

Horden Social Welfare Centre
Seventh Street
Horden
County Durham
SR8 4LX
Tel: 0191 518 0823

31 May 2024

Dear Member

You are hereby summoned to attend the Meeting of Horden Parish Council (meeting in their capacity as the Trustee of Horden Recreation Ground) to be held in Horden Social Welfare Centre, Seventh Street, Horden on Thursday 6th June 2024 immediately following the Meeting of Horden Parish Council for the purposes of transacting the following business:

HORDEN RECREATION GROUND
ORDER OF BUSINESS
Meeting to be held 6 June 2024

- 1 **Apologies for Absence** – to consider for approval.
- 2 **Declarations of Interest in items on the agenda.**
- 3 **Minutes of the Meeting held 9th May 2024 (enclosed)** – to consider for approval.
- 4 **Public Participation** – to receive any representations or questions from the public in accordance with standing orders 3 e-g. ***Members of the Public are invited to address the Committee on matters relating to the agenda for up to 3 minutes per person during a period not exceeding 20 minutes.***
- 5 **Register of Delegated Decisions (enclosed)** – to note there are no decisions since the last report.
- 6 **Damage and Incident Reports(s)** – no reports to consider.
- 7 **Trustee Report 2023/24**
 - a) Internal Audit – to consider report.
 - b) Accounting Statement – to consider report.
 - c) Trustee Report – to consider report.
- 8 **Horden Recreation Ground Financial:**
 - a) **Bank Balance as at 30/04/2024** – to note the information.
 - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Reports to 30/04/2024.
 - c) **Invoices for endorsement for payment (enclosed)** – to approve payment.
- 9 **Date of July Meeting** – Agree to change to 11th July due to general election.



Samantha Shippen
Clerk to the Council
31st May 2024

To: The Trustee of Horden Recreation Ground/cc Public Notice

HORDEN RECREATION GROUND COMMITTEE
Minutes of Meeting held 9 May 2024

- Present:** Councillor F Winrow (Vice Chairman)
Councillors T Baldasera, E Laing, F Leadbitter, W Morrow, J Ward, L Williams and P Wood.
- Staff:** Mrs S Shippen (Clerk to the Council), Mr C Jackson (Deputy Clerk).
- HRG 24/25/001** **Election of Chairman 2024/25**
RESOLVED: Councillor D Tait was elected Chairman for 2024/25.
- HRG 24/25/002** **Election of Vice Chairman 2024/25**
RESOLVED: Councillor F Winrow was elected Vice Chairman for 2024/25
- HRG 24/25/003** **Apologies for Absence.**
RESOLVED: That apologies were **RECEIVED** from Councillors C Cain and A Turner and **APPROVED** for Councillors R Bagnall, W Smith and D Tait.
- HRG 24/25/004** **Declarations of Interest in items on the agenda.**
No declaration of interest were raised.
- HRG 24/25/005** **Minutes of Meetings held 4 April 2024.**
RESOLVED: The Minutes be confirmed as a true record and signed by the Chairman.
- HRG 24/25/006** **Public Participation.**
No members of the public were present.
- HRG 24/25/007** **Register of Delegated Decisions.**
No delegated decisions were made.
- HRG 24/25/008** **Damage and Incident Report(s).**
RESOLVED: Trustee **NOTED** there were no reports.
- Recreation Ground Financial:**
- HRG 24/25/009** a) **Bank Balance as at 31/03/2024.**
The Clerk to the Council reported the bank balance as of 31 March 2024 being £44,298.18.
RESOLVED: Trustee **APPROVE** the bank balance.
- HRG 24/25/010** b) **Finance Report to 31/03/2024.**
RESOLVED: Trustee **APPROVE** the unaudited Income, Expenditure and Variances Report to 31 March 2024
- HRG 24/25/011** c) **Invoices for endorsement for Payment.**
RESOLVED: Trustee **APPROVE** payment of the schedule of invoices totalling £3,720.52.
- HRG 24/25/012** **HCWFC Correspondence**
RESOLVED: Council to **ADVISE** the Clerk to contact HCWFC regarding their Licence obligations.

