

CITY OF MANCHESTER AQUATICS SWIM TEAM

England & Wales · Charity number 1195630

Details

Other names	COMAST
Status	Registered
Legal form	CIO
Registered	2021-08-25
Register	View on the Charity Commission register

Contact

Address	Commonwealth Pool Aquatic Centre 2 Booth Street East Manchester M13 9SS
Phone	07467107630
Email	enquiries@cityofmanchesterswimteam.co.uk
Website	www.cityofmanchesterswimteam.co.uk

Activities

Objects: THE PROMOTION OF COMMUNITY PARTICIPATION IN HEALTHY RECREATION, PRIMARILY BUT NOT EXCLUSIVELY, FOR THE BENEFIT OF THE INHABITANTS OF MANCHESTER AND THE SURROUNDING AREAS BY THE PROVISION OF FACILITIES FOR SWIMMING AND ASSOCIATED ACTIVITIES.

Activities: The promotion of community participation in healthy recreation, primarily but not exclusively, for the benefit of the inhabitants of Manchester and the surrounding areas by the provision of facilities for swimming and associated events.

Classification

- **How:** Provides Services
- **What:** Amateur Sport
- **Who:** Children/young People, People With Disabilities

Geography

- Manchester City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£401,855	£363,109	-	-
2024-03-31	£327,001	£335,299	-	-
2023-03-31	£257,375	£270,917	-	-
2022-03-31	£0	£0	-	-

Trustees

Name	Role	Appointed
Ruth Dawson	Chair	2021-08-25
Claire Ryan		2025-11-03
Dr Sophie Parker		2021-08-25
James Hingston		2025-11-03
Siobhan Ann Sullivan		2023-02-06

CITY OF MANCHESTER AQUATICS SWIM TEAM

England & Wales - Charity number 1195630

Accounts

Charity Registration Number: 1195630



**City of Manchester Aquatics Swim Team
(COMAST)**

A Charitable Incorporated Organisation (CIO)

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS**

**For The Year Ended
31 March 2025**

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

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**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

Organisation Name	City of Manchester Aquatics Swim Team (COMAST)
Charity Number	1195630
Address	Commonwealth Pool Aquatic Centre 2 Booth Street East Manchester M13 9SS
Trustees	Michael Hilton Professor Sophie Parker Ruth Dawson Siobhan Ann Sullivan
Accountants	Community Accounting Lancashire C.I.C. Foxfields 9 Norley Close Chadderton Oldham OL1 2RA
Bankers	Royal Bank of Scotland Drummond House 1 Redheughs Avenue Edinburgh EH12 9JN



Trustees' Annual Report for the period

From: 1st April 2024

To: 31st March 2025

Charity name: City of Manchester Aquatics Swim Team

Charity registration number: 1195630

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The promotion of community participation in healthy recreation, primarily but not exclusively, for the benefit of the inhabitants of Manchester and the surrounding areas by the provision of facilities for swimming and associated events.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts	Para 1.17 and 1.19	<p>To provide access to facilities and coaching for swimmers in the following categories</p> <p>Disability swimmers – either recreational or competitive of all ages.</p> <p>Masters' swimmers – either recreational or competitive for swimmers 18 years and over.</p> <p>Academy and Community based swimming for beginners coming out of the Learn to Swim programme, offering a pathway access for Manchester based swimmers to progress their skills and techniques in addition to recreational swimming.</p> <p>Support for the development of all swimmers to achieve their goals, from basic improvement to national and international competition.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have regard to the guidance issued by the Charity Commission on public benefit and discuss this at our trustees' meetings where we plan and make decisions for the carrying out of our activities to which the guidance is relevant.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable.
Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	Many of the Club's activities are dependent on good volunteers and we have a core support that regularly assist the work we do.
Other		Not applicable.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole	Para 1.20	<p>2024/25 has finally seen the Club return to its full potential following the completion of the refurbishment of the Commonwealth pool.</p> <p>Consequently, we have continued to increase our membership in all age groups and Squads, but most significantly, the young Academy. In addition, the Club has now resumed hosting its five licenced Meets and four "Rising Stars" events for the novice swimmers.</p> <p>The Club is looking forward to continuing to offer more opportunities for swimmers of all aspirations. In particular, numbers are increasing in the Disability Academy, Masters, and novice swimming, with the community Squads close to capacity.</p> <p>Furthermore, this year has seen recreational Masters and Disability swimmers now registering to take part in competitive events.</p> <p>The performance side of the team has had considerable success at national level and gaining representation at National team level for European meets on the Mare Nostrum circuit and in this year's World Championships and World Para Championships.</p> <p>The club has also maintained it's high level of qualifiers from the city at County, Regional and national level with winners at all these events.</p> <p>The Club has a great relationship with Manchester City Council and Swim England, the governing body of swimming. Opportunities coming from this included hosting a third national event camp.</p> <p>As part of our commitment to our local populous, we are working closely with the universities and offer a reduced cost training to some students in Manchester.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Not applicable.
Performance of fundraising activities against objectives set	Para 1.41	Not applicable.
Investment performance against objectives	Para 1.41	Not applicable.
Other		Not applicable.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period to 31 st March 2025 the charity had reserves totalling £96,592 (2024: £57,846).
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our reserves policy is to hold 3 months costs (expenditure) in free reserves (unrestricted funds) to ensure all costs are covered and the charity is sustainable as a going concern.
Amount of reserves held	Para 1.22	As at 31 st March 2025 total reserves held were £96,592, being wholly from the charity's Unrestricted Funds (general free reserves).
Reasons for holding zero reserves	Para 1.22	Not applicable as reserves are held.
Details of fund materially in deficit	Para 1.24	No funds were in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The Charity's principal sources of funds are from: <ul style="list-style-type: none">• Annual Memberships• Monthly Training Fees• Grant from the local Council• Income from Swim Meets - the Club organise and invite participants to enter
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	Not applicable.

Other		<p>Expenditure for the Club relates in the main to:</p> <ul style="list-style-type: none"> • Providing Qualified Coaching & Teaching Staff • Training Cost Support for Coaching & Teaching Staff & Volunteers • Purchase of training equipment • Provision of kit for swimmers • Subsidy for swimmers on international meets and training camps • General Administration costs for the running of the Club
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (<i>trust deed, royal charter</i>)	Para 1.25	Constitution
How is the charity constituted? (<i>e.g unincorporated association, CIO</i>)	Para 1.25	Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected from Membership

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have written policies in place, which are given to our new Trustees to read, and a training programme is in place to ensure that any newly appointed Trustees will receive training on all matters necessary for them to be able to perform their duties effectively.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>Policies and procedures:</p> <ul style="list-style-type: none"> • Equality Plan • Training Needs Analysis • Codes of Conduct for Swimmers, Parents, Coaches & Teachers • Codes of Conduct for Committee Members, Volunteers & Officials • Risk Assessments for Training, Land Training & Abroad Trips • Club Emergency Procedures for all Pools

Relationship with any related parties	Para 1.51	Related Parties: <ul style="list-style-type: none"> • Swim England – Governing Body • Manchester City Council via MCRactive • GLL – Pool Operator • MMU (Sports Scholarships - Swimming) • England Para Swimming – Disability Academies • Manchester Club Network Group
Other		Not applicable.

Reference and Administrative details

Charity name	City of Manchester Aquatics Swim Team
Other name the charity uses	COMAST
Registered charity number	1195630
Charity's principal address	Commonwealth Pool Aquatic Centre 2 Booth Street East Manchester M13 9SS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Michael Hilton	Treasurer/Admin		
2	Prof. Sophie Parker	Meet Manager	Up to 1 st March 2024	
		Committee Member	From 1 st March 2024	
3	Ruth Dawson	Chairperson		
4	Siobhan Ann Sullivan	Secretary		

Corporate trustees – names of the directors at the date the report was approved

Director name	Dates acted if not for whole year	
Not applicable		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Not applicable		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable.

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Community Accounting Lancashire C.I.C.	Foxfields, 9 Norley Close, Chadderton, Oldham, Lancashire, OL1 2RA

Name of chief executive or names of senior staff members (Optional information)

Not applicable.

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable.


Other optional information

None.

