

**TEAM EAST LOTHIAN AC  
SCOTTISH CHARITY NO – SC045501**

**Annual Report and Financial Statements  
For the year ended 31 March 2021**

## **TRUSTEE'S ANNUAL REPORT**

### **For the year ended 31 March 2021**

The trustees have pleasure in presenting their report together with the financial statements for the financial period 1 April 2020 to the year ended 31 March 2021.

## **REFERENCE and ADMINISTRATIVE**

### **Charity name**

Team East Lothian AC

### **Charity no**

SC045501

### **Address**

Meadowmill Sports Centre, By Tranent, East Lothian, EH33 1LZ

### **Current Trustees**

<b>Graham McPheat</b>	Chair	<b>Tony Segall</b>	Trustee
<b>Stuart Donnelly</b>	Secretary	<b>Chris Rhodes</b>	Trustee
<b>Stephen Lissaman</b>	Treasurer	<b>Paddy Burns</b>	Trustee
<b>Megan Wright</b>	Trustee (since Jan 2021)		

## **STRUCTURE, GOVERNANCE and MANAGEMENT**

### **Constitution**

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 18 March 2015. The charity was previously an unincorporated association but changed its legal form to a SCIO. The assets of the unincorporated association were transferred to the SCIO on the 18 March 2015. It has a single tier structure and as such the trustees are the members of the charity.

### **Appointment of trustees**

At each AGM, all trustees will stand down and can be re-elected unless they have given notice to resign their post. Members can elect trustees at the club's Annual General Meeting and, if a trustee ceases to hold office during the year, the Board of Trustees can appoint a new trustee. All trustees must be members of the club and must not be disqualified from acting as a charity trustee. There must be a minimum of 3 and maximum of 10 trustees.

## **OBJECTIVES and PURPOSE**

### **Charitable Purposes**

The Club is a non-profit charity whose principal purpose is

- To provide facilities for and to promote participation of the whole community in the sport of athletics in the East Lothian area, including Track and Field, Cross Country and Road Running.
- To foster and create an environment in East Lothian where talent in athletics can be identified, encouraged and developed.
- To successfully provide the training, coaching and competition opportunities, which will allow athletes to maximise and fulfil their potential in the sport of athletics.
- To support, retain and develop the coaches and additional sports specialists as well as the officials, administrators and volunteers involved in The Club.
- To work with local partners and athletics clubs in East Lothian, as well as Regional and National interested parties and organisations for the furtherance and development of athletics in East Lothian.
- To affiliate to the governing body of athletics, namely Scottish Athletics Ltd (SAL), and comply with and uphold the Rules and Regulations of both SAL and UK Athletics.
- To do all such other things as shall further the objectives of The Club.

- To engage in our local community, using sport as a vehicle for change and improvement

### **Chairperson's Update**

The year of 2020-21 has been a year like no other for Team East Lothian AC with the impact of COVID-19 and lockdown measures. The past year has involved periods where we have not been able to train in person which has presented a number of challenges to us remaining engaged with athletes and active as a club. We quickly pivoted to online delivery and our coaching staff delivered sessions and schedules online to all our training groups, this incorporating the launch of social media TEL TV to support this. Coaches and athletes alike are to be congratulated for the way in which they have responded to these circumstances and we have all welcomed the gradual return to actual track sessions, be it in restricted circumstances with training bubbles.

### **Team East Lothian Open and Events**

Our TEL track and cross country events which have become an established part of the Scottish Athletics calendar have been all but wiped out during the last year. This is obviously something we hope to re-establish in the coming year, restrictions and lockdown levels allowing.

### **Achievements and Performances**

Similarly, opportunities to compete have been all but absent for most athletes. Again, we hope to see this change for the better as the year progresses.

### **Community Engagement**

Lockdown has had a huge impact on our community engagement activity for the entire year being reported on. Many aspects of our community engagement activities had to cease completely during lockdown and are only slowly emerging from this enforced hibernation. Our Community Athletics Coach James Fraser has and is central to this process. In particular, his efforts in engaging our Potentials group of athletes during lockdown has been hugely appreciated.

Our Robertson Trust funding for 10 hours a week of our Community Engagement Officer post ceased at the end of March 2021 and we are actively exploring other funding opportunities to replace this. In the meantime we have committed to fund our portion of this post for 12 months from 1<sup>st</sup> April 2021 and are currently negotiating a formal Partnership Agreement with Enjoy Leisure and East Lothian Council in order that we build on and develop this work.

