

# DOVER LIFE GUARD CLUB

England & Wales · Charity number 270111

## Details

**Status** Registered

**Legal form** Other

**Registered** 1975-11-06

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

## Contact

**Address** 33 Crabble Lane  
Dover  
Kent  
CT17 0LS

**Phone** 07714225282

**Email** [dlgcclubsecretary@gmail.com](mailto:dlgcclubsecretary@gmail.com)

**Website** [www.doverlifeguard.org.uk](http://www.doverlifeguard.org.uk)

## Activities

**Objects:** THE PRESERVATION OF HUMAN LIFE FOR THE TEACHING AND PRACTICE OF SWIMMING AND LIFE SAVING AND IN FURTHERANCE OF THIS OBJECT, BUT NOT FURTHER OR OTHERWISE, TO TEACH, PROMOTE AND ENCOURAGE SWIMMING AND DIVING GENERALLY AND PARTICULARLY THOSE ARTS NECESSARY IN LIFE SAVING. (FOR DETAILS SEE CLAUSE 2 OF CONSTITUTION).

**Activities:** The charity teaches people to swim, offers life saving, water polo, long distance and open water swimming, and competition swimming to national standard. Dover Lifeguard Club is an accredited swim 21 club.

## Classification

- **How:** Provides Human Resources, Provides Services
- **What:** Amateur Sport
- **Who:** Children/young People

## Geography

- Kent

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-08-31 | £212,925 | £206,392    | -      | -         |
| 2024-08-31 | £155,429 | £146,893    | -      | -         |
| 2023-08-31 | £132,110 | £130,396    | -      | -         |
| 2022-08-31 | £93,910  | £104,713    | -      | -         |
| 2021-08-31 | £28,122  | £41,973     | -      | -         |
| 2020-08-31 | £75,156  | £88,625     | -      | -         |

## Trustees

| Name           | Role | Appointed  |
|----------------|------|------------|
| COLETTE COTTON |      | 2013-03-15 |
| SCOTT WALKER   |      | 2017-10-01 |
| Sally Grieb    |      | 2023-11-27 |

**DOVER LIFE GUARD CLUB**

England & Wales - Charity number 270111

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# Accounts

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**Registered Charity No: 270111**

**DOVER LIFE GUARD CLUB  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2025**

**DOVER LIFE GUARD CLUB**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2025**

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## DOVER LIFE GUARD CLUB

### ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2025

The Club is governed by its Constitution, the most recent version of this being adopted in April 2024 and is a registered charity, number 270111. The Club is based at Dover District Leisure Centre, Fitness Fields, Whitecliffs Business Park, Whitfield, Dover, Kent.

#### Executive Committee

The Executive Committee has general powers of management over the affairs of the Club, and each member is elected at the Annual General Meeting.

The Executive Committee elected at the Annual General Meeting in November 2024 was as follows:

|            |                                   |
|------------|-----------------------------------|
| A Carson   | Chairman                          |
| N Monger   | General Secretary                 |
| K Scott    | Treasurer                         |
| J Francis  | Fees Treasurer                    |
| J Worboys  | Membership Secretary              |
| R Nicholas | Competition Secretary             |
| J Menniss  | Workforce Secretary               |
| A Menniss  | Learn To Race Secretary           |
| K Redman   | Masters Secretary                 |
| S Philpott | Open Water & Lifesaving Secretary |
| C Steed    | Parent Liaison Officer            |

Changes to Executive Committee members after the year end, but prior to the date of approval of the financial statements were as follows:

K Scott replaced by R Nicholas as Treasurer  
R Nicholas replaced by J Griffin as Competition Secretary  
K Redman replaced by D Hutton as Masters Secretary

The three property holding Trustees of the Club are as follows:

C Cotton  
S Walker  
S Grieb

Registered Charity Number 270111

Bankers Lloyds Bank plc

Independent Examiner I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent  
CT16 1BL

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2025 (CONTINUED)**

The objects of the Club are those of Swim England and in particular to:

1. Promote the teaching, development and practice of swimming, open water swimming, lifesaving and to stimulate Masters competition in all disciplines of the sport for its members.
2. Raise public awareness of the sport and stimulate public opinion in favour of providing proper accommodation and facilities.
3. Promote uniformity of rules for the control and regulation of swimming, lifesaving, and the management of all competitions hereunder.
4. Enforce observance of the laws of Swim England.
5. Provide instruction in life saving, artificial resuscitation and the use of life saving apparatus.

#### **Reserves and investment policy**

The financial reserves that we have set aside provide financial stability and the means for the development of our objectives, as above.

The committee regularly reviews the amount of funds that the Club requires to ensure that they are adequate to fulfil the Club's continuing obligations.

The Club's reserves held at 31 August 2025 amounted to £86,925. The reserves remain adequate to fulfil the clubs' continuing obligations, specifically: -

Dissolution of the Dover Life Guard Club - The reserves contain a prudent sum set aside to ensure the Club can discharge its debts and liabilities and engage the necessary professional assistance to ensure the winding up of the club is undertaken effectively and in line with the laws and regulations regulating the dissolution of a charity.

Retention of the SwimMark Accreditation - The criterion for maintaining this accreditation is continually evolving to assist clubs like DLGC in club management and the development of effective and professional working practices. In particular there is a focus on the training of volunteers including a programme of continual refresher training.

Deficit Funding - Within the reserves a prudent sum provides a contingency fund to help absorb the peaks and troughs of financial pressures within the operational activities of the Club.

Other Contingencies - A prudent sum within the reserves provides for any larger/exceptional costs outside of the normal operational workings and/or budgeting/forecasting processes of the Club.

The Club invests its surplus funds so as to earn the maximum return with the minimum of risk.

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

Trustees – Under the Club's Constitution there shall be three Trustees appointed to service for three years at the AGM. Trustees are entitled to attend all meetings of the Committee but have no voting rights unless they are also elected Committee members. Two of the Trustees have been appointed in excess of the maximum term of service, are aware of this, and are taking appropriate steps to address this breach.

Executive Committee - Under the Club's Constitution, the executive committee shall consist of nine elected members including the roles of chairman, secretary and treasurer. The elected members of the committee may co-opt up to three further members who will serve until the next AGM. All committee members have powers to vote at meetings.

The Club must also appoint a Welfare Officer in accordance with its Constitution, who must be independent from the members of the Executive Committee. The Welfare Officer can attend meetings but does not have entitlement to vote. For the year under review the position was held by K Manser.

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2025 (CONTINUED)**

#### **Progress during the year**

The 2024–2025 financial year has been one of continued growth, consolidation, and performance for Dover Life Guard Club. Building on the strong foundations established in the previous year, the club has progressed with confidence, delivering against its objectives both in and out of the water.

A key priority over the past year has been strengthening the operational and financial stability of the club. Through the ongoing dedication of the Executive Committee and the invaluable contribution of our volunteers, the club remains in a secure financial position. This stability ensures we are well placed to invest in swimmer development, coaching provision, and future initiatives that will sustain long-term success.

One of the most important developments this year has been the successful embedding of high-quality Poolside Leads across all training sessions. This has brought greater consistency, structure, and accountability to our programme, ensuring that swimmers at every level benefit from a well-coordinated and progressive coaching environment. The positive impact of this can be seen across all squads, with improved engagement, progression, and performance.

Our Competitive Squads have continued to perform strongly, with swimmers representing the club with distinction at county, regional, and national level. These performances reflect not only individual commitment but also the strength of the programme as a whole. The club has also maintained its strong reputation for supporting para swimming, continuing to provide inclusive opportunities and achieving notable success in this area.

The Learn to Race programme has experienced significant growth over the past year. Increased demand has required the allocation of additional lane space, demonstrating both the strength of our pathway and the enthusiasm of younger swimmers progressing through the club. This area remains a critical component of our long-term sustainability, providing a clear and effective transition from lessons into competitive swimming.

Our Masters section continues to thrive, with strong participation levels and continued success in competition. The section plays an important role in promoting lifelong involvement in the sport and contributes positively to the club's inclusive culture.

Membership across the club has remained strong, with continued interest from swimmers of all ages and abilities. This reflects the positive environment that Dover Life Guard Club has worked hard to create—one that is welcoming, supportive, and focused on development and achievement.

Looking ahead, the club is well positioned to build on this progress. Priorities for the coming year include further strengthening the coaching structure, expanding competitive opportunities, and continuing to invest in athlete development at all levels. The ongoing commitment of our volunteers, coaches, and committee members will remain central to achieving these goals.

In summary, the 2024–2025 year has been one of stability, growth, and success. Dover Life Guard Club continues to move forward with purpose, maintaining its commitment to excellence while fostering a strong and inclusive community for all its members.

### Statement of the committee's responsibilities

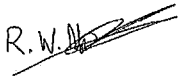
The committee is required to prepare annual financial statements and in preparing these financial statements, the committee is required to:

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Club will continue.

The committee is responsible for keeping proper accounting records. It is also responsible for safeguarding the assets of the Club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The committee confirm that the financial statements have been prepared in accordance with the Charities Act 2011, Charities Statement of Recommended Practice (FRS 102), and the governing instrument.

ON BEHALF OF THE EXECUTIVE COMMITTEE



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Mr R Nicholas – Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE EXECUTIVE COMMITTEE OF  
DOVER LIFE GUARD CLUB**

I report to the Executive Committee on my examination of the financial statements of the Dover Life Guard Club (the Club) for the year ended 31 August 2025, which are set out on pages 6 to 13.

**Responsibilities and basis of report**

As the Executive Committee of the Club, you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Club's financial statements carried out under section 145 of the Charities Act 2011 and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

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:

1. accounting records were not kept in respect of the Club as required by section 130 of the Act; or
2. the financial statements do not accord with those records.
3. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting charities (applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

ID Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent  
CT16 1BL



Date 4 June 2026

**DOVER LIFE GUARD CLUB**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2025**

|                                                          | Notes | Unrestricted<br>Funds<br>2025<br>£ | Restricted<br>Funds<br>2025<br>£ | Total<br>Funds<br>2025<br>£ | Total<br>Funds<br>2024<br>£ |
|----------------------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| <b>Incoming Resources</b>                                |       |                                    |                                  |                             |                             |
| Incoming resources from swimming activities              | 3     | 204,013                            | -                                | 204,013                     | 151,997                     |
| Incoming resources from activities for generating funds  | 4     | 5,511                              | 2,358                            | 7,869                       | 2,520                       |
| Income from investments                                  | 5     | 1,043                              | -                                | 1,043                       | 912                         |
| <b>Total incoming resources</b>                          |       | <b>210,567</b>                     | <b>2,358</b>                     | <b>212,925</b>              | <b>155,429</b>              |
| Less cost of generating funds                            | 6     | 9,775                              | 1,500                            | 11,275                      | 8,176                       |
| <b>Net incoming resources for charitable application</b> |       | <b>200,792</b>                     | <b>858</b>                       | <b>201,650</b>              | <b>147,253</b>              |
| <b>CHARITABLE EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| Cost of swimming activities                              | 7     | 177,169                            | 358                              | 177,527                     | 126,496                     |
| Managing and administering the charity                   | 8     | 17,590                             | -                                | 17,590                      | 12,221                      |
| Total charitable resources expended                      |       | 194,759                            | 358                              | 195,117                     | 138,717                     |
| <b>TOTAL RESOURCES EXPENDED</b>                          |       | <b>204,534</b>                     | <b>1,858</b>                     | <b>206,392</b>              | <b>146,893</b>              |
| <b>Net surplus for the year</b>                          |       | <b>6,033</b>                       | <b>500</b>                       | <b>6,533</b>                | <b>8,536</b>                |
| Total funds brought forward                              |       | 79,992                             | 400                              | 80,392                      | 71,856                      |
| <b>Total funds carried forward</b>                       |       | <b>86,025</b>                      | <b>900</b>                       | <b>86,925</b>               | <b>80,392</b>               |

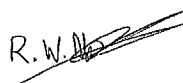
The notes form part of these financial statements

**DOVER LIFE GUARD CLUB**  
**BALANCE SHEET AS AT 31 AUGUST 2025**

|                             | Notes | 2025<br>£     | 2024<br>£     |
|-----------------------------|-------|---------------|---------------|
| <b>FIXED ASSETS</b>         |       |               |               |
| Tangible fixed assets       | 9     | 13,465        | 13,819        |
| <b>CURRENT ASSETS</b>       |       |               |               |
| Cash at bank and in hand    |       | 89,512        | 81,467        |
|                             |       | <u>89,512</u> | <u>81,467</u> |
| <b>CURRENT LIABILITIES</b>  |       |               |               |
| Sundry creditors            | 10    | 4,960         | 3,802         |
|                             |       | <u>4,960</u>  | <u>3,802</u>  |
| <b>NET CURRENT ASSETS</b>   |       | 84,552        | 77,665        |
| <b>NET ASSETS</b>           |       | <u>98,017</u> | <u>91,484</u> |
| <b>FUNDS</b>                |       |               |               |
| Unrestricted funds: General | 11    | 86,025        | 79,992        |
| Restricted                  |       | 900           | 400           |
|                             |       | <u>86,925</u> | <u>80,392</u> |
| Revaluation reserve         |       | 11,092        | 11,092        |
|                             |       | <u>98,017</u> | <u>91,484</u> |

03/06/2026

These financial statements were approved on behalf of the Executive Committee on .....



Mr R Nicholas – Treasurer

The notes form part of these financial statements

## DOVER LIFE GUARD CLUB

### NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2025

#### 1. STATUTORY INFORMATION

The Dover Life Guard Club is an unincorporated charity registered in England. The charity's registered number, principal address and nature of operations can be found in the Executive Committee Report.

The presentation currency of the financial statements is the Pound Sterling (£).

#### 2. ACCOUNTING POLICIES

##### 2.1 Basis of Accounting

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)', the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

##### 2.2 Income

Income, including membership subscriptions, is recognised when received. No amounts are included in the financial statements for services donated by volunteers. Gift aid is recognised when received.

##### 2.3 Expenditure

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### 2.4 Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value over their expected useful lives as follows:

Equipment: 10% on cost

Trophies are included at valuation, which is based on their insured value. The valuation is reviewed periodically by the Committee to ensure that it remains appropriate. Any revaluation surplus is credited to the revaluation reserve.

##### 2.4 Taxation

No provision is made in the financial statements for taxation, as the Committee is of the opinion that all the Club's activities are of a charitable nature and therefore outside the scope of taxation.

##### 2.5 Stock

Stock is valued at the lower of cost and net realisable value.

##### 2.6 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Committee.

Restricted funds comprise amounts used for specific restricted purposes within the objects of the charity. During the year, grants totalling £2,358 were received in respect of restricted funds and were used for club kits and swimming courses in line with the grant conditions. Of these grants, £500 remained unspent at the year-end.

Restricted funds at the year-end total £900 and relate to £400 for Masters equipment carried forward from a prior year grant, plus £500 for club kit and swimming course activities. These funds were applied for their intended purposes shortly after the year-end.

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2025

### 3. INCOMING RESOURCES FROM SWIMMING ACTIVITIES

|                                           | Unrestricted<br>Funds<br>2025<br>£ | Unrestricted<br>Funds<br>2024<br>£ |
|-------------------------------------------|------------------------------------|------------------------------------|
| Subscriptions                             | 21,651                             | 15,366                             |
| Training, coaching, and income from Galas | 181,685                            | 135,961                            |
| Badges and engraving                      | -                                  | 12                                 |
| Open water                                | 677                                | 658                                |
|                                           | <u>204,013</u>                     | <u>151,997</u>                     |

### 4. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

|                      | Unrestricted<br>Funds<br>2025<br>£ | Restricted<br>Funds<br>2025<br>£ | Total<br>Funds<br>2024<br>£ |
|----------------------|------------------------------------|----------------------------------|-----------------------------|
| Trading income       | 311                                | -                                | 540                         |
| Fund raising         | 5,200                              | -                                | 250                         |
| Grants and donations | -                                  | 2,358                            | 1,170                       |
| Awards night income  | -                                  | -                                | 560                         |
|                      | <u>5,511</u>                       | <u>2,358</u>                     | <u>2,520</u>                |

### 5. INCOME FROM INVESTMENTS

|               | Unrestricted<br>Funds<br>2025<br>£ | Restricted<br>Funds<br>2025<br>£ | Total<br>Funds<br>2024<br>£ |
|---------------|------------------------------------|----------------------------------|-----------------------------|
| Bank interest | 1,043                              | -                                | 912                         |
|               | <u>1,043</u>                       | <u>-</u>                         | <u>912</u>                  |

### 6. COST OF GENERATING FUNDS

|                                     | Unrestricted<br>Funds<br>2025<br>£ | Restricted<br>Funds<br>2025<br>£ | Total<br>Funds<br>2024<br>£ |
|-------------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Trading expenses                    | 4,272                              | 1,500                            | 3,690                       |
| Badges, books, awards and engraving | 4,310                              | -                                | 3,038                       |
| Awards night expenses               | 1,192                              | -                                | 1,448                       |
|                                     | <u>9,775</u>                       | <u>1,500</u>                     | <u>8,176</u>                |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2025

### 7. COST OF SWIMMING ACTIVITIES

|                                | Unrestricted<br>Funds<br>2025<br>£ | Restricted<br>Funds<br>2025<br>£ | Total<br>Funds<br>2024<br>£ |
|--------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Pool hire                      | 95,391                             | -                                | 67,107                      |
| Transport and accommodation    | 1,648                              | -                                | 2,815                       |
| Coach payments                 | 50,582                             | -                                | 33,578                      |
| Courses, exams, and entry fees | 3,462                              | 358                              | 2,022                       |
| Gala expenses                  | 26,086                             | -                                | 20,974                      |
|                                | <u>177,169</u>                     | <u>358</u>                       | <u>126,496</u>              |

### 8. MANAGING AND ADMINISTERING THE CHARITY

|                                    | Unrestricted<br>Funds<br>2025<br>£ | Unrestricted<br>Funds<br>2024<br>£ |
|------------------------------------|------------------------------------|------------------------------------|
| Subscriptions and affiliation fees | 9,673                              | 8,075                              |
| Independent examiner's fee         | 2,640                              | 1,730                              |
| Bank charges                       | 2,605                              | 135                                |
|                                    | <u>14,919</u>                      | <u>9,940</u>                       |
| <b>Establishment expenses</b>      |                                    |                                    |
| Insurance                          | 375                                | 376                                |
| <b>Running expenses</b>            |                                    |                                    |
| Printing and stationery            | 595                                | 671                                |
| Depreciation                       | 354                                | 354                                |
| Sundry expenses                    | 1,347                              | 880                                |
|                                    | <u>2,296</u>                       | <u>1,905</u>                       |
|                                    | <u>17,590</u>                      | <u>12,221</u>                      |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2025

### 9. TANGIBLE FIXED ASSETS

|                          | Trophies<br>£ | Equipment<br>£ | Total<br>£ |
|--------------------------|---------------|----------------|------------|
| <b>Cost or valuation</b> |               |                |            |
| At 1 September 2024      | 12,538        | 3,535          | 16,073     |
| At 31 August 2025        | 12,538        | 3,535          | 16,073     |
| <b>Depreciation</b>      |               |                |            |
| At 1 September 2024      | -             | 2,254          | 2,254      |
| Charge for the year      | -             | 354            | 354        |
| At 31 August 2025        | -             | 2,608          | 2,608      |
| <b>Net Book Value</b>    |               |                |            |
| At 31 August 2025        | 12,538        | 927            | 13,465     |
| At 31 August 2024        | 12,538        | 1,281          | 13,819     |

Had the assets not been revalued they would have been shown at the following cost:

Trophies £1,446

The Committee has reviewed the insurance policy covering trophies for the year under review and is satisfied that the insured values provide an appropriate basis for their carrying value at the balance sheet date.

### 10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                        | 2025<br>£ | 2024<br>£ |
|------------------------|-----------|-----------|
| Creditors and accruals | 4,960     | 3,802     |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2025

### 11. MOVEMENT IN FUNDS

|                    | As at<br>01.09.24 | Net<br>movement<br>in Funds | As at<br>31.08.25 |
|--------------------|-------------------|-----------------------------|-------------------|
|                    | £                 | £                           | £                 |
| Unrestricted funds | 79,992            | 6,033                       | 86,025            |
| Restricted funds   | 400               | 500                         | 900               |
| <b>TOTAL FUNDS</b> | <u>80,392</u>     | <u>6,533</u>                | <u>86,925</u>     |

Net movement in funds, included in the above are as follows:

|                    | Incoming<br>Resources | Resources<br>expended | Movement<br>in funds |
|--------------------|-----------------------|-----------------------|----------------------|
|                    | £                     | £                     | £                    |
| Unrestricted funds | 210,567               | (204,534)             | 6,033                |
| Restricted funds   | 2,358                 | (1,858)               | 500                  |
| <b>TOTAL FUNDS</b> | <u>212,925</u>        | <u>(206,392)</u>      | <u>6,533</u>         |

### Comparatives for movement in funds

|                    | As at<br>01.09.23 | Net<br>movement<br>in Funds | As at<br>31.08.24 |
|--------------------|-------------------|-----------------------------|-------------------|
|                    | £                 | £                           | £                 |
| Unrestricted funds | 71,456            | 8,536                       | 79,992            |
| Restricted funds   | 400               | -                           | 400               |
| <b>TOTAL FUNDS</b> | <u>71,856</u>     | <u>8,536</u>                | <u>80,392</u>     |

Net movement in funds, included in the above are as follows:

|                    | Incoming<br>Resources | Resources<br>expended | Movement<br>in funds |
|--------------------|-----------------------|-----------------------|----------------------|
|                    | £                     | £                     | £                    |
| Unrestricted funds | 154,259               | (145,723)             | 8,536                |
| Restricted funds   | 1,170                 | (1,170)               | -                    |
| <b>TOTAL FUNDS</b> | <u>155,429</u>        | <u>(146,893)</u>      | <u>8,536</u>         |

## **DOVER LIFE GUARD CLUB**

### **NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2025**

#### **12. COMMITTEE MEMBERS**

Committee members received sums from the charity amounting to £10,509 (2024 - £5,563) for coaching and related activities in the year. None of the trustees, nor any related parties connected with them, received any remuneration.

No payments were made to ex-committee members who resigned during the year, with regards to coaching activities. However, £13,139 (2024 - £942) was paid from the charity to ex-committee members who have resigned in prior years, in respect of coaching and related activities undertaken for Dover Life Guard Club.

Committee members received a total of £5,388 (2024 - £2,938) in reimbursement for costs incurred in carrying out their duties. All expenses related to training courses and resources used for the running of the charity, fundraising, and gala events.

Additionally, £404 (2024 - £1,032) was paid from the charity to ex-committee members who resigned during the year, as reimbursement of expenditure incurred in carrying out their duties.

The Committee is satisfied that these payments are made on an arm's length basis.

#### **13. EMPLOYEES**

The club had no employees during the year.



**DOVER LIFE GUARD CLUB**

England & Wales - Charity number 270111

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# Accounts

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**Registered Charity No: 270111**

**DOVER LIFE GUARD CLUB  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2024**

**DOVER LIFE GUARD CLUB**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2024**

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## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2024**

The Club is governed by its Constitution, the most recent version of this being adopted on 25 November 2019 and is a registered charity, number 270111. The Club is based at Dover District Leisure Centre, Fitness Fields, Whitecliffs Business Park, Whitfield, Dover, Kent.

#### **Executive Committee**

The Executive Committee has general powers of management over the affairs of the Club, and each member is elected at the Annual General Meeting.

The Executive Committee elected at the Annual General Meeting in November 2023 was as follows:

|            |                         |
|------------|-------------------------|
| A Carson   | Chairman                |
| N Monger   | Club Secretary          |
| K Scott    | Treasurer               |
| J Williams | Membership Secretary    |
| R Nicholas | Competition Secretary   |
| J Menniss  | Workforce Co-ordinator  |
| K Redman   | Masters Secretary       |
| A Menniss  | Learn to Race Secretary |
| K Manser   | Welfare Officer         |
| C Steed    | Parent Liaison Officer  |

There are also three property holding Trustees of the Club as follows: C Cotton  
S Walker  
S Grieb (appointed on 27/11/2023)

Registered Charity Number 270111

Bankers Lloyds Bank plc

Independent Examiner I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent CT16 1BL

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2024 (CONTINUED)**

The objects of the Club are those of Swim England and in particular to:

1. Promote the teaching, development and practice of swimming, open water swimming, life saving and to stimulate Masters competition in all disciplines of the sport for its members.
2. Raise public awareness of the sport and stimulate public opinion in favour of providing proper accommodation and facilities.
3. Promote uniformity of rules for the control and regulation of swimming, life saving and the management of all competitions hereunder.
4. Enforce observance of the laws of Swim England.
5. Provide instruction in life saving, artificial resuscitation and the use of life saving apparatus.

#### **Reserves and investment policy**

The financial reserves that we have set aside provide financial stability and the means for the development of our objectives, as above.

The committee regularly reviews the amount of funds that the Club requires to ensure that they are adequate to fulfil the Club's continuing obligations.

The Club's reserves held at 31 August 2024 amounted to £80,392. The reserves remain adequate to fulfil the clubs' continuing obligations, specifically: -

**Dissolution of the Dover Life Guard Club** - The reserves contain a prudent sum set aside to ensure the Club can discharge its debts and liabilities and engage the necessary professional assistance to ensure the winding up of the club is undertaken effectively and in line with the laws and regulations regulating the dissolution of a charity.

**Retention of the SwimMark Accreditation** - The criteria for maintaining this accreditation is continually evolving to assist clubs like DLGC in club management and the development of effective and professional working practices. In particular there is a focus on the training of volunteers including a programme of continual refresher training.

**Deficit Funding** - Within the reserves a prudent sum provides a contingency fund to help absorb the peaks and troughs of financial pressures within the operational activities of the Club.

**Other Contingencies** - A prudent sum within the reserves provides for any larger/exceptional costs outside of the normal operational workings and/or budgeting/forecasting processes of the Club.

The Club invests its surplus funds so as to earn the maximum return with the minimum of risk.

**Trustees** – The Trustees are elected at the General Meeting of the Club and must be nominated by the Executive Committee or any member.

