

# Winchester City Penguins Swimming Club



Winchester Sport and Leisure Park - Opened June 2021

## Annual Report and Financial Statements Year Ended 31 August 2022



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## Legal and Administrative Information

### Trustees

Justin Bradley  
Darren Whitt  
Lionel Jones (Resigned 6 March 2022)  
Liz Hatfield (Resigned 6 March 2022)  
Poppy Morley (Resigned 12 February 2022)  
Delia Baxter (Resigned 8 February 2022)  
Alison Oakley (Resigned 7 July 2021)  
Beverley Russell  
David Lynch  
Sophie Gay (Resigned 9 June 2022)  
Robert Bowker (Resigned 22 June 2022)  
Daniel Fraczek-Krygier (Resigned 29 August 2022)  
Sue Falconer (Co-opted 12 July 2022 )

### 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 2022.

Winchester City Penguins Swimming Club (WCPSC) is a Charitable Incorporated Organisation (CIO), affiliated to Swim England with charitable objectives 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 as we grow our club



## **2021-22 Summary**

The year proved to have quite a challenging start with a great deal of unrest within the club. We faced several senior personnel changes during this time and were in many ways still recovering from the effects of the pandemic.

Throughout all this turmoil though the club continued to provide a strong programme of swimming for all abilities, from lessons through to performance. We were welcomed into the new leisure centre at Bar End, and after some in depth negotiations set up our programme in the new 50m pool.

The finances benefitted from several key roles within the club remaining empty, and thus the salary costs were significantly lower than budgeted. We finished the year with a robust management team in place, a new structure, and a strong foundation for the coming year.

## **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 (until 6 March 2022)
- Lionel Jones (until 6 March 2022)
- Alison Oakley (until 7 July 2022)
- Justin Bradley
- Delia Baxter (until 8 February 2022)
- Darren Whitt
- Sophie Gay (until 9 June 2022)
- Poppy Morley (until 12 February 2022)
- Robert Bowker (until 22 June 2022)
- Beverley Russell
- David Lynch
- Daniel Fraczek-Krygier (until 29 August 2022)
- Sue Falconer (co-opted 12 July 2022)

## **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 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.

During this period the club was temporarily without a Chief Executive and so the Board stepped in to help with the management of the club while a solution was sought.

## **Management Team and Staffing**

A management team oversees the operations of the Club. The following have held office during the year 2021-22:

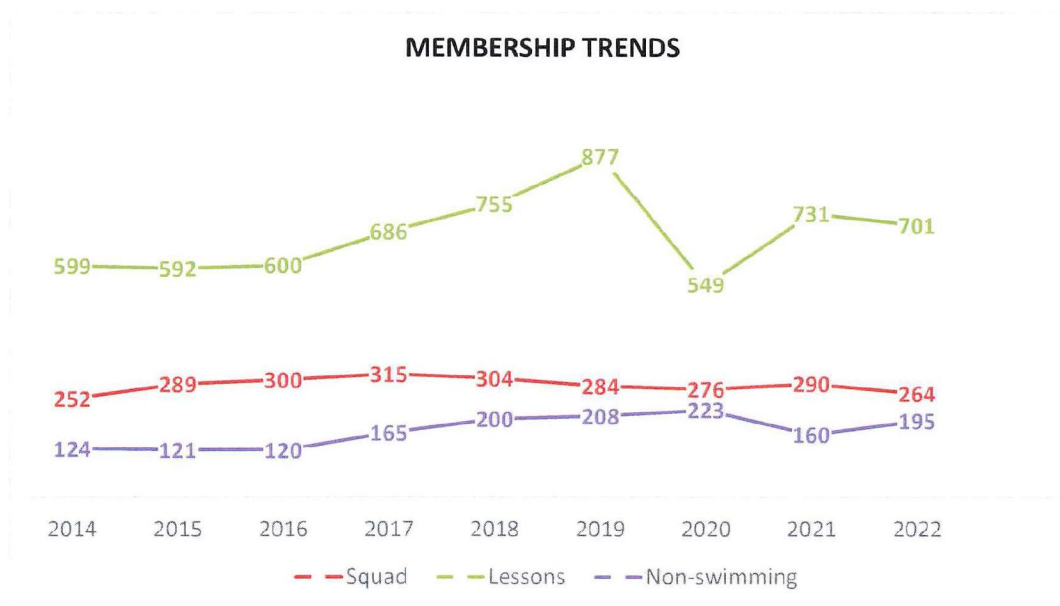
- Mike Fisher – Chief Executive Officer (until 30/4/22)
- Alison Oakley - Interim Chief Executive Officer (from 8/7/22)
- Vicky Harrison – Head of Operations and Finance (until 15/9/21)
- Alison Crompton - Head of Finance (from 16/9/21)
- Steve Greenfield – Interim Head Development Coach (until 4/1/22)
- Zoe Baker – Head Performance Coach (until 22/4/22)
- Ben Reid - Head Coach (from 1/5/22)
- James Swatton - Head of Lessons (4/10/21)
- Rachael Taylor - Admin Exec (8/11/21 - 18/8/22)
- Alison Crompton - Membership Secretary (Until 15/9/21)

