

THE CHARLOTTE HARVEY TRUST

England & Wales · Charity number 304104

Details

Other names	CHILDREN'S PLAYGROUND, WATTON YOUTH AND COMMUNITY CENTRE
Status	Registered
Legal form	Other
Registered	1968-04-18
Register	View on the Charity Commission register

Contact

Address Watton Town Council
Wayland Hall
Middle Street
Watton
Thetford
IP25 6AG

Phone 01953881007

Activities

Objects: THE OBJECTS OF THE CHARITY ARE, IN THE FOLLOWING ORDER OF PRIORITY:1) TO ADVANCE IN LIFE AND HELP YOUNG PEOPLE THROUGH(A) THE PROVISION OF RECREATIONAL AND LEISURE TIME ACTIVITIES PROVIDED IN THE INTEREST OF SOCIAL WELFARE, DESIGNED TO IMPROVE THEIR CONDITIONS OF LIFE; AND(B) PROVIDING SUPPORT AND ACTIVITIES WHICH DEVELOP THEIR SKILLS, CAPACITIES AND CAPABILITIES TO ENABLE THEM TO PARTICIPATE IN SOCIETY AS MATURE AND RESPONSIBLE INDIVIDUALS.2) TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABILITY, FINANCIAL HARDSHIP OR SOCIAL CIRCUMSTANCES WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.

Activities: The Youth and Community Centre has various size rooms which are hired to groups of all ages and all organisations.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** PARISH OF WATTON
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£114,638	£114,255	-	-
2024-03-31	£120,182	£111,827	-	-
2023-03-31	£61,948	£47,498	-	-
2022-03-31	£23,393	£21,415	-	-
2021-03-31	£34,201	£10,473	-	-

Trustees

Name	Role	Appointed
Watton Town Council		2008-03-26

THE CHARLOTTE HARVEY TRUST

England & Wales - Charity number 304104

Accounts



Annual Report April 2025

The Charlotte Harvey Trust is the charity that is responsible for Watton Community Centre on Harvey Street. The Centre is now the Home of Watton Food Hub which is part of the Nourishing Norfolk Network. Please see their separate report.

The Centre provides a base for fourteen community groups and activities with over 175 people using the Centre each week. There are 3 part time members of staff who are responsible for running the Centre and Food Hub and also work to improve the facilities and put on community activities.

Groups using the Community Centre during 2024-25:

Watton Junior School	TinyTalk
Yoga	Saracens Martial Arts
Benjamin Foundation Youth Group and Young Carers	HM Prison & Probation Service Dog Training Team
Sewing Group	Watton Family Group
Saracens Kickboxing	3 rd Watton Brownies
Hackers, Tackers & Stuffers	Breckland Boardgamers
All Nations Church	Chair Yoga
Wayland Short Mat Bowls	

As well as one-off use birthday parties and celebrations.

Other activities in 2024-25:

Summer Family Fun Tuesdays

Free family activities held every Tuesday during the summer holiday. Funded with support from Tesco and Watton Town Council. The days were very popular with over 100 children and their 'adults' attended. Funded with support from Tesco and Watton Town Council.

c/o Watton Town Council 01953 881007

admin@wattontowncouncil.gov.uk

www.wattoncommunitycentre.co.uk



Community Day, Aug 2024

A chance to find out more about what is happening in the community with over 20 local groups and societies represented.

Wellbeing Day, March 2025

A chance to meet representatives from government and community groups offering support and advice. Hosted by Wayland Chamber of Commerce

Watton Food Hub

The Community Centre continues to host The Watton Food Hub. This provides a valuable service to the Community and now supports over 300 households in the Watton area.

Projects in 2024-25:

Kitchen

The kitchen has been completely refurbished and now has much improved facilities including an oven. Funded by Breckland Council from the Rural England Prosperity Fund.

Website

The Centre now has it's own dedicated website: www.wattoncommunitycentre.co.uk which include links to booking and information about the Centre. Funded by Love Norfolk via the Norfolk Community Foundation.

Orchard Trees

10 new orchard trees were planted thanks to funding from Breckland Council from the King's Coronation Living Heritage Fund.

Plans for 2025-26:

Centre Access

Grant funding will be sought to improve disabled access and improve the car park.

