

BKS 2022 Annual General Meeting (AGM) Officers Reports Saturday 5th Feb 1.30 - 4pm

Overview of 2021 finances (chair/treasurer) - Bob

□ Dojo financial status report 2021

Have produced a Receipts and Payments report for 2021 on the surface this was the best performing year ever with total receipts of £42,245.39 and Expenses £21,706.28. Previously years we never made income more than £25,000 threshold making a profit of £20,539.11 leaving us with a closing balance of £44,422.10.

However this financial status report does not tell the whole story. I have provided also figures for years 2019 and 2020 as well to help provide a better overview of the real situation.

From this you will see that revenue from hiring the dojo went from £9,305.40 in 2019 which was nearly half our overall income to £942.00 in 2021 which is nearly a tenth of what we had pre-covid. The amount for 2022 is expected to be healthier at currently now approximately £600 per month making expected income of £7,000.

Regarding membership subscriptions there was obvious dip in 2020 due to effect of covid and bounce back in 2021 to £10,389.37 mainly due to healthy returns from the year end children's classes mainly due to the efforts of Sensei Petr Mengler.

Regarding Covid we kept in the black for both the years 2019 & 2020 due to the money from the business interruption insurance of £10,099 and the Government Covid Business Grants received during this period of in total £30,598. Thanks are due to Darrius Norell for his support and assistance in these matters.

In summary if had not received the extra income received from the business interruption insurance and Government Grant we would have been without any

money in the bank. So we were lucky to of survived as going a concern.

As a consequence of our luckily going over the £25,000 Charity Commission year end income reporting threshold according to document CC166.pdf Charity Commission Receipts and Payments Accounts introductory Notes we now need to have the Receipts and Payments report for 2021 checked and signed off by somebody plus extra forms.

□ **Dojo lease renewal**

We have in principle agreed subject to contract the terms and conditions of a new 10 year lease with the landlords agents Clifford Dann as the old one expired on 19th January. We have never the less paid rent to 23 March. Hopefully we will have the new lease completed by then?

There is no increase in the rental charge of £8,000 per annum however the landlord has requested that we increase the cap for services and building insurance starting at £5,000 then subject to RPI increase each subsequent year. This topic has been the main cause of contention re-negotiating the lease. There is to be a break out and Rent Review clause after 5 years.

At this moment as it currently stands we have the following choices moving forward:-

1. Not proceed with renewing a new lease at all and leave Ki Centre by 23rd March (may be subject to giving further three or six months notification period)
2. With ensuring suitable notification leave after 5 years especially if after the rent review the proposed rent is too high.
3. If going for 10 years then need to have by the 5 year point new people to take over responsibility of the lease probably as signing as one of the trustees of the charity.
The reason being that I will of retired by the 5 year mark as I shall be 71 years old.
4. Continuing beyond 10 years into the future and renewing another new lease this will then need to be dealt with by the

new trustees not me as I shall be 76 and not able to take on such responsibilities any more at all.

□ **Discussion on finances for 2022 and beyond:**

- o Ensuring people pay - fees and insurance (admin officer)

I am not even sure who the admin officer is at the moment. We are members of the BAB and I have now since Annette resigned been taking over the administration of the BAB membership insurance along with help from the other instructors.

On the subject of paying fees we have a had new fee structure introduced this may effect the Retaining students item plus need these put into BKS web site properly :-

Children's Classes

£5 per class

£3 for siblings, students, unemployed

Adults Classes

Adult Single Class Fee

£10 per class or save by paying monthly

Students, unemployed: £8 per class

4-weeks of our beginners Adults course

Is £40 (or £30 for students, unemployed).

If you are joining us for the first time you'll also need **£7 to cover insurance** (valid for the year).

You are welcome to join us for the **Japanese yoga part only for £30** (or £20 for students, unemployed).

Monthly rates

£60 for unlimited attendance on Monday, Wednesday, Saturday & Sunday morning (£40 students, unemployed)

£40 for 2 hours per week on Monday, Wednesday, Saturday or Sunday morning (£30 students, unemployed)

- o Hiring out the dojo (admin officer)

Not sure if Yiannis will be at the meeting as noted we currently getting approximately £600 rental income hiring out the Ki Centre. Yiannis handles the invoicing. Communication has not always been easy for various reasons as he is in Crete now.

I have tried introducing key deposit and getting rental agreement signed. I did this with the person I recently handled. To me most important thing is getting the right tenants in.

I would prefer that our activities and income were strong enough not to need to rent out.

- o Retaining students

The retention of students is important and relates to my comment previously that I would prefer that our activities and income were strong enough not to need to rent out.

