

This is the 2023-24 financial workbook for the "Age Concern Northall and District " charity (Charity Number: 293080)

The charity is also known locally as "the Northall and District Day Centre" and "the Wednesday Club"

Context

The main activity of the charity is to provide older members of our community with a place to meet one a week – for at least 46 weeks each year. Most often, the meetings take place in the local village hall. However, throughout the year such meetings may be replaced with coach trips, canal boat trips, and other events.

Members subscribe on a pay-per-visit basis. The venue is warm (especially important during the colder months), and they receive a hot 2-course lunch. Entertainment is provided, ranging from bingo (most weeks) to guest entertainers (mostly singers/musicians). The charity provides a mini-bus service, for those who would not otherwise be able to attend.

The charity employs a Team Leader to organise and run the meetings, and the TL is supported by volunteers who undertake a range of tasks from cooking the meals, to chatting with and supporting the attendees.

The subscriptions alone would not be sufficient to cover the costs of running of the club (e.g. hiring the hall, buying the food, paying for the electricity, running the mini-bus service, etc). Therefore, additional fund raising activities take place.

During the meetings there is a nominal charge for those wishing to play bingo, and there is a bring and buy "Sales Table" where people bring along items they no longer want (mainly books), and others buy them from a nominal fee.

Outside of the meetings, other fund-raising activities take place, such as a "Harvest Auction" (generously held in a local pub), and "Quiz Nights" held in the village hall.

Note: From this year, the charity's finances will be aligned to the UK tax year (i.e. April 6th to April 5th). Therefore a "month" will refer to the 6th of that month to the 5th of the following month (e.g. "April" will refer to the 6th April to the 5th of May)

Structure of this Workbook

The following Worksheets are included in this Workbook

Version Number
V0.n
V1.0

Document C

Description
Versions prior to initial release - i.e. NOT shared by the author
First release to be reviewed externally

20/3/25 I confirm having examined the a
and from the papers seen delete that

ntrol

Author	Date	Reviewed By:	Date
Gary Freeman	Various	N/A	Various
Gary Freeman	3/11/2025	Colin Siddons	3/20/2025

counts
they are in order Colin Siddons

Status
Ongoing
Approved

The "Financial Statement" structure

From the left to right:

Rows are grouped together to reflect the main financial statement items:

- 1: Income
- 2: Expenditure
- 3: Cash in Bank

Consider each in turn

The Charity Commission needs to understand the income and expenditure to identify any risks associated with a changing financial environment.

This charity's Financial Statement reflects those streams of income:

- 1: DONATIONS AND LEGACIES**
- 2: CHARITABLE ACTIVITIES**
- 3: OTHER TRADING ACTIVITY**
- 4: INCOME FROM INVESTMENTS**

The Charity Commission also identifies a 5th stream: "Other income"

As there is no requirement to split a charity's expenditure by activity, it can enable the owner to:

The activities are:

- 1: THE WEDNESDAY CLUB - including:**
 - a) The meetings themselves
 - b) The Bingo session held monthly
 - c) The Sales Table held at the meetings
- 2: QUIZ NIGHTS**
- 3: ST. MARY'S CARNIVAL STALL**
- 4: HARVEST AUCTION**
- 5: MISCELLANEOUS**

Typically these are costs that
(e.g. Training)

This shows the balance at the start of each fiscal year

Note the row: "Current Account (adjusted)". This

Summarises the Age Concern (Northall and District) po

to the right, the data is organised chronologically from the start of a
ial elements of the charity. Namely:

1: Income

ome stream(s) of any given charity. This helps to ensure that a charity is, and re
l position over time - for example if there is an over-reliance on ad-hoc donation
ams, and the elemets within each stream by giving a dedicated row to each elen

OTHER", but this charity does not have an "Other" entry this year

2: Expenditure

iture in a particular way, we have chosen to create streams that a) Reflect our n
ers of each activity to be more informed about that activity's success

g:

es

within most meetings

most meetings

that are incurred outside of the above activities

4: Cash In Bank

month, for each of the charity's 3 bank accounts

reflects "end of year boundary adjustments". See cell comments for details.

