

Charity Registration Number: 305138

Trustees Annual Report

31st January 2024

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 2024		
	Mike Sheard	Chair, Windlesham Branch, Royal British Legion	end of term September 2023
	Philip Richardson	Windlesham Club & Theatre	
	Helen Hansen-Hjul	Windlesham Parish Council	resigned September 2023
	Kevin Lloyd-Bisley	Public member	end of term July 2023
	David Hoggins	Public member	
	John Medhurst	Public member	
	Ronald Starreveld	Windlesham Branch, Royal British Legion	appointed September 2023
	Matt Pettet	Bagshot CC	appointed June 2023
	Nick Terry	Windlesham United - Youth	appointed June 2023
Principal Address	Windlesham Hub, Windlesham Field of Remembrance, Kennel Lane, Windlesham GU20 6AA		
Officers	Sophie Holt	Secretary	
	Tom Jack	Treasurer	
	Robin Lewis	Co-opted Open Space Coordinator	
	Helen Barclay	Co-opted Hub Coordinator	
	Paul Nickson	Co-opted Football Coordinator	
	Jern Davis	Co-opted Cricket Coordinator	
	Pat Lewis	Windlesham Parish Council	appointed June 2023
	Mike Sheard	Acting Chair	appointed September 2023
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 maintenance, for which General and Sinking Fund Reserves have been created. In addition, there is a Pavilion Fund.		

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 £438,391.61
 The Trustees regard £369,554.10 of the Reserves as applicable to the Pavilion.

Grants

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

Trustees Annual Report for the year ended 31st January 2024

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

30 May 2024

**WINDLESHAM FIELD OF REMEMBRANCE
INCOME & EXPENDITURE STATEMENT
Year to 31 January 2024**

Page 3

	2024	2023
	£	£
INCOME		
Football & Cricket Clubs	6,558.96	6,617.90
Field rental	665.50	1,258.00
Hub income	49,554.73	48,578.45
Parish Council - Bin Emptying Contribution	3,500.00	2,000.00
Sundry income		790.00
	60,279.19	59,244.35
FUNDRAISING		
Annual appeal - inc. Gift Aid	2,850.25	3,711.95
Summer Fete	3,200.00	3,200.00
Friends of the Field & General Donations	7,770.87	6,028.11
Grants	10,032.50	18,434.79
	23,853.62	31,374.85
TOTAL	84,132.81	90,619.20
EXPENDITURE		
Hub Costs	26,630.78	30,461.01
Electricity & Gas	8,495.18	11,202.48
Water	807.15	741.97
Internet & phone	1,396.95	858.89
Accounting software		322.80
Dog Waste Collection - Parish Council	6,541.63	2,000.00
Field Maintenance	21,661.20	17,264.40
Trees and general area	4,733.00	3,497.65
Play area		4,752.66
Insurance	2,157.42	1,930.34
	72,423.31	73,032.20
INTEREST	1,243.39	86.68
NET INCOME BEFORE SINKING FUND	12,952.89	17,673.68
Sinking Fund	6,000.00	6,000.00
TRANSFER TO RESERVES	6,952.89	11,673.68

WINDLESHAM FIELD OF REMEMBRANCE
BALANCE SHEET
31 January 2024

2023 £			2024 £	
FIXED ASSETS				
1.00	Field			
1.00	Admiral Field			
0.00	Pavilion			
441,745.95	New Community Hall costs			
1.00	Gym			
1.00	Play Area - modular structure			
441,749.95				
CURRENT ASSETS				
1,917.72	Gift Aid due			
53,590.94	Current Bank Account			
7,342.42	CCLA			
62,851.08				
CURRENT LIABILITIES				
14,250.00	Creditors			
1,858.11	VAT			
16,108.11				
46,742.97	NET WORKING CAPITAL			
488,492.92	TOTAL ASSETS			

Cost	Building Fund / Amortisation	
2,886.00	2,885.00	1.00
12,000.00	11,999.00	1.00
2,184.00	2,184.00	0.00
630,541.94	251,850.19	378,691.75
10,000.00	9,999.00	1.00
42,341.00	42,340.00	1.00
699,952.94	321,257.19	378,695.75

10,721.07
64,701.85
75,422.92
14,250.00
1,477.06
15,727.06
59,695.86
438,391.61

FINANCED AS FOLLOWS

533,873.43	Reserves brought forward
11,673.68	Surplus/(-deficit) arising in year
6,000.00	Sinking Fund
-63,054.19	Depreciation adjustment
488,492.92	

General	Sinking Fund	Pavilion	Total
52,104.54	14,000.00	422,388.38	488,492.92
6,952.89			6,952.89
	6,000.00		6,000.00
		-63,054.19	-63,054.19
59,057.43	20,000.00	359,334.18	438,391.61

For and on behalf of the Managing Committee

R M Sheard B.Sc., FCA, FCT

R.M Sheard
Chairman

T Jack
Treasurer

30th May 2024
DATE

The above Balance Sheet and attached Income and Expenditure Statement agree with the books, records and information given to me.

R Harbord
Independent Examiner

DATE 30th May 2024

INDEPENDENT EXAMINERS REPORT

I report on the financial statements of The Field of Remembrance for the year ended 31st January 2024, 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.

 FCCA CIPFA

R Harbord
Independent Examiner
DATE

30th May 2024

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 20 years.