

Summary of Bank Movements

	2019/20 £	2018/19 £	Variance £	<u>Comments</u>
Opening Bank Balance 31st March	14,536.36	14,569.76	(33.40)	
<i>Income:</i>				
Subscriptions (Appendix 1)	4,511.00	7,389.50	(2,878.50)	Timing difference (1)
Surplus from Petts Wood 10k (Appendix 2)	10.00	106.05	(96.05)	(2)
Quiz Night	150.00	365.36	(215.36)	(3)
Winter Party 2019	813.59	(450.00)	1,263.59	Deposit of £450 paid in 2018/19 (4)
Pizza Night	0.00	35.00	(35.00)	Event in 2018/19
Donations Volunteering	800.00	750.00	50.00	Ride London/VLM/Vitality 10k £1,000 less payment to Freddie Farmer £200 in 2019/20 (5)
Bank Interest / Fees Refund	1.63	0.00	1.63	
	<u>6,286.22</u>	<u>8,195.91</u>	<u>(1,909.69)</u>	
<i>Expenses:</i>				
PWR Shed	0.00	(3,443.52)	3,443.52	One off purchase 2017/18 - Final Bal paid 2018/19
Coaching Courses	(1,045.00)	(1,215.00)	170.00	LIRF / CIRF / Event Group Coach Endurance Courses (6)
Mid Summer Run	(353.83)	(327.90)	(25.93)	Variable
Other Miscellaneous	(316.36)	(327.81)	11.45	Includes key cutting/CRY event 2019/flowers/balloons/paddle box
Leaders Meeting	0.00	(90.00)	90.00	Event in 2018/19
Members 10k	(202.96)	(264.09)	61.13	Catering + other misc
Trophies - GP/Members 10k	(271.37)	(308.89)	37.52	GP & Members 10k trophies
BBQ Equipment	(202.40)	(401.71)	199.31	BBQ griddles, gas, mats & chafing dish
Hall Hire	(168.50)	(100.00)	(68.50)	Committee & Sub-group meetings
AGM Gifts	(180.00)	(184.44)	4.44	AGM gifts
Mob Match	(81.09)	(50.14)	(30.95)	Prizes and numbers
KCAA Affiliation fee	(50.00)	(50.00)	0.00	Kent County Athletics Association Affiliation fee
Defibrillator	0.00	(382.00)	382.00	One off purchase in 2018/19 -Defibrillator at PW Bowling Club
Races - Vets X-Country, Beckenham Relays & Assembly League	(380.00)	(536.00)	156.00	Variable
CPA Mile	(151.00)	140.00	(291.00)	New race in 2019/20 - some race entries paid in 2018/19. Includes a contribution to race loss
Loss Coaches	(60.50)	(108.00)	47.50	Loss 2019/20 - mainly Brighton Marathon Coach 2020 organised before event cancelled (7)
Winter Party 2020 / 2018	(600.00)	(68.20)	(531.80)	Deposit of £600 paid for 2020/21 party in 2019/20. Small loss on party in 2018/19 (8)
Thank You Event	(937.73)	(473.62)	(464.11)	The 2019/20 event includes drinks (9)
Uskudar Meal Social Evening	(99.95)	0.00	(99.95)	New event 2019/20 - expense for belly dancer (10)
Teach the Beat/Heart Start Training	(75.00)	(148.27)	73.27	2019/20 -Hall hire for teach the beat training in Oct 2019 and March 2020
Leader Bibs	(146.83)	(168.00)	21.17	Additional leader bibs purchased
Volunteering expenses	(87.60)	(418.23)	330.63	VLM/Vitality 10k - travel/balloons (11)
Friends of Jubilee Country Park membership	(70.00)	0.00	(70.00)	New - Membership for 2019 & 2020 (£35 each year) (12)
Deficit Club Kit & Buffs	(111.65)	240.51	(352.16)	Kit & Buff sales - variable due to timing differences (13)
Net Donations to Charity (from PWR Raffles/Other)	(450.00)	456.00	(906.00)	£2,677.52 paid in 2019/20-£2,227.52 rec'd in 2019/20 and £456 rec'd in 2018/19. £6 to be paid in 2020/21 (14)
Women's Health Talk	(50.00)	0.00	(50.00)	New event 2019/20 (15)
Donations to Local parkruns	(600.00)	0.00	(600.00)	4 x donations of £150 each (16)
Kev Howarth World Record Donation	(50.00)	0.00	(50.00)	One off donation in 2019/20 (17)
	<u>(6,741.77)</u>	<u>(8,229.31)</u>	<u>1,487.54</u>	
Closing Bank Balance 31st March	14,080.81	14,536.36	(455.55)	

Balance Sheet @ 31st MarchAppendix 3

<u>Balance Sheet</u>	<u>31/03/2020</u>	<u>31/03/2019</u>
	<u>£</u>	<u>£</u>
Assets		
Cash at bank	14,080.81	14,536.36
	<u>14,080.81</u>	<u>14,536.36</u>
Equity		
Members Reserves	14,536.36	14,569.76
(Deficit)/Surplus in the year	<u>(455.55)</u>	<u>(33.40)</u>
	<u>14,080.81</u>	<u>14,536.36</u>

