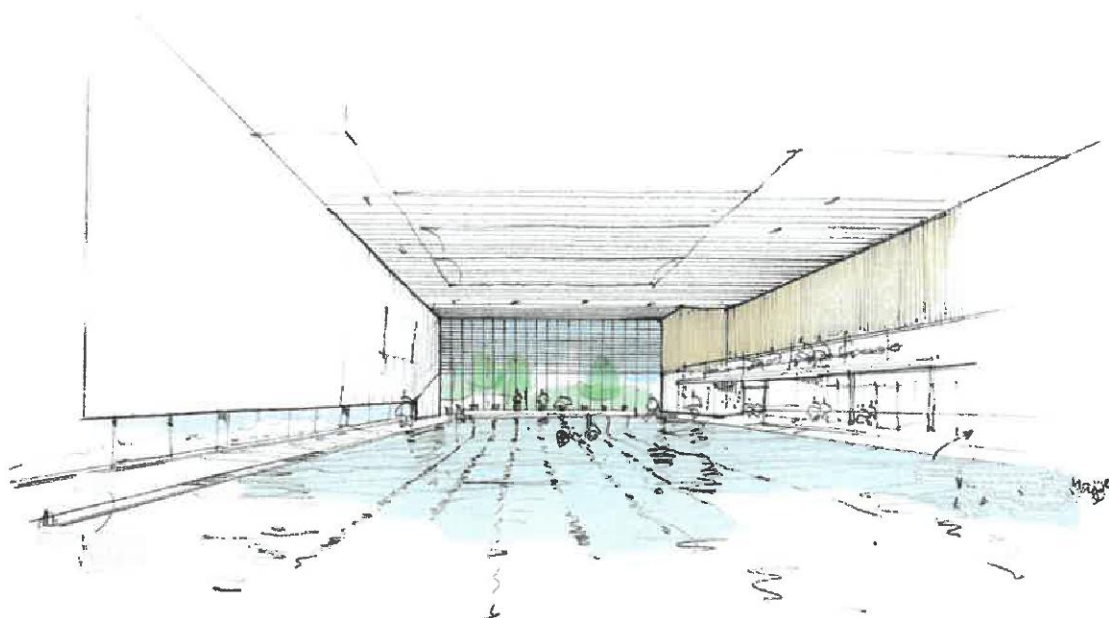


# Winchester City Penguins Swimming Club



Winchester Sport and Leisure Park - Opened June 2021

## Annual Report and Financial Statements Year Ended 31 August 2021

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## **Legal and Administrative Information**

Trustees	Liz Hatfield Lionel Jones Alison Oakley Justin Bradley Darren Whitt Sophie Gay Poppy Morley Delia Baxter
Charity number	1153439
Independent Examiner	Knight Goodhead Limited 7 Bournemouth Road Chandler's Ford Eastleigh Hampshire SO53 3DA

# Report of the Board of Trustees

## Introduction

On behalf of the Board of Trustees, we are pleased to present the Annual Report with the financial statements for the club for the year ended 31 August, 2021.

Winchester City Penguins Swimming Club (WCPSC) is a Charitable Incorporated Organisation (CIO), affiliated to Swim England with charitable objects to promote the participation of the community in competitive swimming and other related activities by the teaching, development and practice of these activities.

Our goal is to be..

**the most respected swimming organisation within our local, regional and national community**  
*'a great place to swim'                      'a great organisation to work with'*

### Our aims

1. We will provide an outstanding Learn to Swim experience in Winchester
2. We will expand our community provision
3. We will provide a Performance Programme that consistently delivers success at Regional and Home Nation Championships.
4. We will deliver a thriving Club Programme focused on county success and the engagement and retention of swimmers.
5. We will take a lead role in raising the swimming bar in Winchester and surrounding areas across those who provide swimming opportunities
6. We will continue to improve the governance, structure, equality and financial sustainability in preparation for moving into a new pool facility



## 2020-21 Summary

The year can be summarised as a challenging one from a number of different perspectives but one in which the Charity continued to provide a good swimming programme, sought new opportunities, and managed the main challenges.

The ongoing Covid 19 pandemic meant there were two major shut-downs during the year, one for a month in 2020 and another for over three months in 2021. Even when able to train during the year, there were knock-on implications to pool availability, competitions, staff recruitment, organisational finances, etc.

The opening of the new Winchester Sport and Leisure Park, including its 50m pool, in June 2021 provided a boost to the competitive swimmers. However, there were difficult negotiations over access to the site, both in terms of gaining the pool hours and hire costs necessary for a comprehensive programme and in hosting lessons at the new site. Failure to be offered the latter resulted in a net deficit c£75k per annum being added to the accounts.

