

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	27	02	2020		31	03	2021

## Section A Reference and administration details

**Charity name**

Evesham Men in Sheds

**Other names charity is known by**

EMiS

**Registered charity number (if any)**

1188469

**Charity's principal address**

Cornmill Road, Evesham, Worcestershire

**Postcode** WR11 2LL

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alan Partridge	Chairman		
2	Anthony Huttleston	Vice Chairman		
3	Michael Noon	Treasurer		
4	Judith Noon	Secretary		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Foundation Model
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	By existing Trustee majority election. Re-election/ appointment at AGM.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

to promote social inclusion for local people, assisting them to integrate into society by providing a place and facilities where they can meet others and undertake creative, recreational or physical activities, gain confidence and support each other socially and mentally.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

We have provided a physical space and welcoming atmosphere to all that have sought companionship, camaraderie, and a purpose in life. We have a fully fitted woodworking/ carpentry workshop where members have been encouraged to engage in making various objects together, for themselves, the local community and the Shed. Some members are engaged in maintenance and small mechanical repairs. We have a thriving social area and encourage laughter, banter and friendship. We also have two allotments tended by an enthusiastic group and providing bountiful free vegetables for all.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

We have overcome all the hardships, restrictions and complications thrown up by the Covid19 pandemic and opened safely. We have a growing membership and are helping them to better cope with any feelings of loneliness and isolation.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We are currently solvent and intend to keep a reserve of £2500 to cover our potential outgoings for 12 – 18 months.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

**Section F Other optional information****Section G Declaration**

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

**Signature(s)** *AGPartridge*

*MFNoon*

**Full name(s)** *Alan George Partridge*

*Michael Frederick Noon*

**Position (eg Secretary, Chair, etc)**

*Chairman*

*Treasurer*

**Date**

*27<sup>th</sup> October 2021*

## Payments Account template

payments basis for their members and funders. For those  
ement. To help you do this we have prepared this

Accounts provided by the Charity Commission in England and Wales. Also compliant with the additional disclosure requirements of the

unt (Section A). To finish your **Shed Accounts** you will only need to (Section B). Scottish Men's Sheds (Registered with the OSCR) will also

submission to your Charity Regulator along with the Trustees' Annual

**Note: this template IS NOT suitable for entities registered as Limited Liability or Community Interest Companies.**

If your Men's Shed is a registered charity you can find your charity regulator's Receipts and Payments accounts pack, which includes guidance notes, by following the relevant link below:

Northern Ireland

*It is assumed users have sufficient knowledge and experience of using spreadsheets to use this template. As we have no control over how you use this spreadsheet UKMSA does not accept any responsibility for the Receipts and Payments Accounts produced by this template which you use entirely at your own risk.*

## What is a Receipts and Payments Account ?

A Receipts and Payments Account is a financial statement that summarises the movement of cash in and out during a financial period/year. In this context 'cash' includes bank and building society current and other accounts into which money is banked or used to make payments (PayPal for example).

A Receipts and Payment Account only requires you to account for money transactions (cash and bank) and allows you to ignore non monetary transactions and unpaid items. This is much easier to understand and record than accruals accounting and, so long as the income is below £250,000, perfectly acceptable to all the UK Charity Regulators.

## Keep it simple

Only 2 things can happen to money, it comes in and it goes out. Records should be kept of money in and money out analysed into appropriate reasons why it came in and why it went out. In this template this is recorded on one tab for money in (Receipts) and one tab for money out (Payments).

Separate records should be maintained for separate bank and cash accounts, don't for example mix the cash and bank records up. In this template this is achieved by using separate columns for separate accounts ; For example; (I) Current account, (J) Deposit account and (K) Cash. The bank current account columns for Receipts and Payments (Column I on both the **Receipts** and **Payments** tabs) should mirror the bank statements with an explanation (analysis) for each transaction, nothing else.

During the first year total bank receipts less payments should always correct any errors as you go.

[illegible]

In this template the **Receipts** and **Payments** are recorded in the Receipts and Payments account. Check the balances agree to your bank statements and cash counts.

The analysis of receipts and payments into reason why money came in and went out is used to complete the Receipts and Payments Account.

