



Dundee & District Table Tennis Association

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



Report and accounts

1 January 2017
to
31 December 2017



Trustees' report for the period 1 January 2017 to 31 December 2017

The trustees have pleasure in presenting their report together with the financial statements for the period from 1 January 2017 to 31 December 2017.

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)

Andy Hughes (Match secretary)

Juliet Johnson (Coaching Convener - from 18 July 2017)

Hon Secretary (vacant)

Other trustees

Miriam Rennet (Child protection officer)

Stuart Halliday (Trophy Convener)

Sandy Elrick

Arthur Pritchard

Paul McCabe (until 17 March 2017)

Structure, governance and management

Constitution

Dundee and District Table Tennis Association is an unincorporated charity in Scotland, registered in its current form on 10 September 2015. The Association is governed by a Management Committee consisting of six Office-Bearers and up to seven active members. These individuals are also the charity's trustees. Throughout this report references to the 'Association' and the 'charity' are one and the same, unless if referring to the period prior to 10 September 2015.

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-committees meet when 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 an annual table tennis league. For season 2017/18 eleven affiliated clubs entered 33 teams to play across three divisions
- organising numerous cup competitions and closed championships for our affiliated members and for youngsters
- providing facilities for practice and coaching. The Association's practice and coaching sessions are centred at Ward Road Gym, Dundee, but several of our affiliated clubs also provide coaching and practice opportunities at their own venues and we support them as far as possible
- submitting teams to represent the Association in the TTS interleague and national league
- introducing youngsters to table tennis through school clubs and coaching events
- organising Community Table Tennis – Active and Healthy sessions, aimed at mature adults and those with health issues
- an annual presentation of prizes to celebrate the achievements of our teams and players.

Achievements and performance

The league competition sees around 140 players, organised into 33 teams, travel around the region on a weekly basis between September and April to fulfill over 300 fixtures. Teams play in venues 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 and players' win averages is itself a significant achievement, aided by a website and software designed and maintained by volunteers from our own membership. During the 2017 close season we successfully transferred our website to a new domain address (ddtta.co.uk) and host server.

Closed championships are also run on a number of dates throughout the season, again organised on a voluntary basis by committee members and others. The numbers that participate in these events has increased significantly mainly due to improved communication with our members.

Demand for practice and coaching facilities remains high. Sessions at Ward Road Gym, in particular, often run at or near capacity. School clubs at Monifieth and Baldracraig continue to be reasonably well attended. Most of the Association's young stars have been 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 have enjoyed greatest success this year with 20-30 persons regularly attending Ward Road Gym on Wednesday mornings.

The biggest project undertaken this year involved working in conjunction with TTS to offer the opportunity for twelve candidates to attain their UKCC Level One coaching qualification and for two Level One coaches to upgrade their qualification to Level Two. DDTTA met part

of the fees for all candidates but the main thrust was working to offer the course locally (at Ward Road Gym), which encouraged a good uptake by local volunteers. The TTS Director of Coaching advised us that this was the largest number of candidates ever presented for one course by any district in Scotland. As a result of this successful coach development programme, we have been able to introduce a new weekly beginners' coaching session.

The Association continues to hold SportDundee accreditation.

Financial review

Background and outturn

The accounts on pages 7 to 10 cover the charity's first normal financial year of twelve months and were prepared in accordance with the requirements and guidance issued by the Office of the Scottish Charity Regulator. The previous period covered closer to sixteen months, so comparing figures and information between the two periods should be done with caution.

For the current period the Association made a cash surplus of £1,547. Bank and cash balances at 31 December 2017 totalled £18,502 and the charity had net liabilities of £932.

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. National affiliation fees are also collected on behalf of Table Tennis Scotland and passed on to them.

We successfully applied for several grants this year, the most significant being from the Dundee Partnership to pay for coaching and equipment at the Baldragon School club.

Payments

The main expenses incurred by the Association are for the hire of Ward Road Gym and for payments to the District coach who was a trustee until 17 March 2017.

In April 2017 the members approved the payment of a £100 honorarium to the following office bearers/trustees:

- Elaine Forbes (Chairperson)
- David Sim (Vice-chairperson)
- David Beveridge (Treasurer)
- Andy Hughes (Match Secretary)
- Paul McCabe (District coach)

The District coach's relationship with the Association is one of contractor rather than employee. A written agreement governs the payments made and he now attends the Management Committee in an advisory capacity. During the three and a half months that the District coach was a trustee he was paid £1,072.

