

# TITCHMARSH CLUBROOM

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31ST AUGUST 2016

<b>INCOME</b>	<b>2015/16</b>	<b>2014/15</b>
Bookings	10,012	11,340
Donations	600	530
Fundraising	2,237	2,483
Re-development	73,676	7,750
<b>Interest</b>	0	0
Business Money Manager	0	0
<b>Total income</b>	<b>86,525</b>	<b>22,103</b>
 <b>EXPENDITURE</b>		
Cleaner	966	966
Bookings Clerk	1,284	1,284
Caretaker	1,284	1,284
Electricity	802	461
Gas	1,525	1,463
Water rates	624	841
Licences	423	337
Acre	40	40
Maintenance	1,900	1532
Insurance	901	870
Fundraising	1,435	2,353
Capital	0	270
Paper towels/toilet rolls/cleaning	1,009	822
Professional Fees	0	0
Sundries	153	45
Re-development	99,758	6,560
<b>Total expenditure</b>	<b>112,104</b>	<b>19,128</b>
 <b>Overall Surplus/(Loss) for the year</b>	 <b>- 25,579</b>	 <b>2,975</b>
<b>Operating Surplus/(Loss) for the year</b>	<b>703</b>	<b>1785</b>
 Account balances for year		
Current A/C	29,253	54,814
Business Money Manager	2	2
United Trust Bank	0	40,000
Petty Cash	51	0
<b>TOTAL CASH BALANCE</b>	<b>29,306</b>	<b>94,816</b>



## **Clubroom Management Committee**

### **Annual General Meeting**

### **18th October 2015**

Committee members in attendance:

Trustees: Paul Milner Hayley Wood Julia Powell Geoff Love  
Karen Cornwall Liz Townson Di Ellis

Non-trustees: John Fieldsend (Caretaker)

Apologies: Val Sorrell Hannah Aston

The audience were welcomed to the meeting by the chairman, Geoff Love, who then read through the minutes from the 2014-15 AGM. These were proposed (Di Ellis) and seconded (Julia Powell) as accurate, agreed by the meeting and signed accordingly.

#### **Co-Chair's Report for 2015-2016: Geoff Love**

This was the first full year of activities following the extension of the Clubroom. I am sure you would agree the new toilet block and additional meeting room has improved facilities and provided some useful additional hire space. The Clubroom had to dig deep into its own reserves to provide match funding for some of the funds raised, and in doing so the cash position has fallen below the threshold outlined by the covenant provided as a result of the sale of the caretakers cottage. The rules allow for loans from the covenant to be made available for capital projects, as long as there is a plan to repay. The Clubroom has introduced a number of fund raising activities to help refresh funds and to pay back the loan. These have included a Quiz Evening and a number of Pop Up Dogs. We will continue to try and put on events in the village that add to its cultural diversity. We are very lucky to have a loyal group of regular hirers and a steady stream of children's parties and other activities. With everything from the Panto, quiz nights, Folk Dancing, Zumba, private parties, the Afghan Hound AGM, Youth Group, ferret racing, classical plays and tea dances, the Clubroom has something for everyone. If we are missing something, let me know and we will see what we can do.

This is my third year as Chair of the Clubroom committee, and I have to say it is one of the easiest committees to be a part of. I'd like to thank the committee for their hard work and enthusiasm throughout the year. Liz does an excellent job in keeping the committee on track, and our finances are always in order thanks to the efforts of Hannah Aston. We'd be lost without John as caretaker and Val as bookings clerk, so I'd like to thank them in particular for their continued work for the Clubroom. Add to this the support and contributions from Julia, Paul, Di, Hayley, and Karen and I'll admit we are a very lucky committee and one that I'm very happy to be a part of. I'd like to thank all of you for your continued support of the Clubroom. Whether you are a trustee, an employee, a regular or occasional hirer, or you come along to enjoy one of the variety of activities that takes

place throughout the year – your support is really appreciated, and helps maintain Titchmarsh Clubroom at the heart of the community.

I'll now pass on to Paul who will take you through Hannah's financial highlights and lowlights of the year.

Thank You.

