

SUTTON TENNIS & SQUASH CLUB
CONSOLIDATED ANNUAL REPORT
AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

SUTTON TENNIS & SQUASH CLUB
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	P M Ward A Jennings T J Davies S M Lewis J Jones-Smythe
Charity Number	1185220
Registered Office	19 Devonshire Road Sutton Surrey SM2 5HH
Independent examiner	Hybrid Premium Limited Chartered Certified Accountants 110 Newbury Gardens Epsom KT19 0PD

SUTTON TENNIS & SQUASH CLUB CIO

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SUTTON TENNIS & SQUASH CLUB

TRUSTEES' REPORT ON CONSOLIDATED ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report and financial statements for the year ended 31 March 2024 on the consolidated accounts and activities of the Club.

Objectives and Charitable Activities

The promotion of community participation in healthy recreation in particular, by the provision of facilities for the playing of racquet sports including tennis, squash and racketball.

The Inclusivity Manager role continued to have primary responsibility for overseeing delivery of all programmes, which are for the benefit of non-core members. These courses are delivered at a discount to our full membership rates. This allows STSC to provide access to a section of the public who would otherwise be unable to access facilities at the club either for financial and / or disability reasons.

All Trustees are aware of the guidance issued by The Charity Commission with regard to Public Benefit and adhered to the guidance throughout the year.

During the period, we have continued to look to expand the footprint of users of the club to all abilities and age groups.

With 17 school / college relationships, the mix of schools covers the full spectrum of academic and physical abilities from grammar schools to others with a high concentration of SEN students, ensuring we make the facilities available across the whole community.

For adults, we continue to deliver programmes for the able and less able bodied, such as disability, walking, mental health and well-being programmes.

The planning and scheduling of these programmes allows us to fill court usage during weekdays and early evenings which tend to be off peak periods for our core membership.

To deliver on our policy to make facilities available to the full cross section of abilities in our community, requires us to continue to make a financial contribution into our Inclusivity Programmes, which we remain committed to.

Surplus funds generated each year from our members are being invested back into the fabric of the club to maintain facilities and increase our court space capacity.

We have a strong ethic of encouraging our members to be contributors of their time as volunteers, alongside being active playing members of the club. This includes all our Trustees, Management Committee members and event organisers.

Structure, governance and management

During the year, the number of Trustees was increased to 5, inviting Steve Lewis to be a Trustee (approved at the last AGM). Steve Lewis is also Chair of the Management Committee, who undertake day to day management of the club facilities.

Of the 5 Trustees, 2 currently serve on the Management Committee. This provides a balance between independent oversight of the Management Committee, alongside continuity with the Management Committee.

The Management Committee meets formally on a regular basis, usually every month. The Trustees are kept briefed throughout the year on all relevant matters and through reserved powers have control over the Management Committee contracting and expenditure decisions above an agreed delegated threshold.

Specifically we have the charity entity and a wholly owned trading subsidiary, STSC Trading Ltd, through which relevant transactions occur.

Policies and the Risk Register are reviewed on a regular basis to ensure they remain current. These are maintained “on line” for Trustees to review at any time and formally circulated to Trustees periodically.

Finances

The major financial event of 2023-24 was the sale of the future rental income from the telephone mast for which the Club received £115,000. In addition, the Club received a grant of £18,110 from the National Lottery fund for the provision of racketball to the Over 65s over the next two years. These sessions began in May 2024 and, to date, have been very successful with all the sessions being fully subscribed.

The British Tour event was run again in August 2023 and with the help of sponsorship from Boudicea and others made a healthy surplus.

However, the trading operations providing drinks and food was not as profitable as had been hoped. Following a review of its performance a number of changes were instigated and its profitability in the calendar year 2024 has improved significantly.

Membership income has been maintained with the club having over 800 members as at 31 March 2024.

Improvements

During the second half of the year and the start of the current year a significant number of improvements to the structure and playing facilities of the Club have been made. Tennis Courts 4-6 were re-laid with the successful porous acrylic surface, new glass doors were fitted to the squash courts and Court 1 was replastered, provision was begun to have the tennis floodlights upgraded to LED and many modest but important refurbishment works around the Club, the grounds and the buildings and has continued throughout the summer. The proceeds from the sale of the mast has been put to good use improving the Club and we are working hard to continue to do so.