The Meeting concluded at 7:55pm

Horden Recreation Ground Invoices for Payment - April 2024

| SUPPLIER | DATE | DESCRIPTION | AMOUNT | Pay Ref: |
|--|----------|---|------------------|-------------|
| Harbro Lighting and Electrical | 22.04.24 | Light Tubes & Starters - Heritage Tearooms | £30.78 | 100478 |
| Hutton Fire Protection Limited | 22.04.24 | Annual Fire Extinguisher Servicing | £189.60 | 100479 |
| Maxwells DIY | 26.01.24 | Timber, Safety Masks & Gloves | £19.48 | 100480 |
| Origin Amenity Solutions | 23.04.24 | Pro-Seed, R41 Seed and R9 Seed | £513.80 | PART 100481 |
| Origin Amenity Solutions | 26.04.24 | 3 Way Rye Seed | £447.00 | PART 100481 |
| Rialtas Business Solutions Limited | 01.04.24 | Annual software support for 5 Alpha Users 01/04/2024 - 31/03/2025 | £332.40 | PART 100482 |
| Rialtas Business Solutions Limited | 01.04.24 | Making Tax Digital for VAT Annual Subscription 01/04/2024 - 31/03/2025 | £132.00 | PART 100482 |
| Geo Robinson & Son | 30.04.24 | Tile Adhesive & Grout, Mouse Traps, Wire & Paint Brushes, Scrapers, Plaster Trowel | £49.50 | 100483 |
| Select Telecom Limited | 31.03.24 | Fibre Broadband | £47.40 | D/D |
| SSE Energy Solutions | 24.04.24 | Welfare Ground Electricity 01/03/2024-31/03/2024 (Fully Recharged to HCWFC) | £507.94 | D/D |
| TJ's Heating & Home Improvements | 25.04.24 | Park House Boiler Annual Service | £65.00 | PART 100484 |
| TJ's Heating & Home Improvements | 26.04.24 | Heritage Tearooms Boiler Annual Service & Replace Seals on Combustion Chamber | £135.00 | PART 100484 |
| Total Energies | 07.04.24 | Cricket Pavilion & Welfare Park Electricity 01/03/2024 - 16/03/2024 | £76.77 | D/D |
| Total Energies | 07.04.24 | Works Building Electricity 01/03/2024 - 16/03/2024 (recharged £43.93 to Heritage Tearooms) | £149.56 | D/D |
| Veolia | 30.04.24 | Trade Waste | £228.38 | D/D |
| Wex | 01.04.24 | Equipment Fuel and Monthly Card Fee | £120.18 | D/D |
| Wex | 08.04.24 | Equipment Fuel | £121.12 | D/D |
| Wex | 15.04.24 | Equipment Fuel | £116.00 | D/D |
| Wex | 22.04.24 | Equipment Fuel | £122.14 | D/D |
| Wex | 29.04.24 | Equipment Fuel | £122.83 | D/D |
| OTHER PAYMENTS | | | | |
| Wave | 13.04.24 | Water - Horden Heritage Centre 13/01/2024-12/04/2024 (full recharge to Heritage Tearooms) | £94.52 | D/D |
| Wave | 13.04.24 | Water - Football Grandstand 13/01/2024-12/04/2024 (full recharge split between HCWFC & Bigfoot) | £99.12 | D/D |
| Horden Recreation Ground APRIL 2024 TOTAL | | | £3,720.52 | |

Internal Audit Report

Horden Parish Council - Horden Recreation Ground Welfare Trust Charity Arrangements.

For information Members of the Horden Parish Council and Horden Recreation Ground Welfare Trust.

Introduction

1 As part of the 2023/24 Internal Audit Plan, an audit was carried out in April 2024 to evaluate the control framework in place on the management of the risks associated with Horden Parish Council and their Horden Recreation Ground Welfare Trust charity arrangements.

