

Amber Valley School Sport Partnership (CVS)

Charity Number 1162691

ACCOUNTS

For the year ended

31st August 2019

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Trustees/Directors

Chair Kelvin Gibbs

Sarah Trew

Matt Crawford

Paul Doleman

Rob Hallam

Secretarial Support Sue Pacey

Registered Address

C/O Swanwick School and Sports College

Hayes Lane

Swanwick

Derbyshire

DE55 7DR

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Directors Report

Legal Status

Amber Valley School Sport Partnership is a Charitable Incorporated Organisation (CIO) a registered charity and, therefore has no share capital. The company is governed by a constitution

Exemptions

The Trustees/Directors have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

Main Activities

Amber Valley School Sport Partnership provides a district programme of inter school Athletic competition feeding into county competitive structure. A range of advice and programmes are used to deliver a broad range of activities to encourage children to lead active and healthy lives.

The CIO employs 7 full time members plus casual workers if needed in certain programmes. The 7 full time members are involved in supporting the teaching and learning of the PE Curriculum in 30 schools across Amber Valley

Summary of the Accounting Period

During this financial period there has been a continuation of the previous years strong financial and organic growth.

The company's policy on reserves

We need to, in the next financial year, ensure that we have an excess of income over expenditure to reinvest as and when necessary

Responsibilities of the Trustees

Company Law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus of deficiency for the year then ended.

In preparing these financial statements, the directors are required to: select suitable accounting policies, as described in the 'notes' section, and apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Directors must also prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue in business.

The Directors are responsible for keeping the proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, and enable

them to ensure that the financial statements comply with the Charities Act 2011. The directors are also responsible for safeguarding the assets of the company and hence taking reasonable steps for the prevention and detection of fraud or other irregularities.

Independent Examiners Statement

This report has been prepared in accordance with section 145 of the act. I can confirm that as a member of the Association of Accounting Technicians I am qualified to undertake the examination.

The Trustees declare that they have approved the Directors' report above.

Signed on behalf of companys Trustees:

Signed

Date

6/4/2020

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For the year ended

31st August 2019

Trustees Report

The Trustees are pleased to present their annual report and audited accounts for the year ended 31 August 2019 and confirm they comply with the requirements of the Charities Act 2011, the trust deed and the Charities SORP (FRS 102).

Status

Amber Valley SSP is a Charitable Incorporated Organisation (CIO) operating with the benefits of limited company status without the requirement to file returns to Companies House.

The CIO is governed by a constitution.

Role of Trustees

To ensure that the CIO is administered effectively in line with the approved business.

To ensure that the CIO delivers against the deed and budget.

To ensure that young people are considered in our decisions.

To commit to the CIO through meetings, advocating the CIO and wider working opportunities and partnerships

Ensure that the CIO adheres to its role as a charity.

Offer support to the Managers through their expertise.

Purpose

The advancement, for the public benefit, of physical education, sport and physical activity for the people of Amber Valley, Derbyshire, and surrounding areas, by working with schools, community sports clubs, and community centres to use the power of PE, sport and physical activity to improve the lives of local people.

Objectives

1. Provides/facilitates a district programme of intra-school and inter-school competition feeding into a county competitive sport structure.
2. Advises primary schools on the most cost-effective ways of using their PE budgets, especially, PE & Sport Premium funding, to promote physical literacy and thus long-term involvement in healthy PE, sport and physical exercise.
3. Provides programmes of healthy physical activity, nutritional advice, etc via local and national health initiatives resulting in programmes of mid-day and after-school activity.
4. Advises schools on how to tailor programmes to maximise benefit to individuals under its Maximise Your Potential programme and helps to forge pathways into clubs for more young people.

5. Provides sport and physical activity specific sessions for children and young people with Special Educational Needs, and trains young leaders to deliver them.
6. Provides Continuous Professional Development opportunities for those delivering PE, sport and physical activity in schools and clubs in order to drive up the quality of provision.
7. Provides Leadership training in sport and physical activity for young people, thus increasing both the quality and the quantity of provision.

Delegated responsibility

Mark Ozenbrook, Charity Lead, is delegated by the Trustees to oversee the day to day running of the CIO with support of the Finance and Admin Officer in Sue Pacey and any external agencies. Mark is supported by two managers in Rob Shaw and Cheryl Naylor. The board meet at least 4 times throughout the year with accounts presented at these meetings.

Programme

AVSSP CIO delivers a broad range of activities to encourage children to lead active and healthy lives.

The CIO employs 13 full time members of staff along with 3 regular part time workers and casual workers who deliver on an ad-hoc basis depending on the requirements of certain programmes. The 13 full time staff members are involved in supporting the teaching and learning of the Primary PE Curriculum in 30 schools across Amber Valley.

