

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2009

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

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NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009**

BUSINESS INFORMATION

BUSINESS ADDRESS

Maynard Sinclair Pavilion
Stormont Estate
Belfast BT4 3TA

TREASURER

Mr. M. Carson

CHAIRMAN

Mr. D. Ferguson

SECRETARY

Mr. G. Kelly

AUDITORS

Rafferty and Tohill
Chartered Accountants

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2009

STATEMENT OF COUNCIL RESPONSIBILITIES

The Council is required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association at the end of the financial year and of the income and expenditure of the Association for that financial year. In preparing these financial statements, the Council is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Association will continue in business.

The Council is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and which enable them to ensure that the financial statements comply with the Industrial and Provident Societies Act (Northern Ireland) 1969. It is also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Council

Gerry Kelly
Secretary
26 February 2010

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

We have audited the financial statements of Northern Ireland Civil Service Sports Association Limited for the year ended 31 December 2009 which comprise the income and expenditure account, the balance sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out on page 6.

This report is made solely to the Association's members, as a body, in accordance with Section 43 of the Industrial and Provident Societies Act (Northern Ireland) 1969. Our audit work has been undertaken so that we might state to the Association's members those matters that we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Council and auditors

As described in the Statement of Council's Responsibilities, the Council are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with applicable law and accounting standards. We also report to you if, in our opinion, the Association has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error.

In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion financial statements give a true and fair view of the state of the Association's affairs at 31 December 2009 and of its surplus for the year then ended and have been properly prepared in accordance with the Industrial and Provident Societies Act (Northern Ireland) 1969.

Rafferty and Tohill
15 Union Street, Belfast BT1 2JF.
~~26 Esplanade, 2010~~

Chartered Accountants and
~~Registered Auditors~~

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2009

	2009	2008
	£	£
INCOME		
Government grant	120,727	125,799
Subscriptions	504,696	481,440
Healthworks (including Government grant of £25,000)	166,060	190,659
Facilities charges	98,267	98,032
Interest on deposits	14	542
Deferred income (capital grants amortised)	20,491	20,491
Membership Plus and marketing contributions	31,750	28,236
Other income	12,019	41,481
TOTAL INCOME	<u>954,024</u>	<u>986,680</u>
EXPENDITURE		
Staff costs	356,384	338,760
Healthworks	60,104	96,695
Business support costs	82,631	71,170
Grants to clubs	105,218	99,363
Membership benefits	30,647	30,351
Competitions - Civil Service Sports Council	7,834	5,343
- NICS Sports Association	4,987	4,939
- Regional activities	16,458	20,179
Pavilion complex expenses	107,981	126,812
Loan interest	16,128	45,534
Depreciation	102,005	103,790
TOTAL EXPENDITURE	<u>890,377</u>	<u>942,936</u>
SURPLUS FOR THE YEAR	<u>63,647</u>	<u>43,744</u>


NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED
BALANCE SHEET AS AT 31 DECEMBER 2009

		2009	2008
	Notes	£	£
FIXED ASSETS	2		
Pavilion redevelopment		1,421,430	1,498,084
Outdoor surfaces and equipment		446,459	63,089
Fitness equipment		13,734	18,806
Computers, websites, equipment and furniture		20,154	6,173
		<u>1,901,777</u>	<u>1,586,152</u>
CURRENT ASSETS			
Stock	3	2,619	268
Debtors control		69,030	96,056
Subscriptions due		37,919	37,916
Cash at bank		6,701	16,781
Prepayments and accrued income		10,995	28,322
VAT due		25,896	-
		<u>153,160</u>	<u>179,343</u>
CURRENT LIABILITIES			
Bank overdraft		9,462	17,562
Bank and other loans	4	87,611	113,567
Creditors control		261,236	97,444
NICS Social Club		28,000	26,764
Staff costs accrual		6,875	7,956
Other creditors and accruals		21,369	25,599
Deferred creditor	5	20,491	20,491
Deferred annual grants	1 & 7	32,750	32,750
VAT		-	9,731
		<u>467,794</u>	<u>351,864</u>
NET CURRENT LIABILITIES		<u>(314,634)</u>	<u>(172,521)</u>
CREDITORS DUE AFTER ONE YEAR			
Loans	4	662,578	593,515
Deferred income	5	419,546	378,805
		<u>1,082,124</u>	<u>972,320</u>
TOTAL ASSETS LESS LIABILITIES		<u>505,019</u>	<u>441,311</u>
REPRESENTED BY			
SHARE CAPITAL	6		
Issued and paid up to date		3,456	3,399
Less forfeited to date		(2,016)	(2,005)
		<u>1,471</u>	<u>1,424</u>
CAPITAL RESERVE	7	2,724	2,713
REVENUE RESERVE	7	500,824	437,174
TOTAL RESERVES		<u>505,019</u>	<u>441,311</u>

