



# Forth Valley Orienteers

Orienteering at the Heart of Scotland

## FORTH VALLEY ORIENTEERS

### Minutes of the Annual General Meeting

**Held on Sunday 19<sup>th</sup> January 2020 at the Low Port Centre, Linlithgow**

**Present:** Trevor Hoey (Chair), Brad Connor, Ben Stansfield, Sarah Tullie, Andy Llewellyn, Louise Longhurst, Beccy Osborn, Marie-Claire Shankland, Jon Cross, Jonathan Molloy, Alice McDaid, Nicola Gardner, Roger Goddard, Paul Hammond, Paul Timms, Laura Polwart, Neil Polwart, Lachlan Lamont, Steve Scott, Jenny Hammond, Nicola Melville, Jason Inman, Jennifer Leonard, Moira Shearer, Brian Bullen, Fiona Hendrie, Ian Hendrie, Graham Gristwood, Vernon Gayle, Simon Hunt, David Nicol

1. Apologies for Absence

Apologies were received from: the Flint-Tilbrook family, Gareth and Jan Bryan-Jones, Chris Wood, Dawn Goddard, Gary Longhurst, Catherine Isherwood, Donald MacLeod, and Pascal Lardet.

2. Approval of Minutes of the 2019 AGM

Andy Llewellyn proposed that the minutes of the 2019 AGM were a true representation of the meeting. This was seconded by Jon Cross.

3. Matters Arising

Trevor Hoey noted that we had held an EGM in August – at the Six-Day tea – to address the constitutional change noted in Matters Arising in the 2019 AGM, namely that the percentage of members required to be present at an AGM or EGM in order for it to be quorate was difficult to achieve, given the increased club membership. The revised wording – that quorate be “the lesser of 20 members or 25% of the total paid-up membership” – was approved unanimously in that EGM.

4. President’s Report

Trevor presented his report of the year, the full text of which is appended to these minutes.

5. Membership Report

Jen presented a report on club membership, the full text of which is appended to these minutes.

Club membership at the end of 2019 was 224, up from 216 in 2018, and nearly double that of only seven years ago. Of the 224, 151 were adults and there were 73 junior members.

Jason asked what Jen does as MemSec to grow/publicise membership, and Jen briefly summarised her approach as follows: new attendees are asked to fill out a form when they attend an event and, if they have consented to receive contact on their form, Jen will email them and add them to her MailChimp

mailing list, to which she regularly (although not too regularly!) sends a list of upcoming events. Once they have attended 3 events, Jen will invite them to join the club (noting that BO insurance requires attendees to join a club after attending 3 times). Jen also noted that Chris has invested in some paid Facebook advertising; this has met with some success.

## 6. Treasurer's Report

Unfortunately, Dawn was ill and unable to attend, but Andy Llewellyn presented the Treasurer's Report in her stead, which is presented in full in Appendix C. Andy summarised the report as below:

### Income

In 2019, Club Income was £3,000 more than expenses.

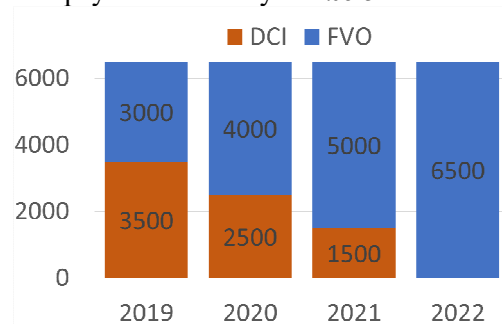
- SOL/ Scottish Middle Distance (Dumyat/Birnam) - c£5,500 surplus
- Callendar Park SoSOL – c£900 surplus
- Local, Newcomer, WEE, Night, Sprint, and a Street event - c£3,000 surplus.
- Membership Fees c£2,000
- Many Grants in 2019

### Costs

- **Development officer.** Chris, employed by SOA but the cost fully borne by FVO c£6,500 total. A large portion of this cost is currently met by DCI funding. c£6,000 Surplus with SOA has arisen, due back to FVO.
- **Mapping is generally funded** by grants received.
- **Equipment costs** c£2,000, higher in 2019 due to licence renewals
- **Membership Events / Support** – c£2,500, AGM/Activity Day, Training, subsidising of FVO branded clothing and relay/CSC entries.
- **Athlete contributions** to support our young athletes towards the high cost of overseas competitions. £600.

### Outlook – 2020 and beyond

- **Bank Balance** - c£11,000; sufficient for the outlook.
- **DCI Funding** - DCI funding falls for development officer from £3.5k to £2.5k in 2020, versus an expected payment annually of c£6.5k to SOA.



