

**Team Bath Athletic Club Trustees annual report  
and audited financial statements  
for the year ended 31 March 2023**



**TEAMBATH AC UNDER 11'S, SATURDAY 24TH JUNE 2023  
AVON LEAGUE AT YATE.**

**CHARITY NUMBER 1165972**

# TBAC Trustees annual report for the year ended 31 March 2023

The Trustees present their Annual Report and Independent Examiner's Report for the year ended 31 March 2023.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland - Charities SORP (FRS 102).

## REFERENCE AND ADMINISTRATION DETAILS

Team Bath Athletic Club is a Charitable Incorporated Organisation (CIO), registered number 1165972.

The registered address is Team Bath Athletic Club, Sports Development Office, Sports Training Village, University of Bath, Claverton Down, Bath BA2 7AY.

Phone: 07810 727743, e-mail [manager@teambathac.org](mailto:manager@teambathac.org) website [www.teambathac.org](http://www.teambathac.org)

The Trustees who served since the Last AGM, or who have been appointed or resigned since, are:

Simon Brace (Elected 2019, 2022)  
Mike Thompson (Elected 2018)  
Mark Thomas (Appointed January 2023)  
Alison Arnold (Appointed April 2023)

Paul King (Elected 2016, 2017, 2021)  
Heather Fell (Elected 2022)  
Martyn Morant (Appointed April 2023)

Andy Mullett (Resigned April 2023)  
Barry Hughes (resigned January 2023))

Ilana Wigfield (Resigned July 2023)

Ilana Wigfield was Chair until her resignation, and a replacement is being sought. In the meantime, Trustees take turns to chair meetings.

Andy Mullett was Treasurer for the financial year, being replaced by Martyn Morant.

Tom Hutchison was Attends Trustee meetings as Club Secretary, Chair of Executive Committee but not a trustee)

The Independent Examiner is Dione Hicks FCA, of DR Hicks Chartered Accountants

TeamBath AC employs Julia Waldron as Club Manager and Lucie Osborne as Administrator and also employs coaching staff on zero-hours contracts.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

**Governing document** - this is an 'Association' model constitution of a Charitable Incorporated Organisation with voting members other than its charity trustees. It was adopted on 10 March 2016

**Trustees** - are elected at the Annual General Meeting. The Trust board is the top level of Club management responsible for strategy, governance, and major financial decisions. The members or the charity trustees may at any time decide to appoint a new charity trustee. A person so appointed by the members of the CIO shall retire at the next AGM and stand for election. At every annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office. Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive terms but may be reappointed after an interval of at least three years.

### Executive Committee Report

The executive committee is appointed by the trustees and takes care of weekly club management. This committee is appointed by trustees rather than voted in at AGMs as in other governance models. Members must stand down after 3 years but can be reappointed twice in the same way as trustees. There is a good turn over and new members are welcome. Now we would like to have a 365-parent representative on the committee.

# TBAC Trustees annual report for the year ended 31 March 2023

**Executive Committee:** The current functions appointments and dates are

- |  |   |
|--|---|
| 1. Secretary                               | Tom Hutchison April 2021                      |
| 2. Treasurer                               | (Trustee) Martyn Morant April 2023            |
| 3. Track and Field (officials and parents) | Ian Osborne Oct 2022                          |
| 4. Track and field (athletes)              | Martin Rush July 2022                         |
| 5. Endurance Running                       | Aaron Pritchard June 2023                     |
| 6. Communications and Marketing            | Ben Holding sept 22 and Florrie Betts Sept 23 |
| 7. Welfare Safety and Quality              | Aaron Pritchard March 2023                    |
| 8. Club Development                        | (Trustee) Paul King since 2016                |
| 9. Human Relations advisor                 | (Trustee) Alison Arnold April 2023            |
| 10. Social Secretary                       | Ellie Evans (Nov 22 )                         |

Quorum 5 In addition, non-voting member

11. Membership manager Lucie Osborne

Executive who resigned this year:

Andy Mullett Treasurer 2019 -2023

Tom Davies Endurance lead 2022 -2023

Kim Brace communication and marketing 2021-2022

Tom Hutchison Welfare 2016 - 2023

This committee has met 6 times by zoom since last AGM. Here are some highlights:

**November:** Membership numbers :365 academy 127, Full 348, Total 513

Aaron Pritchard joined the committee as welfare officer. Kim brace stepped down as media officer and Ben Holding and Amy Glyn took over. Kim continues to look after the Natasha Lewis Fund budget which has supported the club all year with events and coach training.

