

Trustees Annual Report to March 2022

Silvester Horne Institute Charity

Charity Number: 215846

1. Introduction

The Silvester Horne Institute Charity was founded by Indenture dated 17th April 1917, including the Holt Endowment Fund founded by the will of Ethel Holt in November 1940.

The assets of the Silvester Horne Charity consist of the Silvester Horne Institute and surrounding land and institute cottage. The assets of the Holt Endowment Fund being £692 of Southern Railway Stock (1945) have since been incorporated into the Silvester Horne Institute.

Church Stretton Town Council acts as sole Trustee for the Charity.

The Silvester Horne Institute is used as a community building it is let for use by community groups, local agencies and private hire. It also houses the Council Chamber.

In 2011 the building was extended to create an additional room known as the Christine Harvey room in honour of a long serving Town Clerk.

The institute hosts live music events organised by the SHI Events group. Profits from these events are earmarked for use in specific projects.

2. SHI Events Group

The SHI events group was established in 2012. This small group of dedicated volunteers put together a programme of events throughout the year offering a variety of different performances across a number of different genres. The group also give technical support to other events being held in the institute including the Church Stretton Arts Festival and manage the website: <https://www.silvesterhorneevents.co.uk/>.

The accounts presented at year end for March 2019 reported a balance of £8,881.32 in the brought forward balance for events.

Net income over expenditure is as follows.	March 2019	March 2020	March 2021	March 2022
Income		£ 6,530.64	No performances	£ 7,846.46
Expenditure		£ 2,895.00	£ 809.39	£ 4,775.30
		£ 3,635.64	-£ 809.39	£ 3,071.16
Balance	£8,881.32	£12,516.96	£11,707.57	£14,778.73

The figures given above are to be verified with the SHI Events group.

3. Running costs

The table below details the income and expenditure for the institute over the past four years. It should be noted that the figures used are those reported to the Charity Commission. It has since been found that there are some anomalies in the allocation of income and expenditure between the accounts reported to the trustees in June 2019 and the returns submitted to the Charity Commission.

In 2019 and 2020 there was a loss of £9,996 and £5,959 respectively. In 2021 and 2022 the institute benefitted from Covid recovery grants which as significantly improved the balance sheet.

Following a review of VAT procedures and the impact of recharges the Town Council has replaced its cash grant funding with in kind support, including staff time and insurance costs. The Council has also made some significant contributions in paying for repairs to the flat roof.

Institute	2019	2020	2021	2022
Room Hire	17,010.00	18,695.76	3,677.42	10,199.19
Interest	49.00	66.89	44.51	11.70
Refunds	813.00	93.34		
Grants		-	31,931.00	8,000.00
Total Income	17,872.00	18,855.99	35,652.93	18,210.89
Running costs				
Independent Examination	100.00	262.00	-	403.20
Premises Licence		180.00		180.00
Printing		120.00		
IT Support		10.00		
Insurance	531.00	478.00		
Sundries	50.00	283.00		
Cleaning	8,670.00	9,170.00	6,289.00	7,892.00
Heating and Lighting	4,686.00	4,690.00	6,272.54	3,973.31
Water	705.00	410.00	910.95	-
Wages and Services	3,624.00			
Repairs and Renewals	77.00	9,238.00	787.28	1,845.98
Asset Purchase **	8,533.13			
Total Expenditure	26,976.13	24,841.00	14,259.77	14,294.49
NET	- 9,966.13	- 5,985.01	21,393.16	3,916.40

With the increased support of the Town Council, reducing costs to the Charity the breakeven point is roughly £14,000 - £15,000, at present; however, the Trustees are mindful of increases in fuel costs which will impact the institute over the next year.

4. Room Hire

Room hire costs were last reviewed in 2018. This is an urgent item for the Council as sole trustee to review, whilst being mindful that the hall should still be affordable for community use.

5. Institute Cottage

Income from the cottage is £6,492 per annum. Only minor repairs have been undertaken in the last four years. Work has been identified to improve issues with damp, however staff are struggling to find contractors willing to quote for the work. This work is ongoing to bring the cottage up to standard.

Income from the cottage supports the running costs of the Institute.

6. Activity for 2023-2025

The Trustees are aware that the Institute is looking rather neglected. There is also work to do to bring the facilities up to a higher standard.

In response to complaints from Neighbours about noise and vibration an acoustic survey has been commissioned. Recommendations to reduce the travel of sound may be incorporated into a wider plan.

It is recommended that a building condition survey be undertaken to determine and prioritise works to be undertaken. The trustees will then need to seek funding opportunities for these.