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2024 (CONTINUED)**

#### **Progress during the year**

This year has been one of remarkable progress and achievement for Dover Life Guard Swimming Club. Thanks to the dedication and tireless efforts of the Executive Committee and our invaluable volunteers, the club has emerged from past uncertainties stronger than ever, establishing a solid financial foundation that will support our continued growth.

One of the most significant milestones has been securing high quality Poolside Leads for all training sessions. This ensures consistency in coaching and guidance, enhancing the development of swimmers across all levels. Our Competitive Squad has excelled, competing at the highest level and showcasing their talent in various national, regional, and county events, and we have had continued success and recognition for our support for para swimming. Their hard work and commitment have not only brought individual success but have also elevated the club's reputation in competitive swimming circles.

The Learn to Race squad has seen tremendous growth, necessitating additional lanes to accommodate the rising demand. This is a testament to the enthusiasm and potential among our younger swimmers, eager to take their skills to the next level. Meanwhile, the Masters section continues to thrive, with increasing participation and outstanding results in competitions.

Moreover, the club continues to attract new members across all age groups, highlighting the positive impact of our inclusive and supportive environment. With a bright future ahead, Dover Life Guard Swimming Club remains committed to excellence, development, and fostering a vibrant swimming community for all.

#### **Statement of the committee's responsibilities**

The committee is required to prepare annual financial statements and in preparing these financial statements, the committee is required to:

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Club will continue.

The committee is responsible for keeping proper accounting records. It is also responsible for safeguarding the assets of the Club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The committee confirm that the financial statements have been prepared in accordance with the Charities Act 2011, Charities Statement of Recommended Practice (FRS 102) and the governing instrument.

ON BEHALF OF THE EXECUTIVE COMMITTEE



K Scott – Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE EXECUTIVE COMMITTEE OF  
DOVER LIFE GUARD CLUB**

I report to the Executive Committee on my examination of the financial statements of the Dover Life Guard Club (the Club) for the year ended 31 August 2024, which are set out on pages 5 to 11.

**Responsibilities and basis of report**

As the Executive Committee of the Club, you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Club's financial statements carried out under section 145 of the Charities Act 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

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:

1. accounting records were not kept in respect of the Club as required by section 130 of the Act; or
2. the financial statements do not accord with those records.
3. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting charities (applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent  
CT16 1BL

Date:.....

# DOVER LIFE GUARD CLUB

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2024

|                                                          | Notes | Unrestricted<br>Funds<br>2024<br>£ | Restricted<br>Funds<br>2024<br>£ | Total<br>Funds<br>2024<br>£ | Total<br>Funds<br>2023<br>£ |
|----------------------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| <b>Incoming Resources</b>                                |       |                                    |                                  |                             |                             |
| Incoming resources from swimming activities              | 3     | 151,997                            | -                                | 151,997                     | 127,438                     |
| Incoming resources from activities for generating funds  | 4     | 1,350                              | 1,170                            | 2,520                       | 4,672                       |
| Income from investments                                  | 5     | 912                                | -                                | 912                         | -                           |
| <b>Total incoming resources</b>                          |       | <b>154,259</b>                     | <b>1,170</b>                     | <b>155,429</b>              | <b>132,110</b>              |
| Less cost of generating funds                            | 6     | 8,176                              | -                                | 8,176                       | 6,688                       |
| <b>Net incoming resources for charitable application</b> |       | <b>146,083</b>                     | <b>1,170</b>                     | <b>147,253</b>              | <b>125,422</b>              |
| <b>CHARITABLE EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| Cost of swimming activities                              | 7     | 125,326                            | 1,170                            | 126,496                     | 112,198                     |
| Managing and administering the charity                   | 8     | 12,221                             | -                                | 12,221                      | 11,510                      |
| Total charitable resources expended                      |       | 137,547                            | 1,170                            | 138,717                     | 123,708                     |
| <b>TOTAL RESOURCES EXPENDED</b>                          |       | <b>145,723</b>                     | <b>1,170</b>                     | <b>146,893</b>              | <b>130,396</b>              |
| <b>Net surplus for the year</b>                          |       | <b>8,536</b>                       | <b>-</b>                         | <b>8,536</b>                | <b>1,714</b>                |
| Total funds brought forward                              |       | 71,456                             | 400                              | 71,856                      | 70,142                      |
| <b>Total funds carried forward</b>                       |       | <b>79,992</b>                      | <b>400</b>                       | <b>80,392</b>               | <b>71,856</b>               |

The notes form part of these financial statements

**DOVER LIFE GUARD CLUB**  
**BALANCE SHEET AS AT 31 AUGUST 2024**

|                             |              | <b>2024</b>   |               | <b>2023</b>   |               |
|-----------------------------|--------------|---------------|---------------|---------------|---------------|
|                             | <b>Notes</b> | <b>£</b>      | <b>£</b>      | <b>£</b>      | <b>£</b>      |
| <b>FIXED ASSETS</b>         |              |               |               |               |               |
| Tangible fixed assets       | 9            |               | 13,819        |               | 14,173        |
| <b>CURRENT ASSETS</b>       |              |               |               |               |               |
| Stock                       | 10           | -             |               | 970           |               |
| Cash at bank and in hand    |              | 81,467        |               | 68,832        |               |
|                             |              | <u>81,467</u> |               | <u>69,802</u> |               |
| <b>CURRENT LIABILITIES</b>  |              |               |               |               |               |
| Accruals                    | 11           | 3,802         |               | 1,027         |               |
|                             |              | <u>3,802</u>  |               | <u>1,027</u>  |               |
| <b>NET CURRENT ASSETS</b>   |              |               | <u>77,665</u> |               | <u>68,775</u> |
| <b>NET ASSETS</b>           |              |               | <u>91,484</u> |               | <u>82,948</u> |
| <b>FUNDS</b>                |              |               |               |               |               |
| Unrestricted funds: General | 12           | 79,992        |               | 71,456        |               |
| Restricted                  |              | 400           |               | 400           |               |
|                             |              | <u>80,392</u> |               | <u>71,856</u> |               |
| Revaluation reserve         |              | 11,092        |               | 11,092        |               |
|                             |              | <u>91,484</u> |               | <u>82,948</u> |               |

20/06/2025

These financial statements were approved on behalf of the Executive Committee on .....



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K Scott – Treasurer

The notes form part of these financial statements

## DOVER LIFE GUARD CLUB

### NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2024

#### 1. STATUTORY INFORMATION

The Dover Life Guard Club is an unincorporated charity registered in England. The charity's registered number, principal address and nature of operations can be found in the Executive Committee Report.

The presentation currency of the financial statements is the Pound Sterling (£).

#### 2. ACCOUNTING POLICIES

##### 2.1 Basis of Accounting

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)', the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

##### 2.2 Income

Income, including membership subscriptions, is recognised when received. No amounts are included in the financial statements for services donated by volunteers. Gift aid is recognised when claimed.

##### 2.3 Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value over their expected useful lives as follows:

Equipment: 10% – 33% on cost

Trophies are valued at their insured values.

##### 2.4 Taxation

No provision is made in the financial statements for taxation, as the Committee is of the opinion that all the Club's activities are of a charitable nature and therefore outside the scope of taxation.

##### 2.5 Stock

Stock is valued at the lower of cost and net realisable value.

##### 2.6 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Committee.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. This year, a grant was received from Dover District Council of £1,170, for the purpose of transport hire for team galas, which was fully spent at 31 August 2024.

Last year, a grant was received from Dover District Council of £2,340 for headsets. The balance represents donations for trophies and £400 for Masters equipment, not yet spent. This balance remained unspent at 31 August 2024.

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2024

### 3. INCOMING RESOURCES FROM SWIMMING ACTIVITIES

|                                          | Unrestricted<br>Funds<br>2024<br>£ | Unrestricted<br>Funds<br>2023<br>£ |
|------------------------------------------|------------------------------------|------------------------------------|
| Subscriptions                            | 15,366                             | 13,584                             |
| Training, coaching and income from Galas | 135,961                            | 112,887                            |
| Transport and accommodation              | -                                  | 270                                |
| Badges and engraving                     | 12                                 | 45                                 |
| Open water                               | 658                                | 652                                |
|                                          | <u>151,997</u>                     | <u>127,438</u>                     |

### 4. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

|                      | Unrestricted<br>Funds<br>2024<br>£ | Restricted<br>Funds<br>2024<br>£ | Total<br>Funds<br>2023<br>£ |
|----------------------|------------------------------------|----------------------------------|-----------------------------|
| Trading income       | 540                                | -                                | 874                         |
| Fund raising         | 250                                | -                                | 203                         |
| Grants and donations | -                                  | 1,170                            | 3,040                       |
| Awards night income  | 560                                | -                                | 555                         |
|                      | <u>1,350</u>                       | <u>1,170</u>                     | <u>4,672</u>                |

### 5. INCOME FROM INVESTMENTS

|               | Unrestricted<br>Funds<br>2024<br>£ | Restricted<br>Funds<br>2024<br>£ | Total<br>Funds<br>2023<br>£ |
|---------------|------------------------------------|----------------------------------|-----------------------------|
| Bank interest | 912                                | -                                | -                           |
|               | <u>912</u>                         | <u>-</u>                         | <u>-</u>                    |

### 6. COST OF GENERATING FUNDS

|                                     | Unrestricted<br>Funds<br>2024<br>£ | Restricted<br>Funds<br>2024<br>£ | Total<br>Funds<br>2023<br>£ |
|-------------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Trading expenses                    | 3,690                              | -                                | 2,459                       |
| Badges, books, awards and engraving | 3,038                              | -                                | 2,983                       |
| Awards night expenses               | 1,448                              | -                                | 1,246                       |
|                                     | <u>8,176</u>                       | <u>-</u>                         | <u>6,688</u>                |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2024

### 7. COST OF SWIMMING ACTIVITIES

|                                | Unrestricted<br>Funds<br>2024<br>£ | Restricted<br>Funds<br>2024<br>£ | Total<br>Funds<br>2023<br>£ |
|--------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Pool hire                      | 67,107                             | -                                | 50,703                      |
| Transport and accommodation    | 1,645                              | 1,170                            | 3,526                       |
| Staff/coach payments           | 33,578                             | -                                | 23,109                      |
| Courses, exams, and entry fees | 2,022                              | -                                | 2,807                       |
| Gala expenses                  | 20,974                             | -                                | 29,713                      |
| Headsets                       | -                                  | -                                | 2,340                       |
|                                | <u>125,326</u>                     | <u>1,170</u>                     | <u>112,198</u>              |

### 8. MANAGING AND ADMINISTERING THE CHARITY

|                                    | Unrestricted<br>Funds<br>2024<br>£ | £             | Unrestricted<br>Funds<br>2023<br>£ | £             |
|------------------------------------|------------------------------------|---------------|------------------------------------|---------------|
| Subscriptions and affiliation fees | 8,075                              |               | 6,901                              |               |
| Independent examiner's fee         | 1,730                              |               | 1,044                              |               |
| Bank charges                       | 135                                |               | 111                                |               |
|                                    | <u></u>                            | 9,940         | <u></u>                            | 8,056         |
| <b>Establishment expenses</b>      |                                    |               |                                    |               |
| Insurance                          |                                    | 376           |                                    | 652           |
| <b>Running expenses</b>            |                                    |               |                                    |               |
| Printing and stationery            | 671                                |               | 1,292                              |               |
| Depreciation                       | 354                                |               | 353                                |               |
| Sundry expenses                    | 880                                |               | 1,157                              |               |
|                                    | <u></u>                            | 1,905         | <u></u>                            | 3,054         |
|                                    |                                    | <u>12,221</u> |                                    | <u>11,510</u> |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2024

### 9. TANGIBLE FIXED ASSETS

|                          | <b>Trophies<br/>£</b> | <b>Equipment<br/>£</b> | <b>Total<br/>£</b> |
|--------------------------|-----------------------|------------------------|--------------------|
| <b>Cost or valuation</b> |                       |                        |                    |
| At 1 September 2023      | 12,538                | 27,323                 | 39,861             |
| Disposals                | -                     | (23,788)               | (23,788)           |
|                          | <u>12,538</u>         | <u>3,535</u>           | <u>16,073</u>      |
| At 31 August 2024        | 12,538                | 3,535                  | 16,073             |
|                          | <u>12,538</u>         | <u>3,535</u>           | <u>16,073</u>      |
| <b>Depreciation</b>      |                       |                        |                    |
| At 1 September 2023      | -                     | 25,688                 | 25,688             |
| Charge for the year      | -                     | 354                    | 354                |
| Elimination on disposal  | -                     | (23,788)               | (23,788)           |
|                          | <u>-</u>              | <u>2,254</u>           | <u>2,254</u>       |
| At 31 August 2024        | -                     | 2,254                  | 2,254              |
|                          | <u>-</u>              | <u>2,254</u>           | <u>2,254</u>       |
| <b>Net Book Value</b>    |                       |                        |                    |
| At 31 August 2024        | 12,538                | 1,281                  | 13,819             |
|                          | <u>12,538</u>         | <u>1,281</u>           | <u>13,819</u>      |
| At 31 August 2023        | 12,538                | 1,635                  | 14,173             |
|                          | <u>12,538</u>         | <u>1,635</u>           | <u>14,173</u>      |

Had the assets not been revalued they would have been shown at the following cost:

|          |               |
|----------|---------------|
| Trophies | <u>£1,446</u> |
|----------|---------------|

### 10. STOCK

|          | <b>2024<br/>£</b> | <b>2023<br/>£</b> |
|----------|-------------------|-------------------|
| Badges   | -                 | 870               |
| Swimshop | -                 | 100               |
|          | <u>-</u>          | <u>970</u>        |
|          | <u>-</u>          | <u>970</u>        |

### 11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                              | <b>2024<br/>£</b> | <b>2023<br/>£</b> |
|------------------------------|-------------------|-------------------|
| Accruals and deferred income | 3,802             | 1,027             |
|                              | <u>3,802</u>      | <u>1,027</u>      |

**DOVER LIFE GUARD CLUB**

**NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2024**

**12. MOVEMENT IN FUNDS**

|                    | <b>As at<br/>1.9.23<br/>£</b> | <b>Net<br/>movement<br/>in Funds<br/>£</b> | <b>As at<br/>31.08.24<br/>£</b> |
|--------------------|-------------------------------|--------------------------------------------|---------------------------------|
| Unrestricted funds | 71,456                        | 8,536                                      | 79,992                          |
| Restricted funds   | 400                           | -                                          | 400                             |
| <b>TOTAL FUNDS</b> | <u>71,856</u>                 | <u>8,536</u>                               | <u>80,392</u>                   |

Net movement in funds, included in the above are as follows:

|                    | <b>Incoming<br/>Resources<br/>£</b> | <b>Resources<br/>expended<br/>£</b> | <b>Movement<br/>in funds<br/>£</b> |
|--------------------|-------------------------------------|-------------------------------------|------------------------------------|
| Unrestricted funds | 154,259                             | (145,723)                           | 8,536                              |
| Restricted funds   | 1,170                               | (1,170)                             | -                                  |
| <b>TOTAL FUNDS</b> | <u>155,429</u>                      | <u>(146,893)</u>                    | <u>8,536</u>                       |

**Comparatives for movement in funds**

|                    | <b>As at<br/>1.9.22<br/>£</b> | <b>Net<br/>movement<br/>in Funds<br/>£</b> | <b>As at<br/>31.08.23<br/>£</b> |
|--------------------|-------------------------------|--------------------------------------------|---------------------------------|
| Unrestricted funds | 70,142                        | 1,314                                      | 71,456                          |
| Restricted funds   | -                             | 400                                        | 400                             |
| <b>TOTAL FUNDS</b> | <u>70,142</u>                 | <u>1,714</u>                               | <u>71,856</u>                   |

Net movement in funds, included in the above are as follows:

|                    | <b>Incoming<br/>Resources<br/>£</b> | <b>Resources<br/>expended<br/>£</b> | <b>Movement<br/>in funds<br/>£</b> |
|--------------------|-------------------------------------|-------------------------------------|------------------------------------|
| Unrestricted funds | 129,070                             | (127,756)                           | 1,314                              |
| Restricted funds   | 3,040                               | (2,640)                             | 400                                |
| <b>TOTAL FUNDS</b> | <u>132,110</u>                      | <u>(130,396)</u>                    | <u>1,714</u>                       |

## **DOVER LIFE GUARD CLUB**

### **NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2024**

#### **13. COMMITTEE MEMBERS**

Committee members received sums from the charity amounting to £5,563 for coaching and related activities in the year. None of the trustees, nor any related parties connected with them, received any remuneration.

Additionally, £942 was paid from the charity to ex-committee members who resigned during the year, in respect of coaching and related activities.

Committee members received a total of £2,938 in reimbursement for costs incurred in carrying out their duties. All expenses were regarding training courses and resources for the running of the charity, fundraising and gala events.

Additionally, £1,032 was paid from the charity to ex-committee members who resigned during the year, as reimbursement of expenditure incurred in carrying out their duties.

#### **14. EMPLOYEES**

The club had no employees during the year.

**Dover Lifeguard Club**  
**Dover District Leisure Centre, Fitness Fields, Whitecliffs Business Park, Whitfield, Dover, CT16 3FZ**  
**Registered Charity No: 270111**

McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent  
CT16 1BL

20/06/2025

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Dear Sirs

We confirm to the best of our knowledge and belief and having made appropriate enquiries of other officials of the Club, the following representations given to you in connection with your examination of the Club's financial statements for the year ended 31 August 2024.

### **General**

We acknowledge as members of the Executive Committee our responsibility for ensuring that the financial statements are in accordance with the accounting records and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your review and all the transactions undertaken by the Club have been properly reflected and recorded in the accounting records. All other records and related information have been made available to you.

### **Going Concern**

We believe that the Club's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be adequate for the Club's needs for the foreseeable future.

### **Law and Regulations**

We are not aware of any irregularities, including fraud, involving anybody involved with the Club, nor are we aware of any breaches or possible breaches of statute, regulations, contracts or agreements which might prejudice the Club's going concern status or that might result in the Club suffering significant penalties or other loss. No allegations of such irregularities, including fraud, or such breaches have come to our notice. In particular, we confirm that we do not consider Poolside Leads, and other staff/coaches, to be employees of the club.

### **Transactions with Committee Members**

During the year committee members and those related to committee members received sums from the charity amounting to £5,563 coaching and related activities and £2,938 in reimbursements for costs incurred in carrying out their duties.

### **Post Balance Sheet Events**

There have been no events since the balance sheet date which necessitate revision of the figures included in the financial statements or inclusion of a note thereto, other than that disclosed. Should further material events occur, which may necessitate revision of the figures included in the financial statements or inclusion of a note thereto, we will advise you accordingly.

### **Contingent Liabilities**

At the balance sheet date there were no contingent or potential liabilities under claims of pending or threatened litigation.

### **Stock**

At the balance sheet date, there was no stock held by the charity with regards to the swim shop or badges.

### **Fixed Assets**

We confirm that the trophies valuation is derived from the value stated on the insurance agreement, which has remained unchanged.

Yours faithfully

Signed: \_\_\_\_\_

A handwritten signature in black ink, appearing to read 'Kevin Scott', written over a horizontal line.

K Scott – Treasurer (DLGC)

**DOVER LIFE GUARD CLUB**

England & Wales - Charity number 270111

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# Accounts

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# Charity Commission Annual Return 2023

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DOVER LIFE GUARD CLUB

Charity registration number: 270111

**Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.**

**This document is a record of the information provided in the Annual Return 2023.**

## PART A - Charity information

### Financial period

Financial period start date

01/09/2022

Financial period end date

31/08/2023

### Income and spending

**Income £**

£ 132,110

**Spending £**

£ 130,396

### Number of contracts from government

**How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?**

0

### Number of grants from government

**How many grants did your charity receive from central government or a local authority during the financial period for this return?**

1

### Value of grants from government

**What was the total value of the grants received from central government or a local authority during the financial period for this return?**

£ 2,340

### Income breakdown

**Donations and legacies (excluding Endowments Received)**

£ 3,040

**Charitable activities**

£ 127,438

**Other trading activities**

£ 874

**Investments**

£ 0

**Other**

£ 758

**Corporate donations**

**What was the value of your charity's single highest value donation received from a corporate donor during the financial period of this return?**

£ 0

**Donations from individuals**

**What was the value of your charity's single highest value donation received from an individual during the financial period of this return?**

£ 400

**Donations from related parties**

**What was the value of your charity's single highest value donation received from a related party during the financial period of this return?**

£ 0

**Grantmaking**

**Is grant making the main way your charity carries out its purposes?**

No

**Recipients of grants**

Please round all figures to the nearest pound (do not enter decimal points or commas).

**Individuals**

£ 0

**Other charities**

£ 0

**Other organisations that are not charities**

£ 0

**Trustee payments**

**Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?**

☒ e. None of the trustees have been paid

**Did any of the trustees resign and take up employment with your charity in the financial period of this return?**

No

## Income from outside the UK

**Did your charity receive income from outside of the United Kingdom in the financial period of this return?**

No

## Delivering activities outside the United Kingdom

**Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?**

No

## Spending outside England & Wales

**Did your charity spend funds outside of the United Kingdom in the financial period of this return?**

No

**Total Spending outside England & Wales**

£

## Trading subsidiaries

**Does the charity have any trading subsidiaries?**

No

## Charity contact details correct

**Is the contact address displayed from the Register of Charities, correct?**

No

## Charity headquarters details correct

**Is this the same address that you use as your charity's administrative headquarters?**

Yes

## Charity contact address

**Address Line 1**

33 Crabble Lane

**Address Line 2**

DOVER

**Address Line 3**

Kent

**Address Line 4**

**Address Line 5**

**Postcode**

CT17 0LS

**Country**

## Charity Headquarters address

### Address Line 1

Dover District Leisure Centre

### Address Line 2

Fitness Fields

### Address Line 3

White Cliffs Business Park

### Address Line 4

DOVER

### Address Line 5

Kent

### Postcode

CT16 3FZ

### Country

## Property

**Were any of your charity's properties held by holding or custodian trustees on behalf of your charity (excluding the Official Custodian) during the financial period for this return?**

No

## Membership type

**Is the charity part of a wider group structure with a parent body and subsidiary bodies?**

no, the charity is not part of a wider group structure

## Employment contract types

**People were permanently employed by your charity**

0

**People were on fixed-terms contracts with your charity**

0

**Self-employed people were working for your charity**

6

## Total overseas employees

**How many of the people above work on behalf of your charity outside of the United Kingdom?**

0

## Total employee payroll

**What was the total amount spent on employee payroll during the financial period relating to this return?**

£ 0

## Employees' salaries

**Did any of your charity's employees receive total employment benefits of £60,000 or more in the financial period of this annual return?**

No

## Governance policies

**Internal charity financial controls policy and procedures**

Yes

**Safeguarding policy and procedures**

Yes

**Financial reserves policy and procedures**

Yes

**Complaints policy and procedures**

Yes

**Serious incident reporting policy and procedures**

Yes

**Internal risk management policy and procedures**

Yes

**Trustee expenses policy and procedures**

No

**Trustee conflicts of interest policy and procedures**

No

**Investing charity funds policy and procedures**

Not applicable

**Campaigns and political activity policy and procedures**

Not applicable

**Bullying and harassment policy and procedures**

Yes

**Social media policy and procedures**

Not applicable

**Engaging external speakers at charity events policy and procedures**

Not applicable

## Safeguarding

**Has your charity provided services to children and/or adults at risk in the financial period of the return?**

Yes

**a. All required standard DBS checks have been obtained**

Yes

**b. All required enhanced DBS checks have been obtained**

Yes

**c. All required enhanced with Barred List(s) DBS checks have been obtained**

Yes

**d. DBS checks are not required other than Basic DBS checks**

No

## Serious Incidents

**Has your charity reported all Serious Incidents (including any historical incidents) that the charity became aware of during the financial period of this return?**

There were no incidents to report

## External risk and impact

### Donations

Unknown/No Change/Not Applicable

### Other income - grants

Unknown/No Change/Not Applicable

### Other income - contracts

Unknown/No Change/Not Applicable

### Other income - investment

Unknown/No Change/Not Applicable

### Expenditure on charitable activities

Negative

### Expenditure on overheads

Negative

### Number of volunteers

Unknown/No Change/Not Applicable

### Number of employees

Unknown/No Change/Not Applicable

### Number of trustees

Unknown/No Change/Not Applicable

### Fundraising activities

Unknown/No Change/Not Applicable

### Capacity to deliver services

Unknown/No Change/Not Applicable

### Total service demand

Unknown/No Change/Not Applicable

## Volunteers

**Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?**

37

## Privacy statement

**Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:**

- **you have consented to their release; or**
- **we are legally obliged to disclose them; or**

- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

**We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:**

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

**Information we collect about you**

**We will use this information:**

**To enable us to carry out our statutory functions and duties;**

**This will include the following actions:**

- (a) update, consolidate, and improve the accuracy of our records;**
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**
- (c) data analysis, testing, research, statistical and survey purposes**

**Information we receive from other sources.**

**Information we receive from other sources**

**We may combine this information with information you give to us and information we collect about you.**

**We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).**

**We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.**

**The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.**

**As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.**

**Please check back frequently to see any updates or changes to our privacy policy.**

#### **Declaration**

**This annual return has not been submitted and no Declaration has been made**

**DOVER LIFE GUARD CLUB**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**DOVER LIFE GUARD CLUB**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

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| 5           | Statement of Financial Activities        |
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| 7 - 11      | Notes to the Financial Statements        |

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2023**

The Club is governed by its Constitution, the most recent version of this being adopted on 25 November 2014 and is a registered charity, number 270111. The Club is based at Dover District Leisure Centre, Fitness Fields, Whitecliffs Business Park, Whitfield, Dover, Kent.

#### **Executive Committee**

The Executive Committee has general powers of management over the affairs of the Club, and each member is elected at the Annual General Meeting.

