

Swallowfield Parish Allotment Association

Income and Expenditure Account for the Year ended 31 March 2023

	General Fund	Project Fund	2023 Total	2022 Total
	£	£	£	£
<b>Income</b>				
Rent received	1,823		1,823	1,534
Events	495		495	130
Donations	-	50	50	1
Equipment Hire	-		-	-
Plant sales	6		6	48
Manure donations	164		164	258
Interest	-	0	0	0
Misc income - Bank rebate	-		-	50
<b>Total Income</b>	<b>2,488</b>	<b>50</b>	<b>2,538</b>	<b>2,020</b>
<b>Expenditure</b>				
Rent paid	595		595	515
Water	31		31	214
Insurance	198		198	196
Ground Maintenance / Grass cutting	222		222	407
Event expenses	84		84	125
Repairs and Maintenance	258		258	5
Equipment purchased	73		73	266
Petrol and Oil	-		-	-
Manure	100		100	90
Misc expenses	31		31	15
Banking charges	34		34	17
<b>Total expenditure</b>	<b>1,625</b>	<b>-</b>	<b>1,625</b>	<b>1,849</b>
<b>Surplus of income over expenditure</b>	<b>863</b>	<b>50</b>	<b>913</b>	<b>171</b>
<b>Balance brought forward</b>	<b>2,389</b>	<b>-</b>	<b>2,389</b>	<b>2,218</b>
<b>Balance carried forward</b>	<b>3,252</b>	<b>50</b>	<b>3,302</b>	<b>2,389</b>
<b>Total funds held as follows:</b>			£	£
Current account			2,090.72	1,231.91
Deposit account			1,134.95	1,084.77
Cash			76.19	72.18
<b>Total Funds</b>			<b>3,301.86</b>	<b>2,388.86</b>

Signed ..... Treasurer ..... Reviewer

..... Date ..... Date

## Notes

### Income and Expenditure Account

#### Income

- 1 Total income was up on last year by >500% and the year before by <300% at £913. The key contributing factors include the successful Jubilee celebration open day (May22) which generated a net profit of £411; profit on manure sales of £64 (although this was significantly down on the prior yr); and generally lower expenses [purchased less equipment + missing water bills since Jul22 + in the prior yr we resurfaced parts of the hard standing with scaplings (one-off cost).]
- 2 Rental income was up £224 - excluding the £65 duplicate payment that has been refunded against the rent paid line. This increase is a direct result of the Oct22 rental increase of +£10 for a full plot and +£5 for a half a plot. This increase has covered the expenditure on Repairs and Maintenance for the yr. All available plots are occupied with the exception of the 4 new raised beds, with plot 4a+b unable to be rented out until a resolution to the flooding is in place. [24 full plots + 5 half plots occupied. No waiting list.]
- 3 We received a £50 donation for a shed from Lucinda Bassett the new occupier of plot15. This funding has been moved against the project fund.
- 4 The £6 from the plant sale is coming from the seed swap as we have not done a separate plant sale this yr.
- 5 The sale of manure has been slow as most of the plot has been under water for several months rendering any work on the plots near impossible unless you had a boat. The majority of the income from the manure sales in this years accounts is from the manure that was delivered last fiscal year. We are still to see the income from this years delivery in next years accounts.

#### Expenditure

- 1 Rent payable to Swallowfield Parish Council/Calico went up by 6%. Which equates to a £30 increase per year from 01-Jan-22.
- 2 As a result of the ongoing issues with Castle water we have not seen a bill since Jul22 when they removed the meter reader during a call out, hence rendering the ability to give a meter reading impossible. A complaint has been sent but a solution is still pending. It is likely that we will have a significant catchup bill to pay next year.
- 3 Insurance remained relatively unchanged again from the prior year baring a small increase of £2. [The insurance renews annually in Dec. We might get a higher increase next calendar year possibly inline with inflation.]
- 4 The grass cutting service for the perimeter of the site from Nigel Jeffries Landscape increased by 6% from £42 to £44.40 per visit. [We tend to use this service from Apr->Sept (6mths). But, this year we delayed the start to May (5mths in total).]
- 5 £258 was spent on Repairs and Maintenance to cover roofing felt, treated wood, tape for repairing the poly tunnel, replacement wheelbarrow wheels, replacement wheels for the generator trolley and eco weed killer.
- 6 £73 was invested in equipment this year to purchased a lawn roller.
- 7 We moved our banking from HSBC to Natwest to avoid having to pay the monthly banking and transaction charges. We incurred £34 of charges this fiscal year, but we should not see any more going forwards. The transition is complete and the old bank a/cts closed as of 01-Aug-22. We have 2 bank a/cts with Natwest, a current a/ct and a 2nd account for the project funds. We are able to perform online BAC's payments thus eliminating the requirement to write physical cheques to pay suppliers. All payments still require 2 signatories as per the constitution but the new process is working well.