In order to complete our objectives, finance has been generated through the school's network. We have also worked to develop our external networks to ensure that the demand to balance the finance is maintained.

Mark Ozenbrook is responsible for the daily operational working on the CIO covering the finance, local and national contracts, school liaison and planning. Mark's role is to ensure that the CIO is financially sound and can project itself throughout an ever-changing landscape.

Cheryl Naylor, Coaching programme manager is responsible for the delivery of the primary schools teaching programme covering line management, primary school support and planning. Rob Shaw, Operations manager is responsible for the delivery of the Intra and Inter competition programme, secondary school provision and national school games programme. Sue Pacey in her role as Charity administrator maintains the finance and administration of the CIO.

Amber Valley School Sport Partnership CIO - Organisation structure

Roles and Responsibilities

Board of Trustees

To oversee the AVSSP CIO operation.

Ensure that good practice within the organisation is upheld.

Hold staff to account.

Ensure that through positive work staff are able to provide experiences to young people in .
Amber Valley to help achieve their potential.

Trustees;

Chair – Kelvin Gibbs – Headteacher of Mundy Junior School
Trustee: Sarah Tew – Executive Headteacher of Loscoe Primary School & St Lawrence Primary
Trustee: Matthew Crawford – Executive Headteacher of Embark Academy chain

Trustee: Paula Doleman – Headteacher of Ripley Infant School
Trustee: Rob Hallam – PE Coordinator at St John Primary School
Secretarial support: Sue Pacey, employee of AVSSP

Directors –Mark Ozenbrook

Manage the finance and risk of the organisation.
Operational management of the business.
Manage programmes internally and externally.
Manage relationships with the schools and partners.
Develop income streams.
Manage recruitment and staff management.
Complete the necessary reporting to the charity commission and external funders.

Operations Manager – Rob Shaw

Function of all primary, secondary and SEN events.
Manages all secondary programming.
Responsible for the delivery of the School Games programme.
Responsible for leadership and club link programming.

Coaching Programme Manager – Cheryl Naylor

Management of the PE support staff deployed in schools.
Responsible for Primary school support in PE, School Sport and Physical Activity.
Create and prescribe resources for schools PE & Extra-curricular provision.

Admin and Finance – Sue Pacey

Manage the finance and administration of the organisation.
Maintain true and accurate records.
Prepare finance for end of year return.
Undertake payroll duties for employees.

PE Support staff – Adam White, James Smith, Lauren Whiteman, Rachel Wilson, Danny Wildig, Cheryl Naylor, Matt White, Liam Start, Jack Green, Joe Pickering.

Work within schools to develop PE, School Sport and Physical Activity programmes.
Ensure high quality delivery and team teaching is achieved in every school.
Ensure that best practice and safeguarding is upheld in each school.
Be an advocate of the role, the organisation and the opportunities available to young people.

Progress

It has been a good 2018/19 for Amber Valley School Sport Partnership as the organisation continues to grow organically creating better provision, delivery and surroundings for staff.

A significant change took place this year as Phil Basterfield who previously worked as a co-manager of the charity with Mark Ozenbrook left to pursue a career in financial management.

The trustees made the decision to change the leadership structure of the charity by internally promoting Mark Ozenbrook to a position of charity lead with the support of

two managers in Cheryl Naylor and Rob Shaw. This decision was made to ensure a clear designation of roles and responsibilities in the leadership of the charity.

The trustees said goodbye to Josh Brown as he relocated to another part of the country and therefore had to step down from the role.

The separate brand of PE Coordinator has allowed us to start venturing into newer worlds outside of Amber Valley with a view of bringing an additional income into the organisation. This hasn't as yet been set up as a limited company as it is still developing and currently not generating enough income to warrant a full company set up. As such it operates through the CIO. PE Coordinator has still yet to fully develop as initially planned and we look to use the year ahead to plan meaningful programmes that are a demand to schools.

Our team this year has seen the full employment of apprentice Jack Green, this has shown the success of the apprenticeship programme.

The holiday club programme has started to become an integral part of our offer to the community. Our link with local Leisure Centre, William Gregg in Heanor has strengthened and we are now running programmes that incorporate other aspects of the site including swimming and the dance area. Having offered over 1000 places to the local community to have children take part in affordable holiday provision we are becoming well recognised as the community's provider for sports activity in school holidays.

Individual staff have developed themselves throughout the year with Adam White completing his course to deliver further Education. The charity are now exploring ways to utilise this qualification by working closely with The Association for PE (AFPE) to develop a Level 3 and 5 qualification for adults.

