



## Paddock Wood Athletic Club

### Trustees Report 2023

The Club had a satisfactory year in 2023.

Membership subscriptions recovered after the Covid slowdown and have continued strengthening.

The maintenance of the training track continues to be a significant expense with grass cutting and lighting costs being significant overall contributors to those costs. They remain however within the Club's budget. In addition the Club renovated the throwing cage at the track site at a cost of £15,420.

The track reserve account stands at £81,307 at the end of the year. This account is a restricted fund, meaning that it can only be used for maintenance and replacement of the track itself.

The Paddock Wood half marathon, organised and managed by the Club continues to be a highly successful event and a major contributor to the financial health of the Club. A transfer of £15,000 was made to enable the throwing cage restoration without impinging on other reserve funds.

The general costs of running the Club exceeded expectations this year, within significant expenditure replacing our Club kit and some equipment. This gave rise to a need to draw from our reserve for a short period. These expenses are expected to be a "one – off" and funds will gradually be recovered from the sale of kit. The funds drawn from the reserve have been replaced and economies put in place that will prevent this situation recurring.

The main expenses of the Club remain the hire of Mascalls hall for junior training and race entry fees. The hire of Mascalls remains a concern for 2024 with hire costs increasing significantly. The Club is taking steps to find alternative accommodation at Putlands, the local sports centre. Race entry fees have been reduced by asking members to pay their own entry into the Kent Fitness League. There was a concern that this might reduce our level of entries but this has proved unfounded. In general the payment of race entry fees on behalf of members representing the Club is felt by the trustees to be fundamental to the purpose of the Club.

Gift aid of £2,693 was paid by HMRC.

The total cash holdings of the Club amount to £110,528 with no significant liabilities.

The trustees are satisfied that the Club is on a secure financial footing and that its obligations relating to safeguarding and diversity are fully met.

R Harris, Chairman

E Bignell, Secretary

October 2024

# **Paddock Wood Athletic Club**

**Financial Statements For The Period Ended 31st December 2023**

## **REPORT OF THE INDEPENDENT EXAMINER**

### **TO THE TRUSTEES OF PADDOCK WOOD ATHLETIC CLUB - REGISTERED CHARITY 1139343**

I report on the Accounts of the Charity for the year ended 31 December 2023 which are set out on the attached pages.

#### **RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND INDEPENDENT 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(2)] of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to -

- examine the accounts (under Section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners [under Section 145(5)(b)] of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the General Directions given by the Charity Commissions. 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 the seeking of explanations from you as 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 the examination, no matter has come to my attention -

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 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave 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.

18th October 2024

72 Commercial Road  
Paddock Wood, Tonbridge, Kent



MN Jenks  
Director in MN Jenks & Co. Limited  
Chartered Accountants

**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

**Track Fund Receipts and Payments Account**

	2023 £	2022 £
<b>Receipts</b>		
Transfer from Half Marathon Account	-	10,000
Transfer from Reserve	15,000	10,000
Easyfundraising	24	33
Track Rental	1,740	2,715
Bank Interest	173	42
Virtual HM Profit	-	343
<b>Total Receipts</b>	<b>16,937</b>	<b>23,133</b>
<b>Payments</b>		
Data Protection	35	35
Petrol	301	488
Electricity	3,888	3,178
Water (Increase due to leak)	1,079	341
Plumbing Repairs	60	-
Grass Cutting	3,480	3,000
Hedge Cutting	575	575
Camera Servicing	-	2,001
Throwing Cage renovation	15,420	-
Lawn Mower Maintenance	828	419
Signage	336	-
High Jump Cover	-	1,008
Transfer to General Account	2,000	-
Bank Charges	24	-
<b>Total Payments</b>	<b>28,026</b>	<b>11,045</b>
Excess of Payments over Receipts	- 11,089	12,088
Add opening bank balance	19,898	10,302
Deduct, cleared cheque, Abacus Lighting	-	2,492
<b>Reconciled balance at 31st December 2023</b>	<b>8,809</b>	<b>19,898</b>