Membership Subscriptions 2019/2020 AccountsAppendix 1**Income:***2020/2021 Subs*

2	x	£12	£24	2nd Claim
1	x	£12	£12	Part payment of 1st claim (balance to be paid in 2020/21)
1	x	£15	£15	Part payment of 1st claim (balance to be paid in 2020/21)
1	x	£20	£20	Part payment of 1st claim (balance to be paid in 2020/21)
1	x	£26	£26	(underpaid by £1)
93	x	£27	£2,511	
99			<u>£2,608.00</u>	

2019/2020 Subs

13	x	£12	£156	2nd Claim
1	x	£15	£15	2nd Claim (overpaid by £3)
2	x	£25	£50	(underpaid by £2)
1	x	£26	£26	(underpaid by £1)
368	x	£27	£9,936	
385			<u>£10,183.00</u>	

Total income from membership subscriptions	<u><u>£12,791.00</u></u>	£12,596
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Expenses:*2017/2018 EA Remittance*

542	x	£15	-£8,130
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Affiliation Fee

1	x	£150	-£150
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Total payments to EA	<u><u>-£8,280</u></u>
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Net Subscriptions as per Summary	<u><u>£4,511.00</u></u>
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Income and Expenses Petts Wood 10k 2019

Appendix 2

	£
Income: PWR 10k 2019 - Sponsorship	
Income: PWR 10k 2019	16,545.44
Income: PWR 10k 2019 kids races/catering	419.50
Total Income PWR 10k	16,964.94
Expense: PWR 10k Bananas	168.03
Expense: PWR 10k Banners	169.44
Expense: PWR 10k Boxes Pens and card	29.09
Expense: PWR 10k EA Race Licence fee	30.00
Expense: PWR 10k Fire Extinguisher	16.82
Expense: PWR 10k First Aid supplies (ice)	17.20
Expense: PWR 10k Flour	9.60
Expense: PWR 10k Gorilla Suits	128.73
Expense: PWR 10k Hall hire 10k race meeting	25.00
Expense: PWR 10k ID Verde - hire of Rec	270.00
Expense: PWR 10k Jelly Babies	23.86
Expense: PWR 10k Medals	1,635.59
Expense: PWR 10k Members Catering	286.82
Expense: PWR 10k Paper cups	70.70
Expense: PWR 10k Posting Trophies	15.00
Expense: PWR 10k Pre-school donation	200.00
Expense: PWR 10k Printing flyers & maps	12.00
Expense: PWR 10k Printing A5 leaflets (800)	45.00
Expense: PWR 10k Prizes	1,050.00
Expense: PWR 10k Public Catering	215.80
Expense: PWR 10k Rajdoot Samosas	40.00
Expense: PWR 10k Rubbish	250.00
Expense: PWR 10k Sound system	340.00
Expense: PWR 10k St Johns Ambulance	533.26
Expense: PWR 10k Timing	1,974.00
Expense: PWR 10k Toilets	1,020.00
Expense: PWR 10k Trophies	540.00
Expense: PWR 10k Volunteers gift (shoelaces)	387.00
Expense: PWR 10k Water	52.00
Total Expenses PWR 10k	(9,554.94)
Total Surplus before Charity Donations	7,410.00
Donations to Charity	
Expense: PWR 10k NT	1,500.00
Expense: PWR 10k Demelza	1,000.00
Expense: PWR 10k St Christophers	4,900.00
Total Charity Donations PWR 10k	(7,400.00)
Total Net Surplus	10.00

Notes to PWR Accounts 2019/20

Accounting Method Explained

Cash accounting is an accounting method whereby receipts are recorded during the periods they are received, and expenses are recorded in the period in which they are actually paid. Cash accounting is often used by small businesses, clubs and associations whereby they are not required by law to use accruals accounting. Cash accounting is a simpler and more straightforward method than accruals accounting and it provides a clear picture of how much money the business actually has on hand. This view was presented at a committee meeting preceding the 2016 AGM and it was agreed that this method was more suited to PWR given the levels of income and expenditure and given the fact that the constitution does not stipulate what method of accounting is required to be used. Cash accounting is an acceptable method of presenting accounts which has been agreed by HMRC given our CASC (Community Amateur Sports Club) status.

Income & Expenses

The balance on the bank account as at the end of the accounting year, 31st March 2020 was £14,080.81, which is a decrease of £455.55 from the previous year.

The year on year movements can be seen in the 'Summary of Bank Movements'. More information on the main movements in the year are as follows:

Income

1)Subscriptions - Net subscription income was £4,511.00 for the year, a decrease of £2,878.50 from the previous year. This is made up of income of £12,791.00 from membership fees (1st claim £12,596 + 2nd claim £195) less £8,280 payments to England Athletics (EA) – for details see Appendix 1.

