

Notes to the Annual Accounts 2020-2021 - Draft Report as at 16.03.2022

This is a Draft report for the year ended 31.03.2021 and therefore could be subject to change should any relevant entries be identified.

The figures for 2020/21 relate to the Banking and Petty transactions as at 31.03.2021. A review of outstanding client booking invoices and supplier invoices has been made and debtors and Creditors have been included as appropriate.

The figures for 2020/21 are for the year to 31.03.2021.

Notes on Accounts

100

Sales due to Covid shut down

101

5120: is the Furlough Grant in 2020/21

200

1002: While salaries are lower Paye and NI is higher - 2019/20 is under inflated by £890 and 2020/21 is over inflated by £500, this is due to timings of payments to HMRC

1006: a number of inhouse HR appointments were in 2019/20 accounts

400

2009: Covid safety measures implemented

2010: New computers installed in 2019/20

2018: Professional fees down, office sub contractors replaced with employee

3001: Alarm monitoring

3002: Cleaning materials down due to lock down

3005: £1,604 relates to 2019/20

3006: High Electricity bills, on emergency charges - refund given in 2021/22 accounts £7,941

3009: Waste disposal down due to lock down

3019: No charges in accounts for Alcohol/Music Licences

5005: Flowers for Bereavement

3023: £1100 paid in 2020/21 relates to 2021/22

	A	B	C	D	E	F	G	H
1		Detailed Income & Expenditure						
2		HSBC Current Bank Account						
3					2019/20		2020/21	
4		100	Income Generated		£	Index	£	Index
5			Donations	6000	£0.00		£0.00	
6			Classes Income	6001	£0.00		£0.00	
7			Damages Income	6002	£0.00		£0.00	
8			Vending Income	6003	£0.00		£0.00	
9			Room Hire Income	6004	£79,912.66		£3,283.37	
10			Room Hire Income unknown hirer	6004A	£0.00		£0.00	
11			Photocopying Income	6006	£0.00		£0.00	
12			Temp events	6007	£0.00		£0.00	
13			Bar Licence Income	6008	£0.00		£0.00	
14			Do not use	6009	£0.00		£0.00	
15			Do not use	6010	£0.00		£0.00	
16			Do not use	6011	£0.00		£0.00	
17			Misc. Sales	6012	£0.00		£0.00	
18			Other Income	6013	£0.00		£0.00	
19			HMRC NI Employment Allowance	6017	£0.00		£0.00	
20			Unallocated Income CASH	6018	£0.00		£0.00	
21			COIF Charities Deposit Fund Account		£347.07		£79.03	
22			HSBC Reserve Bank Account		£33.54		£6.67	
23			Bank Adjustment Income	6019	£0.00		£0.00	
24			Unallocated Income	6020	£0.00		£0.00	
25			TOTAL 100 INCOME		£80,293.27		£3,369.07	
26								
27		101	Grants					
28			(Credited to HSBC 40076260 a/c)					
29			Building upkeep	5007	£10,000.00		£10,000.00	
30			COMM CHEST GRANT VAHT	5008	£0.00		£2,350.00	
31			BCC Social Services Grant	5009	£3,658.00		£4,320.00	
32			OTHER GRANTS FURLOUGH	5111			£0.00	
33			Other Grants	5120	£2,058.00		£14,218.57	
34			(Credited to HSBC 80076279 a/c)					
35			Buckingham Comm A HOB Grant	5110	£0.00		£0.00	
36			TOTAL 101 GRANTS		£15,716.00		£30,888.57	
37								

