

**MANSFIELD TOWN**  
**FOOTBALL IN THE COMMUNITY LIMITED**  
**(A company limited by guarantee)**  
**Trustees'**  
**Report and Financial Statements**  
**For the year ended 31 August 2021**  
**Independently Examined**

# **MANSFIELD TOWN FOOTBALL IN THE COMMUNITY LIMITED**

**(A company limited by guarantee)**

**Report and Financial Statements –  
independently Examined**

**For the year ended 31 August 2021**

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# **MANSFIELD TOWN FOOTBALL IN THE COMMUNITY LIMITED**

**(A company limited by guarantee)**

**Trustees and their Advisors  
For the year ended 31 August 2021**

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**TRUSTEES:**

Andrew Saunders (Chairman)

Tina Broughton (Resigned 13 January 2022)  
Paul Broughton (Resigned 13 January 2022)  
Jon Hodgkinson  
Douglas Carroll  
Paul Wilson

**SECRETARY**

Bernard Wale

**HEAD of  
Community  
Club Organisation  
(CCO)**

Mark Hemingray

**PRINCIPAL  
OFFICE:**

Community Room  
One Call Stadium  
Quarry Lane  
Mansfield  
Nottinghamshire  
NG18 5DA

**REGISTERED  
OFFICE:**

Fox Cottage  
11 Main Street  
Newthorpe  
Nottingham  
NG16 2EX

**COMPANY REGISTRATION NUMBER:**

6538187

**CHARITY REGISTRATION NUMBER:**

1124621

**BANKERS:**

Lloyds  
1-3 Church Street  
Mansfield  
Nottinghamshire  
NG18 1AF

**MANSFIELD TOWN FOOTBALL IN THE COMMUNITY LIMITED**  
**(A company limited by guarantee)**  
**Report of the Trustees**  
**For the year ended 31 August 2021**

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The trustees present their report and financial statements for the year ended 31 August 2021

The trustees, who are also directors for the purposes of company law, who served during the year and up to the date of this report are set out on page 1 of this report

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

Mansfield Town Football in the Community Limited is a charitable company limited by guarantee incorporated 18 March 2008 and is registered as a charity with the Charity Commission, registration number 1124621. Its memorandum and articles of association adopted on 20 March 2008 under company registration number 6538187 govern its affairs.

The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1 each. The memorandum of association restricts the use of the company's income and property, such that they must be applied solely towards the objects of the company and specifically disallows the payment of dividend, bonus or profits to the members.

### **Tax Status**

The company which is a registered charity is exempt from corporation tax and income tax and is classed as a Club Community Organisation (CCO)

### **Trustees**

The Board of Trustees which also acts as a management committee is responsible for the overall governance of the charity. The trustees are also directors of the company. Trustees are either elected on the recommendation of fellow trustees or co-opted and the minimum number of trustees is three with no current maximum. One third of trustees shall retire at each annual meeting along with all newly appointed trustees. At this year's annual meeting the following trustees will retire and will be seeking re-election:

**Andrew Saunders**

An extremely effective working partnership between the trustees and the Head of the CCO is one of the main contributing factors in the ongoing development and success of this company. In order to ensure that the trustees' roles are carried out effectively, each has a folio of interests within MTFitC, which requires them to have an understanding and a responsibility for specific areas of activity within the work of the charity. Trustees are required to meet at least four times each year including an Annual Meeting at which the trustees review overall strategy, set operating plans and budgets, and review the ongoing operational and investment performance of the charity. All new trustees receive an induction pack containing all the relevant information regarding the structure, legalities and operational running of the charity and its work for effective and informed decision making. Trustee training sessions are held at least once per year for the whole board incorporating strategic reviews; other sessions are arranged as necessary for any other specific purposes.

The board delegates the exercise of certain powers and responsibilities relating to the daily management and administration of the charity to its Company Secretary and the Head of the CCO who work very closely in the daily operations of the Charity. These powers are controlled by the need for regular reporting back to the main board in order that any decisions made under delegated powers can be ratified by the full board in due course.

