

# Banbridge Special Olympics Club

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**Banbridge Special Olympics Club**

**Annual Report and Receipts and Payments Account**

**For the period 1st October 2018  
to 30th September 2019**

**Northern Ireland Charities Number: 104787**

**Banbridge Special Olympics Club**

**References and administrative details**

Charity Name: Banbridge Special Olympics Club

Charity Registration Number: 104787

Contact Address: 31 Terryhoogan Road  
Scarva  
Co Armagh  
BT63 6NJ

Trustees: Carolyn Martin  
Joan Ross  
Charmaine Patton  
Thomas Patton  
Michael Tomlinson

Independent Examiner: S.M. Vint & Co  
8 Newry Road  
Banbridge  
BT32 3HN

Bankers: Bank of Ireland

## **BANBRIDGE SPECIAL OLYMPICS CLUB TRUSTEES REPORT 2018/2019**

### **Management Committee**

Carolyn Martin

Joan Ross

Charmaine Patton

Thomas Patton

Michael Tomlinson

Chairperson (Acting): Carolyn Martin

Secretary: Joan Ross

Treasurer: Carolyn Martin

### **Independent Auditor:**

Thomas Vint FCCA

S. M. Vint & Company  
Chartered Certified Accountants  
8 Newry Road  
Banbridge  
County Down  
BT32 3HN

### **Bankers**

Bank of Ireland, Banbridge.

The Trustees present the Annual Report of Banbridge Special Olympics Club for the year ending September 2019.

### **Objectives and Activities**

(a) The charitable purpose of Banbridge Special Olympics Club is to provide a safe environment for Special Olympics athletes and members to participate in Special Olympics activities and to provide year-round training opportunities to assist Special Olympics athletes to improve their skills with a view to attending Special Olympics competitions.

(b) To offer to Special Olympics athletes and volunteers opportunities to access recreation, social and educational activities to encourage their wider involvement in the community.

### **Achievements, Performance and Public Benefit**

To provide a safe environment for Special Olympics athletes and volunteers to participate in Special Olympics activities by providing year-round training opportunities and to assist Special Olympics athletes to improve their skills with a view to attending Special Olympics Competitions. The direct benefits which flow from purpose (a) include athletes and volunteers being more involved in their community and developing friendships through participating in sport. Athletes will also have improved physical and mental health from participating regularly in sport, and as a result of more people participating in amateur sport, the sports themselves will develop and grow in the local community. These benefits are demonstrated through volunteers communicating with athletes and their families on a regular basis and feeding back any notable comments to the committee. The club also produces an annual report at its AGM, summarising the club's achievements over the previous 12 months.

### **Club Management Report from Annual General Meeting 13/11/2019.**

At the 2018 AGM there was a major change in personnel.

We had 6 members stepping down from their committee roles.

5 of these also stopped volunteering at the club which left a large hole in our volunteer numbers.

So, the new committee that was elected certainly had some challenges to face.

A smaller more focused committee was established with just 7 members. The S.O rules state that the committee must have a minimum of 6 members with defined roles.

Over the course of the year the committee met on 10 occasions.

This year is the 4<sup>th</sup> year of the Olympic cycle.

While we had a lot of athletes who got a Gold medal at the All-Ireland Games we were once again unlucky not to secure a spot at the World Games.

As a result, there was little competition for our athletes.

We entered 2 teams in the Bocce 7's League.

The Braves finished in 3<sup>rd</sup> place in their League and all played very well.

The BSOC's team won their division in great style.

They went on to the Ulster Play-offs and finished in 4<sup>th</sup> place overall.

As we approach 2020, we see the start of the Regional advancement games which are the first step on the path to the All-Ireland Games.

While it was a quiet year on the sporting front, the committee took the opportunity to beef up the volunteer training.

There was over 35 main days of training throughout the year.

9 volunteers took the first aid course, 16 volunteers did safe-guarding training, 3 volunteers took the designated officer training, 4 did the AED training, 3 did Introduction to coaching practises, 3 did GDPR training.

Joan and Charmaine passed the Level 1 Bocce course which was 3 full days with a lot of homework thrown in.

We now have a full requirement of level 1 coaches for Bocce, Aquatics and Table Tennis. We also have a level 2 coach for aquatics.

This level of coaching is now a requirement for us to compete at SO events. We are indebted to have so many coaches and volunteers willing to give up their weekends for training purposes.

However, we need a level 1 coach for athletics and so far, we have been unsuccessful in recruiting someone. Michael did a 2day Assistant Athletics Coaching course, but we need a coach with a level 1 qualification.

