

**Charity Number 1165513**

**York RI**

**(A Charitable Incorporated Organisation)**

**Trustees' Report and Financial Statements  
for the period ended 31 March 2017**

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# York RI

## Charity Information

### Charity number

1165513

### Registered Office

22 Queen Street  
York  
YO24 1AD

### Treasurer

Mr Brian Smith

### Trustees

Mr Nigel Stewart King (Chair of trustees until 27 November 2017)  
Mr Colin Dryden Ward  
Mr John Bunyan  
Mr John Smith  
Mr David Chapman  
Mr John McCarthy  
Mr Peter Hope  
Mr Brian Smith  
Mr Tim Hawcroft (resigned 27 June 2016)  
Mr Graham Cheyne (resigned 27 June 2016)  
Mr Sean Heslop (appointed 19 April 2016, Vice Chair from 27 June 2016 and Chair 27 November 2017)  
Mr Sam Stow (appointed 19 April 2016)  
Mrs Denise Saunders (appointed 19 April 2016, resigned 22 August 2016)  
Mr Hugh Brazier (appointed 22 August 2016)

### Solicitors

Rollits  
Forsyth House  
Alpha Court  
Monks Cross  
York  
YO32 9WN

### Auditors

Garbutt & Elliott Audit Limited  
Chartered Accountants  
Arabesque House  
York  
YO32 9GW

### Bankers

HSBC  
13 Parliament Street  
York  
YO1 8RS

### HR Consultants

Stallard Kane  
11-23 Market Street  
Gainsborough  
Lincolnshire  
DN21 2BL

## Chairman's Statement

I am delighted to introduce the first Annual Report of the York RI charity.

The creation of the new charity came about after much internal discussion and was resoundingly approved by members at an Extraordinary General Meeting of the former Railway Institute in September 2015. Since then, a huge amount of work has been undertaken by staff, Trustees, and former members of the Railway Institute Council, to transform the former Community Amateur Sports Association (originally established in 1889) into the new charitable incorporated organisation. I am most grateful to everyone involved, and in particular to Frank Patterson, Railway Institute President, without whose vision this transformation would not have been possible.

This process has provided a unique opportunity to take stock of the strengths and challenges of our organisation. The Board has worked hard over the year to understand the unique nature of the RI, and to explore ways of preserving its strong culture of voluntarism and user participation, whilst seeking to modernise its operations to appeal to new audiences. This is a journey which will continue over the coming years, and which I am sure will open a new chapter in the history of one of York's oldest voluntary organisations.

My own involvement with the RI has been through membership of the Pike Hills Golf Club. As Chair, I have appreciated the additional insight I have gained into the very wide range of opportunities for sporting, arts and social support provided by the charity, to people of all ages and backgrounds. This report gives a flavour of the range of activities and numbers of participants who benefit regularly from what we do. None of this would be possible without the contribution of the very many volunteers who play a part in so many ways to make this an organisation we can all be proud of.

I stood down as Chair at the November Trustees meeting in order to pursue other voluntary interests. I would like to express my thanks to members of the Board, the staff of the RI and all the volunteers, who have contributed to such a successful first year. I am confident that the charity is well placed to continue its work for the next hundred years!

Nigel King  
**Chair (to 27 November 2017)**

## Report of Trustees for the year ended 31 March 2017

The Trustees are pleased to present their annual report together with the consolidated financial statements of the charitable incorporated organisation (CIO) and its subsidiary for the period ending 31 March 2017.

The financial statements comply with the Charities Act 2011, the Companies Act 2006 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS102) (effective 1 January 2015).

### Organisation status

The CIO is a registered charity, number 1165513 with the registration dated 10 February 2016.

York RI is a Charitable Incorporated Organisation (CIO) governed by a constitution registered with the Charity Commission on 10 February 2016, as amended April 2016. The charity received a transfer of all the assets and liabilities of the York Railway Institute (an unincorporated Community Amateur Sports Club) on 1 April 2016.

York RI has adopted the 'Association' model of the CIO constitution. Trustees are elected by the members of the charity at the Annual General Meeting each year, to serve for a period of up to three years. Membership of the charity is open to anyone (individual or organisation) who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in the constitution.

There are 15 Trustee positions on the Board. In order to ensure continuity, one-third of the elected Trustees retire at each AGM by rotation. Retiring Trustees are eligible to put themselves forward for re-election, and may serve for a maximum of three three-year terms before taking a break of at least three years. Vacancies on the Board during the year may be filled by co-option, co-optees serving until the next AGM.

The Board carries out an annual skills audit and seeks to actively recruit new candidates for Trusteeship who can contribute to filling identified gaps in the Board's knowledge, skills and experience. New Trustees receive a Trustee Handbook providing key information about the charity, Trustees and staff. The first Board meeting following the AGM includes an induction session for new Trustees; and new Trustees are 'partnered' with an existing Trustee for support and information during their first six months on the Board.

The Board is aware of the need to ensure ongoing development of its members. During the 2016/17 year the Board has received training and organised workshop sessions on the role of Trustees; risk management and strategic planning.

The Board meets monthly. Each meeting receives reports from sub-committees to whom specific responsibilities are delegated under the scheme of delegation. The Board has agreed delegated authorities for authorisation of expenditure and other commitments.

### Finance Committee

The role of the Finance Committee is:

- To ensure York RI has a consistent and effective approach to managing its resources.
- To evaluate the financial performance of the organisation and ensure financial resources are used appropriately and in accordance with the objectives of York RI.
- To ensure that appropriate advice and recommendations are made to the Board to ensure the ongoing viability of the organisation.

Finance Committee is chaired by the Treasurer and its membership includes the Treasurers of each Site Committee. The Committee meets monthly.

## Report of Trustees for the year ended 31 March 2017 (Cont)

### Staffing Committee

The role of the Staffing Committee is:

- To ensure York RI has a consistent and effective approach to managing its human resources
- To ensure that York RI develops an effective personnel strategy consistent with its objectives and with statutory and legal requirements.
- To act as advisory body to the Board on matters affecting staff and volunteers.
- To act as the formal body for staff discipline and grievance matters.
- To provide support and guidance to the senior staff on staffing matters as required.

Membership of the Staffing Committee is drawn from the Board of Trustees. Professional advice on staffing matters is obtained from StallardKane under an insured contract.

### Site Committees for the five sites operated by the charity: Queen Street, Pike Hills, New Lane, Sailing and Bowls.

The Site Committees have delegated authority for the day to management of their Site. Site Committees are made up of representatives of the various sections and clubs that use each Site, and include at least one Trustee on each Site Committee. Site Committees are responsible for developing and proposing the budget for their Site (for approval by the Board); overseeing activities on the Site; ensuring effective communication between the Board and sections; and developing plans for service and Site improvements. Any decisions relating to financial commitments outside the agreed budget, legal issues or staffing/HR issues must be referred to the Board.

Many activities at the Sites are run by the sections and clubs, which are managed by committees of volunteers elected by the members of each club. These are described in more detail below. The sections and clubs are accountable to the Board and report through the Site Committee structures. Other activities are run by the charity directly with support from paid staff.

The charity employed an average of 27 staff during the period. Day to day management of staff is delegated to:

Colin Weir, General Manager (Queen Street) (left July 17)  
Alistair Burns, Secretary (Pike Hills)  
Caroline Knight, Manager (New Lane)

### Trading subsidiary

York RI Trading Ltd was incorporated on 24th June 2016 and is a wholly-owned subsidiary of the York RI charity. It commenced trading on 1 July 2016.

