



admin-ease

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27 Stag Way, Fareham, Hants, PO15 6TW

Mark Gray
Whiteley Community Centre
Gull Coppice
Yew Tree Drive
Whiteley
PO15 7LA

6th September 2022

Dear Mark

I today carried out an Independent Examination of your April to June 2022 accounts, as agreed.

1. The expenditure entries have been matched against available invoices and receipts to confirm validity. Where there is a corresponding bank transaction, this has been followed through and matched against the bank statement. Therefore, I am confident that all transactions have been recorded correctly within the accounts.
2. The income entries have been matched against the yellow receipts to confirm accuracy and the bank credits have been matched to the bank statement.
3. The formulas and the arithmetic on your spreadsheets have been checked and where figures have been brought from one sheet over to another, these have also been checked for accuracy.
4. I have checked through the payroll records to confirm that the totals have been transferred to the payment spreadsheet correctly, however I have not checked that the PAYE and NI deductions have been calculated correctly. I understand that these payroll calculations have been carried out by a professional payroll bureau 'Moorepay'.
5. I have carried out a bank reconciliation to confirm that every transaction has been recorded within the accounts and a brief income and expenditure reconciliation – see attached.
6. All annual figures have been transferred to an Annual Receipts and Payments statement and a Balance Sheet as at 30th June 2022 has been prepared.

The accounts have been prepared on a receipt and payment basis.

I am pleased to have been of service and hope I can continue to do so in the future.

Yours sincerely

Trudy Byles AICB CB.Cert

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Associate Member
222022

Quarterly current acct bank rec				
BF bank 01/04/2022	38044.56			
Total paid in	19262.65			
Total paid out	44610.18			
Total	12697.03			
Closing bank 30/06/2022		diff	0.00	
Quarterly Surplus/Deficit	-25347.53			
Income	19262.65			
Expenditure	44610.18			
Bank diff		-25347.53		0.00 Difference

Petty cash BF	110.76	Reserve Account	
Petty cash CF	100.82	BF bank 01/04/2022	£29,809.08
		interest	<u>7.13</u>
		CF bank 30/06/2022	29,816.21
PAYE liability CF	814.46		7.13 Additional income
		Nationwide Account	
Total income	19290.06	BF bank 01/04/2022	£71,507.54
Total expenditure	44610.18	interest	<u>20.28</u>
Quarterly Surplus/Deficit	-25320.12	CF bank 30/06/2022	71,527.82
			20.28 Additional income

Whiteley Community Centre

Receipts and Payments Account for Year Ended 30 June 2022

<u>Payments</u>			<u>Receipts</u>		
	30-Jun-22	30-Jun-21		30-Jun-22	30-Jun-21
Utilities	9234.53	12,280.03	Casual	5741.93	939.45
Office	1511.84	909.29	Regular	10838.79	2387.54
Staff	38626.54	31,831.23	Buttercups	26596.8	23239.14
Cleaning	2581.67	2,383.60	Pre-School	17957.77	15121.50
Licences	1570.38	1,891.43	Advertising		
Equipment	20698.49	929.27	Computer Club	829	
Insurance	1142.72	1,017.72	Equipment Hire		
Security and Fire	1432.4	1,595.90	Misc'	110.79	490.41
Maintenance	7577.3	7,852.24	Photocopying	639.79	802.84
Garden Maintenance	3932.38	450.00	Interest	56.47	38.70
Payroll/Auditors/Final	2993.18	2,770.86	Donations		
Lease	2025.6	£2,025.60	Youth Club	1765.21	
Pest control	1320	360.00	Grant	6333.59	25126.64
Waste	2741.85	2,621.34	Retained Deposits	1110	
Cafe/Refreshments	645.57				
Misc	491.69	444.40			
Training		28.80			
Advertising	78				
	98,604.14	69,391.71			
Excess	-26,624.00	-1,245.49			
Total	71,980.14	68,146.22		£71,980.14	£68,146.22

Balance Sheet as at 30 June 2022

<u>Capital</u>		<u>Assets</u>	
Accumulated General Fund			
B/Fwd 20/21	£140,665.06	Current Account	£12,697.03
Loss for 21/22	-£26,624.00	Reserve Account	£29,816.21
		Nationwide Account	£71,527.82
Total	£114,041.06		£114,041.06