Family Activity Days

As the days were so successful the team will aim to hold a family activity every Tuesday morning during the school holidays with support from local businesses and community groups, Tesco and Watton Town Council.

Falls Prevention

The team hope to set up a weekly exercise class that help older residents keep active and mobile.

Charlotte A3:K72Harvey Trust Accounts 2024/25	Balance b/f 1 April 24	IN	OUT	Balance
Projects	10320.00	34254.61	44991.16	-416.55
Backpacks	2000	0.00	1978.23	21.77
Community Voices	3130.00	0.00	80.00	3050.00
Warm Spaces 2	2000	0.00	1356.39	643.61
Warm Spaces 3	0.00	1500.00	0.00	1500.00
Hardship	0.00	10625.00	9112.50	1512.50
Kitchen	0.00	16500.00	23574.86	-7074.86
Literacy	2790.00	0.00	2326.13	463.87
Neighbourly	0.00	280.00	144.00	136.00
Orchard	0.00	349.61	351.39	-1.78
Summer Fun	0.00	4000.00	4240.62	-240.62
Table Tennis	400.00	0.00	508.80	-108.80
Website	0.00	1000.00	1318.24	-318.24
CHT Reserve	9215.71	3208.27	2400.00	10023.98
Community Centre costs	0.00	6097.11	24629.62	-18532.51
Administration	0.00	0.00	2307.82	-2307.82
Health & Safety	0.00	0.00	2519.72	-2519.72
Maintenance	0.00	136.68	5865.59	-5728.91
Utilities	0	5960.43	13936.49	-7976.06
Community Centre Income	6473.99	23240.36	258.38	29455.97
Food Hub Projects	1976	25500	512.41	26963.59
Household Support	0	20000.00	28.39	19971.61
Volunteer Support	1976	0.00	484.02	1491.98
Sustainability	0	5500.00	0.00	5500.00
Food Hub Reserve	6151.54	0.00	1004.40	5147.14
Food Hub Donations	997.4	2005.78	0	3003.18
Donations Belvoir	0	1000.00	0.00	1000.00
Donations	997.4	900.78	0.00	1898.18
Donations petty cash	0	105.00		105.00
Staff	10895.33	0.00	6182.58	4712.75
Food Hub Sales & Stock	2430.64	19945.1	31795.51	-9419.77
Food Hub Sales cash	0	14375.10	0.00	14375.10
Food Hub till income	2430.64	5570.00	0.00	8000.64
Food Hub stock	0	0.00	31795.51	-31795.51
Food Hub Running Costs	0	387.03	2480.61	-2093.58
Grand Total	48460.61	114638.26	114254.67	48844.20

The Charlotte Harvey Trust

Accounts Summary 2024 – 25

Charlotte Harvey Trust Summary Account 2024/25				
WATTON COMMUNITY CENTRE				
Centre running costs sub-total	0.00	6097.11	24629.62	-18532.51
Centre income	6473.99	23240.36	258.38	29455.97
Centre Balance	6473.99	29337.47	24888.00	10923.46
Projects sub-total	10320.00	34254.61	44991.16	-416.55
Centre Reserve	9215.71	3208.27	2400.00	10023.98
WATTON FOOD HUB				
Food Hub donations	997.4	2005.78	0	3003.18
Food Hub Reserve	6151.54	0.00	1004.40	5147.14
Food Hub Projects	1976.00	25500.00	512.41	26963.59
Food Hub running costs sub total	0	387.03	2480.61	-2093.58
Food Hub Income / Stock	2430.64	19945.1	31795.51	-9419.77
Food Hub staff	10895.33	0	6182.58	4712.75
Grand total	48460.61	114638.26	114254.67	48844.20
Petty Cash	0.00			105.00
Bank	48460.61			48739.20

103 Dereham Road, Watton, Thetford, Norfolk IP25 6HA

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17th July 2025

Watton Town Council
Wayland Hall
Middle Street
Watton
IP25 6AG

Sue Dent, Community Projects Officer

Dear Sue,

Re: The Charlotte Harvey Trust, Registered Charity 304104

As requested, I have today carried out an examination of the accounts for the above charity for the Financial Year 2023/24. This involved checking the printed bank statements, supplier invoices and client bills against the records obtained from the SCRIBE software system and viewing online reports on the actual SCRIBE system.

