



bellahouston **roadrunners**

A charity registered in Scotland, Charity number SC047300

Annual Report and Financial Statements

For the period: 3 April 2017, to 31 July, 2018

Trustees' Annual Report

The Trustees have pleasure in presenting their report together with the financial statements for the reporting period 3rd April, 2017 (SCIO formation), to 31 July, 2018.



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Reference and Administrative Information

Charity Name

Bellahouston Road Runners

Charity Number

SC047300

Address

% 100 Herries Road, Glasgow, G41 4AN

Trustees

The Trustees from 3rd April 2017:

- Chris Doak (Treasurer)
- Richard Leyton (Chair)
- Danny Phillips
- Kevin Queenan

Trustees from AGM held on 19 February 2018

- Lynne Goldie (Secretary)
- Jane McNeilly (Welfare Secretary)
- Roz Wilson (Membership Secretary)

The following Trustees stood down at or prior to the 19th Feb 2018 AGM:

- Camilla Sims (From 3/April/2017 to 19/02/2018)
- Henry Merriweather (From 3/April/2017 to 19/02/2018)
- Maree Shepherd (From 3/April/2017 to 19/02/2018)
- Iain Burns (From 3/April/2017 to 04/09/2017)
- Shona Donnelly (From 3/April/2017 to 04/09/2017)

Structure, Governance and Management

Constitution

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 3 April, 2017. The charity was previously an unincorporated association. It commenced its transition to SCIO after members voted to approve progression to change legal form, in September 2016.

The assets and liabilities of the unincorporated association were transferred to the SCIO on the 5th June, 2017.

The club constitution, and required documents and publications, are available at bellahoustonroadrunners.co.uk/the-club/charitable-status/

Appointment of Trustees

The club Trustees are drawn from its membership, and form the Board. The Trustees are elected at the Annual General Meeting. Whilst they may be appointed outwith the AGM, they must then be approved at the next AGM.

Traditionally the unincorporated club's AGM took place in early September, but the SCIO's first AGM took place on 19 February 2018, which allowed for a members consultation and the development of a strategic plan for the club in Autumn 2017.

There must be a minimum of three Trustees.

Objectives and Activities

Charitable purposes

Our charitable purposes are *the advancement of public participation in sport, and the provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.*

We interpret this as working to make our part of Glasgow, our members, and the community we are a part of, a healthier and more supportive place, and for people to be able to be fit and active through running.

Activities

The charity aims to promote and advance Athletics as a competitive sport, to provide recreational facilities, and to organise recreational activities, available to members of the public at large, with the object of improving the conditions of life.

We do this by organising regular training sessions around an agreed coaching plan, and meet twice a week on Monday and Wednesday.

We also organise events for public participation, including our annual 10k in nearby Bellahouston Park in November, which attracts 600+ participants from across Glasgow. We are affiliated to our national governing body, Scottish Athletics, and help organise and encourage participation in county and district events.

We are working to increase awareness of our activities, through local community action and events (eg. litter picks), working with partners, and highlighting how running can improve mental health and support lifestyle changes.

We encourage informal activities and events for and by members, which take place throughout the week. Many of our members are regular volunteers at local free parkrun events, including Pollok parkrun, Drumchapel parkrun, and Rouken Glen junior parkrun, which help support a wide participation in running as a sport.

Achievements and Performance

Club strategic review

We undertook a comprehensive members consultation in the Autumn of 2017, which resulted in a new strategy for the club. This was presented to, and was agreed by members, at the 2018 AGM. This set out priorities for the club over the next 3-5 years, which the Board has been working to deliver.

Operational changes and achievements

An important part of our strategy is to make our club an attractive place to train, so we engaged with Olympian Derek Hawkins, who helped support our coaches, and also offered groups of members focused track sessions and support.

The club introduced a brand new 3k track race to the club race calendar, which was well received by members, and provided an introduction to track racing for many.

As part of our GDPR planning, we introduced a privacy policy to ensure that members and race entrants understood the legal basis on which we made use of their personal data.

During the summer of 2018, we started planning for a variation to our winter 2018/19 training structure and plans, planning for the introduction of regular sessions on Glasgow Green from Autumn 2018, and training day for members, with leaders and speakers drawn from our membership (past and present).

The club continued to organise a vibrant and varied social calendar, to ensure that members could develop and maintain friendships, and try new events to maintain their engagement with the club and an active lifestyle.

Participation

Encouraging members, and the public at large, to take part in events and active events is a key part of our charitable purpose. We enjoyed a second instalment of the 'Bellahouston Mob Match' at Pollok parkrun in February 2018, with members successfully retaining the 'bragging rights'.

We've seen increasing membership turnouts at the Scottish National Cross Country event in Calendar park, the West District Cross Country, as well as county events such as the Renfrewshire 5 mile road race. By including many race entry fees in the membership fee, we offer members great value for money and increase the visible presence of the club in the running and athletics community.

Performance

We want all our members to achieve, or surpass their goals, and to attain recognition in a competitive environment, by winning medals and races whether through outright speed or contributing towards team prizes. All members are proud of their training partners, which encourages members in their own efforts.

Our Ladies in particular have excelled, with our Ladies winning the Scottish Half Marathon Championship (Glasgow Half Marathon) team Gold medal in 2017, and regularly winning Gold medals at county and district level at Cross Country events. Our Masters (40+) ladies won Gold at the Scottish XC Relays in 2017. Three members were selected to represent Scotland at the British and Irish Masters International Cross Country in 2017 and 2018, and one member to represent the West District of Scotland at the Scottish inter-district XC.

Our Men have done well too, winning the men's competition at our own 10k in 2018 for the first time in a few years, beating another local club to the top spot, winning the John Lucas Round Strathaven 50 mile relay race, as well as a variety of individual medal performances at masters and V50 at county and district level.

