

Windlesham Field of Remembrance

Charity Registration Number: 305138

Trustees Annual Report

31st January 2023

Legal and administrative details

**Status** The charity, known as "Windlesham Field of Remembrance" is an unincorporated organisation, regulated by the Charity Commissioners.

**Trustees** The following persons were Trustees during the year ended 31st January 2023

Mike Sheard	Chair, Windlesham Branch, Royal British Legion	resigned November 2022
Paul Nickson	Windlesham United Youth Football Club	resigned November 2022
Jam Davis	Bagshot Cricket Club	resigned November 2022
Robert Webb	Windle Valley Runners	
Philip Richardson	Windlesham Club & Theatre	
Heleen Hansen-Hjul	Windlesham Parish Council	
Kevin Lloyd-Bisley	Public member	resigned March 2022
Brian Chester	Public member	
David Hoggins	Public member	appointed January 2023
John Medhurst		

**Principal Address** Windlesham Hub, Windlesham Field of Remembrance, Kennel Lane, Windlesham GU20 8AA

**Officers**

Sue Clarkson	Secretary	resigned May 2022
Sophie Holt	Secretary	appointed June 2022
Tom Jack	Treasurer	
Robbin Lewis	Co-opted Open Space Coordinator	
Heleen Barclay	Co-opted Football Coordinator	appointed November 2022
Paul Nickson	Co-opted Cricket Coordinator	appointed November 2022
Jam Davis	Co-opted Hub Coordinator	

**Objectives** The provision and maintenance of the pavilion, playing fields, play areas, along with a wooded area and pond, for the benefit and recreation of the inhabitants of the Parish of Windlesham.

**Organisation** The Charity is run by the Trustees and officers. Regular meetings are held, along with an Annual General Meeting to which members of the public are invited to attend.

**Reserves** The Trustees recognise that reserves must be created to fund exceptional maintenance, for which a General Reserve has been created. In addition, there is a Building Fund for the new pavilion.

**Activities and review**  
 The Field has been actively used during the year, and its income is shown on Page 3.  
 The Officers have identified potential risks facing the charity, and consider there is adequate insurance cover in place, and any risks, not covered by insurance, are reduced to a minimum.  
 There are reserves of £468,492.82  
 The Trustees regard £422,386.38 of the Reserves as applicable to the Pavilion.

**Grants** The Trustees gratefully acknowledge funds granted from:  
 Football Foundation  
 Co-op Local Community Fund  
 Surrey Heath Borough Council  
 Windlesham Parish Council

Trustees Annual Report for the year ended 31st January 2023

Trustees Responsibilities

Under the Charities Act 1993, the trustees are required to prepare a statement of account for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the year and of its incoming resources and application of resources in the year. In preparing the statement, the trustees are required to:


Select suitable accounting policies and then apply them consistently;

Make judgments and estimates that are reasonable and prudent;

State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of account;

Prepare the financial statements on the "Going Concern" basis unless it is inappropriate to presume that the charity will continue its operations.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the charity at that time and to enable the trustees to ensure that the financial statements comply with the requirements of the Charities Act 1993 and regulation 3 of the Charities (Accounts and Reports) Regulations 1995. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and other irregularities.

Signed by order of the trustees  
  
Mike Sheard  
Chair  
DATE 21 June 2023

**WINDLESHAM FIELD OF REMEMBRANCE  
INCOME & EXPENDITURE STATEMENT  
Year to 31 January 2023**

	2023	2022
	£	£
<b>INCOME</b>		
Football & Cricket Clubs	6,617.90	4,562.50
Field rental	1,258.00	1,419.00
Hub income	48,578.45	35,826.00
Parish Council		
- Grants		420.00
- Bin Emptying Contribution	2,000.00	
Sundry income	790.00	
	<b>59,244.35</b>	<b>42,227.50</b>
<b>FUNDRAISING</b>		
Annual appeal - inc. Gift Aid	3,711.95	4,611.61
Summer Fete	3,200.00	3,200.00
Friends of the Field & General Donations	6,028.11	970.00
Grants	18,434.79	12,136.06
	<b>31,374.85</b>	<b>20,917.67</b>
<b>TOTAL</b>	<b>90,619.20</b>	<b>63,145.17</b>
<b>EXPENDITURE</b>		
Hub Costs	30,461.01	16,608.35
Electricity & Gas	11,202.48	3,990.98
Water	741.97	150.50
Internet & phone	858.89	557.30
Accounting software	322.80	227.00
Dog Waste Collection - Parish Council	2,000.00	2,000.00
Field Maintenance	17,264.40	19,479.00
Trees and general area	3,497.65	14,716.26
Play area	4,752.66	162.70
General	0.00	2,667.49
Insurance	1,930.34	1,596.50
	<b>73,032.20</b>	<b>62,156.08</b>
<b>INTEREST</b>	<b>86.68</b>	<b>0.17</b>
<b>NET INCOME BEFORE SINKING FUND</b>	<b>17,673.68</b>	<b>989.26</b>
Sinking Fund	6,000.00	6,000.00
<b>TRANSFER TO RESERVES</b>	<b>11,673.68</b>	<b>-5,010.74</b>



Windlesham Field of Remembrance  
INDEPENDENT EXAMINERS REPORT

I report on the financial statements of The Field of Remembrance for the year ended 31st January 2023, which are attached.

Respective responsibilities of trustees and examiner.

As the charity's trustees you are responsible for the preparation of the accounts and you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 in 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, I do not express an audit opinion on the view given by the accounts.

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 section 41 of the Act; and
  - prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act 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.
- 3 I have raised some minor issues with the Treasurer but these are not material to the overall financial position.

I have not inspected or obtained confirmation to the title deeds or Land Registry entry relating to the land.



R Harbord  
Independent Examiner  
DATE

22<sup>nd</sup> June 2023

## 1 Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the charity's financial statements.

### **Basis of accounting**

The financial statements have been prepared in accordance with applicable accounting standards and follow recommendations in Statement of Recommended Practice: Accounting by Charities.

### **Fixed Assets**

Fixed assets are shown at cost. Members of the public have contributed to some acquisitions and such subscriptions are shown against the original cost. Any balance remaining is written off in the year that the asset is first brought into use, to reduce to £1 net value, except for costs relating to the new Community Hall which is depreciated at the rate of 10% per annum.

### **Investment income**

Investment income is recognised when credited to the charity's account.  
All deposits / investments are with the Charities Office Investment Funds.

### **Charge on assets**

The grant from the Football Federation has a charge on the Field with a term of 21 years.