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael James Hilton	
Position (eg Secretary, Chair, etc)	Treasurer/Admin	
Date	11 th October 2025	

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF
CITY OF MANCHESTER AQUATICS SWIM TEAM (COMAST)**

YEAR ENDED 31 MARCH 2025

I report on the accounts for the year ended 31 March 2025 set out on pages 10 to 16.

Respective Responsibilities of Trustees and Examiner

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").

The charity's trustees consider an audit is not required for this year under section 144 of the 2011 Act, and that an independent examination is needed.

It is my responsibility as independent examiner to:

- ~ examine the accounts under section 145 of the 2011 Act
- ~ follow the applicable Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, and;
- ~ to state whether particular matters have come to my attention

Basis of Independent Examiners Report

My examination was carried out in accordance with the Directions given by the Charity commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiners Statement

I have completed my examination for the year ended 31 March 2025.

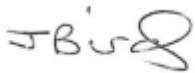
I can confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- ~ accounting records were not kept in accordance with section 130 of the 2011 Act or
- ~ the accounts do not accord with the accounting records to comply with the accounting requirements of the 2011 Act
- ~ the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Independent Examiners Qualification

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination, being a Fellow Member of the Association of Accounting Technicians, which is one of the listed bodies.



14th November 2025

Miss Jacqueline Bird F.M.A.A.T.

Practicing Licence Number: 1003659

Community Accounting Lancashire C.I.C.

Foxfields, 9 Norley Close, Chadderton, Oldham, OL1 2RA

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2025

	<i>Notes</i>	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Income from:					
Grants and donations	2	34,750	6,000	40,750	43,250
Charitable activities	3	355,619	-	355,619	280,651
Other income	4	4,353	-	4,353	2,388
Investments		<u>1,133</u>	<u>-</u>	<u>1,133</u>	<u>712</u>
Total		<u>395,855</u>	<u>6,000</u>	<u>401,855</u>	<u>327,001</u>
Expenditure on:					
Raising funds		-	-	-	24
Charitable activities	5	337,393	6,000	343,393	322,718
Other expenditure	6	<u>19,716</u>	<u>-</u>	<u>19,716</u>	<u>12,557</u>
Total		<u>357,109</u>	<u>6,000</u>	<u>363,109</u>	<u>335,299</u>
Net income/(expenditure)		<u>38,746</u>	<u>-</u>	<u>38,746</u>	<u>(8,298)</u>
Transfers between funds	11	-	-	-	-
Net movement in funds		<u>38,746</u>	<u>-</u>	<u>38,746</u>	<u>(8,298)</u>
Reconciliation of funds:					
Total funds brought forward		<u>57,846</u>	<u>-</u>	<u>57,846</u>	<u>66,144</u>
Total funds carried forward	11	<u>96,592</u>	<u>-</u>	<u>96,592</u>	<u>57,846</u>

The notes on pages 12 to 16 form part of these financial statements.

Note 12 to the accounts shows a comparative Statement of Financial Activities for the year ended 31 March 2024.

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

BALANCE SHEET

AS AT 31 MARCH 2025

	<i>Notes</i>	2025	£	2024	£
CURRENT ASSETS					
Stocks	8	7,539		9,311	
Debtors	9	-		15,570	
Cash at Bank and in Hand		<u>99,729</u>		<u>49,003</u>	
		107,268		73,884	
CREDITORS: Amounts falling due within one year	10	10,676		16,038	
NET CURRENT ASSETS			96,592		57,846
CREDITORS: Amounts falling due after one year			-		-
NET ASSETS/(LIABILITIES)			<u>96,592</u>		<u>57,846</u>
FUNDS OF THE CHARITY					
Unrestricted Funds			96,592		57,846
Restricted Funds			-		-
TOTAL FUNDS	11		<u>96,592</u>		<u>57,846</u>

The financial statements were approved by the Board of Trustees on the 11th of October 2025 and signed on their behalf:



Michael James Hilton
Trustee

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2025**

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared in accordance with the Charities SORP (FRS 102) '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 January 2022]'. The financial statements have been prepared under the historical cost convention.

Going Concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming Resources

All income, including grants and donations, is recognised once the charity has entitlement to the income. It is probable that the income will be received, and the amount of income receivable can be measured reliably. Restricted funds are to be used for specified purposes as laid down by the donor.

Expenditure which meets these criteria's is identified to the fund, together with a fair allocation of overheads and support costs. Unrestricted funds are for grants, donations and other incoming resources received or generated for charitable purposes.

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

Resources Expended

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to applicable expenditure headings.

Charitable expenditure shall include all expenditure directly related to the objects of the charity, including the cost of goods and services, that have been incurred in charitable activities.

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount for the obligation can be measured reliably.

Governance Costs

Governance costs shall include all expenditure directly related to the administration of the charity including expenditure incurred in the management of the charity's assets, organisational administration and compliance with charitable and statutory requirements.

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2025**

2. INCOME FROM GRANTS & DONATIONS

	Unrestricted Funds	Restricted Funds	2025 Total Funds	2024 Total Funds
	£	£	£	£
MCR Active (MMU)	-	6,000	6,000	-
Swim England Funding	2,750	-	2,750	10,250
Sponsorships:				
AWB & Son Ltd	2,000	-	2,000	3,000
Grants:				
Manchester Council Grant	<u>30,000</u>	<u>-</u>	<u>30,000</u>	<u>30,000</u>
	<u>34,750</u>	<u>6,000</u>	<u>40,750</u>	<u>43,250</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	2025 Total Funds	2024 Total Funds
	£	£	£	£
Training Fees	166,465	-	166,465	143,104
Membership Fees	21,987	-	21,987	11,840
Meets**	128,782	-	128,782	87,138
External Competitions & Meets	29,550	-	29,550	13,147
Camps	8,759	-	8,759	25,300
Awards Evening	-	-	-	-
Fundraising	26	-	26	92
Miscellaneous	<u>50</u>	<u>-</u>	<u>50</u>	<u>30</u>
	<u>355,619</u>	<u>-</u>	<u>355,619</u>	<u>280,651</u>

4. OTHER INCOME

	Unrestricted Funds	Restricted Funds	2025 Total Funds	2024 Total Funds
	£	£	£	£
Club Kit	4,353	-	4,353	2,388
Sundry Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>4,353</u>	<u>-</u>	<u>4,353</u>	<u>2,388</u>

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2025**

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Direct & Governance Costs	Restricted Direct & Governanc e Costs	Unrestricted Support Costs	Restricted Support Costs	2024 Total Funds	2024 Total Funds
	£	£	£	£	£	£
Salaries	138,776	6,000	-	-	144,776	107,636
Travel & Subsidence	-	-	13,538	-	13,538	9,971
Swim England Fees	-	-	12,249	-	12,249	10,880
Camps	-	-	61,153	-	61,153	108,000
Meets	-	-	46,202	-	46,202	39,527
External Competitions & Meets	-	-	33,546	-	33,546	16,203
Pool Hire (Raven Moss)	-	-	3,876	-	3,876	3,724
Events (Performance Centre)	-	-	2,658	-	2,658	1,500
Awards Evening	-	-	-	-	-	-
Coaching Development	-	-	4,791	-	4,791	1,823
Communications	-	-	5,737	-	5,737	4,598
Office Expenses	-	-	1,039	-	1,039	772
Office Equipment	-	-	2,059	-	2,059	8,318
Training Equipment	-	-	4,721	-	4,721	4,586
Accountancy Fees	1,565	-	-	-	1,565	1,400
Payroll Costs	604	-	-	-	604	646
Bank & Service Charges	3,731	-	-	-	3,731	2,422
Miscellaneous	-	-	1,148	-	1,148	712
	<u>144,676</u>	<u>6,000</u>	<u>192,717</u>	<u>-</u>	<u>343,393</u>	<u>322,718</u>

Total resources expended are stated after charging:

	2025	2024
	£	£
Independent examination fees	1,525	1,400
Other accountancy costs	<u>40</u>	<u>-</u>
	<u>1,565</u>	<u>1,400</u>

6. OTHER EXPENDITURE

	2025	2024
	£	£
Club Kit	19,716	12,557
Sundry Expenditure	<u>-</u>	<u>-</u>
	<u>19,716</u>	<u>12,557</u>

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2025**

7. STAFF COSTS

	2025	2024
	£	£
The movement in the year is after charging:		
Wages and Salaries Costs	<u>144,776</u>	<u>107,636</u>

No employee received emoluments of £60,000 or above (2024: none).

