



Linlithgow Rugby Club Ltd

**Annual General Meeting
22 June 2023**

Linlithgow Rugby Club Ltd



Minutes of 6th ANNUAL GENERAL MEETING

held on Thursday 22nd June 2023

at 7-30pm in the Clubhouse

The following document has been compiled from the three presentations made to the Annual General Meeting and has been updated with the voting and decisions made at the meeting.

KRG Richardson

Ken Richardson
Secretary

1st July 2023

Linlithgow Rugby Club Ltd



AGENDA FOR 6th ANNUAL GENERAL MEETING

Thursday 22nd June 2023

7-30pm in Clubhouse

1. Apologies
2. Approval of Minutes of the 6th AGM (9th June 2022).
3. Report by Jean McKeown, President, on the activities of the Club / Company.
4. Fundraising proposals
5. Playing Report by Director of Rugby, Ian McLean.
6. Presentation of Annual Accounts for Linlithgow Rugby Club Ltd (01 May 2022 to 30 April 2023) by Jean McKeown, Director of Finance.
7. Consideration and approval of Accounts by Members.
8. Motions: - none advised
9. Election / re-election of Club / Company Directors.
10. Club Person of the Year Award - (Colin Watson to announce)
11. Concluding Remarks - Club President.

Ken Richardson
Secretary

Linlithgow Rugby Club Ltd
Company No. SC 532598

Ground and Clubhouse
Mains Park, 42 Mains Road,
Linlithgow EH49 6DB

Apologies

Apologies had been received from:

- Ally MacLennan
- Ken Smith
- John Smith
- Carly Calder
- Richard Calder
- Gary Shepherd
- Steph Shepherd
- Garry Knox
- Tom McNeil
- Allastair McLean

Approval of 2022 AGM Minutes

The 2022 Minutes were approved unanimously.

- These have been available for inspection on the Club website for over 11 months, with no comment raised in that time.

Report on Activities of the Company

Jean McKeown,
President / Chair of Board



Linlithgow Rugby Club Ltd

Report of the Directors for the year ended 30 April 2023

The Directors (who are also Trustees for the purpose of Charity law) are pleased to present their report together with the financial statements of the charitable company for the year ended 30 April 2023.

Reference and administrative details

Principal and registered office

Mains Park
Mains Road
Linlithgow
EH49 6DB

Bankers

Royal Bank of Scotland PLC
36 St Andrew Square
Edinburgh
EH2 2YB

Solicitors

Jon Blundell
Veitch Solicitors and Notaries
12 High Street
Linlithgow
EH49 7AG

Accountants and Independent Examiner

Cornerstone Accounting Ltd
11 Erngath Road
Bo'ness
EH54 1DP

Constitution, governance and management

Linlithgow Rugby Club Ltd ('the Club') was founded in 1970 as an unincorporated voluntary association. On 14 April 2016, it was incorporated in Scotland as a private company limited by guarantee (Number SC532598) and became a registered Scottish Charity (Number SC050439), constituted under a Memorandum of Association, on 7 September 2020.

Objectives and activities

The charitable purposes of the Club are:

1. the advancement of public participation in sport, in particular:
 - To promote the practice, play and development of rugby football; and
 - To encourage public participation in the sport of rugby football by all groups within the community.
2. The provision of recreational facilities, or the organisation of recreational facilities, to support the development of rugby football and related physical activities with the object of improving the conditions of life, the Club will encourage members of the general public of all ages to take part in the activities offered by the Club including, but not exclusively, fitness and leisure activities.

The main activities in place to further these objectives are set out in the 'One Club Vision' document and can be summarised as:

- Linlithgow Rugby Club will be a fully sustainable amateur rugby club with modern training and playing facilities and a fully developed coaching set up covering structured rugby and related skills development for players of all ages and genders. The Club 1st XV will aim to play at the highest possible level within Scottish Rugby.
- The Club will aim to be a family club, providing a social hub for playing and non-playing members and also for the wider Linlithgow community with key links and partnerships involving local schools, community organisations and sports clubs to promote fitness, wellbeing and active participation thereby fostering increased overall community spirit.
- The Club will ensure that the most appropriate and effective governance and organisation structures are in place to support the triple ambitions of growth, inclusivity and sustainability.

Linlithgow Rugby Club Ltd

Report of the Directors for the year ended 30 April 2023

Directors (Trustees)

The Directors who served during the year, and up to the date of this report are:

Jean McKeown	Chair, Club President, and Finance Director
Kenneth Richardson	Club Secretary
Ian McLean	Director of Rugby
John Smith	Director of Bar Operations
Colin Watson	Director of Clubhouse Operations
Gordon Muir	
Allastair McLean	
Robert Wakefield	

The Club must have a minimum of 5 directors who are appointed out of the membership. At each Annual General Meeting, all directors retire from office, but are then eligible for re-election. New directors are recruited and appointed from the membership of the Club and are provided with training by the existing Directors on their responsibilities regarding the governance of the Club and the general responsibilities of being a charity trustee.