2 The last audit in this area was carried out by Durham County Council in February 2023 when a Substantial Level of assurance was provided. This assurance level is defined as:-

“There is a sound system of control. Any weaknesses identified expose some of the system objectives to minor risk.”

3 This year’s audit examines the financial arrangements in place for the Horden Recreation Ground Welfare Trust including receipts and payments, banking arrangements and grant money requested and received from Horden Parish Council covering the period 1 April 2023 to 31 March 2024.

Conclusion

4 The recent audit work has again resulted in a continuation of the **Substantial** level of assurance that the control framework and procedures in place are effective in managing the associated risks.

Summary of Findings

5 The council is a sole managing trustee of a charitable body called the Horden Recreation Ground Welfare Trust - Charity number 520826. The council is shown as the sole trustee on the Charity Commission’s register and no other trusteeships are registered for this charity.

6 The following information is reflected in the sighted original Trust Deed dated 5 November 1998

“The object of the charity is, in the interests of social welfare, to improve the conditions of life for the inhabitants of the area of benefit without distinction of political, religious or other opinions by the provision and maintenance of a recreation ground.

The land identified in the schedule to this scheme must be retained by the trustee for use for the object of the charity.”

In addition to the above charity objects, charity Trustees must not

- receive any benefit in money or in kind from the Charity or
- Have any financial interest in the supply of goods or services to the charity.
- Acquire or hold any interest in property of the charity (except in order to hold it as a trustee of the charity).

7 In my opinion the recreation ground provided is used to meet its objectives for recreational use. The land in question is currently used by football and cricket teams as well as providing sculptures, parkland and play area provision for the benefit of Horden’s inhabitants.

8 Trustees are asked to declare any interest in agenda items at the start of each meeting.

9 On 8 April 2024 the Charities Commissions website indicated that the Charity reporting was overdue by 68 days. No income and expenditure figures are lodged with the Charities Commission for the year ending 31 March 2023. The current year’s figures (2023/24) should be submitted when required. **As a result of the audit this missing year ending 31 March 2023 information was forwarded to the Charity Commission on 11 April.** *A copy of the Charity Commission Annual Return 2023 and future years submissions should be retained on file.*

10 The Charity’s financial arrangements are administered by Horden Parish Council. The Charity is run in accordance with Horden Parish Councils Policies and procedures. Some thought should be given to the establishment of separate Trust related policies and procedures.

11 As well as a separate Alpha accounting system for the Charity, Horden Parish Council administers a separate bank account, cheques book, paying in book, purchase orders (HRG numbers), receipt book and financial records. Therefore all procedures are in place to ensure that receipts and payments relating to the charity are kept separate from those of the parish council.

12 Expenditure and income amounts are reported to each meeting for approval by the Trustees. The Trust's monthly bank balance is also reported to Trustees at every meeting. Regular (monthly) bank reconciliations are undertaken between bank statements and the Alpha computer system.

13 I have examined a range of trust income and expenditure transactions for the period 1 April 2023 to 31 March 2024 and can certify that they are all trust related, appropriately coded and financially accounted for within the trusts accounts. Some trust payments are made from a separate cheque book/bank account located in the council offices.

14 Related to the above I have also examined a sample of BACS and Direct Debit payments relating to the charity.

15 Income related receipts were traced from the receipt book to the paying in book and then to the bank account.

16 The 2023/24 parish council grant to the Charity was shown as £136,557 in the latest budget report. For 2023/24 a grant of only £50,000 has been paid into the Trust. This is because the council will now only release grant monies once expenditure has been incurred. This avoids any grant payments being made without any expenditure being incurred by the charity. Various underspends exist on the charities budget to actual expenditure figures meaning the full transfer of grant was not necessary for 2023/24.

17 A separate asset register is in place for the Charity.

18 The council produces separate monthly agendas for Charitable Trust meetings. These monthly meetings are held independently of and immediately following parish council meetings.

