



Meapa Gymnastic Club Executive Committee

Annual General Meeting 2019 – Chairman's Report

This has been another busy and extremely productive year for Meapa Gymnastics club.

The club is thriving with excellent attendance and a huge commitment from our gymnasts and athletes at all levels. The club continues to build on its past successes with another strong performance year.

We have a highly professional team, strong financial position and 900 happy members.

This year also saw the launch of the new look club website with significantly improved appearance and easier navigation.

Executive Committee

The committee has been very active managing the bigger operating decisions of the club whilst aggressively progressing critical lease renewal and expansion activities (more details later in my report).

I'd like to make a special mention of Sindy Baker who has worked tirelessly this year to drive forward our growth aspirations. Sindy has worked way beyond her role of Treasurer and given up countless hours of her personal time to serve the club. Thankyou Sindy!

The Meapa's fundraising activities have been creative and extremely helpful as always but has lost some of the overall momentum of previous years. To rectify this, I'd like to appoint a "Head of Fundraising" role reporting to the committee to inject some fresh vigour into supplementing our funds. I will be posting details of the role shortly and looking for suitable volunteers.

Club Performance

This year has seen steady membership numbers but slightly reduced waiting lists. This is most likely due to the limited by the capacity of the gym premises and a purposeful reduction in club advertising because of this.

The club has had an expected volume of coach attrition and continues to attract and retain some of the best coaching staff in the area.

Treasurer Report AGM 24/06/2019

The Accounts for 2017/18 have been prepared by Sindy Baker. Copy of Income & Expenditure and Balance Sheet attached.

The Accounts have been independently assessed by A4G Amherst Limited prior to submission to the Charities Commission.

Significant Purchases:

- Vaulting Table.
- Security Shutters to main doors.

Above totalling just over £6,600.

This has been moved to Assets and depreciated in line with life span of items.

Income:

Income is has increased by 3.93%. This is due to increase on fees/memberships through the years as all classes are at full capacity.

Expenditure:

Has increased considerably to the prior year due to the following:

- New squad leotards and kit.
- Two further coaches employed to give stability to the coaches and gymnasts, to ensure the best possible coaching to our members.
- Depreciation to our current premises due to vacation in 2022.

Employment:

We have moved across to BrightPay Payroll software, linked directly to HMRC for monthly payroll submissions via RTI system.

The Meapa currently have 7 members of staff on the payroll, all of which have been offered to join a Pension plan to coincide with the Auto Enrolment staging date and requirements.

We have 7 other members of self-employed staff who coach elsewhere as well as the Meapa, and 6 others who are either trainees or work elsewhere who work voluntarily and claim expenses.

Balances:

All current invoices received to date have been paid. The current bank account balances at 24/6/19 total £641,183.11.

Treasurer Position

I have been Treasurer for The Meapa since 10/10/2016 when voted in by the EMC. I am a qualified book-keeper with the Institute of Certified Book-keepers and have been since 1998 running my own successful book-keeping practice.

I have moved the accounts over on to Sage Line 50 Accounting Software and BrightPay payroll and work alongside the accountants A4G Amherst Limited to audit the accounts annually prior to submission.

Signed:

A handwritten signature in blue ink, appearing to read 'Sandy Baker', with a large, stylized initial 'S'.

Sandy Baker

Treasurer for Meapa Gymnastic Club.



Property consultants
Report to AGM June 2019

Since the last AGM the Trustees have continued to hold general meetings and minutes have been produced for these.

Hyde housing have been payed the agreed rate.

The plans to relocate the gym are in the negotiation stage, a potential new site has been found.

All fire equipment, fire alarm and intruder alarms have been serviced by specialist as part of the ongoing maintenance.

Our in house annual health and safety checks of the equipment have yet to be completed and recorded this, is booked in for 27 June.

Lighting within the gym has been updated.

Monthly fire alarm tests have been completed and all test sheets are up to date and kept in the office.

The gym building remains in good repair with no immediate maintenance issues.

