



Trustees Annual Report
for
Horley Lawn Tennis Club
(Charity No 1150481)
For the period
1 April 2019 - 31 March 2020

Introduction

This Annual Report by the Trustees of Horley Lawn Tennis Club covers the period from 1st April 2019 to 31st March 2020. It also provides a forward look between the end of the reporting period and date of publication for completeness.

Charity Name and Number

The Charity is Horley Lawn Tennis Club and is registered with charity number 1150481.

Company Registration

HLTC is a registered company, number 08277089, and is limited by guarantee.

Registered Address

HLTC's Registered Address is:

Vicarage Lane
Horley
Surrey RH6 8AR

Trustees

The current Trustees making and approving this Report are:

- Mr Peter Horder
- Ms Gail Palmer
- Mrs Helen Wickens
- Mr Paul Farrell
- Mrs Julie Newton
- Mrs Alison Blay

Mrs Wickens replaced Mrs Louise Ray at the Charity's Annual General Meeting on 24th September 2019:

Charitable Objects and Performance

Objects

The Objects of the Charity are, for the benefit of the inhabitants of Horley and the surrounding area:

- to promote the amateur sport of lawn tennis;
- to promote community participation in healthy recreation, in particular by the provision of facilities for the learning, teaching and playing of lawn tennis; and

- to promote the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

Promoting the Charitable Objects

We have endeavoured to maintain our activities to promote tennis and social interaction with the local community.

Our social events have had some mixed response during the year although the annual favourites, Casino night, Bonfire night, and the Christmas party are always well attended. Other events have sometimes lacked support but we will continue to plan them in the coming year. The pulse and health of our club can be gauged from how events are supported and how many new contacts can be made in the community. Through these activities and the tennis open session opportunities we have seen a small increase in club membership.

Our coaches have continued with the successful children's coaching sessions and this is a valuable activity that supports our work in the community. The summer coaching camps have also been well supported. Now work is under way to try and spend more time meeting the parents to see if we can encourage them to take up or return to the game which, in turn, will encourage their children to continue.

Coaching for adults is also continuing with drop in sessions for beginners as well as ongoing sessions for regular players.

We have continued to grow our tennis coaching programme, providing junior coaching for ages 4-16 following the LTA pathway of red, orange, green and yellow ball groups, with the aim of older juniors being able to join adult club play on an invitation basis.

Summer camps continue to be popular for children with 100 plus attending over a 5 week period. This is a paid for activity (but see *Note below) which enables parents to leave their children in the care of experienced and qualified coaches, and the children to be entertained and taught tennis.

We are also starting a new initiative under the heading of "Tennis for All" where parents and children play together and enjoy the exercise as well as the tennis. We have continued our work providing tennis coaching in some of our local schools. In the coming year we will extend this initiative in conjunction with Horley Town Council.

We have held our annual open day and the "Tennis for All" open day in conjunction with Wimbledon fortnight. And these initiatives will continue to be high on the agenda for next year.

*Note: The coaching team leads for the charity on delivery of the tennis development aspects of the Objects. Although the coaches usually charge clients for their time according to a variety of schemes (some activities are free to the clients with the Charity paying the coaches), the Charity makes the tennis courts available to the coaching team free of charge, so that those costs are minimised. The coaches also get a reduced rate for the floodlights, a saving they pass directly to their clients.

Structure and Governance

The Charity is constituted and governed in accordance with its Articles of Association, created when the Charity was registered and incorporated as a company, limited by guarantee (i.e. an LLC)

It is managed by a Committee comprising up to 8 Trustees, who are also the Directors of the incorporated HLTC LLC and Officers of the Club (the Committee). Officers are elected annually at an Annual General Meeting with nominations open to, and invited from, all members of the organisation who are over the age of 18 (technically those under 18 may be elected but cannot act as Trustee or Director as directed by the Articles). The Committee meets once every 6 weeks, and the Head Coach attends meetings as the group ensures that tennis development plays a major part of its considerations. Only members of the organisation are entitled to vote in an AGM.

