



## **Out to Swim**

### **Annual Report and Accounts**

31 December 2020

Charity Registration Number  
1181454

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## Legal and administrative information

<b>Trustees</b>	Richard Walton Lucille Thirlby Joe Palmer Stephen Lue	Chair (resigned 20 March 2021) (appointed 20 March 2021)
<b>Club Committee</b>	Stephen Clark  Mark Nash Neal Thomson Nick Grant  Zuzana Manhartova Michelle Weltman <i>Plus the Chair of each Sub-committee</i>	Chair of the Club Committee Club Secretary Club Treasurer Equality, Diversity and Inclusivity Officer Communications Officer Head Coach
<b>South Sub-Committee</b>	Martin Wheeler  Alex Davis Robert Nemet Matthew Ives Iain Gowers Kirstin Eibi Matthew Ives	Chair of the South Sub- committee Membership Secretary Sub-committee Treasurer Sub-committee Treasurer Communications Officer Social Secretary Social Secretary
<b>West Sub-Committee</b>	Matthew Bazeley-Bell Alastair Bazeley-Bell Rob Eveleigh	Co-chairs of the West Sub-Committee
<b>Water Polo Sub-Committee</b>	Luke Millican  Luke Grundy Joanna Redshaw Kelvin Hall Georgina Toft Madelaine Sweeney-Nash James Fesemeyer Michael Curran Daniel Morgan Walid Hazem	Chair of the Water Polo Sub-committee Sub-committee Treasurer Women's Secretary Men's Secretary Women's Co-captain Women's Co-captain Men's A Captain Men's B Captain Development Rep Referee Rep

## Legal and administrative information

<b>Artistic Swimming Sub-Committee</b>	Stephanie Ramsay	Chair of the Artistic Swimming Sub-committee
	Mark Hollis	Membership Secretary
	John Amberton	Communications Officer
	Miles Coote	Competition Secretary
	Sai Li	Social Secretary
<b>Swimming Sub- Committee</b>	Titta Laattala (until Oct 20)	Chair of the Swimming Sub-committee
	Dermot Flynn (from Nov 20)	Chair of the Swimming Sub-committee
	Debbie McLauchlan	Sub-committee Treasurer
	Ella Hattey	Sub-committee Secretary
	Keith Millar	New Swimmers Rep
	Jaime Irurzun	Attendance Rep
	Anthony Chamberlain	Lanes 5-10 Rep
	Steph Ramsay	Women's Competition Rep
	Paul Gray	Men's Competition Rep
	Rowan Longhurst and Hunter Charlton	Open Water Representatives
<b>Registered address</b>	73 Cornhill London EC3V 3QQ	
<b>Charity registration number</b>	1181454	
<b>Independent Examiners</b>	Buzzacott LLP 130 Wood Street London EC2V 6DL	
<b>Bankers</b>	Lloyds Bank Plc 25 Gresham Street London EC2V 7HN	

The trustees present their report and financial statements for the year ended 31 December 2020.

Reference and administrative information set out on pages 1 and 2 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association, the Charities Act 2011, and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

## **Objectives and activities**

### ***Purposes and aims***

Out to Swim (OTS) has two Charitable Objects:

- (1) The promotion, for the public benefit, of equality and diversity in swimming and other aquatic sports by:
  - a. working towards the elimination of discrimination in respect of LGBTQ+ participation;
  - b. advancing education and raising awareness in equality and diversity;
  - c. promoting activities to foster understanding between people from diverse backgrounds; and,
  - d. cultivating a sentiment in favour of equality and diversity.
- (2) The promotion of community participation in healthy recreation for the public benefit by the provision of facilities for swimming and other aquatic sports including training and coaching and by providing opportunities to compete in amateur competitions.

The charity's first purpose is therefore to promote equality of access to, and diversity in, aquatic sport. The charity has a particular focus on LGBTQ+ communities and seeks to educate and broaden awareness of the need for, and benefits of, equality and diversity in aquatic sport. The charity looks to reach out into areas under-represented in aquatic sport in order to make people of under-represented backgrounds feel welcome in a number of aquatic sport disciplines. OTS participates in programmes such as providing swimming teaching and coaching support to both TAGS, a community swimming group for transgender and non-binary people, and Positive Strokes, a community swimming group for people living with HIV. Women are underrepresented within swimming and water polo so the club runs weekly women only swimming sessions to create an environment where women who feel safer with other women can engage with the club, swim together and improve their health. People from Black and other minority ethnic backgrounds are underrepresented within aquatic sport and Out to Swim has been working on promoting the club within black and minority ethnic (BAME) LGBTQ+ spaces and undertaking other projects such as improving our representation in our online media to encourage participation from the BAME LGBTQ+ community.