**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

**100 Club Receipts and Payments Account**

	2023 £	2022 £
<b>Receipts</b>		
Membership Subscriptions	708	660
<b>Total Receipts</b>	<b>708</b>	<b>660</b>
<b>Payments</b>		
Prize Money	495	485
PWAC A/C Transfer	1,200	-
<b>Total Payments</b>	<b>1,695</b>	<b>485</b>
<b>Excess of Payments over Receipts</b>	<b>- 987</b>	<b>175</b>
<b>Add opening bank balance</b>	<b>1,669</b>	<b>1,494</b>
<b>Reconciled balance at 31st December 2023</b>	<b>682</b>	<b>1,669</b>

**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

**Half Marathon Fund Receipts and Payments Account**

	2023 £	2022 £
<b>Receipts</b>		
Sponsorship	1,100	4,000.00
Virtual Marathon, 2022	-	809.00
Charity Donations	-	1,464
Entry Fees	62,087	44,750
T Shirts	4,008	2,940
Race Day Float	280	260
Returned Cash Float	-	-
Race Day Entries	-	360
Refreshments	450	337
Banking Compensation Credit	-	-
Donations Received for Air Ambulance	1,514	-
Miscellaneous	208	-
<b>Total Receipts</b>	<b>69,647</b>	<b>54,920</b>
<b>Payments</b>		
Equipment Hire, Petrol	3,625	3,038
First Aid	2,440	3,052
KCC, Road Closure Info	626	576
Medals, Trophies	3,774	3,308
Signage	-	529
Sports Systems Processing Fees	2,115	4,921
Sports Systems, Charges	145	118
Sorts Systems, Chips	5,763	2,532
Sports Systems, Timing Equipment	-	2,364
Toilets	3,153	2,876
Donations	6,605	4,445
EA, BARR Fees	30	60
PA System	25	375
Prizes	790	1,130
Cash Float	280	260
Refreshments	108	78
Traffic Management	7,109	6,384
Photography	600	-

**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

**Half Marathon Fund Receipts and Payments Account**

- Continued

**Payments - Continued**

Water	468	728
T Shirts, signs, cups	-	1,074
Transfer, Track A/c	-	10,343
Postage	22	-
Transfer to Track Fund	25,000	-
Miscellaneous	311	-
<b>Total Payments</b>	<b>62,989</b>	<b>48,191</b>
Excess of receipts over payments	6,658	6,729
Balance at 1st January 2023	12,690	5,961
<b>Reconciled Balance at 31st December 2023</b>	<b>19,348</b>	<b>12,690</b>



# **Paddock Wood Athletic Club**

## **Financial Statements for the year ended 31 December 2023**

### **General Fund Receipts and Payments Account - Unrestricted Fund**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>		
Membership Subscriptions (inc. EA Comp Fees)	11,513	7,558
EA Competition Fees	-	1,854
Startrack	2,000	920
Club Kit Sales	286	140
Gift Aid	2,693	-
Tombola proceeds	345	316
Donations	150	-
Presentation Evening	693	1,270
VMLM Contribution	400	-
Miscellaneous	11	-
Grants	-	300
Swale, expenses share	445	-
Folkestone AC LYDL Share	487	-
Transfer from Track Account	2,000	-
Transfer from 100 Club	1,200	-
Transfer from Savings Account	1,000	-
Refund of overpayment from Sports Hall	112	-
<b>Total Receipts</b>	<b>23,335</b>	<b>12,358</b>
<b>Payments</b>		
Mascalls Hire	5,319	2,822
EA Competition Fees	2,052	1,854
Postage, Stationery, Printing	31	-
Prizes and Awards	608	452
County and Other Affiliates	1,310	630
Club Kit	2,764	-
Coaching Fees	765	-
Accountancy Fees	-	504
Equipment	3,368	439
Race Entries	3,648	1,801
RNR	397	174
Sub/EA Refunds	86	854
Insurance	1,405	1,276
IT Expenses	674	406
Track Rent	1,250	1,250
LM Coach Hire	215	-
Presentation Evening	1,072	1,470
Tombola, spend	50	-

