

# **Woking Cougars Football Club**

Trustees' Report and Accounts

For the year ended 31 May 2023

Charity Number: 1143056



## Trustees' Annual Report

For the year ended 31 May 2023

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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:

Dan Cefai, Club Secretary. Woking Cougars FC, PO Box 1634, Woking, Surrey, GU20 5GB

#### 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 July 2022
Secretary	Danusia Jolliffe, re-elected July 2022
Treasurer	Ellie Mills, re-elected July 2022



## **Trustees' Annual Report**

For the year ended 31 May 2023

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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 and Treasurer are Members of the Management Committee. The Management Committee seek to meet up to 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 grew its number of members significantly over the period from 1<sup>st</sup> June 2022 to its financial year end on 31<sup>st</sup> May 2023 fully utilising its resources to drive member recruitment, particularly in our Cubs division for children aged 4-6.

The club was also delighted to extend its agreement with Zenstone as main Club Sponsor as well as secure new sponsorship from other local companies Axian Capital Management Limited, Seymours Land and New Homes and Rosewood Solicitors on 2-year agreements.

The club successfully transitioned its kit manufacturer from Macron to Nike on a 3-year agreement via Kitlocker UK as official kit supplier. Woking Cougars FC is now an official Nike Partner Club and the new Club Shop fully integrated into the Club website for members to purchase kit and leisurewear.

The club continued its partnership with The Coaching Manual and TopTekkers on the coach support side to ensure all our volunteer coaches have access to premium content to ensure a professional



## **Trustees' Annual Report**

For the year ended 31 May 2023

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training environment and high-quality training sessions can be delivered to help the development and enjoyment of the children.

The committee successfully increased the number of volunteers to help with the running of the club through the restructure of the organisation and creation of new roles to spread the administrative duties which has created a more robust and diversified management team.

### **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 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 2023

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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; and
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

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 2023, 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



## Balance sheet

31 May 2023


	Notes	2023 £	2022 £
<b>Incoming resources</b>			
Club Membership (Current Year)		67,655	59,454
Gift Aid (on Club Membership)		0	8,032
Match Fees	4	18,673	14,417
Club Sponsorship	3	0	29,000
Donations		0	350
Fundraising		449	84
Bank Interest	6	93	7
<b>Total incoming resources</b>		<b>86,870</b>	<b>111,344</b>
Training Facilities	4	41,268	37,075
Pitch Fees	4	14,984	17,994
Club Presentation	5	6,687	6,027
Other Costs	3	18,846	57,043
<b>Total resources expended</b>		<b>81,785</b>	<b>118,139</b>
<b>Net income/(expense)</b>		<b>5,085</b>	<b>(6,795)</b>
Reserves balance brought forward		44,931	51,726
Reserves balance carried forward		50,016	44,931



**Balance sheet**  
31 May 2023

	Notes	2023 £	2022 £
<b>Current Assets</b>			
Cash at Bank		50,016	44,931
<b>Net Assets</b>		<u>50,016</u>	<u>44,931</u>

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

  
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Ellie Mills

Treasurer (Trustee)

Date: 30.03.24

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



## Notes to the accounts

For the year ended 31 May 2023

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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.



## Notes to the accounts

For the year ended 31 May 2023

### 3 Sponsorship and Other Costs

	2023 £	2022 £
Sponsorship	0	29,000
Kits	3,180	37,329
Equipment	4,847	8,704
Club Welfare and Training	2,253	1,815
League Registrations	2,049	1,268
Professional Coaching	4,625	2,745
Fines	123	270
Insurance	728	755
General Expenses	963	740
Other year costs	78	3,417
Other Costs	18,846	57,043

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

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.

### 4 Training Facilities and Pitch Hire

The cost of training facilities continues to increase due to annual inflation in prices. The cost of pitch hires for matches, however, decreased compared to the prior year largely due to match cancellations because of poor weather. A decision was taken at the start of the season to increase match subs from £3 to £4 for each player per match to help offset any increases in cost.

### 5 Club Presentation

In 2023, the Club was able to hold the annual Club Presentation Day after a break due to Covid. The Trustees recognise any gross income and expenditure in the annual accounts to reflect the nature of the payment and receipts made. The cost in 2023 includes the cost of trophies (£6k) along with the cost of venue hire (£0.8k).

### 6 Cash at Bank

During the financial year 2022 to 2023 an interest-bearing savings account was used to hold a significant part of the bank balance, and during the period £93 was earned in interest.