



## **Richmond Bridge Club CIO**

**Registered Charity Number 1175613**

**Trustees' Report  
and  
Financial Statements  
for the year ended 31 March 2022**

**Richmond Bridge Club CIO**  
**Trustees' Report and Financial Statements**  
**for the year ended 31 March 2022**

**Contents**

	Page
Trustees' Report	1 - 5
Independent Examiner's Report	6
Statement of Comprehensive Income and Income Statement	7
Balance Sheet	8
Notes to the Financial Statements	9 - 15

## Richmond Bridge Club CIO Trustees' Report for the year ended 31 March 2022



Richmond Bridge Club CIO  
Registered Charity 1175613  
Cambridge Park, East Twickenham, TW1 2PG

RBC CIO was formed out of its previous entity - a members' club known as "Richmond Bridge Club". The Club's members agreed to a plan to become a charity at a general meeting on 11<sup>th</sup> October 2017. A set of initial trustees prepared the necessary governing documents. The Club operates under a Constitution closely following Charity Commission guidance that lays out the detailed arrangements for running the organisation.

### Trustees

The trustees at the start of this period were:

Pierre Lumsden  
Mike Langley  
Phillip Smitham  
Sally Young  
Nina Ruiz  
Zita Crewe  
Janet Leffler  
Sally Durant  
David Arundel

At the Annual General Meeting on 28<sup>th</sup> July 2021, all trustees resigned their positions, in accordance with the Club's Constitution and all, with the exception of the Chairperson, Pierre Lumsden, stood for re-election and were duly re-elected. Sally Young was duly elected as Chairperson.

On 1<sup>st</sup> January 2022 Nina Ruiz and on 18<sup>th</sup> January 2022 Zita Crewe resigned as trustees. On 7<sup>th</sup> September 2021 Jon Woodhouse was co-opted as a trustee but has subsequently resigned.

Under the requirements of the Constitution, all trustees are required to resign their positions at each annual general meeting and may offer themselves for re-election if proposed and seconded. The governing documents define the ongoing arrangements for trustees to run RBC CIO. Up to ten trustees can be directly elected. Direct elections of trustees are held under the Constitution of the Club.

## **Richmond Bridge Club CIO**

### **Trustees' Report for the year ended 31 March 2022**

The Officers for the period of operation documented here were:

Sally Young (elected 28 <sup>th</sup> July 2021)	Chairperson
Pierre Lumsden (resigned 28 <sup>th</sup> July 2021)	Chairperson
Mike Langley	Secretary
Phillip Smitham	Treasurer

#### **Governance and management**

The governing document is the RBC CIO Constitution adopted on 11<sup>th</sup> October 2017 which became recognised by the Charity Commission when the Charitable Incorporated Organisation (CIO) was registered on 7<sup>th</sup> November 2017. This document was modified on 17<sup>th</sup> August 2020.

The operational activities of RBC CIO started on 7<sup>th</sup> November 2017, when it acquired the undertaking and all the assets and liabilities of Richmond Bridge Club.

In planning the charity's activities, the trustees kept in mind the Charity Commission's guidance on public benefit.

All trustees were briefed on the role of trustees of RBC CIO, given copies of the governing documents of the club and referred to the detail on the Charity Commission website related to becoming a trustee and to the guidance on public benefit.

The trustees of the Club will consist of the Officers of the Club together with up to 7 other members of the Club, who shall be elected at an Annual General Meeting of the Club and shall retire annually at the ensuing Annual General Meeting but may then stand for re-election. Any member may make application for the position of trustee and falls to be voted on at Annual General meeting. If a position for a trustee becomes available during the year, the trustees may appoint a member until the following Annual General Meeting. The Club's Officers and trustees work entirely on a voluntary basis.

Operational details are delegated to the Manager of RBC CIO whose terms of reference are agreed by the trustees. The Manager is an employee of RBC CIO and governed by the terms of an employment contract. The Manager has the authority to employ staff where it is felt necessary to do so and has the authority to run RBC CIO on a day to day basis. The trustees held regular monthly meetings during the period at which the Manager was present. On 13<sup>th</sup> October 2021, the trustees informed members that a new role, Chief Executive, had been added to the Club's managerial organisation and that, after consultation with the Manager, Julia Davies had been appointed to this role.

The Club is affiliated to The English Bridge Union ("EBU") and participates in the Surrey Bridge Association.

## **Richmond Bridge Club CIO**

### **Trustees' Report for the year ended 31 March 2022**

#### **Explanation of the work of RBC CIO**

##### **Objectives**

The Club maintains premises for the purposes of providing bridge playing opportunities for its beneficiaries. Encouragement and facilities are made available to attract all those who want to engage in the game of bridge. Membership is open and visitors are welcome.

