



# Trustees' Annual Report for the period

| Period start date |    | Period end date |      |                |
|-------------------|----|-----------------|------|----------------|
| From              | 03 | Nov             | 2022 | To 31 May 2023 |

## Section A Reference and administration details

Charity name Teddington Athletic Football Club

Other names charity is known by TAFC

Registered charity number (if any) 1200906

Charity's principal address Dora Jordan Road

TEDDINGTON

Postcode

TW11 0EP

### 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 | Paul Stallard | Chairman        | 03 November 2022                  |                                                               |
| 2 | James Dixon   | Treasurer       | 03 November 2022                  |                                                               |
| 3 | Rob Short     | Trustee         | 03 November 2022                  |                                                               |
| 4 | David Woodall | Trustee         | 03 November 2022                  |                                                               |
| 5 | Matthew Morey | Trustee         | 03 November 2022                  |                                                               |
| 6 | Simon Fitch   | Secretary       | 03 November 2022                  |                                                               |
| 7 |               |                 |                                   |                                                               |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

### Names and addresses of advisers (Optional information)

| Type of adviser       | Name     | Address                                    |
|-----------------------|----------|--------------------------------------------|
| Chartered Accountants | MG Group | 166 College Road, Harrow Middlesex HA1 1BH |
|                       |          |                                            |
|                       |          |                                            |
|                       |          |                                            |

### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|                                                                     |                                      |
|---------------------------------------------------------------------|--------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution – November 2022         |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Election by members                  |

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

TAFC Safeguarding Policy  
TAFC Equality Policy  
TAFC Committee Roles  
Middlesex FA relevant guidance

The charity is governed by the Trustees, but the day-to-day management of the club encompassing match arrangement, pitch hire, referee organising and all playing member activities is managed by the Management Committee.

Some Trustees – the Chairman, Secretary and Treasurer sit on both committees and this is further complemented by Director of Football (Men/Boys), Director of Football (Ladies/Girls) and the Head of Operations of the club.

Contributions from the Management Committee ensure the smooth running of the club throughout the course of the season.

The Head of Operations is responsible for allocating pitches, referees, kit management and all communication to and from team managers.

The Trustees assess risk from all operational aspects of the football club and have focused on providing knowledge, personal coaching and training to the management team to mitigate these risks. In addition, the club runs "Onside" sessions covering many aspects of running a football including safeguarding, expected standards of behaviour and the process to raise concerns, flag any issues or to benefit from specific skill or knowledge held in the club.

Risk insurance is held by the club both for the Trustees and through the Middlesex FA to cover all playing aspects of the club.

## Summary of the objects of the charity set out in its governing document

The Objectives of the club are:

1. To advance the amateur sport of association football
2. To promote the participation in healthy recreation for the benefit of boys and girls aged from six years and upwards, for those that are resident in Teddington and the surrounding area, by the provisions of facilities and people to support the playing of association football
3. To enable the facilities, equipment and necessary support to be made available to non-club members to ensure the club meets its responsibilities in respect of inclusion, in conjunction with the Middlesex Football Association.
4. Facilities include the provision of pitches with attached buildings/clubhouses, suitable equipment and the organisation of football activities and other social activities
5. To further such other charitable purposes in Teddington and the surrounding area as the Club Committee may from time to time decide.

## Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees have ensured that;

Professional FA Qualified Coaches provide weekly coaching sessions for each team.

A Professional FA Qualified Coach provides weekly specialist goalkeeper coaching.

All teams have access to team kit.

Referees are provided for all matches.

Non-competitive friendlies are arranged for younger age groups. Older teams compete in suitable leagues.

An annual tour is arranged to a suitable tournament.

Financial assistance for the annual subscription fees is provided where necessary. Support is provided by The Gosling Foundation.

Membership is all-inclusive and does not discriminate on the level of ability.

Managers, coaches and parents are supported and guided in providing a safe environment in which to play association football.

This ensures the club delivers its objectives and public benefits.

The public benefits are that the sport provides exercise for players of all ages, which carries proven physical and mental health benefits.

Furthermore, the sport promotes a sense of team spirit, fair play and mutual respect amongst players and teams. Other benefits include developing a spirit of intolerance of any bullying and racism of any kind amongst the players and their families.

The beneficiaries of the club are aged between six and 20, resident in and around Teddington who participate in, exercise and experience, physical and mental skill or exertion, in line with the definition of sport in the Charities Act 2011.

In deciding who will benefit, the Trustees have regard to the current level of membership from time to time as well as the capacity of the club to accommodate further members in that particular age group. For any members who cannot join immediately a first-come, first-served waiting list operates. Furthermore, the club operates a strict equality policy in accordance with FA guidelines.