- **Events** - Fewer larger events in 2020 (SOL, Middle, Harvester) vs 2019.
- **Grants** - After a great year in 2019, the Club is finding it harder to successfully obtain grants and fewer applications in the pipeline.

The 2019 Accounts and supporting documentation have been reviewed by Simon Hunt.

### Membership Fees for 2021 and General Charges for 2020

Membership fees for 2021 and General Charges for 2020 remain unchanged.

## 7. Election of Committee

The election of office bearers proceeded as follows:

<b>Post</b>	<b>Nominee</b>	<b>Proposer</b>	<b>Second</b>
President	Jen Leonard	Brad Connor	Jon Cross
Secretary	Brad Connor	Jen Leonard	Marie-Claire Shankland
Treasurer	Andy Llewellyn	Nicola Melville	Jonathan Molloy
General Member	Steve Scott	Vernon Gayle	Simon Hunt
General Member	Paul Hammond	Brad Connor	Jen Leonard
General Member	Sarah Tullie	Jason Inman	Louise Longhurst
General Member	Hazel Dean	Marie-Claire Shankland	Jonathan Molloy
Vice-President	One of the General Members, to be appointed by the committee.		

Note that Ben Stansfield was also nominated as a General Member (by Jon Cross, seconded by M-C), but withdrew his nomination rather than require that a vote be held. Brad thanked Ben for his many years of service on the committee and congratulated him on his escape!

## 8. Non-committee roles

<b>Position</b>	<b>Post Holder</b>
Team Captain	Jon Cross
Wednesday Evening Event co-ordinator	Steve Scott
Night Event co-ordinator	Martin Dean
Safeguarding Officer	Hazel Dean
Communications / Archivist	Steve Scott
Web Master	David Nicol
Membership Secretary	<b>Neil Polwart</b>
<b>Coaching Coordinator</b>	<b>TBD</b>
Electronic equipment holder	Will Hensman
Mapping	<b>Graham Gristwood</b>
Permissions	<b>Sarah Tullie</b>
Equipment	Ben Stansfield
Marketing	<b>TBD</b>
Club Trophies	Lindsay Hensman
Sprint Series Co-ordinator	Graham Gristwood
Social Secretary	<b>TBD</b>

The incumbents of the following roles had indicated that they wished to step down:

Mapping – Jason Inman  
 Head Coach – Nicola Melville  
 Permissions – Hazel Dean  
 Social Secretary – Louise Longhurst

Additionally, given Jen's elevation to President, the position of Membership Secretary became vacant, as did the Marketing role, as Andy had stepped up to Treasurer. Brad noted that these two roles, along with Head Coach and Social Secretary, are currently under review, as part of a wider re-evaluation of the volunteering roles required by the club. Neil was willing to take on the MemSec position, even if only in the interim; the Head Coach role is likely to be redefined as a Coaching Coordinator role, with the responsibility for delivery of coaching likely to become a team effort. The Social Secretary

position has largely equated to Dinner Dance Organiser in recent years and there is recognition that this is also a heavy burden for an individual and would best be filled by a team. We are actively seeking a volunteer to take on the Marketing role. Finally, it is likely that we will be seeking to fill a new role, that of **Volunteer Coordinator**, soon.

#### 9. Presentation of Jim Heardman Trophy

Nicola Melville was announced by Trevor as the recipient of the Jim Heardman Trophy this year, in recognition of her dedication to filling the Head Coach role over the course of the last several years. He noted that many of our highly successful junior and younger seniors have benefited from the focus that she brought to the role, her enthusiasm for programmes to engage and sustain their interest and develop their skills, and her efforts to reinvent the AGM into an annual club activity and social day, of which this year's event had been an excellent example. The trophy was presented to Nicola at the club Pilates session the following day.

#### 10. AOB

Jon asked that the minutes reflect the recent passing of long-term member and ex-President Hilda Astbury, who died, aged 92, at the Randolph Hill Nursing Home in Dunblane. At her funeral in Callander, which had been held on Friday 17<sup>th</sup> January and which had been attended by Jon and Martin, Hilda's sons had commented how large a part of her life orienteering had been to her, and how important FVO had been, particularly in her latter years. Her service to the club and commitment to the sport was greatly appreciated by all.

This recipient of this year's Friend of FVO Trophy, which is usually presented at our annual dinner dance, was announced by Trevor but must remain a secret at the time of writing as presentation of the award has yet to be made.

Brad presented Louise with flowers to thank her for her many years' effort in organising the Club Dinner Dance, a huge undertaking that she has always made look effortless, delivering a wonderful event every time. Her shoes will be very hard to fill.

Brad also presented flowers to Dawn – via Roger – to thank her for her hard work as Treasurer; and Trevor was the lucky recipient of a bottle of bubbly and some chocolates as thanks for his tenure as President, flowers being deemed too fragile for his imminent train journey to London! The committee would like to thank both for their leadership over the last four years.

