**KILMARNOCK HARRIER & ATHLETIC CLUB**

**SCOTTISH CHARITABLE INCORPORATED ORGANISATION (SCO46169)**

**ANNUAL GENERAL MEETING Wednesday 15 June 2022 – 7pm**

**Location – Ayrshire Athletics Arena, or**

**Zoom Meeting**

**https://us02web.zoom.us/j/82679101201?pwd=UWwzL3p4UzF5a2p5aUZxc0djbFo3QT09**

**Meeting ID: 826 7910 1201 Passcode: 630276**

AGENDA

1. Welcome, Introduction and Opening Remarks
2. Apologies
3. To approve the minutes of the AGM held on 14 May 2021
4. Chair’s Report
5. To receive and adopt the Annual Accounts and Examiners Report
6. Appointment of Independent Examiner
7. To approve membership fees for 2022/23
8. Member Proposals
9. To elect Trustees
10. To elect Management Committee
11. To elect Club Captains
12. Close

**Item 3 Minutes of 2021 AGM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | 14 May 2021 | **Time:** | 18..3 1900 |
|  |  |  |  |
| **Venue:** | Online Zoom Meeting |  |  |
|  |  |  |  |
| **Chair:** | Kate Todd | **Minutes:** | Suzanne Sharp |

1. **Attendance and Apologies**

Colin Glencorse, Alasdair Murray, Suzanne Sharp, Jim Young, Matt Dodds, Kate Todd, Ian Gebbie, Jennifer Beattie, Alan & Catherine McMahon, Susan Boyd, Jane Holt, Amanda Bryden, Sandra & Douglas Dickson, John Nicolson, Billy Roberton, Jim Goldie, Eddie Tonner, Laura Haggerty & Robert Lindsay

Apologies were received from Jean Youden, Lynn Smith, Connell Drummond and Donald McIntosh.

1. **2020 AGM minutes**

The previous years' minutes had been circulated and were approved by Jim Goldie and seconded by Ian Gebbie.

1. **Chair's Report**

When I began writing this report I thought what achievements has the club had this year with all road race, track events, cross country and league meetings all cancelled.
However, we have a great team of volunteers, coaches Trustees and committee members who have worked really hard to keep everyone motivated.
First on 7th June when Roon the Toon should have taken place338 runners ran a 10k in their local community and raised £507 for Ayrshire Cancer support.
We also had a challenge of running 3 virtual 5k races over a few weeks. The Valley Dash was held with36 runners taking part, Nataliya Petkova was the winner taking 3 mins of her previous time. Everyone had to adhere to COVID restrictions.
Xmas handicap was held at Craufurdland estate a new venue which proved to be very popular with 50 runners taking part over 2 days. Jonathan Downie ran the fastest time, Stewart Mc McAlister ran nearest to his predicted time, Laura Haggerty was Fastest lady and Mhairi Ballantyne was this year handicap winner.
The club also had the presentation of last year’s winners which we held outside at the AAA again adhering to Covid restrictions.
The junior section has also very active they held a Christmas Challenge in December which included 4 events 200mtrs, 800mtrs, Long Jump and Shot Putt. They were also set other challenges to prepare the young athletes for the upcoming summer season. Despite only returning to training a matter of weeks earlier there were some tremendous performances both on the track and in the field.

Looking ahead and subject to no new lockdown restrictions, we also have two “Two Together and Apart” Meets in May 2021 covering all disciplines of athletics. The first 3 meetings of the YDL Under 13/15 will be held at the AAA in June. Also, the Scottish Junior League under 17/20 will also be held in June.
Looking further ahead it’s hoped to have some form of National Championships later in the year and hopefully a return to full style competition over the winter. We also hope to start the Disability section next week.
During the lockdown many of the coaches continued to set challenges and post training schedules for both senior and junior groups.
Although we are an athletics club we also have hidden talents a budding author, and film producer. Scot Martin has written a book “Before I Forget” and has raised over £5000 plus for Alzheimer’s. Congratulations and well done Scott definitely worth a read. Our film producer Ian “Spielberg” Gebbie and Director Jake Ballantyne made a video to celebrate the 40th Anniversary of Dean Castle Country Park and Kilmarnock Harriers use and appreciation of the facility.
The club has had a busy year even during these difficult times.
My own achievement was joining a Zoom meeting first time. Before COVID restrictions When I heard the word Zoom I would think of me zooming round a track and Jim Young shouting you can do better Kate. Now I would just hope I would be able to join the meeting first time. I don’t think I will be applying for work in IT.
I would like to thank everyone who has supported me as chairperson over the past 3years.
The Trustees, Committee, all the Volunteers and Coaches who help make Kilmarnock Harriers run smoothly especially with all the restrictions over the past year.
Time is priceless. Thank you for sharing your time with us.