<b>Registered company number:</b>	10250574
<b>Registered office:</b>	22 Queen Street, York, YO24 1AD
<b>Current Directors:</b>	Sean Heslop, David Chapman
<b>Former Director:</b>	Denise Saunders (24 June to 22 August 2016)

York RI Trading Ltd is responsible for the operation of a variety of trading activities based at the charity's sites, including the bar facilities at Queen Street, Pike Hills, New Lane and the Bowls Club; and other non-charitable trading revenue such as refreshment machines and pool tables. York RI Trading Ltd will donate any profits not required for maintaining its operations to York RI. The Board of York RI will allocate this donation to various charitable activities as it sees fit.

## Report of Trustees for the year ended 31 March 2017 (Cont)

### Risk management

The Board has paid particular attention to a range of risks faced by the charity and has implemented measures to reduce or mitigate these risks.

The main risks identified by the Board during 2016/17 have been:

- Visibility of financial information. The financial management arrangements inherited from the former Railway Institute were not felt to be appropriate for the charity and trading company. The Board authorised the implementation of a new financial management system, and processes for improving financial accountability across sections and Sites.
- Income falling below the level needed for sustainability. The Board felt that Membership subscriptions and 'pay as you go' fees were not sufficient to meet the costs of the services provided, with a clear potential risk to the financial viability of the charity. Addressing this is complex as fees have historically been set at Section level. The Board has initiated a review of fee levels across the organisation, with a view to rationalising how memberships and fees are set in future.
- Governance. The devolved structure of the organisation, with much decision-making taking place at Section level through volunteer committees, is a strength of the charity but also presents some potential risks in terms of transparency and accountability. The introduction of Site Committees, with Trustee representation on each, has been put in place to improve communication between the Board and sections whilst retaining as much devolved autonomy for sections as is reasonably possible. The Board retains responsibility for ensuring that all activities are delivered in line with best practice in terms of safety and quality; and for strategic planning to ensure the effectiveness and viability of the charity as a whole. This will be prioritised over the coming 2 years.
- External: there are particular risks in relation to the future of the Queen Street Site, arising from planned development of the adjacent 'York Central' site for business and residential use, combined with the conclusion of the existing lease on the Queen Street facilities in 2019. The Board has begun discussion with the landlord and other partners to explore future options, alongside consideration of future needs of those using the existing facilities.

### Objectives and activities

York RI's charitable objects are:

1. the promotion of community participation in healthy recreation through the provision of facilities for playing particular sports within the area of York; and
2. the promotion and advancement of education by the encouragement of the arts through the provision of facilities for the general public to participate in the arts of drama, mime, dance, music, painting and sculpture, photography, cinema, literature and poetry and to improve the general standard of dramatic productions in York and elsewhere; and
3. the provision of facilities in the interests of social welfare 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.

## Report of Trustees for the year ended 31 March 2017 (Cont)

### Main activities undertaken to achieve the charitable objects

York RI fulfils its charitable objectives by providing a wide range of facilities to enable the general public to play amateur sports, participate in healthy recreation and to participate in the arts, musical and theatre productions and wider community-based activity.

York RI develops and operates sporting, recreational, social and cultural activities for the benefit of the public.

The amateur sports for which the York RI provides facilities all promote health and fitness (which range from stamina, strength, suppleness, agility and speed for the sports activities to those closed skill activities such as snooker, billiards, pool and bowls, which require a high level of accurate technique, hand/eye co-ordination and skill).

Membership is open to all sections of the community and anyone who wishes to become a member of York RI may do so. Membership is affordable to maximise community participation and to ensure that no-one is excluded from participation because of inability to pay. The charity offers discounted membership rates for juniors, students and retired members, and free coaching for certain sports. York RI's facilities are also available to non-members at affordable prices. There is extensive use of the facilities by local organisations with similar objectives, such as schools and voluntary organisations.

Decisions on new activities or improvements to facilities are authorised by York RI's trustees following an appraisal of the costs and benefits to the public and are largely the result of suggestions by York RI's members and users to enhance the facilities available. The Trustees have had regard to Charity Commission guidance on public benefit in their decision-making.

The facilities are offered across five sites in the city of York. These are:

#### **Queen Street** (leased from Network Rail)

The site includes a gymnasium, band room, and the historical headquarters of the former Railway Institute which includes a range of meeting rooms, performance space, training facilities, and recreational provision. Activities available at the site include:

Badminton (9 courts)

Squash (5 courts)

Table Tennis (2 permanent tables)

Judo (dedicated dojo)

Weights training room

Brass bands (dedicated band rehearsal room used by 3 bands)

Recreational community activities including chess, snooker, pool, darts, dominoes, quiz league.

Meeting rooms, dance studio and theatre – used by a variety of community dance groups and voluntary organisations.

In addition to regular use by the RI's volunteer-led Sections, the facilities are used by members of the public on a pay to play basis. They are also regularly used by local schools at discounted rates, and by local clubs and societies who do not have premises of their own, for example Aikido, Badminton and Table Tennis clubs. Extensive availability is given to the police, county and area associations and national governing bodies for competitions and coaching.

#### **New Lane** (freehold)

The site at New Lane provides facilities for a range of outdoor sports and community activities, and was refurbished to Sport England standards in 2009. The main activities run by the RI sections are Rugby, Football and Netball, with training and match facilities, associated changing rooms and spectator and clubhouse accommodation. The facility provides for all sections of the community, with provision for adults and juniors, male and female. There is level access and adapted toilets. The RI sections work with local schools and community groups to promote active lifestyles and provide a pathway from junior to adult participation.



## Report of Trustees for the year ended 31 March 2017 (Cont)

### Main activities undertaken to achieve the charitable objects (Cont)

The Community Hall provides a base for gymnastics and exercise classes, and hosts other community events.

#### **Pike Hills** (freehold)

The site comprises a golf course, club house and driving range. Pike Hills Golf Club membership is open to all and is very competitively priced. There is a range of membership options available, as well as pay and play. The joining process is based on chronological order of application.

The club has a thriving junior section with coaching and competition costs met by the club, together with partnerships with local schools to encourage the development of junior golf.

The club provides buggy hire to encourage less physically able players to visit and play the course at reduced rates. It has an active women's section and has implemented various initiatives to encourage more female players, and to widen participation generally.

Competitions are organised for all age profiles.

#### **Ashton Lane** (leased from City of York Council)

The Ashton Lane site provides facilities for five flat green bowling clubs, catering for men, women, veterans, juniors and mixed teams. Membership is open to all sections of the community, with reduced membership fees and free coaching available to encourage participation by juniors. There is full disabled access and adapted toilets.

The facilities are made available for a range of community activities for local people, with a particular focus on residents of the nearby residential care home for older people.

#### **Acaster Lane, Bishopthorpe** (freehold)

The site has a clubhouse and dinghy storage facilities on the River Ouse, with two slipways. The club aims to give all York residents the opportunity to experience dinghy sailing in a safe environment, and to develop their interest through training and membership. The club owns a number of boats available for use by new and existing members and those interested in trying sailing, keeping the cost of learning to sail very affordable. The club is a Royal Yachting Association Recognised Training Centre. Courses are run to engage new members. The facilities are also used from time to time by the University, Sea Scouts and other groups.

The site has level access to the boat park and all are welcome, although access to the clubhouse is by a flight of stairs. Participation in sailing is limited to those able to swim, for safety reasons.