The first claim membership fee remained at £27 for 2019/20 – made up of £15 payment to EA and £12 payment to the club. Note - initially EA put their fee up £16 per member for 2020/21, so we increased our fee to £28. However, after COVID-19 hit, EA reversed their decision, so we reduced our membership back down to £27.

A few members paid their 2020/21 subscription at the higher rate of £28 in 2019/20, so the additional £1 was donated to the club charity (see note 14 below). The variance year on year is purely a timing difference as to when fees are paid by members and when these are paid across to England Athletics (EA).

2) From the 2019 Petts Wood 10k the club made a surplus in the year of £10. This is made up of gross income of £16,964.94 (primarily made up of race entry fees), offset by race expenses of £9,554.94 and charity donations of £7,400 (£6,850 in 2018/19). A breakdown of the income and expenses for the 2019 10k are shown in Appendix 2.

3)Quiz Night – this event made a surplus of £150, which down £215.36 from the surplus made the previous year.

4)Winter Party 2019 – the net income from this popular PWR event in 2019/20 was £813.59, so taking into account the £450 deposit paid in 2018/19, this event made a surplus of £363.59.

5)Donations Volunteering – net donations from volunteering were £800 for 2019/20, up £50 from the previous year. Donations received were as follows:- Ride London £200 (medals) , Vitality 10k £500 (medals) & VLM £300 (water station) – total £1,000. The Vitality 10k donation was £200 higher

due to issues the volunteers had to face on the day when the medals ran out. The additional £200 was donated as a one-off to local Freddie Farmer charity, giving the net income from donations from volunteering of £800.

Expenses

6) Coaching Courses – the club paid for 4 x LiRF (Leader in Running Fitness) courses, 2 x CiRF (Coach in Running Fitness) courses plus 1 x Event Group Coach Endurance course. Note - during 2019/20 the club changed the % reimbursable to leaders for the LiRF course fees from 50% to 75%.

7) Loss Coaches – the Brighton Marathon coach 2020 (event postponed to September then subsequently cancelled) had a loss of £55 (to be recovered in 2020/21) plus £40 was paid to the Brighton 2019 coach driver in 2019/20 (collected in the coach fees in 2018/19). This was partially offset by a small surplus of £34.50 from the Canterbury 10 and Minnis Bay GP coaches together, giving an overall loss for the year of £60.50.

8) Winter Party 2020 / 2018 – the £600 expense in 2019/20 is the deposit for the Winter Party 2020.

9) Thank You event – this event was previously known as the ‘Leaders event’; a social occasion to thank the club’s leaders for all they do for the club. In 2019/20 we decided to extend the invitation to this event to include others who help the club. It was also decided to give everyone a free welcome drink, this led to an increase in the cost of the event by £464.11 from the previous year to £937.73.

10) Uskudar Meal Social Evening – this was a new event in 2019/20. The deficit of £99.95 was due to the cost of the belly dancer which was not recovered from the ticket sales.

11) Volunteering expenses decreased by £330.63 to £87.60 in 2019/20, mainly due to the fact that the Vitality 10k travel expenses were reimbursed by VLM.

12) Friends of Jubilee Country Park membership £70 (£35 each for calendar years 2019 and 2020) is a new cost in 2019/20. This is a voluntary community group working with Bromley Council and their contractor idverde to help maintain and conserve the nature reserve. It was agreed to support the FoJCP as we use Jubilee Park for our mob match.

13) There was a deficit in kit sales in 2019/20 of £111.65, compared to a surplus of £240.51 in 2018/19. The variance year on year is down to timing differences as to when stock purchased / sold.

14) Net Donations to Charity were a deficit of £450 in 2019/20. A total of £2,227.52 was received in the year from raffles etc. the following events:

Quiz night	£106.72
AGM	£202.80
Marathon Roll Call	£315.00
Winter Party	£1,500.00
Membership (extra £1-see note 1)	£40.00
Misc	£63.00

This together with the £456 received in 2018/19 gives a total of £2,683.52. Payments were made to the following club charities:

CRY	£1,265.40
Leukaemia UK	£1,265.40

Alzheimer's Research UK £146.72

Total paid to charity = £2,677.52 (The remainder £6 is to be paid to Alzheimer's Research UK in 2020/21).

Note – the club charities CRY & Leukaemia UK were replaced by one new charity Alzheimer's Research UK announced at the Winter Party November 2019. It was decided in 2019/20 that the club charity will change each year, with the new charity being voted for following nominations from club members.

15) In February 2020 we hosted a new event 'Women's Health Talk' where local athlete and fitness trainer/therapist Jane Bradshaw talked about women's health and fitness. The £50 expenditure is the speaker fee.

16) A total of 4 one-off donations of £150 each (total £600) were made to the following new local parkruns to help with set up costs: - Beckenham Junior parkrun, Hoblingwell Junior parkrun, Bethlam Royal Hospital parkrun and Kingdom parkrun.

17) A one-off donation was made by the club of £50 in 2019/20 to contribute to the cost of fast-tracking the ratification Kev Howarth's World Record success at running the fastest marathon dribbling two basketballs at the Silesia marathon in Poland.