

# Rotherfield United Football Club



## Trustee Annual report 5<sup>th</sup> September 2023 – 31<sup>st</sup> May 2024

Registered Charity # 1204591



## CONTENTS

<b>Who we are</b>	<b>4</b>
<b>Our charitable aim</b>	<b>4</b>
Public benefit statement	5
How our activities benefit the public	5
Beneficiaries	6
<b>From our chair of board of Trustees</b>	<b>7</b>
<b>Structure, governance and management</b>	<b>8</b>
<b>Growth in club membership 2023-2024</b>	<b>9</b>
<b>Womens' &amp; girls' football</b>	<b>10</b>
<b>Oxfordshire club of the year 2023</b>	<b>13</b>
<b>Rotherfield United Teams</b>	<b>14</b>
<b>Diversity and inclusivity</b>	<b>15</b>
<b>Sustainability</b>	<b>16</b>
<b>Club's sponsors</b>	<b>18</b>
<b>Governing document</b>	<b>19</b>
<b>Appointment of Trustees</b>	<b>19</b>
<b>Trustee induction and training</b>	<b>19</b>
<b>Organisation</b>	<b>19</b>
<b>Related parties</b>	<b>20</b>
<b>Conflicts of interest</b>	<b>20</b>
<b>Risk management</b>	<b>21</b>
<b>Trustees responsibilities in relation to financial statements</b>	<b>21</b>
<b>Reserves policy</b>	<b>22</b>
<b>Independent Examiner's Report to the Trustees of Rotherfield United Football Club</b>	<b>25</b>
Statement of Financial Activities	26
Balance Sheet	27
Accounting Policies	28
Notes to the Accounts	29
Trustee Sign off of Trustee Annual report	33
<b>Appendix: Rotherfield United Policies</b>	<b>34</b>
Rotherfield United Football Club Risk Management Policy	35
Rotherfield United Football Club Volunteer Management Policy	36



## Rotherfield United Football Club

Rotherfield United Football Club Complaints Handling Policy	37
Rotherfield United Football Club Serious Incident Reporting Policy	38
Rotherfield United Football Club Trustee Expense Policy	39
Rotherfield United Football Club Trustee Conflicts of Interest Policy	40
Rotherfield United Football Club Bullying and Harassment Policy	41
Rotherfield United Football Club Internal Charity Financial Controls Policy and Procedures	43
Depreciation and Capitalisation Policy	44



Rotherfield United Football Club

# REPORT OF THE TRUSTEES FOR THE FINANCIAL YEAR ENDED 31 May 2024

The Trustees are pleased to present their annual report together with financial statements for the Charitable Incorporated Organisation for the period 5<sup>th</sup> September 2023 - 31 May 2024 which are prepared in accordance with the requirements of The Charity Commission.

Financial statements for the Charitable Incorporated Organisation, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the statement of Recommended Practice SORP (FRS 102) issued on 1<sup>st</sup> October 2019, applicable UK accounting standards and the Charities Act 2011.



Rotherfield United Football Club

## **Who we are**

Rotherfield United Football Club (RUFC) is a community-focused football club dedicated to promoting the love of the game and fostering the health and wellbeing of participants, and a sense of unity and sportsmanship among its members. Established with the aim of providing a safe and inclusive environment for players of all ages and abilities, RUFC has grown to become a cornerstone of the local community.

Our club is committed to nurturing talent and encouraging participation in football, regardless of background or skill level. We offer a range of programs, from youth development squads to senior teams, ensuring that everyone has the opportunity to enjoy and excel in the sport. Our dedicated coaches and volunteers work tirelessly to create a positive and supportive atmosphere, where players can develop their skills, build confidence, and form lasting friendships.

At RUFC, we believe in the power of football to bring people together and make a positive impact on our community. Our charitable initiatives and community outreach programs aim to support local causes and provide opportunities for everyone to get involved. Whether it's through our regular training sessions, competitive matches, or community events, we strive to make a difference to our community both on and off the pitch.

## **Our charitable aim**

Rotherfield United Football Club is dedicated to making a positive impact on the community and improving the health of the inhabitants of South Oxfordshire through its activities. Our aim is to organise and support sports activities, especially football related and provide opportunities for everyone to get involved, fostering a sense of unity and inclusivity. We strive to make a difference both on and off the pitch by promoting the love of football and encouraging participation from all backgrounds.



Rotherfield United Football Club

## **Public benefit statement**

Rotherfield United Football Club Charitable Incorporated Organisation (CIO) exists for the promotion of community participation in healthy recreation for the benefit of the inhabitants of Sonning Common Parish and surrounding areas, through the provision of facilities for football and other sports capable of improving health.

The trustees confirm they have complied with their duty under the Charities Act 2011 to have due regard to the Charity Commission's public benefit guidance when planning and reviewing the club's activities. We regularly review our objectives, activities, and outcomes to ensure they continue to deliver clear and demonstrable public benefit.

### **How our activities benefit the public**

#### **Accessible sporting opportunities:**

We provided football activities for over 500 registered members across age groups from Under-5s to adult, including walking football for older participants and "Football for Fun" for those wishing to take part at a recreational level. Our annual free taster sessions and open training ensure cost is not a barrier to trying the sport.

#### **Improving health and wellbeing:**

Through regular training, matches, and community events, participants benefit from improved physical fitness, mental health, and social inclusion. In 2023/24 we delivered over 1,300 hours of organised football activity.

#### **Encouraging equality and diversity:**

We run female, male, and mixed-gender teams, and we are an FA Wildcats centre for girls' football. Our women's section now includes both competitive and recreational squads, catering for players aged 16 to over 50.



Rotherfield United Football Club

### **Community access to facilities:**

In addition to football, our grounds host the local tennis club, a keep-fit boot camp, and school sports sessions, many at no charge. These partnerships increase the range of healthy recreational opportunities available locally.

### **Volunteer development**

Our volunteer coaches and managers (all DBS checked) gain FA-accredited qualifications and leadership experience, which benefit both the club and the wider community. In 2023/24 we supported 28 volunteers to achieve new coaching or safeguarding certifications.

### **Events and outreach**

Our inaugural two-day tournament in May 2024 hosted over 100 teams from U7 to adult, providing competitive opportunities and boosting the local economy through visiting teams and spectators.

### **Beneficiaries**

The primary beneficiaries are residents of Sonning Common and surrounding parishes, but our membership and event participation are open to anyone regardless of location, gender, ethnicity, religion, sexual orientation, or ability. Concessionary fees and flexible payment options are available to ensure no-one is excluded for financial reasons.

### **Restrictions and private benefit**

Any private benefits to trustees, volunteers, or participants — such as skills gained through coaching qualifications — are incidental and necessary to achieving our charitable purposes. No individual or organisation receives preferential access or treatment that would conflict with our charitable aims.

Rotherfield United Football Club is dedicated to making a positive impact on the community and improving the health of the inhabitants of South Oxfordshire through its activities. Our aim is to organise and support sports activities, especially football related and provide opportunities for everyone to get involved, fostering a sense of unity and inclusivity. We strive to make a difference both on and off the pitch by promoting the love of football and encouraging participation from all backgrounds



Rotherfield United Football Club

## **From our chair of board of Trustees**



This reporting period has seen the club move into our 51<sup>st</sup> year and continue to grow in line with the club's ethos and key objectives. The club has continued to see strong growth in membership numbers with an overall increase of 112, of which 85 were in the 'Senior' (18+) section which reflects our increase in both Women's and Walking Football members.