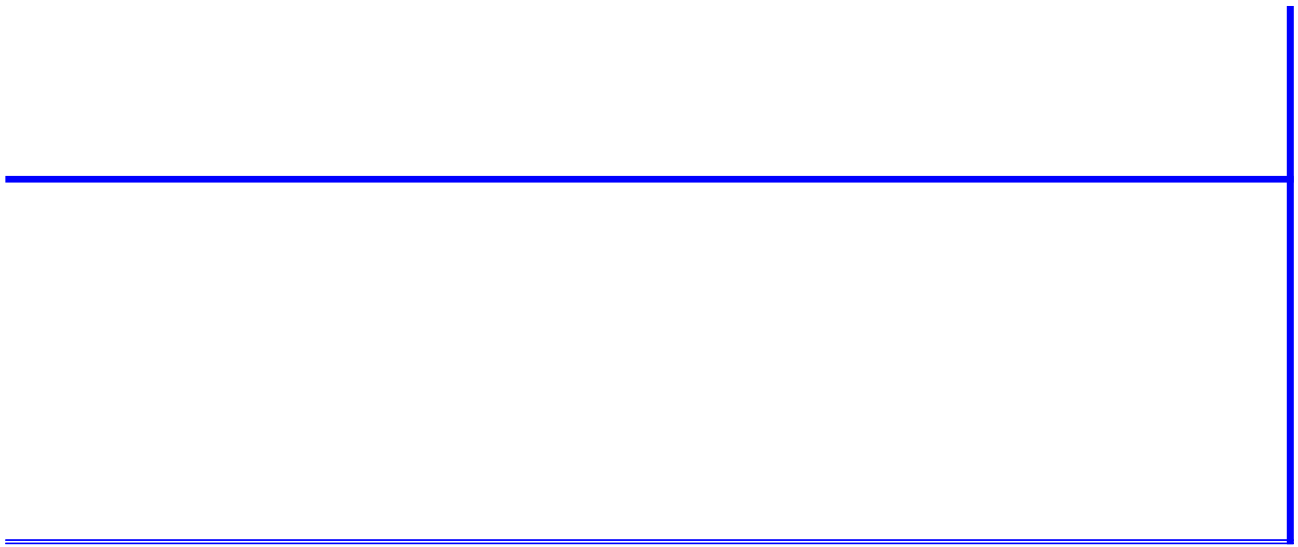
sition for the charity's financial year.

Financial Year to its end

remains, in a stable financial position; and also helps a charity to
s (as these might decline in the event of say, a recession)

ment. The 4 main streams are:

main activities, b) enable us to monitor more easily those activities



AGE CONCERN NORTHALL AND DISTRICT		Charity Number: 293080					Financial Statement 2023-24					Date: 11th March 2025		V1.0
INCOME		APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	TOTAL
DONATIONS AND LEGACIES														
Grants & Donations		£2.04	£20.08	£140.02	£64.96		£300.23	£1,255.00	£333.97	£500.24	£0.10	£1.20	£25.34	£2,643.18
Received														£344.74
Reclaimed Under														£344.74
Subscriptions		£898.00	£1,260.00	£1,470.00	£900.00		£1,380.00	£1,145.00	£1,450.00	£1,340.00	£1,370.00	£1,485.00	£1,835.00	£14,533.00
TOTAL DONATIONS AND LEGACIES:														£17,520.92
CHARITABLE ACTIVITIES														
Grants ... for provision of														
Swan Pools			£90.00											£90.00
Coronation Memorabilia						£2,160.00				£1,440.00				£3,600.00
CBC: VCS COL Support														£1,500.00
Charities Trust		£750.00						£750.00						£500.00
CBC: Warm Space Grant													£500.00	
TOTAL CHARITABLE ACTIVITIES:														£5,690.00
OTHER TRADING ACTIVITY														
Fundraising Activity														
Quiz Nights: Entry Tickets			£1,041.71						£570.00			£640.00		£2,251.71
Harvest Auction: Winning Bids								£3,088.00						£3,088.00
Sponsorship and Social Lotteries														
Quiz Nights: Raffle Tickets									£364.00			£210.00		£574.00
St. Mary's Carnival: Tombola Tickets				£535.00										£535.00
Wednesday Club: Bingo Tickets		£92.00	£44.00	£131.40	£42.00		£90.50	£83.50	£52.00	£49.50	£108.50	£111.00	£113.30	£917.70
Wednesday Club: Raffle Tickets					£128.00									£70.65
Wednesday Club: Sales Table		£37.97	£16.00	£41.41	£38.76		£81.55	£38.80	£137.90	£22.40	£26.30	£34.46	£41.33	£516.88
TOTAL OTHER FUNDRAISING ACTIVITY:														£8,081.94
INCOME FROM														
INVESTMENTS	Bank Interest		£50.99			£66.16			£89.31				£95.14	£301.60
TOTAL INCOME FROM INVESTMENTS:														£301.60
TOTAL MONTHLY INCOME:														£31,594.46
===== Crosscheck =====														£31,594.46

