



Trustees' Annual Report
for

Horley Lawn Tennis Club
(Charity No 1150481)

For the period

1 April 2024 - 31 March 2025

Introduction

This Annual Report by the Trustees of Horley Lawn Tennis Club covers the period from 1st April 2024 to 31st March 2025. It also provides a forward look between the end of the reporting period and date of publication for completeness.

Charity Name and Number

The Charity is Horley Lawn Tennis Club and is registered with charity number 1150481.

Company Registration

HLTC is a registered company, number 08277089, and is limited by guarantee.

Registered Address

HLTC's Registered Address is:

Vicarage Lane
Horley
Surrey RH6 8AR

Trustees

The Trustees making and approving this Report are:

- Mr Simon Allen
- Mr Rob Wylie
- Mr Paul Farrell
- Mrs Gabby Robinson
- Ms Christine North
- Mr Mike Knowler
- Mr Sean Watson

During the reporting year the following were also Trustees:

- Mrs Diana Cooper, being replaced by Ms North at the Sept 2025 AGM.
- Mr Barry King who resigned during the reporting year and was replaced by Mr Knowler at the Sept 2025 AGM
- Mrs Sue Clark who resigned at the Sept 2025 AGM without replacement

Charitable Objects and Performance

Objects

The Objects of the Charity are, for the benefit of the inhabitants of Horley and the surrounding area:

- to promote the amateur sport of lawn tennis;
- to promote community participation in healthy recreation, in particular by the provision of facilities for the learning, teaching and playing of lawn tennis; and
- to promote the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

Structure and Governance

The Charity is constituted and governed in accordance with its Articles of Association, created when the Charity was registered and incorporated as a company, limited by guarantee (i.e. an LLC).

It is managed by a Committee comprising up to 8 Trustees, who are also the Directors of the incorporated HLTC LLC and Officers of the Club (the Committee). Officers are elected annually at an Annual General Meeting with nominations open to, and invited from, all members of the organisation who are over the age of 18 (technically those under 18 may be elected but cannot act as Trustee or Director as directed by the Articles). The Committee meets approximately once every 6 weeks, and the Head Coach¹ attends meetings as the group ensures that tennis development plays a major part of its considerations. Only members of the organisation are entitled to vote in an AGM.

The Articles empower members to raise special resolutions and call for Extraordinary General Meetings should they disagree with a decision or direction of the Committee. Again, only members of the organisation are entitled to vote in an EGM.

The Committee considers all aspects of the running of the organisation, and routinely reviews all aspects of the operation of the Charity:

- Junior Coaching and young people (taking reports from the Junior Representative and Head Coach)
- Financial matters (taking a report from the Treasurer)
- Membership issues
- Safeguarding
- Club play and Matches
- Grounds and Maintenance
- Fund-raising and participation in external events for the purposes of promoting the Charity and its Objects
- Reports from any specialist sub-Committees regarding the forward development of the infrastructure and organisation of the Club and Charity
- The Business Plan

¹ During this reporting period the Head Coach was also an elected Trustee but our practice is for the Head Coach to attend even when he/she is not

- The comprehensive Risk Analysis and Management Plan.

HLTC has a number of written policies in force, including:

- Volunteer Recruitment and Retention policy
- Accident and Emergency Guidance
- Maintenance policy (including Sinking Fund policy)
- Complaints policy
- Feedback policy
- Smoking policy
- Risk Assessment policy (with associated Risk Analysis and Management Plan)
- Environmental policy
- Financial policy
- Photography and Filming of Children and Young People
- Anti-bullying
- Premises Hire
- Code of Conduct for Members and Users
- Code of Practice for Working with Children and Young People
- Diversity and Inclusion
- Safeguarding

These support the requirements of the Articles of Association and are regularly reviewed for relevance and contemporariness. We also have a set of Operating Rules which cover detailed day-to-day operation of the organisation.

Activities and Promoting the Charitable Objects

We continue to hold periodic Open Days and other events to encourage the game of tennis among adults and juniors. An increased focus on social media has furthered local awareness that has resulted in a notable increase in membership over the period.

