



REPORT BY  
MSP ADVISORY BOARD  
(MSPAB)  
&  
MSP UNAUDITED FINANCIAL  
STATEMENTS FOR THE YEAR  
ENDED 31 MARCH 2020

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FOR THE YEAR ENDED 31 MARCH 2020**

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Ip's Associates Limited  
Oscar Ip & Co. Chartered Accountant  
3rd Floor, Trident House  
31-33 Dale Street  
Liverpool  
L2 2HF

## FOREWORD MSP ADVISORY BOARD CHAIR, CAMERON JONES

'Another very solid year of delivery against a backdrop of change' is how I would describe the last 12 months. It's a description which I'm sure you'll agree with as you read the financial statements for the year ended 31<sup>st</sup> March 2020, which I present on behalf of the MSP Advisory Board Members (BMs).

It has also been one of great sadness, with the loss of a dear friend and much respected colleague, Ron Odunaiya, who sadly passed away in January 2020. Ron will be greatly missed by myself and the Board, but such was Ron's personality & impact that he lives on in all of us.

To note, the BMs have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005, in line with Tier 3 of 'A Code for Sports Governance'.

As an 'Active Partnership' which is majority National Lottery funded through Sport England, MSP has continued to align with Sport England's strategy, 'Towards an Active Nation', with key focus on inactive and under-represented groups.

The scale of the challenge in the Liverpool City Region (LCR) is shown below:

- 26.9% of people aged 16+ years across the LCR doing less than 30 minutes of moderate activity per week, equating to 338,204 people classed as inactive.<sup>1</sup>
- 94% of 65+ year olds that are in the inactive category doing no physical activity at all during a week.<sup>2</sup> This equates to 267,802, 65+ year olds doing 0 minutes of physical activity per week across the LCR.<sup>3</sup>
- 91% of children aged 2-4 years not meeting the Chief Medical Officers' physical activity guidelines for their age group of three hours per day. 84% participated in less than 1 hour per day.<sup>4</sup> That equated to 46,308 children aged 2-4 years who failed to meet physical activity guidelines across the LCR.<sup>3</sup>
- only 19.4% of 5-16-year-olds were sufficiently active <sup>5,6</sup>
- a worrying 32.8% of 5-16-year-olds were classed as inactive <sup>5,6</sup>

That said, I'm pleased to report that clear impact against the needs of the LCR was evident throughout the period to 31<sup>st</sup> March 2020, based on MSP's work with children and young people, adults, plus the sport and physical activity workforce. In this document we share some of the highlights of the year with you, including case studies on key pieces of work, details of a landmark accreditation and observations from our annual customer satisfaction survey. I am sure you will agree that there have been some fantastic results and outcomes there for the Liverpool City Region, with much to build on in 2020/21.

While the Covid 19 pandemic has impacted all of us in many different ways and the loss of so many lives across the globe is incredibly tragic, there has been some positives. The manner in which the team has pivoted to grasp new opportunities and adopted new ways of working through digital is most impressive and this agile mindset and fast decision making will be further exploited in the future to benefit our teams and sport in the region

This year has also seen the recruitment of a new Director, Tom Douglas, who commenced his role in August 2019 - The Board and myself look forward to working more closely with Tom in the future.

Lastly, it remains for me to personally thank the following people for their hard work and achievements during 2019/20: Kerry Stewart, who has done an excellent job as Interim Director following Jean's departure earlier in the year; plus, the wider MSP team and board for their passion and dedication.

I look forward to supporting MSP over the next 12 months in my role as Chair of MSP's Advisory Board, as it continues its commitment to work towards 5 key outcomes, which will improve the quality of life for people in the Liverpool City Region by ensuring that:

- Lives are Enriched
- Wellbeing is Improved
- Skills for Life are Developed
- The Economy is Enhanced
- Communities and Networks are Strengthened

For further information about MSP you may also like to visit:

[MSP Strategy 2017-2022](#)

[MSP Governance Arrangement](#)

[MSP Board Terms of Reference](#)

[Meet MSP Board Members](#)

[Meet MSP Team](#)

Best wishes



**Cameron Jones**  
Chair, MSP Advisory Board

References:

