

CRAWLEY SWIMMING CLUB

England & Wales - Charity number 1199370

Details

Status Registered

Legal form CIO

Registered 2022-06-20

Register [View on the Charity Commission register](#)

Contact

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West Sussex
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Activities

Objects: THE OBJECTS OF CRAWLEY SWIMMING CLUB, AS A CHARITABLE ORGANISATION ARE FOR THE BENEFIT OF THE PUBLIC:(A) TO PROMOTE COMMUNITY PARTICIPATION IN HEALTHY RECREATION FOR THE BENEFIT OF THE INHABITANTS OF CRAWLEY, ITS SURROUNDING AREA AND THE GENERAL PUBLIC, IN PARTICULAR BY THE PROVISION OF FACILITIES FOR SWIMMING, OPEN WATER SWIMMING AND WATER POLO; AND (B) TO ADVANCE PHYSICAL EDUCATION THROUGH THE MEDIUM OF SWIMMING, OPEN WATER SWIMMING AND WATER POLO; AND(C) TO RELIEVE PEOPLE WITH PHYSICAL, SENSORY AND MENTAL DISABILITIES BY ENCOURAGING AND FACILITATING PARTICIPATION IN SPORTING ACTIVITIES, SPORTING PROGRAMMES AND ASSISTING IN THE PROVISION OF TRAINING, FACILITIES AND EQUIPMENT PARTICULARLY IN RELATION TO SWIMMING, OPEN WATER SWIMMING AND WATER POLO; AND(D) TO ADVANCE HEALTH AND THE SAVING OF LIVES BY THE PROVISION OF TEACHING AND TRAINING, WATER SAFETY, BASIC LIFESAVING, AND SWIMMING INSTRUCTION; AND(E) TO ADVANCE ANY OTHER PURPOSE WHICH IS CHARITABLE IN ACCORDANCE WITH THE LAWS OF ENGLAND AND WALES IN ASSOCIATION N WITH SWIMMING, OPEN WATER SWIMMING, DIVING, SYNCHRONIZED (ARTISTIC) SWIMMING AND WATER POLO.PAGE 4 OF 34THE TRUSTEES OF THE CLUB WILL ALWAYS HAVE REGARD TO THE CHARITY COMMISSION'S GUIDANCE ON PUBLIC BENEFIT.

Activities: We exist to encourage the life-long love of swimming (both using swimming pools or open water) and water polo. Initially to aid the saving of life and thence as a necessary aid to maintaining a healthy life-style.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

Geography

- Surrey
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£430,031	£413,473	-	-
2024-04-05	£334,543	£366,556	-	-
2023-04-05	£241,952	£233,403	-	-

Trustees

Name	Role	Appointed
Brian Wilson	Chair	2022-06-07
Alison Penfold		2022-07-05
Claire Artemenkova		2025-06-20
Craig Wells		2025-06-20
Donna Houlgate		2025-06-20
Emma Victoria Best		2023-06-06
Gary Lee		2022-06-07
Gordon John Dudman		2022-06-07
Helen Jennifer Gomez		2024-11-22
Kevin Ford		2023-01-19
Laura Ann Flatt		2025-03-14
Lee Howells		2025-06-20
Pamela Twocock		2024-05-17
Paul William Field		2022-06-07
Scott Jakins		2022-12-01
Vanessa Jane Sultana		2022-06-07
William PHILPOTT		2022-07-05
Zoe Diane Spencer		2022-06-07

CRAWLEY SWIMMING CLUB

England & Wales - Charity number 1199370

Accounts

CRAWLEY SWIMMING CLUB

TRUSTEES REPORT AND UNAUDITED FINANCIAL STATEMENTS

Financial Year 6th April 2023 to 5th April 2024

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CRAWLEY SWIMMING CLUB

**TRUSTEES REPORT AND
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Trustees Annual Report

Administrative Details:

Crawley Swimming Club

Registered Charity Number: 1199370

Location within the United Kingdom of the club's principal activities:

K2 Leisure Centre,
Tollgate Hill,
CRAWLEY,
West Sussex, RH11 9BQ

Address for the service of documents:

4 Wyngates,
Cophorne Bank,
CRAWLEY,
West Sussex, RH10 3RE

Email: secretary@crawleysc.co.uk

Bankers:

Santander,
Business Banking Operations Centre,
SUNDERLAND,
SR43 4FW

Independent Examiner:

Karen Flowers FCCA
Bowater Road
CRAWLEY
RH10 7LF

CRAWLEY SWIMMING CLUB

TRUSTEES REPORT AND UNAUDITED FINANCIAL STATEMENTS

Financial Year 6th April 2023 to 5th April 2024

1. Structure, Governance and Management

1.1 Crawley Swimming Club (CSC) founded as an unincorporated association in 1964 and since 20th June 2022 has been a Charitable Incorporated Organisation [CIO] regulated by the Charity Commission.

1.2 Trustees are appointed, in accordance with its constitution, at the Annual meeting of the club. Following the AGM for the year 2022/23 held on 16th June 2023 the following trustees, who had served initially for the period 20th June 2022 to 5th April 2023 all resigned in accordance with Section 14(a) of the club's constitution:

- Brian Wilson (Co-Chair)¹
- Scott Jakins (Co-Chair)¹
- Zoe Spencer (Secretary)¹
- Gordon Dudman (Treasurer)¹
- Dan Valovin
- Zuzana Lazarova
- Geraldine Newnham (resigned 17th May 2024)
- Vanessa Sultana
- Gary Lee
- Paul Field
- Alison Penfold
- Karin Wooden (resigned 24th May 2023)
- William Philpott
- Kevin Ford
- Joanne Evans (appointed 19th May 2023)
- Emma Best (appointed 6th June 2023)
- Pamela Twocock (appointed 17th May 2024)

The Trustees placed on record they grateful thanks to Fiona Wollard who had served the Club for 12 years, initially as a committee member and more recently as a Trustee, on her decision to retire at the AGM.

Trustee meetings were held on:

19 May, 18 July and 28 September 2023; then 19 January and 22 March 2024

The Trustees are mindful of the need to accurately record their decisions and that all such decisions made by them (or any sub-committees working on their behalf) are for the purposes of delivering 'Public Benefit'.

¹ Executive Member not required to stand for re-election in accordance with s 14(a) of the constitution.

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The 58th Annual General Meeting occurred during the year under review 16th June 2023. It was this meeting which confirmed the appointments of Trustees noted in section 1.2.

- 1.4 The Club is managed by the Trustees, on behalf of its members; where a member is under the age of 18 years a non-swimming parent can act as their proxy. The members meet each year to receive the report of the Trustees and to elect the requisite numbers of new Trustees to fill those positions vacated by resignations or those required to retire by virtue of Section 14(c) of the Club's Constitution.
- 1.5 All new Trustees are supplied with copies of the Charity Commissions guide "Charity Trustee: what's involved [CC3a]" and asked to affirm that they meet the conditions to be a Trustee and that they understand the wider responsibilities of being a charity trustee before their name is entered into the Register of Trustees with the Charity Commission.
- 1.6 As well as achieving its charitable status, it is vital for the running of the club that we also adhere to the requirements of our National Governing Body, Swim England. Compliance with their standard operating procedures is demonstrated by the achievement of the Swim England 'Swim Mark' Award. Our Swim Mark was renewed for 2 years (subject to an annual review) on 1st November 2023.
- 1.7 The Trustees continue to review its data security arrangements. The club's laptop computers are protected by the latest anti-virus and firewall software. At the same time, we use Office 365 for all our computing needs, supported by the appropriate subscription services.