David Wilks
Property Consultant

D Wilks

22 June 2019



Minutes of the Annual General Meeting held at The Meapa Gymnastics Centre, Cedar Avenue, Gravesend, Kent DA12 5JT.

Meeting Commenced at 7.00pm on Monday 24th June 2019.

Those Present from the Executive Committee:

Chairman:	Steve Courtney SC
Deputy Chairman:	Jonathan Sumner JS
Treasurer:	Sindy Baker SB
Property Consultant	David Wilks DW
Welfare Officer	Lesley Golding LG
Director of Coaching	Yuriy Zhovtyuk YZ

INTRODUCTION

Steve Courtney welcomed all present to the Annual General Meeting of The Meapa Gymnastics Club.

1.00 APPROVAL OF THE MINUTES OF THE LAST A.G.M.

SC confirmed that a copy of the minutes of last year's Annual General Meeting held at The Meapa Gymnastics Centre, Cedar Rd, Gravesend, Kent DA12 5JT were signed and dated 21st May 2018 by himself and Treasurer as true record

All points raised from the previous AGM 2018 have been resolved.

2.00 CHAIRMAN'S REPORT

- 2.01 Steve Courtney presented his Chairman's Report, highlighting another excellent year for The Meapa (copy attached). Approval of the Chairman's Report - Proposed by Sindy Baker, seconded by Jonathan Sumner, approved by members.

3.00 TREASURER'S REPORT AND STATEMENT OF ACCOUNT – 24th June 2019

- 3.01 Sindy Baker presented the financial position for the Property Account, The Club Community Account, the Fundraising Account and the Business Money Manager Savings Account.

Information in addition to the financial report.

Income increased by 3.93%. The increase is due to increase on fee/membership as all classes are at full capacity

The Statement of Accounts were independently audited by A4G Amherst Accountants on 21st June 2019 (copy attached).

Approval of the Treasurer's Report and Statement of Account – Proposed by Jonathan Sumner, seconded by Steve Courtney, approved by Members.



AGM Meeting 24/06/2019

ITEM	NOTES	ACTION
4.00	<u>PROPERTY CONSULTANT'S REPORT</u>	
4.01	David Wilks had prepared and issued the Property Consultant's Report (copy attached) in advance of the meeting. There were no outstanding matters from the previous 2018 Report. Approval of the Property Consultant's Report - Proposed by Lesley Golding, seconded by Cindy Baker, approved by Members.	
5.00	<u>ELECTIONS/RE-ELECTION OF THE EXECUTIVE MANAGEMENT COMMITTEE</u>	
5.01	Re-election of Mr Steve Courtney as Chairman of the Executive Management Committee. Proposed by Yuriy Zhovtyuk, seconded by Jonathan Sumner, approved by Members.	
5.02	Re-election of Jonathan Sumner as Deputy Chairman. Proposed by Steve Courtney, seconded by Cindy Baker, approved by all members.	
5.03	Re-election of David Wilks as Property Consultant and Health and Safety officer of the Executive Management Committee. Proposed by Jonathan Sumner, seconded by Yuriy Zhovtyuk, approved by members.	
5.04	Re- Election of Cindy Baker as Treasurer to the Executive Management Committee. Proposed by Lesley Golding, seconded by David Wilks, approved by members	
5.05	Re- Election of Lesley Golding as coach representative/Welfare officer. Proposed by Steve Courtney, seconded by Yuriy Zhovtyuk, approved by Members.	
6.00	<u>ELECTION / RE-ELECTION OF THE CHARITY TRUSTEES AND OFFICERS AND REPRESENTATIVES OF OTHER COMMITTEES</u>	
6.01	<u>CHARITY TRUSTEES</u> S. Courtney Chairman J. Sumner Deputy Chair/Secretary S. Baker Treasurer D.Wilks Property Consultant Re-election of Trustees. Proposed by L. Golding, seconded by Yuriy Zhovtyuk, approved by Members.	