### Strategy for the year

York RI CIO took over the operation of the facilities previously run by York Railway Institute (an unincorporated Community Amateur Sports Club) on 1 April 2016. The Trustees' priorities during this first year of the charity's operation have been:

- Priority 1: to maintain existing sports, cultural and recreational provision for the benefit of York residents
- Priority 2: to review the financial viability of some services/facilities and put in place initiatives to improve this
- Priority 3: to review operational and staffing arrangements to ensure the charity is run efficiently and effectively
- Priority 4: to begin work on a longer term strategic plan for the charity, to enable it to maintain and develop excellent sporting and community facilities that will meet the needs of York residents in the long term.

## Report of Trustees for the year ended 31 March 2017 (Cont)

### Achievements and performance

#### Priority 1: To maintain existing sports, cultural and recreational provision for the benefit of York residents

All existing activities were successfully maintained during 2016/17. Examples of some of the work of individual sections is set out below.

#### Queen Street Site

##### Badminton Monday-Wednesday Club

This club runs on Monday and Wednesday evenings, 7pm to 9.30pm, playing social and competitive badminton in the York and District League and Yorkshire League. The club also provides all the volunteers to run a Friday evening juniors' session.

Over the year, 68 people benefited by taking part in an estimated 4,000 hours of physical activity, contributing to improved fitness and playing skills as well as delivering social benefits.

In competitions, the club regained the York and District League Mixed Division 1 trophy. Five of the clubs adult teams kept their places in Division 1, while the Colts (junior) team gained promotion to the Men's Division 3.

25 volunteers were actively involved in running the club: arranging fixtures, selecting and notifying teams, coaching junior sessions, providing refreshments at tournaments and fulfilling committee roles. These volunteers contributed an estimated 570 hours over the year.

In 2017/18, the club aims to further improve the standard of play by engaging a level 3 badminton coach to attend several sessions. New kit is being ordered to increase players' sense of identity as part of the club team.

##### Badminton Tuesday-Thursday Club

Operating on Tuesdays and Thursdays 7 – 10pm, the club has 60 active members who can play doubles badminton twice a week for up to three hours a session. Participants benefit from improved health, social contact and opportunities to improve their playing skills and to compete. The club fielded 8 teams in the York league, with one of the women's teams and one of the mixed teams gaining promotion.

Overall, including guests, at least 6,000 hours of play took place. The club was supported by 8 volunteers who organised fixtures, managed club nights, teams and refreshments, and oversaw the finances of the club.

##### Brass bands

##### York RI Development Band

The York RI Development Band is a training band and we cater for a range of ages and skill levels from absolute beginners to returners, or for people who just want to play at that level. Music lessons are given free of charge and everyone is welcome to join the band when a suitable skill level is reached.

Rehearsals are enjoyable although we work hard to attain as high a level as possible. We perform at concerts to give band members something to work towards, to give the youngsters experience of performing in public and to help to raise money for the band section.

In 2016/17 the Development Band had 35 members who attended weekly rehearsals on a Wednesday evening and also performed at eight concerts and engagements throughout the year – a total of 1,820 participant-hours.

Two members of the band served on the Band Section committee, and all band members also contributed time at every engagement in setting up equipment etc.

## Report of Trustees for the year ended 31 March 2017 (Cont)

### Achievements and performance (Cont)

#### Golden Rail Band

The Golden Rail Band provides its members with a band room environment, in which to play brass band instruments and to rehearse a repertoire of music to be performed by the band at various concerts and engagements throughout the year. Members continually improve their musicianship skills, and obtain satisfaction from giving good concert performances – as acknowledged by their appreciative audiences.

During 2016/17, 36 players have attended rehearsals on Tuesday and Thursday evenings and attended a variety of concerts, mainly at weekends during the summer and over the Christmas period – in total around 3,200 participant-hours. The number of band members has remained at a healthy level, and the band has worked well with its new musical director to further raise the standard of performances.

1 member of the band has served on the Section Committee during the year, and all band members contribute additional time in helping with transporting and setting up equipment for engagements.

In 2017/18, the Golden rail band aims to continue to experience a mixture of hard work and enjoyment while rehearsing a new repertoire of music for the coming year. They look forward to welcoming any new members to the band, including any who may be moving up from the Development Band.

#### York Railway Institute Band

The Railway Institute Band is registered for competitions and takes part in about 3 major contests a year. Rehearsals take place on Monday and Thursday evenings, and the band also performed at 30 concerts and engagements during the year.

Despite the band having fewer than the full complement of members during most of the year, it has succeeded in maintaining its Championship status. Overall, 25 players have participated for a total of 5,220 hours over the year. Members continually improved their musicianship skills and obtained satisfaction from giving good concert performances.

In 2017/18 the band aims for greater contesting success from anew repertoire of music.

#### Rifle and Pistol Club

The club provides facilities, equipment and training for various rifle and pistol shooting disciplines, with sessions for different disciplines taking place on weekday mornings, afternoons and evenings and Saturday mornings. Over the year 130 participants took part in 8,000 hours of activity.

During the year the club improved the facilities on the outdoor shooting range, and was pleased to see an increase in the number of new junior members. New members benefited from learning the safety consciousness, patience and attention to detail required in the handling and shooting of firearms. Older members benefited from being able to take part in competitive activity on a 'level playing field' regardless of age or infirmity.

Competitive successes included one member being selected for the Yorkshire squad in the Olympic prone shooting discipline and another being selected for the England team in a Light Weight Rifle event.

26 volunteers contributed a total of 800 hours to the running of the club, including supervision of the ranges during shooting, enrolment of potential members, mentoring of new members, cleaning and maintenance, and procurement of equipment.

For 2017, the clubs aims to continue to increase overall membership numbers, and to encourage wider participation in organised competitions at all levels.

## Report of Trustees for the year ended 31 March 2017 (Cont)

### Achievements and performance (Cont)

#### Table Tennis Club

The club provides opportunities for members to play Table Tennis, both socially and in competitions including local league, Yorkshire League & National events. The facility is available throughout the week from 10 AM to 10.00 PM Monday to Friday and Saturday & Sunday 10 AM to 6PM.

In 2016/17, 45 members played regularly, collectively taking part in at least 2,500 hours of activity. Participants benefited from:

- Physical and mental health and well-being maintenance and improvement through physical activity.
- Skills improvement through open practice and organised coaching.
- Skills sharing benefits from those helping others to improve
- Social interaction and inter-generational contact (table tennis is played at local level based on ability not age, gender or disability)
- People being more aware of York and the facilities at RI

During the year, organised coaching has commenced on a Saturday morning, run by members for members. RI teams were successful across 4 divisions and individuals including juniors won tournament events. A small group of members organised a work party to paint the Table Tennis rooms saving hundreds of pounds in labour costs.

3 committee members contributed over 100 hours volunteer time, organising local league and teams, managing club activity including match rearrangements, participating in Site committee meetings and acting as a representative for local and national tournaments.

The club's plans for 2016/17 include:

- To continue to grow the number of members, including more juniors, women and returners to the sport.
- To maintain and enhance the standard of play at RI. (York is a strong standard given the size of the City)
- To help provide access to locally run national tournaments.

### New Lane Site

#### York RI AFC

The club provides junior and senior, ladies' and men's football at training sessions throughout the week and with matches at weekends. It also runs two junior tournaments. Playing football as part of a team has been shown to be good for well-being and by having all ages and a pathway into senior teams, the club is able to keep local teenagers playing. It has also provided avenues for young people to develop careers in sport by having young leaders and coaches, and supporting older youth players through the referee course.

During 2016/17, 380 participants took part in a total of 15,200 playing or training hours.