The coaches again ran successful Tennis Camps during school holidays and a number of new juniors have joined the club. We continued to provide outreach to local schools through our coaching programme, and this past year we partnered with the Bright Ideas charity to offer disabled children from Manor Green College the opportunity to play on a weekly basis. Bright Ideas also provided us with specialist training for our coaches and some equipment too.

The club offers free taster sessions to children and adults, we also host a fun festival for six local schools which has proved very popular and as a result we will offer this on an annual basis.

The club continues to support local school fundraising efforts by providing prizes (such as lessons and free memberships) for raffles.

We were recently able to resurface two of our courts in synthetic clay. As planned the artificial clay gives an all-year-round surface that better suits our membership through softer impact on joints and, due to its resistance to water, making play safer and offering more court time as a bi-product . We will look to resurface two more tarmac courts with clay as soon as funds permit.

In addition, the club has started to promote pickleball as a supplementary activity and it has proven popular with members and non-members alike. Currently we repurpose an existing junior court, however we hope to be in a position to redevelop part of our site to better accommodate growth in the game once funds allow.

Forward Look

This Section covers the period from the end of the reporting year up to the point at which this report was submitted after its presentation at the Charity's Annual General Meeting (20 September 2025).

Our priority for the coming year is to refurbish and resurface our three training and coaching courts. They are overdue some attention and we are pleased to be able to plan that in. These courts will remain tarmac for their lower refurbishment cost, low maintenance and to offer an alternative to clay for members.

By the end of the next reporting period we expect our facility to offer the community 2 clay courts and five tarmac courts three of which will have been refurbished.

Financial Review 2024-2025

The Charity had a successful year financially. We grew our membership income with increased membership numbers and an increase in membership rates, maintained strong income from social activities, earned increased revenue from clubhouse hire and generated revenue in a number of other areas. We did not receive any significant donations as we have in recent years, but nonetheless, overall our revenue grew by over 15%.

The major financial event of the year was the resurfacing of two of our courts to clay, at a total cost of £83,000, which we chose to recognise in part as an expense (£40,000) and in part as a capital asset (£43,000), reflecting the combination of court replacement being part of the ongoing expenses of the club but also the clay surface being a significant improvement on the prior acrylic surface. There were no other major expenses during the year. As a result of the £40,000 court replacement expense, the club recorded a deficit of £31,461 for the year.

We had been building up cash reserves (and a court sinking fund) to pay for courts for some years, but also received an interest free loan of £25,000 from Surrey LTA to help pay for it. We remain well funded with a year-end cash balance approaching £70,000 part of which will be spent on further court resurfacing in the coming year.

The Charity maintains reserves to enable capital replacement of its facilities – renewal of the tennis court surfaces and surrounding fences, repairs, replacement of the Clubhouse building, maintenance of the car park etc, without which it would be unable to deliver its objects. The reserves are also used to support

initiatives to increase tennis playing in the community. At the end of March 2025 these reserves were held as follows:

- Court replacement sinking fund: £31,837
- General reserve : £190,192

Note: Although these are held as reserves in the Balance Sheet they are not fully realisable as cash as they include, for example, the depreciated value of clubhouse, courts, floodlights etc.

We repaid one loan during the year but also took out a new loan as referenced above, leaving two loans remaining outstanding for payment according to the individual schedule for each. In the year the Charity paid off £5,000 in loans, and received £25,000 in a new loan, leaving £30,000 outstanding. Remaining sums owing to Surrey LTA and the LTA will be paid over the next 10 years. The Trustees consider that financial projections combined with maintenance of a conservative level of reserves will not put the Charity at risk of not being able to repay these when required.

