



Woking Boys and Girls Club

Registered Charity No: 292342, operating as

Woking Town FC



**Trustees Annual Report
Year Ending 30th April 2021**

The Trustees present this report accompanied by the Treasurer's Report and independently examined accounts for the year ended 30th April 2021.

Structure, Governance and Management

Woking Boys and Girls Club registered as a charity on 8th May 1986 governed by its Constitution, last amended on 26th June 2016.

This year the Woking Town Football Club consisted of 18 teams and 250+ players across the U5 to U18 age groups and 43 volunteers plus our professional development partner Skillzone coaches.

As a membership organization, our members comprise the children, Club Trustees, Officers and other Volunteers, with Parents or Guardians holding constitutional proxy to vote on behalf of their children.

The Trustees who served during this Financial Year were:

1. Michael Hodges, Chairman & Club Secretary, appointed 6th July 2017
2. David Franklin, Treasurer, appointed 16th June 2015
3. Kevin Brunning, Membership Secretary, appointed 16th June 2015
4. Daniel Parmer, Quartermaster, appointed July 2019
5. Tim Butler, Facilities Co-ordinator, appointed 26th June 2016
6. Rainy Gill, Deputy Chair, appointed 1st May 2018

These Trustees currently comprise the central Club Committee, which meets quarterly and are responsible for its management and operation. They are appointed or re-appointed annually at our AGM, with interim appointments made as necessary by the Board of Trustees.

All Trustees, Officers and other volunteers give their time freely and receive no remuneration or additional benefit.

Safeguarding Children

Safeguarding has been at the heart of the Club and COVID continued to reduce football activities that led to continuous risk assessments across our training and matchday events and facilities and the implementation of any protocols and guidelines introduced by the F.A. the Government.

Woking Town F.C. takes the safeguarding of children extremely seriously, and in response to this critical issue and with the valuable input of our Child Welfare Officer, Michael Hodges, and the Surrey FA, we continue to ensure that:

- All the Volunteers and Development partners involved in training or managing the children have up to date Enhanced Criminal Records Bureau/Disclosure and Barring Service clearances (CRCs). The club now has close to 43 adults participating in activities with the Children and requiring CRC, and this is reviewed monthly
- We continue to offer the official Club jacket or training top so that children and parents can easily recognise the Club representatives when they are involved with footballing activities. This has been extended to our development Partner SkillZone
- The Club website has been updated to ensure it is in line with the current guidance given by the Surrey FA regarding safeguarding children
- Under the Surrey FA guidance, all-volunteer referees that regularly referee in Mini Soccer must complete a CRC by the Club.



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Any Safeguarding issues are reported to the CWO, and issues are reviewed, monitored and minuted at the Committee Meetings. As a Club, we take our responsibilities towards safeguarding children very seriously and will continue to monitor and update any aspect of the Club's running where it is considered there may be a potential risk, however small.

Social Responsibilities of the Club in the Community

Our Constitution defines our charitable objective as ***"to provide and encourage recreation and leisure time activities and occupations for boys and girls who reside in or near Woking, to improve their conditions of life"***.

The Club continues to focus on providing support and encouraging children to play and participate in football and use Football as a vehicle to help them through some tough and challenging times in their lives. The club has focused on three explicit activities in 2020-2021

1. The Club continues to actively promote financial support through our Benevolent Fund to enable children who may be socially excluded due to difficult circumstances to participate in our football programme.
2. The club actively works with Active Surrey and the Metropolitan Police to support Children in the Woking area who are experiencing hardships and ill fortune by using Football to support their development and refocus their lives around positivity
3. The Club made funding available to help any families impacted by the impact of COVID.

The Club uses its position to support social activities that benefit the children in and around the Woking area. The Club will look to recruit into its Committee a member who can facilitate and build out this activity as we look to give back to our communities.

Facilities

The club expanded its facilities in 2021 to support the objective of having training during the week on 3G pitches and promoting Futsal across the club.

