



Trustees Reports

Horizon Sports Club Chairman's Report Annual General Meeting 13th December 2022

It has been a very busy year for Horizon Sports Club which has seen expansion of our offer for our special young people and adults. One that as Trustees, I am sure, are pleased with too?

It has been interesting to see how we exited from COVID, and yes we still have to acknowledge that even now going back into our venues things have changed, some for the better and some are frustrating.

With all this in mind we do have to acknowledge the superb work that our Operations Manager, Coaches and Volunteers have achieved for Horizon as we exit from the shadow of COVID. My thanks to everyone who has given up their time, and gone that extra mile, to ensure Horizon Sports Club carried on during 2022 and with the good work they have been doing, so thank you. My report will be one of many "thank yous". During the year we have seen some changes to our Trustees, we have seen the departure of Alyson Lockley, Hilda Stearn thank them for their help whilst on board and we welcome Gloria Pope and Leanne Smith.

Jan Graves who is our Treasurer and has ensured we have kept to the straight and narrow and has again ensured we kept us on track with our accounts and we do have to acknowledge it has been very difficult. Many thanks to Jan for all her hard work, advice for Horizons;

Roger Pantridge our Volunteer Trustee, has been working very hard to ensure that we do have the requisite number of volunteers for our classes. This has been difficult as we still are exiting from COVID volunteers have been a difficult find. But nevertheless, he has been promoting the Horizon Sports Club sporting story, to the various schools he has contacts with. He, along with Kirsty

Middleton, our Operations Manager, have been involved with training of our many wonderful volunteers, thank you Roger.

Kirsty Middleton - Horizon Sports Club Operations Manager. Kirsty has been very busy putting in to places the various new classes that she has championed, namely dancing which takes place on a Sunday morning in High Wycombe, and working with the Beacon School with the implementation of swimming classes here too,. Not only all of that she has been looking to expand the Horizon offer to other areas and particularly further afield in Buckinghamshire. Kirsty has ensured that all our classes have been working well within the parameters the pandemic has left us with. Along with all this she has been a whiz in setting up WhatsApp groups for all our classes and has been extremely clever in her social media output for the Club in its various forms. Thank you, Kirsty, for your suggestions and your enthusiasm.

Gloria Pope - Honorary Secretary and Funding Administrator. We were joined early in the year by, Gloria not only had her children as Members of Horizon in the past, but she has done lots of work in different guises for the Club over man years. I am particularly pleased that Gloria has taken on the role of Honorary Secretary and along with Jan and myself has been instrumental in upping our fundraising bids. Welcome back Gloria and thank you for your help and very able assistance with our bid writing and thank you Gloria for your valuable insight and help.

Leanne Smith - Parent Trustee joined us after the last Annual General Meeting and is the Trustee that meets with parents and liaises with Kirsty. It has been interesting to see this role expand and also to see the encourage that both Leanne and Kirsty give to the parents of our young people to help with problems they may have, to suggest fund raising. Leanne undertook to put together a newsletter for Horizon, with fast moving news today we are revieing how we can ensure our members are kept up to date with news of Horizon. With this in mind Leanne has kindly taken over the role of assisting with our volunteer intake. Thank you, Leanne and a very warm welcome, to you.

I now turn to our Coaches,:

Well what can you say, if it was not for you Horizon would simply not exist. It has been an extremely hard year for both our Members and of course our Coaches and with the after effects of COVID.

Chris Burnard who cannot be with us tonight - carries on being our go to with regards to coaching; thanks Chris for your ever helpful information and advice, something I and our other Trustees do value.

Emin Ates who runs our very popular swimming classes, I know the classes are going very well and thank you for your help Emin and your help in the past with the Beacon School swimming class;

Gail, George thank you to ALL our Assistant Coaches for their positiveness and help.

I cannot go on without a mention of **Margaret Plummer** who is a long-standing volunteer with Horizon. Margaret was nominated for the LEAP Volunteer of the year 2022 and Margaret won it. What a marvellous acknowledgment of her dedicated work with the members of Horizon. Thank you to Margaret and very well done!