The objects of RBC CIO are:

- The advancement of amateur sport by promoting the game of bridge principally but not exclusively for the benefit of the residents of Richmond and Twickenham and the surrounding area
- The provision of facilities for the learning, teaching and playing of bridge principally but not exclusively for the benefit of the residents of Richmond and Twickenham and the surrounding area with the object of improving conditions of life.

##### **Activities**

The main emphasis has been on providing facilities to play bridge at 15 sessions per week. The charity also hosts several teaching sessions each week during term times. Additional competition sessions have been run on a few weekends.

The Club supports the development of junior bridge in the County. Juniors are welcomed at the Club. To ensure that we comply with all procedures, the Club has ensured that we adhere with statutory regulations relating to Child Protection.

##### **Achievements and Performance**

All the bridge sessions that are currently run have space to accommodate additional beneficiaries and membership of the Club is open to all applicants.

The Club jointly runs weekly duplicate sessions for recent learners.

The number of members of the Club at 1<sup>st</sup> June 2022 was 1145 (01.06.2021 - 1214). The turnover of members in recent years has been in the region of 10% per annum.

The Manager of the Club regularly reviews whether provision should be made for additional sessions. Planning is undertaken to encourage additional members, where necessary, to be trained as Directors so that all sessions can be professionally run.

##### **Activities during the Pandemic**

Due to the Covid-19 pandemic, the clubhouse was closed until the re-opening on 19<sup>th</sup> July 2021.

Bridge playing and learning sessions have resumed in the Clubhouse whilst online bridge playing sessions have continued.

During the absence from the Club, the trustees met via electronic communication on a monthly basis.

## **Richmond Bridge Club CIO**

### **Trustees' Report for the year ended 31 March 2022**

#### **Financial Review**

During this period of activity, the charity has funded its bridge operations by raising funds from members' annual subscriptions and playing and learning bridge both in the Clubhouse and online.

Players pay a standard amount (known as "table money") for each session of bridge; £7 if playing in the Clubhouse and £4 (but £2 or £3 for shorter sessions and free for full time students and juniors) for online bridge. Non-members of the charity are asked to pay an additional sum of £3, if playing at the Clubhouse, and £2 for each online session they attend.

It is the Club policy to hold sufficient reserves equal to a minimum of three months of the Club's fixed costs of expenditure. At the financial year end, the Club held Net Current Assets in excess of £11,500 and funds held at banks in excess of £79,000. This is deemed sufficient to maintain the ongoing business of the Club. At the 31<sup>st</sup> March 2022, the Total Funds held by the Club amounted to £126,909 (31.03.2021 - £107,529).

The trustees are aware that there are risks and uncertainties involved with the running of a club for bridge playing. The main uncertainty being the age of many players and the universal diminishing number of bridge players worldwide. To counter the possible drop in numbers, prior to the pandemic, the Club commenced teaching of bridge in schools and Junior bridge sessions at the Club; hoping that such will encourage bridge playing in younger generations. The pandemic has curtailed such activities at the current time. The Club also has extensive teaching programmes for new and intermediate players.

The trustees hold regular monthly meetings, having reports of administration and financial progress to ascertain the progress.

The only fund that the club maintains is the General Fund which is unrestricted.

#### **Provisions**

The trustees have decided the charity should carry a provision for the end of lease repairs and renewals necessary under the obligations set out in the lease with our Landlord, Cambridge Park Bowling and Sports Club Ltd. As the age of the building increases, we consider that further funds may be necessary to maintain the standard required. In addition, at 31.03.2022, the Trustees have undertaken to build a memorial garden in recognition of Marietta Andree who was the manager for many years. A provision of £1,000 has been put aside.

#### **Independent Examiner**

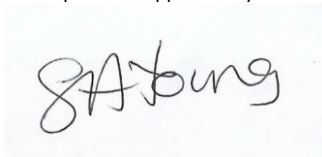
The trustees consider that an audit is not required for this period and that an Independent Examination is needed. The Independent Examiner services have been contracted to a qualified body.

## **Richmond Bridge Club CIO Trustees' Report for the year ended 31 March 2022**

### **Plans for future years**

While the clubhouse was closed, the Club took the opportunity to renovate the Club's toilet facilities and the Office and Lounge in the clubhouse. The trustees deemed this work to be necessary in the short to medium term and seized the opportunity of carrying out the work while the clubhouse was closed, thereby avoiding the disruption that would necessarily be caused if such work had had to be carried out during normal clubhouse operations.

