

REGISTERED COMPANY NUMBER: 08000540 (England and Wales)
REGISTERED CHARITY NUMBER: 1147342

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017
FOR
MERSEYSIDE SPORTS FOUNDATION

Ip's Associates Limited
Oscar Ip & Co. Chartered Accountant
3rd Floor, Trident House
31-33 Dale Street
Liverpool
L2 2HF

MERSEYSIDE SPORTS FOUNDATION
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

	Page
Report of the Trustees	1 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 9
Detailed Statement of Financial Activities	10

MERSEYSIDE SPORTS FOUNDATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

Merseyside Sports Foundation (MSF), for the reporting period above, was in its fifth year of operating and has seen a number of milestones achieved. MSF has continued to strengthen its governance, structure, achievements and development of its five trustees and six members of staff.

Highlighted Successes

During this reporting period MSF has seen some significant new successes. MSF would like to highlight the following:-

- Provided advice, guidance and funding support to over thirty local organisations, encouraging local communities to lead a more active lifestyle.

- Provided a strategic overview of Sefton Club infrastructure - A commission, valued at £10,000, secured to review the support provided to voluntary sector sports clubs in Sefton. A series of large scale stakeholder engagement events and an on line survey was successfully completed. This resulted in a comprehensive development plan detailing key priorities, capacity requirements and support services needed to ensure the voluntary club infrastructure can flourish across Sefton.

- Improved capacity, skills and knowledge amongst primary school workforce across Merseyside. Over 100 teachers attended a conference to improve their understanding and evaluation of the impact which physical activity and sport has on pupils, both within the school day and afterschool. See example of success <http://www.merseysidesport.com/pe-sport-premium-workshop-case-study/>

- Increased physical activity provision within the workplace amongst public, private and voluntary sector organisations. This saw £8,000 worth of grants being distributed to organisations to enable the purchase of equipment and training to help deliver activity sessions to improve the wellbeing of their workforce.

- Improved capacity through education and training workshops. MSF have coordinated 39 workshops to 525 coaches and volunteers improving their skills, knowledge and competencies (53% Male, 47% Female, 58% from priority areas). See example of success of improved skills impact <http://www.merseysidesport.com/assets/Sainsburys-Active-Kids-Inclusive-Community-Training-Case-Study.pdf>

Legal and operational perspective, Merseyside Sports Foundation has retained the following services 2016-2017:-

- DLP Solicitors, continue to provide capacity to the Foundation in areas of recruitment, human resources and any legal advice. This relationship continues to be excellent and there are no issues to report here.

- Ip's Associates Chartered Accountant, continue to provide a service as an Independent Examiner as well as providing payroll support and processing for all employees. This relationship too has been excellent and had provided much advice around HMRC.

- The accounts are held with the Co-Operative Bank, which is not only an ethical bank, but equally in a comparison exercise, had no charges at the time for utilising their services.

- Both the Chair and one trustee are authorised signatories for this account. A preferred method of payment is via Bacs and there are now a number of suppliers added to this via the online banking system. This provides easy access and there are clear financial processes in place for payment.

- Insurance continues to be provided through Tennyson Insurance Brokers, who once again provided an excellent quote for the year. They provide Public Liability, Employees Liability and Trustees Indemnity cover. Again, an excellent organisation to work with and no issues to report.

- Pension provider analysis researched for implementation as of May 2017 for the Foundation staff

Staffing perspective: Merseyside Sports Foundation has maintained its staff levels during 2016-2017:-

- Sport and Physical Activity Officer, who supports organisations to develop and implement a successful children and young people development programme

- Research officer, who has been instrumental in providing data, information and insight to support local organisations to grow physical activity opportunities for local residents

- Officer Manager (PT), who ensures MSF operates efficiently and effectively providing high quality support to the Board of Trustees, in order to priorities and target resources appropriately

- Business Support Officer, to assist with external contracts and communications

MERSEYSIDE SPORTS FOUNDATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

In addition MSF has recruited on short term contract, two additional members of staff as follows:-

- Business Support Officer, who provides administrative support and guidance to organisations
- Sport and Physical Activity Officers, who supports organisations to develop and implement a successful children and young people development programme

All staff have actively participated in a leadership and team building programme <http://www.thecolourworks.com/> which has proven very successful in the delivery of the charities objectives.

