

NORFOLK COUNTY A.S.A.
Minutes of Finance Sub-Committee – 23 August 2011 – Hewett School, Norwich

PRESENT A Lelean (President), S Murray (President Elect), K Rumsey (Chairman), K Belton (Treasurer), R Barrett (Championship Secretary), A Smith (Secretary, Finance Sub Comm/Hon. Auditor), G Clark (Hon. Auditor)

APOLOGIES

Mrs J Blackwell (Secretary)

REVIEW OF THE ACCOUNTS FOR THE YEAR UP TO 31 OCTOBER 2011

The Treasurer had prepared a statement of accounts as at 31 July showing £37434.67 income against £30591.05 expenditure, giving a surplus of £6843.62.

Nearly all the income for the year had already been received. The level of income was very much in line with the budget with slightly higher than expected returns for gala entries and gates. Claims for certain costs had yet to be made from Active Norfolk but it was doubtful that payments would be agreed and received within this financial year. Therefore the estimated out-turn for income up to 31 October 2011 was set at £38000.

The hotel/meal costs relating to the Inter Counties Championships in October (possibly around £1600) had yet to be paid. The cost of transport to the event (say £800) had still to come and a further amount (e.g. £200) should be allocated for the team building day. A small amount, not included in the budget, had been paid as an agreed 25% subsidy to support teacher and coaches courses in Swim 21 clubs. Another small amount needed be set aside for administrative expenses yet to be claimed. £250 had been allocated for IT equipment but had not been spent and no imminent request was anticipated. Therefore the estimated out-turn for expenditure up to 31 October 2011 was set at £33500.

It seemed that there could be a net surplus of £4500 (compared with a budgeted surplus of £1000).

The Treasurer intends to carry out a stock-take with Diane Barrett before the end of the financial year once orders relating to the National Inter Counties championships have been dealt with.

BUDGET FOR YEAR UP TO 31 OCTOBER 2012

The Treasurer had produced a draft budget and the meeting reviewed possible changes to the levels of income and expenditure expected in 2012

As no significant changes had been proposed to the gala formats for 2012, it was thought that income would remain at much the same level. No increases were proposed for gala event entries (all at £4 except that £5 is charged for long distance events). No changes were proposed to gala admission charges (£2) but it was pointed out that the County Junior League galas charge £2.50. It was felt that charging at county galas should be consistent and the committee recommended that the admission charge for County Junior League galas should be reduced to £2. In 2011 a single programme covering the whole of the County Championship and Age Groups (8 sessions) at Thetford and the County Challenge Gala (4 sessions) at Dereham were produced with a single charge of £1 per programme. There had been some comments received that the cost of the bulky County Championship was too low. It was suggested and agreed that the County Championship & Age Group programme should be increased to £2 with the County Challenge Gala programme remaining at £1.

On the expenditure side transport will be required for the December 2011 Three Counties Gala in Cambridgeshire (2 coaches for the two teams) and almost certainly for the 2012 East Region Inter Counties gala (location not yet announced but possibly in Hertfordshire or Bedfordshire?) as well as for the National Inter Counties Championships in Sheffield. There were likely to be some increases in pool hire charges (up by 10% or £1500 was suggested particularly due to higher heating costs) and accommodation for the National Inter Counties Championships. It was assumed that other costs would remain broadly in line with the current year except that £3000 was included to cover the Swim 21 subsidy. The cost of admin was reduced as postage costs had largely been replaced by emailing. It was also felt prudent to show income and expenditure relating to Active Norfolk on both sides of the budget.

A budget was then prepared as follows:

<u>EXPENDITURE (£)</u>		<u>INCOME (£)</u>	
Pool Hire	16500	Gala Entries	20000
Trophies	8000	Gala Gates	7000
Competition Expenses	7000	Affiliations	4000
Transport	1900	Handbooks	100
Administration	500	Stock Sales	2000
Development	1000	Donations	0
Stock Purchase	2000	Suffolk ASA Refund	1000
Insurance	450	Sponsorship	1000
IT Equipment	500	Bank Interest	100
Swim 21 Support	3000	Active Norfolk	3000

		2	
Active Norfolk Reserve	3000	Sundry Income	1000
Sundry Expenses	<u>100</u>		
	<u>43950</u>		<u>39200</u>

This provides for a deficit of £4750 for the year reducing County funds to around £36250.

REVIEW OF AFFILIATION FEE FOR 2012

It was proposed that the affiliation fee should remain at £1.30 per member. This proposal, together the other suggestions above, will be put to the Executive Committee at its September meeting. If agreed, it will then be put to the AGM for endorsement