Examination

From my examination of the paper records and the information shown on the SCRIBE system I can say there are no discrepancies when comparing bank records with supplier bills received or client invoices issued. The SCRIBE records accurately reflect both transactions and the actual Bank and Petty Cash figures.

Recommendations

In my last examination I raised the issue that the accounts do not provide any costs for those staff employed by the Sole Trustee, Watton Town Council. The accounts do now show the cost of the Food Hub Manager but not the Caretaker or the Community Projects Officer

Presently the true operating cost of the charity is obscured and most importantly Councillors do not have a clear picture of what staff hours are needed to run the Charity.

The Trustee has a duty to ensure that accurate accounts are produced and presently it could be argued that not including the cost of the Caretaker distorts the true position of the Charity. I understand that the Caretaker has no other WTC related duties.

In the case of the Community Projects Officer it may be argued that the position is less clear but, at a minimum, the situation with "free" loan of these Council staff should be mentioned in the Annual Report.

It is clear from the accounts that the Charity is in a sound financial condition and the only additional recommendation I would make is that the Trustee should consider registering with HMRC for Gift Aid. Some monetary donations are now being received and will be eligible for Gift Aid. The registration process is straightforward and there are no costs involved.

Yours sincerely

Phil Kibler

THE CHARLOTTE HARVEY TRUST

England & Wales - Charity number 304104

Accounts



WATTON COMMUNITY CENTRE (CHARLOTTE HARVEY TRUST)
REPORT TO ANNUAL TOWN MEETING 2024

The Charlotte Harvey Trust is the charity responsible for the Community Centre on Harvey Street. Thanks to the work of staff, volunteers, the Management Committee and the Trustee, we are continuing to develop the facilities and extend Community use of the Centre. There are now 3 members of staff based at the Centre. Graham our Caretaker, Jo the Food Hub Manager and Sue the Community Projects Officer. Their work has made a big difference in our developments during 2023-24 as has the support of Watton Town Council. This year we have been fortunate again in receiving grants which have enabled the Centre to offer more support to the Community. Watton Community Centre is now a busy and active hub.

Groups using the Community Centre during 2023-24 include:

Brownies
Parent and Toddler Group
Youth Club and Young Carers Group (Benjamin Foundation)
Yoga
Chair Yoga
Slimming World
Sewing Group
Saracens
Kick Boxing
Short Mat Bowls
Stroke Support Group
NCC Out of School Tuition
Young Carers (Norfolk)
HM Prison & Probation Service Dog Training Scheme
Multiply
Board Game Group
Church Group
Community Voices

Other Activities during the year 2023-24 include:

Uniform Sales
Open Meeting for Consultation on Watton Neighbourhood Plan
Celebration of First Year of Food Hub
Private parties/events
The Mayor's Civic Reception for Volunteers in Watton will be held at the Centre in April

Projects and other work during the year 2023-24

Food Hub - this project continues and is now an integral part of the Centre. (See below).
Community Voices - Community engagement (Funding through Norfolk and Waveney NHS).
Literacy Project (Funding for Library Corner).
Multiply (Adult Numeracy programme)
Warm Spaces (NCF Funding)
Brannan Roof Replacement
Lighting replaced by LED lighting, (Part funded by NCF Greening Your Community grant)
Completion of Toilet Refurbishment programme.
Introduction of new booking and accounts software.

We hope that in the coming year a Scouts group will be able to join us, and there is a possibility that a local school may use our facilities for a PE programme.

Food Hub

Watton Food Hub has now celebrated its first year. The Celebration event was well attended and thanks were given to all our volunteers, sponsors and donors. Although the press did not attend, photos and information were forwarded to local news agencies.

The Hub also featured in a news item on Anglian Television in March, and was mentioned on local radio. Our Hub Manager has represented us at regional events.

There are now 230 families using the Hub, and we are proud to be part of a successful project supporting our local Community.

We are still reminding potential users that referral is not needed to use the Food Hub. We offer heavily discounted food, plus some free food items. Our aim is to “bridge the gap” and help families “make ends meet”. The Hub also aims to help families in offering some advice on finding other support,

During the year the Hub has continued to benefit from funding from Nourishing Norfolk, local donors including traders, and our major local sponsor, Belvoir. Members have also benefitted from the National Household Support Fund as well as food donations from local boxes, and both Lidl and Tesco.