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Teddington Athletic Football Club is run by volunteers without whom the club could not function. Volunteers perform a number of different functions, all of which contribute to the increasing quality and image of the Football Club. Team work is prevalent in the management team which we endeavour to cascade down through the football club.

Committee members.

Team managers.

Coaches.

Child Welfare Officer

CRB/DBS checks

Managing the affiliations and qualifications of all club team managers, including FA Qualifications, Children Safeguarding and First Aid.

Ensuring that these are kept up to date to help maintain the FA Chartered status of the football club.

Team managers and assistants attending FA Licensed courses

Annual tour organisers.

Match Day and Training Venue Risk Assessments

Provision of catering services at home venues

Web-Site Development & Maintenance

Membership Secretary

Fixtures Secretary

Treasurer

Fund Raising

Procurement of equipment

Develop the quality of refereeing

Marketing and Communications to all members.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Following the easing of the restrictions associated with the Covid-19 pandemic, football was restarted and for the most part, the season was similar to pre-pandemic seasons. Most games were played and football was provided throughout a full season.

The Club Secretary and Operational Head were instrumental in ensuring a continued safe environment for all playing members, coaches, managers and their families. The club invested in all the necessary PPE equipment to abide by the ever-changing rules and regulations keeping the health and wellbeing of our members at the forefront.

Communications to all our members were managed by the Club Secretary in conjunction with the Operational head, together with the marketing lead. Keeping communications clear, coherent and timely as we emerged from the pandemic and lockdown was a major achievement and the efforts made were greatly appreciated by the Trustees and every member of the club.

Financial pressures on the club eased during the period and cashflow has stabilised. A full management team is in place and very active in support of all footballing activities including the planning of a club-wide tour, a girls' tournament as well as a full season of football.

Teddington Athletic Football Club increased the number of playing members within the club by 5% from 628 to 662. The growth of the Girls football within the club has been a major achievement the Girls' Football Development Manager (now Club Vice-Chairman). The number of playing members within the girls' section has passed 280, which makes the club one of the largest clubs in Middlesex for grassroots girls' football

Further efforts have been made during the season to maintain the high levels on the behavioural aspect of the game. Continued scrutiny within all forms of media on the behaviour of supporters, managers and ultimately players are important to the club. The club has sought to maintain high levels of expected behaviour from all members of the club through education and consistent messaging to all teams throughout the season.

The club fully endorses the FA Respect campaign. The trustees look to follow all initiatives provided by the FA to protect the future image of the game. This focus will continue to eliminate any adverse behaviour. The ongoing good behaviour and minimal incidence of fines through on-field incidents is further testament to the quality of the coaching each team receives.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Cash reserves at the end of the financial year were £7,800, with reserves falling by approximately £64,700 from the period of incorporation as a Charitable Incorporated Organisation on 03 November 2022 to the date of the Annual Report and Accounts.

The fall is due the split in income and expenditure across the season, such that c.75% of subscriptions are received before 03 November, but only c.40% of the costs have been paid as the season starts in September. For the full year, a cash surplus of £2,000 was generated.

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The main source of funds is from player subscriptions but with an active marketing team and the generosity of local sponsors, funds have also been received as sponsorship and as subsidies for kit costs.

Income is primarily used to hire pitches for training and to cover the costs of pitch hire and refereeing in respect of matches at the weekend.

The main focus is upon training, and this sets TAFC apart from any other local club. The use of qualified coaches provides the basis for improved performance and behaviour and it is believed that the continual growth of the club is testament to its approach and reputation in the local area.

Membership grew by 4% during the course of the year partly limited by availability of playing and coaching facilities. The club retains and manages a very healthy wait-list across all ages for both boys and girls.

## Section F

## Other optional information

The club is planning to diversify the sports and activities on offer as it develops its relationship with Teddington Town Cricket Club and the sharing of its clubhouse and other facilities in Bushy Park over the course of the season. The club has recently submitted an application for the Comets Programme which supports football for children with disabilities. A coach, pitches and adult volunteers have been secured and the application is currently being reviewed by the Middlesex Football Association.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

James Dixon

Position

Treasurer

Date

21/02/2024



## Receipts and payments accounts

|                        |                                 |    |                               |
|------------------------|---------------------------------|----|-------------------------------|
| For the period<br>from | Period start date<br>03/11/2022 | To | Period end date<br>31/05/2023 |
|------------------------|---------------------------------|----|-------------------------------|