SUTTON TENNIS & SQUASH CLUB

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2024

The trustees, for the purpose of charity law, are responsible for preparing the Trustees' 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

During the year a comprehensive examination of the financial records of the Company revealed certain weaknesses in the management of cash handling procedures. These deficiencies allowed for the payment of various Club services in cash without the requisite supporting documentation. Furthermore, it resulted in a lack of proper reconciliation of cash received through the bar.

Upon recognising these shortcomings, prompt measures were taken to enhance the financial controls. Specifically, we have implemented a policy that limits cash payments for services received, except in exceptional circumstances that are carefully documented and strictly controlled. Additionally, a thorough reconciliation of all cash receipts is undertaken daily and independently checked in order to strengthen the control of cash taken over the bar. These actions were taken to strengthen the financial oversight and safeguard the organisation's assets.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with those required by the Charity Commission. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

These accounts were presented and approved at the AGM of the Club.

**CHARTERED CERTIFIED ACCOUNTANTS' REPORT
TO THE TRUSTEES ON THE PREPARATION OF THE UNAUDITED
CONSOLIDATED ACCOUNTS OF:
SUTTON TENNIS AND SQUASH CLUB CIO
FOR THE YEAR ENDED 31 MARCH 2024**

I report to the trustees on my examination of the consolidated accounts of the above charity ("the Trust") for the year ended 31/03/2024.

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 Trust's accounts carried out under section 145 of the 2011 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.

I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination other than that disclosed below which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Jonne Rowland ACCA
Hybrid Premium Ltd
110 Newbury Gardens
Epsom KT19 OPD

27th January 2025

SUTTON TENNIS & SQUASH CLUB CIO

CONSOLIDATED STATEMENT OF PROFIT AND LOSS FOR THE YEAR ENDED 31 MARCH 2024

CONSOLIDATED PROFIT AND LOSS

For the year ended 31st March:

		2024	2024	2023	2023
	NOTE	£	£	£	£
INCOME:					
Membership Subscriptions			109,504		107,147
Donations and Grants (including Gift Aid)			5,960		29,130
Tennis and Squash Court booking and guest fees	3		23,580		24,832
Net loss from bar, catering and social activities	4	-	1,966	-	16,661
Other Income including British Tour less expenses	5		22,261		25,678
			159,338		170,126
TOTAL INCOME (net of trading expenses):					
EXPENSES:					
Maintenance of Courts, Buildings and Grounds	7	74,494		60,219	
Light and Heat		25,508		21,673	
Tennis and squash related expenses		24,451		35,763	
Administration, professional and other expenses	8	34,051		40,159	
TOTAL EXPENSES			158,505		157,814
NET INCOME BEFORE DEPRECIATION	9		833		12,312
Depreciation of fixed assets for year			20,092		20,560
NET LOSS AFTER DEPRECIATION			- 19,259		- 8,248
EXTRAORDINARY ITEMS					
Sale of future income from lease of telephone mast less associated legal expenses		91,237		-	
Lottery Grant received in respect of running over 65s Racketball programme over the next two years		18,110		-	
			109,347		-
TOTAL INCOME/LOSS AFTER EXTRAORDINARY ITEMS:			90,088	-	8,248
RETAINED EARNINGS BROUGHT FORWARD:			21,602		29,850
RETAINED EARNINGS carried FORWARD:			111,690		21,602
LOTTERY GRANT) CARRIED FORWARD			18,110		-
OF WHICH UNRESTRICTED RESERVES			93,580		21,602