**General Fund Receipts and Payments Account - Unrestricted Fund** continued

Bank Charges	63	64
Zoom Fees	100	144
Officials expenses	129	-
Donation, defrib training	-	100
Lions, Carnival pitch	20	20
London marathon, expenses	-	228
<b>Total Payments</b>	<b>25,326</b>	<b>14,488</b>
Excess of payments over receipts	- 1,991	- 2,130
Balance at 1st January 2023	2,136	4,266
Carried forward balance	145	2,136
<b>Balance at 31st December 2023</b>	<b>145</b>	<b>2,136</b>

**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

<b>Track Reserve Account - Account Movement</b>	<b>2023</b>	<b>2022</b>
<b>Receipts</b>		
Interest	979	203
Transfer from Half Marathon A/C	25,000	-
<b>Total Receipts</b>	<b>25,979</b>	<b>203</b>
<b>Payments</b>		
Transfer to cheque account	15,000	-
Transfer to Track account	-	10,000
<b>Total Payments</b>	<b>15,000</b>	<b>10,000</b>
Excess of Receipts over Payments	10,979	9,797
Add -balance at 1st January 2023	70,328	80,125
<b>Reconciled balance at 31st December 2023</b>	<b>81,307</b>	<b>70,328</b>

**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

**Savings Account - Account Movement**

**2023**

**2022**

**Receipts**

Interest

15

2

**Total Receipts**

**15**

**2**

**Payments**

Transfers to general account

1000

0

**Total Payments**

**1000**

**0**

**Excess of Payments over Receipts**

**985**

**2**

**Add - balance at 1st January 2023**

1122

1120

**Reconciled balances at 31st December 2023**

**137**

**1122**

**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

**Statement of Assets and Liabilities**

<b>Monetary Assets</b>					<b>2023</b>	<b>2022</b>
	<b>General Account</b>	<b>Track Account</b>	<b>100 Club Account</b>	<b>Half Marathon Account</b>		
	£	£	£	£	£	£
<b>Current</b>	145	100	682	19,348	20,275	16,595
<b>Deposit</b>	137	8,809			8,946	21,020
<b>Reserve</b>		81,307			81,307	70,328
<b>Totals</b>	<b>282</b>	<b>90,216</b>	<b>682</b>	<b>19,348</b>	<b>110,528</b>	<b>107,943</b>

<b>Fixed Assets</b>	Track	<u>414,941</u>	<u>414,941</u>
---------------------	-------	----------------	----------------

**Creditors**

Independent Examiner's Fees	<u>480</u>
-----------------------------	------------

# **Paddock Wood Athletic Club**

**Financial Statements For The Period Ended 31st December 2023**

## **REPORT OF THE INDEPENDENT EXAMINER**

### **TO THE TRUSTEES OF PADDOCK WOOD ATHLETIC CLUB - REGISTERED CHARITY 1139343**

I report on the Accounts of the Charity for the year ended 31 December 2023 which are set out on the attached pages.

#### **RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND INDEPENDENT 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(2)] of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to -

- examine the accounts (under Section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners [under Section 145(5)(b)] of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the General Directions given by the Charity Commissions. 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 the seeking of explanations from you as 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 the examination, no matter has come to my attention -

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 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave 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.

