Company registration number: 07411693 Charity registration number: 1177198

# Tavistock Hockey Club

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 April 2021



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## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 30 April 2021.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)). They also comply with the Companies Act 2006 and Charities Act 2011.

#### **Trustees**

Mr D C Anning (resigned 11 October 2021)

Mr M K Gott

Mr P M Honey

Mrs K Kelly (resigned 31 July 2020)

Mrs S M Collar

Mr T L Honey (resigned 11 October 2021)

Miss J A Scott (resigned 31 July 2020)

Dr R Rizk (appointed 31 July 2020 and resigned 11 October 2021)

Miss E J Mills-Hicks (appointed 31 July 2020)

Ms B Deignan (appointed 11 October 2021)

Mr J Kurzman (appointed 11 October 2021)

Ms J Gaspar (appointed 11 October 2021)

## Objectives and activities

The club's objectives are set out in the charity's constitution and are summarised as to promote community participation in healthy recreation in particular by the provision of facilities and coaching for the sport of hockey.

A programme of activities aimed at attracting new and retaining the interest of regular established participants in hockey with the overall objective of growing participation in sport, sustaining participation through increased satisfaction and reducing drop off rates for 14-25 year old's and providing pathways for participants to excel in hockey regardless of age, gender, ability, sexual orientation, ethnicity or faith.

The club aims to continue to develop the facilities it has available to provide the members with the best possible opportunity to participate in the sport and excel.

## Trustees' Report

## Structure, governance and management

Tavistock Hockey Club is constituted as an incorporated charity, limited by guarantee. It is registered with the Charity Commission under the charity number 1177198, and with Companies House under the company number 07411693. It is governed by a constitution that was adopted on 22 May 2017.

Trustees are appointed and reappointed at the Annual General Meeting. Trustees are referred to the charity's constitution on appointment. This ensures that new/existing trustees are aware of their responsibilities under the Charities Act.

The trustees are supported in their management of the club by a sub-committee of members, all trustees and committee members are voluntary positions. The sub-committee are responsible for organising training, the collection of the membership and match fees and ensuring that the club is affiliated to the appropriate bodies.

Tavistock Hockey Club has the following policies in place: ethics & equality, disciplinary procedures, DBS and health & safety. They are affiliated to England Hockey, West Hockey Association and Devon Hockey Association.

Tavistock Hockey Club is also partnered with the Primary Leagues with local secondary schools (in particular Mount Kelly College) and local primary schools.

#### Public benefit

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

## Use of volunteers

Volunteers are an important resource to the club. They help coach and also umpire officiate league games. Club coaches and members have undertaken DBS checks.

## Trustees' Report

#### Achievements and performance

Following the upgrade to the facilities, including the building of a half pitch, the club is now seeking to utilise the use of these facilities in order to continue to develop training and playing opportunities for its members.

The trustees are currently exploring the possibility of upgrading and/or expanding the changing facilities, which will also offer better social distancing options under the current circumstances, but are seeking financial support in order to achieve this. An application for s106 monies from West Devon Borough Council has been submitted and we await the outcome of the application.

The club also participates in the local summer mixed league and teams are made up of both junior and senior members, old and new and anyone keen to play under the back to hockey regime. This is a window of opportunity to recruit new members from the community and enhance confidence, fitness and health.

Over the winter season there are badger teams for younger members who are too young to play in the adult leagues so that they can participate in competitive league hockey.

The junior section of the club has stabilised in numbers over last season. We continue to put sides out in all junior age groups up to U14 level. The junior section regularly participates (subject to Covid-19 restrictions) in the Plymouth junior league which results in an end of season tournament. Due to Covid-19 the amount of playing time has been significantly reduced and training and matches were few and far between in the 2020-21 season.

#### Covid 19

With the current threat to its members surrounding Covid-19, the club has been working exceptionally hard in conjunction with England Hockey and their regular guidance, to ensure total compliance and adherance to the rules and regulations put in place by the Government. This has seen additional measures introduced both on and off the pitch and the nomination of a Covid-19 officer to coordinate changes as and when received. Due to various lockdowns and advice from England Hockey the amount of training and matches played in the 2020-21 season was greatly reduced. The club followed England Hockey advice carefully to always maintain members' safety. This led to significantly lower income for the club during the year but it is expected to start to return to normal for the 2021-22 season.

## Financial review

The main source of income to the charitable company has been from subscriptions and match fees paid by its members.

Day to day expenses of the charitable company include affiliation fees, insurance, after match teas, provision of equipment, coaching costs and payment for appointed umpires by the Devon Hockey Umpires Association.

This year the charitable company has made a loss of £37,727 (2020: loss of £33,839).