2. Club Objectives

- 2.1 To promote community participation in healthy recreation for the benefit of the inhabitants of Crawley, its surrounding area and the general public, in particular by the provision of facilities for swimming, open water swimming and water polo. To relieve people with physical, sensory and mental disabilities by encouraging and facilitating participation in sporting activities, sporting programmes and assisting in the provision of training, facilities and equipment particularly in relation to swimming, open water swimming and water polo.
- 2.2 To advance the general health and wellbeing of the members, along with the saving of lives by the provision of teaching and training, water safety, basic lifesaving, and swimming instruction.
- 2.3 The swimming programme is led by the Head Coach, Will Philpot and Assistant Head Coach Tom Baxter. Both are Club Employees subject to PAYE and Workplace Pensions, neither of whom are paid more than £50,000. Tom left the club at the end of August 2023 to take up the position of Head Coach with Epsom and District Swimming Club. His last session with us on Friday 31st August was an emotional farewell. The Trustees were mindful of the need for the vacant position to be advertised widely and utilised the services of the "Careers in Aquatics" website. Social Media was also used to draw attention to the opportunity. After a series of face-to-face discussions, along with observation of short-listed candidates delivering coaching sessions, the Trustees appointed Simon King to the vacancy and used the

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opportunity to invite Joanne Christmas to join the coaching team; an offer that was accepted. Both are engaged via Service Contracts. Neither of whom are paid more than £30,000. They, in turn are supported by a small number of qualified coaches who offer their services to the club on a casual basis; Adrienn Ménesi, Garry Jones, Kiren Sandhu, Liza Cowdray, Helen Gomez, Laura Flatt, Craig Wells, Brian Wilson, Emma Gilbert, Dan Walker and Gordon Dudman. Where it is appropriate to do so, these casual coaches are remunerated. No individual received more than £8,000 during the year.

- 2.4 In accordance with section 34 of the Club's Constitution, the day to day running of the Club is led by an Executive Committee, consisting of the two Co-Chairs (Brian Wilson and Scott Jakins), the treasurer (Gordon Dudman) and the Secretary (Zoe Spencer). Members of whom met regularly over the course of the year. Reporting their decisions to the Club's Trustees, except in cases where, for reasons of confidentiality, it would be inappropriate to do so.
- 2.5 Two trustees, Dan Valovin and Gordon Dudman also serve on the General Management Committee of the Sussex County Association. Dan also serves on their General Purposes Committee and the Swimming Committee whilst Gordon also serves on their Finance Committee.

3. Club Activities

- 3.1 Re-establish a Learn to Swim programme, suspended during the Covid 'lockdown'. This was possible due to being granted the use of the 20m indoor swimming pool at Cottesmore School. This was the first step in expanding our offering to those new to swimming.
- 3.2 Introduce the Swim England Swimming Award Scheme into the club to complement the Learn to Swim programme run by the operator of our principal facility (K2), Everyone Active.
- 3.3 Following on from our merger in January 2023, our disability "Flamgoes" group has gone from strength to strength. We were pleased to be able to support Crawley Borough Council's Disability Open day at The Hawth, also Everyone Active's 'Have a Go' disability sports open day.
- 3.4 The club's volunteer officials were pleased to support the Crawley Primary Schools Swimming Gala along with the English Schools Swimming Association Open Championships, both held during June 2023.
- 3.5 We continued our support for the British Down's Syndrome Swimming Championships held in our home venue, K2, for the second year. We were able to loan the organisers some of our equipment as well as administrative support. Several club members gave up time to volunteer and officiate during the weekend.

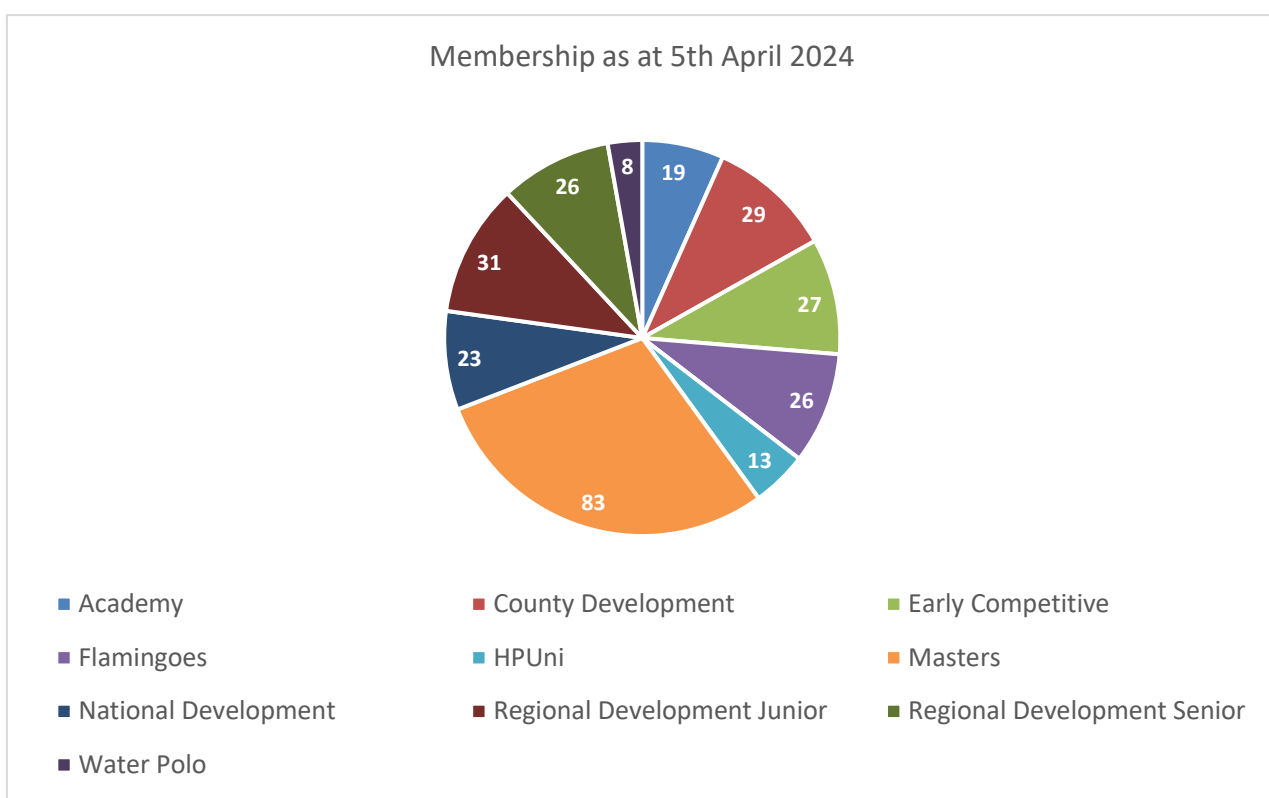
CRAWLEY SWIMMING CLUB

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4. Membership

4.1 The Club has a current membership of 285 swimmers, an increase of 16 swimmers over the year. These are formed into 10 membership groups.



4.2 The largest group of swimmers in the club are our Masters' group consisting of 83 members. Some are parents of younger swimmers, but the majority (63) swim with us as their main/only fitness regime. The Trustees are looking to see how we can safely support this growing number of adult swimmers.

4.3 Throughout the year the Trustees were concerned to ensure that those swimmers who were members of the Senior and Junior squads, but who were not particularly motivated to engage in regular competition, were supported to continue their membership for the purpose of swimming for pleasure or to support academic study requirements for GCSE and 'A' levels along with programmes such as the Duke of Edinburgh's Award.

4.4 The club actively supports its members who wish to gain the technical qualifications required to meet the requirements of the national governing body (Swim England) either as officials, team managers or coaches.