Successes

- Adam White has gained his further education qualification and we are developing AfPE qualifications in the organisation
- The full employment of Jack Green from being an apprentice
- Holiday camps are becoming very popular in the community
- The retention of staff has been excellent as we have not seen any of the delivery team leave
- Competition programme continues to grow and engage with more and more young people

Challenges

- Recruiting more trustees

Risk and Key Factors

- Funding is an issue with only the £23,800 from school games being used to support the organisation. All other finance will be generated from the programmes we have running and the current funding for the Sport Premium where schools use funds to pay for our services has only been agreed until July 2020.

Participation

Competition programme

- Through the delivery of the School Games programme AVSSP CIO has delivered against the following areas over the past 12 months
- 10,789 young people involved in Level 1/Intra competition · Level 1 refers to opportunity's children are given when they are within their school.
- 6,786 young people involved in Level 2 / Inter competition. This refers to the opportunity's children have when playing against another school, competition or festival.
- 5,223 children accessing extra curricular sporting activities, this refers to the access children who have to clubs before or after school throughout the year.
- 534 pupil premium children have been involved in L2 competition.
(data taken from the SPWA data collection tool completed by 30% of schools locally)
- School Games Mark has seen 12 school achieving the Gold status, 13 silver and 5 bronze.

Leadership

Our leadership programme encourages young people to develop valuable skills that will support them later in life. From communication, time management, professionalism, dealing with conflict or working under pressure our students regularly volunteer to ensure that programmes run and have impact on the lives of those involved.

- 1,433 young people involved in leadership and volunteering throughout the year
- 8 secondary school inset sessions ran
- 220 number of young people delivered to
- 310 young people supporting events
- 2 Sports Leaders course delivered

Bikeability

Via the Schools Games funding we are able to access funding to deliver the national bikeability programme. This is delivered externally through our two delivery agencies and has seen an increase in the number of places requested across the country, this has seen our income amount decrease due to over subscription of the programme however, our aim is to maintain our usual delivery to all schools. We have been successful in gaining access to the new Bikeability Plus modules which will be aimed at our infant schools.

PE delivery

Over the past 12 months we have worked specifically with 35 schools in the borough on developing their PE curriculum with staff. This usually results in us working weekly with over 100 teaching staff in schools.

Per week our staff were involved in clubs on each site which would equate to a minimum of 30 regular sport clubs running in extra curricular time and targeting 350 young people

per week and a throughput estimated at over 13,000 annually.

Investment Policy

The Trustees have adopted an investment policy that links to the investment with St James's Place

This investment policy will be reviewed as required

Amber Valley School Sport Partnership (CVS)

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For the year ended

31st August 2019

Independent Examiners Report

Respective responsibilities of the Trustees' and Examiner

The charity's Trustees (who are also Directors of the Company for Company law purposes) are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 111 of the Charities Act 2011 and that an independent examination is required.

Having established the company is not subject to audit under company law and eligible for an independent examination it is my responsibility to:

Examine the accounts under section 145 of the 2011 Act.

Follow the procedure laid down in the general directions given by the charity commissioners under section 145(5) of the 2011 Act : and

State whether particular matters have come to my attention.

Basis of the independent Examiner's report

My examination was carried out in accordance with the general directions given by the charity commission. An examination included 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 concerning any such matter. The procedures undertaken do not provide all evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiners Report

In connection with 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 386 of the Companies Act 2006: and

To Prepare accounts which accord with the accounting requirements of the companies Act 2006 and with the methods and principals of the statement of Recommended Practice:

Accounting and Reporting by Charities (FRS102 SORP) have to been met or :