I have some views on this but better fit under Reflections from teachers so would prefer ideas from the floor on this?

- o Other funding sources

Currently Petr is selling gi's and belts so from a business perspective this is seen as trading which makes from the accounting perspective more difficult and complex to handle. Need book keeper / accounting assistance.

Same again ideas from the floor are welcome?

Recruiting new students through promotion/advertising

- Publicity and advertising channels – website, social media, word-of-mouth, newsletter, flyers (Promotion/Advertising officer).

We had a promotion/Advertising officer not sure who it is now. Barrie had attempt to get the web page and adwords up and running at some stage last year which was successful but it still very much needs more continued efforts.

Joni helped get us a new BKS flyer.

Barrie is arranging for BKS Fleece and tee shirt

- Upcoming events and demos to promote the dojo

The Brighton Ki Centre is registered as a venue for the Brighton Fringe Festival for 2020.

We normally do taster and demo the **Final Deadline for registration : Friday 18 February 2022, 17:00. We need to urgently set date plus I need the support of the members of the dojo at the event.**

Classes (all teachers): Reflections from teachers on what's working, what's not and new ideas.

- Bob

Slow start to the year. Hoping that it picks up now that uncertainty due to Covid seems to be lessening. Think that we should consider the purpose of BKS our constitution:-

The Society is a non-profit making organisation whose purposes are:

1. To foster, promote and make available the teaching and practice of Shin Shin Toitsu Aikido and Ki Development through the practice of Ki principles as taught by Master Koichi Tohei for the benefit of its branch members, the general public and future generations.
2. To establish, develop, nurture and perpetuate as many affiliated Ki Development and Shin Shin Toitsu Aikido clubs as shall be necessary to fulfil the purposes of the Society.
3. To arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses.
4. To maintain links and promote good communication and friendship between the affiliated dojo and other official branches of the UK Ki Federation and the Ki Society, H.Q. in Japan.
5. Do any other such lawful things as are necessary for the attainment of the above purposes provided they do not cause the Society to be refused consideration by the Inland Revenue for charitable status.

On a practical level each student shall have a training/development plan which generally is based upon what do they need to do for getting their next grading. The criteria for the various stages are defined clearly in the Ki and Aikido Grading Syllabus.

The problem is how our classes are structured. For my intermediate classes it is always teaching new material however there is not enough repetition of the items needed to get the necessary performance level to warrant the next grading. So people are not then well enough prepared to move on this applies to all the levels and from what I can see including children's classes. We should be focusing on Quality not Quantity.

We used to have an open class where people could practice things that they needed. I see that this is urgently needed above all else.

The other item which is also related to this is that their should be more through put from children's / intro/beginners / intermediate / advanced class.

The children's grading syllabus stops before the adults 6th Kyu so there should be an automatic input to go through the adults beginners training. The correct performance of the hitori waza plus being able to perform ukemi as part of passing Shokyu Ki and 6th Kyu Aikido tests applies then both for children and adults as entry to the intermediate class.

In addition parents of children attending classes should be strongly encouraged to participate in at least the 4 week intro programme so they are able understand and support their children's training. They do this at the Oregon Ki Society which works well there.

I would strongly also encourage that a separate person for the Adult 4 week intro programme than the beginners class teaching so that both the people attending the intro programme get the appropriate attention and also the beginners are not dragged down from always just training the intro class but also get to repeat and learn especially the hitori waza properly.

Getting a black belt should be considered an honour. I believe that people should once they get one have to maintain and improve their performance. If I had my way I believe that they should have their Dan grades removed if they don't keep up their practice. Which unfortunately I can't do but would like to as they don't deserve them.

In spite of Covid I have been very disappointed recently with a number of students attitude and dedication to practice. I am sorry to say that even with having everything put in place I have doubts as to our dojo's continued future mainly due to the complacent attitude of the senior students. Who should rather be examples to the

beginners. In some ways I feel that I have been a failure as a teacher for allowing this to occur. You should examine yourselves and know who I am speaking about. I hope they pull their socks up.

- Barry
- Petr
- Peter (including general update on London dojo)
- Teaching assistants

Dojo maintenance and upkeep (Maintenance officer)

I believe this may be Petr

- Cleaning dojo
Petr has been between classes trying to keep the dojo clean. We should share the load amongst ourselves and have a rotor put in place as two to three people at the end of class can easily clean the matted area and surroundings.
- Maintenance jobs that need doing

Petr to report?