## **Appendix A: President's Report for 2019**

As is commonplace, the President's report for 2020 has a long list of achievements by the club and by individuals. FVO matches any club in the UK for our activity in organising events aimed at beginners through to international competitors, in competing nationwide and in supporting the development of the sport.

### **1) Competition performance**

2019 was a unique year for FVO as one of our current club members, Grace Molloy, won a Gold medal at the Junior World Championships in the relay. Grace also won two bronze medals in the Sprint and Long Distance individual races, and this success was built on an outstanding year for her in domestic competition. We awarded Grace lifetime membership of FVO in the summer and she was the clear winner of the Club Athlete of the Year trophy. We all look forward to watching her international career develop.

Although orienteering is mostly an individual sport, our club achievements are especially important. This year we regained the CompassSport Cup at the final in October, with outstanding performances from old and young alike. Thanks as always to Jon for organising the teams for both the final and heat, and to everyone who ran in either race.

We also retained our Scottish Inter-club title at the Scottish Individual Championships in the rain at Dalbeattie and a strong junior team ran well in the Jamie Stevenson Trophy. The other team races are relays where notable results were:

- JK
  - 1<sup>st</sup> Men's Trophy [Mark Nixon, Chris Smithard, Graham Gristwood]
  - 2<sup>nd</sup> M120+ [Roger Goddard, Ben Stansfield, Jegor Kostylev]
  - 2<sup>nd</sup> M48- [Jamie Goddard, James Hammond, Peter Molloy]
- British Relays
  - 2<sup>nd</sup> Men's Trophy [Mark Nixon, Chris Smithard, Graham Gristwood]
  - 2<sup>nd</sup> M40+ [Roger Goddard, Jason Inman, Will Hensman]
  - 2<sup>nd</sup> M/W70+ [Dave Coustick, Lindsey Hensman, Geoffrey Hensman]
  - 2<sup>nd</sup> M18- [Jamie Goddard, James Hammond, Peter Molloy]
- Scottish Relays
  - 1<sup>st</sup> +8 Handicap [Will Hensman, Ross McLennan, Ben Stansfield]
  - 1<sup>st</sup> U44 Junior [Jamie Goddard, Jamie Connor, Pierre Lardet]
  - 2<sup>nd</sup> Men Open [Andy Llewellyn, Peter Molloy, Kris Jones]
  - 2<sup>nd</sup> +8 Handicap [Steve Feltbower, Roger Goddard, Jon Cross]
  - 2<sup>nd</sup> +20 Handicap [Beccy Osborn, Vicky Thornton, Rona Molloy]
  - 2<sup>nd</sup> U44 Junior [James Hammond, Sam Hunt, Stanley Flint]
  - 3<sup>rd</sup> Women's Open [Grace Molloy, Janine Inman, Lizzie Stansfield]
- British Sprint Relays
  - 2<sup>nd</sup> Open [Lizzie Stansfield, Chris Smithard, Peter Molloy, Grace Molloy]
  - 3<sup>rd</sup> Veterans [Will Hensman, Rona Molloy, Roger Goddard]
  - 3<sup>rd</sup> Juniors [Jamie Goddard, Lucy Hensman, Pierre Lardet]

On the international stage, in addition to Grace's performances mentioned above congratulations to the following:

- World Championships
  - Graham Gristwood (Long 21<sup>st</sup>)
- Junior World Championships
  - Grace Molloy (Sprint 3<sup>rd</sup>; Long 3<sup>rd</sup>; Middle 12<sup>th</sup>; Relay – 1<sup>st</sup>)
  - Peter Molloy (Sprint – 63<sup>rd</sup>; Long 43<sup>rd</sup>)

- European Youth Championships
  - Lizzie Stansfield (Sprint 48<sup>th</sup>; Long 67<sup>th</sup>; Relay 22<sup>nd</sup>)

In domestic races, individual winners were:

