



FLITWICK TOGETHER

Trustees Annual Report and Financial Statements

August 2019 – July 2020

Flitwick Community Football Centre

Annual report for the Trustees of Flitwick Together CIO, the Lease Holding Charity for the
Flitwick Community Football Centre

Registered charity number 1157451 (12th June 2014)

Registered Charity Number: 1157451

Report of the Trustees for the year ending 31st July 2020

The Trustees present their annual report and unaudited financial statements for the year ending 31st July 2020.

This report is presented on behalf of the Board of Trustees by Martin Gifford, Chairman.

Overview of the Charity

Charity Name:	Flitwick Together
Constituted as:	Charitable Incorporated Organisation
Registered Charity Number:	1157451
Registration Date:	12 th June 2014
Registered Principal Office:	Flitwick Community Football Centre Amphill Road FLITWICK Bedfordshire MK45 1BA
Board of Trustees:	Chris Cheshire (Flitwick Town – Founding Trustee) Jeff Conquest (Community Trustee – 28 th January 2015) Lynda Gazeley (Flitwick Eagles – Founding Trustee) Martin Gifford (Flitwick Eagles - Founding Trustee) - Chair Ian Mulligan (Flitwick Eagles – 16 th July 2018) Nigel Taylor (Community Trustee - 4 th November 2014)
Accountants:	Macintyre Hudson LLP
Independent Examiner:	S J Gill FCCA Chartered Certified Accountant Sovereign Court 230 Upper Fifth Street Central Milton Keynes MK9 2HR
Subsidiary Trading Company:	The Flitwick Sports Community Interest Company 09144214 Incorporated on 23 July 2014

Structure, Organisation and Governance

The Governing Document

Flitwick Together is governed by the Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees.

The Governing Document was approved by the Founding Trustees on 9th June 2014. There have been no changes to the Governing Document since this date.

The Charity Objects

The Governing Document sets out the objects of the CIO as:

(1) To promote for the benefit of the inhabitants of Flitwick, Bedfordshire and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

(2) The promotion of community participation in healthy recreation for the benefit of the inhabitants of Flitwick, Bedfordshire and the surrounding area in particular by the provision of facilities for playing football and other sports.

The Board of Trustees

The Governing Document sets out the selection and appointment process for the Charity Trustees.

Selection and Appointment of Trustees:

Up to seven Trustees may be appointed as follows:

Flitwick Eagles Football Club may appoint up to three Trustees:

Founding Trustee:	Martin Gifford	Appointed: 12 th June 2017
Founding Trustee:	Lynda Gazeley	Appointed: 12 th June 2019
Appointed Trustee:	Ian Mulligan	Appointed: 16 th July 2018

Flitwick Town Football Club may appoint up to two Trustees:

Founding Trustee:	Chris Cheshire	Appointed: 12 th June 2014
Appointed Trustee:	<i>vacant</i>	Appointed:

The Board of Trustees may appoint up to two Trustees from the local community:

Community Trustee:	Nigel Taylor	Appointed 4 th November 2014.
Community Trustee:	Jeff Conquest	Appointed 28 th January 2015

Term of Office for Trustees:

The founding Trustees were appointed for an initial term of 3 years (MG / CC) and 5 years (LG).

The Community Trustees are appointed by the Board of Trustees for a period of two years.

Upon retirement, trustees may be re-appointed by their appointing body for a further period of two years.

Operations of the Charity

The Board of Trustees met three times during the reporting year.

- 26th September 2019
- 25th February 2020
- 9th April 2020

The meetings Trustees follow a standard agenda. This covers Governance, Compliance, Finance, Policy and Risk.

The meetings include a report from the Directors of the subsidiary trading company – The Flitwick Sports Community Interest Company. This provides oversight of the operation of the Flitwick Community Football Centre against the Charity Objects.

The Trustees held board meetings through key stages of the pandemic by video-conference. Whilst normal business of the Charity was discussed, the focus was on reviewing the pandemic status so far as impacting the football centre and local communities.

The Board continues to make decisions based on a consensus approach. It also acts in an advisory capacity to its subsidiary company.

The Board reviewed risk and compliance for the centre in some depth. Working with Central Bedfordshire Leisure Contracts officer the Quest for Facilities core operations module standards were identified as appropriate for the Centre. We produced a risk grid, identified areas for attention and addressed these through the year.

Stake Holders and Funding Bodies

Flitwick Community Football Centre has two main funding bodies. These financed the Football Centre project in partnership with contributions from the two clubs.

- **Central Bedfordshire Council**
- **The Football Foundation**

The Football Foundation attended site for a support day on 18th July 2018. The report concluded an overall rating of 5 - Excellent (Example of best practice).

Public Benefit Statement

The Board of Trustees has complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

Flitwick Together delivers its charity objects on an operational basis through its subsidiary trading company The Flitwick Sports CIC.

Going Concern Statement

COVID-19 is not expected to have a significant impact long term impact on the entity.

The Board of Trustees has determined that there is no material uncertainty that casts doubt on the entity's ability to continue as a going concern. They accept that COVID-19 will have some impact, though not significant, for example, in relation to expected future performance, or the effects on some future asset valuations.

Activities of the Charity

The Trustees seek to ensure that the centre maintains high standard facilities that provide a safe and high quality amenity.

The provision of a facility for football which is accessible to the whole community – age, gender, ability.