Two final vote of thanks. The first is to 4J Studios and their continued financial support of TEL. We are indebted to their generosity. And secondly, it would be fitting to end with recognition of the departure of Lynda Gilroy from our Athletics Development Office post. Lynda has made a huge contribution to TEL over a number of years - her dedication to the promotion of athletics, and in particular making athletics accessible for a diverse group of young people, has been significant. Thanks and good luck to Lynda in her new role.

## **Financial Review**

The charity's receipts for the year were £88,405. This included grant income (£19,457), income from restricted and unrestricted donations (£19,087), fundraising (£31,193) and other trading receipts (£18,669).

Grant income comprised £10,000 from **sportscotland** as a Direct Club Investment (total award: £40,000) and £2,000 from **scottishathletics** to support our community engagement programme. In addition, the charity was awarded COVID Recovery Grants totalling £7,457.

Donation income comprised restricted donations from 4J Studios of £15,000 to support coaching activities and team events together with £3,134 to develop the All Abilities programme. In addition, £953 in individual member donations was received.

The charity raised a total of £31,193 primarily through its participation in the 2020 Kiltwalk (£25,754) and through a £5,000 donation from Persimmon Homes.

Expenses relating directly to charitable activities were a total of £61,297 of which the main items were coaching costs (£25,333), community development work (£20,511), track hire (£5,977), miscellaneous costs relating to marketing, H&S and professional advice (£3,386), finance & administration costs (£2,270) and race running equipment (£2,104).

The main other expenses were incurred by the charity in relation to fundraising activities (£715).

Overall this resulted in a surplus of £26,393 of which £28,722 is attributable to a surplus on restricted funds and the remainder is attributable to a deficit of £2,328 on restricted grants and donations. The deficit on restricted funds is a consequence of income being received in advance of the expenditure being incurred.

Payments have been made to 3 trustees in accordance with the charity's constitution for coaching services and relevant expenses incurred on behalf of the charity totalling £5,247.

## **Reserves Policy**

The charity currently holds £8,005 in a separate reserves account. During the financial year the trustees increased the funds held in the reserve account as a consequence of increased uncertainty in its trading receipts. The reserves will be reviewed in 2021/22 in line with the development of a formal reserves policy.

**STATEMENT OF RECEIPTS and PAYMENTS –  
For the year ended 31 March 2021**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds Year Ended 31/03/2021</b>	<b>Total Funds Period Ended 31/03/2020</b>
<b><u>Receipts</u></b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations	953	18,134	19,087	21,301
Grants	-	19,457	19,457	39,449
Receipts from fundraising activities	31,193	-	31,193	5,660
Gross trading receipts	18,659	10	18,669	37,306
<b>Total receipts</b>	<b>50,804</b>	<b>37,601</b>	<b>88,405</b>	<b>103,716</b>
<b><u>Payments</u></b>				
Expenses for fundraising activities	715	-	715	2,247
Gross trading payments	21,458	39,839	61,297	59,495
Governance cost	-	-	-	28
<b>Total payments</b>	<b>22,173</b>	<b>39,839</b>	<b>62,012</b>	<b>61,771</b>
<b>Net receipts/ (payments)</b>	<b>28,632</b>	<b>(2,239)</b>	<b>26,393</b>	<b>41,945</b>
<b>Transfers to/(from) funds</b>	<b>90</b>	<b>(90)</b>	<b>-</b>	<b>-</b>
<b>Surplus/(deficit) for year</b>	<b>28,722</b>	<b>(2,328)</b>	<b>26,393</b>	<b>41,945</b>

**STATEMENT OF BALANCES –  
As at 31 March 2021**

<u>Cash Funds</u>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Cash and bank balances at the start of the year	10,474	39,002	49,476	7,530
Surplus/(deficit) shown on receipts and payments	28,722	(2,328)	26,393	41,945
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	39,195	36,674	75,869	49,476

<u>Bank and Cash Balances</u>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank current account	29,747	-	29,747	7,318
Access account	-	-	-	90
Reserves account	8,005	-	8,005	3,004
Restricted account	-	36,674	36,674	38,912
Paypal account	1,444	-	1,444	152
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	39,195	36,674	75,869	49,476

Signed by two trustees on behalf of all the trustees

GRAHAM M. PHEAT

Graham McPheat, Chair



Stephen Lissaman, Treasurer

**NOTES TO THE ACCOUNTS -  
For the year ended 31 March 2021**

**1. Basis of Accounting**

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

**2. Nature and Purpose of Funds**

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a current bank account and a PayPal account for the day-to-day running of the club. The Charity is developing a prudent reserves policy and maintains £8,005 in a separate reserves account for this purpose. The Charity also maintains a savings accounts for restricted funds received from grant funding or restricted donations.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. During the year £37,601 was received to enable the charity to further its work, of which £7,457 were COVID recovery grants.

