



# HAVANT AND WATERLOOVILLE SWIMMING CLUB

## ANNUAL REPORT & ACCOUNTS

Financial Year 01<sup>st</sup> September 2022 – 31<sup>st</sup> August 2023

### Contents

1. Trustees Report.....	2
2. Independent Examiner’s Report.....	6
3. Statement of Financial Activities .....	8
4. Balance Sheet .....	9
5. Notes to the Financial Statements.....	10

# HAVANT AND WATERLOOVILLE SWIMMING CLUB

## 1. Trustees Report

**Financial Year 01<sup>st</sup> September 2022 – 31<sup>st</sup> August 2023**

### Administrative Details

Charity Name: Havant and Waterlooville Swimming Club

Registered Charity No. 1173746

Principle and Registered Office: Waterlooville Leisure Centre, Waterlooville, Hampshire PO7 7UW

Email: [secretary@handwsc.co.uk](mailto:secretary@handwsc.co.uk)

Bankers: Santander, 10 North Street, Chichester, PO19 1LB

Independent Examiner: Derek Rodwell FCCA, Impact The Future Ltd, Bennett Verby, 7 St. Petersgate, Stockport, Cheshire. SK1 1EB

### Structure, Governance and Management

Havant and Waterlooville Swimming Club (HWSC) is governed by a board of trustees that include a Chair, Secretary and Treasurer. Any person who is invited to act as trustee and would not be disqualified from action may be appointed to be a trustee by the decision of the trustees. Helen Hull was the Chair of the Trustees during this financial year.

During the period, the following served as trustees of the charity:

- Helen Hull (Chair of Trustees) until March 2023 when she resigned as a Trustee
- Susan Dewar (Club Secretary)
- Julie Parmenter (Club Treasurer)
- Joanna Lorimer (Personnel)
- Jo Pabari
- Angela Cottrell
- Shukwai King
- Nathan Mitchell

Trustee meetings were held in person on **07 September 2022, 11 January 2023, 15 March 2023, 10 July 2023**, The Annual General Meeting for 2021 to 2022 was held in person and via TEAMS on Friday 21 April 2023.

The club uses Waterlooville Leisure Centre pool as it's main training and competition pool with additional time at Havant Leisure Centre, Bedales school pool on two evenings a week and Mountbatten Centre one evening a week. This is the first Annual Report since the club has resumed full training after the Covid restrictions.

HWSC is a Swim Mark accredited club and this was renewed in March 2023.

## **Objectives & Activities**

This is the Sixth Annual Report of the Havant and Waterlooville Swimming Club Charitable Incorporated Organisation (CIO). It covers the period from 01 September 2022 to 31 August 2023. The purpose of the Havant and Waterlooville SC is the promotion of community participation in healthy recreation by the provision of swimming.

The Club delivers this purpose by providing a structured swim training programme throughout the year at pools hired for the purpose. Swimmers are divided across a range of squads, grouped by age, ability, and their interest in competing. The Club is focused on the needs of all its swimmers, ensuring that they receive the best possible support to reach their full potential and long-term development. The Club provides a variety of opportunities to participate in swimming competitions both as part of a team and as individuals. Swimmers are supported in achieving their individual swimming goals, whether those be competing at county, regional or national level, or developing personal fitness and ability. The Club is inclusive of disabled swimmers and encourages parents and older swimmers to develop skills as volunteer officials and helpers.

## **Achievements & Performance**

We were able to hold our annual Club Championships in October 2022, and included three smaller clubs. We were able to hold our annual Peter Bull meet again in November 2022 and the entry conditions were altered to enable swimmers of all ages to compete this helped increase the opportunities for all swimmers to compete following the restrictions imposed by Covid.

The swimming programme is led by the Head Coach, Graham Pople and the day to day running of the Club is led by the Operational Committee of the Club who meet monthly. There were changes in our coaches during this period, Zoe Stemp left to join Winchester City Penguins having gained her level 3 coaching under the guidance of our head coach. Julie Freemantle joined us from Fareham Nomads and Tom Peddell returned. One further coach gained their assistant coaching qualification.

