

**ROY ALDER
CHAIRMAN OF THE CSSC LONDON BOARD**

The year 2004 saw the results of much preparation and hard work and the delivery of exciting new ventures and opportunities to our London members. It gives me great pleasure to introduce this report as someone who was actively involved with the Barbados Challenge from the outset and saw at first hand the outstanding success it achieved.

The Barbados Challenge is highlighted in the body of the report but of course this was only one of numerous sporting & leisure activities that were successfully provided throughout the year by the CSSC London Management Board. I do hope that all of you who are reading this message have been aware of the activities that have been available to you throughout the year even if you may not have participated yourself. Communication with our members and potential members is something we are improving through our excellent relationships with Departmental and Area Associations and of course through our web site. We are grateful to everyone connected with the promotion of CSSC.

The London Management Board is delighted that so many London people came forward to participate in such a variety of activities. We plan to provide more and more in the years ahead. Our reward is to see our CSSC colleagues entering the events and enjoying themselves. Long may these rewards continue!

CSSC LONDON – 2004 ANNUAL REPORT

BARBADOS CHALLENGE

There can be no doubt that the outstanding success of the long awaited Barbados Challenge was the highlight of CSSC London's second year. Months and months of preparation came to fruition when 100 of our successful competitors and willing organisers together with their partners and families, turned up at Gatwick at the end of October to make the 8 hour 'Virgin Atlantic' flight to Barbados.

None of us who were on the flight could have imagined just what an excellent time lay ahead of us. The warm welcome we received from the Bajans, the superbly located accommodation, the fine organisation of the sporting events and the numerous parties that were arranged for us contributed to a most wonderful week. Then we had the bonus of a tremendous effort from all of our competitors that secured for CSSC London the first ever winning of the Barbados Challenge Trophy. The trophy and individual medals were presented to the Barbados and CSSC London Teams at a beach party hosted by 'Virgin Atlantic'.

Friends and colleagues were able to keep in touch with events in the Caribbean via daily updating of the CSSC London web site. Details of this web site can be found below.

The London Management Board (LMB) has been so encouraged by the success of this venture that a decision has been taken to extend the Barbados Challenge concept into 2006. The qualifying events for the 2006 trip have been advertised and entry forms are already available for every event.

Full details of the Barbados Challenge Trip (including many photographs) can be found on our web site www.cssc-london.co.uk. A promotional video is also available.

SUMMER SPORTS DAY

The second CSSC London Sports Day was held in July. In addition to the usual activities we played host to the CSSC 'Battle of the Bands' event and were treated to a feast of live music during late afternoon/evening. The 6 mile run event incorporated a charity fun run for 'Help a London Child' and although the number of entries was somewhat disappointing those who took part really enjoyed the riverside course that followed the Thames practically all the way.

We continue to provide more and more activities for the kids, this in turn makes life easier for mum and dad. The donkey rides and bouncy castle are always popular with the real young ones.

To everyone who took part in the Sports Day and with congratulations to those who qualified for Barbados 2005, we are grateful for your continued support. The 2005 events will be held on 16 July, this will provide qualifying competitions for the 2006 Barbados Challenge.

INDOOR SPORTS DAY

This day provided the opportunity for members to qualify for the indoor sports section of the Barbados Challenge. Events included Darts, Pool, Cribbage and Dominoes and although the number of entries was not as high as expected, a relaxed but competitive day was enjoyed by all.

MULTI-SPORT FAMILY FUN WEEKEND

This was held on 1st – 3rd October at the Savoy Holiday Village, Isle of Wight in conjunction with the South and South East Regions. The longest running event (more than 20 years) in the history of CSSC London Sport and Recreation, this weekend never loses its appeal to members and their friends and families.

CSSC GAMES

During the year the LMB agreed to give full support to the 2005 CSSC Games to be held at Loughborough on the 22/23 September. CSSC London will hold qualifying competitions during the early part of 2005 and at the Summer Sports day on 16 July.