The Executive Committee elected at the Annual General Meeting in November 2022 was as follows:

|              |                                       |
|--------------|---------------------------------------|
| C Van Delden | Chairman                              |
| C Ellis      | General Secretary                     |
| K Curtis     | Treasurer                             |
| L Goldup     | Membership Secretary                  |
| S Williams   | Competition Secretary                 |
| R Nicholas   | Workforce Co-ordinator                |
| T Harding    | Long Distance & Life Saving Secretary |
| K Redman     | Masters Secretary                     |
| T Anstis     | Learn to Race Secretary               |
| K Manser     | Welfare Officer                       |

There are also three property holding Trustees of the Club as follows:

M Fidock  
C Cotton  
S Walker

Registered Charity Number 270111

Bankers Lloyds Bank plc  
4 Market Square  
DOVER  
Kent  
CT16 1ND

Independent Examiner I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent CT16 1BL

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2023 (CONTINUED)**

The objects of the Club are those of Swim England and in particular to:

1. Promote the teaching, development and practice of swimming, open water swimming, life saving and to stimulate Masters competition in all disciplines of the sport for its members.
2. Raise public awareness of the sport and stimulate public opinion in favour of providing proper accommodation and facilities.
3. Promote uniformity of rules for the control and regulation of swimming, life saving and the management of all competitions hereunder.
4. Enforce observance of the laws of Swim England.
5. Provide instruction in life saving, artificial resuscitation and the use of life saving apparatus.

#### **Reserves and investment policy**

The financial reserves that we have set aside provide financial stability and the means for the development of our objectives, as above.

The committee regularly reviews the amount of funds that the Club requires to ensure that they are adequate to fulfil the Club's continuing obligations.

The Club's income reserves held at 31 August 2023 amounted to £68,775 (including stock of £970). Income reserves excluding stock amounted to £67,805. The reserves remain adequate to fulfil the clubs continuing obligations, specifically:-

**Dissolution of the Dover Life Guard Club** - The reserves contain a prudent sum set aside to ensure the Club can discharge its debts and liabilities and engage the necessary professional assistance to ensure the winding up of the club is undertaken effectively and in line with the laws and regulations regulating the dissolution of a charity.

**Retention of the SwimMark Accreditation** - The criteria for maintaining this accreditation is continually evolving to assist clubs like DLGC in club management and the development of effective and professional working practices. In particular there is a focus on the training of volunteers including a programme of continual refresher training.

**Deficit Funding** - Within the reserves a prudent sum provides a contingency fund to help absorb the peaks and troughs of financial pressures within the operational activities of the Club.

**Other Contingencies** - A prudent sum within the reserves provides for any larger/exceptional costs outside of the normal operational workings and/or budgeting/forecasting processes of the Club.

The Club invests its surplus funds so as to earn the maximum return with the minimum of risk.

**Trustees** – The Trustees are elected at the General Meeting of the Club and must be nominated by the Executive Committee or any member.

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2023 (CONTINUED)**

#### **Progress during the year**

The Executive Committee and our Club volunteers have worked hard this year to ensure that the club is in a stable financial position, after the uncertainty of previous years. The club is now in a position where we have paid Poolside Leads at all sessions, the Competitive Squad are competing at the highest level, the Learn To Race squad is needing more lanes and the Masters section is flourishing in both numbers and competition success, and we constantly have new members of all ages wanting to join the club.

We have faced challenges over the last few years, but we are financially secure. Overall, the club is in a healthy position.

#### **Statement of the committee's responsibilities**

The committee is required to prepare annual financial statements and in preparing these financial statements, the committee is required to

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Club will continue.

The committee is responsible for keeping proper accounting records. It is also responsible for safeguarding the assets of the Club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The committee confirm that the financial statements have been prepared in accordance with the Charities Act 2011, Charities Statement of Recommended Practice (FRS 102) and the governing instrument.

ON BEHALF OF THE EXECUTIVE COMMITTEE



---

K Curtis - Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE EXECUTIVE COMMITTEE OF  
DOVER LIFE GUARD CLUB**

I report to the Executive Committee on my examination of the financial statements of the Dover Life Guard Club (the Club) for the year ended 31 August 2023, which are set out on pages 5 to 11.

**Responsibilities and basis of report**

As the Executive Committee of the Club you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Club's financial statements carried out under section 145 of the Charities Act 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

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:

1. accounting records were not kept in respect of the Club as required by section 130 of the Act; or
2. the financial statements do not accord with those records.
3. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting charities (applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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



I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent  
CT16 1BL

Date: 5 February 2024

# DOVER LIFE GUARD CLUB

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2023

|                                                          | Notes | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | Total<br>Funds<br>2023<br>£ | Total<br>Funds<br>2022<br>£ |
|----------------------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| <b>Incoming Resources</b>                                |       |                                    |                                  |                             |                             |
| Incoming resources from swimming activities              | 3     | 127,438                            | -                                | 127,438                     | 95,259                      |
| Incoming resources from activities for generating funds  | 4     | 1,632                              | 3,040                            | 4,672                       | 1,497                       |
| <b>Total incoming resources</b>                          |       | <b>129,070</b>                     | <b>3,040</b>                     | <b>132,110</b>              | <b>96,756</b>               |
| Less cost of generating funds                            | 5     | 6,388                              | 300                              | 6,688                       | 2,846                       |
| <b>Net incoming resources for charitable application</b> |       | <b>122,682</b>                     | <b>2,740</b>                     | <b>125,422</b>              | <b>93,910</b>               |
| <b>CHARITABLE EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| Cost of swimming activities                              | 6     | 109,858                            | 2,340                            | 112,198                     | 91,847                      |
| Managing and administering the charity                   | 7     | 11,510                             | -                                | 11,510                      | 10,020                      |
| <b>Total charitable resources expended</b>               |       | <b>121,368</b>                     | <b>2,340</b>                     | <b>123,708</b>              | <b>101,867</b>              |
| <b>TOTAL RESOURCES EXPENDED</b>                          |       | <b>127,756</b>                     | <b>2,640</b>                     | <b>130,396</b>              | <b>104,713</b>              |
| <b>Net surplus/(deficit) for the year</b>                |       | <b>1,314</b>                       | <b>400</b>                       | <b>1,714</b>                | <b>(7,957)</b>              |
| Total funds brought forward                              |       | 70,142                             | -                                | 70,142                      | 78,099                      |
| <b>Total funds carried forward</b>                       |       | <b>71,456</b>                      | <b>400</b>                       | <b>71,856</b>               | <b>70,142</b>               |

The notes form part of these financial statements

**DOVER LIFE GUARD CLUB**  
**BALANCE SHEET AS AT 31 AUGUST 2023**

|                             | Notes | 2023<br>£     | 2022<br>£     |
|-----------------------------|-------|---------------|---------------|
| <b>FIXED ASSETS</b>         |       |               |               |
| Tangible fixed assets       | 9     | 14,173        | 14,526        |
| <b>CURRENT ASSETS</b>       |       |               |               |
| Stock                       | 10    | 970           | 1,300         |
| Cash at bank and in hand    |       | 68,832        | 66,368        |
|                             |       | <u>69,802</u> | <u>67,668</u> |
| <b>CURRENT LIABILITIES</b>  |       |               |               |
| Accruals                    |       | <u>1,027</u>  | <u>960</u>    |
| <b>NET CURRENT ASSETS</b>   |       | <u>68,775</u> | <u>66,708</u> |
| <b>NET ASSETS</b>           |       | <u>82,948</u> | <u>81,234</u> |
| <b>FUNDS</b>                |       |               |               |
| Unrestricted funds: General |       | 71,456        | 70,142        |
| Restricted                  |       | 400           | -             |
|                             |       | <u>71,856</u> | <u>70,142</u> |
| Revaluation reserve         |       | 11,092        | 11,092        |
|                             |       | <u>82,948</u> | <u>81,234</u> |

These financial statements were approved on behalf of the Executive Committee on 27/11/23

K.J. Curtis  
K Curtis – Treasurer

The notes form part of these financial statements

## DOVER LIFE GUARD CLUB

### NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2023

#### 1. STATUTORY INFORMATION

The Dover Life Guard Club is an unincorporated charity registered in England. The charity's registered number, principal address and nature of operations can be found in the Executive Committee Report.

#### 2. ACCOUNTING POLICIES

##### 2.1 Basis of Accounting

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)', the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

The financial statements are presented in sterling which is the functional currency of the charity.

##### 2.2 Income

Income, including membership subscriptions, is recognised when received. No amounts are included in the financial statements for services donated by volunteers. Gift aid is recognised when claimed.

##### 2.3 Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value over their expected useful lives as follows:

Equipment: 10% - 33% on cost

Trophies are valued at their insured values.

##### 2.4 Taxation

No provision is made in the financial statements for taxation, as the Committee is of the opinion that all the Club's activities are of a charitable nature and therefore outside the scope of taxation.

##### 2.5 Stock

Stock is valued at the lower of cost and net realisable value.

##### 2.6 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Committee.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. This year a grant was received from Dover District Council of £2,340 for headsets. The balance represents donations for trophies and £400 for Masters equipment, not yet spent.

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2023

### 3. INCOMING RESOURCES FROM SWIMMING ACTIVITIES

|                                          | Unrestricted<br>Funds<br>2023<br>£ | Unrestricted<br>Funds<br>2022<br>£ |
|------------------------------------------|------------------------------------|------------------------------------|
| Subscriptions                            | 13,584                             | 10,984                             |
| Training, coaching and income from Galas | 112,887                            | 77,927                             |
| Transport and accommodation              | 270                                | 126                                |
| Badges and engraving                     | 45                                 | 59                                 |
| Open Water (Regatta)                     | 652                                | 380                                |
| Gift Aid claimed on subscriptions        | -                                  | 5,783                              |
|                                          | <u>127,438</u>                     | <u>95,259</u>                      |

### 4. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

|                      | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | Unrestricted<br>Funds<br>2022<br>£ |
|----------------------|------------------------------------|----------------------------------|------------------------------------|
| Trading income       | 874                                | -                                | 946                                |
| Fund raising         | 203                                | -                                | 551                                |
| Grants and donations | -                                  | 3,040                            | -                                  |
| Awards night income  | 555                                | -                                | -                                  |
|                      | <u>1,632</u>                       | <u>3,040</u>                     | <u>1,497</u>                       |

### 5. COST OF GENERATING FUNDS

|                                     | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | Unrestricted<br>Funds<br>2022<br>£ |
|-------------------------------------|------------------------------------|----------------------------------|------------------------------------|
| Trading expenditure (Note 8)        | 2,459                              | -                                | 2,012                              |
| Badges, books, awards and engraving | 2,683                              | 300                              | 834                                |
| Awards night expenses               | 1,246                              | -                                | -                                  |
|                                     | <u>6,388</u>                       | <u>300</u>                       | <u>2,846</u>                       |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2023

### 6. COST OF SWIMMING ACTIVITIES

|                               | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | Unrestricted<br>Funds<br>2022<br>£ |
|-------------------------------|------------------------------------|----------------------------------|------------------------------------|
| Pool hire                     | 50,703                             | -                                | 46,445                             |
| Transport and accommodation   | 3,526                              | -                                | 2,410                              |
| Staff/coach payments          | 23,109                             | -                                | 22,641                             |
| Courses, exams and entry fees | 2,807                              | -                                | 1,650                              |
| Gala expenses                 | 29,713                             | -                                | 18,701                             |
| Headsets                      | -                                  | 2,340                            | -                                  |
|                               | <u>109,858</u>                     | <u>2,340</u>                     | <u>91,847</u>                      |

### 7. MANAGING AND ADMINISTERING THE CHARITY

|                                    | Unrestricted<br>Funds<br>2023<br>£ | Unrestricted<br>Funds<br>2022<br>£ |
|------------------------------------|------------------------------------|------------------------------------|
| Subscriptions and affiliation fees | 6,901                              | 5,923                              |
| Independent examiner's fee         | 1,044                              | 960                                |
| Bank charges                       | 111                                | 83                                 |
|                                    | <u>8,056</u>                       | <u>6,966</u>                       |
| <b>Establishment expenses</b>      |                                    |                                    |
| Insurance (Two years paid in 2021) | 652                                | -                                  |
| <b>Running expenses</b>            |                                    |                                    |
| Printing and stationery            | 1,292                              | 1,003                              |
| Depreciation                       | 353                                | 367                                |
| Sundry expenses                    | 1,157                              | 1,684                              |
|                                    | <u>2,802</u>                       | <u>3,054</u>                       |
|                                    | <u>11,510</u>                      | <u>10,020</u>                      |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2023

### 8. TRADING EXPENDITURE

|                                        | Unrestricted<br>Funds<br>2023<br>£ | Unrestricted<br>Funds<br>2022<br>£ |
|----------------------------------------|------------------------------------|------------------------------------|
| Swimshop Stock at 1 September 2022     | 700                                | 1,000                              |
| Swimshop purchases                     | 2,629                              | 1,712                              |
|                                        | <u>3,329</u>                       | <u>2,712</u>                       |
| Less: Swimshop Stock at 31 August 2023 | (870)                              | (700)                              |
|                                        | <u>2,459</u>                       | <u>2,012</u>                       |

The above purchases figure includes the cost of items that are not for resale.

### 9. TANGIBLE FIXED ASSETS

|                                           | Trophies<br>£ | Equipment<br>£ | Total<br>£    |
|-------------------------------------------|---------------|----------------|---------------|
| <b>Cost or valuation</b>                  |               |                |               |
| At 1 September 2022<br>and 31 August 2023 | <u>12,538</u> | <u>27,323</u>  | <u>39,861</u> |
| <b>Depreciation</b>                       |               |                |               |
| At 1 September 2022                       | -             | 25,335         | 25,335        |
| Charge for the year                       | -             | 353            | 353           |
|                                           | <u>-</u>      | <u>25,688</u>  | <u>25,688</u> |
| At 31 August 2023                         | -             | 25,688         | 25,688        |
| <b>Net Book Value</b>                     |               |                |               |
| At 31 August 2023                         | <u>12,538</u> | <u>1,635</u>   | <u>14,173</u> |
| At 31 August 2022                         | <u>12,538</u> | <u>1,988</u>   | <u>14,526</u> |

Had the assets not been revalued they would have been shown at the following cost:

|          |               |
|----------|---------------|
| Trophies | <u>£1,446</u> |
|----------|---------------|

## DOVER LIFE GUARD CLUB

### NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2023

#### 10. STOCK

|          | 2023       | 2022         |
|----------|------------|--------------|
|          | £          | £            |
| Badges   | 100        | 600          |
| Swimshop | 870        | 700          |
|          | <u>970</u> | <u>1,300</u> |

11. The club had no employees during the year.

12. Committee members, and those related to committee members, received sums from the charity amounting to £4,683.00 for coaching and related activities in the year. None of the trustees, nor any related parties connected with them, received any remuneration.

13. Committee members, and those related to committee members, received a total of £3,562.13 in reimbursement for costs incurred in carrying out their duties. All expenses were regarding training courses and resources for the running of the charity and fundraising events. Expenses were incurred by one of the trustees, and related parties connected with them. Mr Walker was reimbursed a total of £509.32 for expenses relating to training and resources for the charity.



**DOVER LIFE GUARD CLUB**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**DOVER LIFE GUARD CLUB**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

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| 4           | Report of the Independent Examiner       |
| 5           | Statement of Financial Activities        |
| 6           | Balance Sheet                            |
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## DOVER LIFE GUARD CLUB

### ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2023

The Club is governed by its Constitution, the most recent version of this being adopted on 25 November 2014 and is a registered charity, number 270111. The Club is based at Dover District Leisure Centre, Fitness Fields, Whitecliffs Business Park, Whitfield, Dover, Kent.

#### Executive Committee

The Executive Committee has general powers of management over the affairs of the Club, and each member is elected at the Annual General Meeting.

The Executive Committee elected at the Annual General Meeting in November 2022 was as follows:

|              |                                       |
|--------------|---------------------------------------|
| C Van Delden | Chairman                              |
| C Ellis      | General Secretary                     |
| K Curtis     | Treasurer                             |
| L Goldup     | Membership Secretary                  |
| S Williams   | Competition Secretary                 |
| R Nicholas   | Workforce Co-ordinator                |
| T Harding    | Long Distance & Life Saving Secretary |
| K Redman     | Masters Secretary                     |
| T Anstis     | Learn to Race Secretary               |
| K Manser     | Welfare Officer                       |

There are also three property holding Trustees of the Club as follows:

M Fidock  
C Cotton  
S Walker

Registered Charity Number 270111

Bankers Lloyds Bank plc  
4 Market Square  
DOVER  
Kent  
CT16 1ND

Independent Examiner I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent CT16 1BL

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2023 (CONTINUED)**

The objects of the Club are those of Swim England and in particular to:

1. Promote the teaching, development and practice of swimming, open water swimming, life saving and to stimulate Masters competition in all disciplines of the sport for its members.
2. Raise public awareness of the sport and stimulate public opinion in favour of providing proper accommodation and facilities.
3. Promote uniformity of rules for the control and regulation of swimming, life saving and the management of all competitions hereunder.
4. Enforce observance of the laws of Swim England.
5. Provide instruction in life saving, artificial resuscitation and the use of life saving apparatus.

#### **Reserves and investment policy**

The financial reserves that we have set aside provide financial stability and the means for the development of our objectives, as above.

The committee regularly reviews the amount of funds that the Club requires to ensure that they are adequate to fulfil the Club's continuing obligations.

The Club's income reserves held at 31 August 2023 amounted to £68,775 (including stock of £970). Income reserves excluding stock amounted to £67,805. The reserves remain adequate to fulfil the clubs continuing obligations, specifically:-

**Dissolution of the Dover Life Guard Club** - The reserves contain a prudent sum set aside to ensure the Club can discharge its debts and liabilities and engage the necessary professional assistance to ensure the winding up of the club is undertaken effectively and in line with the laws and regulations regulating the dissolution of a charity.

**Retention of the SwimMark Accreditation** - The criteria for maintaining this accreditation is continually evolving to assist clubs like DLGC in club management and the development of effective and professional working practices. In particular there is a focus on the training of volunteers including a programme of continual refresher training.

**Deficit Funding** - Within the reserves a prudent sum provides a contingency fund to help absorb the peaks and troughs of financial pressures within the operational activities of the Club.

**Other Contingencies** - A prudent sum within the reserves provides for any larger/exceptional costs outside of the normal operational workings and/or budgeting/forecasting processes of the Club.

The Club invests its surplus funds so as to earn the maximum return with the minimum of risk.

**Trustees** – The Trustees are elected at the General Meeting of the Club and must be nominated by the Executive Committee or any member.

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2023 (CONTINUED)**

#### **Progress during the year**

The Executive Committee and our Club volunteers have worked hard this year to ensure that the club is in a stable financial position, after the uncertainty of previous years. The club is now in a position where we have paid Poolside Leads at all sessions, the Competitive Squad are competing at the highest level, the Learn To Race squad is needing more lanes and the Masters section is flourishing in both numbers and competition success, and we constantly have new members of all ages wanting to join the club.

We have faced challenges over the last few years, but we are financially secure. Overall, the club is in a healthy position.

#### **Statement of the committee's responsibilities**

The committee is required to prepare annual financial statements and in preparing these financial statements, the committee is required to

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Club will continue.

The committee is responsible for keeping proper accounting records. It is also responsible for safeguarding the assets of the Club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The committee confirm that the financial statements have been prepared in accordance with the Charities Act 2011, Charities Statement of Recommended Practice (FRS 102) and the governing instrument.

ON BEHALF OF THE EXECUTIVE COMMITTEE



---

K Curtis - Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE EXECUTIVE COMMITTEE OF  
DOVER LIFE GUARD CLUB**

I report to the Executive Committee on my examination of the financial statements of the Dover Life Guard Club (the Club) for the year ended 31 August 2023, which are set out on pages 5 to 11.

**Responsibilities and basis of report**

As the Executive Committee of the Club you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

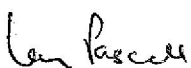
I report in respect of my examination of the Club's financial statements carried out under section 145 of the Charities Act 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

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:

1. accounting records were not kept in respect of the Club as required by section 130 of the Act; or
2. the financial statements do not accord with those records.
3. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting charities (applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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



I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent  
CT16 1BL

Date: 5 February 2024

# DOVER LIFE GUARD CLUB

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2023

|                                                          | Notes | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | Total<br>Funds<br>2023<br>£ | Total<br>Funds<br>2022<br>£ |
|----------------------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| <b>Incoming Resources</b>                                |       |                                    |                                  |                             |                             |
| Incoming resources from swimming activities              | 3     | 127,438                            | -                                | 127,438                     | 95,259                      |
| Incoming resources from activities for generating funds  | 4     | 1,632                              | 3,040                            | 4,672                       | 1,497                       |
| <b>Total incoming resources</b>                          |       | <b>129,070</b>                     | <b>3,040</b>                     | <b>132,110</b>              | <b>96,756</b>               |
| Less cost of generating funds                            | 5     | 6,388                              | 300                              | 6,688                       | 2,846                       |
| <b>Net incoming resources for charitable application</b> |       | <b>122,682</b>                     | <b>2,740</b>                     | <b>125,422</b>              | <b>93,910</b>               |
| <b>CHARITABLE EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| Cost of swimming activities                              | 6     | 109,858                            | 2,340                            | 112,198                     | 91,847                      |
| Managing and administering the charity                   | 7     | 11,510                             | -                                | 11,510                      | 10,020                      |
| <b>Total charitable resources expended</b>               |       | <b>121,368</b>                     | <b>2,340</b>                     | <b>123,708</b>              | <b>101,867</b>              |
| <b>TOTAL RESOURCES EXPENDED</b>                          |       | <b>127,756</b>                     | <b>2,640</b>                     | <b>130,396</b>              | <b>104,713</b>              |
| <b>Net surplus/(deficit) for the year</b>                |       | <b>1,314</b>                       | <b>400</b>                       | <b>1,714</b>                | <b>(7,957)</b>              |
| Total funds brought forward                              |       | 70,142                             | -                                | 70,142                      | 78,099                      |
| <b>Total funds carried forward</b>                       |       | <b>71,456</b>                      | <b>400</b>                       | <b>71,856</b>               | <b>70,142</b>               |

The notes form part of these financial statements

**DOVER LIFE GUARD CLUB**  
**BALANCE SHEET AS AT 31 AUGUST 2023**

|                             | Notes | 2023<br>£     | 2022<br>£     |
|-----------------------------|-------|---------------|---------------|
| <b>FIXED ASSETS</b>         |       |               |               |
| Tangible fixed assets       | 9     | 14,173        | 14,526        |
| <b>CURRENT ASSETS</b>       |       |               |               |
| Stock                       | 10    | 970           | 1,300         |
| Cash at bank and in hand    |       | 68,832        | 66,368        |
|                             |       | <u>69,802</u> | <u>67,668</u> |
| <b>CURRENT LIABILITIES</b>  |       |               |               |
| Accruals                    |       | <u>1,027</u>  | <u>960</u>    |
| <b>NET CURRENT ASSETS</b>   |       | <u>68,775</u> | <u>66,708</u> |
| <b>NET ASSETS</b>           |       | <u>82,948</u> | <u>81,234</u> |
| <b>FUNDS</b>                |       |               |               |
| Unrestricted funds: General |       | 71,456        | 70,142        |
| Restricted                  |       | 400           | -             |
|                             |       | <u>71,856</u> | <u>70,142</u> |
| Revaluation reserve         |       | 11,092        | 11,092        |
|                             |       | <u>82,948</u> | <u>81,234</u> |

These financial statements were approved on behalf of the Executive Committee on 27/11/23

K.J. Curtis  
K Curtis – Treasurer

The notes form part of these financial statements

## DOVER LIFE GUARD CLUB

### NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2023

#### 1. STATUTORY INFORMATION

The Dover Life Guard Club is an unincorporated charity registered in England. The charity's registered number, principal address and nature of operations can be found in the Executive Committee Report.

#### 2. ACCOUNTING POLICIES

##### 2.1 Basis of Accounting

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)', the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

The financial statements are presented in sterling which is the functional currency of the charity.

##### 2.2 Income

Income, including membership subscriptions, is recognised when received. No amounts are included in the financial statements for services donated by volunteers. Gift aid is recognised when claimed.

##### 2.3 Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value over their expected useful lives as follows:

Equipment: 10% - 33% on cost

Trophies are valued at their insured values.

##### 2.4 Taxation

No provision is made in the financial statements for taxation, as the Committee is of the opinion that all the Club's activities are of a charitable nature and therefore outside the scope of taxation.

##### 2.5 Stock

Stock is valued at the lower of cost and net realisable value.

##### 2.6 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Committee.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. This year a grant was received from Dover District Council of £2,340 for headsets. The balance represents donations for trophies and £400 for Masters equipment, not yet spent.