From a facilities perspective the club have a long term target to build a 3G facility and supporting pavilion. The club are on the Oxfordshire FA list of clubs identified as strong candidates for the Football Foundation support facility improvement plan.

In May 2024 the club ran their first ever football tournament which was run over two days and attended by over 100 teams age U7 through to adult. The club received a lot of very positive feedback from external teams who attended and we plan to make this an annual event.

For 2024/25 the clubs focus will continue to grow the number of playing members across all age groups, continue to develop our plans to develop our facilities and to run its second football Tournament.

Overall the club is in excellent health and our constitution as a CIO Charity will help us to continue to grow the club.

Andy Tidswell





Rotherfield United Football Club

## **Structure, governance and management**

### **Reference and administrative details**

CIO Number: 1204591

Registered address: Bishopswood Sportsground, Horsepond Road, Gallowstree Common, RG4 9BT

The trustees of the Charitable Incorporated Organisation Rotherfield United are trustees for the purposes of charity law. The trustees and key club officials serving during the year and since the year-end were:

**Rotherfield United Chairperson:** Matt Beech

**Deputy Chair:** Alan Noble

**Club Secretary:** Rachael Schmidt

**Treasurer:** Alan Noble

**Welfare Officer:** James deJode

**Facilities Manager:** Trevor Back

**Membership Secretary:** James deJode

#### **Trustees:**

Andy Tidswell

Louise Colam

Paul Collier

Christine Atkinson

Gemma Tominey

Ian Leath

Scott Snell

Trevor Back

Natalie Hall

**Independent Examiner:** Brenda Peers Ross

**Bookkeeper:** Julie Holland MICB (Blu Bookkeeping)



Rotherfield United Football Club

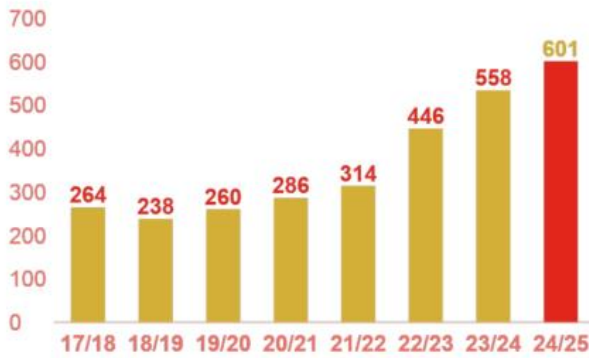
## Growth in club membership 2023-2024



### Rotherfield United Registrations Summary

#### Club Registration Summary

- From the 2017/2018 season (6 years), we have seen a 128% increase in registrations
- In the 23/24 season, we saw a 25% increase in registrations from the previous season
- The target for 2024/2025 season was 600+
- New for 2024/2025 include Men's Team, U9/U10 Girls and 2 Women's Teams playing in a league



Category	2021/2022	2022/2023	2023/2024	2024/2025
Mini (U6 to U9)	98	118	139	127
Junior (U10-U12)	103	112	111	71
Youth (U13- U17)	113	140	147	203
Senior (U18+)	0	76	161	200
Total	314	446	558	601

Huge growth in club membership showing how the club is reaching out to all areas of the community



Rotherfield United Football Club

## **Womens' & girls' football**

Rotherfield Utd Women are a diverse squad ranging from 16-50+ yrs. The women's section have both a training only group "Football for Fun" for those new to football or returning to football to have fun, keep fit and make friends. They also have a competitive team playing in the Thames Valley County Women's league in the Development Division which is for more committed players looking to improve their game and play as part of a team.

The team, established three years ago in Henley, have moved from Henley town to establish a new home at Rotherfield United where they feel able to grow and develop the women's game. At Rotherfield they have seen growth in their squad and a newly established training session for new players as well as growing numbers in their competitive team.

## **Rotherfield United Women's team**







Rotherfield United Football Club



**Players from the Women's team training with the girls' teams**





Rotherfield United Football Club

***Rotherfield United is a centre for the FA Wildcats scheme which supports girls' football***







Rotherfield United Football Club

## Oxfordshire club of the year 2023

Rotherfield United Football Club was awarded the prestigious title of Oxfordshire FA Club of the Year for 2023. This accolade is a testament to the hard work, dedication, and passion of our players, coaches, volunteers, and supporters. It recognizes our commitment to excellence both on and off the pitch, as well as our efforts to foster a positive and inclusive environment for all members of our community.

Winning this award highlights the significant impact we have made in promoting the love of football, nurturing talent, and supporting local causes through our charitable initiatives. We are honoured to receive this recognition and will continue to strive for excellence in all aspects of our club's activities.





Rotherfield United Football Club

# Rotherfield United Teams

## ROTHERFIELD UNITED TEAMS

All Mini Junior Youth Senior Teams



U6



U6 Wildcats



U8



U7



U7 & U8 Wildcats



U9



U10



U10 Girls



U11



U12



U13 Girls



U13



U14 Girls



U14



U15



U16



U17



Mens



Women



Vets



Walking Football



## **Diversity and inclusivity**

We believe in instilling strong values and ethics in our players, such as respect, discipline, teamwork, and sportsmanship. Our coaches are highly experienced and qualified, and they work tirelessly to ensure that every player receives the guidance and support they need to improve their game and reach their goals.



Overall, we are proud of our rich history, achievements, and the positive impact we have had on the local community. Our club is dedicated to providing a welcoming and inclusive environment for all, and we look forward to continuing to promote youth football and create a legacy for future generations.

Football's not just about the professionals. It's for everyone.





Rotherfield United Football Club

## **Sustainability**

### **Sustainability Aspirations for Rotherfield United Football Club**

At Rotherfield United Football Club, we believe that grassroots football has a vital role to play in promoting environmental responsibility. As a rural community-focused club, we are committed to embedding sustainability into our operations, protecting our natural surroundings, and ensuring that future generations can enjoy football in a clean, green environment.

### **Our Commitment to Sustainability**

We recognise the guidance of The Football Association (FA) and its Football Environment & Sustainability Strategy, which highlights the importance of reducing football's carbon footprint at all levels. Inspired by these principles, Rotherfield United is taking proactive steps to improve our environmental impact while continuing to provide a thriving space for players, supporters, and the wider community.

### **Preserving Our Natural Environment**

Our club is privileged to play in a setting surrounded by native trees, which not only enhance biodiversity but also contribute to carbon capture and air quality. We actively maintain and protect these trees by:

1. Conducting regular assessments to monitor tree health and prevent unnecessary loss.
2. Partnering with local groups such as Green Gym to maintain existing trees and hedging and plant new native trees and hedgerows.
3. Avoiding tree damage from sporting activities by carefully planning pitch layouts and training zones



Rotherfield United Football Club

4. Additionally, we encourage biodiversity by maintaining wildflower areas and providing habitats for local wildlife.

## **Looking to the Future**

As we look ahead, our ambition is to make Rotherfield United a leader in sustainability for grassroots football. Our future plans include:

Reducing energy consumption by transitioning to LED floodlights and exploring renewable energy sources.

Enhancing waste management by improving recycling facilities and minimising single-use plastics at matches and events.

Encouraging sustainable transport by promoting cycling, walking, and car-sharing initiatives for players and spectators.

By working together with players, coaches, supporters, and local organisations, Rotherfield United can set an example for sustainable grassroots football. Through these ongoing efforts, we will continue to protect our environment while fostering a thriving, inclusive, and responsible football community.



