



# Trustees' Annual Report for the period

	Period start date	Period end date
From	01 10 2023	To 30 09 2024

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## Section A Reference and administration details

Charity name	Copeland Amateur Swimming Club
Other names charity is known by	
Registered charity number (if any)	1103769
Charity's principal address	18 Ellen Drive
	Whitehaven
	Cumbria
Postcode	CA28 9DH

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andrew Sutton	Chair		
2	Mark Holliday	Treasurer		
3	Richard Quayle	Head-Coach		
4	Julie Payne	Secretary		
5	Holly Collins	Membership Secretary		
6	Nigel Goddard			
7	John Freestone			
8	Claire Todhunter			
9	Allyson Quayle			
10	Rosina Robinson			
11	Kate Morton			
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg trust deed, constitution)

Constitution

How the charity is constituted  
(eg trust, association, company)

Association

Trustee selection methods  
(eg appointed by, elected by)

Elected annually and the Club AGM

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All cash monies received are recorded independently to the treasurer and recorded in receipts and paying in book.  
The membership secretary verifies that all members are paying the correct squad fees and that all required membership subscriptions to the governing body are paid at the correct level of competition. These fees are now paid by repeat standing orders in the majority of cases.  
The validation of online payments and receipts are verified through segregation of duties and independently assessed.  
Each month the financial report is verified to the monthly bank statement and issued to the committee for review.  
Risk assessments are completed before each competition. Issues concerning pool and spectator safety are discussed with the pool staff and the county ASA as required.  
Fundraising and charity work is a standing agenda item each month and proceeds recorded appropriately.  
All named roles have a job description that have been issued to the role holder and agreed.

## Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The promotion of community participation in healthy recreation in particular by the provision of facilities and financial assistance for those who need it for them to take part in the sport of swimming.

Provision of structured and guided swimming sessions for young swimmers along with swimming tuition for non-swimmers and beginners. A range of sessions are provided for a broad range of abilities. Land training sessions are also offered to enhance the stamina of swimmers. Charity work continues to be a standing agenda item. This will continue.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

All activities are managed by volunteers and parents with appropriate child protection checks are encouraged to offer time to the club at all opportunities.  
Increasing number of volunteers to enable the club to run level 4 galas and fulfil our requirements for supporting county galas.  
Continue with charitable activities.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Copeland Amateur Swimming Club continue to be an accredited SwimMark Club. SwimMark demonstrates the club has a strong governance framework and represents years of hard work from a dedicated few.

Work will continue to maintain this accreditation with a SwimMark re-assessment completed in 2024 with the accrediting body resulting in renewal of our accreditation.

In the coming year the club will: -

Continue to develop the learn to swim element as well as the upper squad competitive level swimming focusing on more swimmers qualifying for Regional championships and improved performance of the young swimmers.

Continue to provide a safe place for our members to improve their swimming skills and ability.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Reserves are held in cases of issues regarding membership payments to cover the cost of pool fees and ASA Membership. Reserves have not been used this year and are not planned to be used in the coming years budget provision.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Fundraising is the main source of club funds, after fees. Fundraising is required to enable the club to provide training equipment and services and also enter club competitions rather than charge swimmers for entry.

## Section F



## Other optional information

None

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Andrew Sutton	Mark Allan Holliday
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	9/7/2025	

<b>YEAR END STATEMENT</b>	<b>01/10/2023</b>	<b>01/10/2022</b>	<b>01/10/2021</b>	<b>01/10/2020</b>	<b>01/10/2019</b>
(recorded transactions only)	<b>30/09/2024</b>	<b>30/09/2023</b>	<b>30/09/2022</b>	<b>30/09/2021</b>	<b>30/09/2020</b>
Total Statement closing Cash Balance	£ 36,301.50	£ 23,991.75	£ 25,844.31	£ 31,827.82	£ 31,217.92
<b>INCOME</b>					
Membership Fees	£ 39,776.00	£ 35,486.00	£ 37,422.00	£ 23,967.57	£ 28,524.80
Gift Aid	£ 3,130.37	£ 8,273.55			
Pay As You Swim					
St Bees Swimming					
Land Training	£ 470.00	£ 686.35	£ 926.26	£ 523.70	£ 624.70
Coach Cost Contributions	£ 1,250.00	£ 922.00	£ 281.17		£ 240.00
Gear	£ 81.02	£ 776.99	£ 820.89	£ 944.10	£ 128.97
Miscellaneous	£ 414.00	£ 600.00	£ 109.83	£ 316.00	£ 215.24
Interest	£ 162.60	£ 109.69	£ 7.00	£ 1.09	£ 14.89
Donations	£ 10,773.90	£ 4,137.00			£ 8,373.84
Copeland Galas, Social Events & All Fundraising	£ 11,224.61	£ 9,207.81	£ 5,168.94	£ 3,483.90	£ 3,332.34
All other Galas	£ 15,858.17	£ 16,193.35	£ 15,449.17	£ 2,288.00	£ 6,695.41
	<b>£ 83,140.67</b>	<b>£ 76,392.74</b>	<b>£ 60,185.26</b>	<b>£ 31,524.36</b>	<b>£ 48,150.19</b>
<b>EXPENDITURE</b>					
Copeland Pool Hire	£ 48,272.50	£ 51,890.50	£ 45,035.00	£ 22,881.20	£ 23,619.14
Egremont Pool Hire					
St Bees Pool Hire					
ASA Memberships	£ 5,092.45	£ 4,160.70	£ 4,549.10	£ 3,922.05	£ 4,334.45
Coaching Services	£ 1,592.25	£ 879.50	£ 628.54		£ 1,665.50
Land Training	£ 870.00	£ 1,500.00	£ 960.00	£ 660.00	£ 750.00
Gala Equipment	£ 951.02	£ 2,954.40	£ 1,415.91	£ 36.46	£ 12,943.98
Trophies		£ 144.58			£ 515.00
Buses	£ 1,690.00	£ 1,550.00	£ 450.00		£ 1,670.00
Gear		£ 1,096.22	£ 1,439.78	£ 651.00	£ 921.50
Training Course		£ 1,435.80	£ 1,731.32	£ 20.00	
Miscellaneous	£ 1,005.92	£ 2,164.60	£ 718.62	£ 749.75	£ 819.71
Charity		£ 887.00			£ 2,133.14
All Copeland Gala Expenses & Fundraising Expenses	£ 2,998.28				
All Other Gala Entries & Costs	£ 8,358.50	£ 9,582.00	£ 9,240.50	£ 1,994.00	£ 3,138.00
	<b>£ 70,830.92</b>	<b>£ 78,245.30</b>	<b>£ 66,168.77</b>	<b>£ 30,914.46</b>	<b>£ 52,510.42</b>
<b>Change</b>	£ 12,309.75	-£ 1,852.56	-£ 5,983.51	£ 609.90	-£ 4,360.23



# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name

Copeland Amateur Swimming Club

**On accounts for the year  
ended**

30/09/2024

**Charity no  
(if any)**

1103769

**Set out on pages**

1-2

(remember to include the page numbers of additional sheets)

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed: m. kelly

Date: 9-7-2025

Name: Mary Kelly

Relevant professional  
qualification(s) or body  
(if any):

RETIRED BANK MANAGER

Address:

31A LOOP ROAD SOUTH

WHITEHAVEN, CUMBERIA

CA28 TSD

## Section B

## Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of  
any items that the  
examiner wishes to  
disclose.

None