

# **SAXMUNDHAM SPORTS AND RECREATIONAL CLUB**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31st DECEMBER 2020**

**REGISTERED CHARITY NUMBER**

**287624**

**Saxmundham Sports and Recreational Club**  
**Annual Report and Financial Statements**  
**For The Year Ended 31st December 2020**

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**Saxmundham Sports and Recreational Club**  
**TRUST INFORMATION**  
**FOR THE YEAR ENDED 31st DECEMBER 2020**

REGISTERED CHARITY NUMBER	287624
REGISTERED OFFICE	Carlton Park Saxmundham Suffolk IP17 1AT
STATUS	Charity governed under Constitution and Rules
TRUSTEES	Sir Peter Batho, Bt Major P.W. Hope-Cobbold (died 08-07-2020) Mrs S. Grimwood Mr R. Skinner (appointed 01-04-2019)
COMMITTEE OF MANAGEMENT	
President	Sir Peter Batho, Bt
Chairman	G. Merfield
Vice Chairman	
Acting Secretary	D. Threadkell
Membership Secretary	
Treasurer	Sir Peter Batho, Bt
Caravan Warden	D. Threadkell
Groundsman	I. Wells
Members	Mrs P. White M/s J. Chesterfield G. Owston M/s J. Collins (appointed 01-04-2019) G. Butler (appointed 01-04-2019) C. Page (appointed 01-10-2019)
BANKERS	Barclays Bank Plc Woodbridge Branch Suffolk Coastal Group 4 Church Street Woodbridge, Suffolk, IP12 1DJ
INDEPENDENT EXAMINER	H. J. Cochrane ACA 26B High Street Saxmundham Suffolk IP17 1AJ

**Saxmundham Sports and Recreational Club**  
**TRUSTEES REPORT**  
**FOR THE YEAR ENDED 31st DECEMBER 2020**

The Trustees present their report and financial statements for the year ended 31st December, 2020.

**Structure, Governance and Management**

**Governing Documents.**

The Saxmundham Sports & Recreational Club was registered with the Charity Commissioners in September 1983 and is governed by a Constitution and Rules first adopted on the 27th July, 1983, and which were subsequently revised with effect from 24th January, 2005.

**Governance and Management**

The Club is administered by its Trustees and the Management Committee. The Chairmen of the sections are invited to attend quarterly management meetings.

Trustees are appointed and removed by the Club Committee, such appointments being approved at the next Annual General Meeting and shall hold office until death, resignation or removal. The number of Trustees shall not be more than four and not less than two.

The Club Officers of the Management Committee are elected at the Annual General Meeting. Three shall form a quorum and the Chairman shall have the right to a casting vote at all meetings. Any vacancies occurring amongst Club Officers shall be filled by a member co-opted by the Club Committee. If any member of the Club Committee should be absent from three consecutive committee meetings, he or she may be replaced by another member co-opted by the Committee.

**Objectives and activities.**

The objects of the Club are to provide, for the benefit of the inhabitants of Saxmundham and the neighbourhood, without distinction of sex or of political, religious or other opinions, the advancement of education and the provision of facilities, in the interest of social welfare, for the recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The Club's objects accord with this guidance.

All of the different sections of the Club have had successful seasons benefitting both the members themselves and also the public profile of the Club which needs to continually attract new members.

**Achievements and Performance.**

It is with great sadness on my part that I have to report the death, on the 8<sup>th</sup> of July, 2020, of Philip Hope-Cobbold. Philip had been a valued Trustee of the Saxmundham Sports and Recreational Club since April 1996. He was a great supporter of the club and his witty solutions to the problems that the Club faced will be missed by the other Trustees

It has been a very difficult year for the Club and for all of the sections due to the Pandemic and the international spread of the Covid 19 Virus. In March the Government announced a complete 'Lockdown' of all non-essential activity, which resulted in the Club's buildings being shut down, and all activity ceasing.

The Annual General Meeting was due to be held at the beginning of April, along with the annual Trustee's meeting, and both these events had to be deferred and finally cancelled. The Club's Chairman, having consulted with the Treasurer and other members of the Management Committee, decided to keep the Manager on his same hours so that he could oversee the grounds and buildings, and it was also decided not to apply for any grants or funding made available by the Government to help out sports club and caravan sites, as it was felt that the Club had adequate reserves to see it through a four month lockdown.