These financial statements were approved by the council on 26 February 2010

Signed on behalf of the council

CHAIRMAN


TREASURER

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2009

..... continued

The Association is an 'umbrella' organisation grant-aiding the various Civil Service affiliated clubs throughout Northern Ireland which are involved in the promotion of Civil Service sport. It is registered under the Industrial and Provident Societies Act (Northern Ireland) 1969 and the liability of the members is limited to any amounts remaining unpaid on their shares issued.

1. ACCOUNTING POLICIES

These financial statements have been prepared in accordance with applicable accounting standards. The principal accounting policies which have been adopted are set out below.

1.1. Accounting convention

The financial statements are prepared under the historical cost convention.

1.2. Income

Income represents government grants receivable by the Association, subscriptions receivable from members and other income receivable as disclosed on the face of the Income and Expenditure Account.

Grants are received in April for the coming year, and the grants have been apportioned on a time basis, with the unexpired portion carried forward as a deferred creditor.

1.3. VAT

Input VAT recovered in relation to the Capital Redevelopment Projects in respect of the pavilion and new pitches has been deducted from the capital cost included under fixed assets.

Income and expenditure are shown in the financial statements net of VAT. Input VAT not fully recovered is shown separately as an expense.

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

..... continued

1.4. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Pavilion redevelopment	-	4% per annum straight line
Grounds equipment	-	20% per annum straight line
Cricket equipment	-	20% per annum straight line
Fitness equipment	-	20% per annum straight line
Computers	-	33.33% per annum straight line
Website development costs	-	33.33% per annum straight line
Office equipment and furniture	-	20% per annum straight line

Depreciation is provided from the date the assets are brought into use.

1.5. Stock

Stock is valued at the lower of cost and net realisable value.

1.6. Taxation

Corporation tax is provided on the Association's investment income.

1.7. Deferred income

Grants are credited to deferred income. Grants towards capital expenditure are released to the income and expenditure account over the expected useful life of the assets. Grants towards revenue expenditure are released to the income and expenditure account as the related expenditure is incurred.

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

..... continued

2. TANGIBLE FIXED ASSETS

	Pavilion Redevel- opment	Outdoor surfaces & equipment	Fitness equipment	Computers, websites, office equip	Total
	£	£	£	£	£
Cost					
At 1 January 2009	1,916,361	247,958	31,090	15,699	2,211,108
Additions	-	396,409	491	20,730	417,630
Disposals	-	(121,200)	-	-	(121,200)
At 31 December 2009	<u>1,916,361</u>	<u>523,167</u>	<u>31,581</u>	<u>36,429</u>	<u>2,507,538</u>
Depreciation					
At 1 January 2009	418,277	184,869	12,284	9,526	624,956
On disposals	-	(121,200)	-	-	(121,200)
Charge for the year	76,654	13,039	5,563	6,749	102,005
At 31 December 2009	<u>494,931</u>	<u>76,708</u>	<u>17,847</u>	<u>16,275</u>	<u>605,761</u>
Net book values					
At 31 December 2009	<u>1,421,430</u>	<u>446,459</u>	<u>13,734</u>	<u>20,154</u>	<u>1,901,777</u>
At 31 December 2008	<u>1,498,084</u>	<u>63,089</u>	<u>18,806</u>	<u>6,173</u>	<u>1,586,152</u>

The work on the pitch redevelopment and associated changing accommodation started in 2009, with expenditure to the year end of £396,409. Anticipated future expenditure on this project is shown in note 8 to the accounts (capital commitments).

Website development costs of £19,190 have been capitalised.