EXPENDITURE		APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	TOTAL
WEDNESDAY CLUB														
Wednesday Club (WC) Meetings														
Insurance: for the club		(£388.60)												(£388.60)
NVT: Northall Village Trust		(£172.00)	(£172.00)	(£172.00)	(£172.00)	(£172.00)	(£172.00)	(£172.00)	(£172.00)	(£172.00)	(£190.00)	(£190.00)	(£190.00)	(£2,118.00)
Hall Hire								(£223.00)					(£997.00)	(£1,220.00)
Minibus: Insurance, MOT, and Tax								(£663.92)					(£233.70)	(£1,168.62)
Minibus: Maintenance				(£271.00)										(£489.25)
Minibus: Fuel		(£115.22)				(£102.01)		(£91.02)		(£84.00)	(£97.00)			(£560.00)
Coach/Canal Boat: for offsite events									(£560.00)					(£560.00)
WC Leader and "on the day" deputy		(£656.66)	(£596.66)	(£716.66)	(£596.66)	(£416.66)	(£656.66)	(£656.66)	(£656.66)	(£656.66)	(£656.66)	(£656.66)	(£716.66)	(£7,639.92)
Setup and Tidy-up		(£80.00)	(£60.00)	(£100.00)	(£60.00)		(£100.00)	(£80.00)	(£60.00)	(£60.00)	(£80.00)	(£80.00)	(£80.00)	(£840.00)
Weekly Spend		(£180.02)	(£511.19)	(£257.46)	(£118.02)		(£257.15)	(£290.31)	(£685.39)	(£492.00)	(£239.96)	(£248.85)	(£320.86)	(£3,601.21)
Food, Papers, etc)														
Sundries		(£2.50)	(£5.44)	(£93.98)			(£10.40)				(£181.08)	(£30.63)		(£324.03)
Fees for Sum-Up											(£10.55)	(£12.05)	(£15.07)	(£37.67)
TOTAL EXPENDITURE ON Wednesday Club (WC) Meetings:														(£18,387.30)

EXPENDITURE		APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	TOTAL
WC Bingo														
Cost of Prizes		(£36.89)	(£59.56)	(£30.62)			(£97.43)	(£32.73)	(£3.70)	(£60.64)	(£42.30)		(£35.84)	(£399.71)
Sundries			(£44.47)						(£80.00)			(£10.00)	(£37.25)	(£171.72)
TOTAL EXPENDITURE ON WC Bingo:														(£571.43)
WC Sales Table														
Sundries			(£495.00)						(£115.00)					(£610.00)