In 2020-21 we started to have a high turnover of staff, especially from key roles, whilst it should be considered a success that financial losses were limited to £33,295 by the end of the financial year. Full financial statements for the year ended 31 August, 2021 are presented later in this report.

## Governing Instrument

The WCPSC Constitution acts as the governing instrument of the Charitable Incorporated Organisation.

## Board of Trustees

The following have held office during the year:

- Liz Hatfield
- Lionel Jones
- Alison Oakley
- Justin Bradley
- Delia Baxter
- Darren Whitt (from January 2021)
- Cullen Whyte (until July 2021)
- Poppy Morley
- Natalie Hill (until January 2021)

## Trustees' role

Trustees ensure that WCPSC is meeting its objectives, and in accordance with the constitution of the charity and Charity Commission. The Trustees are volunteers but have the legal duty to comply with the Charities Act 2011 and also take the lead on making and maintaining policies for the managerial and financial stability of the club. All Trustees are insured under our Swim England policy against Public & Products Liability, Professional Indemnity, and Management Liability.

Trustees are not typically involved in the day-to-day management of the club. They may however hold a secondary volunteer position that supports the operations of the club. The Chief Executive has responsibility for the management of the club's activities and the provision of the resources and facilities.

## Management Team and Staffing

A management team oversees the operations of the Club. The following have held office during the year 2020-21:

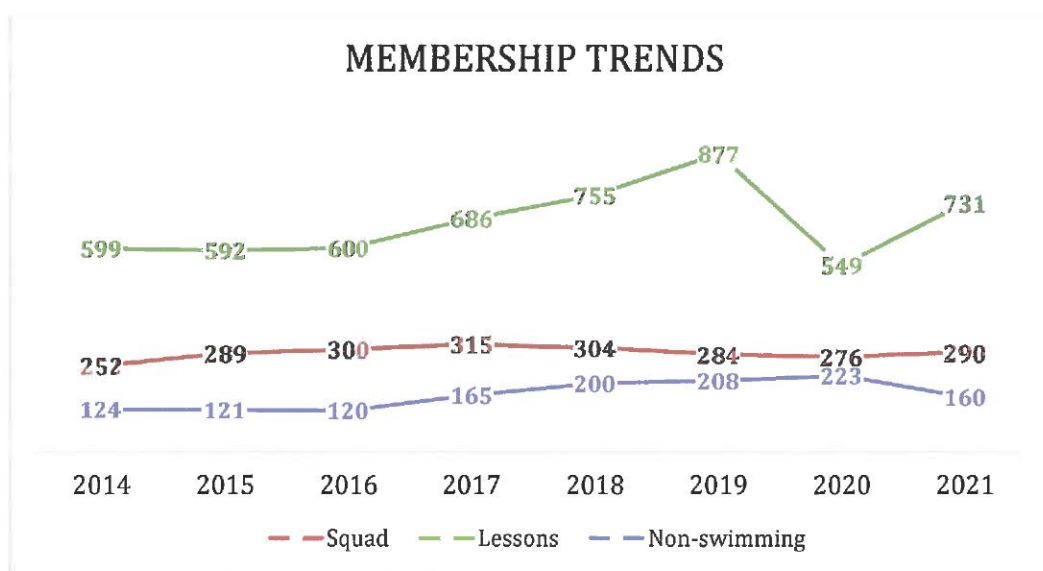
- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"><li>• Mike Fisher – Chief Executive Officer</li><li>• Vicky Harrison – Head of Operations and Finance</li><li>• Sarah Standen – Head Development Coach (until 31<sup>st</sup> July 2021)</li><li>• Steve Greenfield – Interim Head Development Coach (from 31<sup>st</sup> July 2021)</li><li>• Zoe Baker – Head Performance Coach</li><li>• Connie Standen – Lessons Manager (until 27<sup>th</sup> June 2021)</li><li>• Issy Harrison – Interim Lessons Manager (from 27<sup>th</sup> June 2021)</li><li>• Alison Crompton - Membership Secretary</li></ul> |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

In addition, the charity employs over 80 paid staff at any given time, comprising coaches, administrators, teachers, and helpers.

Volunteers play a major part in running the club. This dedicated group fill a wide range of roles, including open meets administration, team management, judging and timekeeping at galas, coordinating our community programme, fundraising, publicity and supporting the general operations of the club.