7. Accounting Statements as of 31st March 2022

- a. there were no loans outstanding to the Charity
- b. there was one tenancy in operation to in respect of Institute Cottage
- c. there were no leases in operation
- d. there were no creditors
- e. there were no amounts paid to the charity in advance

7.1 Balance Sheet and Reconciliation (Appendix One)

As of 31st March 2022 the balances held were as follows:

Community Direct Plus Account	50,657.33
Business Select Instant Access	753.17
Virgin Deposit Account	8,685.95
	<u>60,096.45</u>

Recommended Earmarked Reserves

SHI Events	£14,778.73
Institute Cottage R&M	£10,000
Institute R&M	£30,000
General Reserve	£ 5,317.72

7.2 Nominal Ledger (Appendix 2)

This report details income and expenditure by account code.

7.3 Variances (Appendix 3)

This report explains variances over 15% between 2021 and 2022.

7.4 Sales Ledger – Creditors (Appendix 4)

A total of £1,662.87 is owed to the charity.

7.5 Asset Register

Some work has been done on reviewing the asset register. Further work is to be done on identifying and recording assets purchased since 2019. A planned meeting with the events group is to be re-arranged.

This will be completed prior to sending the accounts to the independent examiner.

8. Conclusion and Recommendation

Church Stretton Town Council as sole Trustee acknowledges that there are some significant challenges ahead to secure the future of the Silvester Horne Institute as an important community venue for the Town. Whilst the financial position of the hall is generally sound further funds will need to be raised.

It is recommended that a condition survey is commissioned to enable the Trustees to quantify and prioritise work required to the institute.

Silvester Horne Institute Charity

31st March 2021	Receipts	31st March 2022
44.51	Interest	11.70
-	Events	7,846.46
6,492.00	Rent	6,492.00
3,677.42	Hire	10,199.19
31,931.00	Grants	8,000.00
42,144.93		32,549.35
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	Payments	
6,289.00	Cleaning	7,892.00
6,272.54	Heating and Lighting	3,973.31
910.95	Water	
787.28	Repairs and Renewals	2,109.52
-	Independent Examination	403.20
-	Purchase Equipment	202.84
809.39	Events	4,533.07
15,069.16		19,113.94
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21,248.14	Opening Balance	48,323.91
42,144.93	Plus Receipts	32,549.35
15,069.16	Less Payments	- 19,113.94
	Debtors (Sales Ledger)	- 1,662.87
48,323.91		60,096.45
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Represented By		
39,060.49	Community Direct Plus Accou	50,657.33
588.99	Business Select Instant Acces	753.17
8,674.43	Virgin Deposit Account	8,685.95
48,323.91		60,096.45
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A/c Code		1010 Rent Received (Cottage)			Annual Budget	0
Centre		100 Income			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	09/04/2021	Cottage	Cashbook	Rent cottage		541.00
2	10/05/2021	cottage	Cashbook	Rent Cottage		541.00
3	09/06/2021	Cottage	Cashbook	Rent Cottage		541.00
4	10/07/2021	Cottage	Cashbook	Rent Cottage		541.00
5	10/08/2021	Cottage	Cashbook	Rent Cottage		541.00
6	09/09/2021	Cottage	Cashbook	Rent Cottage		541.00
7	11/10/2021	Cottage	Cashbook	Rent Cottage		541.00
8	10/11/2021	Cottage	Cashbook	Rent Cottage		541.00
9	11/12/2021	Cottage	Cashbook	Rent Cottage		541.00
10	10/01/2022	Rent	Cashbook	Rent January		541.00
11	09/02/2022	Cottage	Cashbook	Rent for Cottage		541.00
12	09/03/2022	BACS	Cashbook	Rent Institute Cottage		541.00
Account Rent Received (Cottage)					Account Totals	0.00
Centre Income					Net Balance Month 12	6,492.00

A/c Code		1090 Interest Received			Annual Budget	0
Centre		100 Income			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
12	31/05/2021	Interest	Cashbook	Interest		6.49
12	30/11/2021	Interst	Cashbook	Interest		5.03
12	31/03/2022	Interest	Cashbook	Interest		0.18
Account Interest Received					Account Totals	0.00
Centre Income					Net Balance Month 12	11.70

A/c Code		1120 Grants Received			Annual Budget	0
Centre		100 Income			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	30/04/2021	Grant	Cashbook	Covid Recovery Grant		8,000.00
Account Grants Received					Account Totals	0.00
Centre Income					Net Balance Month 12	8,000.00

A/c Code		1320 Room Hire			Annual Budget	0
Centre		100 Income			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit

