

CLENCHWARTON MEMORIAL HALL

Internal Audit Report/Independent Examination

Prepared in consultation with the Management Committee

Financial Year Ended 31st March 2025

I have completed an internal audit of the accounts for Clenchwarton Memorial Hall for the year ended 31st March 2025. I would like to thank the Treasurer (Mr Kevin Puddephatt) for providing me with all the information required for the audit.

I would also like to thank Mr. Puddephatt for his hospitality in hosting the meeting.

A number of matters were discussed with a view to helping the Memorial Hall management committee (henceforth referred to as "the M.C.") move forward with continuous improvement. The M.C. has ultimate responsibility for directing the activity of the Hall, ensuring it is well run and delivering the outcomes for which it exists.

Kevin shared various documents with me including Unity Trust Instant Access savings and current accounts, hall accounts and a monthly bank reconciliation flow chart. A list of all receipts and payments have been submitted for inspection.

The M.C. holds its 2025 AGM later this month. In the past year or two the committee has adopted several new members. The committee employs a Hall cleaner.

Rev'd Sheila James has announced her intention to stand down as Hall Chairperson after more than twenty years of service. My personal thanks to Sheila for her friendly, welcoming manner and her helpful advice.

New user/clients and hirers are now being attracted to the hall which is gradually raising its profile again in the community.

The pre school nursery continues to use the hall for its activities.

The hall was used again as a polling station in July 2024 and is also regularly used for bingo.

Plans to make application for charitable status are still being formalised.

It is hoped that progress will be made in this area quite soon.

Since we met last year, the Memorial Hall now boasts its own website which will, in due course, conform to Charity Commission guidelines. It advertises the amenities of the hall to potential hirers (including the EV charger point). Terms & Conditions and the hall's Hiring Policy are also accessible.

Furthermore, hirers can now make online bookings and payments. Contact email addresses are also provided.

The hall's Instant Access savings account (as of 31st March 2025) stands at £4,726, up from £4,207 on the previous year.

I remain content that the Hall Committee's financial accounting systems are both robust and efficient. In addition, I am assured that fire alarms, electrical wiring and other testing is undertaken on a regular basis.

The Hirers' Agreement will be reviewed once charitable status has been obtained, with particular reference to personal liability insurance.

In conclusion, I would thank the Clenchwarton Memorial Hall management committee for inviting me to carry out this audit. I am satisfied that financial and administrative arrangements for the Hall remain at a high standard. I remain impressed by its deployment of innovative energy efficiencies which helps the building remain climate friendly as well as helping to conserve funds.

ROBIN GOREHAM

8^h April 2025

(Internal Auditor)