The day to day running of the Club is carried out on behalf of the Directors by:

Maryann Cochrane	Office Manager
Susan Braes	Bar Manager
Douglas Thomson	Rugby Development Manager
Euan Mochrie	Assistant Rugby Development Officer

Achievements and performance

Towards the end of last season, the Club formally celebrated its 50th Anniversary with a dinner dance which saw many players past and present attend as well as members from across the Youth Section.

The past year has been focused on getting back to normal post Covid pandemic, with the playing side back to normal training and playing, culminating in a very full and successful season across all age groups of rugby.

The Club has focused on seeking to ensure its ongoing sustainability against the backdrop of the increased cost of living and the challenges that has presented to all. The Club Operations group continued to meet bi-weekly through the season and continued to seek engagement with our members via newsletters, social media updates and social events. The Club's Operational Policies have been reviewed and updated to reflect changes/improvements made over the year.

The Club launched Mains Park Training Co. Ltd in November 2022, a wholly owned trading subsidiary of the charity.

More specifically, the Club has managed its maintenance of the club very effectively, highlighted by:

Wood Pellet Boiler

The boiler has now completed 10 years delivering hot water and heating at a cost of £40,000 in wood pellets while bringing in £60,000 in Renewable Heat Incentives (RHI) payments from Ofgem.

General Maintenance

- Scottish Power meters upgraded
- Installed own washing machine and tumble dryer for club strips, saving £2,000 per year
- Additional fire detection installed at the boiler to comply with Insurance Company requirements
- Floodlights installed to the front patio area
- Event Hall Project, purchase of second hand dance floor and fairy lights saving £18,060

Linlithgow Rugby Club Ltd

Report of the Directors for the year ended 30 April 2023

Achievements and performance (continued)

300 Club

Renewed to achieve the target of 50 years operation in memory of Gerry Keating.

Associate Clubs

The Memories Group continues to attract over 50 people to its monthly meetings, with many excellent guest speakers.

The Male Voice Choir goes from strength to strength, benefiting from a recent recruitment drive.

West Lothian Eagles continues, to coincide with off-season for rugby.

Linlithgow Rose Community Football Club - walking football now hosts two sessions a week.

Scottish Rugby grants

SRU has recently increased its support for the Development Officer post from £10,000 to £15,000, based on increased responsibilities and experience.

Set up of Mains Park trading Co. Ltd

The trading subsidiary to the Club was formally launched in November 2022 and, over the first 6 months, it has seen a steady increase in private functions since Covid lockdown. It has benefited from a great attendance at the Fireworks event; held 2 successful rallies from Central Scotland Auto Grasse Club and the Guzzio Moto Rally Club and a wedding reception. The trading company benefits from club events including specific fundraising events too.

Membership

Membership retention, both playing and non-playing, has been excellent and the online membership system Clubforce continues to work well. We are looking to upgrade to their new platform in the coming year.

Youth rugby

Tiny Reds (pre-school ages)

The tiny reds continue to develop and numbers are steadily on the increase. Some great work from Adam Scott keeps them entertained and developing rugby related skills.

Micros (P1 – P4)

The 2022/23 season for Micros welcomed new members particularly across P1 to P3. This group has benefited hugely from the indoor training facility enabling higher attendance over the winter months. They have benefitted from a consistent coaching team for the group and a key highlight was several home and away fixtures which allowed the P3's to put their skills to the test – well received by both players and parents. The micros have a non-coaching co-ordinator who is proving to be highly successful in managing the week-to-week activity as well as providing valuable feedback to the overall operation of micros rugby.

Minis (P5-P7)

Excellent numbers across all teams, in fact for some tournaments with restricted numbers it was an issue who to take. Coaching numbers are good with average 4/5 per team. There is an opportunity to discuss and develop a playing management structure to include, coaches, team manager, parent liaison etc, similar to the non-coaching co-ordinator for the micros.

Linlithgow Rugby Club Ltd

Report of the Directors for the year ended 30 April 2023

Achievements and performance (continued)

Youth rugby (continued)

Schools (S1-S6)

All school teams benefitted from a localised fixture list in the first half of the season, although second half was a bit stop start at S1,2,3. Good numbers across all teams especially S3 and U16 who had over 30 players. U16 reached the National School Finals at Murrayfield, playing in the Shield competition narrowly losing to Loretto in the dying seconds of the game. U18 missed out on a regional finals day, losing to eventual winners North Berwick in the semis. S2 embarked on a successful tour to France supported by the Club parents and several generous sponsors. A great time was had by all.

Senior Rugby

The 1st XV had a season of highs and lows. They finished in their highest league position for 10 years, scored more tries and points within the league than before but ultimately did not manage promotion to National League 4 which was our aim for the season. The team had a great cup run, losing in the quarter final to eventual winners Stewartry by one score. The 2nd XV did not fair so well with them only completing 7 games in the season. This was due to weather, opposition not able to field a team and the seconds themselves failing to field a team on 2/3 occasions. A team of senior players went to Paris for the Six Nations and had a very close game against Plaisir; the Club look forward to the return match in 2024.

Walking rugby

Walking Rugby now hosts two sessions a month with around 15 people regularly involved. They have also been taking part in festivals – Dalkeith most recently. With a good core of players, they are now travelling to compete against other clubs.

