



Woking Boys and Girls Club

Registered Charity No: 292342, operating as

Woking Town FC



Trustees Annual Report Year Ending 30th April 2023

The Trustees present this report accompanied by the Treasurer's Report and independently examined accounts for the year ended 30th April 2023.

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 25 teams and 300+ players across the U5 to U18 age groups and 47 volunteers plus four Skillzone coaches.

As a membership organisation, our members comprise of 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

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

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 Disclosure and Barring Service (DBS) 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 an up-to-date DBS check.
- ☐ For those volunteers that were coaching children, DBS checks were completed.
- ☐ 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 who regularly referee in Mini Soccer must complete a DBS by the Club.



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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 cost-of-living crisis and we continue to support families who need assistance.

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 2023.

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 2023-24 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 three teams in the 2023-24 season.

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.



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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 the playing experience for the children we now utilise Eastwood Leisure Centre for our training needs on Thursday, and Friday and the younger age groups on Saturday. We also use 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 The Sports Box and Winston Churchill.

We continue to look for a permanent site across Woking for our Football and target the development of a 3G site 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 2024.

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 2023:

- ☐ Regular (at least quarterly) Trustee/Officers and Coaches meetings
- ☐ Improvements to the Club administration, including the maintenance of the Whole Game System and DBS checks for all Club Coaches and Officers for Charter Standard status
- ☐ Ongoing comprehensive financial management with an annual budget and regular reviews 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 of pitch improvements at match day playing sites at Woking College and SJB for the 2023/24 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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Club Objectives and Key Results for the next 3 years

The Committee will continue to target the Clubs with the following Objectives :

No	Key Objective	Key Result in 2023-2024	Current Status	Status
Objective 1	Build on the membership of the club to support growth and facility build-out.	Target 400+ membership in 2023-2024	Achieved 320 membership (Dec 2023) an increase of 30%	Green
Objective 2	Build out a Football Development roadmap with a partner to facilitate and support this growth	Roll out Stage 1 of 3 to the teams below U12	Although we have professional coaches for every age group and implemented a Development program we are still at Stage 1 of three	AMBER
Objective 3	Locate or secure money to provide a permanent home for the club and its players	We have not yet identified a viable site and secured any funding from the Football Foundation or other bodies	We have identified a club and facility and we look to progress in 2023-2024	RED At risk
Objective 4	Provide professional training at all levels of football development	All teams are provided with Professional Coaching	Completed	Done
Objective 5	Develop an Equal number of Girls Teams vs Boys	Target 6 Girls Teams	Currently at 10% of boys 3/27	GREEN
Objective 6	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	1. All our teams playing matches on 3G 2. 50% of Coaches at Level 1 3. All Coached DBS and SG registered	1. 3 teams 2. 30% 3. 100%	AMBER



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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:



Woking Boys and Girls Club

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Honorary Treasurer's Report for the Year to 30th April 2023

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, located at Woking College, the value of which was written off on acquisition, or by arrangement within other playing premises, Winston Churchill School, St John the Baptist School, Eastwood Leisure Centre and Woking High 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 2022/2023 financial year were reviewed on 27th February 2024 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 £8,256 for the 12-month period to 30th April 2023. Whilst the deficit is significantly reduced from last year, costs remain a challenge and the club officials have kept these to a minimum whilst keeping the standard of kit and facilities high. WTFC operate excellent facilities, we offer excellent training and this is reflected with a higher than normal player growth this season, with player subs in particular up around 30% over last season, with only 1/3rd of that due to the increased member fee over the 21/22 season. Club officials continue to drive player increases and this is particularly noticeable in the younger age group with further increases in girl memberships, a real success for the club.

Whilst the club continues to see slight increases in parental involvement, the committee approved contracting into a partnership agreement with Skillzone for the 2023/24 season, which will see a significant increase in professional coaching rewarded by growing member numbers. This increased professionalisation of coaching will be across all age groups.