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5. Safeguarding and Welfare

- 5.1 The club is only able to function with the dedicated support of an army of volunteers. As swimmers come and go, so too does the level of parental support. During the year, we registered 69 Volunteers with Swim England; those who work with young people are automatically registered with the Disclosure and Barring Service in accordance with the club's policy. Thankfully, no applications raised any concerns as to their bona fides. Additionally, those working with swimmers are required to complete the Institute of Swimming's safeguard training programme. This is updated at three-yearly intervals. Results are reported to the Trustees.
- 5.2 The trustees, manage their responsibilities for the welfare and safeguarding of its members via the appointment of a Welfare Officer and two welfare support assistants. Although independent of the Trustees, they have unfettered access to the Executive Committee where they believe it appropriate to do so. They also have an open invitation to attend any meeting of the Trustees where they believe there are issues that the Trustees need to be aware of.
- 5.3 The launch by Swim England of an updated version of "Wavepower" was the cause of much briefing of members and swimmers over the banning of any mobile recording devices in changing rooms.
- 5.4 With a growing number of female swimmers drawn from the South Asian community in Crawley, we have been made aware of the impact that advancing puberty has when they begin menstruation. The Trustees have engaged the Welfare Team to develop a briefing pack for both our young swimmers and their parents on the best ways of handling this. The club has an emergency supply of period products, including period pants.
- 5.5 The Trustees have not been made aware of any current or historic 'Serious Incidents'²

6. Financial Matters

- 6.1 The club continues to suffer from the effects of the 2020 and 2021 Coronavirus lockdowns when the club was prevented, by government regulations from operating. As these lockdowns were eased, the club was required to hire all the pool facilities at our home base (K2) to ensure that we were able to operate in 'Bubbles' and to avoid mixing with non-club members. This had the effect of pushing up our four-weekly pool hire costs by 26%.

² As defined by the Charity Commission in their published guidance dated 14 June 2019

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6.2 Within the swimming community it is a generally accepted rule that a club should hold in reserve sufficient cash to meet at least 3 months liabilities. On current levels of expenditure that equates to £65,000. The Trustees are mindful of the need to try and strengthen the reserves, but the current economic climate makes this a significant challenge. At the year-end it is disappointing to report that the club's reserves have fallen slightly and are still some 65% below target. In part, the club has increased its cost base by taking up additional pool time at Horley Leisure Centre; (see section 7.1). The Trustees have discussed this matter and have a plan aimed at getting the club back to having 3-months expenditure with 5-years. The impact of Covid on our reserves is set out below:

Year Ending	Cash Reserves
31 st March 2019	£62,319
31 st March 2020	£48,382
31 st March 2021	£33,955
5 th April 2022	£11,239
5 th April 2023	£21,031
5 th April 2024	£1,468

- 6.3 The club's funds are unrestricted in that they are used by the Trustees to deliver their charitable aims as set out in the Club's Constitution.
- 6.4 To support the development of an additional coach to work with our Academy swimmers, application for support was made to Crawley Borough Council. A full grant of £1,000 was received.
- 6.5 No grant applications were made to central government bodies during the year. One grant of £2,450 was received from British Blind Sport to support the 3 swimmers who are classified as being Visually Impaired. This was the largest single donation received during the year.
- 6.6 None of the club's income was generated outside the United Kingdom. The Club operates as a single entity and did not, during the year, operate any subsidiary activity.
- 6.7 The philosophy of the club is that its activities should be self-sustaining and to that end the Trustees do not undertake fundraising activities from the public at large. We hold a licence from Crawley Borough Council to undertake lotteries/raffles when it is appropriate to do so.
- 6.8 The club also prides itself on running several 'Open Meets' each year with the aim of allowing swimmers the opportunity to experience competition in a supportive and friendly environment. These events have gained in popularity in recent years due in

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no small part to the tireless efforts of a dedicated team of volunteers. They have ensured that events are well planned and are much appreciated by participants. Such events also make a steady contribution to the club's funds. The failure of these events would present a significant risk to the financial stability of the Club. We are very grateful for the support we receive from Everyone Active the operator for our home facility (K2).

- 6.9 It is the policy of the Trustees not to make grants to any member of the Club. Where there are hardship cases (see also section 6.4) the Trustees have delegated their authority to the Treasurer to waive or reduce fees where this would be equitable and in line with their charitable objectives. Such decisions are, of course, made on a wholly confidential basis.
- 6.10 It is the policy of the Trustees not to use investments for the purposes of holding or boosting funds. As an Unincorporated Association, the club had in years past, made a small number of investments, through 'Share Guardians'. The club have a financial interest in holdings in Royal Sun Alliance and Shell Oil. It is the intention to take full ownership of these holdings and to sell them at an appropriate time.
- 6.11 The Club directly employs the Head Coach who is not paid in excess of £50,000. The club, as required by The Pensions Act 2008, operates a contributory pension scheme administered by "The People's Pension" the trading name for B&CE Trust.
- 6.12 As noted in paragraph 2.3 none of the casual coaches received more than £8,000 as remuneration during the year
- 6.13 Other than the reimbursement of expenses, legitimately incurred, no payments have been made to any Trustee for their professional advice or for the provision of services.
- 6.14 The Trustees have reviewed the Commission's guidance on managing external risks and to understand their impact on the operation of the club. Currently, the Trustees are aware of the need to match income to expenditure. Boosting membership has the potential to reduce the impact of rising fees on individuals. The loss of our main facility (K2) would be catastrophic. We maintain very close liaison with both the Management Team at Everyone Active along with Crawley Borough Council, the facility owner.
- 6.15 The Treasurer provides itemised accounts to the Trustees at each of their meetings. The Chair and Secretary also have full access to the Club's bank accounts.

7. Achievements & Performance

- 7.1 Performance in the latter part of the year was badly affected by a partial failure of a boom that allows the 50-metre pool to be separated into a 25m pool with separate areas for diving and learning. These later two pools have a maximum longitudinal length of 17.5-metres. The boom failure results in major disruption to our swim programme along with managing swimmer frustration amongst those who only get to use the two shorter pools.
- 7.2 During the year, we entered into an agreement with GLL to use spare time in their Horley swimming pool. This was necessary to cope with unplanned boom failures (see

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section 7.1 above) as well as reducing the numbers of swimmers getting close to, or on occasions, just beyond the recommended limits of swimmers per lane at our main venue (K2). In part this was necessary so that we could provide a pathway into the club for young swimmers completing their basic 'Learn to Swim' programme operated by Everyone Active.

8. Future Plans

- 8.1 As well as increasing our pool hire (see section 3.1) and having to split groups when there is a boom failure (see section 7.1), we then incur additional charges from having additional coaches to support these swimmers. This in turn increases the amount the club spends on both pool hire and Development and Training. This will require careful management to ensure our costs track income.
- 8.2 The Trustees are going to develop a casual swim programme for anyone who would like to develop basic swimming skills. The initial plan is to utilise lane capacity on Sunday mornings and offering a fixed period of 10 sessions running over 3 months.
- 8.3 Each year we lose a fraction of our older swimmers after the completion of their A-Level studies and their move either to university or full-time employment. The Trustees aim to develop initiatives to enable members to remain in contact with the club so that they can continue to swim without being able to remain regular participating members.

Signed on behalf of Crawley Swimming Club:


Name: B. Wilson



Position: Club Co-Chair

Signed on behalf of Crawley Swimming Club:

Name: S. Jakins



Position: Club Co-Chair

Date: 25/01/2025

CRAWLEY SWIMMING CLUB

TRUSTEES REPORT AND UNAUDITED FINANCIAL STATEMENTS

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STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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**TRUSTEES REPORT AND
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Financial Year 6th April 2023 to 5th April 2024

9. INDEPENDENT EXAMIER'S REPORT TO THE COMMITTEE OF CRAWLEY SWIMMING CLUB

I report on the financial statements of the charity for the year ended 5th April 2024

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Certified Accountants in England and Wales, which is one of the listed bodies.

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

Accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or the accounts do not accord with those records; or the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Karen Flowers FCCA

Signature: 

Date: 21st Jan 2025 .