We have received funding that will provide packs of useful basics for Afghan families who recently have been located into Watton.

Some Plans for 24 - 25

Community Group / Information Event

Refurbishment of Kitchen (to Food Safety Standard) to extend activities in the Food Hub and for Centre Users. Currently pursuing funding options.

Website and Signage improvements (We have submitted an application to NCF ‘Love Norfolk’ fund which would pay for the website (£3000) and to install new signage (£2000).

Summer Activities - Fun Tuesdays for Primary aged children. (This project has been accepted for the “Tesco blue tokens”- in store in April)

Develop Literacy Corner. We now have a bookcase and books and intend to order 2x bean bags and 10x banqueting chairs.

The Trustee and Management Committee would like to thank all the funding agencies, donors, sponsors and volunteers who have done so much to make this a successful year. We also thank all those who use the Centre, for their continued involvement in this Community resource.

The Charlotte Harvey Trust

Accounts summary 2023 / 24

Summary of Accounts Charlotte Harvey Trust	Balance b/f 1 April 23	IN	OUT	Balance 31 March 2024
Toilets	7900	42000	52066.7	-2166.7
Butterfly Patch	648.94	0	528.76	120.18
CHT Reserves	16972.97	0	6066	10906.97
Warm spaces	647.19	2000	647.19	2000
Community Voices	0	3430	300	3130
Focus Group	0	490	134.74	355.26
Lighting	0	2100	2100	0
Literacy Corner	0	3000	210	2790
Household Support	0	11650	0	11650
MacDonalds	560	0	628.46	-68.46
Food Hub Sustainability Grant	0	9000	0	9000
Food Hub Volunteer Support	0	10000	24	9976
Project Table Tennis	0	400	0	400
Brannan Room Roof	0	0	0	0
Backpacks		2000	0	2000
Centre Income / Costs	4775.59	18022.07	16323.67	6473.99
Food Hub income				
Staff costs	5089.18	0	11193.85	-6104.67
Food sales / income	2017.76	12483.71	18500.83	-3999.36
Reserve	0	1000	0	1000
Donations		2596.5	0	2596.5
Miscellaneous	94.25	9.39	23.6	80.04
Mileage	100	0	64.4	35.6
Till & cash management	500	0	1173.95	-673.95
Fixtures & fittings	300	0	1441.36	-1141.36
Promotion	400	0	267.02	132.98
Consumables	100		132.41	-32.41
Centre running costs sub-total	4775.59	18022.07	16323.67	6473.99
Projects sub-total	26729.1	86070	62705.85	50093.25
Food Hub sub-total	8601.19	16089.6	32797.42	-8106.63
Sub-Total	40105.88	120181.67	111826.94	48460.61

103 Dereham Road, Watton, Thetford, Norfolk IP25 6HA

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11th June 2024

Watton Town Council
Wayland Hall
Middle Street
Watton
IP25 6AG

Sue Dent, Community Projects Officer

Dear Sue,

Re: The Charlotte Harvey Trust, Registered Charity 304104

As requested, I have today carried out an examination of the accounts for the above charity for the Financial Year 2023/24. This involved checking the printed bank statements against the records obtained from the SCRIBE software system and viewing online reports on the actual SCRIBE system.

Examination

From my examination of the paper records and the information shown on the SCRIBE system I can say that the two printed records attached to this letter as an annex, are an accurate record of the Charity's financial position. There are no discrepancies when comparing bank records with supplier bills received or client invoices issued.

The use of the SCRIBE software is a great improvement over the previous Excel sheets as it provides various easy to understand reports and is easily available to anyone with authority to use it.

Recommendations

Presently the accounts do not provide any costs for manpower, as those staff involved are employed by the Sole Trustee, Watton Town Council. While the Council may not wish to levy an actual charge for the costs of the staff involved it may be sensible to offer some indication of the cost of manpower or number of hours involved.

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This might be by:

1. WTC invoicing hours worked at an hourly rate or,
2. WTC invoicing hours at an hourly peppercorn (Say £0.01) rate
3. In the case of (1) I would assume that WTC would issue a credit so that the costs would be shown but would be supported by the Sole Trustee

Presently the true operating cost of the charity is obscured and most importantly Councillors do not have a clear picture of what staff hours are needed to run the Charity.

