

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

I have the pleasure of introducing my third Annual Report as Chairman of CSSC London.

CSSC London and the London Management Board (LMB) continue to thrive and expand the range of sports & leisure opportunities for Civil Servants in London. Details of an eventful 2005 are highlighted in the following paragraphs. I hope you will agree with me that the dedication of willing Board members, volunteer organisers and hard working staff has given CSSC London a fresh approach to Sport & Leisure in the capital and provided a springboard for even greater success in the future.

Last year saw a continuing increase in the numbers of entries to our sporting competitions. Some of this increase was undoubtedly due to the continued impetus provided by the Barbados Challenge and the opportunity for competition winners to represent CSSC London in Barbados against the Barbados Civil Service. It has for the past 2 years stirred a lot of interest and this has encouraged the LMB again to take a decision to repeat the venture in 2005 and 2006. We are grateful to the Departmental Associations for the advertising they give to this event and for passing on the mountain of information, posters etc produced by the CSSC London Team.

If we are to keep our existing members and attract new ones we need to keep working hard and be imaginative in devising our Sports & Leisure programme and dynamic in its delivery. Perhaps our biggest challenge is in creating awareness of what we have to offer. We are fortunate in having an excellent website that gets better by the year and provides us with an excellent communication tool. In addition to the website we advertise our facilities in the CSSC London Leisure Scene magazine copies of which are sent to members home addresses.

With the many Members' Offers currently available and our staff continually looking to extend them, the future for Civil Servant participation in London continues to look very bright indeed.

The LMB can feel greatly encouraged by its performance in 2005. It will be my task to see that this success is built upon in 2006 and beyond. I welcome this challenge and I am confident that we have, in our staff, our LMB members and all other volunteers, a terrific force that will take the programme forward.

## **THE 3rd ANNUAL REPORT OF CSSC LONDON (2005)**

As has been said CSSC London continued to thrive during 2005 with more competitions and events and great support from our Volunteer Organisers. To acknowledge the support we receive from our organisers and to further improve communication, CSSC London held its first **Volunteer Organisers Conference** at Sunbury in November. The Conference was very well attended and offered CSSC London the opportunity to introduce a new 'Organisers Pack' and expand on the plans we have for the immediate future. In view of the success of this first Volunteer Organisers Conference it was agreed that the Conference should become an annual event.

### **EVENTS**

New activities during the year included a **Murder Mystery** evening at Chadwick Street, a trip to a **Persian Arts Exhibition**, a **coach trip to Epsom Races**, **another to Wimbledon Dogs**, an **adult theme weekend at Butlins** and additional coaches to the **Bruges Christmas Market**. A new CSSC London **Netball League** was set up and a **CS Fencing Club** began operations at Chadwick Street.

### **BARBADOS CHALLENGE**

Numerous competitions were held throughout the year, the reward to many winning teams and individuals being the opportunity to travel to Barbados in Oct 2006 at a heavily subsidised rate, to represent CSSC London in the 3rd Challenge competition against the Barbados Civil Service. With so much at stake the finals of the competitions had tremendous significance but all credit must go to the competing teams for their excellent conduct and discipline.

In October the 2004 competition winners travelled to Barbados to compete in the 2<sup>nd</sup> Barbados Challenge competition to be held in the Caribbean. The team did not win but it must be said the Barbados opposition was much stronger than it had been the previous year. The fact remains, all of our representatives had a wonderful time and the hospitality shown to us by our Bajan friends was, once again, absolutely brilliant.

### **SUMMER SPORTS DAY**

The second CSSC London Sports Day was held at Chiswick in July, events included mixed netball, mixed rounders, mixed volleyball, mens and ladies tennis, ladies 6 a side soccer. target golf, giant jenga and skittles. There were lots of activities for the kids to have a go at including pony riding, kiddies races and of course the bouncy castle. Fortunately the weather was excellent and this helped to ensure the day was very enjoyable for spectators as well as for those who were taking an active part. The success of the day can be attributable to the hard work of the full time staff and numerous volunteers, congratulations to all involved with the organisation and congratulations to all the winners who qualified for Barbados 2005.

### **INDOOR SPORTS COMPETITION**

This was held at Chadwick Street on Saturday 15 October and events included darts, dominoes, pool, dry triathlon and cribbage. The competition was very relaxed and once again the fortunate winners of the various competitions qualified to represent CSSC London in Barbados 2005.

## **CHADWICK STREET RECREATION CENTRE (CSRC)**

Significant improvements were made to the Conferencing facilities and plasma screens replaced the old televisions in the bar lounge. The ability for customers to order food at the bar as well as at the restaurant counter continued to be a positive step forward.

Revised menus and wine lists gave our members plenty of choice when arriving for lunch, dinner or even an afternoon meal. The 'Buddy' deal (introduce a colleague to membership of CSSC and eat lunch at Chadwick Street for a week **free**) was successful and will be continued.

