

**MINUTES OF A SPECIAL
HEALTH AND SAFETY MEETING
HELD AT THE CELLAR SHOP
29th JUNE, 2020**

PRESENT:- Glen, Karen, Barbara and Linda.

It was decided to be able to adhere to the 2 metre guidelines it would only be possible to have the 3 team members at the meeting who have been working at a safe distance from each other in the shop during the pandemic plus Glen who represents the trustees who are ultimately responsible for the safety of the staff.

It was decided to have a shield around the till, which Glen will erect on Friday 3rd July. Hand sanitizer will be by the door and customers MUST use it upon entry to the shop also face masks or face coverings MUST be worn due to the small size of our shop failure to do so means NO ENTRY TO THE SHOP. We will have masks available for sale to any customers who don't have them. Also there will be a limit of 2 customers in the shop at one time or 1 family. This is in the interests of both staff and customers.

Karen will be putting a notice on the door regarding our new opening times which will be, from Monday 13th July 11.00 a.m. to 3.00 p.m. This will allow for cleaning to be carried out each day. There will also be a notice regarding the new system for donations which will give the days and times that people will be able to drop off their donations at the cellar.

We will be getting face shields for our volunteers to wear if they prefer them instead of a face mask. These can be cleaned at the end of their shift so they can use them again.

Karen will also be putting this information on our Facebook page. It would be a good idea if you are on our facebook page for you to share this information with all of your facebook friends.

We will ONLY be putting wetsuits outside and at the end of the day they will be put into their box which has a lid so can be safely stored in the shop overnight.

We will be constantly carrying out risk assessments at the shop and cellar and go day by day.

Stay safe.

THE CELLAR SHOP

BALANCE SHEET

AS AT 31ST MARCH 2021

2021

2020

Cash at Bank - Instant Access

8,575.47

1,894.90

Cash at Bank - Active Saver

26.58

26.56

Cash in hand / Float

70.00

70.00

8,672.05

1,991.46

Creditors, Accruals & Deposits held

-

-

8,672.05

1,991.46

8,672.05

1,991.46

	<u>B/Fwd</u>	<u>Receipts</u>	<u>Payments</u>	<u>C/Fwd</u>	
General Unrestricted Funds	1,991.46	38,978.03	(32,297.44)	8,672.05	1,991.46
	-			-	-
Designated Funds	-			-	-
	-			-	-
	<u>1,991.46</u>	<u>38,978.03</u>	<u>(32,297.44)</u>	<u>8,672.05</u>	<u>1,991.46</u>
			6,680.59		

THE CELLAR SHOP

RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

	<u>Year Ended</u> <u>31/03/21</u>		<u>Year Ended</u> <u>31/03/20</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>RECEIPTS</u>				
Bank Interest Received		0.02		1.56
Donations		-		-
Grants		26,006.49		-
Miscellaneous Income		-		-
Shop Sales		12,798.00		42,422.20
Rags Income		173.52		1,525.73
		<hr/>		<hr/>
		38,978.03		43,949.49
 <u>PAYMENTS</u>				
Gifts & Donations	11,755.00		19,205.10	
Burma	-		400.00	
Other Overseas Missions	-		14,705.00	
Travel Costs	-		630.33	
Rates	-		443.52	
Rent	4,800.00		3,300.00	
Marketing	54.00		185.60	
Shop Supplies & Equipment	622.15		144.75	
Electricity	519.91		443.57	
Insurance	828.64		37.33	
Maintenance Fees	280.66		273.38	
Printing & Stationery	93.44		-	
Co-ordinator's wage	12,678.64		13,502.31	
Pension costs	-		214.33	
Training	-		-	
Accountancy / Examiners Fees	525.00		150.00	
Telephone	140.00		130.00	
Bank / Paypal charges	-		77.29	
Staff Meal / volunteer exps	-		454.25	
		<hr/>		<hr/>
		(32,297.44)		(54,296.76)
 SURPLUS / (DEFICIT) OF INCOME				
		<hr/>		<hr/>
		6,680.59		(10,347.27)

Report of the Independent Examiner to the Trustees of the charity on the accounts for the year ended 31 March 2021

I report to the Trustees on my examination of the financial statements of the charity for the year ended 31 March 2021.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

The charity's Trustees, are responsible for the preparation of the financial statements in accordance with the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the Governing Document for the conducting of an audit. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charity and of the accounting systems employed by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

Report of the Independent Examiner to the Trustees of the charity on the accounts for the year ended 31 March 2021

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

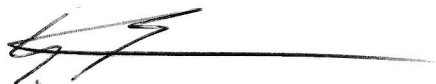
Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

- accounting records were not kept in respect of the charity as required by with Section 130 of The Charities Act 2011;
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;
- have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Signed:-



Tony Kirk - Independent Examiner
T&A Kirk Ltd

Silverthorn
Hendra Close
Ashton
TR13 9SS

This report was signed on 22/11/2021