

APPENDIX 1



Trustees' Annual Report for the period

Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
From	05	10	2021	To	14	11	2022

Office of the Scottish Charity Regulator

Reference and administration details

Charity name	Orkney Athletic and Running Club
Other names charity is known by	
Registered charity number	SC051316
Charity's principal address	C/o Old Schoolhouse Holm Orkney Postcode KW17 2SB

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole period
1			Appointed
2	John Cairns		
3	Robert Dinsey	Secretary	15/08/22
4	Kay Gilmour	Officials Co-ordinator	
5	Inga Linklater	Chairperson/Welfare Officer	
6	Aly MacPhail	Vice-chair	28/04/22
7	Mags MacRae	Coaches Rep	28/04/22
8	Julia McArthur	Membership Secretary	
9	Craig Moar	Seniors Rep	28/04/22
10	Kirsty Swan	Treasurer	10/05/22
11			
12			
13			
14			

APPENDIX 1

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
Jane Nelson - Treasurer	05/10/21 – 17/05/22
Jeremy Nelson – Communications officer	05/10/21 – 22/05/22
Susan Rendall – Secretary	05/10/21 – 25/05/22
Sarah Scarth – Chairperson	05/10/21 – 28/04/22
Ian Sutcliffe	05/10/21 – 19/09/22

Structure, governance and management

Type of governing document

The charity is administered in accordance with the terms of the Scottish Charitable Incorporated Organisation constitution.

Trustee recruitment and appointment

The minimum number of trustees permitted is four and the maximum 12. At each AGM, the members may elect any eligible member to be a trustee. The board may also, at any time, elect/appoint any eligible member to be a trustee. At each AGM all charity trustees shall retire from office but shall be eligible for re-election.

Objectives and activities

Charitable purposes

The advancement of public participation in the sport of athletics

Summary of the main activities in relation to these objects

The Club promotes, encourages and develops athletics in Orkney, organises and encourages athletes to attend athletic meetings outwith Orkney, co-ordinates athletic meetings in Orkney and co-operates with other clubs within and outwith the county. The club runs training sessions twice a week for Junior members (Primary & Secondary school aged) and a weekly session for Senior members - allowing members the chance to try a range of track, field and road events: High Jump, Long Jump, Shot Putt, Javelin, sprint/middle distance/endurance track, Hurdles. The Club runs 5 home competitions a year which are licensed by scottishathletics and also aims to carry out a minimum of two Club trips to competitions on Mainland Scotland as well as supporting individual athletes to compete at an Elite level throughout Scotland, England and Internationally.

The Club accepts members from age 9 upwards and aims to provide a safe and inclusive environment where all ages of athletes can gain the benefits from social interaction, keeping fit whilst having fun and having the opportunity to progress to a higher level of competition should they wish to do so.

Achievements and performance

Summary of the main achievements of the charity during the financial period

The Club was pleased to return to a fuller schedule of training and events following the disruption caused by the COVID-19 pandemic.

- Primary training was held once a week in four blocks during the year for an average of 32 athletes.
- Secondary training was held twice weekly throughout the year, only breaking for Christmas and October holidays, for an average of 58 athletes.
- Weekly mid-week track sessions were run for Senior athletes attracting new members throughout the year.

A successful schedule of competitions, senior race events and away trips were held along with the annual awards ceremony:

- Three open home competitions, one home championship and the Junior Inter County tournament
- Four road race and one ultra-endurance event
- Two Club away trips to UK competitions
- Purchasing and implementing the use of electronic photo finish equipment, electronic start equipment and carrying out a programme of coach and officials training / development whilst also working to increase the number of coaches and officials at the Club.
- Progression of all 'behind the scenes' actions required following the merger of Orkney Running Club with Orkney Athletic Club and the creation of the charity OARC.
- Having OARC athletes participating in competitions/events both in the UK and internationally across a range of age groups including competing for Scotland at the Commonwealth Games.

Financial review

Brief statement of the charity's policy on reserves

OARC aims to operate with sufficient reserves to cover the essential of running of the Club for a minimum 6 month period should there be no income / funding secured. This value is deemed to be £20,000 and a formal Reserves policy has been drafted for approval at the AGM in February 2023.

Details of any deficit

N/a

Donated facilities and services (if any)



The club relies heavily on volunteers to be able to operate - all Coaching Staff, Board / Committee / Office Bearers, Officials and Fundraisers are volunteers and the Club is hugely appreciative of the time every individual gives in support of the Club and its athletes.