1. **Treasurer's Report/Adoption of Annual Accounts**

The annual accounts had been circulated and been audited by Fiona Doherty.

During closure no fees had been collected or any charges received from AAA and there had not been many expenses, this resulted in a profit of £6005 and there is currently £40,000 in bank going forward and we would be looking at approx £4000 deficit for the year 2021/22. Roon the Toon fund had a surplus of £6000 and sponsorship money had been received. The accounts were approved by Alan McMahon and seconded by Kate Todd.

1. **Appointment of Independent Auditor**

It was agreed to ask Fiona Docherty to continue as external examiner of club account for next year.

1. **Membership Fees**

**Membership Fees – 2021/22**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Kilmarnock | Cumnock *(Note 1)* |  |
|  | Notes | Monthly Fee | Monthly Fee | AnnualFee |
| Junior - 1 Child (11 and under) |  |  £ 14  |  £ 8  |  Nil  |
| Junior -1 Child (U17) |  |  £ 16  |  £ 9  |  Nil  |
| Junior -2 Child (U17) |  |  £ 25  |  £ 16  |  Nil  |
| Senior - Full Use  | 2,3 | £ 16 |  |  Nil  |
| Senior Road Running  | 2,4 | £ 7 |  | £75  |
| Senior (Concessionary) Road Running | 2,4,5 | £ 5 |  | £50 |
| Family (5 person/max 2 adults) | 6 | £ 28 |  |  Nil  |
| Disability | 9 | £ 8 |  |  Nil  |
| Non-resident Membership | 7 | £ 5 | Nil | Nil |
| Coach Membership |  | Nil | Nil | Nil |
| Volunteer Membership |  | Nil | Nil | Nil |
| Associate/2nd Claim | 8 | Nil |  Nil  |  £ 25  |

**Competitions included in the Club Fee**

|  |  |  |  |
| --- | --- | --- | --- |
| Competition | U11 | U13-U17 | Senior |
| 3 Ayrshire Open Graded T&F Meetings | X | X |  |
| Ayrshire XC Individual | X | X | X |
| Ayrshire XC Relay | X | X | X |
| Kilmarnock XC | X | X | X |
| Indoor League | X | X |  |
| U12 Superteams | X |  |  |
| West District XC Relay |  | X | X |
| West District XC (Individual) |  | X | X |
| National XC Relay |  | X | X |
| National XC (Individual) |  | X | X |
| West District Indoor T&F Championship (1 event) |  | X | X |
| West District Outdoor T&F Championship (1 event) |  | X | X |
| National Indoor T&F Championship (1 event) |  | X | X |
| National Outdoor T&F Championship (1 event) |  | X | X |
| National Track Relays (1 event) |  | X | X |

The proposal was to keep membership fees the same for 2021/22 but to remove Cumnock from the membership fee list. This was prop0sed by Eddie Tonner and seconded by Amanda Bryden.

 **8 Constitution Amendment**

To accommodate the ability to hold the AGM on a virtual basis it is proposed that Clause 43 of the Constitution is amended as follows (underlined text);

“The gap between one AGM and the next must not be longer than 15 months. Where the national government or local public health authority has imposed restrictions which prevent, or make it undesirable, to hold a meeting within 15 months of its predecessor the Trustees may authorise a suitable longer interval. Such a decision by the Trustees will only apply for one year at a time.

Where a physical meeting cannot be held because of national government or local public health authority have issued guidance or imposed restrictions preventing or making it undesirable to gather members together then it is acceptable to convene a meeting using electronic or other suitable means such as video-conferencing. A meeting so convened must still fulfill the other conditions of an AGM with regard to being quorate, agenda and minutes”

This was proposed by Alasdair Murray and seconded by Ian Gebbie.

 9**. Members Proposals**

A nomination had been been received from Ian Gebbie to award Kate Todd with an honourable membership, for her service to the club, being chairperson and running enthusiasm. This was seconded by Alasdair Murray. Kate replied that she was honoured to receive this and was quite speechless but thanked everyone.

