

Woking Cougars Football Club

Trustees' Report and Accounts

For the year ended 31 May 2021

Charity Number: 1143056

Trustees' Annual Report

For the year ended 31 May 2021

Legal and Administrative Details

Status:

Unincorporated Association established in 1991 and registered as a charity, number 1143056, on 25th July, 2011.

Working Name:

Woking Cougars Football Club.

Registered Address:

1 Chilworth House, Pennypot Lane, Chobham, Woking, Surrey, GU24 8DG

Contact:

Danusia Jolliffe, Club Secretary. 2 Limewood Close, Woking, Surrey, GU21 8XA.

Trustees:

The committee of Woking Cougars Football Club ("the charity") are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees. As set out in the constitution the trustees are elected by the Membership attending the Annual General Meeting, to serve for a period of one year.

Chairman	Dan Cefai, elected December 2020
Vice Chairman	Michael Loader, elected May 2018
Secretary	Danusia Jolliffe, elected June 2019
Treasurer	Ellie Mills, elected December 2020

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Independent Examiner:

Robert Flanagan

Bankers:

Barclays Bank.

The objects of Woking Cougars Football Club are:

The promotion of community participation in healthy recreation by providing or assisting in the provision of facilities for playing football.

Organisation structure and decision-making

The Trustees, comprising Chairman, Secretary, Treasurer and Facilities Manager are Members of the Management Committee. The Management Committee seek to meet at least 6 times a year to administer the charity.

Membership of the charity is open to all individuals.

Related Parties

There are no related parties.

Overview of Activities

The objectives of the charity have been pursued through a range of activities. These include:

1. Coaching boys and girls in football skills and team play
2. Organising training and match facilities for all team players
3. Organising football matches for all team players
4. Organising/holding social events for all team players, their siblings and parents/guardians

Funding for these activities comes from Members and sponsors.

Activities for the Year

The 2020-21 season was challenging for football across the grassroots tiers due to the continued impact of the Covid-19 pandemic. Whilst the season started on time in September 2020, it was again brought to a halt in December and did not restart again until March 2021. We did then get to enjoy a run of games until the end of May and the club worked hard to secure training and match venues for the FA's extended season to try to make up for some lost football time for its members. Unfortunately, most of the clubs end of season social activities could not take place due to Covid restrictions remaining in effect.

If we look to take the positives out of the last 12 months, with a lot less football to focus on than we would have liked, it enabled the committee to focus on the club's operations and the areas for improvement, and we highlighted the following key objectives;

1. Improve the club's visibility online with a new and improved website

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2. Consolidate the club's management platforms into one easy to use system
3. Migrate the club's IT infrastructure into one secure environment to comply with GDPR and better protect member data
4. Secure all weather training facilities for all teams
5. Secure a main sponsor for the club to enable new match kit for all teams at the club

Most of these objectives have been met or are very close to being completed which will place the club in a much stronger position to safeguard members information and improve member experience with the club. The club underwent a safeguarding audit at the beginning of 2021, and the club is able to report the Surrey FA were very pleased with our compliance and adherence to the FA's and the club's safeguarding and Respect policies and best practices, which is vital to maintain our FA Chartered Standard status.

We sadly could not convene the traditional Annual Club Presentation Day this year, for the second year running. However, the club committee agreed the usual annual campaign awards should be honoured and were awarded through a series of small team events to both remind of last season's successes and preparation for the new season

Future Plans

In the coming year the Trustees have the following plans for the Club:

- Continue with paid professional specialist goal keeper training sessions
- Continue with paid professional coaching for members where considered of benefit
- Maintain the Club's FA Chartered Standard Status
- Purchase additional training equipment and footballs where necessary
- Develop the use of digital resources to assist Coaches in the development of players

Reserves Policy

The Trustees feel it prudent and proper to maintain the charity's reserves at a level sufficient to cover the ongoing costs to run the Football Club, which include pitch hire, training facility hire, replacement of kits as required and provision of training equipment as and when required. We do consider it prudent to maintain a cash balance to cover increasing running costs as the Club's expenditure is not fixed, varying in line with the income received for match attendance and annual registration. This reserve is reviewed regularly by the club committee.

Risk Management

The major risks, to which the charity is exposed, as identified by the Trustees, have been reviewed. Personnel turnover risks are minimised by encouraging new Members onto the Management Committee, and by recruiting and training assistants to the team coaches and managers. Expenditure risks are minimised by the implementation of procedures and controls for authorisation for all transactions and projects, dual signatures are required to debit any monies from the Club's accounts and the Treasurer does not have a signature for the bank account.

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Income risks are minimised by:

1. Maintenance of a cash ladder to assess costs for the coming year and establish a suitable level for Club Registration and Match Fees.
2. Pursuing new sponsors and Members actively.

Public Benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Trustees' Responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.