Average number of employees during the year was 16, being an average of 6.17 full time equivalent (2024:15, an average of 4.81 FTE):

	2025	2024
Lead Coach	1.01	1.00
Performance Analyst	0.82	0.79
Coach	3.02	1.92
Coach Assistant	0.37	0.41
Strength & Conditioning Administrator	0.21	-
	0.74	0.69
	6.17	4.81

One Trustee was paid an annual remuneration of £9,768 for administration services during the course of the year (2024: £9,768). There were no related party transactions during the year (2024: none).

8. STOCK ANALYSIS

	2025		2024
	£	£	£
Sales	4,353		2,388
Less: Cost of Sales:			
Stock (as at 01/04/2024)	9,311	11,430	
Add: Purchases	<u>17,944</u>	<u>10,438</u>	
	<u>27,255</u>	<u>21,868</u>	
Less: Closing Stock (as at 31/03/25)	<u>7,539</u>	<u>19,716</u>	<u>12,557</u>
Net Movement	<u>15,363</u>		<u>10,169</u>

9. DEBTORS

	2025	2024
	£	£
Debtors	-	15,570
Prepayments	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>15,570</u>

10. CREDITORS: Amounts falling due within one year

	2025	2024
	£	£
Creditors	-	-
Accruals	2,046	14,466
Deferred Income	<u>8,630</u>	<u>1,572</u>
	<u>10,676</u>	<u>16,038</u>

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2025**

11. FUND ANALYSIS

Fund Name	Balance as at 1 April 2024 £	Receipts £	Payments £	Transfer of Funds £	Balance as at 31 March 2025 £
Unrestricted Funds					
General Funds	57,846	395,855	(357,109)	-	96,592
Restricted Funds					
MCR Active (MMU)	-	6,000	(6,000)	-	-
TOTAL FUNDS	<u>57,846</u>	<u>401,855</u>	<u>(363,109)</u>	<u>-</u>	<u>96,592</u>

12. COMPARATIVE INFORMATION (Previous Year)

	<i>Notes</i>	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
Income from:				
Grants and donations	2	43,000	250	43,250
Charitable activities	3	280,651	-	280,651
Other income	4	2,388	-	2,388
Investments		712	-	712
Total		<u>326,751</u>	<u>250</u>	<u>327,001</u>
Expenditure on:				
Raising funds		24	-	24
Charitable activities	5	322,468	250	322,718
Other expenditure	6	12,557	-	12,557
Total		<u>335,049</u>	<u>250</u>	<u>335,299</u>
Net income/(expenditure)		<u>(8,298)</u>	<u>-</u>	<u>(8,298)</u>
Reconciliation of funds:				
Total funds brought forward		<u>66,144</u>	<u>-</u>	<u>66,144</u>
Funds carried forward at 31 March 2024	11	<u>57,846</u>	<u>-</u>	<u>57,846</u>

CITY OF MANCHESTER AQUATICS SWIM TEAM

England & Wales - Charity number 1195630

Accounts

Charity Registration Number: 1195630



City of Manchester Aquatics Swim Team

(COMAST)

A Charitable Incorporated Organisation (CIO)

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS**

For The Year Ended

31 March 2024

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

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**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

Organisation Name	City of Manchester Aquatics Swim Team (COMAST)
Charity Number	1195630
Address	Commonwealth Pool Aquatic Centre 2 Booth Street East Manchester M13 9SS
Trustees	Michael Hilton Professor Sophie Parker Ruth Dawson Siobhan Ann Sullivan Matthew Blake
Accountants	Community Accounting Lancashire C.I.C. Foxfields 9 Norley Close Chadderton Oldham OL1 2RA
Bankers	Royal Bank of Scotland Drummond House 1 Redheughs Avenue Edinburgh EH12 9JN



Trustees' Annual Report for the period

From: 1st April 2023

To: 31st March 2024

Charity name: City of Manchester Aquatics Swim Team

Charity registration number: 1195630

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The promotion of community participation in healthy recreation, primarily but not exclusively, for the benefit of the inhabitants of Manchester and the surrounding areas by the provision of facilities for swimming and associated events.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts	Para 1.17 and 1.19	<p>To provide access to facilities and coaching for swimmers in the following categories</p> <p>Disability swimmers – either recreational or competitive of all ages.</p> <p>Masters' swimmers – either recreational or competitive for swimmers 18 years and over.</p> <p>Academy and Community based swimming for beginners coming out of the Learn to Swim programme, offering a pathway access for Manchester based swimmers to progress their skills and techniques in addition to recreational swimming.</p> <p>Support for the development of all swimmers to achieve their goals, from basic improvement to national and international competition.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have regard to the guidance issued by the Charity Commission on public benefit and discuss this at our trustees' meetings where we plan and make decisions for the carrying out of our activities to which the guidance is relevant.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable.
Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	Many of the Club's activities are dependent on good volunteers and we have a core support that regularly assist the work we do.
Other		Not applicable.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole	Para 1.20	<p>2023/24 has finally seen the Club return to pre-Covid activities with the end of the pandemic and the completion of the refurbishment of the Commonwealth pool.</p> <p>Consequently, we have continued to increase our membership in all age groups and Squads.</p> <p>The Club are looking forward to continuing to offer more opportunities for swimmers of all aspirations. In particular, numbers are increasing in the Disability Academy, Masters, and novice swimming, with the community Squads close to capacity.</p> <p>The performance side of the team has had considerable success at national level and gaining representation at World Championships and Paralympic Games. The club has also maintained it's high level of qualifiers from the city at County, Regional and national level with winners at all these events.</p> <p>The Club has a great relationship with Manchester City Council and Swim England, the governing body of swimming. Opportunities coming from this included hosting a second national event camp.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Not applicable.
Performance of fundraising activities against objectives set	Para 1.41	Not applicable.
Investment performance against objectives	Para 1.41	Not applicable.
Other		Not applicable.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period to 31 st March 2024 the charity had reserves totalling £57,846 (2023: £66,144).
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our reserves policy is to hold 3 months costs (expenditure) in free reserves (unrestricted funds) to ensure all costs are covered and the charity is sustainable as a going concern.
Amount of reserves held	Para 1.22	As at 31 st March 2024 total reserves held were £57,846, being wholly from the charity's Unrestricted Funds (general free reserves).
Reasons for holding zero reserves	Para 1.22	Not applicable as reserves are held.
Details of fund materially in deficit	Para 1.24	No funds were in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The Charity's principal sources of funds are from: - Annual Memberships Monthly Training Fees Grant from the local Council Income from Swim Meets - the Club organise and invite participants to enter.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	Not applicable.
Other		Expenditure for the Club relates in the main to: - Providing Qualified Coaching & Teaching Staff Training Cost Support for Coaching & Teaching Staff & Volunteers Purchase of training equipment Provision of kit for swimmers Subsidy for swimmers on international meets and training camps General Administration costs for the running of the Club.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (<i>trust deed, royal charter</i>)	Para 1.25	Constitution
How is the charity constituted? (<i>e.g unincorporated association, CIO</i>)	Para 1.25	Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected from Membership

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have written policies in place, which are given to our new Trustees to read, and a training programme is in place to ensure that any newly appointed Trustees will receive training on all matters necessary for them to be able to perform their duties effectively.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Policies and procedures: Equality Plan Training Needs Analysis Codes of Conduct for Swimmers, Parents, Coaches & Teachers Codes of Conduct for Committee Members, Volunteers & Officials Risk Assessments for Training, Land Training & Abroad Trips Club Emergency Procedures for all Pools.
Relationship with any related parties	Para 1.51	Related Parties: Swim England – Governing Body Manchester City Council via MCRactive GLL – Pool Operator MMU (Sports Scholarships - Swimming) England Para Swimming – Disability Academies Manchester Club Network Group
Other		Not applicable.