## Membership

The club had a total of 1,181 members as at September 2021. This is a 13% increase on the 2020 figure of 1048, driven by a recovery in the Lessons memberships, although slightly offset by a reduction in the number of non-swimming memberships. This may have been the result of less volunteering opportunities with limited competitions available to competitive swimmers, and with a freeze on Helper recruitment during Covid restrictions, with staff unable to work from the water. The number of competitive swimmers has remained stable.



## Major Events timeline



## **Aim 1: Learn to Swim**

The learn-to-swim programme aims to ensure each of our swimmers develops their water confidence and progresses along our developmental pathway. The Lessons programme is a vital component of the Charity's activities, providing an important community service, creating a pool of talented swimmers and providing financial support to the competitive programme.

The lessons programme restarted in September 2020 with 549 members registered to participate. This was significantly down on the 877 we had with the programme one year previous, and was a natural result of, a) people being reticent to return under Covid restrictions, b) the limited numbers we could put in the pool to maintain two metre social distancing, and c) people choosing not to return at all following a long absence from swimming.

The management and teaching team went to considerable efforts to ensure swimmers were welcomed back to a safe and positive environment, and created new systems and processes to ensure there was a smooth transition back to the pool, including;

- The introduction of Parent and Child classes in order to continue to include early stage classes (Helpers not allowed in the water).
- Video instructions of how to register and move around the buildings
- Covid-secure on-site swimmer registration, with additional staff placed outside the building to support the process
- Additional signage of how to move in and around the building
- Mask-wearing and social distancing protocols for teaching staff
- Parents / guardians not able to come poolside

Parents, swimmers and staff were brilliant in working with the new rules and regulations and quickly got used to the 'new normal'. However, national infection rates increased throughout the term, and November saw a four-week shutdown initiated through to 2<sup>nd</sup> December. Lessons returned for the last two weeks of term.

Although there were initial plans and intentions to start the Spring term, the Government finally decided that a further shut-down was needed, with no end-date published at the time. Staff were returned to furlough arrangements, and Spring term swimming fees placed on credit.

Following the Government's published Roadmap out of lockdown, swimming was able to return in time for the Easter school holidays in April 2021. As such, and following over three months of no



swimming lessons, the Club programmed an unprecedented number of courses over the Easter holiday period, filling four courses.

Great credit should go to all the lessons teaching and admin staff for putting on the courses for 334 swimmers in one week during Easter. A more typical Easter would see the Club run one, week-long half-term course for between 60 and 80 swimmers. Customer feedback was very positive with 100% of swimmers saying they would book back onto a Penguins Holiday Course again.

"My daughter came out of every lesson smiling from ear to ear and couldn't wait to come back the following day. I am very impressed with the progress she has made in a week."

"As we can't currently see our swimmers swim, the reports are brilliant for offering feedback. The teacher clearly recognised my swimmers strengths and weaknesses."

Across the year, and accommodating the ever-changing restrictions, the Lessons Manager and teaching team did extremely well to recover membership numbers in this part of the programme to over 700 swimmers by the end of the year.

### **Lessons Staff Development and Training**

2021 saw the club continue to invest in the development of the teaching team through staff training events for both Teachers and Helpers.

July 2021 saw the club host in-house training for our teaching team and included two sessions run by some of our most experienced staff members; Henry Tighe, Issy Harrison, Sarah Standen, Vicky Harrison and Julia Passingham.

Forty-two Helpers attended the event and were supported through topics including; the responsibilities of setting up the pool, safe-handling for each stroke, and basic stroke correction.



## **Aim 2: Community Provision**

As well as the services for members, WCPSC typically provides a number of additional programmes and opportunities to help the residents of Winchester and surrounding areas engage with swimming.

Unfortunately, due to the timing of Covid Lockdowns, the restrictions placed on swimming activities, and staff turnover in key roles, it was not possible to run any of the Community Programme during 2020/21.

Funds remain ring-fenced ready for the reintroduction of activities, and support amongst funders remains strong, such as Round Table. We look forward to re-introducing our Community Activities at the earliest opportunity.



## Aim 3: Performance Programme

Although a great deal of the competitive season was lost to Covid lockdowns or restrictions, WCPSC swimmers were selected for a variety of teams and programmes during 2020-21.

**Imogen Clark** was selected for the second season to swim for the Energy Standard Team in the International Swimming League (ISL) in Budapest, Hungary. **Kayla van der Merwe** was selected for the British Swimming World Class Programme for the 2020/21 Olympic season. **Iona Morley** was invited to the Scottish National Programme 2020/21 for the butterfly and distance camps. **Charlotte Prince-Rayner and Kate Baxter** were selected for the DiSE (Diploma in Sporting Excellence) programme.