## **Swimmers from the club participated in:**

- Club Championships and Peter Bull competition in 2022.
- Portsmouth Northsea pre-Christmas meet.
- Presentation evening held at Horndean Technology College with an excellent presentation of the highlights of Club Championships the award of a Trophy to all participants and cups for the highest Aggregate scores for relevant Age Groups.no food.
- We held our annual Chris Hunt Challenge in January 2023, and the chosen charity was MIND.
- 2023 County Championships.
- Meets at Hart, Winchester and Cardiff.
- We competed in the Rother League and Junior Cup doing well enough to be promoted to Premier Division for both.
- We held our Swim out your Skin Meet in June 2023
- Hampshire Masters Championships was held at Mountbatten in June 2023 and we came third in the County.

## **What we did well, athlete swimming/competition/social**

- Swimmer and child safety are paramount, and we upheld our good safety record.
- Coach allocation covering all sessions was complex and achieved.
- The membership numbers had started to grow after Covid and we continued our initiative of working closely with the Horizon Swim school.

## **Payments to Trustees during Financial Year**

There were no payments made to trustees during the financial year.

The Finance Officer was paid £2,391 in total for the accounting during the year and our Internal examiner was paid £800.

## **Future**

Havant and Waterlooville Swimming Club plan to continue developing the para swimming area of the Club. Also continue recruitment from local Swim Schools.

We will continue to work with Horizon, our main pool provider, who themselves had been hit hard by the shutdown of pools and gym facilities. We are working their swim school and aiming to hold an increased number of Fun Galas for our younger swimmers.

## **Financial Review**

Income for the financial year totalled £198,497 (2022 £177,781) with the increase primarily down to successful hosting of competitions, especially Peter Bull and Swim Out of Your Skin, both generating more than £14,000 each in income, an increase of more than £4,000 each over the previous year.

Expenditure increased to £189,022 (2022 168,698) in line with the increase in competitions. The surplus on unrestricted funds for the year was £9,805 compared with a surplus of £10,913 in 2021/2022.

The Fundraising Committee continued its good work throughout the year with much needed funds raised through a variety of sources amounting to £1,589 in total. This included £327 that was raised at the Chris Hunt Challenge on behalf of Mind. A small amount of donations have been used to provide support in terms of reduced fees to swimmers whose family have faced financial hardship.

## **Reserves Policy**

It is the policy of the Club to have free reserves (unrestricted funds excluding fixed assets) available at any time to cover a minimum of 3 months' worth of costs. In terms of 2022-23 expenditure this would indicate holding free reserves of £47,091. As can be seen from note 11, the free reserves at the end of the year now total £66,665, representing 4 months of expenditure. This provides the charity with a healthy reserve to cover any significant increases in Pool Hire costs in the coming year.

## **Public Benefit**

The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have regard to the Charity Commission's general guidance on public benefit. As can be clearly seen from the list of above activities the income received by the Club is all utilised in the swimming programme, pool hire and coaching. The Club also supports both the home and away galas which are in the programme each year in accordance with the Club's objectives. There is also an annual fundraising event to raise money for a chosen charitable cause.

### **The Board of Trustees Responsibilities in relation to the financial statements**

Charity law requires the trustees to prepare a statement of financial activities and statement of assets and liabilities for each financial year, which gives a true and fair view of the state of affairs of the club and of its financial activities for that year and adequately distinguishes any material special trust or other restricted fund of the club. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the appropriate SORP on Accounting by Charities and the Accounting Regulations and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the club will continue to operate.


The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the club, and to enable them to ensure that the financial statements comply with applicable Accounting Standards and Statements of Recommended Practice and the regulations made under the Charities Act 2011. They are also responsible for safeguarding the assets of the club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Havant and Waterlooville Swimming Club:

Name: Trevor Jones

Position: Chair of Trustees

Signature:

DocuSigned by:  
  
B91D507A94DE43E...

