

## Charlotte Harvey Trust – Trustees Annual Report 2021/22

The Charlotte Harvey Trust (CHT) main objective is to provide a Community Hub for local residents and by doing so support the aims of the Charity.

The managed CHT Community Centre was out of action at times during the periods of national lockdown in 2020 and 2021 due to the Covid 19 pandemic but income lost has been more than replaced by receipt of Covid support grants and other grants.

The time the building was not in use has in fact allowed various outstanding maintenance tasks to be undertaken and the Charity and its building are in a strong position moving forward.

# CHT Expenditure 2020/21

Date	Supplier	Cheque Number	Admin	General maintenance	Sanitary bin emptying	Waste removal	Grounds Maintenance	Anglia Water	Electricity	Insurance	Gas	Misc	TOTAL
01.04.20	N Power	dd							£28.00				£28.00
06.04.20	Barclays charges	dd										£16.01	£16.01
07.04.20	TTSR	101014					£176.00						£176.00
07.04.20	TTSR	101015					£480.00						£480.00
20.04.20	T & P Fire Safety	101016		£183.60									£183.60
21.04.20	Veoil	101013				£173.59							£173.59
24.04.20	Gazprom	dd									£275.42		£275.42
01.05.20	N Power	dd							£28.00				£28.00
26.05.20	Gazprom	dd									£99.38		£99.38
28.05.20	Anglianwater	dd						£152.73					£152.73
01.06.20	N Power	dd							£28.00				£28.00
03.06.20	Veoil	101017				£207.85							£207.85
04.06.20	TTSR	101018					£176.00						£176.00
15.06.20	Gazprom	dd									£55.78		£55.78
01.07.20	N Power	dd							£28.00				£28.00
16.06.20	Veoil	101019				£173.59							£173.59
16.07.20	Veoil	101021				£173.00							£173.00
16.07.20	TTSR	101020					£176.00						£176.00
20.07.20	Gazprom	dd									£46.99		£46.99
16.07.20	Norfolk Constabulary	101022										£13.00	£13.00
03.08.20	N Power	dd							£28.00				£28.00
03.08.20	Hire Deposit	101007										£50.00	£50.00
03.08.20	Barclays charges	dd										£6.70	£6.70
06.08.20	TTSR	101023					£176.00						£176.00
17.08.20	Gazprom	dd									£39.66		£39.66
27.08.20	Anglianwater	dd						£152.99					£152.99
01.09.20	Npower	dd							£73.00				£73.00
07.09.20	Barclays charges	dd										£10.30	£10.30
08.09.20	TTSR	101026					£176.00						£176.00
15.09.20	Veoil	101025				£208.44							£208.44
08.09.20	Ashill Fire	101027		£186.00									£186.00
21.09.20	Gazprom	dd									£41.83		£41.83
01.10.20	Npower	dd							£73.00				£73.00
05.10.20	Barclays charges	dd										£9.00	£9.00
06.10.20	Veoil	101028				£173.59							£173.59
07.10.20	PHS	101030			£54.00								£54.00
08.10.20	BHIB Insurance	101302								£1,183.12			£1,183.12
13.10.20	TTSR	101029					£176.00						£176.00
23.10.20	EasierPrint	101036										£59.03	£59.03
27.10.20	Veoil	101033				£173.00							£173.00
19.10.20	Gazprom	dd									£52.68		£52.68
02.11.20	Npower	dd							£73.00				£73.00

04.11.20	TTSR	101034				£176.00						£176.00	
04.11.20	TTSR	101035				£1,434.00						£1,434.00	
04.11.20	Barclays charges	dd									£11.00	£11.00	
06.11.20	Signage	101037									£53.99	£53.99	
16.11.20	Gazprom	dd							£120.79			£120.79	
27.11.20	Anglianwater	dd					£37.22					£37.22	
01.12.20	Npower	dd						£73.00				£73.00	
04.12.20	TTSR	101040				£176.00						£176.00	
07.12.20	Barclays charges	dd									£11.65	£11.65	
09.12.20	Veolia	101039			£208.44							£208.44	
18.12.20	Gazprom	dd							£135.67			£135.67	
05.01.21	Npower							£73.00				£73.00	
07.01.21	Barclays charges	dd									£8.70	£8.70	
25.01.21	Gazprom	dd							£228.44			£228.44	
28.02.21	Veolia	dd			£381.44							£381.44	
01.02.21	Npower	dd						£73.00				£73.00	
04.02.21	Barclays charges	dd									£7.75	£7.75	
15.02.21	Gazprom	dd							£249.58			£249.58	
26.02.21	Veolia	dd			£173.59							£173.59	
01.03.21	Npower	dd						£44.00				£44.00	
01.03.21	Anglianwater	dd					£40.03					£40.03	
04.03.21	ESPO	101042	88.80									£88.80	
08.03.21	Barclays charges	dd									£8.80	£8.80	
16.03.21	PHS	101043			£473.78							£473.78	
22.03.21	Gazprom	dd							£108.11			£108.11	
26.03.21	Crown Gas	dd						£70.94				£70.94	
29.03.21	Veolia	dd			£139.39							£139.39	
	<b>Total</b>		<b>88.80</b>	<b>369.60</b>	<b>527.78</b>	<b>2,185.92</b>	<b>3,322.00</b>	<b>382.97</b>	<b>692.94</b>	<b>1,183.12</b>	<b>1,454.33</b>	<b>265.93</b>	<b>10,473.39</b>



Other	TOTALS
£1.51	£1.51
£10,000.00	£10,000.00
	£22.50
	£90.00
	£11.25
	£187.50
	£94.00
£178.62	£178.62
£0.11	£0.11
£0.65	£0.65
	£22.50
	£11.25
£0.45	£0.45
	£6,829.53
	£251.25
	£30.00
	£183.75
	£90.00
£0.75	£0.75
£1,334.00	£1,334.00
£0.85	£0.85
£667.00	£667.00
£0.41	£0.41
	£41.25
£1,334.00	£1,334.00
	£142.50
£5,080.00	£5,080.00
	£22.50
£476.43	£476.43
£4,000.00	£4,000.00
£0.27	£0.27
£2,096.00	£2,096.00
£1,000.00	£1,000.00
£0.42	£0.42



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17<sup>th</sup> January 2022

Watton Town Council  
Wayland Hall  
Middle Street  
Watton  
IP25 6AG

Jane Scarrott, Town Clerk

Dear Jane,

Re: The Charlotte Harvey Trust, Registered Charity 304104

As requested, I have today carried out an examination of the accounts for the above charity for the Financial Year 2020/21. This involved checking the Microsoft Excel Spreadsheets provided and comparing them to original paper records.

The paper records examined were original:

- Barclays Bank Statements
- Suppliers Invoices
- Client Invoices

From my examination of the original paper records, I can say that the electronic spreadsheet is an accurate record of the Charity's financial position. There are no discrepancies when comparing the bank records with supplier bills received or client invoices issued.

The various costs incurred have been properly apportioned to provide Trustees with a clear picture of the running costs of the Charity. The income has been similarly apportioned to provide clear information about funding by clients and by grants.

It is evident from the accounts that the Corona Virus grants have substantially increased income compared to previous years and so extreme caution should be exercised by the Trustees in anticipating post covid levels of income when making plans for the charity.

If there is any further assistance I can offer please feel free to ask.

Yours sincerely,

Phil Kibler