#### Conclusion

- 1 Urgent resolution is required with Castle Water for FY24.
- 2 Need to investigate alternate Landscaping companies to see if we can get a better deal with better communication.
- 3 The open day was a huge success contributing to 45% of the surplus income!! Thanks to everyone that participate to its success through donations, baking, covering a stall, setting up and taking down.  
Note: Next years open day was 13-May-23 in conjunction with the Kings Coronation celebrations.
- 4 Overall there is a net positive cash in hand position of £913 for the year, with the savings account (which is reserved primarily for projects) remaining untouched for the year other than the £50 donation being transferred into it. The balances on these two accounts, plus the petty cash ensures SPAA continues to be in a very strong financial position. This will enable the new committee to manage any large unexpected bills very comfortably and invest in some interesting projects for FY24 and beyond.

Swallowfield Parish Allotment Association  
Summary of Income and Expenditure  
Year ended 31 March 2023

INCOME

Source		Plot	Current Account	Deposit Account	Cash	Total
01/04/2022	Manure	21	26.00			26.00
01/04/2022	Manure	11	10.00			10.00
01/04/2022	Manure	26	16.00			16.00
20/04/2022	Manure	25	10.00			10.00
21/04/2022	Manure	9b	15.00			15.00
24/04/2022	Manure	2	10.00			10.00
12/06/2022	Rent 3mths	1b	8.75			8.75
23/06/2022	Manure	9a	15.00			15.00
13/09/2022	Rent Oct22-Sep23 - half plot	9A	40.00			40.00
13/09/2022	Rent Oct22-Sep23 - full plot	4A+B	65.00			65.00
15/09/2022	Rent Oct22-Sep23	21	65.00			65.00
15/09/2022	Rent Oct22-Sep23	16	65.00			65.00
15/09/2022	Rent Oct22-Sep23 - half plot	24B	40.00			40.00
20/09/2022	Rent Oct22-Sep23	8	65.00			65.00
21/09/2022	Rent Oct22-Sep23	20	65.00			65.00
22/09/2022	Rent Oct22-Sep23	22	65.00			65.00
26/09/2022	Rent Oct22-Sep23	19	65.00			65.00
27/09/2022	Rent Oct22-Sep23 - 2 plots	7 & 18	130.00			130.00
27/09/2022	Rent Oct22-Sep23	26	65.00			65.00
29/09/2022	Rent Oct22-Sep23 - half plot	1b	40.00			40.00
29/09/2022	Rent Oct22-Sep23	10	65.00			65.00
30/09/2022	Rent Oct22-Sep23	2	65.00			65.00
30/09/2022	Rent Oct22-Sep23	11	65.00			65.00
03/10/2022	Rent Oct22-Sep23 (paid twice - to be refunded) **	20	65.00			65.00
03/10/2022	Rent Oct22-Sep23 - 2 plots	3 & 14	130.00			130.00
03/10/2022	Rent Oct22-Sep23 ***	17	5.00			5.00
10/10/2022	Rent Oct22-Sep23 ***	17	60.00			60.00
03/10/2022	Rent Oct22-Sep23	13	65.00			65.00
04/10/2022	Rent Oct22-Sep23	27	65.00			65.00
04/10/2022	Rent Oct22-Sep23	5	65.00			65.00
06/10/2022	Rent Oct22-Sep23 - half plot	9b	40.00			40.00
06/10/2022	Rent Oct22-Sep23	25	65.00			65.00
07/10/2022	Rent Oct22-Sep23	6	65.00			65.00
07/10/2022	Manure	1b	12.00			12.00
24/10/2022	Rent Oct22-Sep23 - half plot	24a	40.00			40.00
17/11/2022	Manure	9A	6.00			6.00
30/11/2022	Rent Oct22-Sep23	23	65.00			65.00
02/12/2022	Rent (Dec22 to Sep23) + shed	15	104.17			104.17
26/01/2023	Rent Oct22-Sep23	30	65.00			65.00
17/02/2023	Manure	15	4.00			4.00
09/03/2023	Manure	2	20.00			20.00
20/04/2022	Manure	10			1.00	1.00
20/04/2022	Seed Swap Box				6.00	6.00
14/05/2022	Open day - Float1 Refreshments				60.70	60.70
14/05/2022	Open day - Float2 Cakes				43.10	43.10
14/05/2022	Open day - Float3 Raffle & Tombola				229.00	229.00
14/05/2022	Open day - Float4 Games				23.00	23.00
14/05/2022	Open day - Float5 Plants (incl. £2 manure)				133.41	133.41
09/06/2022	Open Day plants				6.80	6.80
09/06/2022	Open Day plants	8			1.00	1.00
09/06/2022	Manure	18			17.00	17.00
11/04/2022	Monthly interest on deposit a/c			0.05		0.05
11/05/2022	Monthly interest on deposit a/c			0.04		0.04
11/06/2022	Monthly interest on deposit a/c			0.05		0.05
11/07/2022	Monthly interest on deposit a/c			0.04		0.04
			<b>2,016.92</b>	<b>0.18</b>	<b>521.01</b>	<b>2,538.11</b>