## **Objectives and activities** (continued)

### ***Purposes and aims*** (continued)

In support of the charity's second object OTS runs a comprehensive programme of swimming lessons and coached sessions on every day of the week. To ensure full community participation is possible the charity runs two grant programmes: The Graham Perlman Fund, which seeks to support people with HIV to access aquatic sport for recreation and to access amateur competitions. The OTS Scholarship Fund seeks to ensure that those members of the community with limited financial means can access the healthy recreation opportunities provided by all of our aquatic disciplines. It also provides support to attend a limited number of amateur competitions. This is important because different members of the community have different motivators to stay healthy.

For those best motivated by friendly competition the ability to access a couple of competitions with other members of OTS can be a key factor in encouraging them to exercise regularly.

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remain focused on its stated purposes.

The charity's objects are pursued through three strategic priorities: diversity; development and community bearing in mind the charity's values of friendship, respect and inclusivity. The enduring priority for the trustees is to ensure that the activities of all the aquatic disciplines are available to as many people as possible. This means a focus on some key areas:

- ◆ A full programme of aquatic sport
- ◆ A grants programme that makes membership and aquatic competition accessible to all
- ◆ A range of activities aimed at encouraging the widest possible range of people to participate, to make friends and to get and remain fit. This physical activity is enhanced by a range of formal and informal social activities which are available to members of the club and go a long way to supporting the positive mental health of all members.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

### ***Achievements and performance***

The charity's main activities and who it tries to help are described below. All its charitable activities focus on aquatic sport and are undertaken to further Out to Swim's charitable purposes for the public benefit.

## **Objectives and activities** (continued)

### ***Achievements and performance*** (continued)

The lockdown in March 2020 was a devastating loss of aquatic sport provision and social engagement of all of our members. Out to Swim responded in a number of ways including developing a programme of online fitness sessions and social sessions. The fitness, stretching and yoga sessions proved to be very popular and the social activities were many and varied. London Orca, our water polo team, ran life drawing classes, improv sessions, and, once restrictions eased, informal swims and picnics.

As the year progressed, our branch in Brighton took advantage of the return to open water swimming with some coached sea swims while across all three branches members were able to return to the pool towards the end of 2020.

There were many disappointments this year, particularly for our team sports (water polo and artistic swimming). Competitions were a write off and even the ability to exercise safely and regularly was extremely difficult. We stayed in close contact with pool operators and Swim England London, although this was made difficult by the furlough and reorganisations in these bodies. Early on we took the decision to offer all members a refund of fees; recognising that financial hardship would come to many, and also took the decision to offer continued remuneration to our coaches who are the lifeblood of our aquatics sessions. We were extremely touched by the generosity of members who chose to donate some or all of their refunded fees to the club. While much of this was unrestricted some members chose to ask us to spend the money on specific activities close to their hearts including supporting black swimmers to access aquatic sport and supporting social engagement and cohesion across isolated members of the club.

While many of our access to sport activities were curtailed by the restrictions we were delighted that the first new members we welcomed in 2020 were into our London adult swimming lessons.

Finally, to ensure continued access to all, the trustees continue making grants to enable access to aquatic sports through OTS.

### **Financial review**

The statement of financial activities for the year is set out on page 13 of the financial statements. A summary of the financial results and the work by the Association is set out below.

Income for the year included donations and legacies of £15,665 (2019: £3,134), income from charitable activities of £65,352 (2019: £204,849) and investment income and interest of £650 (2019: £110). Total income amounted to £81,904 (2019: £292,283).

Expenditure for the year comprised costs of activities and totalled £87,608 (2019: £210,547).

In order to support the charity's income and to efficiently manage cash flow, the trustees have directed that funds identified as surplus to the budget are to be held in cash deposit accounts of no more than 24 months in duration. At present the funds held on deposit are £20,000 (2019: £80,000).