Background

This report is intended to present to the council the findings and conclusion of the audit. Any findings have been discussed with officers to improve the control framework. The views of officers have been taken into account in this report.

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2024

Horden Recreation Charity 2023/24

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Receipts and Payments.

Responsible Financial Officer Date

I confirm that these accounts are approved by the Council and recorded as council minute reference Dated

Signed on behalf of the above Council (Chair) Date

| | <u>Last Year £</u> | <u>This Year £</u> | <u>General Notes for Guidance</u> |
|--|--------------------|--------------------|---|
| 1 Balances brought forward | 123,055 | 59,000 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year. |
| 2 (+) Precept or Rates and Levies | 60,855 | 50,000 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3 (+) Total other receipts | 67,329 | 60,777 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 5 (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6 (-) All other payments | 192,239 | 125,479 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7 (=) Balances carried forward | 59,000 | 44,298 | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)] |
| 8 Total value of cash and short term investments | 59,000 | 44,298 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9 Total fixed assets plus long term investments and assets | 143,737 | 146,891 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10 Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 31 March 2024

| | <u>Last Year £</u> | <u>This Year £</u> | <u>Code</u> | <u>Centre</u> | <u>Code Description</u> |
|---|--------------------|--------------------|--|---------------|-------------------------------|
| 1 | 123,055 | 59,000 | 310 | | General Reserves |
| 1 | 123,055 | 59,000 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year. | | |
| 2 | 60,855 | 50,000 | 1400 | 100 | Income-Parish Council Grant |
| 2 | 60,855 | 50,000 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. | | |
| 3 | 19,567 | 28,048 | 115 | 999 | VAT on Receipts |
| 3 | 1 | 500 | 1120 | 100 | BIG FOOT STUDIO RENT |
| 3 | 667 | 667 | 1130 | 100 | Cricket Social Club Rent |
| 3 | 1 | 400 | 1150 | 100 | Income-Ambulance House Rent |
| 3 | 612 | 800 | 1160 | 100 | Bowls Ground Income |
| 3 | 1,892 | 1,987 | 1170 | 100 | Cricket Ground Income |
| 3 | 4,586 | 4,595 | 1180 | 100 | Welfare Ground Income |
| 3 | 3,680 | 4,392 | 1190 | 100 | Other Ground Fees |
| 3 | 6,085 | 5,852 | 1210 | 100 | Electricity Recharge |
| 3 | 1,075 | 3,285 | 1220 | 100 | Water Recharge |
| 3 | 111 | 103 | 1270 | 100 | Income-Wayleaves |
| 3 | 375 | 0 | 1280 | 100 | Income-Events |
| 3 | 175 | 0 | 1290 | 100 | Income-Equipment Hire |
| 3 | 0 | 227 | 1300 | 100 | Miscellaneous |
| 3 | 28,501 | 9,920 | 1402 | 100 | Income-Grant Donation/Funding |
| 3 | 67,329 | 60,777 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. | | |
| 5 | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). | | |
| 6 | 29,903 | 18,693 | 515 | 999 | VAT on Payments |
| 6 | 4,469 | 7,730 | 4070 | 200 | Professional Fees |
| 6 | 41 | 0 | 4100 | 200 | Council Tax |
| 6 | 1,778 | 3,749 | 4120 | 200 | Water |
| 6 | 9,615 | 9,576 | 4130 | 200 | Electricity |
| 6 | 396 | 451 | 4150 | 200 | Telephone/Fax |
| 6 | 187 | 197 | 4170 | 200 | Cleaning |
| 6 | 364 | 418 | 4180 | 200 | Clothing |
| 6 | 4,898 | 3,479 | 4200 | 200 | Buildings |
| 6 | 2,437 | 1,157 | 4210 | 200 | Plant and Equipment |
| 6 | 202 | 1,771 | 4220 | 200 | Play Equipment |
| 6 | 2,279 | 3,169 | 4230 | 200 | Trade Waste |
| 6 | 275 | 128 | 4250 | 200 | Tools |
| 6 | 2,598 | 1,493 | 4260 | 200 | Equipment Repairs |
| 6 | 7,220 | 11,778 | 4270 | 200 | Grounds Maintenance |
| 6 | 3,356 | 3,154 | 4290 | 200 | Equipment Fuel |
| 6 | 2,420 | 500 | 4300 | 200 | Vehicle Maintenance |
| 6 | 3,428 | 3,335 | 4310 | 200 | Horticulture |