**Saxmundham Sports and Recreational Club**  
**TRUSTEES REPORT (continued)**  
**FOR THE YEAR ENDED 31st DECEMBER 2020**

**Achievements and Performance continued**

By the middle of July, restrictions were eased and most of the sections started to play again. The camp site was opened, and was greatly helped by the government's reduction in the VAT rate from 20% to 5%.

At the beginning of November, the restrictions were re-introduced and by the end of the year, the Club's grounds and buildings were again in total 'Lockdown'.

Amongst the sections, Tennis saw a rapid growth in their membership as the demand for exercise increased. The Cricket section managed to get in a few games before the end of their season. The Football section started training and managed to get in a few friendly games before the next lockdown in November. The Running and fitness section started again but had to cancel their 'Fun Run' in October. The Bowls section, because most of their members were in the critical age group, put things on hold for the season and did not charge their membership fee for the year. The main club did not charge any of the sections for their use of the utilities, to help out their finances.

Finally, the Trustees of the Club would like to thank the officers of the various sections for the extra effort they have made in what has proved to be a very challenging year, with a special thanks to the Club's Manager, Dale Threadkell, who has kept everything on an even keel.

**Achievements and Performance-Future Activities**

Due to a lack of adequate funding, the future of the GreenCourt pavilion remains on hold while other options are investigated.

**Review of financial position.**

The statement of financial activities shows a net surplus of £17,705 (2019 - £13,035)

**Reserves policy**

The Management Committee have established the policy whereby the unrestricted funds, not committed or invested in tangible fixed assets (the Free Reserves) held by the Charity should be between 6 and 12 months of resources expended. This equates to between £15,000 and £30,000 in general funds. At this level, the management committee feel that they would be able to continue the current activities of the charity, in the event of a significant drop in funding. At a trustees' meeting on 16th March 2017, it was decided that a Future Developments Restricted Reserve should be set up and this was to be applied at the end of the calendar year 2016 and for future years. It was decided that the remaining Free Reserves would be limited to £30,000 and all funds over that would be transferred to Future Development Restricted Reserve. Consequently at the 31st December 2020, the free Reserves amount to £30,000 (2019-£30,000).

**Saxmundham Sports and Recreational Club**  
**TRUSTEES REPORT (continued)**  
**FOR THE YEAR ENDED 31st DECEMBER 2020**

**Trustees' responsibilities for the financial statement.**

The Charity's Trustees are responsible for preparing financial statements, for each financial year, which gives a true and fair view of the Charity's incoming resources and application of resources during the year and of its state of affairs at the end of the year. In preparing those financial statements, the Trustees are required to:-

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject, to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Independent Examiner.**

A resolution to re-appoint Hugh Cochrane as independent examiner of the Charity will be submitted at the Annual General Meeting

This report was approved by the Trustees on 12<sup>th</sup> July 2021.



Sir Peter Batho, Bt.



**Saxmundham Sports and Recreational Club**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**FOR THE YEAR ENDED 31st DECEMBER 2020**

I report on the accounts of the Charity for the year ended 31st December 2020, which are set out on pages 8 to 14.

**Respective responsibilities of Committee of Management and examiner**

The charity's Committee of Management consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to: -

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

**Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the Committee of Management concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

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

- 1) which gives me reasonable cause to believe that in any material respect, the requirements:

to keep accounting records in accordance with section 130 of the 2011 Act ; and  
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature ..... Hugh J Cochrane .....

Name ..... HUGH COCHRANE .....

Date ..... July 2021 .....

