

# Minutes

## Houghton Field Association

### The Pavilion

7.30pm Monday February 24th 2014

#### **Present**

Hazel McSweeney (Acting Chair) Ann Sleath (Secretary) , Amanda Bennett, Scott Sims, Heather Hill, Mike Welsh, Iain Munro, Simon Thodey, Barbara Scase, Tony Barrowcliffe, Steve Goodman, Geoff Thomas, Oliver Franks, Sue Sutton, Mark Brown, Jim Funnell.

**Visitor** Andy Ford

#### **1. Acting Chairman's welcome**

HM thanked everyone for coming. She also thanked SG and GT for the work they had done on the accounts and for the reports and work carried out by the maintenance team.

#### **2. Apologies**

Peter Ashby, Steve Bright, Ian Hill

#### **3. Finances & Financial Review**

##### **a) Financial update**

- i. HFA Current Account - £3,937.53
- ii. Deposit Account - £6,973.56.
- iii. Sports and Social £3.31. This is after a transfer of £490.00 from the S&S account to HFA and this is included in the HFA current account balance above. The S&S account remains open (see below).

##### **b) New cashbook system**

- i. A copy of the new Excel based cashbook was circulated. This is based on the format used for the Tennis Club. It contains all items of expenditure and revenue from May 2013 to date, so will cover the whole of the current financial year. It also has an analysis section to monitor where revenues come from and what they are spent on.
- ii. The bank balance shown in the cashbook for HFA is the same as on the bank statement (£3,937.53) for that date so this reconciles all the entries to the same date.
- iii. The cashbook will update automatically with each new entry and can be handed over in this format to a new Hon. Treasurer when that person is appointed.  
**Action** – The committee agreed this was the cashbook format to use in future and GT will issue an updated cashbook spreadsheet for each committee meeting.

##### **c) Budget for 2014/2015**

- i. A copy of the budget was circulated. SG explained that this was a "tickover" budget based on spending the bare minimum to maintain the activities on the field within the income that could be reasonably expected currently over 2014/15. It contained the following assumptions:

