



Dundee & District Table Tennis Association

(Registered charity in Scotland – No SC045977. Affiliated to Table Tennis Scotland)



Report and accounts

1 January 2018
to
31 December 2018



Trustees' report for the period 1 January 2018 to 31 December 2018

The trustees have pleasure in presenting their report together with the financial statements for the period from 1 January 2018 to 31 December 2018.

Charity name

Dundee and District Table Tennis Association

Charity no

SC045977

Registered address

10 Colquhoun Avenue, Glenrothes, KY7 6FH

Office-bearers

Elaine Forbes (Chair)

David Sim (Vice-chair)

David Beveridge (Treasurer)

Andrew Hughes (Match secretary)

Juliet Johnson (Coaching Convener)

Hon Secretary (vacant)

Other trustees

Miriam Rennet (Child protection officer)

Stuart Halliday (Trophy Convener)

Sandy Elrick

Arthur Pritchard

Callum Riddoch (from 26/4/18)

Mark Lundberg (from 23/7/18)

Structure, governance and management

Constitution

Dundee and District Table Tennis Association is an unincorporated charity in Scotland. The Association is governed by a Management Committee consisting of six Office-Bearers and up to seven additional members. These are the charity's trustees. Throughout this report references to the 'Association' and the 'charity' are one and the same.

Appointment of trustees

Office-Bearers and Management Committee members are appointed annually at the Annual General Meeting with the Management Committee also having the power to co-opt as required and to appoint sub-committees to deal with particular functions. The management committee usually meets at least every two months and sub-committee meetings are held as required. Membership of the Management Committee is open to all members of the Association provided they can demonstrate the skills and experience required for the position to be held and declare no conflicts of interest.

Objectives

The Association's principal objectives are to promote, develop, and control the sport of table tennis within the Dundee and District area. The Association is one of several throughout Scotland affiliated to the national body, Table Tennis Scotland (TTS), and thereby to the International Table Tennis Federation. We invite players of all ages and standards and those interested in learning to come and join us.

Activities and charitable purposes

The Association currently pursues its objectives through the following main activities:

- administering a regional table tennis league. For season 2018/19 ten affiliated clubs entered 31 teams to play across three divisions
- organising cup competitions and closed championships for our affiliated members and for youngsters
- providing facilities for practice and coaching
- submitting teams to represent the Association in the TTS interleague and national league
- introducing youngsters to table tennis through school clubs and other events
- organising Community Table Tennis – 'Active and Healthy' sessions, aimed at mature adults and those with health issues.

Achievements and performance

The league competition involves around 130 players, organised into 31 teams, travelling around the region on a weekly basis from September to April to fulfill around 300 fixtures. Teams play as far apart as Lundin Links in Fife and Brechin in Angus. The league operation and the accurate maintenance of fixture schedules, results, league tables etc. is itself a significant achievement, aided by a website (www.ddtta.co.uk) and software designed and maintained by volunteers.

Closed championships are run on a number of dates throughout the season, again organised on a voluntary basis by committee members and others. The numbers participating in these events remained healthy in 2018.

Demand for practice and coaching remains high overall. Sessions at Ward Road Gym, in particular, often run at or near capacity. School clubs at Monifieth and Baldrigon have been less well attended in 2018, although the Association's younger talent is often discovered and then developed through this route, with a number achieving success at regional and national events and representing their country. However, our community table tennis sessions for older adults continue to enjoy the greatest success with around 30 persons regularly attending Ward Road Gym on Wednesday mornings.

The Association continues to hold SportDundee accreditation.

Financial review

Background and outturn

The accounts on pages 7 to 10 were prepared in accordance with the requirements and guidance issued by the Office of the Scottish Charity Regulator.

For 2018 the Association made a cash surplus of £1,896. Bank and cash balances at 31 December 2018 totalled £20,298 and the charity had net liabilities of £1,156.

Receipts

Our main sources of funding are the affiliation fees paid by our members and the door money collected at Ward Road Gym for practice and coaching sessions. Affiliation fees have been static during the charity's lifetime and for several years under the old Association and a review of these is due soon. National affiliation fees are also collected on behalf of Table Tennis Scotland and passed on to them.

As in previous financial periods, we successfully applied for several grants this year, the most significant being again from the Dundee Partnership to pay for coaching and equipment during season 2018/19 at the Baldrigon School club.

Payments

The main expenses incurred by the Association are for the hire of Ward Road Gym and for payments to our lead coach who is self-employed. Our financial position was helped this year when the trustees of Ward Road Gym decided to half the cost of lets for regular users in the fourth quarter of the year (and indeed for the first quarter of 2019).

In April 2018 the members approved the payment of a £120 honorarium to the following office bearers/trustees:

- Elaine Forbes (Chairperson)
- David Sim (Vice-chairperson)
- David Beveridge (Treasurer)
- Andrew Hughes (Match Secretary)
- Juliet Johnston (Coaching convener)

Other significant expenses cover the cost of entering teams in the interleague, including providing team shirts, and the cost of medals and engraving trophies for our competitions.

