

Independent examiner's unqualified report on the financial accounts of the Graham Spicer Institute.

(Registered Charity No. 303129)

I report of the receipts and payments accounts for the year ended 31 May 2017.

The accounts were prepared by John Harris, a trustee and the treasurer of the Graham Spicer Institute. The Charity's trustees 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 all that is needed.

My examination was carried out in accordance with the general directions given by the Charity Commission. My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respects the requirements :

- a) to keep accounting records in accordance with relevant sections of different Acts which apply and
- b) b) to prepare accounts which comply with the accounting requirements of the relevant regulations

have not been met or to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name : *E G Saunders*

Address : *32 Avenue Court, The Avenue, Tadworth, KT20 5BC*

Date : *19/9/17*

Graham Spicer Institute
Income and Expenditure for the year ended 30 April 2017

2015/2016		2016/2017
47864.28	Opening balance @ 1 May	47591.01
63366.2	Add receipts & Hire	67310.2
194.58	Dividends	195.33
113.32	Interest on deposit A/C	115.69
63674.1	Total Income	67621.22
111538.38	Total (Balance + Income)	115212.23
	less payments	
3485.85	Rates	3549.65
614.98	Water	586.02
9003.98	Gas	2594.17
5713.1	Electricity	6682.21
2240	Fees (=Holidays+Bonus)	1173
2544	CCTV	2544
1735.4	Insurance *	578.43
9640	Caretaker	10400
490.73	Telephone	522.81
5049.95	Cleaning	7643.68
18779.46	Repairs & maintenance	22872.24
4649.92	Sundries	4413.94
63947.37	Total payments	63560.15
47591.01	Balance @ bank	51652.08
	Transfer to Deposit A/C	
	Assets	
31522.53	Deposit Account	31638.22
16068.48	Current Account	20013.86
47591.01	Carry forward figure	51652.08
As at 05/04/2016	BlackRock Investments	As at 05/04/2017
503.09	11118 Charinco acc Units 1249188 Charishare	534
17651.03	Accumulation shares 1261880 Charishare	22023.18
6414.14	Distribution Units	7785.8
24568.26	Total investments	30342.98
72159.27	Total assets	81995.06

GRAHAM SPICER INSTITUTE (Charity number 303129)

THE REPORT OF THE TRUSTEES

For the period

1st MAY 2016 to 30th APRIL 2017

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The Institute has had a successful year with income up around £3,000 on the previous year, while expenditure was down by about £1,500. This is a little misleading, as there is an outstanding gas bill which will fall into next year's accounts. The paper value of our investments increased in value by nearly £6,000 so our total assets are nearly £9,000 up on last year.

The extensive work in the changing rooms increased the bill for repairs and maintenance by about £4,000, but this was offset by savings elsewhere.

The GSI website continues to be an asset and many new enquiries have come from it. There has been a useful rise in the income from the old snooker room, now transformed into an office for small meetings, and badminton lettings have increased.

Activities undertaken within the Institute.

Badminton continues to be one of the most popular activities undertaken within the Institute, and is utilised to the full by a number of Clubs during the evening hours. Many other small groups consisting of friends and work colleagues from the surrounding businesses make use of the badminton hall on a regular basis during the daytime hours. Players of all ages and abilities participate regularly. Income was up by about £2,500 on last year.

The **Table Tennis** Club uses the upstairs hall between the hours of 6 – 11pm on weekdays, and now also on a Sunday. The hall is also regularly used during the week for coaching purposes (both young & old), and by a number of 'casual' groups.

Other Organisations use the hall at weekends, and these include the ETTA who use it for coach assessments, and Surrey TTA who use it for Veterans county weekends. Both the Thames Valley, and the Sutton Table Tennis Leagues hold their annual tournaments at the Institute.

The Multi-purpose room is used for **Bridge**, which is an activity which is extremely popular. Two separate clubs meet once per week, one during the evening and one during the afternoon. The Trustees view this activity as one that is extremely important to retain as it brings together so many residents of the local community.

Other groups who use the Institute include **Weight Watchers** who use the Institute for one morning each week and **Slimming World** who use the Institute for two mornings and one evening sessions per week. Both groups are popular and have a good attendance rate.

Fitness Groups. Pilates, Yoga, and Tai Chi, are all regular groups that promote health and fitness within our community. It is early days, but a new fitness group has also started recently. All these groups are essential for the mental and physical well-being of all who attend, whether young or old.

One further group which offers a wonderful facility to young families is The **Phoenix (Short Mat) Bowling Club** which uses the hall in the winter months when the weather is not conducive to playing outdoors. This Club use the hall between September and April and hope to return once their summer season is finished.

The old Snooker and Billiards room, now used as a small committee room, is used fairly regularly and generates a much better income than ever it did in its previous form.

INSTITUTE BUSINESS

The Trustees are still interested in changing our name to The Graham Spicer Institute and have received guidance from the Charity Commissioners on how to go about this. An application to achieve this has been submitted to the Commission, but so far we have not had their decision.

The Institute building together with the internal fixtures and fittings are fast approaching an age when more expenditure will need to be used to maintain the standard of facilities offered. The next big expense is likely to be the cost of updating or replacing the boilers.

The annual Fire Risk and Health and Safety reviews have both been carried out and items that require attention have been dealt with. These reviews have now been incorporated into our regular schedule.

We believe that the Institute is providing a valuable facility to the local community and that the aims and objectives of the Charity are being fully met.

August 2017

GRAHAM SPICER INSTITUTE
Treasurer's report for the year ended 30 April 2017

Summary

We have finished the year with our total assets up by about £9,000 on the value last year. This is largely due to the fact that the paper value of our investments increased by nearly £6,000 and our income increased by about £3,000.

Our opening balance was about the same as last year at just over £47,500. Income was up by nearly £3,000, largely due to the new use of the old snooker room as a small committee room. Expenditure was £1,500 down on last year, after the completion of all the work in the changing rooms. So our carry-forward cash figure is up by over £4,000 on last year at about £51,500.

As last year, our biggest expense has been the development in the changing rooms. All this work has been completed.

The gas bill was a lot lower, because only three of the four quarterly payments came into this year's figures. This will show up next year. We should be getting a rebate of about £450 due to overpaid VAT on the electricity bill which will help to defray the total fuel bill next year.

We are still in a strong position financially but we have some big bills to face, namely the boilers and badminton lighting. To offset these, we are reviewing our charges.