Tartan Touch

Tartan Touch is proving to be popular with over 70 turning up for the first 3 evenings. Great mixture of young and old playing together in a fun environment.

Development Officers

In addition to School of Rugby at Linlithgow Academy and work in the cluster primary schools, the DOs are working at Armadale Academy and Queensferry High School. All three schools include cohorts of girls being introduced to the game.

We are now making use of the new 3G pitch at Winchburgh, which is certified and marked for rugby.

Plans for future years

The refreshed One Vision Document and supporting 5 year plan can be accessed on the Club's Governance page on the Club's website at <http://lrfc.club/club-governance/>.

The Board has identified three priority capital projects for the Club, all of which will need a combination of external grant support and internal fundraising. They are:

- Storage Project
- Gym refurbishment
- Replacement of tables and chairs for Clubhouse Lounge

Financial review

Funding sources

Income comes primarily from:

1. Membership fees paid by Club members
2. Grants from the Scottish Rugby Union and other funding bodies
3. Income from the bar and renting out facilities
4. Income from sponsorship and donations

Linlithgow Rugby Club Ltd

Report of the Directors for the year ended 30 April 2023

Financial review (continued)

Results for the year

The financial statements for the year are set out on pages 7 to 15. The Statement of Financial Activities on page 7 reflects net expenditure of £15,368 (2022: net expenditure of £38,392). Net funds amounted to £651,007 (2022: £666,375).

Reserves policy

The Directors aim to hold 3 months of general expenditure in the General Fund at any time as a contingency to cover unforeseen costs which may arise. At 30 April 2023, the General Fund amounted to £113,205 and met the reserves policy.

Statement on risk

The Directors have considered the risks to which the Club may be subject and have implemented appropriate procedures to mitigate those risks.

Statement of Trustees' responsibilities

Charity law requires the Trustees (who are also the Directors) to prepare financial statements for each financial year which give a true and fair view of the state of the Club's affairs and of its income and expenditure, including its surplus or deficit for that year, and which have been properly prepared from, and are in agreement with, the accounting records of the Club and comply with relevant disclosure requirements.

In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the Club's financial position and enable the Trustees to ensure that the financial statements comply with the Companies Act 2006 (as amended). The Trustees are also responsible for taking such steps as are reasonably open to them to safeguard the Company's assets and to prevent and detect fraud and other irregularities.

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

On behalf of the Directors

Jean McKeown

Director

Date: 22 June 2023

Finance Objectives 2022

- Establish **Mains Park Trading Company** - **Completed**
- Set up **new bank account** and rationalise existing accounts – **New accounts set up for MPT**
- Establish **group VAT position** for both the charity and the trading company - **Completed**
- Seek to **reduce costs of external fees** - **Completed**
- Seek to **increase income of the trading company** - **Underway**

Development Plans 2023

- **Storage** Project
- **Gym** Refurbishment
- Replacement of **Tables & Chairs** for clubhouse lounge – off to good start with circa £3.5k of funding from the 6 Nations Prediction cards over the last 2 years

Costs and Membership Fees

- Direct costs of rugby plus a fair distribution of indirect costs works out at between £250 and £300 per player (youth and senior)
- Our policy is that membership fees should cover at least 50% of these costs
- Current fees are in the range £65 (Wee Reds Micro) to £175 (Wee Reds Mini or Young Red), with Family Membership starting at £190

Proposal for Next Season

- *Freeze the fees*
- Boost Fundraising

but need to change:

- Less than 5% of fundraising came from Youth Section, which has over 80% of the players

Director of Rugby report Ian McLean

22nd June 2023





What will be covered

- A Healthy Picture - Micro, Mini and Youth Rugby
- Onwards and upwards - Senior Rugby
- Sustainable Club

Micro, Mini and Youth rugby





Our philosophy

- **Participation and development** to create a life-long love of rugby in as many children as possible
- Helping them become good rugby players and good people with **strong values** of respect and sportsmanship and a sense of fun
- Development and support to **be the best player they can be**, with plenty of opportunities to play
- **Growing player numbers** is our most important measure of success.



Participation and opportunities to play

- Record player numbers and record game participation across the Tiny, Wee and Young Reds
- Most year groups increased their numbers through the season
- Tartan Touch for all ages has had highest numbers ever

section	Active players	section	Active players
Micros (P1-P3)	52	S1	25
P4	10	S2	27
P5	21	U15	25
P6	17	U16	32
P7	29	U18	30
Total Mini + Micros	129	Total Youth	139



Development – being the best they can be

- Minis and Micros enjoyed multiple fixtures and festivals at home and away
- A very successful season at Youth level, with cup runs for U18 and U16 reaching Semi Finals in the East Cup and the QF and Final of the Scottish Schools Plate
- More Young Reds players than ever have had the opportunity of

Representative Rugby:

- 2 players @ Edinburgh U18
- 2 players @ Edinburgh U17
- 2 players @ Edinburgh U16
- 10 players @ East Region Player Development Hub 2008s
- 2 Academy Supported Players for season 2023-24



Looking ahead to 2023-24

- Challenges and opportunities with new tackle height rules at all ages
- Happy balance to be found for fixtures v training across Mini age groups
- Excellent playing numbers for every School age group
 - Reserve conference fixtures will be critical to offer playing opportunities for full squads at U16 and U18
- New conference structure should offer better competition at each age group – we will review after the season and decide best fit for 2024-25
- Great optimism about cup chances for our teams!