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2024

| | <u>Last Year £</u> | <u>This Year £</u> | <u>Code</u> | <u>Centre</u> | <u>Code Description</u> |
|----|--------------------|--------------------|---|------------------|---------------------------|
| 6 | 899 | 829 | 4320 | 200 | Health and Safety |
| 6 | 0 | 9,766 | 4330 | 200 | CAPITAL PURCHASE |
| 6 | 115,474 | 44,106 | 4350 | 200 | Major Schemes Expenditure |
| 6 | 192,239 | 125,479 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). | | |
| 7 | 59,000 | 44,298 | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)] | | |
| 8 | 59,000 | 44,298 | 200 | Current Bank A/c | |
| 8 | 59,000 | 44,298 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. | | |
| 9 | 143,737 | 146,891 | Total Fixed Assets | | |
| 9 | 143,737 | 146,891 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. | | |
| 10 | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). | | |

HORDEN RECREATION GROUND

INCOME AND EXPENDITURE ACCOUNTS 2023/24

CHARITY NAME: HORDEN RECREATION GROUND

Charity Commission Registered Number 520826

For the Financial Year Ended 31st March 2024

| SECTION A Unrestricted Funds | | |
|-------------------------------------|----------------|----------------|
| INCOME - SUMMARY | | |
| | 2022/2023 £ | 2023/2024 £ |
| BALANCE BROUGHT FORWARD | £123,055 | £59,000 |
| DONATIONS AND LEGACIES | £89,356 | £59,920 |
| CHARITABLE ACTIVITIES | £19,261 | £22,809 |
| OTHER | £19,567 | £28,048 |
| TOTAL INCOME | £128,184 | £110,777 |
| TOTAL | £251,239 | £169,777 |
| EXPENDITURE- SUMMARY | | |
| | 2022/2023 £ | 2023/2024 £ |
| TOTAL EXPENDITURE | £192,239 | £125,479 |
| NET TOTAL (Inc-Exp) | £59,000 | £44,298 |
| TOTAL CASH & INVESTMENTS | £59,000 | £44,298 |

A detailed income/expenditure report can be found in **APPENDIX 1**.

SECTION B Restricted Income Funds

Horden Parish Council, as sole Trustees of the Charity, support Horden Recreation Ground financially via a grant donation, under their powers, specifically the Open Spaces Act 1906 s.9 and s.10. The grant donation is used solely to offset the expenditure incurred by Horden Recreation Ground.

SECTION C Endowment Funds

| | |
|-------------------------------------|--------------------------|
| Name of Charity | Horden Recreation Ground |
| Has the charity any endowment funds | NO |

SECTION D Statement of Assets and Liabilities at Year End

For the Financial Year ended 31st March 2024

| | | |
|-----|---|----------|
| D1a | Cash Funds | £44,298 |
| D1b | Other Monetary Assets | N/A |
| D3a | Investment Assets | N/A |
| D3b | Assets Retained for the Charity's Own Use | £146,891 |
| D2 | Liabilities | N/A |

Declaration I declare, in my capacity of charity trustee, that:

- The trustees have approved the report above; and
- Have authorised me to sign it on their behalf.