## **Financial review** (continued)

### ***Reserves policy and going concern***

The purpose of the Reserves Policy for the charity is to ensure its ongoing operations are protected in the event of a sudden decline in financial health. The reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The reserve may also be used for one-time, non-recurring expenses that will build long-term capacity, such as staff development or investment in infrastructure.

Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap; in situations like this the trustees would use reserves to restructure the charity in order to ensure its future financial viability.

The reserve is defined as unrestricted funding, held in cash or near-cash, that has not been designated for a specific purpose (e.g. for generating income or to support a grants programme). The reserve will be reviewed and adjusted in response to internal and external changes.

The target minimum reserve fund is equal to three months of normal operating costs, which are to be monitored through a cash flow forecast. The calculation of average monthly operating costs includes all recurring, predictable expenses such as contractor invoices, central costs, expenses, marketing, insurance and charity projects including bursaries and grants.

Depreciation, in-kind, and other non-cash expenses are not included in the calculation. The calculation of average monthly expenses also excludes one-time or unusual, capital purchases.

The amount of the reserve fund target minimum will be calculated each year after approval of the annual budget, reported to the trustees and included in the regular financial reports to the club committee.

From time to time the trustees might choose to designate funds for long term investment in order to realise an income that can be used to further the charity's objects. These funds will not be counted as part of the charity's free reserves. Reserves will be held in cash or near cash (accessible in no longer than three calendar months).

The reserve fund will be funded with surplus unrestricted funds. The trustees may from time to time direct that a specific source of revenue be set aside for reserves. Examples may include one-time gifts or bequests, special grants, or special appeals.

Use of the reserves requires the following steps:



**Financial review** (continued)

***Reserves policy and going concern*** (continued)

- ◆ Identification of appropriate use of reserve funds. The Club Treasurer will identify the need for access to reserve funds and confirm that the use is consistent with the objects of the charity. This requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required for and how the reserve will be replenished. As a final option reserves could be used to effect the winding up of the charity and an assessment of the cost of winding up the charity is considered when setting the minimum reserves level.
- ◆ Authority to use operating reserves. The Club Treasurer will submit a request to use reserves to the Club Committee. The request will include the analysis and determination of the use of funds and plans for replenishment. The charity's goal is to replenish the funds used within twelve months to restore the reserve fund to the target minimum amount. The trustees will approve or modify the request and authorise transfer from the fund.

If the use of reserves will take longer than 12 months to replenish, the request will be scrutinised more carefully. The Club Committee must receive prior approval from the trustees if the reserves will take longer than 12 months to replenish.

In either case the use of reserves will be reported to the trustees at their next scheduled meeting, accompanied by a description of the analysis and determination of the use of funds and plans for replenishment to restore the reserve fund to the target minimum amount.

The target minimum level of reserves in 2019 was £48,586. Because 2020 was such an unusual year, with expenditure significantly depressed, this figure has been again used as the minimum level of reserves. Actual free reserves at 31 December 2020 were £51,400 (2019: £68,638). This means that free reserves are approximately £2,814 (2019: £20,052) in excess of the reserves policy. Given that the members chose to designate £10,000 to the Scholarship Fund during the year the trustees are content with the level of reserves.

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. The trustees have made this assessment in respect of a period of one year from the date of approval of these accounts.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

## **Financial review** (continued)

### ***Impact of UK Coronavirus Restrictions on Out to Swim***

Prior to UK lockdown in March 2020 Out to Swim realised that the spread of the Coronavirus to the UK would impact on its operations and the trustees started to meet daily with the committee to make decisions about how and when to stop offering coached aquatics sessions and swimming lessons. Recognising that the strong financial position of the charity could be threatened by falling income the treasurer produced financial models, including a worst-case scenario of full annual expenditure and the loss of all annual income. In order to ensure the charity remained liquid the decision was taken to bring back some cash from our deposit account to our current account. This financial modelling carried on throughout 2020 and led to a process of fee setting for pay as you go sessions, after the first lockdown. While attendance was variable these fees did provide some income for the charity during the year.

Recognising the potential financial and health impact on our members, the trustees took the decision to suspend membership fees and to instigate a programme of online fitness and flexibility sessions for members. Liaising with Swim England and our insurers to ensure the charity was properly protected we delivered a daily fitness session and our members also arranged a variety of social activities.