A/c Code 1320 Room Hire

Centre 100 Income

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		0.00
2	01/04/2021	MARTIAL	Sales Ledger	Invoice No:-SHI1		147.86
2	18/05/2021	SCC	Sales Ledger	Invoice No:-SHI2		350.00
3	26/06/2021	WILLIAMS	Sales Ledger	Invoice No:-SHI3		77.17
4	05/07/2021	HARVEY	Sales Ledger	Invoice No:-SHI4		15.50
4	05/07/2021	RBL	Sales Ledger	Invoice No:-SHI5		10.00
4	07/07/2021	HEDGE	Sales Ledger	Invoice No:-SHI6		189.00
4	07/07/2021	HAMER	Sales Ledger	Invoice No:-SHI7		273.00
4	12/07/2021	MARTIAL	Sales Ledger	Invoice No:-SHI8		275.72
4	20/07/2021	FOCUS	Sales Ledger	Invoice No:-SHI9		206.00
5	02/08/2021	WELCH	Sales Ledger	Invoice No:-SHI10		15.50
5	18/08/2021	RBL	Sales Ledger	Invoice No:-SHI11		10.00
5	18/08/2021	HAMER	Sales Ledger	Invoice No:-SHI12		252.00
5	18/08/2021	MARTIAL	Sales Ledger	Invoice No:-SHI13		319.00
5	18/08/2021	WELCH	Sales Ledger	Invoice No:-SHI14		15.50
6	07/09/2021	WELCH	Sales Ledger	Invoice No:-SHI15		15.50
6	21/09/2021	NIXON	Sales Ledger	Invoice No:-SHI17		9.20
6	21/09/2021	WARRINGTON	Sales Ledger	Invoice No:-SHI18		118.65
6	21/09/2021	RBL	Sales Ledger	Invoice No:-SHI19		10.00
6	21/09/2021	WELCH	Sales Ledger	Invoice No:-SHI20		15.50
6	24/09/2021	HARVEY	Sales Ledger	Invoice No:-SHI21		10.00
6	30/09/2021	DANCE	Sales Ledger	Invoice No:-SHI16		302.40
7	04/10/2021	MAYFAIR	Sales Ledger	Invoice No:-SHI22		51.97
7	04/10/2021	WELCH	Sales Ledger	Invoice No:-SHI23		15.50
7	05/10/2021	HEENAN	Sales Ledger	invoice No:-SHI24		97.65
7	13/10/2021	WALKER	Sales Ledger	Invoice No:-SHI25		47.77
7	13/10/2021	PAZAPA	Sales Ledger	Invoice No:-SHI26		61.42
7	17/10/2021	INDOOR	Sales Ledger	Invoice No:-SHI28		429.50
7	17/10/2021	HEDGE	Sales Ledger	Invoice No:-SHI29		126.00
7	19/10/2021	WELCH	Sales Ledger	Invoice No:-SHI27		15.50
7	19/10/2021	QUAKERS	Sales Ledger	Invoice No:-SHI30		180.00
7	19/10/2021	CIVIC	Sales Ledger	Invoice No:-SHI31		30.00
7	20/10/2021	SAGA	Sales Ledger	Invoice No:-SHI32		37.27
7	20/10/2021	HAMER	Sales Ledger	Invoice No:-SHI33		147.00
7	25/10/2021	FOCUS	Sales Ledger	Invoice No:-SHI34		17.32
7	25/10/2021	BOURKE	Sales Ledger	Invoice No:-SHI35		93.45
7	26/10/2021	GARDENING	Sales Ledger	Invoice No:-SHI36		86.62
7	26/10/2021	BREARLEY	Sales Ledger	Invoice No:-SHI37		155.00
7	26/10/2021	WELCH	Sales Ledger	Invoice No:-SHI38		15.50
7	26/10/2021	RAIL	Sales Ledger	Invoice No:-SHI39		10.00
7	26/10/2021	RBL	Sales Ledger	Invoice No:-SHI40		10.00
8	01/11/2021	ARTSF	Sales Ledger	Invoice No:-SHI48		40.00
8	08/11/2021	HEENAN	Sales Ledger	Invoice No:-SHI41		130.20
8	08/11/2021	WELCH	Sales Ledger	Invoice No:-SHI42		15.50
8	09/11/2021	HAMER	Sales Ledger	Invoice No:-SHI43		147.00