- British Champions
  - Sprint [James Hammond M14; Kris Jones M21; Will Hensman M40; Grace Molloy W20]
  - Middle [James Hammond M14; Graham Gristwood M21; Will Hensman M40; Martin Dean M60; Grace Molloy W20]
  - Long [Roger Goddard M40L]
  - Night [Kieran Watts M20S; Graham Gristwood M21L; Will Hensman M40L; Roger Goddard M45L; Ben Stansfield M50L; Martin Dean M60S; Janine Inman W40L]
- JK Champions
  - Chris Smithard M21E; Grace Molloy W20E; Clare Stansfield W20S; Fiona Hendrie W55S
- Scottish Champions
  - Sprint [Jamie Connor M12; James Hammond M14; Peter Molloy M18; Will Hensman M40; Roger Goddard M45; Ben Stansfield M50; Gary Longhurst M60; Hanna Brindley W10; Rebecca Hammond W12; Hazel Dean W55]
  - Middle [Matthew Inman M10; James Hammond M14; Peter Molloy M18; Graham Gristwood M35; Will Hensman M40; Fraser Purves M45; Jon Cross M50; Martin Dean M60; Janine Inman W40; Beccy Osborn W45; Hazel Dean W55]
  - Long [Jamie Stevenson M21E; Steve Feltbower M35L; Will Hensman M40L; Jason Inman M45L; Jon Cross M50L; Simon Hunt M50S; Hanna Brindley W10A; Esme Finch W10B; Fiona Berrow W21L; Sarah Tullie W21S; Janine Inman W40L; Beccy Osborn W45L; Chris Wood]
  - Night [Jamie Goddard M16; Will Hensman M40; Roger Goddard M45; Gary Longhurst M60; Janine Inman W40; Hazel Dean W55]

In addition, we had 9 winners of Scottish Orienteering League age classes, and 13 Scottish Score champions. Many others achieved top 3 places in major races in the UK and beyond and numerous club members ran in Home Internationals, Junior Inter-Regional and Junior Inter-Area competitions.

Graham Gristwood won the Walsh Trophy, presented by BOF for the best urban or sprint map. Graham's winning map was of Stirling University, as used for the Scottish Sprint Championships in 2018.

## 2) Organising events

FVO continues to put on more events, large and small, than any other club in Scotland. In 2019 we hosted the inaugural Scottish Middle Distance Championships at Birnam, as part of a successful weekend with a SOL at Dumyat the following day. Alongside both races we hosted the British Universities Championship races, which added layers of complexity to the organisation. Thanks to everyone involved. Our other major organising activity this year was to be the lead club for the Scottish 6 Days. This involved most club members helping in one way or another, including taking on some of the major organising roles. Thanks to Gareth Bryan-Jones as 6 Day treasurer, David Nicol for running the event entries and co-ordinating the day organising teams, Gary Longhurst (Mapping) and Will Hensman, Brad Connor and Jon Marsden as IT co-ordinators, and to all others who assisted in any way. Will also managed to win his class, get badly injured running down a field, as well as keeping the IT running smoothly! We have also had a number of first-time organisers and planners during the year – the sport needs new people taking on these roles and it is great to see interest from club members in these and other tasks. We will continue to provide training and mentoring for anyone who wants to learn more.

### 3) Next steps

The Treasurer's report shows a healthy position, but we need to maintain this so that we can continue to support our Development Officer role as the external funding for this post reduces and then ends. Our major events continue to generate income which the Committee have used to support development work, invest in new equipment, and to produce maps of new areas and updated maps of familiar ones. Our plans for 2020 will evolve as the new committee get to work, but include:

- Continuing to organise several series of events during the year, including: (i) beginners series in different regions of FVO-land; (ii) Wednesday evening spring/early summer; (iii) summer sprint; (iv) night events in winter. There is the opportunity to go orienteering with FVO every 2 weeks or less throughout the year.
- We aim to retain the CompassSport Cup this year – the heat is near Blair Atholl in March and the final is near Birmingham in October. All are very welcome to run in both races – we need a good turnout at the heat to ensure qualification for the final and Jon Cross has already sent a message about this. Similarly, we hope to win other British and JK relay titles, to win our 'home' Harvester, and to see individuals achieve their own goals, whether this be winning major races or progressing to the next level of technical difficulty at local events.
- Organising larger events in 2020:
  - Spring weekend: once again we are organising a Spring weekend, with a middle distance race (Saturday) and SOL (Sunday). Locations for these are being finalised, and more details will follow shortly.
  - Harvester Trophy: this is the UK's main, overnight, relay and we have partnered with SOLWAY Orienteers to organise this event at Drumlanrig in June. Helpers will be needed on the weekend (and an event organiser is required), and we hope to have several FVO teams running both the main (7 person) and handicap (5 person) relays.
- Planning for 2021:
  - FVO have offered to host Eurometing 2021 (put back from our original plan of 2020), as a test run for systems for the World Championships in Edinburgh in 2022. This will be September 2021, and Graham Gristwood is the FVO Co-ordinator.
- ...and 2022
  - 2022 sees the World Championships in Edinburgh, and Graham Gristwood (Technical Co-ordinator), Jon Cross and Ross MacLennan (Planners) are heavily involved with this.
  - FVO will organise the CompassSport Cup Final, at a venue to be decided. Competitors from all over the UK will come to run in both the Trophy and Cup finals and we will make sure that we put on a great event as well as hoping to win the Cup!
- We will continue to offer training and coaching, particularly aimed at juniors but also with activities aimed at everyone. This includes activities to help people prepare to plan and organise events. There will be a club training weekend later in 2020 to which all are invited. We are continuing to improve our permanent courses to allow training at any time.
- Supporting orienteering: many of our members do a lot of work for the sport – we have event controllers, volunteers with the SOA, 6 Days and BOF, event timing experts, coaches and others. This work is often unseen but is critical for the success of the sport. Thanks to everyone involved, and good luck to those taking on roles in 2020.