The trustees also approved the recommendation of the committee that we continue to pay our coaches during lockdown, many of whom continued to provide excellent online sessions. This was made possible both by the charity's reserves position and the fair and reasonable approach of the swimming pools who did not charge us for unused pool space while they were closed.

As lockdown continued, we realised that London Pride would not be going ahead and took the opportunity to raise awareness of our own members of gay and trans history through a range of activities including films, quizzes and panel discussions.

As lockdown started to ease, we set up a "COVID-19 Working Group" to manage the return to aquatic activity. Initially we offered a limited programme of open-water swimming, aided by the good weather and the excellent open water experience of some of our members. Recognising early on that we would be unable to return to our full programme of aquatic sport quickly the COVID-19 Working Group came up with a staged approach to allow us to fairly distribute available pool space across members of all abilities and aquatic disciplines. We have managed to replace some lost pool capacity and are working closely with other providers as they re-open.

Out to Swim has taken a considered approach to the impact of COVID-19. We continue to balance the financial health of the charity against the needs of our members whilst also considering novel ways to further our charitable objectives. In only our second year since converting to a CIO model charity we have also taken advantage of the pause in aquatic activity to modernise some of our governance approaches. The measures we have taken to mitigate the risks faced so far lead us to expect our strong financial health will be maintained and our ability to deliver against our charitable objects will have been strengthened by the end of 2020.

## **Financial review** (continued)

### ***Fundraising***

The charity is not a member of the Fundraising Regulator because it does not engage in the kind of fundraising activity that would make this a requirement. The charity's approach to fundraising activity is to seek grants from organisations in order to achieve a particular aim, for example to support coaching of a particular aquatic sport. Where an individual or group with an interest in the charity's activities would like to make a donation to the charity we consider the reputational implications of the donation. We do not use a professional fundraiser or a commercial participator.

We offer the facility for individuals to make one off or repeat donations online and offer membership of the charity to individuals. We have received no complaints about fundraising.

This year we contacted our members to ask if they wanted a refund of any fees paid or if they wished to make a donation. We regularly contacted members who had paid annual fees up front to make sure they had every opportunity to receive a refund if that was their wish. We do not normally contact our members or supporters to solicit donations, although this is something we might consider doing should we have a specific fundraising objective in the future.

### **Structure, governance and management**

Out to Swim is a registered Charitable Incorporated Organisation (CIO). The entity was incorporated and registered as a charity with the Charity Commission for England and Wales on 7 January 2019. It is governed by its memorandum and articles of association which were adopted on 2 January 2019. This arrangement replaced an earlier construct of Out to Swim which was constituted by an association model constitution in 1996. The assets of this earlier version of Out to Swim were transferred to the new construct which was duly registered with the Charity Commission under charity number 1181454.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 7 to the accounts.

The day-to-day management of the charity is delegated to an elected voluntary committee of charity members and is governed by a set of bye laws voted on by the membership and ratified by the trustees. The Chair of the Club Committee is Stephen Clark who acts as the senior leader of the charity supported by Neal Thomson as Club Treasurer. They are supported by a volunteer Club Committee identified in the reference details on page 1.

The annual budget, including the setting of fees, is approved by the membership in accordance with the bye laws. The finances and day to day running of the club are reviewed at a monthly meeting of the Club Committee and reported to the trustees quarterly. Approved minutes of the Club Committee are circulated to all members by the Club Secretary.

There are a number of sub-committees that carry out much of the day to day running of the charity's activities including booking of pool space, purchase and maintenance of equipment, membership applications, and the recruiting and scheduling of coaches and teachers.

**Structure, governance and management** (continued)

The trustees meet at least quarterly and often attend Club Committee meetings. As well as considering policy, risk and strategy the trustees personally assess all grant applications. Once grants have been awarded the Club Secretary notifies successful applicants and the Club Treasurer makes payments and fee adjustments to awardees.

***Appointment of trustees***

The club constitution specifies that there must be three trustees. Trustees are appointed for a period of three years and may stand for a maximum of two consecutive terms. After a trustee's second term there is a constitutionally imposed period of one year during which that individual may not stand again for trusteeship. Trustees must be members of Out to Swim.

The process for identifying trustees is to ask the membership for expressions of interest. All members interested in becoming a trustee are given the opportunity to speak with at least one of the existing trustees and may then put their name forward. A poll of members is then conducted at the AGM in accordance with the voting provisions laid down in the constitution.