	A	B	C	D	E	F	G	H
2		HSBC Current Bank Account						
3					2019/20		2020/21	
4		100	Income Generated		£	Index	£	Index
43								
44		200	Staff Expenditure					
45								
46			Salaries	1000	£35,469.79		£29,499.07	
47			PAYE & Employers NI	1001	£0.00		£5,661.80	
48			Pension	1002	£5,172.95		£674.15	
49			Staff Training	1003	£36.00		£0.00	
50			Committee Training	1004	£0.00		£0.00	
51			Payroll Services	1006	£1,446.85		£585.00	
52			Temp Staff	6013	£0.00		£0.00	
53			TOTAL 200 STAFF EXPENDITURE		£42,125.59		£36,420.02	
54								
55		201	Expenditure					
56								
57			Telephone	2000	£1,202.56		£981.41	
58			Photocopying Costs	2001	£314.55		£116.84	
59			Travel Expenses	2002	£188.75		£0.00	
60			Stationery	2003	£157.66		£0.00	
61			Postage	2004	£34.09		£27.40	
62			Subscriptions	2005	£224.40		£254.40	
63			Advertising	2006	£0.00		£0.00	
64			Printing (External)	2007	£0.00		£0.00	
65			Internet Charge	2008	£1,270.72		£1,173.86	
66			Health & Safety	2009	£0.00		£1,133.72	
67			Office Furniture & Equipment	2010	£2,200.30		£0.00	
68			Events Hospitality	2012	£0.00		£0.00	
69			Audit Fees	2013	£0.00		£0.00	
70			Office Software	2014	£0.00		£0.00	
71			Office Software Support	2015	£0.00		£0.00	
72			Petty Cash	2016	£0.00		£0.00	
73			Bank Charges	2017	£0.00		£0.00	
74			Professional Fees	2018	£4,548.73		£35.00	
75			Photocopier Rental	2019	£776.64		£776.64	
76			Misc Expenditure	2020	£0.00		£0.00	

	A	B	C	D	E	F	G	H
2		HSBC Current Bank Account						
3					2019/20		2020/21	
4		100	Income Generated		£	Index	£	Index
77			Telephone Rental	2021	£1,220.88		£1,017.40	
78			TV Licence	3000	£154.50		£157.50	
79			Security	3001	£0.00		£744.00	
80			Cleaning Materials	3002	£1,155.90		£194.39	
81			Insurance - Public Liability	3003	£0.00		£0.00	
82			Insurance - Buildings	3003A	£0.00		£0.00	
83			Insurance Contents	3003B	£0.00		£0.00	
84			Water	3004	£2,107.75		£1,445.68	
85			Gas	3005	£15.94		£3,456.19	
86			Electricity	3006	£3,777.66		£6,352.59	
87			Repairs and Maintenance	3007	£3,058.14		£2,329.90	
88			Vending Machine Hire	3008	£0.00		£0.00	
89			Waste Disposal	3009	£1,244.70		£438.80	
90			Contract Cleaning	3010	£0.00		£0.00	
91			Vending Supplies	3011	£0.00		£0.00	
92			Building Waste Clearance	3012	£0.00		£0.00	
93			Fire Safety	3013	£1,134.42		£0.00	
94			IT Suite Support & Software	3014	£0.00		£0.00	
95			Fixtures & Fittings	3017	£4,284.70		£0.00	
96			Rates	3018	£0.00		£0.00	
97			Alcohol/Music Licence	3019	£1,053.60		£0.00	
98			Equipment (Centre)	3020	£0.00		£0.00	
99			Equipment (Hired)	3021	£0.00		£0.00	
100			Hospitality	3022	£0.00		£50.00	
101			Insurance Contents	3023	£962.56		£2,082.16	
102			Equipment (centre)	3104	£0.00		£0.00	
103			Bank Adjustment Expenditure	3299	£0.00		£0.00	
104			Unallocated expenditure	3300	£0.00		£0.00	
105			Entertainment/Gift	5005	£261.80		£0.00	
106			TOTAL 200 EXPENDITURE		£31,350.95		£22,767.88	
107								
108		301	Deposits (Refundable Security)					
109			Deposits Refunded	7001	£1,758.00		£150.00	
110			Deposits Received	7002	£1,508.00		£0.00	

	A	B	C	D	E	F	G	H
2			HSBC Current Bank Account					
3					2019/20		2020/21	
4		100	Income Generated		£	Index	£	Index
111			TOTAL 301 Deposits		£3,266.00		£150.00	
112								
113								
114								
115			Summary Income & Expenditure					
116								
117					2019/20		2020/2021	
118			OPERATING INCOME		£	Index		
119								
120			Income		£80,293		£3,369	
121								
122			Grants		£15,716		£30,889	
123		100						
124			TOTAL INCOME		£96,009		£34,258	
125		101						
126			RUNNING COSTS					
127								
128			Staff Expenditure		£42,126		£36,420	
129								
130			Expenditure		£31,351		£22,768	
131		200						
132								
133		201	TOTAL EXPENDITURE		£73,477		£59,188	
134								
135			OPERATING SURPLUS		£22,533		-£24,930.26	
136								
137								
138								
139								
140								
141								
142								
143								
144								

