

## AGM – 15 MAY 2024

### QUERIES RAISED ON THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023

1. **Please provide a detailed narrative of the activities performed by the "Club administrator" (£15,720), the nature of the expenditure, and the entities or persons responsible for carrying out these activities.**

The payments are made to our Club Secretary and Administrator, Jane Hadland. A summary of the activities Jane performs for the Club are attached at Appendix 1.

2. **Please provide a breakdown of subscription revenues categorised by membership types: Juniors, Seniors, Masters, Daytime and KES.**

More work has been done to analyse the membership since the 31 August 2023 year end. Please refer to the analysis paper to support the subscription increase for more information.

3. **Please provide a detailed narrative for 'Coaching' revenue and 'Coaching' expenses, in particular, the nature of the expenditure.**

Coaching revenue comprises payments received to attend sessions

Coaching			
Junior Strength & Conditioning Sessions		8,265	
SGGS Year 7 Sessions		1,100	
Learn to Row		2,160	
Learn to Row Progression		613	
Capsize drills		175	12,313

Coaching expenses comprise payments made to coaches to deliver sessions

Coaching			
Junior Strength & Conditioning Sessions		7,625	
SGGS Year 7 Sessions		644	
Learn to Row		616	
Learn to Row Progression		56	8,941

Overall, the provision of coaching generated a contribution to the Club of £3,372.

4. **Please provide a narrative for bank interest paid, e.g. is this servicing debt?**

This was interest on the legacy loan from adding the Pavilion. The loan was fully paid off during the year.

5. **Please provide a breakdown of current fixed asset valuations.**

See attached at Appendix 2.

6. **Please confirm that funds held by the club for racing fees are not reflected in the cash balance.**

Confirmed.

7. **Please reconcile Junior income and expenditure.**

See supplementary analysis at Appendix 3

**MEMBERSHIP**

- Manage and maintain the SUABC Mojo Membership online software system including ensuring annual subscription renewal to provider
- Receive and process membership registration following approved applications including receipt of Junior Parental Permission forms held outside of the Mojo. Ensure Medical declaration info is passed to lead coaches from these
- Update, produce and issue all necessary membership related documentation for use each season
- Complete annual membership renewal process each subscription period
- Monitor and record receipt of annual and monthly membership fees and resolve any queries arising
- Provide Main Regatta Secretary & Fun Regatta Organiser and ongoing membership data by squad/membership types for SUABC Management Committee
- Support SUABC with general club and membership queries and provide information as required

**CLUB ADMIN**

- Receive/handle/respond to general enquiries received directly and/or via contact page of the SUABC website ensuring messages reach relevant SUABC contacts and receive replies where necessary
- Maintain contact/circulation lists for distribution of messages to whole club membership and/or specific membership groups. Ensure prompt circulation of central club communications including times of emergency such as flooding
- Retain central records in respect of SUABC volunteer qualification certificates – e.g. Coaching, Launch Driving, Safeguarding
- Receive, collate and circulate content for the SUABC Weekly Bulletin to be issued each Friday afternoon
- Regular monitoring of club post received to post-box. Ensure items reach and are processed by relevant club members
- Collect cleaner's timesheets and make payment accordingly

**BRITISH ROWING (NGB)**

- Act as SUABC overall Club Administrator for the British Rowing Account in order to update/maintain publicised club details, club member British Rowing memberships, SUABC regatta set-up, member permissions for the system as required, complete annual membership declarations/upload club documentation and to access competition entries information as required
- Act as overall SUABC contact for competition entries system
- Make competitions entries if required and as directed by Executive/VCS/Lead coaches

**COMPETITION ENTRIES**

- Record and maintain details of SUABC membership using the SUABC competition entry system. Includes calculation for re-charge of event entry cost and towing charges to individuals concerned and resolution of any queries arising. Advise re additional deposits where required
- Manage the specific Entries System Bank A/C in terms of receipts to the fund and payments from the fund
- Produce and publish/circulate updated details of current individual entries funds on a regular basis following completion of events attended by SUABC athletes
- Ensure prompt payment is made to competition event organisers for SUABC entries

**WEBSITE**

- Update general SUABC webpages on request with details/copy provided
- Update the site set-up as necessary (e.g. up-date plug-ins and widgets) & liaise with technical support if necessary
- Ensure annual renewal/payment of hosting and retention of domain name

**PROCUREMENT/CLEANING PROVISION**

- Ensure economical purchase and delivery of essential cleaning materials and certain club consumables
- Ensure economical purchase and delivery of items as required for club-based events such as annual regattas
- Hold cash and carry card account for these purposes