A big thank you too, to our fantastic Volunteers for your help and assistance through the year and I know your help is very valued by the coaches you assist and our course our very special young people.

May I thank you all for your time, your professionalism, your enthusiasm and sterling efforts especially in the difficult times we have endured and also for helping with our special young people – thank you.

This year we have been helped with funding through the efforts of you, our fantastic parents and carers, and not forgetting our wonderful and talented young members. Thank you for your fund raising events: the ice cream day on probably one of the hottest days this year it was a tremendous success, well done . So a BIG thank you to J. Bentley for his swimathon; Oliver Gray and his Mum for the Ice Cream Day; Charles and Saul for the Santa Run. These are parents and members who have raised funds for the Club this year. You cannot imagine how your funds have helped us to carry on. Funding has been extremely difficult over the past two years. We have put together a team, as I have already mentioned, to look at bid writing and a team to assist our parents to do fund raising in their own ways. Whilst this is at the very early stages we have had some successes, but I must reiterate we are at the very start of a long road. So, every effort we can all offer to raise funds and ensure that Horizon carries on with their specialist work is greatly valued. So please do consider helping, be it with a cake stall or a “genes/jeans” day at school...as they say - every little helps!

Many thanks to you all for everything you do, your commitment and the work and enthusiasm in all you undertaken.

As already mentioned we cannot let this annual meeting pass without a special mention and thanks to all our wonderful Adult and Student volunteers but our thanks to their parents and the relevant School Teachers who help, so ably, to provide transport for our volunteers to and from our sporting classes. By providing your valuable time, commitment and fantastic support in the various roles you undertake and in the day to day helping of Horizon Sports Club classes themselves it is greatly appreciated. Horizon Sports Club would simply not be able to function or could exist with the offer the sporting opportunities it does without your assistance and valued support. Thank you.

As previously mentioned, it has been a very difficult time for Horizon Sports Club during this second pandemic year, not only with the various rules and restrictions we had to observe as we exited the pandemic, but our inability to do a lot of fundraising with all the various rules that were in place and of course ensuring everyone was safe. But as previously mentioned we have put into place teams to assist with fund raising and I cannot emphasise enough this is an area we really must focus on to ensure that Horizon Sports Club is here for the future and for the special young people we are so happy to help and see blossom and achieve. As was stated last year, we do need to raise in excess of £40,000 just to keep the Club ticking over, this goes to keep our costs to you our members down and as has already been said our fees have not increased for a number of years, pay for the venue hire, equipment, our Operations Manager, our Coaches fees, insurances and all our other expenses. Fund raising does not stop with our funding bids, so anything you might be able to do, be it any fundraising event, with family, friends or your business colleagues, we would be extremely happy to help with any support we can. Remember to help in a small way why not consider joining the Horizon Supporters Club at a cost of £1 per week? Both Kirsty and Leanne have all the information on this and would be happy to supply it to you.

A BIG thank you to you, the parents and carers, of our special young people, for your continued commitment, support, enthusiasm, and not to mention help in keeping Horizon Sports Club functioning in what has been a very challenging time for everyone.

I am sure that 2023 will be a different year for everyone in that we find ourselves being able again to take up more and more of the various interests we once had and that we all took very much for granted. My thanks for all your support.

We must also thank our partners, who have assisted with the provision of sporting venues in particular: Wycombe Abbey School, Wycombe Leisure

Centre; Beacon School; Highcrest Academy; John Hampden School and Wrights Meadow Community Centre.

As I mentioned last year, we now annually review our governance procedures and our policies, to ensure we were compliant and working along the guidelines set by the Charity Commission. We have updated our Financial Policy and also acknowledge our annual risk assessments. Unfortunately, as I said last year, it does not just stop there though. we have a lot of work still to do to ensure the club is running along the right guidelines and that we are up to date and compliant, and I will be bringing these policies and any updates, along with the annual risk assessments to every Annual General Meeting for ratification.

Thank you to those people and organisations who have supported us financially this year with their kind donations. We could not function without these donations and of course our fund raising.

As I said at the start of my report that it was one of many thank you with that it brings me to the end of my report for 2022.