Update on International Ki Society and HQ (Chair)

- News
Unfortunately has been rather quite. I understand regarding memberships that there is a some sort of pilot scheme being initiated by Oregon Ki Society. My understanding is that they are pushing strongly now for children to register to join the KI Society HQ in Japan now.
- Forthcoming events and visits

Was good to have the on line events etc from KI Society HQ in Japan

Plus Tabata Sensei is still providing his on-line Ki Classes recordings

UK Ki Federation no news as of when Tabata Sensei or Shinichi is visiting.

Maybe Tabata Sensei this Summer and Shinichi the following or the year after?

BAB

☐ News

BAB has a new constitution with a more proportional representation needing to be voted upon at the AGM on Saturday May 14th from 1:30 to 4pm.

☐ Forthcoming events and visits

Maybe a BAB weapons course in future being organised don't know the details?

Child protection issues (if any) (Child protection officer)

Not sure who is responsible now for these activities?

Any other business

I can only point out that the future of the Brighton Ki Society now needs people to stand up and be counted. Especially in regard to acting as a trustee. That if this is not the case then probably their will not be the opportunity again to have something like this again in the future. So please put yourself forward.

Officers stand down

Election of new Officers:

- ☐ Chair
- ☐ Treasurer
- ☐ Secretary
- ☐ Admin Officer
- ☐ Child Protection Officer
- ☐ Maintenance
- ☐ Promotion/Advertising

**Statement of Brighton Ki Society (Registered Charity
No: 1042432) Receipts & Payments for the year 2019,
2020, 2021 Brighton Ki Centre, Ground Floor
Studio, 12 Queen Square.**

RECEIPTS	2019	2020	2021	Account Codes
Membership Subscriptions	11,208.19	8,502.90	10,389.37	120
Hire Charges	9,305.40	3,594.70	942.00	140
Donations	400.00	-	140.00	100
Grant	-	11,224.00	19374.00	105
Refunds	-	-	1300	170
Transfer	-	-	-	180
Bank Interest	5.57	3.61	1.02	150
Sundry Income	501.57	-	10099.00	160
Total Receipts	£21,420.73	£23,936.43	£42,245.39	

PAYMENTS	2019	2020	2021	Account Codes
Rent	8000.00	8000.00	8000.51	200
Service Charges	3865.84	2963.03	3985.93	201
Legal Fees	-	-	-	202
Electric Charges	1002.94	836.12	811.82	310
Council Tax	1206.60	121.00	235.63	203
Fixtures & Fittings	605.73	2119.90	4405.29	400
Publicity	437.16	355.00	1941.24	390
Building Insurance	221.00	1717.11	878.84	320
BAB Insurance	956.00	548.00	723.00	430
Membership	1425.00	410.00	-	440
Training & Development	749.10	80.00	-	220
Miscellaneous Expenses	612.47	756.39	189.84	350
Hire Refunds	-	-	-	450
Repairs & Renewals	-	1366.52	-	410
Meeting Expenses	1316.61	-	534.18	340
Total Payments	£20,398.45	£19,288.64	£21,706.28	

Opening Balance	£18,256. 36	£19,288. 64	£23,952. 00
Closing Balance	£19,288. 64	£23,952. 00	£44,422. 10

**Brighton Ki Society (Registered Charity No:
1042432)**

**Statement of Receipts & Payments for the year
2021 and List of Assets and Liabilities Inventory**

Independent examiner's statement

Robert MacFarland
1st March 2022

Receipts & Payments for the year 2021

RECEIPTS	2021	Account Codes
Membership Subscriptions	10,389.37	120
Hire Charges	942.00	140
Donations	140.00	100
Grant	19374.00	105
Refunds	1300	170
Transfer	-	180
Bank Interest	1.02	150
Sundry Income	10099.00	160
Total Receipts	£42,245.39	
Membership	-	440
Training & Development	-	220
Miscellaneous Expenses	189.84	350
Hire Refunds	-	450
Repairs & Renewals	-	410
Meeting Expenses	534.18	340
Total Payments	£21,706.28	

Opening Balance	£23,952.00
Closing Balance	£44,422.10

(Closing Balance Including cash float of £69.01)

Statement of Assets and Liabilities Inventory

<u>Description</u>	<u>Number</u>
<u>Tatami Judo Mats</u>	<u>80</u>
<u>Jig Saw Mats</u>	<u>34</u>
<u>Crash Mat</u>	<u>1</u>
<u>Picture Frames with Pictures</u>	<u>5</u>

