



2017/18 Financial Report

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This document is a report on all financial transactions QuidditchUK made over the 2017/18 season. All information is accurate to the best of our knowledge.

Summary

The total opening balance on 01/09/2017 across all QUK's accounts was £11,107.07 and the total closing balance on 31/08/2018 across the same was £9,261.28. This means that over the 2017/18 season QUK operated at a £1,845.79 loss.

Balances

The finances for QuidditchUK are split over four accounts. We operate two HSBC bank accounts and two PayPal accounts, one each for Team UK and main QUK operations.

| | Opening | Closing | Difference |
|------------|------------|-----------|------------|
| QUK Bank | £9,507.46 | £8,302.38 | -£1,205.08 |
| QUK PayPal | £732.53 | £263.56 | -£468.97 |
| TUK Bank | £682.08 | £510.34 | -£171.74 |
| TUK PayPal | £185.00 | £185.00 | £0.00 |
| Total | £11,107.07 | £9,261.28 | -£1,845.79 |

The two QUK accounts are primarily used for transactions which relate to the day to day operations of the organisation, official events, and the like. The two TUK accounts are primarily used for transactions relating to the operations of the national team such as kit purchases and booking accommodation for tournaments. This allows TUK to operate semi-independently.

However, there is some overlap between the two sets of accounts. For example the QUK accounts are used to pay for Team UK's tournament fees and handle some of their other administration costs.

Loss & Surplus

While QUK doesn't run for profit we also don't set out to make a loss over the financial year. Finishing with a small surplus to act as a buffer for future years is good, and a large surplus can be utilised to fund future projects.

For example, should a tournament be cancelled due to unforeseen circumstances it would require a significant amount of money to host it again at a later date without further cost to players. This scenario is discussed in more detail in the 2018/19 Budget Summary document.

Thankfully in the years running up to this one, QUK operated with a surplus. Thus this year when that wasn't the case we didn't have to worry about going into debt. Unexpected costs arise, especially when it comes to event planning, and it's good to be prepared.

We started the year with an £11,000 safety net and going into next year most of that is still in place. We're also looking to put some of it forward into new projects as discussed in the "future changes" sections below, as well as in [Recommendations](#).

Data Review

Overall Data

The following table details the income/expenditure associated with key sources of transactions QUK made over the last season.

| Department | Amount |
|--|-------------------|
| Administration Costs | -£5,273.71 |
| British Quidditch Cup | £449.41 |
| Coaching Projects | -£20.12 |
| Development Cup | -£4,048.62 |
| Equipment | -£2,130.88 |
| IQA (inc. WC & EG) | -£3,001.46 |
| QUK Membership | £17,855.00 |
| PayPal | -£961.53 |
| Referee Shirts | -£319.04 |
| Regional Tournaments | -£3,709.26 |
| Team UK | -£181.51 |
| Other | -£504.07 |
| Total: | -£1,845.79 |

The remainder of this report will then break down each of these categories further and give additional information and clarification where needed.

Administration

A sizeable portion of QUK's expenditure comes from software and services used to keep our NGB running. These include accounting software, legal advice, and public liability insurance.

Data

These are the transactions primarily associated with the day to day functioning of QUK.

| Source | Description | Amount |
|-------------------------------|---|------------------|
| 123-reg Limited | Website domains names | -£55.18 |
| Catherine Grace | Redesign of the QUK website | £2,425.50 |
| DVLA | Unknown (see below) | -£148.78 |
| EA Barnes and Sons | Storage unit for equipment & merch | -£420.00 |
| Event Health and Safety Guide | Legal guidance for running events | -£30.00 |
| Harper James Solicitors | Helping with the incorporation process | -£680.40 |
| MailChimp | Service for sending out QUK emails | -£253.25 |
| Sports & Recreation | Membership to S&RA | -£208.80 |
| Sportsguard | Insurance | -£587.50 |
| Swinton Group Ltd | Insurance | -£18.23 |
| Various | Website Costs | -£182.40 |
| Xero & Google | Internal banking, email, and storage services | -£227.27 |
| Zenith Insurance | Insurance | -£36.40 |
| Total: | | £5,273.71 |

Future Changes

Looking forward to the year ahead there are to be some significant changes in this section. Now the new design has landed the website won't be redesigned again for some time, eliminating this expenditure. However insurance costs will increase marginally as the number of costs increase and charges relating to incorporation expenses (accountancy, solicitors, taxes, etc) will increase significantly since they only began partway through 2018.