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TRUSTEES REPORT AND UNAUDITED FINANCIAL STATEMENTS

Financial Year 6th April 2023 to 5th April 2024

Statement of Financial Activity

		Year ended 5 th Apr 2024	Period 22nd Jun 2022 to 5th April 2023
		£	£
INCOME			
Membership	1A	£ 20,100	£ 21,347
Subscriptions	1B	£ 153,555	£ 145,349
Other Income	1C	£ 128,363	£ 98,572
Trading Activities	1D	£ 32,525	£ 15,984
TOTAL INCOME		£ 334,543	£ 281,252
EXPENDITURE			
Core Activities	2A	£ 242,521	£ 189,795
Other Expenditure	2B	£ 66,286	£ 56,047
Trading Activities	2C	£ 57,750	£ 13,202
TOTAL EXPENDITURE		£ 366,556	£ 259,044
Net (Expenditure)/Income		£ (32,013)	£ 22,208
RECONCILIATION OF FUNDS			
Brought Forward		£ 33,481	£11,273
Carried Forward		£ 1,468	£33,481

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from the continuing activities of the club.

NOTES:

1A; 1B; 1C & 1D – See breakdown set out in Table 10.3

2A; 2B & 2C - See breakdown set out in Table 10.4

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Financial Year 6th April 2023 to 5th April 2024

Balance Sheet

		As at 5 th Apr 2024	As at 5 th Apr 23
	Note	£	£
CURRENT ASSETS			
Debtors & Prepayments	1	£ 11,349	£ -
Cash at Bank/In Hand		<u>£ 17,423</u>	<u>£ 33,481</u>
CREDITORS			
Amounts Falling within 1 year	2	<u>(£27,303)</u>	<u>£ -</u>
Net Current Assets		<u>£ 1,468</u>	<u>£ 33,481</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		£ 17,208	£ 33,481
CLUB FUNDS			
Funds		<u><u>£ 1,438</u></u>	<u><u>£ 33,481</u></u>

NOTES:

1 – Prepayments of £11,349 represent gala costs paid for the financial year ending 5th April 2025.

2 – Creditors of £27,303 represent gala income received for the financial year ending 5th April 2025.

For the financial year ending 5 April 2024, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006; and The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages **14** to **18** were approved by the trustees.

Brian Wilson

Co - Chair of Trustees

Date:

Brian Wilson
21. JAN. 2024.

Scott Jakins

Co - Chair of Trustees

25.01.2025.



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ACCOUNTING POLICIES AND NOTES TO THE ACCOUNTS

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, 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 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Charities SORP (FRS 102) rather than the Charities SORP 2005, which has since been withdrawn.

Going concern

There are no material uncertainties about the charity's ability to continue for the coming financial year. During the year ended 5th April 2024 the club has had to make up an income shortfall by drawing upon its reserves. Club Reserves should cover 6 months of costs and the club is working towards building up the reserves to meet this requirement post covid.

The Trustees recognise that the current structure of the club needs to change to allow an expansion of the lower levels of the club. As can be seen from the data in section 4.1, our academy of just 19 (along with 27 in the post-Academy, Early Competitive group) was incapable of feeding new swimmers into the higher squads. A working group, lead by the Assistant Head Coach was tasked with a re-structure of the clubs 'early years' membership. By the 2024 year end this group of swimmers had grown to 83 members. A full description of these changes will be set out in the Annual Report for 2024/25. The club has already grown to 312 members (up from 285 as at 5th April 2024)

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the club; it is probable that the economic benefits associated with the transaction will flow to the club and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from membership fees or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable, and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

CRAWLEY SWIMMING CLUB

TRUSTEES REPORT AND UNAUDITED FINANCIAL STATEMENTS

Financial Year 6th April 2023 to 5th April 2024

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which the club cannot recover, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
 - expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
 - other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

CRAWLEY SWIMMING CLUB

TRUSTEES REPORT AND UNAUDITED FINANCIAL STATEMENTS

Financial Year 6th April 2023 to 5th April 2024

10.1 RECORD OF INCOME

	Year Ended 5 th Apr 2024	Period 22 nd Jun 2022 to 5 th Apr 2023
	£	£
1A. MEMBERSHIP		
Fees	£ 19,438	£ 14,040
Gift Aid	£ 662	£ 723
Total Membership Fees	£ 20,100	£ 14,763
1B. SUBSCRIPTIONS		
Swim Fees	£ 153,555	£ 114,202
1C. OTHER DONATIONS & ACTIVITIES		
Own Open Meets	£ 89,594	£ 69,769
Other Clubs' Meets	£ 26,597	£ 12,184
Club Championships	£ 8,970	£ 2,082
Donations	£ 2,406	£ 11,802
Investment Income	£ 626	£ 510
Other	£ 170	£ 984
Total other donations and activities	£ 128,363	£ 97,331
1D. OTHER TRADING ACTIVITIES		
Swim Camp	£ 27,735	£ 12,450
Club Kit	£ 4,790	£ 3,207
Total other trading activities	£ 32,525	£ 15,657
TOTAL INCOME	£ 334,543	£ 241,953

CRAWLEY SWIMMING CLUB

TRUSTEES REPORT AND UNAUDITED FINANCIAL STATEMENTS

Financial Year 6th April 2023 to 5th April 2024

10.2 RECORD OF EXPENDITURE

	Year Ended 5 th Apr 2024	Period 22 nd Jun 2022 to 5 th Apr 2023
	£	£
2A. CORE ACTIVITIES		
Facility Hire	£ 127,552	£ 91,187
Coaching Costs	£ 96,813	£ 49,216
Insurance - Swim England	£ 8,731	£ 8,881
Insurance - Hiscox	£ 405	£ 439
HMRC	£ 5,720	£ 16,078
People's Pension	£ 1,630	£ 3,899
Training & Development	£ 1,670	£ 3,016
	<u>£ 242,521</u>	<u>£ 172,716</u>
2B. OTHER EXPENDITURE		
Own Open Meets	£ 34,067	£ 29,055
Away Meets	£ 30,567	£ 15,379
League Competitions	£ 1,651	£ 947
	<u>£ 66,286</u>	<u>£ 45,381</u>
2C. TRADING ACTIVITIES		
Swim Camp	£ 38,675	£ -
Club Kit	£ 9,557	£ 2,723
Equipment	£ 2,461	£ 3,781
Administration	£ 7,056	£ 8,803
	<u>£ 57,750</u>	<u>£ 15,307</u>
TOTAL EXPENDITURE	<u><u>£ 366,556</u></u>	<u><u>£ 233,404</u></u>

CRAWLEY SWIMMING CLUB

England & Wales - Charity number 1199370

Accounts

CRAWLEY SWIMMING CLUB

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Administrative Details

Name: Crawley Swimming Club

Registered Charity Number: 1199370

Location with the United Kingdom of the club's principal activities:

K2 Leisure Centre,
Tollgate Hill,
CRAWLEY,
West Sussex, RH11 9BQ

Address for the service of documents:

4 Wyngates,
Cophorne Bank,
CRAWLEY,
West Sussex, RH10 3RE

Email: secretary@crawleysc.co.uk

Bankers:

Santander,
Business Banking Operations Centre,
SUNDERLAND,
SR43 4FW

Independent Examiner:

Mrs Emma Howells-Davis,
36 Cranleigh Mead,
CRANLEIGH,
Surrey, GU6 7LS.