### 5) Summary

This is my fourth, and final, President's report. FVO is an easy club to work with, having so many keen and willing people who want to compete and support the development of orienteering. The events that we all attend are supported by a lot of behind-the-scenes work, and many people deserve thanks for doing a lot of this. The Committee and other post-holders are critical for the success of the sport. FVO collectively is friendly, welcoming and supportive, which helps to sustain our success. I would like to thank all who have been on the Committee over the past four years for being easy, and fun, to work with, for handling the occasional difficult situation professionally and effectively, and for the supplies of tea and cake. Good luck to the new Committee.

## **6) Awards**

The 2019 'Friend of FVO', awarded to someone or people who have gone out of their way to support FVO during the previous year, is to be presented to.

- **<deleted until presented to the recipient!>**
- **2019 Jim Heardman Trophy**
  - **Nicola Melville** for developing, implementing and supporting our coaching programme for several years. Much of this work takes place behind the scenes, preparing training plans, producing exercises and maps, talking to our juniors and their parents, and then turning up early at events to run coaching sessions. The number of juniors who have been through the programme, and their progression through to more technical courses and, in some cases, to winning races and joining national squads, are evidence of the success of Nicola's approach. She has also encouraged and mentored other coaches in the club, producing training materials and passing on new ideas and approaches to training. We have been fortunate to have a lead coach with the commitment and enthusiasm that Nicola has brought to the role.

Trevor Hoey  
January 2020



## **Appendix B: Membership Report for 2019**

### **1. Membership position as at 31st December 2019:**

Total membership was 224 (151 adults and 73 juniors) plus 2 second club members.

See Tables 1 and 2 for the breakdown into age categories and comparison with previous years. (NB This does not include Stirling University Orienteering club members who are automatically second club members of FVO).

### **2. New members joined in 2018**

We recruited 32 new members into FVO in 2019 (cf 39 new members in 2018).

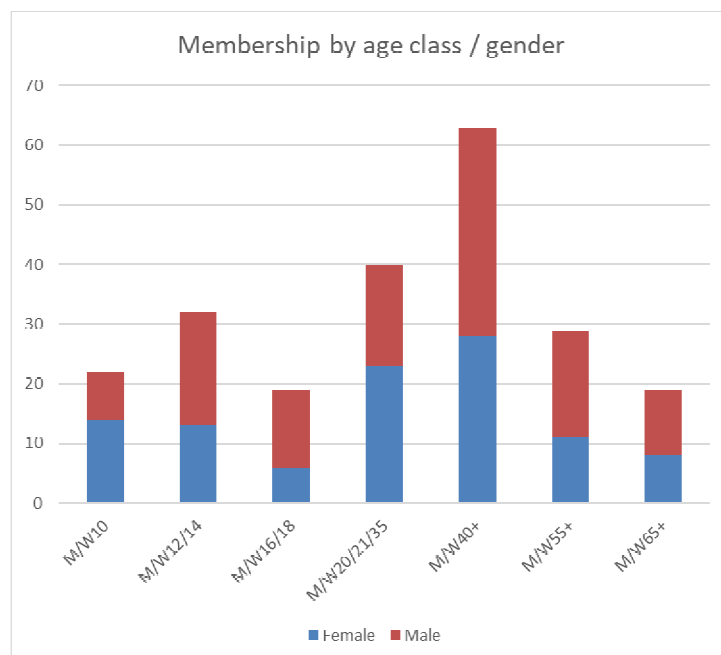
### **3. SOA/BO members**

At the end of 2019, we had 71 members in FVO who are Scottish Orienteering-only members (ie not in British Orienteering). (compares with 42 in 2018).

