

GRAHAM SPICER INSTITUTE (Charity number 303129)

THE REPORT OF THE TRUSTEES for the period 1st MAY 2017 to 30th APRIL 2018

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The Institute has had a successful year with income up around £7,000 on the previous year, while expenditure was down by about £4,000. The main expenses have been the lighting in the badminton hall, and the redecoration of the multi-purpose room and the public areas of the building.

The GSI website continues to be an asset and many new enquiries have come from it. There has been a further 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.

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 each 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 rates.

Fitness Groups. Pilates, Yoga, and Tai Chi, are all regular groups that promote health and fitness within our community. 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 badminton hall in the winter months when the weather is not conducive to playing outdoors. This Club use the hall between September and April.

The old Snooker and Billiards room, used as a small committee room, is now used more often and has generated a much better income this year.

INSTITUTE BUSINESS

One current concern is the proposed use of ANPR technology to control parking in the Waitrose car park we all use. Until now we have been issued with passes from Waitrose to use the car park. Control of parking has now been passed to Britannia Parking, who do not recognise these passes. We are in discussions with Waitrose to find a way around this problem.

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 we have still 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 met.

August 2018

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

(Registered Charity No. 303129)

I report on the receipts and payments accounts for the year ended 31 May ~~2015~~ 2018.

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 respect the requirements:

- a) to keep accounting records in accordance with relevant sections of different Acts which apply and
- 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: Frank Carter

Address: 12 The Crescent, London SW19 8AN

Date: 18-9-2018

Graham Spicer Institute
Income and Expenditure for the year ended 30 April 2018

2016/2017

2017/2018

47,591.01	Opening balance @ 1 May	51,652.08
66,054.12	Add receipts & Hire	73,605.70
195.33	Dividends	230.92
115.69	Interest on deposit A/C	60.44
66,365.14	Total Income	73,897.06
113,956.15	Total (Balance + Income)	125,549.14

less payments

3,549.65	Rates	4,138.02
586.02	Water	913.53
2,594.17	Gas	5,504.44
6,682.21	Electricity	4,926.78
1,173.00	Fees (=Holidays+Bonus)	1,465.00
2,544.00	CCTV	2,544.00
578.43	Insurance *	2,836.18
10,400.00	Caretaker	10,400.00
522.81	Telephone	491.08
7,643.68	Cleaning	6,569.51
22,872.24	Repairs & maintenance	14,306.53
3,157.86	Sundries	4,507.31
62,304.07	Total payments	58,602.38

51,652.08	Balance @ bank	66,946.76
	Transfer to Deposit A/C	

Assets

31,638.22	Deposit Account	31,698.66
20,013.86	Current Account	35,248.10
51,652.08	Carry forward figure	66,946.76

As at 05/04/2017

BlackRock Investments

As at 05/04/2018

534.00	11118 Charinco acc Units 1249188 Charishare	533.78
22,023.18	Accumulation shares 1261880 Charishare	22,710.24
7,785.80	Distribution Units	7,803.47
30,342.98	Total investments	31,047.49

81,995.06	Total assets	97,994.25
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GRAHAM SPICER INSTITUTE

Treasurer's report for the year ended 30 April 2018

This has been a good year financially. Income is up by about £7,000 and expenses down by about £3,500. There was only a small change in the paper value of our investments.

Our opening balance was up by about £4,000 on the previous year at about £51,500. The rise in income was largely due to the greater use of the old snooker room as a small committee room. This has proved to be a very lucrative development.

Expenditure was down following the completion of all the work in the changing rooms. The major expenses were the lights for the badminton hall and redecoration of the public areas. Our carry-forward cash figure is up by over £15,000 on last year at about £67,000.

The gas bill was a lot higher than last year, because one quarterly payment from last year came into this year's figures. The electricity bill was lower as we got the VAT rebate we should have had last year.

Our major bill for the coming year will be the replacement of the boilers. We are reviewing our charges to cover this, but so far all we have agreed is that the table tennis fees should be increased by about 5% to bring them more in line with the badminton fees.