### Section A Receipts and payments

|                                                       | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|----------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                              |                                         |                                        |                                 |                               |
| Subscriptions                                         | 39,002                                       | -                                       | -                                      | 39,002                          | 146,477                       |
| Loans                                                 | -                                            | -                                       | -                                      | -                               | -                             |
| Grants                                                | 500                                          | -                                       | -                                      | 500                             | -                             |
| Sponsors                                              | 150                                          | -                                       | -                                      | 150                             | 500                           |
| Tours                                                 | 55,510                                       | -                                       | -                                      | 55,510                          | 49,991                        |
| Kit                                                   | - 8,541                                      | -                                       | -                                      | - 8,541                         | 340                           |
| Awards & Events                                       | 2                                            | -                                       | -                                      | 2                               | 2,126                         |
| Other                                                 | 137                                          | -                                       | -                                      | 137                             | 128                           |
| <b>Sub total (Gross income for AR)</b>                | <b>86,760</b>                                | <b>-</b>                                | <b>-</b>                               | <b>86,760</b>                   | <b>199,562</b>                |
| <b>A2 Asset and investment sales, (see table).</b>    |                                              |                                         |                                        |                                 |                               |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>86,760</b>                                | <b>-</b>                                | <b>-</b>                               | <b>86,760</b>                   | <b>199,562</b>                |
| <b>A3 Payments</b>                                    |                                              |                                         |                                        |                                 |                               |
| Pitch hire                                            | 41,200                                       | -                                       | -                                      | 41,200                          | 65,506                        |
| FA League Registration Fees                           | 214                                          | -                                       | -                                      | 214                             | 2,889                         |
| Overheads                                             | -                                            | -                                       | -                                      | -                               | -                             |
| Kit & equipment                                       | 7,900                                        | -                                       | -                                      | 7,900                           | 14,947                        |
| Courses and CRB costs                                 | 1,795                                        | -                                       | -                                      | 1,795                           | 950                           |
| Tours                                                 | 54,890                                       | -                                       | -                                      | 54,890                          | 50,689                        |
| Referees Fees                                         | 7,323                                        | -                                       | -                                      | 7,323                           | 12,311                        |
| Coaching costs                                        | 35,455                                       | -                                       | -                                      | 35,455                          | 51,265                        |
| Administration                                        | 8,915                                        | -                                       | -                                      | 8,915                           | 14,645                        |
| Loan repayments                                       | -                                            | -                                       | -                                      | -                               | 10,000                        |
| Other (Insurance, bank charges etc)                   | 5,300                                        | -                                       | -                                      | 5,300                           | 11,783                        |
| <b>Sub total</b>                                      | <b>162,992</b>                               | <b>-</b>                                | <b>-</b>                               | <b>162,992</b>                  | <b>234,985</b>                |
| <b>A4 Asset and investment purchases, (see table)</b> |                                              |                                         |                                        |                                 |                               |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>162,992</b>                               | <b>-</b>                                | <b>-</b>                               | <b>162,992</b>                  | <b>234,985</b>                |
| <b>Net of receipts/(payments)</b>                     | <b>- 76,232</b>                              | <b>-</b>                                | <b>-</b>                               | <b>- 76,232</b>                 | <b>- 35,423</b>               |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>- 35,423</b>                              | <b>-</b>                                | <b>-</b>                               | <b>- 35,423</b>                 | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>- 111,655</b>                             | <b>-</b>                                | <b>-</b>                               | <b>- 111,655</b>                | <b>- 35,423</b>               |

## Section B Statement of assets and liabilities at the end of the period

| Categories                                                  | Details                                                                                                                                                                                                               | Unrestricted funds<br>to nearest £                                                | Restricted funds<br>to nearest £                                        | Endowment funds<br>to nearest £                                            |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>B1 Cash funds</b>                                        | <div>Operation deficit for the period plus funds transferred from existing charity</div> <div></div> <div></div> <div><b>Total cash funds</b></div> <div>(agree balances with receipts and payments account(s))</div> | <div>- 111,655</div> <div>-</div> <div>-</div> <div>- 111,655</div> <div>OK</div> | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>OK</div>       | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>OK</div>          |
| <b>B2 Other monetary assets</b>                             | <div>Details</div> <div>Transfer of funds from previous charity (reference 1157486) not included in the operating period above</div> <div></div> <div></div>                                                          | <div>119,508</div> <div>-</div> <div>-</div>                                      | <div>-</div> <div>-</div> <div>-</div>                                  | <div>-</div> <div>-</div> <div>-</div>                                     |
| <b>B3 Investment assets</b>                                 | <div>Details</div> <div></div> <div></div>                                                                                                                                                                            | <div>Fund to which asset belongs</div> <div></div> <div></div>                    | <div>Cost (optional)</div> <div>-</div> <div>-</div>                    | <div>Current value (optional)</div> <div>-</div> <div>-</div>              |
| <b>B4 Assets retained for the charity's own use</b>         | <div>Details</div> <div></div> <div></div> <div></div>                                                                                                                                                                | <div>Fund to which asset belongs</div> <div></div> <div></div> <div></div>        | <div>Cost (optional)</div> <div>-</div> <div>-</div> <div>-</div>       | <div>Current value (optional)</div> <div>-</div> <div>-</div> <div>-</div> |
| <b>B5 Liabilities</b>                                       | <div>Details</div> <div></div> <div></div> <div></div>                                                                                                                                                                | <div>Fund to which liability relates</div> <div></div> <div></div> <div></div>    | <div>Amount due (optional)</div> <div>-</div> <div>-</div> <div>-</div> | <div>When due (optional)</div> <div></div> <div></div> <div></div>         |
| Signed by one or two trustees on behalf of all the trustees | <div>Signature</div> <div>  </div> <div></div>                                                                                     | <div>Print Name</div> <div>James Dixon</div> <div>Treasurer, TAFC</div>           | <div>Date of approval</div> <div>12/02/2024</div> <div></div>           |                                                                            |