## 2. Independent Examiner's Report

### Independent examiner's report to the Trustees of The Havant and Waterlooville Swimming Club

I report on the financial statements of the charity for the period ended 31 August 2023, which are set out on pages 8 to 13.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 (the 2011 Act). I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Certified Accountants.

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters that I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to any other than the charity and the charity's trustees as a body for my examination work, for this report or for the statements that I have made.


### Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

- 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 2011 Act and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Regulation 8 of the Accounts Regulations and the 2011 Act
 have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

DocuSigned by:  
  
55EF4D4016D94BA...

Date: 27/03/2024

Derek Rodwell FCCA

Bennett Verby, 7 St Petersgate, Stockport, Cheshire. SK1 1EB

### 3. Statement of Financial Activities

**Havant and Waterlooville Swimming Club**  
**Statement of Financial Activities**  
**For the period 1st September 2022 to 31st August 2023**

		Unrestricted funds 2022-23 £	Restricted funds 2022-23 £	Total funds 2022-23 £	Unrestricted funds 2021-22 £	Restricted funds 2021-22 £	Total funds 2021-22 £
	Note						
<b>INCOME FROM:</b>							
<b>Voluntary income</b>	2	1,262	327	1,589	2,548	731	3,279
<b>Income from charitable activities</b>							
Subscriptions	3	138,224	0	138,224	135,023	0	135,023
Events	4	54,664	0	54,664	36,021	0	36,021
Sales of kit		4,020	0	4,020	3,458	0	3,458
		<u>196,908</u>	<u>0</u>	<u>196,908</u>	<u>174,502</u>	<u>0</u>	<u>174,502</u>
<b>TOTAL INCOME</b>		<u>198,170</u>	<u>327</u>	<u>198,497</u>	<u>177,050</u>	<u>731</u>	<u>177,781</u>
<b>EXPENDITURE ON:</b>							
<b>Charitable activities</b>							
Pool Hire		86,231	0	86,231	86,506	0	86,506
Coaches		42,129	0	42,129	37,979	0	37,979
Cost of kit for sale		3,796	0	3,796	3,700	0	3,700
Event costs	5	39,484	0	39,484	22,722	1,500	24,222
Administration	6	8,495	0	8,495	6,745	0	6,745
ASA payments		6,908	0	6,908	7,163	0	7,163
Depreciation of equipment		1,322	330	1,652	1,322	330	1,652
Gift to charity		0	327	327	0	731	731
		<u>188,365</u>	<u>657</u>	<u>189,022</u>	<u>166,137</u>	<u>2,561</u>	<u>168,698</u>
<b>TOTAL EXPENDITURE</b>		<u>188,365</u>	<u>657</u>	<u>189,022</u>	<u>166,137</u>	<u>2,561</u>	<u>168,698</u>
<b>NET INCOMING / (OUTGOING) RESOURCES</b>		<b>9,805</b>	<b>(330)</b>	<b>9,475</b>	<b>10,913</b>	<b>(1,830)</b>	<b>9,083</b>
<b>Total brought forward</b>		<b>58,331</b>	<b>510</b>	<b>58,841</b>	<b>47,418</b>	<b>2,340</b>	<b>49,758</b>
<b>TOTAL FUNDS AT 31 AUGUST</b>		<u><b>68,136</b></u>	<u><b>180</b></u>	<u><b>68,316</b></u>	<u><b>58,331</b></u>	<u><b>510</b></u>	<u><b>58,841</b></u>