18th October 2024

72 Commercial Road  
Paddock Wood, Tonbridge, Kent



MN Jenks  
Director in MN Jenks & Co. Limited  
Chartered Accountants

**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

**Track Fund Receipts and Payments Account**

	2023 £	2022 £
<b>Receipts</b>		
Transfer from Half Marathon Account	-	10,000
Transfer from Reserve	15,000	10,000
Easyfundraising	24	33
Track Rental	1,740	2,715
Bank Interest	173	42
Virtual HM Profit	-	343
<b>Total Receipts</b>	<b>16,937</b>	<b>23,133</b>
<b>Payments</b>		
Data Protection	35	35
Petrol	301	488
Electricity	3,888	3,178
Water (Increase due to leak)	1,079	341
Plumbing Repairs	60	-
Grass Cutting	3,480	3,000
Hedge Cutting	575	575
Camera Servicing	-	2,001
Throwing Cage renovation	15,420	-
Lawn Mower Maintenance	828	419
Signage	336	-
High Jump Cover	-	1,008
Transfer to General Account	2,000	-
Bank Charges	24	-
<b>Total Payments</b>	<b>28,026</b>	<b>11,045</b>
Excess of Payments over Receipts	- 11,089	12,088
Add opening bank balance	19,898	10,302
Deduct, cleared cheque, Abacus Lighting	-	2,492
<b>Reconciled balance at 31st December 2023</b>	<b>8,809</b>	<b>19,898</b>



**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

**100 Club Receipts and Payments Account**

	2023 £	2022 £
<b>Receipts</b>		
Membership Subscriptions	708	660
<b>Total Receipts</b>	<b>708</b>	<b>660</b>
<b>Payments</b>		
Prize Money	495	485
PWAC A/C Transfer	1,200	-
<b>Total Payments</b>	<b>1,695</b>	<b>485</b>
<b>Excess of Payments over Receipts</b>	<b>- 987</b>	<b>175</b>
<b>Add opening bank balance</b>	<b>1,669</b>	<b>1,494</b>
<b>Reconciled balance at 31st December 2023</b>	<b>682</b>	<b>1,669</b>

**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

**Half Marathon Fund Receipts and Payments Account**

	2023 £	2022 £
<b>Receipts</b>		
Sponsorship	1,100	4,000.00
Virtual Marathon, 2022	-	809.00
Charity Donations	-	1,464
Entry Fees	62,087	44,750
T Shirts	4,008	2,940
Race Day Float	280	260
Returned Cash Float	-	-
Race Day Entries	-	360
Refreshments	450	337
Banking Compensation Credit	-	-
Donations Received for Air Ambulance	1,514	-
Miscellaneous	208	-
<b>Total Receipts</b>	<b>69,647</b>	<b>54,920</b>
<b>Payments</b>		
Equipment Hire, Petrol	3,625	3,038
First Aid	2,440	3,052
KCC, Road Closure Info	626	576
Medals, Trophies	3,774	3,308
Signage	-	529
Sports Systems Processing Fees	2,115	4,921
Sports Systems, Charges	145	118
Sorts Systems, Chips	5,763	2,532
Sports Systems, Timing Equipment	-	2,364
Toilets	3,153	2,876
Donations	6,605	4,445
EA, BARR Fees	30	60
PA System	25	375
Prizes	790	1,130
Cash Float	280	260
Refreshments	108	78
Traffic Management	7,109	6,384
Photography	600	-

**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

**Half Marathon Fund Receipts and Payments Account**

- Continued

**Payments - Continued**

Water	468	728
T Shirts, signs, cups	-	1,074
Transfer, Track A/c	-	10,343
Postage	22	-
Transfer to Track Fund	25,000	-
Miscellaneous	311	-
<b>Total Payments</b>	<b>62,989</b>	<b>48,191</b>
Excess of receipts over payments	6,658	6,729
Balance at 1st January 2023	12,690	5,961
<b>Reconciled Balance at 31st December 2023</b>	<b>19,348</b>	<b>12,690</b>

