

## Treasurer's Report – Full Edition Financial Year – January 2020 – December 2020 (Inclusive)

The financial records this year follow an erratic pattern reflecting the major interventions caused by the unique circumstances that occurred throughout the calendar year. Despite the turmoil of events, the loss of our two top income months and significant investment into much needed infrastructure improvements, our income from sales is up by 48.5% at just shy of £9000. The fact that this increase in sales' figures has been accompanied by a planned 10% reduction in profit margins reflects the tremendous support we have enjoyed from the membership.

**Thank you.**

### 2020 events in chronological order:

- Covid 19 – and the resulting national lockdown – March 2020
- Total “lockdown” of all retail premises.
- The decision to revise the trading practice to take into account the limitations imposed by the legal requirements following the slight easing of “lockdown rules.
- Significant infrastructure improvements throughout the administration buildings which is reflected in expenditure figures – these are covered in more detail in the online full edition of this report found on the website.
- Difficulties in securing stock, especially compost in April – July due to government restrictions exacerbated by inheriting a shop in which supplies were completely exhausted. This is reflected in the relatively high shop expenditure and initially selling stock at cost in order to provide an ongoing service to the membership both of which will be explained further in the Trading Secretary's report.
- Applying a different trading policy following the introduction of online accounts with bulk suppliers.

Please review **Appendix A** –

You will note it contains figures for 2017 to 2020. The figures for 2020 are split into two different formats – 2020A and 2020B  
2020A is the way the records have been presented in the past.

I am more than happy to explain in detail the reason why this change is necessary if the summary given below is felt insufficient.

### Bottom line

The previous year's bank balance **£4720.70** +/- the surplus/deficit should equal this year's bank balance **£1870.75**.

Column 2020A – Previous year balance = **£4,720.70** Deficit= **-£2,628.87** Result = **£2,091.83\***  
Column 2020B – Previous year balance = **£4,720.70** Deficit= **-£2,849.95** Result = **£1870.75✓**

### Reason for discrepancy: The integration of End of Year and Start of Year Stock Status Figures within the Income and Expenditure figures.

Residual stock from both ends of the year have been a best estimate – new residual stock control status records will provide far more accuracy than in previous years but it cannot guarantee absolute accuracy. These figures are integrated in column **2020A** hence embedded inaccuracy whereas they are only used in Trading figures and for the Net worth Figure in **2020B Note** – **all figures are identical in both columns** (See Appendix A)

Following committee discussions and resulting decision the format as in column **2020B** is to be adopted for financial reporting in future.

**Peter Cheyne**  
**December 2020**

## Clarification of discrete Income & Expenditure Figures

These notes will provide an expansion on the costs notated in the financial report.

### Please refer to Appendix A

#### Income

##### Donations - £80

We raised £41.50 by selling some autumn onion sets donated by Simon Wire – the shop added the extra to round it up to £50. Simon passed the donation on to the Firefighter's Charity.

Donated wine (£30) to Nursery staff in thanks for the plant donations at the beginning of lockdown.

##### Subscriptions - £466

This compares to £623.50 last year – due to reduced subscription rate as a result of nation wide lockdown closing the shop and access to other facilities until April/May

#### Expenditure

Here I will focus upon figures that are significant and/or significantly higher than previous expenditure in this category.

##### Building Maintenance & Site Work - £3272.87

**It should be noted that ALL major expenses are ratified by a full committee decision before expenditure.**

This can be split into four expense sectors namely:

- Installation of Electric circuitry throughout the main administration buildings.
- Installation of a solar power source to augment our generator power source.
- Construction of compost compound to facilitate the bulk purchasing policy
- Miscellaneous component requirements associated with the above and improvements required in the shop.

It is difficult to tease the above components neatly apart but the main figures are:

• Electricity Circuitry Components:	£424.98
• Solar Components:	£1852.15
• Roof Panel Framework	£163.36
• Compost Compound	£329.04
• Tools, New Locks, CCTV Security	£124.29
• LED Tubes	£26.26
• Shop Electronics – Outside Power Pt.	£42.54
• Shed Hire x 2 + New Shelving units	£112.46
• Fabric dispenser & storage of strimmers.	
Shop shelving accessories (ie light fittings and peg board hooks)	£86.10
• Refit and line Pebble Dash Shed to house Inverter, batteries, controller & generator for energy source & compost store	£108.70
• March 2020 Spare Padlock	£2.99
• Labour	£0.00

I add the last line not to amplify what a jolly fine fellow I am, that goes without saying, but to put some perspective on the expenditure this year in order to offset comments received when we have too much reserve and potentially even more comments if we spend it. With labour costs you could easily treble the building and maintenance costs thus making it unobtainable on our budget.

## Plant/Tools/Fuel

This is comparable to most years but the tool inventory has now increased remarkably. There was also expenditure on wheelbarrow repairs which has resulted in them all being repaired with thoughts of purchasing more completely dismissed.

## Stationery

This is increased this year due to the printing costs as a result of:

- Leaflet printing for Garden Membership promotion
- Click & Collect receipts
- Posters and signage throughout the shop
- Increased use of laminating
- Mail shot label printing
- Laser Toner usage in colour and mono printing.
- Card Reader hardware was included in the Stationery category
- I also included Retail Wrapping goods – brown paper bags, plastic fertilizer bags and potato carrier bags within the Stationery category.

## Toilet Maintenance

The extra £50 funded:

- The elbow lever tap replacing the worn out, unhygienic tap (given communal use and covid situation).
- A led light controlled by a PIR duly wired up to the circuitry following a committee request.