With such a high level of training, we have left the club in a very good position. Of course, any new volunteers will be offered the opportunity of training.

The social side of the club is also very important.

We attended the Panto in Armagh last December followed by a meal in Molly's Mill.

We also revamped the end of year awards ceremony to celebrate the success of our athletes this year. Back in August we had a night of bowling in Lisburn and some food in McDonalds.

On the fundraising side we had the most successful coffee morning ever.

It raised over twice as much as the previous year.

We were also lucky enough to get a bag-pack slot in Tesco at Xmas.

Our most recent event was on Saturday 2<sup>nd</sup> November when three athletes attended an Athlete Leadership Programme with mentors Charmaine and Angela. They learned all about the athlete leadership programme, participated in a first aid course and some yoga. An enjoyable day was had by all. Amy mentored by Claire will also be taking part in the programme. All the athletes will have the opportunity to complete their Bronze Silver and Gold awards and hopefully they will be able to fulfil their tasks to achieve these along with their mentors.

Can I just take this opportunity to thank the outgoing committee members for their hard work over the past year, their hard work is much appreciated.

There is a massive commitment from a team of dedicated volunteers who work very hard with our athletes so that our Athletes get the best out of their sport. We are lucky to have a group of very enthusiastic volunteers that the club could simply not do without.

I would also like to thank the families who bring their athletes to the various venues and to training each week. Your support is much appreciated.

Finally, I have to thank the athletes, it's great to see so many of you turning up to the club each week and working so hard at your sport.

Reported by Carolyn Martin on 13<sup>th</sup> November 2019.

## **Financial Review**

Income for year: £6638

Expenditure: £ 7271

Balance (30/09/19) £11324

Overspend of £633

The Trustees have reviewed the budgets and are satisfied that Banbridge Special Olympics has adequate money to run its programme for the year ahead. The financial statements can now be signed off.

There is no reserve policy.

## **Structure, Governance, and Management**

### **Governing document and constitution of the charity.**

Banbridge Special Olympics Club has a management team governed by a constitution.

### **Recruitment and Appointment of Trustees**

Trustees are recruited at the Annual General Meeting from the members of Banbridge Special Olympics Club.

### **Pay and Remuneration**

No Trustee or Committee member received any pay or remuneration during the year.

### **Organisational Structure**

Banbridge Special Olympics Club is governed and managed by a management committee under the direction of a chair.

Tracy Davis at year end of 2018 was the elected Chairperson/ Trustee. She stepped down from Chairperson/Trustee in September 2019. Carolyn Martin Acted as Chair until the year end September 2019.

### Compliance with Public Benefit

The club has given careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure the activities entered into during the year have helped to achieve the Clubs objectives and activities, as well as providing public benefit.

### Statement of Trustees Responsibilities

The Trustees are responsible for preparing the Trustees Report and the statement of receipts and payments and statement of assets and liabilities in accordance with applicable law and regulations.

The law applicable to charities in Northern Ireland with income less than £250,000 requires the trustees to prepare a statement of receipts and payments and a statement of assets and liabilities for each financial year.

The Trustees are responsible for keeping accounting records that are sufficient to show and explain the club's transactions and disclose with reasonable accuracy at any time the assets and liabilities of the club. They are also responsible for safeguarding the assets of the club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on Behalf of the Trustees

Trustee 1: *Chriet*

Trustee 2: *Ross*

20/11/2019

**Banbridge Special Olympics Club**  
**Statement of Receipts & Payments for the period ended 30th September 2019**

	Note	Unrestricted funds	Restricted funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Admissions	2	2,584	0	2,584	2,349
Donations	2	684	0	684	1,238
Grants	2	125	0	125	5,432
Fundraising	2	3,245	0	3,245	3,652
<b>Total income</b>		<u>6,638</u>	<u>0</u>	<u>6,638</u>	<u>12,671</u>
<b>Expenditure on:</b>					
Raising Funds	3	349	0	349	233
Charitable Activities	3	6,922	0	6,922	11,435
<b>Total expenditure</b>		<u>7,271</u>	<u>0</u>	<u>7,271</u>	<u>11,668</u>
<b>Net income / (expenditure) resources</b>		<u>-633</u>	<u>0</u>	<u>-633</u>	<u>1,003</u>

## **Independent Examiner's Report to Banbridge Special Olympics Club**

I report on the accounts of the charity for the period ended 30th September 2019 which are set out on pages 8-9.

### **Respective responsibilities of Trustees and Examiner**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act (Northern Ireland) 2008.