**Saxmundham Sports and Recreational Club**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 31st DECEMBER 2020**

	Note	2020 £	2019 £
<b>Incoming Resources from Generated Funds</b>			
Voluntary Income	2	34,288	26,625
Activities for generating funds	3	26,345	55,176
Investment Income	4	525	864
Other incoming resources	5	-	-
<b>Total incoming resources</b>		<b>61,158</b>	<b>82,665</b>
<b>Resources Expended</b>			
<b>Costs of generating funds</b>			
Fundraising trading costs	6	30,330	60,824
<b>Charitable Activities</b>	7	12,067	7,852
<b>Governance Costs</b>	8	1,056	954
<b>Total Resources Expended</b>		<b>43,453</b>	<b>69,630</b>
<b>Net Incoming/(Outgoing) Resources</b>		<b>17,705</b>	<b>13,035</b>
<b>Total Funds brought forward</b>		<b>413,152</b>	<b>400,117</b>
<b>Total Funds carried forward</b>		<b>430,857</b>	<b>413,152</b>

The notes form part of these financial statements



**Saxmundham Sports and Recreational Club**  
**BALANCE SHEET AS AT 31st DECEMBER 2020**

	Note	2020 £	2019 £
<b>Fixed Assets</b>	11	315,650	279,238
<b>Current Assets</b>			
Debtors	12	5,863	827
Bank community account		2,045	6,264
Ipswich Building Society Bond		91,255	90,745
Bank Business base rate tracker		3	3
Bank Active Saver		16,104	36,089
Cash in hand		-	-
Total Current Assets		115,270	133,928
<b>Creditors:</b>			
Amounts falling due within one year	13	63	14
Net Current assets		115,207	133,914
Total assets less current liabilities		430,857	413,152
 Funds represented by Unrestricted funds		30,000	30,000
 Designated funds - Fixed assets		315,650	279,238
 Restricted funds for Future Developments		85,207	103,914
		430,857	413,152

Approved by the Trustees of the Charity  
and signed on its behalf by

*Peter Ball*

*Sara Anne Annwood*

**1. Accounting Policies**

***Basis of Accounting***

The accounts have been prepared on the historical cost convention and for the calendar year 2020 on the receipts and payments basis of accounting.

***Incoming resources***

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity Received the income.

No amounts are included in the financial statements for services donated by volunteers.

***Resources expended***

All expenditure is accounted for on a payments basis. Expenditure has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed they are split according to the proportional use basis.

Costs of generating funds includes the costs attributed to the running of the caravan facilities.

Costs of charitable activities are the costs attributed to the maintaining of the remainder of the facilities provided by the charity.

Grants payable are charged in the year when the expenditure has been incurred.

Governance costs are those incurred in connection with the administration of the charity and the compliance with constitutional and statutory requirements.

***Depreciation***

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Improvements to caravan facilities	25% reducing balance
Improvements	25% reducing balance
Tennis court	15% reducing balance
Fixtures and fittings	15% reducing balance
Plant and equipment	15% reducing balance
Caravan –warden's office	15% reducing balance
Tractor	15% reducing balance
Computer	25% straight line

No depreciation is provided on freehold land as the Trustees consider that the lives of these assets are so long and the residual values so high that their depreciation is insignificant. Any permanent diminution in the value of such properties is charged to the Statement of Financial Activities.

***Taxation***

The trust is a charity within the meaning of Section 878 of the ITTOIA 2005. Accordingly the trust is potentially exempt from taxation in respect of income or capital gains received within the categories covered by section 505 of the Taxes Act 1998 as amended by Para 198 of Schedule 1 of ITTOIA 2005 or Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied to exclusively charitable purposes.

**Saxmundham Sports and Recreational Club**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020**

**2. Voluntary Income**

	<b>2020(£)</b>	<b>2019 (£)</b>
Non-playing members fees	-	-
Sections	1,923	633
Donations and Grants	32,365	25,992
	<u>34,288</u>	<u>26,625</u>

**3. Activities for generating funds**

	<b>2020(£)</b>	<b>2019 (£)</b>
Caravan & Laundry Income	<u>26,345</u>	<u>55,176</u>

**4. Investment Income**

	<b>2020(£)</b>	<b>2019 (£)</b>
Bank business reserve account interest	15	55
Ipswich Building Society 1 year bond	510	809
	<u>525</u>	<u>864</u>