Reference and Administrative details

Charity name	City of Manchester Aquatics Swim Team
Other name the charity uses	COMAST
Registered charity number	1195630
Charity's principal address	Commonwealth Pool Aquatic Centre 2 Booth Street East Manchester M13 9SS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Michael Hilton	Treasurer/Admin		
2	Prof. Sophie Parker	Meet Manager	Up to 1 st March 2024	
		Committee Member	From 1 st March 2024	
3	Ruth Dawson	Chairperson		
4	Siobhan Ann Sullivan	Secretary		
5	Matthew Blake	Committee Member	Left 1 st March 2024	

Corporate trustees – names of the directors at the date the report was approved

Director name		
Not applicable		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Not applicable		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable.

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Community Accounting Lancashire C.I.C.	Foxfields, 9 Norley Close, Chadderton, Oldham, Lancashire, OL1 2RA

Name of chief executive or names of senior staff members (Optional information)

Not applicable.

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable.


Other optional information

None.

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael James Hilton	
Position (eg Secretary, Chair, etc)	Treasurer/Admin	

Date 26th October 2024

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF
CITY OF MANCHESTER AQUATICS SWIM TEAM (COMAST)**

YEAR ENDED 31 MARCH 2024

I report on the accounts for the year ended 31 March 2024 set out on pages 10 to 16.

Respective Responsibilities of Trustees and Examiner

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").

The charity's trustees consider an audit is not required for this year under section 144 of the 2011 Act, and that an independent examination is needed.

It is my responsibility as independent examiner to:

- ~ examine the accounts under section 145 of the 2011 Act
- ~ follow the applicable Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, and;
- ~ to state whether particular matters have come to my attention

Basis of Independent Examiners Report

My examination was carried out in accordance with the Directions given by the Charity commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiners Statement

I have completed my examination for the year ended 31 March 2024.

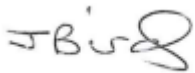
I can confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- ~ accounting records were not kept in accordance with section 130 of the 2011 Act or
- ~ the accounts do not accord with the accounting records to comply with the accounting requirements of the 2011 Act
- ~ the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Independent Examiners Qualification

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination, being a Fellow Member of the Association of Accounting Technicians, which is one of the listed bodies.



18th November 2024

Miss Jacqueline Bird F.M.A.A.T.

Practising Licence Number: 1003659

Community Accounting Lancashire C.I.C.

Foxfields, 9 Norley Close, Chadderton, Oldham, OL1 2RA

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2024

	<i>Notes</i>	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Income from:					
Grants and donations	<i>2</i>	43,000	250	43,250	86,800
Charitable activities	<i>3</i>	280,651	-	280,651	167,395
Other income	<i>4</i>	2,388	-	2,388	2,883
Investments		<u>712</u>	<u>-</u>	<u>712</u>	<u>297</u>
Total		<u><u>326,751</u></u>	<u><u>250</u></u>	<u><u>327,001</u></u>	<u><u>257,375</u></u>
Expenditure on:					
Raising funds		24	-	24	-
Charitable activities	<i>5</i>	322,468	250	322,718	259,309
Other expenditure	<i>6</i>	<u>12,557</u>	<u>-</u>	<u>12,557</u>	<u>11,608</u>
Total		<u><u>335,049</u></u>	<u><u>250</u></u>	<u><u>335,299</u></u>	<u><u>270,917</u></u>
Net income/(expenditure)		<u><u>(8,298)</u></u>	<u><u>-</u></u>	<u><u>(8,298)</u></u>	<u><u>(13,542)</u></u>
Transfers between funds	<i>11</i>	-	-	-	-
Net movement in funds		<u><u>(8,298)</u></u>	<u><u>-</u></u>	<u><u>(8,298)</u></u>	<u><u>(13,542)</u></u>
Reconciliation of funds:					
Total funds brought forward		<u><u>66,144</u></u>	<u><u>-</u></u>	<u><u>66,144</u></u>	<u><u>79,686</u></u>
Total funds carried forward	<i>11</i>	<u><u>57,846</u></u>	<u><u>-</u></u>	<u><u>57,846</u></u>	<u><u>66,144</u></u>

The notes on pages 12 to 16 form part of these financial statements.

Note 12 to the accounts shows a comparative Statement of Financial Activities for the year ended 31 March 2023.

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

BALANCE SHEET

AS AT 31 MARCH 2024

	<i>Notes</i>	2024	£	2023	£
CURRENT ASSETS					
Stocks	<i>8</i>	9,311		11,430	
Debtors	<i>9</i>	15,570		2,300	
Cash at Bank and in Hand		<u>49,003</u>		<u>54,196</u>	
		73,884		67,926	
CREDITORS: Amounts falling due within one year	<i>10</i>	16,038		1,782	
NET CURRENT ASSETS			57,846		66,144
CREDITORS: Amounts falling due after one year			—		—
NET ASSETS/(LIABILITIES)			<u>57,846</u>		<u>66,144</u>
FUNDS OF THE CHARITY					
Unrestricted Funds			57,846		66,144
Restricted Funds			—		—
TOTAL FUNDS	<i>11</i>		<u>57,846</u>		<u>66,144</u>

The financial statements were approved by the Board of Trustees on the 26th of October 2024 and signed on their behalf:



Michael James Hilton
Trustee

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024**

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared in accordance with the Charities SORP (FRS 102) '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 January 2022]'. The financial statements have been prepared under the historical cost convention.

Going Concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming Resources

All income, including grants and donations, is recognised once the charity has entitlement to the income. It is probable that the income will be received, and the amount of income receivable can be measured reliably. Restricted funds are to be used for specified purposes as laid down by the donor.

Expenditure which meets these criteria's is identified to the fund, together with a fair allocation of overheads and support costs. Unrestricted funds are for grants, donations and other incoming resources received or generated for charitable purposes.

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

Resources Expended

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to applicable expenditure headings.

Charitable expenditure shall include all expenditure directly related to the objects of the charity, including the cost of goods and services, that have been incurred in charitable activities.

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount for the obligation can be measured reliably.

Governance Costs

Governance costs shall include all expenditure directly related to the administration of the charity including expenditure incurred in the management of the charity's assets, organisational administration and compliance with charitable and statutory requirements.

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024**

2. INCOME FROM GRANTS & DONATIONS

	Unrestricted Funds	Restricted Funds	2024 Total Funds	2023 Total Funds
	£	£	£	£
MCR Active (MMU)	-	-	-	15,500
Swim England Funding	10,000	250	10,250	10,250
Swim England (Taster Session)	-	-	-	50
Sponsorships:				
AWB & Son Ltd	3,000	-	3,000	-
Grants:				
Manchester Council Grant	30,000	-	30,000	60,000
MCR Active Grant	-	-	-	1,000
	<u>43,000</u>	<u>250</u>	<u>43,250</u>	<u>86,800</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	2024 Total Funds	2023 Total Funds
	£	£	£	£
Training Fees	143,104	-	143,104	95,295
Membership Fees	11,840	-	11,840	13,186
Meets**	87,138	-	87,138	-
External Competitions & Meets	13,147	-	13,147	23,160
Camps	25,300	-	25,300	33,436
Awards Evening	-	-	-	1,637
Fundraising	92	-	92	247
Miscellaneous	30	-	30	434
	<u>280,651</u>	<u>-</u>	<u>280,651</u>	<u>167,395</u>

**There was no income for Meets in the last financial period as it was in 2023/24 that the Club returned to pre-Covid activities following the end of the pandemic and the completion of the refurbishment of the Commonwealth pool.

