



Woking Boys and Girls Club

Registered Charity No: 292342, operating as

Woking Town FC



Trustees Annual Report Year Ending 30th April 2022

The Trustees present this report accompanied by the Treasurer's Report and independently examined accounts for the year ended 30th April 2022.

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 47 volunteers plus four Skillzone coaches.

As a membership organisation, our members comprise the children, Club Trustees, Officers and other Volunteers, with Parents or Guardians holding constitutional proxies 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, the Treasurer, was appointed on 16th June 2015
3. Kevin Brunning, Membership Secretary, appointed 16th June 2015
4. Daniel Parmer, the Quartermaster, was appointed in July 2019
5. Tim Butler, Facilities Co-ordinator, appointed 26th June 2016
6. Rainy Gill, Deputy Chair, Resigned

We want to extend our thanks to Rainy Gill who served as a Vice Chair.

These Trustees currently comprise the central club Committee, which meets monthly and is 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 as we continued to suffer the affects of COVID as the pandemic that not only reduced football activities but led to multiple risk assessments across our training and match day facilities and the introduction of protocols and guidelines introduced by the F.A. and the Government.

Woking Town F.C. take 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 have reinforced our safeguarding procedures as follows:

- The Enhanced Criminal Records Bureau/Disclosure and Barring Service clearances (CRCs) across the whole Club have been in a state of ongoing review, and it has been ensured that all Trustees, Officers and other Volunteers have up-to-date CRCs



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- For those volunteers that were coaching children, CRCs were either completed or in the process
- All Club officials have been issued with an official Club jacket or training top so that children and parents can easily recognise the Club representatives at any time they are involved with footballing activities
- 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.
- The continued structure has been maintained this year for the signing-in and signing-out of children.

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.

Objectives and Activities

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"***.

In furtherance of this objective, our Trustees and Officers are aware of the Charity Commission's guidance on Public Benefit and plan activities accordingly.

Our activities' focus remains the provision of football coaching to boys and girls, targeting the development of their Football, team and interpersonal skills. This currently starts with our youngest Under-five age group essential skills development. Our mini soccer age groups continue through increasing skills training and development and progress to youth football with more intensive training and development.

Our Benevolent Fund is a complementary activity for providing financial support to enable children who may be socially excluded due to difficult circumstances to participate in our football programme and is administered in strict confidence.

The Club continues as it has always done to help those in trouble or deprived of Football, and we continue to offer generous funding to children in the Woking area. We also made funds available for any families impacted by the effect of COVID.

We have taken this one step further by as a club and working with the CWO officer taking active participation within the Community through Surrey Police and Active Surrey where we have identified children struggling in their environments and requiring financial aid. We have integrated them into the club and given them support through participating in sports. We have seen this activity bring some huge rewards in changing behaviour and providing valuable support



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Achievements and Performance

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 on the annual Charter Standard re-accreditation and maintaining our Development Club status. The Club was granted re-accreditation for Development Club status on 1st January 2022.

Our thanks go to Tim Butler, who has tirelessly and diligently arranged the facilities ensuring all our matches and training sessions were completed.

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

We thank all the coaches, and parents' reps who put in many hours to ensure training and games are played.

We will be embarking on activity into next season to bring almost 12 coaches up to Level 1 to support our coaching development.

The F.A.'s RESPECT Code requires everyone's conduct/behaviour to comply with good practice requirements and expectations at all national and international football levels. To meet these requirements and ensure that we do not compromise our Development Club accreditation level, we strive for full club compliance from officers and players to parents and spectators.

Football Development

We have invested heavily in the lower age groups and we expect that we will have over 25 kids in the U7 for the 2022-23 season. It is also one of the objectives of the club to drive the development of girls' football and we hope to have at least two teams in the 2022-23 season. This has been supported by a grant from Barclays Bank totalling £500.

We continue to look to partner with a Football Development Partner to build out an academy at one level and develop pathways at all levels for those of lesser ability who want to pursue football as a sport.