CRAWLEY SWIMMING CLUB

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Covering the Period 20th June 2022 to 5th April 2023

1. Structure, Governance and Management

- 1.1 Crawley Swimming Club (CSC) was at the start of the 2022/23 financial year an unincorporated association governed by a committee, appointed by the members who, in accordance with the club's constitution, then appointed an Executive Committee consisting of a Chair, Co-Chair, Secretary and Treasurer.
- 1.2 On the 20th June 2022, The Charity Commission approved the club's constitution and registered the club as a Charitable Incorporated Organisation. In anticipation of this change, the club began the year in full expectation of being granted this recognition. The accounts for the club's financial affairs have therefore been drawn up on the basis that the year commencing 20th June would be subject to the reporting requirements of the Charity Commission. A set of accounts, to satisfy the requirements of Swim England and covering the period 6th April to 20th June have also been prepared; but are excluded from this report. From next year only a single set of accounts will be produced.
- 1.3 Committee members are appointed at the Annual meeting of the club. Following the AGM for the year 2021/22 the following served initially as committee members for the period 6th April to 19th June and then as Trustees from 20th June onwards:
 - Brian Wilson (Chair)
 - Scott Jakins (Co-Chair)¹
 - Zoe Spencer (Secretary)
 - Gordon Dudman (Treasurer)
 - Dan Valovin
 - Zuzana Lazarova
 - Geraldine Newnham
 - Fiona Woolard
 - Vanessa Sultana
 - Gary Lee

¹ Appointed Trustee 1st December 2022

CRAWLEY SWIMMING CLUB

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Financial Year 6th April 2022 – 5th April 2023

Covering the Period 20th June 2022 to 5th April 2023

- Paul Field
- Gary Jones ²
- Nikki Holley²
- Ron Philpot ²
- Alison Penfold ³
- Karin Wooden ³
- William Philpot ³
- Andy Rigg ⁴
- Kevin Ford ⁵

1.4 Committee/Trustee meetings were held on:

1.4.1 13 May; 7 June; 5 July; 6 September; 18 November; 1st December 2022; 19th January and 23rd March 2023

1.4.2 The Trustees are mindful of the need to accurately record their decisions and that all such decisions made by them (or any sub-committees working on their behalf) are for the purposes of delivering 'Public Benefit'.

1.5 The 57th Annual General Meeting of the club, for the 2021 to 2022 year, occurred during the year under review and was held via Zoom on 7th June 2022. It was this meeting which confirmed the appointments of Trustees noted in section 1.3 (above).

1.6 Also as noted above, during March 2022 the membership took the decision, at an Extra General Meeting, to convert the club from an Unincorporated Association into a Charitable Incorporated Organisation. We used the Association Model suggested by the Charity Commission for England and Wales, amended to also reflect the oversight of our aquatic activities by Swim England.

1.7 The decision was also taken to transfer the Head Coach and the Assistant Head Coach from self-employed status to being full time employees of the Club.

1.8 To ensure conformity with PAYE requirements, the club's financial year was amended at the same time from 1st April (year

² Resigned as Trustees 5th July 2022

³ Appointed as Trustees 5th July 2022

⁴ Resigned as a Trustee 16th March 2023

⁵ Appointed as Trustee 19th January 2023

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Covering the Period 20th June 2022 to 5th April 2023

1) to 31st March (year 2) to end on 5th April 2022 and for the new year to start on 6th April (as year 1) and to run through to 5th April (year 2) so that it is co-terminus with the Income Tax year. This document shows the accounts for our first reporting period to the Charity Commission of 20th June 2022 to 5th April 2023.

- 1.9 The Club is managed by its members; where a member is under the age of 18 years a non-swimming parent can act as their proxy. The members meet each year to receive the report of the Trustees and to elect the requisite numbers of new Trustees to fill those positions vacated by resignations or those required to retire by virtue of section 14(c) of the Club's Constitution.
- 1.10 All new Trustees are supplied with copies of the Charity Commissions guide "Charity Trustee: what's involved [CC3a]" and asked to affirm that they meet the conditions to be a Trustee and that they understand the wider responsibilities of being a charity trustee before their name is entered into the Register of Trustees with the Charity Commission.
- 1.11 Adapting to the new structure, Trustees have been reminded on several occasions by the Charity Commission to give some thought to data security. The club was the beneficiary of several laptop computers some 6 years ago; these were recognised as no longer able to provide adequate data protection. The Trustees took the decision to update the club's laptop computers and to ensure that they were protected by the latest anti-virus and firewall software. There was some concern that some versions of software could not be verified so at the same time the club has switched to using Office 365 for all its computing needs, supported by the appropriate subscription services.

2. The objectives (in summary) of the Club are as follows:

- 2.1 To promote community participation in healthy recreation for the benefit of the inhabitants of Crawley, its surrounding area and the general public, in particular by the provision of facilities for swimming, open water swimming and water polo. To relieve people with physical, sensory and mental disabilities by encouraging and facilitating participation in sporting activities, sporting programmes and assisting in the provision of training, facilities and equipment particularly in relation to swimming, open water swimming and water polo.
- 2.2 To advance the general health and wellbeing of the members, along with the saving of lives by the provision of teaching and training, water safety, basic lifesaving, and swimming instruction.

CRAWLEY SWIMMING CLUB

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- 2.3 The swimming programme is led by the Head Coach, Will Philpot who is supported by Assistant Head Coach Tom Baxter. They, in turn are supported by a small number of qualified coaches; Lisa Mickel, Garry Jones, Simon King, Adrienn Ménesi, Linda Sprigg, Emma Gilbert and Gordon Dudman. We lost the services of two coaches during the season: Juliet Bowerman and Jess Bubb. Where it is appropriate to do so, those who coach our swimmers, are remunerated. No individual received more than £6,000 during the year under review.
- 2.4 In accordance with section 34 of the Club's Constitution, the day to day running of the Club is led by an Executive Committee, consisting of the two Co-Chairs (Brian Wilson and Scott Jakins⁶), the treasurer (Gordon Dudman) and the Secretary (Zoe Spencer). Members of whom met regularly over the course of the year. Reporting their decisions to the Club's Trustees, except in cases where, for reasons of confidentiality it would be inappropriate to do so.
- 2.5 Two trustees, Dan Valovin and Gordon Dudman also serve on the General Management Committee of the Sussex County Association. Dan also serves on their General Purposes Committee and the Swimming Committee whilst Gordon also serves on their Finance Committee.

3. The Club's main activities during the year have been to:

- 3.1 Expand our Learn to Swim programme, possible due to being granted the use of the 20m indoor swimming pool at Cottesmore School.
- 3.2 Introduce the Swim England Swimming Award Scheme into the club to complement the Learn to Swim programme run by the operator of our principal facility (K2), Everyone Active.
- 3.3 Working with the Borough Council we agreed to sponsor a refugee family to undertake swimming lessons to help ensure they had basic water safety skills.
- 3.4 Supported Sunbeam Disability Group in Horsham with coaching advice and training, including the sponsorship of a volunteer to gain their first stage coaching qualification.
- 3.5 Participated, during June, by entering a team from the Club, in a 24-hour open water relay event. We drew on a cross-section of members from all ages and abilities. We helped to raise over

⁶ Replacing Dan Valovin from the 5th July 2022 who stood down as co-chair but remained as a Trustee.

CRAWLEY SWIMMING CLUB

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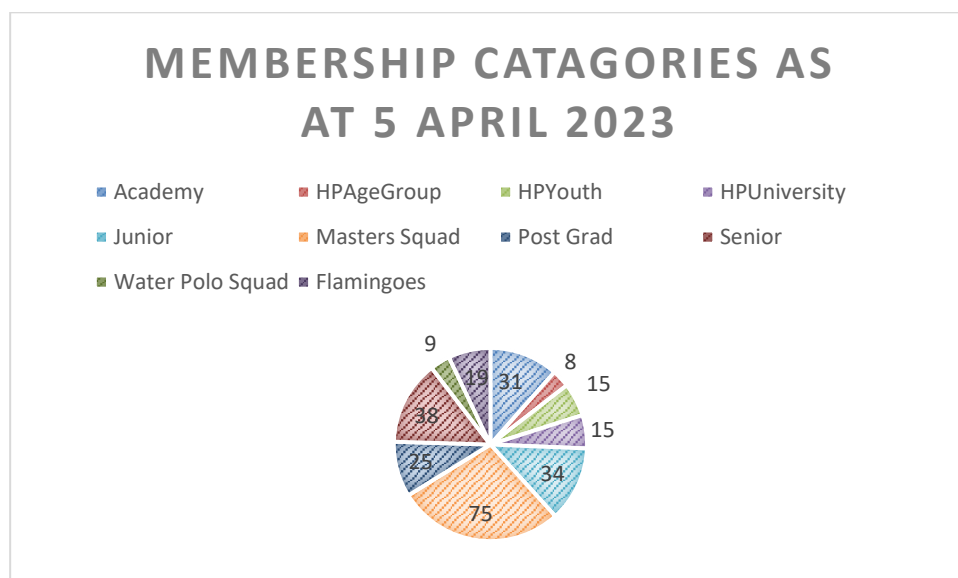
Covering the Period 20th June 2022 to 5th April 2023

£106,000 for Level Water, a Charity that provides one-to-one swimming lessons for children with disabilities. To put this into perspective, each lesson costs about £15 so we helped to fund over 7066 lessons for disabled children. One of our young members also volunteered as a lifeguard at the event.

