

## **Garston Ladies Football Club (1196876)** **Trustees' Annual Report (1 Sept 22 - 31 Aug 23)**

### **Aims and Purposes**

Garston Ladies Football Club (GLFC) was established to provide a supportive environment for girls and ladies in Hertfordshire take part in football. We take responsibility for the safeguarding of all players while they take part in football, ensuring they have the right support and facilities to enjoy the sport.

### **Objectives and Activities**

GLFC is committed to encouraging and enabling young people to enjoy the sport of football in a safe and enjoyable environment within Hertfordshire. GLFC uses the Metropolitan club, based in Bushey, as its home ground. Summer training takes place at the Metropolitan Club, but during winter when artificial pitches are required, training is undertaken at a range of suitable grounds (i.e Westfield School, The Meriden Community Centre and Power League)

The club currently manages 20 under 18 teams, plus our cubs group and 2 adult teams.

Playing in the Hertfordshire Girls Football Partnership League (HGFPL) allows those girls that wish to compete, the opportunity to play league and cup football and also take part in tournaments outside of the main season. However, there is still a welcome place for players who simply want to train but not play competitively, meaning we do not have to limit our opportunities and can offer access to football to a wide range of people.

When planning GLFC activities the trustees pay due regards to the Charity Commissions guidance on public benefit and ensure the committee is fully aware of our Charitable objective:

For the advancement of the amateur sport of ladies' football in Hertfordshire for the public benefit by the assistance in the provision of facilities for participation in the sport of ladies football.

GLFC is not a grant making charity at this stage, all income gained from player membership is used to cover the costs of running the football club.

GLFC is extremely proud of the volunteers that support our club and very grateful for the help that we receive. Our volunteers include committee members, coaches, and team administration. Nobody at Garston is recompensated beyond out-of-pocket expenses related to the charity's activities.

### **Achievements and Performance**

We have successfully managed 23 teams (in excess of 300 players) in the last year, securing safe and appropriate locations for the players to train and play football, at a time when locations are in high demand, due to growing interest in playing football.

Each team trains once a week from August through to June. Additionally, games are played each Saturday during the season (September to May).

Over the season, teams have played in friendly leagues (up to Under 11), competed in the HGFPL (Under 12 – Under 18) and taken part in various cup competitions. Both u12 teams

had a very successful season, coming 1<sup>st</sup> and 2<sup>nd</sup> in the league. Garston was also represented at HGFPL finals day by two teams, our u12's and U18's. Our new adult team also had a fantastic first season, reaching the cup final and securing promotion in the league.

As trustees and committee members, we are firmly of the belief that playing football provides all players (training only and team members) with the opportunity to build their social skills, improve their fitness, develop their football skills, learn more about teamwork and take on responsibility. New players are always welcome at GLFC, the only time we limit participation is if the number of players per coach becomes unsafe, at which point we would look to recruit another coach, if possible.

As well as player development, we take coach and volunteer development seriously. GLFC has actively worked to bring all coaches up to date with their first aid training, which was halted by the FA during covid. We also ensure all coaches and assistants have the relevant safeguarding qualifications and DBS checks. We are working towards all teams having at least one qualified coach in each team. Other volunteers are encouraged to take part in the relevant training that will help in their role with the club.

To celebrate the players success, we host an annual presentation day where players and families are invited to celebrate the achievements of the past season. Every player is recognised for their contribution to the club and their team.

In May 2023, GLFC once again hosted the HGFPL Finals Day at our home ground. This saw 44 teams taking part over the day and acknowledged the league winners and runners up with medal presentations.

### **Financial Review**

The charity maintains a stable position and monitors finances throughout the year so that we can ensure there are sufficient funds to enable us to deliver quality training and support to all players in a safe manner. At the year ending Aug 23, we have £9379.96 in available funds to be carried forward to the next year.

GLFC were in receipt of £79,402.80, of which the vast majority (£67,926.66) was from player subscriptions. The remaining income was from attendance at the Presentation Day a small amount of fundraising and sponsorship for team kits.

Our expenditure included £42,134 on pitch fees and DBS checks for the appropriate coaches and volunteers. Another £27,888 was spent on administrative costs including fees for accountancy, league affiliation, training courses, competition entry and match-day costs (such as pitches and referees) as well as insurance, football kits and repairs.

