



**MUSSELBURGH TENNIS CLUB (SCIO)**  
Annual Report and Financial Statements  
For The Year Ended 28 February 2018

Scottish Charity No. SC045399

## MUSSELBURGH TENNIS CLUB

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2018

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The trustees have pleasure in presenting their report together with the financial statements and the independent examiner's report for the year ended 28 February 2018

#### REFERENCE & ADMINISTRATIVE INFORMATION

**Charity Name**

Musselburgh Tennis Club

**Charity Number**

SC045399

**Address**

c/o Stella Smith, 10 Wedderburn Court, Inveresk, Musselburgh EH21 7TU

**Current Trustees**

Sean Elliot	Chair
Stella Smith	Treasurer
Joy Young	Secretary
Tim Price	
Ian Hunt	
Colin Chisholm	

#### STRUCTURE GOVERNANCE & MANAGEMENT

**Constitution**

Musselburgh Tennis Club (MTC) has been in existence since 1925. It was previously an unincorporated association, but changed its legal form to a Scottish Charitable Incorporated Organisation (SCIO) on 5 February 2015. It is governed by its constitution which was amended on 10 October 2014 to reflect its change of status.

At the AGM in March 2017 it was agreed that, whilst the amended constitution was generally fit for purpose, since MTC had been functioning for a year as a charity it would be worthwhile to carry out a detailed review of its constitution. This review was undertaken by the Trustees over the past year, resulting in a Special Resolution with a recommendation to amend the constitution being sent out to all members. This was approved at the AGM on 21 March 2018 and the amended constitution was adopted as of that date.

**Appointment of Trustees**

Charity trustees are elected to the Board of Trustees at the Annual General Meeting which is held in March. There must be a minimum of three and a maximum of ten charity trustees. Each charity trustee must retire from the Board of Trustees after two years, but may then seek re-election.

**Management**

The charity trustees are responsible for the strategic direction and governance of MTC, and board meetings are held at least quarterly. In accordance with the amended constitution, specific SubGroups were set up after the period end. Some operating matters can be discussed and delegated to these SubGroups, which must contain at least one charity trustee. SubGroups report to the Board of Trustees. All MTC members are eligible to be members of the SubGroups.

#### OBJECTIVES & ACTIVITIES

**Charitable Purpose**

The charitable purpose of MTC is the advancement of public participation in sport. Specifically, to promote and encourage public participation in the game of tennis in Musselburgh and the surrounding area; and to

provide a safe and secure environment in which the public may play tennis.

### **Activities**

MTC's activities are based at the tennis courts and pavilion within Lewisvale Park, Musselburgh. These are the property of East Lothian Council (ELC) with MTC having an agreement in place with ELC, under the terms of a Service Level Agreement (SLA), for their use. The SLA sets out the expected respective responsibilities for the usage and maintenance of the courts.

In recent years, MTC worked alongside ELC to plan and raise funds for the development of the courts, which culminated in the newly developed courts being opened in April 2015. The redevelopment saw the court surfaces being upgraded to a high quality, all-weather, synthetic clay and the number of courts being increased from three to four. New fencing was erected all around the courts' perimeter, with the additional court being fully enclosed with the installation of a practice wall at one end. Floodlights were also erected for all four courts.

This is the third financial year since the improved facilities were opened, and they have enabled MTC to provide all year tennis to members, no longer curtailed by weather or light. MTC is able to offer all year membership, and additional court availability to members, with public access now being managed by MTC. MTC has sought to continue to increase our membership numbers and the coaching programme available to adults, juniors and minis, both members and non-members, and to facilitate use by local schools.

### **Achievements & Performance**

#### Membership numbers

Membership numbers have increased steadily as was required to justify the initiation of the court redevelopment plan some ten years ago. At that time membership totalled around 25, but has now increased to 177 (104 adults, 73 juniors), up by 9% from 163 last year.

The Full Year Membership runs from 1 April to 31 March, and we have also introduced a half price Winter Membership, running from 1 October to 31 March. This enabled us to attract 32 winter members, mainly from other clubs in the surrounding areas where play is curtailed over winter.

Membership rates remained the same as the previous year.

#### Coaching

This has been MTC's second year with Head Coach, Kevin Duffy, in place along with Assistant Coach, Amelia Black, and it has proven to be a successful one, building on from the strong foundations laid down last year.