	A	B	C	D	E	F	G	H
2		HSBC Current Bank Account						
3					2019/20		2020/21	
4		100	Income Generated		£	Index	£	Index
145			Balance Sheet					
146					2019/20		2020/21	
147			Opening		£	Index		
148			Debtors		£8,075.00		£997	
149			Prepayments		£93.94		£0	
150			HSBC Current Bank Account		£43,990.43		£35,974	
151			HSBC Reserve Bank Account		£16,702.18		£16,736	
152			COIF Charities Deposit Fund Account		£36,181.96		£66,529	
153			Petty Cash		£42.51		£12	
154			Creditors		-£4,013.92		-£696	
155			Accruals		-£507.81		-£2,212	
156					£100,564		£117,339	
157								
158			Closing					
159			Debtors		£997		£0.00	
160			Prepayments		£0		£7,807	
161			HSBC Current Bank Account		£35,974		£12,786.73	
162			HSBC Reserve Bank Account		£16,736		£14,742.39	
163			COIF Charities Deposit Fund Account		£66,529		£66,608.06	
164			Petty Cash		£12		£32.70	
165			Creditors		-£696		£0.00	
166			Accruals		-£2,212		-£483.84	
167					£117,339		£101,492.64	
168								
169			Variance		£16,774.95		-£15,846.60	
170								
171								
172								
173								
174								
175								
176			COMMENT:1935.52 IS GAZPROM BILLS					

	I
1	
2	
3	Movement
4	
5	£0.00
6	£0.00
7	£0.00
8	£0.00
9	-£76,629.29
10	£0.00
11	£0.00
12	£0.00
13	£0.00
14	£0.00
15	£0.00
16	£0.00
17	£0.00
18	£0.00
19	£0.00
20	£0.00
21	-£268.04
22	-£26.87
23	£0.00
24	£0.00
25	-£76,924.20
26	
27	
28	
29	£0.00
30	£2,350.00
31	£662.00
32	£0.00
33	£12,160.57
34	£0.00
35	£0.00
36	£15,172.57
37	

	I
2	
3	Movement
4	
43	
44	
45	
46	-£5,970.72
47	£5,661.80
48	-£4,498.80
49	-£36.00
50	£0.00
51	-£861.85
52	£0.00
53	-£5,705.57
54	
55	
56	
57	-£221.15
58	-£197.71
59	-£188.75
60	-£157.66
61	-£6.69
62	£30.00
63	£0.00
64	£0.00
65	-£96.86
66	£1,133.72
67	-£2,200.30
68	£0.00
69	£0.00
70	£0.00
71	£0.00
72	£0.00
73	£0.00
74	-£4,513.73
75	£0.00
76	£0.00

	I
2	
3	Movement
4	
77	-£203.48
78	£3.00
79	£744.00
80	-£961.51
81	£0.00
82	£0.00
83	£0.00
84	-£662.07
85	£3,440.25
86	£2,574.93
87	-£728.24
88	£0.00
89	-£805.90
90	£0.00
91	£0.00
92	£0.00
93	-£1,134.42
94	£0.00
95	-£4,284.70
96	£0.00
97	-£1,053.60
98	£0.00
99	£0.00
100	£50.00
101	£1,119.60
102	£0.00
103	£0.00
104	£0.00
105	-£261.80
106	-£8,583.07
107	
108	
109	-£1,608.00
110	-£1,508.00

	I
2	
3	Movement
4	
111	-£3,116.00
112	
113	
114	
115	
116	
117	Movement
118	
119	
120	-£76,924
121	
122	£15,173
123	
124	-£61,752
125	
126	
127	
128	-£5,706
129	
130	-£8,583
131	
132	
133	-£14,289
134	
135	-£47,462.99
136	
137	
138	
139	
140	
141	
142	
143	
144	

Analysis of Deposits 2020 - 2021

	£	£
Total Deposits Received		0.00
Total Deposits Refunded		150.00
Deposits net movement		<u>£150.00</u>

Breakdown of above balance

Refunds relating to Prior year Deposits received

12/19/2019 Ansah Malik	50.00
03/03/2020 Zamir	50.00
01/29/2020 Singh	50.00

150.00

Deposits not yet refunded

0.00

Analysis of deposit net movement	<u>£150.00</u>
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