Signature

Full Name David Tait

Position (eg. Chairman) Chairman

Date 6th June 2024

TRUSTEES' ANNUAL REPORT

(Accompanying Income and Expenditure Accounts)

SECTION 1 Legal and Administrative Information

Charity Name Horden Recreation Ground

Charity Commission Number 520826

For the Year Ended 31st March 2024

Charity's principal address
 Horden Parish Council
 Horden Social Welfare Centre
 Seventh Street
 Horden
 Peterlee
 Co Durham
 SR8 4LX

| | |
|------------------------|--|
| Governing Document | Transfer document dated 5 th November 1998. |
| Objects of the charity | <p>In the interests of social welfare, to improve the conditions of life for the inhabitants of the area without distinction of political, religious or other opinions by the provision and maintenance of a recreation ground.</p> <p>The land identified in the schedule to the scheme must be retained by the trustee for use of the object of the charity.</p> |
| Professional Advisers | Mortons Solicitors, Sunderland |

SECTION 2 Trustees and Governance

| Name of Trustee | Dates during which the named trustees acted if not for the whole period of this report | Name of person (or body) entitled to appoint any charity trustee |
|------------------------|---|---|
| Horden Parish Council | | Horden Parish Council |

Please explain briefly how trustees are elected or appointed.

| | |
|---|--|
| Trustee selection method | The term Trustee in accordance with the document of transfer dated 5 th November 1998 applied to Horden Parish Council as a corporate body. There are no individual Trustees. |
| Names of the charity's Custodian trustees | Not Applicable. |

SECTION 3 Activities and Achievements

Horden Recreation Ground continues to provide value for money recreational services to the local public. The park boasts two play areas, cricket field, general training pitch with floodlights, football ground, bowling greens, a multi-sports pitch, decorative bandstand and two sculptures.

The ground is host to a number of thriving sports clubs;
Horden Cricket Club.
Horden Colliery Welfare Football Club.
Horden Colliery Welfare Football Club Ladies
Horden Colliery Welfare Football Club Junior Academy.
Horden Mens and Ladies Bowls Club.

The ground floor of Ambulance House is designated the Vintage Tearoom, which is open three days per week, March to October, and run by volunteers. The upper floor is occupied by

Horde Heritage Centre, to showcase displays of local memorabilia, which have been donated or loaned to the Centre.

Park House, a former residential property is now home to Creative Youth Opportunities (CYO), a CIC social enterprise which uses art to enrich the lives of children & young people.

SECTION 4 Policies

Charity trustees should give in their report a description of the policies that they have adopted.

| | |
|-----------------|--|
| Reserves Policy | Horde Parish Council operating as trustee, use a five year strategic plan in which reserves are allocated. Contingency funds are set aside in the form of a donation for the ground when applicable in order to purchase equipment to effect emergency repairs where required. |
|-----------------|--|

| | |
|---------------------|--|
| Grant-making Policy | The Trust, through the Parish Council try to access external grants/funding opportunity whenever practical. Any grants obtained will be utilised for the benefit of improvements to recreation facilities and on revenue costs associated therewith. |
|---------------------|--|

| | |
|------------------------------|--------------------------|
| Investments selection policy | There is no such policy. |
|------------------------------|--------------------------|

| | |
|-----------------------|--|
| Review of major risks | The Charity has an extensive asset base. Major refurbishment is required to the properties which commenced in 2019/20. |
|-----------------------|--|

SECTION 5 Signature and Declaration

| | |
|-------------|--|
| Declaration | I declare, in my capacity of charity trustee, that: <ul style="list-style-type: none"> • The trustees have approved the report above; and • Have authorised me to sign it on their behalf. |
|-------------|--|

| | |
|-----------|-------|
| Signature | |
|-----------|-------|

| | |
|-----------|------------|
| Full Name | David Tait |
|-----------|------------|

| | |
|---------------------------------|----------|
| Position (eg. Secretary, Chair) | Chairman |
|---------------------------------|----------|

| | |
|-------|---------------------------|
| Dated | 6 th June 2024 |
|-------|---------------------------|