Development Team

- Focus
- Continued support of all age groups at club and in local schools
- Continue to look at possibility of Girls/ women's rugby
- Focus on Coach development and support (especially with new Law changes)
- Support players in the Representative system and those with the potential to be there.

Senior Rugby



Review Season 2022/23



Looking back over the last 10 years

- Highest League position
- Most points scored in a season
- Most tries scored in a season
- Attractive brand of Rugby
- Lots of positives

- Disappointed not to have gained promotion



Looking Ahead

- Concentrated Focus on **Rugby** – playing, coaching and developing all.
- Investment in **video analysis** equipment to support Senior XVs, U18 and U16 initially.
- New Senior **Coaching and Management Structure**.
- **1st XV in 8 team East 1 League, 2nd XV in new Regional Reserve League**
- **Players committee** set up to have a **heard voice** within the club and to **support club initiatives**.
- **Player recruitment (U18 coming up support)**
- **Red Thread** – continued development

Sustainable Rugby





The Playing side

A Drive towards

- Ensuring all players are **properly registered** and have **paid** their membership.
- **Respecting** the club, its facilities, and staff and looking after them each time training or playing.
- **Supporting** the club to **fundraise (all teams)**, seek **sponsorships** (big or small) to ensure financial stability for the future and keep fees down.
- Support any **volunteering** call, especially a round major events.



Final thoughts.

Do you know what my favourite part of the game is?

The **opportunity** to play.

It's not the will to win that matters—everyone has that.

It's the **will to prepare to win** that matters.

Presentation of Annual Accounts

Jean McKeown,
Acting Director of Finance



Linlithgow Rugby Club Ltd

Report of the Independent Examiner to the Trustees for the year ended 30 April 2023

I report on the accounts of the Club for the year ended 30 April 2023 which are set out on pages 7 to 15.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees (who are also the Directors of the company for the purposes of company law) 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 (as amended). 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 Examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations (as amended). An examination includes a review of the accounting records kept by the Company 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 Directors concerning 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

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 (as amended), and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations (as amended)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.

Alison Franks CA

Director

Cornerstone Accounting Ltd
Chartered Accountants

Date: 22 June 2023

11 Erngath Road
Bo'ness
EH51 9DP

Linlithgow Rugby Club Ltd

Statement of Financial Activities (incorporating Income and Expenditure account)

For the year ended 30 April 2023

	Notes	General fund £	Designated fund £	Restricted funds £	2023 Total £	General fund £	Designated fund £	Restricted funds £	2022 Total £
Income and endowments									
Donations and legacies	2	20,753	-	27,476	48,229	32,926	-	32,750	65,676
Charitable activities	3	106,569	-	-	106,569	95,762	-	(150)	95,612
Other trading activities	4	101,484	-	-	101,484	82,441	-	-	82,441
Investments	5	871	-	-	871	14	-	-	14
Other income		208	-	-	208	100	-	-	100
Total income and endowments		229,885	-	27,476	257,361	211,243	-	32,600	243,843
Expenditure									
Cost of raising funds	6	18,185	-	-	18,185	7,485	-	-	7,485
Charitable activities	7	182,618	44,450	27,476	254,544	197,725	44,275	32,750	274,750
Total expenditure		200,803	44,450	27,476	272,729	205,210	44,275	32,750	282,235
Net (expenditure)/income		29,082	(44,450)	-	(15,368)	6,033	(44,275)	(150)	(38,392)
Transfers between funds	12	(9,844)	9,844	-	-	(47,378)	47,378	-	-
Net movement in funds		19,238	(34,606)	-	(15,368)	(41,345)	3,103	(150)	(38,392)
Total funds brought forward		93,967	559,754	12,654	666,375	135,312	556,651	12,804	704,767
Total funds carried forward		113,205	525,148	12,654	651,007	93,967	559,754	12,654	666,375
Represented by:									
General fund	11	113,205	-	-	113,205	93,967	-	-	93,967
Designated fund	11	-	525,148	-	525,148	-	559,754	-	559,754
Restricted fund	11	-	-	12,654	12,654	-	-	12,654	12,654
Total funds		113,205	525,148	12,654	651,007	93,967	559,754	12,654	666,375

The notes on pages 9 to 15 form part of these financial statements.

