

REGISTERED COMPANY NUMBER: SC279460 (Scotland)  
REGISTERED CHARITY NUMBER: 032944

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 December 2012  
for  
ABERDEEN LEARN TO SWIM SCHEME**



CS Corporate Solutions  
64 Allardice Street  
Stonehaven  
AB39 2AA

## **ABERDEEN LEARN TO SWIM SCHEME**

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## **ABERDEEN LEARN TO SWIM SCHEME**

### **Report of the Trustees for the Year Ended 31 December 2012**

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 December 2012. 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**  
SC279460 (Scotland)

**Registered Charity number**  
032944

**Registered office**  
79 Garthdee Road  
Aberdeen  
Aberdeenshire  
AB10 7AY

#### **Trustees**

Dr A Low	
Mrs P G Freak	
I Benzie	
Mrs D Wilson	- resigned 8.12.12
Mrs E Macfarlane	- appointed 15.3.12
D Wilson	- appointed 15.3.12
Mrs J Beeley	- appointed 8.12.12
	- resigned 5.4.13
G C Armour	- appointed 5.4.13

**Company Secretary**  
Mrs J Dickie

**Independent examiner**  
Charles H Sands LLB BA(Hons) CA  
Chartered Accountant  
CS Corporate Solutions  
64 Allardice Street  
Stonehaven  
AB39 2AA

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

#### **Recruitment and appointment of new trustees**

All of the Club's trustees are appointed or reappointed by the members at our general meeting which is held in March each year.

#### **Related parties**

The Aberdeen Learn to Swim Scheme Ltd ("the scheme") is a feeder organisation for the Aberdeen Amateur Swimming Club Ltd ("the club") and has common directors. During the period the scheme paid a management fee of £118,000 (2011: £117,000) to the club, which met the pool costs, teachers wages etc. for the scheme.

#### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

## **ABERDEEN LEARN TO SWIM SCHEME**

### **Report of the Trustees for the Year Ended 31 December 2012**

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The aims and objectives in the year under review were to promote and encourage the teaching of swimming, lifesaving and water survival skills to children in Aberdeen and to educate children in all aspects of water safety.

##### **Significant activities**

ALTS continues to go from strength to strength. At the end of 2010 we started up new classes at the International School in Aberdeen, specifically for their members.

All teachers and assistants over 16 have a current Safeguarding Children Certificate and a Disclosure Scotland Certificate. The teachers are being encouraged to attend the NASTC course, so they are qualified to lifeguard programmed teaching. Several teachers now have this qualification, which is a condition of our contract with ISA. The number of L2 qualified teachers has increased, so our teaching is of higher quality and our L1 teachers are receiving greater support.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

The swimmers total 669 in number and range from 4 years up. The most stable structure is a pyramid and we are still working towards this.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

None of the reserves are restricted.

The Aberdeen Learn to Swim Scheme Ltd is limited by guarantee and has no share capital.

##### **Principal funding sources**

The majority of funding comes from charging for each Learn to Swim class, and membership fees.

#### **FUTURE DEVELOPMENTS**

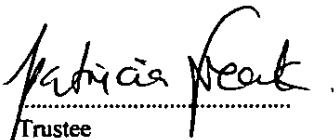
The main areas in which we will be developing in the coming year are:

SwiMark Plus accreditation

Licensing of teachers

CPD for teachers

#### **ON BEHALF OF THE BOARD :**



Trustee

Patricia Freak

Date: 8/9/13

**Independent Examiner's Report to the Trustees of  
Aberdeen Learn to Swim Scheme**

I report on the accounts for the year ended 31 December 2012 set out on pages four to seven.

**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's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) 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.

**Basis of the independent examiner's report**

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 I do not express an audit opinion on the view given by the accounts.

**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 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 to comply with Regulation 8 of the 2006 Accounts Regulations

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.



Charles H Sands LLB BA(Hons) CA  
Chartered Accountant  
CS Corporate Solutions  
64 Allardice Street  
Stonehaven  
AB39 2AA

Date: 17-9-13

# **ABERDEEN LEARN TO SWIM SCHEME**

## **Statement of Financial Activities for the Year Ended 31 December 2012**

		<b>31.12.12</b>	<b>31.12.11</b>
		<b>Unrestricted</b>	<b>Total</b>
		<b>funds</b>	<b>funds</b>
		<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>	<b>Notes</b>		
<b>Incoming resources from generated funds</b>			
Voluntary income		-	163
Incoming resources from charitable activities	2	114,011	61,021
Investment income	3	-	8
<b>Total incoming resources</b>		<b>114,011</b>	<b>61,192</b>
 <b>RESOURCES EXPENDED</b>			
<b>Charitable activities-swimming</b>			
Promotion of swimming		121,614	119,451
Governance costs		700	700
Other resources expended		-	583
<b>Total resources expended</b>		<b>122,314</b>	<b>120,734</b>
 <b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>(8,303)</b>	<b>(59,542)</b>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>(33,778)</b>	<b>25,764</b>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b>(42,081)</b>	<b>(33,778)</b>