It is anticipated that within 2017-18, there will be many new opportunities for the Merseyside Sports Foundation, particularly building capacity, leadership and supporting organisations with funding applications to inspire the people of Merseyside to become more active. In doing so, MSF will be investigating the options for a trading service to better meet its objectives.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08000540 (England and Wales)

Registered Charity number

1147342

Registered office

Unit 1 Dakota Business Park
Skyhawk Avenue
Garston
Liverpool
Merseyside
L19 2QR

Trustees

J Bell
Professor P A Shenton
Ms J Stephens
A Walker

Company Secretary

Ms J Stephens

Independent examiner

Ip's Associates Limited
Oscar Ip & Co. Chartered Accountant
3rd Floor, Trident House
31-33 Dale Street
Liverpool
L2 2HF

Solicitors

DLP Solicitors
Southerly 7
Waterfold Business Park
Bury
BL9 7BR

Bankers

The Co-Operative Bank plc
PO Box 250
Skelmerdale
WN8 6WT

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Merseyside Sports Foundation was incorporated as a Company Limited by Guarantee on 21 March 2012. It was registered as a charity on 21 May 2012.

MERSEYSIDE SPORTS FOUNDATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The Foundation will operate its corporate governance through a board of trustees appointed in line with corporate and Charitable guidelines. The board will comprise a minimum of three directors appointed on the basis of required skill sets. To provide stability and continuity, the initial directors/trustees will be entitled to serve 2 terms of 3 years each. After this term 1 director / trustee position will be changed each year in line with charity commission guidelines.

The Trustees Board oversees the recruitment of Trustees and undertakes a periodic skills audit of the Board.

Applications for Trusteeship are sought through open advertisement and personal contact. Applicants are assessed against a trustee job description and shortlisted candidates are interviewed by a panel of Trustees and appointed by the Trustee Board.

Induction and training of new trustees

New Trustees are provided with induction meetings with the key staff and are given a detailed governance pack. Arrangements are made for Trustees to visit Merseyside Sports Foundation's projects and services. Trustees receive information newsletters, presentations on aspects of Foundation's work and on matters affecting the voluntary sector.

Risk management

The Trustees have in place a risk management process. The process identifies the types of risks the Charity faces, prioritises them in terms of likelihood of occurrence and potential impact, identifies the means of managing these risks and monitors how they are managed. Development and review of the risk management arrangements are the responsibility of the Board of Trustees.

The key risks identified by Board at the end of 2013/14, together with the actions taken or intended to be taken in response to these risk is as follow:

Loss of income due to public sector spending cuts and increased competition. Merseyside Sports Foundation's response is to focus more resource on our business development team, keep our quality high and our costs competitive.

OBJECTIVES AND ACTIVITIES

Objectives and aims

1. To promote for the benefit of the inhabitants of Merseyside (inclusive of the Boroughs of Liverpool, Sefton, St. Helens, Knowsley, Halton and Wirral) the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or the public at large in the interest of social welfare and with the object of improving the condition of life of the said inhabitants.

2. The advancement of such other charitable purposes beneficial to the community consistent with the object set out in 1 above as the Trustees of the Charity shall in the absolute discretion determine.

Other relevant information

Purpose (What)

- Amateur Sport

Beneficiaries (Who)

- Children / Young People
- Elderly / Old People
- People with disabilities
- People of a particular ethnic or racial origin
- Other Charitable or voluntary bodies
- General public / mankind

Methods of operation (How)

- Provide services
- Provide advocacy / advice / information
- Sponsors or undertakes research
- Acts as an umbrella or resource body

MERSEYSIDE SPORTS FOUNDATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

OBJECTIVES AND ACTIVITIES

Significant activities

Merseyside Sports Foundation will undertake pieces of work in the following areas:-

- Social marketing and promotions
- Research, data and customer analysis
- Production of strategies, business plans, marketing plans
- Apply for grant and funding
- Monitoring and evaluation of projects and programmes

The benefit to the public from the services outlined above is:-

- 1: Better informed choices for the public to take part in sport and physical activity provision
- 2: Better promotional information allowing public to be sign posted to sport and physical activity
- 3: Better targeted interventions enabling vulnerable people to benefit from sport and physical activity provision
- 4: More funding allowing for more sport and physical provision to be delivered in Merseyside
- 5: Better sharing of good practice amongst delivery partners enabling more opportunities to public through sport and physical activity
- 6: Better health and wellbeing for the public of Merseyside
- 7: More people more active more often

FINANCIAL REVIEW

Reserves policy

The Board of Trustees conduct an annual review of the level of unrestricted reserves in the general fund by considering risks associated with the various income streams, expenditure plans and balance sheet items. This enables an estimate to be made of the level of reserves that are sufficient:

- to allow time for re-organisation in the event of a downturn in income or asset values
- to protect ongoing work programmes
- to allow the Charity to meet its objectives


Investment policy and objectives

The trustees' investment objective is to maximise long-term total return. The trustees' investment policy is to achieve long-term growth in both income and capital value through low risk bank savings.