GLFC works out the annual cost of playing football for all of the teams and then splits this annual fee over 9 months to make payments easier for the people paying the subs. We are keen to keep football available to all, regardless of their economic status and are open to making alternative arrangements with people who may be struggling to pay the full fee. This year we were able to support all of the requests for help with fees (less than 10 in total).

Experience has shown that it is better to collect in 9 payments, v's 12 as it has been known for people to stop payments during the months matches have stopped and this can have a detrimental effect on our budget. However, the expenditure of GLFC is not consistent across

the year. Our winter training grounds cost more than the summer grounds and we are paying more pitch and referee fees through the playing season. As a result, this means that money in the account tends to be higher at the end of summer (at the point of our year end) to see us through the winter period.

At the point of registration GLFC did not anticipate any significant funding been received that would alter the finances. As such GLFC currently does not have a formal reserves policy. This is under review and will be developed and in place shortly. GLFC have always tried to keep the costs of playing with GLFC as economical as possible. It has never been the intention of making money from the players and we have worked hard to balance income and expenditure. However, we are aware that improvements can be made to ensure the longevity of the club and to be able to continuing offering the services we do. The first part of this was to become a charity and we are now reviewing alternative income sources so we can build an adequate reserve to ensure that the charity is able to operate successfully and provide the public benefit described above and hopefully to more people. We have no question about the charity being able to continue at this stage, but would like to ensure that it is not only stable, but in a position to grow as more players want to participate in the sport.

### **Volunteers**

Volunteers have already been mentioned in this report but the trustees would like to reiterate their thanks for all their support. They are the reason that GLFC continues to attract new players and maintain the teams that we currently have. The principal roles undertaken by volunteers is to coach the team, with the majority of teams having at least two coaching staff. We have the parents that take on the important role of match day delegate, ensure that the players have a supportive environment to play in. Our volunteers also support matches by taking on the role of assistant referee, once the teams reach competitive games (Under 12 and above).

Our committee is very active, with each individual having specific roles to ensure the smooth running of the club. The committee also provide essential support to the charity trustees.

### **Structure, Governance and Management**

The Charities governing document is our Constitution, developed from the Charities Commission template for a foundation model. GLFC is constituted as a Charitable Incorporated Organisation.

Initial trustees were approached as people that have been involved in the club and have shown an interest in the club becoming a charity and wish to support this direction of travel.

There is a minimum of three trustees at anyone time and a maximum of 12. To ensure that there is continuity and also fresh ideas with the trustees, we will be looking to recruit a further trustee to the board. Being a trustee is open to those linked with the club, with the key requirement been that they want to support and advance the charity for the benefit of the wider community.

Trustees are all on the board in their own right as individuals.

The trustees of GLFC designate the day to day running of the charity to the GLFC committee. This group meets regularly throughout the year to discuss any issues arising and plan for the future to ensure we are delivering accessible and enjoyable football for players

in Hertfordshire. At least one trustee is in attendance at the committee meetings and will report anything of concern to the remaining trustees. Additionally, the charity chair and committee chairs are in regular contact. An accountant is also retained to manage payments for the club and to build our annual accounts. These have been further reviewed by an independent examiner.

### Reference and Administrative details

Our Charity Name is Garston Ladies Football club, although we are also known as GLFC. The charity Number is 1196876. The principal address is 7 Leggatts Close, Watford WD24 5NG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Theresa Howe	Chair		N/A
2	Emma Cole	Trustee		N/A
3	Richard Bennett	Trustee		N/A

There are no corporate Trustees and no trustees holding titles to charity owned property. GLFC does not act as custodian trustees on behalf of others

### Exemptions from disclosure

Reason for non-disclosure of key personnel details – none

### Other optional information

None

### Declarations

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Signature(s)**



**Full name(s)** Theresa Caroline Howe

**Position (eg Secretary, Chair, etc)** Chair of Trustees

**Date:** 27/06/24

**Unaudited accounts for Garston Ladies Football Club (Charity No 1196876)**

**Report on the Financial Statements for Garston Ladies Football Club (Charity), period ended 31<sup>st</sup> August 2023**