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TEDDINGTON ATHLETIC FOOTBALL CLUB**

I report on the accounts for the period ended 31<sup>st</sup> May 2023 set out on form CC16a.

## **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 required.

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 matters have come to my attention.

## **Basis of the 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. It 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 statements 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 2011 Act; and
- to prepare accounts which accord with the accounting records and to 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.

Gavin Fernandes

G Fernandes FCA, CTA.  
MG Group  
Chartered Accountants  
Registered Auditors  
166 College Road  
Harrow  
Middlesex  
HA1 1BH

Date: 20/03/2024

SIGNATURE CERTIFICATE



REFERENCE NUMBER

14F307D2-3D88-4D0D-A535-4FCF0A97C7F2

| TRANSACTION DETAILS                                                                                    | DOCUMENT DETAILS                                                                                           |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <div>Reference Number</div> <div>14F307D2-3D88-4D0D-A535-4FCF0A97C7F2</div>                            | <div>Document Name</div> <div>IE Report Final 2023</div>                                                   |
| <div>Transaction Type</div> <div>Signature Request</div>                                               | <div>Filename</div> <div>IE_Report_Final_2023.docx</div>                                                   |
| <div>Sent At</div> <div>03/20/2024 08:31 EDT</div>                                                     | <div>Pages</div> <div>1 page</div>                                                                         |
| <div>Executed At</div> <div>03/20/2024 13:13 EDT</div>                                                 | <div>Content Type</div> <div>application/vnd.openxmlformats-officedocument.wordprocessingml.document</div> |
| <div>Identity Method</div> <div>email</div>                                                            | <div>File Size</div> <div>17.9 KB</div>                                                                    |
| <div>Distribution Method</div> <div>email</div>                                                        | <div>Original Checksum</div> <div>6379bd34a7580972919763049a2f63b5555484d0421483b9f3d2f5d8309fa062</div>   |
| <div>Signed Checksum</div> <div>e816a4b6fee80f152e4e025a805f0ff7bfb7bc38128184c0d576c382b1d08bcf</div> |                                                                                                            |
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SIGNERS

| SIGNER                                                   | E-SIGNATURE                                                                                                                      | EVENTS                                                               |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <div>Name</div> <div>Gavin Fernandes</div>               | <div>Status</div> <div>signed</div>                                                                                              | <div>Viewed At</div> <div>03/20/2024 13:12 EDT</div>                 |
| <div>Email</div> <div>gavin.fernandes@mgroup.co.uk</div> | <div>Multi-factor Digital Fingerprint Checksum</div> <div>286632e64d5e56ea62c921e571231489d4ac7408a9cc65d48ddc26a34e3dbc4c</div> | <div>Identity Authenticated At</div> <div>03/20/2024 13:13 EDT</div> |
| <div>Components</div> <div>1</div>                       | <div>IP Address</div> <div>195.224.42.254</div>                                                                                  | <div>Signed At</div> <div>03/20/2024 13:13 EDT</div>                 |
|                                                          | <div>Device</div> <div>Microsoft Edge via Windows</div>                                                                          |                                                                      |

AUDITS

| TIMESTAMP            | AUDIT                                                                                                                                          |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 03/20/2024 08:31 EDT | Swikar Parajuli (swikar.parajuli@mgroup.co.uk) created document 'IE_Report_Final_2023.docx' on Microsoft Edge via Windows from 195.224.42.254. |
| 03/20/2024 08:31 EDT | Gavin Fernandes (gavin.fernandes@mgroup.co.uk) was emailed a link to sign.                                                                     |
| 03/20/2024 13:07 EDT | Gavin Fernandes (gavin.fernandes@mgroup.co.uk) viewed the document on Microsoft Edge via Windows from 195.224.42.254.                          |
| 03/20/2024 13:12 EDT | Gavin Fernandes (gavin.fernandes@mgroup.co.uk) viewed the document on Microsoft Edge via Windows from 195.224.42.254.                          |
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