													TOTAL EXPENDITURE ON WC Sales Table:	(£610.00)
QUIZ NIGHTS														
Hall Hire	(£98.00)	£50.00		(£98.00)			£50.00			(£100.50)	£50.00		(£146.50)	
Sundries		(£113.71)					(£100.03)				(£123.00)		(£336.74)	
													TOTAL EXPENDITURE ON QUIZ NIGHTS:	(£483.24)
ST MARY'S CARNIVAL STALL														
Hire of pitch on the green												(£25.00)	(£25.00)	
													TOTAL EXPENDITURE ON ST MARY'S CARNIVAL STALL:	(£25.00)
HARVEST AUCTION														
Food						(£17.15)	(£49.87)						(£67.02)	
													TOTAL EXPENDITURE ON HARVEST AUCTION:	(£67.02)
MISCELLANEOUS														
"Thank You" Gifts							(£55.98)						(£55.98)	
Training								(£108.00)					(£108.00)	
Postage									(£17.35)				(£17.35)	
Fuel									(£52.47)				(£52.47)	
Other					(£94.80)								(£94.80)	
													TOTAL EXPENDITURE ON MISCELLANEOUS:	(£328.60)
														TOTAL EXPENDITURE
TOTAL MONTHLY EXPENDITURE	(£1,729.89)	(£2,008.03)	(£1,641.72)	(£1,044.68)	(£785.47)	(£1,310.79)	(£2,309.54)	(£2,388.73)	(£1,633.30)	(£1,667.87)	(£1,301.19)	(£2,651.38)	===== Crosscheck =====>	(£20,472.59)

Operating Monthly P&L:

£50.12 £514.75 £676.11 £129.04 £1,440.69 £541.49 £4,050.76 £608.45 £1,718.84 (£162.97) £1,180.47 £374.12

Profit / (Loss) In Year
£11,121.87

----- 2023 – 2024 -----

	6th April	6th May	6th June	6th July	6th Aug	6th Sept	6th Oct	6th Nov	6th Dec	6th Jan	6th Feb	6th March	5th Apr
Curent Account (adjusted)	£1,223.80	£2,180.24	£2,621.87	£2,937.90	£2,251.24	£3,804.99	£3,449.31	£7,244.65	£8,383.78	£7,853.12	£9,879.52	£9,963.22	£10,812.51
	(£597.59)											£184.80	
Curent Account (adjusted)	£626.21	£2,180.24	£2,621.87	£2,937.90	£2,251.24	£3,804.99	£3,449.31	£7,244.65	£8,383.78	£7,853.12	£9,879.52	£10,148.02	£10,812.51
Savings Account #1	£11,699.09	£11,299.76	£11,185.95	£11,122.79	£11,122.79	£12,863.80	£12,863.80	£12,413.80	£11,457.31	£12,897.31	£11,829.31	£11,875.09	£12,435.09
Savings Account #2	£13,090.88	£13,090.88	£13,118.17	£13,118.17	£13,118.17	£13,153.32	£13,153.32	£13,153.32	£13,199.12	£13,199.12	£13,199.12	£13,248.48	£13,248.48
TOTAL	£25,416.18	£26,570.88	£26,925.99	£27,178.86	£26,492.20	£29,822.11	£29,466.43	£32,811.77	£33,040.21	£33,949.55	£34,907.95	£35,271.59	£36,496.08

Detailed Position" worksheet contains the base data from which the associated "Fi

From the top to the bottom, the data is organised chronologically from the start of a Financial Year.

Rows (i.e. specific dates) are only included if/when a financial transaction takes place on that date

Columns are grouped together to reflect the main activity streams of the charity. Namely:

- 1: The main "Wednesday Club" (WC itself)
- 2: The "Bingo session" from that WC
- 3: The "Sales table" from that WC

Historically, the above 3 items have been managed separately. The aim being that the "Bingo" and "Sales table" e relatively small amounts of cash (over and above the membership subscriptions) that could then provide member discretion of the Wednesday Club Leader (WCL).

One benefit being that WCL could treat these funds as "petty cash" without having to frequently ask the Treasurer small amounts - however, even then, the process and finances would be audited at least once a year.

However, the success of these ventures has resulted in the "petty cash" sums becoming larger and, sometimes, g cover for sums held

4: Stand-alone Fundraising Activities. The main ones being:

- a) Quiz Nights
- b) St Mary's Church - Annual Carnival
- c) Harvest Auction

5: Miscellaneous - i.e. matters not covered above.