Twelve blocks of coaching (each block averaging a 4 week period) were completed during the period, with several one-off classes being added around the summer holiday period. These coaching blocks incorporated Juniors (averaging 30-35 kids on a Saturday morning), Adults Improvers/Intermediates, Adults Advanced and we also introduced a Ladies Team Matchplay class. Two separate weeks of Summer Camps for Juniors were offered over the summer holidays. MTC has also established coaching links with Musselburgh Grammar School and its School of Tennis programme, and is the host club for the East Lothian Junior Development Squad.

Coaching classes are available to both members and non-members, with a discounted rate being applied to members. Free coaching sessions were also run by volunteers and offered to ladies on a Sunday morning and juniors on a Sunday afternoon.

In total, this year's programme saw an income from coaching of £13,239, which is a 9% increase from last year's total of £12,183, thus reflecting the steadily growing level of participation in the classes.

#### Competitions/Leagues/Events

The year was a very successful one for our teams. In the East of Scotland League, both the Ladies' Team and Men's 1st Team were winners of their divisions, with the Ladies' Team thus gaining promotion to Division 6, and Men's Team to Division 7. The Men's 2nd Team narrowly lost out on promotion, having come in third place in Division 9. Both the Ladies Vets Team and Men's Vets 1st Team were also promoted after successful campaigns: Ladies to Division 3; Men to Division 2. We were also able to field three mixed teams in the local East Lothian League and it has been very encouraging to have so many players representing the various teams over the season. The Juniors have had more team match experience this year at the U12 level. For the year ahead it has been agreed to combine Junior Teams with Dalkeith LTC in order to provide greater opportunities

for league match involvement at both U12 and U16 age levels.

For the third year running, MTC helped host the East Lothian Open early round matches in July. We also held a Great British Tennis Open Day in association with the LTA "free tennis available to all" in May, and participated in Musselburgh's annual festival in July, helping to host the Lewisvale Park Family Day in July, with a "Strawberry Teas" Tent. We had several club competitions, including two fun handicap events, and the Club Championships culminating in a Finals Day in September. Social Events included an inaugural Burns Supper in January, participation in Dalkeith LTC's Quiz Night, a trip to Judy Murray's Book Tour at the Brunton Theatre and a Ladies' Christmas Lunch.

#### Public Access

During the year, a SmartGate system was installed, which works in conjunction with our online booking system on Clubspark, to enable court booking and access. This allows members to book and access courts using a pin code, therefore without the need for a gate access tag. More significantly, our system now allows public "pay & play" access as non-members can also book and pay for courts via our website. This has proven to be a very effective system, and has completely alleviated the previous issue of double-bookings when public access was the responsibility of Enjoy Leisure.

#### Court Maintenance

Our artificial clay courts require regular, appropriate maintenance to keep them at their optimum playing condition. ELC are responsible for delivering court maintenance, for which they originally contracted Ecosse Sports, the court installation company, to do in the first year. However, for the past two years, ELC included court maintenance within their overall outsourced contract for all the district's sports surface. MTC felt that the firm involved was not delivering the correct level of maintenance to the courts. We brought forward our concerns to ELC and an agreement has been reached that MTC will engage Ecosse Sports to provide maintenance in the year ahead. ELC will reimburse MTC for the payments made to Ecosse Sports.

#### Proposed New Pavilion

Although it has taken a lot longer to progress than anticipated, we continued to work hard to seek funding for a proposed new pavilion, to replace the existing dilapidated one. We will continue to pursue this as a top priority in the forthcoming year, as we consider the state of the current pavilion to be a significant limiting factor in the further growth and development of our Club, and the provision of the sport of tennis in Musselburgh and the wider community.

### **FINANCIAL REVIEW**

The main sources of income for MTC are membership fees and coaching income. This year membership fees totalled £11,803, accounting for 44% of total unrestricted income. Membership fee income has remained largely unchanged from last year (£11,817), reflecting the fact that, although overall membership numbers increased slightly, membership rates remained unchanged and the breakdown of members shows a higher proportion of winter members this year.

Coaching income totalled £13,239 this year, equating to 49% of total unrestricted income, and a 9% increase on last year's figure of £12,183 reflecting the steadily growing level of participation in the classes. Reimbursement of coaches is MTC's main expense, totalling £13,228, which represents 62% of total unrestricted payments. MTC runs coaching courses for the benefit of improving participation in the game of tennis for juniors and adults, and is available to members and non-members, at a rate by which we plan to break even, which was achieved this year.