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2023

### 3. INCOMING RESOURCES FROM SWIMMING ACTIVITIES

|                                          | Unrestricted<br>Funds<br>2023<br>£ | Unrestricted<br>Funds<br>2022<br>£ |
|------------------------------------------|------------------------------------|------------------------------------|
| Subscriptions                            | 13,584                             | 10,984                             |
| Training, coaching and income from Galas | 112,887                            | 77,927                             |
| Transport and accommodation              | 270                                | 126                                |
| Badges and engraving                     | 45                                 | 59                                 |
| Open Water (Regatta)                     | 652                                | 380                                |
| Gift Aid claimed on subscriptions        | -                                  | 5,783                              |
|                                          | <u>127,438</u>                     | <u>95,259</u>                      |

### 4. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

|                      | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | Unrestricted<br>Funds<br>2022<br>£ |
|----------------------|------------------------------------|----------------------------------|------------------------------------|
| Trading income       | 874                                | -                                | 946                                |
| Fund raising         | 203                                | -                                | 551                                |
| Grants and donations | -                                  | 3,040                            | -                                  |
| Awards night income  | 555                                | -                                | -                                  |
|                      | <u>1,632</u>                       | <u>3,040</u>                     | <u>1,497</u>                       |

### 5. COST OF GENERATING FUNDS

|                                     | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | Unrestricted<br>Funds<br>2022<br>£ |
|-------------------------------------|------------------------------------|----------------------------------|------------------------------------|
| Trading expenditure (Note 8)        | 2,459                              | -                                | 2,012                              |
| Badges, books, awards and engraving | 2,683                              | 300                              | 834                                |
| Awards night expenses               | 1,246                              | -                                | -                                  |
|                                     | <u>6,388</u>                       | <u>300</u>                       | <u>2,846</u>                       |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2023

### 6. COST OF SWIMMING ACTIVITIES

|                               | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | Unrestricted<br>Funds<br>2022<br>£ |
|-------------------------------|------------------------------------|----------------------------------|------------------------------------|
| Pool hire                     | 50,703                             | -                                | 46,445                             |
| Transport and accommodation   | 3,526                              | -                                | 2,410                              |
| Staff/coach payments          | 23,109                             | -                                | 22,641                             |
| Courses, exams and entry fees | 2,807                              | -                                | 1,650                              |
| Gala expenses                 | 29,713                             | -                                | 18,701                             |
| Headsets                      | -                                  | 2,340                            | -                                  |
|                               | <u>109,858</u>                     | <u>2,340</u>                     | <u>91,847</u>                      |

### 7. MANAGING AND ADMINISTERING THE CHARITY

|                                    | Unrestricted<br>Funds<br>2023<br>£ | Unrestricted<br>Funds<br>2022<br>£ |
|------------------------------------|------------------------------------|------------------------------------|
| Subscriptions and affiliation fees | 6,901                              | 5,923                              |
| Independent examiner's fee         | 1,044                              | 960                                |
| Bank charges                       | 111                                | 83                                 |
|                                    | <u>8,056</u>                       | <u>6,966</u>                       |
| <b>Establishment expenses</b>      |                                    |                                    |
| Insurance (Two years paid in 2021) | 652                                | -                                  |
| <b>Running expenses</b>            |                                    |                                    |
| Printing and stationery            | 1,292                              | 1,003                              |
| Depreciation                       | 353                                | 367                                |
| Sundry expenses                    | 1,157                              | 1,684                              |
|                                    | <u>2,802</u>                       | <u>3,054</u>                       |
|                                    | <u>11,510</u>                      | <u>10,020</u>                      |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2023

### 8. TRADING EXPENDITURE

|                                        | Unrestricted<br>Funds<br>2023<br>£ | Unrestricted<br>Funds<br>2022<br>£ |
|----------------------------------------|------------------------------------|------------------------------------|
| Swimshop Stock at 1 September 2022     | 700                                | 1,000                              |
| Swimshop purchases                     | 2,629                              | 1,712                              |
|                                        | <u>3,329</u>                       | <u>2,712</u>                       |
| Less: Swimshop Stock at 31 August 2023 | (870)                              | (700)                              |
|                                        | <u>2,459</u>                       | <u>2,012</u>                       |

The above purchases figure includes the cost of items that are not for resale.

### 9. TANGIBLE FIXED ASSETS

|                                           | Trophies<br>£ | Equipment<br>£ | Total<br>£    |
|-------------------------------------------|---------------|----------------|---------------|
| <b>Cost or valuation</b>                  |               |                |               |
| At 1 September 2022<br>and 31 August 2023 | <u>12,538</u> | <u>27,323</u>  | <u>39,861</u> |
| <b>Depreciation</b>                       |               |                |               |
| At 1 September 2022                       | -             | 25,335         | 25,335        |
| Charge for the year                       | -             | 353            | 353           |
|                                           | <u>-</u>      | <u>25,688</u>  | <u>25,688</u> |
| At 31 August 2023                         | -             | 25,688         | 25,688        |
| <b>Net Book Value</b>                     |               |                |               |
| At 31 August 2023                         | <u>12,538</u> | <u>1,635</u>   | <u>14,173</u> |
| At 31 August 2022                         | <u>12,538</u> | <u>1,988</u>   | <u>14,526</u> |

Had the assets not been revalued they would have been shown at the following cost:

|          |               |
|----------|---------------|
| Trophies | <u>£1,446</u> |
|----------|---------------|

## DOVER LIFE GUARD CLUB

### NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2023

**10. STOCK**

|          | 2023       | 2022         |
|----------|------------|--------------|
|          | £          | £            |
| Badges   | 100        | 600          |
| Swimshop | 870        | 700          |
|          | <u>970</u> | <u>1,300</u> |

**11.** The club had no employees during the year.

**12.** Committee members, and those related to committee members, received sums from the charity amounting to £4,683.00 for coaching and related activities in the year. None of the trustees, nor any related parties connected with them, received any remuneration.

**13.** Committee members, and those related to committee members, received a total of £3,562.13 in reimbursement for costs incurred in carrying out their duties. All expenses were regarding training courses and resources for the running of the charity and fundraising events. Expenses were incurred by one of the trustees, and related parties connected with them. Mr Walker was reimbursed a total of £509.32 for expenses relating to training and resources for the charity.



**DOVER LIFE GUARD CLUB**

England & Wales - Charity number 270111

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# Accounts

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**DOVER LIFE  
GUARD CLUB**  
FOUNDED 1935



**DOVER  
SWIMMING  
CLUB**  
FOUNDED 1886

**Registered Charity  
Number  
270111**

**[www.doverlifeguard.org.uk](http://www.doverlifeguard.org.uk)**

**AFFILIATED TO: R.L.S.S., L.G.C., Swim England South East Region, E.I.A.S.A., K.P.F.A., Kent Youth Service and Dover District Sports Council**

**Chairman's Report 2021/22**

It's been another challenging year where we have faced different challenges to the previous one. Covid has settled down and as a club we have been able to resume a more normal way of operating. Our swimmers have been able to enjoy a more consistent training period and our volunteers and workforce have resumed a less stringent way of working. The future of pools across the country have been in question with the enormous hike in heating prices, something we are likely to see and feel over the coming year. Our pool provider has continued to be supportive, and our relationships have grown, with more swimmers being recommended from them to join the club and our sessions. Each discipline across the club as we know it now has grown and seen new members join.

A highlight of my year was the Jubilee cup where all sections of the club came together for a fun gala. Organized and led by Tracy it was a fun, exciting and a fast paced night that was inclusive of every member of our swimming community. Volunteers from masters and other areas came together to ensure that everyone had a great, fun night to remember, and I look forward to a repeat next year!!

The exec team surrounding me have been amazing, they have questioned and challenged when needed and supported and encouraged more than I could ever ask! We have had a great workforce that have all pulled together, the coaches on the ground, the volunteers, and the parents. Our workforce has grown both those that you see poolside and also those behind the scenes who without we would not be able to function so thank you to everyone!

One of the biggest challenges we have faced this year continue to be our finances, income has been more stable and has started to grow but our costs have mirrored this. Going forward a need to hold more fundraising events, increase our income from our own galas and make all sessions cost effective.

So what have we been up to?

- **Competitive Squad:** An exciting year with many competitions at all levels with lots of new swimmers experiencing galas and competition for the first time. Whilst our more experienced swimmers have continued to grow and achieve some fantastic results. We have had swimmers represent the club at Kents, Regionals and Nationals. At East Invicta we fielded a team in all events with some amazing performances. We turn now to look at Kent Champ's 2023, with an increased number looking to currently have consideration and automatic times across all ages.
- **Learn To Race:** Led and trained by Tracy Anstis and her support team Learn to Race section has grown immensely again in numbers and strength, finishing again this year at full capacity and trials and queries still coming in! The growth and nurturing of this section has been through amazing dedication and team work by Tracy and her team who have spent untold amount of hours developing these sections.

- **Masters:** Has grown in strength and numbers, sessions were reviewed, and additional hours added. As with our competitive squad we have had representation at Kents, regionals and Nationals, with a winner in age group at Nationals! The growth will continue into 2023 encouraging Junior to transfer across to masters and continue the skills they have gained.
- **Membership:** Our membership has increased throughout the year across all sections of the club.
- **Media:** We continue to see extended coverage in our local press and social media from all disciplines, this is really helping to promote and celebrate the great work and team we have as a club.
- **Executive Committee/Trustees:** I would like to thank the Executive Committee and Board of Trustees for their support and guidance over the past year, we are all volunteers from different walks of life and the commitment and time spent on work for the club does not go unnoticed, you have made what has been a challenging year a successful one that we can celebrate!

### **In Summary....**

I am sad to say that I will be stepping down as chairwomen after two years, it has been an amazing experience supporting in this role, however as with all volunteers we have paid jobs and challenges away from the pool and I just don't have as much time to dedicate to the role as I would like. I will continue to be involved and support wherever I can and will watch the swimmers grow with the same pride that I do now!! I, as I said last year am so proud of what we achieve and there has been more than one occasion when I have become overwhelmed by the smile and delight on a swimmer's face as they have achieved something! Swimming is not an easy sport for either the swimmers, supporters, coaches or any one involved and we may not always get it right, but we are a team!

Reflecting on the last year, it's been a challenge, I have had ups and downs as the Chair. There have been some hard decisions to make and some uncomfortable moments as we have had to do the right thing for the club and all swimmers, but I would do it a thousand times over!

Thank you all for your support!

Lou

Lou Goldup  
Chairwoman – DLGC Executive Committee

## **Presidents Report 2022**

It has been a privilege to serve Dover Life Guard Club for another year. I have been a member of this fantastic club since I was 2 years old and have seen many changes throughout the years. DLGC is run by a fantastic group of volunteers, without whom the smooth running of this successful club would not happen. I would like to take this opportunity to thank them for their time and efforts to make the club what it is.

As the club continues to return to strength and back to normal after a strange few years, we have had to continually adapt to new ways of doing things. We are continue to grow in numbers from our Learn to Race through our squads and into our Masters. There is a wealth of knowledge and expertise throughout the club and many new faces are volunteering in many roles, without which the club and galas would not be able function. As the swimming world continues to reopen, more chances for galas have been had and the club has enjoyed many successes along the way, from development galas to National championships and team events to in-house fun galas such as the Jubilee Cup that involved all sections of the club.

It is great to see so many swimmers enjoying their sport and learning great life skills along the way. We were fortunate enough to run the Boxing Day Dip again in December 2021 and it was great to see so many participants back throwing themselves into the cold water! I would like to thank all those that volunteered and gave up their time on Boxing Day to help run the dip, from the volunteers on the signing in table and giving out the well deserved badges, to the lifeguards that ensure everyones safety. Also to all those in the run up that made sure the volunteers and necessary paperwork was in place so that the dip could go ahead. Thank you all. Swimming is such an important life skill to learn and you are never too old to learn to swim. We are lucky to be a part of a fantastic swimming club, with so much history behind it, which is successful in many areas not just competitive swimming, we have a wealth of knowledge within the club to support all our members. Finally, I look forward to the coming year and all the exciting prospects that it will bring to the club, I'm sure we will continue to thrive and support all our members from the very young to the young at heart with their goals and dreams for the future.

Kaira Redman DLGC President 2022

# **Competition Report 2022**

This is my fourth year as Competition Secretary and my last year in this role so the time has come to reflect on my role and the last year of competition. I have massively enjoyed the challenge of this role of organising our home open galas, club champs, competition calendar, other open galas, team events and long course training opportunities, I thank you all for your support during this time and wish my successor all the best in continuing to do this role for our swimmers.

Our year started with a successful home competition of Icebreakers which gave many swimmers an opportunity to compete in our home pool and an opportunity to obtain county and regional qualifying times.

We had a large team of swimmers entering Kent County Championships with the distance events being hosted at Dover pool which gave some home pool advantage to our swimmers that they grabbed onto with some fabulous results. We had 18 swimmers qualify and had 8 swimmers getting at least one Kent Medal. We then had 9 of these swimmers qualify for the South East Regionals and special mention to our two finalists Emily-Rose Evans and Ed Williams for outstanding performances.

Club Champs 2022 was a huge success with more swimmers than ever taking part from all facets of the Club and having a go at many races which was great to see. This took place over two weekends and a couple of distance mornings with a great atmosphere poolside and on the balcony supporting the swimmers. It was also lovely to offer the City of Canterbury Swim Club the opportunity to take part and help a smaller Club get some competition. This is always the highlight of my year.

During the Summer we took a mixed ability team to Faversham for the fun outdoor gala. This was so much fun and all the swimmers had a fabulous time. This finished with a burger from the BBQ for all the swimmers and a first place against 5 local swimming teams.

I am super proud that we had Tommy Goldup qualify for Nationals this year. This is a massive achievement and testament to Tommy's hard work and dedication. During the event Tommy achieved a personal best time 27.59 and only missed out on the final by one place. Well done Tommy!

We are also competing at the National Arena League this year and have done two of the three rounds so far. The team have recently stepped up a league and in the first round they exceeded their ranking of fifth place to finish an impressive third and in the second round they finished fifth. This means that in the last round they are not fighting for relegation but are placed in the middle of the League, this is the best result we have achieved since I can remember.

We have also had three swimmers qualify for the very prestigious Winter Regionals held at Winchester this year - this is one of the hardest competitions to qualify for as it is not age grouped ranked, they just take the fastest swimmers. Our club swimmers were against top tier swimmers and as always they represented the team brilliantly and each achieved at least one personal best time. Well done to Tizzy Dill-Russell, Tommy Goldup and Molly Lown.

The Club are very proud of all the swimmers and I am looking forward to seeing what they can achieve in 2023 following yet another brilliant year of competition. I would like to say farewell to my role and wish all the swimmers every success in 2023.

Becky Lown  
Competition Secretary

## Learn To Race Report for AGM 2022 – Tracy Anstis

The Learn to Race section has grown exponentially over the last 12 months. It has been an exciting time for the everyone and it's great to see so many swimmers wishing to join the club. The sessions are spread over 4 nights, but Thursday and Friday evenings are dedicated to our preliminary, intermediate, and advanced sections.

This year has seen a change in support on a Thursday with the loss of volunteer Rebecca Hinton, who had been a constant presence on poolside since September 2020.

Friday night has seen Tracey Bessent handing the baton over to her daughter Jordan Roger-Mill, and who also has now moved on to Loughborough University.

We wish all our past leads and volunteers all the very best and thank them for all the work that have done for the club.

### **1. Thursday Night**

We now have 2 hours, 4 lanes for 7-8pm (26 swimmers) and 1 lane for 8-9pm (9 swimmers) The numbers for trial continue to rise.

The children ages range from 7 to 13 in the earlier session, and 10 – 14 in the later. All turns up with a smile and ready to go.

The volunteer's poolside are Lizzie Anstis, Tizzy Dill Russell, and Lewis Head. Laura Kingsland has recently joined us and hoping to become a regular on poolside. Both Tracy and Lizzie have achieved qualifications this year: Tracy as Level 1 coach, and Lizzie Level 1 swim teaching assistant.

### **2. Friday Night**

Two-hour sessions including the preliminary group, who are our pre stage 8 swimmers. Our Junior helpers for Fridays are Katherine Sharp and Freya Sonnen, with Clive supporting. Both Clive and Katherine have recently graduated as level 2 swimming teachers.

The swimmers are progressing well, with their technique and stamina improving. The swimmers are encouraged to participate in development galas, and hopefully next year we will see them more and more in competitions as their confidence grows. The highlight of the year was our Jubilee Cup event. A true celebration of swimming, bringing the club together and having fun.

Two of the Learn to Race graduates were recently crowned East Invicta champions; Jessica Steed (50m Freestyle) Thursday and Evelyn Carson (200m Freestyle) from Fridays. Several of the swimmers took part in the East Invicta relays the 9/10 boys achieving 3<sup>rd</sup> (Freestyle), 2<sup>nd</sup> Medley, and 9/10 girl's 2<sup>nd</sup> Medley and 5<sup>th</sup> Freestyle. We are proud of them and whole section who worked hard to support them practising over the last six weeks.

The next twelve months will see us continuing to grow and look to swimmers competing in more events including the Kent Junior League.

We are planning to have in place a volunteer work force pathway. The front desk is now staffed by one of our competitive swimmers, Tom Anstis and we hope to encourage more to volunteer, supporting them with their Duke of Edinburgh or other volunteering goals both on poolside and other key club roles.

Tracy Anstis  
Learn to Race Section

**Minutes of the Annual General Meeting 2022 of the Dover Life Guard Club**  
Held on Monday 12<sup>th</sup> December 2022 at Dover District Leisure Centre at 6:30pm

## **1 Welcome**

The Chairman, Lou Goldup welcomed everyone to the meeting and thanked them for attending.

She thanked those attending the meeting in person following a couple of years of online AGMs.

## **2 Apologies for Absence**

Kate Curtis, John Vinson, Rita & Terry Kingsbury.

There were 23 members present, of whom 21 had voting rights as recorded in the Meeting Register Book.

## **3 Minutes of the Annual General Meeting held on 29<sup>th</sup> November 2021**

They were proposed to be an accurate record Proposed by Rob Nicholas & Seconded by Becky Lown and all agreed by the meeting unanimously.

## **4 Matters arising from the Minutes of the Annual General Meeting 2021**

There were no questions or comments on the 2021 AGM minutes.

## **5 Presentation of the DLGC Annual Reports 2022**

There were no matters arising from the Annual Reports.

- Chairperson Report
- Competition Report
- Learn to Race Report
- Masters Report
- President's Report
- Review of the 2021/2022 Accounts

## **6 Presentation of the Audited Accounts ending 31<sup>st</sup> August 2021 and 31<sup>st</sup> August 2022**

The full accounts for 2021/2022 will be circulated after the meeting and queries are welcome to be raised.

No questions or comments for the 2021/2022 Review of the Accounts which broke down the accounts for 2021/2022 were raised.

## **7 Notices of Motions**

### **i) Changes to the annual membership subscription for 2022**

There is to be an increase of annual membership fees for the forthcoming year in line with Swim England increase. Swim England 2023 Fees: Club Train (Cat 1) - £9.50, Club Compete (Cat 2) - £30.00, Club Support (Cat 3) - £5.50. South East Region 2023 Fees: Club Train (Cat 1) - £5.00 Club Compete (Cat 2) - £6.00, Club Support (Cat 3) - £0.00, Minimum Club Fee - £25.00 Kent County 2023 Fees: Club Train (Cat 1) - £1.00, Club Compete (Cat 2) - £1.00, Club Support (Cat 3) - £0.00 Per Club Fee - £0.00.

### **ii) Changes to the training fees for 2022**

There is to be an increase of the training fees for 2022 to all disciplines except Masters who have already had a recent training fee increase. This was sent to all members as part of the AGM pack. This is to cover the cost increases in workforce and pool hire cost due to the high rise in fuel costs. Increases equating across the board to approx.10%, starting from 1<sup>st</sup> January 2023 has been decided by the Executive committee. It is hoped that this price increase will provide resilience to the April increases that have been forecast to not burden members with greater increases mid-year. The increase is not meant to create a profit and so will be reviewed in 4-6 months' time, as hopefully costs continue to ease, and the number of members increases.

## **8 Election of Officers for 2022**

Louise Goldup read out the nominations for the election of officers.

**Kaira Redman** has been elected again as President by the Past Presidents and endorsed by the Executive Committee. Louise Goldup thanked Kaira for her continued support of the Club.

**Clive Van Delden** was elected as Chairman with none against and no abstentions.

**Kate Curtis** was elected as Treasurer with none against and no abstentions.

**Steve Williams & Jo Williams** were elected as Competition Secretary (job share), with none against and no abstentions.

**Tracy Anstis** was elected as Learn to Swim Secretary with none against and no abstentions.

**Kaira Redman** was elected as Masters Secretary with none against and no abstentions.

## **Vacant posts filled on evening of AGM**

**Carolyn Ellis** was elected as General Secretary. Proposed by Steve Turner & Seconded by Becky Lown, agreed with none against and no abstentions.

**Rob Nicholas** was elected as Work Force Coordinator. Proposed by Steve Turner & Seconded by Scott Walker, with none against and no abstentions.

**Tanya Harding** was elected as Long Distance (Open Water) / Lifesaving Secretary. Proposed by Becky Lown & Seconded by Carolyn Ellis, with none against and no abstentions.

**Lou Goldup** was elected as Membership Secretary. Proposed by Rob Nicholas & Seconded by Becky Lown with none against and no abstentions.

## **9 Election of Club Captains**

The election of Club Captains for 2022 has taken place.

Men's Captain is Nathaniel Turner with Vice Captain Tommy Goldup.

Ladies Captain is Molly Lown with Vice Captain Elizabeth Anstis.

## **10 Election of Vice Presidents.**

There have been no new Vice Presidents nominated this year and the current Vice Presidents are to still stand.

## **11 Election of Honorary Life Presidents**

There are no new Life Vice Presidents nominated this year.

## **12 Appointment of one Trustee**

The Executive Committee proposes the re-appointment of Collette Cotton as Trustee for a further 3 years. Unanimously agreed by the meeting.

## **13 Appointment of Independent Auditors**

McCabe, Ford & Williams are our current Independent Auditors.

The Executive Committee recommends our accountants are re-appointed for the ensuing year. Proposed by Steve Turner & Seconded by Becky Lown. There were none against and no objections.

#### **14 AOB**

Due to the change in name of the section it was proposed that a change of name from Learn to Swim Secretary to Learn to Race Secretary to reflect this be made – Proposed by Steve Turner & Seconded Scott Walker. There were none against and no objections.

Louise Goldup again thanked everyone for coming and closed the meeting.

# DLGC FINANCIAL REVIEW OF THE YEAR 2021 - \_2022

The Accounts that the DLGC Treasurer records are summarised below, in categories that are easy for us to see our day to day, month to month, income and expenditure. Our financial year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. The full version of these accounts are then sent to our Accountants who review them, analyse them and record them in a way that satisfies our legal responsibilities, and can be sent to The Charity Commission as part of the requirement for our Charitable Status.

## Income Category

|                                       |            |
|---------------------------------------|------------|
| Fees                                  | £58,866.11 |
| Membership/ASA                        | £10,983.75 |
| Internal Gala Income                  | £1,500.88  |
| External Entrance Fees/Competitions   | £4,476.09  |
| Hosting Open Galas Income             | £11,547.38 |
| Entry Refunds                         | £751.25    |
| Badges for Learn to Swim/Lifesaving   | £59.29     |
| Open Water Income                     | £380.08    |
| Life Saving Income                    | £0.00      |
| Awards Night                          | £0.00      |
| Door Takings from Other Galas         | £351.28    |
| Raffle/Tombola Income                 | £51.03     |
| Grants & Donations                    | £500.00    |
| Fund Raising - Other                  | £0.00      |
| Club Kit                              | £946.10    |
| Training Courses                      | £0.00      |
| Extra Training eg Land/Camp/eXcel Inc | £433.76    |
| Transport &                           | £125.66    |

Online Membership - Reporting

## Expenditure Category

| Expenditure Category                | Expenditure |
|-------------------------------------|-------------|
| Pool - Hire (Training)              | £46,444.62  |
| Meeting Room - Hire                 | £0.00       |
| ASA Membership                      | £5,765.20   |
| Affiliation Membership              | £158.00     |
| Other Bodies                        |             |
| Entry                               | £6,150.00   |
| Fees/Competitions (not DLGC Hosted) |             |
| Poolside Gala Passes                | £458.50     |
| Fee Refunds                         | £521.49     |
| Gala Expenses (DLGC Hosted)         | £11,571.42  |
| Staff Payments                      | £22,641.25  |
| Badges                              | £240.02     |
| Open Water                          | £0.00       |
| Life Saving                         | £0.00       |
| Awards Night Costs                  | £0.00       |
| Awards/Trophies                     | £694.00     |
| Fund Raising Costs                  | £0.00       |
| Club Kit                            | £1,711.96   |
| Training Courses                    | £1,223.98   |
| Extra Training eg                   | £426.00     |

|                                            |            |                       |             |
|--------------------------------------------|------------|-----------------------|-------------|
| Accommodation                              |            | Land/Camp/eXcel       |             |
| Income from                                | £0.12      | Expenses              |             |
| Bank/Interest                              |            | Transport &           | £2,409.82   |
| Gift Aid                                   | £5,782.60  | Accommodation         |             |
| Misc Income                                | £0.00      | Stationery/Postage    | £8.81       |
| <b>Total Income</b>                        | £96,755.38 | Bank Charges          | £83.06      |
| Insurance                                  |            | Accountancy Fees      | £930.00     |
| Technology - Web Site, Computer & SCM      |            |                       | £0.00       |
| Misc Equipment - Purchase                  |            |                       | £994.59     |
| Equipment Maintenance                      |            |                       | £1,385.10   |
| Miscellaneous: Gifts                       |            |                       | £0.00       |
| Leisure & Entertainment: Eat Out/Take Away |            |                       | £160.00     |
| Other Expenses                             |            |                       | £48.00      |
| <b>Income less</b>                         | -£7,360.44 | <b>Total Expenses</b> | £104,115.82 |
| <b>Expenses</b>                            |            |                       |             |

\*\* Audited annual returns for the period under review have been signed off by suitably qualified independent accountants, a representative of DLGC and provided within the formal submission.



SportPark  
3 Oakwood Drive  
Loughborough  
Leicestershire  
LE11 3QF

Email: [clubdevelopment@swimming.org](mailto:clubdevelopment@swimming.org)

Carolyn Ellis  
Dover Lifeguard Swimming Club  
Sent via email  
[dlgcclubsecretary@gmail.com](mailto:dlgcclubsecretary@gmail.com)

23 January 2023

Dear Carolyn

Re: Club Affiliation

I am pleased to confirm Dover Lifeguard Swimming Club have completed the necessary elements to reach the required standard for Club Affiliation. This will allow the club to remain affiliated to Swim England for the forthcoming year.

Please be aware that it will be necessary for clubs to complete Club Affiliation on an annual basis.

Your club is now able to access South East Region Bursaries towards the cost of Safeguarding training. Further details are available at: <https://www.southeastswimming.org/clubs/grants-and-bursaries/>

It may now be a good time to look to complete SwimMark Essential for your club – this requires an additional ten elements in addition to those you have already completed for Club Affiliation.

If your club goes on to achieve SwimMark Essential you would be eligible for the following:  
[www.swimming.org/swimengland/swimmark-accreditation-for-clubs/](http://www.swimming.org/swimengland/swimmark-accreditation-for-clubs/).

To find out more, please contact [clubdevelopment@swimming.org](mailto:clubdevelopment@swimming.org) or visit the Swim England website <https://www.swimming.org/swimengland/clubs-home/>

Thank you for your commitment to Club Affiliation.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'I. Cotton', with a horizontal line extending to the right.

