

# OXFORD BRIDGE CLUB



## Oxford Bridge Club CIO

Registered Charity 1155820

### **Trustees Annual Report and Accounts for the year ended 31 March 2018**

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## Trustees Annual Report for the year ended on 31<sup>st</sup> March 2018

The Trustees are pleased to present the fourth annual report of Oxford Bridge Club CIO (referenced later as OBC CIO or “the club”) which was registered as charity number 11558820 on 17<sup>th</sup> February 2014. The registered office is at 147 Banbury Road, Oxford, OX2 7AN.

### Objectives and activities

#### Objectives

The club maintains premises for the purposes of providing bridge playing opportunities for its beneficiaries. Encouragement and facilities are made available to attract all those who want to engage in the sport of bridge. Membership is open and visitors are welcome.

The objects of the CIO are

- The advancement of amateur sport by promoting the game of bridge for the benefit of the residents of Oxford and the surrounding area
- The provision of facilities for the learning, teaching and playing of bridge for the benefit of the residents of Oxford and the surrounding area with the object of improving conditions of life.

A major refurbishment of the club has been in the planning stages for an extended period. This year the final steps to commission building work were taken and the club moved to temporary premises at Oxford City Football Club on the last day of the reporting period so that work could start.

#### Activities

The number of sessions being played at the club has seen an increase over the previous year. Furthermore, in the published records of the EBU, OBC CIO rose from number 18 to number 10 in the 2017-2018 list of affiliated clubs. The club runs seven master pointed sessions each week. The sessions are arranged so as to provide opportunities for those who are moving from learning to playing for the first time. Alongside these playing sessions the club also runs two “Learn and Play” sessions each week which provide initial supervised playing experience to learners of the game.

The education arm of the club has had a successful second year of operation. Courses and seminars have been well attended. The three Year One Bridge for All classes completed in July 2017. October 2017 saw the start of our first Bridge for All Year Two courses. From that date we started to run six classes a week: three for Year 1 students and three for Year 2 students.

The club has set up a programme of development for its beginners that enables them to progress from lessons, through supervised practice sessions, to Learn and Play and then to Gentle Duplicate, a Novice-friendly master pointed session. Several students are now playing Duplicate Bridge on a regular basis and a few have already acquired a Masterpoint Ranking. One of our pairs won the EBED National Students Sim Pairs competition.

At times when the club premises are not required for club bridge sessions, the club is willing to rent the space to other bridge playing organisations. An arrangement is in place to rent the premises, when available, on selected weekends to Oxfordshire Bridge Association at a commercial rate.

The club supports the development of junior bridge in the County. Juniors are welcomed at club sessions and support has been given during the year to a regular term time Sunday session for juniors. One of the Trustees, Sue Burge, takes responsibility for child safety as Safeguarding Officer.

## **Achievements and Performance**

All of the bridge sessions that are currently run have space to accommodate additional beneficiaries and membership of the club is open to all applicants.

The charity has offered weekly sessions of duplicate bridge each weekday which are open to all players in the Oxford area. Non-members are welcome. The club has guidance in place to assist in keeping attendance at each session within the capacity of the club premises.

Membership at the end of the reporting year stood at 370. This number includes the students who registered for term three of the first year of the Bridge for All course and took up the offer of free membership until the following March.

The number of players attending the club's five main sessions declined marginally from 223 per week to 218 per week on a like for like basis. However, the success of Oxford Bridge School is shown by the fact that the two weekly Learn and Play sessions for novices attracted an average between them of 35 players per week. In addition, the two "Gentle" duplicates, attracted an average between them of 32 players per week.

Overall, the total number of player sessions in the year was slightly up at 14,616.

The Bridge Committee of the club regularly reviews whether provision should be made for additional sessions. Planning is undertaken to encourage additional members, where necessary, to be trained as Directors or Scorers so that all sessions can be run in a professional manner – although Directors and Scorers are unpaid. While the club is at its temporary premises, there is no scope for additional playing sessions, but new sessions are likely to be planned once the club moves back to its refurbished premises at the end of 2018 (see Plans for Future Years below).

The combination of bridge sessions, teaching classes and ancillary practice sessions has put pressure on rooms at the club making the need for additional flexibility in available space a necessity. The redesigned premises will provide for separated spaces for different activities as well as an increase in total capacity.

