

# **Kirkcaldy Canoe Club Annual Report and Accounts**

Kirkcaldy Canoe Club  
For the year ended 31 March 2025

# Contents

3	Financial Statements
5	Balance Sheet
6	Statement of Financial Activities
7	Cash Flow Statement
8	Accounting Policies
9	Examiner's Report
10	Donated Services and Facilities
11	References
12	Appendix A

# Financial Statements

## Kirkcaldy Canoe Club

For the year ended 31 March 2025

### Our annual report and accounts

The trustees are pleased to present their annual report of Kirkcaldy Canoe Club (Charity Number SC050692) together with its financial statements for the year ending 31 March 2025.

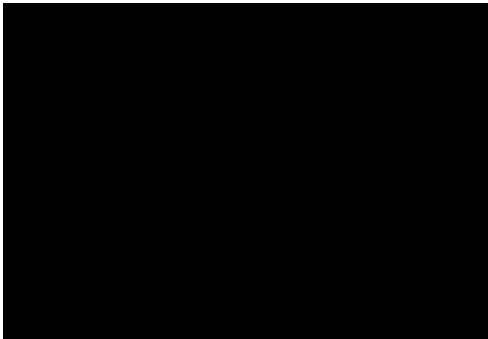
The financial statements comply with the Charities Statement of Recommended Practice (SORP).

The Accounts have been prepared using the accruals basis, allocating the costs or income of a particular activity according to when the liability is incurred, or when there is entitlement or certainty about income. This is not necessarily the date on which money is received or paid out.

### Our purposes and activities

The Club functions as a non-profit charity, with its primary aim being to promote participation in sports, particularly sprint and marathon kayaking. From April to October, the Club offers training sessions twice a week and provides members with a variety of kayaks and necessary safety equipment. We have a dedicated team of coaches and admin volunteers ensuring that these fun sessions on the water take place.

### Our directors and trustees



### Our main activities

#### Club Activity

As well as a full programme of training activities on Tuesday and Thursday evenings between April and October, a number of competition events took place and were attended by some of our paddlers:

#### Competition Events

A full calendar of competition events was run by the club in 2025. These events included:

- Forth & Clyde 1 (Auchinstarry)
- Forth & Clyde 2 (Bonnybridge)
- KCC June Regatta (Kinghorn)
- KCC August Regatta (Kinghorn)
- The Glasgow – Edinburgh canal marathon was held in October.

#### Membership

The overall membership numbers this year were 28 adults (including 8 life members), 23 junior paddlers, and 3 supporter members.

### **A quick thank you**

We would like to recognise the dedication of our coaches and admin volunteers, whose efforts are vital in running the training sessions and coordinating paddlers' participation in events.

### **Get involved**

If you would like to join the Club as a paddler, or get involved in helping as a coach or admin volunteer, please contact any of our directors or trustees. We'd be happy to chat!

# Balance Sheet

## Kirkcaldy Canoe Club

As at 31 March 2025

	31 MAR 2025	31 MAR 2024
<b>Current assets</b>		
Debtors	353	333
Cash at bank and in hand	27,854	26,006
<b>Total Current assets</b>	<b>28,207</b>	<b>26,340</b>
<b>Creditors</b>		
Creditors: Amounts falling due within one year	(439)	-
<b>Total Creditors</b>	<b>(439)</b>	<b>-</b>
<b>Capital and reserves</b>		
<b>Funds</b>		
Unrestricted funds	27,768	26,340
<b>Total Funds</b>	<b>27,768</b>	<b>26,340</b>
<b>Total Capital and reserves</b>	<b>27,768</b>	<b>26,340</b>

The financial statements were approved by the Board of Trustees on 7th October 2025 and were signed on its behalf by:



# Statement of Financial Activities

Kirkcaldy Canoe Club

For the year ended 31 March 2025

	2025	2024
<b>Income and expenditure</b>		
<b>Income</b>		
Charitable activities	4,789	5,000
Other income	349	500
<b>Total Income</b>	<b>5,138</b>	<b>5,500</b>
<b>Expenditure</b>		
Charitable activities	(3,710)	(3,888)
<b>Total Expenditure</b>	<b>(3,710)</b>	<b>(3,888)</b>
<b>Net income/(expenditure)</b>	<b>1,428</b>	<b>1,612</b>

# Cash Flow Statement

## Kirkcaldy Canoe Club

For the year ended 31 March 2025

	2025	2024
<b>Operating Activities</b>		
<b>Cash generated from operations</b>		
Cash receipts from the sale of goods or rendering of services	4,789	5,000
Cash receipts from royalties, fees, commissions and other revenue	349	500
Cash payments to suppliers of goods and services	(3,729)	(3,850)
<b>Total Cash generated from operations</b>	<b>1,409</b>	<b>1,651</b>
<b>Net Cash Flows from Operating Activities</b>	<b>1,409</b>	<b>1,651</b>
<b>Financing Activities</b>		
Other activities	439	-
<b>Net Cash Flows from Financing Activities</b>	<b>439</b>	<b>-</b>
<b>Net Cash Flows</b>	<b>1,848</b>	<b>1,651</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	26,006	24,356
Net change in cash for period	1,848	1,651
Cash and cash equivalents at end of period	27,854	26,006

# Accounting Policies

## Kirkcaldy Canoe Club

For the year ended 31 March 2025

### Basis of preparing the financial statements

These financial statements have been prepared in accordance with 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 (FRS102). The financial statements have also been prepared in accordance with the Charities Accounts(Scotland) Regulations Act 2006 and the Charities and Trustee Investment (Scotland) Act 2005.