**OTHER**

- Current British Rowing membership must be maintained to allow necessary access to BR systems
- Attend meetings as necessary including monthly SUABC Management Committee meetings
- K.E.S admin currently also covered but separately to SUABC role

Stratford Upon Avon Boat Club				Appendix 2
Year Ended - 31 August 2023				
Accounts File				
<b>Fixed Asset Register</b>				
				<b>Net Book Value</b>
<b>Date</b>	<b>Description</b>			<b>C/f</b>
<b>Leasehold Premises</b>				
	B/f			1.00
<b>Total Leasehold Premises</b>				<b>1.00</b>
<b>Trophies</b>				
	B/f			1.00
<b>Total Trophies</b>				<b>1.00</b>
<b>Pavillion</b>				
	97 years on the lease left	Boatyard redevelopment costs £433,693 of which £128,667 was capitalised		118,058.54
2016				
	96 years on the lease left	Boatyard redevelopment costs £25,792 of which £9,288 was capitalised		8,609.25
2017				
2018	95 years on the lease left	Iris retention monies		8,494.72
2018	95 years on the lease left			2,655.60
	92 years on the lease left	Boatyard works - drainage, grade new slope, concerete ramp, extended steps, timber decking with rubber finish		9,673.90
2021				
<b>Total Pavillion</b>				<b>147,492.01</b>
<b>Racing Craft</b>				
Pre 2013	1x wooden	Annabelle	SUA202	173.08
Pre 2013	1x Lola/Alyings	Emilia	SUA012	115.38
Pre 2013	1x Burgashell	Gertrude	SUA047	57.69
Pre 2013	1x Lola/Alyings	Katharina	SUA011	115.38
Pre 2013	1x Lola/Alyings	Madeline	SUA031	115.38
Pre 2013	1x Harris	Maria	SUA015	72.11
Pre 2013	1x Janousek	Mary Dewdney	SUA315	115.38
Pre 2013	1x Lola/Alyings	Stuart Guise	SUA035	100.96
Pre 2013	1x L2R/Stable/Explore	Salt	SUA051	86.54
Pre 2013	1x Ahoy L2R/Stable/Explore	Hero	SUA303	115.38
Pre 2013	1x Ahoy L2R/Stable/Explore	Celia	SUA302	115.38
Pre 2013	1x Swift Stable/Wide - wing rigged	LFG	SUA021	230.77
Pre 2013	2x/2- Janousek	Cobweb	SUA007	259.61
Pre 2013	2x/2- Sims	Eleanor	SUA112	138.46
Pre 2013	2x/2- Janousek	Jessica	SUA006	201.92
Pre 2013	2x/2- Janousek	Nerissa	SUA029	201.92
Pre 2013	2x Carl Douglas wooden	Portia	SUA001	403.84
Pre 2013	2x Carl Douglas CDX	Peasblossom	SUA036	403.84
Pre 2013	2x/2- Swift LTR/Stable/Explore	Beatrice	SUA301	230.77
Pre 2013	2x/2- Swift LTR/Stable/Explore	Dorcas	SUA300	230.77
Pre 2013	4+/4x+ Janousek	Benefactors Day	SUA024	346.15
Pre 2013	4+/4x+ Janousek	Cleopatra	SUA020	230.77
Pre 2013	4+/4x+ Janousek	Desdemona	SUA009	230.77
Pre 2013	4+/4x+ Janousek	Midsummer Nights Dream	SUA026	230.77
Pre 2013	4+/4x+ Janousek	Moonshine	SUA102	230.77
Pre 2013	4+/4x+ Janousek	Ophelia	SUA041	230.77
Pre 2013	4x+ Janousek	Lady Capulet	SUA004	346.15
Pre 2013	4+/4x+ Janousek	Lady Montague	SUA052	346.15
Pre 2013	4+/4x+ Swift LTR/Stable/Explore	Adriana	SUA304	432.69
Pre 2013	4+/4x+ Swift LTR/Stable/Explore	Iris	SUA305	432.69
Pre 2013	4-/4x- Burgashell	Annie McIlvenny	SUA028	129.81
Pre 2013	8+	Isabella	SUA050	190.38