2016/17 was a good year with few match cancellations owing to weather. Junior teams, both boys and girls, grew in numbers with league and finals success for some. The club has put particular effort into growing the numbers of younger girls playing football, working with the county FA on this. It has also supported four juniors through referee training.

Senior teams have also performed well, with a new men's reserves team up and running, and the ladies team having a good cup run and challenging for promotion. A new pitch layout worked well, and new goalposts were purchased.

47 volunteers contribute an estimated 4,000 hours to the running of the club and teams. Activities include: planning & running training sessions, running matches, organising matches, reporting results, organising tournaments, fund-raising, accounts, training and qualifications, engaging with teams and parents, recruiting to teams, responding to disciplinary, purchasing kit & equipment,

# Report of Trustees for the year ended 31 March 2017 (Cont)

### Achievements and performance (Cont)

tidying & sorting equipment, collecting subscriptions, organising events such as presentations day, responding to league requirements, affiliating to FA & league, registering players, reviewing FA health check and ensuring all have appropriate up to date qualifications, attending New Lane Committee meetings, attending & writing up minutes for York RI AFC committee meetings, to plan and manage pitch maintenance work, engaging with local community and more.

The club's plans for 2017/18 include maintaining the current success, ensuring everyone's qualifications are up to date, working on pitches over the summer to give the best chance of a good season; running junior tournaments; and working on developing younger girls football further.

#### Netball Club

The club provides opportunities for both seniors and juniors to take part in netball on weekday evenings, with junior matches taking place on Sunday mornings. Over the year 150 participants took part in an estimated 7,300 playing hours, benefiting from improved health and fitness, playing skills and social contact.

The club is supported by 10 volunteers who collectively contribute over 500 hours to running club activities and fund-raising.

#### York RI RUFC

The club is the Rugby Union section of the RI, operating senior men's, ladies', boys' and girls' teams. Training is usually held on Monday, Tuesday and Thursday evenings, with club matches usually held on Saturday and Sunday afternoons. Schools and University matches take place at the site on Tuesday and Wednesday afternoons respectively.

Over the year, the club involved 49 men, 30 women and 28 youth players, collectively taking part in 10,000 participant-hours of activity. Participants benefited from the obvious health benefits of physical activity, together with a range of associated benefits including developing confidence and social skills for younger members. During the year a Club Development Officer was recruited to continue to develop youth Rugby. Liaison with the RFU to implement an All Schools Initiative went extremely well and introduced new young players to the club. A Girls section has been successfully established, making the RI the only club in the area which can offer Men's, Women's, Girls' and Boys' Rugby Union.

The Ladies' team had a particularly successful year, winning their divisions and reaching the semi-final of the National plate competition. Meanwhile the Men's 2nd team was more structured and increased the number of games this year.

The club is supported by 15 volunteers who contribute over 1,500 hours to the 'off-field' activities of running the club – fixtures, finance work, funding, liaison with the RFU and central RI.

For the coming year, the club's priorities are to continue to expand the youth section, alongside a recruitment drive to ensure two senior sides can run each week. The club aims to secure a new club Coach, and to implement an improved pitch maintenance programme.

#### **Pike Hills Golf Club**

Pike Hills Golf Club provides opportunities to take part in golf for people of all ages. The Site incorporates a golf course, clubhouse and driving range.

Opening hours where members and visitors can use the facility:

Winter 4 days-7:30am-5:00pm

Winter 3 days-7:30am-11:00pm

Summer 7 days 7:30-11:00pm

During 2016/17, there were 766 members. This included people paying for full 7 day membership, and others taking advantage of the reduced fees for 6- or 5- day or twilight membership, which

## Report of Trustees for the year ended 31 March 2017 (Cont)

### Achievements and performance (Cont)

makes participation affordable for those who might otherwise not take part. There are reduced fees for young members, and a programme of coaching to develop younger members' skills.

In addition to members of the club, many people take advantage of the opportunity to 'pay and play' or to make use of the facilities as part of a group trip. In total in 2016/17, the club provided over 150,000 participant-hours of golf.

The club provides a range of social and community activities at the clubhouse in response to users requests, including Quiz Nights, Bingo, barbeques, and special events such as Halloween, New Year's Eve and an annual dinner dance.

Over the year, 70 volunteers contributed 14,560 hours to running the Pike Hills Site, through involvement in running social activities, overseeing site maintenance and improvements, and running competitions.

Maintaining the facilities is an ongoing challenge. During the past year, a new boiler has been installed, there has been some redecoration and cleaning of carpets, and some essential works to improve health and safety: improved lighting and signage, and a new entrance gate. The Site Committee has conducted an "Asset Condition Survey" to determine what is required as a priority to maintain, repair and improve the condition of the club house.

### Bowls Club

The Bowls Club provides opportunities for people to play bowls for 11 hours each day during the season – late April to mid September. A range of social activities also take place throughout the year. During the year 200 participants took part in 6000 hours of play. Whilst playing bowls provides benefits to physical health, the club also contributes to the life of the local community through its social activities, which aim to include residents of the local care home.

This year, the club built on its success of 2015 by again running an Open Triples competition which also raised funds for the club. A number of other clubs have sought 'friendly' fixtures at the RI club, and social activity has seen an increase owing to the temporary closure of another nearby club.

The site is run entirely by 12 volunteers, who contribute an estimated 2,200 hours per year in maintaining the greens, clubhouse and grounds, and serving refreshments.

### Sailing Club

The major event of 2016 was the opening of a new clubhouse extension at the Sailing Club. This was built with a grant of £75,000 from Sport England, and was completed on schedule and under budget in March 2016. It comprises new kitchen facilities and changing rooms, which have been much appreciated by members. The new facilities were officially opened on 4 June 2016 by Helen Butters and Frances Davies of the Yorkshire Rows transatlantic rowing team.

The club offers regular sailing opportunities for members and others on Sundays (10.30 – 4pm March to November) and Wednesdays (7pm – dusk May to August). Although the club is well ahead of target for numbers participating (throughput of 981 for the year against a target of 694), priority is given to engaging new participants in the sport. RYA Level 1 training is provided for new members, and this year's course was full. A member of the club has successfully become an RYA qualified instructor in order to enable the training to continue. A sailing experience day was held for people with an ambulant disability, and 'Fun' sailing days have been introduced to encourage families to get on the water.

In June the club held a residential trip to Ullswater which was well attended. Club members took part in regular local race fixtures, and in national and international competitions.

19 volunteers support the running of the club, as committee members and carrying out a variety of essential support tasks including cleaning, boat and site maintenance, providing training, operating the safety boat and acting as first aiders.

## Report of Trustees for the year ended 31 March 2017 (Cont)

### Achievements and performance (Cont.)

In 2017/18, the club aims to continue to broaden the range of sailing activities on offer in order to involve a wider range of participants. The 'fun' sailing days will be continued to involve more families with young children. To develop the sail training on offer, an instructor will train to be a senior instructor.

#### **Priority 2: To review the financial viability of some services/facilities and put in place initiatives to improve this**

The transition to the new charity has provided the Board with a valuable opportunity to review all aspects of the organisation's activity. There has been a particular focus on facilities provided at the Queen Street Site, where the nature of the buildings and historical arrangements have made it particularly challenging to ensure financial viability. External consultancy has been provided by York Community Consulting to explore options for increasing income and visibility of RI services in the city centre.

Work has been undertaken to improve the catering and bar facilities offered by York RI Trading Ltd at the Site. Further work is planned to review the membership and participation fees charged across the organisation, to ensure that income is maximised whilst remaining affordable to those of more limited means.