The club established a new project team to focus on the refurbishment of the premises. They selected Gray, Baynes and Shew to take over as the club's architect and project manager. Details were finalised with Charity Bank to provide loan funding for the project. Negotiation was completed on the scope of the work to be done and a building company, Wooldridge and Simpson, was selected to carry out the work. Temporary accommodation was arranged for virtually all club activities to take place at Oxford City Football Club for the duration of the project. The contractors started on site on 9 April 2018, and completion of the works is scheduled for December 2018.

The Trustees reviewed and where necessary modified the club's processes and policies in areas covered by the new data privacy legislation (GDPR). The club published a Data Privacy document and the membership application and related forms of the club were redesigned to ensure compliance.

The Social Committee of the club held fund raising activities during Children in Need week in November 2017. A total of £1340 was donated to the Children in Need Charity by these efforts.

The Trustees took further legal advice to deal with a dispute dating back to April 2016. Legal and other costs in the financial year 2017-2018 related to this situation were £3,307. Shortly before the AGM, an agreement was made with the two complainants to settle the issue with no ongoing liability for further costs. Accordingly, the Trustees have concluded that no provision for legal expenses with regard to this matter is required at 31 March 2018.

## **Financial Review**

During the reporting period, the charity has successfully funded its operations by raising funds from members' annual subscriptions, table money for playing bridge, running education courses and from renting out space for bridge playing.

Players pay a standard amount (so called "table money") for each session of bridge they attend, currently £4 (with smaller amounts for full time students and juniors). Non-members of the charity are asked to consider making an additional voluntary donation at each session they attend.

The activities of Oxford Bridge School continue to add substantially to the turnover of the club. After costs of teachers, administration and a suitable proportion of property and other direct costs, and including the contribution of the Learn and Play sessions, the education activities contributed a surplus to the funds of the club of £7,678. Any surplus from the activities of Oxford Bridge School is carried forward for use solely in future education activity.

Additional funds have been set aside from the General Fund during the period towards funding the extension and refurbishment of the charity's property (see "Plans for future years" below).

There are no Restricted Funds.

## **Reserves policy**

The Trustees have decided that the charity should carry a general reserve equal to about six months unrestricted fund expenditure, to minimise any risk of shortfalls and to cover any loss of income while the club house is being refurbished. The general unrestricted funds carried forward are equal to the net fixed assets plus the general reserve referred to above. Any balance on the general fund in excess of the general reserve is transferred to the property refurbishment fund, which is a fund to be used towards the cost of the on-going clubhouse refurbishment.

There are no funds in deficit.

## **Plans for future years**

Once the building has been refurbished/extended, OBC CIO plans to expand its bridge playing programme, including more social sessions during the day, and extending the scope of the bridge teaching facility. Detailed planning for the re-opening of the club will be carried out during the summer of 2018 together with a wider revision of the club's strategic plan.

The Trustees have decided to extend the free Bridge for All membership scheme to include any who registers for any term of a Bridge for All course. This will result in a one-time increase in membership numbers although not initially a rise in membership income.

## Structure, governance and management

The governing document is the Oxford Bridge Club CIO Constitution adopted on 15<sup>th</sup> January 2014 which became recognised by the Charity Commission when the Charitable Incorporated Organisation was registered on 17<sup>th</sup> February 2014.

A supplementary document known as the Articles of Association provides detailed rules for membership, the appointment of Officers and the management of the club. At general meetings on 28<sup>th</sup> June 2017 and on 22<sup>nd</sup> November 2017 minor changes were approved to the Articles of Association.

The governing documents define the ongoing arrangements for Trustees to run Oxford Bridge Club CIO. Up to nine Trustees can be directly elected. Ten other Trustee positions are filled by elected Officers of the club on an ex-officio basis. At each AGM, elections are held for Officers of the club under the rules of the club's Articles of Association and Trustees are elected under the Constitution of the club.

In planning the charity's activities for the year ended 31 March 2018 the Trustees kept in mind the Charity Commission's guidance on public benefit. All Trustees were briefed on the role of Trustees of OBC CIO, given copies of the governing documents of the club and referred to the detail on the Charity Commission website related to becoming a trustee and to the guidance on public benefit.

The Trustees held regular meetings during the year. Some operational details are delegated to Committees, each of which has terms of reference agreed by the Trustees. During the year the Teams committee responsibilities were folded into the Bridge Committee. A new Infrastructure Committee was formed to take on GDPR compliance issues amongst other technical responsibilities.

The club Officers and Trustees work entirely on a voluntary basis. There are no employees.