**Anoush Sanjar, Ben Hatfield, Mia Goodale and Zakhos Lekkas** were selected for the Swim England National Talent Development Camp 2020.

Head Performance Coach, **Zoe Baker**, was selected as a Swim England National Junior Coach for the FFN Golden Tour event in Nice. She was also recruited into the Women into High Performance (WiHP) programme, and selected as a coach for the Energy Standard Team at the International Swimming League.

Swimming for individuals recognised as elite swimmers by British Swimming was able to continue at identified centers and meets during the early part of 2021, including meets in Manchester and Glasgow. Imogen Clark and Kayla Van der Merwe participated as part of Olympic Qualifying preparation.

July 2021 saw a first real opportunity for the Elite and Senior Performance Swimmers to get back into racing at Pond Forge Sports Centre in Sheffield. The club secured 29 medals in total with some very fast swimming. All swimmers were either right on their PB's or faster than their PBs (long course) which was very encouraging after only one cycle of training. The team achieved 14 Gold, 8 silver, and 7 bronze medals.

## **Aim 4: Club Programme**

### **Grand Prix 5 and Level X Time Trials**

October 2020 saw the club able to revisit the Grand Prix series having cancelled GP3 and 4 earlier in the year.

GP5 was run over 4 sessions with 4 heats of 5 swimmers at each session. The event was run like a time trial with officials complying with Swim England's Level X Covid requirements.

Swimmers for the Grand Prix Series were from Foundation, Development & Junior Fitness squads, with the event also including Prep squad swimmers competing for their own event.

There were so many amazing swims with over 90% of the swims PBs, and many also achieved times for various levels of Swim England Sprint Awards.

### **Huge 100s**

With a one-month Nov-Dec 2020 lockdown about to start, plans for the first in-house competitive event for a significant amount of time had to be quickly re-thought, re-scheduled and re-organised in a safe way in order to beat the deadline. The event, titled the Huge 100's, was well received with members thankful to event organiser and lead Coach Oli Purgavie.

The event saw a total of 138 PBs across all the swimmers with a congratulations going to the following winners:

- Kali Ruffell-Moreira (Girls 12/Under)
- George Barfield (Boys 12/Under)
- Lexi Rolls (Girls 13/Over)
- Benedict Whitt (Boys 13/Over)

### **Junior Arena League**

May to July 2021 saw Winchester participate in the inaugural Junior Arena League. The event was a three-round, national competition with 121 clubs taking part. The Winchester City Penguins team finished 18th nationally, and the top team in Hampshire. Those present said 'it was great to see them all racing and progressing their skills through the three rounds. Our young swimmers did so

well. They stepped up and gave it their all. For some it was their first experience at galas and relays! Very proud of them.'



### **Cross Channel Relay Team**

After 18 months of hard training the Sea6 channel-relay team, supported and coached by the club, managed to complete the Dover to Calais crossing in just over 10 hours. Each of the team had to swim in strict rotations of one hour, in water just over 13C. They left Dover close to midnight on Friday 9<sup>th</sup> July and arrived in France just after 10am on the Saturday morning. Their time was one of the fastest ever recorded by a group of junior girls. Coaches Rory Fitzgerald and Kate Steels both highlighted what determination and courage the team displayed in dealing with jellyfish, sea sickness and exhaustion.

The relay channel crossing was successfully completed by: Em Menlove, Alice Whyte, Darcy Hunt, Eva Johnson, Cat Tarmey and Maddie Thomas.

## **Aim 5: Lead role for swimming in Winchester**

### **Sports Facilities**

June 2021 saw the opening of the new Sports and Leisure Park in Winchester.

The Club advocated, and planned for, multiple users of the pool's facilities, including other local swimming clubs and a new water polo club. Initial proposals included a multi-club Saturday morning long course session to provide access for others and to work collaboratively. Unfortunately, the club's pool time requests were not met therefore it had to prioritise use for its own purposes, whilst other swimming club's requests were subsequently turned down by the Operator. The Water Polo Club did secure pool time and a relationship with WCPSC is evolving.

The Club continues to advocate for new sporting facilities and additional access for Winchester, working with Winchester Sport and Arts Leisure and others Trusts to explore options.

### **Partnerships with Providers and Pool Operators**

WCPSC maintained a close dialogue with other swim schools and providers during the pandemic, identifying best practice and planning for activities under Covid restrictions. It was important, as users of the same facilities, to work with the operator in standard ways, and provide a joined-up two-way conversation with the operators. There were a number of factors that needed constant review, including pool-lay-outs, one-way systems, change-overs, hygiene measures, parent protocols, and use of changing rooms.