Developments at the 'York Central' site adjacent to Queen Street, and the anticipated review of the lease on Queen Street due in 2019, will both have an impact on the future of the RI facilities at Queen Street. The Chair of Trustees has held discussions with our landlord (Network Rail) and City of York Council officers, and we will continue to work closely with these partners to plan the best outcome for Queen Street activities and sections.

#### **Priority 3: To review operational and staffing arrangements to ensure the charity is run efficiently and effectively**

The Trustees have put in place arrangements for devolved management of the five Sites through the system of volunteer Site Committees. This ensures that day to day decisions can be taken at a localised level and with input from the volunteers involved in running the various Section activities, whilst the Trustees retain overall control and responsibility. This approach is now embedded across all Sites.

Through the Staffing Committee, the Board has begun the process of reviewing the staffing structure and staff terms and conditions, to ensure effective use of resources and to make sure there is consistency across the organisation. The Board has identified a need for more dedicated central Finance support to ensure the smooth running of operations, and this will be implemented during 2017/18.

Volunteers are an essential part of York RI's activities, fulfilling a wide range of roles including volunteer committee members, coaching, organising competitions and events, and assisting with fund-raising and other activities. During the year, over 350 volunteers collectively contributed in excess of 25,000 volunteering hours to help run York RI's activities. This is equivalent to 15 full time members of staff, with a nominal value of over £200,000.

#### **Priority 4: To begin work on a longer term strategic plan for the charity, to enable it to maintain and develop excellent sporting and community facilities that will meet the needs of York residents in the long term.**

As a first stage in longer term planning, the Trustees have considered their vision for the future of the organisation, and agreed the following working framework:

#### **Values:**

York RI aspires to be an open, inclusive and outward-facing organisation that serves the whole York community.

## Report of Trustees for the year ended 31 March 2017 (Cont)

### Achievements and performance (Cont.)

Our foundations are rooted in the spirit of sharing and mutuality of the historic Railway Institute, and we remain committed to working together to provide high quality, affordable and enjoyable experiences for all, regardless of ability or income.

We are a volunteer-led organisation which values the commitment and diverse contributions of all our users and members. Together, we encourage and enable everyone to achieve their aspirations, in a safe, sociable and welcoming environment.

#### **Vision:**

To maximise the opportunities for people to enrich the lives of the whole community by their open and committed participation, now and in the future.

#### **Mission:**

To become recognised as a leading provider of exceptional value environments where everyone can contribute and participate in a wide variety of activities.

### Plans for the future

Our plans for 2017/18 and beyond include:

#### Across the organisation and the sites:

- to continue the process of modernising our operational arrangements, through completing the review of staffing needs and a review of key operational policies and procedures
- to review membership and fee structures across the organisation, to support financial viability and affordability
- to develop a structured approach to investment in our physical assets – land, buildings and equipment – so these are used to best effect and maintained for the benefit of future users
- to consider how we can further support and develop the role of volunteers in our organisation
- to review and develop our marketing and communications, internal and external, to extend participation and maximise income.
- to work with our members, users and partner organisation to maximise the contribution of York RI to improving health and well-being in York, and achieving our charitable objectives.

#### Work to secure the future of our City Centre facilities:

The development of the York Central site poses both the biggest threat and challenge to us. The Queen Street site is owned by the Railway Industry, currently through Network Rail and has been leased from the Railway authorities since the privatisation of the railways. The lease was for twenty years on a five year rolling period finishing in March 2019; a six month termination notification if the site is required for railway operational purposes at any time. Over this period there have been a number of proposals resulting in a lack of investment in the site and its main assets, the buildings.

York RI has joined the York Central Community Forum, a body formed by the York Central Partnership, comprising City of York Council, National Railway Museum, Network Rail and the Homes and Community Association, and has representation at the Forum meetings. In addition, Trustees have met with representatives of Network Rail to explore the impact of the York Central developments to understand the possible impacts on the Queen Street site assets, activities and lease renewal.

### Financial review

#### **Overview**

The value of assets gifted to the York RI charity by the former Railway Institute on 1st April 2016 was £1.3million.

The gift of assets included land and buildings, notably the freeholds at Pike Hills and New Lane, together with plant and machinery plus fixtures and fittings at all York RI sites. All property and



## Report of Trustees for the year ended 31 March 2017 (Cont)

### Financial review (Contd)

equipment used by sections and all monies in section bank accounts belongs to the charity and is included in the "gift". The balance of a significant legacy made to the former Railway Institute (the 'Bellerby' legacy) is also included as working capital in the gift.

A full balance sheet is supplied in the enclosed accounts – a major step forward for the RI which now has a register of all assets and a reasonable assessment of value in existing use.

The charity's Asset Register is largely based on information supplied by Sections, supplemented by a reasonable assessment of value in existing use. The majority of the £240,000 value in the Plant and Machinery category is at Pike Hills and thanks are due to the Golf Section for the provision of detailed and accurate records.

A depreciation charge runs out of the gifted assets and any new assets purchased in the audit year. This is a reflection that York RI accounts are now based on current accountancy standards as previously the old Railway Institute fully expensed assets in the year of purchase. Depreciation simply reflects the reasonable life of individual assets and also that most assets were far from new at the date of the gift.

The first set of Charity accounts proved challenging to produce as we needed to value the "gift" of assets from the old RI, compile a Fixed Asset Policy and Register and also produce separate accounts for non-Charity activities. In addition the operation of two accounting systems and the difficulty in retrieving records and information further complicated matters and added to expense. Modernisation of our financial management has included a transition to the Xero accounting system, which will be completed during 2017/18 and provide Trustees with full detail of income streams and individual site performance.

A subsidiary trading company, York RI Trading Ltd, was established in June 2016 and is responsible for all non-charitable activities such as bars and catering. Direct staff costs have been allocated to the trading company together with an allowance for occupancy costs such as rent, rates and utilities. The start date of the Trading Co further complicates the overall accounts as the first quarter of bar and catering activity is shown in the charity and the remainder of the year in the trading company.

These accounts show consolidated income and expenditure for both the charity and the trading subsidiary, in line with recognised practice.

Total income excluding the Gift was £1,013k and total expenditure £1,089k showing an overall consolidated deficit for the Charity of £76k including a depreciation charge of £66k.

The transition to charitable status enabled York RI to secure mandatory rate relief which has been achieved along with a further discretionary relief from City of York Council. In total this was a saving of £70k per year.

The majority of activities supplied by the charity are not subject to VAT and consequently we are unable to reclaim the VAT charged on the majority of our purchases. The result is a burden of £48k in irrecoverable VAT.

Repairs & Renewals totalled £138k invested largely at Pike Hills. Ongoing major investments on maintenance and improvement of the property portfolio will be required and planning effectively for this across the whole organisation is a priority.

## Report of Trustees for the year ended 31 March 2017 (Cont)

### **Fund-raising policy**

The vast majority of the charity's income is derived from charges for services, together with a contribution from York RI Trading from any profits generated from non-charitable trading.

The Board's policy is that each Site should aim to achieve a balanced budget – although it is recognised that there are historical challenges which make this difficult for some Sites in the short term.

A small amount of grant funding is received from charitable trusts, the local authority and sport National Governing Bodies for particular projects. All proposed grant applications must be approved by the Finance Committee before submission, and Finance Committee maintains a register of applications submitted and the outcomes. Grant funding will normally be shown as restricted funds within the accounts.