**Bank Reconciliation Statement as at 30/04/2024
for Cashbook 1 - Current Bank A/c**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|----------------------|
| HORDEN RECREATION GROUND | 30/04/2024 | 165 | 38,651.81 |
| | | | 38,651.81 |
| <u>Unpresented Payments (Minus)</u> | | | <u>Amount</u> |
| 19/04/2024 DDR | SELECT TELECOM | 47.40 | |
| 30/04/2024 DDR | VEOLIA | -28.55 | |
| | | | 18.85 |
| | | | 38,632.96 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| 30/04/2024 PAY IN | | 31.09 | |
| 30/04/2024 PAY IN | | 93.47 | |
| | | | 124.56 |
| | | | 38,757.52 |
| | | Balance per Cash Book is :- | 38,757.52 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

HORDEN RECREATION GROUND FINANCE REPORT

This report details accounts as at 30 April 2024 – accounts on a straight line we should be around 8%.

EXPENDITURE

| Account | Page | £ Spend/ £ Budget | Explanation | Comment | Reported to Trustee |
|----------------------------|-------------|------------------------------|--|----------------|----------------------------|
| 4170 – Cleaning | 1 | 93/300 | Cleaning materials purchased at beginning of year | | 06/06/24 |
| 4270 – Grounds Maintenance | 1 | 5,157/10,000 | Tree works, Mower repair, drain maintenance and Wetting agents | | 06/06/24 |

INCOME

| Account | Page | £ Receipt/ £ Budget | Explanation | Comment | Reported to Trustee |
|-------------------------|-------------|--------------------------------|--|----------------|----------------------------|
| 1220 – Water Recharge | 1 | 196/650 | Meter readings taken regularly and recharged appropriately | | 06/06/24 |
| 1270 – Income Wayleaves | 1 | 93/103 | First payment received | | 06/06/24 |

30/05/2024

Horden Recreation Charity Current Year

Page 1

12:38

Detailed Receipts & Payments by Budget Heading 30/04/2024

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|
| 100 Income | | | | | | |
| 1120 BIG FOOT STUDIO RENT | 0 | 525 | 525 | | | 0.0% |
| 1130 Cricket Social Club Rent | 0 | 667 | 667 | | | 0.0% |
| 1150 Income-Ambulance House Rent | 0 | 420 | 420 | | | 0.0% |
| 1160 Bowls Ground Income | 0 | 840 | 840 | | | 0.0% |
| 1170 Cricket Ground Income | 0 | 2,086 | 2,086 | | | 0.0% |
| 1180 Welfare Ground Income | 0 | 4,416 | 4,416 | | | 0.0% |
| 1190 Other Ground Fees | 192 | 4,725 | 4,533 | | | 4.1% |
| 1210 Electricity Recharge | 42 | 7,200 | 7,158 | | | 0.6% |
| 1220 Water Recharge | 196 | 650 | 454 | | | 30.1% |
| 1270 Income-Wayleaves | 93 | 108 | 15 | | | 86.5% |
| 1400 Income-Parish Council Grant | 0 | 86,435 | 86,435 | | | 0.0% |
| 1404 Income - Loan | 0 | 120,000 | 120,000 | | | 0.0% |
| Income :- Receipts | 523 | 228,072 | 227,549 | | | 0.2% |
| Net Receipts | 523 | 228,072 | 227,549 | | | |
| 200 Expenditure | | | | | | |
| 4070 Professional Fees | 5 | 8,000 | 7,995 | | 7,995 | 0.1% |
| 4120 Water | 222 | 3,160 | 2,938 | | 2,938 | 7.0% |
| 4130 Electricity | 216 | 12,927 | 12,711 | | 12,711 | 1.7% |
| 4150 Telephone/Fax | 40 | 500 | 461 | | 461 | 7.9% |
| 4160 Insurance | 0 | 4,065 | 4,065 | | 4,065 | 0.0% |
| 4170 Cleaning | 93 | 300 | 207 | | 207 | 31.1% |
| 4180 Clothing | 70 | 450 | 380 | | 380 | 15.6% |
| 4200 Buildings | 0 | 30,000 | 30,000 | | 30,000 | 0.0% |
| 4210 Plant and Equipment | 0 | 2,500 | 2,500 | | 2,500 | 0.0% |
| 4220 Play Equipment | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4230 Trade Waste | 310 | 2,700 | 2,390 | | 2,390 | 11.5% |
| 4250 Tools | 0 | 300 | 300 | | 300 | 0.0% |
| 4260 Equipment Repairs | 0 | 4,500 | 4,500 | | 4,500 | 0.0% |
| 4270 Grounds Maintenance | 5,157 | 10,000 | 4,843 | | 4,843 | 51.6% |
| 4290 Equipment Fuel | 395 | 4,300 | 3,905 | | 3,905 | 9.2% |
| 4300 Vehicle Maintenance | 0 | 3,500 | 3,500 | | 3,500 | 0.0% |
| 4310 Horticulture | 0 | 4,050 | 4,050 | | 4,050 | 0.0% |
| 4320 Health and Safety | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4330 CAPITAL PURCHASE | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| 4340 Loan Repayment-South Terr Wall | 0 | 4,800 | 4,800 | | 4,800 | 0.0% |
| 4350 Major Schemes Expenditure | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| 4500 Miscellaneous Expenditure | 0 | 20 | 20 | | 20 | 0.0% |
| 4650 Funded Capital Projects | 0 | 120,000 | 120,000 | | 120,000 | 0.0% |
| Expenditure :- Indirect Payments | 6,507 | 228,072 | 221,565 | 0 | 221,565 | 2.9% |
| Net Payments | (6,507) | (228,072) | (221,565) | | | |