Reserves policy

The trustees' policy is to retain reserves broadly equivalent to twelve months unrestricted expenditure (budgeted to be around £17,000 in 2018) although this is kept under regular review. Our reserves currently exceed this level. Reserves are required for working capital, bearing in mind that affiliation fees are not received until September, contingencies, and the repair and replacement of equipment. The Association is responsible for most of the cost of repairs and replacement of equipment at Ward Road Gym although major equipment, such as tables, are in good condition.

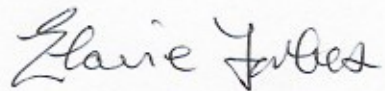
Future plans

In 2019 the trustees plan to maintain the programme of coach development, continuing to encourage our qualified coaches to gain more experience through involvement with the current weekly sessions offered by either DDTTA or their home clubs. Volunteer coaches will continue to be encouraged and financially supported to attend first aid and safeguarding courses in order to gain and maintain their TTS coaching licences.

We will continue to promote the current practice, coaching and recreational sessions at Ward Road Gym, and give opportunities for all ages and standards to play table tennis. However, we have also established a sub-committee to investigate and make specific recommendations for increasing the number of people playing table tennis in the region, especially females and the younger age groups, and will specifically review the operation of the school clubs, which have seen a decline in attendance for most of 2018. The largest

group of our members fall into the 50-60 age bracket and it is essential that we aim to arrest an ageing membership profile and a gradual reduction in league players that has been occurring for a number of years.

This report was submitted to and approved by the trustees at their meeting on 8 February 2019:

A handwritten signature in cursive script that reads "Elaine Forbes". The signature is written in black ink and is positioned above the printed name and title.

Elaine Forbes
Chair (for the trustees)

8 February 2019

Independent examiner's report on the accounts

This is my report to the trustees/members of Dundee and District Table Tennis Association (registered charity number SC045977) on the accounts of the charity for the period 1 January 2018 to 31 December 2018 as set out on pages 7 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1)(d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

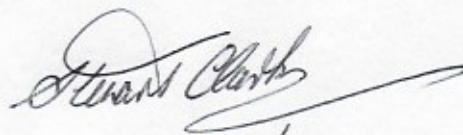
My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Stewart Clark
77B Tay Street
Newport on Tay
Fife
DD6 8AQ


Date: 25/2/19.

Statement of receipts and payments for the year ending 31 December 2018

	Note	Agency funds £	Unrestricted funds £	Restricted funds £	Total (exc Agency) 2018 £	2017 £
Receipts						
Donations	2/3		850	0	850	1,484
Fundraising	4		685	0	685	700
Bank interest			45	0	45	40
Charitable activities	5		16,236	0	16,236	14,760
Grants	6		0	2,250	2,250	3,150
Affiliation fees collected for TTS		2,572				
Total receipts		2,572	17,815	2,250	20,065	20,134
Payments						
Charitable activities	7		13,477	2,027	15,504	14,442
Fundraising	8		30	0	30	70
Governance	9/10		1,196	0	1,196	1,395
Equipment/clothing	11		1,291	216	1,507	1,626
Grants for coaching courses	12		(68)	0	(68)	1,054
Affiliation fees sent to TTS		2,572				
Total payments		2,572	15,925	2,243	18,168	18,587
Surplus/(deficit) for the year		0	1,889	7	1,896	1,547

Statement of balances - as at 31 December 2018

	Note	Agency funds £	Unrestricted funds £	Restricted funds £	Total (exc Agency) £	2017 £
Cash at bank and in hand on 1/1/18		0	17,393	1,109	18,502	16,955
Surplus/(Deficit) for the period		0	1,889	7	1,896	1,547
Cash at bank and in hand on 31/12/18		0	19,282	1,116	20,398	18,502
Bank and cash balances						
Current account at Bank of Scotland		0	11,252	1,116	12,368	10,472
Deposit account with Virgin Money (interest bearing)		0	8,000	0	8,000	8,000
Cash - WRG change float		0	30	0	30	30
		0	19,282	1,116	20,398	18,502
Other assets/liabilities						
Assets						
Computers	13		0	0	0	80
Team/development squad shirts			0	0	0	30
			0	0	0	110
Debtors - amounts owed to DDTA						
	14		0	0	0	138
Less: Creditors - amounts owed by DDTA						
	14		0	1,156	1,156	1,175
		0	0	(1,156)	(1,156)	(1,037)
Other net assets/(liabilities)		0	0	(1,156)	(1,156)	(927)

NB: Some of the column summations and cross-castings may appear incorrect throughout these accounts. This is due to the way that roundings have been applied. **All amounts are correct to the nearest pound.**

Notes to the accounts

1 Basis of accounting

The accounts have been prepared on a 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

Restricted funds may only be used for specific purposes. Restrictions may arise when specified by a donor or grant award. Unrestricted funds may be used at the discretion of the trustees for the objectives of the charity.

