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## Treasurer's Report

This is the Treasurer's report based on accounts for the period 1 April to 11 September 2020.

Overall, the bank accounts are generally healthy as would be expected with the current low levels of activity.

### **Committee Accounts Income & Expenditure Account**

A claim for Gift aid has been made and another will be done in January. £570 has already been received and we know that at least £150 will be claimable in January. The January claim will allow us to ensure any members joining before 31 December will be included. We would like to thank Jean for all her help in making the first claim.

Members' subscriptions so far total £4810, which is down from the previous year end, but may increase with any new members.

Expenses have been analysed in more detail than previously; the main thing to be aware of is that we have yet to receive an invoice for Direct Mail; the U3A Magazine. This was over £1200 last year.

Overall, there is a surplus of £2886.81 at the present time, but this will reduce by the direct mail charge.

### **Committee Accounts Balance Sheet**

The main Lloyds current account has a balance of just under £3800, with Lloyds savings at £674.90. The COIF Account has yet to be closed; the new mandate was confirmed as active on 10 September. The account will now be closed and the balance transferred to Lloyds, as previously agreed by the Committee.

The figure for Future Items is the amount of the Gift Aid claim we know is to be made in January 2021.

### **Events account Income & Expenditure**

There have been very few transactions and we are confident we fully understand the figures for Quarter 2. We have requested more information from the Theatre group but have yet to receive a response.

I have collected all ancillary balances in the Sundry code for moving forward.

## Quarter 2

Two trips are on hold, Bletchley Park & Longford Castle. We have anticipated future items of £1196 which is the income from the members, less £50 deposit on a coach. Assuming the trips proceed £1196 is the amount payable; if however the trips are cancelled refunds will total £1246 as it may not be possible to reclaim the coach deposit. We have agreed with Rita Hanna that we will review the situation by February at the latest.

## Theatre Group

9 to 5 has been cancelled and £2030 is still refundable to members. Paul Manning gave members the option for these funds to be held for any future trips. The ticket cost for 9 to 5 was transferred to offset cost for Pretty Woman and has not been refunded by the Ticket Agency.

The Watsons was also cancelled, and we believe £1053.50 is refundable to members as the tickets were refunded by the Ticket Agency.

David Rae was able to pass on spreadsheets from Paul which clarified the figures for 9 to 5 and The Watsons.

Pretty Woman is still scheduled to go ahead in December, tickets have been paid for and we believe there are further costs of £839.50 for coach and meals. We have asked Paul Manning for more information on all 3 trips, but this has not yet been received.

## Events Balance Sheet

There is a healthy bank balance of £5987.22 but anticipated future items for refunds etc total £5119. Accumulated funds total £985.05.

We must assume that if Pretty Woman is cancelled the tickets, which we think cost £2172.50, will be refunded. If for any reason the tickets cannot be refunded, i.e. if the Ticket Agency ceases trading, this may significantly increase the liability for the charity and funds are not currently available in the Events Account to cover this.

## Asset Register

We have conducted a full review of the Asset Register to confirm that the details on file are correct.

There is a Dell laptop computer which is still held by David Rae, who has now confirmed that he no longer uses it. The committee will need to decide what should happen to this.

### **Segregation of Duties**

I think it important to talk about Segregation of Duties, how this affects the committee and its role in protecting both the charity and the individual. It is important for internal control purposes that duties are segregated as much as possible so that no one person is fully responsible for any set of transactions from start to finish. A committee member should authorise any expense and pass it on to the Treasurers for payment. It is the Treasurers duty to scrutinise any requests for payment, ensuring they are reasonable and appropriate for payment as it is the Treasurers duty to safeguard the assets of the charity.

By and large this seems to work satisfactorily, however it does mean that the Treasurers should not be initiating any expenditure or be solely responsible for collecting any income to ensure adequate segregation.

There is a handy guide available at <https://www.gov.uk/guidance/charity-money-how-to-keep-it-safe>, which is well worth reading if you have not already seen it..

### **Future Tasks**

I intend to look at producing a budget and cash flow forecast, ideally linked into the accounts spreadsheet to make this an easier method to use for the future. There is also some further development to do on the accounts spreadsheet together with explanatory notes, with a view to helping any transition to a successor.

### **Further Information**

If anyone would like further information, please let me know. The detailed spreadsheet from which the accounts are prepared can be made available if required. If any Committee member has any expenses they have not yet claimed, it would be helpful if I could have an indication of the amount and when they propose to claim so that I can keep a close eye on cash availability.

