



Acting Treasurer's Report to the 2024 AGM

Acting Treasurer: Joan Varley (JV)

Background Summary

I was persuaded to rejoin the Executive Committee in October 2023 as Hon. Secretary. Shortly after joining, and following a discussion with the then Chair, Alan Smart (AS) along with the absence of an Hon. Treasurer, I agreed to step up as Acting Treasurer and work with the House Manager to assist in bringing the museum accounts up to date. At that time, I was unaware of how behind the accounts were, that there had been no VAT Returns for 18 months, and that the 2022-2023 accounts were still to be finalised. Looking at the bank statements it soon became apparent that correct procedures were not being followed and on further investigation that there was a serious issue to be addressed. I quickly raised my concerns with AS and subsequently with the Executive Committee. In-house investigations continued to extrapolate the fuller extent of the issue.

Given my own limited background in using accounting software, our previous bookkeeper, Sandra Shaw (SS) was persuaded to return under contract to work with myself, and former House Manager Paul Byrne (PB) to track down all of the invoices and receipts etc., initially for the 2022-2023 accounts, and then moving on to the 2023-2024 accounts, updating the Sage Accounting software and initiating the delayed VAT Returns. During this process the extent of the mishandling of museum funds escalated and it became a police matter.

We worked tirelessly for four months until we reached a point of being able to approach our accountant Isobel Currie (IC) in March 2024 to discuss how to manage the funds unaccounted for (*i.e. no evidence found of what the funds had been spent on*) within the final accounts for each respective financial year, so that both years could be reconciled and presented to members at the AGM.

During the course of the aforementioned four months, we also had to manage the day-to-day accounts with very little income, very low balances in both the CAF Cash and CAF Savings accounts, and with bills coming in; with the added aggravation of struggling to access the numerous systems involved, all of which required usernames, passwords, and PIN numbers which were invariably going to the former HM's mobile. Additionally, we had to notify the CAF Bank and complete a new bank mandate, apply for a new bank card, and establish online access for those now working on the accounts. Thanks go to AS who kindly agreed to our using his personal bank card number in multiple systems to enable the museum to continue to operate. AS and Richard Johnson (RJ) are now on the CAF Bank Mandate, JV has access to the accounts to initiate payments to be authorised by either AS or RJ, and SS has access for accounting purposes.

It soon became apparent that the membership database was equally as out of date as the accounts, with many unprocessed membership forms reflecting loss of membership fees; and that any applications for Gift Aid to be refunded had not been initiated. I'd like to thank Jean French (JF) for working tirelessly with me to bring the membership database up to date, leading to a very successful members evening on 1st March with many of the 'new' members attending, very rewarding after such a difficult period. I'm pleased to say that Julie Johnson (JJ) has taken on the role of Membership Secretary and will be contacting members who are still paying at a former rate. Thanks go to PB who is working back through all of the forms to be able to apply for Gift Aid refunds.



Accounts Summary

Thanks to a grant of £500 from the Warren Meadows Charitable Trust we ended the year in a more or less breakeven situation, but with some outstanding debts still to be clarified and paid and, when we receive a new bank card, refunds to be made to AS. We receive income from multiple members fees by Standing Order in April; an outstanding donation of £1000 from Alan Layland for the SDC event held in September; a c.£6500 annual ETC Grant; but these latter two amounts not expected till June; and Gift Aid refunds hopefully soon. Other grants, large and small are applied for throughout the year. For the next few months, we will be heavily dependent upon shop income, visitor donations and income from events, such as the Quiz and thanks go to Hilary Brand for organising this again. I'd like to welcome Clare Seymour as our new Shop Manager. She has already overhauled the stock, is focussing on stocking goods from local producers, and sales during March amounted to £253.90 which, after fees will arrive in our bank account during April.

Cautionary Note

We are obliged to list the un-accounted for funds as Fraud on our accounts, both for 2022-2023 and 2023-2024. Once our accounts have been reconciled, agreed, and uploaded to the Charity Commission website they will be publicly available to any funding organisations that we apply to for a grant, which may affect our success in that respect going forward.

Attached are images from the spreadsheet of Cashflow & Balances 2023-2024. If anyone would like to study the Excel file so that you can access the notes, you can access this on the AGM web page:

<https://evmt.org.uk/agm-2024/>. The items listed in the pink section relate to un-approved purchases and comprise part of the overall amount of un-accounted expenditure.

