

## Chairman Statement

The last year has been one unparalleled by any other. The community centre was forced to close as part of lock down I think on 3 occasions. However, all our regular bookings stayed with us as we coped with change. To help with bookings we employed Lorna who has kept hall users with us and indeed added new bookings over recent months. Alan has been taken on as caretaker to start the process of maintaining and tidying up the hall as well as opening up to existing and new hirers.

The Trustees have worked very hard to keep things going under exceptional circumstances. I offer our deepest gratitude to all of them. We are sad to see Lorna, Tracy and Mike leaving us. To them we are very sad to see you leave and wish you well in everything you do moving forward with your families and other activities.

We look forward to 2022 as we rebuild and strengthen the team and also the users of the community centre.

**Wootton Community Centre (Registered Charity 1184542)**  
**Accounts For the Year Ending 31 December 2020**

**Profit & Loss Account**

***Income***

Hire Fees	13,008.75
Camps	760.00
Grants	12,001.00
Open day	-
	<u>25,769.75</u>
Less deposits returned	<u>3,715.00</u>
Net Income	<u>22,054.75</u>

***Expenditure***

Cleaning	2,437.50
Utilities	3,981.77
Open day	-
Commission Fire Supply	461.52
Supplies net of refunds	684.53
Maintenance	4,011.59
Insurance	344.74
Staffing/PAYE	<u>3,395.78</u>
	<u>15,317.43</u>
Surplus	<b><u>6,737.32</u></b>

**Balance Sheet**

***Fixed Assets***

See notes \* 0

***Current Assets***

Debtors	0
Cash at bank	13839.83
Cash in hand	<u>0</u>
	<u>13839.83</u>

***Current Liabilities***

Creditors	0
Net Assets	<u><u>13,839.83</u></u>

***Capital & Reserves***

Surplus Bfwd	7102.51
add Surplus (this year)	<u>6,737.32</u>
Funds At Year End	<u>13,839.83</u>

**Notes to accounts**

\* The Wootton Community Hall and its contents are not owned by the WCH Charity but by the Wootton Parish Council

**Approved by the committee and members at the AGM on:**  
**Date:**

**Signed:**  
**P Quinton (Chairman)**

**Wootton Community Centre  
Income & Expenditure Summary  
2020**

**Income**

	<b>Total</b>		<b>Hire fees</b>	<b>Camps</b>	<b>Open Day</b>	<b>Grant</b>	<b>Supplier Refund</b>
<b>January</b>	3,171.00	0.00	3,171.00	0.00	0.00	0.00	0.00
<b>February</b>	9,510.23	0.00	2,492.50	0.00	0.00	0.00	0.00
<b>March</b>	2,446.50	0.00	1,686.50	760.00	0.00	0.00	0.00
<b>April</b>	391.00	0.00	391.00	0.00	0.00	0.00	0.00
<b>May</b>	10,232.50	0.00	232.50	0.00	0.00	10,000.00	0.00
<b>June</b>	300.00	0.00	300.00	0.00	0.00	0.00	0.00
<b>July</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Aug</b>	137.99	0.00	133.00	0.00	0.00	0.00	4.99
<b>Sept</b>	982.50	0.00	982.50	0.00	0.00	0.00	0.00
<b>Oct</b>	2,498.50	0.00	1,958.50	0.00	0.00	0.00	540.00
<b>Nov</b>	932.75	0.00	932.75	0.00	0.00	0.00	0.00
<b>Dec</b>	2,729.50	0.00	728.50	0.00	0.00	2,001.00	0.00
	<b>33,332.47</b>	0.00	13,008.75	760.00	0.00	12,001.00	544.99

Income

Bfwd

7,017.73

7,017.73

Hire Fees, less deposits returned

9,293.75

Camps

760.00

Open day	0.00	
Grant	<u>12,001.00</u>	22,054.75

#### Expenditure

Cleaning	2,437.50	
Utilities	3,981.77	
Open day	0.00	
Commissioned Fire	461.52	
Supplies less refunds	684.53	
Maintenance	4,011.59	
Insurance	344.74	
Staffing/PAYE	<u>3,395.78</u>	
		<u>15,317.43</u>

Surplus 2020	6,737.32	
Plus bank balance as at 1/1/20	0	
Plus Surplus 2019	7102.51	
Less Bank Balance as at 31/12/20	13839.83	
Plus cash held	0	
Less cheques not presented	0	
Check balance (must = zero)	0.00	

## Expenditure

**Bfwd  
Bal**

**Total**

**Cleaning Utilities Open Day Refund  
Deposits**

0.00	<b>January</b>	2,385.74	330.00	397.28	0.00	1,395.00
7,017.73	<b>February</b>	740.00	300.00	0.00	0.00	200.00
0.00	<b>March</b>	1,687.23	0.00	0.00	0.00	1,047.50
0.00	<b>April</b>	707.50	262.50	0.00	0.00	445.00
0.00	<b>May</b>	1,033.92	0.00	330.02	0.00	385.00
0.00	<b>June</b>	3,166.98	0.00	0.00	0.00	50.00
0.00	<b>July</b>	935.55	0.00	843.39	0.00	0.00
0.00	<b>Aug</b>	1,459.11	225.00	462.12	0.00	192.50
0.00	<b>Sept</b>	2,223.70	375.00	657.01	0.00	0.00
0.00	<b>Oct</b>	2,058.47	495.00	103.99	0.00	0.00
0.00	<b>Nov</b>	0.00	0.00	0.00	0.00	0.00
0.00	<b>Dec</b>	3,179.22	450.00	1,187.96	0.00	0.00
7,017.73		19,577.42	2,437.50	3,981.77	0.00	3,715.00
	check					

				Staffing	
Commission	Supplies	Maintenance	Insurance	Salary/PAYE	
Fire Items					

122.99	40.47	100.00	0.00	0.00
240.00	0.00	0.00	0.00	0.00
71.37	32.59	191.03	344.74	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	318.90	0.00	0.00
0.00	0.00	3,116.98	0.00	0.00
27.16	0.00	65.00	0.00	0.00
0.00	359.81	219.68	0.00	0.00
0.00	91.69	0.00	0.00	1100.00
0.00	271.20	0.00	0.00	1188.28
0.00	0.00	0.00	0.00	0.00
0.00	433.76	0.00	0.00	1107.50