## 4. Balance Sheet

### Havant and Waterlooville Swimming Club

#### Balance Sheet As at 31st August 2023

	Note	31st August 2023		31st August 2022	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	7	1,651	1,651	3,303	3,303
<b>CURRENT ASSETS</b>					
Stock of kit		1,345		1,297	
Sundry Debtors	8	2,242		2,108	
Cash at bank		74,312	77,899	61,688	65,093
<b>CREDITORS: amounts falling due within 12 months</b>					
	9	<u>(11,234)</u>	<u>(11,234)</u>	<u>(9,555)</u>	<u>(9,555)</u>
<b>NET CURRENT ASSETS</b>			<u>66,665</u>		<u>55,538</u>
<b>NET ASSETS</b>			<u><u>68,316</u></u>		<u><u>58,841</u></u>
<b>STATEMENT OF FUNDS</b>					
Restricted funds			180		510
Unrestricted funds			68,136		58,331
<b>TOTAL FUNDS</b>			<u><u>68,316</u></u>		<u><u>58,841</u></u>

#### Approved by the Board of Trustees

Signature

DocuSigned by:  
  
 DABBBEB36F2348B...

Full Name: Julie Parmenter

## **5. Notes to the Financial Statements**

### **Havant & Waterlooville Swimming Club**

### **Notes to Accounts for the year to 31st August 2023**

#### **1. Accounting Policies**

##### **Basis of preparation**

The financial statements have been prepared in accordance with the 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The club meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The charity expects to be able to continue in operation through the foreseeable future. Cash flow forecasts for the next 12 months indicate that income and cash balances carried forward should be sufficient to cover the budgeted costs. Further funds are being raised through fund-raising to help cover anticipated spending needs.

##### **Funds**

General funds represent the funds of the club that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Trust activities. Restricted funds are those donated for specific purposes.

##### **Fixed assets**

Assets costing above £1000 are capitalised in the accounts. Depreciation is accounted for on a straight-line basis of 20% a year for plant & machinery. This includes the timing boards purchased in conjunction with the Horizon pool in 2019/20.

##### **Investments**

The Charity has no investments at 31 August 2023.

##### **Grants**

Revenue grants are credited to the statement of financial activities when received or receivable whichever is earlier, unless they relate to a specific future period, in which case they are deferred.

# Havant and Waterlooville Swimming Club

## Notes to the financial statements For the period ended 31st August 2023

	Unrestricted funds 2022-23 £	Restricted funds 2022-23 £	Total funds 2022-23 £	Unrestricted funds 2021-22 £	Restricted funds 2021-22 £	Total funds 2021-22 £
<b>INCOME FROM:</b>						
<b>2 Voluntary Giving</b>						
Donations	1,589	0	1,589	2,548	731	3,279
	<u>1,589</u>	<u>0</u>	<u>1,589</u>	<u>2,548</u>	<u>731</u>	<u>3,279</u>
<b>3 Subscriptions</b>						
Squad Fees	123,542	0	123,542	120,511	0	120,511
Annual Subscriptions	7,328	0	7,328	7,193	0	7,193
New Members	520	0	520	705	0	705
ASA Upgrade	436	0	436	685	0	685
ASA Annual Fee	6,397	0	6,397	5,929	0	5,929
	<u>138,224</u>	<u>0</u>	<u>138,224</u>	<u>135,023</u>	<u>0</u>	<u>135,023</u>
<b>4 Events income</b>						
Swim out of your skin	14,499	0	14,499	9,831	0	9,831
Peter Bull	14,655	0	14,655	9,939	0	9,939
Club Championships	8,908	0	8,908	4,787	0	4,787
Rother League	569	0	569	667	0	667
Away Meets	7,883	0	7,883	6,089	0	6,089
Counties and Regionals	2,108	0	2,108	1,134	0	1,134
Development Meet	0	0	0	1,420	0	1,420
Social Events & Fun gala	2,398	0	2,398	1,244	0	1,244
PNSC End of Season	3,644	0	3,644	910	0	910
	<u>54,664</u>	<u>0</u>	<u>54,664</u>	<u>36,021</u>	<u>0</u>	<u>36,021</u>
<b>EXPENDITURE:</b>						
<b>5 Events costs</b>						
Swim out of your skin costs	7,533	0	7,533	4,779	0	4,779
Peter Bull Costs	5,835	0	5,835	4,708	0	4,708
Club Championship Costs	5,717	0	5,717	1,301	1,500	2,801
Rother League costs	990	0	990	643	0	643
National Expenses	1,326	0	1,326	243	0	243
Away Meets Costs	8,663	0	8,663	6,778	0	6,778
Counties and Regional Expenses	4,466	0	4,466	2,206	0	2,206
Development Meet costs	0	0	0	592	0	592
Social Event & fun gala costs	1,188	0	1,188	420	0	420
PNSC End of Season costs	3,768	0	3,768	1,054	0	1,054
	<u>39,484</u>	<u>0</u>	<u>39,484</u>	<u>22,722</u>	<u>1,500</u>	<u>24,222</u>
<b>6 Administration costs</b>						
Finance officer costs	3,021	0	3,021	2,180	0	2,180
Independent Examination fees	800	0	800	800	0	800
Bank fees	1,882	0	1,882	1,628	0	1,628
IT software & consumables	2,395	0	2,395	1,543	0	1,543
Other admin costs	397	0	397	595	0	595
	<u>8,495</u>	<u>0</u>	<u>8,495</u>	<u>6,745</u>	<u>0</u>	<u>6,745</u>