# **Paddock Wood Athletic Club**

## **Financial Statements for the year ended 31 December 2023**

### **General Fund Receipts and Payments Account - Unrestricted Fund**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>		
Membership Subscriptions (inc. EA Comp Fees)	11,513	7,558
EA Competition Fees	-	1,854
Startrack	2,000	920
Club Kit Sales	286	140
Gift Aid	2,693	-
Tombola proceeds	345	316
Donations	150	-
Presentation Evening	693	1,270
VMLM Contribution	400	-
Miscellaneous	11	-
Grants	-	300
Swale, expenses share	445	-
Folkestone AC LYDL Share	487	-
Transfer from Track Account	2,000	-
Transfer from 100 Club	1,200	-
Transfer from Savings Account	1,000	-
Refund of overpayment from Sports Hall	112	-
<b>Total Receipts</b>	<b>23,335</b>	<b>12,358</b>
<b>Payments</b>		
Mascalls Hire	5,319	2,822
EA Competition Fees	2,052	1,854
Postage, Stationery, Printing	31	-
Prizes and Awards	608	452
County and Other Affiliates	1,310	630
Club Kit	2,764	-
Coaching Fees	765	-
Accountancy Fees	-	504
Equipment	3,368	439
Race Entries	3,648	1,801
RNR	397	174
Sub/EA Refunds	86	854
Insurance	1,405	1,276
IT Expenses	674	406
Track Rent	1,250	1,250
LM Coach Hire	215	-
Presentation Evening	1,072	1,470
Tombola, spend	50	-

**General Fund Receipts and Payments Account - Unrestricted Fund** continued

Bank Charges	63	64
Zoom Fees	100	144
Officials expenses	129	-
Donation, defrib training	-	100
Lions, Carnival pitch	20	20
London marathon, expenses	-	228
<b>Total Payments</b>	<b>25,326</b>	<b>14,488</b>
Excess of payments over receipts	- 1,991	- 2,130
Balance at 1st January 2023	2,136	4,266
Carried forward balance	145	2,136
<b>Balance at 31st December 2023</b>	<b>145</b>	<b>2,136</b>

**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

<b>Track Reserve Account - Account Movement</b>	<b>2023</b>	<b>2022</b>
<b>Receipts</b>		
Interest	979	203
Transfer from Half Marathon A/C	25,000	-
<b>Total Receipts</b>	<b>25,979</b>	<b>203</b>
<b>Payments</b>		
Transfer to cheque account	15,000	-
Transfer to Track account	-	10,000
<b>Total Payments</b>	<b>15,000</b>	<b>10,000</b>
Excess of Receipts over Payments	10,979	9,797
Add -balance at 1st January 2023	70,328	80,125
<b>Reconciled balance at 31st December 2023</b>	<b>81,307</b>	<b>70,328</b>

**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

**Savings Account - Account Movement**

**2023**

**2022**

**Receipts**

Interest

15

2

**Total Receipts**

**15**

**2**

**Payments**

Transfers to general account

1000

0

**Total Payments**

**1000**

**0**

**Excess of Payments over Receipts**

**985**

**2**

**Add - balance at 1st January 2023**

1122

1120

**Reconciled balances at 31st December 2023**

**137**

**1122**

**Paddock Wood Athletic Club**

**Financial Statements for the year ended 31 December 2023**

**Statement of Assets and Liabilities**

Monetary Assets					2023	2022
	General Account	Track Account	100 Club Account	Half Marathon Account		
	£	£	£	£	£	£
Current	145	100	682	19,348	20,275	16,595
Deposit	137	8,809			8,946	21,020
Reserve		81,307			81,307	70,328
<b>Totals</b>	<b>282</b>	<b>90,216</b>	<b>682</b>	<b>19,348</b>	<b>110,528</b>	<b>107,943</b>

<b>Fixed Assets</b>	Track	<u>414,941</u>	<u>414,941</u>
---------------------	-------	----------------	----------------

**Creditors**

Independent Examiner's Fees	<u>480</u>
-----------------------------	------------