The Articles empower members to raise special resolutions and call for Extraordinary General Meetings should they disagree with a decision or direction of the Committee. Again, only members of the organisation are entitled to vote in an EGM.

The Committee considers all aspects of the running of the organisation, and routinely reviews all aspects of the operation of the Charity:

- Junior Coaching and young people (taking reports from the Junior Representative and Head Coach)
- Financial matters (taking a report from the Treasurer)
- Membership issues
- Club play and Matches
- Grounds and Maintenance
- Fund-raising and participation in external events for the purposes of promoting the Charity and its Objects
- Reports from any specialist sub-Committees regarding the forward development of the infrastructure and organisation of the Club and Charity
- The Business Plan
- The comprehensive Risk Analysis and Management Plan.

HLTC has a number of written policies in force, including:

- Volunteer Recruitment and Retention policy
- Accident and Emergency Guidance
- Maintenance policy (including Sinking Fund policy)

- Complaints policy
- Feedback policy
- Smoking policy
- Risk Assessment policy (with associated Risk Analysis and Management Plan)
- Environmental policy
- Financial policy

Additionally, the following policies were reviewed and approved during the year

- Photography and Filming of Children and Young People v2.0
- Anti-bullying v2.0
- Premises Hire v2.0
- Code of Conduct for Members and Users 2.0
- Code of Practice for Working with Children and Young People v2.0
- Diversity and Inclusion v2.0
- Safeguarding v1.0 (not numbered v2.0 as this replaces Child Protection)

These support the requirements of the Articles of Association. We also have a set of Operating Rules which cover detailed day-to-day operation of the organisation.

Financial Review 2019-2020

HLTC maintains reserves to enable capital replacement of its facilities – renewal of the tennis court surfaces and surrounding fences, repairs, replacement of the Clubhouse building, maintenance of the car park etc, without which it would be unable to deliver its objects. The reserves are also used to support initiatives to increase tennis playing in the community. At the end of March 2020 these reserves were held as follows:

- Court replacement sinking fund: £41549
- General reserve : £179,933

A number of loans¹ remain outstanding for payment according to the individual schedule for each. In year the charity paid off £13,000 in loans, leaving £36,000 outstanding. Schedules for outstanding repayments vary from 1 year for member loans and 4 years for those from the Surrey LTA. The Trustees consider that financial projections combined with maintenance of a conservative level of reserves will not put the Charity at risk of not being able to repay these when required.

Activities

Our coaches have continued with the successful children's coaching sessions and occasional sessions in local schools. This is a valuable activity that supports our Charity Commission requirements for us to work in the community. The summer coaching camps have also been well supported. Now work is under way to try

¹ Raised to enable capital expenditure on replacing the dilapidated clubhouse, resurfacing the car park and entrance areas to make them accessible, floodlights on 2 additional courts to increase winter capacity. All these continue to be essential to enable the Charity to deliver its Objects.

and spend more time meeting and encouraging parents to take up or return to the game which, in turn, will encourage their children to continue.

Our annual open day and the “tennis for all” open day in conjunction with Wimbledon fortnight were run with the aim of attracting new members. These initiatives will continue to be high on the agenda for next year. We continue to make use of the various social media sites for the Horley area to bring our club into focus in our community, particularly the two new big housing estates. The average age of members in our club is rising so we need to encourage new younger members for our future.

Forward Look

This Section covers the period from the end of the reporting year up to the point at which this report was submitted (26 Sept 2020) after its presentation at the Charity's Annual General Meeting.

The impact of the Corona virus has virtually stopped all club activities although limited use is expected as the year progresses.

We continue to work closely with Horley Town Council in promoting tennis. The public courts were closed for refurbishment but the Charity made its own courts available for free use by the public up to the point when the public courts re-opened.

We continue to investigate the future opportunity to replace the asphalt court surface on three courts with artificial clay to give a surface with all year round playing possibilities.