A/c Code 1320 Room Hire

Centre 100 Income

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
8	09/11/2021	HARVEY	Sales Ledger	Invoice No:-SHI44		10.00
8	24/11/2021	RBL	Sales Ledger	Invoice No:-SHI45		10.00
8	24/11/2021	LIBRARY	Sales Ledger	Invoice No:-SHI46		20.47
8	26/11/2021	STRETTON	Sales Ledger	Invoice No:-SHI47		628.42
9	06/12/2021	HARVEY	Sales Ledger	Invoice No:-SHI49		10.00
9	06/12/2021	DANCE	Sales Ledger	Invoice No:-SHI50		403.20
9	06/12/2021	MORRIS	Sales Ledger	Invoice No:-SHI51		80.00
9	23/12/2021	CSTC	Sales Ledger	Invoice No:-SHI52		164.00
9	23/12/2021	CSTC	Sales Ledger	Invoice No:-SHI53		38.80
10	14/01/2022	PPG001	Sales Ledger	Invoice No:-SHI54		16.27
10	17/01/2022	ART001	Sales Ledger	Invoice No:-SHI55		12.50
10	17/01/2022	ROB001	Sales Ledger	Invoice No:-SHI56		102.90
10	17/01/2022	FLI001	Sales Ledger	Invoice No:-SHI57		43.50
10	18/01/2022	WELCH	Sales Ledger	Invoice No:-SHI58		15.50
10	18/01/2022	DANCE	Sales Ledger	Invoice No:-SHI59		75.60
10	18/01/2022	HEDGE	Sales Ledger	Invoice No:-SHI60		147.00
10	19/01/2022	REG001	Sales Ledger	Invoice No:-SHI61		63.50
10	21/01/2022	WALKER	Sales Ledger	Invoice No:-SHI62		47.77
10	21/01/2022	WELCH	Sales Ledger	Invoice No:-SHI63		15.50
10	21/01/2022	WALKER	Sales Ledger	Invoice No:-SHI64		47.77
10	21/01/2022	ARTSF	Sales Ledger	Invoice No:-SHI65		26.77
10	21/01/2022	BOURKE	Sales Ledger	Invoice No:-SHI66		63.50
10	21/01/2022	QUAKERS	Sales Ledger	Invoice No:-SHI67		223.00
10	21/01/2022	WELCH	Sales Ledger	Invoice No:-SHI68		15.50
10	21/01/2022	LUF001	Sales Ledger	Invoice No:-SHI69		60.09
10	21/01/2022	HEDGE	Sales Ledger	Invoice No:-SHI70		63.00
10	21/01/2022	AMN001	Sales Ledger	Invoice No:-SHI71		24.00
10	21/01/2022	MOR001	Sales Ledger	Invoice No:-SHI72		94.23
10	26/01/2022	SHR001	Sales Ledger	Invoice No:-SHI73		55.65
11	02/02/2022	WELCH	Sales Ledger	Invoice No:-SHI74		15.50
11	02/02/2022	BREARLEY	Sales Ledger	Invoice No:-SHI75		201.50
11	02/02/2022	HEENAN	Sales Ledger	Invoice No:-SHI76		162.75
11	02/02/2022	INDOOR	Sales Ledger	Invoice No:-SHI77		346.50
11	02/02/2022	AMN001	Sales Ledger	Invoice No:-SHI78		36.00
11	02/02/2022	GARDENING	Sales Ledger	Invoice No:-SHI79		86.60
11	04/02/2022	CIVIC	Sales Ledger	Invoice No:-SHI80		10.00
11	04/02/2022	LEWOO1	Sales Ledger	Invoice No:-SHI81		20.50
11	04/02/2022	CSTC	Sales Ledger	Invoice No:-SHI82		71.00
11	04/02/2022	CSTC	Sales Ledger	Invoice No:-SHI83		70.00
11	04/02/2022	CSTC	Sales Ledger	Invoice No:-SHI84		51.00
11	04/02/2022	CSTC	Sales Ledger	Invoice No:-SHI85		81.50
11	04/02/2022	CSTC	Sales Ledger	Invoice No:-SHI86		60.00
11	09/02/2022	ALLOTS	Sales Ledger	invoice No:-SHI87		29.50
11	09/02/2022	MOR001	Sales Ledger	Invoice No:-SHI88		77.95
11	15/02/2022	WELCH	Sales Ledger	Invoice No:-SHI89		15.50