Should a trustee vacancy occur for any reason other than at an AGM the constitution charges the remaining trustees to co-opt replacement trustees. Co-opted trustees must then stand down at the next election. New trustees are then elected in the manner described above.

***Related parties and relationships with other organisations***

Out to Swim has relationships with a number of community sports organisations. In particular OTS is a member club of the London Region of Swim England and is affiliated with TAGS, Out for Sport, European Gay and Lesbian Swimming Federation (EGLSF), Federation of Gay Games (FOGG) and International Gay and Lesbian Aquatics (IGLA).

***Statement of responsibilities of the trustees***

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable incorporated organisation and of the incoming resources and application of resources, including the income and expenditure, of the charitable incorporated organisation for that period. In preparing these financial statements, the trustees are required to:

- ◆ Select suitable accounting policies and then apply them consistently;
- ◆ Observe the methods and principles in the Charities SORP;
- ◆ Make judgements and estimates that are reasonable and prudent;
- ◆ State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

**Structure, governance and management** (continued)

***Statement of responsibilities of the trustees*** (continued)

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable incorporated organisation. They are also responsible for safeguarding the assets of the charitable incorporated organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable incorporated organisation's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

***Independent Examiner***

Buzzacott LLP was appointed as the charitable incorporated organisation's independent examiner during the year and has expressed its willingness to act in that capacity.

The trustees' annual report has been approved by the trustees on 16 October 2021 and signed on their behalf by

Richard Walton

Richard Walton  
Chair

### **Independent Examiner's Report to the Trustees of Out to Swim**

I report to the charity trustees on my examination of the financial statements of the charitable incorporated organisation for the year ended 31 December 2020.

### **Responsibilities and basis of report**

As the charity trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

Having satisfied myself that the accounts of the Charity are not required to be audited and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with my examination giving me cause to believe in any material respect:

- ◆ accounting records were not kept in respect of the charity as required by section 386 of the Charities Act 2011; or
- ◆ the financial statements do not accord with those records; or
- ◆ the financial statements do not comply with the accounting requirements of section 396 of the Charities Act 2011 other than any requirement that the financial statements give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- ◆ the financial statements have not been prepared in accordance with the methods and principles of "Accounting and Reporting by Charities: the 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)"

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.

Buzzacott      18 October 2021

Edward Finch  
Buzzacott LLP  
Chartered Accountants  
130 Wood Street  
London  
EC2V 6DL

**Statement of financial activities** Year to 31 December 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
<b>Income from:</b>					
Donations and legacies	1	13,325	2,340	<b>15,665</b>	3,134
Charitable activities					
. Aquatic Sport income	2	65,352	—	<b>65,352</b>	179,698
. Event income	2	—	—	—	23,437
. Grant income	2	—	—	—	1,714
Interest income	3	650	—	<b>650</b>	110
Other		237	—	<b>237</b>	85
Net assets donated from Out to Swim 'club'		—	—	—	84,105
<b>Total income</b>		<b>79,564</b>	<b>2,340</b>	<b>81,904</b>	<b>292,283</b>
<b>Expenditure on:</b>					
Charitable activities					
. Aquatic Sport expenditure	4	82,838	—	<b>82,838</b>	167,988
. Event expenditure	4	1,231	—	<b>1,231</b>	27,506
. Grant expenditure	4	2,939	600	<b>3,539</b>	15,053
<b>Total expenditure</b>		<b>87,008</b>	<b>600</b>	<b>87,608</b>	<b>210,547</b>
<b>Net (expenditure) income for the year</b>	6	<b>(7,444)</b>	<b>1,740</b>	<b>(5,704)</b>	<b>81,736</b>
<b>Net movement in funds</b>		<b>(7,444)</b>	<b>1,740</b>	<b>(5,704)</b>	<b>81,736</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		73,775	7,961	<b>81,736</b>	—
Total funds carried forward		<b>66,331</b>	<b>9,701</b>	<b>76,032</b>	<b>81,736</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 12 to the financial statements.