## Trustees' Report

## Policy on reserves

The trustees have considered the requirements for reserves. This review covered the nature of income and expenditure streams and the need to match variable income with fixed commitments. The trustees are aware of the need to continually monitor reserves. At the year end unrestricted liquid reserves stood at £140,299 (2020: £151,464). The charity has sufficient reserves to cover both the reduced income due to Covid-19 and support the club for at least one year. With running costs ranging from £12,000 - £17,000 per annum, excluding the annual sink fund provision, the trustees are... satisfied that currently the charity has adequate reserves to fulfil its requirements for the foreseeable

## Investment policy and objectives

Cash balances in excess of current operating requirements mainly represent the holding of free reserves, and are therefore invested solely within short term accounts to ensure their availability at short notice and to minimise any risk of depletion of capital value.

#### Plans for future periods

## Aims and key objectives for future periods

The charity will continue to promote community participation in healthy recreation, and to continue to coach and support young talent. The charity continues to invest into and make full use of the new facilities.

In the current Covid-19 situation, the charity will remain focused on maintaining the health, safety and well-being of its members and all parties involved, by continuing to fully adhere to government and England Hockey guidelines, rules and regulations, and enhance its facilities and processes to cater for the changing threats and requirements.

## Going concern

The charity suffered a loss in the year of £37,727 (2020: £33,839), of this £26,565 related to depreciation charges and £10,000 to the annual sink fund provision (see note 12). At the year end the charity held £152,051 in cash reserves (2020: £163,165). The trustees have reviewed the current position of the charity along with the potential effects of Covid-19 on income and are of the opinion that there are sufficient resources available to enable the charity to continue in operational existence for the forseeable future and as such the charity continues to adopt the going concern basis in preparing the financial statements.

The annual report was approved by the trustees of the charity on 1212121 and signed on its behalf by:

Mr M K Gott

Mark K Gott

Trustee

## Statement of Trustees' Responsibilities

The trustees (who are also the directors of Tavistock Hockey Club for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- · select suitable accounting policies and apply them consistently;
- · observe the methods and principles in the Charities SORP;
- · make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on [0] 12 21. and signed on its behalf by:

Mr M K Gott Trustee

Mark K Gott

## Reference and Administrative Details

Trustees Mr M K Gott

Mr P M Honey Mrs S M Collar Miss E J Mills-Hicks

Ms B Deignan Mr J Kurzman Ms J Gaspar

Principal Office 5 Tannery Court

Saltash Cornwall PL12 4XB

Registered Office C/O Francis Clark LLP

North Quay House Sutton Harbour Plymouth Devon PL4 0RA

The charity is incorporated in England & Wales.

Company Registration Number 07411693

Charity Registration Number 1177198

Accountants Francis Clark LLP Chartered Accountants

North Quay House Sutton Harbour Plymouth Devon PL4 0RA

Statement of Financial Activities for the Year Ended 30 April 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds	Total 2021 £
Income from: Charitable activities	3	4,227	4,227
Total Income		4,227	4,227
Expenditure on: Charitable activities	4	(41,954)	(41,954)
Total Expenditure		(41,954)	(41,954)
Net expenditure		(37,727)	(37,727)
Net movement in funds		(37,727)	(37,727)
Reconciliation of funds			
Total funds brought forward		693,259	693,259
Total funds carried forward	13	655,532	655,532
		Unrestricted funds	Total 2020
	Note	£	£
Income and Endowments from: Charitable activities	. 3 _	15,640	15,640
Total income	_	15,640	15,640
Expenditure on: Charitable activities	4 _	(49,479)	(49,479)
Total expenditure	_	(49,479)	(49,479)
Net expenditure	<del>-</del>	(33,839)	(33,839)
Net movement in funds		(33,839)	(33,839)
Reconciliation of funds			• *
Total funds brought forward		727,098	727,098
Total funds carried forward	13 _	693,259	693,259

All of the charity's activities derive from continuing operations during the above two periods.

(Registration number: 07411693) Balance Sheet as at 30 April 2021

	Note	2021 £	2020 £
Fixed assets Tangible assets	8	515,233	541,795
Current assets		,	- · · · <b>,</b> · · - ·
Debtors	9	20,258	10,249
Cash at bank and in hand	10	152,051	163,165
		172,309	173,414
Creditors: Amounts falling due within one year	11	(2,010)	(1,950)
Net current assets		170,299	171,464
Total assets less current liabilities		685,532	713,259
Provisions	12	(30,000)	(20,000)
Net assets		655,532	693,259
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		655,532	693,259
Total funds	13	655,532	693,259

For the financial year ending 30 April 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

## Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476, and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 7 to 16 were approved by the trustees, and authorised for issue on .io./i.2/.2/ and signed on their behalf by:

Mr M K Gott Trustee

Mark K Gott

The notes on pages 9 to 16 form an integral part of these financial statements.