Consider each in turn

1: The "Wednesday Club"

EXPENDITURE Section

NVT: Northall Village Trust Hall Hire	Minibus	Coach/Canal Boat: for offsite events	WC Leader Salary	Deputies	Setup and Tidy-up	Weekly Spend (Food, Papers, etc)	Sundries
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The above 8 categories cover the expenses that are associated with providing "The Wednesday Club" (for which the r

- 1: Hall Hire: including electricity, etc. This is a reduced annual fee spread equally over 12 months - even when no
- 2: The WC were donated a minibus some years ago, and this column is for insurance, MOT, tax, fuel, etc
- 3: Coach / Canal Boat Hire: recorded separately to enable the charity to more easily monitor such expenditure
- 4: The WC Leader is employed by the charity - fixed monthly payment, based upon the NLW (for a nominal 12 hou
- 5: The WCL has a pool of deputies to help manage the day. Whoever does it gets a "thank you"
- 6: Someone has to ensure that the hall is ready for the members, and to tidy up at the end of the day. Whoever do
- 5: Weekly Spend - these are variable, on a per meeting, costs
- 8: Sundries - i.e. non regular costs for breakages, wear and tear replacements, etc


Note that the first 3 categories have a grey background. This is because these costs are managed centrally, either th claims from the charity's volunteer Minibus Manager. You'll see how the charity uses this distinction in the **cash-flow**

INCOME Section

Membership subscriptions + sponsorships		
Cash	Card	Sum-Up Fee

<===== Each year, charities have to submit an "Annual Return
"Income" has to be categorised against the CC's spec of the "Detailed Position" Worksheet, the Income colu category to help facilitate the creation of a) the Finan charity's Annual Return to the CC

Similarly, the above 3 categories are for the incomes received each week.



For most of the year, only cash was accepted. Then a trial began using a "Sum-up" machine that allowed the charity to accept credit card payments. Of course, the fee charged by Sum-up for providing their service is not an "income". However it's positive for the charity because of those payments

CASH-FLOW Section

CASH Position in-week	CASH Position (running total)	Internal WC Transfers	Money passed to Treasurer to be Banked	CASH Position C-F
--------------------------------------	--	----------------------------------	---	----------------------------------

In any given week, costs are incurred (e.g. buying fresh food) before the meeting takes place. In addition, there is always WCL phoning

In addition, the process of accessing bank funds and/or subsequently depositing funds into the bank is time consuming and operates on a monthly, rather than weekly, banking cycle

With this in mind, this section is used to reflect the cash-flow in any given week.

1: CASH Position in-week reflects the amount of cash **income** (i.e. NOT card payments) minus the **expenditure** boxes above

2: CASH Position (running total) is the addition of the **CASH Position in-week** to the previous week's **Cash Position** from the previous week.

3: Internal WC Transfers are those to/from either the WC Bingo and/or WC Sales Table activities

4: Money passed to Treasurer to be Banked typically takes place at the end of a month, but may take place at any time

5: CASH Position C-F reflects the values in the previous four cells, and will be used in the following week's cash flow

And, with a "Belt and Braces" mindset, the WCL is also given a "float" of £200 (called the "WC Float") just to cover any shortfall that is shown

B-F WC Float	EXPENDITURE Section	INCOME Section	CASH FLOW Section	C-F WC Float
-------------------------	--------------------------------	---------------------------	------------------------------	-------------------------

B-F WC Float is the "Brought-Forward" float from the previous week's entry

EXPENDITURE Section is as described above. **INCOME Section** is as described above. **CASH FLOW Section** is as described above.

C-F WC Float is the "Carried-Forward" float into the next week's entry

nb: if the CF entry is less than the nominal float value (i.e. £200) then it might be that the WCL exp and will rebalance the float in that way (e.g. by banking less cash than is available, and using the :

2: The "Bingo Club Session"

EXPENDITURE Section

Cost of Prizes	Sundries (see cell comment for details)
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The Bingo sessions are valued by the members as a form of entertainment. They also help to raise funds for additional

Cost of Prizes is self evident. The prizes are not expensive; they're "a bit of fun"

Sundries include things like paying for a coach trip, buying cakes for an outing, tipping coach drivers and restaur

INCOME Section

"Other Trading Activity"	"Donations"
Bingo Card Sales	(see comments for details)

<=====

Each year, charities have to submit an "Annual Return" to the Charit
"Income" has to be categorised against certain criteria. In the Inc
Position" Worksheet, the Income columns are headed with the relev
creation of a) the Financial Statement worksheet, and b) the charity

Bingo Card Sales is self evident

Donations is more nuanced than it might appear. For example, sometimes the charity might lend a person a piec
after an accident and, when they return it, they might make a donation as a "thank you". In other cases some mer
something (e.g. a bingo card) than it's price, and they'll say: "it's only a few pence - keep it". In contrast, another r
enough, and we'll say don't worry (in which case it's a negative donation).

