

Registered charity number
900367

Plymouth Swallows School of Gymnastics

Report and Accounts

31 July 2020



**Plymouth Swallows School of Gymnastics
Report and accounts
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Plymouth Swallows School of Gymnastics

Registered number: 900367

Trustees' Report

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 July 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published in October 2019.

Reference and administrative details

Charity name	The charity is known as 'Plymouth Swallows School of Gymnastics'.
Charity number	900367
Principal office	The Gymnasium Blunts Lane Derriford Plymouth PL6 8BE

Trustees

J Caley	Chairman
R Murray	Treasurer
D Leeworthy	President
D Hart	
A Stacey	
S Gibbons	Resigned February 2020
C Street	Resigned November 2019

Accountants and independent examiner

Wills Accountants Limited
Chartered Certified Accountants
2 Endeavour House
Parkway Court
Longbridge Road
Plymouth
PL6 8LR

Bankers

Lloyds Banking Group
37 Ridgeway
Plympton
Plymouth
PL7 2AP

Structure, governance and management

The trust was established by a constitution adopted on 30th February 1990 and updated on 10 November 2018. The charity is managed by a board of trustees who meet regularly to discuss its affairs.

Trustees are invariably drawn from a cross section of volunteer parents who are appointed at any general meeting of the charity. In recruiting new trustees, the trustees have regard to the skills and knowledge that new trustees can bring to the board.



Plymouth Swallows School of Gymnastics

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Trustees' Report

Objectives and activities

The objective of the charity is to provide quality gymnastic coaching through the education of young persons who are pupils at schools, universities or other centres.

Public benefit statement

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

Achievements and performance and future plans

The year started off well with good attendance to Summer Gym courses and competitive gymnasts continued to train through the summer period. During this period we had an equipment survey by Continental Sports and on the strength of their recommendations we began putting together an upgrade of our equipment and facility.

We had already had a refurbishment of the main pit, replacing our mismatch of foam with uniform size foam logs, which were encased in a purpose-designed sock. This means that when the log begins to deteriorate with age and use that it is contained within the sock and the gymnast is no longer at risk of contamination.

We had already decided that the u pit needed a complete refurbishment with purpose built edging fitted by Continental Sport. The trampoline was condemned and a replacement was immediately ordered. As a result of our replacement and upgrade of our facility we spent in excess of £20,000.

The upgrade of our gym was completed in the middle of March 2020, just in time for the Recreational Competition, which was due to take place the last weekend of March. Little did we suspect that within days of completing the refurbishment that the Recreational Comp would be "postponed" and that the gym would be shut for four months!

When we officially closed on 23rd March 2020 we had full classes from Pre School to adult gym. When we reopened on 27th July it was with fewer and smaller groups in line with the guidelines ensuring we were Covid Safe.

Throughout lockdown the support, both financially and emotionally, from our parents has been superb. Plymouth Swallows would be a very different place without the support of the parents and the dedication of our staff.

Throughout our closure coaches who had agreed not to be furloughed, provided Zoom sessions for any of the competitive gymnasts who wanted to participate. Recreational gymnasts were provided with sessions via Facebook and these sessions had a significant number of views.

With the ending of lockdown the gym had to be extensively cleaned and a company came and "fogged" the building; staff attended a training session on how to ensure that the equipment is regularly cleaned after use in line with Health and Safety guidelines; hand sanitizing stations were installed; and each area within the gym were provided with a spray pump to spray equipment with the specialist disinfectant required after each use. Each gymnast is asked to bring the minimum of personal clothing with them and they are provided with a tray, which they take around the gym with them. This tray is then cleaned thoroughly before being given to the next gymnast.

Coaches are not permitted to physically support the gymnasts so they have had to adjust their coaching techniques to keep gymnasts safe but at the same time ensuring that they are able to learn new skills. This has been a real challenge and it has been necessary to purchase additional equipment to facilitate this different style of coaching.

Plymouth Swallows School of Gymnastics

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Trustees' Report

The government furlough scheme has been a lifeline for us as the majority of our coaches have been furloughed for some or all of this challenging time. As a result of the forced changes we have had to make, the numbers of coaching hours have been reduced; this has effected particularly the pre-school and recreational departments.

This year we have said goodbye to 11 members of staff, some have gone to university or have moved away from the area but the majority have left because we have been unable to offer them the same number of hours. We have sadly lost several of our long-standing team and they will be sadly missed by us all.

During the year we began to change our charitable status so that Plymouth Swallows would become an incorporated charity but lockdown has had an impact on this and I am hoping that this will be achieved next year.