4. OTHER INCOME

	Unrestricted Funds	Restricted Funds	2024 Total Funds	2023 Total Funds
	£	£	£	£
Club Kit	2,388	-	2,388	2,883
Sundry Income	-	-	-	-
	<u>2,388</u>	<u>-</u>	<u>2,388</u>	<u>2,883</u>

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024**

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Direct & Governance Costs	Restricted Direct & Governanc e Costs	Unrestricted Support Costs	Restricted Support Costs	2024 Total Funds	2023 Total Funds
	£	£	£	£	£	£
Salaries	107,636	-	-	-	107,636	105,341
Travel & Subsidence	-	-	9,971	-	9,971	12,337
Swim England Fees	-	-	10,880	-	10,880	7,682
Camps	-	-	108,000	-	108,000	91,386
Meets	-	-	39,527	-	39,527	-
External Competitions & Meets	-	-	16,203	-	16,203	23,378
Pool Hire (Raven Moss)	-	-	3,724	-	3,724	3,504
Events (Performance Centre)	-	-	1,500	-	1,500	1,500
Awards Evening	-	-	-	-	-	2,351
Coaching Development	-	-	1,573	250	1,823	2,064
Communications	-	-	4,598	-	4,598	2,760
Office Expenses	-	-	772	-	772	359
Office Equipment	-	-	8,318	-	8,318	1,652
Training Equipment	-	-	4,586	-	4,586	1,332
Accountancy Fees	1,400	-	-	-	1,400	2,157
Payroll Costs	646	-	-	-	646	1,132
Bank & Service Charges	2,422	-	-	-	2,422	245
Miscellaneous	-	-	712	-	712	129
	<u>112,104</u>	<u>-</u>	<u>210,364</u>	<u>250</u>	<u>322,718</u>	<u>259,309</u>

Total resources expended are stated after charging:

	2024 £	2023 £
Independent examination fees	1,400	1,400
Other accountancy costs	-	757
	<u>1,400</u>	<u>2,157</u>

6. OTHER EXPENDITURE

	2024 £	2023 £
Club Kit	12,557	11,608
Sundry Expenditure	-	-
	<u>12,557</u>	<u>11,608</u>

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024**

7. STAFF COSTS

	2024	2023
	£	£
The movement in the year is after charging:		
Wages and Salaries Costs	<u>107,636</u>	<u>105,341</u>

No employee received emoluments of £60,000 or above (2023: none).

Average number of employees during the year was 15, being an average of 4.81 full time equivalent (2023: 14, an average of 4.76 FTE):

	2024	2023
Lead Coach	1.00	1.00
Performance Analyst	0.79	0.83
Coach	1.92	1.81
Coach Assistant	0.41	0.43
Administrator	0.69	0.69
	4.81	4.76

One Trustee was paid an annual remuneration of £9,768 for administration services during the course of the year (2022: £9,768). There were no related party transactions during the year (2023: none).

8. STOCK ANALYSIS

		2024		2023
	£	£	£	£
Sales		2,388		2,883
Less: Cost of Sales:				
Stock (as at 01/04/2023)	11,430		5,037	
Add: Purchases	<u>10,438</u>		<u>18,001</u>	
	<u>21,868</u>		<u>23,038</u>	
Less: Closing Stock (as at 31/03/24)	<u>9,311</u>	<u>12,557</u>	<u>11,430</u>	<u>11,608</u>
Net Movement		<u>10,169</u>		<u>8,725</u>

9. DEBTORS

	2024	2023
	£	£
Debtors	15,570	2,300
Prepayments	-	-
	<u>15,570</u>	<u>2,300</u>

10. CREDITORS: Amounts falling due within one year

	2024	2023
	£	£
Creditors	-	-
Accruals	14,466	1,782
Deferred Income	<u>1,572</u>	-
	<u>16,038</u>	<u>1,782</u>

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024**

11. FUND ANALYSIS

Fund Name	Balance as at 1 April 2023 £	Receipts £	Payments £	Transfer of Funds £	Balance as at 31 March 2024 £
Unrestricted Funds					
General Funds	66,144	326,751	(335,049)	-	57,846
Restricted Funds					
Manchester Council Grant	-	250	(250)	-	-
TOTAL FUNDS	<u>66,144</u>	<u>327,001</u>	<u>(335,299)</u>	<u>-</u>	<u>57,846</u>

12. COMPARATIVE INFORMATION (Previous Year)

	<i>Notes</i>	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
Income from:				
Grants and donations	2	86,550	250	86,800
Charitable activities	3	167,395	-	167,395
Other income	4	2,883	-	2,883
Investments		<u>297</u>	<u>-</u>	<u>297</u>
Total		<u>257,125</u>	<u>250</u>	<u>257,375</u>
Expenditure on:				
Raising funds		-	-	-
Charitable activities	5	229,0259	30,250-	259,309
Other expenditure	6	<u>11,608</u>	<u>-</u>	<u>11,608</u>
Total		<u>240,667</u>	<u>30,250</u>	<u>270,917</u>
Net income/(expenditure)		<u>16,458</u>	<u>(30,000)</u>	<u>(13,542)</u>
Reconciliation of funds:				
Total funds brought forward		<u>49,686</u>	<u>30,000</u>	<u>79,686</u>
Funds carried forward at 31 March 2023	11	<u>66,144</u>	<u>-</u>	<u>66,144</u>

CITY OF MANCHESTER AQUATICS SWIM TEAM

England & Wales - Charity number 1195630

Accounts

Charity Registration Number: 1195630



City of Manchester Aquatics Swim Team

(COMAST)

A Charitable Incorporated Organisation (CIO)

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS**

For The Year Ended

31 March 2023

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

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**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

Organisation Name	City of Manchester Aquatics Swim Team (COMAST)
Charity Number	1195630
Address	Commonwealth Pool Aquatic Centre 2 Booth Street East Manchester M13 9SS
Trustees	Michael Hilton Professor Sophie Parker Ruth Dawson Siobhan Sullivan (appointed 06/02/2023) Matthew Blake (appointed 06/02/2023) Dianne Copeland (resigned 06/02/2023) Duncan Walklet (resigned 06/02/2023)
Accountants	Community Accounting Lancashire C.I.C. Foxfields 9 Norley Close Chadderton Oldham OL1 2RA
Bankers	Royal Bank of Scotland Drummond House 1 Redheughs Avenue Edinburgh EH12 9JN



Trustees' Annual Report for the period

From: 1st April 2022

To: 31st March 2023

Charity name: City of Manchester Aquatics Swim Team

Charity registration number: 1195630

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The promotion of community participation in healthy recreation, primarily but not exclusively, for the benefit of the inhabitants of Manchester and the surrounding areas by the provision of facilities for swimming and associated events.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts	Para 1.17 and 1.19	<p>To provide access to facilities and coaching for swimmers in the following categories</p> <p>Disability swimmers – either recreational or competitive of all ages.</p> <p>Masters' swimmers – either recreational or competitive for swimmers 18 years and over.</p> <p>Academy and Community based swimming for beginners coming out of the Learn to Swim programme, offering a pathway access for Manchester based swimmers to progress their skills and techniques in addition to recreational swimming.</p> <p>Support for the development of all swimmers to achieve their goals, from basic improvement to national and international competition.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have regard to the guidance issued by the Charity Commission on public benefit and discuss this at our trustees' meetings where we plan and make decisions for the carrying out of our activities to which the guidance is relevant.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable.
Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	Many of the Club's activities are dependent on good volunteers and we have a core support that regularly assist the work we do.
Other		Not applicable.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole	Para 1.20	<p>2022/23 has been a challenging year for the Club. Following on from the restrictions of the pandemic, our home at the main Aquatics centre has been undergoing major refurbishment which has restricted the Club's activities with far less pool space. However, despite this, new members have continued to be added to the Community, Masters,' and Disability Squads by using our satellite pools.</p> <p>The Performance swimmers have had great success with medals at Commonwealth Games and European Juniors. The Club also had increased representation at National and County events.</p> <p>The Club has a great relationship with Manchester City Council and Swim England, the governing body of swimming. Opportunities coming from this included hosting a national event camp.</p> <p>The Club are looking forward to exciting opportunities as we move into new era at the refurbished Manchester Aquatic Centre.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Not applicable.
Performance of fundraising activities against objectives set	Para 1.41	Not applicable.
Investment performance against objectives	Para 1.41	Not applicable.
Other		Not applicable.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period to 31 st March 2023 the charity had reserves totalling £66,144. Reserves carried forward from 31 st March 2022 were £79,686 from the assets of the "City of Manchester Aquatics Swim Team (un-constituted)" that were transferred to the charity at that date.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our reserves policy is to hold 3 months costs (expenditure) in free reserves (unrestricted funds) to ensure all costs are covered and the charity is sustainable as a going concern.
Amount of reserves held	Para 1.22	As at 31 st March 2023 total reserves held were £66,144, being wholly from the charity's Unrestricted Funds (general free reserves).
Reasons for holding zero reserves	Para 1.22	Not applicable as reserves are held.
Details of fund materially in deficit	Para 1.24	No funds were in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The Charity's principal sources of funds are from: - Annual Memberships Monthly Training Fees Grant from the local Council Income from Swim Meets - the Club organise and invite participants to enter.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	Not applicable.
Other		Expenditure for the Club relates in the main to: - Providing Qualified Coaching & Teaching Staff Training Cost Support for Coaching & Teaching Staff & Volunteers Purchase of training equipment Provision of kit for swimmers Subsidy for swimmers on international meets and training camps General Administration costs for the running of the Club.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected from Membership