The centre operates through a partnership between Flitwick Eagles FC and Flitwick Town FC. The clubs are FA Charter Standard meaning that they complete an annual health check to ensure compliance with best practice for running a club.

The Trustees monitor that the facility delivers opportunities for all.

The provision of a facility for the promotion of social welfare and the condition of life for Flitwick residents.

The community hall is made available to individuals, local organisations and health & welfare organisations for hire.

Government imposed restrictions to control the pandemic effectively closed the football centre to the community from March 23rd 2020. The hall has remained closed since this date. The football pitches were used when outdoor sport restrictions were relaxed in June.

The Trustees receive reports on community hall hire from the Directors.

Achievements of the Charity

The Trustees review delivery against Charity objects at each meeting.

The football aspect is performing very well with all clubs finding the centre a benefit in promoting both growth and retention of players. The number of teams supported across the range is increasing year on year.

The community hall has a strong core of users. The hall has proved a good venue for health and welfare training provided by local authorities. The use of the hall for community groups is increasing. The use for social functions has been sustained.

Financial Statements

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to 13 of the financial statements and comply with the Charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Trade Creditors Policy

The Charity's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The Charity's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts;
- and pay in accordance with the company's contractual and other legal obligations.

There were zero trade creditors of the Charity at the year end.

There is an outstanding credit on the intra-company account with our subsidiary trading company The Flitwick Sports. This is regularly reviewed and managed between the two bodies to ensure controlled cash flow.

Financial review

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised.

The Trustees have set £10,000 as the level of reserves for this purpose. This has been maintained throughout the year.

Risk Review

The Trustees has assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Independent Examiners Report

To the Trustees of Flitwick Together CIO

I report to the trustees on my examination of the financial statements of Flitwick Together CIO (the Charity) for the year ended 31 July 2020.

Responsibilities and basis of report

The trustees are responsible for the presentation of the financial statements. The 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 Charity Commission under section 145(5) (b) of the 2011 Act; and

to state whether particular matters have come to my attention

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I 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 financial statements to be reached.

S J Gill FCCA

Chartered Certified Accountant

Sovereign Court

230 Upper Fifth Street

Central Milton Keynes

MK9 2HR

Dated: 13th April 2021

STATEMENT OF FINANCIAL ACTIVITIES

INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2020

	Notes	Restricted funds 2020 £	Restricted funds 2019 £
<u>Income from:</u>			
Donations and legacies	3	18,868	32,796
Charitable activities	4	8,250	8,250
Total income		27,118	41,046
<u>Expenditure on:</u>			
Charitable activities	5	19,633	8,382
Net income for the year/ Net movement in funds		7,485	32,664
Fund balances at 1 August 2019		72,659	39,995
Fund balances at 31 July 2020		80,144	72,659

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

BALANCE SHEET

AS AT 31 JULY 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	9		18,036		19,488
Current assets					
Debtors	10	11,476		30,851	
Cash at bank and in hand		55,533		23,170	
		67,009		54,021	
Creditors: amounts falling due within one year	11	(4,901)		(850)	
Net current assets			62,108		53,171
Total assets less current liabilities			80,144		72,659
Income funds					
Restricted funds			80,144		72,659
Unrestricted funds			-		-
			80,144		72,659

The financial statements were approved by the Trustees on 8th April 2021

Martin R Gifford

M Gifford

Trustee

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2020

1 Accounting policies

Charity information

The Charity is registered charity in England and Wales and is unincorporated. The address of the principal office is Flitwick Community Football Centre, Amphill Road, Flitwick, Bedford, MK45 1BA.

1.1 Accounting convention

The charity accounts have been prepared in accordance with the “Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)” (as amended for accounting periods commencing from 1 January 2016). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

1.5 Resources expended

All expenditure is accounted for on an accruals basis.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	25% reducing balance
Fixtures and fittings	

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Res ricted funds	Restricted funds
	2020	2019
	£	£
Donations and gifts	6,898	23,911
Grants receivable	11,970	8,885
	<u>18,868</u>	<u>32,796</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

4 Charitable activities

	2020 £	2019 £
Sales within charitable activities - management charges	8,250	8,250

5 Expenditure on charitable activities

	2020 £	2019 £
Depreciation and impairment	6,457	6,496
Accountancy	960	1,786
Sundries	476	100
Repairs and maintenance	1,481	-
Legal fees	259	-
Grants	10,000	-
	19,633	8,382
	19,633	8,382

6 Independent examination fees

	2020 £	2019 £
Independent examination of the financial statements	850	850

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

8 Employees

There were no employees during the year.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

9 Tangible fixed assets

	Leasehold improvements £	Fixtures and fittings £	Total £
Cost			
At 1 August 2019	26,650	-	26,650
Additions	954	4,041	4,995
At 31 July 2020	27,604	4,041	31,645
Depreciation and impairment			
At 1 August 2019	7,152	-	7,152
Depreciation charged in the year	6,371	86	6,457
At 31 July 2020	13,523	86	13,609
Carrying amount			
At 31 July 2020	14,081	3,955	18,036
At 31 July 2019	19,488	-	19,488

10 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Amounts owed by fellow group undertakings	11,407	26,981
Other debtors	69	-
Prepayments and accrued income	-	3,870
	11,476	30,851

11 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	4,051	-
Accruals and deferred income	850	850
	4,901	850

12 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).

13 Analysis of changes in net funds

The Charity had no debt during the year.