

Annual General Meeting 2020

Welcome

Welcome to the 32nd Annual General Meeting of the ACCU. Here follows the agenda, the officer's reports, proposed motions, the minutes for last year's AGM and the draft accounts.

1. Agenda

The agenda of the 32nd Annual General Meeting of The ACCU to be held on-line 18:00 GMT on Saturday 28th March 2020.

1. Apologies for absence
2. Minutes of the 31st Annual General Meeting
3. Annual reports of the officers
4. Accounts for the year ending December 2019
5. Election of Auditors
6. Other motions for which notice has been given (for full text see below):

1. "That the Association should, for this year only, allow members present at the AGM to nominate and elect the Chairman and Secretary."

7. Election of Officers and Committee.

The Candidates for election are:

<i>Candidate Name</i>	<i>Post</i>	<i>Proposer</i>	<i>Second</i>
Patrick Martin	Treasurer	Bob Schmidt	Matthew Jones
Matthew Jones	Membership Secretary	Bob Schmidt	Patrick Martin
Roger Orr	Publications	Marcin Sobieszczanski	Frances Buontempo
Phil Nash	Local Groups	Patrick Martin	Matthew Jones
Guy Davidson	Standards	Ian Bruntlett	Emyr Williams
Ralph Mcardell	At-Large	Jez Higgins	Patrick Martin
Jim Hague	Web Master	Patrick Martin	Matthew Jones
Ian Bruntlett	Reviews Editor	Melanie Allett	Bob Schmidt

8. Chair calls for volunteers for non-executive roles.

Any other Annual General Meeting Business (to be notified to the Secretary prior to the commencement

of the Meeting).

Other motions for which notice has been given:

1. "That the Association should, for this year only, allow members present at the AGM to nominate and elect the Chairman and Secretary."

Proposed by Patrick Martin

Seconded by Roger Orr

There have been no nominations for Chairman and Secretary under clause 5.3.3 of the constitution. Clause 5.3.4.1 of the constitution allows for a variation:

"If no candidate for an Officer position is nominated according to the procedure in 5.3.3, the committee can accept a proposal up to the draft agenda deadline (to be voted on in accordance with the proposal rules above) that members should, for that year only, elect that Officer at the General Meeting by taking votes from the floor."

It is proposed that the Association should, for this year only, allow members present at the AGM to nominate and elect the Chairman and Secretary.

Note: Just to be clear, it will only be possible to elect a Chairman and Secretary using this method if this proposal is approved; on the other hand if members would NOT like the members present at the AGM to elect these officers then they should vote to reject this proposal.

Patrick Martin

ACCU Secretary

2. Minutes of the 31st Annual General Meeting

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3. Officer's reports

Chair's Report

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x' Z' f' ZfI | Zy' , Z' x' Z' VZ' b' Z' X' x' nk' ` ` J' ` _nx' {aZ' 000a' Vhl _ZxZI VZ' Mf' Vh' | I {Zx' n' x' {aZ' y' | x' u' j' | y' a' Aaby' b' y' k' u' n' x' Mf' f'
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Treasurer's Report

See the draft accounts below at Appendix 1.

Membership Secretary's Report

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Appendix 1 - Draft Accounts

Following are the draft accounts

ACCU
INCOME AND EXPENDITURE ACCOUNTS
31 DECEMBER 2019

Draft Accounts

LOWSON WARD
Chartered Accountants
292 Wake Green Road

ACCU
INCOME AND EXPENDITURE ACCOUNTS
YEAR ENDED 31 DECEMBER 2019

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Accountants' report to the management committee on the unaudited income and expenditure accounts	2
Income and expenditure account	3
Balance sheet	4
Notes to the income and expenditure accounts	5
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Detailed income and expenditure account	8

ACCU

THE REPORT OF THE MANAGEMENT COMMITTEE

YEAR ENDED 31 DECEMBER 2019

The Management Committee has pleasure in presenting its report and the unaudited Income and expenditure accounts of the club for the year ended 31 December 2019.

PRINCIPAL ACTIVITIES

The principal activity of the club during the year was the promotion of professionalism in programming.

Signed on behalf of the members

Mr R W Schmidt
Chairman

Approved by the Management Committee on

ACCU**CHARTERED ACCOUNTANTS' REPORT TO THE MANAGEMENT
COMMITTEE ON THE UNAUDITED ACCOUNTS OF ACCU****YEAR ENDED 31 DECEMBER 2019**

In accordance with our terms of engagement, we have compiled the Income and expenditure accounts of the club which comprise the Income and Expenditure Account, Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

We have compiled the Income and expenditure accounts on the accounting basis set out in note 1 to the Income and expenditure accounts. The financial information is not intended to achieve full compliance with the provisions of UK Generally Accepted Accounting Principles.