LEISURE TRIPS

The first of our leisure trips was a day at **Royal Ascot** in June, the weather was very kind and 50 of our members enjoyed a great days racing with plenty of refreshment supplied.

In September we filled 2 coaches for a weekend in **Lille** (Northern France), our coach drivers seemed to have their own agenda and we spent more time in Dunkirk than in Lille. Nevertheless most of our members showed the 'Dunkirk spirit' and managed to enjoy themselves.

Just before Christmas another 2 coaches departed from the Chadwick Street Recreation Centre, destination **Bruges** for the Christmas market. This really was a great trip, particularly for those who had not been to the Belgium City before. The weather was bitterly cold but this did not prevent everyone having a wonderful time and making the most of what was extremely good value.

It is our intention to increase the number of 'leisure trips' we run, certainly the Bruges trip was over subscribed and these weekend breaks are proving to be very popular with our members.

CHADWICK STREET RECREATION CENTRE (CSRC) – WESTMINSTER

During the year we managed to upgrade the Conference facilities at CSRC and make significant changes to the structure of the General Office.

There can be little doubt that the excellent facilities at CSRC and the numerous Clubs that operate from there, is a great recruitment tool for CSSC London. On the Social side a number of Discos were held during the year along with Karaoke and Race nights, more are planned in 2005.

CHISWICK CLUB AND GROUNDS

The sports club at Chiswick proved extremely popular during 2004, this was helped by some hot and sunny weather during the summer months. The ground hosted the pre- qualifying event for the Stella Artois Tennis Tournament and many Sports days for main Civil Service Departments. The grounds are always kept in magnificent condition and are a credit to the Head Groundsman and his willing team.

MEMBERS OFFERS

In addition to the many Members Offers negotiated nationally by CSSC, we in London introduced a system whereby members could obtain Cinema tickets for local popular cinemas at greatly discounted prices.

THE ESTATE

The planned closure of the Eltham Ground finally went ahead in April. The decision to close Eltham had been reluctantly taken due to virtually no demand from Civil Servants for use of the facility.

COMMUNICATION

We continue to be grateful to our Departmental colleagues who advertise CSSC London activities through their own internal channels.

CSSC LONDON WEB SITE

Throughout the year, even whilst nearly 5000 miles away in Barbados, our webmaster David Pearson managed to update our web site regularly. It really is a font of information with reports and photographs of the many events we run and details of forthcoming competitions with access to entry forms. If you have not yet visited the site we encourage you to do so (www.cssc-london.co.uk)

CSSC London

Report and Financial Statements

Year Ended
31 December 2004



BDO Stoy Hayward
Chartered Accountants

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Report of the management board and statement of responsibilities for the Year ended 31 December 2004

The management board presents its report in respect of CSSC London for the Year ended 31 December 2004.

Activities during the year

This is the second year of operation for CSSC London. The most significant events of the year have been the closure of the Eltham sports ground, due to expiry of the lease, and the successful completion of a major new event the “Barbados Challenge”.

Management board members

Board members as at 31 December 2004 were as follows:

Roy Alder – Chairman
Ian Hughes – Vice Chairman
John Butterfield
Stephanie Brimble
David Graham
Nigel Harris
Steve Jones
Shan Lawrence
David Pearson
Roger Tartufolo

Management board responsibilities

CSSC London’s constitution requires the management board to prepare accounts for each financial year which give a true and fair view of CSSC London’s state of affairs at the end of the year and of its income and expenditure for that period. In preparing those accounts the management board is required to:

- select suitable accounting policies and apply them consistently ;
- make judgements and estimates that are reasonable and prudent ;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts ; and
- prepare the accounts on the going-concern basis unless it is inappropriate to assume that CSSC London will continue in business.

The management board is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of CSSC London. It is also responsible for maintaining a satisfactory system of control over the books of account, its assets, its cash holding and its receipts and remittances and must also take adequate precautions to guard against falsification and facilitate its discovery.