- 3.6 Develop our relationship with our local “Flamingoes” Disability Group, who use the same facilities as ourselves, to better understand how we can further support them to ensure their longer-term survival. To this end, both clubs agreed to a formal merger, which became effective from the 19th January 2023.
- 3.7 Supported the British Down’s Syndrome Swimming Championships held in our home venue, K2, on 19th and 20th November 2022. We were able to loan the organisers some of our equipment as well as administrative support. Several club members gave up time to volunteer and officiate during the weekend.

4. Membership Issues:

- 4.1 The Club has a current membership of 269 swimmers and these are formed into 10 membership groups.



- 4.2 The largest group of swimmers in the club are our Masters’ group consisting of 75 members. Some are parents of younger swimmers, but the majority (56), swim with us as their main/only fitness regime.

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- 4.3 Throughout the year the Trustees were concerned to ensure that those swimmers who were members of the Senior and Junior squads, but who were not particularly motivated to engage in regular competition, were supported to continue their membership for the purpose of swimming for pleasure or to support academic study requirements for GCSE 'O' and 'A' levels along with programmes such as the Duke of Edinburgh's Award.
- 4.4 The club actively supports its members who wish to gain the technical qualifications required to meet the requirements of the national governing body (Swim England) either as officials, team managers or coaches.

5. Safeguarding and Welfare

- 5.1 The club is only able to function with the dedicated support of an army of volunteers. As swimmers come and go, so too does the level of parental support. During the year, we registered 72 Volunteers with Swim England; those who work with young people are automatically registered with the Disclosure and Barring Service in accordance with the club's policy. Thankfully, no applications raised any concerns as to their bona fides. Additionally, those working with swimmers are required to complete the Institute of Swimming's safeguard training programme. This is updated at three-yearly intervals. Results are reported to the Trustees. Again, no concerns have been raised on the part of those undertaking this training.
- 5.2 The trustees, manage their responsibilities for the welfare and safeguarding of its members via the appointment of a Welfare Officer and two welfare support assistants. Although independent of the Trustees, they have unfettered access to the Executive Committee where they believe it appropriate to do so. They also have an open invitation to attend any meeting of the Trustees where they believe there are issues that the Trustees need to be aware of.
- 5.3 The trustees were collectively alerted to stories circulating in the national press during late February and early March of cases of (especially) female swimmers being 'fat shamed' by their coaches. We are confident that our coaches have not and would not engage in this type of behaviour.
- 5.4 The Executive Committee and the Head Coach have been made aware of several instances of self-harm as a result of various mental health issues. Although the effects of self-harm can be very noticeable to the coaching team, this is not an issue directly linked to swimming, the advice from the likes of MIND, Young

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Minds and the NHS is that contributory factors are anxiety and stress coupled with factors such as school pressures and depression.

- 5.5 Nevertheless, the Trustees have asked the Welfare team to be especially alert to allegations or suggestions of malpractice by the Club's coaches. Also, the need to avoid unwittingly adding to swimmers' anxiety and stress levels. At their last committee meeting of the year, the Trustees agreed to establish an independent committee, as recommended in the Swim England Official handbook 2023, to work alongside our Welfare team and to provide guidance to both the Trustees and the coaching team.
- 5.6 The Trustees have not been made aware of any current or historic 'Serious Incidents'⁷

6. Financial Matters

- 6.1 The club continues to suffer from the effects of the 2020 and 2021 Coronavirus lockdowns when the club was prevented, by government regulations from operating. As these lockdowns were eased, the club was required to hire all of the pool facilities at our home base (K2) to ensure that we were able to operate in 'Bubbles' and to avoid mixing with non-club members.
- 6.2 Following these guidelines did however, come at a considerable extra cost to the club. Average pool-hire costs for a four-week period prior to lockdown would have cost us £6,700 (together with a further payment of £300 to Cottesmore School). Taking over exclusive use of the K2 pool (to meet government guidelines on distancing) pushed our average four-weekly costs up 26% to £8,500. We were also barred from using the facilities at Cottesmore School.
- 6.3 Within the swimming community it is a generally accepted rule that a club should hold in reserve sufficient cash to meet at least 3 month's liabilities. On current levels of expenditure that equates to £60,000. Our ability to function over the past 3 years was only possible by the support of our swimmers (and their parents) along with drawing down from our reserves. The Trustees are mindful of the need to try and strengthen the reserves, but the current economic climate makes this a significant challenge. At the year-end it is encouraging to report that the club's reserves have returned to a healthy position but are still 65% below target. The impact of Covid on our reserves is

⁷ As defined by the Charity Commission in their published guidance dated 14 June 2019

CRAWLEY SWIMMING CLUB

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set out below:

Year Ending	Cash Reserves
31 st March 2019	£62,319
31 st March 2020	£48,382
31 st March 2021	£33,955
5 th April 2022	£11,239
5 th April 2023	£20,315

- 6.4 The majority of the club's funds are treated as 'Unrestricted' in that they are used by the Trustees to deliver their charitable aims as set out in the Club's Constitution. However, we have been able to secure support from several benefactors and these must be used in accordance with their wishes and are managed as "Restricted" Funds. During the year the club received a donation of \$10,000 from a UK Based donor, but for reasons not made clear to the club, the donation came via the National Philanthropic Trust (after transfer fees this was accounted for as £7,918 in the club's accounts). Along with one donation of £1,500 and two donations from local companies of £1,000. These have been reserved to support swimmers from single parent families along with those whose parents have been made redundant, such that their participation in swimming is not disadvantaged.
- 6.5 No grants from central or local government were either applied for or obtained during the year. None of the club's income (beyond the donation noted in s6.4 above) was generated outside the United Kingdom. The Club operates as a single entity and did not, during the year, operate any subsidiary activity.
- 6.6 The philosophy of the club is that its activities should be self-sustaining and to that end the Trustees do not undertake fundraising activities from the public at large. We hold a licence from Crawley Borough Council to undertake lotteries/raffles when it is appropriate to do so.
- 6.7 The club also prides itself on running several 'Open Meets' each year with the aim of allowing swimmers the opportunity to experience competition in a supportive and friendly environment. These events have gained in popularity in recent years due in no

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small part to the tireless efforts of a dedicated team of volunteers. They have ensured that events are well planned and are much appreciated by participants. Such events also make a steady contribution to the club's funds. The failure of these events would present a significant risk to the financial stability of the Club. We are very grateful for the support we receive from Everyone Active the operator for our home facility (K2).

- 6.8 It is the policy of the Trustees not to make grants to any member of the Club. Where there are hardship cases (see also section 6.4) the Trustees have delegated their authority to the Treasurer to waive or reduce fees where this would be equitable and in line with their charitable objectives. Such decisions are, of course, made on a wholly confidential basis.
- 6.9 It is the policy of the Trustees not to use investments for the purposes of holding or boosting funds. Through 'Share Guardians' the club have a financial interest in holdings in Royal Sun Alliance and Shell Oil. It is the intention to take full ownership of these holdings and to sell them at an appropriate time.
- 6.10 The Club employs two coaches neither of whom are paid more than £50,000. The club, as required by The Pensions Act 2008, operates a contributory pension scheme administered by "The People's Pension" the trading name for B&CE Trust.
- 6.11 As noted in paragraph 3.10 No volunteer received more than £6,000 as remuneration during the year.
- 6.12 Other than the reimbursement of expenses, legitimately incurred, payments of £500 were made to one trustee for their professional advice.
- 6.13 The Trustees have reviewed the Commission's guidance on managing external risks and to understand their impact on the operation of the club. Currently, the Trustees are aware of the need to match income to expenditure. Boosting membership has the potential to reduce the impact of rising fees on individuals. The loss of our main facility (K2) would be catastrophic. We maintain very close liaison with both the Management Team at Everyone Active along with Crawley Borough Council the owner of K2.
- 6.14 The Treasurer provides itemised accounts to the Trustees at each of their meetings. The Chair and Secretary also have full access to the Club's bank accounts.