SUTTON TENNIS & SQUASH CLUB CIO

CONSOLIDATED BALANCE SHEET

AS AT 31 MARCH 2024

	Note	2024 £	2024 £	2023 £	2023 £
FIXED ASSETS (less depreciation):					
Buildings and Courts	12		95,849		67,484
Fitures and Fittings	12		17,761		16,628
Total Fixed Assets (less Deprciation)			113,610		84,112
Investments	13		1,300		1,300
Current Assets					
Cash at Bank and in hand		111,133		58,647	
Bar and Catering Stock		6,483		8,349	
Debtors	14	4,816		-	
Prepayments		2,842		1,700	
		125,275		68,696	
Current Liabilities					
Accounts payable	15	19,244		11,407	
Income in advance		1,034		7,882	
Loan payable in under one year		4,000		4,000	
		24,278		23,288	
Net Current Assets			100,997		45,407
Loans falling due after one year	16		7,564		12,564
NET ASSETS as at 31 March 2024			<u>208,343</u>		<u>118,255</u>
RESERVES:	17				
Capital Fund			83,328		83,328
Development Fund			13,325		13,325
Retained Earnings			93,580		21,602
Restricted Funds			18,110		-
TOTAL RESERVES as at 31 March 2024			<u>208,343</u>		<u>118,255</u>

The financial statements were approved by the Trustees 22 January 2025.

P M Ward

Chair of Trustees

SUTTON TENNIS & SQUASH CLUB CIO
NOTES TO THE CONSOLIDATED ACCOUNTS
AS AT 31 MARCH 2024

1 ACCOUNTING POLICIES:

1 Statutory Information

Sutton Tennis and Squash Club CIO is a Charity constituted as a Charitable Incorporated Organisation, registered as a charity in England and Wales, charity registration number 1185220 . The registered office is 19, Devonshire Road, Sutton Surrey SM2 5HH, United Kingdom.

Basis of preparation of accounts

For the year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies ACT 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions of the Companies Act 2006 and FRS 105, the Financial Reporting Standard applicable to the micro-entities regime.

2 Accounting Policies

2.1 Accounting convention

The financial statements have been prepared in accordance with the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The CIO is a Public Benefit Entity as defined by FRS 102.

The Trust has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the CIO. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

2.2 Going concern

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

SUTTON TENNIS & SQUASH CLUB CIO

NOTES TO THE CONSOLIDATED ACCOUNTS (CONTINUED)

AS AT 31 MARCH 2024

2.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives

2.4 Restricted Funds

Restricted funds are only available for use by the CIO to the purpose for which they were granted to the CIO.

2.5 Income

Income is recognised when the CIO is legally entitled to it after any performance conditions have been met the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Trust has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

2.6 Membership subscriptions

Membership subscriptions are accounted for as income when they are received. The majority of subscriptions are paid monthly although some are paid for annual membership.

2.7 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

2.8 Fixed asset - depreciation

Depreciation is provided over the expected useful life of the assets which is generally ten years apart from some bar and other fixtures where the life is five years.

SUTTON TENNIS & SQUASH CLUB CIO

NOTES TO THE CONSOLIDATED ACCOUNTS (CONTINUED)

AS AT 31 MARCH 2024

2.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

2.10 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.

3	Gross Income	Unrestricted Funds		Unrestricted Funds	
		2024	2024	2023	2023
		£	£	£	£
	Income from memberships		109,504		107,147
	Donations (including gift aid)		5,960		29,130
	Tennis Court and Floodlight fees	17,774		19,407	
	Squash Court fees	5,806	23,580	5,425	24,832
	Bar and Catering Takings		136,299		117,517
	Social event income		28,728		12,047
	Rental Income	8,169		15,317	
	British Tour sponsorship, entry fees and other income	28,769		28,873	
	Other income	2,477		-	
	Interest income	223	39,638	5	44,195
			<u>343,709</u>		<u>334,867</u>
4	Trading Results :	2024	2024	2023	2023
			£		£
	Bar and Catering Takings	136,299		117,517	
	Bar and Food Purchases	77,248		74,502	
	Wages	75,573		69,937	
	Net loss on bar and catering	-	16,521	-	26,922
	Gross Income	28,728		12,047	
	Expenses (including Centenary dinner)	14,173		1,785	
	Net profit on social events		14,555		10,261
			<u>- 1,966</u>		<u>- 16,661</u>

SUTTON TENNIS & SQUASH CLUB CIO

NOTES TO THE CONSOLIDATED ACCOUNTS (CONTINUED)

