



Dundee & District Table Tennis Association

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



Report and accounts

1 January 2019
to
31 December 2019



Trustees' report for the period 1 January 2019 to 31 December 2019

The trustees have pleasure in presenting their report together with the financial statements.

Charity name

Dundee and District Table Tennis Association (DDTTA)

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)

Other trustees

Arthur Pritchard (Safeguarding Officer)

Stuart Halliday (Trophy Convener)

Callum Riddoch

Mark Lundberg

Emma Bissett (from 25/4/19)

Miriam Rennet (until 20/6/19)

The late Sandy Elrick (until 18/8/19)

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 usually 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.

Management committee (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. Membership of the Management Committee is open to all members of the Association provided they are not disqualified persons under charity law. During 2019 we introduced more robust arrangements for the nomination and appointment of Management Committee members. The Management Committee meets every two or three months and sub-committee meetings are convened as required. Our financial position is reviewed at most Management Committee meetings.

Objectives

The Association's principal objectives are to promote, develop, and control the sport of table tennis within the Dundee and District area.

Activities and charitable purposes

The Association pursues its objectives by:

- administering a regional table tennis league
- organising cup competitions and closed championships for our affiliated members and for youngsters
- providing coaching and practice facilities
- submitting teams to 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 for older adults

Achievements and performance

The organisation of our annual league competition, maintaining fixture schedules, results, league tables etc. is itself a significant achievement. We maintain an up to date website that records the progress of league and cup competitions and other important information for members and the public. We also publish an annual handbook for members containing fixture lists etc and raise funds by selling advertising space.

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 2019.

Demand for practice and coaching at Ward Road Gym has been variable during the year and some changes were made to keep these sessions viable. School clubs have been less well attended with a shortage of coaching provision on occasions. Correspondingly, our community table tennis sessions for older adults continue to thrive, with two weekly sessions now extremely well attended.

The Association remains accredited by SportDundee.

2019 financial review

Background and outturn

The 2019 accounts are on pages 6 to 8. The independent examiner's report is on page 5. The Association made an overall cash surplus in 2019 of £1,191. Bank and cash balances at 31 December 2019 totalled £21,590, although the charity had net liabilities of £416.

Receipts

Our main sources of funding are members' affiliation fees and the door money collected at Ward Road Gym for practice and coaching sessions. Affiliation fee levels have been static during the charity's lifetime. National affiliation fees are collected on behalf of Table Tennis Scotland and passed on to them. Membership numbers fell in 2019, resulting in a significant reduction in affiliations fees. However, this was more than offset by receipts from the active and healthy community TT sessions.

As in previous years, we successfully applied for several grants. The most significant was again from the Dundee Partnership to pay for coaching during season 2019/20 at the

Baldragon School club. However most of this funding had to be repaid as we were unable to provide a coach for the club after September 2019.

Payments

Our main expenses are for the hire of Ward Road Gym and for payments to our self-employed coaches. Our finances were helped this year when the trustees of Ward Road Gym halved the cost of lets for regular users in the first quarter of the year.

In April 2019 the members approved a £120 honorarium for 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 include the cost of entering teams in the interleague and the cost of medals and engraving trophies for our competitions.

Reserves

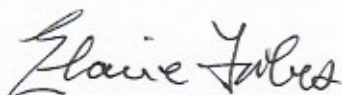
The trustees' policy is to retain reserves of around twelve months unrestricted expenditure. Our reserves currently exceed this level. Reserves are mainly required for working capital, bearing in mind that affiliation fees are not received until September, contingencies, and the repair and replacement of equipment. The Association is now responsible for the full cost of TT equipment repairs and replacement at Ward Road Gym.

Future plans

We will continue in 2020 to promote practice, coaching and community sessions at Ward Road Gym, giving opportunities for all ages and standards to play table tennis. We will continue to aim to increase the number of people playing table tennis throughout the district, including by supporting table tennis sessions in schools and community venues that are not managed by the Association. We are especially keen to increase participation in the younger age groups and females, and to arrest or reverse the downward trend in league playing membership numbers that we have seen in recent seasons. Our largest group of members fall into the 50-60 age bracket and attracting younger persons into the sport remains a significant challenge.