461.52	1,229.52	4,011.59	344.74	3,395.78	19577.42
					check

## Wootton Community Centre Expenditure 2020

### 01/20

21/01/20 British Gas	monies paid out from WPC bank account
23/01/20 Marie Louise Keysmith	monies paid out from WPC bank account
23/01/20 Daelene Knibbs	monies paid out from WPC bank account
23/01/20 Emma McLaren	monies paid out from WPC bank account
23/01/20 Emma Pounder	monies paid out from WPC bank account
23/01/20 Michele Kelly	monies paid out from WPC bank account
10/01/20 Dal Poon Academy	unpaid chq inv 10056
10/01/20 Dal Poon Academy	unpaid chq inv 10065/66
17/01/20 Amazon	Key safe and log book
20/01/20 Amazon	Dishwasher solutions
21/01/20 Amazon	black bin liners
29/01/20 RC French Plumbing	plumbing gents toilets
30/01/20 Wright Cleaning	cleaning

### 02/20

01/02/20 Amy Francis	monies paid out from WPC bank account
17/02/20 Sag Moore	refund 20002 inv
17/02/20 Shield Safety	Fire risk assess 2019
27/02/20 Wright Cleaning	monthly clean

### 03/20

03/03/20 Paul Quinton	refund inv 20015
12/03/20 Hiscox	insurance
12/03/20 B & H Brierley	refund for toilet rolls
12/03/20 L & J Gomat	refund inv 20004
16/03/20 Amazon	toilet rolls/fire safety equip/weed killer
18/03/20 Mrs Jade Bojczuk	refund inv 20017
18/03/20 O'Neil Plumbing	gents toilets
19/03/20 Mrs P Kaur	refund inv 20001

**04/20**

04/02/2020 Pratik Patel  
04/02/2020 Wright Cleaning  
04/27/2020 Carla Belle

refund 10064/20016  
monthly clean  
refund 20013

**05/20**

18/05/20 Village Events Ltd  
18/05/20 Wootton Parish Council  
22/05/20 Mr M Gayle

Partial refund 20014  
Water Bill  
Decorator - for main hall

**06/20**

06/02/2020 Matte Interiors  
06/02/2020 Mr M Gayle  
06/02/2020 Mr M Gayle  
06/03/2020 Emma Howarth  
06/18/2020 Matte Interiors  
06/18/2020 Mr M Gayle

Decoration - sealant main hall  
Decorator - main hall  
Decoration- materials  
refund 20005  
Decorations - sealant corridor  
Decorator - corridor

**07/20**

07/01/2020 Wootton Parish Council  
07/01/2020 Amazon  
07/23/2020 O'Neil Plumbing

Gas & Electric  
Fire Signage  
Gents Toilets

**08/20**

08/03/2020 Amazon  
08/03/2020 Amazon  
08/17/2020 Samantha Woods  
08/17/2020 Village Events  
08/17/2020 Wright Cleaning  
08/18/2020 O'Neil Plumbing  
08/18/2020 Spectrum Security  
08/18/2020 Wootton Parish Council  
08/19/2020 Paypal \* Ebay

caretaker supplies - weedkiller  
caretaker supplies - outdoor maintenance  
refund for purchase of key safe box  
refund remainder of 20014  
monthly cleans  
plumbing works  
security works  
utilities  
supplies



08/19/2020 Paypal * Mahrimpexu	supplies
08/20/2020 Amazon	supplies
08/24/2020 Paypal *Google	supplies - refunded same day see income

### **09/20**

09/07/2020 Paypal *Google	Hay CD
09/29/2020 Lorna Rae	refund for supplies
09/29/2020 Louise Ward	book keeping/payroll
09/30/2020 Lorna Rae	salary
09/30/2020 Lorna Rae	salary
09/30/2020 Wootton Parish Council	utilities
09/30/2020 Wright Cleaning	monthly cleaning

### **10/20**

12/10/20 HMRC	PAYE
12/10/20 Simon Collier	Salary
12/10/20 Wootton Parish Council	Utilities
12/10/20 Wright Cleaning	Monthly cleaning
13/10/20 HMRC	PAYE
13/10/20 Simon Collier	Salary
30/10/20 Gemini Locksafe	Security items inv 12585
30/10/20 Lorna Rae	Salary
30/10/20 Spectrum Security	Inv 503148 for Alarm system

### **11/20**

### **12/20**

01/12/20 Lorna Rae	Salary
01/12/20 PHS Group	Hygiene supplies inv 67794200/67799309
01/12/20 Wright Cleaning	monthly cleans inv 36
24/12/20 Louise Ward	book keeping & payroll

24/12/20 Wootton Parish Council

24/12/20 Wright Cleaning

31/12/20 Lorna Rae

31/12/20 Louise Ward

Utilities

no inv copy

salary

book keeping & payroll

<b>Total</b>	<b>Cleaning</b>	<b>Utilities</b>	<b>Open Day</b>	<b>Refunds of Deposits</b>	<b>Commission Fire Items</b>	<b>Supplies</b>
£397.28		£397.28				
£100.00				£100.00		
£100.00				£100.00		
£100.00				£100.00		
£100.00				£100.00		
£100.00				£100.00		
£289.50				£289.50		
£605.50				£605.50		
£122.99					£122.99	
£25.48						£25.48
£14.99						£14.99
£100.00						
£330.00	£330.00					
£2,385.74	£330.00	£397.28	£0.00	£1,395.00	£122.99	£40.47
£100.00				£100.00		
£100.00				£100.00		
£240.00					£240.00	
£300.00	£300.00					
£740.00	£300.00	£0.00	£0.00	£200.00	£240.00	£0.00
£300.00				£300.00		
£344.74						
£7.60						£7.60
£85.00				£85.00		
£107.39					£71.37	£24.99
£187.50				£187.50		
£180.00						
£475.00				£475.00		
£1,687.23	£0.00	£0.00	£0.00	£1,047.50	£71.37	£32.59

