



Meapa Gymnastics Club

Chairman report 2023

Reflections on the past year

Due the absence of the Chair I as deputy I have taken on several the chairman's responsibilities in the interim of electing a new chair.

We have had another record-breaking year we have been able to once again expand our general gymnastics programme adding in more classes and well as increasing our waiting list to near 800 members.

Having fully settled into the new venue the focus turned to the Gravesend venue. The Gravesend venue which the club has run out of for the last 25 years was in dire need of improvement. The renovation put focus on making the facility more fit for purpose. While using some footprint we have increased the number of facilities in the club while a larger and more welcoming parents waiting area.

Executive Committee

I would like to thank all the members of the committee for their continued hard work. This year they have moved the club on leaps and bounds not only with the refurbishment of Gravesend but in terms of HR and policies, a new website, new staff handbook all increasing the professionalism of the club.

The Meapa committee operates with a mixture of staff and volunteers, but the work of the committee is unpaid for everyone which is a significant contribution to the club and our members.

Unfortunately, Steve having to suddenly resign from the committee due to external circumstances highlights some issues with our clubs constitution and the structure of the committee. This has given the club a great opportunity to review both the club constitution and the structure of the committee. We have

been working with the charities commission, British gymnastics, our solicitor as well as consulting with parents as to the best way to shape the club and move forwards with a more fit for purpose constitution. As well as expanding the committee to deal with the larger demands of the club.

Club welfare

As a club one of our biggest responsibilities is the welfare of our gymnasts. There is growing pressure in society on these issues, and we are starting to see more of these issues find their way into the gym. Working with British gymnastics we have restructured the welfare team in an effort to make it more independent from the club. Our coaching and welfare team have been proactive throughout this year, with us being one of the first clubs to sign up with working with parents in sports. Something that British gymnastics has now adopted. Working with parents in sports helps support the gymnasts parents support them on their journey and we have had so far had two really positive workshops. The welfare team have also established a calm corner to give the gymnasts somewhere to go when they need space. As well as an anonymous suggestion box to give the gymnast a chance to have their say. We have received some excellent suggestions and have been able to implement them.

Business Update

Meapa's membership and revenue is greater than ever, and we continue to grow. Our costs have increased to support this, but we are maintaining a watchful eye on cashflow to ensure that our business is sustainable, offering the most cost-effective membership options possible without putting our future at risk.

The club continues to meet its objective to run as efficiently as possible as a non-profit organisation. We continue to apply any surplus revenue to improve the club and members' facilities. This year saw what our last large expenditure (over 100k) for the next few years. As both venues are now fully refurbished to an excellent standard. Maintenance will be done on a more regular basis to maintain the current standards. Although we were not able to put a large amount into our savings we are now in the position that we are running profitably again following a few years of heavy investment and the covid pandemic. I am extremely proud to say that through the consciences management at the club we have managed to keep session fees the same for the last two years.

The club also invested heavily in coach education for this year with the club investing £3600 in coaching courses alone. We are really pleased to have had so many level ones and two pass their coaching qualifications this year which is a great addition to our GFA programme. We have also seen two level 4 and one level 5 qualifications achieved in our WA coaches.

We took the decision to take on an external HR company. This has allowed us to have independent advice and has been instrumental in the making of the new staff handbook that we have been updating. As well as updating a large amount of club policies all of which can be found on the club website.

Another big step forward was the new club website which is now live. The website is much cleaner and more functional allowing members a much easier sign-up process.

Looking Ahead

The club is now in a fantastic place, not only do we have two amazing facilities, but we also have a large number of highly qualified coaches. Which should allow us to go from strength to strength. Although we will no longer see as much growth as previous years with our capacity fuller. This stability will allow us to focus on improving the core offering and the processes and procedures behind the scenes.

We have been trialing Spond which we are now looking to roll out across all aspects of the club in the coming year. This should make a vast improvement to the clubs' communication overall and hopefully streamline the communication for parents.

We are also looking to finally switch over to Love admin 2. This should be a massive upgrade in the club's admin system hopefully streamlining processes saving the club time and money.