# **MANSFIELD TOWN FOOTBALL IN THE COMMUNITY LIMITED**

**(A company limited by guarantee)**

**Report of the Trustees**

**For the year ended 31 August 2021**

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## **STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)**

### **OBJECTIVES AND ACTIVITIES FOR THE PUBLIC**

#### **BENEFIT**

The principal object of the company is to further and assist in the education (on both a social and physical basis) of children and adults within Mansfield and its surrounding area, without reference to their age, gender, gender reassignment, marital status, nationality, ethnic origin, colour, religion or belief ability or disability and social class, through the use and power of football and other sporting and recreational activities as educational tools and in furtherance of that object to provide within Mansfield and its surrounding area appropriate facilities for meetings, activities and classes for the benefit of such children so that they might grow to maturity as individuals and members of society and that their conditions of life may be improved.

### **ACHIEVEMENTS AND PERFORMANCE**

The company which was formed in March 2008 following the disbandment of the former National Football in the Community scheme has continued its vital role of maintaining existing very close relationships with local schools and businesses and to continue to offer vital support for the raising of educational and physical training standards within the Mansfield area and its surrounds.

Additional grant funding was obtained which enabled our activities to continue and expand. Work is also being carried out to secure further funding for the ongoing delivery of existing and new courses and training over the coming years.

During the course of the year the charity has continued to review its activities and the trustees will be seeking to adopt an ongoing revised strategic plan for further expansion of the company's activities

#### **Principal Funding sources**

The principal sources of funding during the year have been: - self generating income from courses and activities, grants from the Premier League Charitable Trust, EFL Trust, PF National Lottery and the LFE Education Fund.

### **FINANCIAL REVIEW**

The company had net income for the year of £267481 including grant income of £48037 for support of its 2020 -2021 year of activities

Charitable expenditure amounted to £256638 (there was no capital expenditure) whilst governance costs were £1100

#### **Review of the Year**

To follow the reporting years for projects and programmes we run, we have adopted a new reporting period of September to August.

The start of this year began well with continuation of our existing projects and activities; Premier League Primary Stars, Premier League Kicks, CEFA (formerly known as Futsal/Education), parties, mascots Saturday clubs, over 45's Walking Football, Penalty Shoots Out/Social Actions, holiday clubs and trips, and half time entertainment.

Our CEFA programme was promoted well and brought in an increased number of students interested into our September 2020 class as we required running the programme cost effectively.

The students graduated from their Btec level Extended Diploma in Sport and moved onto different pathways, such as University, fulltime employment or Apprenticeships at Football in the Community or other companies.

The Covid pandemic brought about a new way of adapting our working platform for our Premier League and CEFA programmes by moving from the classroom to engaging students with online methods, thus maintaining a continuation of the programme and funding. All other activities ceased and therefore the remaining staff was furloughed. In addition to the online method of engaging in activities, the non-furloughed staff also adapted to an online provision, themed days, as directed by EFL, EFLT, PL, and PLCF. One school continued to engage in dinnertime clubs throughout and followed strict PPE and government guidelines. Increased financial observations and meetings between Trustees and the head of CCO were undertaken and along with the funding/grants accessed and the Government JRS scheme, have enabled the continuation of Mansfield Town Football in the Community.

**MANSFIELD TOWN FOOTBALL IN THE COMMUNITY LIMITED**  
(A company limited by guarantee)

**Report of the Trustees and Board of Directors**  
**For the year ended 31 August 2021**

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**FINANCIAL REVIEW (continued)**

The stated activities and projects covered ranges which incorporated education, sports participation, social inclusion and improved health and wellbeing.

**Free Reserves**

Free reserves available for use by the charity are deemed to be those that are readily realisable, less funds whose uses are restricted or designated for particular purposes. The calculation thus excludes fixed assets that will continue to be used in the day to day running of the charity.

**Risk Management**

The trustees and Head of CCO have over the past twelve months continued to conduct a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are being minimised by the implementation of procedures for the authorisation of all transactions and projects. In the light of the pandemic new risks were realised therefore the use of resources available i.e. the Governments JRS scheme and the attainment of funding/grants, along with adapting the way of engaging and delivering activities and programmes to meet funders' and participants needs, has been and will be in the future paramount in keeping the Charity sustainable.