Sponsorship, Funding and donations are also of great importance to the Club and we gratefully acknowledge all financial support and donations of goods during the year.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	CRAIG ROBERT MOAR	ALISON MACPHAIL
Position (e.g. Chair)	SENIOR REP	VICE CHAIR
Date	20/2/23	20/2/23

Independent examiner's report on the accounts

Report to the trustees/members of	Orkney Athletic and Running Club						
Registered charity number	SC051316						
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	05	10	2021	to	14	11	2022
Set out on pages	XX to XX					<small>(remember to include the page numbers of additional sheets)</small>	

Respective responsibilities of trustees and examiner	<p>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 (as amended). 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.</p>
Basis of independent examiner's statement	<p>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.</p>
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none">1. which gives me reasonable cause to believe that in any material respect the requirements:<ul style="list-style-type: none">• 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 <p>have not been met, or</p> <ol style="list-style-type: none">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: 24/2/23
Name:	Anne Stacey
Relevant professional qualification(s) or body (if any):	Anne Stacey
Address:	Voluntary Action Orkney 6 Bridge Street Kirkwall Orkney KW15 1HR

Orkney Athletic and Running Club
Receipts and Payments Accounts
Period ended 14th November 2022

<u>Receipts</u>	Notes	Unrestricted Funds 2022	Restricted Funds 2022	Total 2022
Donations	3	40,002	5,646	45,648
Activities for Generating Funds	4	4,969	-	4,969
Charitable Activities	5	24,903	5,446	30,349
Grants	6	-	30,902	30,902
Rental of Premises		-	-	-
Bank interest		-	-	-
Total Receipts		69,874	41,994	111,868
Payments				
Cost of Generating Funds		-	-	-
Charitable Activities	7	27,954	39,091	67,045
Governance Costs		-	-	-
Other Payments	8	-	-	-
Total Payments		27,954	39,091	67,045
Transfer between funds				
Surplus/(Deficit) for period		41,920	2,903	44,823

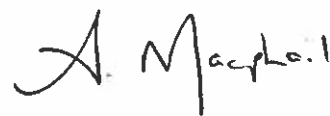
Orkney Athletic and Running Club
Statement of Balances
Period ended 14th November 2022

	Notes	Unrestricted funds 2022	Restricted funds 2022	Total 2022
<u>Bank & Deposit Balances</u>	2			
Bank and cash balances Brought Forward		-	-	-
Movement in period: - Surplus/(Deficit)		41,920	2,903	44,823
Bank and cash balances Carried Forward		41,920	2,903	44,823

Approved by the Trustees and signed on their behalf,



Position: TREASURER



VICE - CHAIR

Dated: 20/02/23

20/2/23

Orkney Athletic and Running Club
Notes to the accounts
Period ended 14th November 2022

1. Trustee Remuneration and Related Party Transactions

There were no trustee remunerations during the period. 9 trustees received reimbursed expenses amounting to £3,278. The children of 4 trustees received funding from the charity towards the cost of travelling and entering competitions. This funding amounted to £825 and was distributed in line with the governing document and policies of the charity.

2. Movement in Funds

	As at 05/10/21	Receipts	Payments	Transfers	As at 14/11/22
Unrestricted funds					
General fund	-	69,874	27,954	-	41,920
Restricted funds					
	Notes				
Community Award for all	-	2,532	2,532	-	-
Inspiring Scotland – Healthy Island	-	13,950	13,950	-	-
Inspiring Scotland – Rural					
Communities into Action	-	11,477	11,477	-	-
Norsepharm Ltd (Dounby)	-	300	300	-	-
Lottery Sportscot	-	1,000	1,000	-	-
Voluntary Action Orkney	-	500	500	-	-
Lows Orkney Ltd	-	400	400	-	-
Sheila Fleet	-	500	500	-	-
OTE Kirkwall	-	500	361	-	139
Cooke Aquaculture	-	1,000	675	-	325
Tesco Groundworks	-	1,125	-	-	1,125
Grooves	-	300	300	-	-
EMEC	-	200	200	-	-
Green Marine	-	500	500	-	-
F/flow offshore	-	500	500	-	-
Scot Schools athletes conts	-	525	525	-	-
Natwest International	-	750	750	-	-
North District Trips athletes conts	-	2,221	2,221	-	-
Scottish Athletics	-	100	100	-	-
Electronic Start System	-	1,500	1,500	-	-
Clyde funding athlete participation	-	500	500	-	-
Athletics Island Games Team	8	1,614	300	-	1,314
	-	41,994	39,091	-	2,903
	-	111,868	67,045	-	44,823