Whereas this may not be considered important right now if, at some stage in the future, WTC decided to review staff numbers it will be important to understand what level of manpower is needed to run the Charity and to fulfil their obligations as Sole Trustee.

Yours sincerely

Phil Kibler

The Charlotte Harvey Trust

Accounts summary 2023 / 24

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Focus Group	0	490	134.74	355.26
Lighting	0	2100	2100	0
Literacy Corner	0	3000	210	2790
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THE CHARLOTTE HARVEY TRUST

England & Wales - Charity number 304104

Accounts

Charlotte Harvey Trust Account Summary 2022/23

Summary of income		Summary of Expenditure	
Projects		Projects	
Toilets	7900	Toilets	0
Butterfly Patch	2910	Butterfly Patch	2261.06
Reserves	1969.5	Reserves	4000.00
Covid	0	Covid	4387.65
Defib	1500	Defib	1535.00
Watton Food Hub	26905.00	Watton Food Hub	18303.81
Warm spaces	2000	Warm Spaces	1352.81
Regular Users		Centre Running Costs	
BJ Young Carers	566.25	Veolia Bins	0.00
BY Youth	2151.75	General maintenance	2423.64
Mother & Baby	694.25	Consumables / cleaning	4782.49
Saracens	3696	Fixtures & fittings	469.99
Brownies ch/Guides	333	Sanitary bin emptying	611.53
Watton Panto	36	H&S checks & services	994.77
Kick Boxing	607	Grounds Maintenance	1558.54
Sewing	1016	Anglia Water	789.39
Yoga	1940.06	Electricity	673.15
Prison dogs	2441.5	Phone / WiFi	347.06
Bowls	1276.5	Insurance	1242.21
HTS	225	Other	88.00
Wellspring	349.5	Gas	1418.26
Casual hire	338.25	Bank	258.53
Menscraft	736.75		
Watton Ladies	550		
Board games	1641		
ladies prayer	144		
Other	20.97		
Projects sub-total	43184.5	Projects sub-total	31840.33
Regular users sub-total	18763.78	Centre running costs sub-total	15657.56
Sub-Total	61948.28	Sub-Total	47497.89

Bank Reconciliation		Balance Reconciliation	
CHT Account Balance	40105.88	Opening balance @ 1 April 2022	25655.49
Plus income to be banked	0	Total Income	61948.28
Minus expenditure	0	Total Expenditure	47497.89
Balance @ 31 March 2023	40105.88	Balance @ 31 March 2023	40105.88

Charlotte Harvey Trust – Trustees Annual Report 2022/23

The main objective of the Charlotte Harvey Trust is to provide a Community Hub for local residents and by doing so support the aims of the Charity.

A Management Committee oversees the day-to-day running of the Community Centre, use of which continues to grow and several community groups are hosted in the Centre. The income is healthy with general maintenance costs boosted by grants received.

During the financial year 22/23 the building benefitted from grant funding to refurbish the toilets in the Centre, to create a butterfly garden and to install a defibrillator. Funding has also been received to support provision of a 'warm space' and to help establish a Community Food Hub.

The Community Food Hub was officially launched on 16.03.23.

An independent examiner has undertaken an examination of the accounts for the charity which involved checking the Microsoft Excel Spreadsheets provided and comparing them to original paper records. The spreadsheets are an accurate record of the Charity's financial position from which the end of year figures have been produced.

The report from the Independent Examiner has been shared with Trustees (App. 1).

Charlotte Harvey Trust Account Summary 2022/23

Summary of income		Summary of Expenditure	
Projects		Projects	
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14th July 2023

Watton Town Council
Wayland Hall
Middle Street
Watton
IP25 6AG

Jane Scarrott, Town Clerk

Dear Jane,

Re: The Charlotte Harvey Trust, Registered Charity 304104

As requested, I have today carried out an examination of the accounts for the above charity for the Financial Year 2022/23. This involved checking the Microsoft Excel Spreadsheets provided and comparing them to original paper records.

