

BERKHAMSTED GYMNASTICS CLUB

**BALANCE SHEET AND ACCOUNTS
FOR THE YEAR ENDED
31 DECEMBER 2021**

REGISTERED CHARITY NO. 297968

**JOHNSONS CHARTERED ACCOUNTANTS
MORTON HOUSE
9 BEACON COURT
PITSTONE GREEN BUSINESS PARK
PITSTONE
LU7 9GY**

BERKHAMSTED GYMNASTICS CLUB

TRUSTEES REPORT 2021

Structure, governance and management

Berkhamsted Gymnastics Club (the Club) is a registered charity with the Charity Commission under number 297968. The governing document is the constitution which was approved and adopted on 30 July 2020. The Charity Trustees are listed below and are appointed or re-appointed at the Annual General Meeting.

The Executive members elected for 2021 were as follows:

Chairperson: Ms Claire Kennedy
Vice Chairperson: Ms Carolyn Bane
Secretary: Ms Jane Lewis
Treasurer: Ms Sally Chrispin
Welfare: Ms Sarah Edwards

Committee Members

Ms Ana Sellen
Mr Jonathan Nash
Ms Sandra Healy
Mr Kevin Brackley – appointed 24 June 2021
Ms Rachel Daly – appointed 24 June 2021
Ms Urvashi Patel – appointed 24 June 2021
Ms Jeanine Milner – resigned 10 May 2021

Principal Address:

Ashlyns School, Chesham Road, Berkhamsted, HP4 3AH

The object of the charity is to teach and support children the fundamentals of gymnastics as a means of keeping fit through providing classes to toddlers up to competition level for all ages 3 ½ – 18 years.

The Club's mission is to provide opportunities for all its members to enjoy the benefits in health, wellbeing and personal confidence that gymnastics has to offer, in a safe, friendly and fun environment.

Without the great contribution of time and energy made by volunteers the Club would not be able to achieve so much. The Club relies more heavily on paid assistance and so contributions from volunteers is particularly appreciated. Prior to the commencement of employment of staff, coaches, volunteers and trustees the Club undertakes Disclosure and Barring Service checks as required. In addition, all coaches and welfare officers have undertaken Safeguarding and child protection courses according to level and responsibility.

Trustees undergo a period of orientation to brief them on their legal obligations under charity law, the content of the governing document, the committee and decision-making process, the business plan and recent financial performance of the charity. The trustees are encouraged to attend appropriate external training events where these facilitate the undertaking of their role.

BERKHAMSTED GYMNASTICS CLUB

TRUSTEES REPORT 2021 (CONT.)

Review of the year and outlook

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

Session income has increased in the year compared with 2020, despite the Covid 19 pandemic continuing to have an effect on the Club's ability to run classes and its finances during the year. A second lockdown in the first 3 months of the year and space and "bubble" restrictions have also meant that, even when lockdowns eased, a much reduced number of gymnasts have been able to attend classes.

Despite these significant challenges, the club continues to thrive. The prudent management of the club by both club management and committee members over several years ensured strong financial foundations are in place from which to weather the storm. The club therefore owes much gratitude to previous committee members and the Covid crisis has underlined the importance of having an active committee in place. The club was also able to benefit from several government grants and the committee worked hard to ensure all the necessary administration and governance was implemented to enable the club to access this funding.

The club management and coaching team have done a tremendous job in ensuring the club can continue to open in a safe and covid free environment, including production of information videos and training for changes to covid restrictions and from hands free to safe hands on coaching. As the lockdown eased over the year, we have begun to expand on the great work already started in creating a strong recreational programme and providing opportunities for as many members as possible to enjoy gymnastics in a supportive and fun environment that is focused on all the benefits that brings young people. This is something that we will continue to focus on in 2022.

As mentioned, due to social distancing rules, member numbers at 322 continue to be lower than we would like and this has contributed to the loss for the year. This number is split between girls and boys recreational, mixed pre-school and girls and boys advanced recreational gymnasts.