AS AT 31 MARCH 2024

	2024	2023
5 British Tour	£	£
Sponsorship, Entry Fees and other income	39,638	44,195
Expenses of British Tour	17,377	18,517
	<u>22,261</u>	<u>25,678</u>
6 Charitable Activities	2024	2023
	£	£
Inclusiveness Training	7,223	6,243
Less; Grants received	1,150	600
Net cost of Inclusiveness	<u>6,073</u>	<u>5,643</u>
7 Maintenance Costs	2024	2023
	£	£
Buildings	26,885	17,271
Grounds	13,238	8,981
Tennis Courts	16,727	11,538
Squash Courts	842	1,041
Cleaning	16,622	18,319
Flat	180	3,068
	<u>74,494</u>	<u>60,219</u>
8 Administrative, Professional and other expenses	2024	2023
	£	£
Telephone and internet	4,094	3,811
Bank charges	631	497
Software and IT	7,340	5,987
Accounting, and bookkeeping	4,277	8,831
Other legal and Professional	2,977	3,306
Hire of plant and machinery	4,208	3,975
Insurance	2,941	2,134
Rates etc	3,320	4,008
Sundry Expenses	4,263	7,610
TOTAL	<u>34,051</u>	<u>40,159</u>
9 Depreciation	2024	2023
The operating profit is stated after charging:	£	£
Depreciation of owned assets	<u>20,092</u>	<u>20,560</u>
10 Taxation		
No liability to UK corporation tax arose on the activities of the charity for the year ended 31st March 2023 nor for the year ended 31st March 2022.		

SUTTON TENNIS & SQUASH CLUB CIO

NOTES TO THE CONSOLIDATED ACCOUNTS (CONTINUED)

AS AT 31 MARCH 2024

11	Employees	2024 Number	2023 Number
	The average monthly number of employees during the year	<u>6</u>	<u>6</u>
12	Tangible Fixed Assets	Courts and Buildings	Fixtures and fittings
	COST:	£	£
	At 1st April 2023	167,698	43,374
	Additions	45,540	4,050
	Assets written off (fully depreciated)	-	-
	Disposals	-	-
	At 31 March 2024	<u>213,238</u>	<u>47,424</u>
	DEPRECIATION:		
	At 1st April 2023	100,214	26,746
	Depreciation of Assets fully written off	-	-
	Charge for the year:	<u>17,175</u>	<u>2,917</u>
	As at 31st March 2024	<u>117,389</u>	<u>29,663</u>
	NET BOOK VALUE:		
	As at 31st March 2024	<u>95,849</u>	<u>17,761</u>
	As at 31st March 2023	<u>67,484</u>	<u>16,628</u>
13	Investment	2024 £	2023 £
	Cost of land on which Club is located including the buyout of long term lease.	<u>1300</u>	<u>1,300</u>
14	Debtors;	2024 £	2023 £
	Amount falling due within one year:		
	Doantion proposed from Devonshire Social Club	3,000	-
	Debtors	<u>1,816</u>	<u>-</u>
		<u>4,816</u>	<u>-</u>
15	Creditors:	2024 £	2023 £
	Accruals and Accounts Payable	15,903	8,461
	PAYE/NI and VAT	<u>3,340</u>	<u>2,946</u>
		<u>19,244</u>	<u>11,407</u>

SUTTON TENNIS & SQUASH CLUB CIO

NOTES TO THE CONSOLIDATED ACCOUNTS (CONTINUED)

AS AT 31 MARCH 2024

16	Creditors over one year:	2024	2023
	Amounts falling due after more than one year	£	£
	> 1 year - LTA Loan (Artificial Clay Courts) Rec'd Jan 2016	4,564	5,564
	> 1 year - Tennis Surrey Loan (Top Terrace: Rec'd March 2017)	3,000	7,000
	Total Creditors: amounts falling due after more than one	7,564	12,564
17	Capital and Reserves	2024	2023
		£	£
	Capital Fund	83,328	83,328
	Current Year Earnings	71,978	- 8,248
	Development Fund	13,325	13,325
	Retained Earnings	21,602	29,850
	Restricted Reserves (O'65s Racketball Grant)	18,110	
	Total Capital and Reserves	208,343	118,255
18	Related Party Transactions		
	The previous Treasurer, who was also a Trustee, received a modest honorarium for carrying out bookkeeping and financial oversight.		