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have written policies in place, which are given to our new Trustees to read, and a training programme is in place to ensure that any newly appointed Trustees will receive training on all matters necessary for them to be able to perform their duties effectively.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>Policies and procedures:</p> <ul style="list-style-type: none"> Club Development Plan 2021-2023 Equality Plan Training Needs Analysis Codes of Conduct for Swimmers, Parents, Coaches & Teachers Codes of Conduct for Committee Members, Volunteers & Officials Risk Assessments for Training, Land Training & Abroad Trips Club Emergency Procedures for all Pools
Relationship with any related parties	Para 1.51	<p>Related Parties:</p> <ul style="list-style-type: none"> Swim England – Governing Body Manchester City Council via MCRActive GLL – Pool Operator MMU (Sports Scholarships - Swimming) England Para Swimming – Disability Academies Manchester Club Network Group
Other		Not applicable.

Reference and Administrative details

Charity name	City of Manchester Aquatics Swim Team
Other name the charity uses	COMAST
Registered charity number	1195630
Charity's principal address	Commonwealth Pool Aquatic Centre 2 Booth Street East Manchester M13 9SS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Michael Hilton	Treasurer/Admin		
2	Prof. Sophie Parker	Meet Manager		
3	Ruth Dawson	Chairperson		
4	Siobhan Sullivan	Secretary	From 6th February 2023	
5	Matthew Blake	Committee Member	From 6th February 2023	
6	Dianne Copeland	Secretary	Left 6th February 2023	
7	Duncan Walklet	Committee Member	Left 6th February 2023	

Corporate trustees – names of the directors at the date the report was approved

Director name		
Not applicable		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Not applicable		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable.

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Community Accounting Lancashire C.I.C.	Foxfields, 9 Norley Close, Chadderton, Oldham, Lancashire, OL1 2RA

Name of chief executive or names of senior staff members (Optional information)

Not applicable.

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable.


Other optional information

None.

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael James Hilton	
Position (eg Secretary, Chair, etc)	Treasurer/Admin	

Date 12th June 2023

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF
CITY OF MANCHESTER AQUATICS SWIM TEAM (COMAST)**

YEAR ENDED 31 MARCH 2023

I report on the accounts for the year ended 31 March 2023 set out on pages 10 to 16.

Respective Responsibilities of Trustees and Examiner

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").

The charity's trustees consider an audit is not required for this year under section 144 of the 2011 Act, and that an independent examination is needed.

It is my responsibility as independent examiner to:

- ~ examine the accounts under section 145 of the 2011 Act
- ~ follow the applicable Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, and;
- ~ to state whether particular matters have come to my attention

Basis of Independent Examiners Report

My examination was carried out in accordance with the Directions given by the Charity commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiners Statement

I have completed my examination for the year ended 31 March 2023.

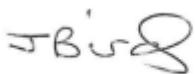
I can confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- ~ accounting records were not kept in accordance with section 130 of the 2011 Act or
- ~ the accounts do not accord with the accounting records to comply with the accounting requirements of the 2011 Act
- ~ the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Independent Examiners Qualification

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination, being a Fellow Member of the Association of Accounting Technicians, which is one of the listed bodies.



27th June 2023

Miss Jacqueline Bird F.M.A.A.T.

Practicing Licence Number: 1003659

Community Accounting Lancashire C.I.C.

Foxfields, 9 Norley Close, Chadderton, Oldham, OL1 2RA

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2023

	<i>Notes</i>	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Income from:					
Grants and donations	2	86,550	250	86,800	-
Charitable activities	3	167,395	-	167,395	-
Other income	4	2,883	-	2,883	-
Investments		<u>297</u>	<u>-</u>	<u>297</u>	<u>-</u>
Total		<u>257,125</u>	<u>250</u>	<u>257,375</u>	<u>-</u>
Expenditure on:					
Raising funds		-	-	-	-
Charitable activities	5	229,059	30,250	259,309	-
Other expenditure	6	<u>11,608</u>	<u>-</u>	<u>11,608</u>	<u>-</u>
Total		<u>240,667</u>	<u>30,250</u>	<u>270,917</u>	<u>-</u>
Net income/(expenditure)		<u>16,458</u>	<u>(30,000)</u>	<u>(13,542)</u>	<u>-</u>
Transfers between funds	11	-	-	-	-
Net movement in funds		<u>16,458</u>	<u>(30,000)</u>	<u>(13,542)</u>	<u>-</u>
Reconciliation of funds:					
Total funds brought forward		<u>49,686</u>	<u>30,000</u>	<u>79,686</u>	<u>79,686</u>
Total funds carried forward	11	<u>66,144</u>	<u>-</u>	<u>66,144</u>	<u>79,686</u>

The notes on pages 12 to 16 form part of these financial statements.

Note 12 to the accounts shows a comparative Statement of Financial Activities for the year ended 31 March 2022.

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

BALANCE SHEET

AS AT 31 MARCH 2023

	<i>Notes</i>	2023	£	2022	£
CURRENT ASSETS					
Stocks	<i>8</i>	11,430		5,037	
Debtors	<i>9</i>	2,300		-	
Cash at Bank and in Hand		<u>54,196</u>		<u>74,649</u>	
		67,926		79,686	
CREDITORS: Amounts falling due within one year	<i>10</i>	1,782		-	
NET CURRENT ASSETS			66,144		79,686
CREDITORS: Amounts falling due after one year			<u>-</u>		<u>-</u>
NET ASSETS/(LIABILITIES)			<u>66,144</u>		<u>79,686</u>
FUNDS OF THE CHARITY					
Unrestricted Funds			66,144		49,686
Restricted Funds			<u>-</u>		<u>30,000</u>
TOTAL FUNDS	<i>11</i>		<u>66,144</u>		<u>79,686</u>

The financial statements were approved by the Board of Trustees on the 12th of June 2023 and signed on their behalf:



Michael James Hilton
Trustee

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023**

1. ACCOUNTING POLICIES

Basis of accounting

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 (FRS102) issued on 16 July 2014 [as updated through Update Bulletin 1 published on 2 February 2016 and also Update Bulletin 2 published on 5 October 2018) – (Charities SORP (FRS 102)], the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

“City of Manchester Aquatics Swim Team (un-constituted)” were converted to “City of Manchester Aquatics Swim Team CIO”, a Charitable Incorporated Organisation (CIO), being registered at the Charity Commission on the 25th of August 2021.

The assets and liabilities of “City of Manchester Aquatics Swim Team (un-constituted)” were transferred to “City of Manchester Aquatics Swim Team CIO” on the 31st of March 2022, being the funds brought forward as at the 1st of April 2022. As such there were no comparables for income and expenditure for the year ended the 31st of March 2022.

Going Concern

The trustees are satisfied that there are no material uncertainties about the charity’s ability to continue.

Incoming Resources

All income, including grants and donations, is recognised once the charity has entitlement to the income. It is probable that the income will be received, and the amount of income receivable can be measured reliably. Restricted funds are to be used for specified purposes as laid down by the donor.

Expenditure which meets these criteria’s is identified to the fund, together with a fair allocation of overheads and support costs. Unrestricted funds are for grants, donations and other incoming resources received or generated for charitable purposes.

Resources Expended

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to applicable expenditure headings.

Charitable expenditure shall include all expenditure directly related to the objects of the charity, including the cost of goods and services, that have been incurred in charitable activities.

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount for the obligation can be measured reliably.

Governance Costs

Governance costs shall include all expenditure directly related to the administration of the charity including expenditure incurred in the management of the charity's assets, organisational administration and compliance with charitable and statutory requirements.