Our Gossoms End site continued to run at a loss in the period, due to the low numbers attending and the additional rental costs in securing that space, and we therefore made the difficult decision to close this site at the end of the year. We are pleased that we were able to absorb the majority of our pre-school members and have also opened up additional pre-school classes at our Ashlyns site.

Coach recruitment is not an easy task due to the lack of coaches available. However, the clubs hard work in this area has continued to pay off and we are now in a good position with a strong group of regular coaches, including five coaches at Level 2 and above.

The Club continues to develop its coaches and were delighted that coaching qualifications recommenced in June 2021 and since that time 8 coaches have now passed their level 1 coaching qualifications. All our coaches continue to work with immense enthusiasm and passion, and we are very grateful for the energy they put into their roles. We have taken advantage of the job retention scheme during the year, receiving grants of £17,536. As recruitment of good coaches at the right level is always difficult, being able to utilise this government scheme has meant that we have been able to retain the majority of our staff and we now have a good level of coaches at Level 2 and above.

BERKHAMSTED GYMNASTICS CLUB

TRUSTEES REPORT 2021 (CONT.)

In addition to the job retention scheme we have also received government grants of £26,207 during the year as business rates grants for the Leisure industry and £7,689 from Herts Sports lottery fund. This has helped support the Club during this very difficult year.

The club introduced a new payment administration system, Love Admin in January 2021, which will enable easier management of members.

Looking forward we will focus on increasing member numbers as restrictions continue to ease, whilst remembering our overall strategy of providing quality gymnastics classes for all in a safe and fun environment. We are also delighted to be introducing a new badge system for all apparatus, which will enable gymnasts to move at their own pace whilst still keeping them incentivised.

Reserves policy

We have reserves at 31 December 2021 of £195,396 (a reduction of £16,433 from last year) which are unrestricted funds.

The trustees consider it prudent to have sufficient general administration running costs available in our general fund to meet our increasing obligations and repairs to premises and equipment. We have therefore kept an amount of £40,000 in the general account, to help with the impact of Covid. The balance of £155,396 is in the designated funds account for premises and equipment. The club continues to look for new premises either in addition to the current premises or as an alternative and the designated funds are required to facilitate this and improvement of the current site.

Staff costs and affiliation fees continue to be the largest expense in the year at 71% of the income.

We are in a strong position with regard to our financial situation, our committed club management team, our passionate coaches and our committee and I am confident we will continue to deliver our mission.

Declaration

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

Signed

Chair – Claire Kennedy



17/5/22

BERKHAMSTED GYMNASTICS CLUB

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021**

			2021	2020
	Unrestricted funds	Restricted funds	Total funds	
INCOMING RESOURCES				
Incoming Resources from Generated Funds				
Activities for generating funds	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	
Investment Income				
Interest on money deposited	357	-	357	391
	<hr/>	<hr/>	<hr/>	<hr/>
	357	-	357	391
Incoming resources from charitable activities				
Subscriptions and session fees	75,866	-	75,866	59,638
Affiliation fee and other recharges	-	-	-	493
Sale of goods	628	-	628	287
Income from special events	-	-	-	-
Funding	7,689	-	7,689	-
	<hr/>	<hr/>	<hr/>	<hr/>
	84,183		84,183	60,418
Gift Aid	-	-	-	437
Government grants	43,882		43,882	46,800
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL INCOMING RESOURCES	£ 128,422	-	£ 128,422	£ 108,046
	<hr/>	<hr/>	<hr/>	<hr/>

BERKHAMSTED GYMNASTICS CLUB**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021 (CONT.)**