A/c Code 1320 Room Hire

Centre 100 Income

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
11	15/02/2022	ARTSF	Sales Ledger	Invoice No:-SHI90		10.00
11	15/02/2022	FLI001	Sales Ledger	Invoice No:-SHI91		43.50
11	15/02/2022	RAIL	Sales Ledger	Invoice No:-SHI92		10.00
11	15/02/2022	CLI001	Sales Ledger	Invoice No:-SHI93		12.50
11	21/02/2022	WALKER	Sales Ledger	Invoice No:-SHI94		47.77
11	24/02/2022	HAMER	Sales Ledger	Invoice No:-SHI100		84.00
11	24/02/2022	AONB001	Sales Ledger	Invoice No:-SHI101		33.00
11	24/02/2022	THO001	Sales Ledger	Invoice No:-SHI102		15.50
11	24/02/2022	FOCUS	Sales Ledger	Invoice No:-SHI103		10.00
11	24/02/2022	RBL	Sales Ledger	Invoice No:-SHI95		10.00
11	24/02/2022	DANCE	Sales Ledger	Invoice No:-SHI96		113.40
11	24/02/2022	ALLOTS	Sales Ledger	Invoice No:-SHI97		10.00
11	24/02/2022	HARVEY	Sales Ledger	Invoice No:-SHI98		10.00
11	24/02/2022	HEENAN	Sales Ledger	Invoice No:-SHI99		130.20
12	03/03/2022	FOCUS	Sales Ledger	Invoice No:-SHI104	10.00	
12	03/03/2022	ART001	Sales Ledger	Invoice No:-SHI105		10.00
12	03/03/2022	WELCH	Sales Ledger	Invoice No:-SHI106		15.50
12	03/03/2022	NAT001	Sales Ledger	Invoice No:-SHI107		35.00
12	15/03/2022	THO001	Sales Ledger	Invoice No:-SHI108		15.50
12	15/03/2022	AONB001	Sales Ledger	Invoice No:-SHI109	33.00	
12	15/03/2022	AONB001	Sales Ledger	Invoice No:-SHI110		27.50
12	15/03/2022	WELCH	Sales Ledger	Invoice No:-SHI111		15.50
12	18/03/2022	FLI001	Sales Ledger	Invoice No:-SHI112		43.50
12	18/03/2022	HEDGE	Sales Ledger	Invoice No:-SHI113		84.00
12	18/03/2022	ARTSF	Sales Ledger	Invoice No:-SHI114		10.00
12	22/03/2022	WALKER	Sales Ledger	Invoice No:-SHI115		47.77
12	22/03/2022	THO001	Sales Ledger	Invoice No:-SHI116		15.50
12	22/03/2022	RBL	Sales Ledger	Invoice No:-SHI117		10.00
12	23/03/2022	GIL001	Sales Ledger	Invoice No:-SHI118		80.00
12	24/03/2022	LIBRARY	Sales Ledger	Invoice No:-SHI119		24.67
12	24/03/2022	PPG001	Sales Ledger	Invoice No:-SHI120		16.27
12	29/03/2022	GREEN	Sales Ledger	Invoice No:-SHI121		95.50
12	29/03/2022	DANCE	Sales Ledger	Invoice No:-SHI122		113.40
12	29/03/2022	THO001	Sales Ledger	Invoice No:-SHI123		15.50
12	29/03/2022	QUAKERS	Sales Ledger	Invoice No:-SHI124		147.50
12	29/03/2022	WELCH	Sales Ledger	Invoice No:-SHI125		15.50
12	30/03/2022	HEENAN	Sales Ledger	Invoice No:-SHI126		130.20
12	30/03/2022	HAMER	Sales Ledger	Invoice No:-SHI127		84.00
12	30/03/2022	HARVEY	Sales Ledger	Invoice No:-SHI128		10.00
12	01/04/2022	MOR001	Sales Ledger	Invoice No:-SHI129		128.10

Account Room Hire

Account Totals

43.00

10,242.19

Centre Income

Net Balance Month 12

10,199.19

A/c Code	1610 Events Income				Annual Budget	0	
Centre	100 Income				Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance						0.00	
7	13/10/2021	Tickets	Cashbook	Performance 7th October		1,362.33	
7	15/10/2021	pocredit	Cashbook	Cash Ticket Sales		486.02	
7	28/10/2021	Refund	Cashbook	Refund of deposit		250.00	
8	17/11/2021	Tickets	Cashbook	Tickets performance 12.11.21		964.75	
8	19/11/2021	pocredit	Cashbook	Ticket Sales 12.11.21 Event		663.51	
8	23/11/2021	pocredit	Cashbook	Ticket Sales		72.00	
9	15/12/2021	BACS	Cashbook	Ticket Sales 10.12.2021		1,089.50	
9	20/12/2021	POCREDIT	Cashbook	Cast ticket sales 10.12.21		487.00	
11	21/02/2022	511	Cashbook	Ticket Sales		48.00	
11	22/02/2022	Event	Cashbook	Harp and a Monkey ticket sales		579.87	
11	23/02/2022	Event	Cashbook	Harp and a Monkey ticket sales		972.22	
12	22/03/2022	513	Cashbook	Ticket Sales		105.00	
12	23/03/2022	BACS	Cashbook	Ticket Sales Fret and Fiddle		499.74	
12	23/03/2022	Cash	Cashbook	Ticket Sales Fret and Fiddle		422.60	
12	23/03/2022	correction	Cashbook	Reallocate to sales invoices	499.74		
12	23/03/2022	Cash	Cashbook	Ticket Sales Fret and Fiddle		308.66	
12	25/03/2022	BACS	Cashbook	Online Tickets Oysland Klezmer		285.00	
12	31/03/2022	3	Journal	Refund Deposit Midnight Mango	250.00		
Account Events Income					Account Totals	749.74	8,596.20
Centre Income					Net Balance Month 12		7,846.46