DVLA Transactions

This was a series of direct debits for which we do not know the origin. We are investigating this further with our bank and other parties.

British Quidditch Cup

The 2018 British Quidditch Cup (BQC) financials were covered in more details in a [standalone report](#). A summary of the data can be found below:

Data

| Source | Description | Amount |
|----------------------|---|----------------|
| Bluehawk | QUK's cut of BQC trading card sales | £273.00 |
| Clothes2Order | Order of clothing merch | - £1,425.02 |
| Epione Medical | Medical coverage | - £3,757.50 |
| Match Officials | Payment to referees, NPVs, etc | - £1,217.80 |
| Merch sales | Online and on the day | £1,679.30 |
| Operating Costs | Various receipts refunded to the tournament committee | -£686.81 |
| Oxford Brookes Uni | Hire of the venue, parking, and cleanup | - £1,493.74 |
| Oxford Brookes Uni | Officials Food Vouchers | -£750.00 |
| Oxford Event Hire | Gazebos, Tables, Chairs, etc | -£507.54 |
| PA System | Used for announcements | -£331.98 |
| Player Fees | £12 per player | £6,720.00 |
| Printdesigns Limited | Giant Banner Stand | -£285.26 |
| SportsActionPhoto | Photographer | -£700.00 |
| Team Fees | £120 per team | £3,840.00 |
| Trophies | For upper & lower bracket winners | -£70.05 |
| Tulu Toilet Hire | Portaloos to make up for insufficient facilities | -£326.40 |
| Van Hire | Used for equipment transport | -£139.90 |
| Walkie Talkies | Used for volunteer comms | -£99.49 |
| Wheelers | Medals for 1st, 2nd, and 3rd place | -£271.40 |
| Total: | | £449.41 |

Future Changes

Again these were detailed further in the standalone report, but we hope that in future years BQC makes more of a surplus so that it is better able to subsidise our other tournaments.

Coaching Projects

QUK continued its support of coaching development this year primarily through two projects; [All In](#), an initiative to encourage integration of non-male players, and [Level Up](#), a new scheme to educate and train quidditch coaches.

Data

These are the transactions primarily associated with the QUK coaching projects.

| Source | Description | Amount |
|--------------------------------------|---|----------------|
| ALL IN Grant Payment | Grant for a one day training session | -£40.00 |
| Level Up Coaches | Level-Up Reimbursement | -£170.00 |
| Level Up Payments | First round cost £10pp, second cost £20pp | £189.88 |
| Total: | | -£20.12 |

Note

The Level Up program does not run for profit. Some of the reimbursements and payments occurred after August 31st so are not included in this financial year.

Future Changes

Coaching development is increasingly becoming a focus for QUK and next year the Development, Gameplay, and Outreach departments will be looking at how this can be taken further.

Development Cup

Development Cup 2018 (Dev) was hosted at University of York's 22 Acres on 14th-15th of April. This tournament isn't designed to finish with a surplus and is instead subsidised by BQC to be more accessible to developing teams.

Data

These are the transactions primarily associated with the running of Dev Cup.

| Source | Description | Amount |
|--------------------|---|-----------------------|
| Afford Awards | Trophy for 1st place | -£55.35 |
| Bluehawk | QUK's cut of Dev trading card sales | £108.52 |
| Brownie Payments | The sale of brownies back to players | £345.80 |
| Brownie Pre-Order | The order of brownies prior to the tournament | -£365.80 |
| Epione Medical | Medical coverage | - £1,878.00 |
| Match Officials | Payment to referees, coaches, NPVs, etc | - £2,001.58 |
| Merch Sales | Online and on the day | £725.00 |
| Merch Sales | Initial order of merchandise | -£974.80 |
| Operating Costs | Various receipts refunded to the tournament committee | -£371.46 |
| Player Fees | £12 per player | £2,463.00 |
| Team Fees | Dev Cup had no team fee | £0.00 |
| University of York | Venue Hire | - £1,440.00 |
| Van Hire | Used for equipment transport | -£232.56 |
| Wheelers | Medals for 1st, 2nd, and 3rd place | -£371.39 |
| Total: | | - £4,048.62 |

