

**Scottish Swimming**  
**Proposal changes to Financial Years and Membership Years**  
**AGM February 2018**

**A. The Proposal**

The proposal is to reduce the Finance Risk to Scottish Swimming by aligning the reporting periods with **sportscotland** investment year.

The proposal will

- Change Scottish Swimming Financial year to be from 1 April to 31 March
- Change Scottish Swimming AGM to be in September
- Change Scottish Swimming Membership to be from 1 April to 31 March
- Change Districts Financial year to be from 1 April to 31 March (or 1 March to end February if preferred). (There is no proposed change to Clubs' financial years).
- Change District AGMs to be in June (or end May)
- Keep the Scottish Swimming Awards Dinner to be held in September

\* \* \* \* \*

**B. Proposed Timetable for changes to Financial Years and SS Membership Year**

The proposed timetable for the changes to dates is

**B1. Scottish Swimming**

- February 2018 – Proposed change to Scottish Swimming Financial Year goes forward to the 2018 AGM. Change to the Financial Year to be from 2019.  
Financial “years” for accounting purposes would be  
 (1 November 2016 to 31 October 2017 – financial year just ended)  
 1 November 2017 to 31 March 2019 (17 months)  
 1 April 2019 to 31 March 2020 (12 months).
- February 2018 – Proposed change to Scottish Swimming Membership year go forward to the 2018 AGM. Membership Years to be from 2018.  
 1 March 2017 to 31 March 2018 (current period extended to 13 months at no extra charge)  
 1 April 2018 to 31 March 2019 (12 months)
- Scottish Swimming AGMs to be  
 February 2018 as normal  
 February 2019 as normal  
 12 months financial report (not accounts) to be prepared for AGM  
 possible change to membership and fees to be brought forward  
 September 2020  
 end year March 2019 (17 months) and end March 2020 accounts to be approved.

**B2. Districts**

- December 2018 – Proposed changes to District Financial Year go forward to the Districts 2018 AGM. Effective change to the District Financial year to be agreed by each District.
- District AGMs to be  
 December 2017 as normal  
 December 2018 as normal – change to financial year, etc.  
 June 2020 – to agree matters for the September 2020 Scottish Swimming AGM.

\* \* \* \* \*

**C. General Notes**

1. The date of the STO Seminar post September 2019 has to be decided - this is up to the STO Committee. A change is not necessary but may be desirable to avoid potential clashes with the Scottish Swimming AGM and Awards Dinner.
2. There is no need to change Clubs' financial years or AGMs – that is a decision for the clubs themselves.

**D. Proposed Timeline with**  
**1 April to 31 March Financial Year**  
**1 April to 31 March Membership Year**

Month	Scottish Swimming	Districts (Clubs)
<b>January</b>		
<b>February</b>		<ul style="list-style-type: none"> <li>Swimmer membership reduces to 25%</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>31 – Scottish Swimming Financial Year End</li> </ul>	<ul style="list-style-type: none"> <li>31 - Financial Year End (Districts) - may be in February <b>#1</b></li> <li>31 – Nomination for District Awards</li> <li>31 – Committee reports for AGM</li> <li>31 – Committees to submit their proposed budgets</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>1 – start of membership year</li> </ul>	<ul style="list-style-type: none"> <li>15 – nominations to District for SASA Vice President</li> <li>30 – Clubs Annual Returns &amp; Affiliations to be sent to Company</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>31 committees to submit changes to their regulations to the Company</li> </ul>	<ul style="list-style-type: none"> <li>End- District AGM (may be Start June)</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>1 – any changes to Governance Documents or Notices of Motion</li> <li>1 – any nominations for SASA Life Membership</li> <li>Pre AGM Joint meeting Council &amp; Board</li> <li>Company Board to approve committee regulations</li> </ul>	<ul style="list-style-type: none"> <li>15 – Nominations for Office to be submitted to the Company</li> <li>15 – Nomination for SASA Vice President sent to the Company</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>31 – Committees to submit recommended fees and fines to the Company</li> <li>31 – Committees to submit list of meeting dates to Company, their annual report and their nomination for the committee chair</li> <li>Throughout – Prepare Annual Business Document and Financial Accounts</li> </ul>	<ul style="list-style-type: none"> <li>31 – Districts to submit financial accounts to the Company</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>Middle – Annual Business Document including finalised financial report issued by the Company.</li> </ul>	
<b>September</b>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> half – Scottish Swimming AGM</li> <li>Awards Dinner (<i>same weekend?</i>)</li> <li>STO Seminar <b>#2</b></li> </ul>	
<b>October</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Swimmer membership reduces to 50%</li> </ul>
<b>November</b>		
<b>December</b>		

**Notes**

**#1** The Districts financial year end is up to the Districts as long as the AGM is finalised by mid June.

**#2** See general notes 1

**E. Current Timeline with****1 November to 31 October Financial Year End****1 March to end February Membership year**

<b>Month</b>	<b>Scottish Swimming</b>	<b>Districts (Clubs)</b>
<b>September</b>	<ul style="list-style-type: none"> <li>• 2nd half – Awards Dinner</li> <li>• STO Seminar</li> </ul>	<ul style="list-style-type: none"> <li>• 30 - Financial Year End (Districts)</li> <li>• 30 – Committees to submit their proposed budgets</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• 31st - Financial Year End</li> </ul>	<ul style="list-style-type: none"> <li>• 31 – nomination for District Awards</li> <li>• 31 – committee reports for AGM</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• 1 - changes to Governance Documents or Notices of Motion</li> <li>• 1 - nominations for SASA Life Membership</li> <li>• 1 - committees to submit list of meeting dates to Company, changes to regulations, annual report and nomination for the committee chair</li> <li>• Pre AGM Joint meeting Council/Board</li> </ul>	<ul style="list-style-type: none"> <li>• 1 – nominations to District for SASA Vice President</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Throughout - Prepare Annual Business Document and Financial Accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Beginning - District AGM (may be in November)</li> <li>• 31 – Nominations for Office to be submitted to the Company</li> <li>• 31 – Nomination for SASA Vice President sent to the Company</li> <li>• 31 – Districts to submit financial accounts to the Company</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• 1 – Committees to submit recommended fees and fines to the Company</li> <li>• End – Annual Business Document including finalised financial report issued by the Company.</li> </ul>	
<b>February</b>	<ul style="list-style-type: none"> <li>• End – Scottish Swimming AGM</li> </ul>	
<b>March</b>	<ul style="list-style-type: none"> <li>• 1 – start of membership year</li> </ul>	<ul style="list-style-type: none"> <li>• 31 – Clubs Annual Returns &amp; Affiliations to be sent to Company</li> </ul>