£270.00				£270.00		
262.50	262.50					
175.00				175.00		
707.50	262.50	0.00	0.00	445.00	0.00	0.00
385.00				385.00		
330.02		330.02				
318.90						
1,033.92	0.00	330.02	0.00	385.00	0.00	0.00
60.00						
1,125.00						
326.98						
50.00				50.00		
85.00						
1,520.00						
3,166.98	0.00	0.00	0.00	50.00	0.00	0.00
843.39		843.39				
27.16					27.16	
65.00						
935.55	0.00	843.39	0.00	0.00	27.16	0.00
20.56						20.56
119.62						119.62
24.99						24.99
192.50				192.50		
225.00	225.00					
74.48						
145.20						
462.12		462.12				
38.97						38.97

98.32						98.32
52.36						52.36
4.99						4.99
1,459.11	225.00	462.12	0.00	192.50	0.00	359.81
3.99						3.99
2.70						2.70
85.00						85.00
560.00						
540.00						
657.01		657.01				
375.00	375.00					
2,223.70	375.00	657.01	0.00	0.00	0.00	91.69
140.00						
222.73						
103.99		103.99				
495.00	495.00					
55.60						
107.45						
126.00						126.00
662.50						
145.20						145.20
2,058.47	495.00	103.99	0.00	0.00	0.00	271.20
0.00	0.00	0.00	0.00	0.00	0.00	0.00
440.00						
383.76						383.76
225.00	225.00					
10.00						10.00

1,187.96		1,187.96					
225.00	225.00						
667.50							
40.00						40.00	
3,179.22	450.00	1,187.96	0.00	0.00	0.00	433.76	

19,577.42

Maintenance Insurance

Staffing  
Salary  
& PAYE

£100.00		
£100.00	£0.00	£0.00

£0.00	£0.00	£0.00
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344.74

£11.03		
£180.00		
£191.03	£344.74	0.00

0.00	0.00	0.00
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318.90		
318.90	0.00	0.00

60.00  
1,125.00  
326.98

85.00		
1,520.00		
3,116.98	0.00	0.00

65.00		
65.00	0.00	0.00

74.48  
145.20



219.68	0.00	0.00
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560.00  
540.00

0.00	0.00	1,100.00
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140.00  
222.73

55.60  
107.45

662.50

0.00	0.00	1,188.28
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0.00	0.00	0.00
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440.00

667.50

0.00	0.00	1,107.50
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## Wootton Community Centre Income 2020

### Income Cashbook

01/02/2020 WPC BANK	Sofia Aden
01/24/2020 WPC BANK	Dal Poon Academy
01/28/2020 WPC BANK	ECP Bedford
01/08/2020	10076 Quinton P
01/10/2020	10056 Dal Poon Academy
01/10/2020 10065/66	Dal Poon Academy
01/13/2020	10056 Dal Poon Academy
01/14/2020	20001 Singh & Kaur
01/22/2020	20002 J Blagg
01/27/2020	20004 Gomat L & J
01/29/2020	20002 Daniel Moore

### 02/20

02/03/2020	20005 Howarth Emma
02/03/2020	20007 Cordener C
02/03/2020	20006 Brennan School Of Dance
02/03/2020	20013 Carla Belle
02/06/2020	20010 P Ives
02/07/2020	20026 J Blagg
02/11/2020	20012 Sofia Aden Service
02/11/2020	20026 J Blagg
02/20/2020	20008 P Quinton
02/20/2020	10077 P Quinton
02/20/2020	20014 Village Events Ltd
02/21/2020	20026 J Blagg
02/28/2020	20026 J Blagg
02/28/2020 see 2019 surplus	Wootton Parish Council
02/28/2020	200015 P Quinton

### 03/20

03/06/2020	20035 J Blagg
03/09/2020	20017 J Bojczuk
03/09/2020	20024 Sofia Aden
03/09/2020	20027 Cordner C
03/09/2020	20025 P Ives
03/11/2020	20021 Brennan School Of Dance
03/13/2020	20035 J Blagg
03/13/2020	20023 N Grey
03/13/2020 2009/20022	Mr David M Roughle
03/17/2020	20001 Singh & Kaur
03/27/2000	20020 Wootton Parish Council

### 04/20

04/14/2020	20031 Grey N Grey Disco
04/14/2020	20033 Cordner C
04/14/2020	20034 Karate
04/14/2020	20029 Brennan School Of Dance

### 05/20

01/05/20	20030 D Roughly Dal Poon
21/05/20	Bedford Borough Council

## **06/20**

06/19/2020 20011/20028/20036 Weight Watchers

## **07/20**

## **08/20**

08/20/2020	20019 P Quinton
08/20/2020	20032 P Quinton
08/26/2020	Google

## **09/20**

09/07/2020	100997 BPHA
09/08/2020	20038 Apex Multisports

## **10/20**

10/01/2020 duplicated pymnt	L J Rae
10/05/2020	20044 Brennan School of Dance
10/08/2020 Sept	D Roughly Dal poon
10/12/2020	20053 Nasir M A
10/16/2020	J Blagg
10/19/2020	Nasir M A
10/26/2020	Nasir M A
10/29/2020	P Fulbrook
10/29/2020	S Sinda
10/30/2020	20039 King Street Surgery
10/30/2020 20040/47	Wootton Parish Council

## **11/20**

11/02/2020	20051 Brennan School Of Dance
11/06/2020	20053 Nasir M A
11/11/2020	Roughly D M
11/12/2020	20061 Cordner C
11/16/2020	20060 Fullbrook P
11/16/2020	J Blagg
11/23/2020	20045 King Street Surgery
11/26/2020	20062 King Street Surgery

## **12/20**

12/01/2020	Bedford Borough Council
12/04/2020	Roughly D M
12/08/2020	20066 Brennan School of Dance
12/08/2020	20065 S Sinda
12/10/2020	20055 P Quinton

12/10/2020	20048 P Quinton
12/10/2020	20041 P Quinton
12/14/2020	20053 Nasir M A
12/16/2020	20070 Fullbrook P
12/17/2020	20072 Cordner C
12/17/2020	20064 King Street Surgery
12/21/2020	20053 Nasir M A
12/21/2020	Roughly D M
12/23/2020	Bedford Borough Council