**3. Trustee remuneration**

One trustee was remunerated during the year. All coaching fees are paid from unrestricted funds.

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Jamie Bowie – Coaching services	3,371	1,841
	<u>3,371</u>	<u>1,841</u>

Payments to trustees performing coaching services to the club are permitted under section 8 of the Charity's Constitution and follow rules set out in section 67 of the Charities and Trustee Investment (Scotland) Act 2005.

**4. Trustee expenses**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Jamie Bowie – expenses related to fundraising, equipment purchased and coaching events from restricted & unrestricted funds	181	253
Stuart Donnelly – expenses related to fundraising, equipment purchased and coaching events from restricted and unrestricted funds	1,633	285
Megan Wright – expenses related to coaching events from restricted funds	61	-
	<u>1,875</u>	<u>538</u>



## 5. Transactions with trustees and connected persons

	2021	2020
	£	£
Michelle Dowdles – Club Administration	-	4,300
Catriona McPheat – RJT Coaching	-	190
	<u>-</u>	<u>4,490</u>

## 6. Governance costs

	2021	2020
	£	£
Independent examiner's payment from unrestricted funds	<u>0</u>	<u>28</u>

## 7. Transfers between funds

The charity offers members use of a restricted fund that provides discounted training fees for qualifying individuals. £90 was transferred from restricted to unrestricted funds in accordance with this scheme. The restricted fund is now fully expensed.

## ANALYSIS OF RECEIPTS AND PAYMENTS

### 1. Donations

	Unrestricted Funds £	Restricted Funds £	Total Funds Year Ended 31/03/2021 £	Total Funds Period Ended 31/03/2020 £
4J Studios	-	15,000	15,000	15,000
Rotary Clubs	-	2,804	2,804	-
Boost	-	330	330	-
Member donations	953	-	953	1,396
Thistle Award	-	-	-	4,106
	<u>953</u>	<u>18,134</u>	<u>19,087</u>	<u>21,301</u>

### 2. Grants

	Unrestricted Funds £	Restricted Funds £	Total Funds Year Ended 31/03/2021 £	Total Funds Period Ended 31/03/2020 £
<b>sportscotland</b> Direct Club Investment	-	10,000	10,000	12,000
<b>scottishathletics-</b> ClubTogether	-	2,000	2,000	2,000
Corra Foundation	-	7,357	7,357	-
East Lothian Council – COVID Grant	-	100	100	-
Tyne & Esk EU Leader	-	-	-	11,951
East Lothian Community Grant - RaceRunning	-	-	-	7,998
Robertson Trust	-	-	-	5,500
	<u>-</u>	<u>19,457</u>	<u>19,457</u>	<u>39,449</u>

### 3. Receipt from Fundraising Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds Year Ended 31/03/2021 £	Total Funds Period Ended 31/03/2020 £
Kilt Walk	25,754	-	25,754	-
Persimmon Homes	5,000	-	5,000	-
TEL Events	261	-	261	5,273
Other	177	-	177	387
	<u>31,193</u>	<u>-</u>	<u>31,193</u>	<u>5,660</u>

#### 4. Gross receipts from other charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds Year Ended 31/03/2021 £	Total Funds Period Ended 31/03/2020 £
Training fees	15,515	-	15,515	23,892
Competition entries	-	-	-	240
Kit Sales	-	-	-	159
Bus receipts	-	-	-	1,310
Community Sessions	2,693	-	2,693	11,697
Miscellaneous	451	10	461	8
	18,659	10	18,669	37,306

#### 5. Payments relating directly to charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds Year Ended 31/03/2021 £	Total Funds Period Ended 31/03/2020 £
Coaching Costs	9,255	16,079	25,333	22,072
Community Engagement	1,177	19,335	20,511	15,928
Finance & Admin	2,270	-	2,270	5,474
Track hire	5,030	947	5,977	4,378
League & competition	16	-	16	2,711
Equipment	-	2,104	-	-
Kit ordered	494	-	494	1,739
Bus hire & travel expenses	-	-	-	4,045
Coach and officials education	-	525	525	506
Scottish Athletics affiliation	681	-	681	686
Miscellaneous	2,536	850	3,386	329
Community Athletics Hub	-	-	-	1,627
	21,458	39,839	61,297	59,495