Dan Cefai

Chairman

For and on behalf of the Committee

Independent Examiner's Report

Independent examiner's report to the trustees of Woking Cougars Football Club

I report on the accounts of Woking Cougars Football Club for the year ended 31 May 2021, which are set out on pages 6 to 9.

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;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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. An examination 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 statement below.

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 aspect the requirements:
 - to keep accounting records in accordance with the 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.


Signature

Independent Examiner

Please see separate note, explaining my strong recommendation that the club should invest in an accounting software package to maintain its accounts. A. Angen

Balance sheet

31 May 2021

	Notes	2021 £	2020 £
Incoming resources			
Club Membership (Current Year)		33,425	33,575
Gift Aid (on Club Membership)		0	8,939
Club Membership (Following Year)		0	0
Gift Aid (on Club Membership)		0	0
Cubs Training		0	2,823
Match Fees		7,437	9,997
Tour Receipts	3	5,180	8,318
Club Sponsorship	4	900	400
Fundraising		229	0
Bank Interest		18	97
Total incoming resources		47,189	64,148
Training Facilities	5	16,278	23,231
Pitch Fees	5	4,964	11,056
Tour Payments	3	1,120	11,901
Club Presentation	6	2,486	5,313
Other Costs	4	21,123	21,729
Total resources expended		45,971	73,230
Net income/(expense)		1,218	(9,082)
Reserves balance brought forward		50,508	59,590
Reserves balance carried forward		51,726	50,508

Balance sheet

31 May 2021

	Notes	2021 £	2020 £
Current Assets			
Cash at Bank	7	51,726	50,508
Net Assets		<u>51,726</u>	<u>50,508</u>

The accounts on pages 6 to 10 were approved by the trustees and signed on their behalf by:

E Mills.

Ellie Mills

Treasurer (Trustee)

Date: 13.03.22

The accompanying notes form an integral part of this balance sheet.

Notes to the accounts

For the year ended 31 May 2021

1 Accounting Policies

a) Basis of accounting

The accounts have been prepared under the historical cost convention and comply with the Statement of Recommended Practice "Accounting by Charities" revised 2005 and applicable accounting standards.

b) Incoming resources

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

c) Resources expended

All costs incurred are direct costs and have been allocated directly to the charity's activities.

d) Tangible fixed assets and depreciations.

The Trustees consider it prudent to immediately write off all costs associated with equipment, kit and other supplies. Hence, the accounts do not recognise any fixed assets.

e) Stock

Stock is included at the lower of cost and net realisable value.

f) Fund Accounting

General funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity. Designated funds represent unrestricted funds, which the Trustees have set aside for a specific purpose. Restricted funds are funds subject to specific restriction imposed by donors.

2 Trustees

The Trustees did not receive any remuneration through the year. Expenses were paid to Trustees where costs were incurred directly on behalf of the charity. All expense claims have to be duly submitted to the committee for approval with relevant receipts and a completed claim form.

3 Tour Receipts and Payments

The annual tour is usually a break-even event for the club, being directly funded by those families taking part. Due to Covid-19 the tour for May 2020 was cancelled. The majority of the deposits and balances paid by families were refunded in 2020 with the remaining deposits of £1,120 refunded in 2021. The deposit of £5,180 paid by the club to R&T Tours in 2020 was fully refunded in 2021.

Notes to the accounts

For the year ended 31 May 2021

4 Sponsorship and Other Costs

	2021 £	2020 £
Sponsorship	900	400
Equipment and Kits	14,912	10,955
Club Welfare and Training	1,635	2,940
League Registrations	1,336	2,519
Professional Coaching	960	3,355
Fines	15	45
Miscellaneous/Admin	0	463
Other year costs	2,265	1,452
Other Costs	21,123	21,729

The charity employs no staff, other than professional coaches on a freelance basis; all of the charity's costs are direct costs. No support costs have been identified as a result of this.

In the year 2020-2021 club sponsorship was received for one year-group, which was used to fund their kit. This is shown in both the sponsorship income, and equipment and kit expense in other costs.

5 Training Facilities and Pitch Hire

Due to Covid restrictions in 2020-2021, and as a result of the November 2020 and January to March 2021 lockdowns, the cost of Training Facilities and Pitch Hire is lower than in prior years. Costs relating to the extension of the training season will be included in next year's accounts.

Notes to the accounts

For the year ended 31 May 2021

6 Club Presentation

In previous years, the Charity has organised a Presentation event for all Members. The Trustees recognise any gross income and expenditure in the annual accounts to reflect the nature of the payment and receipts made. Due to Covid restrictions, it was not possible to hold such an event at the end of the 2019-2020 season, however trophies were still provided, resulting in a net expense of £2,486.

	2021 £	2020 £
Presentation receipts	-	2,498
Presentation expenditure	(2,486)	(7,811)
Net receipts/(expenditure)	<u>(2,486)</u>	<u>(5,313)</u>

7 Cash at Bank

During the financial year 2020 to 2021 an interest-bearing savings account was used to hold a significant part of the bank balance, and during the period £18.15 was earned in interest.