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7. Future Plans

- 7.1 As outlined in section 5, welfare of the club's members will remain paramount. The Trustees will be seeking to ensure that the club remains accessible to all that want to participate in swimming related activities.
- 7.2 Swim England launched, in March 2023 its 'Heart of Aquatics' programme, following on from an external review triggered, in part, from the matters discussed in section 5.3. The Trustees wish to ensure that the club continues to develop in line with this new initiative.
- 7.3 The implementation from September 2023, by Swim England, of FINAs 'Gender Inclusion policy may need to be considered by the Trustees in relation to the club's existing policies and procedures.
- 7.4 The growth of our Academy is being hampered by the continuing lack of pool time at both our main venue (K2) but also at Cottesmore School. Discussions with other local operators will be pursued to identify opportunities to expand the opportunities for young swimmers to continue to progress their basic swimming skills.
- 7.5 We will continue to engage with our pool provider (Everyone Active) and our local authority (Crawley Borough Council) to ensure that residents participating in "Crawley Wellbeing" and for whom swimming provides a critical component of maintaining or regaining general fitness are supported.

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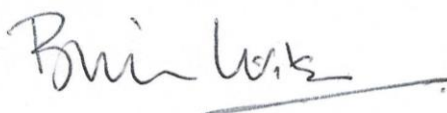
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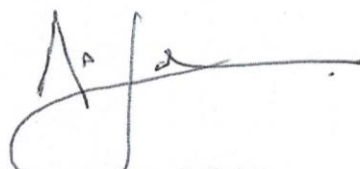
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8. Declaration

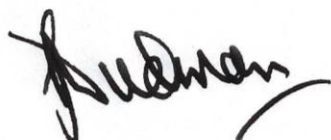
Signed on behalf of Crawley Swimming Club Trustees:



Name: Brian Wilson
Position: Club Chair



Name: Scott Jakins
Position: Club Co-Chair



Name: Gordon Dudman
Position: Treasurer

Date: 22nd March 2024

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8. Independent examiner's report to the Club Committee

I report on the financial statements of the charity for the period commencing 20th June 2022 and ending on 5th April 2023, which are set out on the following pages. The financial address of the principal office is:
c/o 4 Wyngates, Copthorne Bank, CRAWLEY, West Sussex, RH10 3RE.

9.1 Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 145(1) of the Charities Act 2011 (the 2011 Act).

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:

- 8.1.1 examine the financial statements under section 145 of the 2011 Act;
- 8.1.2 to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 8.1.3 to state whether particular matters have come to my attention.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters that I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to any other than the charity and the charity's trustees as a body for my examination work, for this report or for the statements that I have made.

9.2 Accounting Policies

9.2.1 Basis of preparation - The financial statements have been prepared on the historical cost basis.

9.2.2 Going concern - There are no material uncertainties about the charity's ability to continue for the coming financial year. The biggest risk facing the club is the loss of income generated by running open meets. During the 2021/22 financial year, the club has had to make up this shortfall by drawing upon its reserves. Reserves should cover 3 months of cost; they currently cover significantly less than this, however, they have increased significantly since returning to unrestricted activities since COVID. Therefore, I am confident this upward trend will continue and that the club will apply for grants, carry out fundraising where possible to further boost this.

9.2.3 Fund accounting - Unrestricted funds are available for use at the discretion of the committee to further any of the club's purposes.

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9.2.4 Incoming resources - All incoming resources are included in the statement of financial activities when entitlement has passed to the club; it is probable that the economic benefits associated with the transaction will flow to the club and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- (i) income from membership fees or grants is recognised when there is evidence of entitlement to the gift, receipt is probable, and its amount can be measured reliably.
- (ii) legacy income is recognised when receipt is probable, and entitlement is established.
- (iii) income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- (iv) income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

9.2.5 Resources expended - Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which the club cannot recover, and is classified under headings of the statement of financial activities to which it relates:

- (i) expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- (ii) expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- (iii) other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

9.2.6 All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable, and consistent basis.

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9.3 Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect the following requirements have not been undertaken:
 - to keep accounting records in accordance with section 130 of the 2011 Act; or
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Regulation 8 of the Accounts Regulations and the 2011 Act; or
 - to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

9.4 Recommendations:

Whilst the reserves have been discussed in this document, I recommend the club writes a formal reserves policy.



Emma Howells-Davis
21st March 2024

 Book Keeping &
Accounting Services
Tel: 07990 513796

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9.4 – CONSOLIDATED ACCOUNTS

	Note	2022-2023			2021-2022 ⁸		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
		£	£	£	£	£	£
INCOME							
Membership	1A	£ 14,040	£ 723	£ 14,763	£ 10,106	£ -	£ 10,106
Subscriptions	1B	£ 103,069	£ 11,133	£ 114,202	£ 89,245	£ -	£ 89,245
Other Income	1C	£ 85,529	£ 11,802	£ 97,331	£ 63,666	£ -	£ 63,666
Trading Activities	1D	£ 15,657	£ -	£ 15,657	£ 19,026	£ -	£ 19,026
TOTAL INCOME		£ 218,294	£ 23,658	£ 241,952	£ 182,042	£ -	£ 182,042
EXPENDITURE							
Core Activities	2A	£ 156,055	£ 16,661	£ 172,716	£ 146,586	£ -	£ 146,586
Other Expenditure	2B	£ 45,381	£ -	£ 45,381	£ 23,742	£ -	£ 23,742
Trading Activities	2C	£ 15,306	£ -	£ 15,306	£ 26,180	£ -	£ 26,180
TOTAL EXPENDITURE		£ 216,743	£ 16,661	£ 233,403	£ 196,509	£ -	£ 196,509
Net Income/(Expenditure)		£ 1,551	£ 6,997	£ 8,548	-£14,466	£0	-£14,466
RECONCILIATION OF FUNDS							
Brought Forward		£ 24,933	£ -	£ 24,933	£ -	£ -	£ -
Carried Forward		£ 20,956	£ 12,525	£ 33,481	£ -	£ -	£ -

The Club generated, during the period 20th June 2022 to 5th April 2023, a surplus of £8,548 – Being Total Income, less Total expenditure, compared with a loss of £14,466 in the corresponding period in the previous year.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from the continuing activities of the club.

⁸ These values have been re-stated by a 20% reduction to provide a realistic comparison with the reduced year being reported to the Charity Commission

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9.5 – CONSOLIDATED ACCOUNTS (Reconciliation)

		2022-23	2021-22
		Total	Total
		Funds	Funds
	Note	£	£
CURRENT ASSETS			
Debtors	3	£ 3,836	£ 3,836
Cash at Bank/In Hand		<u>£ 33,481</u>	<u>£ 11,239</u>
CREDITORS			
Amounts Falling within 1 year		£ -	£ -
Net Current Assets		£ 37,317	£ 15,075
CURRENT LIABILITIES		£ -	£ -
TOTAL ASSETS		£ 37,317	£ 15,075
CLUB FUNDS	4		
Unrestricted		£ 20,956	£ 15,075
Restricted		<u>£ 12,525</u>	<u>£ -</u>
		<u>£ 33,481</u>	<u>£ 15,075</u>

NOTES:

1A; 1B; 1C & 1D – See breakdown set out in Table 9.6

2A; 2B & 2C - See breakdown set out in Table 9.7

3 – Is the amount held by Sports Abroad in respect of a cancellation (due to Covid) of a planned swim camp in Tenerife from 2021. This is expected to be realised during the 2023/2024 financial year. The Cash at Bank/On-Hand figure relates to the position as at 20th June 2022.

4 – The figures shown for 2021/22 (£15,075) relate to the club's financial position as at 6th April 2023 and NOT the position (noted in note 3 above) as at 19th June 2022.

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9.6 RECORD OF INCOME

	2022-2023			2021-2022 ⁹		
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
1A. MEMBERSHIP						
Fees	£ 14,040	£ -	£ 14,040	£ 10,106	£ -	£ 10,106
Gift Aid	£ -	£ 723	£ 723			
	<u>£ 14,040</u>	<u>£ 723</u>	<u>£ 14,763</u>	<u>£ 10,106</u>	<u>£ -</u>	<u>£ 10,106</u>
1B. SUBSCRIPTIONS						
Monthly Swim Fees	£ 103,069	£ 11,133	£ 114,202	£ 89,245	£ -	£ 89,245
	<u>£ 103,069</u>	<u>£ 11,133</u>	<u>£ 114,202</u>	<u>£ 89,245</u>	<u>£ -</u>	<u>£ 89,245</u>
1C. OTHER DONATIONS & ACTIVITIES						
Own Open Meets	£ 69,769	£ -	£ 69,769	£ 55,126	£ -	£ 55,126
Other Clubs' Meets	£ 12,184	£ -	£ 12,184	£ 5,124	£ -	£ 5,124
Club Championships	£ 2,082	£ -	£ 2,082	£ 1,032	£ -	£ 1,032
County & Regional	£ -	£ -	£ -	£ 423	£ -	£ 423
Grants	£ -	£ 11,802	£ 11,802	£ 1,524	£ -	£ 1,524
Interest	£ 510	£ -	£ 510	£ 435	£ -	£ 435
Other Income	£ 984	£ -	£ 984	£ 2	£ -	£ 2
	<u>£ 85,529</u>	<u>£ 11,802</u>	<u>£ 97,331</u>	<u>£ 63,666</u>	<u>£ -</u>	<u>£ 63,666</u>
1D. TRADING ACTIVITIES						
Swim Camp	£ 12,450	£ -	£ 12,450	£ 12,000	£ -	£ 12,000
Club Kit	£ 3,207	£ -	£ 3,207	£ 5,408	£ -	£ 5,408
Administration	£ -	£ -	£ -	£ 1,618	£ -	£ 1,618
	<u>£ 15,657</u>	<u>£ -</u>	<u>£ 15,657</u>	<u>£ 19,026</u>	<u>£ -</u>	<u>£ 19,026</u>
TOTAL INCOME	<u>£ 218,294</u>	<u>£ 23,658</u>	<u>£ 241,952</u>	<u>£ 182,042</u>	<u>£ -</u>	<u>£ 182,042</u>

⁹ These values have been re-stated by a 20% reduction to provide a realistic comparison with the reduced year being reported to the Charity Commission

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9.7 RECORD OF EXPENDITURE

	2022-2023			2021-2022 ¹⁰		
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
2A. CORE ACTIVITIES						
Facility Hire	£ 78,766	£ 12,421	£ 91,186	£ 87,318	£ -	£ 87,318
Coaching Costs	£ 44,976	£ 4,240	£ 49,216	£ 52,080	£ -	£ 52,080
Insurance - Swim England	£ 8,881	£ -	£ 8,881	£ 6,244	£ -	£ 6,244
Insurance - Hiscox	£ 439	£ -	£ 439	£ 518	£ -	£ 518
Refunds	£ -	£ -	£ -	£ 81	£ -	£ 81
HMRC	£ 16,078	£ -	£ 16,078	£ -	£ -	£ -
People's Pension	£ 3,899	£ -	£ 3,899	£ -	£ -	£ -
Training & Development	£ 3,016	£ -	£ 3,016	£ 346	£ -	£ 346
	<u>£ 156,055</u>	<u>£ 16,661</u>	<u>£ 172,716</u>	<u>£ 146,586</u>	<u>£ -</u>	<u>£ 146,586</u>
2B. OTHER EXPENDITURE						
Own Open Meets	£ 29,055	£ -	£ 29,055	£ 13,390	£ -	£ 13,390
Away Meets	£ 15,379	£ -	£ 15,379	£ 4,423	£ -	£ 4,423
Club Championships	£ -	£ -	£ -	£ 1,677	£ -	£ 1,677
League Competitions	£ 947	£ -	£ 947	£ 4,252	£ -	£ 4,252
	<u>£ 45,381</u>	<u>£ -</u>	<u>£ 45,381</u>	<u>£ 23,742</u>	<u>£ -</u>	<u>£ 23,742</u>
2C. TRADING ACTIVITIES						
Swim Camp	£ -	£ -	£ -	£ 11,075	£ -	£ 11,075
Club Kit	£ 2,723	£ -	£ 2,723	£ 9,079	£ -	£ 9,079
Equipment	£ 2,796	£ -	£ 3,781	£ 2,734	£ -	£ 2,734
Administration	£ 9,788	£ -	£ 8,803	£ 3,291	£ -	£ 2,291
	<u>£ 15,306</u>	<u>£ -</u>	<u>£ 15,303</u>	<u>£ 26,180</u>	<u>£ -</u>	<u>£ 26,180</u>
TOTAL EXPENDITURE	<u>£ 216,743</u>	<u>£ 16,661</u>	<u>£ 233,403</u>	<u>£ 196,509</u>	<u>£ -</u>	<u>£ 196,509</u>

¹⁰ These values have been re-stated by a 20% reduction to provide a realistic comparison with the reduced year being reported to the Charity Commission

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9.6 CASH BOOK (Income)

Opening Balances			
	Savings Account	£	7,177
	Current Account	£	17,390
	Cash on Hand	£	366
			<hr/>
			£ 24,933
			<hr/>
	Credit Card	£	-
			£ -
Income			
1C	2022 Lis Hartley	£	30,731
1C	2022 Winter Chaser	£	8,581
1C	2023 Speedo	£	18,063
1C	2023 Spring	£	12,394
1B	Academy Fees	£	9,483
1C	Away Meets	£	12,184
1C	Club Champs	£	2,082
1C	Donations & Grants	£	11,802
1A	HMRC Gift Aid	£	723
1C	Interest Income	£	510
1D	Kit	£	3,207
1A	Membership	£	14,040
1C	Other Income	£	984
1B	Para Swimming	£	1,650
1D	Swim Camp	£	12,450
1B	Swim Fees	£	100,498
1B	Water Polo	£	2,571
			<hr/>
			£ 241,953
			<hr/>
	Total Assets		£ 266,886
			<hr/>

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9.7 CASH BOOK (Expenditure)

Expenses			
2B	2022 Lis Hartley	£	9,883
2B	2022 Winter Chaser	£	5,070
2B	2023 Speedo	£	6,196
2B	2023 Spring	£	7,906
2B	Away Meets	£	15,379
2C	Clothing - Coaching	£	30
2C	Clothing - Squad	£	2,693
2A	Coaches - Employed	£	38,066
2A	Coaches – Not Employed (Squads)	£	6,910
2A	Coaches – Not Employed (Academy)	£	4,240
2C	Computers & Software	£	1,556
2A	Education and Development	£	3,016
2C	Equipment	£	1,240
2A	HMRC	£	16,078
2A	Insurance	£	439
2B	League Competitions	£	947
2C	Miscellaneous	£	7,553
2C	Online Services	£	985
2A	People's Pension	£	3,899
2A	Pool Hire - Academy	£	10,876
2A	Pool Hire - Para	£	1,544
2A	Pool Hire - Squads	£	72,414
2A	Pool Hire - Water Polo	£	6,352
2C	Professional Advice	£	1,250
2A	Swim England	£	8,881
			£ 233,403
<hr/>			
Assets			
Current Assets			
	Cash in Hand	£	395
	Current Account	£	20,315
	Savings Account	£	12,771
			£ 33,481
<hr/>			
Total Expenditure + Bank Balance			£ 266,884
<hr/>			