ITEM	NOTES	ACTION
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7.00 ANY OTHER BUSINESS

- 7.01 Steve Courtney recommended that the committee size be increased to accommodate additional workload given the Club's expansion plans. He suggested voluntary roles for "Head of fundraising" and grant applications. Roles will be drafted and posted once the committee has approved.
- 7.02 The committee discussed the need for a part-time paid Business Manager role to manage the extended responsibilities of running the club. Steve Courtney to draft a role for the approval of the committee.

8.00 DATE OF NEXT MEETING

Next meeting of the Executive Management Committee 7.00pm Monday 15th July 2019 at The Meapa Gymnastics Centre, Cedar Avenue, Gravesend, Kent.

The meeting was formally closed at 20:44pm.

Signed

date: 24/06/2019

Mrs S. Baker - Treasurer

Signed

date: 24/06/2019

Mr S Courtney - Chairman

Date: 18/06/2019
Time: 01:26:43

The Meapa **Balance Sheet**

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From: Month 12, August 2018
To: Month 12, August 2018

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Property	(85,346.53)	320,000.00	
Equipment	(4,994.93)	20,640.14	
	(90,341.46)		340,640.14
Current Assets			
Debtors	4,275.63	4,275.63	
Accrued Income	420.00	420.00	
Property A/c	(120.92)	1,239.36	
Fundraising A/c	(156.00)	49,631.88	
Business Money Manager A/c	10,049.89	461,219.21	
Petty Cash	0.00	411.80	
PayPal	(8.95)	(940.06)	
Treasurer A/c	544.79	30,206.38	
	15,004.44		546,464.20
Current Liabilities			
Creditors : Short Term	3,035.43	3,404.24	
Payroll Taxation	(9.57)	1,004.82	
Wages	(39.72)	324.90	
	2,986.14		4,733.96
Current Assets less Current Liabilities:	12,018.30		541,730.24
Total Assets less Current Liabilities:	(78,323.16)		882,370.38
Long Term Liabilities			
	0.00		0.00
Total Assets less Total Liabilities:	(78,323.16)		882,370.38
Capital & Reserves			
Funds	0.00	863,637.09	
P & L Account	(78,323.16)	18,733.29	
	(78,323.16)		882,370.38

Date: 18/06/2019
Time: 01:26:21

The Meapa
Profit and Loss

Page: 1

From: Month 12, August 2018
To: Month 12, August 2018

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Sales			
Fees / Memberships	34,825.09	381,112.14	
Grants	0.00	250.00	
Fund Generation - Fund Raising	0.00	21,591.78	
Gym Hire	435.00	4,687.75	
Bank Interest Paid	49.89	361.30	
	35,309.98		408,002.97
Purchases			
	0.00		0.00
Direct Expenses			
Cost of Fund Generation - Fund Raising	156.00	7,883.87	
Cost of Fund Generation - Festival Exp / Fund	0.00	3,236.00	
Advertising	84.77	570.81	
	240.77		11,690.68
Gross Profit/(Loss):	<u>35,069.21</u>		<u>396,312.29</u>
Overheads			
Support Costs - Rent and Rates	148.45	5,009.44	
Support Costs - Heat, Light and Power	443.47	7,708.27	
Support Costs - Travelling Expenses	1,627.49	27,661.02	
Support Costs - Printing and Stationery	280.14	1,178.84	
Support Costs - Telephone and Computer	222.78	1,583.75	
Support Costs - Competition / Trials	2,090.00	8,530.00	
Support Costs - Merchandise	798.95	15,096.89	
Support Costs - Equipment	107.69	2,274.37	
Support Costs - Equipment Repairs &	0.00	784.80	
Support Costs - Security & Maintenance	502.32	8,415.36	
Support Costs - Coaching DBS Checks	0.00	89.00	
Support Costs - BG Insurance & Membership	163.00	2,076.00	
Support Costs - Other Membership/Affiliation	0.00	220.01	
Support Costs - General Expenses	0.00	13.25	
Support Costs - Gym Extension Project	5,346.53	5,346.53	
Management & Admin - Bank Charges and	0.16	1.91	
Management & Admin - Gross Wages	16,666.46	204,879.63	
Management & Admin - Professional Fees	0.00	1,715.00	
Management & Admin - Depreciation	84,994.93	84,994.93	
	113,392.37		377,579.00
Net Profit/(Loss):	<u>(78,323.16)</u>		<u>18,733.29</u>