Procedures are in place to ensure compliance with the health and safety of staff, volunteers, clients and visitors to our operational centre. These procedures are regularly reviewed to ensure that they continue to meet the needs of both regulations and the company. DBS checks are carried out on all staff, trustees and volunteers.

**Reserves Policy**

As a matter of policy, each year the trustees will review the value of the reserves required to be held in investments, cash or cash equivalents not restricted to any particular purpose. The board considers the charity's exposure to the risk of any significant loss of income, and to the rise of unforeseen expenditure, which cannot be mitigated by executive action, and the degree of risk ascribed to each such event is assessed.

With income, the major risk is that of a decline in funding sources for school activities and maintaining adequate income from training and school holiday courses.

Budgetary and financial control continues to be improved in order to reduce the risk of over-expenditure and to mitigate the effect of a drop in income in any one financial year. It is not the company's policy to embark on any major initiative without having adequate funding and resources in place.

**PLANS FOR FUTURE PERIODS**

Our future strategic plans will revolve around:

- Re-establishing and further the participation numbers of all current activities
- Increase our working relationships and liaising with increased local community groups, our sponsors and partners to deliver a range of new activities/programmes and to further existing ones.
- Expand and improve female football development
- Expand our mental health group (Active Sport)
- Increase female participation in existing activities
- Continue and grow our existing Dementia group

Community Education Football Alliance (CEFA) recruitment needs to be increased with a minimum of 16/18 students for it to be financially viable and it is to be an eleven a side games programme, so therefore we will strive to increase numbers for the forthcoming year starts. All payments for CEFA funding will be paid by the L.F.E (League Football Education).

As a result of these discussions the company will be continue developing a revised strategic plan.

The ongoing active support and backing from Mansfield Town Football Club is very much appreciated by the board and steps are being taken to nurture this further.

#### **SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the board on 7 April 2022  
and signed on its behalf by

Andrew Saunders  
Director and Chairman

## **Independent Examiner's Report on the unaudited Financial Statements of Mansfield Town Football in the Community**

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We report to the trustees on our examination of the accounts for Mansfield Town Football in the Community for the year ended 31 August 2021.

### **RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES**

As the charity's trustees (you are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (The 2011 Act)

### **BASIS OF THE INDEPENDENT EXAMINER'S REPORT**

We report in respect of our examination of the charity's accounts carried out under section 145 of the 2011 Act; and in carrying out our examination, We have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act;

### **INDEPENDENT EXAMINER'S STATEMENT**

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination which gives us cause to believe that in, any material respect:-

We have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Archway Management Services**  
**Fox Cottage, 11 Main Street**  
**Newthorpe NG16 2EX**



**MANSFIELD TOWN FOOTBALL IN  
THE COMMUNITY LIMITED**  
(A company limited by guarantee)

**Statement of Financial Activities (including summary income and expenditure account) - Unaudited**  
**For the year ended 31 August 2021**

	Notes	Unrestricted Funds	Restricted Funds	2021 Total	2020 Total
		£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from charitable activities</b>					
Courses & activities		23521		23521	131660
Interest receivable		-		-	-
<b>Community Schemes</b>					
Football League		35265		35265	44890
After schools		3620		3620	1365
Penalty Shootouts		11900		11900	6890
Parties		330		330	3805
LFE Futsal		-	56139	56139	17735
General		8812	12120	20932	61710
M D C Grants/Programmes		46037	2000	48037	25000
Sponsorship/donations		1483		1483	1028
Miscellaneous		-	-	-	-
Walking Football		2945	-	2945	-
Traineeships		-	-	-	-
Apprentices		-	-	-	-
Female Football		-	-	-	-
PL Stars			26667	26667	53333
JRS Furlough		36641		36641	-
<b>Total incoming resources</b>		<b>170554</b>	<b>96926</b>	<b>267480</b>	<b>228922</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities	1	157612	96926	252538	216558
Governance Costs	2	1100		1100	850
<b>Total resources expended</b>		<b>158712</b>	<b>96926</b>	<b>256638</b>	<b>217408</b>
Net incoming/(outgoing) resources For the year		10841	Nil	10841	11514
Net movement in funds		12843	-	12843	11514
<b>TOTAL FUNDS B/FWD 1 SEPT 2020</b>		<b>118761</b>	<b>-</b>	<b>118761</b>	<b>107247</b>
<b>TOTAL FUNDS C/FWD 31 AUG 2021</b>		<b>131604</b>	<b>-</b>	<b>131604</b>	<b>118761</b>