A/c Code	4100 Administration Expenses				Annual Budget	0	
Centre	200 Expenditure				Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
10	05/01/2022	BACS	Cashbook	Reimburse expenses	14.39		
10	21/01/2022	BACS	Cashbook	Mugs for SHI	25.00		
12	31/03/2022	3	Journal	Premises Licence	180.00		
Account Administration Expenses					Account Totals	219.39	0.00
Centre Expenditure					Net Balance Month 12	219.39	

A/c Code	4160 Heating and Lighting				Annual Budget	0
Centre	200 Expenditure				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	20/04/2021	DD	Cashbook	Gas Supply Dec 20 to March 21	1,449.73	
4	21/07/2021	240784637/	Cashbook	Gas Supply March-June	490.01	
7	20/10/2021	247908116	Cashbook	Gas Supply July - September	98.49	
10	24/01/2022	BACS	Cashbook	Gas Sept - December 2021	1,641.42	

A/c Code 4160 Heating and Lighting

Centre 200 Expenditure

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
11	28/02/2022	DD	Cashbook	Electricity February	91.50		
12	26/03/2022	DD	Cashbook	Electricity Feb	89.02		
12	31/03/2022	2	Journal	Correct entry	4.45		
12	31/03/2022	3	Journal	Electricity Dec 2021	108.69		
Account Heating and Lighting					Account Totals	3,973.31	0.00
Centre Expenditure					Net Balance Month 12	3,973.31	

A/c Code 4190 Repairs/Maintenance Institute

Annual Budget 0

Centre 200 Expenditure

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
2	23/03/2021	1020	Cashbook	Repair to Drain	790.00		
8	15/11/2021	5645	Cashbook	Service Bouncy Castle	197.50		
8	29/11/2021	3756	Cashbook	Repair to Heating	42.00		
10	05/01/2022	BACS	Cashbook	Kris Jones invoice 102	400.00		
11	25/02/2022	BACS	Cashbook	Inspection contract - boilers	416.48		
Account Repairs/Maintenance Institute					Account Totals	1,845.98	0.00
Centre Expenditure					Net Balance Month 12	1,845.98	

A/c Code 4195 Repairs/Maintenance Cottage

Annual Budget 0

Centre 200 Expenditure

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
9	31/12/2021	IB941721	Cashbook	Fence Panels	44.15		
Account Repairs/Maintenance Cottage					Account Totals	44.15	0.00
Centre Expenditure					Net Balance Month 12	44.15	

A/c Code 4200 Cleaning and Caretaking

Annual Budget 0

Centre 200 Expenditure

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	06/04/2021	063/20	Cashbook	Cleaning 20.3.21-27.3.21	85.00	
1	09/04/2021	BACS	Cashbook	Invoice 002/21	170.00	
1	23/04/2021	BACS	Cashbook	Invoice 006/21	85.00	
1	23/04/2021	BACS	Cashbook	Invoice 009/21	85.00	
2	10/05/2021	011/21	Cashbook	Cleaning 24/4 - 7/5	170.00	
2	14/05/2021	013/21	Cashbook	Cleaning 8/5 - 14/5	85.00	

