

Treasurer's Report (12 months to 31 December 2019)

Key Financial Activities

- The Treasurers have been working on the full year figures which are presented here.

Income in December 2019

- £180 of members fees were received in December, of which £120 has been carried forward to the next accounting year due to the mis-alignment of the financial and membership year.
- £155 of kit sales were received in December.

Payments in December 2019

- An order of £425 was placed for kit in December. It was paid after the year end and has been accrued in the year end accounts.
- The termly hire charge for St Georges of £320 was paid.
- £50 was spent on training courses.
- One track night was paid for at £31.
- An annual fee of £53 was paid to Hertfordshire Association of Athletic & Running Clubs for the period 1 Jan 2020 to 31 Dec 2020. Note that there are two such payments in the 2019 annual accounts because last year's fee was paid late and not accrued at the previous year end.
- £20 was spent on 500 'insulated hot cups'.

Events in December 2019

There have been no income-earning Club events during December.

Full year position

- The final results of the 2019 financial year show that the Club has made a surplus of £2,322.
- The Club budgeted for a deficit of £332.
- The main differences between the actual and budgeted position are:

Budgeted deficit for the year	-£332
Additional subscriptions as more members joined than expected	£535
Income from two beginners courses	£710
Savings on AGM due to free room hire	£585
Savings on mid-week road race event	£219
Profit on summer BBQ	£76
Higher than budgeted club affiliation costs	-£128
Savings on IT and website	£117
Savings on run leader/coaching costs and CPR training	£360
Unbudgeted purchase of tent	£159
Unused contingency	£100
Miscellaneous savings	-£79
Actual surplus for the year	<u>£2,322</u>

Cash

- The cash position and movements for the year are shown below:

Cash at 1 January 2019	£3,854
Cash in	£10,380
Cash out	<u>-£7,148</u>
Cash at 31 December 2019	<u>£7,086</u>

Stock

- The stock (club kit) position and movements for the year are shown below:

Stock at 1 January 2019	£1,275
Sales of club kit	-£735
Purchase of club kit	£425
Difference	<u>-£20</u>
Stock at 31 December 2019	<u>£945</u>

HARPENDEN ARROWS
FINANCIAL YEAR 1 JANUARY 2019 TO 31 DECEMBER 2019

Report to Committee for:
 December 2019

	FULL YEAR			PRIOR YEARS			
	BUDGET	FULL YEAR ACTUAL	Variance to Budget	2018	2017	2016	2015
	£	£	£	£	£	£	£
INCOME							
Subscriptions							
Subscriptions received for HA	3,885	4,420	535	3,885	3,714	3,530	3,844
Subscriptions received for EA	1,875	2,220	345	1,895	729	468	48
Subscriptions paid to EA	(1,875)	(2,220)	(345)	(1,837)	(842)	(581)	(520)
	3,885	4,420	535	3,943	3,601	3,417	3,372
Sundry income	0	15	15	5	0	0	0
Club Kit							
Sales	1,300	735	(565)	1,175	1,580	1,370	350
Costs	(1,375)	(755)	620	(1,162)	(1,758)	(1,143)	(318)
	(75)	(20)	55	13	(178)	227	32
AGM							
Sales	2,118	2,116	(2)	2,006	2,938	1,260	
Costs	(2,509)	(1,922)	587	(2,391)	(4,238)	(2,086)	
	(392)	193	585	(386)	(1,300)	(826)	0
Summer BBQ							
Sales	538	623	85				
Costs	(538)	(547)	(9)				
	0	76	76	0	0	0	0
VLM Bus							
VLM Bus payments from members	0	127	127				
VLM Bus payment to Striders	0	(118)	(118)				
	0	9	9				
Beginners course April 2019							
Beginners course sales	0	325	325				
Beginners course costs	0	0	0				
	0	325	325				
Beginners course Sept 2019							
Beginners course sales	0	385	385				
Beginners course costs	0	0	0				
	0	385	385				
TOTAL INCOME	3,419	5,403	1,984	3,575	2,123	2,818	3,404
			0				

EXPENDITURE - Essential / Already Committed

Venue Rental	(1,040)	(1,000)	40	(1,000)	(1,020)	(1,010)	(1,000)
Race Fees and Running Events							
Mid Week Road League - subscription fee	(75)	(75)	0	(75)			
Mid Week Road League - voluntary donation	0	0	0	(100)			
Mid Week Road League hosted event (see analysis)	(500)	(281)	219				
Track sessions	(210)	(215)	(5)				
Invitational expenses	(100)	(33)	67	(34)			
XC League / Run Herts	(152)	(153)	(1)	(152)			
	(1,037)	(758)	279	(361)	(284)	(269)	(291)
Club Affiliations, incl EA							
EA	(100)	(150)	(50)				
SEAA	(20)	(45)	(25)				
Herts Association of Athletics & Running Clubs	(53)	(106)	(53)				
	(173)	(301)	(128)	0	(205)	(226)	(286)
IT and Website							
IT Hosting (3 years)	0	0	0	(274)			
Website / IT	(120)	0	120				
Mailer lite	(80)	(83)	(3)	(83)			
	(200)	(83)	117	(356)	(135)	(238)	(129)
Club Running Equipment & Medals							
Trophy engraving and medals	(400)	(412)	(12)	(378)			
General equipment (Hi-viz / cups etc)	(50)	(20)	30	(64)			
	(450)	(432)	18	(442)	(319)	(266)	(41)
Stationery & Sundry¹							
Stationery & Sundry	(50)	(29)	21	(35)			
	(50)	(29)	21	(35)	0	0	0
Total Expenditure - Essential Already Committed	(2,950)	(2,603)	347	(2,194)	(1,963)	(2,009)	(1,747)
SURPLUS/(DEFICIT) - after Essential / Committed Spend	469	2,800	2,332	1,381	160	809	1,657