# MANSFIELD TOWN FOOTBALL IN THE COMMUNITY LIMITED

(A company limited by guarantee)

## Balance Sheet - Unaudited As at 31 August 2021

	Notes	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
<b>FIXED ASSETS</b>		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>CURRENT ASSETS</b>					
Debtors	4	2382	-	2382	2653
Cash and bank accounts		55648	78000	133648	119954
		<hr/>	<hr/>	<hr/>	<hr/>
		136030	-	136030	122607
<b>CURRENT LIABILITIES</b>	5	4426	-	4426	3478
		<hr/>	<hr/>	<hr/>	<hr/>
<b>NET CURRENT ASSETS/LIABILITIES</b>		131604	-	131604	118761
		<hr/>	<hr/>	<hr/>	<hr/>
<b>NET ASSETS</b>		131604	-	131604	118761
		<hr/>	<hr/>	<hr/>	<hr/>
<b>ACCUMULATED FUNDS</b>	6	<u>131604</u>	-	<u>131604</u>	<u>118761</u>

In approving these financial statements as trustees of the charitable company we hereby confirm: -

1. that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006;
2. that no notice has been deposited at the registered office of the charitable company pursuant to Section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 August 2020; and
3. that we acknowledge our responsibilities for: -
  - ensuring that the charitable company keeps accounting records which comply with Section 386 of the Companies Act 2006, and
  - preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the year then ended in accordance with the requirements of Sections 394 and 395, and which otherwise comply with the provisions of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

These financial statements were approved by the board of trustees 7 April 2022  
Signed on behalf of the trustees

Andrew Saunders  
Chairman and Director

# **MANSFIELD TOWN FOOTBALL IN THE COMMUNITY LIMITED**

**(A company limited by guarantee)**

## **Accounting Policies - Unaudited For the year ended 31 August 2021**

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### **1. ACCOUNTING POLICIES**

The principal accounting policies are summarised below. These accounting policies have been applied consistently throughout this period and the preceding year.

#### **1.1 BASIS OF ACCOUNTING**

These financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

#### **1.2 FUND ACCOUNTING**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charitable company.

Income received for specific projects is allocated to a restricted fund. All other income is held as part of the general fund which is held for spending at the discretion of the trustees and the head of the CCO.

#### **1.3 INCOMING RESOURCES**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income: -

Voluntary income is received by way of grants, donations and gifts and is included in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Investment income is included when receivable.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

#### **1.4 RESOURCES EXPENDED**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis e.g. per capita or estimated usage.

## MANSFIELD TOWN FOOTBALL IN THE COMMUNITY LIMITED

(A company limited by guarantee)

Accounting Policies - Unaudited  
For the year ended 31 August 2021

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### 2. DEPRECIATION

The Charity does not currently own any assets but when this occurs in the future the trustees have agreed that depreciation will be calculated so that assets are written down to their residual value over their anticipated useful working lives. Depreciation will be provided using the straight-line basis at the following rates:

Office equipment	-	25%
Furniture and fittings	-	25%

Only individual assets costing more than £500 are capitalised and valued at historic cost.