Balance sheet

As at 30 April 2023

	Notes	General fund £	Designated fund £	Restricted funds £	2023 Total £	General fund £	Designated fund £	Restricted funds £	2022 Total £
Fixed assets									
Tangible assets	8	-	525,048	-	525,048	-	559,754	-	559,754
Investments	9	-	100	-	100	-	-	-	-
Total fixed assets		-	525,148	-	525,148	-	559,754	-	559,754
Current assets									
Stocks		554	-	-	554	3,989	-	-	3,989
Debtors	10	39,226	-	-	39,226	4,656	-	-	4,656
Cash at bank and in hand		103,547	-	12,654	116,201	134,865	-	12,654	147,519
Total current assets		143,327	-	12,654	155,981	143,510	-	12,654	156,164
Creditors: amounts due within one year									
	11	(30,122)	-	-	(30,122)	(49,543)	-	-	(49,543)
Net current assets		113,205	-	12,654	125,859	93,967	-	12,654	106,621
Total assets less current liabilities		113,205	525,148	12,654	651,007	93,967	559,754	12,654	666,375
Net assets		113,205	525,148	12,654	651,007	93,967	559,754	12,654	666,375
Funds of the Charity									
General fund	12	113,205	-	-	113,205	93,967	-	-	93,967
Designated fund	12	-	525,148	-	525,148	-	559,754	-	559,754
Restricted Fund	12	-	-	12,654	12,654	-	-	12,654	12,654
		113,205	525,148	12,654	651,007	93,967	559,754	12,654	666,375

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Directors' responsibilities:

For the year ending 30 April 2023, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of the accounts.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The financial statements on pages 7 to 15 were approved by the Trustees on 22 June 2023 and signed on their behalf by:

Jean McKeown

The notes on pages 9 to 15 form part of these financial statements.

Linlithgow Rugby Club Ltd

Notes to the Financial Statements for the year ended 30 April 2023

1. Accounting policies

Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with FRS 102, the Statement of Recommended Practice - Accounting & Reporting by Charities (SORP 2019) (FRS 102), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006.

In compliance with FRS 102 1A, we have not prepared a statement of cash flows. The Club is a public benefit entity.

The principal accounting policies adopted in the preparation of the financial statements are set out below.

Company status

The company is a private company limited by guarantee, incorporated in Scotland. In the event of the Club being wound up, the liability in respect of the guarantee is limited to £1 per member of the Club.

Basis of financial statements

The financial statements have been prepared on the accruals basis.

The Directors consider that there are no material uncertainties which would cast doubt on the Club's ability to continue as a going concern.

Income and debtors

All income is included on the Statement of Financial Activities when the Club is legally entitled to the income and the amount can be quantified with reasonable accuracy.

The Club benefits greatly from donated services by a number of volunteers. These have not been quantified for the purposes of the accounts. The Club benefits from the following:

- Over 40 volunteers who coach rugby from the Wee Reds Tiny Tots (pre-school) to the over 60s Walking Rugby group; and
- Over 40 other volunteers who carry out a wide range of activities in general support of the Club.

Debtors are valued at cost at the year-end and adjusted for any amounts considered to be irrecoverable.

Expenditure and creditors

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.

Support costs are those costs incurred directly in support of expenditure on the objects of the Club and include governance costs.

Creditors are valued at cost at the year-end and split between amounts due in less than one year and amounts due in more than one year.

Taxation

The Company is exempt from Corporation Tax on its charitable activities.

Linlithgow Rugby Club Ltd

Notes to the Financial Statements for the year ended 30 April 2023

1. Accounting policies (continued)

Tangible fixed assets and depreciation

Tangible fixed asset purchases over £1,000 are capitalised and stated at cost less depreciation; purchases of less than £1,000 are recorded as expenses in the year of purchase. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- | | |
|--------------------------|---------------------|
| • Buildings | 4% straight line |
| • Leasehold improvements | 4% straight line |
| • Fixtures and fittings | 10% straight line |
| • Plant and machinery | 12.5% straight line |

Investment in Subsidiary

The investment in the subsidiary company, Mains Park Trading Co Ltd, is valued at cost. The financial results of the subsidiary are disclosed in the notes to the accounts.

Stocks

Bar and merchandising stock are valued at the lower of cost and net realisable value and is accounted for on a first in, first out basis.

Cash at bank and in hand

All cash funds of the Club are held in immediate access bank accounts.

Statement of Financial Activities

For the purpose of the Statement of Financial Activities, funds are defined as follows:

Unrestricted funds comprise income received for the objects of the company without further specified purpose and are available as general funds or are placed with designated funds which can be used for purposes in agreement with its charitable objectives.

Designated funds comprise those which have been set aside from general funds for a specific use as decided by the Trustees.

Restricted funds comprise income which has been received for the objects of the company and specified for a restricted purpose within these objects by the donor.

Linlithgow Rugby Club Ltd

Notes to the financial statements

For the year ended 30 April 2023

2. Donations and legacies

	General fund	Designated fund	Restricted funds	2023 Total	General fund	Designated fund	Restricted funds	2022 Total
	£	£	£	£	£	£	£	£
Individual donations	4,139	-	-	4,139	4,194	-	-	4,194
300 Club donation	-	-	-	-	1,500	-	-	1,500
Grant income	16,590	-	27,476	44,066	27,124	-	32,750	59,874
Gift aid receivable	24	-	-	24	108	-	-	108
	20,753	-	27,476	48,229	32,926	-	32,750	65,676

Grant income for the year comprises:

