

## Trustees Report 2020

Business development Officer employed in 6 months prior to Covid-19 lockdown in Nov 2019.

They were employed to develop daytime hire and maintain nighttime hire.

- Evening hire sustained
- Weekend hire developed
- Day time hire starting to develop through the following
  - o Support services with debt/employment/well being
  - o Community Training
  - o Groups linked to community interests
  - o Groups & events development from networking with existing services

We have not provided a full report for this account year as the majority was pandemic Covid 19 support through the following:

- Foodbank
- Hot meals
- Activities for all ages.
- Telephone befriending service

**SEAHAM YOUTH CENTRE**

**FINANCIAL STATEMENTS  
FOR THE PERIOD ENDING  
31<sup>ST</sup> DECEMBER 2020**

**CHARITY NO. 1163327**

## **OVERVIEW**

- 1.1. Seaham Youth Centre is a Charitable Incorporated Organisation (CIO) and is governed through the Charities Act and a constitution document (dated 27th March 2014) with voting members other than its charity trustees.
- 1.2. The charity trustees shall manage the affairs of the CIO and have appointed a part time administrator to manages the Youth Centre on a day to day basis.
- 1.3. The charity trustees must comply with the requirements of the Charities Act with regard to keeping of accounting records etc.
- 1.4. The aims and objectives of the Youth Centre is to help young people through leisure time activities so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society that their conditions of life may be improved.
- 1.5. During the year the Youth Centre received income of £81,552 mainly from support grants, funding and room hires. Expenditure for the year was £53,779 majority of payments are for the running of the Centre such as wages. utilities, building works and maintenance. There was a surplus for the year of £27,773.
- 1.6. The Fund Balance of £45,376 reconciled to the Bank Statement and the cash held as at 31<sup>st</sup> December 2020.

## **Independent Examiners Report**

- 2.1. I (Gordon Fletcher, C.M.I.I.A.) have reported on the accounts of Seaham Youth Centre for the calendar year ending 31<sup>st</sup> December 2020.
- 2.2. This report is in respect of an examination carried out in accordance with the Charities Act.
- 2.3. The examination includes a review of the accounting records kept by the trustees, including a review of the accounts and making such enquiries as are necessary for the purpose of this report.
- 2.4. Based on my examination, systems and procedures have significantly improved with the appointment of an Administrator, however minor amendments are necessary to provide full assurance to the systems in place and recommendations are shown in an internal report. No other matter has come to my attention which the trustees are not aware of, and the accounts presented do accord with the accounting requirements of the Charities act.



Gordon Fletcher (C.M.I.I.A.)

Independent Auditor

Date: 13<sup>th</sup> December 2021

The Trustees (Management Committee) are responsible for maintaining proper accounting records, which disclose with reasonable accuracy the financial position of the Charity. This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005). An internal audit report has been completed for the year 2020 and discussed with the Centre Manager and submitted.

This report has been approved by the Trustees (Management Committee) at the Management Committee meeting on .....

**Income and expenditure records for Seaham Youth Centre for period ending 31<sup>st</sup> December 2020**

<b>Opening Fund Balance as at 1<sup>st</sup> January 2020</b>	<b>= £ 17,603</b>
<b>Income during the year 2020</b>	<b>= £ 81,552</b>
<b>Expenditure during the year 2020</b>	<b>= £ 53,779</b>
<b>Surplus for the year 2020</b>	<b>= £ 27,773</b>
<b>Closing Fund Balance as at 31<sup>st</sup> December 2020</b>	<b>= £45,376</b>

**For details of breakdown of income and expenditure, see next pages.**

**Reconciliation to Bank Statement as at 31<sup>st</sup> December 2020**

<b>Closing Bank Balance as at 31<sup>st</sup> December 2020</b>	<b>= £ 32,783</b>
<b>Closing vending machine cash - not confirmed</b>	<b>= £ 0</b>
<b>Add closing cash income held - not confirmed</b>	<b>= £ 630</b>
<b>Add invoiced income outstanding 2020</b>	<b>= £ 8,468</b>
<b>Add invoiced income outstanding from 2019</b>	<b>= £ 3,495</b>
<b>Reconciled Balance to Fund</b>	<b>= £ 45,376</b>

## Breakdown of income

<b>Sports Hall</b>	=	<b>£ 7,845</b>
<b>Training Room</b>	=	<b>£ 4,383</b>
<b>Inner Hall</b>	=	<b>£ 510</b>
<b>IYFTS room</b>	=	<b>£ 3,547</b>
<b>Kitchen</b>	=	<b>£ 256</b>
<b>Membership</b>	=	<b>£ 25</b>
<b>Believe Funding</b>	=	<b>£ 1,500</b>
<b>Seaham Town Council funding</b>	=	<b>£ 3,000</b>
<b>DCC covid support</b>	=	<b>£ 29,835</b>
<b>DCC Funding</b>	=	<b>£ 16,473</b>
<b>National Lottery grant</b>	=	<b>£ 10,000</b>
<b>Grant from Government</b>	=	<b>£ 3,944</b>
<b>Donations</b>	=	<b>£ 50</b>
<b>Other</b>	=	<b>£ 184</b>
<b>TOTAL</b>	=	<b><u>£ 81,552</u></b>