The charity is a public benefit entity as defined by FRS102.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below. These policies have been consistently applied to all periods presented.

### Income

Income is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Income from government and other grants, whether "capital" or "revenue" grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received, and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

### 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 settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accrual basis. All expenses including support costs are allocated or apportioned to the applicable expenditure headings.

Expenditure on charitable activities includes all staff costs, delivery costs, property costs, professional fees, vehicle costs, evaluation costs and other activities undertaken to further the purposes of the charity and their associated support costs.



# Examiner's Report

## Kirkcaldy Canoe Club

### For the year ended 31 March 2025

#### Independent Examiner's Report to the Trustees of Kirkcaldy Canoe Club

I report on the accounts of the charity for the year ended 31 March 2025 which are set out in these pages.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent examiner's statement

In the course of my examination, no matter has come to my attention which would give me cause to believe that either:

- the accounting records have not been kept in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, or;
- the Accounts have not been prepared in accordance with the accounting records and do not comply with Regulation 8 of the 2006 Accounts Regulations.

Name: Charlotte Snaith

Relevant Professional qualification/professional body: CIMA

Address: 8 Stannard Well Drive, Horbury, Wakefield. England. WF4 6BN

Date: 11/09/2025



# Donated Services and Facilities

## Kirkcaldy Canoe Club

For the year ended 31 March 2025

### Donated Facilities

KCC currently has no donated facilities.

### Donated Services

KCC benefits from the following donated services:

1. Board members
2. Coaching
3. Towing trailer to events
4. Accountant
5. Race organisation
  - a. Forth & Clyde 1 (Auchinstarry)
  - b. Forth & Clyde 2 (Bonnybridge)
  - c. Glasgow-Edinburgh
  - d. Regatta 1 (June)
  - e. Regatta 2 (August)

The approximate value of donated services has been calculated, based on Volunteer Scotland guidance. This was calculated at £8,953.47 for 2024-2025 (2023-2024 £7,958.96).

A full breakdown is included in Appendix A.

# References

## Kirkcaldy Canoe Club

For the year ended 31 March 2025

OSCR website

<https://www.oscr.org.uk/guidance-and-forms/trustees-annual-reportsguidance-and-good-practice/what-is-a-trustees-annual-report>

[accessed 22 May 2022]

[https://www.volunteerscotland.net/media/254583/guidance\\_-\\_calculating\\_the\\_economic\\_value\\_of\\_your\\_volunteers.pdf](https://www.volunteerscotland.net/media/254583/guidance_-_calculating_the_economic_value_of_your_volunteers.pdf)

Earnings and hours worked, occupation by two-digit SOC: ASHE Table 2 - Office for National

Statistics (ons.gov.uk) [accessed 14 September 2024]

# Appendix A

## Kirkcaldy Canoe Club

For the year ended 31 March 2025

### KCC Volunteer Value Calculation - 2025

No. of people	Hours	No. of weeks per year (FTE 35hrs per week)	Assumed role	Weekly Pay - Median Rate (£) *	Calculated value (£)
6	87.5	2.5	Other managers and proprietors	£744.10	£1,860.25
4	224	6.4	Culture, media and sports occupations	£536.40	£3,432.96
1	11.5	0.33	Transport and mobile machine drivers and operatives	£629.70	£206.90
1	6	0.171	Business, media and public service professionals	£904.30	£155.02
3	8	0.229	All employees	£627.40	£143.41
3	8	0.229	All employees	£627.40	£143.41
6	88	2.514	All employees	£627.40	£1,577.46
10	40	1.143	All employees	£627.40	£717.03
10	40	1.143	All employees	£627.40	£717.03
<b>Total</b>	<b>513</b>	<b>14.66</b>			<b>£8,953.47</b>

### 1. Notes

KCC Volunteer Value Calculation - 2025	Board Member	Assumes each member attends 5 board meetings per year lasting 2.5 hrs. Following each meeting, one hour of actions etc. total 3.5hrs per person per meeting. 5 meetings at 17.5 = 87.5hrs
2	Coaching	Summer coaching between 1/4 and 15/10. 28 weeks of two sessions per week with two coaches at each. Each session is 2hrs per person (4hr per session, 56 sessions) . Total 224hrs
3	Towing trailer	Assumes one person towing trailer to three events per year, including loading and unloading. 1.5hrs load/unload plus assumed average journey of 2hrs return. Total 3.5hs x 3 = 11.5
4	Accountant	Assumes this takes 6 hrs
5	Race organisation	
5a	Forth & Clyde	Assumes 6hrs for the organiser for pre and post event tasks and event, plus 2 hrs for timekeepers. Total 8hrs
5b	Forth & Clyde	Assumes 6hrs for the organiser for pre and post event tasks and event, plus 2 hrs for timekeepers. Total 8hrs
5c	Glasgow-Edinburgh Canal Challenge	Assumes 8hrs for the organiser for pre and post event tasks and a team of 5 for the two day (8hrs per day) event. Total 88hrs
5d	Regatta 1	Assumes 40hrs for all tasks
5e	Regatta 2	Assumes 40hrs for all tasks

## **Independent Examiner's Report to the Trustees of Kirkcaldy Canoe Club**

I report on the accounts of the charity for the year ended 31 March 2025 which are set out in these pages.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention which would give me cause to believe that either:

- the accounting records have not been kept in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, or;
- the Accounts have not been prepared in accordance with the accounting records and do not comply with Regulation 8 of the 2006 Accounts Regulations.

