

TEAM EAST LOTHIAN AC

Scottish Charity No – SC045501

Annual Report and Financial Statements

For the year ended 31 March 2017

TRUSTEE'S ANNUAL REPORT

For the year ended 31 March 2017

The trustees have pleasure in presenting their report together with the financial statements for the financial period 1 April 2016 to the year ended 31 March 2017.

REFERENCE and ADMINISTRATIVE

Charity name

Team East Lothian AC

Charity no

SC045501

Address

Meadowmill Sports Centre, By Tranent, East Lothian, EH33 1LZ

Current Trustees

Graham McPheat

Chair

Stuart Donnelly & Laura Bullen

Secretary

Kenneth Stewart

Treasurer

Mike Howard

Jamie Bowie

Stuart Steven

Karen Sutton (resigned 15 Jun16)

Dale Callandar (appointed 15 Jun16)

Brian Leitch (resigned 30 Nov 16)

Nial Gemmell (appointed 13 Dec16)

STRUCTURE, GOVERNANCE and MANAGEMENT

Constitution

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 18 March 2015. The charity was previously an unincorporated association but changed its legal form to a SCIO. The assets of the unincorporated association were transferred to the SCIO on the 18 March 2015. It has a single tier structure and as such the trustees are the members of the charity.

Appointment of trustees

At each AGM, all trustees will stand down and can be re-elected unless they have given notice to resign their post. Members can elect trustees at the club's Annual General Meeting and, if a trustee ceases to hold office during the year, the Board of Trustees can appoint a new trustee. All trustees must be members of the club and must not be disqualified from acting as a charity trustee. There must be a minimum of 3 and maximum of 10 trustees.

OBJECTIVES and PURPOSE

Charitable Purposes

The Club is a non-profit distributing charity whose principal purpose is

- To provide facilities for and to promote participation of the whole community in the sport of athletics in the East Lothian area, including Track and Field, Cross Country and Road Running.
- To foster and create an environment in East Lothian where talent in athletics can be identified, encouraged and developed.
- To successfully provide the training, coaching and competition opportunities, which will allow athletes to maximise and fulfil their potential in the sport of athletics.
- To support, retain and develop the coaches and additional sports specialists as well as the officials, administrators and volunteers involved in The Club.
- To work with local partners and athletics clubs in East Lothian, as well as Regional and National interested parties and organisations for the furtherance and development of athletics in East Lothian.
- To affiliate to the governing body of athletics, namely Scottish Athletics Ltd (SAL), and comply with and uphold the Rules and Regulations of both SAL and UK Athletics.
- To do all such other things as shall further the objectives of The Club.

Achievements and Performance

Team East Lothian AC has completed its third and final year as part of the **sportscotland** Direct Club Investment project. The club's progress in the financial year has concentrated on planning for our progression beyond the Direct Club Investment project funding so as to be financially independent of this. This has involved the continuation of our strong working partnerships with the three local athletics clubs in East Lothian (Dunbar RC, Musselburgh & District AC and Haddington RC) along with East Lothian Council, enjoyleisure, **sportscotland** and **scottishathletics**.

The Club has developed significantly over the last twelve months. Since becoming a SCIO in the previous financial year we have continued to work on and develop our governance and organisational structures. We have a Board of Trustees and a Management Committee, utilising the skills and expertise of parents to support our activities. So that we can more targeted and purposeful in how we do this workstreams have been developed. These consist of Club Administration & Governance; Finance & Fundraising; Marketing & Communications; Community Engagement; and Pathways & Coaching.

A continued focus and aim of our activities continues to be engagement in the local community, working with and supporting both the three local athletics clubs, the East Lothian Athletics Development Officer and East Lothian Primary and Secondary Schools. The club is now solely responsible for delivering after school 'Run Jump Throw' athletics across the county, these being delivered in 8 different settings. Team East Lothian AC also played a significant role in supporting and delivering the East Lothian Schools Cross Country and Athletics Championships at Primary and Secondary level.

After substantial growth in the three previous years member numbers at Team East Lothian AC have consolidated at 95. As part of the workstream development particular thought and focus has went into the organisation and provision of our coaching groups. These have been developed further and now consist of Potentials Squad, Development Stage 1, Development Stage 2 and Academy Squad. The Academy Squad, the introduction of which came a year ahead of the original schedule, continues to be delivered and supported by our partnership with East Lothian Council as part of the Performance Athletes in Schools (PAIS) programme.