	<b>Total</b>	<b>Hire fees</b>
Drama Llama	254.50	254.50
Hire of hall	605.50	605.50
Hire of hall	52.50	52.50
TSD Berryfields	114.00	114.00
Hire of hall. bounced cheque see expenditure	289.50	289.50
Hire of hall. bounced cheque see expenditure	605.50	605.50
hire of hall cheque cashed	289.50	289.50
Hire of community hall	125.00	125.00
Hire of community hall	475.00	475.00
Hire of community hall	160.00	160.00
Hire of community hall	200.00	200.00
	<hr/> 3,171.00	<hr/> 3,171.00
Hire of hall - deposit	50.00	50.00
Hire of hall	114.00	114.00
Hire of hall	304.00	304.00
Hire of hall	175.00	175.00
Hire of hall	76.00	76.00
Hire of hall	95.00	95.00
Hire of hall	182.00	182.00
Hire of hall	95.00	95.00
Hire of hall	133.00	133.00
Hire of hall	76.00	76.00
Hire of hall	577.50	577.50
Hire of hall	95.00	95.00
Hire of hall	95.00	95.00
Profits held from 2019	7,017.73	
Mel Crampton	425.00	425.00
	<hr/> 9,510.23	<hr/> 2,492.50
Hire of Hall	95.00	95.00
Hire of Hall	187.50	187.50
Hire of Hall	210.00	210.00
Hire of Hall	114.00	114.00
Hire of Hall	76.00	76.00
Hire of Hall	228.00	228.00
Hire of Hall	95.00	95.00
disco	19.00	19.00
Hire of Hall	312.00	312.00
Hire of Hall	350.00	350.00
Apex Camp	760.00	
	<hr/> 2,446.50	<hr/> 1,686.50
Hall Hire Disco	49.00	49.00
Hall Hire Zumba	57.00	57.00
Hall Hire Karate	57.00	57.00
Hall Hire Dance	228.00	228.00
	<hr/> 391.00	<hr/> 0.00
		391.00

Hire of Hall	232.50	232.50
Grant Monies	10,000.00	
	<u>10,232.50</u>	<u>232.50</u>
Hire of Hall	300.00	300.00
	<u>300.00</u>	<u>300.00</u>
	<u>0.00</u>	<u>0.00</u>
Hire of hall	76.00	76.00
Hire of hall	57.00	57.00
Supply refunded same day see expenditure	4.99	
	<u>137.99</u>	<u>133.00</u>
Hire of hall	22.50	22.50
Hire of hall	960.00	960.00
	<u>982.50</u>	<u>982.50</u>
refund of duplicated payment	540.00	
hall hire	228.00	228.00
hall hire	142.50	142.50
Piccolos	22.50	22.50
Slimming World	570.00	570.00
Piccolos	22.50	22.50
Piccolos	22.50	22.50
Hire of hall	122.50	122.50
Hire of hall	240.00	240.00
Hire of hall	126.00	126.00
Hire of hall	462.00	462.00
	<u>2,498.50</u>	<u>1,958.50</u>
Hire of hall- Dance	256.00	256.00
Hire of hall - Piccolos	45.00	45.00
Hire of hall - Dal Poon	152.00	152.00
Hire of hall	19.00	19.00
Hire of hall	18.75	18.75
Hire of hall - Slimming World	190.00	190.00
Hire of hall	126.00	126.00
Hire of hall	126.00	126.00
	<u>932.75</u>	<u>932.75</u>
Grant monies	1,334.00	
Hire of hall - Dal Poon	38.00	38.00
Hire of hall - Dance	57.00	57.00
Hire of hall - Serene Baby	90.00	90.00
Hire of Hall	19.00	19.00

Hire of Hall	76.00	76.00
Hire of Hall	57.00	57.00
Hire of hall - Piccolos	45.00	45.00
Hire of hall	90.00	90.00
Hire of hall	57.00	57.00
Hire of hall	63.00	63.00
Hire of hall - Piccolos	22.50	22.50
Hire of hall	114.00	114.00
Grant monies	667.00	
	<hr/>	<hr/>
	2,729.50	728.50

33,332.47



Camps

Open Day

Grant

Supplier  
Refund

Bfwd  
Bal

0.00	0.00	0.00	0.00	0.00
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			7017.73	
0.00	0.00	0.00	0.00	7,017.73

760.00				
760.00	0.00	0.00	0.00	0.00

0.00	0.00	0.00	0.00	0.00
------	------	------	------	------

		10,000.00		
0.00	0.00	10,000.00	0.00	0.00

0.00	0.00	0.00	0.00	0.00
------	------	------	------	------

0.00	0.00	0.00	0.00	0.00
------	------	------	------	------

			4.99	
0.00	0.00	0.00	4.99	0.00

0.00	0.00	0.00	0.00	0.00
------	------	------	------	------

540.00

0.00	0.00	0.00	540.00	0.00
------	------	------	--------	------

0.00	0.00	0.00	0.00	0.00
------	------	------	------	------

1,334.00

667.00				
0.00	0.00	2,001.00	0.00	0.00

## Wootton Community Hall 2019 Surplus Handover

### Income

**01/20**

01/02/2020

01/24/2020

01/28/2020

**01/20**

21/01/20 British Gas

23/01/20 Marie Louise Keysmith

23/01/20 Daelene Knibbs

23/01/20 Emma McLaren

23/01/20 Emma Pounder

23/01/20 Michele Kelly

**02/20**

01/02/20 Amy Francis

<b>TOTAL INCOME</b>	912.50
<b>TOTAL EXPENDITURE</b>	£997.28
<b>NET OWED</b>	<hr/> -£84.78
<b>PLUS SURPLUS 2019</b>	7102.51
<b>TOTAL OWED TO WOOTTON COMMUNITY HALL</b>	<hr/> £7,017.73

	<b>Total</b>	<b>Hire fees</b>
Sofia Aden	Drama Lla 254.50	254.50
Dal Poon Academy	Hire of hall 605.50	605.50
ECP Bedford	Hire of hall 52.50	52.50
	<hr/> 912.50	<hr/> 912.50

	<b>Total</b>	<b>Cleaning</b>
monies paid out from WPC bank account	£397.28	
monies paid out from WPC bank account	£100.00	
monies paid out from WPC bank account	£100.00	
monies paid out from WPC bank account	£100.00	
monies paid out from WPC bank account	£100.00	
monies paid out from WPC bank account	£100.00	
monies paid out from WPC bank account	<hr/> £100.00	
	£997.28	<hr/> £0.00