Rotherfield United Football Club

## Club's sponsors:

All Business Services Education & Sports Estate Agents Food & Drink Health Leisure Technology Trades



Rowse Honey



Heartfelt Roofing



SRT Heating & Gas



Alumasc Roofing



The Cherry Tree



Master Builders Club



The Creative Brick Company



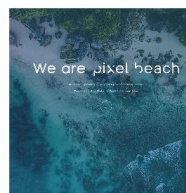
Performance Sports Group



Medline Scientific



Knight Frank



pixel beach



Oakmont Law



Bridges Estate Agents



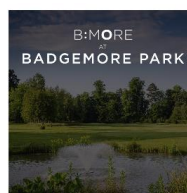
Eton Bridge Partners



VIP Apps Consulting



FLB Accountants



Badgemore Park



Arctic Wolf



Rotherfield United Football Club

## **Governing document**

Rotherfield United Football Club is governed by its Constitution dated November 2023. It is registered as a Charitable Incorporated Organisation with the Charity Commission.

## **Appointment of Trustees**

The procedure for appointing trustees is defined in the constitution. Apart from the first trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the diversity, skills, knowledge and experience needed for effective administration of the CIO.

## **Trustee induction and training**

In accordance with the Constitution, the trustees will make available to each new trustee, on or before his or her first appointment: (a) a copy of the current version of this constitution; (b) a copy of the CIOs latest Trustees Annual Report and statement of accounts; and (c) a copy of the trustee handbook.

## **Organisation**

The board of trustees, which must have a minimum of 3 members, administers the charity. The board meets quarterly, and there are subcommittees covering Finance, and risk. An Operations team has been appointed by the trustees to manage the day-to-day running of the Football Club. The Operations team consists of, the Chair, Deputy Chair, Secretary, Treasurer, Welfare Officer, Membership Secretary and Team Managers.



Rotherfield United Football Club

## **Related parties**

None of the trustees receive remuneration or other benefit for their work with the charity.

## **Conflicts of interest**

Rotherfield United Football Club (RUFC) is committed to integrity and transparency. The Trustee Conflicts of Interest Policy (listed in full at the end of this report) ensures that trustees declare any potential conflicts, which are recorded and reviewed annually. Trustees with conflicts must withdraw from related discussions and decisions. The policy is reviewed annually for effectiveness, with changes approved by the Board of Trustees. This policy helps RUFC manage conflicts of interest, ensuring decisions are made in the best interests of the club and its beneficiaries.



## **Risk management**

The Trustees have a risk management strategy (policy listed in full at the end of this document) which comprises:

- An annual review of risks the charity may encounter
- The establishment of procedures to mitigate those risks
- A plan to implement those procedures should those risks materialise

The use of this strategy has identified the primary risks to the charity is Membership income and access to high quality playing surfaces for football . The key elements to mitigate these risks is sufficient working capital to be maintained in the charity and active management of the club's grounds to ensure the grass is maintained to a high standard.

## **Trustees responsibilities in relation to financial statements**

The charity trustees are responsible for preparing the trustees annual report and preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards United Kingdom Generally Accepted Accounting Practice. The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements that give a true and fair view of the state of affairs of the charitable organisation. The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity to ensure they comply with the Charities Act 1993, the Charity Accounts and Regulations 2008 and the Constitution. They are also responsible for safeguarding the assets of the charity and take reasonable steps for the prevention and detection of fraud and other irregularities.



## **Reserves policy**

The purpose of the Reserve Policy for Rotherfield United is to ensure the stability of the charitable aims and ongoing operations of the organisation. The Reserve is intended to provide an internal source of funds for unexpected situations such as a sudden increase in training costs, onetime unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as investment in infrastructure. Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of Rotherfield United for Reserves to be used and replenished within a reasonably short period of time. The Reserve Policy will be implemented in concert with the other governance and financial policies of Rotherfield United and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

## **Definitions and goals**

The Reserve Fund is defined as a designated fund set aside by action of the Trustees. The minimum amount to be designated as a Reserve will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months.

The Reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.

The target minimum Reserve Fund is equal to two months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as training costs, pitch maintenance, training equipment etc. Depreciation, in-kind, and other non-cash expenses are not included in the calculation. The amount of the Reserve Fund target minimum will be calculated each year after approval of the annual budget, reported to the Treasurer/Trustees, and included in the regular financial reports.



## **Accounting for reserves**

The Reserve Fund will be recorded in the financial records as Trustee-Designated Operating Reserve. The Fund will be funded and available in cash or cash equivalent funds.

## **Funding of reserves**

The Reserve Fund will be funded with surplus unrestricted operating funds. The Trustees may from time to time direct that a specific source of revenue be set aside for Operating Reserves. Examples may include one-time gifts or bequests, special grants, or special appeals.

## **Use of reserves**

Use of the Reserves requires three steps:

1. Identification of appropriate use of reserve funds.

The Chairperson will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.

2. Authority to use operating reserves

The Chairperson will submit a request to use Operating Reserves to the Finance Committee of the Board of Trustees. The request will include the analysis and determination of the use of funds and plans for replenishment. The organisation's goal is to replenish the funds used within twelve months to restore the Reserve Fund to the target minimum amount. If the use of Reserves will take longer than 12 months to replenish, the request will be scrutinized more carefully. The Finance Committee will approve or modify the request and authorize transfer from the fund.

3. Reporting and monitoring. The Chairperson is responsible for ensuring that the Operating Reserve Fund is maintained and used only as described in this Policy. Upon





## Rotherfield United Football Club

approval for the use of Operating Reserve funds, the Executive Director will maintain records of the use of funds and plan for replenishment. He/she will provide regular reports to the Finance Committee/ Board of Directors of progress to restore the Fund to the target minimum amount.

This Policy will be reviewed every other year, at minimum, by the Finance Committee, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Committee to the Board of Trustees.



Rotherfield United Football Club

## Independent Examiner's Report to the Trustees of Rotherfield United Football Club

Brenda Peers-Ross  
29 Drift Road  
Selsey  
Chichester  
West Sussex  
PO20 0PW

**Independent Examiner's Report to the Trustees of:  
ROTHERFIELD UNITED FOOTBALL CLUB  
Registered Charitable Incorporated Organisation (CIO) Number: 1204591**

Page 25

I report on the accounts of the company for the year ended 31<sup>st</sup> May 2024, which are set out on the attached Statement of Financial Activities and Balance Sheet on pages 26 to 32.

### **Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under charity law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145(1) of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Act, as amended; and
- 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 of 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 respect, the requirements:
  - to keep accounting records in accordance with the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Charities Act 2011 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.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.

**Brenda Peers-Ross**

Brenda Peers-Ross FMAAT, ACIE  
8<sup>th</sup> September 2025



## Statement of Financial Activities

### ROTHERFIELD UNITED FOOTBALL CLUB

Registered Charity Incorporated Organisation (CIO) Number: 1204591

Page 26

### STATEMENT OF FINANCIAL ACTIVITIES

For the Period Ended 31st May 2024

	Notes	Unrestricted £	Restricted £	9 months 2024 £
<b>Incoming resources</b>				
Donations and legacies		-	-	-
Interest		322	-	322
Charitable activities	1	90,299	-	90,299
Other income	2	5,756	-	5,756
<b>Total receipts for the Year</b>		<b>96,377</b>	<b>-</b>	<b>96,377</b>
<b>Resources expended</b>				
Charitable activities	3	103,095	-	103,095
		-	-	-
<b>Total Payments for the Year</b>		<b>103,095</b>	<b>-</b>	<b>103,095</b>
<b>Net Receipts/(Payments)</b>		<b>(6,718)</b>	<b>-</b>	<b>( 6,718)</b>
<b>Transfer between funds</b>				
		-	-	-
funds transferred from voluntary group		28,488		28,488
<b>Total funds carried forward</b>		<b>21,770</b>	<b>-</b>	<b>21,770</b>

All income and expenditure derives from continuing activities.

