

# **MARSTON MORETEYNE PLAYING FIELD COMMITTEE**

Registered Charity No 300049

**c/o 159, LOWER SHELTON ROAD,  
MARSTON MORETEYNE, BEDFORD, MK43 0LP  
Telephone: Bedford (01234) 766271  
Mobile 07786 038906  
E-Mail: [peter.sayer1@btinternet.com](mailto:peter.sayer1@btinternet.com)**

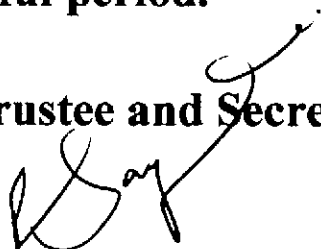
**Trustee's Annual Report  
Period 01.03.2020 – 28.02.2021**

**25<sup>th</sup> November 2021**

**We have completed an extension to our Sports Pavilion to provide better and properly compliant changing rooms for our sports teams and some larger and more secure storage space. This was carried out by an approved contractor at a cost of £134,842 and we obtained grants of £139,950 which allows us to complete the fitting out ourselves. The work was executed in our financial years 01.03.2019 – 29.02.2020 and 01.03.2020 – 28.02.2021.**

**We have been badly hit by the effects of the Covid19 lock down during this financial year with the facilities being out of use for a large part of the financial year and we were greatly helped by Government / Local Authority grants which have helped us through this awful period.**

**Peter Sayer – Trustee and Secretary**



**Marston Moreteyne Playing Fields Committee**  
**Charity Commission № 300049**  
**Receipts and Payments Account**  
**For Year Ended 128th February 2021**

Description				2021
		Income	Expenses	
<b>Fundraising</b>	Fireworks			
<b>Income</b>	Hire	Pavilion Hire	Cash	114.00
		Carpark Rent	Bank	325.00
		Signage	Bank	300.00
		Cricket pitch	Cash	
		Field Rent	Bank	375.00
		Land		
	Other	Donation	Bank	
		Donation	Cash	
	Building Project	Grant	Bank	48,802.82
		Sundries		
<b>Total Income</b>				<b>49,916.82</b>
<b>Expenses</b>	Opening Balance Adjustment			
	Utilities	Water	Bank	713.05
		Electricity	Bank	1,426.01
		Insurance	Bank	1,042.01
		Refuse Collection	Bank	856.40
	Repairs & Maintenance	Maintenance	Bank	4,854.14
		Cleaning	Bank	648.03
	Booking Clerk	Booking Clerk	Cash	
	Accountancy	Accountancy		
	Postage & Stationery		Cash	
	Lottery Renewal		bank	
	Sundries	Sundries	bank	60.85
	Building Project	Building Work	Bank	34,550.00
		Signage	Bank	1,072.13
		Donation	Bank	25.00
<b>Total Expenses</b>				<b>45,247.62</b>
<b>Excess of Income Over Expenditure</b>				<b>4,669.20</b>
<b>Bank Balance as at 28/02/20</b>				<b>14,404.09</b>
<b>Cash &amp; Cheque to Bank as At 28/02/20</b>				<b>93.00</b>
<b>Balance as At 28/02/21</b>				<b>19,166.29</b>
<b>Cheques Not Presented</b>				

# DAVID BUTTERWORTH

10 CHURCHILL ROAD, MARSTON MORTEYNE, BEDFORDSHIRE. MK43 0QB  
TELE: 07811 216231 - EMAIL: DAVID\_BUTTERWORTH@SKY.COM

Peter Sayer

The Old Cheques

Lower Shelton Road

Marston Moreteyne

02 November 2020

Dear Peter

Please find enclosed what I believe is as near accurate assessment of the Marston Moreteyne Playing Fields Committee's accounts for the Year ending 29<sup>th</sup> February 2020.

## Overview

I have had to make a few assumptions as regards allocating receipts and payments to various categories in the accounts if you or your committee would like an explanation as to my allocations I am more than happy to supply the information also if any assumption are incorrect these can easily be reassigned.

Also I have calculated the cash and cheques waiting to be banked at £211.15 this being made up of an outstanding cheque for £9.00 from Patrick O'Regan and a cash balance of £202.15 in cash.

## Conclusion

Having completed my review of the accounts I make the following observations.

1. All receipts and payments should be recorded on the monthly sheets with a description of their purpose e.g. what category they refer to in the accounts i.e. Pavilion hire etc.
2. The cash tin should be balanced at the end of each month recording the value of cheques and cash outstanding.
3. Cash Payments made to i.e. the cleaner should be written and signed for using a proper receipt / payment book, bits of paper should not be used as these can get lost.

Hopefully all this makes sense and going forward the accounts can be more structured in their layout, it is difficult to audit when all the information is not available.

If I can be of assistance in facilitating any of the above recommendations let me know.

Yours sincerely



David Butterworth