Camps	Open Day	Grant	Supplier Refund	Bfwd Bal
0.00	0.00	0.00	0.00	0.00

Utilities	Open Day	Refunds of Deposits	Commiss ion Fire Items	Supplies	Maintenai	Insurance	Staffing Salary & PAYE
£397.28		£100.00					
		£100.00					
		£100.00					
		£100.00					
		£100.00					
		£100.00					
£397.28	£0.00	£600.00	£0.00	£0.00	£0.00	£0.00	£0.00

**Wootton Community Centre (Registered Charity 1184542)**  
**Accounts For the Year Ending 31 December 2020**

**Profit & Loss Account**

***Income***

Hire Fees	13,008.75
Camps	760.00
Grants	12,001.00
Open day	-
	<u>25,769.75</u>
Less deposits returned	<u>3,715.00</u>
Net Income	<u>22,054.75</u>

***Expenditure***

Cleaning	2,437.50
Utilities	3,981.77
Open day	-
Commission Fire Supply	461.52
Supplies net of refunds	684.53
Maintenance	4,011.59
Insurance	344.74
Staffing/PAYE	<u>3,395.78</u>
	<u>15,317.43</u>
Surplus	<b><u>6,737.32</u></b>

**Balance Sheet**

***Fixed Assets***

See notes \* 0

***Current Assets***

Debtors	0
Cash at bank	13839.83
Cash in hand	<u>0</u>
	<u>13839.83</u>

***Current Liabilities***

Creditors	0
Net Assets	<u><u>13,839.83</u></u>

***Capital & Reserves***

Surplus Bfwd	7102.51
add Surplus (this year)	<u>6,737.32</u>
Funds At Year End	<u>13,839.83</u>

**Notes to accounts**

\* The Wootton Community Hall and its contents are not owned by the WCH Charity but by the Wootton Parish Council

**Approved by the committee and members at the AGM on:**  
**Date:**

**Signed:**  
**P Quinton (Chairman)**

**Wootton Community Centre  
Income & Expenditure Summary  
2020**

**Income**

	<b>Total</b>		<b>Hire fees</b>	<b>Camps</b>	<b>Open Day</b>	<b>Grant</b>	<b>Supplier Refund</b>
<b>January</b>	3,171.00	0.00	3,171.00	0.00	0.00	0.00	0.00
<b>February</b>	9,510.23	0.00	2,492.50	0.00	0.00	0.00	0.00
<b>March</b>	2,446.50	0.00	1,686.50	760.00	0.00	0.00	0.00
<b>April</b>	391.00	0.00	391.00	0.00	0.00	0.00	0.00
<b>May</b>	10,232.50	0.00	232.50	0.00	0.00	10,000.00	0.00
<b>June</b>	300.00	0.00	300.00	0.00	0.00	0.00	0.00
<b>July</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Aug</b>	137.99	0.00	133.00	0.00	0.00	0.00	4.99
<b>Sept</b>	982.50	0.00	982.50	0.00	0.00	0.00	0.00
<b>Oct</b>	2,498.50	0.00	1,958.50	0.00	0.00	0.00	540.00
<b>Nov</b>	932.75	0.00	932.75	0.00	0.00	0.00	0.00
<b>Dec</b>	2,729.50	0.00	728.50	0.00	0.00	2,001.00	0.00
	<b>33,332.47</b>	0.00	13,008.75	760.00	0.00	12,001.00	544.99

Income

Bfwd

7,017.73

7,017.73

Hire Fees, less deposits returned

9,293.75

Camps

760.00



Open day	0.00	
Grant	<u>12,001.00</u>	22,054.75

#### Expenditure

Cleaning	2,437.50	
Utilities	3,981.77	
Open day	0.00	
Commissioned Fire	461.52	
Supplies less refunds	684.53	
Maintenance	4,011.59	
Insurance	344.74	
Staffing/PAYE	<u>3,395.78</u>	
		<u>15,317.43</u>

Surplus 2020	6,737.32	
Plus bank balance as at 1/1/20	0	
Plus Surplus 2019	7102.51	
Less Bank Balance as at 31/12/20	13839.83	
Plus cash held	0	
Less cheques not presented	0	
Check balance (must = zero)	0.00	

## Expenditure

**Bfwd  
Bal**

**Total**

**Cleaning Utilities Open Day Refund  
Deposits**

0.00	<b>January</b>	2,385.74	330.00	397.28	0.00	1,395.00
7,017.73	<b>February</b>	740.00	300.00	0.00	0.00	200.00
0.00	<b>March</b>	1,687.23	0.00	0.00	0.00	1,047.50
0.00	<b>April</b>	707.50	262.50	0.00	0.00	445.00
0.00	<b>May</b>	1,033.92	0.00	330.02	0.00	385.00
0.00	<b>June</b>	3,166.98	0.00	0.00	0.00	50.00
0.00	<b>July</b>	935.55	0.00	843.39	0.00	0.00
0.00	<b>Aug</b>	1,459.11	225.00	462.12	0.00	192.50
0.00	<b>Sept</b>	2,223.70	375.00	657.01	0.00	0.00
0.00	<b>Oct</b>	2,058.47	495.00	103.99	0.00	0.00
0.00	<b>Nov</b>	0.00	0.00	0.00	0.00	0.00
0.00	<b>Dec</b>	3,179.22	450.00	1,187.96	0.00	0.00
7,017.73		19,577.42	2,437.50	3,981.77	0.00	3,715.00
	check					

				Staffing	
Commission	Supplies	Maintenance	Insurance	Salary/PAYE	
Fire Items					

122.99	40.47	100.00	0.00	0.00
240.00	0.00	0.00	0.00	0.00
71.37	32.59	191.03	344.74	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	318.90	0.00	0.00
0.00	0.00	3,116.98	0.00	0.00
27.16	0.00	65.00	0.00	0.00
0.00	359.81	219.68	0.00	0.00
0.00	91.69	0.00	0.00	1100.00
0.00	271.20	0.00	0.00	1188.28
0.00	0.00	0.00	0.00	0.00
0.00	433.76	0.00	0.00	1107.50