Policies

We formalised and introduced a number of policies as part of our initial SCIO work in 2017 and 2018, including:

- Risk Assessment Policy
- Asset purchase policy

- Club Championship goals and rules
- Codes of Conduct (based on Scottish Athletics)
- Expenses Policy
- Financial contingency policy
- Privacy policy, as part of our GDPR planning.
- Race entry funding policy

Our Expenses policy was updated to include a club bursary of £100 per members selected to represent their country. We're delighted this was claimed by our three Ladies selected for the Scottish team at the British and Irish Masters XC.

Financial Review

Income for the period was £42,491, and expenditure £26,696, so a total surplus of £15,795. However, this income figure includes the asset transfer from our unincorporated club, of £16,628. When this is accounted for it amounts to a deficit of £833, so our outgoings were higher than our non-transfer income. This is mostly as a result of the slightly longer time-frame of our first accounting year operating as a SCIO, and slightly higher costs for the 10k in November 2017.

A key part of the 2018 Club Strategy was financial stability: During the year we undertook a review. Following the 2018 AGM members approved a change to our club membership fees, in order that our core costs were met from membership fees, rather than other income streams. This allowed the club to dispense with cash handling, offer better value for money for club members, and introduce concessionary rates (for full time education, low-income/unemployed, or senior (60+), as well as a more predictable income.

The implementation began at the very end of this accounting period, so does not have a direct bearing on these figures, but analysis suggests we will better match operating expenditure from our membership income, ensuring additional funds raised through volunteering and event income will be used to develop the club and improve our offering.

We registered our charitable status with HMRC in 2018, which enabled the club to start claiming Gift Aid on the membership fee part of our fee structure, which we estimate will bring in about £700 extra, annually, to the club.

Reserves policy

The Trustees have a reserve savings account, holding at least £8000, to provide a financial contingency. This was setup to principally cover worst-case scenarios for an outright short-notice cancellation of our annual 10k race, which is by far the single largest financial risk the club takes on.

This figure will be reviewed in 2018-19, following on from the new membership fees structure, and an improved understanding of the risks associated with cancelling/re-organising a race.

Plans for future period

The Trustees intend to continue to deliver on the club strategy members approved. We propose to continue developing and supporting our training offering, and seeking to grow our membership and our presence in local events (our own, and others), and the local community.

This will likely increase operational expenditure in the coming year, but the club maintains a healthy bank balance outwith the reserves, and is in a far stronger financial position with the new membership fee structure.

We anticipate this will involve continuing or extending our engagement with coaches on a professional basis, supporting and developing our volunteer coaches, organising training days, and booking facilities and venues to support our training plan.

Statement of Receipts and Payments

For the year ended 31 July, 2018

Receipts	Unrestricted funds £	Restricted funds £	Previous Period £
Donations	£32,546		
Gross trading receipts	£9,941		
Income from investments other than land and buildings	£4		
Gross receipts from other charitable activities	£0		
Total Receipts	£42,491		
Proceeds from sale of fixed assets	£0		
Proceeds from sale of investments	£0		
Sub total	£0		
Total receipts	£42,491		
Payments			
Expenses for fundraising activities	£7,908		
Gross trading payments	£16,768		
Grants and donations	£2,020		
Total payments	£26,696		
Statement of Balances at 31 July 2018			
Cash and bank balances at start of year	£0		
Surplus / (deficit) shown on receipts and payments account	£ 15,795		
Cash and bank balances at end of year	£15,795		

Bank and Cash Balances

Bank of Scotland total	£ 15,795
Cash in hand	£ 0
	<hr/>
	£ 15,795

Notes

- Receipts: Transfer of funds from former, and now dissolved, unincorporated entity included as part of income (donation) of £16,628 on 5th June, when the SCIO became financially active.
- Payments: 'Grants and Donations' are membership fees (GAA, Scottish Athletics), and Bursary payments; 'Expenses for fundraising activities' primarily 10k; and 'Gross trading payments' are all other costs (venue hire, coaching fees etc)

Liabilities/Deficits

Our formal liabilities were our Nethercraigs rent.

We had, at the very end of the reporting period, started the ordering process for t-shirts and services (eg. timing) for the 2018 Jimmy Irvine Bella 10k, but bookings were refundable, or not yet finalised.

Notes to the accounts

For the year ended 31 July, 2018

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)

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 single unrestricted fund for the day-to-day running of the club, and a separate savings account for financial contingency/reserve purposes.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. The charity has **no restricted funds**.

Related party transactions

No transactions, outwith approved expenses (with receipt evidence) were paid to the trustees, or any connected persons during the year.

Independent Examiner

Julia McDonald was the independent examiner of the accounts, and to the Trustees. Julia is a [CIPFA qualified accountant](#). Her examiner's report is attached as Appendix 1.

Approval

This report was approved by the following members of the Board of Trustees



Trustee 1 - Richard Leyton, Chair

Date 12/06/2019



Trustee 2 - Kenneth Crawford, Treasurer

Date 12/6/19

Appendix 1 - Independent examiner's report on the accounts

APPENDIX 1

Independent examiner's report on the accounts v2

Report to the trustees/ members of Charity name
Bellahouston Road Runners

Registered charity number SC047300

On the accounts of the charity for the period

Period start date				Period end date		
Day	Month	Year		Day	Month	Year
03	04	2017	to	31	07	2018

Set out on pages 7 - 11

(remember to include the page numbers of additional sheets)

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 Regulations

have 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.

Signed:

Date: 19/6/19

Name: Julia McDonald

Relevant professional qualification(s) or body (if any): CIPFA - Full Member (CPFA)

Address: