



Swim England

East Region

Swim England East Region

(A company limited by guarantee with charitable status)

Directors and Trustees Report and Financial Statements

For the year ended 31st December 2023

Company number 12931432

Charity number 1193136

**Swim England East Region Company Number 12931432 a company limited by
guarantee with charitable status Charity Number 1193136.
Directors and Trustees Report and Financial Statements for the year
ended 31st December 2023**

Financial Statements for the Year ended 31st December 2023

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Report of the Trustees for the year ended 31st December 2023

The Board presents its report and financial statements for the year ended 31st December 2023.

1. Introduction

The Trustees, who are also the directors of the company, present their report and the financial statements of the company for the year ended 31st December 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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 published in October 2019.

2. Reference and Administrative Information

Charity Name: Swim England East Region

Charity registration number: 1193136

Company registration number: 12931432

Registered Office: Pavilion 3
SportPark
3 Oakwood Drive
Loughborough University
Loughborough
LE11 3QF

Board and Charity Trustees:

Ian Cotton	Chairman	Appointed 10 th May 2022
Keith Belton	Finance Director	Appointed 6 th October 2020
Ian Mackenzie	Director	Appointed 6 th October 2020
Yvonne Stead	Director	Appointed 9 th May 2023
Helen Stephens	Director	Appointed 11 th October 2022

Independent Examiner: Stephenson Smart (East Anglia) Limited
East Coast House,
Galahad Road, Beacon Park,
Gorleston, Great Yarmouth,
Norfolk, NR31 7RU

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2. Reference and Administrative Information (continued)

Bankers

The Co-operative Bank p.l.c.
P.O. Box 250
Delf House
Skelmersdale
WN8 6WT.

National Westminster Bank plc
21 Gentleman's Walk
Norwich
NR2 1NA

3. Structure, governance and management

The charity, which is a company limited by guarantee, was registered on 6th October 2020 in England and Wales and received charitable status on 18th January 2021. The company remained dormant until 1st January 2021.

The board of trustees have overall responsibility for the direction, management and control of the charity. The trustees are:

Ian Cotton, Chairman
Keith Belton, Finance Director
Ian Mackenzie, Member Elected Director
Yvonne Stead, Member Elected Director
Helen Stephens, Member Elected Director

4. Our aims and objectives

As one of eight regions of the National Governing Body of the aquatic sports of swimming, open water swimming, diving, high diving, artistic swimming and water polo, the charity is the regional governing body for those sports in the East Region. The area of benefit comprises the Counties of Bedfordshire, Cambridgeshire, Hertfordshire, Norfolk, Suffolk, and Essex (excluding the Greater London Boroughs of Barking and Dagenham, Havering, Newham, Redbridge and Waltham Forest).

In furthering the aims of the charity, the Trustees have considered the Charity Commission's guidance on public benefit.

The objects of the charity are for the benefit of the public in relation to aquatic sports:

- To promote community participation in swimming, open water swimming, diving, artistic swimming and water polo
- To advance physical education through the medium of swimming, open water swimming, diving, high diving, artistic swimming and water polo;

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- To relieve people with physical, sensory and mental disabilities by encouraging and facilitating participation in sporting activities, sporting programmes and assisting in the provision of training, facilities and equipment particularly in relation to swimming, open water swimming, diving, artistic swimming and water polo;
- To advance health and the saving of lives by the provision of teaching and training in water safety and swimming instruction; and
- To advance any other purpose that is charitable in accordance with the laws of England and Wales in association with swimming, open water swimming, diving, high diving, artistic swimming, water polo and other aquatic activities.

5. Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aims, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

During 2023, the charity continued to deliver all competitions across the disciplines and increased the number of development programmes being offered. We also continued to deliver key workshops and courses for volunteers.

6. The focus of our work

The club membership has dropped during 2023 by 9%, although the region has seen 7,618 new members join during the 12-month period. The drop in membership is down to drop in 'Train' members where a few clubs with swim lesson programmes have set these up as swim schools.

The membership numbers are a concern and will be a key focus of the new strategy being launched early in 2024, and will be a key focus of development work going forward.

The charity has continued to deliver online courses for volunteers – these have included Team Manager courses, safeguarding courses, and Time to Listen courses for Welfare Officers. In addition, the region has supported specific role workshops run by Swim England – these have included sessions for Chairs, Secretaries, and Welfare Officers.

The support for clubs has continued to ensure they maintain their Club Affiliation with Swim England, and also to maintain the number of clubs retaining SwimMark accreditation. This has particularly been focussed on their governance through constitution support from the staff and Regional Membership Officer. This has helped the region ensure we maintain a safe, sustainable and high-quality network of clubs.

The charity has continued with an Athlete Bursary scheme to support athletes from the region with costs when being selected for national programmes across all the disciplines. This has proved successful although the take up has remained relatively low. Consideration will be given to extending the scheme in the future to include coaches wishing to progress in the sport.

