balmedie
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# Balmedie Leisure Centre Association - SCIO

**Incorporating**

**Beachside Coffee Shop**

**Scottish Charity Number: SC014478**

**Annual Report & Financial Statements**

**For the Year Ended 31 March 2024**

**Trustees Annual Report**
**For the Year Ended 31 March 2024**

The trustees have the pleasure in presenting their report together with the financial statements and the independent examiners report for the year ended 31 March 2023.

**Charity Name**
Balmedie Leisure Centre Association SCIO incorporating Beachside Coffee Shop

**Charity No**
SC014478

**Address**
Balmedie Leisure Centre
Eigie Road
Balmedie
Aberdeenshire
AB23 8YF

**Current Trustees**

| | |
|---|---|
| William Murray | Chairperson |
| Kathleen Valentine | Vice Chairperson |
| Emma Ritchie | Treasurer |
| Shona Buchan | Secretary |
| Judith Hendry | Committee |
| Mandy Clubb | Committee |
| Gordon Jackson | Committee |
| Nick Runcie | Committee |
| Laura Forbes | Committee |

**Structure Governance and Management**

**Constitution**
The charity is controlled by its governing document, a deed of trust, and constitutes a Scottish Charitable Incorporated Organisation. The structure of the organisation consists of the charity trustees who are also the organisation's only members and comprise the organisation's board.

**Appointment of Trustees**
An Annual General Meeting is held in June every year, where trustees are elected for a minimum of two years.

**Objectives and Activities**

**Charitable Purposes**

To provide education, learning and leisure.  A committee of local volunteers provide a wide range of community learning, sporting and leisure based opportunities to individuals and community groups at a reasonable cost.

**Main Objectives**

We offer a wide range of classes covering all age groups and abilities, in an attempt to offer a broad and comprehensive range of activities for the local community and surrounding area.

**Achievements and Performance**

I have great pleasure in introducing the Annual Report and Accounts for Balmedie Leisure Centre Association (SCIO) for the 2023/24 financial year.

Since taking on the role of Chair there has been consistent change, and this year has been no exception. We have continued to refine our own internal structures and made numerous improvements along with the introduction of new classes so that our customers receive a better experience.

To survive and thrive we need to constantly improve on what we do, but also consider doing new things. Our aim is to continue to provide a service that meets the needs of all, irrespective of age, economic circumstances, race, gender, or ability and to keep the costs as affordable as possible particularly in these times of financial constraint.

My sincere thanks must go to Shona Buchan for her contribution, commitment, and professionalism in leading a multi-skilled and dedicated workforce, all of which are central to the long-term continuing success of the Leisure Centre. Without the support of all our staff and volunteers, Balmedie leisure Centre could not survive or continue to be the central hub within our community.

My sincere appreciation is also extended to my fellow committee members for their support and active involvement in the associations business over the past year. I would especially like to thank Emma Ritchie, for her contribution as treasurer which has been instrumental to our success.

Balmedie Leisure Centre Association will continue to engage and respond to the many changes and challenges that occur in the leisure market and anticipate the needs and expectations of our customers, staff, and our partners. In fulfilling the charity's objectives, Balmedie Leisure Centre & Beachside Coffee Shop do not trade for profit. Any surplus generated by the charity is applied solely to the continuation and development of the charity for community benefit, in order that it continues to build upon its role as a provider of leisure and recreational services affordable to all.

In conclusion, I would add that our performance this year again fills me with the confidence that together we will successfully meet the challenges of the future.

Chairman

Bill Murray

**Independent Examiners Report**

For the Year Ended 31 March 2024

**Independent Examiners Report to the Trustees of Balmedie Leisure Centre (SCIO)**

I report on the financial statements of the charity for the year ended 31 March 2024, which are set out on pages 4 to 10.

**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) (a) to (c) 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 Examiners 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 Examiners 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 Regulations, and
   - To prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 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 reached.