The statement of financial activities is incorporating the income and expenditure accounts and includes all gains and losses recognised during the year.



Rotherfield United Football Club

## Balance Sheet

**ROTHERFIELD UNITED FOOTBALL CLUB**  
Registered Charity Incorporated Organisation (CIO) Number: 1204591

Page 27

### BALANCE SHEET

For the Period Ended 31st May 2024

As At 31st May 2024

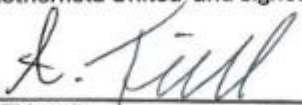
		Unrestricted	Restricted	9 months 2024
		£	£	£
<b>Assets:</b>	<b>Notes</b>			
Fixed Assets	4	2,571	-	2,571
Cash at bank and in hand	5	18,820	-	18,820
Debtors		1,429	-	1,429
		<u>22,820</u>	<u>-</u>	<u>22,820</u>
<b>Liabilities</b>				
Creditors: other		-	-	-
Creditors: accrual		(1,050)	-	(1,050)
		<u>(1,050)</u>	<u>-</u>	<u>(1,050)</u>
<b>Net Assets</b>		<u>21,770</u>	<u>-</u>	<u>21,770</u>

### Reconciliation of Cash Funds

#### Unrestricted/Designated Reserves

General reserve	7	21,770	-	21,770
Restricted reserve	6	-	-	-
		<u>21,770</u>	<u>-</u>	<u>21,770</u>

Approved by the Trustees electronically, in accordance with the Constitution of Rotherfield United, and signed on their behalf.

  
Andy Tidswell Trustee

6/9/2025

The notes on page 29 to page 32 form part of these financial statements.  
Registered Charity Incorporated Organisation (CIO) Number: 1204591



## Accounting Policies

### PRINCIPAL ACCOUNTING POLICIES

Page 28

#### FOR THE YEAR ENDED 31st MAY 2024

##### Accounting Policies

The financial statements have been prepared under the historical cost convention. The financial statements of the Charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice SORP (FRS102) issued on 1st October 2019, applicable UK Accounting Standards and the Charities Act 2011.

##### Format

The Charity has taken advantage of the provisions of the Charities Act 2011 and presented an income and expenditure account in the form of a statement of financial activities on the ground that it enables the financial statements to show a true and fair view of the result for the period.

##### Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity which have not been designated for other purposes.

**Designated funds** comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated funds is set out in the notes to the financial statements.

**Restricted funds** are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes.

##### Incoming resources

All incoming resources are included in the income and expenditure account in the financial year to which they relate.

Deferred income represents amounts received for future periods and is released to incoming resources in the period to which they relate.

##### Resources expended

All expenditure is accounted for on a payable basis and has been classified under headings that aggregate all costs related to the category. Expenditure is stated inclusive of value added tax.

##### Tangible fixed assets and depreciation

Depreciation is calculated to write down the cost of all tangible fixed assets by instalments over the expected useful lives. Materiality level £500. The period generally applicable are:

Pitch and ground improvements	10 year	10% per annum
Clubhouse fixtures and fittings	5 years	20% per annum
Equipment	3 years	33% per annum

##### Intangible income

Intangible income, in the form of donated facilities and voluntary help etc., is not included in the financial statements since it is not considered practicable to quantify such income.

##### ROTHERFIELD UNITED FOOTBALL CLUB



## Notes to the Accounts

Registered Charity Incorporated Organisation (CIO) Number: 1204591

Page 29

### NOTES TO THE ACCOUNTS

For the Period Ended 31st May 2024

			9 months
	Unrestricted	Restricted	2024
	£	£	£
<b>Note 1</b>			
<b>Charitable activities</b>			
Grants received from funding bodies	8,389	-	8,389
Membership fees	49,731	-	49,731
Club tournament	11,362	-	11,362
Merchandising	337	-	337
Sponsorship	4,129	-	4,129
Tennis club`	863	-	863
Women's team subscriptions	161	-	161
BYDL fees recovered from parents	6,525	-	6,525
Presentation day	7,085	-	7,085
WF subscriptions	1,717	-	1,717
	<b>90,299</b>	<b>-</b>	<b>90,299</b>
<b>Note 2</b>			
<b>Other income</b>			
Other income	-	-	-
Pitch hire by non Rotherfield team	906	-	906
Fundraising by teams/parents	4,256	-	4,256
Non football hire of bw	594	-	594
	<b>5,756</b>	<b>-</b>	<b>5,756</b>

**ROTHERFIELD UNITED FOOTBALL CLUB**

**NOTES TO THE ACCOUNTS****For the Period Ended 31st May 2024**

<b>Note 3 Charitable Activities</b>	<b>9 months</b>		
	<b>Unrestricted</b>	<b>Restricted</b>	<b>2024</b>
<b>Payments :</b>	<b>£</b>	<b>£</b>	<b>£</b>
Groundsman	5,064	-	5,064
Staff training	457	-	457
First Aid training for coaches	135	-	135
External coach for Rotherfield teams	8,179	-	8,179
Costs of tournament	4,155	-	4,155
East Berks football alliance	1,023	-	1,023
FA Charter standard costs	857	-	857
Girls team league fees	120	-	120
Water and waste water Bishopswood	11	-	11
Winter training costs for Rotherfield	13,057	-	13,057
Bishopswood consumables	3,230	-	3,230
Bishopswood waste removal	941	-	941
Charitable donations	135	-	135
Costs of presentation day	11,156	-	11,156
BYDL league fees	7,750	-	7,750
DBS checks	195	-	195
League fines	43	-	43
League registration not recovered	201	-	201
Referee fees (women's football)	270	-	270
PayPal fees	146	-	146
Other expenses	76	-	76
Equipment for teams	9,026	-	9,026
IT software and consumables	2,381	-	2,381
Light, power, heating	1,982	-	1,982
Grass cutting at Bishopswood	14,720	-	14,720
Rates	282	-	282
Repairs and maintenance	3,438	-	3,438
Bad debt written off	-	-	-
Cost of fundraising	6,775	-	6,775
<b>Governance</b>			
Insurance	1,725	-	1,725
Legal expenses	2,726	-	2,726
Bookkeeping, accountancy	225	-	225
Independent Examination	563	-	563
Depreciation	2,051	-	2,051
	<b>103,095</b>	<b>-</b>	<b>103,095</b>

There are no employees.

Remuneration paid to Trustees during the year £nil.

The amount of expenses paid to Trustees during the year amounted to £nil.

**ROTHERFIELD UNITED FOOTBALL CLUB**



## Rotherfield United Football Club

### NOTES TO THE ACCOUNTS

For the Period Ended 31st May 2024

#### Note 4

##### Tangible assets

	Plant & Machinery	Office Equipment	9 months Balance 31.05.24
Cost	£	£	£
Transferred from voluntary group	90	-	90
Add: Additions during the year	3,918	614	4,532
<b>Balance 31st May 2024</b>	<b>4,008</b>	<b>614</b>	<b>4,622</b>
<b>Depreciation</b>			
At 1st September 2023	-	-	-
Charge in year	1,863	188	2,051
	<b>1,863</b>	<b>188</b>	<b>2,051</b>
<b>Net Book Value</b>			
<b>At 31 May 2024</b>	<b>2,145</b>	<b>426</b>	<b>2,571</b>

#### Note 5

##### Cash and at bank

Nat West current account 05325250	247	-	247
Nat West Reserve account 10307842	69	-	69
Nat West Business Reserve 13168770	18,241	-	18,241
Petty cash	263	-	263
	<b>18,820</b>	<b>-</b>	<b>18,820</b>

#### Note 6

##### Restricted Funds

There are no restricted funds

**ROTHERFIELD UNITED FOOTBALL CLUB**





## NOTES TO THE ACCOUNTS

For the Period Ended 31st May 2024

### Note 7

#### Unrestricted / Designated reserves

	Opening Balance £	Incoming Resources £	Resources Expended £	31.05.24 Closing Balance £
General Reserve	-	96,377	(103,095)	( 6,718)
Transferred from voluntary group		28,488	-	28,488
	-	124,865	( 103,095)	21,770

### Note 8

#### Ultimate Controlling Party

The charity is under the direct control of its board of Trustees, the names of whom are shown on page 18 of the Trustee's Annual Report.