HARPENDEN ARROWS
FINANCIAL YEAR 1 JANUARY 2019 TO 31 DECEMBER 2019

Report to Committee for:
 December 2019

FULL YEAR			PRIOR YEARS			
BUDGET	FULL YEAR ACTUAL	Variance to Budget	2018	2017	2016	2015
£	£	£	£	£	£	£

¹ Stationery and sundry included donations in 2017 and previously

EXPENDITURE - Discretionary

Coaching Fees

Run Leader / Coaching Courses	(300)	(40)	260				
Coaches & Speakers	(300)	(289)	11	(364)			
Other Training	0	(10)	(10)				
	(600)	(339)	261	(364)	(289)	0	(415)

Club Running Equipment & Medals

Tent & Tent Sides	0	(159)	(159)	(475)			
Feather	0	0	0				
	0	(159)	(159)	(475)	0	0	0

Donations

Fetch donation	0	0	0	(50)			
Friends of Nickey Line	(50)	0	50				
Good Causes / Charity / parkrun	0	(30)	(30)	(200)			
	(50)	(30)	20	(250)	0	0	0

Other

CPR training	(50)	50	100	(50)			
	(50)	50	100	(50)	(569)	(274)	(26)
Contingency	(100)	0	100	0	0	0	0

Total Expenditure - Discretionary

	(800)	(478)	322	(1,138)	(858)	(274)	(441)
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SURPLUS/(DEFICIT) - after ALL Spend

	(332)	2,322	2,654	243	(698)	535	1,216
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Number of Members

Full year @ £20	180						
Half year @ £10	20						
	<u>200</u>						

Paying EA fees @ £15

	125	148	23				
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Balance Sheet

Stock	600	945	0	1,275	1,990	1,040	878
Cash	4,097	7,086	0	3,854	3,081	3,299	2,850
Prepayments	705	408	0	705		200	277
Accruals	0	(918)	0				
Deferred income	(1,650)	(1,115)	0	(1,750)	(1,230)		
	<u>3,752</u>	<u>6,406</u>	<u>0</u>	<u>4,084</u>	<u>3,841</u>	<u>4,539</u>	<u>4,005</u>

Members reserves

	<u>3,752</u>	<u>6,405.88</u>	<u>0</u>	<u>4,084</u>	<u>3,841</u>	<u>4,539</u>	<u>4,005</u>
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HARPENDEN ARROWS
FINANCIAL YEAR 1 JANUARY 2019 TO 31 DECEMBER 2019

Forecast Monthly Cashflow

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL	Variance	Comment
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Spend	Forecast	to Budget
Opening balance	3,854	4,666	3,716	4,891	7,321	7,148	7,054	6,900	7,051	7,278	7,308	7,225	0	0	
Subscriptions	Membership subscription - full paying FY 2019			570	1,770	420	180	45	45	135			90	3,255	555
	Membership subscription - full paying FY 2020	0	0	190	590	140	60	15	15	45			30	1,085	185
	Membership subscription - joiners FY 2019	10	80	10									30	130	(20)
	Membership subscription - joiners FY 2020	0	0										30	30	(20)
	EA subscription		15	495	1,260	240	90			15	30		75	2,220	345
Subscriptions paid to EA		(15)	(45)	(1,320)	(525)	(150)		(15)	(15)		(30)	(75)	(2,190)	(315)	
Club Kit	Sales	90	35	100	70		130			155			155	735	(565)
	Cost of buying stock													0	700
AGM	Sales	1,320	81											1,401	(2)
	Pre-paid sales (next year's event)													0	(700)
	Costs (incl next year's deposit)		(1,098)				(120)							(1,217)	1,292
Summer BBQ	Sales						623							623	85
	Costs						(547)							(547)	(9)
VLM Bus	VLM Bus payments from members		118	9	(9)							9		127	127
	VLM Bus payment to Striders			(118)										(118)	(118)
Beginners course April 2019	Beginners course sales				250	75								325	325
	Beginners course costs													0	0
Beginners course Sept 2019	Beginners course sales							75	75	235				385	385
	Beginners course costs													0	0
Sundry Income						15								15	15
Venue Rental	(240)				(440)								(320)	(1,000)	40
Coaching Fees	Run Leader/Coaching courses												(40)	(40)	260
	Coaches and speakers							(289)						(289)	11
	Other training											(10)	(10)	(10)	(10)
Race Fees & Running Events	Mid Week Road League - subscription fee			(75)										(75)	0
	Mid Week Road League - hosted event						(281)							(281)	219
	Track sessions		(60)		(31)		(31)		31	(31)		(62)	(31)	(215)	(5)
	Invitational expenses						(33)							(33)	67
	XC league/Run Herts									(153)				(153)	(1)
Club Affiliations, incl EA	EA				(150)									(150)	(50)
	SEAA		(20)											(20)	0
	Herts County Champs	(53)										(53)	(106)	(53)	(53)
IT & Website	Website/IT													0	120
	Mailer lite					(83)								(83)	(3)
Club Running Equipment & Medals	Trophy engraving and medals	(314)	(87)	(12)										(412)	(12)
	Tent & Tent Sides								(159)					(159)	(159)
	Feather													0	0
	General equipment											(20)	(20)	(20)	30
Donations	Fetch donation													0	0
	Friends of Nickey Line													0	50
	Good causes/charity													0	0
Stationery & Sundry	CPR training			50										50	100
	Other stationery and sundry	(1)		1			(29)							(29)	21
Contingency														0	100
Closing balance	4,666	3,716	4,891	7,321	7,148	7,054	6,900	7,051	7,278	7,308	7,225	7,086			