Another major focus of our work during the past year has involved work with the talent and coaching consultancy 'Stanger Pro'. This has involved the development of our Team East Lothian AC Talent Principles and a clearly defined progression pathway to guide parents and coaches, particularly those in the three local athletics clubs, in identifying and supporting young athletes. The club's athlete centred approach, and clear focus on long term athlete development, have been and will continue to be central to all our activity.

The competition opportunities offered by the club have developed significantly in the last year. We have further developed our TEL Open Series and hosted four very successful events at Meadowmill. We also continued to compete in the Scottish Athletics Indoor League (SAIL), where numbers were such that we were able to field 'A' and 'B' strings in some categories, and again sent a Team East Lothian select to the Tartan Games, Gateshead. The most significant development has been our progression to and entry to the Youth Development League at both lower and upper age groups. At the lower Age Group (U13 & U15) we competed as Team East Lothian AC in the Scottish League Div 2 and finished in a highly credible 4th place, an excellent debut season. At the upper Age Group (U17 & U20) we competed as part of a composite team, Team Forth Valley, alongside Central AC, Livingston

AC and Falkirk Victoria Harriers in the UK East Division 1. This involved travelling to Doncaster, Hull and York to compete and our level of performance was such that Team Forth Valley won the division and will next year compete in the UK Premier East Division, a superb achievement! Our progression to and successful entry to the Youth Development League structure represents a significant development, providing our athletes with a higher standard of competition to test themselves in and has resulted in excellent performances and PBs across all age groups. This alongside, increased entry numbers for TEL AC athletes at both National and District level competitions, ensures that our athletes have the opportunity to compete in a number of settings, aiding both their development and performance.

Financial Review

Team East Lothian's receipts for the year were £43,768. This included income from donations (£2,629), grant income (£5,101), fundraising (£6,679) and other trading receipts (£29,359).

Grant income comprised £4,501 from sportscotland and £600 from Lothian Leopards Disability Athletics Club.

Expenses for the year totalled £44,378, with the main expenses being coaching costs (£20,117), league & competition entries (£4,624) and finance & administration services (£3,450).

Overall this resulted in a small deficit of £609, however, this was more than adequately covered by the club's funds which stood at £5,153 at March 2017.

Payments have been made to 3 trustees in accordance with the charity's constitution for coaching services and relevant expenses.

Reserves Policy

The charity aims to hold £3,000 in reserves at any time.

Plans for future period

The club continues to grow and develop in line with its original plan, however, with sportscotland grant support no longer available next year, there requires to be a renewed focus on maximising all income streams.

Recognising this need, training fees are being increased for the year ahead and other income generating initiatives are being pursued, including fundraising activities, events and new grant requests. This will allow the club to continue to flourish with a sustainable financial platform

**STATEMENT OF RECEIPTS and PAYMENTS –
For the year ended 31 March 2017**

	Unrestricted Funds	Restricted Funds	Total Funds Year Ended 31/03/2017	Total Funds Period Ended 31/3/2016
<u>Receipts</u>	£	£	£	£
Donations	2,629	600	3,228	6,537
Grants	4,500	-	4,500	8,848
Receipts from fundraising activities	6,679	-	6,679	1,924
Gross trading receipts	29,359	-	29,359	19,689
Total receipts	43,168	600	43,768	36,997
<u>Payments</u>				
Expenses for fundraising activities	2,894	-	2,894	472
Gross trading payments	39,291	2,143	41,434	30,763
Governance cost	50		50	
Total payments	42,235	2,143	44,378	31,235
Net receipts/ (payments)	934	(1,543)	(609)	5,762
Transfers to/(from) funds	(691)	691	-	
Surplus/(deficit) for year	243	(852)	(609)	5,762

**STATEMENT OF BALANCES –
As at 31 March 2017**



<u>Cash Funds</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>2017</u> £	<u>2016</u> £
Cash and bank balances at the start of the year	2,664	3,098	5,762	0
Surplus/(deficit) shown on receipts and payments	241	(851)	(609)	5,762
	<u>2,905</u>	<u>2,247</u>	<u>5,153</u>	<u>6,317</u>

<u>Bank and Cash Balances</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>2017</u> £	<u>2016</u> £
Bank current account	2,907	510	3,417	3,323
Savings account	-	1,736	1,736	2,000
Paypal account	-	-	-	440
	<u>2,908</u>	<u>2,246</u>	<u>5,153</u>	<u>5,762</u>

Signed by two trustees on behalf of all the trustees

Signature

Print Name

	
STUART DONNELLY	STUART DONNELLY

**NOTES TO THE ACCOUNTS -
For the year ended 31 March 2017**

1. Basis of Accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended)

2. Nature and Purpose of Funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a current bank account and paypal account for the day-to-day running of the club.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. During the year £600 was received to enable the charity to run disability athletics sessions, of which £90 has been used for extra insurance for the group's coach. £1,098 received during the prior year, to be used towards £2,000 of equipment and courses, was used with the excess transferred from unrestricted funds. £264 of the charity's access fund was used training fees in line with the funds requirements.