Date: 18/06/2019
Time: 01:25:54

The Meapa
Period Trial Balance

Page: 1

To Period: Month 12, August 2018

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0010	Property	400,000.00	
0011	Property Depreciation		80,000.00
0030	Equipment	29,826.84	
0031	Equipment Depreciation		9,186.70
1100	Debtors Control Account	441.00	
1103	Prepayments	3,834.63	
1200	Treasurer Account - 91074148 40-22-20	30,206.38	
1205	Property Account - 71552600 40-22-20	1,239.36	
1210	Fundraising Account - 31652516 40-22-20	49,631.88	
1220	Business Money Manager - 31752456	461,219.21	
1230	Petty Cash	411.80	
1250	PayPal		940.06
2100	Creditors Control Account		881.87
2109	Accruals		2,522.37
2110	Accrued Income	420.00	
2210	P.A.Y.E.		1,004.82
2230	Pension Fund		324.90
3200	Funds		863,637.09
4002	Fees / Memberships		380,432.14
4003	Sale of Merchandise		680.00
4100	Grants		250.00
4500	Fund Generation - Fund Raising		21,591.78
4901	Gym Hire		4,687.75
6100	Fund Raising Expenses	7,883.87	
6101	Advertising	570.81	
6105	Festival Expenditure	3,236.00	
7000	Rent	2,010.64	
7002	Water Rates	667.40	
7003	General Rates	2,331.40	
7104	Premises Insurance	3,353.09	
7105	Electricity	2,573.45	
7106	Gas	1,781.73	
7200	Travelling	24,796.72	
7202	Hotels	2,500.46	
7206	Subsistence	363.84	
7301	Postage and Carriage	44.22	
7302	Office Stationery	1,134.62	
7350	Telephone and Fax	1,232.44	
7351	Internet / Web	186.32	
7352	Computer and Software	164.99	
7398	Merchandise	15,096.89	
7399	General Equipment	1,464.93	
7400	Gym Equipment	809.44	
7402	Equipment Repairs & Maintenance	784.80	
7450	Competitions / Trials	8,530.00	
7499	Premises Security	1,275.41	
7500	Health & Safety	463.82	
7501	Cleaning	6,448.16	
7503	Premises Expenses	227.97	
7603	DBS Coach Checks	89.00	
7604	BG Insurance & Membership Fees	2,076.00	
7605	Other Membership/Affiliation Fees	220.01	

Date: 18/06/2019

Time: 01:25:54

The Meapa
Period Trial Balance

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To Period: Month 12, August 2018

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
7606	Sundry Expenses	13.25	
7650	Gym Extension Project	5,346.53	
7700	Bank Interest Paid		361.30
7701	Bank Charges	1.91	
7800	Gross Wages	115,643.12	
7804	Coaching Fees	69,045.91	
7805	Finance / Admin Fees	14,677.61	
7806	Employers NI	4,970.99	
7807	Employers Pensions	945.87	
7808	Recruitment Expenses	596.27	
7809	Coaches Training / Courses	1,423.78	
7810	SSP Reclaimed		2,423.92
7900	Legal Fees	350.00	
7902	Accountancy Fees	420.00	
7904	Professional Fees	945.00	
8000	Depreciation	80,000.00	
8004	Equipment Depreciation	4,994.93	
Totals:		<u>1,368,924.70</u>	<u>1,368,924.70</u>

The Meapa Gymnastics Centre,
Cedar Avenue,
Gravesend,
Kent,
DA12 5JT

21st June 2019

Independent Statement of Accounts of 'The Meapa' registered charity August 2018

We have assessed the financial statements of 'The Meapa' for the year ended 31st August 2018. The figures assessed reflect the gross income and total expenditure details for the period.

