



Trustees' Annual Report for the period

Period start date

01 July 2020

Period end date

30 June 2021

To

Section A

Reference and administration details

Charity name

Cheltenham Junior Hockey Association

Other names charity is known by

Cheltenham Junior Hockey Club

Registered charity number (if any)

1042419

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Peter Marsden			
2	Mr Nick Parker			
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 20 September 1994
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed or re-appointed annually at the Annual General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The decision making of the club is also undertaken by non-trustee members of the Committee. These members are appointed and re-appointed at the Annual General Meeting, in accordance with the Constitution and meet regularly.

All trustees and committee members give their time voluntarily and received no remuneration or benefits whilst performing the above.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance the physical education of children and young persons in Cheltenham and the surrounding areas, in particular in the provision of the facilities for playing hockey.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning our activities for the year, we have kept in mind the Charity Commission's guidance on public benefit.

The main activity of the Association was the provision of hockey in the Cheltenham and the surrounding areas.

These activities benefit young people by providing physical exercise, social interaction and self-confidence. We welcome all young people, between the age of 5 to 14, regardless of personal background, faith, gender, personal circumstances or ability.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are grateful for the many hours' volunteers have spent. Without this valuable contribution of time, expertise and energy we would not be able to achieve what we have.

Additionally, due to the Covid 19 pandemic, the volunteers have worked tirelessly to ensure that Government Guidance has been adhered to and young people have been provided with the opportunity partake in the activities of the Association whenever possible.

Summary of the main achievements of the charity during the year

In support of the objectives, the Association has.

- Organised weekly training sessions on Friday and Wednesday evenings and Saturday mornings for children between the ages of 5 -14,
- Employed qualified hockey coaches to run the training sessions.
- Provided up-to-date coaching equipment
- Supplied goalkeeping kit for players to utilise during the season
- Scheduled regular matches and festivals.

Covid 19 Pandemic

Sadly the 2020/21 season was seriously disrupted with multiple training sessions and matches cancelled due to the changing government rules. The whole of England Hockey calendar was very disrupted.

The Association worked tirelessly to continue training and playing matches whenever permitted and in accordance with Government Guidance.

It was important to provide training and match play opportunities whenever possible during this period for the physical and mental health of the young people.

Much of the normal Wednesday and Friday training had to be cancelled, however the Association took the decision to honour the membership fee paid and fulfil the training which it covered as opposed to providing a refund. The Association therefore organised a weeklong Easter catchup session involving a number of days dedicated to each age group to make up for the lost training hours. This proved to be well supported and appreciated by the Association members.

Hockey Heroes

Despite the pandemic disruption the Association continued to forge ahead, investing in a new initiative in collaboration with England Hockey – Hockey Heroes, which was launched in April 2021, breaking all England Hockey records for the highest admission to the scheme since inception. This is a program aimed at children 5 to 7 to introduce them to sport and physical activity around hockey.

Club Mark

With the Pandemic creating space for administration the Committee invested time to fully formalise and review operational processes and obtained England Hockey Club Mark accreditation in April 2021.

Section E

Financial review

Brief statement of the charity's policy on reserves

It is the policy of the Association to hold reserves sufficient to mitigate financial risks to the Charity in running its operations, thereby ensuring that the Association's core activities could continue in a period of difficulty. Additionally, reserves may be required to mitigate the impact of a particular revenue risk such as a downturn in membership numbers.

This year, primarily due to the pandemic, the Association has increased its accumulated reserves. This was mainly due to the normal costs associated with the provision of training and match play being lower this year due to the required cancellation of training and match play. The club did not refund members for lost training time but instead organised a weeklong Easter catchup session involving a number of days dedicated to each age group to make up for the lost training hours. This decision was not a financial one but made in order to benefit the young people.

It is the intention of the Association to use the higher-than-normal reserves to benefit the young people. To this end the Association is providing more opportunities for its members. This includes extending the provision of hockey to the younger age groups (4 to 7), more match play opportunities for the other age groups and reintroduction of indoor hockey.