We have faced many challenges this financial year and there are many difficulties to be overcome in the future. We continue to move forward but at a much slower pace than we had anticipated.

Financial review

In line with many other charitable and sporting organisations, the charity's financial performance has been adversely affected by the global pandemic crisis. Income from the usual charitable streams has been reduced. Only around four months of the year covered by these accounts reflect the impact of the crisis. This impact will obviously continue well beyond the end of the current reporting period.

The charity has taken steps to reduce the adverse impact and has taken advantage of the government's Job Retention Scheme to help meet staff costs and has received a £25,000 Covid Recovery grant from Plymouth City Council.

The charity is in the fortunate position of having substantial reserves to fall back on and the trustees are therefore confident that the charity will weather the pandemic.

Reserves

The trustees are aware that the charity may, at some time in the future, outgrow the premises from which it currently operates. The accumulation of reserves is in response to this risk.

Alternative ways of applying these funds for the benefit of the beneficiaries is being considered as the likelihood of using these funds on its premises diminishes.

As noted in the Financial Review, the current pandemic is adversely affecting the charity's finances, but the charity's retained reserves are available to help offset this.

The trustees therefore consider the level of reserves appropriate for the continuance of the charity's activities.

Risk management

The trustees monitor and review the key risks to which the charity is exposed and are satisfied that measures are put in place to manage those risks.



Plymouth Swallows School of Gymnastics

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Trustees' Report

Trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information



Mrs J M Caley
Trustee

Date 10th March 2021

**Plymouth Swallows School of Gymnastics
Independent Examiners' Report for the year ended 31 July 2020**

**Independent Examiners' report to the trustees of
Plymouth Swallows School of Gymnastics**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2020, which are set out on pages 1 to 12.

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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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.


Susan P Wills BSc FCA FCCA CTA

For and on behalf of: -
Wills Accountants Limited
2 Endeavour House
Parkway Court
Longbridge Road
Plymouth
PL6 8LR

Date 10 March 2021

Plymouth Swallows School of Gymnastics
Statement of financial activities
for the year ended 31 July 2020

	Notes	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
INCOMING RESOURCES					
Donations and grants	2	25,500	-	25,500	500
Incoming resources from charitable activities	3	294,928	-	294,928	337,141
Income from other trading activities	7	1,506	-	1,506	11,938
TOTAL INCOMING RESOURCES		321,934	-	321,934	349,579
RESOURCES EXPENDED					
Expenditure on charitable activities	4	326,146	876	327,022	328,223
Cost of raising funds	7	5,326	-	5,326	10,475
TOTAL RESOURCES EXPENDED		331,472	876	332,348	338,698
NET INCOMING/(OUTGOING) RESOURCES		(9,538)	(876)	(10,414)	10,881
Reconciliation of funds					
FUNDS BROUGHT FORWARD		400,334	1,220	401,554	390,673
FUNDS CARRIED FORWARD		390,796	344	391,140	401,554

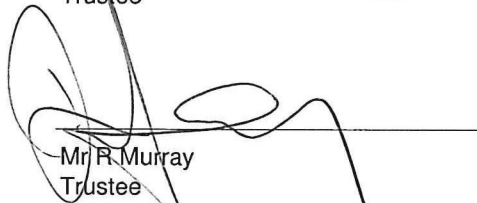
The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

**Plymouth Swallows School of Gymnastics
Statement of financial position
as at 31 July 2020**

	Notes	2020	2019
		£	£
FIXED ASSETS			
Tangible assets	10	208,326	183,360
CURRENT ASSETS			
Stocks	11	9,226	10,504
Debtors	12	8,027	4,216
Cash at bank and in hand		<u>188,405</u>	<u>223,452</u>
		205,658	238,172
CREDITORS: amounts falling due within one year			
	13	(22,844)	(19,978)
NET CURRENT ASSETS		<u>182,814</u>	<u>218,194</u>
NET ASSETS		<u>391,140</u>	<u>401,554</u>
FUNDS			
Unrestricted funds		390,796	400,334
Restricted funds		344	1,220
TOTAL FUNDS		<u>391,140</u>	<u>401,554</u>


Mrs J M Caley
Trustee


Mr R Murray
Trustee

Date 10 March 2021



Plymouth Swallows School of Gymnastics
Notes to the Accounts
for the year ended 31 July 2020

1 Accounting policies

Basis of preparation

Plymouth Swallows School of Gymnastics is a unincorporated trust constituted in England. The principal office address is set out in the Trustees' Report. The nature of the charity's operations and principal activities are to provide gymnastics coaching through the education of young persons who are pupils at schools, universities or other centres.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with FRS 102, 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 issued in October 2019, the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement.

