**ACCESSIBLE RETAIL AGM**

**WEDNESDAY 20TH NOVEMBER 2019**

**MANDRAKE CLUB, LONDON**

**TREASURERS REPORT**

* The audited accounts for the period ending March 31 2019 have been available for inspection on the AR website.
* Accounts filed at Companies House for small companies follow a basic format, primarily for taxation purposes. AR as an organisation trading between members is obliged to return VAT and annual accounts, but does not pay tax (except for unavoidable tax on interest we receive on monies held at the bank).
* Some points of clarification on inputs to the accounts :

1. **Membership Services Expenses** are the expenditure that AR bears for production of the handbook, directory and newsletters ; for the annual hosting and running of the website and ; amortisation of the website re-design a year or two ago.
2. **The expenses for Administration/secretariat** relate to the support provided to AR by Louise Oliver and SR Events. The secretariat role incorporates the following :

* Secretarial support to AR Chairman
* Day to day managing of all financial accounts of AR
* Monthly financial reporting to the Treasurer
* Maintaining and updating the membership database online
* Co ordinating annual subscriptions and renewals online
* Co ordinate the production of the AR Handbook annually
* Responsibility for organising all internal and external meetings of AR
* Ensure that the website is always kept up to date with Members/News/Events items
* Organising of all AR events throughout the year, to include marketing, social media, liaising with sponsors, venues, entertainers, speakers, suppliers and other management issues, collating bookings and preparing full financial budgets for each event. Attendance at the events is also required.
* In the year to March 2019, the secretariat organised 17 successful AR events including :
* Xmas Lunch
* Annual conference
* First Friday drinks
* 2 X CPD events
* 5 x YAR events
* Golf Day
* Quiz night
* Bowling & Curry night
* L&T Forum

1. **Lobbyist fees, expenses and travel** are associated with the role Will McKee ably performs for AR. Will keeps the board abreast of any governmental consultations that may affect AR and lobby’s on the boards behalf.

Will also organises any research required to help AR present effectively in any lobbying.

In the year to March 2019, Will advised the board on over 30 different governmental consultations, over half of which he then made representations to on our behalf.

**2018-2019 Accounts**

* As ever, the audited accounts show a snapshot of AR’s financial position at the end of the financial year – 31st March 2019.

As a constantly trading organisation, we have input/output sums that can distort the overall financial position (such as VAT, late payment of subscriptions and the major cashflows sums from the Xmas lunch).

* The year ending 31st March showed a **trading surplus of £10,818.** This compared to a deficit from the previous year (although those figures were distorted by Charitable payments leaving the AR account the year after they were received).
* During the course of the previous financial year, the Treasurer Kevin Jarvis, instigated a thorough review of the accounting and bookkeeping systems used by AR, resulting in improvements to efficiency and transparency.
* Running costs were clarified and reviewed, resulting in ;
* a reduction in the role and cost for Lobbying
* a consolidation of the role of the secretariat, so that all separately charged costs/expenses of the secretariat (lighting, heating, telephone, travel, accommodation, food, postage, printing etc) are now included in the secretariat fee, rather charged on top of the secretariat fee. This saw an increase in the annual secretariat fee from £44,450 to £70,600.
* Reduced costs for insurance, SAGE software, Revo and Committee expenses (travel/accommodation/entertaining etc).
* Membership fees were also reviewed and increased by £5 per person (the first increase in a number of years) with pro rata increases for different types of membership.

This improved income from membership subscriptions from **£70,730 to £89,473.**

* The surplus on members activities showed an increase from **£20,320 to £82,537**, although the previous years figure was distorted by charitable payments leaving the AR account in the year after they were received.
* Our reserves at the year end stood at **£48,695 (£37,893 in the previous year)**.
* The majority of our social and educational events make a surplus or break even, but occasionally circumstances mean that AR must consider subsidising events that do not break even, if we feel that they are considered beneficial in social and educational terms.
* Maintaining a surplus allows the board to run the organisation effectively and support events/projects where deemed suitable, whilst also keeping a balance for emergencies/rainy days.

**Charitable Donations**

* Money raised or donated for charity at our Xmas Lunch does not appear in our accounts, but does appear briefly on our balance sheet whilst we hold the pledged monies.
* The 2018 Xmas lunch was once again a very successful and enjoyable event, raising a total of **£36,885** towards our designated charities. In the financial year to 31st March 2019, **£19,100** was distributed to the designated charities, with Variety Club receiving c**. £12,500** and the residue going to a wide range of smaller charities, supporting members in their various fund raising activities.

The remaining monies have been/will be allocated to charities during the first half of the 2019/2020 financial year.

By continued application of careful cost control and scrutiny of the associated costs of running AR and its events, the board will endeavour to maximise the ‘surplus’ and ensure that it is spent to the benefit of and with the approval of our membership.

I trust that I have been able to provide you with an accurate review of the financial position of Accessible Retail during the year to 31st March 2019.

I would lastly like to thank Kevin Jarvis for his efforts in the role of treasurer covering the period of these accounts and the previous year.

Finally, 1 point of order is required for your approval :

1. That one of you nominates (and another seconds) this years Treasurers Report for approval, and that the audited accounts for the period ending 31st March 2019 can be signed and submitted to Companies House.

Thank you very much.

**Mark Rudman**