Signed on behalf of the management board

John Butterfield

Date: 26 April 2005

Report of the independent auditors

To the management board of CSSC London

We have audited the financial statements of CSSC London for the Year ended 31 December 2004 on pages 3 to 8 which have been prepared under the accounting policies set out on page 6.

Respective responsibilities of management board and auditors

The management board's responsibilities for preparing the annual report and the financial statements in accordance with the constitution of CSSC London are set out on page 1.

Our responsibility is to audit the financial statements in accordance with your constitutional requirements.

We report to you our opinion as to whether the financial statements give a true and fair view and if, in our opinion the management board has not kept proper accounting records or if we have not received all the information and explanations we require for our audit.

Our report has been prepared for the management board and for no other purpose. No person is entitled to rely on this report unless such a person has been expressly authorised to do so by our prior written consent. Save as above, we do not accept responsibility for this report to any other person or for any other purpose and we hereby expressly disclaim any and all such liability.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards 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 management board in the preparation of the financial statements, and of whether the accounting policies are appropriate to CSSC London'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 financial statements 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 the accounts give a true and fair view of the state of CSSC London's affairs as at 31 December 2004 and of its income and expenditure for the year then ended.

BDO STOY HAYWARD LLP

Chartered Accountants

and Registered Auditors

Date: 26 April 2005

CSSC LONDON

Income and expenditure account for the Year ended 31 December 2004

	Note	2004 £	2003 £
Income			
Hire and activity receipts		419,507	347,382
Net profit – Bar account (page 4)		36,041	27,210
Net income from machines	2	11,214	19,284
Associate members		11,400	11,265
Miscellaneous		9,447	16,054
Profit on disposal of fixed assets		3,238	-
		<u>490,847</u>	<u>421,195</u>
Expenditure			
Direct salaries and wages		203,471	200,929
Rates		172,739	153,323
Rent		65,473	77,377
Repairs, maintenance and renewals		134,278	122,889
Heat, light and water		77,297	62,260
General, cleaning and household		50,849	61,255
Insurance		32,685	35,387
Catering cost		5,250	12,752
		<u>742,042</u>	<u>726,172</u>
Administrative and management salaries		282,289	257,327
Administration		68,286	60,080
Development charges		35,737	37,491
Depreciation		36,468	38,061
Irrecoverable VAT input tax		35,205	31,995
Corporation tax		-	-
Bad debt write off		2,453	-
London special events		38,160	-
		<u>498,598</u>	<u>424,954</u>
Total overhead expenses		<u>1,240,640</u>	<u>1,151,126</u>
Trading deficit for the year		(749,793)	(729,931)
CSSC Limited Grant	7	731,700	746,826
Improvements to CSSC Limited property		-	(42,949)
Deficit transferred to accumulated fund		<u>(18,093)</u>	<u>(26,054)</u>

CSSC LONDON**Bar trading and expenditure account for the Year ended 31 December 2004**

	2004	2003
	£	£
Sales	290,723	298,254
Cost of sales	119,988	137,425
	<hr/>	<hr/>
Gross profit	170,735	160,829
	<hr/>	<hr/>
Operating costs		
Salaries and wages	106,716	108,893
Stock valuation fees	2,219	1,555
Other	25,759	23,171
	<hr/>	<hr/>
	134,694	133,619
	<hr/>	<hr/>
Net profit on bar account	36,041	27,210
	<hr/>	<hr/>
Gross profit percentage	58.7%	53.9%