Rotherfield United Football Club

## Trustee Sign off of Trustee Annual report

This report and accounts has been authorised by the Trustees of Rotherfield United FC to be a true and fair view of the charity's affairs and is signed on their behalf by the Chair of the Board of Trustees, Andy Tidswell.

Name: Andy Tidswell, Chair Rotherfield United, Board of Trustees

Signed: 

Date: 6/9/2025



Rotherfield United Football Club

## **Appendix: Rotherfield United Policies**

August 2025



## Rotherfield United Football Club Risk Management Policy

**Introduction:** Rotherfield United Football Club (RUFC) is committed to promoting the health of the inhabitants of South Oxfordshire and a love of football and fostering a sense of unity and sportsmanship among its members. As a registered charity, RUFC recognises the importance of effective risk management to achieve its charitable objectives and ensure the safety and well-being of its members, volunteers, and stakeholders.

**Purpose:** The purpose of this policy is to establish a framework for identifying, assessing, prioritising, and managing risks associated with RUFC's activities. It aims to ensure a systematic and proactive approach to risk management, protecting the club, its beneficiaries, and stakeholders.

**Scope:** This policy applies to all trustees, employees, volunteers, and stakeholders involved in RUFC's work. It covers all aspects of the club's operations, including but not limited to programs, finances, reputational risk, and governance.

**Risk Management Strategy:** RUFC's risk management strategy comprises the following key elements:

1. **Risk Identification:** Conduct regular risk assessments to identify potential risks that may impact the club's operations.
2. **Risk Assessment:** Assess and quantify the identified risks based on their likelihood and potential impact.
3. **Risk Mitigation:** Develop and implement procedures to mitigate identified risks. This may include avoidance, mitigation, insurance, and acceptance of risks.
4. **Risk Monitoring and Review:** Regularly review and monitor risks to ensure that risk management measures are effective and up-to-date.

### Key Risk Areas:

1. **Financial Management:** Membership income is the largest source of funding for the Club and ensuring that this is sufficient to cover the cost of providing sporting activities for the community and our registered players is a key focus. Additionally, Ensuring there is sufficient working capital is maintained and actively manage the club's grounds to ensure high-quality playing surfaces.
2. **Safeguarding:** Ensuring the wellbeing and safety of all Club members, especially those under 18
3. **Health and Safety:** Implement health and safety policies to protect players, coaches, volunteers, and spectators. This includes first aid procedures, emergency protocols, and regular safety inspections.
4. **Reputational Risk:** Maintain a positive reputation by adhering to ethical standards, promoting inclusivity, and engaging with the community.
5. **Operational Risks:** Ensure effective governance and management practices, including clear roles and responsibilities for trustees and staff.

### Responsibilities:

1. **Trustees:** The trustees have overall responsibility for ensuring that there is an appropriate system of controls in place and that risk management is embedded in the club's operations.
2. **Management Team:** The management team is responsible for implementing the risk management policy and ensuring that risks are identified, assessed, and managed effectively.
3. **Staff and Volunteers:** All staff and volunteers have a role in identifying and reporting risks within their respective areas of responsibility.

**Review and Reporting:** The risk management policy will be reviewed annually by the trustees to ensure its effectiveness and relevance. Any changes to the policy will be approved by the board of trustees and communicated to all stakeholders.

**Conclusion:** By adopting this Risk Management policy, Rotherfield United Football Club aims to create a safe and supportive environment for all its members and stakeholders, ensuring the club's



resilience and continued success.

## **Rotherfield United Football Club Volunteer Management Policy**

**Introduction:** Rotherfield United Football Club (RUFC) values the contributions of its volunteers and recognises their essential role in achieving the club's charitable objectives. This policy aims to provide a framework for the recruitment, management, and support of volunteers, ensuring a positive and rewarding experience for all involved.

**Purpose:** The purpose of this policy is to outline the principles and procedures for effectively managing volunteers at RUFC. It aims to ensure that volunteers are treated fairly, supported in their roles, and provided with opportunities for personal and professional development.

**Scope:** This policy applies to all volunteers involved in RUFC's activities, including trustees, coaches, event organisers, and other support roles. It covers all aspects of volunteer management, from recruitment and training to recognition and retention.

**Volunteer Management Strategy:** RUFC's volunteer management strategy comprises the following key elements:

1. **Recruitment:** Implement a transparent and inclusive recruitment process to attract volunteers from diverse backgrounds. Ensure that volunteer roles are clearly defined and advertised through various channels.
2. **Induction and Training:** Provide comprehensive induction and training programs to equip volunteers with the necessary skills and knowledge to perform their roles effectively. This includes health and safety training, safeguarding, and role-specific training.
3. **Support and Supervision:** Assign a designated volunteer coordinator to provide ongoing support and supervision to volunteers. Regular check-ins and feedback sessions will help address any concerns and ensure volunteers feel valued and supported.
4. **Recognition and Retention:** Recognize and celebrate the contributions of volunteers through various means, such as awards, certificates, and public acknowledgment. Implement strategies to retain volunteers by offering opportunities for growth and development.

### **Key Volunteer Areas:**

1. **Coaching and Training:** Ensure that volunteer coaches receive appropriate training and support to deliver high-quality coaching sessions. This includes access to coaching resources and continuous professional development opportunities.
2. **Event Management:** Provide volunteers involved in event management with clear guidelines and support to ensure the smooth running of events. This includes training on event planning, logistics, and health and safety protocols.
3. **Community Engagement:** Encourage volunteers to participate in community outreach programs and initiatives. This helps strengthen the club's ties with the local community and promotes a positive image of RUFC.

### **Responsibilities:**

1. **Trustees:** The trustees have overall responsibility for ensuring that there is an appropriate system of controls in place for volunteer management and that volunteers are integrated into the club's operations.
2. **Volunteer Coordinator:** The volunteer coordinator is responsible for implementing the volunteer management policy, overseeing the recruitment and training of volunteers, and providing ongoing support and supervision.
3. **Volunteers:** All volunteers are expected to adhere to the club's policies and procedures, including health and safety guidelines, safeguarding protocols, and the code of conduct.

**Review and Reporting:** The volunteer management policy will be reviewed annually by the trustees to ensure its effectiveness and relevance. Any changes to the policy will be approved by the board of trustees and communicated to all stakeholders.

**Conclusion:** By adopting this Volunteer Management Policy, Rotherfield United Football Club aims to create a supportive and inclusive environment for all its volunteers, ensuring their contributions are



recognized and valued. This policy will help RUFC achieve its charitable objectives and continue to make a positive impact on the community.

## Rotherfield United Football Club Complaints Handling Policy

**Introduction:** Rotherfield United Football Club (RUFC) is committed to providing a high standard of service to its members, volunteers, and stakeholders. We recognise that from time to time, there may be concerns or complaints about our activities. This policy aims to provide a clear and fair process for handling complaints, ensuring that they are addressed promptly and effectively.