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023**

2. INCOME FROM GRANTS & DONATIONS

	Unrestricted Funds	Restricted Funds	2023 Total Funds	2022 Total Funds
	£	£	£	£
MCR Active (MMU)	15,500	-	15,500	-
Swim England Funding	10,000	250	10,250	-
Swim England (Taster Session)	50	-	50	-
Grants:				
Manchester Council Grant	60,000	-	60,000	-
MCR Active Grant	1,000	-	1,000	-
	<u>86,550</u>	<u>250</u>	<u>86,800</u>	<u>-</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	2023 Total Funds	2022 Total Funds
	£	£	£	£
Training Fees	95,295	-	95,295	-
Membership Fees	13,186	-	13,186	-
Camps	33,436	-	33,436	-
Competitions & Meets	23,160	-	23,160	-
Awards Evening	1,637	-	1,637	-
Fundraising	247	-	247	-
Miscellaneous	434	-	434	-
	<u>167,395</u>	<u>-</u>	<u>167,395</u>	<u>-</u>

4. OTHER INCOME

	Unrestricted Funds	Restricted Funds	2023 Total Funds	2022 Total Funds
	£	£	£	£
Club Kit	2,883	-	2,883	-
Sundry Income	-	-	-	-
	<u>2,883</u>	<u>-</u>	<u>2,883</u>	<u>-</u>

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023**

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Direct & Governance Costs	Restricted Direct & Governance Costs	Unrestricted Support Costs	Restricted Support Costs	2023 Total Funds	2022 Total Funds
	£	£	£	£	£	£
Salaries	105,341	-	-	-	105,341	-
Travel & Subsistence	-	-	12,337	-	12,337	-
Swim England Fees	-	-	7,682	-	7,682	-
Camps	-	-	61,386	30,000	91,386	-
Competitions & Meets	-	-	23,378	-	23,378	-
Pool Hire (Raven Moss)	-	-	3,504	-	3,504	-
Events (Performance Centre)	-	-	1,500	-	1,500	-
Awards Evening	-	-	2,351	-	2,351	-
Coaching Development	-	-	1,814	250	2,064	-
Communications	-	-	2,760	-	2,760	-
Office Expenses	-	-	359	-	359	-
Office Equipment	-	-	1,652	-	1,652	-
Training Equipment	-	-	1,332	-	1,332	-
Accountancy Fees	2,157	-	-	-	2,157	-
Payroll Costs	1,132	-	-	-	1,132	-
Bank & Service Charges	245	-	-	-	245	-
Miscellaneous	-	-	129	-	129	-
	<u>108,875</u>	<u>-</u>	<u>120,184</u>	<u>30,250</u>	<u>259,309</u>	<u>-</u>

Total resources expended are stated after charging:

	2023 £	2022 £
Independent examination fees	1,400	-
Other accountancy costs	757	-
	<u>2,157</u>	<u>-</u>

The accounts previously have been prepared on a 'Receipts and Payments' basis, and as such the independent examiners fee was paid in the following accounting period. The £757 is for the year ending 31st March 2022 fees. However, as the annual income has exceeded £250,00 in this financial period, for the year ended 31st March 2023, the financial statements (accounts) have this year been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities. As such accrual accounts have been prepared and the £1,400 fees for the independent examination of the year ended 31st March 2023 have been accrued and included in the 'Statement of Financial Activities'.

6. OTHER EXPENDITURE

	2023 £	2022 £
Club Kit	11,608	-
Sundry Expenditure	-	-
	<u>11,608</u>	<u>-</u>

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023**

7. STAFF COSTS

The movement in the year is after charging:	2023	2022
	£	£
Wages and Salaries Costs	<u>105,341</u>	<u>-</u>

No employee received emoluments of £60,000 or above (2022: none).

Average number of employees during the year was 14, an average of 4.76 full time equivalent:

	2023
Lead Coach	1.00
Performance Analyst	0.83
Coach	1.81
Coach Assistant	0.43
Administrator	<u>0.69</u>
	<u>4.76</u>

One Trustee was paid an annual remuneration of £9,768 for administration services during the course of the year (2022: £9,768). There were no related party transactions during the year (2022: none).

8. STOCK ANALYSIS

	2023	
	£	£
Sales		2,883
Less: Cost of Sales:		
Stock (as at 01/04/2022)	5,037	
Add: Purchases	<u>18,001</u>	
	<u>23,038</u>	
Less: Closing Stock (as at 31/03/23)	<u>11,430</u>	<u>11,608</u>
Net Movement		<u>(8,725)</u>

9. DEBTORS

	2023	2022
	£	£
Debtors	2,300	-
Prepayments	<u>-</u>	<u>-</u>
	<u>2,300</u>	<u>-</u>

10. CREDITORS: Amounts falling due within one year

	2023	2022
	£	£
Creditors	-	-
Accruals	<u>1,782</u>	<u>-</u>
	<u>1,782</u>	<u>-</u>

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023**

11. FUND ANALYSIS

Fund Name	Balance as at 1 April 2022 £	Receipts £	Payments £	Transfer of Funds £	Balance as at 31 March 2023 £
Unrestricted Funds					
General Funds	29,686	257,125	(240,667)	20,000	66,144
Designated Funds*	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>(20,000)</u>	<u>-</u>
	49,686	257,125	(240,667)	-	66,144
Restricted Funds					
Manchester Council Grant	<u>30,000</u>	<u>250</u>	<u>(30,250)</u>	<u>-</u>	<u>-</u>
	30,000	250	(30,250)	-	-
TOTAL FUNDS	<u>79,686</u>	<u>257,375</u>	<u>(270,917)</u>	<u>-</u>	<u>66,144</u>

* An amount of £20,000 was historically set aside in Designated Funds by the committee of “City of Manchester Aquatics Swim Team” for the purpose of any contractual redundancy payments and for hardship from swimmers. This was transferred over on the 31st of March 2022 to “City of Manchester Aquatics Swim Team CIO” where the board of trustees approved to release the Designated Funds back to the General Funds to adhere to free reserve levels, as per the reserve policy of “City of Manchester Aquatics Swim Team CIO”.

12. COMPARATIVE INFORMATION (Previous Year)

	<i>Notes</i>	Unrestricted Funds 25/08/21 to 31/03/22 £	Restricted Funds 25/08/21 to 31/03/22 £	Total Funds 25/08/21 to 31/03/22 £
Income from:				
Grants and donations	2	-	-	-
Charitable activities	3	-	-	-
Other income	4	-	-	-
Total		<u>-</u>	<u>-</u>	<u>-</u>
Expenditure on:				
Raising funds		-	-	-
Charitable activities	5	-	-	-
Other expenditure	6	-	-	-
Total		<u>-</u>	<u>-</u>	<u>-</u>
Net income/(expenditure)		<u>-</u>	<u>-</u>	<u>-</u>
Reconciliation of funds:				
Funds transferred at 31 March 2022**		<u>49,686</u>	<u>30,000</u>	<u>79,686</u>
Funds carried forward at 31 March 2022	11	<u>49,686</u>	<u>30,000</u>	<u>79,686</u>

**The assets of “City of Manchester Aquatics Swim Team” of £79,686 (£74,649 cash funds and £5,037 stock) were transferred to “City of Manchester Aquatics Swim Team CIO” on the 31st of March 2022.

CITY OF MANCHESTER AQUATICS SWIM TEAM

England & Wales - Charity number 1195630

Accounts



**City of Manchester Aquatics Swim Team
(COMAST)**

A Charitable Incorporated Organisation (CIO)

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS**

**For The Period
25th August 2021
to
31 March 2022**

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

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**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

Organisation Name	City of Manchester Aquatics Swim Team (COMAST)
Charity Number	1195630
Address	Commonwealth Pool Aquatic Centre 2 Booth Street East Manchester M13 9SS
Trustees	Michael Hilton Dr Sophie Parker Dianne Copeland Duncan Walklet Ruth Dawson
Accountants	Community Accounting Lancashire C.I.C. Foxfields 9 Norley Close Chadderton Oldham OL1 2RA
Bankers	Royal Bank of Scotland Drummond House 1 Redheughs Avenue Edinburgh EH12 9JN



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	25th	August	2021		31st	March	2022

Section A Reference and administration details

Charity name City of Manchester Aquatics Swim Team

Other names charity is known by COMAST

Registered charity number (if any) 1195630

Charity's principal address

Commonwealth Pool Aquatic Centre	
2 Booth Street East	
Manchester	
Postcode	M13 9SS

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Michael Hilton	Treasurer/Admin		
Dr Sophie Parker	Meet Manager		
Dianne Copeland	Secretary		
Duncan Walklet	Committee Member		
Ruth Dawson	Chairperson		

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Elected from Membership

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Policies and procedures:

Club Development Plan 2021-2023
 Equality Plan
 Training Needs Analysis
 Codes of Conduct for Swimmers, Parents, Coaches & Teachers
 Codes of Conduct for Committee Members, Volunteers & Officials
 Risk Assessments for Training, Land Training & Abroad Trips
 Club Emergency Procedures for all Pools

Related Parties:

Swim England – Governing Body
 Manchester City Council via MCRActive
 GLL – Pool Operator
 MMU (Sports Scholarships - Swimming)
 England Para Swimming – Disability Academies
 Manchester Club Network Group

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The promotion of community participation in healthy recreation, primarily but not exclusively, for the benefit of the inhabitants of Manchester and the surrounding areas by the provision of facilities for swimming and associated events.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To provide access to facilities and coaching for swimmers in the following categories

Disability swimmers – either recreational or competitive of all ages.