A/c Code 4200 Cleaning and Caretaking

Centre 200 Expenditure

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
2	14/05/2021	014/21	Cashbook	Cleaning and sanitising 15/5-21	122.00	
2	28/05/2021	018/21	Cashbook	Cleaning and Sanitising 22-28	145.00	
3	04/06/2021	023/21	Cashbook	Cleaning 29/5-4/6	145.00	
3	11/06/2021	026/21	Cashbook	Cleaning 5/6-11/6	145.00	
3	27/06/2021	029/21	Cashbook	Cleaning 12-25/6	305.00	
4	04/07/2021	037/21	Cashbook	Cleaning 26/6-2/7	145.00	
4	20/07/2021	043/21	Cashbook	Cleaning 3/7-16/7	290.00	
4	23/07/2021	049/21	Cashbook	Cleaning 17/7-23/7	135.00	
4	30/07/2021	053/21	Cashbook	Cleaning 24/7-30/7	170.00	
5	14/08/2021	065/21	Cashbook	Cleaning 31/7-13/8	340.00	
5	20/08/2021	068/21	Cashbook	Cleaning 14/8*20/8	170.00	
5	27/08/2021	072/21	Cashbook	Cleaning 21/8-27/8	170.00	
6	03/09/2021	084/21	Cashbook	Clean Rite Services	170.00	
6	10/09/2021	087/21	Cashbook	Cleaning 4/9-10/9	170.00	
6	17/09/2021	092/21	Cashbook	Cleaning 11/9-17/9	170.00	
6	24/09/2021	098/21	Cashbook	Cleaning 18/9-24/9	170.00	
7	01/10/2021	110/21	Cashbook	Cleaning 25/9-1/10	170.00	
7	09/10/2021	118/21	Cashbook	Cleaning 2/10-8/10	170.00	
7	15/10/2021	125/21	Cashbook	Cleaning 9/10-15/10	170.00	
7	22/10/2021	131/21	Cashbook	Cleaning 16/10-22/10	170.00	
8	01/11/2021	137/21	Cashbook	Cleaning 23/10-29/10	170.00	
8	15/11/2021	154/21	Cashbook	Cleaning 6/11-12/11	170.00	
8	15/11/2021	146/21	Cashbook	Cleaning 30/10-5/11	170.00	
8	19/11/2021	158/21	Cashbook	Cleaning 13/11-19/11	170.00	
8	19/11/2021	165/21	Cashbook	Cleaning 20/11-26/11	170.00	
9	08/12/2021	172/21	Cashbook	Cleaning 27/11-3/12	170.00	
9	10/12/2021	180/21	Cashbook	Cleaning 4/12-10/12	170.00	
10	22/10/2021	CANCEL	Cashbook	CANCEL DUPLICATED ENTRY		170.00
10	05/01/2022	BACS	Cashbook	Clean Rite invoice 183/21	170.00	
10	14/01/2022	BACS	Cashbook	Cleaning Services invoice 131/	170.00	
10	21/01/2022	BACS	Cashbook	Cleaning 18/12 - 31/12	340.00	
10	21/01/2022	BACS	Cashbook	Cleaning 1/1 - 14/1/22	340.00	
10	21/01/2022	BACS	Cashbook	Electricity December 2021	108.69	
11	11/02/2022	BACS	Cashbook	205.211.219/21	510.00	
11	18/02/2022	BACS	Cashbook	Cleaning 226/21	170.00	
11	25/02/2022	BACS	Cashbook	Cleaning 232/21	170.00	
12	04/03/2022	240/21	Cashbook	Cleaning 19.2-25.2	170.00	
12	18/03/2022	248/21	Cashbook	Cleaning Caretaking 26.2-11.3	340.00	
12	25/03/2022	254/21	Cashbook	Cleaning 12/3-18/3	170.00	
12	31/03/2022	3	Journal	Correct to 4160		108.69

Account Cleaning and Caretaking

Account Totals

8,170.69

278.69

Centre Expenditure

Net Balance Month 12

7,892.00

A/c Code	4250 Audit and Accountancy				Annual Budget	0
Centre	200 Expenditure				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
8	26/11/2021	4112	Cashbook	Indendent Examination	201.60	
11	18/02/2022	BACS	Cashbook	Independent Examiner 20/2021	201.60	
		Account	Audit and Accountancy	Account Totals	403.20	0.00
		Centre	Expenditure	Net Balance Month 12	403.20	

A/c Code	4300 Purchase of Equipment				Annual Budget	0
Centre	200 Expenditure				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
10	21/01/2022	BACS	Cashbook	Refund expenses - equipment	202.84	
		Account	Purchase of Equipment	Account Totals	202.84	0.00
		Centre	Expenditure	Net Balance Month 12	202.84	

A/c Code	4710 Events Expenditure				Annual Budget	0
Centre	200 Expenditure				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
5	05/08/2021	12523	Cashbook	Printing Tickets	47.00	
6	17/09/2021	KS-17	Cashbook	First Deposit	250.00	
6	17/09/2021	KS-17	Cashbook	Balance of Guarantee	250.00	
7	17/10/2021	12597	Cashbook	Printing Autumn Programmes	109.16	
7	17/10/2021	12597	Cashbook	Printing tickets	3.08	
7	18/10/2021	KS17	Cashbook	Performance 7th October	977.50	
8	17/11/2021	BACS	Cashbook	Performance 12.11.21	770.00	
9	13/12/2021	EVENT	Cashbook	Performance 10th December	800.00	
9	15/12/2021	BACS	Cashbook	Premises Licence	180.00	
10	21/01/2022	BACS	Cashbook	Printing Spring Brochure	101.83	
10	21/01/2022	BACS	Cashbook	Printing Tickets HandaM	12.00	
12	04/03/2022	BACS	Cashbook	Performance Harp and a Monkey	500.00	
12	25/03/2022	BACS	Cashbook	Performand Fret & Fiddle	962.50	
12	31/03/2022	3	Journal	Refund Deposit Midnight Mango		250.00
12	31/03/2022	3	Journal	Correct code		180.00
		Account	Events Expenditure	Account Totals	4,963.07	430.00
		Centre	Expenditure	Net Balance Month 12	4,533.07	