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. In 2017 we also paid grants to 14 members to undertake UKCC Level 1 or Level 2 coaching qualifications.

Reserves policy

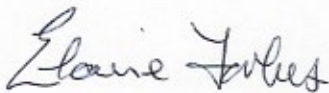
The trustees' policy is to retain reserves broadly equivalent to twelve months unrestricted expenditure (budgeted to be around £17,000 in 2017) although this is kept under regular review. Reserves are required for working capital, bearing in mind that affiliation fees are not received until September, contingencies, and the repair and replacement of equipment. The Association recently accepted responsibility for most of the cost of repairs and replacement of equipment at Ward Road Gym.

Future plans

In 2018 the trustees plan to continue the programme of coach development, encouraging the newly qualified coaches to gain experience through involvement with the current weekly sessions offered by either DDTA or their home clubs. Coaches will also be encouraged and financially supported to attend first aid and safeguarding courses in order to gain their TTS coaching licences.

While continuing to promote current sessions and giving opportunities for all ages and standards to play table tennis, the trustees will encourage the establishment and development of at least two new satellite 'Active and Healthy' sessions to be added to the successful weekly Wednesday morning group which attracts over twenty 50+ beginners and returners.

This report was submitted to and approved by the trustees at their meeting on 9 February 2018:



Elaine Forbes
Chair (for the trustees)

9 February 2018

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 2017 to 31 December 2017 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



20 February 2018

Statement of receipts and payments for the year ending 31 December 2017

			Total			
	Note	Agency funds	Unrestricted funds	Restricted funds	(exc Agency) 2017	2016
		£	£	£	£	£
Receipts						
Donations	3/4		984	500	1,484	16,312
Fundraising	5		700	0	700	2,080
Bank interest			40	0	40	19
Charitable activities	6		14,760	0	14,760	16,379
Grants	7		0	3,150	3,150	2,050
Affiliation fees collected for TTS		2,661				
	Total receipts	2,661	16,484	3,650	20,134	36,840
Payments						
Charitable activities	8		12,483	1,959	14,442	16,838
Fundraising	9		70	0	70	299
Governance	10/11		1,395	0	1,395	1,256
Equipment/clothing	12		743	883	1,626	1,492
Grants for coaching courses	13		754	300	1,054	0
Affiliation fees sent to TTS		2,661				
	Total payments	2,661	15,445	3,142	18,587	19,885
	Surplus/(deficit) for the year	0	1,039	508	1,547	16,955

Statement of balances - as at 31 December 2017

	Note	Agency funds	Unrestricted funds	Restricted funds	Total (exc Agency)	2016
		£	£	£	£	£
Cash at bank and in hand on 1 January			16,354	601	16,955	0
Surplus/(Deficit) for the period			1,039	508	1,547	16,955
	Cash at bank and in hand on 31 December	0	17,393	1,109	18,502	16,955
Bank and cash balances						
Current account at Bank of Scotland			9,363	1,109	10,472	8,925
Deposit account with Virgin Money (interest bearing)			8,000	0	8,000	8,000
Cash - WRG change float			30	0	30	30
		0	17,393	1,109	18,502	16,955
Other assets/liabilities						
Assets						
Laptop computers	14		80	0	80	100
Team/development squad shirts			30	0	30	60
			110	0	110	160
Debtors - amounts owed to DDTTA	15		0	138	138	258
Less: Creditors - amounts owed by DDTTA	15		742	439	1,180	826
			(742)	(301)	(1,042)	(568)
	Net creditors					
	Other net assets/(liabilities)	0	(632)	(301)	(932)	(408)

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 Accounting periods

In these accounts '2017' means the twelve months to 31 December 2017. '2016' means the period from 10 September 2015 to 31 December 2016 (around 16 months). Direct comparison of 2017 and 2016 amounts is not meaningful.

3 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.