The paper records were original:

- Barclays Bank statements / Unity Trust Bank Statements
- Cheque books and Paying In books
- Supplier Invoices
- Client Invoices

Examination

From my examination of the paper records, I can say that the electronic spreadsheets are an accurate record of the Charity's financial position. There are no discrepancies when comparing bank records with supplier bills received or client invoices issued.

The Charity decided to change their bank in March 2023. I was able to see that proper Trustee approval was given for the change and that the Final Balance for the Barclays account matched the Initial Balance for the new Unity Account.

Recommendations

The new Food Hub, undertaken to support the people of Watton, appears to be a rapidly expanding venture and it may be prudent for the trustees to consider opening a separate

103 Dereham Road, Watton, Thetford, Norfolk IP25 6HA

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bank account for this operation to simplify reporting on income and expenditure as the number of transactions increases.

Presently the Charity's accounts are held electronically on an Excel spreadsheet but, with a rapidly increasing number of transactions, it may be sensible for the Trustees to consider a formal accounts package. I understand that Watton Town Council already use SCRIBE accounting software and having reviewed the options offered, which include not only accounting, but also online room hire functions this would seem to be an ideal candidate package to consider.

Such a software would both reduce workload and provide easy generation of reports for the Trustees.

Yours sincerely,

Phil Kibler

THE CHARLOTTE HARVEY TRUST

England & Wales - Charity number 304104

Accounts

Charlotte Harvey Trust – Trustees Annual Report 2021/22

The Charlotte Harvey Trust (CHT) main objective is to provide a Community Hub for local residents and by doing so support the aims of the Charity.

The managed CHT Community Centre was out of action at times during the periods of national lockdown in 2020 and 2021 due to the Covid 19 pandemic but income lost has been more than replaced by receipt of Covid support grants and other grants.

The time the building was not in use has in fact allowed various outstanding maintenance tasks to be undertaken and the Charity and its building are in a strong position moving forward.

CHT Expenditure 2020/21

Date	Supplier	Cheque Number	Admin	General maintenance	Sanitary bin emptying	Waste removal	Grounds Maintenance	Anglia Water	Electricity	Insurance	Gas	Misc	TOTAL
01.04.20	N Power	dd							£28.00				£28.00
06.04.20	Barclays charges	dd										£16.01	£16.01
07.04.20	TTSR	101014					£176.00						£176.00
07.04.20	TTSR	101015					£480.00						£480.00
20.04.20	T & P Fire Safety	101016		£183.60									£183.60
21.04.20	Veoil	101013				£173.59							£173.59
24.04.20	Gazprom	dd									£275.42		£275.42
01.05.20	N Power	dd							£28.00				£28.00
26.05.20	Gazprom	dd									£99.38		£99.38
28.05.20	Anglianwater	dd						£152.73					£152.73
01.06.20	N Power	dd							£28.00				£28.00
03.06.20	Veoil	101017				£207.85							£207.85
04.06.20	TTSR	101018					£176.00						£176.00
15.06.20	Gazprom	dd									£55.78		£55.78
01.07.20	N Power	dd							£28.00				£28.00
16.06.20	Veoil	101019				£173.59							£173.59
16.07.20	Veoil	101021				£173.00							£173.00
16.07.20	TTSR	101020					£176.00						£176.00
20.07.20	Gazprom	dd									£46.99		£46.99
16.07.20	Norfolk Constabulary	101022										£13.00	£13.00
03.08.20	N Power	dd							£28.00				£28.00
03.08.20	Hire Deposit	101007										£50.00	£50.00
03.08.20	Barclays charges	dd										£6.70	£6.70
06.08.20	TTSR	101023					£176.00						£176.00
17.08.20	Gazprom	dd									£39.66		£39.66
27.08.20	Anglianwater	dd						£152.99					£152.99
01.09.20	Npower	dd							£73.00				£73.00
07.09.20	Barclays charges	dd										£10.30	£10.30
08.09.20	TTSR	101026					£176.00						£176.00
15.09.20	Veoil	101025				£208.44							£208.44
08.09.20	Ashill Fire	101027		£186.00									£186.00
21.09.20	Gazprom	dd									£41.83		£41.83
01.10.20	Npower	dd							£73.00				£73.00
05.10.20	Barclays charges	dd										£9.00	£9.00
06.10.20	Veoil	101028				£173.59							£173.59
07.10.20	PHS	101030			£54.00								£54.00
08.10.20	BHIB Insurance	101302								£1,183.12			£1,183.12
13.10.20	TTSR	101029					£176.00						£176.00
23.10.20	EasierPrint	101036										£59.03	£59.03
27.10.20	Veoil	101033				£173.00							£173.00
19.10.20	Gazprom	dd									£52.68		£52.68
02.11.20	Npower	dd							£73.00				£73.00