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More details of our work throughout 2023 can be found on our website both in our 'News' section and in the minutes of the meetings of the Board of Directors and the various leadership groups.

7. Volunteers

Volunteers remain an integral part of the charity, particularly in supporting the competitions and events run throughout the region.

The support and ongoing dedication of volunteers within the region is amazing to see and ensures that the charity's activities continue to be a success. However, the challenge remains on how we get more new volunteers involved and succession planning is going to be important.

As mentioned earlier in this report we used the communication mechanisms available to us to keep our volunteers informed and engaged.

8. How our activities deliver public benefit

The benefits of swimming continue to grow through research and new initiatives linked to the health and wellbeing benefit of the sport and recreational activity.

The Region continues to positively promote aquatics to the whole community, support clubs with their current and future members, and work to ensure the facilities used by clubs and the whole community remain fit for purpose.

9. Who used and benefited from our services?

Our services remain being used by our members, by our member clubs and the volunteers who run these clubs and by the communities in East Region. The Region needs to continue to deliver activity that support all existing members while giving opportunities to new members and future generations of athletes so the sport remains beneficial.

10. Finance Review

The principal funding sources for the charity are affiliation fees paid by members of aquatic clubs in the region and fees paid by participants in competitions and development events run by the region.

The last year has seen income drop slightly with reduced income from regional events. However, the Board has closely monitored expenditure to maintain the financial stability. There has been a rise in payroll costs through the appointment of a new Regional Manager at the beginning of the year and new Regional Welfare Officer role starting towards the end of the financial year.

Most meetings remain virtual and so travel expenses have remained low.

The overall financial position of the Charity remains strong and so there are opportunities for increased development work in 2024 to further develop the role it plays in the aquatic disciplines across the region.

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11. Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment.

Having considered the options available, the Board is concerned to ensure effective management of surplus cash balances. For this reason, the Company aims to minimise its exposure to individual banks by using a number of high street banks with separate banking licences. The Directors decide on the opening and closing of bank accounts and approve the list of signatories. To facilitate payments for on line and telephone purchases and bookings, and to avoid the need for the use of personal accounts, debit cards have been issued to key officers and staff.

Although the Company aims to keep the amount held by a bank within the limit of the deposit protection scheme, the reality is that accounts suitable for charitable organisations such as ours, are hard to find.

12. Reserves Policy

The Board has reviewed its Reserves Policy and agreed that the Company will aim to have cash reserves to enable it to pay for staff and essential running costs for a year in the event that there is no affiliation or other income.

13. Plans for Future Years

The Board has agreed operational plans and supporting budgets for 2024. Discipline Leadership Groups are invited to submit any proposed changes to the plans to the monthly Board meetings, so that these can be considered in the light of current financial predictions.

It remains import that the Board in conjunction with the staff and Discipline Managers continue to look at ways we can further invest in the sport to increase the membership and opportunities for development.

The Board with the support of a working group is undertaking the Regional Governance Code put in place by Swim England based on the Sport England Governance Code. This will need to be achieved in 2024.

14. Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 6 October 2020 and registered as a charity on 18 January 2021. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

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Recruitment and Appointment of Management Board

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board. One third of the Directors retire each year and are eligible for re-election at the next Annual General Meeting within the limits set out in the Memorandum and Articles of Association.

All members of the Board give their time voluntarily and received no benefits from the charity.

Any expenses reclaimed from the charity are set out in note 8 to the accounts.

Risk Management

A review of the risk register is a standing item for each Board meeting so that risks can be reviewed and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of finance policies covering such things as authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and participation in activities run by the region.

Organisational Structure

Swim England East Region has a Board of Directors, which is held to account by a Members Forum. The Members Forum is elected annually by the county associations, with the number of Members for each county determined by the size of its membership at the end of the previous year.

The Board is scrutinised by an Audit, Risk and Probity Committee which also monitors the management of risk. The management of the sport is overseen by a Regional Operations Committee, with the day to day management of clubs, development and competitions the responsibility of a structure of leadership groups. A Regional Swimming Coaches Forum is part of a national structure to aid communication, planning and development.

A County Forum ensures that there is two way communication between the Region and its six county associations.

The day-to-day responsibility for overseeing the delivery of agreed operational plans rests with the Regional Manager, who attends Board meetings and meetings of other groups including the Regional Operations Committee. The Regional Manager manages the two other members of the staff team, ensuring that the team operates in line with Swim England East Region policies and Swim England HR Policies, and that the team continues to develop their skills and working practices in line with good practice. A new Regional Manager joined the team in February 2023 with a clear directive to oversee the region and support the current two members of staff. In addition, the Board took the decision to appointment a part-time Regional Welfare Officer following the publication of the Swim England 'Heart of Aquatics' which reviewed safeguarding and welfare practices. The Regional Welfare Officer joined at the end of October 2023.