This report was approved by the trustees on 4<sup>th</sup> July 2022 and signed on their behalf.

A handwritten signature in black ink, appearing to read 'Sally Young', is written on a light blue rectangular background.

**Sally Young**  
Chairperson

**Richmond Bridge Club CIO**  
**Financial Statements for the year ended 31 March 2022**  
**Independent Examiner's Report to the Trustees**

**Independent Examiner's Report to the Trustees of Richmond Bridge Club CIO**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31<sup>st</sup> March 2022 which comprise the Statement of Comprehensive Income and income statement, the Balance Sheet and the related notes.

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

*Accountancy Management Services Limited*

Paul Alexander BFP, FCA  
For and on behalf of:  
Accountancy Management Services Limited  
Chartered Accountants  
South Street House  
51 South Street  
Isleworth  
Middlesex TW7 7AA

Date: 4<sup>th</sup> July 2022



**Richmond Bridge Club CIO CIO**  
**Financial Statements for the year ended 31 March 2022**  
**Statement of Comprehensive Income**  
**And Income Statement**

	Note	Year to 31.03.2022 All unrestricted £	Year to 31.03.2021 All unrestricted £
<b>Income</b>			
Donations, legacies and grants	6	22,088	35,228
Charitable activities	7	172,738	205,077
Other trading activities	8	26,441	-
Investment income		144	310
Other	9	31,496	33,558
<b>Total Income</b>		<b>252,907</b>	<b>274,173</b>
<b>Expenditure</b>			
Costs of raising funds	10	35,174	9,854
Expenditure on charitable activities	11	68,763	90,751
Other	12	129,590	208,394
<b>Total expenditure</b>		<b>233,527</b>	<b>308,999</b>
<b>Net income/(deficit) and movement in funds</b>		<b>19,380</b>	<b>(34,826)</b>
<b>Total funds brought forward</b>		<b>107,529</b>	<b>142,355</b>
<b>Total funds carried forward</b>		<b>126,909</b>	<b>107,529</b>

Commented [PS1]:

**Richmond Bridge Club CIO**  
**Financial Statements for the year ended 31 March 2022**  
**Balance Sheet as at 31 March 2022**

	Note	As at 31.03.2022 All unrestricted £	As at 31.03.2021 All Unrestricted £
<b>Fixed Assets</b>			
Tangible fixed assets	14	115,387	104,127
<b>Total fixed assets</b>		<b>115,387</b>	<b>104,127</b>
<b>Current assets</b>			
Stock	15	14,031	12,688
Debtors	16	4,972	3,768
Cash at bank and in hand		79,764	100,033
<b>Total current assets</b>		<b>98,767</b>	<b>116,489</b>
<b>Current Liabilities</b>			
Creditors falling due within one year	17	66,245	99,087
<b>Net current assets</b>		<b>32,522</b>	<b>17,402</b>
Provision for liabilities	18	21,000	14,000
<b>Net assets</b>		<b>126,909</b>	<b>107,529</b>
<b>The funds of the charity:</b>			
<b>Unrestricted funds</b>	19	<b>126,909</b>	<b>107,529</b>

Approved by the Trustees and signed on their behalf on 4<sup>h</sup> July 2022



**Phillip Smitham**  
Treasurer

**Richmond Bridge Club CIO**  
**Financial Statements for the year ended 31 March 2022**  
**Notes to the Financial Statements**

**1. Accounting policies**

**a) Basis of preparation**

The financial statements have been prepared under the historical cost convention on an accruals basis and in compliance with the Statement of Recommended Practice 2019, Accounting and Reporting by Charities applicable in the United Kingdom and the Republic of Ireland (FRS102) issued on 16 July 2014. They are prepared in pounds sterling and are rounded to the nearest pound.

**b) Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimates and assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimate is revised where the revision affects only that period or in the period of the revision and future periods where the revision affects both current and future periods.

**c) Income**

Income is recognised when there is entitlement, certainty of receipt and the amount can be recognised with sufficient reliability.

**d) Grant income**

Following the Covid-19 pandemic, local government introduced grants for local businesses to assist in starting up after the pandemic. Grants are recognised in the period to which the underlying grants were received.

**e) Creditors and provisions for liabilities and charges**

A liability is recognized for the amount that the charity anticipates it will pay to settle a debt or the amount it has received as an advance payment for goods or services it must provide. A provision is recognized when:

- There is a present obligation at the reporting date as a result of a past event,
- it is probable that a transfer of economic benefit, usually in the form of cash, will be required in settlement, and
- the amount of the settlement can be estimated reliably.