04.11.20	TTSR	101034				£176.00						£176.00	
04.11.20	TTSR	101035				£1,434.00						£1,434.00	
04.11.20	Barclays charges	dd									£11.00	£11.00	
06.11.20	Signage	101037									£53.99	£53.99	
16.11.20	Gazprom	dd							£120.79			£120.79	
27.11.20	Anglianwater	dd					£37.22					£37.22	
01.12.20	Npower	dd						£73.00				£73.00	
04.12.20	TTSR	101040				£176.00						£176.00	
07.12.20	Barclays charges	dd									£11.65	£11.65	
09.12.20	Veoil	101039			£208.44							£208.44	
18.12.20	Gazprom	dd							£135.67			£135.67	
05.01.21	Npower							£73.00				£73.00	
07.01.21	Barclays charges	dd									£8.70	£8.70	
25.01.21	Gazprom	dd							£228.44			£228.44	
28.02.21	Veoil	dd			£381.44							£381.44	
01.02.21	Npower	dd						£73.00				£73.00	
04.02.21	Barclays charges	dd									£7.75	£7.75	
15.02.21	Gazprom	dd							£249.58			£249.58	
26.02.21	Veoil	dd			£173.59							£173.59	
01.03.21	Npower	dd						£44.00				£44.00	
01.03.21	Anglianwater	dd					£40.03					£40.03	
04.03.21	ESPO	101042	88.80									£88.80	
08.03.21	Barclays charges	dd									£8.80	£8.80	
16.03.21	PHS	101043			£473.78							£473.78	
22.03.21	Gazprom	dd							£108.11			£108.11	
26.03.21	Crown Gas	dd						£70.94				£70.94	
29.03.21	Veoil	dd			£139.39							£139.39	
	Total		88.80	369.60	527.78	2,185.92	3,322.00	382.97	692.94	1,183.12	1,454.33	265.93	10,473.39

Other	TOTALS
£1.51	£1.51
£10,000.00	£10,000.00
	£22.50
	£90.00
	£11.25
	£187.50
	£94.00
£178.62	£178.62
£0.11	£0.11
£0.65	£0.65
	£22.50
	£11.25
£0.45	£0.45
	£6,829.53
	£251.25
	£30.00
	£183.75
	£90.00
£0.75	£0.75
£1,334.00	£1,334.00
£0.85	£0.85
£667.00	£667.00
£0.41	£0.41
	£41.25
£1,334.00	£1,334.00
	£142.50
£5,080.00	£5,080.00
	£22.50
£476.43	£476.43
£4,000.00	£4,000.00
£0.27	£0.27
£2,096.00	£2,096.00
£1,000.00	£1,000.00
£0.42	£0.42

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17th January 2022

Watton Town Council
Wayland Hall
Middle Street
Watton
IP25 6AG

Jane Scarrott, Town Clerk

Dear Jane,

Re: The Charlotte Harvey Trust, Registered Charity 304104

As requested, I have today carried out an examination of the accounts for the above charity for the Financial Year 2020/21. This involved checking the Microsoft Excel Spreadsheets provided and comparing them to original paper records.

The paper records examined were original:

- Barclays Bank Statements
- Suppliers Invoices
- Client Invoices

From my examination of the original paper records, I can say that the electronic spreadsheet is an accurate record of the Charity's financial position. There are no discrepancies when comparing the bank records with supplier bills received or client invoices issued.

The various costs incurred have been properly apportioned to provide Trustees with a clear picture of the running costs of the Charity. The income has been similarly apportioned to provide clear information about funding by clients and by grants.

It is evident from the accounts that the Corona Virus grants have substantially increased income compared to previous years and so extreme caution should be exercised by the Trustees in anticipating post covid levels of income when making plans for the charity.

If there is any further assistance I can offer please feel free to ask.

Yours sincerely,

Phil Kibler