### **Breakdown of Expenditure**

<b>Utilities</b>	<b>= £ 8,982</b>
<b>Wages and Training</b>	<b>= £ 23,975</b>
<b>Fixtures and fittings</b>	<b>= £ 0</b>
<b>Communications</b>	<b>= £ 1,770</b>
<b>Postage, printing, stationery</b>	<b>= £ 842</b>
<b>Maintenance and Renewals</b>	<b>= £ 636</b>
<b>Insurance, rent, rates</b>	<b>= £ 1,597</b>
<b>Expenses</b>	<b>= £ 0</b>
<b>Services</b>	<b>= £ 2,252</b>
<b>Stock</b>	<b>= £13,725</b>
<b>Miscellaneous</b>	<b>= £ 0</b>
<b>TOTAL</b>	<b>= <u>£ 53,779</u></b>

# **AUDIT REPORT**

## **Seaham Youth Centre Centre Accounts**

**CONFIDENTIAL**



## **INTRODUCTION**

1. On completing an Examiners report an audit was carried out on the accounts of the Seaham Youth Centre for 2020. This audit is completed along with a review of the current systems in place so as to rely on the information provided for in the accounts.

## **2. OBJECTIVES OF THE AUDIT**

The objective of my review was to:

- To produce a set of accounts for 2020 to be submitted to the Management committee for approval.
- To examine the systems in place on producing the information for the accounts.
- To examine a discrepancy in the banking of monies.

## **3. SCOPE OF THE AUDIT WORK**

The scope of the audit involved examining the accounts and the systems in place to ensure that the information contained in the accounts is correct.

4. This report is intended to present to management the observations and conclusions of the audit. Wherever possible the observations and recommendations have been discussed with members of staff and their views taken into account.

## **5. SUMMARY OF AUDIT WORK CARRIED OUT**

- 5.1. During the previous year financial procedures were put in place so as to record all income and expenditure on Day Book spreadsheets, with receipts issued for all income collected.
- 5.2. During the previous year (2019) adjustments were show in the accounts these have now been included in 2020 accounts.
- 5.3. From February 2020 a Business Development Officer (Centre Administrator) was appointed to run the Centre, with administration assistants.

## **INCOME**

- 6.1. The Centre uses duplicated receipt books to record all cash income received at the Centre. The Centre Administrator also sends out invoices for those not paying cash, when payment is usually made by cheque or bank transfer. All cash income was recorded on the spreadsheet showing the receipt number, however the invoices were only recorded if they had been paid i.e from the bank statements. However, a record of all invoices not paid for 2020 (Total £8,478) and 2019 (£3,495) was shown separately. The Business Development Officer has attempted to chase these up with some payments made in 2021.
- 6.2. No Cash Expenditure was taken from cash income.
- 6.3. At the end of the year a cash balance of £630 was held,

## **EXPENDITURE**

- 7.1. The expenditure recorded on the Spreadsheet showed all cash and cheque payments and all were recorded from the bank statements.
- 7.2. During the year the Centre received Funding and Grants because of the Pandemic to support the Centre, and good separate records were kept showing general expenditure and expenditure to support the Funding and Grants claims.

## **BANK RECONCILAITION**

- 8.1. As reported last year there is no evidence that proper bank reconciliations have been carried out during the year, where the income and expenditure records are reconciled to the bank statements.

## **CONCLUSIONS**

- 9.1. Cash income was properly recorded onto the spreadsheet when received although invoiced income and the expenditure were recorded on the spreadsheets from the bank statement and therefore proper records are not being kept which does not allow for proper bank reconciliations to be kept.
- 9.2. There are many outstanding invoices that have not been paid (£11,973) and therefore income not received to the Centre

## **10. RECOMMENDATIONS**

- 10.1 . Priority given to chasing up all outstanding debts.
- 10.2. All invoices raised should be recorded on the income spreadsheet in numerical order and this updated to show the status of any payment. This will enable proper bank reconciliations to be carried out
- 10.3. Monitoring by the Trustees every month (or when bank statements are received) that bank reconciliations are carried out.
- 10.4 The Centre should ensure that it receives funding for wages or it may have no running cost left.



**Gordon Fletcher**

**Internal Auditor**

**Date: 13<sup>th</sup> December 2021**