## **CSSC LONDON WEBSITE**

We are proud of the London website ([www.cssc-london.co.uk](http://www.cssc-london.co.uk)) our 24 hour communication tool. Throughout the year our dedicated webmaster, David Pearson, produced some excellent work on behalf of the London publicity group and we can feel comfortable in the knowledge that everyone who visited the site will have found it informative and enjoyable.

## **COMMUNICATION**

Through our hardworking office staff we kept in constant touch with all of our departmental colleagues and volunteer organisers. Numerous meetings were held with our Departmental contacts in an effort to identify the best way of advertising our facilities throughout London offices. In many cases the difficulty in 'spreading the word' is shared by our departmental colleagues who have their own departmental information to distribute.

## **THE ESTATE**

CSSC London has overall responsibility for the operations at Chadwick Street and Chiswick and it was during the year that CSSC announced its intentions to develop a ROKO site at the Chiswick Sports Ground. What is ROKO? It's a top class fitness/leisure centre providing all that you might expect in the way of fitness equipment plus indoor swimming pool, sauna, salarium, beauty treatments and more.

Our 2 Business Development Executives spent much of the year giving awareness talks and particular attention was given to the 'Croydon Initiative' (a recruitment campaign and local sports development programme).

Towards the end of the year the stars of our Publicity Working Group, David Pearson and David Graham started work on a Recruitment CD to assist our Business Development Executives when they give awareness talks. It is hoped that this CD will also be useful for Departments at Training Courses and inductions.

## **STAFFING**

At the beginning of the year we introduced James Kennedy as our 2<sup>nd</sup> Business Development Executive but lost the services of Sherry Marley at Chadwick Street and Simon Fevrier at Chiswick.

## **ANNUAL MEETING**

The Annual Meeting was held at Chadwick Street on 25 April.

**CSSC London**

Report and Financial Statements

Year Ended  
31 December 2005



**BDO Stoy Hayward**  
Chartered Accountants

**CSSC LONDON**

**Annual report and financial statements for the year ended 31 December 2005**

---

**Contents**

**Page:**

1	Report of the management board and statement of responsibilities
2	Report of the independent auditors
3	Income and expenditure account
4	Bar trading and expenditure account
5	Balance sheet
6	Notes forming part of the financial statements

---

## **CSSC LONDON**

### **Report of the management board and statement of responsibilities for the year ended 31 December 2005**

---

The management board presents its report in respect of CSSC London for the Year ended 31 December 2005.

#### **Activities during the year**

We are pleased to announce that high levels of activity and usage were maintained throughout 2005 at both Chadwick Street and the Chiswick Ground despite the difficulties resulting from the terrorist bombings of Central London during the summer. The Barbados Challenge enjoyed a highly successful second year and the London Board launched a new initiative, "Project Croydon" to raise awareness of CSSC, improve recruitment of members and provide a programme of events to cater for the large body of Civil Servants working in the Croydon area.

#### **Management board members**

Board members as at 31 December 2005 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:**

## CSSC LONDON

### 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 2005 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 2005 and of its income and expenditure for the year then ended.

# DRAFT

#### **BDO STOY HAYWARD LLP**

*Chartered Accountants  
and Registered Auditors*

Date:

CSSC LONDON

Income and expenditure account for the year ended 31 December 2005

	Note	2005 £	2004 £
<b>Income</b>			
Hire and activity receipts		452,414	419,507
Net profit – Bar account (page 4)		17,108	36,041
Net income from machines	2	1,126	11,214
Associate members		13,909	11,400
Miscellaneous		12,969	9,447
Profit on disposal of fixed assets		-	3,238
		<u>497,526</u>	<u>490,847</u>
<b>Expenditure</b>			
Direct salaries and wages		209,639	203,471
Rates		159,384	172,739
Rent		52,000	65,473
Repairs, maintenance and renewals		117,262	134,278
Heat, light and water		78,873	77,297
General, cleaning and household		47,577	50,849
Insurance		33,151	32,685
Catering cost		3,656	5,250
		<u>701,542</u>	<u>742,042</u>
Administrative and management salaries		288,282	282,289
Administration		80,319	68,286
Development charges		33,517	35,737
Depreciation		44,437	36,468
Irrecoverable VAT input tax		40,338	35,205
Corporation tax		-	-
Bad debt write off		1,149	2,453
London special events		48,743	38,160
		<u>536,785</u>	<u>498,598</u>
<b>Total overhead expenses</b>		<u>1,238,327</u>	<u>1,240,640</u>
<b>Trading deficit for the year</b>		<b>(740,801)</b>	<b>(749,793)</b>
CSSC Limited Grant	7	748,850	731,700
Improvements to CSSC Limited property		(1,816)	-
<b>Profit/(Deficit) transferred to accumulated fund</b>		<u>6,233</u>	<u>(18,093)</u>