Future Changes

The surplus from BQC fell very short of covering the Dev Cup loss this year. This is partly the motivation for the change to the fee structure going into next season. While other changes could be made to lessen this disparity the tournaments can't be simultaneously improved as requested.

Equipment

While some equipment was carried over from previous years a not-insignificant amount also had to be replaced. Primarily this was done by ordering parts through Bluehawk and then assembling them inhouse. Some of this equipment was for tournaments and some was for use by Team UK.

Data

These are the transactions primarily associated with equipment costs.

| Source | Description | Amount |
|---------------------|--|-----------------------|
| Bluehawk | Parts for new sets of hoops | - £1,166.55 |
| Bluehawk | Parts for brooms, spikes, and other supplies | -£878.33 |
| Screwfix Direct Ltd | Further replacement parts | -£86.00 |
| Total: | | - £2,130.88 |

Future Changes

While we hope not to have to replace equipment regularly breakages are inevitable in a contact sport. There are several new suppliers emerging this coming season so QUK will be considering its options and what needs replacing most for the regional tournaments.

IQA

For those who don't know, the International Quidditch Association acts as the international governing body for quidditch, and to which most national governing bodies are members.

Data

These are the transactions primarily associated with IQA.

| Source | Description | Amount |
|---------------|--|-------------------|
| | | - |
| IQA | Team & Player fees for the IQA World Cup | £1,540.34 |
| IQA | QUK's membership fees for 2015/16, 2016/17 and 2017/18 | -£841.23 |
| IQA | European Games 2017 | -£619.89 |
| Total: | | -£3,001.46 |

Future Changes

This cost will be greatly reduced next season; QuidditchUK and all other NGBs were requested to pay membership fees to the International Quidditch Association retroactively, which included all seasons since 2015. There will not be a World Cup this coming season, and European Games has, historically, been cheaper than the costs associated with World Cup.

Membership

QUK charges a membership fee to both players and clubs, with an additional fee for each team beyond the first a club has. For the 2017/18 season this was £15.00 per player, £65.00 per club, and £30.00 for additional teams.

Data

These are the transactions primarily associated with QUK membership.

| Source | Description | Amount |
|------------------------|---|-------------------|
| Club & Team Membership | Membership for 40 clubs and 10 additional teams | £3,245.00 |
| Individual Membership | Membership for 987 players | £14,610.00 |
| Total: | | £17,855.00 |

Membership Numbers

The stated fees and the membership numbers in the table above don't equate to the total amounts QUK took in. The origin of this discrepancy isn't known exactly, but a number of factors could account for it such as some players registering differently for Dev and the merging of teams.

Future Changes

As discussed at the August general forum and since [announced early September](#), most of the QUK fees are increasing going into the new season. More details are provided at the article linked but in short, they will now follow this structure:

| Individual Membership | | Club Membership | |
|-----------------------|--------|---------------------|--------|
| New member | £15.00 | New University Club | £35.00 |
| Student members | £22.00 | Other Clubs | £70.00 |
| General members | £30.00 | Additional Teams | £35.00 |

Based on an estimated 15% growth across the country we expect to bring in approximately £28,000.00 in individual membership fees next season. This will primarily be used to improve tournament quality and to fund outreach projects. While the increases to club and team fees are far smaller, even with a conservative estimate as to the number of clubs and teams that will join for the coming season we expect the club memberships to continue to bring in at least £3,000.

PayPal

Over the last season QUK has used PayPal to manage the majority of its online transactions, including receiving membership fees through the QUK store and for sending fees to IQA.