**f) Allocation of support costs**

Support costs are allocated to individual activities where they are directly related to that activity. Where the support cost is not directly related to an individual activity, it is allocated to activities on the basis of the proportion of total resources expended for each activity.

**Richmond Bridge Club CIO**  
**Financial Statements for the year ended 31 March 2022**  
**Notes to the Financial Statements**

**g) Tangible fixed assets and depreciation**

The leasehold property is amortised on a straight-line basis over the duration of the lease. Other tangible fixed assets, comprising office, catering and bridge furniture and playing equipment, are stated at cost and depreciated over their estimated useful lives of between 5 and 10 years on a straight-line basis.

**h) Stock**

Stock is valued at the lower of cost and net realisable value.

**i) Provisions**

Provision is being built up for the estimated cost of repairs and renewals necessary under the terms of the property lease, based on the Trustees' estimates of such costs. The obligations are contained in the lease with the club's Landlord, Cambridge Park Bowling and Sports Club Ltd. A further provision has been made for the creation of a Memorial Garden.

**2. Accounting Period and Comparative figures**

These financial statements are for the year ended 31<sup>st</sup> March 2022. The comparative figures are for the year ended 31 March 2021.

**3. The Charity**

RBC CIO was registered as a charity with the Charity Commission on 7<sup>th</sup> November 2017, charity number 1175613. The club is based at Cambridge Park, Twickenham, TW1 2PG. The charity is a public benefit entity.

**4. Leasehold property**

The charity holds a lease of the property at Cambridge Park, East Twickenham, Middlesex TW1 2PG. On 16 April 2019, the landlord, Cambridge Park Bowling and Sports Club Ltd, agreed to an extension of the lease for a further seven years and four months until 3 August 2034.

**5. Commitments**

The Trustees have agreed to the creation of a Memorial Garden in recognition of Marietta Andree, the Club's manager for many years.

**Richmond Bridge Club CIO**  
**Financial Statements for the year ended 31 March 2022**  
**Notes to the Financial Statements**

	Year to 31.03.2022 £	Year to 31.03.2021 £
<b>6. Donations, legacies and grants</b>		
Donations	1,526	3,439
Gift Aid	7,495	7,550
Job Retention Scheme grant	-	24,239
Local government grants	13,067	-
	<u>22,088</u>	<u>35,228</u>
<b>7. Charitable activities</b>		
This year the income arises from the charity's own bridge playing sessions both in the Clubhouse and online, letting out of club house space when there was a window of opportunity between pandemic lockdowns and for reduced teaching sessions run by RBC CIO, as follows:		
Table money	49,711	-
Online Income	107,141	191,494
Teaching income	14,886	13,391
Room hire and bridge events	1,000	192
	<u>172,738</u>	<u>205,077</u>
<b>8. Other trading activities</b>	£	£
Club bar and catering sales	19,458	-
Proceeds from social events	3,860	-
Car parking sales	2,585	-
Diary and card sales	5	-
Dealing service sales	533	-
	<u>26,441</u>	<u>-</u>
<b>9. Other</b>	£	£
Member subscriptions	31,496	33,558
Surplus from Café Bridge	-	-
	<u>31,496</u>	<u>33,558</u>
<b>10. Cost of raising funds</b>	£	£
Club bar and catering	25,694	9,854
Social events	2,863	-
Car parking	6,617	-
	<u>35,174</u>	<u>9,854</u>

**Richmond Bridge Club CIO**  
**Financial Statements for the year ended 31 March 2022**  
**Notes to the Financial Statements**

<b>11. Expenditure on charitable activities</b>	<b>£</b>	<b>£</b>
Bridge directors' fees	15,372	-
Online costs	44,628	69,712
Teaching costs	4,039	2,805
EBU pay to play	2,645	15,534
Dealing costs	2,221	1,560
Prizes and honour boards	-	(900)
Bridge stationery and supplies	(249)	1,820
Competition entry costs	107	40
Charitable giving	-	180
	<b>68,763</b>	<b>90,751</b>
<b>12. Other</b>	<b>£</b>	<b>£</b>
Administration salaries and self-employed costs	64,669	154,420
Property and equipment repairs	14,733	6,291
Equipment rental and service charge	1,018	854
Rent and rates	15,862	11,858
Insurance	2,863	2,725
Advertising and promotion	415	76
Printing and stationery	556	925
Cleaning	7,240	9,278
Utilities	5,108	4,951
Subscriptions	1,521	1,012
Credit card finance charges	686	742
Professional fees	930	850
Software costs	549	2,154
Miscellaneous	284	486
Amortisation and depreciation	13,156	11,772
	<b>129,590</b>	<b>208,394</b>
<b>13. Employees</b>	<b>£</b>	<b>£</b>
<b>Employment costs</b>		
Wages and salaries	58,278	108,691
Settlement agreement	-	30,000
Redundancy	-	2,742
Social security	1,324	6,686
Employers contributions to defined contribution pension scheme	774	377
	<b>60,376</b>	<b>148,496</b>

**Richmond Bridge Club CIO**  
**Financial Statements for the year ended 31 March 2022**  
**Notes to the Financial Statements**

**Employees (Continued)**

The above employments costs are included in Administration salaries and self-employed costs of £64,669 in note 12 and Club bar and catering of £25,694 in Note 10.