The club is affiliated to The English Bridge Union (EBU) and participates in the Oxfordshire Bridge Association (OBA). All activities at the club take place under the jurisdiction of the national body.

## Reference and administrative details

The Officers and Trustees for the reporting period documented here were as follows:

Pat Lewis	Chairman
John Fleming	Secretary
Chris Kerr	Treasurer
Tom Nicholls (1)	Chief Tournament Director
Liza Furnival	Tournament Secretary
Howard Arnes	Premises Officer
Denis Talbot	Conduct Officer
Sue Smith	Social Secretary
Matthew Wilkinson	Membership Secretary
Colin Wels	Education Secretary
Martin Illingworth	Directly Elected Trustee
Marion Sheppard	Directly Elected Trustee
John Lewis-Crosby	Directly Elected Trustee
Sue Burge	Directly Elected Trustee

Kathy Talbot	Directly Elected Trustee
Lis Long	Directly Elected Trustee
Julie Anderson	Directly Elected Trustee
Graham Walcroft	Directly Elected Trustee
John Cooper (2)	Co-opted Trustee

**Notes:**

1. Tom Nicholls resigned from the role of Chief Tournament Director in October 2017. The Trustees asked Richard Sills to act in this role in his place. (He did not wish to be a Trustee.)
2. John Cooper was co-opted as a Trustee in February 2018.

The Annual General Meeting of 28<sup>th</sup> June 2017 agreed the appointment of John Briggs FCA as the Independent Examiner of the 2018 accounts.

## **Declaration**

The Trustees declare that they approved the report and accounts for the period ended 31 March 2018 on 17th July 2018.

**Signed:**

**Name:** Patricia Lewis, Chairman of Trustees on behalf of the Trustees

## Independent Examiner's report to the Trustees of Oxford Bridge Club CIO

I report on the accounts of the CIO for the year ended 31 March 2018, which are set out on pages 8 to 15.

### Respective responsibilities of trustees and examiner

The charity's trustees 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 needed.

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 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 statement 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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

A handwritten signature in black ink, appearing to read 'John Briggs', with a horizontal line underneath the name.

Name: John Briggs FCA

Address: 81 Bainton Road, Oxford OX2 7AG

Date: 18 July 2018



# Oxford Bridge Club CIO

## Statement of Financial Activities for the year ended 31 March 2018

		Unrestricted Funds			Property revaluation reserve	Total funds 2018	Total funds 2017
	Note	General	Education	Property refurbishment			
<b>Income and endowments from:</b>							
Donations and legacies	3	8,012	-	2,109	-	10,121	8,307
Charitable activities	4	52,626	42,525	-	-	95,151	82,804
Other trading activities	5	1,191	-	-	-	1,191	1,258
Investments	6	200	-	-	-	200	200
<b>Total</b>		<b>62,029</b>	<b>42,525</b>	<b>2,109</b>	<b>-</b>	<b>106,663</b>	<b>92,569</b>
<b>Expenditure on:</b>							
Raising funds	7	817	-	-	-	817	975
Charitable activities	8,9 16	28,602	34,847	37,834	-	101,283	53,864
					-		
<b>Total</b>		<b>29,419</b>	<b>34,847</b>	<b>37,834</b>		<b>102,100</b>	<b>54,839</b>
<b>Net income/ (expenditure)</b>		<b>32,610</b>	<b>7,678</b>	<b>(35,725)</b>	<b>-</b>	<b>4,563</b>	<b>37,730</b>
<b>Transfers between funds</b>	11	(22,611)	0	22,611	-	0	0
<b>Gains (losses) on revaluation of fixed assets</b>	2	-	-	-	-	-	300,000
<b>Net movement in funds</b>		<b>9,999</b>	<b>7,678</b>	<b>(13,114)</b>	<b>-</b>	<b>4,563</b>	<b>337,730</b>
<b>Reconciliation of funds:</b>							
<b>Total funds brought forward</b>		<b>475,819</b>	<b>5,545</b>	<b>91,342</b>	<b>300,000</b>	<b>872,706</b>	<b>534,976</b>
<b>Total funds carried forward</b>		<b>485,818</b>	<b>13,223</b>	<b>78,228</b>	<b>300,000</b>	<b>877,269</b>	<b>872,706</b>