Silvester Home Institute Charity

Variations

Appendix B

	31st March 2021	31st March 2022
Receipts		
Interest	44.51	11.70
Events	-	7,846.46
Rent	6,492.00	6,492.00
Hire	3,677.42	10,199.19
Grants	31,931.00	8,000.00
	42,144.93	32,549.35
Payments		
Cleaning	6,289.00	7,892.00
Heating and lighting	6,272.54	3,973.31
Water	910.95	-
Repairs and Renewals	787.28	2,109.52
Independent Examination		403.20
Purchase Equipment		202.84
Events	809.39	4,533.07
	15,069.16	19,113.94

280% Note One: Interest rates were lower in 2021/22
 -100% Note Two: Events restarted following the 2020/21 pandemic. Income is at a comparable level to 2019/20
 0%
 -64% Note Three: Room hire in 2021/22 was affected by the pandemic. Income is still not fully recovered, some groups have folded
 299% Note Four: SHI received grants in 2020/21 from CSTC and Covid relief grants from Shropshire council. In 2021/22 it was agreed CSTC would provide direct support rather than grants and reclaim

-20% Note Five: Cleaning sessions returning to pre-pandemic level
 58% Note Six:
 100% Note Seven: The direct debit for water charges was changed to be taken from CSTC bank account. As of July 2022 this has reverted to the CSTC (SHI) account. These expenses were account for as a donation in kind from
 -63% Note Eight: Minimal maintenance was undertaken during 2020/21 due to Covid restrictions
 -100% Note Nine: Two years audits completed in 2021/22
 -100% Note Ten:
 -82% Note Eleven: There were no events in 2020/21. Expenses relate to prior year and administration.

10:51

SALES LEDGER 1 UNPAID INVOICES BY DATE

User: GB

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
07/07/2021	SHI7	HAMER	HAMER	273.00	0.00	273.00	273.00
18/08/2021	SHI12	HAMER	HAMER	252.00	0.00	252.00	252.00
20/10/2021	SHI33	HAMER	HAMER	147.00	0.00	147.00	147.00
09/11/2021	SHI43	HAMER	HAMER	147.00	0.00	147.00	147.00
10/01/2022	Payment 3-5	CLI001	CLIMATE CARE	0.00	0.00	0.00	-63.50
14/01/2022	Payment 6-2	CSTC	CSTC	0.00	0.00	0.00	-2.00
21/01/2022	SHI66	BOURKE	BOURKE	63.50	0.00	63.50	63.50
21/01/2022	SHI69	LUF001	HILARY LUFF	60.09	0.00	60.09	60.09
26/01/2022	SHI73	SHR001	SHROPSHIRE COUNCIL	55.65	0.00	55.65	55.65
02/02/2022	SHI79	GARDENING	GARDENING	86.60	0.00	86.60	86.60
15/02/2022	SHI93	CLI001	CLIMATE CARE	12.50	0.00	12.50	12.50
23/02/2022	Payment 5-1	HEENAN	HEENAN	0.00	0.00	0.00	-284.81
24/02/2022	SHI99	HEENAN	HEENAN	130.20	0.00	130.20	130.20
24/02/2022	SHI100	HAMER	HAMER	84.00	0.00	84.00	84.00
03/03/2022	SHI105	ART001	ARTS FORUM	10.00	0.00	10.00	10.00
15/03/2022	SHI110	AONB001	AONB PARTNERSHIP	27.50	0.00	27.50	27.50
22/03/2022	SHI117	RBL	RBL	10.00	0.00	10.00	10.00
24/03/2022	SHI119	LIBRARY	LIBRARY	24.67	0.00	24.67	24.67
24/03/2022	SHI120	PPG001	PP GROUP	16.27	0.00	16.27	16.27
29/03/2022	SHI122	DANCE	DANCE	113.40	0.00	113.40	113.40
29/03/2022	SHI124	QUAKERS	QUAKERS	147.50	0.00	147.50	147.50
30/03/2022	SHI126	HEENAN	HEENAN	130.20	0.00	130.20	130.20
30/03/2022	SHI127	HAMER	HAMER	84.00	0.00	84.00	84.00
30/03/2022	SHI128	HARVEY	HARVEY	10.00	0.00	10.00	10.00
01/04/2022	SHI129	MOR001	MORRIS	128.10	0.00	128.10	128.10
TOTAL INVOICES				2,013.18	0.00	2,013.18	1,662.87