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

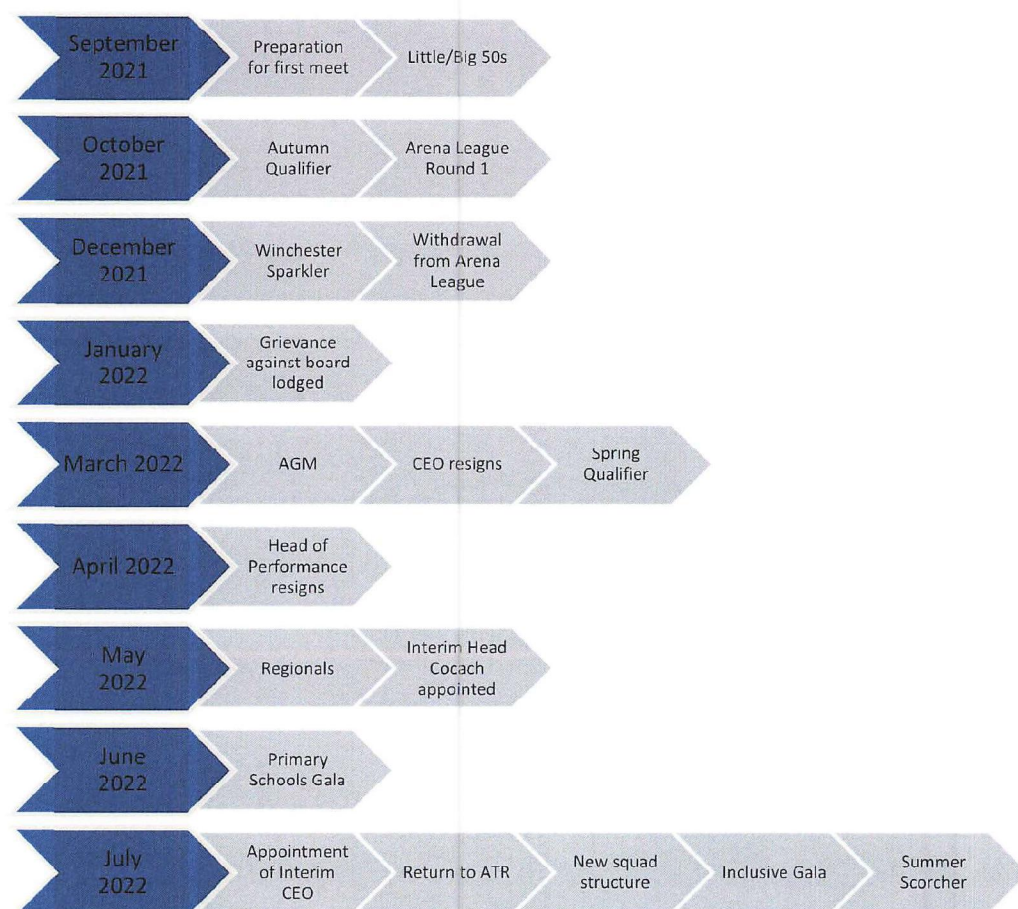
Volunteers play a major part in running the club. This dedicated group fills a wide range of roles, including open meets administration, team management, judging and timekeeping at galas, coordinating our community programme, fundraising, publicity and supporting the general operations of the club.

## Membership

The club had a total of 1,160 members as at September 2022. This is a very small change on the 2021 figure of 1,081, and demonstrates a stable level, although the structure of the membership has changed. The competitive arm of the club saw a small decrease in membership from 290 to 264. This will partly be due to a change in coaching staff and partly due to members leaving for university. The lessons membership remained fairly stable with the largest change being in the non- swimming members, where we saw an increase of 22%. This represents an increase in our volunteer network as we return to normal club operations after the pandemic.



## 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.

With new Lessons Manager James Swatton joining the club shortly after the start of the 2021 Autumn Term, the lessons programme began for that teaching block in September 2021 with 731 members registered to participate. This represented a substantial increase relative to the previous year's 549 members, with the growth being the product of a combination of factors, namely a) the gradual reopening of facilities and easing of lockdown measures post-covid pandemic phase, b) the stabilising of management and teaching figures to promote and uphold a higher standard of teaching, wrestling in an increase of awareness via word-of-mouth.