**Statement of financial activities** Year to 31 December 2020

	Notes	Unrestricted funds £	Restricted funds £	2019 Total £
<i>Income from:</i>				
<i>Donations and legacies</i>	1	2,490	644	3,134
<i>Charitable activities</i>				
. Aquatic Sport income	2	179,698	—	179,698
. Event income	2	23,437	—	23,437
. Grant income	2	—	1,714	1,714
<i>Interest income</i>	3	110	—	110
<i>Other</i>		85	—	85
<i>Net assets donated from Out to Swim 'club'</i>		76,794	7,311	84,105
<i>Total income</i>		<u>282,614</u>	<u>9,669</u>	<u>292,283</u>
<i>Expenditure on:</i>				
<i>Charitable activities</i>				
. Aquatic Sport expenditure	4	167,988	—	167,988
. Event expenditure	4	27,506	—	27,506
. Grant expenditure	4	13,346	1,708	15,053
<i>Total expenditure</i>		<u>208,839</u>	<u>1,708</u>	<u>210,547</u>
<i>Net income for the year</i>	6	<u>73,775</u>	<u>7,961</u>	<u>81,736</u>
<i>Net movement in funds</i>		73,775	7,961	81,736
<i>Reconciliation of funds:</i>				
<i>Total funds brought forward</i>		<u>—</u>	<u>—</u>	<u>—</u>
<i>Total funds carried forward</i>		<u>73,775</u>	<u>7,961</u>	<u>81,736</u>



**Balance sheet** 31 December 2020

	Notes	£	Total 2020 £	£	Total 2019 £
<b>Current assets</b>					
Debtors	9	2,926		8,753	
Short-term deposits		20,000		80,000	
Cash at bank and in hand		72,676		22,956	
		<u>95,602</u>		<u>111,709</u>	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	10	(19,570)		(29,973)	
<b>Net current assets</b>			<u>76,032</u>		<u>81,736</u>
<b>Total net assets</b>			<u>76,032</u>		<u>81,736</u>
<b>The funds of the charity:</b>			<b>9,701</b>		
Restricted income funds	12				7,961
Unrestricted income funds:					
. Designated fund – Scholarship Fund	12	14,931		5,137	
. General funds		<u>51,401</u>		<u>68,637</u>	
Total unrestricted funds			<u>66,331</u>		<u>73,774</u>
<b>Total charity funds</b>			<u>76,032</u>		<u>81,736</u>

Approved by the Trustees on 16 October 2021 and signed on their behalf by:

Richard Walton

Richard Walton

Trustee

Joseph Palmer

Joseph Palmer

Trustee

Out to Swim is a charitable incorporated organisation and is incorporated in England and Wales. The registered office address is 73 Cornhill, London, EC3V 3QQ.

#### **Basis of preparation**

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 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) (March 2018) and the Charities Act 2011.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

In applying the financial reporting framework, the trustees have made a number of subjective judgements, for example in respect of significant accounting estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The nature of the estimation means the actual outcomes could differ from those estimates. Any significant estimates and judgements affecting these financial statements are detailed within the relevant accounting policy below.

#### **Assessment of going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

#### **Income recognition**

Aquatic Sport income, primarily relating to membership income, is recognised once the membership fees have been received in cash. These fees are recognised in the period that they relate to.

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income related to events, which is usually received in advance of the provision of the event, is deferred until the event in reference and related services have been delivered.

#### **Donations of gifts, services and facilities**

On receipt, donated services are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

**Fund accounting**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes. The Charity has set-up a designated Scholarship fund in order to support members financially.

**Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- ◆ Costs of raising funds relate to the costs incurred by the charity in inducing third parties to make voluntary contributions to it, as well as the costs of any activities with a fundraising purpose.
- ◆ Expenditure on charitable activities includes the costs of the provision of Aquatic Sport, events run by Out to Swim and grant expenditure undertaken to further the purposes of the charity.
- ◆ Other expenditure represents those items not falling into any other heading.

**Allocation of support costs**

Support and governance costs are re-allocated to each of the activities on the following basis which is an estimate, based on staff time, of the amount attributable to each activity

Aquatic Sport	100%
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Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities.

**Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Short term deposits**

Short term deposits include cash balances that are invested in accounts with a maturity date of between 3 and 12 months.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

### 1 Income from donations and legacies

	Unrestricted funds £	Restricted funds £	2020 Total funds £	Unrestricted funds £	Restricted funds £	2019 Total funds £
Donations	13,325	2,179	15,504	2,490	—	2,490
Donated services	—	161	161	—	644	644
	13,325	2,340	15,665	2,490	644	3,134

### 2 Income from charitable activities

	Unrestricted funds £	Restricted funds £	2020 Total funds £	Unrestricted funds £	Restricted funds £	2019 Total funds £
Aquatic Sport income	65,352	—	65,352	179,698	—	179,698
Sub-total for Aquatic Sport income	65,352	—	65,352	179,698	—	179,698
Events income – Socials	—	—	—	10,498	—	10,498
Events income – Competitions	—	—	—	12,939	—	12,939
Sub-total for Events income	—	—	—	23,437	—	23,437
Grant income	—	—	—	—	1,714	1,714
Sub-total for Grants income	—	—	—	—	1,714	1,714
<b>Total income from charitable activities</b>	<b>65,352</b>	<b>—</b>	<b>65,352</b>	<b>203,135</b>	<b>1,714</b>	<b>204,849</b>

Out To Swim received several funding grants from Brighton Grass Roots Fund (2020- £nil, 2019- £900) and Pride Sports (2020- £nil, 2019- £814) to support its swimming programme in Brighton.

### 3 Income from investments

	Unrestricted funds £	Restricted funds £	2020 Total funds £	Unrestricted funds £	Restricted funds £	2019 Total funds £
Bank and deposits interest	650	—	650	110	—	110
	650	—	650	110	—	110

All income from bank deposits and short-term deposits held is unrestricted.

**4 Analysis of expenditure**

	Aquatic Sport expenditure £	Event expenditure £	Grant expenditure £	Governance costs £	Support costs £	2020 Total £
Coaching costs	28,772	—	600	—	—	<b>29,372</b>
Hiring of pool space	35,665	—	—	—	—	<b>35,665</b>
Subscription/registration fees	13,510	—	—	—	—	<b>13,510</b>
Event expenditure	—	1,231	—	—	—	<b>1,231</b>
Competition fees and expenses	—	—	—	—	—	<b>—</b>
Kit and equipment costs	—	—	—	—	776	<b>776</b>
Grants awarded to members	—	—	2,939	—	—	<b>2,939</b>
Audit fees	—	—	—	1,800	—	<b>1,800</b>
Sundry costs	—	—	—	—	2,315	<b>2,315</b>
	<b>77,947</b>	<b>1,231</b>	<b>3,539</b>	<b>1,800</b>	<b>3,091</b>	<b>87,608</b>
Support costs	3,091	—	—	—	(3,091)	<b>—</b>
Governance costs	1,800	—	—	(1,800)	—	<b>—</b>
	<b>82,838</b>	<b>1,231</b>	<b>3,539</b>	<b>—</b>	<b>—</b>	<b>87,608</b>

  

	Sport expenditure £	Event expenditure £	Grant expenditure £	Governance costs £	Support costs £	2019 Total £
Coaching costs	40,105	—	1,114	—	—	41,219
Hiring of pool space	102,427	—	—	—	—	102,427
Subscription/registration fees	14,585	—	—	—	—	14,585
Event expenditure	—	27,506	—	—	—	27,506
Competition fees and expenses	3,513	—	—	—	—	3,513
Kit and equipment costs	—	—	—	—	3,146	3,146
Grants awarded to members	—	—	13,939	—	—	13,939
Independent examiners fees	—	—	—	1,800	—	1,800
Sundry costs	—	—	—	—	2,412	2,412
	<b>160,630</b>	<b>27,506</b>	<b>15,053</b>	<b>1,800</b>	<b>5,558</b>	<b>210,547</b>
Support costs	5,558	—	—	—	(5,558)	<b>—</b>
Governance costs	1,800	—	—	(1,800)	—	<b>—</b>
	<b>167,988</b>	<b>27,506</b>	<b>15,053</b>	<b>—</b>	<b>—</b>	<b>210,547</b>

**5 Grant making**

	Grants to institutions £	Grants to individuals £	Support costs £	2020 Total funds £	2019 Total funds £
Scholarship fund expenditure	—	—	—	—	2,080
Membership grants provided	—	2,939	—	<b>2,939</b>	11,859
	—	<b>2,939</b>	—	<b>2,939</b>	13,939

During the year, Out to Swim provided grants to several members for them to compete in national and international competitions out of the designated Scholarship fund. Multiple members of Out to Swim were also supported financially by grants towards discounting their membership fees. In 2019 all grants were to individuals.

