

Charlotte Harvey Trust Account Summary 2022/23

Summary of income		Summary of Expenditure	
Projects		Projects	
Toilets	7900	Toilets	0
Butterfly Patch	2910	Butterfly Patch	2261.06
Reserves	1969.5	Reserves	4000.00
Covid	0	Covid	4387.65
Defib	1500	Defib	1535.00
Watton Food Hub	26905.00	Watton Food Hub	18303.81
Warm spaces	2000	Warm Spaces	1352.81
Regular Users		Centre Running Costs	
BJ Young Carers	566.25	Veolia Bins	0.00
BY Youth	2151.75	General maintenance	2423.64
Mother & Baby	694.25	Consumables / cleaning	4782.49
Saracens	3696	Fixtures & fittings	469.99
Brownies ch/Guides	333	Sanitary bin emptying	611.53
Watton Panto	36	H&S checks & services	994.77
Kick Boxing	607	Grounds Maintenance	1558.54
Sewing	1016	Anglia Water	789.39
Yoga	1940.06	Electricity	673.15
Prison dogs	2441.5	Phone / WiFi	347.06
Bowls	1276.5	Insurance	1242.21
HTS	225	Other	88.00
Wellspring	349.5	Gas	1418.26
Casual hire	338.25	Bank	258.53
Menscraft	736.75		
Watton Ladies	550		
Board games	1641		
ladies prayer	144		
Other	20.97		
Projects sub-total	43184.5	Projects sub-total	31840.33
Regular users sub-total	18763.78	Centre running costs sub-total	15657.56
Sub-Total	61948.28	Sub-Total	47497.89

Bank Reconciliation		Balance Reconciliation	
CHT Account Balance	40105.88	Opening balance @ 1 April 2022	25655.49
Plus income to be banked	0	Total Income	61948.28
Minus expenditure	0	Total Expenditure	47497.89
Balance @ 31 March 2023	40105.88	Balance @ 31 March 2023	40105.88

Charlotte Harvey Trust – Trustees Annual Report 2022/23

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

A Management Committee oversees the day-to-day running of the Community Centre, use of which continues to grow and several community groups are hosted in the Centre. The income is healthy with general maintenance costs boosted by grants received.

During the financial year 22/23 the building benefitted from grant funding to refurbish the toilets in the Centre, to create a butterfly garden and to install a defibrillator. Funding has also been received to support provision of a 'warm space' and to help establish a Community Food Hub.

The Community Food Hub was officially launched on 16.03.23.

An independent examiner has undertaken an examination of the accounts for the charity which involved checking the Microsoft Excel Spreadsheets provided and comparing them to original paper records. The spreadsheets are an accurate record of the Charity's financial position from which the end of year figures have been produced.

The report from the Independent Examiner has been shared with Trustees (App. 1).

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14th July 2023

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 2022/23. This involved checking the Microsoft Excel Spreadsheets provided and comparing them to original paper records.

The paper records were original:

- Barclays Bank statements / Unity Trust Bank Statements
- Cheque books and Paying In books
- Supplier Invoices
- Client Invoices

Examination

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

The Charity decided to change their bank in March 2023. I was able to see that proper Trustee approval was given for the change and that the Final Balance for the Barclays account matched the Initial Balance for the new Unity Account.

Recommendations

The new Food Hub, undertaken to support the people of Watton, appears to be a rapidly expanding venture and it may be prudent for the trustees to consider opening a separate

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bank account for this operation to simplify reporting on income and expenditure as the number of transactions increases.

Presently the Charity's accounts are held electronically on an Excel spreadsheet but, with a rapidly increasing number of transactions, it may be sensible for the Trustees to consider a formal accounts package. I understand that Watton Town Council already use SCRIBE accounting software and having reviewed the options offered, which include not only accounting, but also online room hire functions this would seem to be an ideal candidate package to consider.

Such a software would both reduce workload and provide easy generation of reports for the Trustees.

Yours sincerely,

Phil Kibler