This year saw the first Sink Fund payment for court refurbishment, of £4,000, being due and made to ELC. This was the first instalment of what is currently an annual payment of £7,200. Court Usage Fees also became payable to ELC and a payment of £800 was made which represented the annual fee of £400 for this and the previous year.

The installation of the SmartGate access technology this year brought with it an annual service charge for which MTC is responsible for paying. This was £786 for the year.

### Reserves Policy

MTC spent the previous two years building up its reserves to enable it to meet its future financial commitments. The most significant of these is the court refurbishment Sink Fund which has been set up to financially plan for the cost of replacing the new court surfaces when required, the estimated life of the surface being around 12 years. This fund is held by ELC and, under the terms of the SLA between ELC and MTC, an annual amount of £7,200 is due by MTC, the first instalment having been paid in October 2017. The amount of this liability will be reviewed every three years. Other regular liabilities to ELC include the annual court usage fee of £400, and a proportion of the utility cost of floodlighting, both of which are also due under the terms of the SLA. The charity trustees aim to maintain reserves at a level which represents at least two years' worth of liabilities due to ELC, which has been met in this year.

The charity trustees agreed to allocate a further £5,000 of accumulated unrestricted funds to the designated fund for the proposed new pavilion, making a total of £10,000 of funds earmarked for this project.

### PLANS FOR FUTURE PERIODS

The charity trustees seek to continue to increase membership numbers and general participation rates, particularly that of juniors and women. We support the proposal for a second ladies' team in the East of Scotland League next year, and the collaboration with Dalkeith LTC to enable our juniors to gain more match play experience. We fully support the Head Coach in the coaching programme being delivered, and hope to see this continue to bring benefits to all participants. We aim to continue to improve our links with local school programmes, with a focus on forging more contact with and participation from the local primary schools. We are keen to continue our involvement in and support of local community events, and play our part in helping to improve the community aspect of Lewisvale Park.

A top priority for the year ahead will be the proposed new pavilion project. We have encountered various setbacks this year, including unsuccessful grant applications and trying to overcome the challenges posed by the site being deemed Common Land, which have made progress slower than what we had hoped for. In the year ahead, we plan to concentrate our efforts on overcoming these challenges, reviewing our plans and adapting them as necessary so that we are in a position to start being able to deliver on this much needed new facility.

Upon adoption of the amended constitution at the AGM in March 2018, designated SubGroups were created with the purpose of assisting with some specifically delegated operating matters. It is our aim to see these SubGroups up and running successfully during the forthcoming year. A priority will be placed on establishing an effective Events & Fundraising SubGroup so that efforts can be refocused on increasing the level of internal fundraising income to be put towards the proposed new pavilion.

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Approved by the charity trustees on 2 November 2018 and signed on their behalf by:



**Stella Smith**  
Treasurer

## MUSSELBURGH TENNIS CLUB

### Statement of Receipts and Payments For the Year to 28 February 2018

Receipts	Note	Year to 28 February 2018			Year to 28 February 2017		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		Funds	Funds		Funds	Funds	
		£	£	£	£	£	£
Donations							
Membership Fees		11,803	-	<b>11,803</b>	11,817	-	<b>11,817</b>
Guest Fees	3	421	-	<b>421</b>	191	-	<b>191</b>
Grants	4	-	108	<b>108</b>	250	20,000	<b>20,250</b>
Receipts from Fundraising Activities							
Open Days & Community Events		451	-	<b>451</b>	5,168	-	<b>5,168</b>
Tournaments		-	-	-	395	-	<b>395</b>
Gross Trading Receipts							
Coaching income		13,239	-	<b>13,239</b>	12,183	-	<b>12,183</b>
Floodlight tokens		315	-	<b>315</b>	170	-	<b>170</b>
Other		495	-	<b>495</b>	50	-	<b>50</b>
<b>Total Receipts</b>		<b>26,724</b>	<b>108</b>	<b>26,832</b>	<b>30,224</b>	<b>20,000</b>	<b>50,224</b>
<b>Payments</b>							
Cost of Fundraising		112	-	<b>112</b>	3,080	-	<b>3,080</b>
Cost of Charitable Activities	5	7,393	-	<b>7,393</b>	1,587	-	<b>1,587</b>
Grant Transfer		-	-	-	-	20,000	<b>20,000</b>
Cost of Trading							
Coaching fees		13,228	-	<b>13,228</b>	9,833	-	<b>9,833</b>
Coaching equipment		16	-	<b>16</b>	637	-	<b>637</b>
Coaching development	4	21	108	<b>129</b>	-	-	-
Other		527	-	<b>527</b>	-	-	-
<b>Total Payments</b>		<b>21,297</b>	<b>108</b>	<b>21,405</b>	<b>15,137</b>	<b>20,000</b>	<b>35,137</b>
<b>Surplus for the period</b>		<b>5,427</b>	<b>-</b>	<b>5,427</b>	<b>15,087</b>	<b>-</b>	<b>15,087</b>