1. Sport England (2017) Active Lives Survey: Sport and Physical Activity Levels amongst adults aged 16+, October 2019, available at: [http://www.sportengland.org/media/12451/tables-1-4\\_levels-of-activity.xlsx](http://www.sportengland.org/media/12451/tables-1-4_levels-of-activity.xlsx)
2. Sport England (2015) Active People Survey Interactive, available at: <http://activepeople.sportengland.org/>
3. ONS (2016) 2014-based Subnational Population Projections for Local Authorities and Higher Administrative Areas in England, available at: <https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationprojections/datasets/localauthoritiesinenglandtable2>
4. British Heart Foundation (2016) The Best Start in Life: A Manifesto for Physical Activity in the Early Years, Leicester: Loughborough University
5. Sport England (2019) Active Lives Children and Young People Survey
6. 'Sufficiently active' and 'inactive' terms based on Chief Medical Officer's guidelines which state '*All children and young people should engage in moderate to vigorous intensity physical activity for at least 60 minutes and up to several hours every day*', with statistics based on the available data for the LCR in source 5.

# ‘Anticipated Launch of ‘MSP Impact 365’

You will notice that this year’s report does not contain any case studies. This is because MSP will soon be launching an exciting new online approach to impact reporting. A brand-new area on our website is nearing completion at the time of writing which will be called ‘MSP Impact 365’.

Replacing traditional annual reporting, which happens at a single moment in the year, this is very much designed to be a rolling showcase that will enable us to give a real-time view of the impact our work is having.

This online approach will offer a fresher, dynamic feel, encouraging more people to engage with it than a traditional annual report document would. We anticipate the knock-on effects of this will be:

- better profile raising
- more opportunity to highlight partnership working
- a greater sense of pride amongst the team and our partners about the work we collaborate on
- easier engagement of new partners and sponsors

The new area of the site is expected to go live in July/August 2020 and the URL will be <http://www.merseysidesport.com/impact-365/> (N.B. until launch the URL noted above will return a ‘page not found’ message).

When it goes live you will also see a significant refresh of our site’s home page and how we cater for different audiences. Information will be sent out to our partners and stakeholders once it launches.

# MSP ADMINISTRATION, STRUCTURE, GOVERNANCE & MANAGEMENT

## REFERENCE AND ADMINISTRATIVE DETAILS

### Accountable Body

Liverpool City Council  
Cunard Building  
Water Street  
L3 1DS

### Principal Address

Unit 1 Dakota Business Park  
Skyhawk Avenue  
Liverpool  
L19 2AR

### Independent Examiner

Ip's Associates Limited  
Oscar Ip & Co. Chartered Accountant  
3rd Floor, Trident House  
31-33 Dale Street  
Liverpool  
L2 2HF

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

As an unincorporated body, MSP requires an accountable body to act on its behalf – this is Liverpool City Council (LCC), known as the Host Authority, who is responsible for financial compliance, human resources and risk management. MSPAB delegates these functions to the Compliance, Scrutiny and Nominations Group (CSNG) to ensure processes and procedures of the Host Authority are adhered to. The Host Authority is responsible for: -

- Overall financial accountability for the receipt of any funding awards in accordance with the terms and conditions of that award
- Policies and procedures to govern human resources, finance and risk management

### Risk Management

The CSNG have a duty to identify and review the risks to which the organisation is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