### **Reserves policy**

The charity needs to maintain free reserves in order to manage variations in cash flow over the year, and to meet unexpected repair and maintenance needs as they arise. The Trustees have agreed that at this stage, an appropriate level of reserves would be the equivalent of three months running costs for the charity (£272k). At 31 March 2017, the free reserves held by the charity were £69k.

The Trustees will be reviewing the reserves policy in the light of an ongoing review of the future repair and maintenance schedule for buildings and equipment.

### **Trustees' responsibilities for the financial statements**

The charity trustees, who are also directors for the purposes of company law, are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice).

Company law 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 charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group 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 Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## Report of Trustees for the year ended 31 March 2017 (Cont)

### Statement as to disclosure of information to auditors

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the group's auditor is unaware; and
- the trustees, having made enquiries of fellow directors and the group's auditor that they ought to have individually taken, have each taken all steps that they are obliged to take as directors in order to make themselves aware of any relevant audit information and to establish that the group's auditor is aware of that information.

### Auditors

The auditors Garbutt & Elliott Audit Limited were appointed during the year and in accordance with section 487(2) of the Companies Act 2006 are deemed to be re-appointed annually.

The Trustees' Report, including the Strategic Report, was approved by the Board of Trustees and signed on its behalf by:

Sean Heslop

**Chair of the Trustees**

24 January 2018

## Independent auditors' report to the Trustees of York RI

We have audited the group and parent charitable company financial statements of York RI for the period ended 31 March 2017, set out on pages 19 to 31. The financial reporting framework that has been applied in their preparation is applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice). The accounts have been prepared in accordance with 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 (FRS102) (effective 1 January 2015).

This report is made solely to the charity's Trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that act. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of Trustees and Auditor

As explained more fully in the Statement of Trustees' responsibilities set out on page 16, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at <http://www.frc.org.uk/auditscopeukprivate>.

### Opinion on financial statements

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and the parent charity's affairs as at 31 March 2017 and of the group's incoming funds and application of resources, including its income and expenditure, for the period then ended;
- have been properly prepared in accordance with UK Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the parent charity has not kept adequate accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Laura Masheder (Senior Statutory Auditor)**  
**for and on behalf of Garbutt & Elliott Audit Limited**

29 January 2018

**Chartered Accountants**  
**Statutory Auditors**

Arabesque House  
Monks Cross Drive  
York  
YO32 9GW

**Consolidated Statement of Financial Activities  
(incorporating and income and expenditure account)  
for the period ended 31 March 2017**

	<b>Note</b>	<b>Period ended 31 March £</b>
<b>Income from:</b>		
<b>Donations and legacies:</b>		
Donations	<b>3</b>	19,136
Gift in kind	<b>3</b>	1,300,288
<b>Income from charitable activities:</b>		
Room, court and equipment hire		172,693
Subscriptions and joining fees		468,377
Green fees and other golfing income		76,967
Other income from charitable activities		6,194
<b>Other from other trading activities:</b>		
Income from bar operations		253,158
Income from other trading operations		9,862
<b>Income from investments</b>	<b>4</b>	1,602
<b>Other income</b>		5,250
<b>Total income</b>		<b>2,313,527</b>
<b>Expenditure on:</b>		
<b>Expenditure on charitable activities</b>		795,485
<b>Expenditure on raising funds</b>		293,295
<b>Total expenditure</b>	<b>6</b>	<b>1,088,780</b>
<b>Net movement in funds for the period</b>		<b>1,224,747</b>
Funds brought forward	<b>16</b>	-
<b>Funds carried forward</b>	<b>16</b>	<b>1,224,747</b>

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

All income and expenditure derives from continuing activities of the group.

All income and expenditure during the period relates to unrestricted funds.

## Balance sheets as at 31 March 2017

	Note	Group 2017 £	Charity 2017 £
<b>Fixed assets</b>			
Tangible assets	8	1,067,202	1,064,036
Investments	9	-	100
Investment properties	9	90,000	90,000
		1,157,202	1,154,136
<b>Current assets</b>			
Stock	10	12,700	-
Debtors	11	195,064	223,996
Cash at bank and in hand		302,427	298,582
		510,191	522,578
<b>Creditors: amounts falling due within one year</b>	12	(432,829)	(413,629)
<b>Net current assets</b>		77,362	108,949
<b>Creditors: amounts falling due after more than one year</b>	13	(9,817)	(9,817)
<b>Net assets</b>		1,224,747	1,253,268
<b>The funds of the charity</b>			
Unrestricted funds	16	1,224,747	1,253,268
<b>Total funds</b>		1,224,747	1,253,268

The notes on pages 22 to 31 form part of these financial statements.

These financial statements were approved by the Board of Trustees 24 January 2018 and were authorised for issue and signed on its behalf by:

Sean Heslop  
Chair of the Trustees

.....  
Trustee

## **Consolidated cash flow statement for the period ended 31 March 2017**

	<b>2017 £</b>
<b>Net cash provided by operating activities (below)</b>	<b>329,287</b>
<b>Cash flows from investing activities</b>	
Interest received	1,602
Purchase of tangible fixed assets	(32,462)
Proceeds from sale of fixed assets	4,000
<b>Net cash used in investing activities</b>	<b>(26,860)</b>
<b>Change in cash and cash equivalents in the period</b>	<b>302,427</b>
Cash and cash equivalents at the beginning of the period	-
<b>Cash and cash equivalents at the end of the period</b>	<b>302,427</b>

### **Reconciliation of net income to net cash flow from operating activities**

	<b>2017 £</b>
Net income for the year	1,224,747
Gift in kind of fixed assets and investment property	(1,194,710)
Depreciation charge	65,820
Interest received	(1,602)
Loss on disposal of fixed assets	150
Increase in stock	(12,700)
Increase in debtors	(195,064)
Increase in creditors	442,646
<b>Net cash inflow from operating activities</b>	<b>329,287</b>

## Notes to the Financial Statements for the period ended 31 March 2017

### 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:

#### Company information

York RI is a charitable incorporated organisation registered in England and Wales. The registered office is 22 Queen Street, York, YO24 1AD.

#### Accounting convention

The financial statements have been prepared on a going concern basis in accordance with 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 (FRS102) (effective 1 January 2015) ("Charities SORP (FRS102)"), the Financial Reporting Standard applicable in the UK and Ireland (FRS 102) and the Charities Act 2011.

York RI meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

On the grounds that the CIO's results are consolidated into the group accounts the CIO has taken advantage of certain exemptions conferred by section 1.11 of FRS102 as follows:

- Exemption from disclosing the carrying amounts of each category of financial assets and financial liabilities at the reporting date as required by section 11.41 of FRS 102.
- Exemption from presenting a statement of cash flows as a primary statement to the financial statements.

#### Going concern

The Trustees have at the time of approving the financial statements a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

#### Group financial statements

The financial statements consolidate the results of the charity and its wholly owned subsidiary York RI Trading Limited on a line by line basis. The summarised profit and loss account for the subsidiary is shown in note 5. A separate Statement of Financial Activities, including the income and expenditure account, for the charity itself is not presented as the charity has taken advantage of the exemptions offered by section 408 of the Companies Act 2006. The gross income of the charity was £2,127,809 and the net income was £1,253,268.

#### Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objectives of the charity. These arise when funds are subject to specific restrictive conditions imposed by funders/donors or by the purpose of the grant. At the balance sheet date, there were no restricted funds.