With ever increasing membership numbers and an increasing need for centralised control of communication and administration, the Committee has agreed to invest in a paid administrator in order to assist the volunteers. This will make a big impact on the Association's ability to operate as well as accelerating initiatives and opportunities for the young people such as Hockey Heroes. Accumulated reserves will contribute to this cost.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	S. P. Swan	
Full name(s)	SUZANNE SWAN	
Position (eg Secretary, Chair, etc)	TREASURER	
Date	26/04/2022	

UNAUDITED FINANCIAL STATEMENTS
FOR THE PERIOD 1 JULY 2020 TO 30 JUNE 2021
FOR
CHELTENHAM JUNIOR HOCKEY CLUB

CHELTENHAM JUNIOR HOCKEY CLUB

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FOR THE PERIOD 1 JULY 2020 TO 30 JUNE 2021**

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CHELTENHAM JUNIOR HOCKEY CLUB

**GENERAL INFORMATION
FOR THE PERIOD 1 JULY 2020 TO 30 JUNE 2021**

TRUSTEES

N Parker
P Marsden

TREASURER:

S Swan

REGISTERED CHARITY NO: 1042419

FINANCIAL STATEMENTS

FOR THE YEAR 1 JULY 2020 TO 30 JUNE 2021

INDEPENDENT EXAMINER'S REPORT

Independent examiner's report to the trustees of Cheltenham Junior Hockey Association

I report on the accounts of Cheltenham Junior Hockey Association for the year ended 30 June 2021, which are set out within these financial statements.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Name: Philip Colmer ACA

Qualification: Chartered Accountant

Address: Milton Park Innovation Centre, 99 Park Drive, Abingdon, OX14 4RY

Date: 6 April 2022

CHELTENHAM JUNIOR HOCKEY CLUB

PROFIT AND LOSS ACCOUNT FOR THE YEAR 1 JULY 2020 TO 30 JUNE 2021

	Year Ended 30.06.21		Year Ended 30.06.20	
	£	£	£	£
Income				
Subscription and memberships	42,992		40,296	
CJHA match fees	4,333		7,201	
Pitch hire	-		500	
Donation	5		200	
Gift Aid	8,721		6,339	
Tuck Shop	-		164	
Sponsorship	480		2,500	
Hockey Heros	621		-	
Miscellaneous income	-		955	
Sale of bobble hats	<u>765</u>		<u>-</u>	
		57,917		58,155
Expenditure				
Pitch hire	9,355		12,376	
Coaching	11,776		17,521	
Umpiring	761		1,335	
Equipment	557		1,460	
Subs refund/senior subs	449		250	
Tour fees	913		3,642	
Sweatshirts/bibs/tops	264		1,011	
Charitable Donations	-		80	
Insurance	474		469	
Purchase of bobble hats	600		1,140	
Affiliation fee	60		60	
Training courses	158		171	
Flowers, cards, prizes, trophies	330		40	
Miscellaneous	15		100	
Refreshments & Tuck shop supplies	88		200	
Sportplan	192		192	
Stationary Photocopy Post	28		66	
DBS & first aid	378		178	
Coach Exp's	360		1,220	
Independent Examiners fee	240		240	
Storage	1,380		1,380	
Clubmark	1,118		-	
Club administration	282		-	
Hockey heros launch costs	959		-	
Hockey camps	324		-	
Website implementation	<u>578</u>		<u>191</u>	
		31,639		43,322
NET SURPLUS / (DEFICIT)		<u>26,278</u>		<u>14,833</u>

CHELTENHAM JUNIOR HOCKEY CLUB

BALANCE SHEET 30 JUNE 2021

	Year Ended 30.06.21		Year Ended 30.06.20	
	£	£	£	£
CURRENT ASSETS				
Bank current account	79,348		38,754	
Bank deposit account	1		1	
Cash	37		42	
Paypal account	-		1,843	
Accrued income	<u>2,815</u>		<u>10,560</u>	
		<u>82,201</u>		<u>51,200</u>
CURRENT LIABILITIES				
Accrued expenses	10,690		5,968	
		<u>10,690</u>		<u>5,968</u>
NET ASSETS		<u>71,511</u>		<u>45,232</u>
FINANCED BY				
GENERAL FUND				
Cumulative surplus previous years		45,233		30,399
Gain/(Loss) from current year		26,278		4,833
Carried Forward Surplus		<u>71,511</u>		<u>45,232</u>

FINANCIAL STATEMENTS
FOR THE YEAR 1 JULY 2020 TO 30 JUNE 2021

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