This stability and consistency, whilst resulting in an initial increase in enrolment, also enabled a higher level of member retention across terms once most spaces had been filled: whereas the lessons programme had experienced a larger number of enrolments across 2021, members across 2022 opted to remain in the programme, minimising the typical 'end of season churn.'

Autumn Term Leavers: 173 (September - December 2021)

Spring Term Leavers: 94 (January - March 2022)

Summer Term Leavers: 82 (April - July 2022)

The management and teaching team chose to retain certain procedural practices introduced during the lockdown as they had proven efficient, most the drop-off and pick-up policy:

- Parents welcomed on site by the session supervisor (previously a covid liaison) and directed to changing rooms.
- Swimmers then registered poolside via teacher at their colour-coded class meeting points.
- Swimmers subsequently meet at the blue 'rally point' area adjacent to



changing rooms at the end of their lesson, for the supervisor to then escort all swimmers back to their parent/guardian - allowing for a visual handover.

- At the request of Kings School, parents/guardians are not allowed poolside, reducing the number of bodies in the enclosed area, and allowing teachers freer access to poolside area to patrol and monitor their entire learning space. The lower number of bodies has also eased the strain on Kings' aging facilities, enabling stability in air and water quality and consequently fewer unforeseen closures.

Parents and staff have been largely excellent in managing the spectator restrictions, with supervisors acting as a direct route of parent-to-teacher communication.

Great credit should go to all the lessons teaching and admin staff for maintaining a high standard of teaching throughout such a transitional period, with the programme's success being attributed to the high quality of lessons and tuition:

*"Small classes, really engaged teachers, fun lessons. Thank you!" - 22 June 2022*

*"Great swimming lessons. Real attention to detail and care for the kids." - 25 May 2022*

Across the year, the Lessons Manager and teaching team did extremely well to not only grow membership, but also provide a product of a high enough quality and standard to retain an increasingly high percentage of members across terms.

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

The year saw new Lessons Manager James Swatton place a high priority on staff development to ensure standards were consistently met. This started with an end-of-year review meeting, open to all teaching staff (both teachers and aquatic helpers) in which individuals were encouraged to provide honest and constructive feedback on their opinion of Penguins lessons, areas they appreciated, and ways in which to improve moving forward. This open forum resulted in two alterations made the management team:

1. Implementation of a 'sliding pay scale' for Level 1 and Level 2 teachers, to recognise exceptional teaching and tenure.
2. Ongoing adjustment and refinement to the termly progress reports written by

teachers for each individual swimmer in their class, to reduce the amount of time required of teachers outside their poolside hours.

Staff Training for aquatic helpers was also delivered by James across the Easter Holidays, to cover safe holding and handling procedures. This consisted of a classroom-based CPD to outline best teaching practices, followed by an in-pool practical to cover holding and handling as well as poolside manner.



## **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.

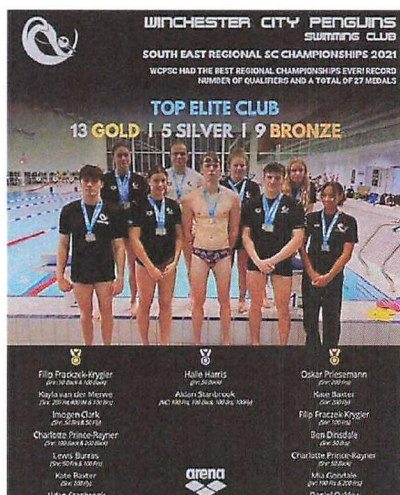
Following on from the effects of the pandemic our Community Provision had been on hold for the previous season. With the dedication of a small team of volunteers we are pleased to have been able to restart our community provision with our annual schools gala and inclusive gala.

The schools gala saw over 20 schools and 250 swimmers join us for an amazing morning of fun racing, and it was fantastic to see so many happy faces getting back in the water. The Mayor joined our great turnout of volunteers to help the day run smoothly. We finished with lunch and a celebration cake to mark the 20th schools gala we have hosted.

A few weeks later we were able to hold an inclusive gala. A much smaller event but no less important. The mayor again joined us to see some of our National level swimmers in the water supporting and encouraging all who joined in. Our amazing announcer Scottie even dived in to ensure a real running commentary could be given!

We have been able to use some of the club's funds to support families who would otherwise be unable to access swimming lessons. We provided swimming lessons for 6 swimmers recommended by the charity 'Friends of the Family' over the summer term. This is an activity we plan to continue throughout the next year.