It is my responsibility to:

- examine the accounts under section 65 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

### **Basis of Independent Examiner's report**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 63 of the Charities Act
2. That the accounts do not accord with those accounting records
3. That the accounts do not comply with the accounting requirements of the Charities Act
4. That there is further information needed for a proper understanding of the accounts to be reached.

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

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.



**Thomas Vint FCCA**

**For and behalf of S.M. Vint & Co**

**Chartered Certified Accountants & Registered Auditors**

**8 Newry Road**

**Banbridge**

**BT32 3HN**

# Banbridge Special Olympics Club

## Statement of Assets & Liabilities- Period Ended 30th September 2019

	2019	2018
<b>Reconciliation of funds at 30.09.19</b>		
Total funds brought forward	11,957	10954
Surplus/(deficit) this year end	-633	1,003
Total funds carried forward	<u>11,324</u>	<u>11,957</u>
<b>Bank &amp; Cash Balances</b>		
Cash at bank and in hand	<u>11,324</u>	<u>11957</u>
	<u>11,324</u>	<u>11,957</u>
<b>Represented by</b>		
Unrestricted funds	11,324	11,957
Restricted funds	0	0
<b>Total Funds</b>	<u>11,324</u>	<u>11,957</u>

Notes on pages 10 to 11 are an integral part of these financial statements.

The financial statements on pages 8 to 9 were approved by the Board of Trustees on 20th November 2019 and signed on its behalf by:

Carolyn Martin



Charmaine Patton



**Banbridge Special Olympics Club**  
**Notes to the financial statements for the period ended 30th September 2019**

**1. Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

**a) Preparation of accounts on a going concern basis**

The charity generally meets its day to day working capital requirements from its annual income. The Trustees have obtained and reviewed cash flow forecasts for the coming year and based on these are satisfied that the charity has resources to provide a reasonable expectation that it can continue to meet its financial obligations as they fall due for the foreseeable future. Therefore these financial statements have been prepared on a going concern basis

**b) Income**

Income is accounted for on a cash receipts basis as the amount is collected and are allocated as either restricted or unrestricted funds according to the terms of the donation.

**c) Expenditure**

Expenditure is recognised on a cash payments basis.

**d) Cash and cash equivalents**

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts.

**e) Funds**

Funds are classified as either restricted funds or unrestricted funds, defined as follows:

Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the Club. Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund.

**2. Fundraising**

	Unrestricted	Restricted	Total 2019	Total 2018
<b>Admissions</b>	2584	0	2,584	2349
<b>Donations</b>	684	0	684	1,238
<b>Grants</b>				
AIVC Small Grants	0	0	0	432
ABC Council	125	0	125	1,000
Lidl Community Award	0	0	0	4,000
	125	0	125	5,432
<b>Other Fundraising</b>				
Bag Packing	928	0	928	2,107
Coffee Morning & Raffle	2,317	0	2,317	1,160
Charity Night Dromore	0	0	0	385
	3,245	0	3,245	3,652
	<b>6,638</b>	<b>0</b>	<b>6,638</b>	<b>12,671</b>

### 3. Analysis of Expenditure

	Unrestricted	Restricted	Total 2019	Total 2018
<b>Raising Funds</b>				
Fundraising costs	80	0	80	62
Postage & Stationary	156	0	156	55
Bank Fees	113	0	113	116
	<b>349</b>	<b>0</b>	<b>349</b>	<b>233</b>
<b>Charitable Activities</b>				
Coaching	990	0	990	780
Training	427	0	427	410
Rent	1,641	0	1,641	1,064
Transport	640	0	640	320
Travel Expenses	103	0	103	398
Accountancy	0	0	0	300
Entry Fees	50	0	50	5,600
SOU Affiliation	420	0	420	504
Awards	310	0	310	240
Equipment	127	0	127	154
Entertainment	1,576	0	1,576	610
Kit Expenses	30	0	30	260
Registration	80	0	80	10
Other Expenses	326	0	326	166
ABC Council grant due back	202	0	202	619
	<b>6,922</b>	<b>0</b>	<b>6,922</b>	<b>11,435</b>
<b>Total Expenditure</b>	<b>7,271</b>	<b>0</b>	<b>7,271</b>	<b>11,668</b>

### 4. Analysis of trustee remuneration and expenses.

Trustees received £103.68 (2018-£222.58) in relation to travel expenses at a rate of 36p per mile.

Trustees were reimbursed £526.91 (2018-£447.32) in relation to expenses incurred on behalf of the club.