CSSC LONDON**Balance sheet at 31 December 2004**

	Note	2004	2004	2003	2003
		£	£	£	£
Fixed assets					
Tangible assets	3		121,960		136,310
Current assets					
Stocks	4	12,558		15,429	
Debtors and prepayments		136,585		65,602	
Rents due (accrued income)		14,035		41,929	
Cash at bank and in hand		7,083		23,892	
			<hr/>	<hr/>	
			170,261	146,852	
			<hr/>	<hr/>	
Creditors: amounts falling due within one year					
Rents received in advance (deferred income)		15,525		14,256	
Trade creditors and accruals		76,973		57,449	
CSSC Limited current account		33,101		31,753	
Other taxes and social security costs		8,220		3,209	
			<hr/>	<hr/>	
			133,819	106,667	
			<hr/>	<hr/>	
Net current assets			36,442		40,185
			<hr/>	<hr/>	
Net assets			158,402		176,495
			<hr/>	<hr/>	
Accumulated fund	5		158,402		176,495
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The financial statements were approved by the management board on 26 April 2005 and signed on its behalf by:

Roy Alder
Chairman

David Graham
Hon. Treasurer

The notes on pages 6 to 8 form part of these financial statements

1 Accounting policies

The financial statements have been prepared under the historical cost convention and are in accordance with generally accepted accounting principles. The following principal accounting policies have been applied:

Income

Income represents receipts from members and guests less value added tax.

Grants

The Civil Service Sports Council Limited grant is credited to the income and expenditure account in the year to which it relates.

Depreciation

Depreciation is provided to write off the cost or valuation, less estimated residual values, of all fixed assets, evenly over their expected useful lives. It is calculated at the following rate:

Office equipment	- 10%	per annum
Computer equipment	- 33.3%	per annum
Furniture and fittings	- 10%	per annum
Plant and equipment	- 20%	per annum
General equipment	- 15%	per annum

Stocks

Stocks are valued at the lower of cost and net realisable value. Cost is based on the cost of purchase on a first in, first out basis. Net realisable value is the price at which the stock can be realised in the normal course of business.

Leased assets

Operating lease rentals are charged to the income and expenditure account on a straight-line basis over the term of the lease.

Pension costs

Contributions to the company's defined contribution pension scheme of CSSC London are charged to the income and expenditure account in the year in which they become payable.

2 Net income from gaming and other machines	2004	2003
	£	£
Receipts	32,179	37,113
Rental and licences	(20,965)	(17,829)
	<hr/>	<hr/>
	11,214	19,284
	<hr/> <hr/>	<hr/> <hr/>

3 Tangible assets

	Plant & Equipment £	Furniture & Fittings £	Office Equipment £	General Equipment £	Total £
<i>Cost</i>					
At 1 January 2004	98,446	73,186	18,849	55,245	245,726
Additions	11,834	11,068	2,477	-	25,379
Disposals	(10,752)	(617)	-	-	(11,369)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2004	99,528	83,637	21,326	55,245	259,936
<i>Depreciation</i>					
At 1 January 2004	58,485	22,954	9,292	18,685	109,416
Charge for year	15,881	8,364	4,989	7,234	36,468
Disposals	(7,861)	(247)	-	-	(8,108)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2004	66,505	31,071	14,281	25,919	137,776
<i>Net book value</i>					
At 31 December 2004	33,023	52,566	7,045	29,326	121,960
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2003	39,961	50,232	9,557	36,560	136,310
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

4 Stocks

	2004 £	2003 £
Sand and fertiliser	1,100	1,100
Bar stock	8,483	14,329
Odeon tickets	2,975	-
	<hr/>	<hr/>
	12,558	15,429
	<hr/>	<hr/>

5 Accumulated fund

	£
Balance at 1 January 2004	176,495
Deficit for the year	(18,093)
	<hr/>
At 31 December 2004	158,402
	<hr/>

6 Operating leases

The commitments for rental payments under operating leases payable are as follows:

	2004 Other operating leases £	2003 Other operating leases £
Leases expiring between two and five years	4,400	1,857

7 Civil Service Sports Council Limited – Grant

Grants from Civil Service Sports Council Limited were received as follows :

Costs incurred on behalf of CSSC London
for the Year ended 31 December 2004

Rent	65,473	
Rates - building	170,182	
Other items	266,045	
	<u> </u>	
		501,700
Cash grants – Year ended 31 December 2004		230,000
		<u> </u>
		731,700
		<u> </u>