Continued over page

Detailed Receipts & Payments by Budget Heading 30/04/2024

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| <u>999 VAT Data</u> | | | | | | |
| 115 VAT on Receipts | 1,654 | 0 | (1,654) | | | 0.0% |
| VAT Data :- Receipts | <u>1,654</u> | <u>0</u> | <u>(1,654)</u> | | | |
| 515 VAT on Payments | 1,211 | 0 | (1,211) | | (1,211) | 0.0% |
| VAT Data :- Indirect Payments | <u>1,211</u> | <u>0</u> | <u>(1,211)</u> | <u>0</u> | <u>(1,211)</u> | |
| Net Receipts over Payments | <u>443</u> | <u>0</u> | <u>(443)</u> | | | |
| Grand Totals:- Receipts | 2,177 | 228,072 | 225,895 | | | 1.0% |
| Payments | 7,717 | 228,072 | 220,355 | 0 | 220,355 | 3.4% |
| Net Receipts over Payments | <u>(5,541)</u> | <u>0</u> | <u>5,541</u> | | | |
| Movement to/(from) Gen Reserve | <u>(5,541)</u> | | | | | |

Horde Recreation Ground Invoices for Payment - May 2024

| SUPPLIER | DATE | DESCRIPTION | AMOUNT | Pay Ref: |
|-----------------------|-------------|---|------------------|-----------------|
| Almond Windows | 01.05.24 | Supply and Replace Double Glaze Unit - Park House | £130.00 | |
| Select Telecom Ltd | 30.04.24 | Fibre Broadband | £47.40 | D/D |
| SSE Energy | 08.05.24 | Welfare Ground Electricity 01/04/2024-30/04/2024 (Fully Recharged to HCWFC) | £573.85 | D/D |
| Veolia | 21.05.24 | Trade Waste Credit for Collection Charged in Error | -£28.55 | CREDIT |
| Wex | 06.05.24 | Equipment Fuel and Monthly Card Fee | £122.93 | D/D |
| Wex | 13.05.24 | Equipment Fuel | £121.46 | D/D |
| OTHER PAYMENTS | | | | |
| Wave | 13.05.24 | Welfare Park Water 13/02/2024 - 12/05/2024 (£198.00 per month Direct Debit) | £199.54 | D/D |
| | | Horde Recreation Ground MAY 2024 TOTAL | £1,166.63 | |