### **Swim Teacher Seminar for Winchester**

In June 2019 the Club hosted the inaugural Winchester Swim Teacher Seminar. This event is part of the club's desire to raise the bar of swimming in Winchester inside and outside Penguins and considered a great way of working positively with other local swim schools to do so. The club has yet been able to reinstate the Seminar, which it intended to host on an annual basis, primarily due to staff capacity and managing Covid restrictions and impacts.

## **Aim 6: Governance, structure, equality and financial sustainability**

### **Access To, and Costs Of, Winchester Sport and Leisure Park Opens**

Negotiating an agreement for affordable access to Winchester Sport and Leisure Park can be summarised as protracted, challenging and unsupported by Winchester City Council.

Initial hopes for straight forward discussions about moving a vast majority of the programme to the new site were short lived once final discussions started. These hopes were built on;

- The initial Facility Needs Assessment, which highlighted that a 50m, rather than 25m, pool is only needed due to the demands of the local swimming club.
- WCPSC had provided an indication of demand to the Council years ahead of the opening date and prior to the appointment of the Operator. This was subsequently provided again to the Operator as soon as they were appointed.
- No issues were flagged about meeting the club's pool time requirements

In the lead into discussions with the Operator about affordable access, WCPSC liaised with Swim England staff members and other clubs utilising 25 and 50m pools run by Everyone Active to collect benchmarking information on;

- pool hire costs
- access
- opening times
- LC / SC balance
- competitions they host
- hire pricing and discounts
- additional costs, such as land / gym training
- community use / partnership agreements

Based on precedence set in similar facilities with the same operator and also knowing the financial arrangements between the Operator and City Council and the key contractual requirements of the Operator, the club were very clear on what would constitute a positive outcome in negotiations.



However, the club was not able to secure the volume of pool time and prices that would have enabled a full transition of squads to the new pool. Primarily on the basis that the operator wanted to reserve the pool space for future growth of the learn to swim programme, including in the deep-water pool, alongside the shallow 23.5m tank and teaching pool. Even seeking the further support of Swim England and City Council, limited movement was forthcoming, with the City Council unwilling to even mediate in discussions. This was a very disappointing position given volunteers at the club were the people that proposed, planned, petitioned for, and ultimately secured a facility that was designed to cater for the 'extra demand created by club use at peak times' and high level competition.

More disappointing were the discussions regarding a transfer of the club's lessons provision from River Park to the new site. Contrary to verbal and written assurances from the Facility Operator and the City Council about this, the Operator finally decided to renege on this commitment and utilise a clause in the Operator contract that allowed for exclusive provision of lessons. Something the Council had included in order to secure good interest during the tendering process whilst providing assurances to the club. After increased pressure from the club to recognise their concerns, the Council finally referred the Club's concerns to its legal team, who stated it needed to honour its contract with Everyone Active and couldn't support the club with its requirements.

The Club did secure 1 year of discounted prices from the Operator, reflecting the flexibility the Operator had with its own contract with the Council, which was subsidising the facility in its first year.

Once into the facility, the transition was not without problems, including an extended wait of several months for a fix to the backstroke flags, which had been installed in the wrong places and not at all in two of the four positions.

### **New Arena Kit and Sponsorship**

On the back of a positive response and feedback from members July 2021 saw the club agree to move to a new arrangement with Arena for the supply of squad kit. Arena will also provide some sponsorship support for home Open Meets.

### **Staffing**

During the financial year, staffing became an increasingly challenging obstacle to effective operations.

In June 2021, the Lessons Manager, Connie Standen moved on to new opportunities outside of the club. Connie was connected with the club for many years and had a deep understanding of the lessons and wider club programme. Recruiting a long-term replacement took over three months and two rounds of recruitment.

At the start of August 2021, the Club's Head of Development, Sarah Standen, also stepped down from her role at the club. Sarah was another staff member who left with significant organisational understanding and 'memory'. Without a long term strategy and supporting organisational structure to base re-recruitment on (both of which were imminently due), it was felt appropriate to identify an interim solution.