Working with the Woking Borough Council, the club secured 3G training facilities at the brand new Eastwood Leisure Centre in Sheerwater, Woking, on Thursdays & Fridays evenings and Saturday mornings.

The Club continues to secure training facilities at Woking High School, the Sports Box and Winston Churchill School and continues to play matches at Woking College and St Johns The Baptist.

Indoor facilities were secured at Woking High School to support the build-out of Futsal across the club.

FA Charter Standard

The Charter Standard Scheme is the best practice guide that sets coaching, administration, and child protection standards for all clubs outside the Football League and Premier League.

Our necessary ongoing focus is upon annual Charter Standard re-accreditation and maintaining our Development Club status. The Club was granted re-accreditation for Development Club status on 1st January 2021.



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The F.A.'s RESPECT Code requires everyone's conduct/behaviour to comply with good practices. The Club continues to demand full compliance from officers and players to parents and spectators to ensure that it maintains its Development Club accreditation level.

Officers

The club extends its thanks to all the Committee members who work tirelessly to ensure football is played at all levels and help secure training and match day sites that improve and maintain the football experience.

The Club wishes to thank Tim Butler, who has tirelessly and diligently arranged the facilities ensuring all our matches and training sessions were completed and facilitating a cohort of referees to support our matches.

To David Franklin, who continues to ensure that the Club's finances are secure and all tax benefits associated with our status are processed and claimed. Our thanks to Dan Parmar for providing the kit and equipment on time and within budget.

Our thanks go out to the Committee that moves the Club forward and continues to embrace change and innovation.

Football Development

The club is looking to extend its association with its development partner into providing pathways for Coaches, development squads and girls football. These activities are expected to bear fruit into the 2022 – 2023 season.

The Club will also look to expand the number of coaches to achieve the Level 1 FA Coaching course at the end of the season.

The club has partnered up with Skillzone to drive and play and pay initiative at Eastwood on Saturdays to drive the development of our younger age groups (U5/U6), representing the club's future. The Club hopes this will lay the foundation for a strong Under seven age group next season.

We continue to look for initiatives to build the membership base in all age groups by running recruitment drives at local schools and communities, which has met limited success.

Partnerships

The Club is actively looking for Partnerships with other Clubs to support any teams that come under stress from membership declines = particularly in the older age groups, and to share and build out facilities. We believe that these relationships will become more significant as the market becomes more competitive and the need for facilities to support the needs of our members.

Thanks

The Club wishes to thank all the coaches and parents' reps who put in many hours to ensure that training and games are played.

The Clubs many volunteers' continued dedication, supported and strengthened by our coaching partners, Skillzone, reflects developing team spirit and strength. It is gratifying to see the Club's teams playing so well and, most importantly, enjoying their Football.

Recruitment and Governance



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Continuing to recruit active volunteers and improved internal and external communications have been a significant area of focus for the Board of Trustees and Officers of the Club this year.

A significant amount of work has made the Club more efficient by automating processes through the Club's website. A Coaches area supports all the requirements and registration of expenses to coaches ordering kit and an online portal for paying Ref expenses.

Last year we recognised a need to support and manage the younger age groups much more closely and ensure the set-up of the younger age groups' growth is sustainable for the coming season. Our partnership with Skillzone was a step in this direction, and we hope to see it bear fruit in 2022.

We have continued to push forward with

- Regular Committee Meetings to discuss Governance issues expenditure, Child Welfare, facility management and Club initiatives.
- Regular (at least quarterly) Trustee/Officers and Coaches meetings
- Improvements to the Club administration, including self serve portals on the website to reduce administration improve efficiencies, including direct requests through the website for kit requests, CRB checks, and expenses.
- Introduction of Member Mojo to ensure a smoother joining process and reduce administration easing player registration, payment and timelier issuance of improved and updated annual membership forms

The Club's volunteers continue to make an invaluable contribution to the success of the Club. Their commitment and contribution ensure the club continues to grow and thrive.