Internal

Internal WC Transfers are those to/from either the WC itself and/or WC Sales Table

WC Transfers

Internal WC Transfers are those to/from either the WC itself and/or WC Sales Table

3: The "Sales Table"

EXPENDITURE Section

Sundries
(see cell
comment for
details)

Sundries include things like paying for a coach trip, etc

INCOME Section

"Selling Donated Goods"	"Social Lotteries"	"Grants for the provision of goods ...to beneficiaries"	"Donations"
Sales Table	Raffle		(see comments for details)

<=====

Each year, charities have to submit an "Commission."
"Income" has to be categorised against sections of the "Detailed Position" Worksheet, the relevant

Sales Table is the selling of items (typically from members) to raised additional funds - and is the main purpose of

Raffle is included in this section as it is neither a core feature of the Wednesday Club itself, nor the "Bingo" section

Grants ... to beneficiaries is a one-off this year. A local pub donated a grant specifically to provide the members Charles III 's coronation

Donations - as above. Going forward we're looking to centralise all donations in our reporting, and not to group them being

undertaken when they were received

**Internal
WC Transfers**

Internal WC Transfers are those to/from either the WC itself and/or WC Bingo activities

4a: "Quiz Nights"

The charity holds several Quiz Nights each year - they are fund raisers targeted at the local community. The majority although they would, of course, be welcomed.

EXPENDITURE Section

Hall Hire (see cell comments for details)	Food
---	-------------

Hall Hire - this includes hiring: the hall, crockery, and cutlery. Note the column also includes some "income" - whi
Food - (e.g. cheese, wine, pasta) is included in the price of the entry ticket

INCOME Section

"Fundraising Events"		"Social Lotteries"
Cash / Cheque	Card	Raffle

<=====

Each year, charities have to submit an "Annual Return
"Income" has to be categorised against certain criteria
"Detailed Position" Worksheet, the Income columns are
to help facilitate the creation of:
a) the Financial Statement worksheet, and b) the charity

Cash / Cheque / Card - price of the entry ticket

Raffle - sometimes a Raffle is held during an evening

4b: "St Mary's Church - Annual Carnival"

This annual event is held each year on the first Saturday of July. Our charity usually has fundraising stall (e.g. Tombola)

EXPENDITURE Section

Pitch on the green

Pitch on the green - this is the fee, payable to St Marys, to allow the charity to have a pitch. Note, sometimes, s
behalf.

They might donate to us, and we pay for the pitch, or they might pay St. Marys directly. Ether way (and for consis
donation to

INCOME Section

"Social Lotteries" Tombola		"Donations"
Cash / Cheque	Card	(see comments for details)

<=====

Each year, charities have to submit an "Annual Return
"Income" has to be categorised against certain criteri
"Detailed Position" Worksheet, the Income columns a
to help facilitate the creation of:
a) the Financial Statement worksheet, and b) the cha

Cash / Cheque / Card - total income from Tombola tickets bought

Donations - as above. Going forward we're looking to centralise all donations in our reporting, and not to group th
being undertaken when they were received

4c: "Harvest Auction"

This is the charity's single biggest fundraiser each year. It takes place in the local pub, and items donated by individuals. Neither the pub nor the professional auctioneer charge the charity for their services.

EXPENDITURE Section

Food

Food - some food (e.g. salad) is provided for helpers on the night, but hungry guests buy their own food from the pub.

INCOME Section

"Fundraising Events" Purchases		"Donations"
Cash / Cheque	Card	(see comments for details)

<=====

Each year, charities have to submit an "Annual Return" which has to be categorised against certain criteria. In the "Detailed Position" Worksheet, the Income columns are used to help facilitate the creation of:
a) the Financial Statement worksheet, and b) the charity's Annual Report.