**10. – To Elect Trustees (minimum three)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Role | Current Holder | Nominations |
| 1 | Chair |  Kate Todd  | Amanda Bryden |
| 2 | Vice Chair |  Amanda Bryden | Colin Glencorse |
| 3 | Treasurer |  Alasdair Murray  |  |
| 4 | Trustee |  Eddie Tonner  |  |
| 5 | Trustee |  Graham Short 1 |  |
| 6 | Trustee |  Alan McMahon  |  |
| 7 | Trustee | Douglas Dickson |  |
| 8 | Trustee |  Jane Holt  |  |
| 9 | Trustee | John Gebbie |  |
| 10 | Trustee | Laura Haggarty |  |

**Notes**

¹ Standing Down from Trustee role

Trustees are deemed to formally retire at each AGM, but are deemed to be re-elected unless:

* They formally intimate they do not wish to be reappointed.
* There is an election process and they are not re-elected

The constitution permits a maximum of 10 trustees.

To aid proceedings on the evening please could nominations (including a proposer and seconder) be sent to agm@kilmarnockharriers.com prior to the meeting. If nominating please check with the nominee to ensure they wish to be considered.

Nominations will still be accepted on the evening but again please check with the nominee to ensure they wish to be considered.

**Main Responsibilities of Trustees**

* Maintaining effective club governance
* Formation of the future strategy
* To act on behalf of the club in a fair and unbiased manner
* To continually adapt and deliver the Club Development/Business Plan

**11 - To elect Office Bearers (Management Committee)**

|  |  |  |
| --- | --- | --- |
| Role | Current Holder | Nominations |
| Chair | Chair of the meeting could be trustee chair, one of the trustees or general committee leads. |  |
| Vice Chair | As above |  |
| Minute Secretary | Lynn Smith |  |
| Finance Lead | Alasdair Murray  |  |
| Admin/Comms Lead |  |  |
| Athlete and Welfare Lead |  |  |
| Volunteer Lead |  |  |
| Events Lead |  Ian Gebbie  |  |
| Competition Lead | Suzanne Sharp |  |
| Ayrshire Harriers Rep | Jean Youden |  |

**Notes**

Positions can be held on a joint basis and we would encourage more people to join to assist these roles.

To aid proceedings on the evening please could nominations (including a proposer and seconder) be sent to agm@kilmarnockharriers.com prior to the meeting. If nominating please check with the nominee to ensure they wish to be considered.

Anyone who has an interest in aiding the Lead person in their role to help carry out development or day to day activities at the club (but does not wish to attend monthly meetings) please contact the Lead person or email volunteering@kilmarnockharriers.com

|  |  |
| --- | --- |
| Part Time Roles (Paid, not elected) |  |
| Club Together Officer | Billy Roberton |
| Athletics Pathways Development Officer | Jim Goldie |

Minute Secretary – Lynn Smith intimated that she wanted to step down, Ian Gebbie, Suzanne Sharp and Jean Youden were all happy to continue.

Kate Todd would be volunteer lead and Welfare would be Laura Haggerty and Jane Raeburn.

**Item 12 - To elect Club Captains**

|  |  |  |
| --- | --- | --- |
| Role | Current Holder | Nominations |
| Senior Captain - Female |  Jennifer Beattie |  |
| Senior Captain - Male |  Robert Lindsay  |  |

Both club captains were happy to continue.

**AOB.**

Scott Martin has written a book and is raising funds for Alzheimer’s and Eddie Tonner proposed the a £500 donation would be given from the Harriers, Kate Todd seconded. Ian Gebbie would organise a run past his house to present this to him.

Membership had dropped by 60-70 during the year but hopefully new members would replace those.

Kate then thanked everyone again for attending the meeting and it was closed at 750pm.

**Item 5. To receive and adopt the Annual Accounts & Examiners Report.**

**Kilmarnock Harrier & Athletic Club**

**(a Scottish Charitable Incorporated Organisation (SCIO))**

**Scottish Charity No – SC046169**

**Annual Report and Financial Statements**

**For the period 1 March 2021 to 28 February 2022**

**Trustees’ Annual Report**

**For the period ended 28 February 2022**

The trustees have pleasure in presenting their report together with the financial statements for the period 1 March 2021 to 28 February 2022.

**Reference and Administrative Information**

**Charity name**

Kilmarnock Harrier & Athletic Club

**Charity no**

SC046169

**Address**

Ayrshire Athletics Arena, Queens Drive, Kilmarnock KA1 3XF

**Current Trustees**

* Amanda Bryden- Chair
* Colin Glencorse
* Alasdair Murray - Treasurer
* Alan McMahon
* John Gebbie
* Jane Holt
* Douglas Dickson
* Kate Todd
* Laura Haggarty

**Structure, Governance and Management**

**Constitution**

Kilmarnock Harrier & Athletic Club (the Club) is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 2 December 2015. It has a single tier structure and as such the trustees are the members of the charity.

