenance                                   | 670                |                  |                  | 670              | 640              |
| Maintenance and Development Plan Items                | 11,849             |                  |                  | 11,849           | 963              |
| Council tax and water rates                           | 1,296              |                  |                  | 1,296            | 1,207            |
| Accountancy fees                                      | 471                |                  |                  | 471              | 440              |
| Payroll fees  | 214                |                  |                  | 214              | 275              |
| Bank charges  | 32                 |                  |                  | 32               | 32               |
| 200 Club prizes                                       | 705                |                  |                  | 705              | 685              |
| Regular Events (cinema and farmers' market)           | 1,588              |                  |                  | 1,588            | 1,428            |
| Community Breakfast                                   | 1,039              |                  |                  | 1,039            | 2,465            |
| Fundraising expenses                                  | 1,660              |                  |                  | 1,660            | 278              |
| Donations   | -                  |                  |                  | -                | 80               |
| Loan interest   | -                  |                  |                  | -                | -                |
| Miscellaneous sundries                                | 113                |                  |                  | 113              | 45               |
| Caretaker costs                                       | 2,496              |                  |                  | 2,496            | 1,246            |
| <b>Sub total</b>                                      | <b>38,483</b>      | <b>-</b>         | <b>-</b>         | <b>38,483</b>    | <b>26,669</b>    |
| <b>A4 Asset and investment purchases, (see table)</b> |                    |                  |                  |                  |                  |
|   | -                  |                  |                  | -                | -                |
|   | -                  |                  |                  | -                | -                |
|   | -                  |                  |                  | -                | -                |
| <b>Sub total</b>                                      | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Total payments</b>                                 | <b>38,483</b>      | <b>-</b>         | <b>-</b>         | <b>38,483</b>    | <b>26,669</b>    |
| <b>Net of receipts/(payments)</b>                     | <b>(2,039)</b>     | <b>-</b>         | <b>-</b>         | <b>(2,039)</b>   | <b>9,621</b>     |
| <b>A5 Transfers between funds</b>                     |                    |                  |                  |                  |                  |
| <b>A6 Cash funds last year end</b>                    |                    |                  |                  | 51,173           | 41,552           |
| <b>Cash funds this year end</b>                       | <b>(2,039)</b>     | <b>-</b>         | <b>-</b>         | <b>49,134</b>    | <b>51,173</b>    |



**Section B Statement of assets and liabilities at the end of the period**

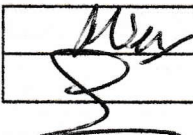
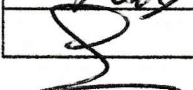
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|                                 | Unrestricted funds | Restricted funds | Endowment funds  |
|---------------------------------|--------------------|------------------|------------------|
|                                 | to the nearest £   | to the nearest £ | to the nearest £ |
| <b>B2 Other monetary assets</b> |                    |                  |                  |
|                                 |                    |                  |                  |
|                                 |                    |                  |                  |
|                                 |                    |                  |                  |

|                             | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> |                             |                 |                          |
|                             |                             |                 |                          |

|   | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b>                                       |                             |                 |                          |
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| Fixtures and fittings and equipment held at New Victory Hall for the use of the community |                             |                 |                          |
| Garden shed for equipment storage   |                             |                 |                          |
| Solar panels  |                             |                 |                          |
| Floor cleaning machine  |                             |                 |                          |
|   |                             |                 |                          |
|   |                             |                 |                          |
|   |                             |                 |                          |

|                       | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------|-----------------------------|-----------------|--------------------------|
| <b>B5 Liabilities</b> |                             |                 |                          |
|                       |                             |                 |                          |
|                       |                             |                 |                          |

| Signed by one or two trustees on behalf of all the trustees | Signature   | Print Name   | Date of approval |
|---|---|--------------|------------------|
|   |  | DOREEN DEAN  | 24/2/20          |
|   |  | IAN MCFADYEN | 24/2/20          |

## Independent Examiner's Report on the account

### Section A

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New Victory Hall

On accounts for the year ended

31 December 2019

Charity no (if any)

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have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*NK*

Date:

05/03/2020

Name:

NICHOLAS KNIGHT

Relevant professional qualification(s) or body (if any):

CHARTERED ACCOUNTANT

Address:

LANCASTER HOUSE  
87 YARMOUTH ROAD  
NORWICH  
NR7 0HE

**Section B**

**Disclosure**

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