## How to use this cash book

- 1 After a simple 2 or 3 step **Set Up** this spreadsheet can be used to record **Receipts** and **Payments** for up to 2 bank accounts and 1 cash account which should be more than enough for most Men's Sheds.
- 2 Receipts and payments must be entered for the same period, usually a year, that your accounts will be prepared for. Start a new spreadsheet for each new year, check the UKMSA website for a newer version first.
- 3 Work methodically and enter transactions in strict date order. For each transaction enter the date, who received from/paid to and a brief comment why.

- 4 On both the **Receipts** and **Payments** tabs each entry is analysed into columns (Columns M onwards) to identify why money came in or why it went out. These columns can be renamed on the **Set Up** tab to suit your receipts and payments as required. To populate these columns use column F to identify which column the receipt or payment should be allocated to by entering the relevant column number (Green numbers above column description). If you need to split a receipt or a payment across more than one column do it by splitting the transaction over 2 or more rows.
- WARNING: DO NOT add columns unless you are sure how these link to the final receipts and payment account and know how to add another row and formula in the correct place.**
- 5 If the transaction is the receipt or payment of restricted funds put a Y in column G.
- 6 Finally enter the transaction amount in the correct bank or cash account column - It is very important to do this correctly.
- 7 You must then check your actual bank statement balance and cash count agree to the **Bank and Cash summary** figures calculated from your input.
- 8 If you do not give a reason why any money came in or went out or fail to reconcile the year end bank statement balance suitable warnings will be displayed on the **Shed Accounts** tab and elsewhere. These warnings will disappear when all issue have been fixed.
- 9 On both the **Receipts** and **Payments** tabs you can scroll right to check the "cross check" column. This will either show "looks OK" or "Error" to help you identify any rows where the analysis code may be missing.
- 10 Finally review the **Shed Accounts** to ensure there are no warnings and they appear to make sense. In particular the bank and cash balances on Section B (page 2) should have "OK" under each cash fund.
- 11 If you do have error warning messages the detail and source of these errors are given at the foot of the **Shed Accounts** (rows 158 - 172 after Section C) with some hints on how to correct them.
- 12 **Before you start please take some time to test the functionality of this cash book.**

There are some example entries on both the **receipts** and **payments** tabs. You can change the analysis column by changing the column number in column F. Try it and see what happens. Have a play by deleting an analysis code for a receipt or a payment or both and see what error messages pop up. Change the bank reconciliation figure to see what warning appears on the **Shed Accounts**.

You should also look at the **Bank and Cash Summary** to understand how each balance brought forward plus receipts less payments must equal the balance held at the period/year end. You **MUST** ensure that the bank and cash accounts either agree or are reconciled (differences explained).

#### a Refunds

Refunds can be entered as negative figures so that the refund amount is deducted from the same cost analysis that the original purchase was allocated to.

#### b Transfers between cash and bank accounts

Transfers between cash and/or bank accounts need to be recorded on a single row as + (plus) and - (minus) entries **in columns I, J, K** as appropriate. No analysis is required because the net amount must be zero. You are just transferring cash from one account to another.

All transfers should be recorded on the Receipts tab, enter the + (plus) amount in the account column receiving the transfer and an equal - (minus) amount in the account column making the transfer.

If your Shed is a new CIO preparing accounts for the first time any transfer received from the bank account of a former unincorporated Men's Shed association **IS NOT a transfer between accounts** and should be entered as the receipt of a donation from the unincorporated association. If this is the case see the **Converting to a CIO** tab for explanation.

#### c Restricted Funds

If any receipt or payment relates to restricted funds put a Y in column G. It is important to identify restricted items because unrestricted and restricted funds must be disclosed separately in the accounts. You also need to be able to show restricted funds have been spent appropriately.

#### d Transfers between unrestricted and restricted funds

Restricted funds should never be negative and should be replaced by unrestricted funds if necessary.

Surplus restricted funds can not usually be transferred to unrestricted funds. Specific agreement from the donor of the restricted funds would be required to do that. Unrestricted funds may however be transferred to restricted funds, for example to support a capital purchase part funded by a restricted grant.