4 Donations

	2017	2016	
	£	£	
DDTTA (the pre-charity Association)	127	15,614	Extraordinary item in 2016.
General donations	676	568	Mainly trustees' expenses donated back.
HMRC gift aid	181	130	
Late J Skelly funeral donation (restricted)	500	0	
	<u>1,484</u>	<u>16,312</u>	

5 Fundraising receipts

	2017	2016	
	£	£	
Handbook adverts	610	1,120	2016 included more than one season's income.
50:50 subscriptions	0	232	The 50:50 venture was wound up in 2016.
Other	90	728	
	<u>700</u>	<u>2,080</u>	

6 Receipts from charitable activities

	2017	2016	
	£	£	
DDTTA affiliation fees	4,476	7,610	2016 included more than one season's income.
Ward Road door money	8,479	6,760	
Coaching income	934	728	
Presentation of prizes	0	792	
Interleague/shirt contributions from members	775	280	
Tournament entry fees	96	209	
	<u>14,760</u>	<u>16,379</u>	

7 Restricted funds

Grants	Project	Allowable expenses	Balance at	Receipts	Payments	Unspent at
			01/01/17	£	£	31/12/17
TTS (16/17)	Community TT sessions	Lets and coaching	707	0	707	0
TTS (17/18)	Beginners group	Lets	0	400	336	64
SportDundee	Special needs sessions	Lets and coaching	(106)	250	144	0
Dundee Partnership	Baldragon School Club	Coaching and equip't	0	1,825	1,507	318
SportDundee	UKCC 1 qualifications	Course fees	0	300	300	0
Dundee Youth Fund	Disadvantaged juniors	WRG door fees	0	375	16	360
			601	3,150	3,009	742
Donations						
John Skelly	To assist disadvantaged youngsters take		0	500	133	368
Memorial Donation	part in table tennis					
			601	3,650	3,142	1,109

8 Payments on charitable activities (unrestricted)

	2017	2016	
	£	£	
Ward Road Gym lets	5,799	4,888	
Payments to coaches	4,886	5,581	Includes licences, first aid courses etc.
TTS/SportDundee affiliation and tournament fees	747	790	
Medals and engraving	632	1,909	2016 covered 2 seasons' expenditure.
Presentation of prizes	25	990	
Printing of handbooks	350	826	2016 covered 2 seasons' expenditure.
Other	45	405	
	12,483	15,389	

9 Costs of fundraising

	2017	2016	
	£	£	
Postage, printing and stationery	70	155	
50:50 prizes	0	144	The 50:50 venture was wound up in 2016.
	70	299	

10 Governance

	2017	2016
	£	£
Honoraria for office-bearers	500	500
Trustees' expenses	554	409
Other	341	347
	1,395	1,256

11 Payments to trustees and connected persons/organisations

David Beveridge, Elaine Forbes and Juliet Johnston claimed expenses totalling £554, mainly for attending Management Committee meetings. Almost all of these expenses were donated back to the charity.

Five office-bearers were each awarded a £100 honorarium at the AGM in April 2017 as set out in the trustees' report. David Sim donated his honorarium to the charity.

Paul McCabe additionally received £1,072 for coaching services before standing down as a trustee in March.

Sandy Elrick and Arthur Pritchard are also trustees of Ward Road Gym Sports Development (Dundee) (SC034124). Including amounts met from grants, the Association paid £6,837 for the hire of Ward Road Gym during 2017.

The total amount paid to trustees and connected organisations was £8,963.

12 Equipment/clothing

Unrestricted payments were mainly for interleague and youth development squad shirts. Restricted payments were for table tennis bats and training balls for the Baldragon school club.

13 Coach development grants

	2017	2016
	£	£
Grants to Paul McCabe and Grant Williams towards UKCC 2	188	0
Grants towards cost of UKCC 1 qualification (12 candidates)	566	0
	<u>754</u>	<u>0</u>

All candidates made a personal contribution to the course costs but were also aided by grants from SportScotland and, in some cases, their local authority. DDTTA also received £300 from SportDundee towards the UKCC 1 course fees. See note 7 above.

14 Valuation of assets

Computers and clothing are valued at the lower of cost or estimated net realisable value. Other equipment (such as bats and balls) is treated as consumable at the date of purchase. Tables, court surrounds and net/post sets at WRG are owned by Mylnefield TTC.

15 Debtors/creditors

There were no individually significant debtors at 31 December 2017 (e.g. greater than £100). Amounts due by the Association relate mainly to unspent restricted grants (£742) and for the purchase of seven court surrounds for Ward Road Gym (£189).

16 Employees/remuneration

The Association has no employees.

Approved by the trustees on 9 February 2018 and signed on their behalf:

David Beveridge FCCA
Treasurer

Elaine Forbes
Chair

9 February 2018