We see our target as having Professional Coaches at every age group level across the club and in some of the larger groups more than one supported by volunteers.

Our many volunteers' continued dedication, supported and strengthened by our coaching partners, Skillzone, reflects developing team spirit and strength across age groups. It is gratifying to see our teams playing so well and, most importantly, enjoying their Football.

Facilities

The Club has made a big push to upgrade the training and match day facilities which have led to increases in the fees. But we are now proud to say that all our teams now train on 3G enhancing



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the playing experience for the children and we managed to secure Eastwood Leisure centre for our training needs on Thursday, and Friday and the younger age groups on Saturday. We have also managed to secure the 3G at Woking College for matches on Sunday.

The club continues to play home matches at Woking College and St Johns The Baptist in Woking.

Weekday training is held at the 3G sites at Fullbrook, the Sports Box and Winston Churchill.

We continue to look for a permanent site across Woking for our Football and have signed a letter of intent to develop a 3G site at St John's the Baptist if we can secure funding which will be a major watershed for the club. We have put together an internal committee to drive this initiative and we look forward to progressing it into 2023.

Administration

Recruiting active volunteers, managing ongoing kit issues, and improving communications, both internal and external, have been significant areas of focus for the Board of Trustees and Officers of the Club this year. It has been evident again to the Trustees/Officers this year that there is a requirement to support and manage the younger age groups much more closely, and we need to ensure the set-up of the younger age groups is sustainable for the coming season. This is currently a work in progress, but the following are significant improvements that the Board has undertaken in the year to 30th April 2022:

- Regular (at least quarterly) Trustee/Officers and Coaches meetings
- Improvements to the Club administration, including the maintenance of the Whole Game System and CRB checks for all Club Coaches and Officers for Charter Standard status
- Ongoing maintenance of a comprehensive, by the team, financial budget with regular review of current spend
- Introduction of a more thorough process for player registration, payment and timelier issuance of improved and updated annual membership forms
- Development of internal communications via WhatsApp groups and a new website
- Development and discussion on new training and match day playing sites at BDB and SJB for the 2021 season

Our extensive body of member volunteers continues to make an invaluable contribution to the success of our Club. As ever, we are indebted and grateful for the many hours they spend working on behalf of our young players. We are conscious as a Board, however, that the constant encouragement of more volunteers is an ongoing requirement and must be factored in, particularly in the younger age groups. We find it challenging to encourage more parents to volunteer, so we would encourage all club members to spread how rewarding volunteering is and the significant contribution it makes to the Club and particularly to all our young players.



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Targets for 2023

The Committee will continue to target the Clubs long-term vision which is to :

- continue to focus on building on the membership to our long-term target of 500 children
- build out a Football Development roadmap with a partner to facilitate and support this growth
- seek to locate or secure money to provide a permanent home for the club and its players
- provide training at all levels of football development
- support the children through their development and above all ensure they enjoy playing football in a safe, inclusive environment with the best-in class facilities
- develop an equal number of girls' teams as the boys in 5 years

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: 8th February 2023



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Honorary Treasurer's Report for the Year to 30th April 2022

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 2021/2022 financial year were reviewed on 18th January 2023 by an Independent Examiner whose report is appended to the annual accounts and available on request.

Financial Report

The Club is reporting an operating deficit of £30,414 for the 12-month period to 30th April 2021. The deficit is in large part due to the large increase in pitch hire and maintenance costs, up from a pre-COVID annual average of around £20k, to more than doubling to over £45k in the year. There are several factors driving the increase; Reflecting the clubs commitment to providing the best possible facilities for the children by providing as much access to 3G and indoor facilities as possible, but importantly as a result of the significant increase in hire costs in the area due to reduced supply and increasing demand.

The club has also seen a reduced number of parents willing to get involved in coaching on a regular basis (despite introducing reduced annual fees for those who do) and this has meant an increased demand for using our professional coaching partners skillzone, with annual costs also almost doubling from pre-COVID averages.