### **Employment Policies**

As a responsible and progressive employer, the Club made a number of positive decisions during the 2020/21 financial year to recognise our staff as central to the Charities activities. Against a challenging operational and financial backdrop Trustees agreed to;

- Give permanent staff 2 years' worth of backdated cost of living increase
- Extend the basis on which expenses can be claimed
- Provide additional holiday entitlement
- Provide generous additional professional development leave entitlement above and beyond holiday entitlement
- Top up furlough pay to 100% of salary for the duration of the furlough programme (although some staff generously sacrificed some of their annual leave entitlement when asked)
- Ensure casual staff had access to the furlough scheme during lockdowns
- Make a cost of moving allowance available for those in such a position
- Pay extended sick leave at full salary
- Provide ongoing performance reviews set against job descriptions

## **Financial Management**

### **Financial decisions through the pandemic**

The overarching concern of the Trustee group for the year was steering a path through the ever-changing landscape of the Covid 19 pandemic. Trustees were determined to make decisions in a transparent and timely fashion for the long-term and short-term interests of the club and its members. With the experiences of Covid in the 2020 calendar year to date, Trustees were able to



draw upon the decisions of the March 2020 lockdown and beyond by which to implement new financial measures. As such, further lockdowns were handled as follows;

#### **November 2020 4-week shutdown**

- Lessons swimmers were automatically provided a credit on account for any lost swimming due the shutdown
- Squad swimmers paid 50% of training fees, with 50% credited to account against future fees

#### **January – to April 2021 shutdown**

- Lessons swimmers were automatically provided a credit on account for any lost swimming due the shutdown
- Squad swimmers initially paid one third of fees for January, February and March
- Squad swimmers subsequently paid 1.5 months of training fees for April and May combined, with swimming due to return after the first week of April. There was, however, some uncertainty about the volume of swimming available with a decision pending on whether River Park LC would reopen ahead of the opening of the new Winchester Sport and Leisure Park.

Members were reminded that Trustees would be considerate of people's individual financial circumstances, and that people may be significantly affected by the ongoing pandemic. Individuals facing these difficulties were encouraged to make contact and to agree to bespoke arrangements.

#### **Financial Recovery Planning**

Due to a combination of Covid, and a transition to the new Winchester Sport and Leisure Park, the financial projections included several thousand pounds worth of losses each month. This figure was reviewed and remodeled regularly throughout the year, primarily linked to the uptake in lesson provision. It remained consistently projected as a significant deficit.

The deficit was primarily a function of;

- c£75,000 worth of lost surplus from lessons provision at River Park Leisure Centre, that was not able to transfer across to WSLP.
- Loss of lessons members from the learn-to-swim programme due to Covid pandemic
- Expansion of resources dedicated to deficit-generating squads

April 2021 saw a Trustee decision to accept c£5-7k of losses each month for 12-15 months to buy-time to recover previous levels of income. Projected monthly losses were in the region of £10k at the time. This required;

- A review of the squads provision with the intention of rationalising their provision in the context of the finances and bringing down projected deficits to the £5-7k 'window'.
- Stabilising and growing lessons provision within the existing capacity
- Forward planning the recovery of lost income, which subsequently included;
  - Expanding new lessons provision to new sites (later undermined by the loss of the Lessons Manager).
  - Ensuring hosting events at the new WSLP are financially maximised in the short and medium term.
  - Supporting the coaching team to continue to review and revise the coaching programme and create financial efficiencies without compromising long-term goals.
  - Identifying and pursuing additional revenue generating activities when capacity exists.
  - Utilising the new strategy and financial picture to review and refocus what is needed from a coaching programme, along with the associated pool time and staffing structure to support it.

## **Fundraising**

The work of the fundraising team in 2020-2021 focused on continuing to administer the Penguins Lottery. During the financial year the team raised £2,838.

## **Financial Position for 2020-21**

As detailed within the set of independently examined accounts below, the Charity's 2020-21 financial year shows a deficit of £33,295.

## **Reserves policy**

The free reserves of the charity stood at £149,712 at year's end. This exceeds the three months operating expenditure quoted in our reserves policy. The trustees have been keeping the overall finances, including the reserves, under close review during the pandemic and with the new Bar End facility in operation.

## Board Approval

Approved by the Board of Trustees and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Lionel Jones', written in a cursive style.

Lionel Jones

## **WINCHESTER CITY PENGUINS SWIMMING CLUB**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

#### **FOR THE YEAR ENDED 31 AUGUST 2021**

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The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF WINCHESTER CITY PENGUINS SWIMMING CLUB

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I report to the trustees on my examination of the financial statements of Winchester City Penguins Swimming Club (the charity) for the year ended 31 August 2021.