### Aim 3: Performance Programme



The 2021-22 season was one of real pride for the Winchester Penguins performance perspective. This kicked off in November with Penguins having a record number of qualifiers and achieving a total of 27 medals at the South East Regional Short Course Championships.

Our Ex-Head of Performance Coach, Zoe Baker was selected to represent LA Current in season 3 of the ISL along with one of the performance swimmers Imogen Clark. This competition took place between August and December and was hosted in Naples and Eindhoven.

In December 2021, the Swim England Winter Short Course Nationals took place in Sheffield with several the performance swimmers due to compete. For personal reasons the Head of Performance Coach felt unable to attend this meet leaving the swimmers with limited support.

The National Arena League ran between September and December, with Winchester being represented in the Premier Division of the South East Region. Unfortunately, after competing in Rounds 1 & 2, a decision was made by the coaching team in place at the time to pull out of the 3rd and final round.

The 2021 calendar year finished with our swimmers competing at our own 'Winter Sparkler' meet. This was a Long Course level 3 meet hosted at the new home of Winchester City Penguins. The highlight of this meet was our own Lewis Burras who swam the 50m Freestyle in a time of 21.79 making him the second faster man in British history.



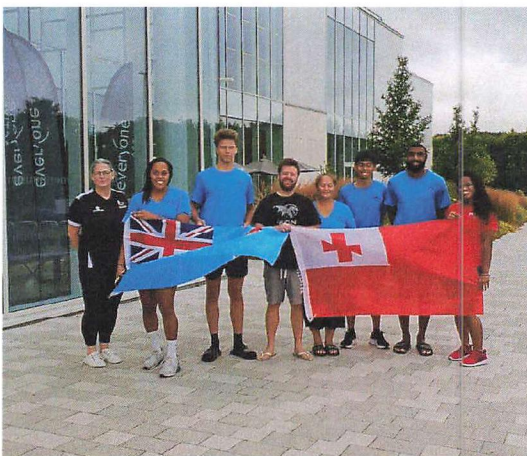
January 2022 kicked off with 3 weekends of the county championships with a fantastic representation of Winchester Swimmers across all age groups with many swimmers gaining their Regional Times.



On March 14th our Head of Performance Coach submitted her resignation to take up a new role in Australia. She would be stepping down from her role after the British Swimming Championships. Once again, Penguins had a really strong representation at the British Swimming Championships which was highlighted by Lewis who won both the Men's 100m & 50m Freestyle, qualifying him for Team GB to compete at the World Swimming Championships in Budapest, the European Swimming Championships in Rome, and Team England for the Commonwealth Games which was being hosted in Birmingham. One of our Ex-Performance swimmers Imogen Clark was also selected to represent Team England at the Commonwealth Games too.

On May 3rd 2022, a new Head Coach was appointed. Ben Reid joined us from British Swimming where he was coaching in the Bath National Centre coaching some of the best athletes in the country including double Olympic gold medalist Tom Dean, multiple Olympic medalist James Guy, and a whole host of international medalists. This marked an exciting time for the club as the club moved away from its previous structure of having a Head of Performance & a Head of Development, and instead moving to a more traditional club programme with a Head Coach overseeing the whole programme. Shortly after Ben's appointment, the club was restructured in order to fulfil the new remit but still support a competitive performance swimming programme.

In early July 2022 following a presentation to all members, the club underwent its restructure, reducing the total number of squads and ensuring each squad was financially viable.



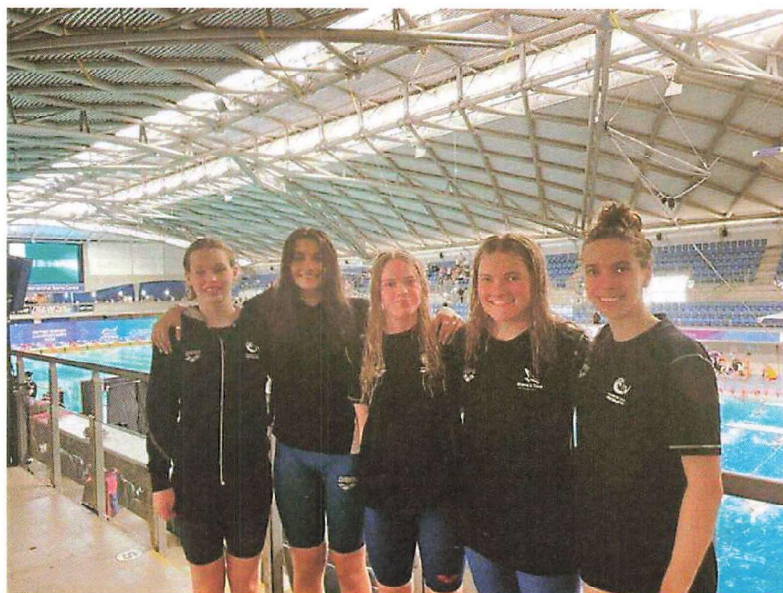
Shortly after the World Swimming Championships, we were contacted by members of Team Fiji and Team Tonga, who had 5 swimmers looking for a base in the UK to train up until the Commonwealth Games. Accompanied by Team manager Lucy and hosted by one of our Ex-Coaches Sarah Standen, the swimmers joined our National Squad and trained with Head Coach Ben Reid up until they departed for the Commonwealth Games Village. It was a great to