Ian Cotton  
Chairman  
Club Leadership Group



### SwimMark Essential - Accreditation & Health Check Requirements

|          | ELEMENT | YOUR CLUB SHOULD SUBMIT THE FOLLOWING AS EVIDENCE                                                                                                                                                                                                                        | FULL ACCREDITATION REQUIREMENT | HEALTH CHECK REQUIREMENT | Swim England TEMPLATES AND RESOURCES                                                                                                                                                                                                                                                                                 |
|----------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLANNING | 1       | Club Development/Business Plan detailing the clubs two year objectives with a related action plan. <b>Please refer to template.</b>                                                                                                                                      | Yes                            | No                       | <ul style="list-style-type: none"> <li>Quick Guide to Producing a Club Development Plan</li> <li>Club Development Plan Template</li> <li>SwimMark Marketing Guide</li> <li>Quick Guide to Succession Planning</li> </ul> <b>If using clubs own template please ensure all areas of the new template are included</b> |
|          | 2       | Club annual budget ( <b>must include latest accounts, current budget and one year forecast</b> ) Information supplied for budget and forecast must include a breakdown of income and expenditure.                                                                        | Yes                            | No                       | <ul style="list-style-type: none"> <li>Budget Template - optional</li> </ul>                                                                                                                                                                                                                                         |
|          | 3       | Club equality plan to reflect equitable practices across the club                                                                                                                                                                                                        | Yes                            | No                       | <ul style="list-style-type: none"> <li>Swim England Equality Policy</li> <li>Equality Template</li> <li>Inclusivity Guidance Sheet</li> <li>Inclusivity Good Club Guide</li> </ul>                                                                                                                                   |
|          | 4       | Workforce training needs analysis (TNA).                                                                                                                                                                                                                                 | Yes                            | No                       | <ul style="list-style-type: none"> <li>Training Needs Analysis - <b>Template must be used for this element</b></li> </ul>                                                                                                                                                                                            |
|          | 5       | Two uploads required: 1. Evidence the Swim England region has approved the club constitution (in line with Regional Management Board Requirements). 2. Copy of the minutes from the clubs most recent AGM.                                                               | Yes                            | Yes                      | <ul style="list-style-type: none"> <li>Swim England Model Constitution 2022</li> <li>Club Constitution – Guidance Notes</li> </ul>                                                                                                                                                                                   |
|          | 6       | Club Welfare Officer statement of compliance to Wavepower 2020-23 policies.<br><b>The template is MANDATORY and must be signed (wet signature) and dated.</b><br><b>Please refer to Wavepower guidelines – Section 2, P.47-55 for DBS and Safeguarding requirements.</b> | Yes                            | Yes                      | <ul style="list-style-type: none"> <li>Club Welfare Officer statement - <b>Template must be used for this element</b></li> <li>Wavepower 2020-23 Policies/Documents</li> </ul>                                                                                                                                       |



### SwimMark Essential - Accreditation & Health Check Requirements

|  | ELEMENT | YOUR CLUB SHOULD SUBMIT THE FOLLOWING AS EVIDENCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | FULL ACCREDITATION REQUIREMENT | HEALTH CHECK REQUIREMENT | Swim England TEMPLATES AND RESOURCES                                                                                                                                                                               |
|--|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 7       | Club Chair statement of compliance. <b>The template is MANDATORY and must be signed (wet signature) and dated.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes                            | Yes                      | <ul style="list-style-type: none"> <li>Club Chairs statement - <b>Template must be used for this element</b></li> <li>Swim England Code of Ethics</li> </ul>                                                       |
|  | 8       | Upload the clubs code of conduct for each of the following: <ul style="list-style-type: none"> <li>Club Administrators (Volunteers/Officials)</li> <li>Teachers/Coaches</li> <li>Parents</li> <li>Members (Athletes)</li> </ul> The codes of conduct must be in line with Wavepower 2020-23 templates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Yes                            | No                       | <ul style="list-style-type: none"> <li>Wavepower 2020-23 Codes of Conduct</li> </ul> <b>If using own templates please ensure all areas of the Wavepower 2020-23 templates are included</b>                         |
|  | 9       | Sample membership form relevant to members and volunteers, which gathers contact information including medical details, two emergency contacts, club data protection statement, photographic consent and declaration to abide by code of conduct                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Yes                            | No                       | <ul style="list-style-type: none"> <li>Membership Form Template</li> </ul>                                                                                                                                         |
|  | 10      | One completed risk assessment for each of the following (if applicable): <ol style="list-style-type: none"> <li>Pool based activity (regular training) for each discipline delivered. This is the minimum requirement.</li> <li>Club trip (travel to competition/social event),</li> <li>Non pool based activity (land training, social event etc).</li> </ol> Optional: One Pool based competition activity (delivery or attendance).<br>Optional: One overnight stay for training or competition. <ul style="list-style-type: none"> <li>All risk assessments must include the name of the person undertaking the risk assessment and date conducted.</li> <li>Please ensure that if your club delivers multiple disciplines a MINIMUM of a pool based training activity risk assessment is uploaded for each discipline.</li> <li>Information must be included with regards to the level of coach delivering the activity and the risks associated with that if the</li> </ul> | Yes                            | Yes                      | <ul style="list-style-type: none"> <li>Risk Assessment Template - assessments must be reviewed and dated annually, regardless of changes</li> <li>Open Water Training Session (risk assessment example)</li> </ul> |

Updated September 2022

### SwimMark Essential - Accreditation & Health Check Requirements

|           | ELEMENT | YOUR CLUB SHOULD SUBMIT THE FOLLOWING AS EVIDENCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | FULL ACCREDITATION REQUIREMENT | HEALTH CHECK REQUIREMENT | Swim England TEMPLATES AND RESOURCES                                                                                                                                                                                                                                                                                                                            |
|-----------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |         | delivery is outside the normal programmed activity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                |                          |                                                                                                                                                                                                                                                                                                                                                                 |
|           | 11      | Detail club emergency procedures for each facility used. The template is MANDATORY and must be signed (wet signature) and dated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes                            | No                       | <ul style="list-style-type: none"> <li>Club Emergency Procedures sheet - <b>Template must be used for this element</b></li> </ul>                                                                                                                                                                                                                               |
| PATHWAY   | 12      | Club programme detailing club timetable, number of swimmers within each section/squad, number of lanes (swimming only) and number of teachers/coaches within each section (with level of qualification)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes                            | No                       | <ul style="list-style-type: none"> <li>Club Programme Template</li> <li>Safe Supervision Document</li> <li>Coaching Policy 2022</li> </ul>                                                                                                                                                                                                                      |
| WORKFORCE | 13      | Club Personnel Report of ALL club workforce (Teachers, Coaches, Technical Officials, Governance roles including Club Welfare Officer, Competition positions, Support positions) to include: <ul style="list-style-type: none"> <li>In date DBS and Approved Safeguarding for all eligible roles</li> <li>Minimum qualification for the role being undertaken as per the Personnel Report Role Descriptor Guidance</li> <li>Time to Listen and Safeguarding certificates for Club Welfare Officer</li> <li>A minimum of one relevant club member having completed the IOS (Institute of Swimming) Introduction to Disability Swimming online CPD</li> </ul> Please refer to Wavepower 2020-23 guidelines – Section 2, P.47-55 for DBS and Safeguarding requirements.<br>Please submit only one PDF report from OMS named CLUB PERSONNEL REPORT | Yes                            | Yes                      | <ul style="list-style-type: none"> <li>OMS Guide to Managing the Personnel Record and Role Descriptor Guidance</li> <li>Roles &amp; DBS Requirements</li> <li>Disability Guidance Sheet</li> <li>Swim England Safeguarding &amp; Protecting Children and Time To Listen Guidance</li> <li>Qualification Matrix</li> <li>Qualification Guidance Sheet</li> </ul> |
|           | 14      | Please upload PDP overview or Chairs' Statement (please use template) for the Head Coach and/or Head Teacher of EACH DISCIPLINE covered by the club                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes                            | No                       | <ul style="list-style-type: none"> <li>Personal Development Plan (PDP) Template</li> <li>Chairs Statement Template</li> </ul>                                                                                                                                                                                                                                   |
|           | 15      | Proof of completion for 'a relevant person within the club' for the IoS (Institute of Swimming) Introduction to Disability Swimming online CPD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes                            | No                       | <ul style="list-style-type: none"> <li>Exemption Template if evidence is shown in E13</li> <li>Disability Guidance Sheet</li> </ul>                                                                                                                                                                                                                             |

Updated September 2022

## Dover Lifeguard Swimming Club South East Region

### Governance

| Membership No | Forenames | Surname    | Date of Birth | Role               | Discipline                            | Role Start Date | Members hip Suspende d | DBS Valid To Date | DBS Upda e Serv e |
|---------------|-----------|------------|---------------|--------------------|---------------------------------------|-----------------|------------------------|-------------------|-------------------|
| 1420712       | Louise    | Goldup     | 20/10/1979    | Vol - Chairperso n | Organisati on                         | 23/02/2021      | No                     | 02/09/2023        | No                |
| 1632065       | Jo        | Williams   | 02/04/1974    | Vol - Membersh ip  | Organisati on                         | 17/05/2022      | No                     | 17/03/2025        | No                |
| 11671         | Colette   | Cotton     | 15/06/1956    | Vol - Other        | Trustee; Organisati on                | 08/11/2020      | No                     |                   | No                |
| 1503359       | Heather   | Desideri o | 01/12/1977    | Vol - Other        | Membershi p Support; Organisati on    | 10/01/2023      | No                     |                   | No                |
| 529492        | Mark      | Fidock     | 14/10/1967    | Vol - Other        | Trustee; Organisati on                |                 | No                     |                   | No                |
| 1237661       | Rebecca   | Lown       | 13/03/1977    | Vol - Other        | Competitio n Secretary; Swimming      | 13/12/2022      | No                     | 07/11/2024        | No                |
| 1574132       | Robert    | Nicholas   | 06/02/1981    | Vol - Other        | Workforce Co-ordinator; Organisati on | 25/02/2022      | No                     | 15/01/2025        | No                |
|               |           |            |               |                    |                                       |                 |                        |                   |                   |
|               |           |            |               |                    | Swimming                              |                 |                        |                   |                   |

|         |         |         |            |                 |                  |            |    |            |     |
|---------|---------|---------|------------|-----------------|------------------|------------|----|------------|-----|
| 1282058 | Tracy   | Anstis  | 21/11/1970 | Vol - Secretary |                  | 13/12/2022 | No | 29/04/2025 | Yes |
| 272542  | Carolyn | Ellis   | 08/03/1965 | Vol - Secretary | Organisation     | 28/02/2023 | No | 04/05/2025 | No  |
| 375027  | Tanya   | Harding | 02/09/1966 | Vol - Secretary | Open Water       |            | No | 04/01/2026 | No  |
| 2696    | Kaira   | Redman  | 03/07/1984 | Vol - Secretary | Masters Swimming |            | No | 16/05/2026 | Yes |
| 132217  | Kathryn | Curtis  | 26/01/1965 | Vol - Treasurer | Organisation     |            | No | 29/03/2022 | No  |

|         |           |        |            |               |              |            |    |            |     |
|---------|-----------|--------|------------|---------------|--------------|------------|----|------------|-----|
| 1387057 | Katharine | Manser | 21/12/1979 | Vol - Welfare | Organisation | 01/03/2023 | No | 18/08/2023 | Yes |
|---------|-----------|--------|------------|---------------|--------------|------------|----|------------|-----|

## Technical Officials

| Membership No | Forenames | Surname | Date of Birth | Role     | Discipline | Role Start Date | Membership Suspended | DBS Valid To Date | DBS Update Service | DBS Role        | Safeguarding V. Date |
|---------------|-----------|---------|---------------|----------|------------|-----------------|----------------------|-------------------|--------------------|-----------------|----------------------|
| 1282058       | Tracy     | Anstis  | 21/11/1970    | Official | Swimming   | 16/11/2022      | No                   | 29/04/2025        | Yes                | Assistant Coach | 16/03/2023           |
| 555401        | Lucy      | Bessant | 11/02/1981    | Official | Swimming   | 16/11/2022      | No                   | 12/10/2025        | No                 | Poolside helper | 08/07/2023           |

|         |           |              |            |          |          |            |    |            |     |          |
|---------|-----------|--------------|------------|----------|----------|------------|----|------------|-----|----------|
| 1574133 | Andrew    | Carson       | 02/09/1982 | Official | Swimming | 16/11/2022 | No | 18/09/2025 | No  | Te Ma r  |
| 1470636 | Alison    | Cochran      | 24/05/1984 | Official | Swimming | 16/11/2022 | No |            | No  |          |
| 1657868 | Steven    | Cook         | 21/05/1984 | Official | Swimming | 16/11/2022 | No |            | No  |          |
| 1360306 | Chris     | Dill-Russell | 04/07/1966 | Official | Swimming |            | No | 06/10/2023 | No  | Te Ma r  |
| 1360302 | Tracy     | Evans        | 28/09/1974 | Official | Swimming |            | No | 14/07/2023 | Yes | Cl W Of  |
| 1170995 | Sally     | Grieb        | 17/02/1967 | Official | Swimming |            | No |            | No  | Po e he  |
| 1237661 | Rebecca   | Lown         | 13/03/1977 | Official | Swimming | 16/11/2022 | No | 07/11/2024 | No  | As nt Te |
| 1387473 | Richard   | Lown         | 19/11/1971 | Official | Swimming |            | No | 06/03/2025 | No  | As nt Te |
| 1387057 | Katharine | Manser       | 21/12/1979 | Official | Swimming | 08/11/2020 | No | 18/08/2023 | Yes | Te Ma r  |
|         |           |              |            |          |          |            |    |            |     |          |

| 1574132           | Robert    | Nicholas   | 06/02/1981    | Official               | Swimming   | 16/11/2022      | No                              | 15/01/2025        | No                        | Asst<br>Te    |
|-------------------|-----------|------------|---------------|------------------------|------------|-----------------|---------------------------------|-------------------|---------------------------|---------------|
| 603452            | Sara      | Platts     | 12/09/1972    | Official               | Swimming   | 16/11/2022      | No                              |                   | No                        |               |
| 1358987           | Mia       | Shepherd   | 18/03/1971    | Official               | Swimming   |                 | No                              | 09/09/2023        | No                        | Pe<br>he      |
| 1574134           | Clive     | Van Delden | 24/07/1964    | Official               | Swimming   | 16/11/2022      | No                              | 18/01/2025        | No                        | Asst<br>Te    |
| 22328             | John      | Walker     | 21/10/1955    | Official               | Swimming   | 08/11/2020      | No                              | 02/12/2025        | No                        | Te<br>Ma<br>r |
| 1360303           | Violet    | Walsh      | 17/12/1968    | Official               | Swimming   |                 | No                              | 10/08/2023        | No                        | Te<br>Ma<br>r |
| 1632065           | Jo        | Williams   | 02/04/1974    | Official               | Swimming   | 16/11/2022      | No                              | 17/03/2025        | No                        | Pe<br>he      |
| 1408624           | Steven    | Williams   | 15/01/1973    | Official               | Swimming   | 14/01/2023      | No                              | 26/01/2025        | No                        | Asst<br>Te    |
| Membershi<br>p No | Forenames | Surname    | Date of Birth | Role                   | Discipline | Role Start Date | Members<br>hip<br>Suspende<br>d | DBS Valid To Date | DBS Updat<br>e<br>Service |               |
| 1318726           | Stephen   | Turner     | 09/04/1971    | Vol -<br>Announce<br>r | Swimming   | 16/11/2022      | No                              | 27/11/2025        | No                        |               |

|         |          |              |            |                           |          |            |    |            |    |
|---------|----------|--------------|------------|---------------------------|----------|------------|----|------------|----|
| 1503359 | Heather  | Desiderio    | 01/12/1977 | Vol - AOE Operator        | Swimming | 13/12/2022 | No |            | No |
| 1360306 | Chris    | Dill-Russell | 04/07/1966 | Vol - AOE Operator        | Swimming | 09/01/2022 | No | 06/10/2023 | No |
| 1461493 | Gail     | Hubbard      | 15/12/1976 | Vol - AOE Operator        | Swimming | 16/11/2022 | No | 11/01/2025 | No |
| 1264965 | Samantha | Janssen      | 25/05/1971 | Vol - AOE Operator        | Swimming | 13/12/2022 | No |            | No |
| 1530464 | Steven   | Manser       | 27/07/1978 | Vol - AOE Operator        | Swimming | 08/01/2022 | No |            | No |
| 22328   | John     | Walker       | 21/10/1955 | Vol - AOE Operator        | Swimming | 13/12/2022 | No | 02/12/2025 | No |
| 1664752 | Paul     | Hayes        | 04/03/1967 | Vol - Competition Steward | Swimming | 16/11/2022 | No | 17/09/2025 | No |
| 1115459 | Karen    | Head         | 15/06/1970 | Vol - Competition Steward | Swimming | 16/11/2022 | No | 13/11/2025 | No |

#### Online Membership - Reporting

|         |         |           |            |                           |                             |            |    |  |
|---------|---------|-----------|------------|---------------------------|-----------------------------|------------|----|--|
| 1576496 | Natasha | Russell   | 12/11/1972 | Vol - Competition Steward | Swimming                    | 16/11/2022 | No |  |
| 1653067 | Pete    | Sanders   | 06/07/1976 | Vol - Competition Steward | Swimming                    | 16/11/2022 | No |  |
| 1470636 | Alison  | Cochran   | 24/05/1984 | Vol - Other               | Gala Medal Table; Swimming  | 16/11/2022 | No |  |
| 1106736 | Pauline | Jordan    | 31/01/1962 | Vol - Other               | Gala Helper; Swimming       | 15/02/2022 | No |  |
| 1655538 | Laura   | Kingsland | 28/03/1977 | Vol - Other               | Gala Refreshments; Swimming | 16/11/2022 | No |  |

#### Online Membership - Reporting

|             |      |          |                |                |                                    |                |    |
|-------------|------|----------|----------------|----------------|------------------------------------|----------------|----|
| 1574<br>136 | Amy  | Nicholas | 21/09/<br>1979 | Vol -<br>Other | Gala<br>Entry<br>Desk;<br>Swimming | 16/11/<br>2022 | No |
| 6034<br>52  | Sara | Platts   | 12/09/<br>1972 | Vol -<br>Other | Gala<br>Entry<br>Desk;<br>Swimming | 16/11/<br>2022 | No |

No

|             |       |        |                |                          |          |                |    |
|-------------|-------|--------|----------------|--------------------------|----------|----------------|----|
| 1282<br>058 | Tracy | Anstis | 21/11/<br>1970 | Vol -<br>Team<br>Manager | Swimming | 16/11/<br>2022 | No |
|-------------|-------|--------|----------------|--------------------------|----------|----------------|----|

|         |        |        |            |                    |          |  |    |
|---------|--------|--------|------------|--------------------|----------|--|----|
|         |        |        |            |                    |          |  |    |
| 1241881 | Tracey | Bessey | 19/07/1962 | Vol - Team Manager | Swimming |  | No |

|         |        |        |            |                    |          |            |    |
|---------|--------|--------|------------|--------------------|----------|------------|----|
|         |        |        |            |                    |          |            |    |
| 1360302 | Tracy  | Evans  | 28/09/1974 | Vol - Team Manager | Swimming | 16/11/2022 | No |
| 1420712 | Louise | Goldup | 20/10/1979 | Vol - Team Manager | Swimming | 08/11/2020 | No |

No

|         |           |        |            |                    |          |            |    |
|---------|-----------|--------|------------|--------------------|----------|------------|----|
| 1387473 | Richard   | Lown   | 19/11/1971 | Vol - Team Manager | Swimming | 16/11/2022 | No |
| 1387057 | Katharine | Manser | 21/12/1979 | Vol - Team Manager | Swimming | 08/11/2020 | No |

|             |     |          |            |                    |          |            |    |
|-------------|-----|----------|------------|--------------------|----------|------------|----|
|             |     |          |            |                    |          |            |    |
| 1574<br>136 | Amy | Nicholas | 21/09/1979 | Vol - Team Manager | Swimming | 07/03/2023 | No |

No

|             |        |             |            |                    |          |            |    |
|-------------|--------|-------------|------------|--------------------|----------|------------|----|
|             |        |             |            |                    |          |            |    |
| 1574<br>134 | Clive  | Van Delde n | 24/07/1964 | Vol - Team Manager | Swimming | 16/11/2022 | No |
| 1360<br>303 | Violet | Walsh       | 17/12/1968 | Vol - Team Manager | Swimming | 08/11/2020 | No |
| 1408<br>624 | Steven | Williams    | 15/01/1973 | Vol - Team Manager | Swimming | 14/01/2023 | No |

## Support Positions

| Membershi<br>p No | Forenam<br>es | Surname | Date of<br>Birth | Role | Discipline | Role<br>Start<br>Date | Members<br>hip<br>Suspende<br>d | DBS<br>Valid To<br>Date | DBS<br>Updat<br>e<br>Servic<br>e |
|-------------------|---------------|---------|------------------|------|------------|-----------------------|---------------------------------|-------------------------|----------------------------------|
|-------------------|---------------|---------|------------------|------|------------|-----------------------|---------------------------------|-------------------------|----------------------------------|

|         |            |              |            |                                 |              |            |    |            |     |
|---------|------------|--------------|------------|---------------------------------|--------------|------------|----|------------|-----|
| 1655313 | Joanne     | Broom        | 06/05/1980 | Vol - Admin                     | Organisation | 16/11/2022 | No | 21/06/2025 | No  |
| 1503359 | Heather    | Desiderio    | 01/12/1977 | Vol - Admin                     | Swimming     |            | No |            | No  |
| 1641111 | Fiona      | Pearce       | 08/08/1988 | Vol - Admin                     | Organisation | 09/03/2022 | No |            | No  |
| 1282058 | Tracy      | Anstis       | 21/11/1970 | Vol - Learn to Swim Coordinator | Organisation | 09/01/2022 | No | 29/04/2025 | Yes |
|         |            |              |            |                                 |              |            |    |            |     |
|         |            |              |            |                                 |              |            |    |            |     |
| 1300790 | Elizabeth  | Anstis       | 04/03/2006 | Vol - Poolside Assistant        | Swimming     | 08/01/2022 | No | 26/09/2025 | Yes |
| 940201  | Edward     | Dill-Russell | 03/10/2004 | Vol - Poolside Assistant        | Swimming     | 08/11/2020 | No | 14/07/2024 | No  |
| 1165020 | Isobelle   | Dill-Russell | 30/11/2007 | Vol - Poolside Assistant        | Swimming     | 09/01/2022 | No |            | No  |
| 1193666 | Emily-Rose | Evans        | 07/08/2007 | Vol - Poolside Assistant        | Swimming     | 08/01/2022 | No |            | No  |
| 1300793 | Thomas     | Goldup       | 24/02/2007 | Vol - Poolside Assistant        | Swimming     | 16/11/2022 | No | 09/03/2026 | No  |
| 1576496 | Natasha    | Russell      | 12/11/1972 | Vol - Poolside Assistant        | Swimming     | 28/03/2023 | No | 08/12/2024 | No  |
| 1358987 | Mia        | Shepherd     | 18/03/1971 | Vol - Poolside Assistant        | Swimming     | 20/01/2023 | No | 09/09/2023 | No  |
| 1408624 | Steven     | Williams     | 15/01/1973 | Vol - Poolside Assistant        | Swimming     | 14/01/2023 | No | 26/01/2025 | No  |
| 555401  | Lucy       | Bessant      | 11/02/1981 | Vol - Poolside Helper           | Swimming     | 22/11/2022 | No | 12/10/2025 | No  |
|         |            |              |            |                                 |              |            |    |            |     |
|         |            |              |            |                                 |              |            |    |            |     |

[illegible]

|         |           |            |            |                       |              |            |    |            |    |
|---------|-----------|------------|------------|-----------------------|--------------|------------|----|------------|----|
| 1574132 | Robert    | Nicholas   | 06/02/1981 | Vol - Poolside Helper | Swimming     | 16/11/2022 | No | 15/01/2025 | No |
| 1712840 | David     | Rowbotham  | 09/07/1970 | Vol - Poolside Helper | Swimming     | 24/05/2023 | No |            | No |
| 1157086 | Nathaniel | Turner     | 08/11/2005 | Vol - Poolside Helper | Swimming     | 13/12/2022 | No | 19/04/2025 | No |
| 1318726 | Stephen   | Turner     | 09/04/1971 | Vol - Poolside Helper | Swimming     | 19/11/2021 | No | 27/11/2025 | No |
| 1574134 | Clive     | Van Delden | 24/07/1964 | Vol - Poolside Helper | Swimming     | 16/11/2022 | No | 18/01/2025 | No |
| 1574136 | Amy       | Nicholas   | 21/09/1979 | Vol - PR and Media    | Organisation | 16/11/2022 | No | 15/09/2025 | No |

## Club Coaches/Teachers

| Membership No | Forenames | Surname | Date of Birth | Role                      | Discipline | Role Start Date | Membership Suspended | DBS Valid To Date | DBS Update Service |
|---------------|-----------|---------|---------------|---------------------------|------------|-----------------|----------------------|-------------------|--------------------|
| 377258        | Carolyn   | Bond    | 24/10/1961    | Paid Assistant Head Coach | Swimming   |                 | No                   | 14/10/2024        | No                 |
|               |           |         |               |                           |            |                 |                      |                   |                    |

|         |         |         |            |                          |                  |            |    |            |     |
|---------|---------|---------|------------|--------------------------|------------------|------------|----|------------|-----|
| 377258  | Carolyn | Bond    | 24/10/1961 | PaidAssistant Head Coach | Masters Swimming | 16/11/2022 | No | 14/10/2024 | No  |
| 2696    | Kaira   | Redman  | 03/07/1984 | Paid-Coach               | Swimming         | 16/11/2022 | No | 16/05/2026 | Yes |
| 131464  | John    | Vinson  | 12/06/1964 | PaidHead Coach           | Swimming         |            | No | 09/12/2025 | No  |
| 1282058 | Tracy   | Anstis  | 21/11/1970 | Paid-Teacher             | Swimming         | 08/01/2022 | No | 29/04/2025 | Yes |
| 1241881 | Tracey  | Bessent | 19/07/1962 | Paid-Teacher             | Swimming         | 22/03/2022 | No | 10/11/2024 | No  |

|         |         |         |            |                  |          |            |    |            |    |
|---------|---------|---------|------------|------------------|----------|------------|----|------------|----|
|         |         |         |            |                  |          |            |    |            |    |
| 555401  | Lucy    | Bessant | 11/02/1981 | VolunteerTeacher | Swimming | 16/11/2022 | No | 12/10/2025 | No |
| 272542  | Carolyn | Ellis   | 08/03/1965 | VolunteerTeacher | Swimming | 22/03/2022 | No | 04/05/2025 | No |
| 1144717 | Molly   | Lown    | 09/07/2005 | VolunteerTeacher | Swimming | 22/03/2022 | No | 17/11/2024 | No |

|         |        |       |            |                  |          |            |    |            |     |
|---------|--------|-------|------------|------------------|----------|------------|----|------------|-----|
| 1273655 | Rachel | Walsh | 25/07/1974 | VolunteerTeacher | Swimming | 23/03/2022 | No | 05/05/2025 | Yes |
|---------|--------|-------|------------|------------------|----------|------------|----|------------|-----|

**Other**

No data found.