We will continue to encourage our existing licenced coaches to gain more experience through involvement with the current coaching sessions offered by DDTTA or their home clubs. Volunteers will continue to be encouraged and financially supported to take up formal coaching qualifications, and to attend first aid and safeguarding courses in order to gain and renew their TTS coaching licences.

This report was submitted to and approved by the trustees at their meeting on 10 January 2020:



Elaine Forbes
Chair (for the trustees)

10 January 2020

Independent examiner's report on the accounts

This is my report to the trustees and members of Dundee and District Table Tennis Association (registered charity number SC045977) on the accounts of the charity for the period 1 January 2019 to 31 December 2019 as set out on pages 6 to 8.

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.

Owen Smith CPFA
5 George Street
KIRKCALDY
Fife
KY1 1UP



Date: 17/3/2020

Statement of receipts and payments for the year ending 31 December 2019

	Note	Agency funds £	Unrestricted funds £	Restricted funds £	Total (exc Agency) 2019 £	2018 £
Receipts						
Donations	2 and 3		626	0	626	850
Fundraising	4		606	0	606	685
Bank interest			61	0	61	45
Charitable activities	5		16,677	0	16,677	16,235
Grants	6		0	1,310	1,310	2,250
Affiliation fees collected for TTS		2,160				
Total receipts		2,160	17,970	1,310	19,280	20,065
Payments						
Charitable activities	6 and 7		13,605	1,568	15,173	15,504
Fundraising			11	0	11	30
Governance	8 and 9		1,407	0	1,407	1,196
Equipment/clothing	10		378	307	685	1,507
Grants to clubs	11		425	0	425	0
Grants to members	11		388	0	388	(68)
Affiliation fees sent to TTS		2,160				
Total payments		2,160	16,214	1,875	18,089	18,169
Surplus/(deficit) for the year		0	1,756	(565)	1,191	1,896

Statement of balances - as at 31 December 2019

Funds	Note	Agency funds £	Unrestricted funds £	Restricted funds £	Total (exc Agency) £	2018 £
Opening cash at bank and in hand		0	19,293	1,116	20,399	18,502
Surplus/(Deficit) for the period		0	1,756	(565)	1,191	1,896
Cash at bank and in hand at year end		0	21,039	551	21,590	20,398
Bank balances and cash						
Current account at Bank of Scotland		0	8,946	551	9,497	12,368
Deposit account with Virgin Money (interest bearing)	12	0	12,000	0	12,000	8,000
Cash - WRG change float		0	30	0	30	30
Cash - WRG door money		0	63	0	63	0
Cash at bank and in hand at year end		0	21,039	551	21,590	20,398
Other assets and liabilities						
Assets	13	0	0	0	0	0
Debtors - amounts owed to DDTA	14	0	135	0	135	0
Less: Creditors - amounts owed by DDTA	14	0	0	551	551	1,156
		0	135	(551)	(416)	(1,156)
Other net assets/(liabilities)		0	135	(551)	(416)	(1,156)

Notes to the accounts

1 Basis of accounting

The accounts have been prepared on the receipts and payments (cash) 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 specified 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

	2019 £	2018 £
General donations	507	687
HMRC gift aid	119	163
	<u>626</u>	<u>850</u>

4 Fundraising receipts

	2019 £	2018 £
Handbook adverts	505	575
Other (mainly receipts from DC Thomson)	101	110
	<u>606</u>	<u>685</u>

5 Receipts from charitable activities

	2019 £	2018 £	
DDTTA affiliation fees	4,089	4,725	
Ward Road door charges	11,014	9,380	
Coaching receipts	715	1,353	
Members' contributions	365	718	Interleague/SNL/shirt contributions
Tournament entry fees	255	60	
Catering	239	0	Community TT session Xmas lunch receipts
	<u>16,677</u>	<u>16,236</u>	

