



# Trustees' Annual Report for the period

Period start date

1<sup>st</sup> September 2021

Period end date

31<sup>st</sup> August 2022

From

## 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 5 Lewis Lane

Stutton

Ipswich, Suffolk

Postcode

IP9 2TF

### 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				
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7				
8				
9				
10				
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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	Constitution
How the charity is constituted	Charity Incorporated Company
Trustee selection methods	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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## Section C

## Objectives and activities

**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 2021 – Summer 2022.

Holbrook Swim ran a week's Summer Swim School in July 2022.

## 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.


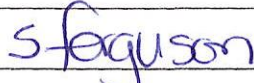
## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Pam Tunbridge

Simone Ferguson

Position (eg Secretary, Chair, etc)

Chair

Trustee/Secretary

Date

6/2/23.

Free

# Holbrook Swim

Accounts

for the Year Ended 31 August 2022

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**

<b>Chairman</b>	Mrs Pam Tunbridge
<b>Business address</b>	5 Lewis Lane Stutton Ipswich IP9 2TF
<b>Bank</b>	Lloyds Bank Cornhill North 13 Cornhill Ipswich Suffolk IP1 1DG
<b>Accountants</b>	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**

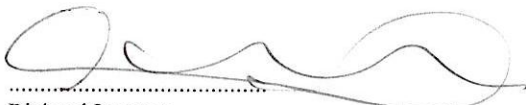
In accordance with the engagement letter dated 27 March 2012 we have prepared for your approval the financial information of Holbrook Swim for the year ended 31 August 2022 which comprises the Income and Expenditure Account, the Balance Sheet and the related notes from the entity's accounting records 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/factsheetl63>. 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

30 November 2022

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 30 November 2022.

  
.....

Mrs Pam Tunbridge  
Chairman

**Holbrook Swim**  
**Income and Expenditure for the Year Ended 31 August 2022**

	2022		2021	
	£	£	£	£
<b>Turnover</b>				
Swimming fees	21,432		10,477	
Refunds	<u>(402)</u>		<u>(116)</u>	
		21,030		10,361
<b>Expenses</b>				
Hire of pool	4,086		2,412	
Instructor fees	8,534		5,959	
Training	738		423	
Child welfare	13		230	
Insurance	570		556	
Equipment repairs and renewals	312		332	
Telephone and fax	111		-	
Administration costs	2,865		1,960	
Computer software and maintenance costs	106		417	
Printing, postage and stationery	-		55	
Memberships	80		80	
Sundry expenses	(125)		100	
Advertising	20		-	
Accountancy fees	<u>400</u>		<u>400</u>	
		(17,710)		(12,924)
<b>Net profit/(loss)</b>		<u>3,320</u>		<u>(2,563)</u>

**Holbrook Swim**  
**Balance Sheet as at 31 August 2022**

		2022		2021	
	Note	£	£	£	£
<b>Current assets</b>					
Cash at bank and in hand		<u>16,611</u>		<u>10,990</u>	
<b>Current liabilities</b>					
Accruals			<u>(6,372)</u>		<u>(4,070)</u>
<b>Net assets</b>			<u><u>10,239</u></u>		<u><u>6,920</u></u>
<b>Financed by:</b>					
Capital account	2		<u><u>10,239</u></u>		<u><u>6,920</u></u>



**Holbrook Swim**  
**Notes to the Accounts for the Year Ended 31 August 2022**

**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**

	<b>Capital Account £</b>	<b>Total £</b>
As at 1 September 2021	9,483	9,483
Surplus	756	756
As at 31 August 2022	<u>10,239</u>	<u>10,239</u>