461.52	1,229.52	4,011.59	344.74	3,395.78	19577.42
					check

## Wootton Community Centre Expenditure 2020

### 01/20

21/01/20 British Gas	monies paid out from WPC bank account
23/01/20 Marie Louise Keysmith	monies paid out from WPC bank account
23/01/20 Daelene Knibbs	monies paid out from WPC bank account
23/01/20 Emma McLaren	monies paid out from WPC bank account
23/01/20 Emma Pounder	monies paid out from WPC bank account
23/01/20 Michele Kelly	monies paid out from WPC bank account
10/01/20 Dal Poon Academy	unpaid chq inv 10056
10/01/20 Dal Poon Academy	unpaid chq inv 10065/66
17/01/20 Amazon	Key safe and log book
20/01/20 Amazon	Dishwasher solutions
21/01/20 Amazon	black bin liners
29/01/20 RC French Plumbing	plumbing gents toilets
30/01/20 Wright Cleaning	cleaning

### 02/20

01/02/20 Amy Francis	monies paid out from WPC bank account
17/02/20 Sag Moore	refund 20002 inv
17/02/20 Shield Safety	Fire risk assess 2019
27/02/20 Wright Cleaning	monthly clean

### 03/20

03/03/20 Paul Quinton	refund inv 20015
12/03/20 Hiscox	insurance
12/03/20 B & H Brierley	refund for toilet rolls
12/03/20 L & J Gomat	refund inv 20004
16/03/20 Amazon	toilet rolls/fire safety equip/weed killer
18/03/20 Mrs Jade Bojczuk	refund inv 20017
18/03/20 O'Neil Plumbing	gents toilets
19/03/20 Mrs P Kaur	refund inv 20001

**04/20**

04/02/2020 Pratik Patel  
04/02/2020 Wright Cleaning  
04/27/2020 Carla Belle

refund 10064/20016  
monthly clean  
refund 20013

**05/20**

18/05/20 Village Events Ltd  
18/05/20 Wootton Parish Council  
22/05/20 Mr M Gayle

Partial refund 20014  
Water Bill  
Decorator - for main hall

**06/20**

06/02/2020 Matte Interiors  
06/02/2020 Mr M Gayle  
06/02/2020 Mr M Gayle  
06/03/2020 Emma Howarth  
06/18/2020 Matte Interiors  
06/18/2020 Mr M Gayle

Decoration - sealant main hall  
Decorator - main hall  
Decoration- materials  
refund 20005  
Decorations - sealant corridor  
Decorator - corridor

**07/20**

07/01/2020 Wootton Parish Council  
07/01/2020 Amazon  
07/23/2020 O'Neil Plumbing

Gas & Electric  
Fire Signage  
Gents Toilets

**08/20**

08/03/2020 Amazon  
08/03/2020 Amazon  
08/17/2020 Samantha Woods  
08/17/2020 Village Events  
08/17/2020 Wright Cleaning  
08/18/2020 O'Neil Plumbing  
08/18/2020 Spectrum Security  
08/18/2020 Wootton Parish Council  
08/19/2020 Paypal \* Ebay

caretaker supplies - weedkiller  
caretaker supplies - outdoor maintenance  
refund for purchase of key safe box  
refund remainder of 20014  
monthly cleans  
plumbing works  
security works  
utilities  
supplies

08/19/2020 Paypal * Mahrimpexu	supplies
08/20/2020 Amazon	supplies
08/24/2020 Paypal *Google	supplies - refunded same day see income

### **09/20**

09/07/2020 Paypal *Google	Hay CD
09/29/2020 Lorna Rae	refund for supplies
09/29/2020 Louise Ward	book keeping/payroll
09/30/2020 Lorna Rae	salary
09/30/2020 Lorna Rae	salary
09/30/2020 Wootton Parish Council	utilities
09/30/2020 Wright Cleaning	monthly cleaning

### **10/20**

12/10/20 HMRC	PAYE
12/10/20 Simon Collier	Salary
12/10/20 Wootton Parish Council	Utilities
12/10/20 Wright Cleaning	Monthly cleaning
13/10/20 HMRC	PAYE
13/10/20 Simon Collier	Salary
30/10/20 Gemini Locksafe	Security items inv 12585
30/10/20 Lorna Rae	Salary
30/10/20 Spectrum Security	Inv 503148 for Alarm system

### **11/20**

### **12/20**

01/12/20 Lorna Rae	Salary
01/12/20 PHS Group	Hygiene supplies inv 67794200/67799309
01/12/20 Wright Cleaning	monthly cleans inv 36
24/12/20 Louise Ward	book keeping & payroll

24/12/20 Wootton Parish Council

24/12/20 Wright Cleaning

31/12/20 Lorna Rae

31/12/20 Louise Ward

Utilities

no inv copy

salary

book keeping & payroll

<b>Total</b>	<b>Cleaning</b>	<b>Utilities</b>	<b>Open Day</b>	<b>Refunds of Deposits</b>	<b>Commission Fire Items</b>	<b>Supplies</b>
£397.28		£397.28				
£100.00				£100.00		
£100.00				£100.00		
£100.00				£100.00		
£100.00				£100.00		
£100.00				£100.00		
£289.50				£289.50		
£605.50				£605.50		
£122.99					£122.99	
£25.48						£25.48
£14.99						£14.99
£100.00						
£330.00	£330.00					
£2,385.74	£330.00	£397.28	£0.00	£1,395.00	£122.99	£40.47
£100.00				£100.00		
£100.00				£100.00		
£240.00					£240.00	
£300.00	£300.00					
£740.00	£300.00	£0.00	£0.00	£200.00	£240.00	£0.00
£300.00				£300.00		
£344.74						
£7.60						£7.60
£85.00				£85.00		
£107.39					£71.37	£24.99
£187.50				£187.50		
£180.00						
£475.00				£475.00		
£1,687.23	£0.00	£0.00	£0.00	£1,047.50	£71.37	£32.59



£270.00				£270.00		
262.50	262.50					
175.00				175.00		
707.50	262.50	0.00	0.00	445.00	0.00	0.00
385.00				385.00		
330.02		330.02				
318.90						
1,033.92	0.00	330.02	0.00	385.00	0.00	0.00
60.00						
1,125.00						
326.98						
50.00				50.00		
85.00						
1,520.00						
3,166.98	0.00	0.00	0.00	50.00	0.00	0.00
843.39		843.39				
27.16					27.16	
65.00						
935.55	0.00	843.39	0.00	0.00	27.16	0.00
20.56						20.56
119.62						119.62
24.99						24.99
192.50				192.50		
225.00	225.00					
74.48						
145.20						
462.12		462.12				
38.97						38.97