6 Restricted funds

Grants	Project	Allowable expenses	Balance at 01/01/19 £	Receipts £	Payments £	Grants repaid* £	Balance at 31/12/19 £
TTS (18/19)	Various development events	Lets and equipment	183	0	183	0	0
Dundee Partnership	Baldragon Club (18/19)	Coaching and equip't	393	0	270	123	0
Dundee Partnership	Baldragon Club (19/20)	Coaching costs	0	770	66	704	0
SportDundee (19/20)	Friday Active and Healthy	WRG lets	0	140	140	0	0
TTS (19/20)	Various development events	Lets and equipment	0	400	297	0	103
Dundee Youth Fund	Disadvantaged juniors	WRG door fees	266	0	46	0	220
			<u>842</u>	<u>1,310</u>	<u>1,002</u>	<u>827</u>	<u>323</u>
Donations							
John Skelly Memorial Fund	To assist disadvantaged juniors take part in table tennis		274	0	46	0	228
			<u>1,116</u>	<u>1,310</u>	<u>1,048</u>	<u>827</u>	<u>551</u>

*Due to the absence of coaching provision the Baldragon Club was discontinued during the year. Some of the 2018/19 Dundee Partnership grant and most of the 2019/20 grant had to be repaid.

7 Payments on charitable activities (unrestricted)

	2019 £	2018 £	
Ward Road Gym lets	6,775	6,334	
Payments to coaches	3,018	3,897	Includes licences, first aid courses etc
Affiliation and tournament fees	971	905	Including SportDundee and Table Tennis Scotland
Trophies, medals and engraving	1,889	1,731	
Catering	390	95	Community TT Xmas lunch and presentation of prizes
Printing of handbooks	350	350	
Other	212	165	Mainly tea/coffee etc. for community TT sessions
	<u>13,605</u>	<u>13,477</u>	

8 Governance

	2019	2018
	£	£
Honoraria	600	600
Trustees' expenses	528	418
Other	279	178
	<u>1,407</u>	<u>1,196</u>

9 Payments to trustees and connected persons/organisations

David Beveridge, Elaine Forbes and David Sim claimed expenses totalling £528, mainly for attending Management Committee meetings. Most of these expenses were donated back to the charity.

Callum Riddoch was paid £772 for coaching services.

Five office-bearers were each awarded a £120 honorarium at the AGM in April 2019 as set out in the trustees' report.

The late Sandy Elrick and Arthur Pritchard were also trustees of Ward Road Gym Sports Development (Dundee) (SC0134124) during 2019. Including amounts met from restricted funds, the Association paid £7,081 for the hire of Ward Road Gym during 2019.

Grants of £100 and £94 were paid to Mark Lundberg and Callum Riddoch, respectively, to gain UKCC qualifications.

The total amount paid to trustees and connected organisations was therefore £9,175.

10 Equipment/clothing

Unrestricted payments were mainly for bats, balls, net/post sets and shirts for inter-league players. Restricted payments were for bats and balls for TTS funded development sessions.

11 Grant payments

Clubs

The Association awarded grants to Plebeians TTC, Lundin Links TTC and Guthrie Park TTC to purchase small items of equipment.

Members

A grant of £100 was made to a junior member to help with the costs of representing Scotland at the Secondary Schools Championships in Guernsey. Further grants totalling £288 were paid to senior members to assist with acquiring UKCC2.

12 Bank balances

In November 2019, we transferred a further £4,000 from the current account to our Virgin charity deposit account.

13 Assets

The Association owns no assets of a material value. Laptop computers have no material realisable value. Small equipment such as table tennis bats and balls are treated as consumables. Tables, surrounds and associated equipment at Ward Road Gym is owned by Mylnefield TTC although DDTA has agreed to meet the cost of future replacements.

14 Debtors and creditors

Debtors - amounts due to DDTA represent members' contributions to Scottish National League entry fees.

Creditors - amounts due by the Association represent unspent restricted grant funding.

15 Employees/remuneration

The Association has no employees.

Approved by the trustees on 10 January 2020 and signed on their behalf:

David Beveridge FCCA
Treasurer

10 January 2020

Elaine Forbes
Chair

10 January 2020