RECEIPTS

Rent	Events	Donations	Equipment Hire	Plant sales	Manure	Interest	Misc	Sub total	Current A/C	Deposit A/C	Cash	Total	
					26.00			26.00				26.00	
					10.00			10.00				10.00	
					16.00			16.00				16.00	
					10.00			10.00				10.00	
					15.00			15.00				15.00	
					10.00			10.00				10.00	
8.75								8.75				8.75	
					15.00			15.00				15.00	
40.00								40.00				40.00	
65.00								65.00				65.00	
65.00								65.00				65.00	
65.00								65.00				65.00	
40.00								40.00				40.00	
65.00								65.00				65.00	
65.00								65.00				65.00	
65.00								65.00				65.00	
65.00								65.00				65.00	
130.00								130.00				130.00	
65.00								65.00				65.00	
40.00								40.00				40.00	
65.00								65.00				65.00	
65.00								65.00				65.00	
65.00								65.00				65.00	
65.00								65.00				65.00	
130.00								130.00				130.00	
5.00								5.00				5.00	
60.00								60.00				60.00	
65.00								65.00				65.00	
65.00								65.00				65.00	
65.00								65.00				65.00	
40.00								40.00				40.00	
65.00								65.00				65.00	
65.00					12.00			65.00				65.00	
65.00								65.00				65.00	
65.00								65.00				65.00	
65.00								65.00				65.00	
65.00					6.00			65.00				65.00	
65.00								65.00				65.00	
54.17		50.00						104.17	(50.00)	50.00		104.17	
65.00								65.00				65.00	
4.00						4.00		4.00				4.00	
20.00						20.00		20.00				20.00	
1.00							1.00	1.00				1.00	
6.00				6.00				6.00	4.99		(4.99)	6.00	
60.70								60.70	60.70		(60.70)	60.70	
43.10								43.10	43.10		(43.10)	43.10	
229.00								229.00	229.00		(229.00)	229.00	
23.00								23.00	23.00		(23.00)	23.00	
131.41						2.00		133.41	131.41		(131.41)	133.41	
6.80								6.80	6.80		(6.80)	6.80	
1.00							1.00	1.00	1.00		(1.00)	1.00	
17.00								17.00				17.00	
0.05							0.05	0.05				0.05	
0.04							0.04	0.04				0.04	
0.05							0.05	0.05				0.05	
0.04							0.04	0.04				0.04	
<b>1,822.92</b>	<b>495.01</b>	<b>50.00</b>	<b>-</b>	<b>6.00</b>	<b>164.00</b>	<b>0.18</b>	<b>-</b>	<b>2,538.11</b>	<b>-</b>	<b>450.00</b>	<b>50.00</b>	<b>(500.00)</b>	<b>2,538.11</b>

Transfer to

Swallowfield Parish Allotment Association  
 Summary of Income and Expenditure  
 Year ended 31 March 2023

