

# **Woking Cougars Football Club**

**Trustees' Report and Accounts**

**For the year ended 31 May 2022**

**Charity Number: 1143056**



## **Trustees' Annual Report**

For the year ended 31 May 2022

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### **Legal and Administrative Details**

#### **Status:**

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

#### **Working Name:**

Woking Cougars Football Club.

#### **Registered Address:**

Woking Cougars FC, PO Box 1634, Woking, Surrey, GU20 5GB

#### **Contact:**

Danusia Jolliffe, Club Secretary. Woking Cougars FC, PO Box 1634, Woking, Surrey, GU20 5BG

#### **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, re-elected September 2021
Vice Chairman	Michael Loader, re-elected September 2021
Secretary	Danusia Jolliffe, re-elected September 2021
Treasurer	Ellie Mills, re-elected September 2021



## **Trustees' Annual Report**

For the year ended 31 May 2022

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### **Independent Examiner:**

Caroline Black

### **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 club focussed on re-building the Cubs membership base, after two tough years prior due to Covid-19, as we recognise early intake provides long term membership stability for the club. The challenge is always finding parents of the younger Cubs to step forward to take over the preschool and reception Cubs group. There is an ongoing risk for the Cubs section in finding continuity of an energetic and passionate group of volunteers stepping up to carry this process forward. Last season, we piloted a partnership with Skillzone Soccer to build a coaching syllabus and lead the Cubs training sessions with a view to volunteer parents stepping forward to assist Skillzone in delivering the sessions to help the transition to a longer-term coaching journey. However, due to the increasing running costs for the club and the need to balance this with offering members continued good value membership in these difficult times, the committee decided not to renew the partnership and the club will focus on recruiting from within the parent ranks again.



## **Trustees' Annual Report**

For the year ended 31 May 2022

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In terms of increasing the number of girls at the club, this has been an area that historically, Woking Cougars has struggled to make significant progress. The conundrum as to whether girls should play mixed gender in their formative years or play in all girl's teams to help increase initial participation is one, we have not yet managed to solve, and we will continue to discuss ways of increasing girls' representation at the club going forward.

The club increased membership fees in line with rising costs, mainly due to accommodating more teams for midweek training and Sunday pitches. Our goal is to always try and keep membership fees at a level that represents excellent value to its members to ensure football remains for all.

In addition to the state-of-the-art facilities the club now has access to for training and playing matches, we have reinvested in The Coaching Manual platform to ensure our coaches continue to have access to the best training and game education resource on the market, and we have also re-launched our club TopTekkers subscription, which is the ultimate football skill development platform for children aged 5-12. The club also co-purchased brand new 11-a-side goals at West End, Benner Lane with West End FC, and the club has purchased club playing kit for the new U7's as well as the U11's following the end of the previous sponsorship deal for that age group.

However, a couple of major changes we have had to implement for this coming season and going forward, is that members will be required to purchase their own club playing kit, as it is no longer sustainable for the club to coordinate and pay for kit for the c. 400 members we have. We have also had to cancel the weekly GK training provided courtesy of the club as the cost was no longer sustainable.

### **Future Plans**

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

- 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
- Restructure the organisation of the club to create more roles for more volunteers and reduce the admin burden on such a small team for a fast-growing club

### **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.



## Trustees' Annual Report

For the year ended 31 May 2022

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### 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 implementing a re-organisation of the club and 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.

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

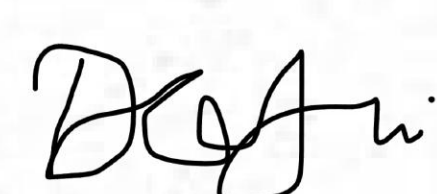
The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

### 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

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

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### 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 2022, 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 Acthave 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.

*Ch. Black*

Signature

Independent Examiner



## Balance sheet

31 May 2022

	Notes	2022 £	2021 £
<b>Incoming resources</b>			
Club Membership (Current Year)		59,454	33,425
Gift Aid (on Club Membership)		8,032	0
Match Fees	5	14,417	7,437
Tour Receipts	3	0	5,180
Club Sponsorship	4	29,000	900
Donations		350	0
Fundraising		84	229
Bank Interest	7	7	18
<b>Total incoming resources</b>		<b>111,344</b>	<b>47,189</b>
Training Facilities	5	37,075	16,278
Pitch Fees	5	17,994	4,964
Tour Payments	3	0	1,120
Club Presentation	6	6,027	2,486
Other Costs	4	57,043	21,123
<b>Total resources expended</b>		<b>118,139</b>	<b>45,971</b>
<b>Net income/(expense)</b>		<b>(6,795)</b>	<b>1,218</b>
Reserves balance brought forward		51,726	50,508
Reserves balance carried forward		44,931	51,726



## Balance sheet

31 May 2022

	Notes	2022 £	2021 £
<b>Current Assets</b>			
Cash at Bank		44,931	51,726
<b>Net Assets</b>		<u>44,931</u>	<u>51,726</u>

The accounts on pages 6 to 9 were approved by the trustees and signed on their behalf by:

*E Mills*

Ellie Mills

Treasurer (Trustee)

Date:

*29.03.23.*

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



## **Notes to the accounts**

For the year ended 31 May 2022

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### **1 Accounting Policies**

#### **a) Basis of accounting**

The accounts have been prepared on a receipts and payments basis.

#### **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 2021**

No tour was planned in the 2020-2021 season resulting in nil income and expenses. Due to Covid-19 the tour planned 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 2022

### 4 Sponsorship and Other Costs

	2022 £	2021 £
Sponsorship	29,000	900
Kits	37,329	11,491
Equipment	8,704	3,421
Club Welfare and Training	1,815	1,635
League Registrations	1,268	1,336
Professional Coaching	2,745	960
Fines	270	15
Insurance	755	0
General Expenses	740	0
Other year costs	3,417	2,265
Other Costs	57,043	21,123

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

In the year 2021-2022 the club agreed a 2-year sponsorship deal of £28,000 with a main sponsor. In addition, further sponsorship of £1,000 was received from another party. These funds were used towards the cost of the club kit and training tops.

### 5 Training Facilities and Pitch Hire

Following a year of reduced costs due to Covid restrictions in 2020 and 2021, the cost of training facilities increased significantly in 2021-2022. This is mainly due to the use of higher quality all-weather training facilities. The cost of pitch hires for matches also increased but is largely offset by match subs which are collected for each match played.

### 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. It was not possible to hold such an event at the end of the 2021-2022 season, however trophies were still provided. Due to the timing of payments, the net expense of £6,027 in 2022 includes the cost of trophies for the current period (£3,845) and the prior period (£2,182).

### 7 Cash at Bank

During the financial year 2021 to 2022 an interest-bearing savings account was used to hold a significant part of the bank balance, and during the period £7 was earned in interest.