**Jen Leonard, FVO membership secretary, January 2020**

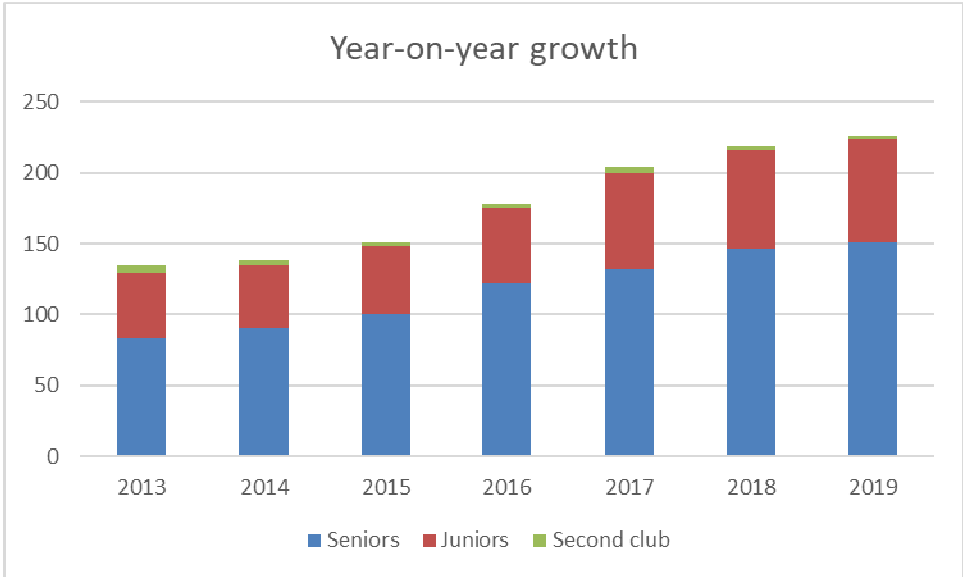
*Table 1 - Breakdown of FVO membership December 2019*

		<b>Female</b>	<b>Male</b>	<b>Total</b>
V. Young Juniors	M/W10	14	8	22
Younger Juniors	M/W12/14	13	19	32
Older Juniors	M/W16/18	6	13	19
Seniors	M/W20/21/35	23	17	40
Veterans	M/W40+	28	35	63
Supervets	M/W55+	11	18	29
Ultravets	M/W65+	8	11	19
<b>Total</b>		<b>103</b>	<b>121</b>	<b>224</b>



**Table 2 - FVO membership data over past 7 years**

<b>Year</b>	<b>Seniors</b>	<b>Juniors</b>	<b>Total</b>	<b>Second club</b>
2013	83	46	129	6
2014	90	45	135	3
2015	100	48	148	3
2016	122	53	175	3
2017	132	68	200	4
2018	146	70	216	3
2019	151	73	224	2



## **Appendix C: Treasurer's Report for the year ended 31 December 2019**

Attached is the Income and Expenditure Account, together with explanatory notes, for the year ended 31 December 2019.

### **Year on Year comparison**

Our strategy was to invest in growing membership and improving training. In 2019, income was £3k more than expenditure, compared to £0.6k in 2018. Key reasons for the surplus increase year in year of £2.4k are:

- **Higher net income from large events (+£3k)** High attendance on the SOL/Scottish Middle Champs, of which £1.5k was entry fees on hosting the British Uni Champs
- **Lower subsidising of FVO Kit (+0.7k)** Timing issue only due to sales in 2019 of FVO branded clothing which had been purchased and accounted for in 2018 Offset by...
- **Higher unfunded development role costs (-£1k)** SportsScotland DCI Funding reduced from £4.5k to £3.5k

### **Income**

2019 grants represent DCI development officer funding, Falkirk Schools Trust and several smaller grants from Central Region Government.

Our Club's main source of income is traditionally Big Events income. In 2020, the combined SOL/Scottish Middle Champs made £5.5k due to an incredible turnout boosted by hosting the British University Champs.

Profits from our smaller events (WEE, Night, CAT, Newcomer and Sprint series) are consistent year on year. The significant increase in number of, and participation in, these smaller events, over the last 2 years, combined with a small fee increase in 2018, means this now represents a very key area of Club income. While membership numbers have grown, the Club still struggles to translate high newcomer participation levels into new membership.

Membership numbers have risen over the last year, but the timing of renewals means there is a small year on year decrease on membership fees.

### **Expenditure**

Our largest expense is our development officer, Chris, who is employed by SOA with full recharge back to FVO. DCI Funding means FVO's net cost was £3,000 (2018 - £2,000). Mapping costs also continue to be a large area of spend. A budget is set and reviewed at each Committee meeting. Where possible grant funding is sought to cover these costs. The Club subsidises the national relay entries, and the Harvester, Jamie Stevenson Trophy and Compass Sport Cup entries are all fully paid for by FVO.

The main equipment purchases in 2019 were on renewing SI and Condes licences.

The Club subsidises the cost of FVO branded clothing by making a small loss on each sale, and we are left with a stock that will be sold in 2020.

### **Reserves**

The Club's bank balance at end of 2019 was £11,102. With a minimum target of £5,000, this represents a healthy balance. The Club's contribution to the cost of our development officer increases by a further £1,000 in 2020, the full cost of which will be mainly funded by our surplus on small events, and the drawdown on a surplus balance that has built up with SOA. Net income from the Sol 2020, Middle-Distance, and Harvester, together with membership fees, will help support new mapping, the purchase of some large items of equipment (pop up tent and generator) and continued subsidising of relays and CSC.