Following the review of our constitution and with the larger committee we are looking at the options of developing sub committees to improve areas such as fundraising and communication. Which we are aware need improvement.

In Closing

Thank you again to the amazing Meapa team of coaches, committee, support staff, volunteers, fund raisers and business partners.

We have had an extraordinary year of gymnastic achievement and business growth.

Thank you to all our gymnasts for their dedication and hard work and to those who have supported them in their journeys.

I'm looking forward to another successful year at the club. Where we strive to improve performance and our offering.

Deputy Chairman of the executive committee: Meapa Gymnastics Club

Signed:



Jonathan Sumner

Address: Medway Valley Park, Unit B5-B6, Saxon Place, Rochester, ME2 2NW Tel: 01474 333 299

Website: themeapa.com

Reg Charity: 286732



Treasurer Report AGM 22/11/23

The Accounts for 2021/22 have been prepared by Sindy Baker.

The Accounts are being independently assessed by A4G Amherst Limited prior to submission to the Charities Commission.

Significant Purchases:

- Meapa Gravesend; refurbishment and refit of new changing rooms, reception, kitchen, and fully encapsulated mezzanine viewing area. Plus, gym floor extended out and gym fully recarpeted. New fire alarm system and security system fitted, external fencing repaired, and car park resurfaced and re lined.

Works carried out from August 2022 to October 2022.

Total refurb costs £157,450.

Pics of the rip out, refit / refurb are attached.

This was all funded with no additional borrowing by the Meapa. This is a huge achievement!

Income:

Income has increased by 79.98% to the prior year. This is due to resuming classes following Covid with an increase in classes at both sites along with third party rentals.

We have a dance school, several local schools and cheerleading taking place at both sites during the evenings and when the sites aren't in use for gymnastics.

We have managed to all of this without an increment to members fees.

Expenditure:

The main expenditure during year ending August 2022 was limited to the general running of the two facilities, ie staff, rent, gas, water and electricity due to concentrating on saving funds for affordability for the refit/refurbishment of Gravesend.

Employment:

BrightPay Payroll software is used for monthly payroll submissions this is linked directly with HMRC.

In March 2023 it was decided that due to the growth of the club an external HR company was required. Croner were brought on board which has enabled the Meapa to support our coaching team with an Employment Assistance Programme.

As part of this external investment, we have been able to now roll out the new Bright HR system to allow employees to book and monitor their holiday entitlement online.

Along with this we have been able to introduce a new online expense claim system (POP) and have been trialling a new online clock in / out system (BLIP).

We currently have 19 members of staff on the payroll, which remains the same as the prior AGM. So have maintained staff levels. We have invested heavily in training; this is to improve coaching at all levels for both venues and accommodate new classes. All employees have been offered to join a Pension plan to coincide with the Auto Enrolment staging date and requirements.

We have 5 other members of self-employed staff who coach/work elsewhere as well as the Meapa, and 18 others who are either trainees or work elsewhere or who work voluntarily and claim expenses.

Balances:

All current invoices received to date have been paid. The current bank account balances at 21/11/23 are £62,068.50.

Summary:

Despite the COVID pandemic the Meapa have returned with strong numbers going into 2022 and 2023 and are keen to continue offering a high standard of gymnastics to our members and enable as many children as possible be able to enjoy the sport.

The Meapa cash flow forecast for the coming year shows, with its current member level and income expectations, sustainability.

Treasurer Position

I have been Treasurer for The Meapa since 10/10/2016 when voted in by the EMC. I am a qualified bookkeeper with the Institute of Certified Bookkeepers and have been since 1998 running my own successful book-keeping practice.

I have moved the accounts over on to Sage Line 50 Accounting Software and BrightPay payroll and work alongside the accountants A4G Amherst Limited to audit the accounts annually prior to submission.

Signed:



Sindy Baker

Treasurer for Meapa Gymnastic Club.