Masters' swimmers – either recreational or competitive for swimmers 18 years and over

Academy and Community based swimming for beginners coming out of the Learn to Swim programme, offering a pathway access for Manchester based swimmers to progress their skills and techniques in addition to recreational swimming.

Support for the development of all swimmers to achieve their goals, from basic improvement to national and international competition.

The trustees have regard to the guidance issued by the Charity Commission on public benefit and discuss this at our trustees' meetings where we plan and make decisions for the carrying out of our activities to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment.
- contribution made by volunteers.

Many of the Club's activities are dependent on good volunteers and we have a core support that regularly assist the work we do.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We were previously an unincorporated organisation and registered as a CIO on the 25th of August 2021.

The assets of City of Manchester Aquatics Swim Team (unincorporated organisation) were transferred into City of Manchester Aquatics Swim Team CIO on the 31st of March 2022.

Activities during this period were run City of Manchester Aquatics Swim Team (unincorporated organisation) until the 31st of March 2022.

From the 1st of April 2022 City of Manchester Aquatics Swim Team CIO will take on the activities going forward.

Section E Financial review

Brief statement of the charity's policy on reserves

Our reserves policy is to hold 3 months costs (expenditure) in free reserves (unrestricted funds) to ensure all costs are covered and the charity is sustainable as a going concern.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The assets of City of Manchester Aquatics Swim Team (unincorporated organisation) totalling £85,214 (from Cash Funds) were transferred into City of Manchester Aquatics Swim Team CIO (COMAST CIO) on the 31st of March 2022.

The Charity's principal sources of funds are from: -
 Annual Memberships
 Monthly Training Fees
 Grant from the local Council
 Income from Swim Meets - the Club organise and invite participants to enter.


Expenditure for the Club relates in the main to: -
 Providing Qualified Coaching & Teaching Staff
 Training Cost Support for Coaching & Teaching Staff & Volunteers
 Purchase of training equipment
 Provision of kit for swimmers
 Subsidy for swimmers on international meets and training camps
 General Administration costs for the running of the Club.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael James Hilton	
Position (eg Secretary, Chair, etc)	Treasurer/Admin	
Date	18 th July 2022	

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

**REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF
CITY OF MANCHESTER AQUATICS SWIM TEAM (COMAST)**

FOR THE PERIOD 25TH AUGUST 2021 TO 31ST MARCH 2022

I report on the accounts for the period 25th August 2021 to 31st March 2022 as set out on pages 4 to 6.

Respective Responsibilities of Trustees and Examiner

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").

The charity's trustees consider an audit is not required for this year under section 144 of the 2011 Act, and that an independent examination is needed.

It is my responsibility as independent examiner to:

- ~ examine the accounts under section 145 of the 2011 Act
- ~ follow the applicable Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, and
- ~ to state whether particular matters have come to my attention

Basis of Independent Examiners Report

My examination was carried out in accordance with the Directions given by the Charity commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

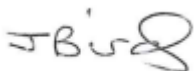
Independent Examiners Statement

I have completed my examination for the period 25th August 2021 to 31st March 2022.

I can confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- ~ accounting records were not kept in accordance with section 130 of the 2011 Act or
- ~ the accounts do not accord with the accounting records to comply with the accounting requirements of the 2011 Act

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



18th July 2022

Miss Jacqueline Bird F.M.A.A.T.
Community Accounting Lancashire C.I.C.
Foxfields
9 Norley Close
Chadderton
Oldham
OL1 2RA

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD 25TH AUGUST 2021 TO 31ST MARCH 2022

	Unrestricted Funds 25/08/21 to 31/03/22 £	Restricted Funds 25/08/21 to 31/03/22 £	Total Funds 25/08/21 to 31/03/22 £
RECEIPTS			
Grants	-	-	-
Fundraising	-	-	-
Beacon Camps & Meets	-	-	-
Training Fees	-	-	-
Membership Fees	-	-	-
SE Fees	-	-	-
Meet Income	-	-	-
External Meets	-	-	-
Awards Evening	-	-	-
Club Kit	-	-	-
Interest Received	-	-	-
Other Income	-	-	-
TOTAL RECEIPTS	-	-	-
PAYMENTS			
Beacon Camp & Meets	-	-	-
Coaching Development	-	-	-
Contribution to Training Fees	-	-	-
Employee Costs	-	-	-
Travel & Subs	-	-	-
SE Fees	-	-	-
Meet Expenditure	-	-	-
External Meets	-	-	-
Awards Evening	-	-	-
Club Kit	-	-	-
Pool Hire (Raven Moss)	-	-	-
Office Equipment	-	-	-
Office Expenses	-	-	-
Communications	-	-	-
Fundraising Costs	-	-	-
Professional Fees	-	-	-
Accountancy Fees	-	-	-
Payroll Costs	-	-	-
Miscellaneous	-	-	-
TOTAL PAYMENTS	-	-	-
Net of receipts/(payments)	-	-	-
Cash funds transferred at 31 March 2022	1 44,649	30,000	74,649
Cash funds closing balance as at 31 March 2022	3 <u>44,649</u>	<u>30,000</u>	<u>74,649</u>

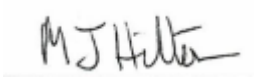
**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

STATEMENT OF ASSETS AND LIABILITES

AS AT 31 MARCH 2022

	As at 31 March 2022 £	Transferred at 31 March 2022 £
ASSETS		
Bank & Cash	74,649	74,649
OTHER ASSETS (STOCK)		
Stock – Club Kit	2,757	2,757
Stock – MISM Swim Caps	2,280	2,280

The financial statements were approved by the Board of Trustees on the 18th of July 2022 and signed on their behalf:



Michael Hilton
Trustee

**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD 25TH AUGUST 2021 TO 31ST MARCH 2022

1. BASIS OF PREPARATION OF ACCOUNTS

Receipts and payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context “cash” includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

“City of Manchester Aquatics Swim Team (un-constituted)” has converted to a Charitable Incorporated Organisation (CIO). “City of Manchester Aquatics Swim Team CIO” was registered at the Charity Commission on the 25th of August 2021.

The assets and liabilities of “City of Manchester Aquatics Swim Team (un-constituted)” were transferred to “City of Manchester Aquatics Swim Team CIO” at their year-end date of the 31st of March 2022.

2. GRANTS

Grants are credited to revenue on a receivable basis, and all income is allocated to appropriate funds based on the income, and the amount of income receivable can be measured reliably.

Restricted funds are to be used for specified purposes as laid down by the donor.

Expenditure which meets these criteria’s is identified to the fund, together with a fair allocation of overheads and support costs.

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

3. FUND ANALYSIS

Fund Name	Balance as transferred at 31 March 2022	Receipts	Payments	Balance as at 31 March 2022
	£	£	£	£
Unrestricted Funds				
General Funds	24,648	-	-	24,648
Designated Funds	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>20,000</u>
	44,649	-	-	44,649
Restricted Funds				
Manchester Council Grant	30,000	-	-	30,000
SENW Grant	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	30,000	-	-	30,000
TOTAL FUNDS	<u>74,649</u>	<u>-</u>	<u>-</u>	<u>74,649</u>