

The Cellar Charity Shop team meeting – Tuesday 18 June 2024, Hope Church

Present: Glen, Sarah, Tony, Karen, Linda, Little Val, Penny, Deborah (minute-taker), Barbara P, Vickie Sharon, Sally, Barbara R, Derek, Valerie.

Apologies: Jan, Anne, Jutta, Tracy, Kate, Loraine, Bill, Lucie

Glen thanked everyone for attending and offered congratulations to Sally on the birth of her granddaughter. He then opened the meeting with a prayer.

Glen confirmed that we were celebrating 15 years of trading as of May 2024. He believes that, to date, we as a charity have raised in excess of £500k, with probably 2/3 of that having been given away to those in need. We have, however, had a drop in takings compared to the last 12 months. Even so, having paid Karen, rent and other outgoings, we have still maintained regular outgoings. Hopefully things will improve from June onwards, as they tend to.

We have still been able to make some donations, such as a sum given to some refugees for travel costs to renew their documentation; to Leigh Yates for the Sparkle Foundation and to a local lady for help with bedding costs. Josh Chaplin had recently played in a golf tournament, assisting a charity helping troubled youths get into sport and we made a contribution of £250 towards this charity.

We hope to catch up with funds towards the end of the year to enable us to continue to help others.

Glen reminded those gathered to stay safe in the shop, as criminals often follow tourists at this upcoming time of year but that none of us are to put ourselves at risk by challenging anyone. Always have at least two working together in the shop.

Do of course welcome and chat to customers and offer a good welcome.

Handbags and private items should be placed in the metal cabinet at the rear of the shop whilst on duty.

If you spot an item in the back office that you would like to purchase, please wait until the item has been priced and is on the shop floor for sale. When purchasing an item, please ensure another member of staff completes the purchase on the till.

Karen has noted that less 'posh items' are being donated and lots of people are still struggling with finances, so maybe this is why total sales are lower. We are, however, known to be one of the lowest priced charity shops in the area which does encourage repeat custom. We also have noted that mens' clothing sales are definitely selling well – these have often been hard to sell items.

The 'Stand by me' charity newsletter made thanks to us again for our continued support. Our children's home is reported as continuing to be safe at the moment and the children are doing well.

Karen asked if we could ensure, when cashing up, that we have £5 and £10 notes in the float for the next working day. Also to please ensure that, when taking cash payments, any notes are put to one side whilst counting out change, to ensure no errors are made in correct amounts of change.

Please also ensure that donated items are kept aside for Karen to price as it has been noted that some items have been priced too low. Please do not over stock the shelves as it can be difficult for customers to peruse items when packed in too tightly.

A reminder please that only £1 items go on display on the cubed shelves. Higher priced items of bric a brac only on the front display shelves facing the door.

If there are higher priced jewellery items please keep on shelves behind the till.

Karen also asked if weekend donations could please be left at the cellar at the church towards the back as it would then be easier to work in the cramped area.

It was noted that there has been an issue with bin collections at the church and it was still unsure about dates for collection from July onwards.

Karen raised a query about the shop's constitution and queried who the committee members were for the shop. Glen confirmed that the trustees were the committee members and the constitution was as that of the church. Also that we don't, as such, have a Treasurer. As we now have the team meetings, it was felt that decisions were now being made about donations etc by the whole team, as an official committee would have done. We also have an accountant to ensure our books are all in order.

A concern was raised that perhaps we were not giving enough locally (as in assisting near and far). As we now have a reduced income, should we reduce the amount given overseas and increase that given locally? Glen reassured that, over a period of a year, the amounts given were approximately 50/50 near/far and that, once we get to the end of the year, we can once again assist more locally.

It was suggested that, as many customers do ask, the list of local giving could be updated and displayed. We will continue to help Myanmar and continue with the purchase of bibles as before.

It was suggested that a whiteboard replace the TV as the info was now outdated. A display of local giving would possibly also encourage customers to suggest other ways of donating locally to those in need. Vickie kindly offered to supply a whiteboard once the measurements of the area were confirmed.

We have offered assistance to a local family who lost everything in a house fire. However, at the time, they were a little overwhelmed with what they might need. It was suggested that we get back in touch and offer a time, when the shop is closed to the public, where they might feel more comfortable in choosing items that might assist them.