Data

These are the transactions primarily associated with PayPal.

| Source | Description | Amount |
|------------------|--|-----------------|
| Transaction Fees | PayPal takes a fee for almost all transactions | -£961.53 |
| Total: | | -£961.53 |

Future Changes

PayPal's [transaction fees](#) vary based on the type of transaction taking place, whether there's a currency conversion involved, and the quantity of money being transferred. They typically fall between 1.9% and 3.4% (plus an additional charge in some cases) which might seem small, but it quickly adds up when a large amount of money is being handled. This isn't something we want to keep growing next year so over the last couple of months we've been investigating alternative services.

The service we've settled on is [Square](#) who provide similar services to PayPal. Our website team have already updated the store so if you've paid your individual or club membership for this year then you'll have used the new system. Square typically has flat fees between 1.75% and 2.5%; and even with conservative estimates as to what the average fees work out at for each service, the switch still results in savings of hundreds of pounds.

There's an additional benefit of the switch to Square in that the service promotes a line of mobile card readers. This means it'll be much easier to pay for merchandise at tournaments, something that a lot of people have suggested we work on in the past.

Referee Shirts

QUK invested in an order of referee shirts which could be bought at tournaments. These improve the appearance of the game to spectators, especially with the increasing prominence of match recordings and live streams.

Data

These are the transactions primarily associated with the referee shirts.

| Source | Description | Amount |
|---------------|----------------------------|------------------|
| Utility | Initial shirt order | -£595.04 |
| Sales | 12 shirts sold at £23 each | £276.00 |
| Total: | | -£319.042 |

Future Changes

We still have shirts in stock so these will continue to be sold over the coming season, with more orders made as needed.

Regional Tournaments

QUK hosts two regional tournaments. This year Southern Cup was on November 11th-12th at Millbrook RFC Grounds and Northern Cup was on November 25th-26th at Sheffield Hallam Sports Park. Some costs relating to these two tournaments were handled as part of the 2016/17 season and so are not listed here.

Data

These are the transactions primarily associated with the running of Regionals.

| Source | Description | Amount |
|-----------------|--|-------------------|
| Clothing Merch | Initial order from Wessex Clothing | -£1,152.96 |
| Epione Medical | Medical coverage for Southern | -£3,165.00 |
| Epione Medical | Medical coverage for Northern | -£3,612.00 |
| Marquee Hire | Covering for NPVs at Southern | -£260.00 |
| Marquee Hire | Covering for NPVs at Northern | -£265.00 |
| Match Officials | Payment to referees, NPVs, etc | -£2,771.28 |
| Merch Sales | Merch sales over the two weekends | £938.00 |
| Operating Costs | Various receipts refunded to the tournament committees | -£1,759.10 |
| Player Fees | £15 per player | £12,495.00 |
| Team Fees | Regionals had no team fee | £0.00 |
| Van Rental | Used for equipment transport | -£552.62 |
| Venue Hire | ActiveNation (Southern) | -£250.00 |
| Venue Hire | Hallam Uni (Northern) | -£3,060.00 |
| Walkie Talkies | Amherst Enterprise | -£294.30 |
| Total: | | -£3,709.26 |

Future Changes

Similar to Dev Cup, these two tournaments are also designed to be accessible to as many players as possible. For the 2017/18 season any loss they incurred was to be subsidised by QUK membership fees. This will continue to be the case in the 2018/19 season, but in addition player fees will also be rising to £20.00 and a new team fee of £30.00 will be introduced. This should ensure that these two tournaments do not finish with a hard loss.

Team UK

As mentioned in [Balances](#), Team UK has a certain degree of independence from QUK when it comes to finances, however there is some overlap and transfers between the two.