**Appointment of trustees**

The Trustee Board are the charity’s trustees. Membership of the Trustee Board is open to all members (including parents and guardians of children in the Club). To allow for some external knowledge and input to the running and development of the Club appointment as a Trustee is also open to interested members of the community, who the Club or the Board consider their participation will be of benefit to the Club.

Trustees are elected at the annual general meeting. There must be a minimum of three and a maximum of ten trustees.

**Independent Examiner’s Report to the Trustees of Kilmarnock Harrier & Athletic Club**

I report on the accounts of the charity for the period ended 28 February 2022 which are set out on pages 6 to 9.

**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

• to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

1. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: …………………………………………Fiona Docherty

Relevant Professional qualification/professional body:

Address: c/o Ayrshire Athletics Arena, Queens Drive, Kilmarnock.

Date: 2 June 2022

**Objectives and Activities**

**Charitable purposes**

To provide promote and develop track and field activities, road running, cross country and related activities. In doing so the Club supports participation in sport and contributes to the wellbeing of the Community

**Activities**

The Club provides athletic coaching and competition to members of the community from age 9 upwards, based at the Ayrshire Athletics Arena, Kilmarnock.

The Club primarily operates on 4 nights a week with ancillary training groups taking place at other times throughout the week.

The Club also support a Disability and Race Runner (disability bikes) section.

The Club operates an online membership database hosted by LoveAdmin which also supports the collection of membership fees on a monthly or annual basis. This gives the Club visibility over active membership numbers at all times rather than single point annual payment. At end of February 2022 membership was stable at 345 (346) comprising - Junior 161, Senior (incl Veterans &U20) 159, Associate 22 and Disability 3. There has been limited opportunity to bring in new members to the Club as activity returns to pre Covid guidelines together with a shortage of coaches. A waiting list of 50 will assist in restoring membership to previous levels as we look to rebuild capacity.

Club activities were curtailed at the start of 2021 as a result of restrictions imposed due to the Coronavirus lockdown. In these periods membership fees were not collected and East Ayrshire Leisure waived let costs for the period. A number of events the Club normally participates in or host were not held particularly through the summer although by the Winter Cross Country season events returned to their normal program. Roon the Toon was deferred until August 2021 with 1500 entrants and almost 1200 finishers in one of the first major road races to be held in Scotland after the lifting of Covid restrictions.

The Club’s activities are made possible by the commitment and enthusiasm of a number of volunteers who deliver coaching and support the administration and organisation of the Club and events. Coaches are supported by the Club in their attendance and achievement of appropriate coaching qualifications.

In addition the Club, along with financial support from SportScotland, East Ayrshire Leisure and the East Ayrshire Athletics Partnership continued to employ, on a part time basis, an Athletic Pathways Development Officer. The paid role of the Business Development Officer ended in December 2021 although many of the activities continue to be carried out, on a voluntary basis by the former role holder. These roles support the activities and development of the Club and strengthen the coaching structure and capabilities in the Club.

The Ayrshire Athletics Arena and its staff provide an excellent facility from which the Club operate

**Financial review**

The Club’s main sources of funding is annual membership fees.

Membership income was higher in the year as the club was active in more months

Despite the reduced activity an operating surplus of £6k has been incurred for the year, similar to 2020. Whilst a number of factors contributed to this turnaround, the main contributors were receipts from a Gift Aid claim: lower event entry and transport costs due to the reduced program of events in 2021 and the absence of an annual awards event in the financial year with associated awards costs.

Monthly membership fees were only applied in the months in which the Club operated. Charges for the AAA were also levied only in the active months.

AAA let costs remain the Clubs largest outlay and represent c 36% of Membership fees, consistent with previous years.

The Club has commenced submitting claims for Gift Aid on membership fees to HMRC. We are entitled to back date and so far claimed to 2018/19. Claims for subsequent years continue to be progressed.

**Management**

The activities, strategic development and finances of the Club are overseen by a Board of trustees who meet periodically to consider the Club development plan, financial position and any material matters arising from the administration committee.

A management committee meet monthly to consider the day to day activities of the Club including membership, capacity, events, competition, member welfare and general administration issues.

**Reserves policy**

The Trustees’ policy is to retain approximately 6 months’ worth of core running costs – facility lets, Club Together Fees, race entry fees and our Scottish Athletics annual affiliation - in order to meet commitments and to cover any unexpected expenditure. This expenditure stands at around £25,000 in a “normal year, ie not impacted by Covid closure etc.

Unrestricted Reserves are in excess of this at £45k. The Trustees believe that this is an acceptable range but will continue to monitor the position.