**Purpose:** The purpose of this policy is to outline the procedures for managing complaints at RUFC. It aims to ensure that all complaints are handled in a consistent, transparent, and timely manner, and that appropriate action is taken to resolve issues and improve our services.

**Scope:** This policy applies to all members, volunteers, trustees, employees, and stakeholders of RUFC. It covers all types of complaints, including those related to programs, services, governance, and conduct.

**Complaints Handling Strategy:** RUFC's complaints handling strategy comprises the following key elements:

1. **Receiving Complaints:** Complaints can be made verbally or in writing. All complaints should be directed to the Club Secretary or a designated complaints officer.
2. **Acknowledging Complaints:** Complaints will be acknowledged within five working days of receipt. The acknowledgment will include an outline of the complaints handling process and an estimated timeframe for resolution.
3. **Investigating Complaints:** An impartial investigation will be conducted to gather relevant information and assess the validity of the complaint. This may involve interviewing relevant parties and reviewing documentation.
4. **Resolving Complaints:** Based on the findings of the investigation, appropriate action will be taken to resolve the complaint. This may include providing an explanation, offering an apology, or implementing corrective measures.
5. **Communicating Outcomes:** The complainant will be informed of the outcome of the investigation and any actions taken to address the complaint. This will be done within a reasonable timeframe.

### Key Areas of Complaints:

1. **Program and Service Delivery:** Complaints related to the quality, accessibility, or effectiveness of RUFC's programs and services.
2. **Governance and Management:** Complaints related to the governance, management, or administration of RUFC.
3. **Conduct and Behaviour:** Complaints related to the conduct or behaviour of RUFC members, volunteers, trustees, or employees.

### Responsibilities:

1. **Trustees:** The trustees have overall responsibility for ensuring that there is an appropriate system of controls in place for handling complaints and that complaints are addressed in a fair and transparent manner.
2. **Complaints Officer:** The complaints officer is responsible for implementing the complaints handling policy, overseeing the investigation of complaints, and ensuring that complaints are resolved effectively.
3. **Members and Volunteers:** All members and volunteers are expected to adhere to the club's policies and procedures, including the complaints handling policy, and to report any concerns or complaints in a timely manner.

**Review and Reporting:** The complaints handling policy will be reviewed annually by the trustees to



ensure its effectiveness and relevance. Any changes to the policy will be approved by the board of trustees and communicated to all stakeholders.

**Conclusion:** By adopting this Complaints Handling Policy, Rotherfield United Football Club aims to create a supportive and responsive environment for all its members and stakeholders. This policy will help RUFC address concerns promptly and effectively, ensuring the club's continued success and positive impact on the community.

## Rotherfield United Football Club Serious Incident Reporting Policy

**Introduction:** Rotherfield United Football Club (RUFC) is committed to maintaining a safe and supportive environment for all its members, volunteers, and stakeholders. This policy aims to provide a clear and structured process for reporting and managing serious incidents, ensuring that they are addressed promptly and effectively.

**Purpose:** The purpose of this policy is to outline the procedures for reporting and handling serious incidents at RUFC. It aims to ensure that all serious incidents are managed in a consistent, transparent, and timely manner, and that appropriate action is taken to address issues and prevent recurrence.

**Scope:** This policy applies to all members, volunteers, trustees, employees, and stakeholders of RUFC. It covers all types of serious incidents, including but not limited to safeguarding concerns, health and safety incidents, financial irregularities, and reputational risks.

**Serious Incident Reporting Strategy:** RUFC's serious incident reporting strategy comprises the following key elements:

1. **Identifying Serious Incidents:** Recognize and identify incidents that qualify as serious, such as those that pose a significant risk to the safety, well-being, or reputation of the club and its members.
2. **Reporting Procedures:** Establish clear procedures for reporting serious incidents, ensuring that all members and stakeholders are aware of how to report concerns.
3. **Investigating Incidents:** Conduct thorough and impartial investigations to gather relevant information and assess the validity of the reported incident.
4. **Taking Action:** Implement appropriate measures to address the incident, including corrective actions, reporting to relevant authorities, and providing support to affected individuals.
5. **Monitoring and Review:** Regularly review and monitor serious incidents to ensure that the club's response is effective and that lessons are learned to prevent future occurrences.

### Procedures for Reporting a Serious Incident:

1. **Immediate Reporting:** Any member, volunteer, trustee, or employee who becomes aware of a serious incident must report it immediately to the Club Secretary or a designated serious incident officer.
2. **Written Report:** A written report detailing the nature of the incident, the individuals involved, and any immediate actions taken must be submitted within 24 hours of the incident being identified.
3. **Acknowledgment:** The Club Secretary or serious incident officer will acknowledge receipt of the report within 48 hours and outline the next steps in the investigation process.
4. **Investigation:** An impartial investigation will be conducted to gather relevant information, interview involved parties, and assess the validity of the incident. The investigation should be completed within 14 days of the report being received.
5. **Action Plan:** Based on the findings of the investigation, an action plan will be developed to address the incident. This may include corrective measures, reporting to relevant authorities (e.g., Charity Commission, FA), and providing support to affected individuals.
6. **Communication:** The outcome of the investigation and any actions taken will be communicated to the relevant parties within a reasonable timeframe. Confidentiality will be



maintained throughout the process to protect the privacy of those involved.

**Responsibilities:**

1. **Trustees:** The trustees have overall responsibility for ensuring that there is an appropriate system of controls in place for handling serious incidents and that incidents are addressed in a fair and transparent manner.
2. **Serious Incident Officer:** The serious incident officer is responsible for implementing the serious incident reporting policy, overseeing the investigation of incidents, and ensuring that incidents are resolved effectively.
3. **Members and Volunteers:** All members and volunteers are expected to adhere to the club's policies and procedures, including the serious incident reporting policy, and to report any concerns or incidents in a timely manner.

**Review and Reporting:** The serious incident reporting policy will be reviewed annually by the trustees to ensure its effectiveness and relevance. Any changes to the policy will be approved by the board of trustees and communicated to all stakeholders.

**Conclusion:** By adopting this Serious Incident Reporting Policy, Rotherfield United Football Club aims to create a safe and supportive environment for all its members and stakeholders. This policy will help RUFC address serious incidents promptly and effectively, ensuring the club's continued success and positive impact on the community.

## **Rotherfield United Football Club Trustee Expense Policy**

**Introduction:** Rotherfield United Football Club (RUFC) values the contributions of its trustees and recognizes that they may incur expenses while carrying out their duties. This policy aims to provide a clear and fair process for reimbursing trustees for legitimate expenses incurred in the course of their work for the club.

**Purpose:** The purpose of this policy is to outline the principles and procedures for reimbursing trustees for expenses incurred while performing their duties. It aims to ensure that trustees are not financially disadvantaged as a result of their voluntary work and that the club's funds are used responsibly.

**Scope:** This policy applies to all trustees of RUFC. It covers all types of expenses that may be incurred in the course of their duties, including travel, accommodation, meals, and other necessary expenses.

**Expense Reimbursement Strategy:** RUFC's expense reimbursement strategy comprises the following key elements:

1. **Eligibility:** Trustees are eligible to claim reimbursement for expenses that are reasonable, necessary, and incurred in the course of their duties for the club.
2. **Expense Categories:** Eligible expenses include travel (mileage, public transport, parking), accommodation, meals, childcare or dependent care, and other necessary expenses directly related to the trustee's role.
3. **Claim Process:** Trustees must submit a completed expense claim form, along with relevant receipts and documentation, to the Club Treasurer within 30 days of incurring the expense.
4. **Approval:** Expense claims will be reviewed and approved by the Club Treasurer or a designated officer. Claims must be supported by appropriate documentation and comply with the club's guidelines.
5. **Reimbursement:** Approved expense claims will be reimbursed within 30 days of submission. Reimbursement will be made by bank transfer or cheque.