Date: 20/12/2023

Time: 09:03:54

The Meapa
Period Trial Balance

Page: 1

To Period: Month 12, August 2022

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0010	Property	400,000.00	
0011	Property Depreciation		400,000.00
0012	Property Improvements	40,163.60	
0013	Property Improvements Depreciation		4,410.73
0030	Equipment	49,407.86	
0031	Equipment Depreciation		35,217.34
0040	Furniture and Fixtures	1,925.00	
0041	Furniture/Fixture Depreciation		320.83
1100	Debtors Control Account	3,703.00	
1103	Prepayments	76,180.09	
1201	Business Current - 72102373 - 60-09-10	8,718.66	
1211	Business Fundraising Account - 72102381	71,765.06	
1221	Business Reserve Account - 72102403-	19.17	
2100	Creditors Control Account		2,419.56
2109	Accruals		5,280.00
2210	P.A.Y.E.		6,977.36
2230	Pension Fund		1,403.80
2299	Intercompany Loan Account - Meapa Ltd	364,266.55	
2300	Loans		11,566.00
3200	Funds		657,191.78
4000	Donations Received		420.61
4002	Fees / Memberships		769,199.80
4003	Sale of Merchandise		20,222.77
4500	Fund Generation - Fund Raising		3,220.93
4800	Other Income		590.22
4901	Gym Hire		96,147.75
6100	Fund Raising Expenses	7,630.70	
7000	Rent	216,163.88	
7002	Water Rates	204.44	
7003	General Rates	9,541.80	
7103	Premises Service Charges	8,266.66	
7104	Premises Insurance	6,492.91	
7105	Electricity	10,400.74	
7106	Gas	7,366.94	
7200	Travelling	4,216.55	
7202	Hotels	2,088.60	
7206	Subsistence	149.65	
7300	Printing	656.46	
7301	Postage and Carriage	821.67	
7302	Office Stationery	1,357.55	
7350	Telephone / Broadband	1,638.61	
7351	Internet / Web	2,973.95	
7352	Computer and Software	605.06	
7397	Staff Clothing	2,623.75	
7398	Merchandise	28,654.75	
7399	General Equipment	3,942.10	
7400	Gym Equipment	8,158.72	
7401	Equipment Hire	35,785.32	
7402	Equipment Repairs & Maintenance	598.79	
7450	Competitions / Trials	6,595.00	
7499	Premises Security	2,217.43	
7500	Health & Safety	974.86	

Date: 20/12/2023
Time: 09:03:54

The Meapa
Period Trial Balance

Page: 2

To Period: Month 12, August 2022

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
7501	Cleaning	10,560.63	
7503	Premises Expenses	2,318.79	
7603	DBS Coach Checks	736.00	
7604	BG Insurance & Membership Fees	36,327.90	
7605	Other Membership/Affiliation Fees	286.00	
7606	Sundry Expenses	837.16	
7700	Bank Interest Paid		21.66
7701	Bank Charges	315.25	
7702	Card Charges	599.68	
7800	Gross Wages	342,696.73	
7803	General Manager Fees	21,980.00	
7804	Coaching Fees	82,661.31	
7805	Finance / Admin Fees	3,698.63	
7806	Employers NI	20,847.09	
7807	Employers Pensions	5,699.72	
7809	Coaches Training / Courses	7,788.35	
7810	SMP Reclaimed		3,172.36
7900	Legal Fees	1,000.00	
7902	Accountancy Fees	2,720.00	
7904	Professional Fees	273.80	
8002	Furniture/Fitting Depreciation	320.83	
8004	Equipment Depreciation	7,951.94	
8005	Property Improvement Depreciation	81,887.81	
Totals:		<u><u>2,017,783.50</u></u>	<u><u>2,017,783.50</u></u>

Date: 20/12/2023
Time: 09:04:13

The Meapa
Profit and Loss

Page: 1

From: Month 12, August 2022
To: Month 12, August 2022

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Sales			
Donations	23.40	420.61	
Fees / Memberships	55,556.75	789,422.57	
Fund Generation - Fund Raising	1,480.00	3,220.93	
Other Income	0.00	590.22	
Gym Hire	6,023.00	96,147.75	
Bank Interest Paid	4.57	21.66	
	63,087.72		889,823.74
Purchases			
	0.00		0.00
Direct Expenses			
Cost of Fund Generation - Fund Raising	209.87	7,630.70	
	209.87		7,630.70
Gross Profit/(Loss):	<u>62,877.85</u>		<u>882,193.04</u>
Overheads			
Support Costs - Rent and Rates	(16,758.83)	225,910.12	
Support Costs - Service Charge & Insurance	(2,179.13)	14,759.57	
Support Costs - Heat, Light and Power	333.25	17,767.68	
Support Costs - Travelling Expenses	0.00	6,454.80	
Support Costs - Printing and Stationery	247.31	2,835.68	
Support Costs - Telephone and Computer	487.36	5,217.62	
Support Costs - Competition / Trials	296.00	6,595.00	
Support Costs - Staff Clothing	0.00	2,623.75	
Support Costs - Merchandise	982.76	28,654.75	
Support Costs - Equipment	637.18	12,100.82	
Support Costs - Equipment Hire and Rental	35,371.32	35,785.32	
Support Costs - Equipment Repairs &	0.00	598.79	
Support Costs - Security & Maintenance	688.73	16,071.71	
Support Costs - Coaching DBS Checks	0.00	736.00	
Support Costs - BG Insurance & Membership	268.00	36,327.90	
Support Costs - Other Membership/Affiliation	0.00	286.00	
Support Costs - General Expenses	49.22	837.16	
Management & Admin - Bank Charges and	136.71	914.93	
Management & Admin - Gross Wages	47,350.56	482,199.47	
Management & Admin - Professional Fees	2,280.00	3,993.80	
Management & Admin - Depreciation	90,160.58	90,160.58	
	160,351.02		990,831.45
Net Profit/(Loss):	<u>(97,473.17)</u>		<u>(108,638.41)</u>

Date: 20/12/2023
Time: 09:04:29

The Meapa
Balance Sheet

Page: 1

From: Month 12, August 2022
To: Month 12, August 2022

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Property	(63,458.21)	35,752.87	
Equipment	(7,721.95)	14,190.52	
Furniture and Fixtures	(320.83)	1,604.17	
	(71,500.99)		51,547.56
Current Assets			
Debtors	877.00	3,703.00	
Prepayments	75,696.09	76,180.09	
Fundraising A/c	(0.35)	71,765.06	
Business Money Manager A/c	(21,995.43)	19.17	
Treasurer A/c	0.00	8,718.66	
Intercompany Loan Account	0.00	364,266.55	
	54,577.31		524,652.53
Current Liabilities			
Creditors : Short Term	(7,025.23)	2,419.56	
Accruals	5,280.00	5,280.00	
Payroll Taxation	6,977.36	6,977.36	
Wages	70.51	1,403.80	
Treasurer A/c	2,437.68	0.00	
Intercompany Loan Account	72,809.17	0.00	
	80,549.49		16,080.72
Current Assets less Current Liabilities:	(25,972.18)		508,571.81
Total Assets less Current Liabilities:	(97,473.17)		560,119.37
Long Term Liabilities			
Creditors : Long Term	0.00	11,566.00	
		0.00	11,566.00
Total Assets less Total Liabilities:	(97,473.17)		548,553.37
Capital & Reserves			
Funds	0.00	657,191.78	
P & L Account	(97,473.17)	(108,638.41)	
	(97,473.17)		548,553.37