Scottish Rugby Union grants	37,093	28,725
Renewable Heat Incentive Scheme	6,973	5,949
West Lothian Council grants	-	18,950
Coronavirus Job Retention Scheme	-	6,250
	44,066	59,874

3. Income from charitable activities

	General fund	Designated fund	Restricted funds	2023 Total	General fund	Designated fund	Restricted funds	2022 Total
	£	£	£	£	£	£	£	£
Membership fees	45,407	-	-	45,407	46,686	-	-	46,686
Fundraising income	28,809	-	-	28,809	23,979	-	-	23,979
Lottery income	10,233	-	-	10,233	8,380	-	-	8,380
Ticket and transport income	17,832	-	-	17,832	14,984	-	(150)	14,834
International ticket commission	3,521	-	-	3,521	790	-	-	790
Merchandise sales	767	-	-	767	943	-	-	943
	106,569	-	-	106,569	95,762	-	(150)	95,612

4. Other trading activities

	General fund	Designated fund	Restricted funds	2023 Total	General fund	Designated fund	Restricted funds	2022 Total
	£	£	£	£	£	£	£	£
Bar sales	47,490	-	-	47,490	61,476	-	-	61,476
Catering and hospitality	14,979	-	-	14,979	1,450	-	-	1,450
Facility hire	30,397	-	-	30,397	15,263	-	-	15,263
Sponsorship	7,668	-	-	7,668	3,516	-	-	3,516
Vending machines	950	-	-	950	736	-	-	736
	101,484	-	-	101,484	82,441	-	-	82,441

5. Investment income

	General fund	Designated fund	Restricted fund	2023 Total	General fund	Designated fund	Restricted fund	2022 Total
	£	£	£	£	£	£	£	£
Intercompany loan interest	486	-	-	486	-	-	-	-
Bank interest	385	-	-	385	14	-	-	14
	871	-	-	871	14	-	-	14

6. Expenditure on raising funds

	General fund	Designated fund	Restricted fund	2023 Total	General fund	Designated fund	Restricted fund	2022 Total
	£	£	£	£	£	£	£	£
Event costs	14,960	-	-	14,960	3,730	-	-	3,730
Lottery prizes	3,225	-	-	3,225	3,755	-	-	3,755
	18,185	-	-	18,185	7,485	-	-	7,485

Linlithgow Rugby Club Ltd

Notes to the financial statements

For the year ended 30 April 2023

7. Expenditure on charitable activities

	General fund £	Designated fund £	Restricted fund £	2023 Total £	General fund £	Designated fund £	Restricted fund £	2022 Total £
Staff costs								
Salaries	49,717	-	27,476	77,193	61,573	-	24,550	86,123
Pension costs	1,870	-	-	1,870	1,570	-	-	1,570
Employer's NI	2,358	-	-	2,358	1,669	-	-	1,669
	53,945	-	27,476	81,421	64,812	-	24,550	89,362
Direct costs								
Trading expenses								
Bar purchases	18,959	-	-	18,959	30,662	-	-	30,662
Merchandising purchases	1,144	-	-	1,144	1,142	-	-	1,142
Clubhouse expenses								
Utilities	14,367	-	-	14,367	8,916	-	-	8,916
Repairs and maintenance	8,201	-	-	8,201	14,925	-	5,000	19,925
Cleaning	2,532	-	-	2,532	1,894	-	-	1,894
Rent	992	-	-	992	33	-	-	33
Other clubhouse expenses	3,606	-	-	3,606	6,929	-	-	6,929
Playing and match expenses								
Rugby coaching costs	2,278	-	-	2,278	2,236	-	-	2,236
International ticket expense	7,727	-	-	7,727	9,154	-	-	9,154
Catering and hospitality	18,119	-	-	18,119	5,928	-	990	6,918
Kit and equipment	3,069	-	-	3,069	431	-	2,210	2,641
Transport	12,211	-	-	12,211	6,136	-	-	6,136
First aid	267	-	-	267	214	-	-	214
Pitch expenses								
Pitch maintenance	10,995	-	-	10,995	8,767	-	-	8,767
Administration costs								
Depreciation	-	44,450	-	44,450	-	44,275	-	44,275
Insurance	4,512	-	-	4,512	3,061	-	-	3,061
Office costs	2,288	-	-	2,288	2,684	-	-	2,684
Subscriptions	35	-	-	35	35	-	-	35
	111,302	44,450	-	155,752	103,147	44,275	8,200	155,622
Support costs								
Advertising and marketing	116	-	-	116	57	-	-	57
Accounting costs	63	-	-	63	8,701	-	-	8,701
Independent examiner's fee								
Accounts preparation	800	-	-	800	1,000	-	-	1,000
Independent examination	400	-	-	400	600	-	-	600
Payroll processing	757	-	-	757	1,522	-	-	1,522
Taxation and VAT support	750	-	-	750	787	-	-	787
Advice on charity set-up	-	-	-	-	1,500	-	-	1,500
Legal costs	377	-	-	377	462	-	-	462
Charitable donations	4,120	-	-	4,120	1,898	-	-	1,898
Bank charges	1,803	-	-	1,803	2,140	-	-	2,140
Irrecoverable VAT	7,662	-	-	7,662	11,099	-	-	11,099
Sundry costs	523	-	-	523	-	-	-	-
	17,371	-	-	17,371	29,766	-	-	29,766
Total expenditure	182,618	44,450	27,476	254,544	197,725	44,275	32,750	274,750

Staff costs:

The average number of employees employed by the Club during the year was 7 (2022: 7).