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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 respect, the requirements: to keep accounting records in accordance with section 130 of the Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

*Darrell Foley*

Darrell Foley FCCA  
GIA Foley & Co

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**Garston Ladies Football Club**  
**Statement of Financial Activities**

**For the period from 1st September 2022 to 31st August 2023**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b><i>Income and endowments from:</i></b>					
Donations and legacies	—	—	—	—	0
Income from charitable activities	79403	—	—	79403	50,856
Investments	—	—	—	0	1
Other income	0	—	—	0	0
<b>Total income</b>	<b>79403</b>	<b>—</b>	<b>—</b>	<b>79403</b>	<b>50,857</b>
<b><i>Expenditure on:</i></b>					
Raising funds	0	—	—	0	0
Other expenditure	70023	—	—		45,505
<b>Total expenditure</b>	<b>70023</b>	<b>—</b>	<b>—</b>	<b>70023</b>	<b>45,505</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>9380</b>	<b>—</b>	<b>—</b>	<b>9380</b>	<b>5,352</b>
<b><i>Transfers</i></b>					
Gross transfers between funds - in	—	—	—	—	—
Gross transfers between funds - out (Donations made)	—	—	—	—	—
<b><i>Other recognised gains / losses</i></b>					
Gains / losses on investment assets	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
<b>Net movement in funds</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b><i>Reconciliation of funds</i></b>					
<b>Total funds brought forward</b>	<b>9,013</b>	<b>—</b>	<b>—</b>	<b>9,013</b>	<b>3,660</b>
<b>Total funds carried forward</b>	<b>18,393</b>	<b>—</b>	<b>—</b>	<b>18,393</b>	<b>9,013</b>

## Profit and Loss

For the period 1 Sept 2022 to 31 August 2023

Account	Sept 2022-Aug 2023
<b>Turnover</b>	
Bank Interest Received	52.69
Club Shop Sales (Paypal)	339.58
Fundraising	977.85
Gate Receipts from Presentation Day	1,846.33
Grants and Sponsorship	600.00
Lottery funding in	139.00
Player Subs In	67,926.66
Sponsorships in	7,520.69
<b>Total Turnover</b>	<b>79,402.80</b>
<b>Cost of Sales</b>	
Advertising	48.00
DBS Checks	220.00
Pitch Fees - Meriden Community Centre	4,953.40
Pitch Fees - Met Police Club	23,143.25
Pitch Fees – Misc	79.00
Pitch Fees – Powerleague	4,050.00
Pitch Fees - Watford Woodside (Everyone Active)	940.50
Pitch Fees - Westfield Community College	8,700.00
<b>Total Cost of Sales</b>	<b>42,134.15</b>
<b>Gross Profit</b>	<b>37,268.65</b>
<b>Administrative Costs</b>	
Accountancy Fees	570.90
Affiliation & Cup Fees	770.00
Club affiliations	180.00
Cup Entry Fees	61.00
Donations	90.00
Entertainments / Presentation costs	313.11
FA Fines & Penalties	815.00
Insurance (7105)	782.00
Other Kit	462.41
Printing	119.93
Postage and Carriage	15.45
Referee Costs	4,761.94
Sports Kit / Teamwear	16,840.85
Subscriptions	944.10
Training Costs – Courses	1,145.00
<b>Total Administrative Costs</b>	<b>27,888.69</b>
<b>Operating Profit</b>	<b>9,379.96</b>
<b>Profit on Ordinary Activities Before Taxation</b>	<b>9,379.96</b>
<b>Profit after Taxation</b>	<b>9,379.96</b>

Garston Ladies Football Club

Balance sheet (Summary)  
As at: 31st August 2023

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<b>Current assets</b>		
Cash at bank and in hand		29504
Accounts receivable		1100
		<hr/>
		30604
<b>Current liabilities</b>		
Accounts payable		<hr/>
		12211
		<hr/>
<b>Net current assets less current liabilities</b>		<b>18393</b>
		<hr/>
<b>Total assets less current liabilities</b>		<b>18393</b>
		<hr/>
		<hr/>
<b>Represented by</b>		
<b>Unrestricted</b>		
Unrestricted - General fund		18393
		<hr/>
<b>Funds of the club</b>		<b>18393</b>
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