			2021	2020
	Unrestricted funds	Restricted funds	Total funds	Total funds
RESOURCES EXPENDED				
Charitable Activities				
Services to gymnasium	7,144	-	7,144	7,003
Repairs to gymnasium	2,492	-	2,492	2,772
Affiliation & competition fees and insurance	607	-	607	180
Goods for use and resale	3,173	-	3,173	558
Staff wages and courses	91,784	-	91,784	83,272
Staff uniforms	814	-	814	1,951
Consultancy	14,966	-	14,966	-
Advertising	729	-	729	287
Special events costs	-	-	-	-
Depreciation	7,034	-	7,034	6,541
Accountancy and examination fee	4,028	-	4,028	4,618
Legal fees	-	-	-	-
Administration costs	6,430	-	6,430	4,634
Room hire	2,805	-	2,805	3,895
Stationery	1,079	-	1,079	1,240
Bank charges	608	-	608	1,261
Music licence	520	-	520	-
Sundries	<u>642</u>	<u>-</u>	<u>642</u>	<u>726</u>
TOTAL RESOURCES EXPENDED	£ 144,855	-	£ 144,855	£ 118,938
	<hr/>	<hr/>	<hr/>	<hr/>
NET (EXPENSES)/INCOME	(16,433)	-	(16,433)	(10,892)
Gross transfer between funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET MOVEMENT IN FUNDS FOR THE YEAR	£ (16,433)	-	£ (16,433)	£ (10,892)
	<hr/>	<hr/>	<hr/>	<hr/>

BERKHAMSTED GYMNASTICS CLUB

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021 (CONT.)**

	Unrestricted funds	Restricted funds	2021 Total funds	2020
NET MOVEMENT IN FUNDS FOR THE YEAR	(16,433)	-	(16,433)	(10,892)
FUNDS BROUGHT FORWARD	211,829	-	211,829	222,721
	<hr/>	<hr/>	<hr/>	<hr/>
FUNDS CARRIED FORWARD	£ 195,396	-	£ 195,396	£ 211,829
	<hr/>	<hr/>	<hr/>	<hr/>

BERKHAMSTED GYMNASTICS CLUB

BALANCE SHEET AT

31 DECEMBER 2021

FIXED ASSETS		TANGIBLE		2021	2020
		Equip't	Leasehold Convers'	Total	Total
Cost	Note 5	120,976	96,510	217,486	205,035
Depreciation		<u>80,039</u>	<u>87,725</u>	<u>167,764</u>	<u>160,740</u>
Net book value		<u>40,937</u>	<u>8,785</u>	49,722	45,194
CURRENT ASSETS					
Stock (of goods for resale)			1,899	4,616	
Debtors			9,952	-	
Prepayments			695	2,873	
Building society & deposit account			146,191	159,644	
Bank current account			648	2,184	
Petty cash			<u>391</u>	<u>205</u>	
			159,776	169,522	
CURRENT LIABILITIES					
Trade Creditors			601	960	
Other taxes & social security			-	-	
Deferred income and accrued expenses			<u>13,501</u>	<u>1,927</u>	
			<u>14,102</u>	<u>2,887</u>	
NET CURRENT ASSETS				<u>145,674</u>	<u>166,635</u>
NET ASSETS				<u>£ 195,396</u>	<u>£ 211,829</u>
REPRESENTED BY:					
CLUB UNRESTRICTED FUNDS					

	General	Designated Fund Note 7	2021 Total	2020 Total
Balance at 01.01.2021	40,000	171,829	211,829	222,721
Net movement in funds for the year	-	(16,433)	(16,433)	(10,892)
Transfer of funds	-	-	-	-
Balance at 31.12.2021	<u>£ 40,000</u>	<u>£ 155,396</u>	<u>£ 195,396</u>	<u>£ 211,829</u>

S J Chis

.....TREASURER

17/5/2022

.....DATE

BERKHAMSTED GYMNASTICS CLUB

NOTES TO ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES

Accounting convention

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The trust constitutes a public benefit entity as defined by FRS 102.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income from charitable activities is recognised when the related services are provided. Deferred income at the year end is made up of monies received before the year end that relate to activities that commence in January.