Public Benefits Statement

The Trustees consider that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

Section A Statement of financial activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year funds	Further Details
	£ F01	£ F02	£ F03	£ F04	£ F05	
Incoming resources						
Income and endowments from:						
Donations and legacies	314	-	-	314	2,619	A1
Charitable activities	532	-	-	532	80	A2
Other trading activities	33,920	-	-	33,920	34,018	A3
Investments	-	-	-	-	-	
Separate material item of income	-	-	-	-	-	
Other	-	-	-	-	-	
Total	34,766	-	-	34,766	36,717	
Resources expended						
Expenditure on:						
Raising funds	8,063	-	-	8,063	9,913	B1
Charitable activities	-	-	-	-	-	
Other	960	-	-	960	1,140	B2
Depreciation	17,256	-	-	17,256	17,255	B3
Total	26,279	-	-	26,279	28,308	
Net income/(expenditure) before investment	8,487	-	-	8,487	8,409	
Net gains/(losses) on investments	8,487	-	-	8,487	8,409	
Net income/(expenditure)	8,487	-	-	8,487	8,409	
Extraordinary items	-	-	-	-	-	
Transfers between funds	-	-	-	-	-	
gains/(losses):						
fixed assets for the charity's own use	-	-	-	-	-	
Other gains/(losses)	-	-	-	-	-	
Net movement in funds	8,487	-	-	8,487	8,409	
Reconciliation of funds:						
Total funds brought forward	-	-	-	-	-	
forward	8,487	-	-	8,487	8,409	

Section B Balance sheet

		Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
Fixed assets						
Intangible assets		-	-	-	-	-
Tangible assets	(N3)	204,943	-	-	204,943	222,197
Heritage assets		-	-	-	-	-
Investments		-	-	-	-	-
Total fixed assets		204,943	-	-	204,943	222,197
Current assets						
Stocks	(N4)	1,153	-	-	1,153	1,149
Debtors	(N5)	1,724	-	-	1,724	1,354
Investments		-	-	-	-	-
Cash at bank and in hand (N6)		57,767	-	-	57,767	43,691
Total current assets		60,644	-	-	60,644	46,194
Creditors: amounts falling due within one year	(N7)	16,892	-	-	16,892	13,512
Net current assets/(liabilities)		43,752	-	-	43,752	32,682
Total assets less current liabilities		248,695	-	-	248,695	254,879
Creditors: amounts falling due after one year	(N8)	20,000	-	-	20,000	36,000
Provisions for liabilities		7,213	-	-	7,213	3,605
Total net assets or liabilities		221,482	-	-	221,482	215,274
Funds of the Charity						
Endowment funds		-			-	-
Restricted income funds			-		-	-
Unrestricted funds		221,482		-	221,482	215,274
Revaluation reserve					-	
Total funds		221,482	-	-	221,482	215,274
Signed by one or two trustees on behalf of all the trustees		Peter Horder (Chair)	Silvia Martinelli	08/01/2021		

Section C**Notes to the accounts****Note 1 Basis of preparation**

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless The accounts have been prepared in accordance with:

- and with* ☒ the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with* ☒ the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

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

☒

* -Tick as appropriate

1.2 Going concern

If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:

An explanation as to those factors that support the conclusion that the charity is a going concern;

It provides tennis facilities for the local community financed through members subs and donations and fundraising activities, and has a healthy balance sheet and liquidity.

Disclosure of any uncertainties that make the going concern assumption doubtful;

N/A

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

N/A

1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note { i }.

Yes*

☒

No*

* -Tick as appropriate

Please disclose:

<i>(i) the nature of the change in accounting policy;</i>	As stated in FRS 102 SORP
<i>(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and</i>	
<i>(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP.</i>	N/A

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

Yes*

☒

No*

* -Tick as appropriate

Please disclose:

<i>(i) the nature of any changes;</i>	
<i>(ii) the effect of the change on income and expense or assets and liabilities for the current period;</i>	
<i>(iii) where practicable, the effect of the change in one or more future periods.</i>	

1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

Yes*

☒

No*

* -Tick as appropriate

Please disclose:

<i>(i) the nature of the prior period error;</i>	
<i>(ii) for each prior period presented in the accounts, the amount of the correction for each account</i>	
<i>(iii) the amount of the correction at the beginning of the earliest prior period presented in the</i>	

Note 2

Accounting policies

Please complete this note when first reporting under FRS2102. Section 35 of FRS102, requires 3 reconciliations to be presented, if all are applicable.

