Swaffham Mens Shed - Trustees' Annual Report.

Charity No. 1191833.

Period 01/04/23 – 31/03/24.

Our objectives: To provide a safe community space for men to connect, converse, create, share and learn new skills. The aim being to help reduce loneliness, isolation and deal with mental health challenges.

Our activities: Our main activity has been woodworking based, but there are other interests available to shed members, such as model trains, badge making, etc.

Our achievements during this period: Our most important achievement has been able to help our members who need 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 an extension to our shed, it gives members access to a small but functional workshop as well as a separate area for alternative activities and relaxing. We are in a strong position to move forward.

Financial Review for this period: We have not received any Central Government or Local Authority funding during this period. We have not carried out work outside of the UK and have not been involved with any trading subsidiaries. No Trustee payments have been made, and we do not employ any staff. We have no debts but continue to be grateful to our landlord "Swaffham Rugby Club" where our premises are located. We hold no reserves, other than the balances held in the bank accounts. No other funds are held by anyone, and there are no concerns about the 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 can 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.

Kalvin Mcleod

Swaffham Men's Shed Chairman

Swaffham Men's Shed Accounts

For the Period 1st April 2023 to 31st March 2024

Cash Book

Opening Balance B/fwd.	£10,488.13
Add Income during the period	£2,865.29
Add "other" income (not shown in the records)	£141.44
	£13,494.86
Less Expenditure during the period	- £4,310.41
Balance as at 31st March 2024 C/fwd.	£9,184.45

Bank Reconciliation

Account Balances:	
Nat West Current Account	£702.00
Nat West Current Account	£8,482.45
Petty Cash (assumed)	Nil
	£9,184.45

I confirm that the year-end bank reconciliation has been prepared based upon the cash book records and bank statement information seen.

The "other" income is (assumed) to be Petty Cash income, in excess of £141.44, that had been received but not recorded.

The Petty Cash amount held, as at 31st March 2024 was not known.

Signed..... A.Bowser

Dated ……13th January 2025.

Carried out by: Tony Bowser, Former Local Authority Internal Auditor, and member of the SMS.

Swaffham Men's Shed Internal Audit Report.

SMS ACCOUNTS for period 1st April 2023 to 31st March 2024.

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 for the year.

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 incomplete petty cash records maintained to ensure all cash received and spent were accurately recorded. Periodic reconciliations did not occur to ensure the amounts held (by unknown persons) agreed to the records held. The end of year petty cash amount shown in the accounts is not known, simply assumed to be Nil.

Salaries and Wages: Salary and Wage payments are not applicable, as Swaffham Men's Shed do not have any employees.

Bank Account reconciliations: No evidence was seen to demonstrate monthly bank account reconciliations had been performed during the year. A year end bank reconciliation was not prepared by the treasurer and presented for review. A year end Bank Account Reconciliation has been prepared, based upon the accounting records and bank statements seen. This reconciliation highlighted a difference of £144.44, with more monies being held, than shown in the accounting records. This difference is thought likely to be due to cash being received but not recorded in the accounting records. The Treasurer is no longer a member of Swaffham Men's Shed, to answer queries and correct the accounting records.

Review Carried out by: Tony Bowser.

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

Signed…..…… A.Bowser……

Dated……13th January 2025…...……