Transfers between unrestricted and restricted funds can be shown on the **Shed Accounts** at row 48 "transfers between funds". Any such transfer should be shown as a positive (+) in the fund receiving the transfer and a negative (-) in the fund making the transfer.

The **Shed Accounts** will automatically show a transfer to restricted funds from unrestricted funds if required. You can however overwrite this balancing calculation if you wish to restrict more funds than required.

#### e Endowment Funds

Endowment funds are special funds which must usually be invested to produce income and not actually be spent. It is considered unlikely that any Men's Shed will have endowment funds and accordingly this cashbook DOES NOT provide for them.

#### f Accounting for other assets and liabilities

At the end of the financial year/period a statement of assets and liabilities must also be prepared. For most Men's Sheds we would expect to see some tools and equipment. You can estimate the value, there is no need to prepare a detailed valuation. If there are any unpaid bills or expenses the total amount should be disclosed, you do not need to list every unpaid item.

Please delete the example entries in columns B to K (both Receipts and Payments) before entering your own transactions. Columns L onwards are formulae and should not be deleted.

Save your cash book spreadsheet with a new name, e.g. [Your Men's Sheds Accounts 2020.xlsx](#) to preserve this copy with the example entries.

Use a new spreadsheet for each accounting period/year. Save a final copy at the period/year end, enter closing balances and comparative figures on the Set Up tab of a new spreadsheet for next period/year.

**NOTE:** Men's Sheds registered as either Limited Liability or Community Interest Companies must, under the Companies Act, prepare annual accounts on the accruals basis. The Receipts and Payments Account produced by this template is not compliant with the accruals basis. Accordingly Men's Sheds registered as companies (Ltd or CIC) will have to prepare annual accounts using a different accounts template which include assets and liabilities and a balance sheet.

**Rounding errors:** It is possible that the final accounts, shown to the nearest pound, could contain "rounding errors". This arises if the overall rounding up and rounding down is unbalanced. To fix try adding a few pence as a receipt or payment to rebalance the final accounts.

**PASSWORD PROTECTION:** The formulae and formatting of this template have been protected to prevent accidental deletion. If you need to unprotect any sheet the password is UKMSA.

**Version 3.50 (Beta)**  
Sunday, January 10, 2021

# Shed Accounting - made easy

A Men's Shed Cash Book and Receipts and Payments Account template

## 3 Step Set Up

### Step 1

Required

#### Shed details

**Your Shed Name**

Evesham Men in Sheds

**Your Charity or CIO number**

1188469

**Accounting start date**

27/02/2020

**Accounting end date**

Period or year end

31/03/2021

**Bank and cash accounts**

Optional

Current account

Deposit account

Cash

## Step 2

Optional

## Account Analysis

### Receipts

1	Membership fees	Annual subs and session fees
2	Donations	Usually unrestricted
3	Grants	Often restricted
4	Sales / event income	Trading income
5	Interest	Interest received
6	Other	Small receipts not fitting elsewhere
7	Sale of assets	and/or investments

### Payments

1	Shed premises costs	Rent, light & heat etc.
2	Insurance	
3	Materials & consumables	Nails, screws, glue, wood
4	Small tools (<£75)	under £25 suggested
5	Repairs and renewals	To the Shed and/or equipment
6	Refreshments & cleaning	Tea, coffee and biscuits
7	Admin/Office costs	Printing, postage & stationery
8	Subscriptions	UKMSA Membership
9	Sundry	Small items not fitting elsewhere
10	Transport Expenses	Spare for your own use
11	Hand and power Tools (>£75)	These rows must only be used for fixed asset purchases
12	Workshop machines	

## Step 3

only required  
if applicable -->

## Prior period figures

If this is your second or subsequent period complete the following.