Recruiting members passionate about building the Club into one of the most successful in Woking continues to be our long term objective.

We, therefore, continue to reach out to members to help facilitate the club's growth and be part of its success story on and off the pitch in making a valuable contribution to building an environment to foster the growth and development of young football players young across Woking.

Financial Review

Our Professional Advisors during this financial year were:

1. Independent Examiner (Year End Accounts) – Hilary Dickenson
2. Bankers – Barclays and PayPal.

For financial performance details, refer to the separate Treasurer's Report with Income and Expenditure Sheet, Balance Sheet and Independent Examiner's Report, and our thanks go once again to David Franklin for his sterling ongoing efforts as Treasurer.

On behalf of the Board of Trustees,

Michael Hodges
Trustee

Date: 12th December 2021



Woking Boys and Girls Club

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Honorary Treasurer's Report for the Year to 30th April 2021

Woking Boys and Girls Club ("the Club"), also known as Woking Town FC, is constituted by Deed of Trust and is a registered Charity No. 292342 (England and Wales).

Accounting Policies

The Accounts are prepared on a Receipts and Payments basis as permitted by Section 42(3) of the Charities Act 1993, as amended by Section 28 of the Charities Act 2006. The Statement of Financial Activities therefore reconciles only to the Cash and Bank Account balances in the Balance Sheet Statement. There are no accruals or prepayments shown in the accounts.

The Club owns equipment to support training and match events which are held in either a secure lock-up container owned by the Club, the value of which was written off on acquisition, or by arrangement within premises operated by Woking Borough Council, Woking College, Winston Churchill School and St John the Baptist School. The Club is not registered for Value Added Tax so all expenditure is shown inclusive of VAT. Furthermore the Club has no liability to Income or Corporation Taxes.

Accounts for the 2020/2021 financial year were reviewed on 15th March 2022 by an Independent Examiner whose report is appended to the annual accounts and available on request.

Financial Report

The Club is reporting an operating surplus of £37,930 for the 12-month period to 30th April 2021. The surplus is in part due to the receipt of 2 years of gift aid totalling £21,135 and in part due to significant restrictions because of COVID meaning the club was unable to provide facilities for large parts of the financial year. Whilst the club offered refunds to our members, the vast majority declined the refund, choosing instead for the club to bolster its reserves. Where members accepted a refund, it will be reflected in the next annual return. The club had a number of exceptional expenses in the period as a result of COVID.

Membership income for the year remained broadly the same in this financial year although very slightly down on the previous year. All other recurring expenses were reduced this year as a result of the COVID, severely restricting the operations of the charity. Member numbers remain high at over 250 for year:

- a) The Club operates on a receipts and payments accounting basis.
- b) Gift Aid Claim was claimed and received for both this financial year and the prior financial year.
- c) As a result of COVID, the club spent money on a number of one off initiatives to try and restrict the potential spread of the virus through playing activities, these included individually named water bottles for all children (£1,745), signage and sanitisation (£1,130) and a number of other incidental expenses.
- d) The club continues to invest in the website and the development is now largely complete, one off costs this year (£750).
- e) Pitch hire costs continue to remain challenging, although not reflected in the overall costs for the year due to the ongoing COVID restrictions resulting in pitch hire cancellations, the costs are artificially low in this year's financial statements. There will be a significant increase next year.
- f) The club fun day was cancelled this year due to COVID restrictions.
- g) The club was committed to support our community and this year enhanced the offer of financial support for families affected financially due to COVID and we saw an increase in benevolent claims this year to £640. The club's benevolent reserve remains high at around £7,000 and the trustees agreed not to further increase the amount available this year.