see Winchester represented at the Commonwealth Games by these international swimmers racing alongside our other Ex Performance swimmers Lewis & Imogen.



Alongside the Commonwealth Games, Winchester had its best ever representation at both the British and English Summer Championships with many first-time qualifiers, and Winchester having its first ever Relay representation with the girls 14-16, 4 x 100 Freestyle Relay.

The season was capped off with medals from Fraser White in the Men's 100m Backstroke & Mia Goodale in the Women's 100m Freestyle.



## Aim 4: Club Programme

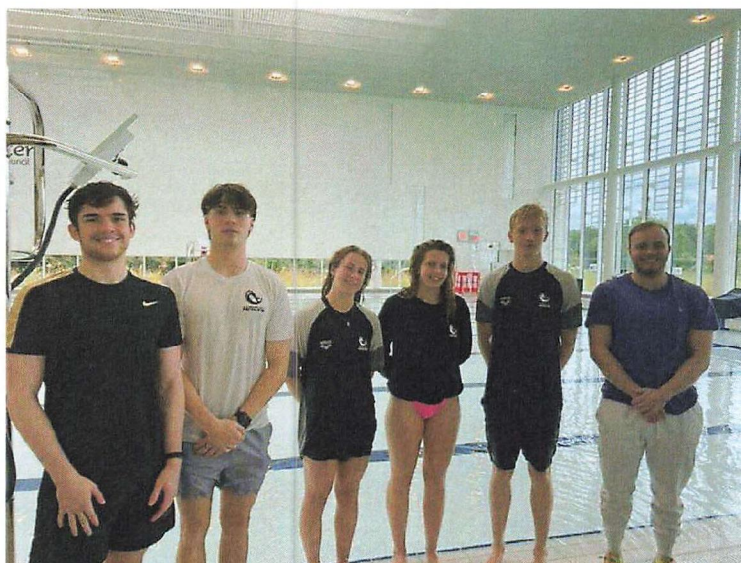
During this financial year, we were without a Head of Development Coach, however Steve Greenfield did step in for an interim period and gave limited guidance and support until he stepped down in January 2022. We were very aware that the development section of our club was not given its rightful attention and we did suffer a loss of swimmers as many felt unsupported.

Despite all of this, our Junior section did compete in the Junior Arena League. This was a virtual competition and all the swimmers that did take part were delighted to be able to return to competition.

In this financial year, the club ran a successful Grand Prix series lead by our own Thelma Hawkings. This allows our very youngest swimmers to have their very first taste of competition in a safe environment and give them the first taste of what a journey in competitive swimming can provide. For the first time this was hosted at the new leisure centre at Bar End and we would like to thank EA for all their support in hosting this.

Thelma was also very influential in organising our novice gala and schools gala which again, for the first time was hosted at the new leisure centre. The schools gala saw over 250 swimmers compete from over 20 schools in the local area.

We also hosted an inclusive gala; it was so great to see so many happy swimmers getting into swimming after a rough couple of years after COVID. It was also great to see these competitions supported by many of our senior swimmers.



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

### **Sports Facilities**

Having moved into the new Bar End Leisure centre in the summer of 2021, we were able to locate much of our swimming to the 50m facility. Although the discussions on lesson provision had not been successful, we had negotiated greater access to the new pool than originally offered. This allowed nearly all our squads to train in the heart of the city.

We did however still need additional pool time to allow all our swimmers to train at an acceptable level. We achieved this by continuing to utilise local pools that had offered us water time previously. We were training our younger swimmers in the Kings School pool and several of our squads travelled to Oaklands Community pool in Southampton for additional sessions.

In the last 2 months of this financial year, we were also allowed access back to the ATR. We had been in negotiations with them since the restrictions had been lifted and were finally able to start training with them 3 evenings a week, giving us much needed additional time to allow all our squads to receive the correct level of training.

