



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	06	04	2022		Day 05	Month 04	Year 2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

The Moatfield, Bournehall Lane	
Bushey	
Herts	
Postcode	WD23 3JU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Steven Schofield	Treasurer		Club committee
2	Robert Henney	Chairman		Club committee
3	Stuart Cutler			Club committee
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17				
18				
19				
20				

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

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Trustee selection methods
(eg. appointed by, elected by)

Appointed by committee

Additional governance issues (Optional information)

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

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

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Section C Objectives and activities

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

To provide football facilities to local youth and adults.

To provide social facilities to the local community.

As above

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

Additional details of objectives and activities (Optional information)

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

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

Summary of the main achievements of the charity during the year

Providing the opportunity for children and adults to play football.

7 youth teams and 2 adult teams

Section E

Financial review

Brief statement of the charity's policy on reserves

Any spare money is invested in a business savings account with HSBC

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

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

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

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s) S.Schofield

Full name(s) Steven Schofield

Position (eg Secretary, Chair, etc) Treasurer

Date 02/02/2024

Bushey Rangers Accounts 2022- 2023

Income

Bar	47650
Clubhouse	13485
Football	21126

Total Income **82261**

Expenses

Bar stock	32357
Bar services	9573
Clubhouse	25080
Football	17974

Total Expenses **84984**

Club profit/loss **-2723**

BUSHEY RANGERS

ACCOUNTANTS REPORT

Accounts for the year 6th April 2022 – 5th April 2023

I can confirm that I have checked and validated the Accounts for Bushey Rangers for the 2022/23 Financial Year.

All Financial Statements have been compiled in accordance with Accounting Standards and all entries are consistent with previous years.

Income

All Income was analysed and reconciled with the Bank, there were no outstanding items at the end of the financial year.

The Bar reconciliation forms were accounted for correctly in the accounts and reconciled with the bank. Account numbers referencing the entries in the account were included on the forms.

There continues to be cash transactions through the year. Due to the risks, this should be limited to keep tight controls and to protect those handling cash. With the continuation of cash transactions, there should be a paper trail and, therefore, these need to be authorized by an appropriate Committee member, in addition to the Treasurer, before any cash is withdrawn from the bank. If a physical signature is not possible then an electronic confirmation by email or the such, is sufficient. This should also have the reference number in the accounts clearly marked on the authorisation paperwork and dated. Withdrawal receipts have been provide, and these are appropriately numbered to match the Account entries, but no authorization process is clear. Where possible, invoices should always be received, cheques issued or bank transfers made, with copies included, to allow for the proper audit trail, instead of paying or refunding items out of cash balances.

Expenditure

All expenditure was analysed and there were no unidentified payments or outstanding items in the accounts at the end of the financial year.

On spot checking, all expenses had the appropriate paperwork to substantiate the payment and was cross referenced in the Accounts. Copies of online banking payments were also included in the paperwork, with any personal data removed/blacked out.

A Stock take was performed, and this was recorded in the financial statements correctly. The net book value of the Fixed Asset; the Clubhouse, continues to be depreciated on a fixed 50-year term basis, which is consistent with previous years. This is also recorded in the Balance sheet and the depreciation expense for the year was charged to the P&L.

Grant money received from Hertsmere Council back in March 2022, has now been spent in the year on Club House maintenance, as expected. This has now been released from the Balance sheet to the P&L to reflect this.

The Club is still deregistered for VAT, this continues to be a recommendation as taxable supplies are below the taxable threshold for the year.

There were no outstanding items from 2021/22 and no un-presented cheques at the end of the Financial Year 2022/23.

Total Income has increased over the past year by 11.6%. However, this includes the remaining Grant money from Hertsmere. Total Expenses are also up on last year by 8.6%. This also includes works carried out to the roof, which were partially funded by the remaining Grant.

The Club made an overall loss for the year of -£2.7k which is an improvement on last year at -£4.5k.

Main Points to Note:

1. The Bar Net Profit has increased from 10% to 12% with increased Bar income by 15.6%.
2. The combined Bar/Clubhouse performance has declined from -£2.6k in 21/22 to -£5.9k in the current year. This includes continued refurbishment works, which has been partially offset by remaining Grant money received in 2022.
3. Football Income has increased for the year by 22.4%. This is mainly due to the return of the Boys 6-aside event, which did not take place last Financial Year. Expenses were down by 6.4%. This positively impacted the profit at £3.1k in 22/23 compared to a loss of -£2k in 21/22.
4. Retained profit has dropped by £2.7k to £19.8k.

Recommendations

1. The club was under the Taxable Supplies threshold for the Financial Year 2022/23 and therefore should remain de-registered for VAT under Schedule 1 of the HM Revenue and Customs Requirements to Deregister, for the next Financial Year 2023/24. This is providing that Taxable Supplies for the following 30-day period does not exceed the threshold of £85,000.
2. For all Cash payment transactions to have an authorisation form completed by the Treasurer and signed by another member of the Committee, either in person or electronically by email, before cash is withdrawn. Withdrawal receipts should continue to be attached/included in the accounts and, where possible, the authorized paperwork for backup. This is to protect those handling cash and the Treasurer who manages the Cash.
3. For any online payment record to continue to have personal data, such as account numbers, removed or blacked out of all documentations under GDPR.
4. To provide the paperwork and any back-up documentation of all Stock takes performed during the year.

In conclusion, I can confirm that the Accounts give a true and fair view of the financial position of the entity.

K Brown

Kelly Brown (was Curtis) PQ CIMA

Jan 2024