As with all football associations now WTFC are increasing their DBS registration numbers for all parent and officials who step up to represent both the club and child reflecting the upward trend of CRC registrations.

Membership income has significantly increased for the year with the club continuing to charge a flat fee structure across all age groups, with continued incentives offering sibling discounts for multi child families, and discounts available to club officials to encourage participation:

Highlights;

- 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 continues to be the preferred venue with both our parents and children giving very positive feedback. This remains an expensive venue
- d) The club continues to invest in the website and the development continues with both WTFC members and officials actively using the various links for club and team admin and all opposition officials are now directed to the website for all information relating to upcoming games and venues. It is hoped that with increased website traffic, the club will begin to attract additional sponsorship.
- 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 again this year due to venue challenges, but will hope to be re-introduced in the 23/24 season.
- g) The club is committed to attracting underprivileged children and significant reserves remain for this support to be continued.

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. Whilst costs do remain a challenge the club continues to have a healthy financial position.

Annual subscription fees have been revised across all age groups for 2023/24 to a flat £295 for all age groups excluding U5 who are managed by our professional coaching partner to develop and get the children ready for introducing them to WTFC in the club's introductory age group U6 who also pay a reduced first year fee of £160. The increase reflects the continued commitment of providing top class facilities next season, increased use of professional coaching and the introduction of a club wide training kit for all age groups.

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 but importantly an enhanced partnership will be introduced for the 2023/2024 season. 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
29th February 2024

WOKING BOYS AND GIRLS CLUB		
Statement of Financial Activities	2022/2023	2021/2022
30th April 2023	(12 Months)	(12 Months)
INCOME		
Annual Subscriptions	£62,200.13	£47,220.68
Bank Interest	£132.71	£8.20
Grants, Donations & Sponsorship	£5,918.00	£1,950.00
HMRC Gift Aid	£0.00	£0.00
Presentation Day Income	£0.00	£0.00
Other Income	£411.75	£22.31
TOTAL INCOME	£68,662.59	£49,201.19
EXPENSES		
Club Expenses		
CRC Fees	£210.00	£140.00
Clothing and Equipment	£17,237.15	£12,300.31
Insurance	£811.76	£392.00
Other Expenses	£5,291.34	£4,854.38
Pitch Hire	£37,510.25	£47,160.25
Subscriptions Payable	£160.00	£0.00
Professional Coaching	£9,216.00	£8,088.00
Trophies	£1,041.81	£1,027.54
Team Expenses		
Team & Player Registration	£1,830.50	£1,167.30
Referee Fees	£3,610.00	£4,485.69
TOTAL EXPENSES	£76,918.81	£79,615.47
OPERATING DEFICIT/SURPLUS	-£8,256.22	-£30,414.28

WOKING BOYS AND GIRLS CLUB		
Balance Sheet	30-Apr-2023	30-Apr-2022
ASSETS		
Cash and Bank Accounts		
Barclays Bank Club Treasury Account	£875.71	£1,204.64
Barclays Bank Deposit Account	£48,953.33	£56,880.62
TOTAL ASSETS	£49,829.04	£58,085.26
LIABILITIES & EQUITY		
LIABILITIES	£0.00	£0.00
EQUITY:		
- Club Reserves	£42,672.79	£50,929.01
- Benevolent Reserves	£7,156.25	£7,156.25
TOTAL LIABILITIES & EQUITY	£49,829.04	£58,085.26
Approved by the Treasurer David Franklin 30th Sept 2023		



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Woking Boys' and Girls' Club

On accounts for the year
ended

30/04/2023

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 30/04/2023.

Responsibilities and
basis of report

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Date:

27/02/2024

Name:

HILARY DICKENSON

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

Address:

2 PINEHURST GARDENS

WEST BYFLEET

SURREY KT14 6HB

Only complete if the examiner needs to highlight material 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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