## Governance

| Membership No | Forenames | Surname   | Date of Birth | Role              | Discipline                           | Role Start Date | Membership Suspended | DBS Valid To Date | DBS Update Service | DBS Role          | Safeguarding Valid To Date | Qualification / CPD                                                                                                                                                                                                                                                                                                                     |
|---------------|-----------|-----------|---------------|-------------------|--------------------------------------|-----------------|----------------------|-------------------|--------------------|-------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1420712       | Louise    | Goldup    | 20/10/1979    | Vol - Chairperson | Organisation                         | 23/02/2021      | No                   | 02/09/2023        | No                 | Team Manager      | 08/06/2024                 | Team Manager 1 (2018), UK Coaching Safeguarding & Protecting Children, Team Manager 2 (2018),                                                                                                                                                                                                                                           |
| 1632065       | Jo        | Williams  | 02/04/1974    | Vol - Membership  | Organisation                         | 17/05/2022      | No                   | 17/03/2025        | No                 | Poolside helper   | 30/11/2025                 | UK Coaching Safeguarding & Protecting Children,                                                                                                                                                                                                                                                                                         |
| 11671         | Colette   | Cotton    | 15/06/1956    | Vol - Other       | Trustee; Organisation                | 08/11/2020      | No                   |                   | No                 |                   |                            | British Swimming Judge Level 2, Timekeeper, British Swimming Judge Level 1,                                                                                                                                                                                                                                                             |
| 1503359       | Heather   | Desiderio | 01/12/1977    | Vol - Other       | Membership Support; Organisation     | 10/01/2023      | No                   |                   | No                 |                   |                            |                                                                                                                                                                                                                                                                                                                                         |
| 529492        | Mark      | Fidock    | 14/10/1967    | Vol - Other       | Trustee; Organisation                |                 | No                   |                   | No                 | Poolside helper   |                            | British Swimming Judge Level 1, ASA / UK C. Level 1 Certificate for Teaching Aquatics,                                                                                                                                                                                                                                                  |
| 1237661       | Rebecca   | Lown      | 13/03/1977    | Vol - Other       | Competition Secretary; Swimming      | 13/12/2022      | No                   | 07/11/2024        | No                 | Assistant Teacher | 10/05/2025                 | Contemporary Issues, W.A. Rules Update 2023, Swimming Official, British Swimming Judge Level 1, UK Coaching Safeguarding & Protecting Children - Online Refresher, Team Manager 1 (2018), Contemporary Issues, ASA Level 1 Swimming Assistant (Teaching), UK Coaching Safeguarding & Protecting Children, ASA Level 2 Swimming Teacher, |
| 1574132       | Robert    | Nicholas  | 06/02/1981    | Vol - Other       | Workforce Co-ordinator; Organisation | 25/02/2022      | No                   | 15/01/2025        | No                 | Assistant Teacher | 05/09/2023                 | W.A. Rules Update 2023, Timekeeper, Timekeeper Theory, Swimming Official, Contemporary Issues, I1 Theory                                                                                                                                                                                                                                |

Online Membership - Reporting

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**Registered Charity No: 270111**

**DOVER LIFE GUARD CLUB  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022**

**DOVER LIFE GUARD CLUB**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

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| 6           | Balance Sheet                            |
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## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2022**

The Club is governed by its Constitution, the most recent version of this being adopted on 25 November 2014 and is a registered charity, number 270111. The Club is based at Dover District Leisure Centre, Fitness Fields, Whitecliffs Business Park, Whitfield, Dover, Kent.

#### **Executive Committee**

The Executive Committee has general powers of management over the affairs of the Club, and each member is elected at the Annual General Meeting.

The Executive Committee elected at the Annual General Meeting on 29 November 2021 was as follows:

|           |                                       |
|-----------|---------------------------------------|
| L Goldup  | Chairman                              |
| K Manser  | General Secretary                     |
| K Curtis  | Treasurer                             |
| M Turner  | Membership Secretary                  |
| B Lown    | Competition Secretary                 |
| L Goldup  | Workforce Co-ordinator                |
| T Harding | Long Distance & Life Saving Secretary |
| K Redman  | Masters Secretary                     |
| T Anstis  | Learn to Swim Secretary               |
| T Evans   | Welfare Officer                       |

There are also three property holding Trustees of the Club as follows:

M Fidock  
C Cotton  
S Walker

Registered Charity Number 270111

Bankers Lloyds Bank plc  
4 Market Square  
DOVER  
Kent  
CT16 1ND

Independent Examiner I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent CT16 1BL

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2022 (CONTINUED)**

The objects of the Club are those of Swim England and in particular to:

1. Promote the teaching, development and practice of swimming, open water swimming, life saving and to stimulate Masters competition in all disciplines of the sport for its members.
2. Raise public awareness of the sport and stimulate public opinion in favour of providing proper accommodation and facilities.
3. Promote uniformity of rules for the control and regulation of swimming, life saving and the management of all competitions hereunder.
4. Enforce observance of the laws of Swim England.
5. Provide instruction in life saving, artificial resuscitation and the use of life saving apparatus.

#### **Reserves and investment policy**

The financial reserves that we have set aside provide financial stability and the means for the development of our objectives, as above.

The committee regularly reviews the amount of funds that the Club requires to ensure that they are adequate to fulfil the Club's continuing obligations.

The Club's income reserves held at 31 August 2022 amounted to £66,708 (including stock of £1,300). Income reserves excluding stock amounted to £65,408. The reserves remain adequate to fulfil the clubs continuing obligations, specifically:-

**Dissolution of the Dover Life Guard Club** - The reserves contain a prudent sum set aside to ensure the Club can discharge its debts and liabilities and engage the necessary professional assistance to ensure the winding up of the club is undertaken effectively and in line with the laws and regulations regulating the dissolution of a charity.

**Retention of the SwimMark Accreditation** - The criteria for maintaining this accreditation is continually evolving to assist clubs like DLGC in club management and the development of effective and professional working practices. In particular there is a focus on the training of volunteers including a programme of continual refresher training.

**Deficit Funding** - Within the reserves a prudent sum provides a contingency fund to help absorb the peaks and troughs of financial pressures within the operational activities of the Club.

**Other Contingencies** - A prudent sum within the reserves provides for any larger/exceptional costs outside of the normal operational workings and/or budgeting/forecasting processes of the Club.

The Club invests its surplus funds so as to earn the maximum return with the minimum of risk.

**Trustees** – The Trustees are elected at the General Meeting of the Club and must be nominated by the Executive Committee or any member.

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2022 (CONTINUED)**

#### **Progress during the year**

Dover Life Guard Club has had a much more 'normal' year, as we no longer had the covid restrictions, with lots more galas being hosted by the club and other galas being attended by our swimmers.

The Executive Committee and our Club volunteers have worked hard this year, moving the club forward to a position where we have paid Poolside Leads at all sessions, the Competitive Squad are competing at the highest level, the Learn To Race squad is needing more lanes and the Masters section is flourishing in both numbers and competition success and so we constantly have new members of all ages wanting to join the club.

We have been challenged over the last few years but we are financially sound. Overall, the club is in a healthy position.

#### **Statement of the committee's responsibilities**

The committee is required to prepare annual financial statements and in preparing these financial statements, the committee is required to

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Club will continue.

The committee is responsible for keeping proper accounting records. It is also responsible for safeguarding the assets of the Club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The committee confirm that the financial statements have been prepared in accordance with the Charities Act 2011, Charities Statement of Recommended Practice (FRS 102) and the governing instrument.

ON BEHALF OF THE EXECUTIVE COMMITTEE

K. Curtis  
K Curtis - Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE EXECUTIVE COMMITTEE OF  
DOVER LIFE GUARD CLUB**

I report to the Executive Committee on my examination of the financial statements of the Dover Life Guard Club (the Club) for the year ended 31 August 2022, which are set out on pages 5 to 11.

**Responsibilities and basis of report**

As the Executive Committee of the Club you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Club's financial statements carried out under section 145 of the Charities Act 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

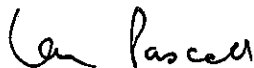
**Independent Examiner's Statement**

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:

1. accounting records were not kept in respect of the Club as required by section 130 of the Act; or
2. the financial statements do not accord with those records.
3. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting charities (applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent  
CT16 1BL



Date: 22 March 2023

# DOVER LIFE GUARD CLUB

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2022

|                                                          | Notes | Unrestricted<br>Funds<br>2022<br>£ | Restricted<br>Funds<br>2022<br>£ | Total<br>Funds<br>2022<br>£ | Total<br>Funds<br>2021<br>£ |
|----------------------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| <b>Incoming Resources</b>                                |       |                                    |                                  |                             |                             |
| Incoming resources from swimming activities              | 3     | 95,259                             | -                                | 95,259                      | 28,346                      |
| Incoming resources from activities for generating funds  | 4     | 1,497                              | -                                | 1,497                       | 709                         |
| Investment income                                        | 5     | -                                  | -                                | -                           | 421                         |
| <b>Total incoming resources</b>                          |       | <b>96,756</b>                      | <b>-</b>                         | <b>96,756</b>               | <b>29,476</b>               |
| Less cost of generating funds                            | 6     | 2,846                              | -                                | 2,846                       | 1,354                       |
| <b>Net incoming resources for charitable application</b> |       | <b>93,910</b>                      | <b>-</b>                         | <b>93,910</b>               | <b>28,122</b>               |
| <b>CHARITABLE EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| Cost of swimming activities                              | 7     | 91,847                             | -                                | 91,847                      | 31,958                      |
| Managing and administering the charity                   | 8     | 10,020                             | -                                | 10,020                      | 8,661                       |
| Total charitable resources expended                      |       | 101,867                            | -                                | 101,867                     | 40,619                      |
| <b>TOTAL RESOURCES EXPENDED</b>                          |       | <b>104,713</b>                     | <b>-</b>                         | <b>104,713</b>              | <b>41,973</b>               |
| <b>Net deficit for the year</b>                          |       | <b>(7,958)</b>                     | <b>-</b>                         | <b>(7,958)</b>              | <b>(12,497)</b>             |
| Total funds brought forward                              |       | 78,099                             | -                                | 78,099                      | 90,596                      |
| <b>Total funds carried forward</b>                       |       | <b>70,142</b>                      | <b>-</b>                         | <b>70,142</b>               | <b>78,099</b>               |

The notes form part of these financial statements

**DOVER LIFE GUARD CLUB**  
**BALANCE SHEET AS AT 31 AUGUST 2022**

|                               | Notes | 2022<br>£     | 2021<br>£     |
|-------------------------------|-------|---------------|---------------|
| <b>FIXED ASSETS</b>           |       |               |               |
| Tangible fixed assets         | 10    | 14,526        | 14,893        |
| <b>CURRENT ASSETS</b>         |       |               |               |
| National Savings income bonds |       | -             | 7,000         |
| Stock                         | 11    | 1,300         | 1,500         |
| Cash at bank                  |       | 66,368        | 66,728        |
|                               |       | <u>67,668</u> | <u>75,228</u> |
| <b>CURRENT LIABILITIES</b>    |       |               |               |
| Accruals                      |       | <u>960</u>    | <u>930</u>    |
| <b>NET CURRENT ASSETS</b>     |       | <u>66,708</u> | <u>74,298</u> |
| <b>NET ASSETS</b>             |       | <u>81,234</u> | <u>89,191</u> |
| <b>FUNDS</b>                  |       |               |               |
| Unrestricted funds: General   |       | 70,142        | 78,099        |
| Restricted                    |       | -             | -             |
|                               |       | <u>70,142</u> | <u>78,099</u> |
| Revaluation reserve           |       | 11,092        | 11,092        |
|                               |       | <u>81,234</u> | <u>89,191</u> |

These financial statements were approved on behalf of the Executive Committee on 12/12/22

K Curtis  
K Curtis – Treasurer

The notes form part of these financial statements

## DOVER LIFE GUARD CLUB

### NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2022

#### 1. STATUTORY INFORMATION

The Dover Life Guard Club is an unincorporated charity registered in England. The charity's registered number, principal address and nature of operations can be found in the Executive Committee Report.

#### 2. ACCOUNTING POLICIES

##### 2.1 Basis of Accounting

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 2020)', the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

The financial statements are presented in sterling which is the functional currency of the charity.

##### 2.2 Income

Income is recognised when received. No amounts are included in the financial statements for services donated by volunteers.

##### 2.3 Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value over their expected useful lives as follows:

Equipment: 10% - 33% on cost

Trophies are valued at their insured values.

##### 2.4 Taxation

No provision is made in the financial statements for taxation, as the Committee is of the opinion that all the Club's activities are of a charitable nature and therefore outside the scope of taxation.

##### 2.5 Stock

Stock is valued at the lower of cost and net realisable value.

##### 2.6 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Committee.

Restricted funds can only be used for particular restricted purposes within the objects of the charity.

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2022

### 3. INCOMING RESOURCES FROM SWIMMING ACTIVITIES

|                                          | Unrestricted<br>Funds<br>2022<br>£ | Unrestricted<br>Funds<br>2021<br>£ |
|------------------------------------------|------------------------------------|------------------------------------|
| Subscriptions                            | 10,984                             | 7,338                              |
| Training, coaching and income from Galas | 77,927                             | 21,008                             |
| Transport and accommodation              | 126                                | -                                  |
| Badges and engraving                     | 59                                 | -                                  |
| Open Water (Regatta)                     | 380                                | -                                  |
| Gift Aid claimed on subscriptions        | 5,783                              | -                                  |
|                                          | <u>95,259</u>                      | <u>28,346</u>                      |

### 4. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

|                | Unrestricted<br>Funds<br>2022<br>£ | Unrestricted<br>Funds<br>2021<br>£ |
|----------------|------------------------------------|------------------------------------|
| Trading income | 946                                | 471                                |
| Fund raising   | 551                                | 238                                |
|                | <u>1,497</u>                       | <u>709</u>                         |

### 5. INVESTMENT INCOME

|                      | Unrestricted<br>Funds<br>2022<br>£ | Unrestricted<br>Funds<br>2021<br>£ |
|----------------------|------------------------------------|------------------------------------|
| Bank interest        | -                                  | 396                                |
| Income bond interest | -                                  | 25                                 |
|                      | <u>-</u>                           | <u>421</u>                         |

### 6. COST OF GENERATING FUNDS

|                                     | Unrestricted<br>Funds<br>2022<br>£ | Unrestricted<br>Funds<br>2021<br>£ |
|-------------------------------------|------------------------------------|------------------------------------|
| Trading expenditure (Note 9)        | 2,012                              | 1,354                              |
| Badges, books, awards and engraving | 834                                | -                                  |
|                                     | <u>2,846</u>                       | <u>1,354</u>                       |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2022

### 7. COST OF SWIMMING ACTIVITIES

|                               | Unrestricted<br>Funds | Unrestricted<br>Funds |
|-------------------------------|-----------------------|-----------------------|
|                               | 2022                  | 2021                  |
|                               | £                     | £                     |
| Pool hire                     | 46,445                | 16,815                |
| Transport and accommodation   | 2,410                 | 425                   |
| Staff/coach payments          | 22,641                | 10,359                |
| Courses, exams and entry fees | 1,650                 | 2,897                 |
| Gala expenses                 | 18,701                | 1,462                 |
|                               | <u>91,847</u>         | <u>31,958</u>         |

### 8. MANAGING AND ADMINISTERING THE CHARITY

|                                    | Unrestricted<br>Funds<br>2022 | Unrestricted<br>Funds<br>2021 |
|------------------------------------|-------------------------------|-------------------------------|
|                                    | £                             | £                             |
| Subscriptions and affiliation fees | 5,923                         | 3,993                         |
| Independent examiner's fee         | 960                           | 960                           |
| Bank charges                       | 83                            | 78                            |
|                                    | <u>6,966</u>                  | <u>5,031</u>                  |
| <b>Establishment expenses</b>      |                               |                               |
| Insurance (Two years paid in 2021) | -                             | 580                           |
| <b>Running expenses</b>            |                               |                               |
| Printing and stationery            | 1,003                         | 1,087                         |
| Depreciation                       | 367                           | 950                           |
| Sundry expenses                    | 1,684                         | 1,013                         |
|                                    | <u>3,054</u>                  | <u>3,050</u>                  |
|                                    | <u>10,020</u>                 | <u>8,661</u>                  |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2022

### 9. TRADING EXPENDITURE

|                               | Unrestricted<br>Funds<br>2022<br>£ | Unrestricted<br>Funds<br>2021<br>£ |
|-------------------------------|------------------------------------|------------------------------------|
| Stock at 1 September 2021     | 1,000                              | 600                                |
| Purchases                     | 1,712                              | 1,754                              |
|                               | <u>2,712</u>                       | <u>2,354</u>                       |
| Less: Stock at 31 August 2022 | (700)                              | (1,000)                            |
|                               | <u>2,012</u>                       | <u>1,354</u>                       |

The above purchases figure includes the cost of items that are not for resale.

### 10. TANGIBLE FIXED ASSETS

|                                           | Trophies<br>£ | Equipment<br>£ | Total<br>£    |
|-------------------------------------------|---------------|----------------|---------------|
| <b>Cost or valuation</b>                  |               |                |               |
| At 1 September 2021<br>and 31 August 2022 | <u>12,538</u> | <u>27,323</u>  | <u>39,861</u> |
| <b>Depreciation</b>                       |               |                |               |
| At 1 September 2021                       | -             | 24,968         | 24,968        |
| Charge for the year                       | -             | 367            | 367           |
| At 31 August 2022                         | <u>-</u>      | <u>25,335</u>  | <u>25,335</u> |
| <b>Net Book Value</b>                     |               |                |               |
| At 31 August 2022                         | <u>12,538</u> | <u>1,988</u>   | <u>14,526</u> |
| At 31 August 2021                         | <u>12,538</u> | <u>2,355</u>   | <u>14,893</u> |

Had the assets not been revalued they would have been shown at the following cost:

|          |               |
|----------|---------------|
| Trophies | <u>£1,446</u> |
|----------|---------------|

## DOVER LIFE GUARD CLUB

### NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2022

#### 11. STOCK

|          | 2022         | 2021         |
|----------|--------------|--------------|
|          | £            | £            |
| Badges   | 600          | 500          |
| Swimshop | 700          | 1,000        |
|          | <u>1,300</u> | <u>1,500</u> |

12. Committee members, and those related to committee members, received sums from the charity amounting to £2,354.79 for coaching and related activities in the year. None of the trustees, nor any related parties connected with them, received any remuneration.

13. Committee members, and those related to committee members, received a total of £633.98 in reimbursement for costs incurred in carrying out their duties. All expenses were regarding training courses. No expenses were incurred by the trustees, nor any related parties connected with them.

**Registered Charity No: 270111**

**DOVER LIFE GUARD CLUB  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022**

**DOVER LIFE GUARD CLUB**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

**INDEX**

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|-------------|------------------------------------------|
| 1 - 3       | Annual Report of the Executive Committee |
| 4           | Report of the Independent Examiner       |
| 5           | Statement of Financial Activities        |
| 6           | Balance Sheet                            |
| 7 - 11      | Notes to the Financial Statements        |

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2022**

The Club is governed by its Constitution, the most recent version of this being adopted on 25 November 2014 and is a registered charity, number 270111. The Club is based at Dover District Leisure Centre, Fitness Fields, Whitecliffs Business Park, Whitfield, Dover, Kent.

#### **Executive Committee**

The Executive Committee has general powers of management over the affairs of the Club, and each member is elected at the Annual General Meeting.

The Executive Committee elected at the Annual General Meeting on 29 November 2021 was as follows:

|           |                                       |
|-----------|---------------------------------------|
| L Goldup  | Chairman                              |
| K Manser  | General Secretary                     |
| K Curtis  | Treasurer                             |
| M Turner  | Membership Secretary                  |
| B Lown    | Competition Secretary                 |
| L Goldup  | Workforce Co-ordinator                |
| T Harding | Long Distance & Life Saving Secretary |
| K Redman  | Masters Secretary                     |
| T Anstis  | Learn to Swim Secretary               |
| T Evans   | Welfare Officer                       |

There are also three property holding Trustees of the Club as follows:

M Fidock  
C Cotton  
S Walker

Registered Charity Number 270111

Bankers Lloyds Bank plc  
4 Market Square  
DOVER  
Kent  
CT16 1ND

Independent Examiner I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent CT16 1BL

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2022 (CONTINUED)**

The objects of the Club are those of Swim England and in particular to:

1. Promote the teaching, development and practice of swimming, open water swimming, life saving and to stimulate Masters competition in all disciplines of the sport for its members.
2. Raise public awareness of the sport and stimulate public opinion in favour of providing proper accommodation and facilities.
3. Promote uniformity of rules for the control and regulation of swimming, life saving and the management of all competitions hereunder.
4. Enforce observance of the laws of Swim England.
5. Provide instruction in life saving, artificial resuscitation and the use of life saving apparatus.

#### **Reserves and investment policy**

The financial reserves that we have set aside provide financial stability and the means for the development of our objectives, as above.

The committee regularly reviews the amount of funds that the Club requires to ensure that they are adequate to fulfil the Club's continuing obligations.

The Club's income reserves held at 31 August 2022 amounted to £66,708 (including stock of £1,300). Income reserves excluding stock amounted to £65,408. The reserves remain adequate to fulfil the clubs continuing obligations, specifically:-

**Dissolution of the Dover Life Guard Club** - The reserves contain a prudent sum set aside to ensure the Club can discharge its debts and liabilities and engage the necessary professional assistance to ensure the winding up of the club is undertaken effectively and in line with the laws and regulations regulating the dissolution of a charity.

**Retention of the SwimMark Accreditation** - The criteria for maintaining this accreditation is continually evolving to assist clubs like DLGC in club management and the development of effective and professional working practices. In particular there is a focus on the training of volunteers including a programme of continual refresher training.

**Deficit Funding** - Within the reserves a prudent sum provides a contingency fund to help absorb the peaks and troughs of financial pressures within the operational activities of the Club.

**Other Contingencies** - A prudent sum within the reserves provides for any larger/exceptional costs outside of the normal operational workings and/or budgeting/forecasting processes of the Club.

The Club invests its surplus funds so as to earn the maximum return with the minimum of risk.

**Trustees** – The Trustees are elected at the General Meeting of the Club and must be nominated by the Executive Committee or any member.

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2022 (CONTINUED)**

#### **Progress during the year**

Dover Life Guard Club has had a much more 'normal' year, as we no longer had the covid restrictions, with lots more galas being hosted by the club and other galas being attended by our swimmers.

The Executive Committee and our Club volunteers have worked hard this year, moving the club forward to a position where we have paid Poolside Leads at all sessions, the Competitive Squad are competing at the highest level, the Learn To Race squad is needing more lanes and the Masters section is flourishing in both numbers and competition success and so we constantly have new members of all ages wanting to join the club.

We have been challenged over the last few years but we are financially sound. Overall, the club is in a healthy position.

#### **Statement of the committee's responsibilities**

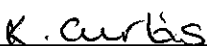
The committee is required to prepare annual financial statements and in preparing these financial statements, the committee is required to

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Club will continue.

The committee is responsible for keeping proper accounting records. It is also responsible for safeguarding the assets of the Club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The committee confirm that the financial statements have been prepared in accordance with the Charities Act 2011, Charities Statement of Recommended Practice (FRS 102) and the governing instrument.

ON BEHALF OF THE EXECUTIVE COMMITTEE

  
\_\_\_\_\_  
K Curtis - Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE EXECUTIVE COMMITTEE OF  
DOVER LIFE GUARD CLUB**

I report to the Executive Committee on my examination of the financial statements of the Dover Life Guard Club (the Club) for the year ended 31 August 2022, which are set out on pages 5 to 11.

