



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	January	2024	To	31	December	2024

Section A Reference and administration details

Charity name	Kent Schools Athletic Assossiation		
Other names charity is known by			
Registered charity number (if any)	274121		
Charity's principal address	1 The Hawthorns, Talbot Road		
	Hawkhurst		
	Cranbrook		
	Postcode	TN18 4LW	

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Geoff Snell		Full year	KSAA Committee
2	Lynda Lenton		Full year	KSAA Committee
3				
4				
5				
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15				
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17				
18				
19				
20				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by the committee.

Additional governance issues (Optional information)

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

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

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Section C Objectives and activities

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

The aim of the Kent Schools' Athletic Association is the advancement of athletics through the provision of Track and Field and Cross-Country competition on an annual basis among the children attending schools within the administrative areas in Kent, Bromley, Bexley and Medway.

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

KSAA oversees at district level (13 areas) and organises and administers at county level, athletic and cross country competition for all schools in the county. It promotes athletics and cross country working in close liaison with the various athletic clubs. We organise a variety of county championships and run Kent schools teams at junior, intermediate and senior level at inter county and national.

Additional details of objectives and activities (Optional information)

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

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

Summary of the main achievements of the charity during the year



KSAA XC – 20th January – Dartford:

- **Venue:** Everything fitted in very well – much better being away from the track area. District Managers were happy and there were no complaints about parking. Dartford Council were also happy about the way things were set up and run. The shorter race distances gave us a bit more time between races than previously. Thanks were given to Julie G for generating goggle forms for registration.
- **Finish area** was very hectic at times – chip timing may be a consideration for the future.
- **Kent tent** could do with being moved more onto the field area for easier access for Inter-County registration. There was also a large queue for IC registration at the end of the day – but Ken has a strategy in place to avoid this next year.
- **Official's refreshments / Results** – the generator did not produce enough power to run the computer for results and to heat the water for hot drinks for the officials. Officials in the top field did not get down for any refreshments, so this needs to be re-considered for next year.
- **Thanks:** Huge thanks go to Paul and Angela for organising the event as a whole -it is a massive undertaking. Regarding Angela's role, there are many different aspects and perhaps it is time to spread the burden and think about what parts could be undertaken by others. Thanks also go to Gary Jones for bringing the tables, Julie G for generating goggle forms for registration and to Brian for co-ordinating entries, producing results and to everyone else who helped officiate etc.

Actions: None at present.

Inter-Counties – 3rd February - Ardingly:

- **Teams:** JG – team 4th place (Sophie Richmond won the race). JB – team 1st place (Freddie Gibson claimed an individual medal). IG – team 5th place (a lot of illness, so a few runners were missing). IB – team 3rd place (Joe Scaines won the race). SG – team 2nd place. SB – team 4th place (Noah Patterson claimed an individual medal).

Yr. 7/8 Inter-Counties - 23rd March – Hampshire:

ESAA Schools Cup:

- **First round** has already taken place; regional rounds are on the 18th/19th May. Anyone available to help with officiating, please let Gary know.

KSAA T & F – 8th June – Medway Park:

6.1 General Organisation: Entries are in – just some admin issues to sort; Iain to send steeplechase entries to Brian. Brian to send entry list to Julie G later this week. **Car Parking:** Park in the field beyond the gate (War games event starting at 11 in the centre). **Small Hall** available if we need it. **Licence:** applied for.

Registration: Outside if not raining, use the Kent tent for this and Kent table (Angela will collect the Tent from Pheonix). Ken will bring a small tent in case it is needed. **Entry Fee:** £5 on the day (some schools may wish to bulk pay for their athletes beforehand). **Numbers:** Ordered by Iain, more wristbands needed to supplement amount we already have. Paul to be asked to put Dartford numbers to one side so that they can be given to DM – this will avoid large queues at registration. **Photo-Finish:** Luke is providing this. **Scoreboards:** John Bancroft has been contacted. **EDM/Clocks/ 1 Wind Gauge etc:** Ken to ask Bob for these. **First Aid:** Booked. **Medals:** Angela has these. **Catering for Officials:** Steph will do this and purchase bottled water. **Urn** is available and Ken will purchase tea/coffee/sugar. Officials to bring own cups. Refreshments to be in the M & M hut on trackside.

6.2 Timetable: Programme: will be available online. **Timetable:** Brian will do a draft this week and send a list of entries and officials to Tim. Request that the U17 HJ and TJ timings do not clash.

6.3 Officials/KSAA/ Helper Roles: Ken has a list of officials (send to Julie R).

Track Ref: Julie R. **Field Ref:** Tim. **Equipment:** Geoff. **Timekeeping:** John.

Results: Brian, Lynda and Peter. **Registration:** Di (Chief), Steph (registration fees), Julie G, Angela, Katrina, Iain. **Kent Table:** Joe, Luca, Hilary, Sophie, Rebecca (will arrive later). **Helpers:** Iain will use facebook to ask for ex senior athletes for help, Joe will ask Jack Goss. **Track Team:** Steve Hesketh is sorting this. Liz and Paul not available for this event.

6.4 AOB: Starting Blocks: As per ESAA rules – Seniors in all rounds, Juniors and Inters only in finals. **Steeplechase** is up to Senior level.

Inter-Counties – 15th June - Middlesex:

ESAA T&F – 12th/13th July – Birmingham:

7.1 TMs: Discussion around Team Leader having to be a teacher (as per ESAA Handbook 2024, Rule 10 (pg. 39) as the wording is a little ambiguous. Geoff to contact the Officers for clarification and to then circulate the answer. Possibly Joe and Gary could have joint responsibility for team leader. Agreed to send 9TMs, who will be Joe, Gary, Steph, Julie G, Di, Rebecca, Sam Stubbs, Laura Garron and Ethan Akari.