Michael

## Committee Accounts Income & Expenditure

### ANDOVER U 3 A - COMMITTEE ACCOUNTS - INCOME & EXPENDITURE

Period Ended

11/09/2020

INCOME	Expenses 11/09/2020	Income 11/09/2020	Expenses 31/03/2020	Income 31/03/2020
Donations in lieu of Gift Aid		£ 2.50	£	-
Gift Aid		£ 720.00	£	705.17
Interest Received		£ 3.00	£	7.06
Miscellaneous		£ -	£	96.25
Subscriptions - Next Year		£ -	£	-
Subscriptions - This Year		£ 4,810.00	£	5,166.00
		£ -	£	-
		£ -	£	-
		£ -	£	-
		£ -	£	-
		£ -	£	-
		£ -	£	-
Total income		£ 5,535.50	£	5,974.48
EXPENDITURE				
Administration	£	-	£	-
Postage	£	-	£	415.64
Printing & Publishing	£	246.78	£	151.56
Stationery	£	93.62	£	7.08
Trustees Expenses	£	-	£	33.60
Direct Mail	£	-	£	1,202.40
Meetings - Hall Hire	£	-	£	432.00
Meetings - Speakers	£	95.00	£	869.40
Meetings- Sundry Costs	£	14.39	£	114.11
Miscellaneous	£	-	£	111.50
Newsletter	£	187.40	£	539.00
U3A Capitation	£	1,921.50	£	1,855.00
Web	£	90.00	£	134.98
	£	-	£	-
	£	-	£	-
	£	-	£	-
	£	-	£	-
	£	-	£	-
	£	-	£	-
	£	-	£	-
	£	-	£	-
Total expenditure		£ 2,648.69	£	5,866.27
Surplus		£ 2,886.81	£	108.21

## Committee Accounts Balance Sheet

### ANDOVER U3A - COMMITTEE ACCOUNTS - BALANCE SHEET

	11/09/2020	31/03/2020
Bank Current Account	£ 3,889.44	£ 1,470.50
Less advance deposits	£ -	-£ 410.00
Receipts Not Cleared	£ -	£ -
Payments Not Cleared	<u>-£ 95.00</u>	<u>£ -</u>
Current Account register	£ 3,794.44	£ 1,060.50
Bank Savings Account	£ 674.90	£ 674.76
COIF Charities Deposit Fund	£ 1,187.25	£ 1,184.52
Float	£ 25.00	£ 25.00
Petty Cash	£ 73.37	£ 73.37
Future Items	£ 150.00	
Total assets	<u>£ 5,904.96</u>	<u>£ 3,018.15</u>
Financed by:		
Accumulated Fund at start of year	£ 3,018.15	£ 2,909.94
Surplus / - Deficit	<u>£ 2,886.81</u>	<u>£ 108.21</u>
Accumulated Fund at end of year	<u>£ 5,904.96</u>	<u>£ 3,018.15</u>
	£ -	£ -

### Committee Accounts Future Items

MAIN Anticipated Future Items

DATE	Our Ref	DETAIL	Allocation Code	Income	Expenses	Future Items BALANCE
						£ -
30/04/21	57	Capitation £1689.50 for Next FY	E - U3A Capitation			£ -
15/01/21		Further Gift Aid Claim will be at Least	I - Gift Aid	£ 150.00		£ 150.00
						£ 150.00
						£ 150.00
						£ 150.00
						£ 150.00
						£ 150.00
						£ 150.00
						£ 150.00
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						£ 150.00
						£ 150.00
						£ 150.00
						£ 150.00
						£ 150.00
						£ 150.00
				£ -	£ -	£ 150.00
<b>Totals</b>				£ 150.00	£ -	

## Events Income & Expenditure

### ANDOVER U 3 A - EVENTS ACCOUNT - INCOME & EXPENDITURE

Period Ended 11/09/2020

#### GROUPS INCOME & EXPENDITURE

Group	Bal b/f 31/03/2020	Income	Expenditure	Future Items	Bal c/f 11/09/2020
Croquet	£ -	£ -	£ -	£ -	£ -
Functions	£ 617.17	-£ 617.17	£ -	£ -	£ -
Gardens	£ 49.00	£ -	£ -	£ -	£ 49.00
Qvester 1	£ 83.40	£ -	£ -	£ -	£ 83.40
Qvester 2	£ 636.01	£ 565.00	£ -	£ 1,196.00	£ 5.01
Qvester 3	£ 145.68	£ -	-£ 70.00	£ -	£ 75.68
Sundry	£ 299.97	£ 617.17	-£ 206.37	£ -	£ 710.77
Theatre	£ 3,863.19	£ 1,435.50	-£ 1,314.50	£ 3,923.00	£ 61.19
Villages	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	£ -
<b>Total</b>	<b>£ 5,694.42</b>	<b>£ 2,000.50</b>	<b>-£ 1,590.87</b>	<b>-£ 5,119.00</b>	<b>£ 985.05</b>

#### This Year

Income	£ 2,000.50
Expenses	-£ 1,590.87
Future Items	-£ 5,119.00
<b>Surplus/Deficit</b>	<b>-£ 4,709.37</b>