This report is made to you, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the Income and expenditure accounts that we have been engaged to compile, report to you that we have done so, and state those matters that we have agreed to state to you in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Club's Management Committee, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute.

You have approved the Income and expenditure accounts for the year ended 31 December 2019 and have acknowledged your responsibility for it, for the appropriateness of the accounting basis and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the Income and expenditure accounts.

**These accounts have NOT yet been signed by the accountant.
The name and address of the accountant
has therefore been suppressed.**

DRAFT ACCOUNTS

ACCU
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 DECEMBER 2019

	Note	2019 £	2018 £
REVENUE		33,383	34,980
Cost of sales		<u>25,853</u>	<u>27,530</u>
GROSS SURPLUS		7,530	7,450
Administrative expenses		<u>1,457</u>	<u>1,132</u>
OPERATING SURPLUS	2	6,073	6,318
Interest receivable		94	10
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		<u>6,167</u>	<u>6,328</u>
SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION		<u>6,167</u>	<u>6,328</u>
SURPLUS FOR THE FINANCIAL YEAR		<u>6,167</u>	<u>6,328</u>

ACCU**BALANCE SHEET****31 DECEMBER 2019**

	Note	2019 £	2018 £
FIXED ASSETS			
Tangible assets	3	166	221
CURRENT ASSETS			
Cash at bank		77,128	70,528
CREDITORS: Amounts falling due within one year	4	2,355	1,977
NET CURRENT ASSETS		74,773	68,551
TOTAL ASSETS LESS CURRENT LIABILITIES		74,939	68,772
CAPITAL AND RESERVES			
Other reserves	5	3,380	3,380
Income and expenditure account	5	71,559	65,392
MEMBERS' FUNDS	5	74,939	68,772

In accordance with the engagement letter dated 12 June 2013, we approve the financial information which comprises Income and Expenditure Account, Balance Sheet, Accounting Policies and the related notes. We acknowledge our responsibility for the financial information, including the appropriateness of the accounting basis as set out in note 1, and for providing Lowson Ward with all information and explanations necessary for its compilation.

These Income and expenditure accounts were approved by the Management Committee and authorised for issue on theand are signed on their behalf by:

Mr R W Schmidt
Chairman

ACCU**NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS****YEAR ENDED 31 DECEMBER 2019****1. ACCOUNTING POLICIES****Basis of accounting**

The Income and expenditure accounts have been prepared under the historical cost convention, modified to include the revaluation of financial instruments, and in accordance with the provisions of UK Generally Accepted Accounting Principles.

Cash flow statement

The Management Committee has taken advantage of the exemption from including a Cash flow statement in the Income and expenditure accounts on the grounds that the club is small.

Turnover

The revenue shown within the income and expenditure account represents income derived primarily from membership subscriptions.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Website - 25% p.a. reducing balance

Financial instruments

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the entity after deducting all of its financial liabilities.

2. OPERATING SURPLUS

Operating surplus is stated after charging:

	2019	2018
	£	£
Members' remuneration	-	-
Depreciation of owned fixed assets	<u>55</u>	<u>74</u>

ACCU**NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS****YEAR ENDED 31 DECEMBER 2019****3. TANGIBLE ASSETS**

	Website £
COST	
At 1 January 2019 and 31 December 2019	<u>9,871</u>
DEPRECIATION	
At 1 January 2019	9,650
Charge for the year	55
At 31 December 2019	<u>9,705</u>
NET BOOK VALUE	
At 31 December 2019	166
At 31 December 2018	<u>221</u>

4. CREDITORS: Amounts falling due within one year

	2019 £	2018 £
Accruals and deferred income	<u>2,355</u>	<u>1,977</u>

5. RECONCILIATION OF MEMBERS' FUNDS AND MOVEMENT ON RESERVES

	ISDF fund £	Income and expenditure account £	Total members' funds £
Balance brought forward	3,380	65,392	68,772
Surplus for the year	-	6,167	6,167
Balance carried forward	<u>3,380</u>	<u>71,559</u>	<u>74,939</u>

During the year, donations of were made by members to the ISDF fund.

ACCU
MANAGEMENT INFORMATION
YEAR ENDED 31 DECEMBER 2019

The following pages do not form part of the Income and expenditure accounts
which are the subject of the accountants' report on page 2.