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Related Parties

As the middle tier of a three tiered governance structure, the charity works in partnership with the national governing body Swim England and the county swimming associations of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk in the delivery of its aims and objectives.

15. Going concern

Having considered both the nature of the charity's assets and liabilities and its principal risks and uncertainties, in particular the ongoing impact of increases in the cost of living, the board believes that for the foreseeable future adequate resources will be available to the charity.

The financial statements have, therefore, been prepared on the going concern basis, which assumes that there are adequate resources to continue trading for the foreseeable future.

16. Small Companies Exemption.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Board of Trustees on 22nd April 2024 and signed on its behalf by

Ian Cotton
Chairman

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Independent Examiners report for the year ended 31 December 2023

Independent examiner's report to the trustees of Swim England East Region ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.


Mr H Pettitt FCA CTA

Stephenson Smart (East Anglia) Limited East Coast House Galahad Road Gorleston Great Yarmouth Norfolk NR31 7RU

Date: **22 April 2024**.....

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**Statement of Financial Activities (including Income & Expenditure Account)
for the year ended 31st December 2023**

		2023		2022
		Unrestricted		
		funds	Total	Total
Note	£	£	£	£
Income and endowments from:				
Charitable activities	2	271,299	271,299	281,207
Other trading activities		1,055	1,055	1,182
Investments	3	2,559	2,559	876
Other	4	0	0	15
		<hr/>	<hr/>	<hr/>
Total income and endowments		274,913	274,913	283,280
Expenditure on:				
Raising funds		1,033	1,033	1,306
Charitable activities	5	152,786	152,786	105,667
Governance costs	6	119,236	119,236	102,380
Other		-	-	-
		<hr/>	<hr/>	<hr/>
Total expenditure		273,055	273,055	209,353
Net gains / (losses) on investments		-	-	-
		<hr/>	<hr/>	<hr/>
Net income / (expenditure)		1,858	1,858	73,927
Transfers between funds		-	-	-
Other recognised gains / (losses):				
Other gains / (losses)		-	-	-
		<hr/>	<hr/>	<hr/>
Net movement in funds		1,858	1,858	73,927
Reconciliation of funds:				
Total funds brought forward		392,075	392,075	318,148
		<hr/>	<hr/>	<hr/>
Total funds carried forward		393,933	393,933	392,075

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The Charity has no Restricted or Endowment Funds

The annexed notes form part of these financial statements.

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Balance Sheet as at 31st December 2023

Fixed assets	Note	2023 £	2022 £
Tangible assets	10	812	2,119
		812	2,119
Current assets			
Stocks	11	8,979	13,807
Debtors	12	7,406	6,494
Cash at bank and in hand		379,287	370,856
		395,672	391,156
Creditors: amounts falling due within one year	13	2,551	1,200
		393,121	389,956
Net current assets		393,121	389,956
Total assets less current liabilities		393,933	392,075
Creditors: amounts falling due after more than one year		0	0
Provisions for liabilities		0	0
Net assets		<u>393,933</u>	<u>392,075</u>
Charity Funds			
Unrestricted funds	14	393,933	392,075
Total charity funds	14	<u>393,933</u>	<u>392,075</u>

The annexed notes form part of these financial statements.

The company is entitled to exemption from an audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2023 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- a) Ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and its surplus or deficit for each financial year in accordance with the requirements of the Companies Act 2006 relating to financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

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Balance Sheet as at 31st December 2023 (continued)

These financial statements were approved by the Board of Trustees and authorised for issue on xxth April 2024, and are signed on behalf of the Board by

The annexed notes form part of these financial statements

Ian Cotton
Chairman

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Notes to the Financial Statements for the year ended 31st December 2023

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

1. Basis of accounting

The charity constitutes a public benefit entity as defined by FRS102. The financial statements 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 issued October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention.

The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an agreement with the source.

Income

All income is recognised once the charity has entitlement to income, it is probable that income will be received and the amount of income receivable can be measured reliably.

Resources expended

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

Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1,000 are not capitalised. Depreciation is on a straight line basis over the estimated useful life. This has been taken to be 5 years for office, technical swimming and promotional equipment. Furniture has been depreciated over 10 years. IT purchases are over three years and for the Backstroke Ledges purchased for Swimming it is over 10 years.

Assets donated from ASA East Region, an unincorporated entity, which traded as Swim England East Region have been included with a cost equal to their net book value at 31 December 2020. These assets are depreciated on a straight line basis over the remaining useful life of the assets (one – five years).

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Stock

Stock is valued at the purchase cost of the items concerned.

Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

The charity is not registered for VAT.

2. Income from charitable activities

	2023 £	2022 £
Membership income	107,979	107,157
Events	163,320	174,050
	271,299	281,207

All Income from charitable activities was attributable to unrestricted funds.