Income & Expenditure comparison for The Meapa

Income	2022	2021	% increase / decrease to prior year
Fees/Memberships	£ 789,422.57	£ 375,541.92	
Donations	£ 420.61	£ -	
Bank Interest	£ 21.66	£ 3.87	
Grant	£ -	£ 70,064.15	
Fundraising Income	£ 3,220.93	£ 2,285.50	
Gym Hire	£ 96,147.75	£ 47,795.00	
Sale of Equipment	£ -	£ 330.00	
Other Income	£ 590.22	£ -	
	£ 889,823.74	£ 496,020.44	79.39
			increment to prior yr
Fund Raising Expenditure	£ 7,630.70	£ 675.95	
Advertising	£ -	£ 4,452.78	
Rent & Rates	£ 225,910.12	£ 150,243.38	
Heat, Light, Power	£ 17,767.68	£ 8,676.77	
Premises Service Chg	£ 8,266.66	£ 8,125.63	
Premises Insurance	£ 6,492.91	£ 8,868.33	
Printing & Stationery	£ 2,835.68	£ 1,176.48	
Telephone & Computer	£ 5,217.62	£ 4,897.02	
Competition & Trials	£ 6,595.00	£ 1,723.00	
Merchandise	£ 28,654.75	£ 10,202.69	
Equipment + Equipment R&M	£ 12,699.61	£ 3,303.16	
Equipment Hire	£ 35,785.32	£ 34,705.65	
Security & Maintenance	£ 16,071.71	£ 10,366.74	
Coaching Checks	£ 736.00	£ 545.00	
BG Insurance & Membership	£ 36,327.90	£ 20,985.95	
Other Membership/Affiliation	£ 286.00	£ 5.00	
Bank Charges	£ 914.93	£ 2.49	
Employment/Coaching Fees & Exp	£ 487,579.39	£ 267,152.02	
Finance / Admin Fees	£ 3,698.63	£ 5,929.07	
Legal & Professional Fee	£ 3,993.80	£ 914.49	
Depreciation	£ 90,160.58	£ 87,257.89	
Misc Expenses	£ 837.16	£ 1,596.57	
	£ 998,462.15	£ 631,806.06	58.03
			increment to prior yr
	-£ 108,638.41	-£ 135,785.62	Profit Margin -27.38%
			Profit Margin -12.21%
			Profit Margin up -15.17%

Balance Sheet comparison for The Meapa 2021 to 2022

Fixed Assets	2022	2021
Premises	£ -	£ 80,000.00
Premises Improvement	£ 35,752.87	£ 2,377.08
Equipment	£ 14,190.52	£ 18,469.88
Furniture & Fixtures	£ 1,604.17	£ -
	£ 51,547.56	£ 100,846.96
Current Assets		
Debtors	£ 3,703.00	£ 6,544.00
Prepayments	£ 76,180.09	£ 75,561.92
Accrued Income	£ -	£ 484.00
Bank Accounts	£ 80,502.89	£ 104,200.11
Cash	£ -	£ -
Intercompany Loan a/c	£ 364,266.55	£ 395,003.92
	£ 524,652.53	£ 581,793.95
Current Liabilities		
Creditors	£ 2,419.56	£ 3,146.59
Accruals	£ 5,280.00	£ 3,280.00
PAYE / Pension Fund	£ 8,381.16	£ 6,022.54
Intercompany Loan a/c	£ -	£ -
Total Assets Less Liabilities	£ 16,080.72	£ 12,449.13
Long Term Liabilities		
Creditors: Long Term	£ 11,566.00	£ 13,000.00
	£ 548,553.37	£ 657,191.78
Funds of the Charity		
Unrestricted Funds		
Designated Funds		£ 792,977.40
Restricted Funds	£ 657,191.78	
P&L	-£ 108,638.41	-£ 135,785.62
	£ 548,553.37	£ 657,191.78

The Meapa Gymnastics Centre,
Cedar Avenue,
Gravesend,
Kent,
DA12 5JT

20 December 2023

Independent Statement of Accounts of 'The Meapa' registered charity for the year ended 31 August 2022

We have assessed the financial statements of 'The Meapa' for the year ended 31 August 2022. The figures assessed reflect the gross income and total expenditure details for the period.

Responsibility of the Members of the Charity and Accountants.


It is the responsibility of the members of the charity to keep proper accounting records and the responsibility of the Accountants to report an opinion as to whether the financial statements give a true and fair view of the affairs of the charity.

Basis of opinion.

The assessment consisted of an independent examination of the accounting figures for 'The Meapa' for the year ended 31 August 2022.

Opinion.

It is our opinion that the financial statements give a true and fair view of the affairs of the charity for the year ended 31 August 2022.



Amherst Accountancy Limited