Prior Period Accounting start date

£

### Receipts

Membership fees  
Donations  
Grants  
Sales / event income  
Interest  
Other  
Sale of assets


Total receipts for period ended

26/02/2020

0.00

### Payments

Shed premises costs  
Insurance  
Materials & consumables  
Small tools (<£75)  
Repairs and renewals  
Refreshments & cleaning  
Admin/Office costs  
Subscriptions  
Sundry  
Transport Expenses  
Hand and power Tools (>£75)  
Workshop machines


Total payments for period ended

26/02/2020

0.00

Surplus / (deficit) for prior period

0.00

Current account balance at	26/02/2020	<input type="text"/>
Deposit account balance at	26/02/2020	<input type="text"/>
Cash funds held at	26/02/2020	<input type="text"/>
Total cash funds held at	26/02/2020	<input type="text" value="0.00"/>
Restricted funds held at	26/02/2020	<input type="text"/>
Unrestricted funds held at	26/02/2020	<input type="text" value="0.00"/>
Total bank & cash funds held at	#VALUE!	<input type="text"/>
Looks good		<input type="text" value="0.00"/>



**Receipt to**

1	2	3	4	5	6	7
---	---	---	---	---	---	---

Receipt to




Payment From

**Analysis codes: Reason why money went out -DO NOT ADD other "accounts" such as "petty cash"**

[illegible]




**Evesham Men in Sheds**  
**Assets retained for the Shed's own use**  
**03/31/2021**



	Quantity	Optional Unit cost £	Optional Total cost £	Optional Unit value £	Required Total value £
<b>Buildings</b>					
1 Portacabin	2	1,000.00	2,000.00		2,000.00
2 Storage area + roofing			1,000.00		1,000.00
3			0.00		0.00
4			0.00		0.00
5			0.00		0.00
			<b>3,000.00</b>		<b>3,000.00</b>
<b>Large items of machinery</b>					
1 Bandsaw, dust extraction			1,300.00		1,300.00
2 Scroll saw			220.00		220.00
3			0.00		0.00
4			0.00		0.00
5			0.00		0.00
6			0.00		0.00
7			0.00		0.00
8			0.00		0.00
9			0.00		0.00
10			0.00		0.00
			<b>1,520.00</b>		<b>1,520.00</b>
<b>Power tools</b>					
1			0.00		0.00
2			0.00		0.00
3			0.00		0.00
4			0.00		0.00
5			0.00		0.00
6			0.00		0.00
7			0.00		0.00
8			0.00		0.00
9			0.00		0.00
10			0.00		0.00
			<b>0.00</b>		<b>0.00</b>
<b>Hand tools</b>					
1			0.00		0.00
2			0.00		0.00
3			0.00		0.00
4			0.00		0.00
5			0.00		0.00
6			0.00		0.00
7			0.00		0.00
8			0.00		0.00
9			0.00		0.00
10			0.00		0.00
			<b>0.00</b>		<b>0.00</b>

	Other assets				
1			0.00		0.00
2			0.00		0.00
3			0.00		0.00
4	Fridge, kettle, mugs etc.		100.00		100.00
5			0.00		0.00
6			0.00		0.00
7			0.00		0.00
8			0.00		0.00
9			0.00		0.00
10			0.00		0.00
			100.00		100.00
	Total cost and value		4,620.00		4,620.00



**Evesham Men in Sheds**

**1188469**

## Receipts and payments accounts

**CC16a**

For the period  
from

Period start date

**02/27/2020**

To

Period end date

**03/31/2021**

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>Receipts</b>				
Membership fees	10	0	10	0
Donations	100	0	100	0
Grants	15,560	0	15,560	0
Sales / event income	0	0	0	0
Interest	0	0	0	0
Other	0	0	0	0
<b>Sub total</b> (Gross income for AR)	<b>15,670</b>	<b>0</b>	<b>15,670</b>	<b>0</b>
<b>Asset and investment sales</b>				
Sale of assets	0	0	0	0
Sale of investments	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total receipts</b>	<b>15,670</b>	<b>0</b>	<b>15,670</b>	<b>0</b>
<b>Payments</b>				
Shed premises costs	4,791	0	4,791	0
Insurance	356	0	356	0
Materials & consumables	0	0	0	0
Small tools (<£75)	0	0	0	0
Repairs and renewals	0	0	0	0
Refreshments & cleaning	0	0	0	0
Admin/Office costs	500	0	500	0
Subscriptions	0	0	0	0
Sundry	520	0	520	0
Transport Expenses	0	0	0	0
<b>Sub total</b>	<b>6,168</b>	<b>0</b>	<b>6,168</b>	<b>0</b>
<b>Asset and investment purchases</b>				
Hand and power Tools (>£75)	299	0	299	0
Workshop machines	1,222	0	1,222	0
<b>Sub total</b>	<b>1,520</b>	<b>0</b>	<b>1,520</b>	<b>0</b>
<b>Total payments</b>	<b>7,688</b>	<b>0</b>	<b>7,688</b>	<b>0</b>
<b>Net of receipts/(payments)</b>	<b>7,982</b>	<b>0</b>	<b>7,982</b>	<b>0</b>
Transfers between funds	0	0	0	0
<b>Cash funds last year end</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cash funds this year end</b>	<b>7,982</b>	<b>0</b>	<b>7,982</b>	<b>0</b>