3. Income from investments

	2023 £	2022 £
Interest - deposits	2,559	413
Interest – loan to Swim England	-	463
	2,559	876

All Income from investments was attributable to unrestricted funds.

4. Other Income

	2023 £	2022 £
Other	-	15
	-	15

All Other Income was attributable to unrestricted funds.

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5. Analysis of expenditure on charitable activities

Charitable activities 2023	Activities undertaken directly	Grant funding of activities	Support costs	Total	Total
	2023 £	2023 £	2023 £	2023 £	2022 £
Artistic Swimming	8,003	-	-	8,003	7,486
Bursaries and Grants	3,025	-	-	3,025	-
Club Leadership	870	-	-	870	314
Disability Swimming	3,005	-	-	3,005	994
Diving	4,931	-	-	4,931	6,730
Masters Swimming	4,641	-	-	4,641	4,652
Open Water Swimming	15,761	-	-	15,761	14,079
Swimming	103,024	-	-	103,024	65,543
Swimming Officials	934	-	-	934	333
Water Polo	8,592	-	-	8,592	5,536
	152,786	-	-	152,761	105,667

The significant increase in expenditure on Swimming is principally due to two things. The first is a pool hire invoice of around £9k being received several months late meaning it was paid in 2023 rather than 2022. The second being an increase in volunteer expenses. The pressures created by the cost of living may have led to more claims. The cost of hotel accommodation has certainly increased and we were able to revert to our practice of providing meals for volunteers instead of an expense allowance as pools reintroduced catering facilities.

6. Governance costs

		2023 £	2022 £
Trustee remuneration	8	-	-
Trustee expenses	8	-	-
Managing the Region		116,321	100,679
Independent examiners remuneration	7	2,400	1,200
Other		515	641
		119,236	102,520

7. Independent examiners remuneration

The independent examiners remuneration amounts to an independent examination fee of £2,400

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8. Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year. The Articles of Association do not permit the remuneration of any Trustee.

Trustees are entitled to be reimbursed reasonable expenses properly incurred when acting on behalf of the Charity. Expenses amounting to £2,718 (2022 £1,671) were reimbursed to the Trustees. The reimbursement was in relation volunteering at events run by the region or attending events on behalf of the region and was on the same basis as all other volunteers.

9. Staff costs and employee benefits

The average monthly number of employees and full time equivalent (FTE) during the period was 3.

Paid staff are jointly employed with Swim England who provide HR services such as payment of salaries, national insurance, pensions, PAYE etc on behalf of the Charity. The Charity is invoiced for the cost of its staff

Staff costs were as follows:

	2023 £	2022 £
Salaries and wages	89,483	78,675
Social security costs	8,340	7,516
Pension contributions	5,970	5,633
	103,793	91,824

The figures above include a total of £2,191 (2022 – Nil) in bonuses paid to staff for additional responsibilities in the absence of a Regional Manager.

No member of Staff received salary and benefits of more than £60,000

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10. Tangible fixed assets

	Mobile Telephones	Event Equipment	Furniture	Total
	£	£	£	£
Cost				
At 1 January 2023	1,531	3,891	25	<u>5,447</u>
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 December 2023	<u>1,531</u>	<u>3,891</u>	<u>25</u>	<u>5,447</u>
Depreciation				
At 1 January 2023	1,020	2,298	10	3,328
Disposals	-	-	-	-
Charge for the year	511	791	5	1,307
At 31 December 2023	<u>1,531</u>	<u>3,089</u>	<u>15</u>	<u>4,635</u>
Net book value 31 December 2023	-	<u>802</u>	<u>10</u>	<u>812</u>
Net book value 31 December 2022	<u>511</u>	<u>1,593</u>	<u>15</u>	<u>2,119</u>

11. Stocks

	2023	2022
	£	£
Finished goods	8,979	13,807
	<u>8,979</u>	<u>13,807</u>

All stock is held is for use or sale at events.

12. Debtors

	2023	2022
	£	£
Prepayments and accrued income	7,406	6,494
	<u>7,406</u>	<u>6,494</u>

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13. Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals	2,551	1,200
	2,551	1,200

14. Fund reconciliation

	Balance at 31/12/2022 £	Income £	Expenditure £	Transfers £	Gains / (losses) £	Balance at 31/12/2023 £
Unrestricted funds	392,075	274,913	273,055	-	-	393,933
	392,075	274,913	273,055	-	-	393,933

	Balance at 31/12/2021 £	Income £	Expenditure £	Transfers £	Gains / (losses) £	Balance at 31/12/2022 £
Unrestricted funds	318,148	283,280	209,353	-	-	392,075
	318,148	283,280	209,353	-	-	392,075

15. Related party transactions

There are no related party transactions during the period.