

**NORFOLK COUNTY A.S.A.**  
**Minutes of Finance Sub-Committee – 17 August 2010 – Hewett School, Norwich**

**PRESENT** Mrs J Andrews (President), A Lelean (President Elect), M Watkins (Chairman), K Belton (Treasurer), A Smith (Secretary, Finance Sub Committee/Hon. Auditor), G Clark (Hon. Auditor),

**APOLOGIES**

R Barrett (Championship Secretary), Miss K Bull (Competitions Secretary)

**REVIEW OF THE ACCOUNTS FOR THE YEAR UP TO 31 OCTOBER 2010**

The Treasurer had prepared a statement of accounts as at 12 August showing £37690 income against £28826 expenditure, giving a surplus of £8864.

Nearly all the income for the year had already been received. A small amount relating to the cost of courses might yet be sought from Active Sport. The Inter Counties Championship subsidy of £1000 in respect of the October 2007 competition had finally been received in addition to the further amount for 2009, and a subsidy of £500 had been received as part of the British Gas sponsorship. The estimated out-turn for income up to 31 October 2010 was £37940.

The hotel/meal costs relating to the Inter Counties Championships in October had already been paid. The cost of transport to the event (say £900) had still to come and a further amount (e.g. £250) should be allocated for the team building day. £250 should be set aside for administrative expenses yet to be claimed. The pool hire figure, at £13799, looked low compared with the budget figure (£17000) but it was not thought that there were any more bills to come. UEA Sportspark had previously sought payments well in advance and some could have fallen into the previous year but the Treasurer was adamant that such advanced payments would not be made in the remaining months of the present financial year. Little had been spent under the development budget. £250 had been allocated for IT equipment but had not been spent and no imminent request was anticipated. Therefore the estimated out-turn for expenditure up to 31 October 2010 was £30226.

It seemed that there could be a net surplus of £7714 (compared with a budgeted deficit of £150).

The Treasurer intends to carry out a stock-take with Diane Barrett before the end of the financial year.

**BUDGET FOR YEAR UP TO 31 OCTOBER 2010**

The Treasurer had produced a draft budget and the meeting reviewed possible changes to the levels of income and expenditure expected in 2011.

No increases were proposed for gala event entries (£4) except that it was thought that an increase to £5 for long distance events might be made (Suffolk charge £7 per event at the same joint gala). No changes were proposed to gala admission charges (£2) though a proposal was made to produce a single programme covering all County Championship and Age Group sessions at Thetford with results from the long distance gala. A charge of £1 per programme could be made and fewer programmes would be needed. A similar arrangement could apply to the County Challenge galas.

As no significant changes had been proposed to the gala formats for 2011, it was thought that income would remain at much the same level. On the expenditure side transport will probably be required for the 2011 East Region Inter Counties gala (due to be held in Cambridgeshire). There were likely to be some increases in pool hire charges (though no details had been submitted to the meeting) plus transport and accommodation for the National Inter Counties competition. It was assumed that other costs would remain broadly in line with the current year.

A budget was then prepared as follows:

<u>EXPENDITURE (£)</u>		<u>INCOME (£)</u>	
Pool Hire	15000	Gala Entries	20000
Trophies	7500	Gala Gates	7000
Competition Expenses	7000	Affiliations	4000
Transport	1400	Handbooks	100
Administration	1000	Stock Sales	2000
Development	1000	Development	500
Stock Purchase	2000	Sundries	1000
Insurance	450	Inter Counties Grant	1000
IT Equipment	250	Bank Interest	100
Sundry Expenses	<u>100</u>	Suffolk Refund	<u>1000</u>
	<u>35700</u>		<u>36700</u>

This provides for a surplus of £1000 for the year increasing County funds to around £38000.

**REVIEW OF AFFILIATION FEE FOR 2010**

It was proposed that the affiliation fee should remain at £1.30 per member. This proposal, together the other suggestions above, will be put to the Executive Committee at its September meeting. If agreed, it will then be put to the AGM for endorsement