Geoff, Iain and Ken will be at the championship, but in ESAA roles.

7.2 Budget: Costings of travel, accommodation etc were discussed. The meeting agreed an amount of £185 per athlete with the proviso that should costs increase a little more, that Ken and Steph would be able to increase the amount to £190. Any hardship cases would be considered for assistance (Paul Nash has kindly agreed to cover hardship costs when Di visited him).

7.3 Travel: Coach is booked (cost around £4,000); Ken to email Gary for details of the coach; Pick up point to be Dartford FC ground if they agree (Paul to check if this is ok).

7.4 Kit: Kit is all ordered (£7,500) – prices have increased considerably again – new style jacket, although very similar to the previous design. Kit is currently with Paul Nash. Newly selected athletes will get kit first – we are not selling any

replacement kit until new team members have had theirs. Stella would like to support the team again with another item, such as hats/bags/something else – the decision has been left to us. Ken, Julie R and Steph to be kept informed of developments. Di has thanked Stella for the hats she donated to the team for the ESAA XC this year.

Team Meeting: Provisionally arranged for Monday July 8th at Hillview School, 6.30 p.m. start – Ken will ask if this is ok and confirm. Di will liaise with Angela as she will be away).

- A good championship – everything seemed to go smoothly, good hotel. The team managers were given a large vote of thanks for their hard work over the championships. The new kit jackets looked very smart. Steph will collate and circulate a breakdown of our finances from the championships. No athlete asked for financial help this year.

Section E

Financial review

Brief statement of the charity's policy on reserves

Any reserves are held to cover any shortfall of the cost of running events. It is also used to help cover the cost of any hardship cases where participants cannot afford to take part.

Details of any funds materially in deficit

Further financial review details (Optional information)

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

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

Finances differ slightly to the previous year. The Charity made a loss for the 2024 period. Mainly due to two large expenses. An additional coach hire that was not recouped until March 2025 and a £1000 payment for ties which is something that only happens every few years and will be recouped gradually as they are sold. Our usual aim is to run at cost.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>G. Snell</i>	<i>L. Lenton</i>
Full name(s)	Geoff Snell	Lynda Lenton
Position (eg Secretary, Chair, etc)	Hon Life Member	Hon Life Member
Date	31.10.25	

Section A Receipts and payments

A1 Receipts

Affiliation membership fee

Event cost for participant

Sale of kit

Donation

Interest

Sponsorship

Sub total(Gross income for AR)

A2 Asset and investment sales, (see table).

Sub total

Total receipts

A3 Payments

Competition fees

Hire of event equipment or services

Purchase of kit and equipment

Membership affiliation

Reimbursement of volunteer costs

Refund

Sub total

A4 Asset and investment purchases, (see table)

Sub total

Total payments

Net of receipts/(payments)

A5 Transfers between funds

A6 Cash funds last year end

Cash funds this year end

Section B Statement of assets and liabilities at the end of the period

Categories

B1 Cash funds

B2 Other monetary assets

B3 Investment assets

B4 Assets retained for the charity's own use


B5 Liabilities


Signed by one or two trustees on behalf of all the trustees

Kent Schools Athletic Assosiation

Receipts and payments accounts
For the period from

01.01.2024

Unrestricted funds
to the nearest 

Restricted funds
to the nearest 

	1750	-
	25515	-
	3698	-
-		-
	68	-
	662	-
-		-
-		-
	31693	-
-		-
-		-
-		-
	31693	-
	14970	-
	11828	-
	7318	-
	300	-
	955	-
	175	-
-		-
-		-
-		-
	35546	-
-		-
-		-
-		-
	35546	-
	-3853	-
-		-
	17027	-
	13174	-

Details

Bank balance - Current and reserve account

Total cash funds
(agree balances with receipts and payments account(s))

Details
Savings bond

Details

Details

Details




Signature
G.Snell
L.Lenton

274121


CC16a

To

31.12.2024

Endowment funds
to the nearest Total funds
to the nearest Last year
to the nearest 

-	1750	1670
-	25515	27186
-	3698	2756
-	-	1500
-	68	90
-	662	640
-	-	-
-	-	-
-	31693	33842
-	-	-
-	-	-
-	-	-
-	31693	33842
-	-	-
-	-	-
-	-	-
-	14970	10878
-	11828	11172
-	7318	5374
-	300	144
-	955	539
-	175	422
-	-	-
-	-	-
-	-	-
-	35546	28529
-	-	-
-	-	-
-	-	-
-	35546	28529
-	-3853	5313
-	-	-
-	17027	11714
-	13174	17027

Unrestricted funds
to nearest 

13174

-

-

13174

OK

Unrestricted funds
to nearest 

10000

-


-

-

-

-

Fund to which asset belongs

Restricted funds
to nearest 


-

-

-

-

OK

Restricted funds
to nearest 

-

-

-

-

-

Cost (optional)

-

-

-

-

-

Fund to which asset belongs

Cost (optional)

-

-

-

-

-

-

-

-

Fund to which liability relates

Amount due (optional)

-

-

-

-

-

Endowment funds
to nearest 


-

-

-

-

OK

Endowment funds
to nearest 

-

-

-

-

-

Current value (optional)

-

-

-

-

-

Current value (optional)

-

-

-

-

-

-

-

When due (optional)

Print Name
Geoff Snell
Lynda Lenton

Date of approval
19.10.2025
19.10.2025



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Kent Schools Athletic Association

On accounts for the year
ended

31.12.2024

Charity no
(if any)

274121

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2024**.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent
examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

30/10/2025

Name:

Alison Newman

Relevant professional
qualification(s) or body
(if any):

The Association of Chartered Certified Accountants

Address:

10 Home Farm Close

Leigh

TN11 8SB

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.