#### Responsibilities and basis of report

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

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

#### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



C J Goodhead FCA  
Knight Goodhead Limited  
7 Bournemouth Road, Chandler's Ford,  
Eastleigh, Hampshire, SO53 3DA

Dated: 6 March 2022

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
	Notes				
<b>Income from:</b>					
Donations and legacies	2	43,927	-	43,927	52,619
Charitable activities	3	438,374	2,838	441,212	499,538
Other trading activities		1,069	-	1,069	4,793
Investments		9	-	9	149
<b>Total income</b>		<b>483,379</b>	<b>2,838</b>	<b>486,217</b>	<b>557,099</b>
<b>Expenditure on:</b>					
Charitable activities	4	518,281	1,231	519,512	559,965
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(34,902)</b>	<b>1,607</b>	<b>(33,295)</b>	<b>(2,866)</b>
Fund balances at 1 September 2020		184,614	11,737	196,351	199,217
<b>Fund balances at 31 August 2021</b>		<b>149,712</b>	<b>13,344</b>	<b>163,056</b>	<b>196,351</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2021

### Prior financial year

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes			
<b>Income from:</b>				
Donations and legacies	2	50,567	2,052	52,619
Charitable activities	3	499,192	346	499,538
Other trading activities		4,793	-	4,793
Investments		149	-	149
<b>Total income</b>		<b>554,701</b>	<b>2,398</b>	<b>557,099</b>
<b>Expenditure on:</b>				
Charitable activities	4	557,144	2,821	559,965
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(2,443)</b>	<b>(423)</b>	<b>(2,866)</b>
Fund balances at 1 September 2019		187,057	12,160	199,217
<b>Fund balances at 31 August 2020</b>		<b>184,614</b>	<b>11,737</b>	<b>196,351</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.



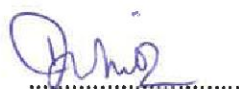
# WINCHESTER CITY PENGUINS SWIMMING CLUB

## BALANCE SHEET

AS AT 31 AUGUST 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	7		795		-
<b>Current assets</b>					
Debtors	8	32,992		31,918	
Cash at bank and in hand		299,031		291,145	
		<u>332,023</u>		<u>323,063</u>	
<b>Creditors: amounts falling due within one year</b>	9	<u>(169,762)</u>		<u>(126,712)</u>	
Net current assets			162,261		196,351
<b>Total assets less current liabilities</b>			<u>163,056</u>		<u>196,351</u>
<b>Income funds</b>					
Restricted funds	10	13,344		11,737	
Unrestricted funds		149,712		184,614	
		<u>163,056</u>		<u>196,351</u>	

The accounts were approved by the Trustees on 06/03/2022



D. WHITT  
Trustee

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2021

	Notes	2021 £	£	2020 £	£
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed by) operations	13		9,070		(34,713)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(1,193)		-	
Investment income received		9		149	
<b>Net cash (used in)/generated from investing activities</b>			(1,184)		149
<b>Net cash used in financing activities</b>			-		-
<b>Net increase/(decrease) in cash and cash equivalents</b>			7,886		(34,564)
Cash and cash equivalents at beginning of year			291,145		325,709
<b>Cash and cash equivalents at end of year</b>			299,031		291,145

# **WINCHESTER CITY PENGUINS SWIMMING CLUB**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 31 AUGUST 2021**

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#### **1 Accounting policies**

##### **Company information**

Winchester City Penguins Swimming Club is a Charitable Incorporated Organisation and is registered with the Charity Commission in England and Wales.

##### **1.1 Accounting convention**

The accounts have been prepared in accordance with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

##### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

##### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# **WINCHESTER CITY PENGUINS SWIMMING CLUB**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

### **FOR THE YEAR ENDED 31 AUGUST 2021**

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#### **1 Accounting policies (Continued)**

##### **1.5 Expenditure**

A liability arises as soon as there is a legal or constructive obligation committing the charity to the expenditure.

Expenditure falling directly within one cost category is allocated to that category, and if expenditure relates to more than one cost category it is apportioned on a reasonable, justifiable and consistent basis between them.

##### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	33% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

##### **1.7 Financial instruments**

The charitable company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors, cash at bank and creditors. These basic financial instruments are measured at transaction price. Financial assets and liabilities classified as due within one year are not amortised.

##### **1.8 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

#### 2 Donations and legacies

	2021	2020
	£	£
Membership	43,927	50,315
Sponsorship	-	2,304
	<u>43,927</u>	<u>52,619</u>

#### 3 Charitable activities

	2021	2020
	£	£
Swimming lessons	227,561	262,335
Gala and open meet	4,435	25,228
Training fees	140,488	142,357
Other income	2,938	2,533
CJRS grant income	65,790	67,085
	<u>441,212</u>	<u>499,538</u>

## WINCHESTER CITY PENGUINS SWIMMING CLUB

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 AUGUST 2021

#### 4 Charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Staff costs	326,718	-	326,718	326,824
Depreciation	398	-	398	-
Social events	-	1,231	1,231	53
Goods for resale	678	-	678	3,185
Fundraising	1,073	-	1,073	-
Pool costs	139,886	-	139,886	157,027
Other lesson costs	2,984	-	2,984	3,442
Gala costs	4,224	-	4,224	27,381
Training	22,863	-	22,863	25,897
Administration	9,210	-	9,210	6,450
Travel	170	-	170	888
Bank charges	30	-	30	30
Accountancy	8,640	-	8,640	8,788
Training camp expenses	550	-	550	-
Bad debt	857	-	857	-
	<u>518,281</u>	<u>1,231</u>	<u>519,512</u>	<u>559,965</u>

#### 5 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during this year or the previous year.

No trustees were reimbursed for expenses incurred on behalf of the charity in this year or the previous year.