### 3. INCOMING RESOURCES FOR CHARITABLE ACTIVITIES

	Unrestricted	Restricted	Total
Schools – PL Stars	1805	-	1805
Primary League Kicks	-	12120	12120
Primary Stars	-	26667	26667
Primary Stars - Lunchtime	8800	-	8800
	<u>10605</u>	<u>38787</u>	<u>49392</u>

- **Unrestricted funds** - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- **Restricted funds** - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

# MANSFIELD TOWN FOOTBALL IN THE COMMUNITY LIMITED

(A company limited by guarantee)

Notes to the Financial Statements - Unaudited

For the year ended 31 August 2020

## 1. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
<b>Direct costs:</b>				
Ground Tours/Trips	3248	-	3248	2059
Course Costs	98	-	98	340
Equipment	4879	6210	11089	7611
Advertising/ Print/Stationery	2121	-	2121	2483
Kit	5631	-	5631	-
<b>Support costs:</b>				
Staff costs	110435	87416	197851	175070
Pension	8320	-	8320	9522
Telephone/internet	2284	-	2284	1995
Insurances	2300	-	2300	2276
Travel expenses	3993	300	4293	5226
General Rates	1874	-	1874	1623
Training	1588	-	1588	2142
Professional fees	3854	-	3854	1449
Donations	96	-	96	96
Other Expenses	2235	-	2235	3172
Repairs & Maint. Prop.	1183	-	1183	209
Bursaries	5104	-	5104	-
Games Entry	-	-	-	-
Futsal	-	-	-	512
Trainees/ Coaches	1769	1000	2769	-
Bank/ Card Charges	700	-	700	773
	<b><u>161712</u></b>	<b><u>94926</u></b>	<b><u>256638</u></b>	<b><u>216558</u></b>

Cost allocation includes an element of judgement and the charity has had to consider the cost benefit of all detailed calculations and record keeping. To ensure full cost recovery on projects the charity adopts a policy of allocating costs to the respective cost headings through the year.

## 2. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
<b>Direct costs:</b>				
Accountancy	1100	-	1100	850
	<u>1100</u>	<u>-</u>	<u>1100</u>	<u>850</u>

## 3. NET OUTGOING/INCOMING RESOURCES

	2021 £	2020 £
<b>This is stated after charging:</b>		
Accountants Fee		
Other work	<u>1100</u>	<u>850</u>

# MANSFIELD TOWN FOOTBALL IN THE COMMUNITY LIMITED

(A company limited by guarantee)

Notes to the Financial Statements - Unaudited  
For the 17 months ended 31 August 2020

## 4 DEBTORS

	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
Debtors	2382	-	2382	2653
Prepayments	-	-	-	-
	<u>2382</u>	<u>-</u>	<u>2382</u>	<u>2653</u>

## 5 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
Taxes and Social Security	4426	-	4426	3546
Other creditors	-	-	-	-
	<u>4426</u>	<u>-</u>	<u>4426</u>	<u>3546</u>

## 6 Movements in funds

	At 1 April 2020 £	Incoming Resources £	Outgoing Resources £	At 31 August 2021 £
<b>Restricted funds:</b>				
Grants	-	94926	94926	-
<b>Unrestricted funds</b>	118761	174555	161712	131604
	<u>107247</u>	<u>228922</u>	<u>217408</u>	<u>131604</u>

# MANSFIELD TOWN FOOTBALL IN THE COMMUNITY LIMITED

(A company limited by guarantee)

## Notes to the Financial Statements - Unaudited For the year ended 31 August 21

### 7. INFORMATION REGARDING EMPLOYEES

	2021 £	2020 £
Wages and salaries	197851	175070

The average number of employees, analysed by function was:

	2021	2020
Charitable purposes: Full time	10	10
Part time	3	3

No employee received remuneration of more than £60000.

### 8. TRUSTEES REMUNERATION AND RELATED PARTY TRANSACTIONS

None of the trustees received any remuneration or reimbursement of expenses during the year.

The trustees approved the appointment of a Management Services Company owned and controlled by the Company Secretary to undertake a number of projects to update and modernise areas of the trusts financial control payroll and administrative systems. Total expenditure on these projects amounted to £1100

### 9. TAXATION

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these financial statements.

### 10. COMPANY LIMITED BY GUARANTEE

Mansfield Town Football in the Community is a company limited by guarantee and accordingly does not have share capital. Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he/she is a member, or within one year after he/she ceases to be a member.

### 11. FUTURE CAPITAL EXPENDITURE

At 31 August 2021 the charity had not contracted for any capital expenditure.