## Section B Statement of assets and liabilities at the end of the period

### Categories

#### Cash funds

Current account
Deposit account
Cash
<b>Total cash funds</b>

(agree balances with receipts and payments account(s))

#### Other monetary assets

Stocks/goods for sale
Debtors

#### Investment assets


#### Assets retained for the Shed's own use

Buildings
Large items of machinery
Power tools
Hand tools
Other assets

#### Liabilities

Trade creditors
Accrued expenses

#### Unrestricted funds

to nearest £

7,872
0
110
7,982

OK

#### Restricted funds

to nearest £

0
0
0

OK

#### Total current Period

to the nearest £

7,872
0
110
7,982

OK

#### Last year

to the nearest £

0
0
0
0

OK

Signed by one or two trustees on behalf of all the trustees

Signature


Print Name

Michael Noon

Date of approval

02.11.2021

## Incorporated Association Men's Shed to a Charitable Incorporated Organisation: Considerations

incorporated associations (UIA) because they are quick and easy to establish. As such they are regulated and governed by their constitution.

is not a legal entity in its own right. It is akin to a partnership where the members are all jointly and severally liable for the debts of the association.

members may decide there is a need for a more formal structure and the benefits of charitable status. Whilst the UKMSA does not encourage this, it is a common occurrence where many choose to become Charitable Incorporated Organisations.

Charitable Incorporated Organisation (CIO) is a legal entity which at law has a separate identity from its members - which is why the members are not personally liable for the debts of the CIO.

to explain some of the legal and accounting issues which arise when the members of a Men's Shed decide to incorporate and registering as CIO is giving in the UKMSA guide "Becoming a CIO".

UIA because it is not a legal entity to start with. What actually happens is the UIA ceases, transfers its assets (including the bank account) to a new CIO. **The new CIO will have to open a new bank account in its own name.**

to follow the legal position. One set of accounts are brought to a close and a new set are started. The 2 should not be run concurrently. Each should have its own bank account.

and CIO) will co-exist, but only one should be active.

to make a decision to transfer their activity and assets (and liabilities) including the bank balance to a new CIO then they should open a new bank account and transfer the old account details of the new account (and new CIO status).

to set a date to switch from one to the other and have everything set up in time. There is no urgency and the new CIO should be set up before the old UIA ceases to exist. A new bank account and other matters.

is not essential, for the UIA to clear any bills first and tidy its own affairs up. If the UIA is in the middle of some fundraising campaign, it may prefer to finish that before transferring over to the CIO. If things are simple a transfer of assets and liabilities feels tidier.

to move, choose a completion date and move. All furniture and possessions are transferred in a single day and the UIA ceases to exist.

to have a receipt in the CIO's accounts and should appear as a donation from the UIA in the first Receipts and Payments account. **Assets accounting other assets, such as tools and equipment, transferred are not recorded as a donation but as transferred Assets.**

aring receipts and payments accounts) to worry about who's bill is who's. Up to transfer date use old account  
hereafter just use the new account going forward.

remains open and receives further receipts, perhaps standing orders or grants, you can transfer the new re  
everything paid to the new account as soon as possible and only use the new account for payments out.

**accounts for the members in accordance with its own constitution. These should show the final t  
then show reserves (funds) going to zero.**

and prepare accounts in accordance with the Charities Act. This template has been designed to help you cor