The Notes on page 8 form an integral part of these accounts

## MUSSELBURGH TENNIS CLUB

### Statement of Balances As at 28 February 2018

<b>Funds Reconciliation</b>	Note	Unrestricted Funds	Restricted Funds	<b>2018 Total</b>	<b>2017 Total</b>
		£	£	£	£
Cash at Bank & In Hand - 28/02/17		32,056	-	<b>32,056</b>	<b>16,969</b>
Surplus for the period		5,427	-	<b>5,427</b>	<b>15,087</b>
Cash at Bank & In Hand - 28/02/18		<u>37,483</u>	-	<u><b>37,483</b></u>	<u><b>32,056</b></u>
<b>Bank &amp; Cash Balances</b>					
Bank Deposit Account				<b>37,483</b>	<b>32,056</b>
Cash in Hand				-	-
				<u><b>37,483</b></u>	<u><b>32,056</b></u>
<b>Other Assets - unrestricted funds</b>					
Coaching equipment (estimated value)				<u><b>2,000</b></u>	<u><b>2,000</b></u>
				<u><b>2,000</b></u>	<u><b>2,000</b></u>

The Notes on page 8 form an integral part of these accounts

Approved by the charity trustees on 2 November 2018 and signed on their behalf by:



**Stella Smith**  
Treasurer

## MUSSELBURGH TENNIS CLUB

### Notes to the Accounts

#### For the Year to 28 February 2018

#### 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. In the financial year 2016/17, an amount of £5,000 of fundraising was identified as being allocated towards the proposed new pavilion project and has thus been treated as a designated fund. The charity trustees agreed to add a further £5,000 of funds to the pavilion project in the current period, thus making a total of £10,000 in the designated fund. The trustees maintain the remaining unrestricted funds for the day-to-day running of the Club.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

3 Guest Fees are paid to MTC in the instances where members bring along non-members to play at the courts or where prospective members attend social club tennis sessions prior to deciding whether to join. These are not the same as public access fees, which were managed and received by Enjoy Leisure at Musselburgh Sports Centre in this financial period. In future periods, public access fees will be managed by MTC and accounted for separately.

4 A grant of £107.50 was received from East Lothian Council towards a coaching course for one of our voluntary coaching assistants. The total cost of this LTA Level 1 Tennis Coaching Assistant course was £215, the difference of £107.50 was part funded by a further grant contribution of £86 from SportScotland made directly to the member, and a contribution of £21.50 made by MTC. The coaching development expense of £129 represents the payout of the £107.50 ELC grant and the £21.50 MTC contribution.

#### 5 Cost of Charitable Activities

	Unrestricted Funds	Restricted Funds	2018 Total	2017 Total
	£	£	£	£
Sink Fund Instalment	4,000	-	4,000	-
Court Usage Fee	800	-	800	-
Gate Access System Fee	786	-	786	-
Tennis Balls	406	-	406	335
Tennis Scotland Affiliation	520	-	520	520
League Fees	410	-	410	408
Key Cutting/Fobs	214	-	214	211
Admin/Misc	257	-	257	113
	<u>7,393</u>	<u>-</u>	<u>7,393</u>	<u>1,587</u>

#### 6 Trustee Remuneration

No remuneration was paid to any charity trustees or to anyone connected to them.

#### 7 Trustee Expenses

No expenses were paid to any charity trustees.



## Independent Examiner's Report to the Trustees of Musselburgh Tennis Club

I report on the accounts of Musselburgh Tennis Club (Charity No. SC045399) for the year ended 28 February 2018 which are set out on pages 6 to 8 of the Annual Report.

### 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) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 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 2006 Accounts Regulations. 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 view given by 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: 22 November 2018

Name: Moira J Easson

Relevant Professional qualification/professional body: Chartered Accountant (ICAS)

Address: 33 Belford Gardens, Edinburgh, EH4 3EP