**Responsibilities and basis of report**

As the Executive Committee of the Club you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Club's financial statements carried out under section 145 of the Charities Act 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

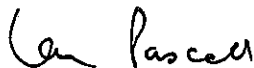
**Independent Examiner's Statement**

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:

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3. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting charities (applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent  
CT16 1BL



Date: 22 March 2023

# DOVER LIFE GUARD CLUB

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2022

|                                                          | Notes | Unrestricted<br>Funds<br>2022<br>£ | Restricted<br>Funds<br>2022<br>£ | Total<br>Funds<br>2022<br>£ | Total<br>Funds<br>2021<br>£ |
|----------------------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| <b>Incoming Resources</b>                                |       |                                    |                                  |                             |                             |
| Incoming resources from swimming activities              | 3     | 95,259                             | -                                | 95,259                      | 28,346                      |
| Incoming resources from activities for generating funds  | 4     | 1,497                              | -                                | 1,497                       | 709                         |
| Investment income                                        | 5     | -                                  | -                                | -                           | 421                         |
| <b>Total incoming resources</b>                          |       | <b>96,756</b>                      | <b>-</b>                         | <b>96,756</b>               | <b>29,476</b>               |
| Less cost of generating funds                            | 6     | 2,846                              | -                                | 2,846                       | 1,354                       |
| <b>Net incoming resources for charitable application</b> |       | <b>93,910</b>                      | <b>-</b>                         | <b>93,910</b>               | <b>28,122</b>               |
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| Total charitable resources expended                      |       | 101,867                            | -                                | 101,867                     | 40,619                      |
| <b>TOTAL RESOURCES EXPENDED</b>                          |       | <b>104,713</b>                     | <b>-</b>                         | <b>104,713</b>              | <b>41,973</b>               |
| <b>Net deficit for the year</b>                          |       | <b>(7,958)</b>                     | <b>-</b>                         | <b>(7,958)</b>              | <b>(12,497)</b>             |
| Total funds brought forward                              |       | 78,099                             | -                                | 78,099                      | 90,596                      |
| <b>Total funds carried forward</b>                       |       | <b>70,142</b>                      | <b>-</b>                         | <b>70,142</b>               | <b>78,099</b>               |

The notes form part of these financial statements

**DOVER LIFE GUARD CLUB**  
**BALANCE SHEET AS AT 31 AUGUST 2022**

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| Accruals                      |       | <u>960</u>    | <u>930</u>    |
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| <b>FUNDS</b>                  |       |               |               |
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| Revaluation reserve           |       | 11,092        | 11,092        |
|                               |       | <u>81,234</u> | <u>89,191</u> |

These financial statements were approved on behalf of the Executive Committee on 12/12/22

K Curtis  
K Curtis – Treasurer

The notes form part of these financial statements

## DOVER LIFE GUARD CLUB

### NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2022

#### 1. STATUTORY INFORMATION

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# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2022

### 3. INCOMING RESOURCES FROM SWIMMING ACTIVITIES

|                                          | Unrestricted<br>Funds<br>2022<br>£ | Unrestricted<br>Funds<br>2021<br>£ |
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| Subscriptions                            | 10,984                             | 7,338                              |
| Training, coaching and income from Galas | 77,927                             | 21,008                             |
| Transport and accommodation              | 126                                | -                                  |
| Badges and engraving                     | 59                                 | -                                  |
| Open Water (Regatta)                     | 380                                | -                                  |
| Gift Aid claimed on subscriptions        | 5,783                              | -                                  |
|                                          | <u>95,259</u>                      | <u>28,346</u>                      |

### 4. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

|                | Unrestricted<br>Funds<br>2022<br>£ | Unrestricted<br>Funds<br>2021<br>£ |
|----------------|------------------------------------|------------------------------------|
| Trading income | 946                                | 471                                |
| Fund raising   | 551                                | 238                                |
|                | <u>1,497</u>                       | <u>709</u>                         |

### 5. INVESTMENT INCOME

|                      | Unrestricted<br>Funds<br>2022<br>£ | Unrestricted<br>Funds<br>2021<br>£ |
|----------------------|------------------------------------|------------------------------------|
| Bank interest        | -                                  | 396                                |
| Income bond interest | -                                  | 25                                 |
|                      | <u>-</u>                           | <u>421</u>                         |

### 6. COST OF GENERATING FUNDS

|                                     | Unrestricted<br>Funds<br>2022<br>£ | Unrestricted<br>Funds<br>2021<br>£ |
|-------------------------------------|------------------------------------|------------------------------------|
| Trading expenditure (Note 9)        | 2,012                              | 1,354                              |
| Badges, books, awards and engraving | 834                                | -                                  |
|                                     | <u>2,846</u>                       | <u>1,354</u>                       |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2022

### 7. COST OF SWIMMING ACTIVITIES

|                               | Unrestricted<br>Funds | Unrestricted<br>Funds |
|-------------------------------|-----------------------|-----------------------|
|                               | 2022                  | 2021                  |
|                               | £                     | £                     |
| Pool hire                     | 46,445                | 16,815                |
| Transport and accommodation   | 2,410                 | 425                   |
| Staff/coach payments          | 22,641                | 10,359                |
| Courses, exams and entry fees | 1,650                 | 2,897                 |
| Gala expenses                 | 18,701                | 1,462                 |
|                               | <u>91,847</u>         | <u>31,958</u>         |

### 8. MANAGING AND ADMINISTERING THE CHARITY

|                                    | Unrestricted<br>Funds<br>2022 | Unrestricted<br>Funds<br>2021 |
|------------------------------------|-------------------------------|-------------------------------|
|                                    | £                             | £                             |
| Subscriptions and affiliation fees | 5,923                         | 3,993                         |
| Independent examiner's fee         | 960                           | 960                           |
| Bank charges                       | 83                            | 78                            |
|                                    | <u>6,966</u>                  | <u>5,031</u>                  |
| <b>Establishment expenses</b>      |                               |                               |
| Insurance (Two years paid in 2021) | -                             | 580                           |
| <b>Running expenses</b>            |                               |                               |
| Printing and stationery            | 1,003                         | 1,087                         |
| Depreciation                       | 367                           | 950                           |
| Sundry expenses                    | 1,684                         | 1,013                         |
|                                    | <u>3,054</u>                  | <u>3,050</u>                  |
|                                    | <u>10,020</u>                 | <u>8,661</u>                  |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2022

### 9. TRADING EXPENDITURE

|                               | Unrestricted<br>Funds<br>2022<br>£ | Unrestricted<br>Funds<br>2021<br>£ |
|-------------------------------|------------------------------------|------------------------------------|
| Stock at 1 September 2021     | 1,000                              | 600                                |
| Purchases                     | 1,712                              | 1,754                              |
|                               | <u>2,712</u>                       | <u>2,354</u>                       |
| Less: Stock at 31 August 2022 | (700)                              | (1,000)                            |
|                               | <u>2,012</u>                       | <u>1,354</u>                       |

The above purchases figure includes the cost of items that are not for resale.

### 10. TANGIBLE FIXED ASSETS

|                                           | Trophies<br>£ | Equipment<br>£ | Total<br>£    |
|-------------------------------------------|---------------|----------------|---------------|
| <b>Cost or valuation</b>                  |               |                |               |
| At 1 September 2021<br>and 31 August 2022 | <u>12,538</u> | <u>27,323</u>  | <u>39,861</u> |
| <b>Depreciation</b>                       |               |                |               |
| At 1 September 2021                       | -             | 24,968         | 24,968        |
| Charge for the year                       | -             | 367            | 367           |
| At 31 August 2022                         | <u>-</u>      | <u>25,335</u>  | <u>25,335</u> |
| <b>Net Book Value</b>                     |               |                |               |
| At 31 August 2022                         | <u>12,538</u> | <u>1,988</u>   | <u>14,526</u> |
| At 31 August 2021                         | <u>12,538</u> | <u>2,355</u>   | <u>14,893</u> |

Had the assets not been revalued they would have been shown at the following cost:

|          |               |
|----------|---------------|
| Trophies | <u>£1,446</u> |
|----------|---------------|

## DOVER LIFE GUARD CLUB

### NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2022

#### 11. STOCK

|          | 2022         | 2021         |
|----------|--------------|--------------|
|          | £            | £            |
| Badges   | 600          | 500          |
| Swimshop | 700          | 1,000        |
|          | <u>1,300</u> | <u>1,500</u> |

12. Committee members, and those related to committee members, received sums from the charity amounting to £2,354.79 for coaching and related activities in the year. None of the trustees, nor any related parties connected with them, received any remuneration.

13. Committee members, and those related to committee members, received a total of £633.98 in reimbursement for costs incurred in carrying out their duties. All expenses were regarding training courses. No expenses were incurred by the trustees, nor any related parties connected with them.

**DOVER LIFE GUARD CLUB**

England & Wales - Charity number 270111

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# Accounts

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## **Dover LifeGuards Chairman's Report 2020/21**

Wow, what a year and some would say a baptism of fire! When I started out in this role, my one main aim was to get all swimmers and disciplines back in the pool. I knew from there we could then look at recovering and growing the club, as we were one of the lucky ones, a Club that survived the pandemic, where so many didn't, and we are fortunate to have had great support from the pool provider and the team to start our recovery as a Club. I am pleased to say that each discipline that was running in March 2019 is back swimming, we have work to do, but we will continue to grow stronger over the coming year.

The Executive Team surrounding me have been amazing. They have questioned and challenged when needed and supported and encouraged more than I could ever ask! We have had a great workforce that have all pulled together, the coaches on the ground, the volunteers and the parents. Our workforce has grown both those that you see poolside and also those behind the scenes who without we would not be able to function, so thank you to everyone!

One of the biggest challenges we have faced this year has been our finances. 2020/2021 has been a year of minimum income, but several running costs that we had to continue to fund, did make an impact. Coupled with that, our much-anticipated return to the pool with covid bubbles and restrictions meant swimming with limited numbers to keep everyone safe created a further financial deficit, that as a Club meant having to run at a loss. Luckily our previous prudent financial planning meant that we were able to continue to do this in the short term but did alert us to a long-term review of training fees to cover future cost increases. From September when things started to ease, we continued to be cautious, but we have been able to deliver a fuller programme and have seen more and more swimmers return to the water. This is especially true with the growth in our membership for our Learn to Race and Masters sessions which has had a positive impact on not only future income but reinvigorating the club as a whole.

So, what have we been up to?

- **Competitive Squad:** A slow but exciting return to competition started in the spring with Level X introducing the competitive squad back into racing and some swimmers qualified and competed at the Festival of Swimming (regionals) on the back of these times. As the year has progressed more galas are starting to take place. Arena league commenced in September with our relatively inexperienced squad heading off to Brighton for the first round. The team spirit, excitement and determination from the team was testament to what we are as Dover Lifeguards, being on the poolside involved in the first team gala for over 18 months was nothing short of overwhelming! This end of the year has seen more galas available and a later than normal Club Champs allowed our swimmers from all areas to get some needed race practice and times. Four of our squad represented their school as a relay team at the National Secondary School's Gala, showing the strength that we have as a Club. We have also had two swimmers recognised and picked for the National Talent Pathway. We turn now to look at East Invicta's and Kent Champ's 2022 and hope that we continue the positive racing and determination the squad have shown.

- **Learn To Race:** Led and trained by Tracy Anstis and Tracey Bessent the Learn to Race section has grown in numbers and strength, finishing this year at full capacity and trials and queries still coming in! The growth and nurturing of this section is all down to the amazing dedication and team work by Tracy and Tracey who have spent untold amount of hours developing these sections.

- **Life-Saving:** Finally resumed back in September after almost 18 months. Although the

numbers are significantly reduced at present it will remain a focus for 2022 to increase participants and the awareness of these sessions.

- **Masters:** Kaira Redman, with strong support from Carolyn Bond have grown the number of sessions and swimmers in our Masters section. The growth will continue into 2022 encouraging Junior Masters to transfer across to Masters and continue the skills they have gained. Masters have been able to enjoy some competitions being represented at the Master's Regional event but most poignant to me, was the representation we had at our own Club Champs. These competitors were amazing and most importantly for me, it felt that we were really joining our club up with all disciplines and inspiring swimmers to continue and show it doesn't have to stop when you leave school or head to Uni!

- **Open-Water:** This year has only seen adult open waters commence, however heading into 2022 with hopefully fewer restrictions we will be able to commence all open water swimming with the lead from Tanya.

- **Water-Polo:** Water-Polo remains suspended

- **Membership:** Our membership declined slightly following Covid-19, however we are now seeing a steady increase in the number of members throughout each discipline of the Club.

- **Media:** We continue to see extended coverage in our local press from all disciplines. This is really helping to promote and celebrate the great work and team we have as a club. We will be increasing our presence on all platforms of social media over the coming few months, celebrating success but also promoting each of the disciplines to try and attract more members.

- **Executive Committee/Trustees:** I would like to thank the Executive Committee and Board of Trustees for their support and guidance over the past year. We are all volunteers from different walks of life and the commitment and time spent on work for the club does not go unnoticed, you have made what has been a challenging year a successful one that we can celebrate!

### **In Summary....**

Watching the faces of the swimmers over the past year, whether its been as they have competed for the first time, competed at team galas, or achieved their next stage has brought home to me why we all do this and why I am so proud of what we achieve. There has been more than one occasion when I have become overwhelmed by the smile and delight on a swimmer's face as they have achieved something! Swimming is not an easy sport for either the swimmers, supporters, coaches or any one involved and we may not always get it right, but we are a team and I firmly believe that together we can achieve so much.

Reflecting on the last year, it's been a challenge, I have had ups and downs as the Chair. There have been some hard decisions to make and some uncomfortable moments as we have had to do the right thing for the club and all swimmers, but I would do it a thousand times over! I believe we are really starting to grow the club again following a very challenging couple of years that none of us could have predicted.

Here's to 2022, growth of the club, the swimmers and our DLGC family. Thank you all for your support!

Lou

**Lou Goldup**

**Chairwoman – DLGC Executive Committee**

## **Presidents Report 2021**

It has been a privilege to serve as President of Dover Life Guard Club for a fourth year. I have been a member of this fantastic club since I was 2 years old. This club is run by an incredible group of volunteers, without whom the smooth running of this successful club would not happen. I would like to take this opportunity to thank them for their time and efforts to make the club what it is.

We have had another disrupted year to our swimming, caused by the Covid 19 Pandemic. We have had to adapt our training and teaching to fit in with Swim England guidance to keep everyone as safe as possible. This could not have happened without the tireless work behind the scenes by the volunteers who help to run this club.

We have had a bit more normalcy this year, with the return of Club Championships which demonstrated some fantastic swimming from all age groups within the club and with the start up of more competitions things are returning to a more normal state.

Swimming is such an important life skill to learn and you are never too old to learn to swim. We are lucky to be a part of a fantastic swimming club, with so much history behind it, which is successful in many areas not just competitive swimming, we have a wealth of knowledge within the club to support all our members.

Finally, I look forward to the coming year and all the exciting prospects that it will bring to the club, I'm sure we will continue to thrive and support all our members from the very young to the young at heart with their goals and dreams for the future.

Kaira Redman DLGC President 2021

## **Competition Report 2021**

This is my third year as Competition Secretary and the time has come to reflect on the past year. This year has again proven to be a difficult one for many of us in dealing with the restrictions that Covid-19 has brought on us all. Due to this the Club has had sporadic training at the beginning of the year and started some very restrictive competition since the Summer, with Kent and Spring Regional Championships being cancelled.

However, as a Club we have managed some competition starting with the Level X time trials which many of our swimmers took part in - even though some found it nerve racking getting out the stopwatches, I was pleasantly surprised how well all the swimmers did. As a result of this 9 of our top squad managed to gain qualification into Swim England Festival of Swimming Regional Competition, with many of our swimmers achieving top 10 finishes. The icing on the cake following this competition is that 2 of our swimmers have been selected for the National Development Pathway for the top 13 and 14 year old swimmers, a massive congratulations to Emily-Rose Evans and Tommy Goldup - wishing you both every success and I have enjoyed watching your swimming journey.

I am delighted that during October we were able to host Club Champs over a full weekend and distance swim mornings. It was just fabulous to see so many swimmers come together from all facets of the Club compete with spectators on the balcony and a fabulous atmosphere poolside - this is without doubt the highlight of my year and especially so as we were not able to run Club Champs last year.

We are also able to compete at National Arena League this year and have done two of the three rounds so far. The team have stepped up a league and I am proud to say that we are looking good to stay up in that league for next year. During round two the team of 19 swimmers achieved over 20 personal best times!

We have also had three swimmers qualify for the very prestigious Winter Regionals held at Winchester this year - this is one of the hardest competitions to qualify for as it is not age grouped ranked, they just take the fastest swimmers. Our club swimmers were against international level swimmers and as always they represented the team brilliantly and each achieved a personal best time. Well done to Jordan Rogers-Mills, Molly Lown and Emily-Rose Evans.

During 2021 we even had some swimmers that have broken club records, evidencing the fact that the Club is moving in the right direction and improving all the time even through the toughest of times. Congratulations to Abigail Hogben, Emily-Rose Evans, Jordan Rogers-Mills, Molly Lown, Edward Dill-Russell and Tommy Goldup for breaking club records during the year.

The Club are very proud of all the swimmers and I'm looking forward to next year where we will hopefully get more competition and wish all the swimmers every success in 2022.

Becky Lown  
Competition Secretary

## **Learn To Race Report for AGM**

There are currently 4 Learn to Race sessions spread over 2 nights Thursday and Friday.

### **1. Thursday Night**

We now have 2 hours, 3 lanes for 7-8pm and 1 lane for 8-9pm. The numbers have recently swelled, and requests for trials are coming in thick and fast.

The swimmers have adapted to the changes to hours and new swimmers joining them. The highlight was the Level X events in the summer, which, whilst only a handful of swimmers were category 2, we ensured that the whole group participated. The children loved it.

We have held our own fun events at various points in the year, including Halloween and there will be some seasonal activity.

Our Junior helpers for Thursdays are Abi, Elizabeth and Hareni who are always there supporting the swimmers.

### **2. Friday Night**

Two-hour sessions including the preliminary group run by Jordan Roger Mills, who are our pre stage 8 swimmers. They are making steady progress and Jordan is working on developing them for future transition into the Thursday group.

This group contains our pre squad swimmers, stage 10's, including some Thursday night swimmers seeking additional hours. The group all took part in level X, their first competitive event, and they did themselves proud.

Our Junior helpers for Fridays are Katherine, Freya, Nathaniel, Ted, and Molly  
Special mention and thank you to Tracey Bessent who was instrumental in the learn to race Level X events.

Swimmers are really progressing, they have completed distance work, and most are at stage 9 level and beyond. Some swimmers have transitioned having additional hours and into early morning sessions.

There are other evenings our Learn to Race members are mixed in with other sections e.g., Tuesday nights, which, we are pleased to report is so popular that it is full!

We look forward to the next year and our Learn to Race section developing into our competitive squad of the future.

Tracy Anstis  
Learn to Race Section

## **Masters Report 2021**

The Masters section of the club is growing, along with the Junior Masters. For the first time in the Club's history we have four coached masters sessions, with the Juniors continuing to have two coached sessions.

The Junior Masters section has grown so much that I am creating a new section to make room for up and coming Juniors. This new section will be the Intermediate Masters and they will have sessions alongside the Juniors and the Masters to help create a seamless transition from Junior to Master.

With the Covid 19 Pandemic still afoot, competitions have not been running, but with the easing of some of the restrictions the Short Course Regionals at the K2 Crawley managed to take place. We sent a team of three along, Ellie Matthews, Tracey and Louis Martin. For Ellie, this was her first ever competition and Tracey and Louis first competition in a long time. The team did fantastically well and won several medals between them.

We also had a strong representation at the Club Championships, with the Masters having their own heats. This was enjoyed by all and next year we hope to encourage more Masters to take place.

In the New Year, with more competitions on the horizon we are taking a team of six to the Long Course Regionals, so keep your eyes peeled for the results of how the team get on. We are continuing to build all three areas of the Masters section and if you fancy giving it go come along and give it a try.

Hopefully we will have an enjoyable year ahead of us with plenty of competitions and fun along the way.

I would like to take this opportunity to thank our Master Coach Carolyn Bond for all her hard work.

Kaira Redman Master Secretary 2021

**Registered Charity No: 270111**

**DOVER LIFE GUARD CLUB  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2021**

**DOVER LIFE GUARD CLUB**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

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## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2021**

The Club is governed by its Constitution, the most recent version of this being adopted on 25 November 2014 and is a registered charity, number 270111. The Club is based at Dover District Leisure Centre, Fitness Fields, Whitecliffs Business Park, Whitfield, Dover, Kent.

#### **Executive Committee**

The Executive Committee has general powers of management over the affairs of the Club, and each member is elected at the Annual General Meeting.

The Executive Committee elected at the Annual General Meeting on 30 November 2020 was as follows:

|           |                                       |
|-----------|---------------------------------------|
| L Goldup  | Chairman                              |
| K Manser  | General Secretary                     |
| K Curtis  | Treasurer                             |
| M Turner  | Membership Secretary                  |
| B Lown    | Competition Secretary                 |
| Vacant    | Workforce Co-ordinator                |
| T Harding | Long Distance & Life Saving Secretary |
| K Redman  | Masters Secretary                     |
| T Anstis  | Learn to Swim Secretary               |
| T Evans   | Welfare Officer                       |

There are also three property holding Trustees of the Club as follows:

M Fidock  
C Cotton  
S Walker

Registered Charity Number

270111

Bankers

Lloyds Bank plc  
4 Market Square  
DOVER  
Kent  
CT16 1ND

Santander UK plc  
BBAM  
Bridle Road  
Bootle  
MERSEYSIDE  
L30 4GB

National Savings & Investments  
GLASGOW  
G58 1SB

Independent Examiner

I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent CT16 1BL

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2021 (CONTINUED)**

The objects of the Club are those of Swim England and in particular to:

1. Promote the teaching, development and practice of swimming, open water swimming, life saving and to stimulate Masters competition in all disciplines of the sport for its members.
2. Raise public awareness of the sport and stimulate public opinion in favour of providing proper accommodation and facilities.
3. Promote uniformity of rules for the control and regulation of swimming, life saving and the management of all competitions hereunder.
4. Enforce observance of the laws of Swim England.
5. Provide instruction in life saving, artificial resuscitation and the use of life saving apparatus.

#### **Reserves and investment policy**

The financial reserves that we have set aside provide financial stability and the means for the development of our objectives, as above.

The committee regularly reviews the amount of funds that the Club requires to ensure that they are adequate to fulfil the Club's continuing obligations.

The Club's income reserves held at 31 August 2021 amounted to £74,298 (including stock of £1,500). Income reserves excluding stock amounted to £72,798. The reserves remain adequate to fulfil the clubs continuing obligations, specifically:-

**Dissolution of the Dover Life Guard Club** - The reserves contain a prudent sum set aside to ensure the Club can discharge its debts and liabilities and engage the necessary professional assistance to ensure the winding up of the club is undertaken effectively and in line with the laws and regulations regulating the dissolution of a charity.

**Retention of the SwimMark Accreditation** - The criteria for maintaining this accreditation is continually evolving to assist clubs like DLGC in club management and the development of effective and professional working practices. In particular there is a focus on the training of volunteers including a programme of continual refresher training.

**Deficit Funding** - Within the reserves a prudent sum provides a contingency fund to help absorb the peaks and troughs of financial pressures within the operational activities of the Club.

**Other Contingencies** - A prudent sum within the reserves provides for any larger/exceptional costs outside of the normal operational workings and/or budgeting/forecasting processes of the Club.

The Club invests its surplus funds so as to earn the maximum return with the minimum of risk.

**Trustees** – The Trustees are elected at the General Meeting of the Club and must be nominated by the Executive Committee or any member.

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2021 (CONTINUED)**

#### **Progress during the year**

Dover Life Guard Club has continued to operate as normally as possible, when legally allowed to do so, in order to maximise the amount of swimming time our members could have. Due to the hard work of the Executive Committee and our Club volunteers we created a new normality, balancing the health of our individual members with the financial implications of our decisions. We are now looking to move the club forward as we come out of restrictions, with new members wanting to join the club, a variety of competitions available for all our swimmers and getting back to hosting galas at our pool.

We are financially sound. Overall, the club is in a healthy position.

#### **Statement of the committee's responsibilities**

The committee is required to prepare annual financial statements and in preparing these financial statements, the committee is required to

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Club will continue.

The committee is responsible for keeping proper accounting records. It is also responsible for safeguarding the assets of the Club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The committee confirm that the financial statements have been prepared in accordance with the Charities Act 2011, Charities Statement of Recommended Practice (FRS 102) and the governing instrument.

ON BEHALF OF THE EXECUTIVE COMMITTEE

K Curtis - Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE EXECUTIVE COMMITTEE OF  
DOVER LIFE GUARD CLUB**

I report to the Executive Committee on my examination of the financial statements of the Dover Life Guard Club (the Club) for the year ended 31 August 2021, which are set out on pages 5 to 11.

**Responsibilities and basis of report**

As the Executive Committee of the Club you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Club's financial statements carried out under section 145 of the Charities Act 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

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:

1. accounting records were not kept in respect of the Club as required by section 130 of the Act; or
2. the financial statements do not accord with those records.
3. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting charities (applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and republic of Ireland (FRS 102)).