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Date	Description			C/f
2013	Coxless quad	Countess of Rousillon	SUA314	1,488.38
2013	Boat - Lady Falconbridge	Lady Falconbridge	SUA309	1,116.92
2013	Boat - Juliet	Juliet	SUA310	1,116.92
2013	Boat - James Roe	James Roe	SUA311	1,800.28
2013	Skulls			668.57
2014	Octopule boat	Miranda	SUA203	640.62
2014	Sculling blades			861.96
2014	Boat parts			30.20
2014	Sweep oars			267.45
04/04/2016	New single skull	Hecate	SUA313	913.56
04/04/2016	Blades for new quad	Perdita		533.26
04/04/2016	New quad	Perdita	SUA312	4,800.45
30/04/2016	Sculling riggers for new quad	Perdita		465.15
09/08/2016	Replacement single	Imogen	SUA317	1,384.90
11/09/2017	2 Janousek Pair/Double Convertibles with 3 stay riggers	Cordelia	SUA400	
		Hermione	SUA401	6,036.99
	New sculling blades - 2 pairs Smoothie2 UL Vortex sculling blades 284-289cm, 4 pairs Smoothie2 UL Vortex sculling blades 287-292cm			1,082.42
09/10/2017				
10/10/2017	New blades for Empacher VIII	Titania		520.46
16/10/2017	Empacher/German VIII	Titania	SUA204	2,470.33
28/10/2017	Sculling riggers etc for Empacher VIII	Titania		653.77
28/10/2017	Signs for blades for Empacher VIII			65.89
04/12/2017	Second hand single & blades	Luciana		433.71
	New blades - 4 Orig 373-378 scull, 2 Ult 373-378 scull, Ult 370-375 Port & Stbd			474.75
12/02/2018				
06/09/2018	Janousek 4x-	Volumina	SUA450	887.41
21/01/2019	Hudson S4.21 4x 2013 Super Predator (68-82kg)	Rosalind	SUA053	3,882.42
	Two boat hulls from Upper Thames	Tamora	SUA451	
24/06/2019		Bianca	SUA452	887.41
13/08/2019	Swift single	Phebe	SUA024	865.22
19/08/2019	Swift Freedom 'Club A' 1xPR Para/Rec scull (60-105kg)	Julia	SUA453	
		Silvia	SUA454	1,184.69
	Blades for adaptive squad - RDS Stiff SM PE 250-255, 2 port & 2 stbd			712.81
27/01/2020				
04/12/2020	Swift Racing 'Club A' single scull (57-70kg)	Blanche	SUA003	2,423.81
04/12/2020	Swift Racing 'ElitePlus' single scull (70-83kg)	Regan	SUA005	2,308.39
04/12/2020	Swift Racing 'Elite Plus' single scull (75-90kg)	Hippolyta	SUA002	2,500.75
23/09/2021	Swift Racing 'Elite Plus' single scull (65-75kg)	New Thisbe	SUA019	3,079.12
27/09/2021	Swift Freedom 'Club B' Rec/Para double scull (65-100kg)	Lucetta	SUA455	3,548.91
15/02/2022	Kanghua Spirit 2x/2- 70kg	The Tempest	SUA212	7,887.66
15/02/2022	Kanghua Phantom 4x/4- 70kg	Diana	SUA457	9,312.11
19/04/2022	Janousek 4x+	Athena	SUA456	2,220.62
23/05/2022	10 pairs of Smoothie2 Vortex sculling blades			3,894.31
24/08/2022	Janousek 1x	Lavinia	SUA150	1,701.87
12/12/2022	Janousec single Kingfisher 65kg	Olivia	SUA103	1,305.00
24/01/2023	Filippi 1x - donated	Sycorax - restricted	SUA208	3,650.00
24/01/2023	Filippi 1x Concept II sculling blades - donated	Sycorax - restricted		469.94
31/01/2023	2 pairs of WinTech C90 sculling blades	Restricted		1,046.82
06/03/2023	Monnow double	Ursuala	SUA205	1,203.12
20/03/2023	8 pairs of used Croker Macron blades			281.25
03/04/2023	5 pairs of Smoothie2 Vortex sculling blades			2,606.34
21/04/2023	Starboard Smoothie2 Vortex sweep blade			109.25
02/05/2023	Kanghua 4+	Mistress Quickly	SUA458	9,576.87
09/05/2023	2000 Janousek 60kg single scull	Moth	SUA104	1,443.75
22/06/2023	Swift adaptive double	Mustardseed/Benchmark	SUA206	1,290.51
		Mustardseed/Benchmark - restricted	SUA206	903.24
18/08/2023	Janousk single scull	Hermia	SUA105	1,900.00
Total Racing Craft				107,772.97

