

**Deaf Hill Ward Regeneration Partnership  
Trustees' Annual Report and Financial  
Statements 1<sup>st</sup> April 2021 to 31st March 2022  
Charity number:  
1156860**

**Chairman's Annual Report**

I am pleased to present this year's Annual Report for Deaf Hill Ward Regeneration Partnership.

I would like to thank all Trustees and volunteers for all their hard work, over the last year and I would like to thank members of the public for their continued support, help and donations. Thanks go to all our staff who we have managed to retain over the last year, without them we wouldn't be able to deliver a lot of our Fun & food sessions.

The Trustees would in particular like to express their thanks, gratitude and appreciation to our Manager, who continues to manage the Centre on their behalf.

Our appreciation goes to our Partners and outside agencies and all funders and to our County Councillor's for their support. We also appreciate the support of our MP Paul Howell, who is fully supportive of the work we do.

We have an excellent set of volunteers, but need to be mindful of demanding too much of them. We continue to see the hard work of our younger volunteers who we have invested in over the years; this is why it is important to us to continue investing in our youth projects, again funding is required to maintain our youth projects. We continue to maintain and create new partnerships that benefit our work.

Trustees continue to be concerned at the lack of services available in the community, we fear services may be lost forever, in a village which already has poor service provision.

Many local people rely on the building and the services it offers such as Food Bank, mental health support and services to the young and old which is now needed more than ever before. These and other services may be lost and not replaced with people having to leave the village to access these services which will add to many unable to travel due to the financial impact it will have.

We have recorded a surplus in this year income; however we have a number of grants still running over the coming year. Any other surplus is to be ring fenced to help with our running costs and overheads as we prepare for an unpredictable future and believe this will continue for many a year.

We are still not as fortunate as other local facilities; in as far as we have the responsibility of all the running costs associated in running a large building. While others receive help towards things like youth, we will have to look for grants to fund these. Therefore we must look to continue to build a Reserve Fund to finance any unexpected events that may occur. The Covid pandemic endorses the reason why we have reserves now and to the future.

The focus over the last year is the continuation of updating the building. We secured additional funding and have been able to totally refurbish both staircases with new flooring and redecoration. This was also completed with the help of our volunteers. We secured funding to fund two youth workers for one year working from our Centre and also funding to deliver youth sessions in another community. We have delivered holiday hunger activities both within the Centre and as activity packs to the door in the holidays, which included food. I am grateful to the Men's Cree who help with some of the small maintenance works of the building.

Over this coming year we will continue to focus on the refurbishment of the building, funding for staff and funding for services.

Our support for Mental Health services continues to thrive and provides such a life line to many users.

We will continue with our push to have defibrillators available at all Community Centre's across the Trimdons, we are currently working with our Area action Partnership.

Although it will continue to be challenging year to come I feel confident that we can continue improving our Centre and the services.

Once again I thank everyone for their continued help and support to our Community Centre and the work we do for our village and community.

Derek Bradley – Chair

Deaf Hill Ward Regeneration Partnership 2021/22		
<b>Income</b>		
	£	
PCP	5220.00	
Cree Project	9,000.00	
Cree plus	3,000.00	
Support grant	9,974.15	
HMRC Grant	8,801.81	
County Durham sport	4,157.00	
Exercise	670.00	
Refunds	2,934.36	
Bar	2,597.88	
Dance	2,308.00	
Tickets	10.00	
Admin support	9,004.00	
Youth	13,500.00	
Culture hub	3,200.00	
room hire	1,307.42	
Room hire 2	770.00	
Fun and food	7,934.50	
East Durham Create	3,200.00	
Total Income	<b>£87,589.12</b>	
<b>Expenditure</b>	£	
Wages	30,947.82	
Administration	1,357.02	
Equipment	1585.78	
Utilities	4,738.72	
Insurance	978.29	
Transport	280.00	
Bar	2564.66	
East Durham Creates	3710.00	
Maintenance	11,029.85	
Licence	451.86	
Fun and food	4300.45	
Cree	1,843.32	
Grants	1,874.94	
Inequity	982.49	
Youth Project	2,564.13	
Covid exp	524.98	
	<b>£69,734.31</b>	
<b>Surplus for the year</b>	<b>17854.81</b>	
<b>Reconciliation</b>	£	
Fund Balance as at 1/4/21	110010.43	
Surplus for year	17854.81	
Fund Balance as at 31/3/22	<b>£127,865.24</b>	
Bank Balances:	£	
Current account as at 31/3/22	69906.08	
Deposit Account as at 31/3/22	57959.16	
Add income to bank	0.00	
Unpresented cheques	0.00	
Reconciled	<b>£127,865.24</b>	

# DEAF HILL WARD REGENERATION PARTNERSHIP

## 2021/2022

### 1. Introduction

- 1.1. In examination of the accounts for the Deaf Hill Ward Regeneration Partnership was carried out for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022.
- 1.2. The contents of this report have been discussed and agreed with the Centre Manager and any recommendations are included in the report.

### 2 Scope of the Review

- 2.1. The examination tested and evaluated the efficiency and effectiveness of the income and expenditure records.
- 2.2. The areas of financial and administrative activity examined included:
  - Income and expenditure spreadsheet
  - bank statements,
  - receipts/invoices,
  - cheque books, paying in books

### 3 Findings

- 3.1. The Centre Manager records all income and expenditure on a spreadsheet under various headings.  
A manual book keeping ledger is also kept showing all transactions monthly and this is reconciled to the bank statement at the end of the month. Although it appears that the records are written up from the bank statement. This will not identify any unrepresented cheques or income not banked and will not identify any errors on the ledger.
- 3.2. All payments are made by cheque or direct debit (utilities) and cheque are paid by the Centre Manager and a Trustee. Records are taken to Committee for Members to look at if they wish. Most invoices records the cheque number on them which gives a good audit trail when checking payments although it was observed that this was not consistent from August
- 3.3. Income is received mainly through grants, room hires and the bar. IT was observed that any monies taken by volunteers is handed to the Centre Manager who then records the amounts, no receipt is given to the volunteers on handing over the monies.  
Bar income is paid using a card and is recorded on sum up payment sheets. The monthly reports were examined and all income could be confirmed in the bank account.
- 3.4. Using the spreadsheet records a statement of accounts and fund reconciliation was produced detailing all the receipts and payments for the period. This gave a surplus for the year of £17,854.81, which included grant support during the year, and the fund record of £127,865.24 reconciled to the current and deposit account bank accounts as at 31<sup>st</sup> March 2022

### 4. Conclusions/Recommendations

- 4.1. The fund records reconcile to the bank statements and all income and expenditure was accounted for.
- 4.2. The introduction of a manual monthly record of all income and expenditure is used to reconcile to the bank statements each month but is taken from the bank statement therefore any unrepresented cheques or income not banked would not be identified.  
**Therefore, it is recommended that income and expenditure records should be recorded on the day the cheques are made out or the monies paid in, and then reconciled to the bank statement.**
- 4.3. When cash is handed over to the Centre Manager a receipt should be given confirming the amount of money handed over.
- 4.4. To provide a better audit trail the cheque numbers should be written on the invoice when they are paid.



Gordon Fletcher, (C.M.I.I.A.)

Fund Auditor,

Dated: 7<sup>th</sup> February 2023