**Plans for future period**

The trustees intend to continue to pursue the growth and development of the Club on a managed and controlled basis building on our recent successes.

We continue to support and develop the capabilities of our coaches and look to expand the pool of coaches. In doing so this assists our objective of managing the membership waiting list, building schools partnerships and other connections in the community.

A number of members trained for Jog Leader qualification which will assist in developing and retaining new senior members to the Club. A Young Athlete development program completed in early 2022 and helped to develop the coaching and leadership skills of junior members. We will look to these members to support the coaching capacity of the Club

As Covid lockdown restrictions have largely eased we hope the year ahead will see activity at the Club and in the wider world of athletics and competition return to previous levels.

**Income & Expenditure Account – Period 1/3/21 to 28/2/22**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Income | Expenditure | Net 2022 |  |  |
|  | Note | £ | £ | £ |  |  |
|  |  |  |  |  |  |  |
| **General Income & Expenditure** |  |  |  |  |
| Membership fees |  | 38,942 |  | 38,942 |  |  |
| Membership collection fees |  |  | 1,037 | (1,037) |  |  |
| Gift Aid |  | 2,507 |  | 2,507 |  |  |
| Grants / Donations |  | 7,500 |  | 7,500 |  |  |
| Let costs |  |  | 14,013 | (14,013) |  |  |
| Event Expenses – Race entry | 1 | 20 | 2,315 | (2,295) |  |  |
| Transport |  | 315 | 1,395 | (1,080) |  |  |
| Club Together Fees |  |  | 14,000 | (14,000) |  |  |
| SAF annual levy |  |  | 2,576 | (2,576) |  |  |
| League fees & subscriptions | 2 |  | 720 | (720) |  |  |
| Club Kit members |  | 1,735 | 982 | 753 |  |  |
| Club Kit - Volunteers |  |  | 696 | (696) |  |  |
| Coaching courses |  |  | 3,463 | (3,463) |  |  |
| Kilmarnock hosted events |  | 994 |  | 994 |  |  |
| Race / Event materials & Equipment |  |  | 477 | (477) |  |  |
| Annual Awards event |  |  | 50 | (50) |  |  |
| Social events |  |  | 1,382 | (1,382) |  |  |
| IT Costs |  |  | 1,371 | (1,371) |  |  |
| Volunteer Expenses |  |  | 225 | (225) |  |  |
| Miscellaneous | 3 | 41 | 1,227 | (1,186) |  |  |
|  |  |  |  |  |  |  |
| *Sub Total – Surplus from normal activities* |  | *52,054* | *45,929* | *6,125* |  |  |
|  |  |  |  |  |  |  |

**Designated Reserves Income & Expenditure**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Roon the Toon Event | 5 | 42,593 | 36,953 | 5,640 |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Income & Expenditure** |  | **94,647** | **82,882** | **11,765** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Balance Sheet as at 28/2/22**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assets** | £ | 2022 |  | £ | 2021 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Bank – Current Account |  | 10,268 |  |  | 13,052 |
| Bank – Deposit Account |  | 40,000 |  |  | 31,091 |
| Bank – Roon the Toon (Note 4) |  | 53,940 |  |  | 48,300 |
|  |  |  |  |  |  |
| **Liabilities** |  |  |  |  |  |
|  |  |  |  |  |  |
| Creditors |  |  |  |  |  |
|  |  |  |  |  |  |
| NET ASSETS |  | 104,208 |  |  | 92,443 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Reserves** |  |  |  |  |  |
|  |  |  |  |  |  |
| Balance as at 1/3/21 |  | 92,443 |  |  |  |
| Surplus of Income over Expenditure 2021/22 |  | 11,765 |  |  |  |
|  |  |  |  |  |  |
| RESERVES TOTAL |  | 104,208 |  |  | 92,443 |

(Reserves include £55,940 of designated reserves – See Note 4)

Prepared by …………………………………. Alasdair Murray (Treasurer)

Notes to Accounts

Note 1

|  |
| --- |
| **Event Entry** |
|  |  |  |  |
| National Relays |  | 232 |  |
| SAIL  |  | 600 |  |
| West XC Relays |  | 126 |  |
| Ayrshire XC Relays |  | 325 |  |
| National Short Course |  | 46 |  |
| Ayrshire XC |  | 228 |  |
| West XC |  | 203 |  |
| National Indoor Relay |  | 72 |  |
| National XC |  | 231 |  |
| Other |  | 252 | 2,315 |

Note 2

|  |
| --- |
| **League Fees & Subscriptions** |
|  |  |  |  |
| Ayrshire Harriers |  | 120 |  |
| YDL |  | 200 |  |
| CSSAL |  | 400 | 720 |