**Key Expense Areas:**

1. **Travel:** Trustees can claim mileage at the HM Revenue and Customs Authorised Mileage Rate (currently 45p per mile for cars, 24p per mile for motorcycles, and 20p per mile for





## Rotherfield United Football Club

bicycles). Public transport costs, parking fees, and taxi fares are also eligible for reimbursement.

2. **Accommodation:** Trustees can claim for reasonable accommodation costs incurred while attending meetings or events on behalf of the club. The maximum allowable rate for accommodation is £50 per night.
3. **Meals:** Trustees can claim for reasonable meal expenses incurred while performing their duties. The maximum allowable rates are £5 for breakfast, £10 for lunch, and £20 for dinner.
4. **Childcare or Dependent Care:** Trustees can claim for the actual cost of childcare or dependent care incurred while attending meetings or events on behalf of the club. Claims must be supported by receipts from a registered care provider.
5. **Other Expenses:** Trustees can claim for other necessary expenses directly related to their role, such as telephone calls, stationery, and postage. Claims must be supported by receipts and documentation.

### Responsibilities:

1. **Trustees:** Trustees are responsible for ensuring that their expense claims are reasonable, necessary, and supported by appropriate documentation. They must submit claims in a timely manner and adhere to the club's guidelines.
2. **Club Treasurer:** The Club Treasurer is responsible for reviewing and approving expense claims, ensuring that they comply with the club's guidelines, and processing reimbursements in a timely manner.
3. **Board of Trustees:** The Board of Trustees is responsible for overseeing the implementation of this policy and ensuring that it is reviewed and updated as necessary.

**Review and Reporting:** The trustee expense policy will be reviewed annually by the Board of Trustees to ensure its effectiveness and relevance. Any changes to the policy will be approved by the board and communicated to all trustees.

**Conclusion:** By adopting this Trustee Expense Policy, Rotherfield United Football Club aims to support its trustees in their voluntary roles and ensure that they are not financially disadvantaged. This policy will help RUFC manage its funds responsibly and maintain transparency in its financial practices.

## Rotherfield United Football Club Trustee Conflicts of Interest Policy

**Introduction:** Rotherfield United Football Club (RUFC) is committed to maintaining the highest standards of integrity and transparency in its operations. This policy aims to provide a clear framework for identifying, managing, and resolving conflicts of interest among trustees, ensuring that all decisions are made in the best interests of the club and its beneficiaries.

**Purpose:** The purpose of this policy is to outline the principles and procedures for managing conflicts of interest among trustees at RUFC. It aims to ensure that trustees act in the best interests of the club and avoid situations where personal interests could conflict with their duties.

**Scope:** This policy applies to all trustees of RUFC. It covers all types of conflicts of interest, including financial, personal, and professional interests that could influence a trustee's decision-making.

**Conflicts of Interest Strategy:** RUFC's conflicts of interest strategy comprises the following key elements:

1. **Identifying Conflicts of Interest:** Trustees must declare any personal, financial, or professional interests that could potentially conflict with their duties to the club. This includes interests of close family members and connected parties.
2. **Recording Conflicts of Interest:** All declared conflicts of interest will be recorded in a Register of Interests, which will be maintained by the Club Secretary and reviewed annually.
3. **Managing Conflicts of Interest:** When a conflict of interest arises, the affected trustee must



withdraw from discussions and decisions related to the matter. The remaining trustees will assess the conflict and determine the appropriate course of action.

4. **Monitoring and Review:** The Register of Interests and the effectiveness of the conflicts of interest policy will be reviewed annually by the trustees to ensure compliance and relevance.

**Procedures for Managing Conflicts of Interest:**

1. **Declaration of Interests:** Trustees must complete a Declaration of Interests form upon appointment and update it annually or whenever a new conflict arises. The form should detail any personal, financial, or professional interests that could potentially conflict with their duties.
2. **Agenda Item:** Conflicts of interest will be a standing agenda item at the start of each trustee meeting. Trustees must declare any conflicts related to the agenda items at the beginning of the meeting.
3. **Withdrawal from Discussions:** Trustees with a declared conflict of interest must withdraw from discussions and decisions related to the matter. They will not be counted towards the quorum for that agenda item.
4. **Recording Decisions:** The minutes of the meeting will record the declared conflict, the trustee's withdrawal from discussions, and the decision made by the remaining trustees.

**Responsibilities:**

1. **Trustees:** Trustees are responsible for declaring any conflicts of interest and adhering to the procedures outlined in this policy. They must act in the best interests of the club and avoid situations where personal interests could conflict with their duties.
2. **Club Secretary:** The Club Secretary is responsible for maintaining the Register of Interests, ensuring that conflicts of interest are recorded and managed appropriately, and providing guidance to trustees on the policy.
3. **Board of Trustees:** The Board of Trustees is responsible for overseeing the implementation of this policy and ensuring that it is reviewed and updated as necessary.

**Review and Reporting:** The trustee conflicts of interest policy will be reviewed annually by the Board of Trustees to ensure its effectiveness and relevance. Any changes to the policy will be approved by the board and communicated to all trustees.

**Conclusion:** By adopting this Trustee Conflicts of Interest Policy, Rotherfield United Football Club aims to maintain the highest standards of integrity and transparency in its operations. This policy will help RUFC manage conflicts of interest effectively, ensuring that all decisions are made in the best interests of the club and its beneficiaries.

## **Rotherfield United Football Club Bullying and Harassment Policy**

**Introduction:** Rotherfield United Football Club (RUFC) is committed to providing a caring, friendly, and safe environment for all members, volunteers, and stakeholders. Bullying and harassment of any kind are unacceptable at RUFC, and we are dedicated to ensuring that everyone is treated with dignity and respect.

**Purpose:** The purpose of this policy is to outline the principles and procedures for preventing and addressing bullying and harassment at RUFC. It aims to create a positive and inclusive environment where all individuals can participate in football without fear of bullying or harassment.

**Scope:** This policy applies to all members, volunteers, trustees, employees, and stakeholders of RUFC. It covers all forms of bullying and harassment, including physical, verbal, emotional, and cyberbullying.

**Definitions:**

- **Bullying:** Offensive, intimidating, malicious, or insulting behaviour that undermines,



## Rotherfield United Football Club

humiliates, or injures the recipient. It can be physical, verbal, emotional, or cyber in nature.

- **Harassment:** Unwanted conduct affecting the dignity of individuals, which may be related to age, gender, race, disability, religion, belief, sexuality, nationality, or any personal characteristic. It can be persistent or an isolated incident.

**Bullying and Harassment Strategy:** RUFC's strategy for preventing and addressing bullying and harassment comprises the following key elements:

1. **Prevention:** Promote a culture of respect and inclusivity through education, training, and awareness programs. Encourage positive behaviour and teamwork among members.
2. **Reporting:** Establish clear procedures for reporting bullying and harassment. Ensure that all members and stakeholders are aware of how to report concerns.
3. **Investigation:** Conduct thorough and impartial investigations into reported incidents. Gather relevant information and assess the validity of the complaint.
4. **Resolution:** Take appropriate action to address the incident, including disciplinary measures, support for affected individuals, and measures to prevent recurrence.
5. **Monitoring and Review:** Regularly review and monitor incidents of bullying and harassment to ensure that the club's response is effective and that lessons are learned to prevent future occurrences.