# Oxford Bridge Club CIO

## Balance Sheet at 31 March 2018

	Note	Total Funds	Prior year funds
<b>Fixed Assets:</b>			
Tangible assets	12	754,802	752,992
<b>Total fixed assets</b>		<b>754,827</b>	<b>752,992</b>
<b>Current assets:</b>			
Stock	13	281	448
Debtors	14	3,649	716
Cash at bank and in hand		137,413	125,448
<b>Total current assets</b>		<b>141,343</b>	<b>126,612</b>
<b>Liabilities:</b>			
Creditors falling due within one year	15	18,901	6,898
<b>Net current assets</b>		<b>122,442</b>	<b>119,714</b>
<b>Total assets less current liabilities</b>		<b>877,269</b>	<b>872,706</b>
<b>The funds of the charity:</b>			
Unrestricted funds		577,269	572,706
Property revaluation reserve	2	300,000	300,000
<b>Total charity funds</b>		<b>877,269</b>	<b>872,706</b>

The notes on pages 11 – 15 form part of these accounts.

# Oxford Bridge Club CIO

## Statement of Cash Flows For the Year ending 31 March 2018

	Note	Total Funds 2018	Total Funds 2017
<b>Net cash raised from operating activities</b>	<b>17</b>	<b><u>15,978</u></b>	<b><u>41,182</u></b>
Cash flows from investing activities:			
Income from investments		200	200
Purchase of tangible assets		<u>(4,213)</u>	<u>(952)</u>
<b>Net cash provided by (used in) investing activities</b>		<b><u>(4,013)</u></b>	<b><u>(752)</u></b>
<b>Change in cash and cash equivalents in the year</b>		<b>11,965</b>	<b>40,430</b>
Cash and cash equivalents brought forward		<u>125,448</u>	<u>85,018</u>
<b>Cash and cash equivalents carried forward</b>		<b><u>137,413</u></b>	<b><u>125,448</u></b>

## Notes on the accounts

### 1. Accounting policies

#### a) Basis of preparation

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) and the Charities Act 2011.

#### b) Fund accounting

Unrestricted funds are general funds that are available for use at the trustees' discretion in furtherance of any of the objectives of the charity.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes. The designated property refurbishment fund is that part of unrestricted funds set aside to help fund the proposed extension and refurbishment of the charity's freehold property.

There are no restricted or endowment funds.

#### c) Incoming resources

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 the income receivable can be measured reliably.

#### d) Expenditure

Expenditure is recognised when a liability is incurred, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

#### e) Tangible fixed assets and depreciation

The freehold property is stated at a valuation made on 2 March 2017 and is not depreciated. Other tangible fixed assets, comprising office and bridge furniture and playing equipment, are stated at cost and depreciated over their estimated useful life of 3 years.

## Oxford Bridge Club CIO

### 2. Freehold property and building communal fund

The charity owns the freehold of the property at 147 Banbury Rd, Oxford, OX2 7AN. The property is stated at a professional valuation obtained in March 2017. The surplus on revaluation has been taken to a property revaluation reserve. This freehold is subject to two long leases (100+ years remaining) in respect of the residential flats on the first and second floor of the property. The charity receives ground rent of £100/annum in respect of each lease.

In addition, the charity and both leaseholders contribute £97/month to a communal building fund to defray expenses relating to the whole property.

### 3. Donations and legacies

Donations and legacies for the year consisted of:	<u>2018</u>	<u>2017</u>
Member subscriptions	7,956	7,642
Other donations	56	665
Property refurbishment gift	<u>2,109</u>	<u>-</u>
	<b>10,121</b>	<b>8,307</b>

### 4. Charitable activities

This income arises from the charity's own bridge playing sessions, and letting out of club house space for various bridge related activities, as follows:

Table money	50,390	49,006
Room hire	805	2,087
Education income	42,525	27,213
Fundraising	1,340	4,220
Miscellaneous fees	<u>91</u>	<u>278</u>
	<b>95,151</b>	<b>82,804</b>

### 5. Other trading activities

Club bar sales	866	1,059
Proceeds from social events	<u>325</u>	<u>199</u>
	<b>1,191</b>	<b>1,258</b>

### 6. Investments

Ground rent from leasehold flats	<u>200</u>	<u>200</u>
	<b>200</b>	<b>200</b>

## Oxford Bridge Club CIO

### 7. Expenditure on raising funds

Costs of bar sales	605	679
Cost of social events	<u>212</u>	<u>296</u>
	<b>817</b>	<b>975</b>