### **Dawn Goddard**

Chartered Accountant (ICAS) , FVO Treasurer

18 January 2020

## **Independent Examiner's Report to the members of Forth Valley Orienteers**

I report on the accounts of the club for the year ended 31 December 2019 which are set out in the Treasurer's Report.

### **Respective responsibilities of members and examiner**

The members of the club are jointly responsible for the finances of the club, in accordance with clause 8 of the constitution. It is my responsibility to examine the Accounts as required under clause 6 of the constitution and to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination is carried out in accordance with OSCR guidance on independent examinations. An examination includes a review of the accounting records kept by the club 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 Committee 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 the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records and to prepare accounts which accord with the accounting records have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Name:** Simon Hunt

**Relevant Professional qualification/professional body:** ICAEW

**Address:** Kinbuck Hall, Kinbuck

**Date:** 18 January 2020

## Income and Expenditure Account for the year ended 31 December 2019

Income <sup>(Note)</sup>	2019	2018
Memberships and Affiliations <sup>(1)</sup>	1,725	1,856
(Loss)/Surplus on Socials <sup>(2)</sup>	(757)	78
Grants and Sponsorship	7,700	7,495
Event Income - WEE Series <sup>(3)</sup>	1,230	743
Event Income - Night Series <sup>(3)</sup>	290	530
Event Income - CAT and Newcomers Series <sup>(3)</sup>	1,237	1,572
Event Income - Sprint Series <sup>(3)</sup>	555	569
Event Income - Larger Events	6,808	3,636
Other Income <sup>(4)</sup>	628	229
<b>Total Income</b>	<b>19,416</b>	<b>16,708</b>
<b>Net Income less Expenditure</b>	<b>3,015</b>	<b>580</b>

Bank Reconciliation	2019
Opening Bank Balance at 1 January 2019	9,707
Surplus above	3,015
Monies invested in stock of FVO kit <sup>(13)</sup>	(682)
Other year on year movements on other debtors and creditors <sup>(13)</sup>	(928)

**Closing Bank Balance at 31 December 2019** **11,112**

Expenditure <sup>(Note)</sup>	2019	2018
	£	£
Development Role <sup>(5)</sup>	6,500	6,500
Mapping Costs <sup>(6)</sup>	4,570	5,040
Relays, CSC, Harvester and JS Trophy Costs <sup>(7)</sup>	2,002	1,769
(Surplus)/Loss on Sale of FVO Clothing <sup>(8)</sup>	(8)	689
Equipment Costs <sup>(9)</sup>	2,010	1,247
Trophies and Engraving <sup>(10)</sup>	68	254
Club Events - AGM and Training	450	108
Athlete Support <sup>(11)</sup>	600	300
Donations <sup>(12)</sup>	34	
Stationery, Postage, Printing and Bank Charges	15	86
Subscriptions - Affiliation Fees to BOF and SOA	160	135
<b>Total Expenditure</b>	<b>16,401</b>	<b>16,128</b>

## Income and Expenditure Account for the year ended 31 December 2019 – Notes to the Accounts

1. Profit on Socials	Income	Expenses	Net	2018		
2019 Dinner Dance	917	867	50	63		
6 Days Afternoon Tea - club subsidy		557	(557)	0		
Kincraig Training Weekend Deposit for 2020 Weekend		250	(250)	15		
	917	1,674	(757)	78		
2. Grants	Income	2018				
DCI Funding	3,500	4,500				
Release of prior year ClubSport Scotland Grant	1,300					
Falkirk Schools Trust	2,000					
Gargunnoch Windfarm Trust	450					
Windfarm Trust for Birnam Hill Map/ Doune Map	0	1,995				
SOA Development Fund - to support mapping of satellite areas	0	1,000				
Other Local Government (Clacks and Falkirk) Grants towards mapping and equipment	450	0				
	7,700	7,495				
3. Events	Income	Map printing	Expenses Levies	Other	Net Surplus	2018
WEE Series	2,090	304	479	77	1,230	743
Night Series	958	254	346	68	290	530
CATs and Newcomers series	2,299	490	414	63	1,332	502
SoSoL (Callender Park/Barr Wood)	1,320	129	235	40	916	1,087
Club Champs (free for FVO)	16	27	84		(95)	(196)
Linlithgow schools training					0	179
Sprint Series	1,042	173	314		555	569
Middle Distance	4,897	654	271	1,264	2,708	
SOL - Dumyat	4,671	686	733	543	2,709	
Scottish Sprint Champs - Stirling Uni					0	1,028
CSCQ - Beecraigs					0	1,874
6 Days Pay Out for Royal Deeside 2017					0	734
2019 Scottish Orienteering Champs – share of surplus					475	0
	17,293	2,717	2,876	2,055	10,120	7,050