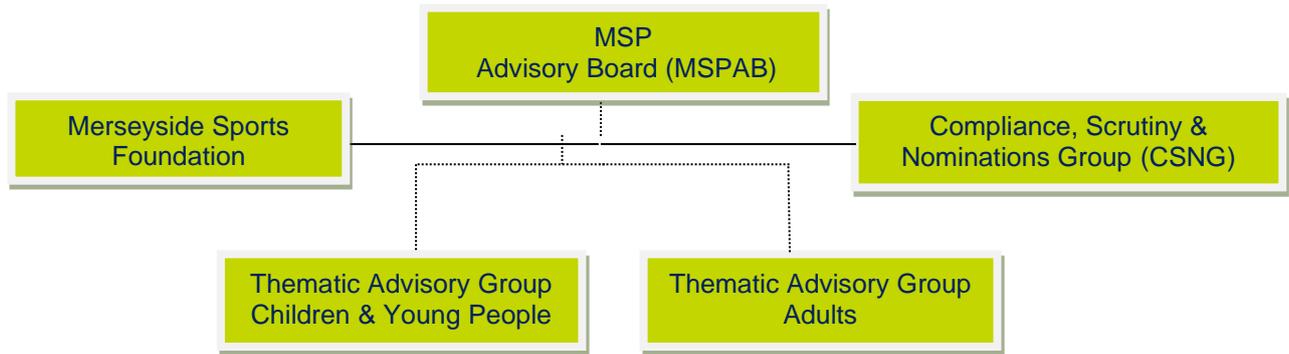
### MSPAB

MSP is led by a strong, strategic leadership board – which sets the direction of travel for the organisation in terms of strategy, performance, improvement and mentoring. It will function as the ultimate decision-making body. MSPAB is supported by two thematic advisory groups as a vehicle for engagement and communication.

MSP works in partnership with Merseyside Sports Foundation, which is a registered charity. The Foundation has its own board of trustees and has independent services for finance, human resource, risk management and insurance, underpinned by a memorandum and articles of association.

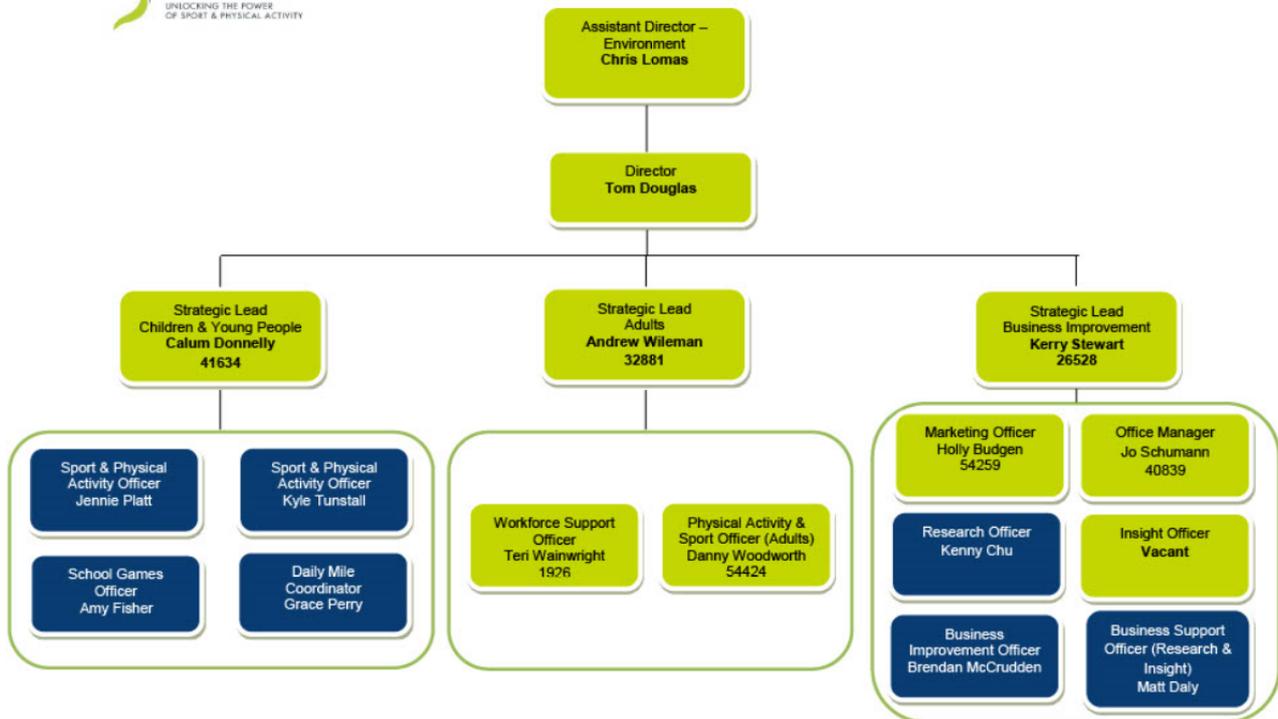
The leadership 'Diagram A', sets out the relationship between the groups, of which the purpose, principles, roles, responsibilities and accountabilities can be found within MSP's Governance Framework 2017 – 2022.