### Procedures for Reporting Bullying and Harassment:

1. **Immediate Reporting:** Any member, volunteer, trustee, or employee who becomes aware of bullying or harassment must report it immediately to the Club Welfare Officer or a designated officer.
2. **Written Report:** A written report detailing the nature of the incident, the individuals involved, and any immediate actions taken must be submitted within 24 hours of the incident being identified.
3. **Acknowledgment:** The Club Welfare Officer or designated officer will acknowledge receipt of the report within 48 hours and outline the next steps in the investigation process.
4. **Investigation:** An impartial investigation will be conducted to gather relevant information, interview involved parties, and assess the validity of the incident. The investigation should be completed within 14 days of the report being received.
5. **Action Plan:** Based on the findings of the investigation, an action plan will be developed to address the incident. This may include disciplinary measures, support for affected individuals, and measures to prevent recurrence.
6. **Communication:** The outcome of the investigation and any actions taken will be communicated to the relevant parties within a reasonable timeframe. Confidentiality will be maintained throughout the process to protect the privacy of those involved.

### Responsibilities:

1. **Trustees:** The trustees have overall responsibility for ensuring that there is an appropriate system of controls in place for preventing and addressing bullying and harassment.
2. **Club Welfare Officer:** The Club Welfare Officer is responsible for implementing the bullying and harassment policy, overseeing the investigation of incidents, and ensuring that incidents are resolved effectively.
3. **Members and Volunteers:** All members and volunteers are expected to adhere to the club's policies and procedures, including the bullying and harassment policy, and to report any concerns or incidents in a timely manner.

**Review and Reporting:** The bullying and harassment policy will be reviewed annually by the trustees to ensure its effectiveness and relevance. Any changes to the policy will be approved by the board of trustees and communicated to all stakeholders.

**Conclusion:** By adopting this Bullying and Harassment Policy, Rotherfield United Football Club aims to create a safe and supportive environment for all its members and stakeholders. This policy will help RUFC prevent and address bullying and harassment effectively, ensuring the club's continued success and positive impact on the community.



## **Rotherfield United Football Club Internal Charity Financial Controls Policy and Procedures**

**Introduction:** Rotherfield United Football Club (RUFC) is committed to maintaining the highest standards of financial integrity and accountability. This policy outlines the principles and procedures for financial controls within the club, ensuring compliance with the regulations of the Charity Commission for England.

**Purpose:** The purpose of this policy is to establish a framework for effective financial management, safeguarding the club's assets, and ensuring that all financial activities are conducted in a transparent and accountable manner.

**Scope:** This policy applies to all trustees, employees, and volunteers involved in the financial management of RUFC. It covers all financial activities, including budgeting, expenditure, income, and financial reporting.

### **Financial Controls Strategy:**

1. **Budgeting and Planning:** RUFC will prepare an annual budget, approved by the Board of Trustees, outlining expected income and expenditure. The budget will be reviewed regularly to ensure alignment with the club's objectives.
2. **Income Management:** All income, including grants, donations, and membership fees, will be recorded accurately and deposited into the club's bank account promptly. Receipts will be issued for all income received.
3. **Expenditure Management:** All expenditures must be authorised by the appropriate trustee or designated officer. Payments will be made by cheque or bank transfer, with supporting documentation retained for audit purposes.
4. **Financial Reporting:** Regular financial reports will be prepared and presented to the Board of Trustees, providing a clear overview of the club's financial position. Annual financial statements will be prepared in accordance with the Charity Commission's requirements.
5. **Internal Controls:** RUFC will implement internal controls to prevent and detect fraud, including segregation of duties, regular reconciliations, and independent reviews of financial transactions.

### **Procedures for Financial Management:**

1. **Authorisation of Expenditure:** All expenditures must be approved by the relevant trustee or designated officer. Large expenditures (over £1000) require approval from the Board of Trustees.
2. **Banking Arrangements:** The club's bank accounts will be managed by the Treasurer, with at least two signatories required for all transactions. Bank statements will be reviewed regularly to ensure accuracy.
3. **Record Keeping:** Accurate and up-to-date financial records will be maintained, including receipts, invoices, and bank statements. These records will be retained for a minimum of six years.
4. **Audit and Review:** The club's financial statements will be independently examined annually by a qualified auditor. The findings will be reported to the Board of Trustees and any recommendations implemented promptly.

### **Responsibilities:**

1. **Trustees:** Trustees are responsible for overseeing the financial management of the club, ensuring compliance with this policy, and acting in the best interests of RUFC.
2. **Treasurer:** The Treasurer is responsible for managing the club's finances, including budgeting, financial reporting, and maintaining accurate financial records.
3. **Employees and Volunteers:** All employees and volunteers involved in financial activities must adhere to this policy and follow the established procedures.

**Review and Reporting:** This policy will be reviewed annually by the Board of Trustees to ensure its



effectiveness and relevance. Any changes to the policy will be approved by the board and communicated to all trustees, employees, and volunteers.

**Conclusion:** By adopting this Internal Charity Financial Controls Policy and Procedures, Rotherfield United Football Club aims to ensure the highest standards of financial integrity and accountability, safeguarding the club's assets and ensuring that all financial activities are conducted in the best interests of the club and its beneficiaries.

## Depreciation and Capitalisation Policy

### 1. Purpose

This policy sets out the approach taken by Rotherfield United Football Club (the "Club") to the capitalisation and depreciation of tangible fixed assets, in line with the requirements of the Charity SORP (FRS 102). It incorporates the concept of materiality to ensure that the Club's financial reporting focuses on items significant enough to affect the understanding of its financial position.

### 2. Scope

This policy applies to all tangible fixed assets purchased, donated, or otherwise acquired by the Club, including but not limited to:

- Pitch and ground improvements
- Clubhouse fixtures and fittings
- Equipment (e.g. goals, tractor, etc.)

### 3. Materiality Level for Capitalisation (Capitalisation Threshold)

The materiality level is the minimum cost at which an asset is capitalised.

The Club will capitalise individual tangible fixed assets with a purchase or fair value cost of £500 or more, provided the asset has an expected useful life of more than one year.

Assets costing less than £500, or with a useful life of 12 months or less, are considered not material for capitalisation purposes and will be recorded as expenditure in the year of purchase.

Examples:

- Capitalised assets: ride-on mower (£1,200), clubhouse heating upgrade (£700)
- Expensed items: match balls (£200), training cones (£50), portable speaker (£300)

### 4. Depreciation Method

Tangible fixed assets are depreciated on a straight-line basis over their estimated useful lives, with no residual value unless otherwise stated.

Asset Category	Estimated Useful Life	Depreciation Rate
Pitch & ground improvements	10 years	10% per annum
Clubhouse fixtures & fittings	5 years	20% per annum



## Rotherfield United Football Club

Equipment	3 years	33% per annum
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### 5. Depreciation Start Date

Depreciation will commence in the month the asset is brought into use.

### 6. Review of Useful Lives

The Club will review the materiality level, useful lives, and depreciation methods annually to ensure they remain appropriate to the nature of the assets held and the Club's size.

### 7. Disposal of Assets

When an asset is disposed of, the cost and accumulated depreciation are removed from the asset register. Any gain or loss on disposal is recognised in the Statement of Financial Activities in the year of disposal.

### 8. Policy Review

This policy will be reviewed every three years, or sooner if there are significant changes in accounting standards or the Club's operations.





Rotherfield United Football Club