



Executive Committee Meeting – 13th January 2020

Treasurer's report

1. Dealing with subscriptions

At the EC meeting held on 25th March 2020, it was agreed to prepare a proposal to be put to each members regarding the handling of subscriptions during the club shutdown. This was presented to the EC and approved on 2nd April. Emails and letters were sent to all members.

The result of the process was as follows:

- Full Bowling Members
 - 32 members were content to leave their full subscription with the club
- Deferred Bowling Members
 - 40 members paid £25 and left £75 with the club as a prepayment on future subscriptions
 - 7 members paid £25 and requested that the remaining £75 be refunded.
 - 1 member who had not previously paid, paid £25
- Social Members
 - 21 members remained as social members

Total number of members: 101

As a result of this process, the club received £4,925 as subscriptions for 2020/21. This is £2,425 better than assumed in the initial budget calculation.

2. Changes in the use of the accounting software

The accounting for GHBC has, until now, used cash accounting principles, whereby any monies received or paid out are included as at the date of the transactions. In order to deal with the radical changes brought about by the coronavirus, we have changed the accounting method to accruals accounting. This is used by most commercial companies and enables us to reflect the revenue and costs more accurately.

This change has enabled us the deal with the following:

a) County Fees

We have been told that all county affiliation and competition fees will be refunded to clubs. We are therefore expecting £1469.90 from RCBBA. While we await this payment, we have moved this amount to the Balance Sheet and treated it as a debt, i.e. something which we expect to be paid. It therefore no longer shows as an expense in our Profit and Loss account.

b) Prepaid subscriptions

The £3,000 held by the club as money to be used for future subscriptions has been moved to the Balance Sheet and so that it is not considered part of club funds.

c) Club Competition Fees

Fred Payne had collected £114 for club competitions. £16 of this was refunded and £98 moved to the Balance Sheet as prepayment by the members concerned.

3. Updated report of expected income and expenditure against budget

Annex A provides an update on the state of our finances as at 23rd April 2020. Whereas we had forecasted a potential loss of nearly £6,000, we are currently showing a surplus of £4,598. Of



course, we have some large expenses to be paid, such as the Green maintenance, Club Insurance, Utility costs, and legal costs associated with registering the club lease.

4. Contingency Planning

As treasurer, I was the only person to have full access to the accounting software, we have reduced the risk to the accounting process by providing full access to our auditor, Gareth Jenkins. I Gareth and I have discussed the changes outlined above and both are competent to take these forward.

5. Signing cheques

As agreed at the EC meeting on 2nd April, I reported on cheques signed since the closure of the club.

6. Arranging for on-line banking with two signatories

We have been under pressure for some time to make payments using on-line banking. Now that Barclays Bank is closed until further notice, we have been approached again about moving to internet banking. By the terms of our Constitution, we have to have two people to authorise any bank payment. Until now, we had lacked a suitable second person to authorise on-line payment, but at the EC meeting on 16th April our Secretary, Irene Stow, offered to do this.

I have approach Barclays and they provided the necessary forms. As she already has a Barclays account and does internet banking, the process is straightforward. We have completed the forms and now await Implementation. Once this is done, I will be able to raise payments and have these authorised by Irene. This will make it much easier to pay suppliers on time.

7. Membership Officer

Sue Richardson has indicated that she wishes to stand down as Membership Officer. I offered to undertake this role for the rest of this season. The EC felt that we needed to check the Constitution and Club Rules for any potential conflict of interest with my role as Treasurer.

The Constitution states that the duties of Membership Officer are:

- a) The Membership Officer is responsible for the recruitment and induction of new members to the Club, and the retention of existing Club members.
- b) The Membership Officer is to maintain on Club premises an up-to-date list of members names, addresses and telephone numbers.
- c) The Membership Officer is to issue a copy of the Club Constitution, the Club Rules and a membership pack to every new member.
- d) The Membership Officer is to send out membership fee reminders to each member at the beginning of the calendar year, and in conjunction with the Treasurer is to organise the collection and recording of those fees.

Meanwhile I have undertaken tasks (b) and (d) above and placed updated copies of the Constitution, Club Rules and GDPR form on the Club website.

Action 1. The EC is requested to confirm the replacement Membership Officer.

Action 2. Approval is sought to send out the revised membership list dated 20th April 2020

GREAT HOLLANDS BOWLS CLUB



Green: Recreation Ground, South Road, Wokingham, Berkshire, RG40 3EE

Tel: 01344 300105

Annex A

Budget update – 23rd April 2020

Row Labels	Sum of Budget	Sum of Actual
RECEIPTS	£12,600.00	£15,222.45
+ 4000 Subscriptions	£2,500.00	£4,925.00
+ 4100 Collection of fees	£0.00	(£30.00)
+ 4300 Bar Sales	£5,000.00	£5,052.70
+ 4400 Fund raising	£2,000.00	£1,863.43
+ 4500 Crib/Short Mat/Bingo/Craft	£800.00	£855.00
+ 5000 Money for charities	£0.00	£120.00
+ 5200 Receipts from events	£2,300.00	£2,329.00
+ 5400 Miscellaneous income	£0.00	£107.32
PAYMENTS	(£18,570.00)	(£10,623.93)
+ 7100 Maintenance of the green	(£4,000.00)	£0.00
+ 7200 Clubhouse costs	(£5,650.00)	(£2,795.39)
+ 7300 Utilities	(£1,720.00)	(£532.58)
+ 7400 RCBBA related costs	£0.00	(£56.00)
+ 7500 Costs of competitions	£0.00	(£591.41)
+ 7600 Match costs	(£200.00)	(£187.00)
+ 7700 Cost of fund raising	£0.00	£0.00
+ 7800 Bar costs	(£3,500.00)	(£3,233.21)
+ 7900 Gifts to charity	(£700.00)	(£676.98)
+ 8000 Event costs	(£1,800.00)	(£1,762.59)
+ 8100 Gifts and presents	(£400.00)	(£377.19)
+ 8200 Stationery and printing	(£200.00)	(£189.00)
+ 8300 Licences	(£400.00)	(£175.58)
+ 8400 Other costs	£0.00	(£47.00)
Grand Total	(£5,970.00)	£4,598.52