There are no employees paid more than £60,000 (2022: nil).

There was no holiday pay due at the year-end (2022: nil).

The total remuneration paid to Key Management personnel (defined as the Office Manager) amounted to £20,040 (2022: £18,705).

Charitable donations:

Donations we made in the year, as follows: DEC Ukraine fund £2,060 and Marie Curie £2,060.

Linlithgow Rugby Club Ltd

Notes to the financial statements

For the year ended 30 April 2023

8. Tangible fixed assets

	Buildings £	Leasehold Improvements £	Fixtures and fittings £	Plant and machinery £	Total £
Cost					
At 1 May 2022	560,395	87,268	117,954	57,884	823,501
Additions	-	-	9,744	-	9,744
At 30 April 2023	<u>560,395</u>	<u>87,268</u>	<u>127,698</u>	<u>57,884</u>	833,245
Depreciation					
At 1 May 2022	161,605	13,858	46,409	41,875	263,747
Charge for year	22,993	5,057	10,941	5,459	44,450
At 30 April 2023	<u>184,598</u>	<u>18,915</u>	<u>57,350</u>	<u>47,334</u>	308,197
Net book value					
At 30 April 2023	<u>375,797</u>	<u>68,353</u>	<u>70,348</u>	<u>10,550</u>	525,048
At 30 April 2022	<u>398,790</u>	<u>73,410</u>	<u>71,545</u>	<u>16,009</u>	559,754

The land is owned by West Lothian Council and a lease has been granted to the Club until 2092 at no charge.

9. Investment in Subsidiary

The Club owns 100% of the share capital in the trading subsidiary, Mains Park Trading Co Ltd (Company number SC730792), cost £100. The financial results of that Company for the year are:

Profit and loss account:	2023
	Total
	£
Turnover	46,959
Cost of sales	(37,344)
Gross profit	<u>9,615</u>
Administrative costs	(11,168)
Net loss	<u>(1,553)</u>
Balance sheet:	
Share capital	100
Retained earnings brought forward	-
Current year loss	(1,553)
Net liabilities	<u>(1,453)</u>

10. Debtors

	General fund £	Designated fund £	Restricted fund £	2023 Total £	General fund £	Designated fund £	Restricted fund £	2022 Total £
Trade debtors	4,179	-	-	4,179	736	-	-	736
Intercompany loan	18,552	-	-	18,552	-	-	-	-
Intercompany debtor	15,047	-	-	15,047	-	-	-	-
Gift aid recoverable	-	-	-	-	3,920	-	-	3,920
Other debtors	1,448	-	-	1,448	-	-	-	-
	<u>39,226</u>	<u>-</u>	<u>-</u>	39,226	<u>4,656</u>	<u>-</u>	<u>-</u>	4,656

Linlithgow Rugby Club Ltd

Notes to the financial statements

For the year ended 30 April 2023

11. Creditors: amounts due within one year

	General fund £	Designated fund £	Restricted fund £	2023 Total £	General fund £	Designated fund £	Restricted fund £	2022 Total £
Loans	3,895	-	-	3,895	5,679	-	-	5,679
Trade creditors	14,177	-	-	14,177	10,371	-	-	10,371
Accruals and deferred income	1,750	-	-	1,750	23,448	-	-	23,448
Taxation and social security	1,432	-	-	1,432	1,543	-	-	1,543
Other creditors	8,868	-	-	8,868	8,502	-	-	8,502
	30,122	-	-	30,122	49,543	-	-	49,543

The Club has 1 loan outstanding to Tennents. It was provided for the refurbishment of the Clubhouse and is being repaid by means of discounts earned on the purchase of beer and cider from Tennents.

12. Funds analysis

Current year

	Balance at 01.05.22 £	Income £	Expenditure £	Transfers £	Balance at 30.04.23 £
General fund	93,967	229,885	(200,803)	(9,844)	113,205
Designated assets fund	559,754	-	(44,450)	9,844	525,148
Total unrestricted funds	653,721	229,885	(245,253)	-	638,353
<i>Restricted funds</i>					
Under 14 tour fund	2,654	-	-	-	2,654
Youth rugby legacy fund	10,000	-	-	-	10,000
Development Officer salary fund	-	27,476	(27,476)	-	-
Total restricted funds	12,654	27,476	(27,476)	-	12,654
Total funds	666,375	257,361	(272,729)	-	651,007

Prior year

	Balance at 01.05.21 £	Income £	Expenditure £	Transfers £	Balance at 30.04.22 £
General fund	135,312	211,243	(205,210)	(47,378)	93,967
Designated assets fund	556,651	-	(44,275)	47,378	559,754
Total unrestricted funds	691,963	211,243	(249,485)	-	653,721
<i>Restricted funds</i>					
Under 14 tour fund	2,804	(150)	-	-	2,654
Youth rugby legacy fund	10,000	-	-	-	10,000
Development Officer salary fund	-	17,750	(17,750)	-	-
WLC Get into Summer fund	-	8,000	(8,000)	-	-
WLC Beyond Summer fund	-	2,000	(2,000)	-	-
SRU drainage system fund	-	5,000	(5,000)	-	-
Total restricted Funds	12,804	32,600	(32,750)	-	12,654
Total funds	704,767	243,843	(282,235)	-	666,375

Annual Accounts

- Can be found in “Directors Report and Financial Statements 2022 to 2023”
- Additional information given follows...