**The following new categories were added:**

## Internet Access

The Click & Connect reader needs to connect to the “till” via the internet – this is performed by “tethering” a smart phone and providing a local “hot spot”. I have given the allotment the loan of a smart phone for their exclusive use for this purpose and to provide access to the association mail box and should the need arise a separate telephone number.

The cost for the contract is £10 every 3 months – the free minutes & data are not exceeded so our total costs are £40 per annum.

## Click and Collect Charges

These are the costs deducted at source for use of card payments via the Click & Collect service.

This is the only cost and the “shell” software for the C&C menus carries zero monthly charge. The card costs are 2.9% + 20p per transaction, we now have a policy of no online payments less than £5 via card payments

The takings via Online Card transfers amounted to £2566.95 and the charges were £107.33

**Please Note** – In December a new website/click and collect service was introduced – doing away with the above charge format and as a result halved the potential cost and dismissed the need for the £5 minimum. Details of this service’s costs will be in the 2021 report.

## In Shop Charges

These are the costs deducted at source for use of card payments via the Browse and Tap in shop service. This also includes Click and Collect deferred payments.

The card costs are 1.75% of the transaction sum (no fixed transaction charge).

The takings via this service amounted to £3443.90 and the charges were £51.98

This service does offer an integrated C&C service but unfortunately at £40 per month!

**Other income** was via BACs (free) and Cheques. Cheques were free during Covid lockdown and discouraged following increased bank charges per cheque post national lockdown

**Peter Cheyne**  
**December 2020**

## Appendix A - Financial Report

	2017	2018	2019	2020A	2020B
<b>1. Shop Trading Account</b>					
Opening Stock	£1,957.00	£2,698.00	£2,459.00	£2,642.50	£2,642.50
Purchases	£5,803.21	£4,286.81	£4,815.00	£7,850.92	£7,850.92
Sales	£6,538.15	£6,277.85	£6,039.00	£8,966.36	£8,966.36
Closing Stock	£2,698.00	£2,459.00	£2,642.50	£2,864.50	£2,864.50
<b>Trading Surplus/Deficit</b>	<b>£1,475.94</b>	<b>£1,752.04</b>	<b>£1,407.50</b>	<b>£1,337.44</b>	<b>£1,337.44</b>
			24.85%	14.92%	14.92%
<b>2. Income</b>					
Shop Sales	£1,475.94	£1,752.04	£1,407.50	£1,337.44	£8,966.36
Subscriptions	£438.00	£507.00	£623.50	£466.00	£466.00
Keys	£90.00	£95.00	£93.00	£0.00	N/A
Plant Sales	£19.50	£195.50	£149.85	£0.00	£0.00
Competition Entrance Fee	£0.00	£0.00	£38.00	£0.00	£0.00
Bank Interest	£14.50	£40.00	£0.00	£0.00	£0.00
Donations (Open Day + Bonfire)			£226.09	£50.00	£50.00
<b>Total</b>	<b>£2,037.94</b>	<b>£2,589.54</b>	<b>£2,537.94</b>	<b>£1,853.44</b>	<b>£9,482.36</b>
<b>3. Expenditure</b>					
RHS Insurance & Affiliation	£170.00	£180.00	£180.00	£180.00	£180.00
AGM Expenses	£94.00	£45.00	£94.50	£6.50	£6.50
Honoraria	£140.00	£110.00	£110.00	£0.00	£0.00
Entertaining (Open Day/Bonfire)	£291.83	£467.54	£490.86	£15.42	£15.42
Awards Prizes	£225.72	£140.00	£110.00	£8.00	£8.00
Building Maintenance & Site Work	£411.99	£78.71	£1,090.76	£3,272.87	£3,272.87
Plant / Tools / Fuel	£119.93	£392.68	£287.77	£431.02	£431.02
Donations	£20.00	£60.00	£294.55	£80.00	£80.00
Keys	£10.00	£90.75	£126.38	£17.50	£17.50
Stationery	£125.48	£264.95	£33.16	£191.34	£191.34
Toilet Maintenance	£5.25	£21.61	£28.98	£80.65	£80.65
Miscellaneous	£37.94	£9.53	£461.00	£0.00	£0.00
Internet Charges	£0.00	£0.00	£0.00	£40.00	£40.00
C&C Card Charges	£0.00	£0.00	£0.00	£107.33	£107.33
In Shop Card Charges	£0.00	£0.00	£0.00	£51.68	£51.68
Shop				£0.00	£7,850.00
<b>Total</b>	<b>£1,652.14</b>	<b>£1,860.77</b>	<b>£3,307.96</b>	<b>£4,482.31</b>	<b>£12,332.31</b>
<b>Surplus/Deficit</b>	<b>£385.80</b>	<b>£728.77</b>	<b>-£770.02</b>	<b>-£2,628.87</b>	<b>-£2,849.95</b>
<b>4. Cash Assets</b>					
Cash In Hand	£20.00	£20.00	£20.00	£0.00	£0.00
Shop Stock	£2,698.00	£2,459.00	£2,642.50	£2,864.50	£2,864.50
Bank Account	£4,761.95	£5,490.72	£4,720.70	£1,870.75	£1,870.75
<b>Net worth</b>	<b>£7,479.95</b>	<b>£7,969.72</b>	<b>£7,383.20</b>	<b>£4,735.25</b>	<b>£4,735.25</b>