The notes form part of these financial statements

# **ABERDEEN LEARN TO SWIM SCHEME**

## **Balance Sheet** **At 31 December 2012**

	Notes	31.12.12 Unrestricted funds £	31.12.11 Total funds £
<b>CURRENT ASSETS</b>			
Cash at bank		4,553	13,356
<b>CREDITORS</b>			
Amounts falling due within one year	5	(46,634)	(47,134)
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<u>(42,081)</u>	<u>(33,778)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		(42,081)	(33,778)
<b>NET ASSETS/(LIABILITIES)</b>		<u>(42,081)</u>	<u>(33,778)</u>
<b>FUNDS</b>	6		
Unrestricted funds		<u>(42,081)</u>	<u>(33,778)</u>
<b>TOTAL FUNDS</b>		<u>(42,081)</u>	<u>(33,778)</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2012.

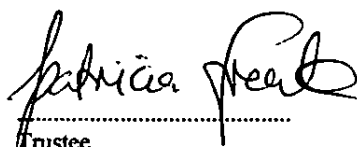
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2012 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 April 2008).

The financial statements were approved by the Board of Trustees on 8/9/13 and were signed on its behalf by:

  
.....  
Trustee

Patricia Freak

The notes form part of these financial statements

## ABERDEEN LEARN TO SWIM SCHEME

### Notes to the Financial Statements for the Year Ended 31 December 2012

#### 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.

The company over-claimed gift aid in previous years, and a provision has now been made in full for the potential repayment of these amounts. Gift aid has been claimed on fees and subscriptions/donations when it should only have been claimed on membership/ donations. In addition, gift aid is due for more recent years and will be claimed going forward. The company proposes to extinguish the liability effectively by forgoing the receipt of future gift aid amounts.

##### 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. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	31.12.12	31.12.11
	£	£
Tuition Fees	105,155	94,880
Gift aid	-	(45,854)
Membership	8,746	11,960
Caps Sales	110	35
	<u>114,011</u>	<u>61,021</u>

#### 3. INVESTMENT INCOME

	31.12.12	31.12.11
	£	£
Deposit account interest	-	8
	<u>-</u>	<u>8</u>

## ABERDEEN LEARN TO SWIM SCHEME

### Notes to the Financial Statements - continued for the Year Ended 31 December 2012

#### 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees remuneration or other benefits for the year ended 31 December 2012 nor for the period ended 31 December 2011. The head teacher was paid by Aberdeen Amateur Swimming Club in respect of the hours she spent coaching for the club and managing the Learn to Swim Scheme.

#### Trustees' expenses

There were no trustees expenses paid for the year ended 31 December 2012 nor for the period ended 31 December 2011 - other than those for reimbursement of costs incurred on behalf of the company.

#### 5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.12	31.12.11
	£	£
Other creditors	46,634	47,134

#### 6. MOVEMENT IN FUNDS

	At 1.1.12	Net movement in funds	At 31.12.12
	£	£	£
Unrestricted funds			
General fund	(33,778)	(8,303)	(42,081)
<b>TOTAL FUNDS</b>	<b>(33,778)</b>	<b>(8,303)</b>	<b>(42,081)</b>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	114,011	(122,314)	(8,303)
<b>TOTAL FUNDS</b>	<b>114,011</b>	<b>(122,314)</b>	<b>(8,303)</b>

**ABERDEEN LEARN TO SWIM SCHEME****Detailed Statement of Financial Activities  
for the Year Ended 31 December 2012**

	31.12.12 £	31.12.11 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Gifts	-	(1)
Donations	-	164
	-	163
<b>Incoming resources from charitable activities</b>		
Tuition Fees	105,155	94,880
Gift aid	-	(45,854)
Membership	8,746	11,960
Caps Sales	110	35
	114,011	61,021
<b>Investment income</b>		
Deposit account interest	-	8
<b>Total incoming resources</b>	114,011	61,192
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities-swimming</b>		
Advertising	992	-
Insurance	723	723
Telephone	-	410
Postage and stationery	826	386
Management fees	118,000	117,000
Sundries	1,073	932
	121,614	119,451
<b>Governance costs</b>		
Accountancy	700	700
<b>Other resources expended</b>		
Redundant Stock	-	583
<b>Total resources expended</b>	122,314	120,734
<b>Net expenditure</b>	(8,303)	(59,542)

This page does not form part of the statutory financial statements