### MSP Leadership – Diagram A



\*To note, the Thematic Groups have now been removed for 2020 onwards.

### Diagram B



1

Notes

1. BOLD determines Leadership Team
2. All posts are employed through Liverpool City Council on behalf of MSP

MSP 2020/21

**MSP, in partnership with Merseyside Sports Foundation, employ a team of professionals as illustrated in Diagram B, who provide: -**

- Effective leadership, championing the benefits of sport, physical activity and healthier lifestyles
- Influencing national policy and local agencies to bring in investment
- Bringing the most appropriate people/organisations together for the wider benefits of the Liverpool City Region (LCR)
- Strategic planning, coordinated programmes, projects and events
- Data, research and insight to inform decision making
- Social impact and social value evidence
- Relationship managers offering business, bid writing and sporting advice
- Social marketing campaigns to inspire our residents to be active
- Products and services that generate greater value to the customer

Notes

1. BOLD denotes Senior Leadership Team
2. Posts highlighted in GREEN are employed through Liverpool City Council (The Host)
3. Posts highlighted in BLUE are employed through MSP's Foundation, with agreed service level agreements

## **Strategic Context**

MSP's work ensures

- Lives are enriched
- Wellbeing is improved
- Skills for life are developed
- The economy is enhanced
- Communities and networks are strengthened

## **Our Objectives**

1. To contribute to increasing and sustaining sport and physical activity to change behaviour linked to Chief Medical Officer Guideline (CMO)
2. To create opportunities to mobilise the workforce and access to the right place
3. To improve the sphere of influence for physical activity and sport
4. To raise the value placed on sport and physical activity
5. To remain a high performing and efficient organisation

## **Financial Review**

### **Reserves Policy**

MSPAB conducts an annual review of the level of unrestricted reserves in the general fund by considering risks associated with the various income streams, expenditure plans and balance sheet items. This enables an estimate to be made of the level of reserves that are sufficient:

- to allow time for re-organisation in the event of a downturn in income or asset values, which is currently set at 3months operating costs
- to protect ongoing work programmes
- to allow MSP and its Foundation to meet its objectives

This figure for 2020/21, for MSP only, stands at £100,123.

## Investment Policy and Objectives

MSPAB's investment objective is to maximise long-term total return, contributing to MSP's vision 'to inspire all people to be active everyday'

Approved by order of MSPAB on 16<sup>th</sup> July 2020 and signed on its behalf by:

Signed

A handwritten signature in black ink, appearing to be 'C. Jones', written in a cursive style.

Cameron Jones  
Chair, MSP Advisory Board

# INDEPENDENT EXAMINER'S REPORT TO MSPAB OF MSP

I report on the accounts for the year ended 31 March 2020.

## Independent Examiner's Report to MSPAB

I report to MSPAB on my examination of the accounts of MSP for the year ended 31 March 2020.

## Responsibilities and Basis of Report

As BMs you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of MSP's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

## Independent Examiner's Statement

Since your organisation's gross income exceeded £250,000, your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the Institute of Chartered Accountants in England & Wales, which is one of the listed bodies.

Having completed my examination, I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of MSP as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Oscar Ip  
Institute of Chartered Accountants in England & Wales  
Ip's Associates Limited  
Oscar Ip & Co. Chartered Accountant  
3rd Floor, Trident House  
31-33 Dale Street  
Liverpool  
L2 2HF

Date: 16<sup>th</sup> July 2020

## MSP

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME RESOURCES</b>				
Generated funds	2	<u>151,248</u>	<u>881,005</u>	<u>1,032,253</u>
<b>Total</b>		151,248	881,005	1,032,253
<b>RESOURCES EXPENDED</b>				
Other resources expended		<u>-</u>	<u>810,471</u>	<u>810,471</u>
<b>NET INCOME</b>		<u>151,248</u>	<u>70,534</u>	<u>221,782</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>151,248</u>	<u>70,534</u>	<u>221,782</u>

#### CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

**MSP**

**BALANCE SHEET  
AT 31 MARCH 2020**

	Notes	Unrestricted fund £	Restricted funds £	Total funds £
<b>CURRENT ASSETS</b>				
Cash at bank		151,248	46,770	198,018
Debtors	3	<u>          -</u>	<u>33,334</u>	<u>33,334</u>
		151,248	113,104	231,352
<b>Creditors: Amounts Falling Due Within One Year</b>	4	<u>          -</u>	<u>(9,570)</u>	<u>(9,570)</u>
<b>NET CURRENT ASSETS</b>		<u>151,248</u>	<u>70,538</u>	<u>221,782</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>151,248</u>	<u>70,534</u>	<u>221,782</u>
<b>NET ASSETS</b>		<u>151,248</u>	<u>70,534</u>	<u>221,782</u>
<b>FUNDS</b>	6			
Unrestricted funds				151,248
Restricted funds				<u>70,534</u>
<b>TOTAL FUNDS</b>				<u>221,782</u>

The financial statements were approved by MSPAB on 18<sup>th</sup> July 2020 and were signed on its behalf by:



Chair  
Cameron Jones

## MSP

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

#### 1. ACCOUNTING POLICIES

##### Accounting Convention

MSP comes under the auspices of LCC and is governed by and adheres to LCC Financial Regulations and Standing Order processes. Detailed information can be found in MSP's Governance Framework 2017 – 2022.

##### Incoming Resources

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

##### Resources Expended

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.

##### VAT

The organisation is exempt from VAT due to being hosted by LCC.

##### Fund Accounting

Unrestricted funds can be used in accordance with the organisation's objectives at the discretion of MSPAB.

##### Reserves Policy

MSPAB aims to maintain a restricted reserves figure of 3 months operating costs each year. This figure is **£100,123** per annum, for 2020/21, MSP's figure was **£100,123**.

Restricted funds can only be used for particular restricted purposes within the objects of the organisation. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. ACTIVITIES FOR GENERATING FUNDS

	£
Miscellaneous income	22,431
Restricted re-profile	92,826
Unrestricted re-profile	-
Reserves	151,248
Sport England – Lottery	763,312
Unbudgeted income	2,436
	-----
	<u>1,032,253</u>

Sport England Lottery Funding can be broken down as follows: -

Satellite Clubs	£219,026
Core	£311,622
Coaching	£38,896
DofE	£14,600
L3 School Games	£45,000
Primary School Support	£58,761
Active Lives	£11,050
Daily Mile	£64,357
<b>Total</b>	<b>£763,312</b>

MSPAB in line with its Reserves Policy has chosen to designate £100,123 towards three months operating costs which are currently held within the general fund.

### 3. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other debtor	33,334
	-----
	33,334

### 4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other creditor	9,570
	-----
	9,570

### 5. MSPAB's' REMUNERATION AND BENEFITS

There were no BM remuneration or other benefits for the year ended 31 March 2020.

#### BM expenses

There were no BM expenses paid for the year ended 31 March 2019.

### 6. MOVEMENT IN FUNDS

	At 01.04.2020 £	At 31.03.2019 £
<b>Unrestricted funds</b>		
General fund	151,248	54,303
<b>Restricted funds</b>	70,534	189,770
	-----	-----
<b>TOTAL FUNDS</b>	<u>221,782</u>	<u>244,073</u>

**MSP**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2020**

**7. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Funds</b>			
General fund	1,032,253	(810,471)	221,782
	_____	_____	_____
<b>TOTAL FUNDS</b>	<u>1,032,253</u>	<u>(810,471)</u>	<u>221,782</u>

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2020**

£

**INCOMING RESOURCES**

**Activities for generating funds**

Miscellaneous income	22,431
Restricted re-profile	92,826
Unrestricted re-profile	0
Reserves	151,248
Sport England - Lottery	763,312
Unbudgeted income	<u>2,436</u>

1,032,253

**Total incoming resources** 1,032,253

**RESOURCES EXPENDED**

**Support costs**

Supplies	6,595
Services	382,940
Department re-charge	6,087
Employees / Office / Utilities	409,538
Transport	<u>5,311</u>

810,471

**Total resources expended** 810,471

**Net income** 221,782

**ENDS**



**MSP**

UNLOCKING THE POWER  
OF SPORT & PHYSICAL ACTIVITY