Public Benefits Statement

The Trustees consider that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

Section A Statement of financial activities						
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year funds	Further Details
	£	£	£	£	£	
Incoming resources	F01	F02	F03	F04	F05	
Income and endowments from:						
Donations and legacies	164		-	164	1,454	A1
Charitable activities	-	-	-	-	-	
Other trading activities	49,624	-	-	49,624	41,036	A2
Investments	-	-		-	-	
Separate material item of income	-	-	-	-	-	
Other-Covid Grant	-	-	-	-	-	
Total	49,788	-	-	49,788	42,490	
Resources expended						
Expenditure on:						
Raising funds	57,184	-	-	57,184	18,051	B1
Charitable activities	24	1,536	-	1,560	-	B2
Other	-	-	-	-	-	
Depreciation	22,505	-	-	22,505	21,047	B3
Total	79,713	1,536	-	81,249	39,098	
Net income/(expenditure) before investment	- 29,925	- 1,536	-	- 31,461	3,392	
Net gains/(losses) on investments	-	-	-	-	-	
Net income/(expenditure) Extraordinary items	- 29,925	- 1,536	-	- 31,461	3,392	
Transfers between funds gains/(losses):	-	-	-	-	-	
fixed assets for the charity's own use	-	-	-	-	-	
Other gains/(losses)	-	-	-	-	-	
Net movement in funds	- 29,925	- 1,536	-	- 31,461	3,392	
Reconciliation of funds:						
Total funds brought forward	251,954	1,536	-	253,490	255,026	
Total funds carried forward	222,029	-	-	222,029	258,418	

Section B Balance sheet

		Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
		F01	F02	F03	F04	F05
Fixed assets						
Intangible assets		-	-	-	-	-
Tangible assets	(N2)	189,356	-	-	189,356	168,161
Heritage assets		-	-	-	-	-
Investments		-	-	-	-	-
Total fixed assets		189,356	-	-	189,356	168,161
Current assets						
Stocks	(N3)	1,008	-	-	1,008	1,403
Debtors	(N4)	2,446	-	-	2,446	2,908
Investments		-	-	-	-	-
Cash at bank and in hand (N5)		69,498	-	-	69,498	100,084
Total current assets		72,952	-	-	72,952	104,395
Creditors: amounts falling due within one year	(N6)	13,529	-	-	13,529	13,066
Net current assets/(liabilities)		59,423	-	-	59,423	91,329
Total assets less current liabilities		248,779	-	-	248,779	259,490
Creditors: amounts falling due after one year	(N7)	26,750	-	-	26,750	6,000
Provisions for liabilities		-	-	-	-	-
Total net assets or liabilities		222,029	-	-	222,029	253,490
Funds of the Charity						
Endowment funds		-			-	-
Restricted income funds					-	1,536
Unrestricted funds		222,029		-	222,029	251,954
Revaluation reserve					-	
Total funds		222,029	-	-	222,029	253,490
Signed by one or two trustees on behalf of all the trustees		Rob Wylie (Treasurer)				

Section C
Notes to the accounts
Note 1 Basis of preparation

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless The accounts have been prepared in accordance with:

- and with* ☒ the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with* ☒ the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.*

☒

* -Tick as appropriate

1.2 Going concern

If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:

An explanation as to those factors that support the conclusion that the charity is a going concern;

It provides tennis facilities for the local community financed through members subs and donations and fundraising activities, and has a healthy balance sheet and liquidity.

Disclosure of any uncertainties that make the going concern assumption doubtful;

N/A

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

N/A

1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note { i }.

Yes*

☒

* -Tick as appropriate

No*

☐

Please disclose:

<i>(i) the nature of the change in accounting policy;</i>	As stated in FRS 102 SORP
<i>(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and</i>	
<i>(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP.</i>	N/A

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

Yes*

☒

* -Tick as appropriate

No*

☐

Please disclose:

<i>(i) the nature of any changes;</i>	
<i>(ii) the effect of the change on income and expense or assets and liabilities for the current period, and</i>	
<i>(iii) where practicable, the effect of the change in one or more future periods.</i>	

1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

Yes*

☒

* -Tick as appropriate

No*

☐

Please disclose:

