



Trustees' Annual Report for the period

Period start date

Period end date

From

1st September 2020

To

31st August 2021

Section A

Reference and administration details

Charity name

Holbrook Swim

Other names charity is known by

Registered charity number (if any)

1167034

Charity's principal address

C/O Wain Cottage , Orvis Lane

East Bergholt

Colchester, Essex

Postcode

CO7 6TT

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Pamela Tunbridge	Chair		
2	Emily Allinson	Trustee		
3	Simone Ferguson	Trustee/Secretary		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Mr R Lawson	Pucks Piece, Manningtree Road, Stutton, Ipswich, Suffolk IP9 2SR

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Charity Incorporated Company

Trustee selection methods
(eg. appointed by, elected by)

Elected by Committee Members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Summary of the objects of the charity set out in its governing document

The promotion of community participation in healthy recreation among children and young people living in the Holbrook area by providing facilities for the teaching, development and practice of swimming at all levels of ability.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The swimming programme is for children in full time education and aims to establish healthy and safe behaviour in a happy environment. Children are taught water safety, development of water confidence and swimming ability by following structured and progressive activities. Classes work towards gaining stages of ASA Awards with an emphasis on water skills and safety. All instructors are experienced, fully qualified, DBS checked and have undergone safeguard training.

Holbrook Swim provides swimming classes on Monday and Wednesday evenings at the Royal Hospital School, Holbrook.

Classes take place between 6:15pm and 7:45pm on Mondays and between 6:00pm and 7:30pm on Wednesdays, with most lessons lasting half an hour.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Holbrook Swim ran various swimming sessions, ranging from beginners to advanced, throughout Autumn 2020 – Summer 2021, give or take when COVID and lockdown restrictions allowed, which did see a fall in numbers swimming.

Holbrook Swim ran a week's Summer Swim School in July 2021, proving to be a great success

Section E**Financial review**

Brief statement of the charity's policy on reserves

Holbrook Swim CIO does not have a reserves policy

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

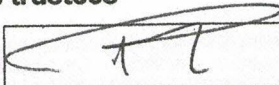
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



S. Ferguson

Full name(s)

Pam Tunbridge

Simone Ferguson

Position (eg Secretary, Chair, etc)

Chair

Trustee/Secretary

Date

25 January 2022

Holbrook Swim

Accounts

for the Year Ended 31 August 2021

Richard Lawson
Chartered Certified Accountants
Pucks Piece
Manningtree Road
Stutton
Ipswich
Suffolk
IP9 2SR

Holbrook Swim
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Holbrook Swim
Officers and Advisers

Chairman	Mrs Pam Tunbridge
Business address	Wain Cottage Orvis Lane East Bergholt Colchester CO7 6TT
Bank	Lloyds Bank Cornhill North 13 Cornhill Ipswich Suffolk IP1 1DG
Accountants	Richard Lawson Chartered Certified Accountants Pucks Piece Manningtree Road Stutton Ipswich Suffolk IP9 2SR

**Chartered Certified Accountants' Report to Mrs Pam Tunbridge on the Preparation of
the Unaudited Financial Information of
Holbrook Swim**

In accordance with the engagement letter dated 27 March 2012 we have prepared for your approval the financial information of Holbrook Swim for the year ended 31 August 2021 which comprises the Income and Expenditure Account, the Balance Sheet and the related notes from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://www.accaglobal.com/en/member/professional-standards/rules-standards/acca-rulebook.html>.

This report is made solely to you, in accordance with the terms of our engagement letter dated 27 March 2012. Our work has been undertaken solely to prepare for your approval the financial information of Holbrook Swim and state those matters that we have agreed to state to you in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Committee for our work or for this report.

You have approved the financial information for the year and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.



Richard Lawson
Chartered Certified Accountants

12 October 2021

Pucks Piece
Manningtree Road
Stutton
Ipswich
Suffolk
IP9 2SR

Holbrook Swim

Approval of financial information

In accordance with the engagement letter dated 27 March 2012, I approve the financial information which comprises the Income and Expenditure Account, the Balance Sheet and the related notes.

I acknowledge my responsibility for the financial information, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing Richard Lawson with all information and explanations necessary for its compilation.

I give my authority for the financial information to be submitted to HM Revenue and Customs.

The financial information was approved by the chairman on 12 October 2021.

A handwritten signature in black ink, appearing to be 'Pam', written over a dotted line.

Mrs Pam Tunbridge
Chairman

Holbrook Swim
Income and Expenditure for the Year Ended 31 August 2021

	2021		2020	
	£	£	£	£
Turnover				
Swimming fees	10,477		11,974	
Refunds	(116)		(123)	
	<u>10,361</u>	10,361	<u>11,851</u>	11,851
Expenses				
Hire of pool	2,412		2,679	
Instructor fees	5,959		7,146	
Training	423		250	
Child welfare	230		175	
Insurance	556		452	
Equipment repairs and renewals	332		252	
Badges & certificates	-		241	
Administration costs	1,960		2,870	
Computer software and maintenance costs	417		-	
Printing, postage and stationery	55		326	
Memberships	80		-	
Sundry expenses	100		-	
Accountancy fees	400		400	
	<u>(12,924)</u>	(12,924)	<u>(14,791)</u>	(14,791)
Net loss	<u>(2,563)</u>	(2,563)	<u>(2,940)</u>	(2,940)

Holbrook Swim
Balance Sheet as at 31 August 2021

		2021		2020	
	Note	£	£	£	£
Current assets					
Cash at bank and in hand		<u>10,990</u>		<u>10,633</u>	
Current liabilities					
Bank loans and overdrafts			-		11
Accruals			<u>4,070</u>		<u>1,139</u>
			<u>(4,070)</u>		<u>(1,150)</u>
Net assets			<u><u>6,920</u></u>		<u><u>9,483</u></u>
Financed by:					
Capital account	2		<u><u>6,920</u></u>		<u><u>9,483</u></u>

Holbrook Swim

Notes to the Accounts for the Year Ended 31 August 2021

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention.

Turnover

Turnover represents the value of services, net of value added tax.

2 Capital account

	Capital Account £	Total £
As at 1 September 2020	9,483	9,483
Loss	(2,563)	(2,563)
As at 31 August 2021	<u>6,920</u>	<u>6,920</u>