In response to Child Welfare protection all football associations now require any parent regularly getting involved in linesman and referee duties must undergo CRC checks and this has resulted in the increased use of professional referees, which has also meant costs have increase more than 25% for referees.

Membership income for the year remained broadly the same in this financial year although very slightly up on the previous years due to us introducing a flat subscription structure across all age groups:

- a) The Club operates on a receipts and payments accounting basis.
- b) Gift Aid Claim was delayed and will be reflected in the next financial year.
- c) The Eastwood 3G facility has been reintroduced as a playing venue following the completion of the development, our parent and children have given very positive feedback.
- d) The club continues to invest in the website and the development is now largely complete although we are introducing additional functionality (expenses claim, kit ordering and enhanced coach's area to name some).
- e) Pitch hire costs are increasingly challenging and the club continues to look for alternatives, but remain committed to providing high quality venues.
- f) The club fun day was cancelled this year due to venue challenges, but will be re-introduced in the 22/23 season.
- g) The club was committed to support our community and this year enhanced the offer of financial support for families who continue to be affected financially but additionally the club has joined an initiative with Surrey Police and Social Services to get children off the street and has provided some financial support this year and will continue to do so indefinitely.

The Trustees remain comfortable with the Club's financial position. The Club continues to operate with a cash surplus of almost £50,000 and, crucially some of our expense categories 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, that has been a significant challenge this year given the unexpected increase in pitch hire and maintenance costs, having built up enough reserves the club continues to have a healthy financial position.

Annual subscription fees have been revised across all age groups for 2022/23 to a flat £250 for all age groups excluding U5/U6 which with our professional coaching partner to manage and develop, the increase reflects the continued commitment of providing top class facilities next season. 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. The club continues to remain one of the cheapest in the county and the committee is committed to capitalise on that over the next few seasons having increased capacity, to increase its member numbers.

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 2022/2023 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 Sept 2022

WOKING BOYS AND GIRLS CLUB		
Statement of Financial Activities	2021/2022	2020/2021
30th April 2022	(12 Months)	(12 Months)
INCOME		
Annual Subscriptions	£47,220.68	£45,190.58
Bank Interest	£8.20	£26.86
Grants, Donations & Sponsorship	£1,950.00	£2,469.45
HMRC Gift Aid	£0.00	£21,135.33
Presentation Day Income	£0.00	£0.00
Other Income	£22.31	£2,707.29
TOTAL INCOME	£49,201.19	£71,529.51
EXPENSES		
Club Expenses		
CRC Fees	£140.00	£10.00
Clothing and Equipment	£12,300.31	£14,063.41
Insurance	£392.00	£769.20
Other Expenses	£4,854.38	£2,908.95
Pitch Hire	£47,160.25	£12,102.25
Subscriptions Payable	£0.00	£0.00
Professional Coaching	£8,088.00	£1,746.00
Trophies	£1,027.54	£645.29
Team Expenses		
Team & Player Registration	£1,167.30	£30.00
Referee Fees	£4,485.69	£1,324.00
TOTAL EXPENSES	£79,615.47	£33,599.10
OPERATING DEFICIT/SURPLUS	-£30,414.28	£37,930.41

WOKING BOYS AND GIRLS CLUB		
Balance Sheet	30-Apr-2022	30-Apr-2021
ASSETS		
Cash and Bank Accounts		
Barclays Bank Club Treasury Account	£1,204.64	£807.12
Barclays Bank Deposit Account	£56,880.62	£87,692.42
TOTAL ASSETS	£58,085.26	£88,499.54
LIABILITIES & EQUITY		
LIABILITIES	£0.00	£0.00
EQUITY:		
- Club Reserves	£50,929.01	£81,343.29
- Benevolent Reserves	£7,156.25	£7,156.25
TOTAL LIABILITIES & EQUITY	£58,085.26	£88,499.54
Approved by the Treasurer		
David Franklin		
30th Sept 2022		



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**

30/04/2022

**Charity no
(if any)**

292342

Set out on pages

(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 **30/04/2022**.

**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:

18/01/2023

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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