**January 2023:** Andy Mullett to retire as treasurer at end of financial year. Ellie Evans joined the committee as social secretary. Membership subs were pegged in view of the post covid financial pressures. A direct debit system was introduced with credit card payment facilities. The Club renewal year was to be pushed back to April 1st to match the finance year, with the extra two months fees collected retrospectively. Julia Waldron our operational manager planned maternity leave from February. Existing club members will cover her duties.

**March:** Membership: 365 Academy 104, Full 408, Total 599:

Two new track and Field competitions planned at the STV by Iain Osborne supported by Natasha Lewis Foundation. Teaching session for teachers leading Track and Field lessons planned for Clarendon College.

**April:** Trialling a new QR code registration system. Mark Mackintosh takes on race director Hilly Half. TD resigned as endurance lead and is replaced by Aaron Pritchard. Successful training sessions held for teachers at Clarendon academy Led by Iain Osborne. Parent rep wanted for the executive. Crop tops now stock at 'Running Bath'

**June:** Membership: 365academy 142 highest post covid, Full 351 total 551

Martyn Morant new treasurer in place. Alison Arnold, New recruited trustee will provide HR advice to the Executive. Aaron Pritchard now in post as male welfare officer. we will host our first Gloucester league Cross Country fixture at the STV in the Autumn with Alex Copping as race director. Training 3 new recruits as Leaders in Running and Fitness. (LiRF)

**September:** Membership: 365 Academy 130, Full 394, Total 590, Throughout the year Basic membership has been steady around 20 and student members 17.

Coaches are being recruited to staff 365 academy. Cotswold Way Relay earned 11k for club New Co-op bank account opened. New coach pay grid proposed. Plans for club senior Gala night Whole Club awards will be presented trackside in January.

# TBAC Trustees annual report for the year ended 31 March 2023

**Relationship with related parties** - Team Bath Athletic Club is affiliated to and registered with UK Athletics and England Athletics. Members are also registered with these organisations for competition. These bodies also provide registration of coaches, which includes Disclosure and Barring Services checks and a Coach Education programme. UK Athletics provides Public Liability Insurance for all registered clubs, which covers all athletic events, training, and most aspects of club administration. Team Bath Athletic Club is also affiliated to regional Athletics Associations which provide the athletics competition for Club members.

## Club standards

In March 22 England Athletics announced a national Club Standards Scheme. This is basically a development from the older 'Club mark' Scheme but targeted at athletics clubs, who now must participate to register with England Athletics. **TBAC now meets all 7 standards.** Our Club governance score is as good as it gets.

**Major Risks** - the principal risks facing the Club arise from public and employee liability and safeguarding issues which can arise during events, training, and coaching sessions.

- **Insurance** - the Club has appropriate insurance with Bluefin Insurance Services, part of the Aviva group. Appropriate insurance cover is also provided by UK Athletics as an affiliated club.
- **Safeguarding** - the Club has two Welfare Officers as recommended by England Athletics: Phillipa Spruit, with a background in counselling, is the Lead welfare officer and female officer, and Aaron Prichard is the Male welfare officer, who took over from Tom Hutchison in April 2023. The Officers have not had to deal with any crisis issues. There are policies and procedures in place surrounding safeguarding, which are regularly reviewed.

**Public Benefit** - Team Bath Athletic Club is not targeted at specific groups, people of all ages and abilities over age 7 are welcome. As well as programmes for young people we also run adult beginner training groups so that those who are new to athletics are fully catered for and encouraged. The only decisions about which individuals may join are those relating to availability within a group and the group which is most suitable for the athlete's current level of ability. Decisions about which groups exist depend on the availability of coaching staff and other resources. In organising and managing these activities the trustees have carried out the charity's purposes in a way which:

- is in accordance with the charity's purpose.
- is for the public benefit.
- has regard to the commission's public benefit guidance where relevant.
- is in accordance with the general framework for trustee decision making.

## OBJECTIVES AND ACTIVITIES

### Objectives

The object of Team Bath Athletic Club is the promotion of community participation in healthy recreation by the provision of facilities, coaching and equipment for athletics.