**CSSC LONDON****Bar trading and expenditure account for the Year ended 31 December 2005**

---

	<b>2005</b>	<b>2004</b>
	<b>£</b>	<b>£</b>
<b>Sales</b>	<b>294,656</b>	290,723
Cost of sales	<b>120,544</b>	119,988
	<hr/>	<hr/>
<b>Gross profit</b>	<b>174,112</b>	170,735
	<hr/>	<hr/>
<b>Operating costs</b>		
Salaries and wages	<b>121,502</b>	106,716
Stock valuation fees	<b>1,245</b>	2,219
Other	<b>34,257</b>	25,759
	<hr/>	<hr/>
	<b>157,004</b>	134,694
	<hr/>	<hr/>
<b>Net profit on bar account</b>	<b>17,108</b>	36,041
	<hr/>	<hr/>
<b>Gross profit percentage</b>	<b>59.1%</b>	58.7%

**CSSC LONDON****Balance sheet at 31 December 2005**

	Note	2005 £	2005 £	2004 £	2004 £
<b>Fixed assets</b>					
Tangible assets	3		<b>117,058</b>		121,960
<b>Current assets</b>					
Stocks	4	<b>9,108</b>		12,558	
Debtors and prepayments		<b>149,231</b>		136,585	
Rents due (accrued income)		-		14,035	
Cash at bank and in hand		<b>66,775</b>		7,083	
			<b>225,114</b>	170,261	
<b>Creditors: amounts falling due within one year</b>					
Rents received in advance (deferred income)		<b>21,693</b>		15,525	
Trade creditors and accruals		<b>113,945</b>		76,973	
CSSC Limited current account		<b>33,743</b>		33,101	
Other taxes and social security costs		<b>8,156</b>		8,220	
			<b>177,537</b>	133,819	
<b>Net current assets</b>			<b>47,577</b>		36,442
<b>Net assets</b>			<b>164,635</b>		158,402
<b>Accumulated fund</b>	5		<b>164,635</b>		158,402

The financial statements were approved by the management board on

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

## CSSC LONDON

### Notes forming part of the financial statements for the Year ended 31 December 2005

---

#### 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	2005 £	2004 £
Receipts	21,228	32,179
Rental and licences	(20,102)	(20,965)
	<hr/>	<hr/>
	1,126	11,214
	<hr/> <hr/>	<hr/> <hr/>

CSSC LONDON

Notes forming part of the financial statements for the Year ended 31 December 2005 (*Continued*)

**3 Tangible assets**

	<b>Plant &amp; Equipment</b>	<b>Furniture &amp; Fittings</b>	<b>Office Equipment</b>	<b>General Equipment</b>	<b>Total</b>
	£	£	£	£	£
<i>Cost</i>					
At 1 January 2005	99,528	83,637	21,326	55,245	259,736
Additions	36,531	-	3,004	-	39,535
Disposals	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2005	<b>136,059</b>	<b>83,637</b>	<b>24,330</b>	<b>55,245</b>	<b>299,271</b>
<i>Depreciation</i>					
At 1 January 2005	66,505	31,071	14,281	25,919	137,776
Charge for year	21,813	8,364	5,991	8,269	44,437
Disposals	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2005	<b>88,318</b>	<b>39,435</b>	<b>20,272</b>	<b>34,188</b>	<b>182,213</b>
<i>Net book value</i>					
At 31 December 2005	<b>47,741</b>	<b>44,202</b>	<b>4,058</b>	<b>21,057</b>	<b>117,058</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2004	33,023	52,566	7,045	29,326	121,960
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**4 Stocks**

	<b>2005</b>	<b>2004</b>
	£	£
Sand and fertiliser	<b>1,100</b>	1,100
Bar stock	<b>8,008</b>	8,483
Odeon tickets	-	2,975
	<hr/>	<hr/>
	<b>9,108</b>	12,558
	<hr/>	<hr/>

**5 Accumulated fund**

	£
Balance at 1 January 2005	158,402
Profit for the year	6,233
	<hr/>
At 31 December 2005	<b>164,635</b>
	<hr/>

## CSSC LONDON

### Notes forming part of the financial statements for the Year ended 31 December 2005 (Continued)

---

#### 6 Operating leases

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

	<b>2005</b>	<b>2004</b>
	<b>Other</b>	<b>Other</b>
	<b>operating</b>	<b>operating</b>
	<b>leases</b>	<b>leases</b>
	<b>£</b>	<b>£</b>
Leases expiring between two and five years	<b>8,328</b>	3,300

#### 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 2005

Rent	52,000	
Rates - building	156,826	
Other items	300,024	
	<hr/>	
		508,850
Cash grants – Year ended 31 December 2005		240,000
		<hr/>
		748,850
		<hr/> <hr/>