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<b>Date</b>	<b>Description</b>			<b>C/f</b>
<b>Fixtures, Fittings &amp; Equipment</b>				
2013	Aerobic step			36.91
2013	Pontoon (inc fenders)			988.58
2013	Weights			77.36
2013	Fridge freezer			69.16
2013	Racking - inc roof			386.59
2013	Ergo monitors & generators			134.16
2013	Patio tables			47.63
2013	Ergos x8			862.17
2013	Cox boxes			412.94
2014	Weights room equipment			294.17
2014	Boat trolley			24.26
2014	Speedcoach/Go Pro/walkie talkies			181.18
2014	Trestles			32.68
2014	Monitors			60.76
2014	CB chargers			13.46
2015	Ponton equipment			342.92
2015	Indoor rowers			270.12
10/10/2017	Trestles - 8 heavy duty folding trestles			134.21
08/03/2018	Cox box CoxOrb - Cobalt			171.39
16/03/2018	Cox box head set 2008 (R2)			38.27
25/02/2019	RB750/2 Super light weight rowing boat trailer, large equipment and oar box			1,178.03
25/04/2019	Hi-fi and shrug bar			413.18
13/05/2019	Gym equipment, bike and weights			279.31
02/06/2019	New gazebos, 3 3x3m black and 1 3x4.5m black			694.25
06/06/2019	RS CAT 16 Catamaran 15HP coaching, umpiring, & rescue catamaran complete with Tohatsu 15HP EFI			4,047.13
29/11/2019	2 new ergs - Concept2 indoor rower with PM5 monitor			852.97
30/06/2020	Morton boats - launch & trailer - MK 3 Pioneer Multi Orange			5,987.71
01/09/2021	Defibrillator			893.73
10/01/2022	Exercise mats - 20 Beemat core exercise mats 180cm + racks			237.07
10/01/2022	2 Concept 2 PM5 monitors			221.84
14/01/2022	Trestles - 8 large + 2 canvas			301.56
06/12/2022	Body Revolution Plyometric Jump Box			116.99
06/12/2022	TRX PRO3 Suspension Trainer System			148.45
06/12/2022	Capital Sports Methodier Technique Training Discs Weight Plates Rubber Pair of 2.5kg			39.59
06/12/2022	Capital Sports Methodier Technique Training Discs Weight Plates Rubber Pair of 5.0kg			53.99
06/12/2022	Bentley Broom Handles 1200mm (47") 10 Pack			30.58
20/02/2023	Pool extraction board - Ferno PXB board	Restricted		855.39
20/02/2023	Pool extraction board - Ferno PXB board	Unrestricted		2.77
02/03/2023	Cox box - NK cox box, charger, bag and headset			243.75
21/04/2023	3mx12m gala tent marquee			949.03
21/04/2023	Two oscillating 20" chrome fans			170.05
20/07/2023	Junior strength and conditioning equipment - medicine ball (4kg), kettle bells (12,20,24kg), olypic bar, 2x15kg black bumper plates			362.36
<b>Total Fixtures, Fittings &amp; Equipment</b>				<b>22,658.65</b>
<b>Fixed Asset Register Total</b>				<b>277,925.63</b>

## ANALYSIS OF JUNIOR INCOME AND EXPENDITURE

## Appendix 3

Income	£
<b>Strength &amp; Conditioning Sessions</b>	
Autumn term	2,875.00
Spring term	2,500.00
Summer term	2,250.00
Surplus coaching payments received	407.00
Surplus coaching payments spent on strength and conditioning equipment	232.89
	8,264.89
<b>SGGS Year 7 Sessions</b>	
Group 1	275.00
Group 2	275.00
Group 3	275.00
Group 4	275.00
	1,100.00
<b>Junior Easter Camp 2023</b>	
12 @ £120	1,440.00
<b>Junior Summer Camp 2023</b>	
72 @ £215 for 5 days	15,480.00
1 @ £172 for 4 days	172.00
1 @ £115 refund offered	- 115.00
	15,537.00
Donated coaching 1 @ £560	560.00
	16,097.00
<b>Junior Coaching Assistant Course 2023</b>	
12 @ £35	420.00
Costs	£
<b>Strength &amp; Conditioning Sessions</b>	
Autumn term	2,875.00
Spring term	2,500.00
Summer term	2,250.00
	7,625.00
<b>SGGS Year 7 Sessions</b>	
Group 1	168.00
Group 2	140.00
Group 3	168.00
Group 4	168.00
	644.00
<b>Junior Easter Camp 2023</b>	
Lead coach 1 @ £560	560.00
Assistant coach 1 @ £240	240.00
	800.00
<b>Junior Summer Camp 2023</b>	
Lead coach 4 @ £840	3,360.00
Assistant coach 5 @ £560	2,800.00
Assistant coach 1 @ £560 - donated	560.00
Rowing leader 24 @ £160	3,840.00
Rowing leader 1 @ £60 (for 2022 camp)	60.00
	10,620.00
<b>Junior Coaching Assistant Course 2023</b>	
Course leader paid in November 2022 re May 2022 course	280.00
Course leader paid in June 2023 re May 2023 course	300.00
	580.00