Reporting

- The Directors Report & Financial Statements is the key report required to be submitted to **OSCR** (the Scottish Charity Regulator) & **Companies House**
- Page 7 of the Accounts provides the Statement of Financial Activities over the year
- Page 8 provides details of the balance sheet
- Pages 9 through to 15 provide the detailed notes
- Funds of the charity are defined as:
 - **General Fund** – income that doesn't have a specified purpose
 - **Designated** – funds set aside from the general pot which has a specific use
 - **Restricted** – represents income which has been received for the objects of the company and are specified for a restricted purpose within the objects by the donor. For example, SRU income

Key Finance Metrics –as at 30 April 2023- LRC

INCOME
£257,361

EXPENDITURE
£272,729

Net Expenditure
(£15,368)

CASH at BANK
110,609.71*

Income	2022/23	2021/22
Donations & Legacies	48,229	65,676
Income from Charitable Activities (1)	106,569	95,612
Other Income	208	100
Other trading activities (2)	101,484	82,441
Investments	871	14
Total	257,361	243,843

Expenditure	2022/23	2021/22
Cost of Raising funds (3)	18,185	7,485
Staff Costs (4)	81,421	89,362
Direct Costs	155,752	155,622
Support Costs	17,371	29,766
Total	272,729	282,235
Net income/(expenditure)	(15,368)	(38,392)

*Combined LRC & MPT Cash at bank as at 30/4/2023 was **£137,601.55**

Notes

1. Includes membership fees, fundraising, 100 and 300 club, transport and ticket income etc
2. Includes bar sales (up to 1/11/2022), catering & hospitality; facility hire, vending etc
3. Cost of raising funds - event costs & 100 & 300 Club prizes
4. Salary costs – these are split between LRC and Mains Part Trading

Key messages

(comparison against 21/22)

- **Income increased overall by ca. £13.5k** made up of:
 - Decrease in donations & legacies of £17,447 (reduction in grant income)
 - Increase in Charitable Activities of £10.9K
 - Increase in Other trading of £19k* notably in facility hire and catering
 - Increase in fundraising income of C.£5k
- **Expenditure decreased overall by ca. £20.2k**, made up of:
 - Charitable activities stayed roughly the same, however the detail shows increases in transport, fundraising costs and catering. Plus separation of bar sales into MPT
 - Decreased Support Costs of ca. £12.4K

Decrease in loss of ca. 40% to (£15,368) on 2022

- Mains Park Trading sustained a small loss over the first 6 months of (£1,533)

Summary

- The net assets of the Club have decreased slightly, over the year by c.£15.368K(£666.4 to £651k)
- Bank balance decreased over the year by £9.9k from £147.5k to £137.6k (note: current cash is £162.3k, post year end and is combined LRC and MPT)
- Membership numbers remain stable
- ITC Development and capital expenditure kicked-off
- The past year has gone very well given general increase in costs, however we didn't complete our capital expenditure plans

Short Break then Approval of Accounts

- Following a short break and a few questions seeking clarification of information, the annual accounts were unanimously approved by those present at the AGM

Election of Company Directors

The following people were elected unanimously as **Operational Directors** of Linlithgow Rugby Club Ltd:

- Jean McKeown (President)
- Ken Richardson (Secretary)
- Ian McLean (Director of Rugby)
- Colin Watson (Director of Clubhouse Operations)
- **Neil Lockhart** (Director of Finance)
- John Smith (Director of Bar Operations)

The following people were elected unanimously as **non-executive Directors** of Linlithgow Rugby Club Ltd :

- Gordon Muir
- Rob Wakefield
- Allastair McLean

Mains Park Trading Ltd

- **Colin Devlin** was proposed as a **Director of Mains Park Trading Ltd**
- Although not required technically by the Club's Articles of Association, the meeting unanimously ratified his appointment
- This means that the Directors of Mains Park Trading Ltd (trading subsidiary) will be: Jean McKeown, John Smith & Colin Devlin

Co-opted Non-Executive Director

- Following a conversation immediately following the AGM, **Ross Martin** was proposed and accepted to be co-opted as a **Non-Executive Director** of Linlithgow Rugby Club Ltd.

Club-Person of the Year

- Colin Watson introduced the award, which this year goes to a group of Club Members who have spent many hours working on preparations for the marquee indoors, with work on renovating the newly acquired second-hand dancefloor, in particular.
- The award went to:
Gordon Dixon, Gary Shepherd, Des Martin, Barry McKeown and Ronnie Hastie

Concluding Remarks

President / Chair of Board
2023/2024