Remuneration for key members of staff amounted to £36,364 (Year to 31.03.2021: £100,034). The remuneration of one member of staff (excluding employer pension costs) is in the range of £30,000 to £39,999 (2021: £70,000 to 79,999).

The average monthly number of full-time equivalent employees during the period was 2 of which 1 was administration staff and 1 was bar staff (2021: 2 and 3 respectively).

**14. Tangible fixed assets**

	Leasehold Property £	Fixtures & Fittings £	Total £
<b>Cost</b>			
At 01.04.2021	189,971	103,143	293,114
Additions in period	24,416	-	24,416
Disposals	-	-	-
At 31.03.2022	<u>214,387</u>	<u>103,143</u>	<u>317,530</u>
<b>Amortisation and depreciation</b>			
At 01.04.2021	98,384	90,603	188,987
Charge for the year	8,450	4,706	13,156
On disposals	-	-	-
At 31.03.2022	<u>106,834</u>	<u>95,309</u>	<u>202,143</u>
<b>Net book value carried forward</b>	<u>107,553</u>	<u>7,834</u>	<u>115,387</u>
Net book value brought forward	<u>91,587</u>	<u>12,540</u>	<u>104,127</u>

**15. Stock**

	£	£
Bar and catering	1,728	1,223
Car parking vouchers	3,216	3,758
Bridge stationery and supplies	8,647	7,311
Teaching aids	440	396
	<u>14,031</u>	<u>12,688</u>

**Richmond Bridge Club CIO**  
**Financial Statements for the year ended 31 March 2022**  
**Notes to the Financial Statements**

<b>16. Debtors</b>	<b>£</b>	<b>£</b>
Accrued income	865	1,136
Prepayments	4,107	2,632
	<b>4,972</b>	<b>3,768</b>
<b>17. Creditors falling due within one year</b>	<b>£</b>	<b>£</b>
Members subscriptions in advance	2,018	861
Members accounts	40,130	41,124
Trade creditors	6,506	1,008
Accrued expenses	6,603	36,036
Taxation and Social Security	10,988	20,058
	<b>66,245</b>	<b>99,087</b>
<b>18. Provision for liabilities</b>	<b>£</b>	<b>£</b>
Provision at end of previous period	14,000	14,000
Charged in period	7,000	-
Provision at end of period	<b>21,000</b>	<b>14,000</b>
<b>19. Total Funds</b>	<b>£</b> All Unrestricted	<b>£</b> All Unrestricted
Total funds brought forward	107,529	142,355
Movement in funds	19,380	(34,826)
Total funds carried forward	<b>126,909</b>	<b>107,529</b>

**20. Leasehold Property**

Up until the rental break clause of the lease on 4<sup>th</sup> April 2022, the charity will be required to pay £15,810. The rental, until the following break clause on 4<sup>th</sup> April 2027, is under discussion.

**21. Related party transactions**

Members of the trustee board are occasionally called upon to act as session directors and teachers. When they are remunerated, they are remunerated on the same basis as other session directors and teachers with similar qualifications. The total paid to trustees and related parties for such services in the year was below £500 (31.03.2021: £Nil).



**Richmond Bridge Club CIO**  
**Financial Statements for the year ended 31 March 2022**  
**Notes to the Financial Statements**

**22. Trustees remuneration**

Other than disclosed in the Related party transactions (Note 21), none of the trustees have been paid any remuneration or received any other benefits from an employment with the charity.

No trustee expenses have been incurred.

**23. Independent Examiner's remuneration**

The remuneration for the Independent Examiner for the year is £930 (2021: £850).

**24. Going concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Based on this, the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**25. Contingent liability**

The Club is currently in discussion with the English Bridge Union ("EBU") pertaining to fees for 'Online' bridge playing. The Club has always strenuously disagreed that such fees were payable until the trustees agreed to assist the EBU with such payments from 1<sup>st</sup> May 2022. If, in the event that the EBU's position was deemed correct, the Club would be liable for fees amounting to approximately £4,600 for the year to 31<sup>st</sup> March 2022.