Cash / Cheque / Card - total paid for lots bought

Donations - as above. Going forward we're looking to centralise all donations in our reporting, and not to group them by the event being undertaken when they were received.

5: Miscellaneous

EXPENDITURE Section

Recipient (see cell comments for details)	Amount
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As this section contains a variety of payments, the first cell describe who received the money, and the adjacent cell

INCOME Section

<i>"Tax reclaimed on amounts received under Gift Aid"</i>		<i>"Grants that provide core funding or are of a general nature"</i>		<i>Income from investments [such as...] dividends, interest receivable, and rent ...</i>			<i>"Donations"</i>
Source	Amount	Source	Amount	Current Account	Savings Account (****3849)	Savings Account (****4230)	Source

Each year, charities have to submit an "Annual Return". "Income" has to be categorised against certain criteria. In the "Detailed Position" Worksheet, the Income columns are used to help facilitate the creation of:
a) the Financial Statement worksheet, and b) the charity's

As this section contains a variety of sources of income, the first cell describe who received the money, and the adj was received.

Financial Statement" is cre

ial Year to its end

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for authorisation to spend relatively

reater than the charity's insurance

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members pay their subscriptions),
meetings take place (e.g. August)

r week, of 46 meeting per year)

oes it gets a "thank-you"

ough standing orders or via expense
section below.

n" to the Charity Commission.
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imns are headed with the relevant
icial Statement worksheet, and b) the

ity to accept credit/debit card
on here reflects its association with



ways the possibility that (despite the
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re in the five white (i.e. NOT grey)

tion (C-F) - i.e. "carried forward"

at the end of any week
flow calculation.

y extra rare, but urgent, needs. This

as described above

jects income to exceed expenditure,
surplus to adjust the float).



al activities such as coach trips

ant staff, etc

y Commission.
ome sections of the "Detailed
ant category to help facilitate the
/'s Annual Return to the CC

le of equipment (e.g. a wheelchair)
nbers might give us more for
member might not have quiet

s activities

activities



Annual Return" to the Charity
certain criteria. In the Income
ncome columns are headed with the

for this section
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s with memorabilia related to King
tem according to which activity was

ities

of attendees are not members,

ch is actually a "breakages deposit" b

n" to the Charity Commission.

ia. In the Income sections of the
re headed with the relevant category

arity's Annual Return to the CC

a) on the green

There is held each year a "Verkehrssitzung"

Someone will pay for the pitch on our
agency), this will be recorded a) as a

n" to the Charity Commission.
la. In the Income sections of the
re headed with the relevant category
rity's Annual Return to the CC

Item according to which activity was

als and charities are auctioned off.

pub.

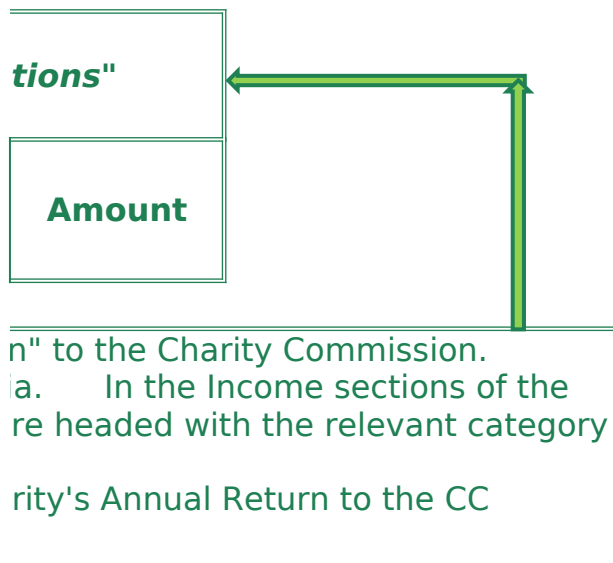
n" to the Charity Commission.

ia. In the Income sections of the
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arity's Annual Return to the CC

tem according to which activity was

all details how much they received.



acent cell details how much