3. Trustee remuneration

Two trustees were remunerated during the year. All coaching fees are paid from unrestricted funds.

	2017	2016
	£	£
Jamie Bowie – Coaching services	63	909
Stuart Donnelly – Coaching services	702	354
Ruth Watson – Coaching services	-	1,104
	<u>765</u>	<u>2,367</u>

Payments to trustees performing coaching services to the club are permitted under section 8 of the Charity's Constitution and follow rules set out in section 67 of the Charities and Trustee Investment (Scotland) Act 2005.

4. Trustee expenses

	2017	2016
	£	£
Jamie Bowie – expenses related to fundraising, small equipment purchased and coaching events from unrestricted funds	520	119

5. Transactions with trustees and connected persons

There were no transactions with trustees and connected persons other than those listed above as

remuneration or expenses.

6. Governance costs

	2017	2016
	£	£
Independent examiner's payment from unrestricted funds	50	-

7. Transfers between funds

£ 2,053 was spent in accordance with an Asda carrier bag grant of £1,098 for small equipment purchases and courses. The excess of £955 was transferred from unrestricted funds as the charity's share of costs. The charity offers members use of a restricted fund that provides discounted training fees for qualifying individuals. £264 was transferred from restricted to unrestricted funds in accordance with this scheme.

ANALYSIS OF RECEIPTS AND PAYMENTS

1. Donations

	Unrestricted Funds	Restricted Funds	Total Funds Year Ended 31/03/2017	Total Funds Period Ended 31/3/2016
	£	£	£	£
Transfer from unincorporated association	-	-	-	4,166
East Lothian Leopards		600	600	-
Member donations	2,628	-	2,628	1,722
Eve Coaches	-	-	-	212
Scottish Building Society	-	-	-	200
enjoyleisure	-	-	-	237
	<u>2,628</u>	<u>600</u>	<u>3,228</u>	<u>6,537</u>

2. Grants

	Unrestricted Funds	Restricted Funds	Total Funds Year Ended 31/03/2017	Total Funds Period Ended 31/3/2016
	£	£	£	£
Sportscotland	4,500	-	4,500	5,750
RBS	-	-	-	2,000
Asda Carrier Bag Grant	-	-	-	1,098
	<u>4,500</u>	<u>-</u>	<u>4,500</u>	<u>8,848</u>

3. Gross receipts from other charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds Year Ended 31/03/2017	Total Funds Period Ended 31/3/2016
	£	£	£	£
Training fees	15,669	-	15,669	14,956
Competition entries	1,830	-	1,830	903
Kit purchased	1,001	-	1,001	1,032
Bus receipts	839	-	839	742
Run Jump Throw	8,875	-	8,875	1,820
Adult sessions	674	-	674	
Miscellaneous	471	-	471	236
	<u>29,359</u>	<u>-</u>	<u>29,359</u>	<u>19,689</u>

4. Payments relating directly to charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds Year Ended 31/03/2017	Total Funds Period Ended 31/3/2016
	£	£	£	£
Coaching costs	20,117		20,117	15,005
Finance and administration	3,450		3,450	3,600
Track hire	2,818		2,818	1,094
League & competition entries	4,624		4,624	1,533
Equipment	347	2,053	2,400	811
Kit ordered	2,891		2,891	1,924
Bus hire & travel expenses	3,311		3,311	3,860
Coach and officials education	450	90	540	1,065
Scottish Athletics affiliation	548		548	536
Miscellaneous	737		737	1,299
	<u>39,291</u>	<u>2,413</u>	<u>41,434</u>	<u>30,763</u>

Independent examiner's report on the accounts

Report to the trustees/members of

Team East Lothian AC

Registered charity number

SC045501

On the accounts of the charity for the period

Period start date

Day	Month	Year
1	April	2016

to

Period end date

Day	Month	Year
31	March	2017

Set out on pages

1 -

(remember to include the page numbers of additional sheets)

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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 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 Charities Accounts (Scotland) Regulations 2006. 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 accounts.

Independent examiner's statement

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met.

Signed:

Name:

F. Simpson
FAITH SIMPSON

Date:

19-4-17

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

FCCA

Address:

26 DUBLIN STREET
EDINBURGH
EH3 6NN