<u>Tables Various</u>	<u>4</u>
<u>Mounted Fan Heaters</u>	<u>2</u>
<u>Mounted 2 Infra Red Radiation Heaters</u>	<u>2</u>
<u>Mobile Electric Heaters</u>	<u>3</u>
<u>Mounted Night Storage Heaters</u>	<u>2</u>
<u>Vacuum Cleaners</u>	<u>2</u>
<u>Large Waste Bins</u>	<u>2</u>
<u>Small Waste Bins</u>	<u>2</u>
<u>Floor Steam Cleaners</u>	<u>2</u>
<u>Electric Extension Cables Various</u>	<u>3</u>
<u>DELL XPS 17 Laptop</u>	<u>1</u>
<u>Toaster / Food Heater</u>	<u>1</u>
<u>Refrigerator</u>	<u>1</u>
<u>Kettle</u>	<u>1</u>
<u>Plates</u>	<u>30</u>
<u>Bowls</u>	<u>12</u>
<u>Cups</u>	<u>30</u>
<u>Plastic Cups</u>	<u>50</u>
<u>Mirrors Various Sizes</u>	<u>3</u>
<u>Shower Units Fixed</u>	<u>2</u>
<u>Exercise Balls</u>	<u>3</u>
<u>Mops</u>	<u>2</u>
<u>Bucket</u>	<u>1</u>
<u>Money Receipt Box</u>	<u>1</u>
<u>Receipt Book</u>	<u>1</u>
<u>Wooden Box</u>	<u>1</u>
<u>Large Wooden Storage Box</u>	<u>1</u>
<u>Judo Suits</u>	<u>20</u>
<u>Crash case Sleeve for Dell Computer</u>	<u>1</u>
<u>Dell DH20 USB-Type-C Connector</u>	<u>1</u>
<u>HDMI/USB Type 2 Adapter</u>	<u>1</u>
<u>HDMI 6Display Point Adapter</u>	<u>1</u>
<u>SBK Hub C 8-1 Type C Multi Hub Adapter</u>	<u>1</u>
<u>General Cleaning Items - Spongs</u>	<u>1</u>
<u>General Cleaning Items - Cleaning Fluids</u>	<u>1</u>
<u>Pots of Paint</u>	<u>3</u>
<u>Saw</u>	<u>1</u>
<u>Dust pan & Brush</u>	<u>2</u>
<u>Paint Rollers</u>	<u>4</u>
<u>Screw Drivers</u>	<u>5</u>

<u>Hamer</u>	<u>1</u>
<u>White Boards</u>	<u>2</u>
<u>White Board Wiper</u>	<u>1</u>
<u>Pens for White Boards</u>	<u>9</u>
<u>Document Folders</u>	<u>2</u>
<u>Thermostat</u>	<u>1</u>
<u>Credit Card Reader</u>	<u>1</u>
<u>Book Case</u>	<u>1</u>
<u>Shelves</u>	<u>3</u>
<u>Plastic Storage Containers</u>	<u>4</u>
<u>Folding Chairs</u>	<u>28</u>
<u>Non Folding Chairs</u>	<u>4</u>
<u>Japanese Style Screen</u>	<u>1</u>
<u>Curtains</u>	<u>4</u>
<u>Shower Curtains</u>	<u>2</u>
<u>Bokken (Wooden Swords)</u>	<u>20</u>
<u>Jo's (Wooden Poles)</u>	<u>20</u>
<u>Ceiling Fan's</u>	<u>4</u>
<u>Scaffolding</u>	<u>20 pieces</u>
<u>Plants & Pots</u>	<u>3</u>
<u>BKS Hoodies</u>	<u>5</u>
<u>BKS Tee Shirt</u>	<u>5</u>
<u>Sword Stand Portable</u>	<u>1</u>
<u>Sword Rack Fixed</u>	<u>1</u>
<u>BKS Flyers</u>	<u>400</u>
<u>Cassette/CD Music Player</u>	<u>1</u>
<u>CD's</u>	<u>4</u>
<u>Microphone and Stand</u>	<u>1</u>
<u>Floor Sweep</u>	<u>2</u>
<u>Cushions</u>	<u>8</u>
<u>Blanket</u>	<u>1</u>
<u>Meditation Stools</u>	<u>2</u>
<u>Tea Pot</u>	<u>1</u>
<u>First Aid Boxes</u>	<u>2</u>
<u>White Boards</u>	<u>2</u>
<u>White Board Markers</u>	<u>5</u>
<u>Pin up Notice Boards</u>	<u>2</u>

Independent examiner's statement

Independent examiner's report to the trustees of Brighton Ki Society

I report to the trustees on my examination of the accounts of the Brighton Ki Society Trust (the Trust) for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Name: Herve Rebolj

Relevant professional qualification or membership of professional bodies (if any): Book keeping level 4, AAT

Address: 15A Chapel Road, Worthing, BN11 1EG

Date: 1st March 2022