## Income and Expenditure Account for the year ended 31 December 2019 – Notes to the Accounts (Continued)

4. Other Income	Income	2018
Equipment Hire (Masterplan Adventures and Ochils 2000)	137	214
Royalties (2019 includes royalties from JOC chasing sprint)	259	15
Monies received from STAG on closure of West Areas bank account	186	0
Permanent Course Maps	46	0
	628	229

### 5. Development Role

Our part time development officer, Chris Smithard, is employed through SOA. FVO pay SOA annually a fixed sum to cover the salary and expenses for Chris, plus an administration charge. We became aware in 2019 that the fixed amount being paid is higher than SOA's costs, so there is now a designated balance with SOA due to FVO, which SOA's finance director has recently advised amounts to around £7k. FVO receive DCI funding annually for our development officer, but this grant reduces by £1k each year, and will only be £2,500 in 2020. As a result, the Committee has agreed to effectively drawdown on the £7k surplus with SOA through reduced annual payments to SOA over the remaining funding period.

6. Mapping Costs	Cost	Grant Received	2018
Callender Park, Helix/Kelpies, Langlees Woods, Bonnyfield Nature Reserve	2,300	2,200	
Beeccraigs (ClubSport Grant monies offset against this)	1,870	1,300	
Gargunnock	400	450	
	4,570	3,950	5,040

7. Relays, CSC, Harvester and JS Trophy Costs	Income - from members	Expenses - Entries	Travel & Accommodation	Net	2018
JK, British, British Sprints, and Scottish (entries part subsidised)	1,173	1,933		(760)	(608)
Harvester (2018 only) and JS Trophy (fully subsidised entries) Junior Inter-regional		102		(102)	(428)
CSC (entries fully paid plus small accommodation subsidy)		640	500	(1,140)	(725)
	1,173	2,675	500	(2,002)	(1,769)

## **Income and Expenditure Account for the year ended 31 December 2019 – Notes to the Accounts (Continued)**

<b>8. Sale of FVO Clothing</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>	<b>2018</b>
Sale of FVO branded O tops and jackets	1,632		1,632	1,448
Cost of FVO tops sold (proportion of Trimtex costs)		1,624	(1,624)	(2,137)
	<u>1,632</u>	<u>1,624</u>	<u>8</u>	<u>(689)</u>

The Club sells purchased stock to members at around a 15% discount. However, the cost of some 2019 sales was included in 2018 purchases, so overall the Club broke even on clothing sales for 2019. Louise is still holding a stock of tops in a range of sizes, at cost price of £682, which are expecting to be sold over the course of 2020.

<b>9. Equipment Costs</b>	<b>Expenses</b>	<b>2018</b>
SI Timing Licence	634	0
Condes Licence	283	0
Other SPORTident equipment	515	978
Kites	300	0
Stakes	208	0
Purchase of SI cards from members	70	91
Phones for GPS Tracking	0	80
Signs and water containers	0	98
	<u>2,010</u>	<u>1,247</u>

## **10. Trophies and engraving**

The cost of engraving of all relay and some FVO presented trophies is paid for by the Club and was kindly organised by Lindsey Hensman again this year.

## **11. Athlete Support**

Contribution to Grace Molloy, Peter Molloy and Lizzie Stansfield of £200 each towards major overseas competitions.



## Income and Expenditure Account for the year ended 31 December 2019 – Notes to the Accounts (Continued)

### 12. Prize Donations

Gift to Robin and Sheila Strain as Friends of FVO.

### 13. Accounting Policy

The Accounts have been prepared on an accruals basis, so income and costs are included in the Income and Expenditure Account in the year to which they relate.

Unsold kit stock, unused grants, and other balances due to and from external parties, are included as Assets and Liabilities of the Club as at 31 December 2019.

The exception to this accounting policy is membership fees which are accounted for as received by BOF, and can vary year on year, not just due to membership numbers, but also the timing of when members renew. The timing of these receipts is difficult to predict.

### 14. Assets and Liabilities

In addition to the recognised assets and liabilities mentioned in note 13 above, FVO also has the following non capitalised assets:

- **Equipment - SI and Other** – which has been expensed through the Income and Expenditure Account as this equipment was purchased. The SI equipment is expensive to replace, and is difficult to insure. Other equipment was recently valued at c£15k replacement cost and the Committee are currently reviewing insurance options for this equipment.
- **The development role surplus with SOA of c£7k** as referred to in note 5, which will be offset against future development role costs.