

# Chair's Report - Five Trees Trustees August 2020

Report covering the period 12<sup>th</sup> June 2019 until 11<sup>th</sup> August 2020

It has certainly been a challenging/different time during my year's tenure as Chair.

Having taken over the reins from David Nicholas I inherited a healthy cash book balance of £15,537.

We said goodbye to Hiten Ganatra and welcomed James Lancaster.

The first decision we needed to take as a Trust was to agree the redecorating of the toilets at Emerson Valley Community Centre.

In October we agreed to a request from the Parish Council to extend the Trustees duties to oversee the management of all community buildings either owned or managed by the council and for the name to be changed to Five Trees Community Trust. The new name reflecting the Trust will cover all properties rather than just Emerson Valley.

Another meeting was due to be held in January/February 2020 but as there were no new matters and the Parish Manager was busy with getting everything ready for the year end, it was decided to meet again in March.

As we all know, Covid-19 appeared and the whole dynamics of working and meeting changed.

Due to lockdown we were unable to hold an AGM. I discussed the matter with the Parish Manager, and it was decided to ask the Trustees if they would like to meet via "Teams" or would be willing to meet in a socially distanced environment at the Parish Office, the general consensus being to meet lunch time on 11<sup>th</sup> August.

As Trustees we were asked to agree the sum of £1700 to be spent on some redecoration at EVCC.

The accounts to July 2020, is covering the period April 19 - July 20, normally the accounts would be made up to 31<sup>st</sup> March. This extension is due to the closure of the facilities from 23<sup>rd</sup> March until the opening of Garthwaite Pavilion on 1st June. Overall, for the two facilities there is a cash book balance of £25,303 up £9766 from the end of March 19. The surplus for the 15 months being £4081.78 for EVCC and £4622.10 for Garthwaite Pavilion.

I am sure the Trustees join me in thanking Sharon Kerr, Parish Manager and her staff for their support and management of the facilities for which we are Trustees, during these difficult and challenging times.

Linda Cato  
Chair  
Five Trees Community Trust

**Five Trees Community Trust**  
Balance Sheet

**Revenue**

Administrative Expenses

**Surplus (+/-)**

Retained surplus brought forward

**Retained profit carried Forward**

Balance Sheet  
31.03.20

**Current Assets**

Bank Account

Petty Cash

Debtors

Prepayments

**Total Current Assets**

**Current Liabilities**

Creditors

Accruals

**Total Current Liabilities**

Total Assets - Liabilities

Reserves

**2020**

50703

-41999

8704

18928

27632

**2020**

22992

1052

3629

0

27673

0

42

0

42

27631

27632



## Income & Expenditure Account 2020-21

Income	EVCC	GWP	FT TOTAL
Sales - Regular Users	10634.00	16912.04	27546.04
Sales - One off Hire	0.00	0.00	0.00
Grants Rec	10000.00	10000.00	20000.00
<b>Total Income</b>	<b>20634.00</b>	<b>###</b>	<b>47546.04</b>

### Expenditure

Maintenance	2504.62	2662.26	5166.88
Utilities	3301.60	3435.55	6737.15
Salaries	9593.84	9581.19	19175.03
Cleaning	1486.81	1569.27	3056.08
Mobile Phone	281.48	294.79	576.27
Repairs	2567.28	657.21	3224.49
Sundries	174.16	1402.43	1576.59
Insurance	0.00	0.00	0.00
Bank Chgs	309.81	0.00	309.81
Loan re-payments	0.00	0.00	0.00
<b>Total Expenditure</b>	<b>20219.60</b>	<b>###</b>	<b>39822.30</b>

<b>Surplus (inc-exp)</b>	<b><u>414.40</u></b>	<b><u>7309.34</u></b>	<b><u>7723.74</u></b>
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More codes for maintenance and utilities

Bank Account Details

Closing balance as at

Cashbook balance EV

Unpresented paymen

Receipts not shown

Cashbook Balance GV

Receipts not shown

Balance

**Natwest      6.8E+07 60-14-55**

31.03.21    £25,303.99

CC            £23,438.49

ts            £0.00

£0.00

VP            £12,424.61

£0.00

£35,863.10



Nominal Accounts

***Income***

Regular Users

Once only Hirer

Grants received

***Expenditure***

**BUILDING COSTS**

Air - Con

Bolier & Heating

Alarm

Security

PAT Testing

Fire Extinguishers

Doors & Shutters

Building Repairs

Cleaning Contracts

Cleaning Materials

Bin Contracts

Landscape costs

**UTILITIES**

Gas

Electric

Water

**ADMIN**

Salaries

Insurance

Website

Paypal costs

Bank Chgs

Loan re-payments

WIFI

Mobile Phone

Sundries

19 Plantation Place  
Shenley Brook End  
Milton Keynes  
MK5 7FP

25th January 2021

To whom it may concern

This letter is to certify that I have completed an audit of the finances of the Five Trees Community Trust for the year ended 2020-21 and found them to be in order.

Regards

A handwritten signature in blue ink that reads "Lee Kay". The signature is written in a cursive style with a large 'L' and 'K'.

Lee Kay, Accountant