## Notes to the Financial Statements for the period ended 31 March 2017 (continued)

### 1 Accounting Policies (continued)

#### Income

Income is recognised in the year in which entitlement arises, receipt is probable and the amount can be reliably measured. Income is deferred:

- where the charitable company has to fulfil conditions before becoming entitled to it,
- where the income is received specifically for expenditure in a future accounting period, or
- where donations, sponsorship and entry fees are received in anticipation of an event to be held in a future accounting period.

#### Subscriptions

Income is recognised in the period to which the subscription relates. Income received prior to the year end which relates to future periods, is deferred.

#### Gifts in kind

Assets and liabilities donated to the charity are included as donation income at market value or fair value at the date of receipt. No amounts are included in the financial statements for services donated by volunteers.

#### Room, court and equipment hire

Income is recognised in the period to which the hiring transpires.

#### Expenditure and irrecoverable VAT

Expenditure is included in the Statement of Financial Activities on an accruals basis inclusive of any VAT that cannot be recovered. Expenditure is allocated directly to a particular activity where costs relate directly to that activity.

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

#### Cost of generating funds

These include the salaries, direct expenditure and overhead costs of the trading team as well.

#### Charitable activity costs

These include the salaries, direct expenditure and overhead costs of the support team.

#### Operating leases

Rentals applicable to operating leases are charged to the Statement of Financial Activities on a straight line basis over the term of the lease.

#### Pensions

The charity operates a defined contribution scheme for the employees of both the Charity and its trading subsidiary. Contributions are charged as an expense to the Statement of Financial Activities in the period in which they fall due.

#### Staff costs

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

#### Investments

Investments (other than investments in subsidiaries) are stated at market value at the balance sheet date.

Investments in subsidiaries are stated at cost and the Trustees review the carrying value annually for indications of impairment.

## Notes to the Financial Statements for the period ended 31 March 2017 (continued)

### 1 Accounting Policies (Continued)

#### **Investment property**

Investment properties which are properties held to earn rentals and/or for capital appreciation, are measured using the fair value model and are stated at their fair value at the reporting date. The surplus or deficit on revaluation is recognised in the SOFA.

#### **Fixed assets and depreciation**

Fixed assets are stated at cost. Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets by equal instalments over their estimated useful economic lives as follows:

Freehold land and property is not depreciated

Plant and machinery	- 10-20% straight line
Fixtures and fittings	- 10-20% straight line

It is the group's policy not to provide depreciation on freehold property as, in the opinion of the Trustees, its estimated residual value at the end of its economic life is expected to be at least carrying value so that any depreciation charge would be immaterial. The Trustees will arrange periodic impairment reviews.

#### **Stocks**

Purchased goods for resale are valued at the lower of cost and net realisable value.

#### **Tax**

York RI CIO is a registered charity and as such is a charity within the meaning of schedule 6 of the Finance Act 2010. Accordingly, the Charity is potentially entitled to tax exemption under part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 in respect of income and gains arising.

The trading subsidiary is liable to corporation tax on their chargeable profits. Current tax is provided at amounts expected to be paid (or recovered) using the tax rates and laws that have been enacted or substantially enacted at the balance sheet date. As no profit arose in the subsidiary in the period no corporation tax arises in the period.

#### **Financial instruments**

The group has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

#### **Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity held for working capital.

#### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid.

Financial assets, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment loss is recognised in the income and expenditure account.

#### **Creditors, loans and provisions**

Creditors, loans and provisions are recognised where the group has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

## **Notes to the Financial Statements for the period ended 31 March 2017 (continued)**

### **1 Accounting Policies (continued)**

Financial liabilities are only derecognised when, and only when, the group's obligations are discharged, cancelled or they expire.

Amounts recognised as provisions are best estimates of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

#### **Critical accounting estimates and judgements**

In the application of the group's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The estimates and assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities are outlined below.

#### ***Depreciation of tangible assets***

Depreciation policies have been set according to management's experience of the useful lives of the assets in each category, something which is reviewed annually.

No depreciation has been charged on freehold buildings on the basis that the residual values are estimated to be such that any depreciation charge would be immaterial.

#### ***Valuation of the gift***

The value of the gifted assets was estimated by the Trustees based on a number of assumptions to estimate either the fair value or the value in use. There was no use of external experts on the valuations however the Trustees consider the estimates to be a materially fair reflection of the value at the date of the gift. Liquid assets have been valued at their cash fair value, tangible fixed assets and investment properties have been valued at either their value in use or their current market values depending on the nature of the asset under review.

#### ***Section activity***

The CIO has within its control a number of 'Sections' which operate certain of the charitable activities on a day to day level. Due to the number of these sections and the small scale income and expenditure through them e.g. match fees and cost of match officials, the Trustees have not consolidated the activity of these sections into these financial statements. The financial statements do however include a materially fair value for amounts of cash held within these sections.

## Notes to the Financial Statements for the period ended 31 March 2017 (continued)

### 2 Net income

	2017 £
<b>Net income is stated after charging:</b>	
Auditor's remuneration – audit of charity and subsidiary company accounts	5,400
Auditor's remuneration – accounts preparation	3,675
Auditor's remuneration – systems support	1,730
Operating lease rentals – land and buildings	39,479

### 3 Donations

	2017 £
Donations	19,136
Gift in kind	1,300,288
	1,319,424

The gift in kind constitutes all of the assets of the York RI CASC which were gifted to the CIO in their entirety on 1 April 2016.

### 4 Income from investments

	2017 £
Bank interest	1,602

### 5 Subsidiary company

The charity has a wholly-owned subsidiary, York RI Trading Limited, which is incorporated in the UK and registered in England (company number 10250574). The company operates the bars at the various sites within the charity and commenced trading on 1 July 2016.

A summary of its trading results for the period is shown below. The company donates all taxable profits to York RI CIO.

<b>Profit and loss account</b>	<b>2017 £</b>
<b>Turnover:</b>	
Bar takings	179,074
Other takings	6,644
<b>Total turnover</b>	185,718
Cost of sales	85,160
<b>Gross profit</b>	100,558
Rent, rates and utilities	26,672
Staff costs	75,472
Repairs and renewals	9,378
Other expenses	17,558
<b>Deficit for the period</b>	<b>(28,522)</b>

<b>Balance sheet</b>	<b>2017 £</b>
Fixed assets	3,166
Current assets	16,545
Current liabilities	(48,133)
<b>Total net liabilities</b>	<b>(28,422)</b>
Share capital	100
Profit and loss account	(28,522)
<b>Total funds</b>	<b>(28,422)</b>

Investment in the wholly-owned subsidiary is valued at cost of £100 in the balance sheet of the charity.