As the season moved on our new Head Coach was able to restructure the timetable which allowed many more of our swimmers to train at the Bar End pool and reduce the reliance on Oaklands and Kings. The pool time created at Kings was reallocated to our lessons programme, allowing that to expand.

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

Once we settled into the new facility it was important to the club to create and build on a strong working relationship with the pool operator. This was vital for the smooth running of our club and especially considering our ability to host our own open meets. The support we received from Everyone Active was incredible and we would not have been able to achieve all that we have in this year without it.

In returning to the ATR we have established new links with the permanent staff and have jointly created a working pattern that fulfils their rules whilst allowing our members to train.



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

Despite the initial disappointment with negotiating the contract to access the new 50m pool at the Bar End centre and the loss of the ability to host any of our lessons provision there, we have worked tirelessly to make the best of the situation the club found itself in.

We did not get exactly the amount of pool time we wished for, but the space we did have allowed for a reasonable programme of training for the majority of our swimmers. Initially this was heavily based around the needs of the Senior performance squads only, and subsequently did not allow sufficient time or access for the remainder of the club.

It has previously been documented in detail that we did not achieve the pricing structure we were hoping for either. The overall cost was higher than anticipated, especially as we had lost the lessons time we had previously had at River Park. This loss was approximately £75,000 per annum, and resulted in a need to either change the financial structure of the club or find alternative sources of income.

We certainly rose to the challenge to create additional income and we have over the past year established Winchester as a centre of excellence for hosting open meets. We have organised and hosted meets at all levels, from our first Big/Little 50s to a National Qualifier L1 meet attracting swimmers from around the UK and abroad. The feedback has been incredible, and we now have an established reputation which we will build on as we continue to host meets, with the support of Everyone Active, into the future to help sustain our club. The meets have all been profitable and have helped to replace some of the lessons finding that has been lost. However, there is still a of loss from the previous year of approx. £25,000 per annum.

Our financial situation has also been helped by an extension to the initial reduction in hire costs until April 2023.

Unfortunately, the structure that was initially created by the Head of Performance was centred around a limited number of senior performance swimmers who had been brought into the club to create a performance centre. This was a costly and ambitious exercise that had little planning or funding behind it. The outcome was a structure that was leading to heavy operating losses each month and was therefore unsustainable.

With the arrival of the new Head Coach in May this was immediately addressed, and a new more stable, financially viable model of working was introduced. Significant cost savings were made and although we continue to strive to manage our expenditure closely, this new model has given the club greater stability.

### **Arena Kit and Sponsorship**

The new deal struck with Arena to be our sponsors and provide our club kit sadly did not work out as planned. The financial benefit for the club was very limited although the contract demanded exclusivity and prevented us obtaining additional sponsorship. To compound this the service received in providing our kit has been very poor and left many swimmers disappointed. Kit orders have taken up to a year to arrive, have not always been correct and we have recently discovered that not all goods ordered will be delivered. There is also no continuity of supply as the design has changed. We will therefore not be able to achieve our desire of a uniform look for our teams.

Considering this we have looked to break the sponsorship deal and be free to access a more sustainable and reliable supply chain.

### **Staffing**

This financial year has been a turbulent one for staffing and we have had a significant change in senior staff. Our Head of Performance was not in a position to lead the club and so an Interim Head of Development was brought in to provide much needed stability and allow the non-performance sector to develop. The coaching team was very unstable and lacked any direction, with coaches feeling undervalued.

This mood spread throughout the club and resulted in a Formal Grievance being lodged by the Head of Performance. This grievance was fully investigated by an independent, external professional. The resulting report did not find any wrongdoing on the part of the club, although recommendations were made for the future improvement of the club. The report is available to read on request.

During this process we also lost our Chief Executive Officer and were left without any management or leadership. As a temporary measure the Trustee Board took the lead until an Interim CEO could be appointed, pending the advertising for a permanent position.



With the appointment of the Interim CEO, the new Head Coach, (in charge of squad training at all levels), our lessons manager and our new Head of Finance, we created a strong and decisive management team. We have new coaches joining an organisation where team spirit is restored, and our dedicated team are motivated to be the best they can and provide a high level of swimming for all our members.

### **Employment Policies**

Our employment policies had been robustly reviewed at the end of the previous financial year. However, they came under scrutiny during the Grievance Investigation and recommendations were made when the final report was delivered. Those recommendations are being discussed and will be implemented in our policies in the future.