At the time of approving the financial statements, the trustees have reasonable expectation that the charity has adequate resources to continue in operation for the foreseeable future. The financial statements have therefore been prepared on a going concern basis.

The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £1.

The accounts have been prepared on the historical cost convention. The significant accounting policies applied in the preparation of these financial statements are set out below.

Fund accounting

General reserves are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for a particular purpose.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Grants receivable are included in the accounts when the appropriate amounts have been quantified. Grants in respect of fixed assets are credited to income.

Income received in advance of membership periods is deferred until the criteria for income recognition are met.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to a particular heading they have been allocated to activities on a basis consistent with use of the resources.

Expenditure includes irrecoverable VAT where charged.

Plymouth Swallows School of Gymnastics
Notes to the Accounts
for the year ended 31 July 2020

Tangible fixed assets

Tangible fixed assets are initially recorded at cost and subsequently measured at cost, net of depreciation and any impairment losses.

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

Land and buildings	2% straight line
Equipment	10%, 15% or 25% straight line

Stocks

Stock is valued at the lower of cost and net realisable value.

Debtors and creditors

All debtors and creditors are recorded at transaction price.

Cash and cash equivalents

Cash and cash equivalents comprises cash in hand and deposits held at call with banks.

Pensions

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Volunteers

The financial value of the contribution of volunteers to the work of the charity is not recognised in the accounts.

2 Donations and grants	2020	2019
	£	£
Donations and grants - retracted (see note 17)	-	500
Training grant	500	-
Covid recovery grant	25,000	-
	<hr/>	<hr/>
	25,500	500
3 Incoming resources from charitable activities	2020	2019
<i>Operation of gymnastics club</i>	£	£
Fees	204,980	253,198
Fundraising	6,837	6,219
Holiday gym	3,240	11,960
Pre school fees	17,889	30,706
Pre school insurances	-	1,682
BG insurance recharge	-	17,664
Contribution to coaches' wages	3,893	4,710
Leotard fund income	-	474
Adult gym	1,323	1,553
Venue hire	4,501	4,990
Ballet	201	2,991
Natalie Engel Dance	789	-
Job Retention Scheme	51,275	-
Miscellaneous income	-	994
	<hr/>	<hr/>
	294,928	337,141



Plymouth Swallows School of Gymnastics
Notes to the Accounts
for the year ended 31 July 2020

4 Expenditure on charitable activities	2020	2019
	£	£
<i>Operation of gymnastics club</i>		
Direct costs of charitable activities (see note 5)	302,005	297,140
Governance costs (see note 6)	25,017	31,083
	<u>327,022</u>	<u>328,223</u>
5 Direct costs of charitable activities	2020	2019
	£	£
BGA insurance	736	16,611
Holiday gym expenses	316	1,408
Pre school insurance	-	1,312
Repairs and maintenance	13,625	10,481
Rates	2,573	4,222
Rent	5,204	5,204
Cleaning	5,605	4,022
Utilities	6,733	8,144
Net competitions cost	654	8,080
Depreciation	26,780	16,610
Leotard fund expenses	-	689
Ballet	101	2,443
Natalie Engel Dance costs	915	-
Subscriptions and licences	1,834	1,486
Bank charges	6,366	3,541
Sundry expenses	29	35
Postage and stationery	374	654
Insurance - charity	4,165	4,267
Telephone	837	877
Fund raising costs	1,277	319
Staff costs (see note 9)	223,881	206,735
	<u>302,005</u>	<u>297,140</u>
6 Governance costs	2020	2019
	£	£
Independent examiner remuneration - for independent examination work	1,290	1,260
for other work	150	180
Administration fees	6,728	-
Staff costs (see note 9)	16,849	29,643
	<u>25,017</u>	<u>31,083</u>
7 Merchandising income and expenses	2020	2019
	£	£
Sales of clothing and badges	1,506	11,938
Cost of sales, adjusted for stock	(5,326)	(10,475)
	<u>(3,820)</u>	<u>1,463</u>

Plymouth Swallows School of Gymnastics
Notes to the Accounts
for the year ended 31 July 2020

8 Trustee remuneration and expenses

No trustee, acting in their capacity as a trustee, received or waived any emoluments or expenses during the year (2019: nil).