### **Treasurer's Report for financial year ending 31<sup>st</sup> August 2016 – Hannah Aston**

#### **Income**

Our total income this year was £86,525, of which £10,012 related to bookings at the clubroom; a decrease from the previous year due to the building work going on in the Clubroom. The remaining income was made up of £600 in donations, £2,237 in fundraising activities such as the successful pop up dog and theatre ticket sales. The remaining £73,676 was a combination of grants and donations received for the building costs.

The Pre-school continues to be our main hirer generating £5,900 in revenue during the year, again a slight decrease due to the pre-school moving to the Pavillion whilst building work was taking place.

#### **Expenditure**

Our total expenditure this year was £112,104, an increase from last year attributed to the building works. The total spend during the year on the building works were £99,758.

The cleaner/caretaker and bookings clerk remain one of our majors costs, albeit an essential one!

The maintenance figure remains fairly high, we had to spend over £500 on repairs to the boiler and also £400 on repairs to the gate and stone wall. We now also pay for a cleaner to come in and do a deep clean every 8 weeks or so.

Our cleaning materials cost still remains high largely down to the paper towel usage from Pre-school and other hirers.

#### **Conclusion**

Overall we made an operating profit in the year of £700 which is lower than last year because the Clubroom was closed for a period of time however we hope to recoup some of the lost revenue with extra fundraising activities planned for this year. Finally onto our reserves, as at the year end our reserves were £29,000. We are also due £.....from the 106 funding which we should hopefully receive shortly.

These accounts have already been submitted to the Clubroom Committee at our October meeting. They will now be submitted to the Charity Commission, along with our Trustees Annual Report.

If anyone is interested and would like further information about our income and expenditure, I have more details available for your inspection. If there are no further details required I would like a formal vote to recommend these accounts and accept them as accurate and approved for sending to the Charity Commission.

**Open Discussion;**

- Clarification of the overall surplus/ loss figures.
- Amount spent on electricity has doubled- any idea why? Tariffs generally have gone up. Lots of power was used during the refurbishment. Hannah has put in the time looking for the best deal each time tariff comes up for renewal.
- Sundries – clarified as odds and ends such as teaspoons, lightbulbs etc.

The members of the Committee then formally resigned and elections to the new committee took place as follows:

**2016-2017 Elected officers:**

<b>Chair:</b>	Geoff Love	proposed by:	Paul Milner	seconded:	Julia Powell
<b>Vice chair:</b>	Paul Milner	“	Julia Powell	“	Di Ellis
<b>Treasurer:</b>	Vacant	“			
<b>Secretary:</b>	Liz Townson	“	Karen Cornwall	“	Paul Milner

**2016-17 Trustee Members:**

**Pre School:**

Karen Cornwell - proposed by Liz Townson, seconded by Julia Powell

**Parochial Church Council:**

Julia Powell - proposed by Geoff, seconded by Di Ellis

**Titchmarsh Youth Group:**

Hayley Wood - proposed by Liz Townson, seconded by Geoff Love

**Titchmarsh Folk Dancing Club**

John Fieldsend - proposed by Geoff Love, seconded by Paul Milner

**Village representative:**

Di Ellis - proposed by Paul Milner, seconded by Liz Townson

All positions elected unanimously

**2016-17 Non-Trustee Members:**

**NB non-Trustee members do not have voting rights on the Committee where there may be a conflict of interest:**

Val Sorrell continues as the Bookings Clerk.

John Fieldsend continues as Caretaker and Cleaner.

The Annual General Meeting was then concluded at 20.00pm and refreshments were served.



## **Independent Examiner's Report**

**to the**

**Trustees of Titchmarsh Clubroom**

I report on the accounts for the year ended 31st August 2016, which are set out on the attached pages.

### **Respective responsibilities of the Trustees and Independent Examiner**

As trustees of the charity, the members of FOTS are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with s.130 of the 2011 Act; or
- to prepare accounts which accord with these accounting records 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.

Certified by:

A handwritten signature in blue ink, appearing to read 'Hannah Aston', with a long, sweeping horizontal line extending to the right.

Mrs Hannah Aston FMAAT