Orkney Athletic and Running Club
Notes to the accounts (cont)
Period ended 14th November 2022

Purpose of Funds
Unrestricted funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds

Funding received to contribute to the costs of: -

Community Award for All	Volunteer coach training
Inspiring Scotland – Healthy Island	Hurdles and transport/storage trolleys
Inspiring Scotland – Rural Communities into Action	Electronic Timing Equipment
Norsepharm Ltd (Dounby)	Hosting competitions
Lottery Sportscot	Volunteer coach/official training
Voluntary Action Orkney	Volunteer coach training and attendance at conference
Lows Orkney Ltd	Hosting competitions and the purchase of equipment
Sheila Fleet	Hosting competitions and the purchase of equipment
OTE Kirkwall	Hosting Kirkwall half marathon
Cooke Aquaculture	Athletes training and trips
Tesco Groundworks	Volunteer coach training
Grooves	Hosting competitions and the purchase of equipment
EMEC	Back Yard Ultra event
Green Marine	Back Yard Ultra event
F/flow offshore – West of Orkney Windfarm	Scottish Schools club trip
Scot Schools athletes conts	Scottish Schools club trip – athletes’ contributions
Natwest International	North District club trip
North District Trips athletes conts	North District club trip – athletes’ contributions
Scottish Athletics	North District club trip – officiating costs
Electronic Start System (private donation)	Electronic Start System
Clyde funding athlete participation	Athlete development
Athletics Island Games Team	Contributions from athletes (members & non-member) for participation in Island Games

Orkney Athletic and Running Club
Notes to the accounts (cont)
Period ended 14th November 2022

<u>Analysis of Receipts</u>	Unrestricted funds 2022	Restricted funds 2022	Total 2022
3. Donations			
Donations received	1,556	506	2,062
Donation for Electronic Start System Pre charity Athletic & Running Club	-	1,500	1,500
	<u>38,446</u>	<u>3,640</u>	<u>42,086</u>
	<u>40,002</u>	<u>5,646</u>	<u>45,648</u>
4. Activities for Generating Funds			
The Blue Door	4,969	-	4,969
5. Charitable Activities			
Membership & Coaching fees	17,066	-	17,066
Competitions	7,587	2,294	9,881
Equipment	-	406	406
Training & Trips	-	2,746	2,746
Bank compensation	250	-	250
	<u>24,903</u>	<u>5,446</u>	<u>30,349</u>
6. Grants received			
Inspiring Scotland – Healthy Island	-	13,950	13,950
Inspiring Scotland – Rural Communities into Action	-	11,477	11,477
Lottery Sportscot	-	1,000	1,000
Voluntary Action Orkney	-	500	500
Cooke Aquaculture	-	1,000	1,000
Tesco Groundworks	-	1,125	1,125
F/flow offshore	-	500	500
Natwest International	-	750	750
Scottish Athletics	-	100	100
Clyde funding athlete participation	-	500	500
	<u>-</u>	<u>30,902</u>	<u>30,902</u>

Orkney Athletic and Running Club
Notes to the accounts (cont)
Period ended 14th November 2022

<u>Analysis of Payments</u>	Unrestricted funds 2022	Restricted funds 2022	Total 2022
7. Charitable Activities			
Membership & Coaching fees	10,293	-	10,293
Competitions	3,331	2,955	6,286
Equipment	8,213	27,333	35,546
Training & Trips	1,528	8,803	10,331
Insurance	324	-	324
Trophies/awards/medals & kit	1,995	-	1,995
Website	1,449	-	1,449
Administration	197	-	197
Sundry	624	-	624
	<u>27,954</u>	<u>39,091</u>	<u>67,045</u>

8 Athletics Island Games Team

These funds are held by Orkney Athletic and Running Club (in a separate bank account) on behalf of various athletes who wish to compete in the Island Games. The athletes carry out their own fundraising to raise the necessary funds to compete and deposit funds as and when they have raised them. The funds received are from both members and non-members and are paid over directly to the Orkney Island Games Association at the appropriate time. These funds do not belong to the Orkney Athletic and Running Club and, as they do not carry out the fundraising activities themselves, are restricted within the charitable activities of these accounts.