Note 3

|  |
| --- |
| **Miscellaneous Income / Expenses** |
|  |  |  |  |
| Misc | 41 |  |  |
|  |  |  |  |
| Donation -S Martin Book  |  | 500 |  |
| Athlete Recognition |  | 200 |  |
| First Aid – R Young race |  | 84 |  |
| Photo Finish Equip Insurance |  | 161 |  |
| Stationery |  | 35 |  |
| Other |  | 247 | 1,227 |
|  |  |  |  |
|  |  |  | (1,186) |

Note 4

**Designated Reserves**

|  |  |  |  |
| --- | --- | --- | --- |
| a. Other |  |  |  |
| Balance Cfwd |  | 2,000 |  |
| Addition |  | - | 2,000 |
|  |  |  |  |
| b. Roon the Toon  |  |  |
| Balance Cfwd | 48,300 |  |
| 2021/22 Surplus (Note 5) | 5,640 | 53,940 |
|  |  |  |

Note 5

**Roon the Toon – Income & Expenditure**

This represents the income / expenditure for the period of this financial statement. The 2021 Roon the Toon was held in August 2021. Some income for the 2021 event was recorded in the 2020/21 financial statement, and the income recorded this year includes income received from entries for the 2022 event. On a stand alone basis the 2021 event incurred a small deficit of £390. See Appendix 1 for details of the 2021 event financial statement

|  |  |  |  |
| --- | --- | --- | --- |
| INCOME |  |  |  |
|  |  |  |  |
| Race Entry Fees |  | 26,343 |  |
| Event Sponsor Income |  | 16,250 | 42,593 |
|  |  |  |  |
|  |  |  |  |
| EXPENDITURE |  |  |  |
|  |  |  |  |
| SA Levy |  | 2,390 |  |
| Race Timing |  | 5,059 |  |
| Traffic Management |  | 7,776 |  |
| T Shirts |  | 7,453 |  |
| Buffs |  | 1,747 |  |
| 5 Year Hoodies |  | 1,309 |  |
| Prize Money |  | 3,200 |  |
| Medals |  | 2,555 |  |
| Portaloo Hire |  | 1,764 |  |
| Donations |  | 1,100 |  |
| Event promotion |  | 1,842 |  |
| First Aid |  | 684 |  |
| Other |  | 74 | 36,953 |
|  |  |  |  |
|  |  |  |  |
|  | **NET INCOME** |  | **£5,640** |

 **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 (General Reserves) are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain several Bank accounts for the day-to-day running of the club. A separate Bank account is maintained for the financial administration of the annual “Roon the Toon” event

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

Appendix 1

**Kilmarnock Harrier & Athletic Club (SC046169)**

**Roon the Toon 2021 Event – Income & Expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
| INCOME |  |  |  |
|  | Note |  |  |
| Race Entry Fees |  | 27,095 |  |
| Event Sponsor Income | 1 | 11,150 |  |
| Team Prize Sponsor Income | 2 | 1,600 |  |
| T shirt sales |  | 95 |  |
|  |  |  |  |
|  | **TOTAL INCOME** |  | **39,940** |
|  |  |  |  |
| EXPENDITURE |  |  |  |
|  |  |  |  |
| Scottish Athletics Levy |  | 2,390 |  |
| Race Timing |  | 5,455 |  |
| Traffic Management |  | 7,776 |  |
| Prize Money |  | 3,200 |  |
| Event mementoes |  | 9,295 |  |
| Medals  |  | 2,555 |  |
| 5 Year hoodies |  | 1,309 |  |
| First Aid |  | 684 |  |
| Portaloo Hire |  | 1,764 |  |
| Donations (Note 3) |  | 1,907 |  |
| Event promotion |  | 3,199 |  |
| Signage, Stationery & materials |  | 723 |  |
| Other |  | 73 |  |
|  |  |  |  |
|  | **TOTAL EXPENDITURE** | **40,330** |
|  |  |  |  |
|  | **NET INCOME** |  | **(390)** |

Note 1

Event Sponsor Income

|  |  |
| --- | --- |
| Specsavers | 3,000 |
| East Ayrshire Leisure | 3,000 |
| Diageo | 3,000 |
| MKM | 1,000 |
| Glenmavis Traffic | 1,000 |
| Ayrshire Sportsability | 150 |
|  |  |
| TOTAL  | 11,150 |
|  |  |