## 6 Net (expenditure) income for the year

This is stated after charging:

	2020 £	2019 £
Independent examination	1,800	1,800

## 7 Related party transactions

There are no related party transactions to disclose for 2020 (2019- £nil). None of the trustees were reimbursed expenses.

## 8 Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

## 9 Debtors

	2020 £	2019 £
Prepayments	2,733	6,435
Accrued income	193	2,318
	<b>2,926</b>	<b>8,753</b>

## 10 Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals	19,570	29,973
	<b>19,570</b>	<b>29,973</b>

## 11 Analysis of net assets between funds

	General unrestricted £	Designated £	Restricted £	Total funds £
Net current assets	51,401	14,930	9,701	76,032
<b>Net assets at 31 December 2020</b>	<b>51,401</b>	<b>14,930</b>	<b>9,701</b>	<b>76,032</b>

	General unrestricted £	Designated £	Restricted £	Total funds £
Net current assets	68,638	5,137	7,961	81,736
Net assets at 31 December 2019	68,638	5,137	7,961	81,736

**12 Movements in funds**

	At 1 January 2019 £	Income & gains £	Expenditure & losses £	Transfers £	At 31 December 2020 £
<b>Restricted funds:</b>					
Graham Pearlman Fund	7,361	161	—	—	<b>7,522</b>
OTSS Fund	600	—	(600)	—	<b>—</b>
BAME Participation Fund	—	988	—	—	<b>988</b>
Social Re-engagement Fund	—	1,191	—	—	<b>1,191</b>
<b>Total restricted funds</b>	<b>7,961</b>	<b>2,340</b>	<b>(600)</b>	<b>—</b>	<b>9,701</b>
<b>Unrestricted funds:</b>					
Designated funds					
. Scholarship fund	5,137	12,732	(2,938)	—	<b>14,931</b>
Total designated funds	5,137	12,732	(2,938)	—	<b>14,930</b>
<b>General funds</b>	<b>68,638</b>	<b>66,832</b>	<b>(84,070)</b>	<b>—</b>	<b>51,400</b>
<b>Total unrestricted funds</b>	<b>73,775</b>	<b>79,564</b>	<b>(87,008)</b>	<b>—</b>	<b>66,331</b>
<b>Total funds</b>	<b>81,736</b>	<b>81,905</b>	<b>(87,608)</b>	<b>—</b>	<b>76,033</b>

	Transferred from Out to Swim club at January 2018 £	Income & gains £	Expenditure & losses £	Transfers £	At 31 December 2019 £
<b>Restricted funds:</b>					
Graham Pearlman Fund	7,311	644	(594)	—	7,361
OTSS Fund	—	1,714	(1,114)	—	600
Total restricted funds	7,311	2,358	(1,708)	—	7,961
<b>Unrestricted funds:</b>					
Designated funds					
. Scholarship fund	7,233	—	(13,346)	11,250	5,137
Total designated funds	7,233	—	(13,346)	11,250	5,137
<b>General funds</b>	<b>69,561</b>	<b>205,820</b>	<b>(195,494)</b>	<b>(11,250)</b>	<b>68,638</b>
<b>Total unrestricted funds</b>	<b>76,794</b>	<b>205,820</b>	<b>(208,839)</b>	<b>—</b>	<b>73,775</b>
<b>Total funds</b>	<b>84,104</b>	<b>208,178</b>	<b>(210,547)</b>	<b>—</b>	<b>81,736</b>

The Graham Pearlman Fund is a fund that was set up from a member's donation to provide financial support for swimmers with HIV who would otherwise have financial difficulty in being a member of Out to Swim or attending its activities.

The OTSS Fund relates to grant funding received from Pride Sports and Brighton Grassroots to be spent on Out to Swim South's coaching costs.



**12 Movements in funds (continued)**

The BAME Participation fund has been funded by both member and external donations to be utilised on activities to increase BAME membership within Out To Swim.

The Social Re-engagement Fund was set-up from member donations to be utilised on activities and events to re-engage with Out To Swim's membership which has been impacted by the Covid-19 lockdown.

***Purposes of designated funds***

The Scholarship Fund is a designated fund set up by the Charity to support any members requiring financial support to attend events endorsed, attended or supported by Out to Swim. Expenditure of grant monies from this fund is approved by the Trustees.