98.32						98.32
52.36						52.36
4.99						4.99
1,459.11	225.00	462.12	0.00	192.50	0.00	359.81
3.99						3.99
2.70						2.70
85.00						85.00
560.00						
540.00						
657.01		657.01				
375.00	375.00					
2,223.70	375.00	657.01	0.00	0.00	0.00	91.69
140.00						
222.73						
103.99		103.99				
495.00	495.00					
55.60						
107.45						
126.00						126.00
662.50						
145.20						145.20
2,058.47	495.00	103.99	0.00	0.00	0.00	271.20
0.00	0.00	0.00	0.00	0.00	0.00	0.00
440.00						
383.76						383.76
225.00	225.00					
10.00						10.00

1,187.96		1,187.96					
225.00	225.00						
667.50							
40.00						40.00	
3,179.22	450.00	1,187.96	0.00	0.00	0.00	433.76	

19,577.42

Maintenance Insurance

Staffing  
Salary  
& PAYE

£100.00		
£100.00	£0.00	£0.00

£0.00	£0.00	£0.00
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344.74

£11.03		
£180.00		
£191.03	£344.74	0.00

0.00	0.00	0.00
------	------	------

318.90		
318.90	0.00	0.00

60.00  
1,125.00  
326.98

85.00		
1,520.00		
3,116.98	0.00	0.00

65.00		
65.00	0.00	0.00

74.48  
145.20

219.68	0.00	0.00
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560.00  
540.00

0.00	0.00	1,100.00
------	------	----------

140.00  
222.73

55.60  
107.45

662.50

0.00	0.00	1,188.28
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0.00	0.00	0.00
------	------	------

440.00

667.50

0.00	0.00	1,107.50
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## Wootton Community Centre Income 2020

### Income Cashbook

01/02/2020 WPC BANK	Sofia Aden
01/24/2020 WPC BANK	Dal Poon Academy
01/28/2020 WPC BANK	ECP Bedford
01/08/2020	10076 Quinton P
01/10/2020	10056 Dal Poon Academy
01/10/2020 10065/66	Dal Poon Academy
01/13/2020	10056 Dal Poon Academy
01/14/2020	20001 Singh & Kaur
01/22/2020	20002 J Blagg
01/27/2020	20004 Gomat L & J
01/29/2020	20002 Daniel Moore

### 02/20

02/03/2020	20005 Howarth Emma
02/03/2020	20007 Cordener C
02/03/2020	20006 Brennan School Of Dance
02/03/2020	20013 Carla Belle
02/06/2020	20010 P Ives
02/07/2020	20026 J Blagg
02/11/2020	20012 Sofia Aden Service
02/11/2020	20026 J Blagg
02/20/2020	20008 P Quinton
02/20/2020	10077 P Quinton
02/20/2020	20014 Village Events Ltd
02/21/2020	20026 J Blagg
02/28/2020	20026 J Blagg
02/28/2020 see 2019 surplus	Wootton Parish Council
02/28/2020	200015 P Quinton

### 03/20

03/06/2020	20035 J Blagg
03/09/2020	20017 J Bojczuk
03/09/2020	20024 Sofia Aden
03/09/2020	20027 Cordner C
03/09/2020	20025 P Ives
03/11/2020	20021 Brennan School Of Dance
03/13/2020	20035 J Blagg
03/13/2020	20023 N Grey
03/13/2020 2009/20022	Mr David M Roughle
03/17/2020	20001 Singh & Kaur
03/27/2000	20020 Wootton Parish Council

### 04/20

04/14/2020	20031 Grey N Grey Disco
04/14/2020	20033 Cordner C
04/14/2020	20034 Karate
04/14/2020	20029 Brennan School Of Dance

### 05/20



01/05/20	20030 D Roughly Dal Poon
21/05/20	Bedford Borough Council

## **06/20**

06/19/2020 20011/20028/20036 Weight Watchers

## **07/20**

## **08/20**

08/20/2020	20019 P Quinton
08/20/2020	20032 P Quinton
08/26/2020	Google

## **09/20**

09/07/2020	100997 BPHA
09/08/2020	20038 Apex Multisports

## **10/20**

10/01/2020 duplicated pymnt	L J Rae
10/05/2020	20044 Brennan School of Dance
10/08/2020 Sept	D Roughly Dal poon
10/12/2020	20053 Nasir M A
10/16/2020	J Blagg
10/19/2020	Nasir M A
10/26/2020	Nasir M A
10/29/2020	P Fulbrook
10/29/2020	S Sinda
10/30/2020	20039 King Street Surgery
10/30/2020 20040/47	Wootton Parish Council

## **11/20**

11/02/2020	20051 Brennan School Of Dance
11/06/2020	20053 Nasir M A
11/11/2020	Roughly D M
11/12/2020	20061 Cordner C
11/16/2020	20060 Fullbrook P
11/16/2020	J Blagg
11/23/2020	20045 King Street Surgery
11/26/2020	20062 King Street Surgery

## **12/20**

12/01/2020	Bedford Borough Council
12/04/2020	Roughly D M
12/08/2020	20066 Brennan School of Dance
12/08/2020	20065 S Sinda
12/10/2020	20055 P Quinton

12/10/2020	20048 P Quinton
12/10/2020	20041 P Quinton
12/14/2020	20053 Nasir M A
12/16/2020	20070 Fullbrook P
12/17/2020	20072 Cordner C
12/17/2020	20064 King Street Surgery
12/21/2020	20053 Nasir M A
12/21/2020	Roughly D M
12/23/2020	Bedford Borough Council