3. STOCKS	2009	2008
	£	£
Stationery - Healthworks packs, etc.	<u>2,619</u>	<u>268</u>

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

..... continued

4. LOANS	2009	2008
	£	£
Bank loans	727,673	679,295
Hire Purchase / Fitness equipment loan	22,516	27,787
	<u>750,189</u>	<u>707,082</u>
Due within one year	87,611	113,567
Due after more than one year	<u>662,578</u>	<u>593,515</u>

5. DEFERRED INCOME

	Pavilion Redevel- opment	Outdoor surfaces & equipment	Total
	£	££	
Grants and contributions			
At 1 January 2009	512,280	144,837	657,117
Received in year	-	61,232	61,232
At 31 December 2009	<u>512,280</u>	<u>206,069</u>	<u>718,349</u>
Amortisation			
At 1 January 2009	112,984	144,837	257,821
Amortised for year	20,491	-	20,491
At 31 December 2009	<u>133,475</u>	<u>144,837</u>	<u>278,312</u>
Balance at 31 December 2009	<u>378,805</u>	<u>61,232</u>	<u>440,037</u>
Due within one year	20,491	-	20,491
Due after more than one year	<u>358,314</u>	<u>61,232</u>	<u>419,546</u>

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

..... continued

6. SHARE CAPITAL

At 31 December 2009 there were 29,406 shares of 5p each issued and fully paid (31 December 2008 --28,490).

Whenever members leave the Association their shares are forfeited and the value of the shares is transferred to a capital reserve.

ISSUED SHARE CAPITAL	Number	£
Shares in issue at 1 January 2009	28,490	1,425
Issued in year	1,142	57
Less: forfeited in year	(226)	(11)
At 31 December 2009	<u>29,406</u>	<u>1,471</u>

7. RESERVES

	Revenue Reserve £	Capital Reserve £	Total £
At 1 January 2009	437,177	2,713	439,890
Surplus for the year	63,647		63,647
Shares forfeited in the year	-	11	11
At 31 December 2009	<u>500,824</u>	<u>2,724</u>	<u>503,548</u>

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

..... continued

8. Capital commitments

	2009	2008
	£	£
Details of capital commitments at the accounting date are as follows:		
Contracted for but not provided in the financial statements	1,700,000	-

The expenditure contracted for but not provided in the accounts is in respect of the redevelopment of the pitches and associated changing accommodation. Grants in excess of £1,000,000 will be receivable during 2010 against this expenditure.

ADDITIONAL INFORMATION

The additional information, which comprises schedules on income and expenditure, has been prepared from the accounting records of the Association. While it does not form part of the statutory accounts, it should be read in conjunction with them and the auditors' report thereon.

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

SCHEDULE OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2009

	2009	2008
	£	£
INCOME		
OTHER INCOME		
Donation Abbey	-	40,000
Sundry receipts	12,019	1,481
	<u>12,019</u>	<u>41,481</u>
FACILITIES CHARGES		
Pavilion facilities charges	79,152	83,731
Hire of sports facilities	19,115	14,301
	<u>98,267</u>	<u>98,032</u>
DEFERRED INCOME		
Pavilion redevelopment	20,491	20,115
Outdoor surfaces and equipment	-	3,000
	<u>20,491</u>	<u>23,115</u>

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

SCHEDULE OF INCOME AND EXPENDITURE (Cont'd)
FOR THE YEAR ENDED 31 DECEMBER 2009

	2009	2008
	£	£
EXPENDITURE		
STAFF COSTS		
Director	65,376	63,532
Operational management	46,140	42,845
Business Development	28,372	19,527
Treasurer's honorarium	400	400
Healthworks	40,134	39,249
Grounds staff	59,703	58,395
Maintenance and cleaning staff	20,472	20,747
General office staff	95,787	94,065
	<u>356,384</u>	<u>338,760</u>
BUSINESS SUPPORT COSTS		
Training and development	2,528	3,188
Staff uniforms	-	604
Pavilion rent	100	100
Insurance	12,000	11,121
Office equipment, printing and stationery	5,929	7,132
Marketing and advertising	5,962	-
Annual report costs	330	945
Telephone	2,648	3,094
Computer expenses	4,051	5,248
Travelling expenses	10,185	12,791
Hospitality expenses	7,518	3,571
Membership card	1,198	450
Legal and professional	2,250	5,666
Consultancy fees	-	1,250
Accountancy fees	960	1,860
Audit fee	3,000	2,500
Bank fees	4,205	1,362
Corporation tax payable	3	113
Sundry expenses	8,622	12,079
Input VAT payable/(recoverable)	11,142	(1,904)
	<u>82,631</u>	<u>71,170</u>