The Trustees remain comfortable with the Club's financial position. The Club continues to operate with a cash surplus of almost £50,000 (excluding exceptionals) and, crucially, a number of our expense categories, such as professional coaching, have sufficient flexibility to allow us to manage our financial performance in any given period. Our objective remains for the Club to cover its operating expenses from member subscriptions alone whilst still allowing us to maintain our significant levels of investment in clothing, equipment and professional coaching. Any surplus generated from tournaments, and other third party sources, should not form part of the Club's core funding needs over the longer term.

Annual subscription fees have been revised across all age groups for 2021/22 to a flat £220 for all age groups excluding U5/U6 which we have transferred to our professional coaching partner to manage and develop, the increase reflects to anticipated increase in pitch hire costs in the next financial year. The committee have agreed to continue to implement a surcharge for late payment of fees made after the 1st October, primarily to cover the administration costs. We believe the Club offers excellent value for our members as subscriptions cover a variety of training opportunities, finance our programme of continuous investment in modern training equipment and allow us to provide high quality clothing on a 2-yearly cycle. Additionally each player has the opportunity to benefit from professional coaching at no extra cost.

Convid-19 has had an impact on society but the club demonstrated commitment to ensure that our players were able to continue to play football and the trustees supported the committee with full financial backing to allow the club to operate when restrictions allowed us to.

The Club remains committed to its significant training investment in partnership with SkillZone to provide each player with professional coaching opportunities throughout the season. This will continue for the 2021/2022 season as professional coaching allows the Club to differentiate itself from other football clubs in the area, support the development needs of players whilst providing a powerful marketing tool to attract new players.



David Franklin
Honorary Treasurer
30th Nov 2021

WOKING BOYS AND GIRLS CLUB		
Statement of Financial Activities	2020/2021	2019/2020
30th April 2021	(12 Months)	(12 Months)
INCOME		
Annual Subscriptions	£45,190.58	£45,794.40
Bank Interest	£26.86	£119.88
Grants, Donations & Sponsorship	£2,469.45	£300.00
HMRC Gift Aid	£21,135.33	£0.00
Presentation Day Income	£0.00	£719.28
Other Income	£2,707.29	£1,061.13
TOTAL INCOME	£71,529.51	£47,994.69
EXPENSES		
Club Expenses		
CRB Fees	£10.00	£260.00
Clothing and Equipment	£14,063.41	£19,498.11
Insurance	£769.20	£788.00
Other Expenses	£2,908.95	£4,190.83
Pitch Hire	£12,102.25	£18,807.25
Subscriptions Payable	£0.00	£440.00
Professional Coaching	£1,746.00	£5,604.00
Trophies	£645.29	£21.47
Team Expenses		
Team & Player Registration	£30.00	£2,117.50
Referee Fees	£1,324.00	£3,273.31
TOTAL EXPENSES	£33,599.10	£55,000.47
OPERATING DEFICIT/SURPLUS	£37,930.41	-£7,005.78

WOKING BOYS AND GIRLS CLUB		
Balance Sheet	30-Apr-2021	30-Apr-2020
ASSETS		
Cash and Bank Accounts		
Barclays Bank Club Treasury Account	£807.12	£151.66
Barclays Bank Deposit Account	£87,692.42	£50,417.47
TOTAL ASSETS	£88,499.54	£50,569.13
LIABILITIES & EQUITY		
LIABILITIES	£0.00	£0.00
EQUITY:		
- Club Reserves	£81,343.29	£42,772.88
- Benevolent Reserves	£7,156.25	£7,796.25
TOTAL LIABILITIES & EQUITY	£88,499.54	£50,569.13
Approved by the Treasurer		
David Franklin		
30th Nov 2021		



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Woking Boys' and Girls' Club

**On accounts for the year
ended**

30/04/2021

**Charity no
(if any)**

292342

Set out on pages

3-4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30/04/2021**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

15/03/2022

Name:

Hilary Dickenson

**Relevant professional
qualification(s) or body
(if any):**

Address:

2 Pinehurst Gardens

West Byfleet

Surrey KT14 6HB

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of
any items that the
examiner wishes to
disclose.**

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