	<b>Total</b>	<b>Hire fees</b>
Drama Llama	254.50	254.50
Hire of hall	605.50	605.50
Hire of hall	52.50	52.50
TSD Berryfields	114.00	114.00
Hire of hall. bounced cheque see expenditure	289.50	289.50
Hire of hall. bounced cheque see expenditure	605.50	605.50
hire of hall cheque cashed	289.50	289.50
Hire of community hall	125.00	125.00
Hire of community hall	475.00	475.00
Hire of community hall	160.00	160.00
Hire of community hall	200.00	200.00
	<u>3,171.00</u>	<u>3,171.00</u>
Hire of hall - deposit	50.00	50.00
Hire of hall	114.00	114.00
Hire of hall	304.00	304.00
Hire of hall	175.00	175.00
Hire of hall	76.00	76.00
Hire of hall	95.00	95.00
Hire of hall	182.00	182.00
Hire of hall	95.00	95.00
Hire of hall	133.00	133.00
Hire of hall	76.00	76.00
Hire of hall	577.50	577.50
Hire of hall	95.00	95.00
Hire of hall	95.00	95.00
Profits held from 2019	7,017.73	
Mel Crampton	425.00	425.00
	<u>9,510.23</u>	<u>2,492.50</u>
Hire of Hall	95.00	95.00
Hire of Hall	187.50	187.50
Hire of Hall	210.00	210.00
Hire of Hall	114.00	114.00
Hire of Hall	76.00	76.00
Hire of Hall	228.00	228.00
Hire of Hall	95.00	95.00
disco	19.00	19.00
Hire of Hall	312.00	312.00
Hire of Hall	350.00	350.00
Apex Camp	760.00	
	<u>2,446.50</u>	<u>1,686.50</u>
Hall Hire Disco	49.00	49.00
Hall Hire Zumba	57.00	57.00
Hall Hire Karate	57.00	57.00
Hall Hire Dance	228.00	228.00
	<u>391.00</u>	<u>0.00</u>
		<u>391.00</u>

Hire of Hall	232.50	232.50
Grant Monies	10,000.00	
	<u>10,232.50</u>	<u>232.50</u>
Hire of Hall	300.00	300.00
	<u>300.00</u>	<u>300.00</u>
	<u>0.00</u>	<u>0.00</u>
Hire of hall	76.00	76.00
Hire of hall	57.00	57.00
Supply refunded same day see expenditure	4.99	
	<u>137.99</u>	<u>133.00</u>
Hire of hall	22.50	22.50
Hire of hall	960.00	960.00
	<u>982.50</u>	<u>982.50</u>
refund of duplicated payment	540.00	
hall hire	228.00	228.00
hall hire	142.50	142.50
Piccolos	22.50	22.50
Slimming World	570.00	570.00
Piccolos	22.50	22.50
Piccolos	22.50	22.50
Hire of hall	122.50	122.50
Hire of hall	240.00	240.00
Hire of hall	126.00	126.00
Hire of hall	462.00	462.00
	<u>2,498.50</u>	<u>1,958.50</u>
Hire of hall- Dance	256.00	256.00
Hire of hall - Piccolos	45.00	45.00
Hire of hall - Dal Poon	152.00	152.00
Hire of hall	19.00	19.00
Hire of hall	18.75	18.75
Hire of hall - Slimming World	190.00	190.00
Hire of hall	126.00	126.00
Hire of hall	126.00	126.00
	<u>932.75</u>	<u>932.75</u>
Grant monies	1,334.00	
Hire of hall - Dal Poon	38.00	38.00
Hire of hall - Dance	57.00	57.00
Hire of hall - Serene Baby	90.00	90.00
Hire of Hall	19.00	19.00

Hire of Hall	76.00	76.00
Hire of Hall	57.00	57.00
Hire of hall - Piccolos	45.00	45.00
Hire of hall	90.00	90.00
Hire of hall	57.00	57.00
Hire of hall	63.00	63.00
Hire of hall - Piccolos	22.50	22.50
Hire of hall	114.00	114.00
Grant monies	667.00	
	<u>2,729.50</u>	<u>728.50</u>

33,332.47

Camps

Open Day

Grant

Supplier  
Refund

Bfwd  
Bal

0.00	0.00	0.00	0.00	0.00
------	------	------	------	------

			7017.73	
0.00	0.00	0.00	0.00	7,017.73

760.00				
760.00	0.00	0.00	0.00	0.00

0.00	0.00	0.00	0.00	0.00
------	------	------	------	------

		10,000.00		
0.00	0.00	10,000.00	0.00	0.00

0.00	0.00	0.00	0.00	0.00
------	------	------	------	------

0.00	0.00	0.00	0.00	0.00
------	------	------	------	------

			4.99	
0.00	0.00	0.00	4.99	0.00

0.00	0.00	0.00	0.00	0.00
------	------	------	------	------

540.00

0.00	0.00	0.00	540.00	0.00
------	------	------	--------	------

0.00	0.00	0.00	0.00	0.00
------	------	------	------	------

1,334.00

667.00				
0.00	0.00	2,001.00	0.00	0.00



## Wootton Community Hall 2019 Surplus Handover

### Income

**01/20**

01/02/2020

01/24/2020

01/28/2020

**01/20**

21/01/20 British Gas

23/01/20 Marie Louise Keysmith

23/01/20 Daelene Knibbs

23/01/20 Emma McLaren

23/01/20 Emma Pounder

23/01/20 Michele Kelly

**02/20**

01/02/20 Amy Francis

<b>TOTAL INCOME</b>	912.50
<b>TOTAL EXPENDITURE</b>	£997.28
<b>NET OWED</b>	<hr/> -£84.78
<b>PLUS SURPLUS 2019</b>	7102.51
<b>TOTAL OWED TO WOOTTON COMMUNITY HALL</b>	<hr/> £7,017.73

	<b>Total</b>	<b>Hire fees</b>
Sofia Aden	Drama Lla 254.50	254.50
Dal Poon Academy	Hire of hall 605.50	605.50
ECP Bedford	Hire of hall 52.50	52.50
	<hr/> 912.50	<hr/> 912.50

	<b>Total</b>	<b>Cleaning</b>
monies paid out from WPC bank account	£397.28	
monies paid out from WPC bank account	£100.00	
monies paid out from WPC bank account	£100.00	
monies paid out from WPC bank account	£100.00	
monies paid out from WPC bank account	£100.00	
monies paid out from WPC bank account	£100.00	
monies paid out from WPC bank account	<hr/> £100.00	
	£997.28	<hr/> £0.00

Camps	Open Day	Grant	Supplier Refund	Bfwd Bal
0.00	0.00	0.00	0.00	0.00

Utilities	Open Day	Refunds of Deposits	Commiss ion Fire Items	Supplies	Maintenai	Insurance	Staffing Salary & PAYE
£397.28		£100.00					
		£100.00					
		£100.00					
		£100.00					
		£100.00					
		£100.00					
£397.28	£0.00	£600.00	£0.00	£0.00	£0.00	£0.00	£0.00