Swaffham Mens Shed - Trustees' Annual Report.

Charity No. 1191833.

Period 04/22 – 03/23.

Our objectives; Community Spaces for men to connect, converse, create, share and learn new skills to help reduce loneliness, isolation and deal with mental health challenges.

Our activities; Our main activity has been and is likely to remain is woodworking but there are other interests like model making, badge making, jewellery enamelling etc that are beginning to take off as well.

Our achievements during this period; Our most important achievement has been being able to support members who need that support and give them some purpose and even stability. Our membership has an age range of 28 to 90, all with varying needs and wants and hopefully we manage to help where it's needed.

Our plans for the future; Now that we have built a new Shed and refurbished and extended the old premises giving us small but functional workshops and an area for alternative activities and relaxing, we are now in a strong position to move forward.

Financial Review for this period; We have not received any Central Government, Government Furlong or Local Authority funding during this period. We have done no work outside of the UK and have not been involved with any Trading subsidiaries. No Trustee payments whatsoever have been made and we do not employ any staff. We have no debts, no reserves other than the balances in the bank accounts, no other funds are held by anyone and there are no concerns about this Charity's future.

Our Membership; We have a varied membership, some of whom suffer with autism, dementia, partial sight, cancer and mental health issues. All are able to mix and join in with our activities without the need for carers.

Our involvement with local community; We have a presence within the local community and are often asked if we can assist in mending or making items for use within the community.

We declare that there were no serious incidents during this period.

Signed.

James Allen

James Allen

Chairman

Swaffham Men's Shed Internal Audit Report.

For the year ended 31st March 2023

Our internal audit has been carried out and we comment on the internal control objectives as below:

All transactions are entered according to the bank income & expenditure and purchase invoices received.

Our internal audit is made on a cashbook basis, and all figures agree when the audit is carried out on an income & expenditure basis. All entries were correct. The presentation of the records was excellent, all invoices/receipts were filed in order.

Financial regulations, payments &VAT We carried out an inspection of a random sample of payments, we confirm that all payments were supported by an invoice and approval had been obtained for all.

Petty Cash payments, A Petty cash reconciliation is in process and is signed off regularly.

Salaries &Wages, Salary and Wage payments were not covered as Swaffham Men's Shed do not have any employees.

Bank account reconciliation, A year end bank reconciliation has been provided and agreed. Regular monthly bank reconciliations have been performed. The monthly bank reconciliations were presented to the Chairman and agreed and signed.

Internal Audit carried out for Swaffham Men's Shed

1st April 2022 – 31st March 2023

For the year ended 31st March 2023

Beginning Balance	£8231.25
Total Expenditure	£11953.45
Total Income	£14200.36
Balance as at 31st March 2022	£10478.16

Bank Reconciliation Account Balances

Natwest Current Account	£1307.05
Natwest Savings Account	£8382.45
Petty Cash	£788.66

Balance	£10478.16

SMS ACCOUNTS for period 1st April 2022 to 31st March 2023.

A review of the Swaffham Men's Shed Accounts, and supporting documents provided has been carried out.

Accounting Books

All transactions are entered on an income & expenditure basis, with purchase invoices filed in calendar order. No analysis of the income and expenditure was provided with the records seen, only basic information relating to the dates and description of the income and expenditure, and brief comments.

Financial regulations, payments and VAT

An inspection of a sample of high value payments (exceeding £100) was performed. Although these payments were supported by a receipt, no evidence was seen to demonstrate prior or post approval had been obtained, supporting the payments made. A lack of accountability occurring. The authorisation process being circumvented by the frequent use of cash to make payments.

Petty Cash payments

There were no records provided to indicate the cash amounts being retained were recorded, and amounts held (by unknown persons) reconciled on a periodic basis. No petty cash records being made available to support the amount shown in the end of year accounts. The amount shown is only assumed to exist.

Salaries and Wages

Salary and Wage payments are not applicable, as Swaffham Mens Shed do not have any employees.

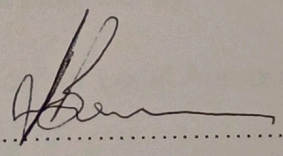
Bank Account reconciliations

No evidence seen to demonstrate monthly bank account reconciliations had been performed. The year end bank reconciliation was not prepared by the treasurer, nor accounts reviewed and reconciled, before approval sought from the trustees.

The Annual Return had not been completed and signed before the required 30th June 2023 date.

Carried out by: Tony Bowser

Former Local Authority Internal Auditor, and member of the SMS.



Signed.....

Dated.....1st September 2024.....

Swaffham Men's Shed Accounts

For the Period 1st April 2022 to 31st March 2023

Cash Book

Balance B/fwd	£8,241.24
Add Income	£14,200.36
Less Expenditure	£11,953.47
Balance as at 31st March 2023	£10,488.13

Bank Reconciliation

Account Balances

Nat West Current Account	£1,416.25
Nat West Current Account	£8,382.45
Petty Cash (assumed)	£689.43
	£10,488.13

I confirm that the year end bank reconciliation has been prepared based upon the bank statement information seen,
and (assumed) petty cash amount held, as at 31st March 2023.

Signed.....

Dated.....1st September 2024.....

Carried out by: Tony Bowser

Former Local Authority Internal Auditor, and member of the SMS.