

# **ORWELL VILLAGE HALL**

## **Treasurer's Report**

9 July 2019

Mark Collins

I have recently taken over as Treasurer from Roger Daw. The transfer of responsibilities is not yet complete. Specifically, I do not yet have access to the bank account, so Roger receives statements and as far as I am aware, we do not have on-line access to the account. I need to become a signatory to the account and set up on-line access.

I have formulated my record keeping for bookings, payments etc.

Revenue to date is £2,213 and costs are £2,321.

At last reckoning we have £4,157.88 in savings.

### **Cleaning**

We have appointed anew cleaner to replace Mrs Titchmarsh who has been doing an outstanding job for some time. We have had to pay more for the new cleaning service and I have the task of looking at the budget implications.

### **Web-Site and Bookings**

I have registered two new domain names: orwellvillagehall.com and orwellvillagehall.co.uk. I have created a web site for the .com domain. It is in draft form and subject to confirmation by the committee will go live once the bookings calendars are completed.

The web site will allow all bookings to be made online and provides a calendar for 2019 and 2020 showing which dates and which sessions are booked and therefore unavailable.

The web site also provides details of the charges and terms and conditions as well as a downloadable booking form people can use to secure a session.

We have to determine a transition process from the manual to the online system.

This change will also suggest a change in responsibility for bookings and billings which has to be agreed by the committee.

Mark Collins

Treasurer