

# **Walsall Wood Allotments Charity**

## **Annual Report 01/04/2021 - 31/03/2022**

Charity Registration Number: 510627

### Trustees:

Councillor Keith Sears (Chair of the Trustees)  
Councillor Mike Bird  
Councillor Ferguson  
Mr Eddie Hughes MP  
(Two Vacancies)

### Address:

Walsall Council House, Lichfield Street, Walsall, WS1 1TW

### Structure, Governance and Management

The Charity's Committee of Management consists of five co-opted Trustees (of which there are two vacancies) serving five-year terms of office and one Trustee nominated by Walsall Council serving a four-year term of office, in accordance with the Charity's governing Trust Scheme (September 1993, as amended 2006). New co-opted Trustees are recruited when vacancies become available and are appointed by the existing Trustees at Special Meetings. It is expected that the current vacancies will be filled soon. The Chair and Vice-Chair are appointed by Trustees at the first meeting of the Trustees in each municipal year and the Chair is always eligible for re-election.

At their ordinary meetings, Trustees consider and determine applications received for financial assistance, after which the day-to-day administration of grants and the processing and handling of new applications, is delegated to the Clerk to the Trustees in cooperation with the Treasurer and Chair. The Clerk is provided by Walsall Council's Democratic Services team. Risks revolving around the spending of charity resources by successful applicants are managed strongly by the Clerk, in consultation with the Chair, outside of Charity Meetings.

### Objectives and Activities

The Charity's governing document explains that its income should be used for the purpose of relieving beneficiaries who are in conditions of need, hardship or distress by making grants of money or providing or paying for items, services or facilities. The governing document also states that charity income cannot be used to relieve 'rates, taxes or other public funds'. Further to this, Trustees have further developed the Charity's purpose with the following local conventions:

- The Charity will not use its income for the relief of the following:
  - o Rent arrears and deposits;
  - o Bankruptcy fees;
  - o Applications for assistance from applicants living outside of the borough of Walsall Council.
- Due to the substantial number of applications received and limited charitable resources, those applicants from residents in the Walsall Wood area (denoted by WS8 and WS9 postcodes) will be considered first.

At their ordinary meetings, Trustees consider and determine applications received for financial assistance based on their own merit and the resources available to the Charity. Trustees have a legal and moral obligation to ensure that when considering applications, they are fair and even-handed, and that the age, disability, gender, race, religion or belief, and sexual orientation of applicants do not prejudice or influence decision making. Requirements are in place for applications to be supported by minimum standards of evidence to help ensure Trustees make awards to those who most require assistance and therefore best meet their objectives of relieving beneficiaries who are in conditions of need, hardship or distress.

During the year 2021-22 the Trustees have been unable to meet due to the ongoing Covid-19 pandemic and associated restrictions, however, payments for awards of financial assistance made prior to Covid-19 restrictions being in place have continued to be made. It is expected that regular meetings will commence in the near-future following the lifting of most Covid-19 restrictions and the easing of challenges within the Democratic Services team.

### Financial Review

Details of the Charity's financial review can be found in the appended financial report. Trustees have a duty to manage the Charity on a sound financial footing and should seek to spend within its income levels.

### **Author**

Edward Cook

Assistant Democratic Services Officer

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# Walsall Wood Allotment Charity

## Receipts and Payments Statement For the year ended 31 March 2022

2020/21			2021/22		
Unrestricted Funds £	Restricted funds (inc endowments) £	Total £	Unrestricted Funds £	Restricted funds (inc endowments) £	Total £
<b>Receipts from:</b>					
2,384	25,149	27,533	2,431	25,654	28,085
16	0	16	8	0	8
<b>2,400</b>	<b>25,149</b>	<b>27,549</b>	<b>2,439</b>	<b>25,654</b>	<b>28,093</b>
<b>Payments on:</b>					
0	0	0	0	4,445	4,445
0	0	0	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,445</b>	<b>4,445</b>
<b>2,400</b>	<b>25,149</b>	<b>27,549</b>	<b>2,439</b>	<b>21,209</b>	<b>23,648</b>
25,235	25,494	50,729	27,635	50,643	78,278
<b>27,635</b>	<b>50,643</b>	<b>78,278</b>	<b>30,074</b>	<b>71,852</b>	<b>101,926</b>

