

SHROPSHIRE BEEKEEPERS ASSOCIATION
REPORT OF THE TRUSTEES AND RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2021

SHROPSHIRE BEEKEEPERS ASSOCIATION

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2021

The Trustees submit their report and receipts and payments account for the year ended 30 September 2021.

Structure, governance and management

The Charity is governed by a Constitution dated 10 November 2015, a copy of which is available on the Association's website, or by request to the Secretary.

The Trustees are elected at the AGM to serve for a period of three years. One third of their number retire, in rotation, at each AGM. Additional Trustees can be appointed during the year and any so appointed must retire at the subsequent AGM and if eligible seek re-election. The additional Trustees are not counted in the calculation of the one third who retire by rotation.

A Committee is appointed at the AGM to assist the Trustees in the day to day running of the Association and it meets on a regular basis with the Trustees. These meeting were, in order to comply with Government Regulations, curtailed for part of the year and recommenced in July 2021, during the hiatus period necessary decisions were taken in the most appropriate way depending on the matter involved. The members of the Committee are not Trustees and whilst they may express their opinion on the management of the Association have no vote in deciding on the formal policy(ies) adopted which are the sole prerogative of the Trustees.

The Trustees appoint one of their number to be Chair, in addition they also appointed one of their number to be responsible for finance, this person may also be Treasurer, but this is not a formal requirement. They also appoint the other Officers of the Association these being Secretary, Treasurer, if not the Trustee referred to above, Membership Secretary and Delegate to the BBKA Annual meeting. These latter Officers do not need to be Trustees.

The principal address of the Association is Lilyhurst House, Shifnal, Shropshire, TF11 8RL.

Trustees

The Trustees who have served during the year were:

Glyn Williams– Chair
Richard Hudson – Treasurer
Sir Anthony Rigby – Oswestry Branch Chair
Mark Newman
John Connolly
John Adams (appointed 26 January 2021)
Peter Bound (resigned 26 January 2021)
Peter Hampson (resigned 26 January 2021)

Each year one third of the Trustees retire and, if eligible, can seek re-election, there is no restriction on the number of times each Trustee can be reappointed. The Trustees retiring at this year's AGM are Glyn Williams and John Connolly. Both being eligible will seek re-election. The Members of the Association will, in accordance with the Constitution, elect Trustee(s) at the AGM. There is a minimum of 3 Trustees required to hold Office, there is no upper limit to the number who can be appointed.

Objectives of the Charity

The objectives of the Charity as set out in the Constitution are to promote and further the activity of beekeeping.

Activities

There are currently 377 members of the Association. Members will have seen that we again used the digital system for renewals which has considerably reduced the time needed to process membership details so receipts and membership insurance certificates, when required, can be issued on a timelier basis. This year the quickest response to the renewal notices was 20 minutes.

The first half of the year proceeded as last year finished with everything on hold, a small number of members were involved in the care and maintenance of the apiary and ensured the site remained secure. As restrictions and government advice were relaxed the apiary was gradually reopened, initially to members and then to others. The number of members of the public visiting the site gradually increased which has improved the associations finances due to the donation received.

Improvements to the facilities at the apiary site we had planned had to be put on hold and the only significant item was the installation of a defibrillator unit. Other improvements were delayed and are due to be implemented in the coming year.

Due to the Covid restriction we had had to cancel all training, but we restarted our education programme as soon as we could. In July we had seventeen participants for the beginner's course, including some of those whose courses had been cancelled last year. We altered the course structure so that it was more condensed and mixed the practical and theory elements together. A team of four delivered the course which increases our flexibility in future years. We also held a taster day with fifteen taking part. Both courses included associate membership which we hope will encourage those new to beekeeping to continue their involvement in future years.

We have arranged the dates for next year's courses and in addition to the evening course and taster day we will restart the basics training and hold beginners' sessions on Saturdays. We have introduced an automated enrolment and payment system which has helped streamline the process of enrolling on courses.

Usually the Association promotes beekeeping to the wider public at a number of shows, especially the Shrewsbury Flower Show, but, as in the previous year, could not do so as all events were cancelled. As members of the public were able once again to visit the apiary we were at least able to explain the importance of bees and beekeeping as they were guided around the site.

Financial Review

The Receipts and Payments Account shows a surplus of £4,515 on the unrestricted fund. In addition we held £7,168 as restricted funds, this represents a grant received from Severn Trent to enable the erection of a new storage shed. Once the shed is installed and the expenditure has been incurred these funds will be transferred to the unrestricted fund. In total on 30 September 2021 the Association held £33,822. The unrestricted funds are held to cover anticipated expenditure in the coming year, including further improvements to the site. It is intended that, at all times, the Association should have sufficient funds available to cover its anticipated fixed expenditure in the coming twelve months.

We would make the following comments on the individual items:

The Gift Aid reclaim was submitted and paid by HMRC within a few days, just before the accounting date.