EXPENDITURE

Source		Current Account	Deposit Account	Cash	Total
Detail					
01/04/2022	Monthly banking charges (Feb)	5.00			5.00
01/04/2022	Charge for processing cheques between 11/02/22-10/03/22	0.80			0.80
02/05/2022	Monthly banking charges (Mar)	5.00			5.00
02/05/2022	Charge for processing cheques between 11/03/22-10/04/22	-			-
14/04/2022	Roofing Felt & Printed Flyers for Open Day	71.97			71.97
02/06/2022	Monthly banking charges (Apr)	5.00			5.00
02/06/2022	Charge for processing cheques between 11/04/22-10/05/22	0.80			0.80
19/04/2022	Water: 01/02/222 -> 31/07/22	31.03			31.03
09/06/2022	Treated timber; Wheelbarrow wheels; eco weedkiller	108.42			108.42
09/06/2022	Open morning expenses: Tea; Coffee; Squash; Cake	31.97			31.97
13/06/2022	Grass Cutting - May22 (inv:14966)	44.40			44.40
01/07/2022	Monthly banking charges (May)	5.00			5.00
01/07/2022	Charge for processing cheques between 11/05/22-10/06/22	-			-
01/08/2022	Monthly banking charges (June)	5.00			5.00
01/08/2022	Charge for processing cheques between 11/06/22-10/07/22	1.20			1.20
01/09/2022	Monthly banking charges (July)	5.00			5.00
01/09/2022	Charge for processing cheques between 11/07/22-10/08/22	0.80			0.80
10/07/2022	Grass Cutting - Jun22 (inv:15090)	44.40			44.40
01/08/2022	Replacement generator trolley wheels*4; eco weedkiller*2	97.76			97.76
18/11/2022	Grass Cutting - Jul22 (inv:15210)	44.40			44.40
18/11/2022	Grass Cutting - Aug22 (inv:15338)	44.40			44.40
18/11/2022	Grass Cutting - Sep22 (inv:15445)	44.40			44.40
18/11/2022	Lawn Roller & selection of tapes to repair polytunnel	104.47			104.47
06/01/2023	Plot20 Rent Oct22-Sep23 - paid twice - REFUND **	65.00			65.00
13/02/2023	Manure delivery	100.00			100.00
06/01/2023	Insurance	197.81			197.81
06/01/2023	Rent - Jan23 to Jun23	265.00			265.00
18/11/2022	Engraving + 2nd class stamps*6	14.08			14.08
09/06/2022	Laminate pouches		17.00		17.00
01/08/2022	Rent - Jul22 to Dec22	265.00			265.00
		<b>1,608.11</b>	<b>-</b>	<b>17.00</b>	<b>1,625.11</b>

PAYMENTS

Expense type													Transfer to			
Rent paid	Water	Insurance	Ground Maintenance & Grass Cutting	Event Expenses	Repairs & Maintenance	Equipment purchased	Petrol & Oil	Manure	Misc	Banking Charges	Sub total	Current A/C	Deposit A/C	Cash	Total	
										5.00 Banking charges	5.00				5.00	
										0.80 Banking charges	0.80				0.80	
										5.00 Banking charges	5.00				5.00	
										- Banking charges	-				-	
				51.97	20.00					Roofing Felt & Printed Flyers for Open Day	71.97				71.97	
										5.00 Banking charges	5.00				5.00	
										0.80	0.80				0.80	
		31.03									31.03				31.03	
										Treated timber; Wheelbarrow wheels; eco weedkiller	108.42				108.42	
										Open morning expenses: food + beverage	31.97				31.97	
			44.40	31.97	108.42						44.40				44.40	
										5.00 Banking charges	5.00				5.00	
										-	-				-	
										5.00 Banking charges	5.00				5.00	
										1.20 Banking charges	1.20				1.20	
										5.00 Banking charges	5.00				5.00	
										0.80 Banking charges	0.80				0.80	
			44.40								44.40				44.40	
										Replacement generator trolley wheels*4; eco weedkiller*2	97.76				97.76	
											44.40				44.40	
											44.40				44.40	
											44.40				44.40	
										Lawn Roller & selection of tapes to repair polytunnel	104.47				104.47	
	65.00									REFUND paid	65.00				65.00	
											100.00				100.00	
											197.81				197.81	
	265.00										265.00				265.00	
											14.08				14.08	
											17.00				17.00	
	265.00									Engraving + 2nd class stamps*6	14.08				14.08	
										Laminate pouches	17.00				17.00	
	265.00										265.00				265.00	
	<b>595.00</b>	<b>31.03</b>	<b>197.81</b>	<b>222.00</b>	<b>83.94</b>	<b>257.66</b>	<b>72.99</b>	<b>-</b>	<b>100.00</b>	<b>31.08</b>	<b>33.60</b>	<b>1,625.11</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,625.11</b>