# Notes to the Financial Statements for the period ended 31 March 2017 (continued)

## 6 Total expenditure

<b>Period ended 31 March 2017</b>	<b>Bowls</b>	<b>Golf</b>	<b>New Lane</b>	<b>Queen Street</b>	<b>Sailing</b>	<b>Total</b>
<b>Costs directly allocated to activities:</b>						
Staff costs	-	211,648	20,494	41,772	-	273,914
Repairs and renewals	4,190	96,969	11,201	11,508	1,680	125,548
Advertising	-	2,266	-	-	-	2,266
Subscriptions and fees	1,118	17,408	1,412	3,913	-	23,851
Cleaning	256	9,531	783	4,542	-	15,112
Rent, rates and utilities	3,752	22,823	7,906	70,079	216	104,776
Insurance	415	6,774	1,222	11,096	38	19,545
Depreciation	1,665	40,884	2,087	18,340	2,754	65,730
Petrol	-	6,474	665	-	-	7,139
Printing, postage and stationery	133	3,832	122	230	-	4,317
Computer costs	-	5,710	-	-	-	5,710
Professional retainer	-	20,000	-	-	-	20,000
Telephone	138	3,254	348	-	-	3,740
Bank charges	-	2,531	-	-	-	2,531
Accountancy	-	481	-	-	-	481
Irrecoverable VAT	901	28,155	3,120	15,841	250	48,267
Sundry	614	7,494	351	2,456	-	10,915
<b>Support costs:</b>						
Administration staff costs	2,072	3,315	4,144	31,078	829	41,438
Subscriptions and fees	369	590	738	5,532	147	7,376
Printing, postage and stationery	107	-	214	1,819	-	2,140
Telephone	70	-	140	1,190	-	1,400
Bank charges	172	276	345	2,653	-	3,446
Accountancy	246	1,500	492	2,582	98	4,918
Sundry	46	74	93	694	18	925
<b>Total expenditure</b>	<b>16,264</b>	<b>491,989</b>	<b>55,877</b>	<b>225,325</b>	<b>6,030</b>	<b>795,485</b>
<b>Costs directly allocated to generating funds:</b>						
Staff costs	-	53,763	18,183	40,347	-	112,293
Bar stocks	13,802	36,403	23,654	31,701	-	105,560
Repairs and renewals	653	5,984	1,494	4,372	-	12,503
Subscriptions and fees	84	1,174	207	501	-	1,966
Cleaning	157	9,167	858	2,843	-	13,025
Rent, rates and utilities	1,342	7,111	3,261	23,765	84	35,563
Insurance	86	1,396	252	2,287	8	4,029
Depreciation	2	55	3	25	4	89
Sundry	-	45	2,952	5,270	-	8,267
<b>Total expenditure</b>	<b>16,126</b>	<b>115,098</b>	<b>50,864</b>	<b>111,111</b>	<b>96</b>	<b>293,295</b>
<b>Total</b>	<b>32,390</b>	<b>607,087</b>	<b>106,741</b>	<b>336,436</b>	<b>6,126</b>	<b>1,088,780</b>

**Notes to the Financial Statements for the period ended 31 March 2017 (continued)****7 Staff numbers and costs**

The average number of staff employed by the charitable group during the year was as follows:

	<b>Average 2017</b>
Charitable activities	12
Bar staff	9
Administration staff	6
	<u>27</u>

The aggregate payroll costs of these persons was as follows:

	<b>2017 £</b>
Wages and salaries	400,841
Social security costs	21,813
Other pension costs	4,992
	<u>427,646</u>

The average head count in the year was 27.

The Trustees do not receive remuneration or any other benefits. During the year no expenses were paid to Trustees. Trustees are not included in the average number of employees.

No employees were paid over £60,000 in the year.

The key management personnel of the charitable group comprise the Trustees, finance manager, golf club secretary and head greenkeeper. The total remuneration of the key management personnel employed by the charitable group was £114,754.

## Notes to the Financial Statements for the period ended 31 March 2017 (continued)

### 8. Tangible fixed assets

#### Group

	Freehold land and property £	Plant and machinery £	Furniture and fittings £	Total £
<b>Cost or valuation</b>				
Gifted assets	745,000	239,400	120,310	1,104,710
Additions	-	21,283	11,179	32,462
Disposals	-	(10,500)	-	(10,500)
At 31 March 2017	745,000	250,183	131,489	1,126,672
<b>Depreciation</b>				
Charge for year	-	41,190	24,630	65,820
On disposals	-	(6,350)	-	(6,350)
At 31 March 2017	-	34,840	24,630	59,470
<b>Net book values</b>				
At 31 March 2017	745,000	215,343	106,859	1,067,202

#### Charity

	Freehold land and property £	Plant and machinery £	Furniture and fittings £	Total £
<b>Cost or valuation</b>				
Gifted assets	745,000	239,400	120,310	1,104,710
Additions	-	18,050	11,179	32,462
Disposals	-	(10,500)	-	(10,500)
At 31 March 2017	745,000	246,950	131,489	1,126,672
<b>Depreciation</b>				
Charge for year	-	41,123	24,630	65,820
On disposals	-	(6,350)	-	(6,350)
At 31 March 2017	-	34,773	24,630	59,470
<b>Net book values</b>				
At 31 March 2017	745,000	212,177	106,859	1,064,036

# York RI

## Notes to the Financial Statements for the period ended 31 March 2017 (continued)

### 9 Investments

Charity	2017 £
Shares held in Subsidiary Undertaking	100

The company owns 100% of the issued share capital of York RI Trading Limited, incorporated in England and Wales (company number 10250574). In the period to 31 March 2017 York RI Trading Limited made a loss of £28,522 and had negative capital reserves of £28,422.

### Investment property

Group and Charity	2017 £
Market value at 31 March 2017	90,000

The investment property was gifted from York RI CASC and relates to a plot of land held for redevelopment which is currently let out for agricultural use. The Trustees have estimated the fair value of the land with respect to recent market conditions. The Trustees believe the valuation materially represents fair value of the land at the balance sheet date.

### 10 Stock

	Group 2017 £	Charity 2017 £
Bar stock	12,700	-

### 11 Debtors

	Group 2017 £	Charity 2017 £
Trade debtors	8,668	8,668
Prepayments and accrued income	183,396	183,396
Other debtors	3,000	3,000
VAT recoverable	-	18,120
Amounts due from subsidiary undertakings	-	10,812
	195,064	223,996

### 12 Creditors: amounts falling due within one year

	Group 2017 £	Charity 2017 £
Trade creditors	60,695	50,165
Other taxes and social security costs	7,364	7,364
Accruals and deferred income	358,007	349,647
Other creditors	6,763	6,453
	432,829	413,629

Included above is £331,907 deferred income relating mainly to subscriptions paid in advance totalling £320,629.

### 13 Creditors: amounts falling due after more than one year

	Group 2017 £	Charity 2017 £
Other creditors	9,817	9,817



## Notes to the Financial Statements for the period ended 31 March 2017 (continued)

### 14 Financial instruments

	<b>2017</b>
	<b>£</b>
<b>Carrying value of financial assets</b>	
Financial assets carried at amortised cost	455,197
<b>Carrying value of financial liabilities</b>	
Financial liabilities carried at amortised cost	442,337

### 15 Commitments

Total commitments under non-cancellable operating leases are as follows:

<b>Group and Charity</b>	<b>Land and buildings 2017 £</b>	<b>Other 2017 £</b>
Within one year	21,000	2,812
More than one year and less than 5 years	21,000	1,942
	42,000	4,755

### 16 Statement of funds

<b>Group and Charity</b>	<b>As at 1 April 2016 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>As at 31 March 2017 £</b>
<b>Unrestricted funds</b>				
General fund	-	2,313,527	(1,088,780)	1,224,747
<b>Total funds</b>	<b>-</b>	<b>2,313,527</b>	<b>(1,088,780)</b>	<b>1,224,747</b>

#### Unrestricted funds

General funds – These represent the free reserves and fixed assets of the charity that are not designated or restricted for particular purposes.

### 17 Contingent liabilities

The group had no contingent liabilities at 31 March 2017.

### 18 Capital commitments

The group had no capital commitments at 31 March 2017.

### 19 Related parties

On 1 April 2016, the previous Community Amateur Sports Club known as York RI gifted the entirety of its assets, liabilities and charitable activity to the new CIO. The value of the gift was £1,300,288.

At the year end, York RI Trading Limited, a wholly owned subsidiary owed the charity £10,812.

### 20 Control

The Trustees are of the opinion the Charity has no ultimate controlling party.