Signed:

Date: 22/04/2026

**Name:** W S LAWRIE

**Designation:** CHARTERED ACCOUNTANT

**Address:** 14 DENVIEW CRES, POTTERTON, ABERDEENSHIRE AB23 8ZN.

**BALANCE SHEET**

**Balmedie Leisure Centre (SCIO) 2023/24**

| | Total Funds | Prior Year Funds | Notes |
|---|---|---|---|
| | £ | £ | |
| **FIXED ASSETS** | | | |
| Intangible Assets | - | - | |
| Tangible Assets | 11,252 | 9,967 | 9 |
| **Total Fixed Assets** | 11,252 | 9,967 | |
| **CURRENT ASSETS** | | | |
| Stocks | 3,200 | 3,200 | 6 |
| Debtors | 848 | 1,500 | 7 |
| Cash at bank and in hand | 123,049 | 140,239 | |
| **Total Current Assets** | 127,096 | 144,939 | |
| **LIABILITIES** | | | |
| Creditors: Amounts falling due within one year | -30,949 | -25,261 | 8 |
| **Net Currrent Assets** | 96,147 | 119,678 | |
| **Total Assets less Current Liabilities** | 107,399 | 129,645 | |
| **Net Assets** | 107,399 | 129,645 | |
| **THE FUNDS OF THE CHARITY** | | | |
| Unrestricted | 107,399 | 129,645 | |
| Restricted | | | |
| **Total Funds** | 107,399 | 129,645 | |

**STATEMENT OF FINANCIAL ACTIVITIES**

**Balmedie Leisure Centre (SCIO) 2023/4**

| | Unrestricted Funds | Restricted Funds | Total Funds | Prior Year Total Funds | Notes |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | |
| **INCOMING RESOURCES** | | | | | |
| **Incoming resources from Generated Funds** | | | | | |
| Voluntary Income | 9,191 | | 9,191 | 91,916 | |
| Activities for Generating Funds | 201,281 | | 201,281 | 162,665 | 3 |
| Investment Income | 969 | | 969 | 5 | |
| Incoming resources from charitable activities | 71,340 | | 71,340 | 67,236 | |
| Other incoming resources | - | | - | | |
| Total incoming Resources | 282,781 | | 282,781 | 321,823 | |
| **RESOURCES EXPENED** | | | | | |
| **Cost of generating funds** | | | | | |
| Costs of generating voluntary income | | | | | |
| Fundraising Trading : Costs of goods sold & other costs | 71,744 | | 71,744 | 42,199 | 4 |
| Charitable Activities | 226,620 | | 226,620 | 232,080 | 5 |
| Governance Costs | 6,663 | | 6,663 | 6,258 | |
| Total Resources Expended | 305,027 | | 305,027 | 280,537 | |
| Net incoming / outgoing resources before transfers | -22,246 | | -22,246 | 41,285 | |
| **TRANSFERS** | | | | | |
| Gross Transfers between funds | - | - | - | - | |
| **OTHER RECOGNISED GAINS & LOSSES** | | | | | |
| Investments / assets etc. | - | - | - | - | |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | 129,645 | | 129,645 | 78,658 | |
| **Total Funds Carried Forward** | | | | 119,944 | |

**Balmedie Leisure Centre SCIO**
**Notes to the Accounts**
**for the Year Ended 31 March 2024**

## 1. Accounting Policies

### Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) The charity constitutes a public benefit entity as defined by FRS 102. The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

### Funds Structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed.

### Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

### Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

### Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their useful estimated useful lives.

Fixtures and Fittings, Leisure Centre & Coffee shop equipment - 20% on reducing balance

### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Taxation**
The leisure centre activities for generating funds are exempt from VAT as per HMRC charities guidelines. The charities Coffee shop trading comprises as a business trading entity and is therefore VAT registered. VAT relating to joint purchases / benefit is proportioned accordingly.

**Related party transactions and trustees' expenses and remuneration**

**Trustees Expenses:** The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind. No out of pocket expenses were claimed by the trustees.

**Trustee Remuneration:** Emma Ritchie sits as a trustee and performs the task of Treasurer for the charity. Her time and expertise given as a trustee is given freely and without any form of remuneration. Separately, Emma Ritchie works as a self employed book keeper and as such, undertakes the full bookkeeping, accountancy and payroll functions of the charity. The charity are billed for the services. Emma Ritchie holds no authority to access any of the charities bank accounts and her invoices are checked and paid by the Leisure Centre & Coffee shop manager. For the year 2023/24 Emma Ritchie was paid £6,662 for bookkeeping, accountancy, payroll services and provision of accounting & payroll software. The provision of services by Mrs Ritchie and her role as a trustee are mutually exclusive and there is no obligation for one to be provided with the other.

**Related Party Transactions:** The chairman's wife is employed as leisure centre general staff. She is managed directly by the Centre Manager and the Chairman has no direct influence and / or is not involved with any matters relating to their employment.

**Disclosure of Staff & Key Personnel Costs & Employee Benefit:** The charity considers its key management personnel to comprise of the trustees and the Leisure Centre Manager. The total employment benefits including employer pension contributions of the key management personnel were £27,932.