Joan Varley
31 March 2024



**Eden Valley Museum Trust
Cashflow & Balances 2023-2024**

	Actual	2023>					2024>							
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Balances
Income														
CAFCash ACC	Interest			1.43			1.15			2.18		9.59	0.86	
CAFCash ACC	Deposits	739.00	1340.00	1,000.00	2000.00	1500.00	500.00			473.72	241.73			
Grants	ETC			6,500.00										
	GSBT						8,000.00							
	Car Show	150.00												
	Bonfire				250.00									
	Tesco									1,000.00				
	Warren Meadows												500.00	
	AirBorn			200.00										
Membership	Ordinary	546.00	393.00	80.00	228.00		68.00		50.00	42.00	104.00	28.00	100.00	
	Corporate	90.00	75.00		90.00							120.00	90.00	
Gift Aid	Gift Aid													
VAT Returns	VAT Returns												2,345.21	
Shop	Paypal / Zettle	172.39	122.78	69.26		40.79			177.52	201.50	36.19			
	Sumup			185.82			33.92		56.04	28.00			16.63	
Donations	Paypal										36.19		37.00	
	Sumup	10.83	27.55	4.92	1.97	42.33	30.51	15.74	23.61				32.48	
	Easyfundraising								21.17					
	Other	138.00					190.00	140.00	115.30	21.00	125.00	685.00	405.00	
Actual funds deposited to Current Account	Monthly income	1,846.22	1,958.33	8,041.43	2,569.97	1,583.12	8,823.58	155.74	443.64	768.40	1,543.11	842.59	3,527.18	32,103.31



Outgoings		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Bank charges	CAF	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	
General Expenses unaccounted for	Cash withdrawals	650.00	70.00	510.00	200.00	330.00								
unaccounted for	Amazon Prime	8.99	8.99	8.99	8.99									
	Amazon Music & Video	13.98	18.97	8.99		6.99		6.99						
	Lloyds online medication	55.00		55.00		55.00	55.00							
	MF Miscellaneous					10.20	37.70							
	EDF	50.00			20.00		10.00	70.00						
Rent	ETC							1,115.00		1,115.00			1,115.00	
HMRC										82.57		115.65	793.95	
Insurance	A&T Group Insurance		962.40											
Information Commissioners Office (ICO)	DD		35.00											
Security & Alarm Servicing	Fuzion							157.20		157.20				
Pyrotec			228.88											
Pest control	ETC									22.50	11.25			
Maintenance				4.50			37.14							
GAS	ETC Gas													
Electricity	British Gas / Electric DD	218.72	275.47	173.56	162.41	177.25	182.59	183.15	213.04	242.02	232.44	270.58	228.86	
Amazon Business Prime				96.00										
Shop	Stock		158.50		94.09	167.71	163.17	297.30	234.75			21.30	376.10	
	Amazon Marketplace	288.78	228.99	76.41	66.20	80.70	254.04	15.99	129.10					
	Paypal	11.01	20.64	49.30	73.85	7.86	331.60	19.65						
	Ebay		84.61				27.46							
Office costs	IT & Software							30.34	112.97			10.79		
	SIM Cards?			11.00	5.00		10.00							
	Backblaze Cloud \$\$	23.72	23.58	23.08	22.84	23.17	24.05	30.65						
	Microsoft	23.90	23.90	23.90	23.90	23.90	25.90	25.90	25.90					
	WP Forms													
	Hardware							456.98						
	Stationary											65.48	81.57	
	Postal costs				14.05									
	Catering	66.85	82.64	36.30	10.39	69.50								
	Rubbish bags SDC	101.35												
	Keys				40.50									
	Other (specify)				360.29			31.60				85.00		
Curatorial	Galleries	284.12			8.29				378.00		71.00		£	234.91
	Collection					34.80								
	Modes							96.00						
Events	Hall Hires							120.91			100.00			120.00
	Catering	215.56		140.57			23.30	176.32						63.80
	Speakers													
Child. Activities / Wheels of Time								50.00			75.00			
Outreach	Talks / Walks / Fetes													
Members EVH	Printing								475.00					
	Postal costs									144.00				
Salaries	House Manager	1,440.00	2,805.00	1,440.00	1,440.00	1,080.00	1,305.59		1,155.36	1,055.36				
	Payroll / Accounts								60.00	160.00	500.00	420.00		260.00
	Accountant													
	Refunds to staff									78.51				250.00
Miscellaneous (not known?)														9.59
Actual funds debited from current account		3,456.98	5,032.57	2,662.60	2,555.80	2,072.08	2,492.54	2,888.98	2,789.12	3,062.16	994.69	993.80	3,538.78	32,540.10
INCOME - EXPENDITURE	£5,351.05	-1,610.76	-3,074.24	5,378.83	14.17	-488.96	6,331.04	-2,733.24	-2,345.48	-286.96	548.42	-151.21	-11.60	-436.79