3 Donations

	2018	2017
	£	£
General donations	687	803
HMRC gift aid	163	181
Late J Skelly funeral collection (restricted)	0	500
	<u>850</u>	<u>1,484</u>

4 Fundraising receipts

	2018	2017
	£	£
Handbook adverts	575	610
Other (mainly receipts from DC Thomson)	110	90
	<u>685</u>	<u>700</u>

5 Receipts from charitable activities

	2018	2017
	£	£
DDTTA affiliation fees	4,725	4,476
Ward Road door charges	9,380	8,479
Coaching receipts	1,353	934
Interleague/SNL/shirt receipts from members	718	775
Tournament entry fees	60	96
	<u>16,236</u>	<u>14,760</u>

6 Restricted funds

Grants	Project	Allowable expenses	Balance at	Receipts	Payments	Unspent at
			01/01/18			31/12/18
			£	£	£	£
Aldi	Development squad	Coaching and lets	0	500	500	0
SportDundee	Adult summer coaching 2018	Coaching and lets	0	250	250	0
TTS (17/18)	Beginners group	Lets	64	0	64	0
TTS (18/19)	Various events	Lets/coaching/equip't	0	400	217	183
Dundee Partnership	Baldragon Club (17/18)	Coaching and equip't	318	0	318	0
Dundee Partnership	Baldragon Club (18/19)	Coaching and equip't	0	1,100	707	393
Dundee Youth Fund	Disadvantaged juniors	WRG door fees	360	0	94	266
			<u>742</u>	<u>2,250</u>	<u>2,149</u>	<u>842</u>
Donations						
John Skelly	To assist disadvantaged youngsters take		368	0	94	274
Memorial Fund	part in table tennis					
			<u>1,109</u>	<u>2,250</u>	<u>2,243</u>	<u>1,116</u>

7 Payments on charitable activities (unrestricted)

	2018	2017	
	£	£	
Ward Road Gym lets	6,335	5,799	
Payments to coaches	3,897	4,886	Includes licences, first aid courses etc.
TTS/SportDundee affiliation and tournament fees	905	747	
Trophies, medals and engraving	1,731	632	2018 includes purchase of new Division 1 trophy
Presentation of prizes	95	25	
Printing of handbooks	350	350	
Other	165	45	
	<u>13,477</u>	<u>12,483</u>	

8 Costs of fundraising

	2018	2017
	£	£
Postage, printing and stationery	30	70
	<u>30</u>	<u>70</u>

9 Governance

	2018	2017
	£	£
Honoraria	600	500
Trustees' expenses	418	554
Other	178	341
	<u>1,196</u>	<u>1,395</u>

10 Payments to trustees and connected persons/organisations

David Beveridge, Elaine Forbes and Juliet Johnston claimed expenses totalling £418, mainly for attending Management Committee meetings. Almost all of these expenses were donated back to the charity. Callum Riddoch was paid £243 for leading coaching sessions, mainly in the absence of the district coach.

Five office-bearers were each awarded a £120 honorarium at the AGM in April 2018 as set out in the trustees' report. David Sim and Juliet Johnston donated their honorarium back to the charity.

Sandy Elrick and Arthur Pritchard are also trustees of Ward Road Gym Sports Development (Dundee) (SC0134124). Including amounts met from grants, the Association paid £7,056 for the hire of Ward Road Gym during 2018.

The total amount paid to trustees and connected organisations was therefore £7,837.

11 Equipment/clothing

Unrestricted payments were mainly for bats, balls, court surrounds and youth development squad shirts. Restricted payments were for bats and practice balls for the Baldragon school club.

12 Coach development grants

	2018	2017
	£	£
Grants towards UKCC 2 courses	0	188
DDTTA grants towards cost of UKCC 1	(68)	566
	<u>(68)</u>	<u>754</u>

One council's contribution (£68) towards the 2017 UKCC1 project was received in 2018.

13 Assets

The Association owns no assets of a material value. Lap top computers are not considered to have any material realisable value. Small equipment such as table tennis bats and balls are treated as consumables.

The table tennis tables, court surrounds and associated equipment at Ward Road Gym are owned by Mylnefield TTC although DDTTA is currently committed to meeting 80% of the cost of future replacements.

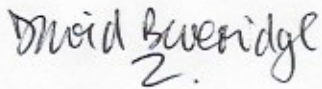
14 Debtors and creditors

There were no material amounts due to the Association at 31 December 2018.
Amounts due by the Association mostly represent unspent restricted grant funding (£1,116).

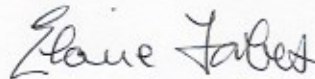
15 Employees/remuneration

The Association has no employees.

Approved by the trustees on 8 February 2019 and signed on their behalf:



David Beveridge FCCA
Treasurer



Elaine Forbes
Chair

08 February 2019