Responsibility of the Charity Members and Accountants.

It is the responsibility of the members of the charity to keep proper accounting records and the responsibility of the Accountants to report an opinion as to whether the financial statements give a true and fair view of the affairs of the charity.

Basis of opinion.

The assessment consisted of an independent examination of the accounting figures for 'The Meapa' for the year ended 31 August 2018.

Opinion.

It is our opinion that the financial statements give a true and fair view of the affairs of the charity for the year ended 31 August 2018.


A4G Amherst Limited

A4G Amherst Ltd
Company Number 04169517

Balance Sheet comparison for The Meapa 2017 to 2018

Fixed Assets	2018	2017
Premises	£ 320,000.00	£ 400,000.00
Premises Improvement	£ -	£ 2,062.94
Equipment	£ 20,640.14	£ 19,018.21
	£ 340,640.14	£ 421,081.15
Current Assets		
Debtors	£ 4,275.63	£ 4,078.55
Accrued Income	£ 420.00	£ 280.00
Bank Accounts	£ 541,356.77	£ 439,163.23
Cash	£ 411.80	£ 105.51
	£ 546,464.20	£ 443,627.29
Current Liabilities		
Creditors	£ 3,404.24	£ 13.75
PAYE / Pension Fund	£ 1,329.72	£ 1,057.60
Total Assets Less Liabilities	£ 882,370.38	£ 863,637.09
Funds of the Charity		
Unrestricted Funds		
Designated Funds	£ 863,637.09	£ 735,378.64
Restricted Funds		
P&L	£ 18,733.29	£ 128,258.45
	£ 882,370.38	£ 863,637.09

Income & Expenditure comparison for The Meapa

Income	2018	2017	% increase / decrease to prior year	
Fees/Memberships	£ 381,112.14	£ 358,260.26		
Bank Interest	£ 361.30	£ 225.95		
Grant	£ 250.00	£ -		
Fundraising Income	£ 21,591.78	£ 24,820.87		
Gym Hire	£ 4,687.75	£ 5,253.50		
Sale of Equipment	£ -	£ 4,000.00		
	£ 408,002.97	£ 392,560.58	3.93	Increment to prior yr
Fund Raising Expenditure	£ 11,119.87	£ 7,851.82		
Advertising	£ 570.81	£ 474.10		
Rent & Rates	£ 5,009.44	£ 5,518.80		
Heat, Light, Power	£ 4,355.18	£ 2,171.41		
Premises Insurance	£ 3,353.09	£ 3,034.93		
Printing & Stationery	£ 1,178.84	£ 1,281.50		
Telephone	£ 1,583.75	£ 1,765.37		
Competition & Trials	£ 8,530.00	£ 6,027.00		
Merchandise	£ 15,096.89	£ 6,427.41		
Equipment	£ 3,059.17	£ 3,706.96		
Security & Maintenance	£ 8,415.36	£ 9,505.84		
Coaching Checks	£ 89.00	£ 324.00		
BG Insurance & Membership	£ 2,076.00	£ 18,682.00		
Other Membership/Affiliation	£ 220.01	£ 122.00		
Gym Extension Project	£ 5,346.53	£ -		
Bank Charges	£ 1.91	£ 22.01		
Employment/Coaching Fees & Exp	£ 217,863.04	£ 183,426.68		
Finance / Admin Fees	£ 14,677.61	£ 10,106.01		
Legal & Professional Fee	£ 1,715.00	£ -		
HMRC Late Pyt Interest	£ -	£ 113.69		
Depreciation	£ 84,994.93	£ 3,702.46		
Misc Expenses	£ 13.25	£ 38.14		
	£ 389,269.68	£ 264,302.13	47.28	Increment to prior yr
	£ 18,733.29	£ 128,258.45	4.59%	Profit Margin
			32.67%	Profit Margin
			28.08%	Profit Margin Down