2.1 RECONCILIATION WITH PREVIOUS GENERALLY ACCEPTED ACCOUNTING PRACTICE

Please provide a description of the nature of each change in accounting policy

N/A

Reconciliation of funds per previous GAAP to funds determined under FRS 102

	Start of period £	End of period £
Fund balances as previously stated	207279	215274
Adjustments:		

Fund balance as restated	207279	215274
--------------------------	--------	--------

Reconciliation of net income/(net expenditure) per previous GAAP to net income/(net expenditure) under FRS 102

	End of period £
Net income/(expenditure) as previously stated	11060
Adjustments:	0

Previous period net income/(expenditure) as restated	11060
--	-------



	£	
<u>Income from Donations and Legacies</u>		314
Made up of:		
Donations & Sponsorship		
Donations from individuals		314
Donations from local organisations		0
		<u>314</u>

Charitable Activities

£

Hire of Clubhouse

532

<u>Other Trading Activities</u>	£
Membership Subscriptions	24,744
Club Lunches and Teas	1,577
Fundraising Events	2,274
Bar Profit	3,522
Floodlights	1,419
Visitor Fees	321
Bank Interest	63
	<hr/>
	33,920
	<hr/>

<u>Expenditure on raising funds</u>	£8,063
Grounds/Court Maintenance	1,570
Floodlight Repairs	0
Provision of tennis balls	1,309
League/Affiliation fees	628
Clubhouse Maintenance	2,741
Clubhouse Insurance	1,121
Utilities	595
Advertising/Miscellaneous Exps	99
	8,063

Other item of Expenditure

£

Interest on Loans received in previous years

960

Depreciation

(Straight Line Method)

	<u>Cost</u>	<u>Value @ 31.03.19</u>	<u>Additions</u>	<u>Depreciation</u>	<u>Value @ 31.03.20</u>
Land	1,000	1,000			1,000
Clubhouse (Expected useful life 20 yrs)	250,121	188,273		12,552	175,721
Floodlights Courts 4-5 (Exp life 10 yrs)	21,594	15,117		2,159	12,958
Car Park Surfacing	25,440	17,808		2,544	15,264
	298,155	222,198	0	17,255	204,943

	Land £	Clubhouse £	Floodlights £	Car Park Surfacing	Total £
Cost or valuation					
At beginning of year	1000	188273	15117	17808	222198
Additions	0	0	0	0	0
Disposals	0	0	0	0	0
Revaluations	0	0	0	0	0
Transfers	0	0	0	0	0
At end of year	1000	188273	15117	17808	222198
Depreciation & impairments					
At beginning of year					
Disposals	0	0	0	0	0
Depreciation	0	12552	2160	2544	17256
Impairment	0	0	0	0	0
Transfers	0	0	0	0	0
At end of year	0	12552	2160	2544	17256
Net book value at beginning of year	1000	225929	1204	0	228133
Net book value at end of year	1000	175721	12957	15264	204942

Stocks

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

Debtors/Prepayments	£1,724
Insurance	768
Licences	116
League/Affiliation Exps	840
	<u>1724</u>

Cash at Bank and In hand **£57,767**

Cash at Bank	57221
Bar Cash	<u>546</u>
	<u>57767</u>

Creditors/Accruals	£16,892
---------------------------	----------------

Amounts due within one year

Members Loans	12000
LTA Loan	4000
Prepaid coaching	0
Reward Tokens	478
Other creditors	414
	<u>16892</u>

Amounts falling due after more than one year

£20,000

Members Loans £0

LTA Loan £20,000

£20,000



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
HORLEY LAWN TENNIS CLUB

On accounts for the year
ended

31 March 2020

Charity no
(if any)

1150481

Set out on pages

One to seventeen attached

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/3/2020.

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 Trust's accounts carried out under section 145 of the 2011 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed: R Bothwell

Date: 31 August 2020

Name: Richard Bothwell

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

Address: 154 Buckswood Drive

Crawley

W Sussex RH11 8JF

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.