Data

These are the transactions primarily associated with the running of Team UK. Note that these are not exclusively the transactions which were associated with the TUK PayPal and bank account.

| Source | Description | Amount |
|--------------------|---|-----------------|
| Accommodation | Booking of accomodation for Florence | -£3,620.66 |
| Accommodation | Payments from TUK players for Florence | £3,841.13 |
| Fundraiser | Easy Fundraising campaign for World Cup | £222.24 |
| Fundraiser | Additional campaign for World Cup | £140.00 |
| MAP Energy Funding | Sponsor for TUK | £500.00 |
| Merch Order | Initial order of the TUK merch | -£1,228.76 |
| Merch Purchases | Purchases of merch online and in person | £705.00 |
| Merch Transport | Transporting merch to and from Florence | -£105.90 |
| PayPal-HSBC Link | PayPal makes a deposit to verify bank account links | £0.01 |
| Team UK Kit Orders | Payments from TUK players for kit | £2,299.67 |
| Team UK Kits | Order from Akuma Sports | -£2,869.24 |
| Transport | Transport reimbursements | -£65.00 |
| Total: | | -£181.51 |

Future Changes

While an important part of the comradery and support of our national team an assessment will be done into the efficacy of TUK merch. We need to ensure that it's contributing to their funds rather than incurring a loss.

Other Transactions

Data

These are the transactions which don't fit well into any of the previously defined categories.

| Source | Description | Amount |
|------------------------|--|---------------------|
| BQC 2017 Payment | A late payment for the 2016/17 season BQC | -£16.00 |
| Expansion Squad Camera | Camera to be used by Expansion and TUK at training | - £405.42 |
| Facebook Event | A Loughborough Jersey was bought for a publicity event | -£25.53 |
| Travel Reimbursement | For President & VP travel to events and meetings | -£57.12 |
| Total: | | - £504.07 |

Future Changes

The camera will be a one time purchase. General publicity and travel costs may well increase over the next season as we try to get the sport out there as much as possible.

Late officials payments is something that many referees are unfortunately familiar with, though thankfully most are not made as late as this one. Going into the new season the Operations department will be looking to create a new system for claiming expenses which will hopefully streamline the process.

Looking on to the 2018/19 season we also have to be prepared for the additional transactions the European Qualifier Tournament (EQT) will bring. In particular the tournament is only open to 12 teams so will bring in less player fees but at the same time the quality of the venue and event generally will be expected to be as high if not higher than BQC.

Recommendations

Based on this report here are some recommendations to work on for the 2018/19 season.

Expansion Beyond Events

Even though it's an important part of what we do, an NGB is more than just an organisation that plans events. It's our job to develop the sport within the country and make sure clubs have the resources they need to expand their reach and coach new players. We've improved over the last season with new initiatives such as Level Up but there's still room for improvement.

Financial Planning & Records

While the buffer did save us this year, more careful financial planning and budgeting will need to be done to ensure it isn't needed again. The Operations department is already working with other departments to put a plan place for the 2018/19 season and beyond.

On the flip side QUK also needs to keep more careful financial records. Some costs were incurred this year which could have been avoided had more careful bookkeeping been in place. This is also something we're working on as part of the incorporation process.

Merchandise Report

It's incredibly variable whether a merchandise run actually contributes to the surplus of an event or fundraising campaign. It's undeniably an important part of the community and many people clearly want it, but it's not something that QUK can afford to repeatedly subsidise.

To get a better idea of the numbers, the below table details the merch income and expenditure for the seasons events. Note that it does not include money lost due to PayPal fees.

| Event | Income | Expenditure | Net |
|---------------|------------------|------------------|-----------------|
| Regionals | £938.00 | -£1,152.96 | -£214.96 |
| BQC | £1,679.30 | -£1,425.02 | £254.28 |
| Dev Cup | £725.00 | -£974.80 | -£249.80 |
| World Cup | £705.00 | -£1,334.66 | -£629.66 |
| Trading Cards | £381.52 | £0.00 | £381.52 |
| Totals | £4,428.82 | -£4887.44 | -£458.62 |

A more detailed report into the efficacy of merch would be recommended, along with research into ways that we can ensure these same losses aren't incurred in future. For instance we finish most events with a large quantity of surplus stock and it's possible a more limited order is a

needed concession. The events team are already exploring these ideas for the 2018/19 Regionals.

Stocktaking

Ideally this report would also include an inventory of what physical assets QUK owns, such as tournament equipment and surplus merchandise. It was not possible to arrange this prior to the release of this report and so there will be another report for that to follow.

Going forward the Operations Department needs to begin performing regular stocktakings and ensuring that they're updated incrementally following events.