2. To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Date 04/06/20

**Amber Valley School Sport
Partnership (CIO)**

Charity Number 1099194

Income and Expenditure Account for the year ended 31st August 2019

		Unrestricted Funds	Restricted Funds	Total 2019	Re-stated Total 2018
	Notes	£	£		
Income					
Bikeability	2	-	40,783		48,594
Dodgeball		1,508			
Holiday Club		11,545			1,517
Oz		1,391			
Affiliation		62,300			
Coaching Services		313,750			244,781
Bus Runs		790			
Grant Funding		-			49,145
Resource Sales		1,216			
Special Delivery		8,385			12,170
LTA			400		
SGO			23,800		
Dan Magness		2,550			
Sundry		482			
Bank Interest		33			59
Total Income		403,950	64,983	468,933	356,266
Expenditure		£	£	£	£
Rent & Rates		5,626		5,626	5,089
Mileage		6,775		6,775	7,128
Insurance		1,877		1,877	3,092
Depreciation		5,149		5,149	7,020
Printing, postage, and stationary		3,223		3,223	2,152
Telephone		639		639	495
Office Costs		1,936		1,936	2,316
Vehicle Hire		601		601	3,110
Equip, computers, maintained & website		1,297		1,297	2,316
Clothing		3,118		3,118	2,362
Salaries, pension and other costs	4&5	339,561		339,561	308,120
Staff training, travel & personnel charges		-		-	573
Advertising		4,373		4,373	6,458
Cost of sales		49,997	36,860	86,857	74,031
DBS		936		936	
Audit and accountancy		2,010		2,010	4,470
Bank Charges and financial costs.		-		-	159
Total Expenses		427,118	36,860	463,978	428,891
Net income/(outgoing) before transfers					(72,625)
Net gain/losses on investments		-	-		(5,935)
Net movement in funds in the year		(23,168)	28,123	4,955	(78,560)
Funds brought forward		334,522	-	334,522	413,082
Total Funds carried forward		311,354	8,218	339,477	334,522

Charity Number 1099194

31st August 2019

Net income for period		4955
		0
Adjustments for Depreciation		5149
Increase in Debtors		-26188
Increase in Creditors		8476
Net Cash used in operational activity		-7608
Bank & Cash	8/31/2018	167309
Bank & Cash	8/31/2019	159701

Amber Valley School Sport Partnership (CIO) Charity Number 1099194

Balance Sheet as at		31st March 2019		Re-stated	
	Notes	2019	2,019	2018	2018
		£	£	£	£
Fixed Assets	6		15,888		21,037
Current Assets					
Debtors	7	32058		5,870	
Investments		144065		144,065	
Cash at bank and in hand		159701		167,309	
		<u>335,824</u>		<u>317,244</u>	
Creditors: Amounts failing due within one year	8	<u>12,235</u>		<u>3,739</u>	
Net current Assets/Liabilities			<u>323,589</u>		<u>313,505</u>
Net Assets	10		<u><u>339,477</u></u>		<u><u>334,542</u></u>
Capitals and reserves					
Unrestricted Funds:					
General			334,145		329,190
Capital			<u>-</u>		<u>-</u>
			<u>334,145</u>		<u>329,190</u>
Restricted Fund:					
Capital			5,332		5,332
			<u>5,332</u>		<u>5,332</u>
			<u><u>339,477</u></u>		<u><u>334,522</u></u>

The financial statements have been prepared in accordance with the provisions relating to companies subject to the small companies regime.

For the financial year ended 31st March 2018 the company was entitled to the exemption from audit under section 477 Companies Act 2006 relating to small companies and the members have not

required the company to obtain an audit of its accounts for the year in question in accordance with section 476. The directors acknowledge their responsibilities for complying the requirements of the Companies Act 2006 with respect to accounting records and the preparation of account.

The directors declare that they have approved the accounts above.

Signed

Secretary

Date

Amber Valley School Sport Partnership (CVS)

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ACCOUNTS

For the year ended

31st March 2019

Notes

1. Accounting Policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention of the financial reporting standard FRS 102 and the statement of Recommended Practice on Accounting and Reporting (FRS 102 SORP) and in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

As stated in the Charities Act 2011 (Group Accounts) Regulations 2015, and the Charities (Accounts and Reports) Regulations 2008, any parent charity where the aggregate gross income of the group, the parent charity and its subsidiaries, does not exceed £1,000,000 after consolidating adjustments, is not required to prepare group accounts. Accordingly group accounts consolidating the financial statements of the charity and its subsidiary undertaking have not been prepared.

Incoming resources

All material incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Voluntary Income by way of donations and gifts is included in the SOFA when received.

Grants where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when receivable. Where entitlement is conditional on the delivery of a specific performance, the income is recognised in the SOFA when that performance has been met.

Grants received for specific projects are classed as restricted funds. Grants towards capital expenditure are released to the SOFA when the assets are purchased from a restricted capital fund.

Donated services and facilities are included in the value to the charity where this can be quantified. The value of the service provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Activities for generating funds are accountable when receivable.

Income from rent and room hire is accounted for when receivable.

Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred.

Expenditure includes VAT, which cannot be recovered as the charity is not VAT registered, and is reported as part of the expenditure to which it relates;

Costs of generating funds comprise the cost associated with attracting voluntary income and activities for generating funds.

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of the activities and its services for its beneficiaries. It includes both costs that can be allocated to such activities and those costs of an indirect nature necessary to support them. Expenditure on grants is recorded once the charity has made an unconditional commitment to pay the grant and this is communicated to the beneficiary or the grant has been paid whichever is earlier. The charity has not made any grant commitments of more than one year.