## Events Balance Sheet

### ANDOVER U 3 A - EVENTS ACCOUNT - BALANCE SHEET

	11/09/2020	31/03/2020
Bank Events Account	£ 5,987.22	£ 5,589.34
Receipts Not Cleared	£ -	
Less cheques not yet cleared	£ -	-£ 11.75
Events Account register	<u>£ 5,987.22</u>	<u>£ 5,577.59</u>
Petty Cash	£ 116.83	£ 116.83
Events Anticipated Items	-£ 5,119.00	
Total assets	<u>£ 985.05</u>	<u>£ 5,694.42</u>
Financed by:		
Accumulated Fund at start of year	£ 5,694.42	£ 1,757.44
Surplus / -Deficit	<u>-£ 4,709.37</u>	<u>£ 3,936.98</u>
Accumulated Fund at end of year	<u>£ 985.05</u>	<u>£ 5,694.42</u>
Check	£ -	£ -

# Andover U3A Treasurers Report 11 September 2020

## Events Future Items

### ANDOVER U3A EVENTS ANTICIPATED FUTURE ITEMS

DATE	Our Ref	DETAIL	Trip Code	Income	Expenses	Future Items
						BALANCE
						£ -
27/08/20	24	Refunds Due as Trips Cancelled Total Recd £2852, refund already done of £822, leaving a balance £2030	Theatre - 9 to 5		£ 2,030.00	-£ 2,030.00
27/08/20		Simply the balance of unallocated items - waiting on Paul Manning's response to email	Theatre - Pretty Woman		£ 839.50	-£ 2,869.50
27/08/20	55	Refunds Due as Trips Cancelled - £1053.50 shown as total ticket sales by PM see sheet, 1147.50 is what is in accounts, adjusted by journal to PM's figures	Theatre - The Watsons		£ 1,053.50	-£ 3,923.00
29/08/20	56	Trip in Abeyance Total Income £345+565=£910 less £50 Coach Deposit=£860 confirmed with Rita- Review Feb 2021	Qvester 2 - Bletchley Park		£ 860.00	-£ 4,783.00
29/08/20	56	Longford Castle money collected £336, trip Postponed - Review with Rita Feb 2021	Qvester 2 - Longford Castle		£ 336.00	-£ 5,119.00
						-£ 5,119.00
						-£ 5,119.00
						-£ 5,119.00
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						-£ 5,119.00

£ - £ 5,119.00

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## Asset Register

Andover U3A Asset Register				Document References		Date	Comments
Description	Held By	Cost	Date	Purchase	Confirmed	Confirmed	
Croquet Set - 4 balls 6 hoops plus second hand set	Allan Wright	£ 145.00	Oct-16		43	29/08/20	Alan advises by email 3 sets of balls, 2 sets of hoops good condition
Croquet Set - 4 balls 6 hoops plus second hand set	Allan Wright	£ 95.00	Sep-17		43	29/08/20	Alan advises by email 2 garden set mallets poor condition
Dell Inspiron Laptop	David Rae	£ 400.00			50	01/09/20	DR has it still, Inspiron 9300, CN-0C5668-12961-582 3802. He has no use for it.
2 new sets of Rummikub Jumbo & Travel	Lynette Jarvis	£ 31.00	Nov-18		41	28/08/20	Lynette confirms she holds 2 travel Rummikub sets by email
Croquet Gear 8 @ 16oz Townsend Balls 12 Hoops	Margaret Henstock	£ 182.00	Jul-20	25			not confirmed as only purchased in July 2020
QX15pa Sound system inc 2 wireless mics Prosound MIC YU-37 with leads and PS Speaker & PRO-SOUND speaker support tripod	Nigel Knott	£ 185.00	Nov-17		40 & 52	28/08/20	Nigel advises equipment still held, not recently tested
Display Board (New)	Gary Adams	£ 78.00	Jun-15		51	01/09/20	Gary confirms he holds this
Pro el Wireless mic system	David Gollings				42	29/08/20	No details but David G confirms he has this
Extension Lead	David Gollings	£ 25.00	Sep-18		42	29/08/20	David confirms by email
Lapel Mic Lead Proel LCH 370	David Gollings	£ 56.00	May-18		42	29/08/20	David confirms by email
Power Point Presenter - remote control	David Gollings	£ 25.00			42	29/08/20	David confirms by email
Projector	David Gollings	£ 207.00	Aug-14		42	29/08/20	David confirms by email
Prosound N61GF Microphone set	David Gollings	£ 200.00			42	29/08/20	David confirms by email
Display Board (Used)	Richard Selley	£ 50.00	Nov-15		38	28/08/20	Richard confirms by email
Items No Longer held and to be removed from Audit							
DVD Player	David Gollings	£ 44.00	Sep-15		44	29/08/30	DVD player shown in Nov 2018 from David Rae's handover but removed from June 2019 records held by Peter V
Guillotine (GE holding unless required elsewhere)	Geoff Eddy	£ 70.00	Mar-15		49	01/09/20	Peter confirms this is to be written off