Lesley Clarke OBE FRSA - Chairman Horizon Sports Club

Report on Volunteers from Roger Pantridge – Trustee for Volunteers

Horizon Sports Club AGM 13 December 2022

Throughout this year we have gradually been able to open up more of our classes and to start new ones due to the proactive work of our Operations Manager, Kirsty Middleton. This has been accompanied by the ongoing need for new volunteers to work alongside our members. Recruiting in the middle phase of the school/college year has been very challenging and we must acknowledge the significant stress experienced by Kirsty, our coaches and the existing loyal volunteers on a week to week basis.

We did succeed in growing and maintaining our classes up to the end of the school year in July and laid the foundation for recruiting from September onwards. It has been encouraging to have the support of Heads of Year in many of our supportive schools. They have circulated details of the wonderful volunteering opportunities that Horizon offers. The new recruiting flyers have proved to be very useful – summarising the needs and the opportunities. These have been used in the schools either on personal visits or by email/schools intranet messaging.

I had some very encouraging visits to local secondary schools where I delivered assemblies about Horizon. One of the most successful was to St Michael's Catholic School which we had not been able to visit for some time. We have maintained good contact with our historic partners – Wycombe High School, Royal Grammar School, and John Hampden School. Other contacts have been established with Highcrest and Cressex School.

The overall result of the recruitment at the start of this school year has produced the volunteers that we need but we continue to try to recruit more so as to allow new members to join and to have a “reserve bank” of volunteers that can be called upon as the need arises.

It is important that our volunteers have training appropriate to the needs of our members and to our distinctive sports offer. We plan to deliver some training sessions in the first half of 2023. I will be working with Kirsty to deliver these.

I am looking forward to working with our Parent Trustee, Leanne Smith as we develop our recruiting strategy and programme in the future. My thanks go again to all our volunteers, both local students and adult volunteers, without whom we could not deliver our excellent provision. I would also record my thanks to Kirsty, our Operations Manager, for all her work during this year. She has been excellent in keeping in touch with our volunteers, our parents/carers, and our coaches.

Roger Pantridge

Trustee with responsibility for Volunteers

Horizon Sports Club – Fundraising

Over the past 2 years very little fundraising had been achieved due to the restrictions and fallout of the pandemic. After I re-joined Horizon in March 2022 I undertook an online training course through the Clare Foundation to build up our knowledge of fundraising and bidding and try to lay down some principles that we should all adhere to when seeking funds.

During this year we worked hard to raise a bid to apply to The Postcode Lottery to help us grow Horizon by introducing new classes and some additional classes to offer more classes in swimming where we have a waiting list. Unfortunately the Postcode Lottery closed in October but will re open in January 2023. We will then submit our bid.

We have been successful in a bid LEAF and have been granted £4,950 and we await a reply from Ryklow for another £5,000 which we have put a bid. And to the Gosling Foundation for £5000.

Support from our parents, volunteers and supporters is still very much needed and Kirsty and Leanne have worked hard with our parents and families to raise funds via sponsorship feasts and encouraging membership of our supporter’s club. Also running raffles and other sales such as cakes and ice cream.

Gloria Pope – Honorary Secretary.

Financial Report Update:



FINANCIAL CONTROLS POLICY

Financial Records and Accounts

1) Financial records must be kept so that:

The organisation meets its legal and other statutory obligations, such as Charity Acts, Her Majesty's Revenue & Customs and common law.

The Trustees have proper financial control of the organisation.

The organisation meets the contractual obligations and requirements of members.

2) The accounting records must include:

An analysis of each accounting transaction appearing on the bank accounts on appropriate accounting software.

3) Accounts must be drawn up at the end of each financial year within 3 months of the financial year end and presented to the next Annual General Meeting.

4) Prior to the start of each financial year, the Trustees will approve a budgeted income and expenditure account for the following year.

5) A report comparing actual income and expenditure with the budget should be presented to the Trustees every term or whenever meetings take place.

6) The AGM will appoint an appropriately qualified auditor/ independent examiner to audit or examine the accounts before presentation to the next AGM.