### Activities

To achieve this:

- The Club hires the U of Bath Sports Training Village track and field facilities for the exclusive use of club members, for three sessions a week, when qualified club coaches provide training.
- Road and off-road running sessions take place twice weekly from the STV.
- Club members also meet informally to train outside these times.
- By joining the Club, members automatically become affiliated to England Athletics which provides sports insurance and a range of additional benefits associated with the sport of athletics.
- The Club organises races and athletics meetings and enters teams in athletic events.
- The club has a newsletter and website about all aspects of local running and an active social media presence.
- The club runs "365" - an introduction to athletics course for 7 to 14 years olds
- The Club organises social events for Adult athletes

Both junior and senior athletes in the Club compete and achieve at all levels in the sport, and their achievements are a result of the strong coaching team and structure and organisation of the regular training sessions. There is undoubted benefit to the self-esteem, health, and well-being of the members

## TBAC Trustees annual report for the year ended 31 March 2023

as a result of the training and coaching sessions and participation in athletic events. The increase in numbers for adult beginner training groups also demonstrates that we are providing access to healthy recreation for an increasingly wider public.

The 365 Academy programme, which provides access to athletics for 7 to 13 year olds, continues to increase in popularity, and we continue to recruit and train new coaches to take these groups. These 365 programmes provides athletics coaching for young people which is not available elsewhere, providing a healthy recreational activity and athletic development. Many of the young people joining this programme have developed and joined the main body of young athletes in the club who take part in athletics competitions. As a result the strength of our athletics teams has improved and we perform well in athletics league events.

### ACHIEVEMENTS AND PERFORMANCE: CLUB EVENTS

#### Parkrun Championship

This is the child of the previous Club 5k time trial and is now in its second year organized with great efficiency by Malcom Treby. It encourages Club runners into these great community events, contributing to their numbers and popularity and helping with marshalling and adding to the club's social activity. Thank you Malcolm.

#### Cotswold way relay

The race took place again this year, enabled by a team of club volunteers coordinated by race director Tom Hutchison. One hundred teams of 10 took part without major incident. Using a manual timing system and facilitated by IT support from David Bewick there was not only an in-race leader board but also full and accurate results in time for an evening presentation. Good feedback from runners. £1000 charitable donation to Cotswold way association. Income to club approx. £11k

**Bath Hilly Half and ultra 10k.** TBAC has taken over this race for the first time this year. Mark Mackintosh is Race director. It has had low numbers in previous years but already this race is set to exceed b-even and make some returns for Both Bath Rotary Club and TBAC

### ACHIEVEMENTS AND PERFORMANCE: CLUB RESULTS

This has been a great year for both results and athlete participation throughout the Club.

Week after week the **Bath Plug** is full of pictures and stories. Thank you to editor Simon Brace, this is a great job. Just going through the 6 months of issues from January; (they are all on the web site) I have picked out a variety of stories that illustrate the diversity of club activity

#### January

**Southwest XC champs** where Sen women came 2nd and U17 men 3rd

**Slaughterford 9** Where Aiden Daniel is first M and Heather Fell second W. Cross country and trail races continue all spring with large and sociable TBAC squads turning up

**February** I find Harry Maxwell first intermediate boy at the **southwest schools cross country**.

And in contrast at the Verona **Romeo and Juliet Half Marathon** Jenny and Paul Carter were the unofficial world record breakers for fastest married couple aggregate time. Later to be unofficially challenged by Brian and Amy Glyn in Barcelona and Simon and Kim Brace in Bath.

In **March** after the last **Gloucester League XC** I see that the senior women end as first team while the senior men and masters finish in second. Later in march at the

**England Athletics Para Indoor Championships** in Sheffield. Joel Mattacks' performances put him in place as UK #1 for T20 60m and #2 for F20 Long Jump for this year. Then at the in Nottingham 10 TBAC athletes compete and 5 are placed in the top 25 at different age groups, highest up being Harry Maxwell finishing 5<sup>th</sup> in his race

**April** is spring marathon month with more than 15 TBAC at the **London** but others at **Newport Boston and Manchester** with lots of PBs. In the **Reading half marathon** a brilliant 11<sup>th</sup> place by Dylan Stoneman set a **NEW British Male 17 y/o Record of 69:09**. It was also track season and the high Jumpers were excelling. Peter Krunity-Salako won the **open in Poole** with a jump of 1m 96cm. In Yeovil Gertie Blewit won the 300m u15 girls in a new PB. And finally the men got a full team to the **National 12 stage road relays in Sutton park** (a feat in itself) and came creditably 39<sup>th</sup>. And for

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something completely different Philippa Spruit; Ilana Wigfield; Jo Thompson; Beccy Tarling; Sevim Sangwell completed the trail and camping **Scarpa Great Lakeland 3Day Challenge**

**May** Front cover is the **Multisport world championships in Ibiza** where Marianne Carpenter is the Standard distance duathlon winner. A reminder that TBAC is not just home to track and field but to triathletes modern pentathletes and heptathletes.