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

SCHEDULE OF INCOME AND EXPENDITURE (Cont'd)
FOR THE YEAR ENDED 31 DECEMBER 2009

	2009	2008
	£	£
GRANTS TO CLUBS		
Andersonstown SSO Sports Club	875	350
Antrim Crown Buildings	811	254
Armagh	700	335
Audit Office	850	1,539
Balmoral Road	700	890
Ballymena	-	600
Bangor Crown Buildings	679	630
Carlisle House	596	-
Castle Court	3,300	2,620
Clare House	2,465	1,799
Clarence Court	3,324	2,250
Club 88	1,400	1,000
Corporation Street	-	1,000
County Hall, Ballymena	300	-
County Hall, Coleraine	4,350	3,840
Court Sport Complex	700	400
CRU	1,650	1,020
Downpatrick	9,269	9,684
Dungannon	1,694	1,890
EHS Sports	5,300	1,200
Enniskillen	144	185
Erne	800	420
Falls Road	620	300
Foyle	-	132
Glenree House	250	-
Gloucester House	-	100
Great Northern Tower	10,925	12,700
Hydebank House	3,000	2,500
Hole in Wall Gang	1,500	1,400
Knockview	500	-
Lighthouse Sports Club	865	1,220
Lincoln Building	660	120
Lisahally	666	1,000
Londonderry House	-	40
Marlborough House	5,150	3,824
McAuley House	600	1,150
Netherleigh	5,942	4,730
Newforge Lane	700	1,000
Newry	600	1,300
carried forward	<u>71,885</u>	<u>63,422</u>

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

SCHEDULE OF INCOME AND EXPENDITURE (Cont'd)
FOR THE YEAR ENDED 31 DECEMBER 2009

	2009	2008
	£	£
GRANTS TO CLUBS (CONT'D)		
brought forward	71,885	63,422
Old Academy	490	1,100
Omagh	1,050	800
Omagh Crown Buildings	200	-
Orchard House	1,293	60
Ordnance Survey	-	1,040
The Plaza Sport	4,433	1,700
Police Ombudsman	150	-
Queens Court	1,050	1,390
RAC House	740	850
Rathgael Sports and Leisure	4,279	4,328
RCJ Sports Club	800	1,050
SETAR	-	400
Square One	150	540
State Buildings	800	-
Strabane	405	931
Twickenham House	250	-
VSD	400	500
Water Service	1,450	874
Waterside House	1,275	1,484
Waterways Ireland	260	-
Westland House	300	240
Windsor House	1,090	500
Game/Osprey Club	1,220	1,194
NICS Golf Committee	1,100	1,510
Horse Riding Club	-	250
Clay Pigeon Club	-	500
Athletics Club	624	230
Rambling Club	2,967	2,450
Table Tennis Club	1,187	-
Volleyball	-	860
Improving Sporting Standards	2,186	2,063
Fitness room maintenance, etc.	3,184	8,184
	<u>105,218</u>	<u>98,450</u>

NORTHERN IRELAND CIVIL SERVICE SPORTS ASSOCIATION LIMITED

SCHEDULE OF INCOME AND EXPENDITURE (Cont'd)
FOR THE YEAR ENDED 31 DECEMBER 2009

	2009	2008
	£	£
COMPETITIONS		
Civil Service Sports Council	7,834	5,343
NI Civil Service Sports Association	4,987	4,939
Regional Events	16,458	20,179
	<u>29,279</u>	<u>30,461</u>
PAVILION COMPLEX EXPENSES		
Pavilion rates	11,426	11,026
Light and heat	34,923	46,533
Cleaning	7,088	8,019
Grounds repairs and maintenance	32,100	42,514
Pavilion repairs and maintenance	7,009	3,470
Room hire charges affiliated clubs	15,435	15,250
	<u>107,981</u>	<u>126,812</u>
DEPRECIATION		
Pavilion redevelopment	76,654	76,654
Outdoor surfaces and equipment	13,039	13,038
Fitness equipment	5,563	6,220
Computers, equipment and furniture	6,749	7,878
	<u>102,005</u>	<u>103,790</u>