Banking

1) The Charity will bank with HSBC Bank UK at its 1 Cornmarket Branch and accounts will be held in the name of Horizon Sports Club. The following accounts will be maintained:

Charity Account No 1 Horizon Sports Club Development Account

Charity Account No 2 Horizon Sports Club Supporters Club Account

Charity Account No 1 Horizon Sports Club Current Account

2) The Treasurer shall pay all routine invoices and bills by electronic banking.

3) The Charity will require the bank to provide statements every month and these will be reconciled with the accounting records at least every three months.

4) The Charity will not use any other bank or financial institution or use overdraft facilities or loan without the agreement of the Trustees.

Income

- 1) All monies received will be recorded promptly in the accounting software and banked without delay.
- 2) Any refunds must be agreed by at least 2 Trustees.

Payments (expenditure)

1) The aim is to ensure that all expenditure is on the Charity's business and is properly authorised and that this can be demonstrated. The latest approved budget provides the Treasurer with authority to spend up to the budgeted expenditure, not beyond it. Any unbudgeted items or extraordinary requests must be authorised by the Chairman in discussion with the Treasurer and subsequent payment confirmed by email.

2) The Treasurer will be responsible for the electronic banking. It must be ensured that PCs and laptops are up to date with antivirus and firewall software, with all passwords and pins kept secret. Public wifi should be avoided.

3) The Treasurer will be responsible for holding any cheque books (including unused and partly used cheque books) which should be kept under lock and key. Blank cheques will never be signed.

4) Every payment out of the Charity's bank accounts will be referenced and evidenced by an original invoice (never against a supplier's statement or final demand). That original invoice will be retained by the Charity and filed.

5) The only exceptions to payments not being supported by an original invoice are items such as advanced booking fees for a future course, deposit for a venue, etc. Here a payment printout will be used and kept.

- 6) All staff appointments/departures will be authorised by the Trustees, minuting the dates and salary level. Similarly, all changes in hours and variable payments such as overtime, etc, will be authorised by two Trustees.
- 7) Where Staff or Contractors are used, a formal arrangement shall be in place ie an agreed contract.
- 8) Where staff are employed, there will be a clear trail to show the authority and reason for every payment of wages and salaries; which will be paid within the PAYE and National Insurance regulations.
- 9) Where Contractors are employed, every payment will be referenced and evidenced by an original invoice all as above.
- 10) Expenses / allowances. Horizon Sports Club will, if asked, reimburse expenditure paid for personally by staff, Contractors and Trustees, providing: Fares are evidenced by tickets.
- 11) The Treasurer shall pay all routine invoices and bills by electronic banking. Any items over £25 must be authorised by the Chairman and subsequent payment confirmed by email. Where cheques are used, they will be signed by 2 approved Trustees.
- 12) All other expenditure is evidenced by original receipts.
- 13) Car mileage is based on local authority scales.
- 14) No cheque signatory signs for the payment of expenses to themselves

Further the Annual signed accounts have been sent to all Trustees.

Jan Graves Treasurer

Horizon Sports Club
(Registered Charity Number 1093897)

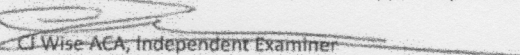
Income and Expenditure Account for the year ending August 31, 2022

	2022	2021
Income		
Fees	£11,475.00	£3,965.00
Donations and fund raising	£14,170.52	£8,527.73
Grants	£5,000.00	£5,000.00
Membership fees	£6,925.00	£2,370.00
T-shirts etc		£0.00
Interest on Building Society Account	£16.55	£7.44
Total receipts	£37,587.07	£19,870.17
Expenditure		
Facilities hire	£9,064.10	£3,654.80
Coaching & volunteer courses	£300.00	£0.00
Coaching fees	£13,560.00	£10,184.86
Subscriptions	£140.00	£100.00
Insurance	£1,947.47	£1,452.24
Equipment and maintenance	£0.00	£176.72
T-shirts etc	£411.00	£0.00
Printing and stationary	£118.58	£44.49
Office equipment/telephone	£115.00	£5.00
PR & advertising	£759.00	£634.00
Consultancy	£0.00	£0.00
Administration costs	£2,500.00	£15,000.00
Salaries	£27,528.70	£0.00
Events	£0.00	£0.00
Prize, gifts etc	£36.01	£0.00
Miscellaneous costs	£60.00	£0.00
Bank charges	£40.80	£0.00
Total payments	£56,580.66	£31,252.11
Surplus of Income over Expenditure	-£18,993.59	-£11,381.94