### Gifts made

A gift of £327 was made to the Mind charity during the year

**7 TANGIBLE FIXED ASSETS**Timing clocks  
£Assets at cost

Closing balance 31/8/22

8,259

Purchases 22/23

0

Closing balance 31/8/23

8,259

Depreciation

Closing balance on accumulated depreciation 31/8/22

4,956

Charge for period 22/23

1,652

Closing balance on accumulated depreciation 31/8/23

6,608

Closing balance on fixed assets 31/8/22

3,303

Closing balance on fixed assets 31/8/23

1,651

**8 DEBTORS**

31/08/2022

31/08/2022

£

£

Prepayments

1,962

2,045

Accounts receivable

280

63

2,242

2,108

**9 CREDITORS**

31/08/2022

31/08/2022

£

£

**Amounts falling due within one year**

Accounts payable

964

2,135

Accruals and deferred income

10,270

7,420

11,234

9,555

**10 STATEMENT OF FUNDS**

	Opening Balance 31/08/2021 £	Incoming resources 21/22 £	Resources expended 21/22 £	Closing Balance 31/08/2022 £	Incoming resources 22/23 £	Resources expended 22/23 £	Balance 2020 31/08/2023 £
<b>Unrestricted Funds</b>	47,418	177,050	(166,137)	58,331	198,170	(188,365)	68,136
<b>Restricted funds</b>							
Grant for timing boards	840	0	(330)	510	0	(330)	180
Gift to charity (MIND in 22/23)	0	731	(731)	0	327	(327)	0
Grant for club championships (Oct 21)	1,500	0	(1,500)	0	0	0	0
<b>Total restricted funds</b>	2,340	731	(2,561)	510	327	(657)	180
<b>Total Funds</b>	49,758	177,781	(168,698)	58,841	198,497	(189,022)	68,316

**11 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds 22/23 £	Restricted funds 22/23 £	Total funds 22/23 £	Unrestricted funds 21/22 £	Restricted funds 21/22 £	Total funds 21/22 £
Fixed assets	1,471	180	1,651	1,141	510	1,651
Current assets	77,899	0	77,899	65,093	0	65,093
Creditors due within one year	(11,234)	0	(11,234)	(9,555)	0	(9,555)
<b>NET ASSETS</b>	68,136	180	68,316	56,679	510	57,189

**12 RELATED PARTIES**

No parties related to the board of HWSC received any remuneration or benefits in kind in the period reported in these financial statements.

None of the trustees were reimbursed for expenses relating to services provided to the charity as trustees.

**13 INDEPENDENT EXAMINATION**

A fee of £800 was accrued in the period for the independent examination and preparation of the accounts

**14 PAYROLL**

HWSC did not employ any staff on the payroll in 22/23 or in the previous year.