FUTURE DEVELOPMENTS

The charity's aims and objectives remain constant and do not change from year to year.

Approved by order of the board of trustees on 21 July 2017 and signed on its behalf by:


J Bell - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
MERSEYSIDE SPORTS FOUNDATION**

I report on the accounts for the year ended 31 March 2017 set out on pages six to nine.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with 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 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Ip's Associates Limited
Oscar Ip & Co. Chartered Accountant
3rd Floor, Trident House
31-33 Dale Street
Liverpool
L2 2HF

21 July 2017

MERSEYSIDE SPORTS FOUNDATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

		31.3.17 Unrestricted fund £	31.3.16 Total funds £
INCOMING RESOURCES	Notes		
Incoming resources from generated funds			
Voluntary income		180,991	133,703
Investment income	2	126	221
Total incoming resources		<u>181,117</u>	<u>133,924</u>
 RESOURCES EXPENDED			
Governance costs		4,040	2,040
Other resources expended		158,511	108,760
Total resources expended		<u>162,551</u>	<u>110,800</u>
 NET INCOMING RESOURCES		<u>18,566</u>	<u>23,124</u>
 RECONCILIATION OF FUNDS			
Total funds brought forward		194,259	171,135
 TOTAL FUNDS CARRIED FORWARD		<u><u>212,825</u></u>	<u><u>194,259</u></u>

The notes form part of these financial statements

MERSEYSIDE SPORTS FOUNDATION

**BALANCE SHEET
AT 31 MARCH 2017**

	Notes	31.3.17 Unrestricted fund £	31.3.16 Total funds £
CURRENT ASSETS			
Debtors	5	295	-
Cash at bank		217,019	195,594
		<u>217,314</u>	<u>195,594</u>
CREDITORS			
Amounts falling due within one year	6	(4,489)	(1,335)
NET CURRENT ASSETS		<u>212,825</u>	<u>194,259</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		212,825	194,259
NET ASSETS		<u>212,825</u>	<u>194,259</u>
FUNDS	7		
Unrestricted funds		212,825	194,259
TOTAL FUNDS		<u>212,825</u>	<u>194,259</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 21 July 2017 and were signed on its behalf by:



J Bell -Trustee



Professor P A Shenton -Trustee

The notes form part of these financial statements

MERSEYSIDE SPORTS FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. INVESTMENT INCOME

	31.3.17	31.3.16
	£	£
Deposit account interest	126	221
	<u> </u>	<u> </u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

4. STAFF COSTS

	31.3.17	31.3.16
	£	£
Wages and salaries	117,036	94,317
	<u> </u>	<u> </u>

The average monthly number of employees during the year was as follows:

	31.3.17	31.3.16
	6	5
Administrative and support staff	<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000.

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17	31.3.16
	£	£
Trade debtors	295	-
	<u> </u>	<u> </u>

MERSEYSIDE SPORTS FOUNDATION

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017**

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17	31.3.16
	£	£
Social security and other taxes	2,261	1,335
Accruals and deferred income	520	-
Accrued expenses	1,708	-
	<u>4,489</u>	<u>1,335</u>

7. MOVEMENT IN FUNDS

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted funds			
General fund	194,259	18,566	212,825
	<u>194,259</u>	<u>18,566</u>	<u>212,825</u>
TOTAL FUNDS	<u>194,259</u>	<u>18,566</u>	<u>212,825</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	181,117	(162,551)	18,566
	<u>181,117</u>	<u>(162,551)</u>	<u>18,566</u>
TOTAL FUNDS	<u>181,117</u>	<u>(162,551)</u>	<u>18,566</u>

MERSEYSIDE SPORTS FOUNDATION
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

	31.3.17 £	31.3.16 £
INCOMING RESOURCES		
Voluntary income		
Grants	180,991	133,703
Investment income		
Deposit account interest	126	221
Total incoming resources	181,117	133,924
RESOURCES EXPENDED		
Governance costs		
Professional fees	1,440	1,440
Auditors' remuneration for non-audit work	2,600	600
	4,040	2,040
Support costs		
Management		
Wages	117,036	94,317
Travel	1,112	825
Insurance	791	1,005
Project funding	6,976	-
Training	135	879
Printing and stationery	1,030	54
Promotions and advertising	3,406	2,039
Sundries	11,578	2,221
Contractors	16,447	7,420
	158,511	108,760
Total resources expended	162,551	110,800
Net income	18,566	23,124