The shop continues to receive many compliments from customers about it being tidy, clean, well stocked and organized.

Tony noted that, due to Brexit, some items needing electrical PAT testing may now be marked as CAUK rather than CE approved – both are now acceptable. Please ensure that any stickers placed following PAT testing remain on the item until sold. He also suggested that we should not try to match chargers to any item without one. So only those chargers checked with items should be sold and none separately.

Facebook postings now have 772 followers, with many customers using the posts to enquire about specific items posted for sale.

Glen reiterated that we always have a small amount of funds available for emergency giving if needed.

Linda suggested that we try opening on a Saturday, maybe the first Saturday of the month during summer months. It was agreed that anyone wishing to give some time on those Saturdays make a note on a rota and that Linda would coordinate this for July/August this year.

Glen reminded everyone that if anyone knows of potential volunteers to please let Karen know.

The meeting was closed with thanks to all for attending.

THE CELLAR SHOP

BALANCE SHEET

AS AT 31ST MARCH 2025

2025

2024

Prepayments

-

-

Cash at Bank - Instant Access

5,289.31

2,913.69

Cash at Bank - Active Saver

27.33

26.93

Cash in hand / Float

70.00

70.00

5,386.64

3,010.62

Creditors, Accruals & Deposits held

(448.34)

(673.56)

4,938.30

2,337.06

4,938.30

2,337.06

B/Fwd

Receipts

Payments

C/Fwd

General Unrestricted Funds

2,337.06

44,059.86

(41,458.62)

4,938.30

2,337.06

Designated Funds

-

-

-

-

-

-

2,337.06

44,059.86

(41,458.62)

4,938.30

2,337.06

2,601.24

THE CELLAR SHOP

RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 31ST MARCH 2025

	<u>Year Ended</u> <u>31/03/25</u>		<u>Year Ended</u> <u>31/03/24</u>	
	£	£	£	£
<u>RECEIPTS</u>				
Bank Interest Received		0.40		0.32
Donations / Fundraising Events		-		375.00
Shop Sales		43,949.46		43,875.26
David Lay		110.00		-
		<hr/>		<hr/>
		44,059.86		44,250.58
 <u>PAYMENTS</u>				
Gifts & Donations	13,275.00		21,890.00	
Travel Costs	-		-	
Rates	190.19		178.56	
Rent	5,040.00		4,750.00	
Shop Supplies & Equipment	-		470.55	
Electricity	633.03		576.80	
Insurance	1,007.85		1,010.80	
Maintenance Fees	115.14		476.82	
Printing & Stationery	73.47		83.82	
Co-ordinator's wage	18,990.57		17,949.89	
Hall Hire	600.00		600.00	
Accountancy / Examiners Fees	420.00		360.00	
Web Hosting / Domain Names / IT / Software	129.98		95.87	
Telephone	-		194.94	
Bank / Paypal charges	983.39		825.79	
Staff Meal / volunteer exps	-		1,000.00	
Miscellaneous Expenses	-		-	
		<hr/>		<hr/>
		(41,458.62)		(50,463.84)
 SURPLUS / (DEFICIT) OF INCOME				
		<hr/>		<hr/>
		2,601.24		(6,213.26)

14th January 2026

Dear Trustees,

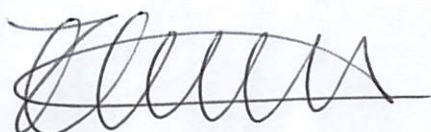
Subject: Independent Examination Report for 'The Cellar Shop'

I've completed the independent examination of The Cellar Shop's financial records and accounts for the fiscal year ending 31st March 2025. This examination ensures accuracy and compliance with financial standards.

I have reviewed the charity's records and cross-checked them with the accounts. I have also considered any unusual items or disclosures. I am pleased to report that the accounts align with the records and meet regulatory requirements, and I am happy that they are a true and accurate record.

Feel free to contact me at zoe@kernow.ltd or 01326 377104 for any clarification.

Kind Regards,



Zoe Simmons

Managing Director

Kernow Accountancy, Kernow House, Water-Ma-Trout, Helston, TR13 0LW

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