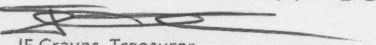
Balance Sheet as at August 31, 2022

	2022	2021
Assets		
Debtors	-£6,160.00	-£1,852.85
Current account	£2,762.22	£4,911.60
Supporters Club Account	£5,143.41	£4,089.25
Development Account	£48,618.19	£62,102.80
	£50,363.82	£69,250.80
Liabilities		
Creditors	£2,009.16	£1,902.55
Assets less liabilities	£48,354.66	£67,348.25
Represented by accumulated fund		
Balance at 1 September	£67,348.25	£78,730.19
Surplus of income over expenditure	-£18,993.59	-£11,381.94
	£48,354.66	£67,348.25

I have examined the books and records of Horizon Sports Club for the year ended 31 August 2022 and confirm that the accounts are in accordance with those books and records, I have received all information and explanations necessary from the Charity Treasurer in order to support my examination and opinion.

 CF Wise ACA, Independent Examiner

Date 25 November 2022

 JE Graves, Treasurer

Date 25 November 2022

Horizon Sports Club
(Registered Charity Number 1093897)

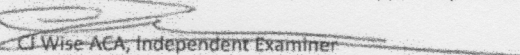
Income and Expenditure Account for the year ending August 31, 2022

	2022	2021
Income		
Fees	£11,475.00	£3,965.00
Donations and fund raising	£14,170.52	£8,527.73
Grants	£5,000.00	£5,000.00
Membership fees	£6,925.00	£2,370.00
T-shirts etc		£0.00
Interest on Building Society Account	£16.55	£7.44
Total receipts	£37,587.07	£19,870.17
Expenditure		
Facilities hire	£9,064.10	£3,654.80
Coaching & volunteer courses	£300.00	£0.00
Coaching fees	£13,560.00	£10,184.86
Subscriptions	£140.00	£100.00
Insurance	£1,947.47	£1,452.24
Equipment and maintenance	£0.00	£176.72
T-shirts etc	£411.00	£0.00
Printing and stationary	£118.58	£44.49
Office equipment/telephone	£115.00	£5.00
PR & advertising	£759.00	£634.00
Consultancy	£0.00	£0.00
Administration costs	£2,500.00	£15,000.00
Salaries	£27,528.70	£0.00
Events	£0.00	£0.00
Prize, gifts etc	£36.01	£0.00
Miscellaneous costs	£60.00	£0.00
Bank charges	£40.80	£0.00
Total payments	£56,580.66	£31,252.11
Surplus of Income over Expenditure	-£18,993.59	-£11,381.94

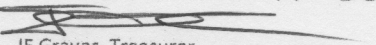
Balance Sheet as at August 31, 2022

	2022	2021
Assets		
Debtors	-£6,160.00	-£1,852.85
Current account	£2,762.22	£4,911.60
Supporters Club Account	£5,143.41	£4,089.25
Development Account	£48,618.19	£62,102.80
	£50,363.82	£69,250.80
Liabilities		
Creditors	£2,009.16	£1,902.55
Assets less liabilities	£48,354.66	£67,348.25
Represented by accumulated fund		
Balance at 1 September	£67,348.25	£78,730.19
Surplus of income over expenditure	-£18,993.59	-£11,381.94
	£48,354.66	£67,348.25

I have examined the books and records of Horizon Sports Club for the year ended 31 August 2022 and confirm that the accounts are in accordance with those books and records, I have received all information and explanations necessary from the Charity Treasurer in order to support my examination and opinion.

 CF Wise ACA, Independent Examiner

Date 25 November 2022

 JE Graves, Treasurer

Date 25 November 2022