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**Mrs Vicky Buckley**  
Treasurer to the Trustees

Management Account for Walsall Wood Allotment Charity  
As at 15 August 2022

Forecast Receipts and Payments 2022/23

	Unrestricted Funds £	Restricted funds (inc endowments) £	Total £
<b>Receipts received to date</b>			
Investments	615	6,494	7,109
Bank Interest	3	0	3
	<b>618</b>	<b>6,494</b>	<b>7,112</b>
<b>Forecast Receipts</b>			
Investments	1,846	19,482	21,328
Bank Interest	0	0	0
	<b>1,846</b>	<b>19,482</b>	<b>21,328</b>
<b>Total Income</b>	<b>2,464</b>	<b>25,976</b>	<b>28,440</b>
<b>Payments made to date</b>			
Charitable expenses	0	0	0
Administrative expenses	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Forecast payments for rest of year</b>			
Charitable expenses	1,100	8,636	9,736
Grants for remainder of year	0	15,919	15,919
Administrative expenses	343	0	343
	<b>1,443</b>	<b>24,555</b>	<b>25,998</b>
<b>Total Payments</b>	<b>1,443</b>	<b>24,555</b>	<b>25,998</b>
<b>Surplus/(deficit) as at 15 August 2022</b>	<b>618</b>	<b>6,494</b>	<b>7,112</b>
<b>Forecast Surplus/(Deficit) for Year</b>	<b>1,021</b>	<b>1,421</b>	<b>2,442</b>

Uncommitted Cash Funds

Details	Unrestricted Funds £	Restricted Funds £	Total Funds £
Current Account	2,390	-	2,390
Deposit Account	28,302	78,346	106,648
<b>Total Cash Funds</b>	<b>30,692</b>	<b>78,346</b>	<b>109,038</b>

Analysis of forecast expenditure for remainder of year

Description	Category	Value £
Unpaid Approved Grants	Charitable Expenses	6,867
Accountancy Fee	Administrative expenses	343
Insurance	Charitable Expenses	546
Payments made by Walsall Council	Charitable Expenses	2,323
Predicted Spend for rest of year Grants	Charitable Expenses	15,919
<b>Total projected expenditure</b>		<b>25,998</b>

Projected bank balance year end:

Current bank balance	111,996	£
Add dividends due	-	
Less uncashed cheques (check bank reconciliation)	- 2,958	
Add income for rest of the year.	21,328	
Less expenditure for rest of the year.	- 25,998	
<b>Projected year end balance</b>	<b>104,368</b>	
Bank balance at start of year	101,926	
Projected movement in bank balance	- 2,442	

Investments

Details	Fund to which investment belongs to	No of units held	Market valuation as at 31/03/2022 £	Market valuation as at 15/08/2022 £
COIF Charities Investment Fund	Unrestricted Fund	4,552.40	89,865	88,948
<b>Total unrestricted fund investments</b>			<b>89,865</b>	<b>88,948</b>
COIF Charities Investment Fund	Restricted Fund	48,031.82	948,153	938,484
<b>Total restricted fund investments</b>			<b>948,153</b>	<b>938,484</b>
<b>Total Investments</b>			<b>1,038,018</b>	<b>1,027,432</b>

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*L.S. Haynes*

Mrs Vicky Buckley  
Treasurer to the Trustees

# **INDEPENDENT EXAMINER'S REPORT TO THE MANAGEMENT COMMITTEE OF WALSALL WOOD ALLOTMENT CHARITY**

I report on the accounts of the Trust for the year ended 31 March 2022.

## **Respective Responsibilities of the Trustees and Examiner**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43 (2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7) (b) of the Act, whether particular matters have come to my attention.

## **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view of the accounts.

## **Independent Examiner's Statement**

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 set out below have not been met.

- To keep accounting records in accordance with section 41 of the Act; and
- To prepare accounts which accord the accounting records and to comply with the accounting requirements of the Act

Signed



Mr Robert Page MSc CPFA

Walsall MBC, Civic Centre 3<sup>rd</sup> Floor, Darwall Street, Walsall, WS1 1TP

18 August 2022.