**NOTES TO THE ACCOUNTS**

**Balmedie Leisure Centre (SCIO) 2022/23**

**2. Voluntary Income**

| | 23/24 | 22/23 |
|---|---|---|
| | £ | £ |
| Formartine Rural P'Ship | | |
| Co-op Community Fund | | |
| Govt Employee Furlough Scheme | | |
| Govt Covid Business Grant | | |
| A'shire Council 10% contrib Inclusive Play Area | | |
| Formartine Area Office Inclusinve Play Area | | |
| EB Scotland Funding inclusive Play Area | | |
| Positive Action Grant inclusice play area | | |
| A'shire Council | | |
| Leisure Donation | | |
| | 0 | 0 |

**3. Activities for Generating Funds**

| | 23/24 | 22/23 |
|---|---|---|
| Leisure Centre Activities (Fitness / Football Pitches/ classes etc). | 70,752 | 66,545 |
| Leisure Centre Activities - Fundraising | 588 | 691 |
| Coffee Shop Trading | 201,281 | 162,665 |
| Investment Income | 969 | 5 |
| | 273,591 | 229,906 |

**4. Cost of Goods Sold (Coffee Shop Trading)**

| | 23/24 | 22/23 |
|---|---|---|
| Opening Stock | 3,200 | 2,023 |
| Purchases | 71,744 | 43,537 |
| Closing Stock | -3,200 | -3,363 |
| | 71,744 | 42,196 |

5. **Analysis of Expenditure & Support Costs**

**Charitable Activities**

| Cost (to nearest £,000) | Centre Activities | Coffee Shop Activities £,000 | Fundraising Events £,000 | Grand Total £,000 | Basis of Allocation |
|---|---|---|---|---|---|
| Salaries | 62.0 | 94.0 | 0.0 | 157 | Actual Staff Time |
| Fundraising (Disco Hire, Coach Hire etc). | | | 1.0 | 1 | Actual |
| Utiliies & Premises Expenses | 15.0 | 22.0 | 0.0 | 37 | Actual |
| Software, Subscriptions & Office Costs | 1.5 | 1.5 | 0.0 | 3 | Actual |
| Upkeep (waste, cleaning, grounds etc.) | 3.0 | 4.0 | 0.0 | 7 | Actual (60:40) |
| Staff Costs (Training, Clothing etc). | 0.5 | 0.5 | 0.0 | 1 | Actual (50:50) |
| Governance Costs (Accountancy & Proffesional Fees) | 3.0 | 4.0 | 0.0 | 7 | Actual |
| Depreciation | | 13.0 | 0 | | Actual |
| Projects & Refurbishments | 0.0 | 0.0 | 0 | 0 | |
| | | | **Grand Total** | **213** | |

| | | 23/24 | 22/23 |
|---|---|---|---|
| **6. Stocks** | | **£** | **£** |
| | | 3,200 | 3,363 |

| | | | |
|---|---|---|---|
| **7. Debtors** | Other Debtors (incl.VAT) | 848 | 1,461 |
| | | 848 | 1,461 |

| | | | |
|---|---|---|---|
| **8. Creditors** | Taxation (VAT) & PAYE / NI | 11,429 | 11,156 |
| | Trade Creditors | 14,945 | 2,793 |
| | Accruals | 0 | 7,411 |
| | | 26,374 | 21,361 |

**9. Tangible Fixed Assets**

**Analysis of Movement of Fixed Assets**

| **23/24** | Leisure Centre Main Equipment | Coffe Shop Fixtures & Fittings | Coffee Shop Equipment | Total |
|---|---|---|---|---|
| COST | £ | £ | £ | £ |
| At 1 April 2023 | 72,402 | 35,020 | 6,307 | 113,729 |
| Additions | 1,607 | | 2,491 | 4,098 |
| At 31 March 2024 | 74,009 | 35,020 | 8,798 | 117,827 |
| DEPRECIATION | | | | |
| At 1 April 2023 | 63,225 | 35,020 | 5,517 | 103,762 |
| Charge for Year | 2,157 | | 656 | 2,813 |
| At 31 March 2024 | 65,382 | 35,020 | 6,173 | 106,575 |
| NET BOOK VALUE | | | | |
| At 31 March 2024 | 8,627 | 0 | 2,625 | 11,252 |
| At 31 March 2023 | 9,177 | 0 | 790 | 9,967 |