



**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)**

CONTENTS

	Page
Members of the Board and professional advisers	2
Trustees Annual Report	3-6
Independent Examiners Report	7
Receipts and Payments Account	8
Statement of Assets and Liabilities	9
Notes to the financial statements	10

**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.

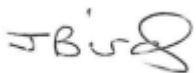
Independent Examiners Statement

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 £
<i>Notes</i>				
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	<i>1</i>	44,649	30,000	74,649
Cash funds closing balance as at 31 March 2022	<i>3</i>	<u>44,649</u>	<u>30,000</u>	<u>74,649</u>

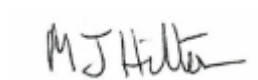
**CITY OF MANCHESTER AQUATICS SWIM TEAM
(COMAST)**

STATEMENT OF ASSETS AND LIABILITIES

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>