### 8. Expenditure on charitable activities

	General Fund	Property Fund	Education Fund	Total Funds 2018	Total Funds 2017
Building costs	7,190	-	7,187	14,377	13,740
Club/office	19,801	-	2,209	22,010	19,148
Fundraising	-	-	-	-	1,810
Charitable donations	1,611	-	-	1,611	2,572
Education	-	-	25,451	25,451	14,974
Property refurbishment	<u>-</u>	<u>37,834</u>	<u>-</u>	<u>37,834</u>	<u>1,620</u>
	<b>28,602</b>	<b>37,834</b>	<b>34,847</b>	<b>101,283</b>	<b>53,864</b>

### 9. Trustee remuneration

The following trustees received payments for teaching or directing services provided to Oxford Bridge School on an arms length basis as follows:

	<u>2018</u>	<u>2017</u>
Kathy Talbot	2,136	3,405
Matt Wilkinson	120	60
Chris Kerr	75	180
Martin Illingworth	60	30
Sue Smith	30	NIL
Colin Wels	60	30
Claire MacDonagh*	NIL	360
Diane Coe*	<u>NIL</u>	<u>180</u>
	2,481	4,245

\* Trustees in 2017 only

### 10. Governance costs

Administration and meeting costs £150 have been allocated £100 to the expenditure on charitable activities, and £50 to educational costs.

### 11. Transfers between funds

In addition to the value of fixed assets other than revaluation reserve (£754,827 - £300,000 = £454,827), the trustees have decided to maintain additional reserves in the unrestricted general fund equal to six months normally recurring expenditure (£30,991). All other reserves, apart from the Education Fund, are transferred into the property refurbishment fund.

## Oxford Bridge Club CIO

### 12. Tangible fixed assets

	Freehold Property	Equipment	Total 2018	Total 2017
<b>Cost or valuation</b>				
Cost at beginning of the year	450,000	22,992	472,992	472,040
Additions in year	-	4,213	4,213	952
Property revaluation	300,000	-	300,000	300,000
<b>Cost/valuation at end of year</b>	<b>750,000</b>	<b>27,205</b>	<b>777,205</b>	<b>772,992</b>
<b>Depreciation and impairments</b>				
At beginning of year	-	20,000	20,000	18,526
Depreciation for year	-	<u>2,378</u>	<u>2,378</u>	<u>1,474</u>
<b>At end of year</b>	<b>-</b>	<b>22,378</b>	<b>22,378</b>	<b>20,000</b>
Net book value at beginning of year	750,000	2,992	752,992	453,514
<b>Net book value at end of year</b>	<b>750,000</b>	<b>4,827</b>	<b>754,827</b>	<b>752,992</b>

### 13. Stock

	<u>2018</u>	<u>2017</u>
The stock is stated at cost, and consists of:		
Bar stock for sale	-	205
Catering stock	50	150
Student text books	<u>231</u>	<u>93</u>
	<b>281</b>	<b>448</b>

### 14. Debtors

Amounts paid on behalf of building communal fund	-	446
Accrued income/prepayments	161	270
OCFC pre-paid rent	<u>3,488</u>	<u>-</u>
	<b>3,649</b>	<b>716</b>

## Oxford Bridge Club CIO

15. Creditors falling due within one year	<u>2018</u>	<u>2017</u>
Members subscriptions in advance	4,790	2,384
Education receipts in advance	4,180	3,230
Education accrued expenses	6,066	-
Accrued expenses	1,015	1,284
Cost of fixed asset due	<u>2,850</u>	<u>-</u>
	<b>18,901</b>	<b>6,898</b>

### 16. Charitable donations

During the year, the following charitable donations were made:

Children in Need Appeal	1,340
EBU junior squad	<u>271</u>
	<b>1,611</b>

The funds for the EBU junior squad represented the surplus on two seminars given by Michael Byrne at the club in March 2018.

### 17. Reconciliation in net movement in funds to net cash flow from operating activities

	<u>2018</u>	<u>2017</u>
Net movement in funds	4,563	337,730
Add back depreciation charge	2,378	1,474
Deduct income shown in investing activities	(200)	(200)
Deduct gain (losses) on revaluation of fixed assets	-	(300,000)
Decrease (increase) in debtors	(2,933)	36
Reduction (increase) in stock	167	(101)
Increase (decrease) in creditors	<u>12,003</u>	<u>2,243</u>
<b>Net cash raised from operating activities</b>	<b>15,978</b>	<b>41,182</b>