

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 2016  
FOR  
MERSEYSIDE SPORTS FOUNDATION

Oscar Ip & Co.  
Chartered Accountant  
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Liverpool  
L2 2HF

**MERSEYSIDE SPORTS FOUNDATION**  
**CONTENTS OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2016**

	Page
Chairman's Report	1 to 2
Report of the Trustees	3 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 10
Detailed Statement of Financial Activities	11

**MERSEYSIDE SPORTS FOUNDATION**  
**CHAIRMAN'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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

There were a total of 4 meetings of Board of Trustees within the review period.

During the period, Merseyside Sport Foundation (MSF) has:-

Increased its staffing levels by enhancing an existing apprenticeship role creating a job opportunity as a Business Support Officer, to assist with external contracts and communications. The remaining staffing levels have been maintained to include:

- Sport and Physical Activity Officer, who supports organisations to development 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

Recruited a new Trustee with extensive experiences in working within the public and voluntary sector.

Supported over twenty local organisations, providing advice, guidance and funding support from a variety of sources, such as Sport England small grants fund. Each of the organisations has outcomes to provide physical activity and sporting opportunities for local communities encouraging the residents of Merseyside to lead a more active lifestyle. In particular, MSF wish to highlight the two examples of their successes and achievements:-

**Sefton Club Development Project** - A commission, valued £10,000 secured to review the support provided to voluntary sector sports clubs in Sefton. Following the review, produced a strategic development plan containing a series of recommendations. The outcomes of the project included:-

- Three large scale stakeholder engagement events designed to gather input from all key stakeholders including; key partners (Sefton Sport & Recreation, Sefton Sports Council & Sefton Council for Voluntary Services), SSC affiliated sports clubs, non-affiliated sports clubs, schools, community groups, National Governing Bodies
- Audit of Sefton voluntary sports club sector
- Report produced capturing the "state of play" of the sector, highlighting significant contribution made by sports clubs to the Sefton Borough key priorities
- Report highlighted the role played by key partners supporting local clubs in Sefton
- Final report produced providing recommendations to support voluntary sector sports clubs to meet their objectives and to become increasingly self-reliant and sustainable

**Workplace Programme** - Big Lottery - Awards for All valued at £9,960, - to deliver blocks of sports sessions to identified Merseyside organisations wishing to increase physical activity and wellbeing amongst its workforce. The outcomes of the project included:-

- Funding for activities has been provided to: Everton in the Community, Roy Castle Lung Cancer Foundation, Legal Aid Agency, Holy Spirit Catholic Primary School, Merseyside Recycling & Waste Authority, Liverpool John Moores University, Liverpool CCG and funding for staff from 10 NHS Trusts to deliver sports/physical activity tasters for their staff teams.
  - a. Outcomes - 300 beneficiaries (67% inactive), 75% improve activity levels, 33% report improved energy levels at work, 59% report improved wellbeing, 93% satisfaction rating, 52% new to the activities that they tried and 96% want to continue participating
- MSP's inaugural Business Games took place on 25/04/16 with 55 participants from eight workplaces. Participants took part in seven sports tasters (dodgeball, cricket, canoeing, tennis, table-tennis and badminton) with outcomes including: 55 participants (49% inactive), 98% satisfaction rating, 59% participants want to continue the sports that they tried.

**Total beneficiaries - 355**

On a legal and operational perspective, Merseyside Sports Foundation has retained the following services 2015-2016:-

- 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.
- Oscar Ip & Co. 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.

**MERSEYSIDE SPORTS FOUNDATION**

**CHAIRMAN'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2016**

- 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.
- The insurance continue 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.
- It is anticipated that within 2016-17, there will be many new opportunities for the Merseyside Sports Foundation, particularly around supporting likeminded partners with funding applications.

**MERSEYSIDE SPORTS FOUNDATION**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**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**

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.

**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.

**MERSEYSIDE SPORTS FOUNDATION**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**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 2016**

**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 ..... 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 2016 set out on pages seven to ten.

**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.

Oscar Ip & Co.  
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Date: .....

**MERSEYSIDE SPORTS FOUNDATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	31.3.16 Unrestricted fund £	31.3.15 Total funds £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		133,703	86,943
Investment income	2	<u>221</u>	<u>423</u>
<b>Total incoming resources</b>		133,924	87,366
 <b>RESOURCES EXPENDED</b>			
Governance costs		2,040	2,740
Other resources expended		<u>108,760</u>	<u>102,397</u>
<b>Total resources expended</b>		110,800	105,137
 <b>NET INCOMING/(OUTGOING) RESOURCES</b>			
		23,124	(17,771)
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		171,135	188,906
 <b>TOTAL FUNDS CARRIED FORWARD</b>		 <u>194,259</u>	 <u>171,135</u>

The notes form part of these financial statements

MERSEYSIDE SPORTS FOUNDATION

BALANCE SHEET  
AT 31 MARCH 2016

	Notes	£	31.3.16 Unrestricted fund £	31.3.15 Total funds £
<b>CURRENT ASSETS</b>				
Debtors	5		-	600
Cash at bank			<u>195,594</u>	<u>171,648</u>
			195,594	172,248
<b>CREDITORS</b>				
Amounts falling due within one year	6		(1,335)	(1,113)
			<u>194,259</u>	<u>171,135</u>
<b>NET CURRENT ASSETS</b>				
			194,259	171,135
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>				
			<u>194,259</u>	<u>171,135</u>
<b>NET ASSETS</b>				
			<u>194,259</u>	<u>171,135</u>
<b>FUNDS</b>				
Unrestricted funds	7		<u>194,259</u>	<u>171,135</u>
<b>TOTAL FUNDS</b>				
			<u>194,259</u>	<u>171,135</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 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 ..... 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 2016**

**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**

	31.3.16	31.3.15
	£	£
Deposit account interest	<u>221</u>	<u>423</u>

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**4. STAFF COSTS**

	31.3.16	31.3.15
	£	£
Wages and salaries	<u>94,317</u>	<u>92,573</u>

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

	31.3.16	31.3.15
Administrative and support staff	<u>-</u>	<u>4</u>

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

**5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.16	31.3.15
	£	£
Prepayments	<u>-</u>	<u>600</u>

MERSEYSIDE SPORTS FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Social security and other taxes	<u>1,335</u>	<u>1,113</u>

7. MOVEMENT IN FUNDS

	At 1.4.15	Net movement	At 31.3.16
	£	in funds	£
		£	
<b>Unrestricted funds</b>			
General fund	171,135	23,124	194,259
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>171,135</u>	<u>23,124</u>	<u>194,259</u>

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

	Incoming	Resources	Movement in
	resources	expended	funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	133,924	(110,800)	23,124
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>133,924</u>	<u>(110,800)</u>	<u>23,124</u>