9 Staff costs

	2020	2019
	£	£
Wages and salaries	225,899	214,615
Staff training	1,726	7,000
Pension (defined contribution) costs	4,664	3,881
Social security costs	8,139	10,218
Other staff costs	302	664
	<u>240,730</u>	<u>236,378</u>
Allocated to: -		
Direct costs of charitable activities	223,881	206,735
Governance costs (based on actual expenditure)	16,849	29,643
	<u>240,730</u>	<u>236,378</u>
Average number of staff	<u>29</u>	<u>28</u>
Number of staff with emoluments in excess of £60,000	<u>-</u>	<u>-</u>

10 Tangible fixed assets

	Buildings	Equipment	Total
	£	£	£
Cost			
At 1 August 2019	178,592	141,076	319,668
Additions	-	51,746	51,746
At 31 July 2020	<u>178,592</u>	<u>192,822</u>	<u>371,414</u>
Depreciation			
At 1 August 2019	36,934	99,374	136,308
Charge for the year	3,572	23,208	26,780
At 31 July 2020	<u>40,506</u>	<u>122,582</u>	<u>163,088</u>
Net book value			
At 31 July 2020	<u>138,086</u>	<u>70,240</u>	<u>208,326</u>
At 31 July 2019	<u>141,658</u>	<u>41,702</u>	<u>183,360</u>

The charity occupies the land upon which the buildings it operates from are sited on a long leasehold basis, subject to the payment of ground rent.

Plymouth Swallows School of Gymnastics
Notes to the Accounts
for the year ended 31 July 2020

11 Stocks	2020	2019
	£	£
Clothing and badges	9,226	10,504
	<u>9,226</u>	<u>10,504</u>

12 Debtors	2020	2019
	£	£
Prepayments	4,328	4,216
Other debtors	3,699	-
	<u>8,027</u>	<u>4,216</u>

13 Creditors: amounts falling due within one year	2020	2019
	£	£
Accruals	1,290	1,440
Fee income (subscriptions) received in advance	21,554	18,538
	<u>22,844</u>	<u>19,978</u>

14 Pension commitments

The company operates a defined contribution scheme. The contributions due to the scheme are disclosed within the staff costs note.

15 Operating lease commitments	2020	2019
	£	£
The total future minimum lease payments under non-cancellable operating leases are as follows: -		
Amounts payable:		
within one year	5,204	5,204
within two to five years	20,816	20,816
in over five years	369,484	374,688
	<u>395,504</u>	<u>400,708</u>

16 Related party transactions

The charity had no transactions with related parties that require disclosure.



Plymouth Swallows School of Gymnastics
Notes to the Accounts
for the year ended 31 July 2020

17 Analysis of funds

The restricted fund balance represents grants from SWAGA towards the costs of gymnasium equipment. The equipment is being written off in line with the charity's accounting policy and the balance represents the net carrying value of the equipment.

All other funds are unrestricted funds, none of which are designated.

2020	Balance at start date £	Income £	Expenditure £	Balance at end date £
Restricted funds				
SWAGA - vault	751	-	(751)	-
SWAGA - hand rails/bars	469	-	(125)	344
	<u>1,220</u>	<u>-</u>	<u>(876)</u>	<u>344</u>
Unrestricted funds	400,334	321,934	(331,472)	390,796
Total funds	<u>401,554</u>	<u>321,934</u>	<u>(332,348)</u>	<u>391,140</u>

2019	Balance at start date £	Income £	Expenditure £	Balance at end date £
Restricted funds				
SWAGA - vault	1,503	-	(752)	751
SWAGA - hand rails/bars	-	500	(31)	469
	<u>1,503</u>	<u>500</u>	<u>(783)</u>	<u>1,220</u>
Unrestricted funds	389,170	349,079	(337,915)	400,334
Total funds	<u>390,673</u>	<u>349,579</u>	<u>(338,698)</u>	<u>401,554</u>

18 Analysis of net assets between funds

2020	Restricted funds £	Unrestricted funds £	Total £
Fixed assets	344	207,982	208,326
Stocks	-	9,226	9,226
Cash at bank	-	188,405	188,405
Debtors	-	8,027	8,027
Creditors	-	(22,844)	(22,844)
	<u>344</u>	<u>390,796</u>	<u>391,140</u>

2019	Restricted funds £	Unrestricted funds £	Total £
Fixed assets	1,220	182,140	183,360
Stocks	-	10,504	10,504
Cash at bank	-	223,452	223,452
Debtors	-	4,216	4,216
Creditors	-	(19,978)	(19,978)
	<u>1,220</u>	<u>400,334</u>	<u>401,554</u>