Governance costs include costs associated with meeting the constitutional and statutory requirements of the charity and include the independent Examiners fees and costs linked to the strategic management of the charity.

Costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resources. Cost allocation included an element of judgement and the charity has had to consider the cost benefit of all detailed calculation and record keeping. Directly attributable costs are allocated to the respective cost headings, including support costs where these are directly attributable. Other support costs have been appropriately allocated either on a per capita basis or on an estimated usage basis as considered appropriate.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in the furtherance of the general objectives of the charity.

Restricted funds are to be used for a specific purpose in accordance with the restrictions imposed by donors.

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustee's discretion.

The cost of administering each fund are charges against the relevant fund, together with a fair allocation of management costs.

Transfers between funds are made if required and allowed under the restrictions and conditions of the particular funds involved. Where restricted funds become available for general purposes once certain criteria have been met, the surplus of income received over expenditure incurred is then transferred from restricted to unrestricted funds.

Depreciation

Tangible fixed assets are stated at cost (or deemed cost) less accumulated depreciation the trustees have estimated that the original cost of the land and buildings should be allocated 50% to the land and 50% of the building.

Depreciation is calculated so that assets are written down to their residual value over their anticipated useful economic lives. Depreciation is not charged on Freehold land. Depreciation is provided on other assets using the following annual rates:

Freehold land - Not depreciated
Freehold Buildings - 50 years
Fixtures and fittings - 20% (reducing balance basis)
Computer equipment - 20% (straight line basis)

Operating Leases

Rental costs under operating leases are charged to the statement of Financial

Activities on a straight line basis over the period of the leases.

Pension Costs

The company has not made any pension contributions into a Defined Benefit Pension Scheme for its employees in the year under review. Contributions to defined contribution plans are expensed to the Statement of Financial Activities in the period to which they relate.

Taxation

The charity is exempt from tax on income and gains falling within chapter 3 part II of the Corporation Tax Act 2010 or section 256 of the Taxation and Chargeable Gains Act 1992 to the extent that these are applied to the charitable objectives.

Going Concern

The trustees are continuously reviewing the current position and future activities of the charity and consider it appropriate to prepare financial statements on a going concern basis. The trustees are aware of the requirements for sufficient working capital to meet ongoing running costs and are also aware that the charity is currently reliant, to a certain degree, on grant funding received in advance in order to provide working capital to meet ongoing running costs. If this funding in advance was to significantly reduce and sufficient surpluses were not generated then the trustees may need to seek additional finance, which may require the charity's freehold property to be provided as security.

2 Grants and Donations

Note 2	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Bikeability	-	64,983	-	82,394
	-	64,983	-	82,394

3 Information regarding employees

	2019	2018
	£	£
Wages and salaries including NIC	305,307	273,954
Social Security costs	23,526	19,484
Pension Costs	10,728	14,682
	<u>339,561</u>	<u>308,120</u>

The average number on employees, analysed by function	2019	2018
	Number	Number
Management and administration of the charity	7	7
Total	<u>7</u>	<u>7</u>

No employee received remunerations of more than £60,000

No member of the trustee board received any remuneration during the year.

4 Pension Costs

The pension costs shown in the financial statements for the years represents contributions payable by the charity, to a Defined Contribution Pension Scheme,

5 Intangible Fixed Assets

Patents and Licenses

Cost:	£
At 1st September 2018	438
Additions	-
At 31st August 2019	438

6 Tangible Fixed Assets

	Motor Vehicles	Fixtures and Fittings	Computer Equipment	Total
	£	£	£	£
Cost:				
At 1st September 2018	20,206	176	217	20,599
Additions	-	-	-	-
At 31st August 2019	-	-	-	-
Depreciation				
At 1st September 2018	-	-	-	5,149
Charge for the year	-	-	-	-
At 31st August 2019	5,051	26	72	5,149
Netbook Value				
At 31st March 2019				
At 31st March 2018	15,155	150	145	15,450

The freehold building is held in the name of the official Custodian for Charities on behalf of and for usage of the charity.

The change in Accounting Policy Regarding depreciation of freehold building is reflected above - See note 1

7 Debtors

	2019	2018
		£
Other debtors	1325	-
Trade Debtors	30733	5,870
	<u>32,058</u>	<u>48,271</u>

8 Creditors: Amounts falling due within one year

	2019	2018
	£	£
Trade Creditors	3590	882
Other taxes and social security	8045	-
Accruals and other creditors	600	2,877
Deferred Income	0	-
	<u>12,235</u>	<u>3,759</u>