We were able to run one beginners' course and a taster day a substantial improvement over the previous year, when courses were cancelled.

Once again, the Association has undertaken the purchase and sale of consumables and managed, by changing the method of working, to continue this during lockdown. This has generated a surplus for the Association whilst, at the same time benefitting the members with lower costs.

On the expenditure items these are reasonably self-explanatory.

As explained above the ongoing improvements which had been planned for the site were placed on hold when the care and maintenance policy was implemented to comply with the Regulations and only recommenced as the restrictions were lifted. The apiary equipment cost represents the defibrillator referred to above, of which £1,000 was received in specific donations.

Risk Management

The Association has a number of risk policies in place which are reviewed on a regular basis and the Trustees consider at that time any additional systems and procedures to mitigate any further risks identified.

Statement of Trustees responsibility

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law. The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 enable the Trustees to prepare financial statements for each financial period in the form of an Income and Expenditure Account, together with specific additional information concerning assets and liabilities at the financial period end.

The Trustees are responsible for keeping accounting records and to ensure that the financial statements comply with the Charities Act 2011. The Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report, on pages 2 to 5, has been approved by the Trustees' and signed on their behalf by:

G Williams

30 November 2021

SHROPSHIRE BEEKEEPERS ASSOCIATION

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2021

	Unrestricted funds £	Restricted funds £	Total funds £	Year ended 30/09/2020 £
RECEIPTS				
Subscriptions	10,160	-	10,160	10,174
Gift Aid	2,012	-	2,012	1,869
Donations	2,134	-	2,134	1,363
Grant		7,168	7,168	-
Course fees	3,184	-	3,184	1,221
Interest	116	-	116	17
Consumables sales	17,218	-	17,218	16,389
	<u>34,824</u>	<u>7,168</u>	<u>41,992</u>	<u>31,033</u>
GROSS INCOME	<u>34,824</u>	<u>7,168</u>	<u>41,992</u>	<u>31,033</u>
PAYMENTS				
BBKA Capitation and bee disease insurance	7,001	-	7,001	6,505
Apiary costs	1,900	-	1,900	1,053
Room hire	100	-	100	473
Consumables purchases	14,408	-	14,408	15,296
Course costs	409	-	409	523
Trade shows	-	-	-	36
Honorariums	700	-	700	700
Magazine subscriptions	-	-	-	933
General administrative costs	343	-	343	706
Insurance	1,342	-	1,342	1,130
	<u>26,203</u>	<u>-</u>	<u>26,203</u>	<u>27,355</u>
Assets purchases				
Apiary equipment	1,449	-	1,449	-
Apiary buildings	2,657	-	2,657	1,152
	<u>4,106</u>	<u>-</u>	<u>4,106</u>	<u>1,152</u>
TOTAL PAYMENTS	<u>30,309</u>	<u>0</u>	<u>30,309</u>	<u>28,507</u>
NET RECEIPTS/(PAYMENTS)	4,515	7,168	11,683	2,526
Cash funds held at beginning of the period	22,139	-	22,139	19,613
CASH FUNDS HELD AT PERIOD END	<u>26,654</u>	<u>7,168</u>	<u>33,822</u>	<u>22,139</u>

SHROPSHIRE BEEKEEPERS ASSOCIATION

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 30 SEPTEMBER 2021**

	Unrestricted fund £	Restricted fund £
Cash funds - Bank accounts	26,654	7,168

Other assets - UNRESTRICTED FUND	Value
Apiary buildings	52,085
Apiary equipment	13,442
Computer and microscope equipment	3,089
Show equipment	3,500
Trophies	30,590
Library	2,116
Stock of consumables	5,953

The receipts and payments account and related notes were approved by the Trustees on
30 November 2021

RH Hudson
Trustee

SHROPSHIRE BEEKEEPERS ASSOCIATION

NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2021

Note

- 1 The restricted fund represents a grant received in respect of a specific capital item which was yet to be completed. Once completed the asset concerned will become unrestricted.
- 2 The assets listed under other assets - unrestricted fund are valued at original cost where purchased by the current charitable organisation. Where the asset was transferred from the predecessor charity on re-registration the value figures given are those adopted for insurance purposes.
- 3 There were, at the Accounts date, no loans where someone else has agreed to pay if the Charitable Incorporated Organisation can not, or are any secured against assets of the Charitable Incorporated Organisation.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SHROPSHIRE BEEKEEPERS ASSOCIATION

I report on the accounts of the Association for the year ended 30 September 2020 which are set out on pages 6 to 8.

Respective responsibilities of Trustees and Examiner

The charity trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the period under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the general Directions given by the commission under section 145 (2) of the 2011 Act
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out below.

Independent Examiner's Statement

In connection with my examination no matter has come to my attention

1. Which gives me reasonable cause to believe that in any material respect the requirements:

- To keep accounting records in accordance with section 130 of the 2011 Act and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Name MT Jacques

Address Weston Close, Bishopswood, ST19 9AW

Date 30 November 2021