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

#### 6 Employees

##### Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Charitable Activities	54	90
Employment costs	2021 £	2020 £
Wages and salaries	308,331	310,264
Social security costs	13,883	12,561
Other pension costs	4,504	3,999
	326,718	326,824

There were no employees whose annual remuneration was £60,000 or more.



# WINCHESTER CITY PENGUINS SWIMMING CLUB

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

#### 7 Tangible fixed assets

	Fixtures, fittings & equipment £
<b>Cost</b>	
At 1 September 2020	4,368
Additions	1,193
	<u>5,561</u>
At 31 August 2021	<u>5,561</u>
<b>Depreciation and impairment</b>	
At 1 September 2020	4,368
Depreciation charged in the year	398
	<u>4,766</u>
At 31 August 2021	<u>4,766</u>
<b>Carrying amount</b>	
At 31 August 2021	795
	<u><u>795</u></u>
At 31 August 2020	<u><u>-</u></u>

#### 8 Debtors

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Other debtors	32,992	27,779
Prepayments and accrued income	-	4,139
	<u>32,992</u>	<u>31,918</u>
	<u><u>32,992</u></u>	<u><u>31,918</u></u>

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

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#### 9 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Other taxation and social security		3,856	5,972
Deferred income		156,226	59,257
Other creditors		1,050	31,145
Accruals		8,630	30,338
		<u>169,762</u>	<u>126,712</u>

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

#### 10 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 September 2020	Movement in funds		Transfers	Balance at 31 August 2021
	£	Income £	Expenditure £	£	£
Project Fundraising	2,870	2,838	(1,231)	-	4,477
Gala income	8,867	-	-	-	8,867
	<u>11,737</u>	<u>2,838</u>	<u>(1,231)</u>	<u>-</u>	<u>13,344</u>
	<u><u>11,737</u></u>	<u><u>2,838</u></u>	<u><u>(1,231)</u></u>	<u><u>-</u></u>	<u><u>13,344</u></u>

	Balance at 1 September 2019	Income	Expenditure	Transfers	Balance at 31 August 2020
	£	£	£	£	£
Project Fundraising	818	2,052	-	-	2,870
Gala income	11,342	346	(2,821)	-	8,867
	<u>12,160</u>	<u>2,398</u>	<u>(2,821)</u>	<u>-</u>	<u>11,737</u>
	<u><u>12,160</u></u>	<u><u>2,398</u></u>	<u><u>(2,821)</u></u>	<u><u>-</u></u>	<u><u>11,737</u></u>

Project fundraising relates to money raised by our fundraising team to go towards buying specific items for the club.

Gala income relates to income raised from fundraising and donations for specific gala events.

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

#### 11 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 August 2021 are represented by:			
Tangible assets	795	-	795
Current assets/(liabilities)	148,917	13,344	162,261
	<u>149,712</u>	<u>13,344</u>	<u>163,056</u>

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 August 2020 are represented by:			
Current assets/(liabilities)	184,614	11,737	196,351
	<u>184,614</u>	<u>11,737</u>	<u>196,351</u>

#### 12 Related party transactions

There were no disclosable related party transactions during the year (2020: none), except for those disclosed in note 5 to the accounts.

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2021 £	2020 £
Aggregate compensation	<u>116,887</u>	<u>111,404</u>

## WINCHESTER CITY PENGUINS SWIMMING CLUB

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 AUGUST 2021

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<b>13</b>	<b>Cash generated from operations</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Deficit for the year	(33,295)	(2,866)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(9)	(149)
	Depreciation and impairment of tangible fixed assets	398	-
	Movements in working capital:		
	(Increase)/decrease in debtors	(1,074)	10,356
	(Decrease)/increase in creditors	(53,919)	42,167
	Increase/(decrease) in deferred income	96,969	(84,221)
	<b>Cash generated from/(absorbed by) operations</b>	<u><u>9,070</u></u>	<u><u>(34,713)</u></u>