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

I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent  
CT16 1BL

Date: 29 November 2021

# DOVER LIFE GUARD CLUB

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2021

|                                                          | Notes | Unrestricted<br>Funds<br>2021<br>£ | Restricted<br>Funds<br>2021<br>£ | Total<br>Funds<br>2021<br>£ | Total<br>Funds<br>2020<br>£ |
|----------------------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| <b>Incoming Resources</b>                                |       |                                    |                                  |                             |                             |
| Incoming resources from swimming activities              | 3     | 28,346                             | -                                | 28,346                      | 80,097                      |
| Incoming resources from activities for generating funds  | 4     | 709                                | -                                | 709                         | 2,971                       |
| Investment income                                        | 5     | 421                                | -                                | 421                         | 194                         |
| <b>Total incoming resources</b>                          |       | <b>29,476</b>                      | <b>-</b>                         | <b>29,476</b>               | <b>83,262</b>               |
| Less cost of generating funds                            | 6     | 1,354                              | -                                | 1,354                       | 5,949                       |
| <b>Net incoming resources for charitable application</b> |       | <b>28,122</b>                      | <b>-</b>                         | <b>28,122</b>               | <b>77,313</b>               |
| <b>CHARITABLE EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| Cost of swimming activities                              | 7     | 31,958                             | -                                | 31,958                      | 75,925                      |
| Managing and administering the charity                   | 8     | 8,661                              | -                                | 8,661                       | 10,260                      |
| Total charitable resources expended                      |       | 40,619                             | -                                | 40,619                      | 86,185                      |
| <b>TOTAL RESOURCES EXPENDED</b>                          |       | <b>41,973</b>                      | <b>-</b>                         | <b>41,973</b>               | <b>92,134</b>               |
| <b>Net deficit for the year</b>                          |       | <b>(12,497)</b>                    | <b>-</b>                         | <b>(12,497)</b>             | <b>(8,872)</b>              |
| Total funds brought forward                              |       | 90,596                             | -                                | 90,596                      | 99,468                      |
| <b>Total funds carried forward</b>                       |       | <b>78,099</b>                      | <b>-</b>                         | <b>78,099</b>               | <b>90,596</b>               |

The notes form part of these financial statements

**DOVER LIFE GUARD CLUB**  
**BALANCE SHEET AS AT 31 AUGUST 2021**

|                               |              | <b>2021</b>   |               | <b>2020</b>   |                |
|-------------------------------|--------------|---------------|---------------|---------------|----------------|
|                               | <b>Notes</b> | <b>£</b>      | <b>£</b>      | <b>£</b>      | <b>£</b>       |
| <b>FIXED ASSETS</b>           |              |               |               |               |                |
| Tangible fixed assets         | 10           |               | 14,893        |               | 15,843         |
| <b>CURRENT ASSETS</b>         |              |               |               |               |                |
| National Savings income bonds |              | 7,000         |               | 7,000         |                |
| Stock                         | 11           | 1,500         |               | 1,100         |                |
| Cash at bank                  |              | 66,728        |               | 79,465        |                |
| Prepayment                    |              | -             |               | 80            |                |
|                               |              | <u>75,228</u> |               | <u>87,645</u> |                |
| <b>CURRENT LIABILITIES</b>    |              |               |               |               |                |
| Accruals                      |              | 930           |               | 1,800         |                |
|                               |              | <u>930</u>    |               | <u>1,800</u>  |                |
| <b>NET CURRENT ASSETS</b>     |              |               | 74,298        |               | 85,845         |
| <b>NET ASSETS</b>             |              |               | <u>89,191</u> |               | <u>101,688</u> |
| <b>FUNDS</b>                  |              |               |               |               |                |
| Unrestricted funds: General   |              |               | 78,099        |               | 90,596         |
| Restricted                    |              |               | -             |               | -              |
|                               |              |               | <u>78,099</u> |               | <u>90,596</u>  |
| Revaluation reserve           |              |               | 11,092        |               | 11,092         |
|                               |              |               | <u>89,191</u> |               | <u>101,688</u> |

These financial statements were approved on behalf of the Executive Committee on 25 November 2021.

K Curtis – Treasurer

The notes form part of these financial statements

## DOVER LIFE GUARD CLUB

### NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2021

#### 1. STATUTORY INFORMATION

The Dover Life Guard Club is an unincorporated charity registered in England. The charity's registered number, principal address and nature of operations can be found in the Executive Committee Report.

#### 2. ACCOUNTING POLICIES

##### 2.1 Basis of Accounting

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 2020)', the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

The financial statements are presented in sterling which is the functional currency of the charity.

##### 2.2 Income

Income is recognised when received. No amounts are included in the financial statements for services donated by volunteers.

##### 2.3 Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value over their expected useful lives as follows:

Equipment: 10% - 33% on cost

Trophies are valued at their insured values.

##### 2.4 Taxation

No provision is made in the financial statements for taxation, as the Committee is of the opinion that all the Club's activities are of a charitable nature and therefore outside the scope of taxation.

##### 2.5 Stock

Stock is valued at the lower of cost and net realisable value.

##### 2.6 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Committee.

Restricted funds can only be used for particular restricted purposes within the objects of the charity.

**DOVER LIFE GUARD CLUB**

**NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2021**

**3. INCOMING RESOURCES FROM SWIMMING ACTIVITIES**

|                                          | <b>Unrestricted<br/>Funds<br/>2021<br/>£</b> | <b>Unrestricted<br/>Funds<br/>2020<br/>£</b> |
|------------------------------------------|----------------------------------------------|----------------------------------------------|
| Subscriptions                            | 7,338                                        | 10,894                                       |
| Training, coaching and income from Galas | 21,008                                       | 57,091                                       |
| Income from internal Galas               | -                                            | 5,069                                        |
| Sundry income                            | -                                            | 3                                            |
| Badges and engraving                     | -                                            | 93                                           |
| Open Water (Regatta)                     | -                                            | 461                                          |
| Gift Aid claimed on subscriptions        | -                                            | 6,486                                        |
|                                          | <u>28,346</u>                                | <u>80,097</u>                                |

**4. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS**

|                | <b>Unrestricted<br/>Funds<br/>2021<br/>£</b> | <b>Total<br/>Funds<br/>2020<br/>£</b> |
|----------------|----------------------------------------------|---------------------------------------|
| Trading income | 471                                          | 399                                   |
| Fund raising   | 238                                          | 2,572                                 |
|                | <u>709</u>                                   | <u>2,971</u>                          |

**5. INVESTMENT INCOME**

|                      | <b>Unrestricted<br/>Funds<br/>2021<br/>£</b> | <b>Unrestricted<br/>Funds<br/>2020<br/>£</b> |
|----------------------|----------------------------------------------|----------------------------------------------|
| Bank interest        | 396                                          | 28                                           |
| Income bond interest | 25                                           | 81                                           |
| HMRC interest        | -                                            | 85                                           |
|                      | <u>421</u>                                   | <u>194</u>                                   |

**6. COST OF GENERATING FUNDS**

|                                     | <b>Unrestricted<br/>Funds<br/>2021<br/>£</b> | <b>Unrestricted<br/>Funds<br/>2020<br/>£</b> |
|-------------------------------------|----------------------------------------------|----------------------------------------------|
| Trading expenditure (Note 9)        | 1,354                                        | 2,876                                        |
| Fund raising                        | -                                            | 1,452                                        |
| Badges, books, awards and engraving | -                                            | 1,621                                        |
|                                     | <u>1,354</u>                                 | <u>5,949</u>                                 |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2021

### 7. COST OF SWIMMING ACTIVITIES

|                               | Unrestricted<br>Funds<br>2021<br>£ | Total<br>Funds<br>2020<br>£ |
|-------------------------------|------------------------------------|-----------------------------|
| Pool hire                     | 16,815                             | 35,345                      |
| Transport and accommodation   | 425                                | 3,312                       |
| Staff/coach payments          | 10,359                             | 15,305                      |
| Training camps                | -                                  | 90                          |
| Courses, exams and entry fees | 2,897                              | 3,038                       |
| Gala expenses                 | 1,462                              | 18,835                      |
|                               | <u>31,958</u>                      | <u>75,925</u>               |

### 8. MANAGING AND ADMINISTERING THE CHARITY

|                                    | Unrestricted<br>Funds<br>2021<br>£ | Unrestricted<br>Funds<br>2020<br>£ |
|------------------------------------|------------------------------------|------------------------------------|
| Subscriptions and affiliation fees | 3,993                              | 5,812                              |
| Independent examiner's fee         | 960                                | 960                                |
| Bank charges                       | 78                                 | 177                                |
|                                    | <u>5,031</u>                       | <u>6,949</u>                       |
| <b>Establishment expenses</b>      |                                    |                                    |
| Insurance                          | 580                                | 399                                |
| <b>Running expenses</b>            |                                    |                                    |
| Printing and stationery            | 1,087                              | 438                                |
| Depreciation                       | 950                                | 1,084                              |
| Sundry expenses                    | 1,013                              | 1,390                              |
|                                    | <u>3,050</u>                       | <u>2,912</u>                       |
|                                    | <u>8,661</u>                       | <u>10,260</u>                      |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2021

### 9. TRADING EXPENDITURE

|                               | Unrestricted<br>Funds<br>2021<br>£ | Unrestricted<br>Funds<br>2020<br>£ |
|-------------------------------|------------------------------------|------------------------------------|
| Stock at 1 September 2020     | 600                                | 350                                |
| Purchases                     | 1,754                              | 3,126                              |
|                               | <u>2,354</u>                       | <u>3,476</u>                       |
| Less: Stock at 31 August 2021 | (1,000)                            | (600)                              |
|                               | <u>1,354</u>                       | <u>2,876</u>                       |

The above purchases figure includes the cost of items that are not for resale.

### 10. TANGIBLE FIXED ASSETS

|                                           | Trophies<br>£     | Equipment<br>£    | Total<br>£        |
|-------------------------------------------|-------------------|-------------------|-------------------|
| <b>Cost or valuation</b>                  |                   |                   |                   |
| At 1 September 2020<br>and 31 August 2021 | 12,538            | 27,323            | 39,861            |
|                                           | <u>          </u> | <u>          </u> | <u>          </u> |
| <b>Depreciation</b>                       |                   |                   |                   |
| At 1 September 2020                       | -                 | 24,018            | 24,018            |
| Charge for the year                       | -                 | 950               | 950               |
|                                           | <u>          </u> | <u>          </u> | <u>          </u> |
| At 31 August 2021                         | -                 | 24,968            | 24,968            |
|                                           | <u>          </u> | <u>          </u> | <u>          </u> |
| <b>Net Book Value</b>                     |                   |                   |                   |
| At 31 August 2021                         | 12,538            | 2,355             | 14,893            |
|                                           | <u>          </u> | <u>          </u> | <u>          </u> |
| At 31 August 2020                         | 12,538            | 3,305             | 15,843            |
|                                           | <u>          </u> | <u>          </u> | <u>          </u> |

Had the assets not been revalued they would have been shown at the following cost:

|          |               |
|----------|---------------|
| Trophies | <u>£1,446</u> |
|----------|---------------|

**DOVER LIFE GUARD CLUB**

**NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2021**

**11. STOCK**

|          | <b>2021</b>  | <b>2020</b>  |
|----------|--------------|--------------|
|          | <b>£</b>     | <b>£</b>     |
| Badges   | 500          | 500          |
| Swimshop | 1,000        | 600          |
|          | <u>1,500</u> | <u>1,100</u> |

12. None of the committee members or trustees, nor any person connected with them, received any remuneration during the year. No expenses were paid to the committee members or trustees.
13. There were no reportable related party transactions for the year ended 31 August 2021.

**Registered Charity No: 270111**

**DOVER LIFE GUARD CLUB  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2021**

**DOVER LIFE GUARD CLUB**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

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| 4           | Report of the Independent Examiner       |
| 5           | Statement of Financial Activities        |
| 6           | Balance Sheet                            |
| 7 - 11      | Notes to the Financial Statements        |

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2021**

The Club is governed by its Constitution, the most recent version of this being adopted on 25 November 2014 and is a registered charity, number 270111. The Club is based at Dover District Leisure Centre, Fitness Fields, Whitecliffs Business Park, Whitfield, Dover, Kent.

#### **Executive Committee**

The Executive Committee has general powers of management over the affairs of the Club, and each member is elected at the Annual General Meeting.

The Executive Committee elected at the Annual General Meeting on 30 November 2020 was as follows:

|           |                                       |
|-----------|---------------------------------------|
| L Goldup  | Chairman                              |
| K Manser  | General Secretary                     |
| K Curtis  | Treasurer                             |
| M Turner  | Membership Secretary                  |
| B Lown    | Competition Secretary                 |
| Vacant    | Workforce Co-ordinator                |
| T Harding | Long Distance & Life Saving Secretary |
| K Redman  | Masters Secretary                     |
| T Anstis  | Learn to Swim Secretary               |
| T Evans   | Welfare Officer                       |

There are also three property holding Trustees of the Club as follows:

M Fidock  
C Cotton  
S Walker

Registered Charity Number

270111

Bankers

Lloyds Bank plc  
4 Market Square  
DOVER  
Kent  
CT16 1ND

Santander UK plc  
BBAM  
Bridle Road  
Bootle  
MERSEYSIDE  
L30 4GB

National Savings & Investments  
GLASGOW  
G58 1SB

Independent Examiner

I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent CT16 1BL

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2021 (CONTINUED)**

The objects of the Club are those of Swim England and in particular to:

1. Promote the teaching, development and practice of swimming, open water swimming, life saving and to stimulate Masters competition in all disciplines of the sport for its members.
2. Raise public awareness of the sport and stimulate public opinion in favour of providing proper accommodation and facilities.
3. Promote uniformity of rules for the control and regulation of swimming, life saving and the management of all competitions hereunder.
4. Enforce observance of the laws of Swim England.
5. Provide instruction in life saving, artificial resuscitation and the use of life saving apparatus.

#### **Reserves and investment policy**

The financial reserves that we have set aside provide financial stability and the means for the development of our objectives, as above.

The committee regularly reviews the amount of funds that the Club requires to ensure that they are adequate to fulfil the Club's continuing obligations.

The Club's income reserves held at 31 August 2021 amounted to £74,298 (including stock of £1,500). Income reserves excluding stock amounted to £72,798. The reserves remain adequate to fulfil the clubs continuing obligations, specifically:-

**Dissolution of the Dover Life Guard Club** - The reserves contain a prudent sum set aside to ensure the Club can discharge its debts and liabilities and engage the necessary professional assistance to ensure the winding up of the club is undertaken effectively and in line with the laws and regulations regulating the dissolution of a charity.

**Retention of the SwimMark Accreditation** - The criteria for maintaining this accreditation is continually evolving to assist clubs like DLGC in club management and the development of effective and professional working practices. In particular there is a focus on the training of volunteers including a programme of continual refresher training.

**Deficit Funding** - Within the reserves a prudent sum provides a contingency fund to help absorb the peaks and troughs of financial pressures within the operational activities of the Club.

**Other Contingencies** - A prudent sum within the reserves provides for any larger/exceptional costs outside of the normal operational workings and/or budgeting/forecasting processes of the Club.

The Club invests its surplus funds so as to earn the maximum return with the minimum of risk.

**Trustees** – The Trustees are elected at the General Meeting of the Club and must be nominated by the Executive Committee or any member.

## **DOVER LIFE GUARD CLUB**

### **ANNUAL REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2021 (CONTINUED)**

#### **Progress during the year**

Dover Life Guard Club has continued to operate as normally as possible, when legally allowed to do so, in order to maximise the amount of swimming time our members could have. Due to the hard work of the Executive Committee and our Club volunteers we created a new normality, balancing the health of our individual members with the financial implications of our decisions. We are now looking to move the club forward as we come out of restrictions, with new members wanting to join the club, a variety of competitions available for all our swimmers and getting back to hosting galas at our pool.

We are financially sound. Overall, the club is in a healthy position.

#### **Statement of the committee's responsibilities**

The committee is required to prepare annual financial statements and in preparing these financial statements, the committee is required to

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Club will continue.

The committee is responsible for keeping proper accounting records. It is also responsible for safeguarding the assets of the Club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The committee confirm that the financial statements have been prepared in accordance with the Charities Act 2011, Charities Statement of Recommended Practice (FRS 102) and the governing instrument.

ON BEHALF OF THE EXECUTIVE COMMITTEE

K Curtis - Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE EXECUTIVE COMMITTEE OF  
DOVER LIFE GUARD CLUB**

I report to the Executive Committee on my examination of the financial statements of the Dover Life Guard Club (the Club) for the year ended 31 August 2021, which are set out on pages 5 to 11.

**Responsibilities and basis of report**

As the Executive Committee of the Club you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Club's financial statements carried out under section 145 of the Charities Act 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

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:

1. accounting records were not kept in respect of the Club as required by section 130 of the Act; or
2. the financial statements do not accord with those records.
3. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting charities (applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and republic of Ireland (FRS 102)).

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

I D Pascall FCA  
Chartered Accountant  
McCabe Ford Williams  
Charlton House  
Dour Street  
DOVER  
Kent  
CT16 1BL

Date: 29 November 2021

# DOVER LIFE GUARD CLUB

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2021

|                                                          | Notes | Unrestricted<br>Funds<br>2021<br>£ | Restricted<br>Funds<br>2021<br>£ | Total<br>Funds<br>2021<br>£ | Total<br>Funds<br>2020<br>£ |
|----------------------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| <b>Incoming Resources</b>                                |       |                                    |                                  |                             |                             |
| Incoming resources from swimming activities              | 3     | 28,346                             | -                                | 28,346                      | 80,097                      |
| Incoming resources from activities for generating funds  | 4     | 709                                | -                                | 709                         | 2,971                       |
| Investment income                                        | 5     | 421                                | -                                | 421                         | 194                         |
| <b>Total incoming resources</b>                          |       | <b>29,476</b>                      | <b>-</b>                         | <b>29,476</b>               | <b>83,262</b>               |
| Less cost of generating funds                            | 6     | 1,354                              | -                                | 1,354                       | 5,949                       |
| <b>Net incoming resources for charitable application</b> |       | <b>28,122</b>                      | <b>-</b>                         | <b>28,122</b>               | <b>77,313</b>               |
| <b>CHARITABLE EXPENDITURE</b>                            |       |                                    |                                  |                             |                             |
| Cost of swimming activities                              | 7     | 31,958                             | -                                | 31,958                      | 75,925                      |
| Managing and administering the charity                   | 8     | 8,661                              | -                                | 8,661                       | 10,260                      |
| Total charitable resources expended                      |       | 40,619                             | -                                | 40,619                      | 86,185                      |
| <b>TOTAL RESOURCES EXPENDED</b>                          |       | <b>41,973</b>                      | <b>-</b>                         | <b>41,973</b>               | <b>92,134</b>               |
| <b>Net deficit for the year</b>                          |       | <b>(12,497)</b>                    | <b>-</b>                         | <b>(12,497)</b>             | <b>(8,872)</b>              |
| Total funds brought forward                              |       | 90,596                             | -                                | 90,596                      | 99,468                      |
| <b>Total funds carried forward</b>                       |       | <b>78,099</b>                      | <b>-</b>                         | <b>78,099</b>               | <b>90,596</b>               |

The notes form part of these financial statements

**DOVER LIFE GUARD CLUB**  
**BALANCE SHEET AS AT 31 AUGUST 2021**

|                               | Notes | £             | 2021<br>£     | £             | 2020<br>£      |
|-------------------------------|-------|---------------|---------------|---------------|----------------|
| <b>FIXED ASSETS</b>           |       |               |               |               |                |
| Tangible fixed assets         | 10    |               | 14,893        |               | 15,843         |
| <b>CURRENT ASSETS</b>         |       |               |               |               |                |
| National Savings income bonds |       | 7,000         |               | 7,000         |                |
| Stock                         | 11    | 1,500         |               | 1,100         |                |
| Cash at bank                  |       | 66,728        |               | 79,465        |                |
| Prepayment                    |       | -             |               | 80            |                |
|                               |       | <u>75,228</u> |               | <u>87,645</u> |                |
| <b>CURRENT LIABILITIES</b>    |       |               |               |               |                |
| Accruals                      |       | 930           |               | 1,800         |                |
|                               |       | <u>930</u>    |               | <u>1,800</u>  |                |
| <b>NET CURRENT ASSETS</b>     |       |               |               |               |                |
|                               |       |               | 74,298        |               | 85,845         |
| <b>NET ASSETS</b>             |       |               |               |               |                |
|                               |       |               | <u>89,191</u> |               | <u>101,688</u> |
| <b>FUNDS</b>                  |       |               |               |               |                |
| Unrestricted funds: General   |       |               | 78,099        |               | 90,596         |
| Restricted                    |       |               | -             |               | -              |
|                               |       |               | <u>78,099</u> |               | <u>90,596</u>  |
| Revaluation reserve           |       |               | 11,092        |               | 11,092         |
|                               |       |               | <u>89,191</u> |               | <u>101,688</u> |

These financial statements were approved on behalf of the Executive Committee on 25 November 2021.

K Curtis – Treasurer

The notes form part of these financial statements

## DOVER LIFE GUARD CLUB

### NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2021

#### 1. STATUTORY INFORMATION

The Dover Life Guard Club is an unincorporated charity registered in England. The charity's registered number, principal address and nature of operations can be found in the Executive Committee Report.

#### 2. ACCOUNTING POLICIES

##### 2.1 Basis of Accounting

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 2020)', the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

The financial statements are presented in sterling which is the functional currency of the charity.

##### 2.2 Income

Income is recognised when received. No amounts are included in the financial statements for services donated by volunteers.

##### 2.3 Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value over their expected useful lives as follows:

Equipment: 10% - 33% on cost

Trophies are valued at their insured values.

##### 2.4 Taxation

No provision is made in the financial statements for taxation, as the Committee is of the opinion that all the Club's activities are of a charitable nature and therefore outside the scope of taxation.

##### 2.5 Stock

Stock is valued at the lower of cost and net realisable value.

##### 2.6 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Committee.

Restricted funds can only be used for particular restricted purposes within the objects of the charity.

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2021

### 3. INCOMING RESOURCES FROM SWIMMING ACTIVITIES

|                                          | Unrestricted<br>Funds<br>2021<br>£ | Unrestricted<br>Funds<br>2020<br>£ |
|------------------------------------------|------------------------------------|------------------------------------|
| Subscriptions                            | 7,338                              | 10,894                             |
| Training, coaching and income from Galas | 21,008                             | 57,091                             |
| Income from internal Galas               | -                                  | 5,069                              |
| Sundry income                            | -                                  | 3                                  |
| Badges and engraving                     | -                                  | 93                                 |
| Open Water (Regatta)                     | -                                  | 461                                |
| Gift Aid claimed on subscriptions        | -                                  | 6,486                              |
|                                          | <u>28,346</u>                      | <u>80,097</u>                      |

### 4. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

|                | Unrestricted<br>Funds<br>2021<br>£ | Total<br>Funds<br>2020<br>£ |
|----------------|------------------------------------|-----------------------------|
| Trading income | 471                                | 399                         |
| Fund raising   | 238                                | 2,572                       |
|                | <u>709</u>                         | <u>2,971</u>                |

### 5. INVESTMENT INCOME

|                      | Unrestricted<br>Funds<br>2021<br>£ | Unrestricted<br>Funds<br>2020<br>£ |
|----------------------|------------------------------------|------------------------------------|
| Bank interest        | 396                                | 28                                 |
| Income bond interest | 25                                 | 81                                 |
| HMRC interest        | -                                  | 85                                 |
|                      | <u>421</u>                         | <u>194</u>                         |

### 6. COST OF GENERATING FUNDS

|                                     | Unrestricted<br>Funds<br>2021<br>£ | Unrestricted<br>Funds<br>2020<br>£ |
|-------------------------------------|------------------------------------|------------------------------------|
| Trading expenditure (Note 9)        | 1,354                              | 2,876                              |
| Fund raising                        | -                                  | 1,452                              |
| Badges, books, awards and engraving | -                                  | 1,621                              |
|                                     | <u>1,354</u>                       | <u>5,949</u>                       |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2021

### 7. COST OF SWIMMING ACTIVITIES

|                               | Unrestricted<br>Funds<br>2021<br>£ | Total<br>Funds<br>2020<br>£ |
|-------------------------------|------------------------------------|-----------------------------|
| Pool hire                     | 16,815                             | 35,345                      |
| Transport and accommodation   | 425                                | 3,312                       |
| Staff/coach payments          | 10,359                             | 15,305                      |
| Training camps                | -                                  | 90                          |
| Courses, exams and entry fees | 2,897                              | 3,038                       |
| Gala expenses                 | 1,462                              | 18,835                      |
|                               | <u>31,958</u>                      | <u>75,925</u>               |

### 8. MANAGING AND ADMINISTERING THE CHARITY

|                                    | Unrestricted<br>Funds<br>2021<br>£ | Unrestricted<br>Funds<br>2020<br>£ |
|------------------------------------|------------------------------------|------------------------------------|
| Subscriptions and affiliation fees | 3,993                              | 5,812                              |
| Independent examiner's fee         | 960                                | 960                                |
| Bank charges                       | 78                                 | 177                                |
|                                    | <u>5,031</u>                       | <u>6,949</u>                       |
| <b>Establishment expenses</b>      |                                    |                                    |
| Insurance                          | 580                                | 399                                |
| <br><b>Running expenses</b>        |                                    |                                    |
| Printing and stationery            | 1,087                              | 438                                |
| Depreciation                       | 950                                | 1,084                              |
| Sundry expenses                    | 1,013                              | 1,390                              |
|                                    | <u>3,050</u>                       | <u>2,912</u>                       |
|                                    | <u>8,661</u>                       | <u>10,260</u>                      |

# DOVER LIFE GUARD CLUB

## NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2021

### 9. TRADING EXPENDITURE

|                               | Unrestricted<br>Funds<br>2021<br>£ | Unrestricted<br>Funds<br>2020<br>£ |
|-------------------------------|------------------------------------|------------------------------------|
| Stock at 1 September 2020     | 600                                | 350                                |
| Purchases                     | 1,754                              | 3,126                              |
|                               | <u>2,354</u>                       | <u>3,476</u>                       |
| Less: Stock at 31 August 2021 | (1,000)                            | (600)                              |
|                               | <u>1,354</u>                       | <u>2,876</u>                       |

The above purchases figure includes the cost of items that are not for resale.

### 10. TANGIBLE FIXED ASSETS

|                                           | Trophies<br>£ | Equipment<br>£ | Total<br>£ |
|-------------------------------------------|---------------|----------------|------------|
| <b>Cost or valuation</b>                  |               |                |            |
| At 1 September 2020<br>and 31 August 2021 | 12,538        | 27,323         | 39,861     |
| <b>Depreciation</b>                       |               |                |            |
| At 1 September 2020                       | -             | 24,018         | 24,018     |
| Charge for the year                       | -             | 950            | 950        |
| At 31 August 2021                         | -             | 24,968         | 24,968     |
| <b>Net Book Value</b>                     |               |                |            |
| At 31 August 2021                         | 12,538        | 2,355          | 14,893     |
| At 31 August 2020                         | 12,538        | 3,305          | 15,843     |

Had the assets not been revalued they would have been shown at the following cost:

|          |               |
|----------|---------------|
| Trophies | <u>£1,446</u> |
|----------|---------------|

**DOVER LIFE GUARD CLUB**

**NOTES TO THE FINANCIAL STATEMENTS AS AT 31 AUGUST 2021**

**11. STOCK**

|          | <b>2021</b>  | <b>2020</b>  |
|----------|--------------|--------------|
|          | <b>£</b>     | <b>£</b>     |
| Badges   | 500          | 500          |
| Swimshop | 1,000        | 600          |
|          | <u>1,500</u> | <u>1,100</u> |

12. None of the committee members or trustees, nor any person connected with them, received any remuneration during the year. No expenses were paid to the committee members or trustees.
13. There were no reportable related party transactions for the year ended 31 August 2021.