## **Financial Management**

### **Financial decisions**

We had a significant level of planning in place to cope with the detrimental effects of the pandemic. As swimming returned to normal our trustees needed to assess the financial situation carefully. We had, through regular monitoring, survived the periods of closure without significant ill effect. We still maintained a healthy reserve, and this was largely due to the Government support that had been made available.

We now turned to consider the funding for our daily operations. Unfortunately, the structure put in place with the opening of the new 50m facility was not financially viable and led to regular operating losses of up to £10,000 per month. There was a need to change the way the club functioned as this clearly was not acceptable.

The new structure has improved lane utilisation, fewer squads with more appropriate numbers in each, a more streamlined coaching team and a move towards permanent contracts rather than a reliance on Zero Hours contracts. This leads to a budget that is more controllable and predictable. With income levels improving as our open meet programme is continued, we can be cautiously optimistic. The final figure for the year end showed a profit of £31,218. However, this gives a false image of profitability and is largely due to a reduction in the salary costs as both the HOP and CEO remained vacant roles for a period of time. This is not a true reflection of the financial situation and had those roles been filled for the duration of the year we would have achieved a near break-even result.

## **Fundraising**

The work of the fundraising team in 2021-2022 continued with administering the Penguins Lottery and 'easyfundraising'. During the financial year the team raised £1,135.87.

As detailed above our hosted meets raised a significant amount of money which was added to the financial income for the club, to aid with day-to-day costs. It is not ring fenced as fundraising.

Our schools gala actively sought sponsorship from a number of local businesses and individuals. The generosity of these allowed us to provide the fantastic morning enjoyed by all who attended. The residual monies raised that were not spent on the initial event have been ring fenced to provide for future schools activities.

## **Financial Position for 2021-22**

As detailed within the set of independently examined accounts below, the Charity's 2021-22 financial year shows a profit of £31,218.

## **Reserves policy**

The free reserves of the charity stood at £179,017 at year's end. This is just below 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 year and with the new Bar End facility in operation.

## **Board Approval**

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

  
27th Nov '22.  
S. FALCONER  
Trustee

## **WINCHESTER CITY PENGUINS SWIMMING CLUB**

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

#### **FOR THE YEAR ENDED 31 AUGUST 2022**

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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 2022.

#### **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: 27 November 2022

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
<b><u>Income from:</u></b>					
Donations and legacies	2	55,555	-	55,555	43,927
Charitable activities	3	719,037	6,852	725,889	441,212
Other trading activities		12,454	-	12,454	1,069
Investments		27	-	27	9
<b>Total income</b>		<b>787,073</b>	<b>6,852</b>	<b>793,925</b>	<b>486,217</b>
<b><u>Expenditure on:</u></b>					
Charitable activities	4	757,768	4,939	762,707	519,512
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>29,305</b>	<b>1,913</b>	<b>31,218</b>	<b>(33,295)</b>
Fund balances at 1 September 2021		149,712	13,344	163,056	196,351
<b>Fund balances at 31 August 2022</b>		<b>179,017</b>	<b>15,257</b>	<b>194,274</b>	<b>163,056</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 2022

### Prior financial year

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes			
<b>Income from:</b>				
Donations and legacies	2	43,927	-	43,927
Charitable activities	3	438,374	2,838	441,212
Other trading activities		1,069	-	1,069
Investments		9	-	9
<b>Total income</b>		<b>483,379</b>	<b>2,838</b>	<b>486,217</b>
<b>Expenditure on:</b>				
Charitable activities	4	518,281	1,231	519,512
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>(34,902)</b>	<b>1,607</b>	<b>(33,295)</b>
Fund balances at 1 September 2020		184,614	11,737	196,351
<b>Fund balances at 31 August 2021</b>		<b>149,712</b>	<b>13,344</b>	<b>163,056</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 2022

		2022		2021	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	7		397		795
<b>Current assets</b>					
Debtors	8	32,802		32,992	
Cash at bank and in hand		335,392		299,031	
		368,194		332,023	
<b>Creditors: amounts falling due within one year</b>	9	(174,317)		(169,762)	
Net current assets			193,877		162,261
<b>Total assets less current liabilities</b>			194,274		163,056
<b>Income funds</b>					
Restricted funds	10	15,257		13,344	
Unrestricted funds		179,017		149,712	
		194,274		163,056	

The accounts were approved by the Trustees on 27.11.22.



S. FALCONER  
Trustee

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2022

		2022		2021	
	Notes	£	£	£	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	13		36,334		9,070
<b>Investing activities</b>					
Purchase of tangible fixed assets		-		(1,193)	
Investment income received		27		9	
<b>Net cash generated from/(used in) investing activities</b>			27		(1,184)
<b>Net cash used in financing activities</b>			-		-
<b>Net increase in cash and cash equivalents</b>			36,361		7,886
Cash and cash equivalents at beginning of year			299,031		291,145
<b>Cash and cash equivalents at end of year</b>			335,392		299,031

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 AUGUST 2022

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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 2022

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

##### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

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 the statement of financial activities.