Meanwhile back on the Track a large TBAC team performed at the **British University outdoor Championships** in Manchester where they were up against the top young adult athletes in the country. And to add to the variety several ultra runs are featured. In the

**Thames Path Centurion**: Chris Maxwell completed the 100-miles in about 18hrs. And **XTERRA Malta Gozo Ultra Trail 2023**: Heather Fell had an excellent win on a tough but beautiful 50k trail.

**June** edition is packed with more events culminating in the **Welsh Castles relay** where we got two teams of twenty out for a whole weekend, a womens team and an open team. This was a major logistic coup for team captains Tom Davies and Ellie Evans. There were stage wins and a great deal of enjoyment.

### SPONSORSHIP AND GRANTS

Thank you, Will Hawking and Marshfield ice cream, who gave £500 sponsorship for the Cotswold Way Relay.

Thank you to Running Bath, who have sponsored Cotswold Way Relay and Hilly Half Prizes And continue to support the Park run championships

#### Natasha Lewis Foundation

After Natasha Lewis was tragically killed whilst training on the road in April 2021, her family friends and supporters set up the Foundation. Their aim was supporting developing athletes overcome obstacles as Tash had confronted during her career, whether through provision of sporting apparel, physiotherapy sessions, strength and conditioning nutritional guidance and mentor ship working with TBAC and other organisations

The Foundation has provided: sponsorship for TBAC athletes :Extra university track time: Coaching kit: Funds for coach training. TBAC athletes have supported NLF fund raising athletic events

### MEMBERSHIP REPORT

The Club currently (November 2023) has 640 members, an overall increase of 25% over 2022, split as follows:

	November 2023	November 2022
Full Members	437	348
365	145	127
University	23	19
Coaches/ Staff	35	19
<b>Total</b>	<b>640</b>	<b>513</b>

### FINANCIAL REVIEW

The principal sources of income for the Club are membership subscriptions and enrolment fees for the 365 programme, and income from races and athletics meetings.



## TBAC Trustees annual report for the year ended 31 March 2023

In previous years there has been an anomalous situation whereby the Club's membership subscription year ran from 1 February each year, whereas the financial year ran from 1 April. As a large part of each year's subscriptions were paid in February and March, the closing accounts picture showed a large surplus being carried forward, which will fund the following year's activities, which gives a misleading picture of the overall state of Club funds. Last year the decision has been made to change the membership year to commence on 1 April, which means that all subscription for 2023-24 were due on 1 April 2023, outside this accounting period. This results in a large drop in recorded membership income, and hence a large deficit for the year, but this was purely due to these one-off timing differences; the balance of funds in hand at the year-end is now a true reflection of the Club's accumulated reserves to date.

As a result of this change of policy, in the financial year under review, income from activities fell, to £80,103. After deducting costs totalling £103,983 mainly coaching and administration staff payroll costs of £49,115 and facilities hire charges from University of Bath of £33,757, there was a deficit for the year of £23,880 a very considerable reduction on the previous year's break-even position for the reasons set out above.

At the end of the year, the balance of funds in hand at the year-end amounted to £8,472 which is now a true reflection of the Club's accumulated reserves to date. These are held as bank balances with HSBC and Bath Building Society, offset by closing debtors and creditors.

The Trustees believe that the Club should at least break-even in the current financial year; the reserves at 31 March 2023 should be sufficient to cover any unforeseen deficits during the current and following financial years, so the Club will continue as a going concern over the course of the next twelve months. The Trustees continually monitor the Club's ongoing financial situation and consider ways in which the Club's finances can be improved.

The trustees approved the Trustees' Annual Report at the Annual General Meeting on 7 November 2023, which is signed on behalf of the charity's trustees by

Simon Brace  
Trustee

Martyn Morant  
Treasurer

# TBAC Trustees annual report for the year ended 31 March 2023

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF TEAM BATH ATHLETIC CLUB FOR THE YEAR ENDED 31 MARCH 2023

I report to the members on my examination of the accounts of Team Bath Athletic Club for the year ended 31 March 2023.

### Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to examine the accounts under section 145 of the Charities Act; follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and state whether particular matters have come to my attention.

### Basis of independent examiner's statement

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

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

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

Dione Hicks

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Ms Dione Hicks FCA

DR Hicks Chartered Accountants  
107 Penn Hill Road  
Bath  
BA1 3RU

**DRAFT**



## TBAC Trustees annual report for the year ended 31 March 2023

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

			Unrestricted Funds	
			2023	2022
<b>INCOME</b>				
	Membership Fees (inc 365 enrolments)		61,852	90,715
	Race and League receipts		17,524	16,079
	Grants received - purchase of track spikes		500	-
	Sale of Kit and other income		102	57
	Bank Interest		125	18
	<b>TOTAL INCOME</b>		<b>80,103</b>	<b>106,869</b>
<b>EXPENDITURE</b>				
	Employment Costs	Administrators and Coaches	49,115	50,468
	Athletics Expenditure	Track & Facilities Hire	33,757	31,752
		Members Affiliation paid over	3,680	11,316
		Costs of staging races	9,448	5,109
		Race and League Expenditure	1,713	1,820
		Coaching and Training Courses	1,482	290
	Administration Costs	Website and membership system	1,740	2,546
		Insurance	696	676
		Independent Examination Fee	540	540
		Other costs	1,812	1,599
		Computer costs	-	943
	<b>TOTAL EXPENDITURE</b>		<b>103,983</b>	<b>107,060</b>
<b>DEFICIT FOR THE YEAR</b>			<b>- 23,880</b>	<b>- 191</b>
<b>UNRESTRICTED RESERVES AT START OF YEAR</b>			<b>32,352</b>	<b>32,543</b>
<b>UNRESTRICTED RESERVES AT END OF YEAR</b>			<b>8,472</b>	<b>32,352</b>

The above results relate wholly to continuing activities; there were no recognised gains or losses other than those included above. All income and expenditure in the year arose from Unrestricted funds.

The accompanying accounting policies and notes form an integral part of these financial statements.

## TBAC Trustees annual report for the year ended 31 March 2023

### BALANCE SHEET AS AT 31 MARCH 2023

			2023	2022
<b>CURRENT ASSETS</b>				
Debtors	Sundry debtors and prepayments		1,969	332
	Membership fees Feb/March rec'd April		4,200	-
Bank Balances	HSBC Main Account		6,545	6,183
Bank Balances	HSBC Membership Subs		1,254	6,160
Bank Balances	Bath Building Society: Deposit Account		3,003	35,018
			16,971	47,693
<b>CURRENT LIABILITIES (falling due within one year)</b>				
Creditors	Facilities hire - University of Bath	- 6,425	- 3,625	
	Affiliation fees - English Athletics	-	- 4,416	
	Payroll - HMRC tax and NI due	- 1,627	- 1,033	
	Payroll - other payroll and pension costs	- 447	- 202	
	Other creditors and accruals	-	- 877	
		- 8,499	- 10,153	
Deferred Income	Summer Term 365 fees paid in advance		- 5,188	
		- 8,499	- 15,341	
			8,472	32,352
<b>RESERVES</b>				
	Unrestricted General Club reserves		8,472	32,352

These financial statements were approved by the Trustees at the Club AGM on 7 November 2023 and are signed on their behalf by

Simon Brace  
Trustee

Martyn Morant  
Treasurer

The accompanying accounting policies and notes form an integral part of these financial statements.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

# TBAC Trustees annual report for the year ended 31 March 2023

## 1. PRINCIPAL ACCOUNTING POLICIES

The accounts have been prepared under the historical cost convention in accordance with the Financial Reporting Standard for Smaller Entities, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP FRS102). The charity is a public entity as defined under FRS102. There are no material uncertainties affecting the ability of the charity to continue as a going concern.

**Incoming resources** - all incoming resources are included in the statement of financial activities when the Club is entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended** - Expenditure is recognised when a liability is incurred. Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

**Fund Accounting** - Restricted Funds are held to be used for specified purposes, as indicated by the donors. General Funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Club. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose.

**Taxation** – the Club is a registered charity and as such tax exemption applies to the income arising from and expended on activities.