

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				
Fixed Asset Register				
				Net Book Value
Date	Description			C/f
Leasehold Premises				
	B/f			1.00
Total Leasehold Premises				1.00
Trophies				
	B/f			1.00
Total Trophies				1.00
Pavillion				
2016	97 years on the lease left	Boatyard redevelopment costs £433,693 of which £128,667 was capitalised		118,058.54
2017	96 years on the lease left	Boatyard redevelopment costs £25,792 of which £9,288 was capitalised		8,609.25
2018	95 years on the lease left	Iris retention monies		8,494.72
2018	95 years on the lease left			2,655.60
2021	92 years on the lease left	Boatyard works - drainage, grade new slope, cincerete ramp, extended steps, timber decking with rubber finish		9,673.90
Total Pavillion				147,492.01
Racing Craft				
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

Stratford Upon Avon Boat Club			Appendix 2
Year Ended - 31 August 2023			
Accounts File			
Fixed Asset Register			
			Net Book Value
Date	Description		C/f
Fixtures, Fittings & Equipment			
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 Methodor Technique Training Discs Weight Plates Rubber Pair of 2.5kg		39.59
06/12/2022	Capital Sports Methodor 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
Total Fixtures, Fittings & Equipment			22,658.65
Fixed Asset Register Total			277,925.63

ANALYSIS OF JUNIOR INCOME AND EXPENDITURE

Appendix 3

Income		£
Strength & Conditioning Sessions		
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
SGGS Year 7 Sessions		
Group 1		275.00
Group 2		275.00
Group 3		275.00
Group 4		275.00
		1,100.00
Junior Easter Camp 2023		
12 @ £120		1,440.00
Junior Summer Camp 2023		
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
Junior Coaching Assistant Course 2023		
12 @ £35		420.00
Costs		£
Strength & Conditioning Sessions		
Autumn term		2,875.00
Spring term		2,500.00
Summer term		2,250.00
		7,625.00
SGGS Year 7 Sessions		
Group 1		168.00
Group 2		140.00
Group 3		168.00
Group 4		168.00
		644.00
Junior Easter Camp 2023		
Lead coach 1 @ £560		560.00
Assistant coach 1 @ £240		240.00
		800.00
Junior Summer Camp 2023		
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
Junior Coaching Assistant Course 2023		
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