<i>(i) the nature of the prior period error;</i>	
<i>(ii) for each prior period presented in the accounts, the amount of the correction for each account</i>	
<i>(iii) the amount of the correction at the beginning of the earliest prior period presented in the</i>	

£

Income from Donations and Legacies

Made up of:

Donations & Sponsorship

Donations from individuals	164
	<hr/>
	164
	<hr/>

<u>Other Trading Activities</u>	£
Membership Subscriptions	36,538
Club Lunches and Teas	0
Fundraising Events	2,542
Bar Profit	4,677
Floodlights	1,994
Visitor Fees	179
Coach fees	550
Hire of Clubhouse	1,165
Bank Interest	1,979
	<hr/>
	49,624
	<hr/>

Expenditure on raising funds

£

Grounds/Court Maintenance	46,187
Floodlight Repairs	598
Provision of tennis balls	1,399
League/Affiliation fees	1,173
Clubhouse Maintenance	3,979
Clubhouse Insurance	1,552
Utilities	1,390
Miscellaneous Exps	868
Legal	34
Interest payable	4
	<hr/>
	57,184
	<hr/>

Charitable activities

	£
Community tennis coaching	1,560
	<u>1,560</u>

Depreciation

(Straight Line Method)

	<u>Cost</u>	<u>Value @ 31.03.24</u>	<u>Additions</u>	<u>Depreciation</u>	<u>Value @ 31.03.25</u>
Land	1,000	1,000			1,000
Clubhouse (Expected useful life 20 yrs)	250,121	125,515		12,552	112,963
Floodlights Courts 4-5 (Exp life 10 yrs)	21,594	4,319		2,159	2,160
Floodlights Courts 6-7 (Exp life 10 yrs)	37,928	32,239		3,793	28,446
Courts 4 and 5 clay surface (Exp life 10 years)	43,700	0	43,700	1,457	42,243
Car Park Surfacing	25,440	5,088		2,544	2,544
	379,783	168,161	43,700	22,505	189,356

	Land £	Clubhouse £	Floodlights £	Car Park Surfacing	Court 4 and 5 clay surface	Total £
Cost or valuation						
At beginning of year	1,000	250,121	59,522	25,440	-	336,083
Additions	-	-	-	-	43,700	43,700
Disposals	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
At end of year	1,000	250,121	59,522	25,440	43,700	379,783
Depreciation & Impairments						
At beginning of year	-	124,606	22,964	20,352	-	167,922
Disposals	-	-	-	-	-	-
Depreciation	-	12,552	5,952	2,544	1,457	22,505
Impairment	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
At end of year	-	137,158	28,916	22,896	1,457	190,427
Net book value at beginning of year	1,000	125,515	36,558	5,088	-	168,161
Net book value at end of year	1,000	112,963	30,606	2,544	42,243	189,356

Stocks

Stock is valued at the lower of cost and net realisable value

Debtors/Prepayments

Insurance	1,162
Licences	618
League/Affiliation Exps	666
	<hr/>
	2,446
	<hr/>

Cash at Bank and In hand

Unrestricted

Cash at Bank	69,348
Bar Cash	150
	<hr/>
	69,498
	<hr/>

Restricted

Cash at Bank	<hr/>
	-
	<hr/>

Total	69,498
-------	--------

Creditors/Accruals

Amounts due within one year

LTA Loan	2,000
Surrey LTA loan	1,250
Advanced subscriptions	7,075
Other creditors	3,204
	<hr/>
	13,529

Amounts falling due after more than one year

LTA Loan	£3,000
Surrey LTA loan	<u>£23,750</u>
	<u>£26,750</u>



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
HORLEY LAWN TENNIS CLUB

On accounts for the year
ended

31 March 2025

Charity no
(if any)

1150481

Set out on pages

One to seventeen attached

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/3/2022.

Responsibilities and
basis of report

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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: R Bothwell

Date: 6 September 2025

Name: Richard Bothwell

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

Address: 154 Buckswood Drive

Crawley

W Sussex RH11 8JF

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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