**5. Other incoming resources**

	<b>2020 (£)</b>	<b>2019 (£)</b>
Other income	<u>-</u>	<u>-</u>

**6. Fundraising costs**

	<b>2020(£)</b>	<b>2019(£)</b>
Telephone	56	56
Electricity	4,529	7,845
Water & Sewerage rates & Refuse	2,614	4,182
Insurance	564	572
Ground Work	1,898	2,037
Caravan steward	15,483	15,104
Website costs	14	164
Relief Warden/ Weekend cover	135	870
Pavilion cleaning	350	165
Building repairs and renewals	629	27,606
Plant repairs and renewals	1,396	592
Miscellaneous expenses	213	51
Postage, stationery and advertising	3329	84
Heating Oil	1,138	1,284
Depreciation	<u>982</u>	<u>212</u>
	<u>30,330</u>	<u>60,824</u>



# Saxmundham Sports and Recreational Club

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

### 7 Charitable activities

	2020 (£)	2019 (£)
Electricity	503	872
Water & Sewerage rates & Refuse	290	465
Insurance	564	572
Ground Work	2,847	3,056
Building repairs	70	190
Plant Repairs and Renewals	465	197
Heating Oil	127	143
Payments to sections	-	800
Depreciation	7,201	1,557
	<hr/> 12,067	<hr/> 7,852

### 8 Governance costs

	2020 (£)	2019 (£)
Examination Fee	732	712
Telephone	14	14
Website costs	-	-
Postage, stationery and Advertising	110	28
Miscellaneous	200	200
	<hr/> 1,056	<hr/> 954

### 9 Independent Examiner's remuneration

	2020 (£)	2019 (£)
Independent examiner's remuneration	<u>732</u>	<u>712</u>

### 10 Staff costs

	2020 (£)	2019 (£)
Gross wages	15,618	15,974
Employers Natl Ins	0	0
Average number of full time equivalent employees in the year		
The parts of the charity in which the employees work:		
Fundraising	<hr/> 1	<hr/> 1

There are no employees with emoluments above £60000

# Saxmundham Sports and Recreational Club

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

### 11 Tangible fixed assets

	Net book value at 1st January 2020(£)	Additions/ Disposals for the year(£)	Depreciation charge for the year(£)	Net book value at 31st December 2020(£)
Sports ground, Pavilions, Toilets, site improvements and rebuild planning costs	257,422	-		257,422
Improvements to changing rooms	12,057			12,057
Improvement to caravan facilities	18		4	14
Improvements	284		71	213
Tennis Court	1,520		228	1,292
Boules Court	460		69	391
Fixtures and Fittings	1,216		183	1,033
Plant and Equipment	6,040		906	5,134
Caravan warden's office	1		0	1
Tractor	219		33	186
Computer	1		0	1
Storage container		2,080	312	1,768
Playground Equipment		32,165	4,825	27,340
Iseki Mower		10,350	1,552	8,798
	<u>279,238</u>	<u>44,595</u>	<u>8,183</u>	<u>315,650</u>

### 12 Debtors

	2020(£)	2019(£)
Vat	5,863	827

### 13 Creditors: amounts falling due within one year

	2020(£)	2019(£)
Other taxes and social security costs	-	-
Accruals	63	14
	<u>63</u>	<u>14</u>

### 14 Analysis of movement in funds

	Balance at 1st January 2020(£)	Movement in funds			Balance at 31st December 2020(£)
		Incoming(£)	Outgoing(£)	Transfers(£)	
Designated funds					
- Fixed assets	279,238	44,595	-	(8,183)	315,650
-Future Devt fund	103,914	-	(44,595)	25,888	85,207
General Fund	30,000	61,159	(43,454)	(17,705)	30,000
	<u>413,152</u>	<u>105,754</u>	<u>(88,049)</u>	<u>-</u>	<u>430,857</u>

#### Designated funds

During the year ended 31st October 2002, the charity set up a designated fund to hold the fixed assets of the charity.

During the year ended 31st October 2008, the charity had set aside the above funds for the Greencourt pavilion for the possible rebuild, subject to obtaining additional funding.

Following the year 2016, the trustees decided to allocate most of the general reserves to a new Future Developments restricted fund leaving a general reserves fund of £30,000.

**Saxmundham Sports and Recreational Club****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020****15 Analysis of funds**

	Tangible Fixed assets(£)	Net Current assets(£)	Total (£)
Designated funds	315,650	-	315,650
Restricted Future Developments fund		85,207	85,207
General Fund	-	30,000	30,000
	<hr/>	<hr/>	<hr/>
	315,650	115,207	430,857
	<hr/>	<hr/>	<hr/>