Note 2

Team Prize Sponsor Income

|  |  |
| --- | --- |
| Barnetts | 150 |
| J Guthrie & Co | 150 |
| Mackintosh & Wyllie | 150 |
| McSherry Halliday | 150 |
| East Ayrshire Leisure | 500 |
| East Ayrshire Sports Council | 500 |
|  |  |
| TOTAL | 1,600 |

Note 3

Donations

|  |  |
| --- | --- |
| Servs (defibrillator)  | 300 |
| Ayrshire Cancer Support | 507 |
| Servs (2021 event)  | 400 |
| East Ayrshire Churches Homelessness | 400 |
| Centrestage | 100 |
| Salvations Army | 100 |
| Killie Cheerleaders | 100 |
|  |  |
| TOTAL | 1,907 |

**Item 7 – Membership Fees for 2022/23**

Propose unchanged from 2021/22.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Notes | Monthly Fee | AnnualFee |
| Junior - 1 Child (11 and under) |  | £14 |  Nil  |
| Junior -1 Child (U17) |  | £16 |  Nil  |
| Junior -2 Child (U17) |  | £25 |  Nil  |
| Senior - Full Use  | 1,2 | £16 |  Nil  |
| Senior Road Running  | 3 | £7 | £75  |
| Senior (Concessionary) Road Running | 3,4 | £5 | £50 |
| Family (5 person/max 2 adults) | 5 | £28 |  Nil  |
| Disability |  | £8 |  Nil  |
| Non-resident Membership | 6 | £5 | Nil |
| Associate/2nd Claim | 7 | Nil |  £25  |
| Coach Membership |  | Nil | Nil |
| Volunteer Membership |  | Nil | Nil |

**Club membership is managed and administered via www.loveadmin.com:**

**Notes**

1. Senior Membership Category applies to all age groups beyond U17.

2. Senior membership - Full Use - Use of any of the facilities at AAA (outdoor track, indoor track, equipment (including for warm up purposes, changing and showers)) at any Club training time will require membership under for this category.

3. Senior membership - Road Running - Use of the AAA facilities is limited to registration, toilets (not changing or showering) and training group meeting. Membership fees may be paid monthly or annually

4. Concessionary refers to Full Time Students, unemployed and Over 60's. Students must provide current matriculation card as proof of student status.

5. Family Membership - Full Use - Up to a max of 5 persons (Max 2 Adults (18 and over)). This category applies to existing members. All new members added to this category must register and complete current joining procedures before joining the club which may be subject to a Waiting List at that time. It is not possible to co-opt other new members to this category before joining procedures are complete.

6. Non-resident membership applies to 1st claim athletes who train at alternative venues i.e Schools of Sport, Universities or overseas etc. Therefore these athletes do not use the facilities provided by Kilmarnock Harrier & AC but can access the other benefits provided.

7. Associate membership is available for members who wish to maintain an association with the Club, but are not actively training with the Club (participation at social/club events permitted)2nd Claim fee applies to athletes who train at another facility and are 1st Claim members of another club. However, 2nd Claim athletes who train at any of Kilmarnock Harrier & AC facilities during club nights require payment of the monthly fee.

For long periods of illness please contact treasurer@kilmarnockharriers.com  for assistance.

In cases of financial hardship please contact treasurer@kilmarnockharriers.com  for assistance.

**Terms and Conditions of Membership Fee payment**

* Monthly fees are payable monthly in advance, by the 5th of the month via LoveAdmin system.
* Fees paid annually must be paid ~~by 31 May~~ within 30 days of the AGM, or on joining, if later. The Club membership year is 1st May to 30th April.
* Age group is determined by age as at 1st May in membership year.
* All payments, monthly or annually are non refundable.
* After payment, no concession / discount/ refund in the event of non attendance (eg holiday / injury).
* Non payment of fees will lead to termination of membership (max 28 day payment window for late payment).
* In the event of non payment re-joining of the Club will be subject to the Club joining requirements, which may include a waiting list at that time.
* Any member who ceases to be a member through non payment of fees can only re-join and attend from 1st May (waiting list permitting). If a member wishes to re-join before May they will be subject to payment of all outstanding monthly fees since leaving the club in that calendar year.
* Membership fee includes payment by the Club of entry fees to a range of National / District and County events as specified on the membership fees schedule.