##### **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.



# WINCHESTER CITY PENGUINS SWIMMING CLUB

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2022

#### 1 Accounting policies (Continued)

##### 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.

#### 2 Donations and legacies

	2022	2021
	£	£
Membership	55,555	43,927

#### 3 Charitable activities

	2022	2021
	£	£
Swimming lessons	355,442	227,561
Gala and open meet	121,642	4,435
Training fees	240,374	140,488
Other income	8,431	2,938
CJRS grant income	-	65,790
	725,889	441,212

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2022

#### 4 Charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2022 £	Total 2021 £
Staff costs	337,095	-	337,095	326,718
Depreciation	398	-	398	398
Social events	-	-	-	1,231
Goods for resale	1,629	-	1,629	678
Fundraising	2,867	-	2,867	1,073
Pool costs	272,342	-	272,342	139,886
Other lesson costs	2,345	-	2,345	2,984
Gala costs	74,286	4,939	79,225	4,224
Training	34,734	-	34,734	22,863
Administration	9,674	-	9,674	9,210
Travel	1,289	-	1,289	170
Bank charges	85	-	85	30
Accountancy	6,930	-	6,930	8,640
Training camp expenses	-	-	-	550
Bad debt	364	-	364	857
Legal and professional fees	13,730	-	13,730	-
	<u>757,768</u>	<u>4,939</u>	<u>762,707</u>	<u>519,512</u>

Included in accountancy costs is £1,500 (2021: £1,650) payable to the independent examiners for the independent examination and £5,430 (2021: £6,990) for other services.

#### 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 2022

#### 6 Employees

##### Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Charitable Activities	86	54

##### Employment costs

	2022 £	2021 £
Wages and salaries	323,487	308,331
Social security costs	10,405	13,883
Other pension costs	3,203	4,504
	337,095	326,718

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

#### 7 Tangible fixed assets

	Fixtures, fittings & equipment £
<b>Cost</b>	
At 1 September 2021	5,561
At 31 August 2022	5,561
<b>Depreciation and impairment</b>	
At 1 September 2021	4,766
Depreciation charged in the year	398
At 31 August 2022	5,164
<b>Carrying amount</b>	
At 31 August 2022	397
At 31 August 2021	795

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

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### 8 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Other debtors	32,802	32,992
	<u>32,802</u>	<u>32,992</u>

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

	2022	2021
	£	£
Other taxation and social security	3,846	3,856
Deferred income	155,358	156,226
Other creditors	4,817	1,050
Accruals	10,296	8,630
	<u>174,317</u>	<u>169,762</u>

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2022

#### 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 2021	Movement in funds		Transfers	Balance at 31 August 2022
	£	Income £	Expenditure £	£	£
Project Fundraising	4,477	1,136	-	-	5,613
Gala income	8,867	5,716	(4,939)	-	9,644
	<u>13,344</u>	<u>6,852</u>	<u>(4,939)</u>	<u>-</u>	<u>15,257</u>
	<u><u>13,344</u></u>	<u><u>6,852</u></u>	<u><u>(4,939)</u></u>	<u><u>-</u></u>	<u><u>15,257</u></u>

	Balance at 1 September 2020	Income	Expenditure	Transfers	Balance at 31 August 2021
	£	£	£	£	£
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>

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 2022

#### 11 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 August 2022 are represented by:			
Tangible assets	397	-	397
Current assets/(liabilities)	178,620	15,257	193,877
	<u>179,017</u>	<u>15,257</u>	<u>194,274</u>

	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>

#### 12 Related party transactions

There were no disclosable related party transactions during the year (2021: 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.

	2022 £	2021 £
Aggregate compensation	<u>93,403</u>	<u>116,887</u>

Key management comprised 3 full time equivalent staff members (2021: 3).

# WINCHESTER CITY PENGUINS SWIMMING CLUB

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2022

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<b>13</b>	<b>Cash generated from operations</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	Surplus/(deficit) for the year	31,218	(33,295)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(27)	(9)
	Depreciation and impairment of tangible fixed assets	398	398
	Movements in working capital:		
	Decrease/(increase) in debtors	190	(1,074)
	Increase/(decrease) in creditors	5,423	(53,919)
	(Decrease)/increase in deferred income	(868)	96,969
	<b>Cash generated from operations</b>	<b>36,334</b>	<b>9,070</b>

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