Government grants

Government grants are recognised on an accruals basis when there is reasonable assurance that the entity will comply with the conditions attaching to the grant and the grant will be received. The financial statements include government grants totalling £46,800.

Resources expended

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.

Charitable activities expenditure relates to the costs of running the charitable activities at the gymnastics club, and to maintaining the premises.

Governance costs are those incurred in meeting the charity's constitutional and statutory requirements. They include the independent examination fees and other costs linked to the strategic management of the charity.

Other resources expended relates to the costs of planning and completing specific building maintenance and improvement.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment	- 10% and 25% on reducing balance
Leasehold conversion	- 10% on straight line

BERKHAMSTED GYMNASTICS CLUB

NOTES TO ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES (CONTINUED)

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. All funds are unrestricted.

Designated funds have been designated by the trustees for future planned capital expenditure and building work.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the profit and loss account in the period to which they relate.

Cash at bank and in hand

Cash at bank and in hand includes cash held in short term deposit accounts or accounts with instant access.

2. DONATED SERVICES

The charity is grateful to Ashlyns School for the provision of its premises free of charge.

3. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:	2021	2020
Independent examiner's fees	<u>£1,700</u>	<u>£ 1,638</u>

4. TRUSTEES' EXPENSES AND REMUNERATION

Payments were made to Ms J Lewis totalling £1,740 for her assistance which administrative services for the year ended 31 December 2021 (2020- £2,471).

Also, payments were made to Mr K Brackley totalling £1,582 (2020 £nil) for his assistance with maintenance.

BERKHAMSTED GYMNASTICS CLUB

NOTES TO ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

5. STAFF COSTS

	2021	2020
Wages and salaries	86,375	79,368
Staff expenses	3,007	3,423
Social security costs	-	-
Employer's contribution to defined contribution pension scheme	<u>2,402</u>	<u>481</u>
	<u>£ 91,784</u>	<u>£ 83,272</u>
 Average head count in the year	 <u>31</u>	 <u>31</u>

No employee received emoluments (excluding employer pension costs) of more than £60,000.

6. TANGIBLE FIXED ASSETS

	EQUIPMENT	LEASEHOLD CONVERSION
Cost at 01.01.21	112,513	93,421
Additions in year	8,463	3,089
	<u>120,976</u>	<u>96,510</u>
	<u> </u>	<u> </u>
Depreciation at 01.01.21	74,843	85,897
Charge for year	5,196	1,838
	<u>80,039</u>	<u>87,725</u>
	<u> </u>	<u> </u>
Net book value at 31.12.21	<u>£ 40,937</u>	<u>£ 8,785</u>
	<u> </u>	<u> </u>
Net book value at 31.12.20	<u>£ 37,670</u>	<u>£ 7,524</u>
	<u> </u>	<u> </u>

BERKHAMSTED GYMNASTICS CLUB

NOTES TO ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

7. DESIGNATED FUND

The trustees have designated funds for the future purchase of new equipment and improvements to premises.

8. TRANSACTIONS WITH RELATED PARTIES

The Club employs many coaches. Some of these coaches include family members connected with the Trustees and they were paid salaries in the year as follows:

JA Lewis £80 (2020 £1,066)
CJ Chrispin £572 (2020 £149)
E Chrispin £1,163 (2020 £256)
KM Edwards £2,328 (2020 £1,079)
LA Sellen £739 (2020 £1,194)

BERKHAMSTED GYMNASTICS CLUB

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2021

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 4 to 11.

Responsibilities and basis of report

As the charity's trustees 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 charity's accounts carried out under section 145 of the 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 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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


.....
Mrs K. A. Stone F.C.C.A. M.A.A.T.
Johnson's Chartered Accountants,
Morton House, 9 Beacon Court, Pitstone Green Business Park, Pitstone, LU7 9GY.


.....
Date