**Competitions included in the Club Fee**

|  |  |  |  |
| --- | --- | --- | --- |
| Competition | U11 | U13-U17 | Senior |
| 3 Ayrshire Open Graded T&F Meetings | X | X |  |
| Ayrshire XC Individual | X | X | X |
| Ayrshire XC Relay | X | X | X |
| Kilmarnock XC | X | X | X |
| Indoor League | X | X |  |
| U12 Superteams | X |  |  |
| West District XC Relay |  | X | X |
| West District XC (Individual) |  | X | X |
| National XC Relay |  | X | X |
| National XC (Individual) |  | X | X |
| West District Indoor T&F Championship  |  | X | X |
| West District Outdoor T&F Championship  |  | X | X |
| National Indoor T&F Championship  |  | X | X |
| National Outdoor T&F Championship  |  | X | X |
| National Track Relays (1 event) |  | X | X |

**Notes**

There are no West District or National competitions for U11’s.

Where you have advised that you wish to participate in any of the events listed above where the Club has paid the entry fee if you do not attend and participate the Club reserves the right to obtain reimbursement for the entry fee paid.

 You must indicate to the club that you wish to enter many of these events as they are pre-entry by the Club. For West and National competitions you must have a valid SA number (<http://www.scottishathletics.org.uk/membership/>).

Track and Field competitions are required to be entered by the individual and one event can then be reclaimed back from the club. Every effort must be made to participate if entered. In the case of repeat offenders your entry fee may not be reimbursed.

**Item 8 - Member Proposals**

If any member wishes to submit a proposal this would be required to submission 7 days before the meeting in writing to a Trustee or Committee member or by email to agm@kilmarnockharriers.com. Each proposal must have a proposer and seconder and have a clear justification and any approx. potential costs incurred. Any member proposals will be distributed prior to the AGM.

**Item 9 – To Elect Trustees (minimum three)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Role | Current Holder | Nominations |
| 1 | Chair | Amanda Bryden |  |
| 2 | Vice Chair | Colin Glencorse |  |
| 3 | Treasurer |  Alasdair Murray  |  |
| 4 | Trustee |  Kate Todd |  |
| 5 | Trustee |  Alan McMahon  |  |
| 6 | Trustee | Douglas Dickson |  |
| 7 | Trustee |  Jane Holt (1) |  |
| 8 | Trustee | John Gebbie |  |
| 9 | Trustee | Laura Haggarty |  |
| 10 | Trustee |  |  |

1. Intimated standing down

**Notes**

Trustees are deemed to formally retire at each AGM, but are deemed to be re-elected unless:

* They formally intimate they do not wish to be reappointed.
* There is an election process and they are not re-elected

The constitution permits a maximum of 10 trustees.

To aid proceedings on the evening please could nominations (including a proposer and seconder) be sent to agm@kilmarnockharriers.com prior to the meeting. If nominating please check with the nominee to ensure they wish to be considered.

Nominations will still be accepted on the evening but again please check with the nominee to ensure they wish to be considered.

**Main Responsibilities of Trustees**

* Maintaining effective club governance
* Formation of the future strategy
* To act on behalf of the club in a fair and unbiased manner
* To continually adapt and deliver the Club Development/Business Plan

**Item 10 - To elect Office Bearers (Management Committee)**

|  |  |  |
| --- | --- | --- |
| Role | Current Holder | Nominations |
| Chair | Chair of the meeting could be trustee chair, one of the trustees or general committee leads. |  |
| Vice Chair | As above |  |
| Minute Secretary | Lynn Smith |  |
| Finance Lead | Alasdair Murray |  |
| Admin/Comms Lead |  |  |
| Athlete and Welfare Lead | Laura Haggarty / Jane Holt |  |
| Volunteer Lead | Kate Todd |  |
| Events Lead |  Ian Gebbie  |  |
| Competition Lead | Suzanne Sharp |  |
| Ayrshire Harriers Rep | Jean Youden |  |

**Notes**

Positions can be held on a joint basis and we would encourage more people to join to assist these roles.

To aid proceedings on the evening please could nominations (including a proposer and seconder) be sent to agm@kilmarnockharriers.com prior to the meeting. If nominating please check with the nominee to ensure they wish to be considered.

Anyone who has an interest in aiding the Lead person in their role to help carry out development or day to day activities at the club (but does not wish to attend monthly meetings) please contact the Lead person or email volunteering@kilmarnockharriers.com

|  |  |
| --- | --- |
| Part Time Roles (Paid, not elected) |  |
| Athletics Pathways Development Officer | Jim Goldie |

**Item 11 - To elect Club Captains**

|  |  |  |
| --- | --- | --- |
| Role | Current Holder | Nominations |
| Senior Captain - Female |  Jennifer Beattie |  |
| Senior Captain - Male |  Robert Lindsay  |  |

**Notes**

To aid proceedings on the evening please could nominations (including a proposer and seconder) be sent to agm@kilmarnockharriers.com prior to the meeting. If nominating please check with the nominee to ensure they wish to be considered.