## Notes to the Financial Statements for the Year Ended 30 April 2021

## 1 Charity status

The charity is limited by guarantee, incorporated in England & Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

## 2 Accounting policies

#### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

## Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)). They also comply with the Companies Act 2006 and Charities Act 2011.

#### Basis of preparation

Tavistock Hockey Club meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

### Going concern

The charity suffered a loss in the year of £37,727, of this £26,562 related to depreciation charges and £10,000 to the annual sink fund provision (see note 12). At the year end the charity held £152,051 in cash reserves. The trustees have reviewed the current position of the charity along with the potential effects of Covid-19 on income and are of the opinion that there are sufficient resources available to enable the charity to continue in operational existence for the foreseeable future and as such the charity continues to adopt the going concern basis in preparing the financial statements.

#### Income

Income is recognised when received and consists mainly of match fees and membership fees.

#### Investment income

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

## Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably.

#### Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

## Notes to the Financial Statements for the Year Ended 30 April 2021

#### Support costs

Where applicable, support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita.

#### Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including accountant's fees, strategic management and trustees' meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

## Tangible fixed assets

Individual fixed assets costing £100 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

#### Asset class

Plant & machinery Leasehold Improvements

#### Depreciation method and rate

25% reducing balance Straight line over 15 - 45 years

## Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## **Provisions**

Provisions are recognised when the charity has an obligation at the reporting date as a result of a past event, it is probable that the charity will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Notes to the Financial Statements for the Year Ended 30 April 2021

## Financial instruments

## Classification

The charity holds the following financial instruments:

- · Short term other debtors and creditors;
- · Cash and bank balances.

All financial instruments are classified as basic.

## 3 Income from charitable activities

	Unrestricted funds General £	Total 2021 £ 4,227	Total 2020 £ 15,640
		Unrestricted funds	Total
		General	2021
		£	£
Subscriptions		4,227	4,227
		Unrestricted funds General £	Total 2020 £
Subscriptions		8,811	8,811
Match fees		5,263	5,263
Kit & equipment		646	646
Junior camps		920	920
		15,640	15,640

Notes to the Financial Statements for the Year Ended 30 April 2021

## 4 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	2021 £	2020 £
Equipment	50	-	50	1,461
Entry fees/ Affiliation	1,013	-	1,013	4,471
Social/ Match teas	-	•	-	1,456
Umpire expenses	108	_	108	144
Coaching	903	-	903	2,411
Sink fund	10,000	-	10,000	10,000
Insurance	-	764	764	771
Depreciation	26,562	-	26,562	26,565
Governance costs (note 5)	-	2,010	2,010	1,950
Office expenses	544	-	544	-
Miscellaneous costs	<del></del>	_		250
	39,180	2,774	41,954	49,479

£41,954 (2020 - £49,479) of the above expenditure was attributable to unrestricted funds and £Nil (2020 - £Nil) to restricted funds.

Within the expenditure analysed above, there are governance costs of £2,010 (2020 - £1,950) which relate directly to charitable activities. See note 5 for further details.

Notes to the Financial Statements for the Year Ended 30 April 2021

#### 5 Analysis of governance and support costs

#### **Governance costs**

	Unrestricted General fund £	Total 2021 £	Total 2020 £
Accountancy fees	.2,010	2,010	1,950
	2,010	2,010	1,950

## 6 Trustees' remuneration and expenses

During the year the charity made the following transactions with trustees:

## Mr T L Honey

Mr T L Honey received remuneration of £Nil (2020: £1,050) and £30 (2020: £187) of expenses were reimbursed to Mr T L Honey during the year.

Reimbursement was received in respect of the purchase of hand sanitisers.

#### Mrs J Gaspar

£70 (2020: £347) of expenses were reimbursed to Mrs J Gaspar during the year.

Reimbursement was received in respect of expenses for the Plymouth Mixed Summer League deposit.

#### Miss J A Scott

Miss J A Scott received remuneration of £Nil (2020: £575) and £Nil (2020: £20) of expenses were reimbursed to Miss J A Scott during the year.

## Mr D G Stanbury

Mr D G Stanbury received remuneration of £Nil (2020: £570) and £Nil (2020: £156) of expenses were reimbursed to Mr D G Stanbury during the year.

#### Mr M K Gott

£50 (2020: £Nil) of expenses were reimbursed to Mr M K Gott during the year.

Reimbursement was received in respect of the purchase of hockey balls for training.

## Dr R Rizk

£266 (2020: £Nil) of expenses were reimbursed to Dr R Rizk during the year.

Reimbursement was received in respect of the purchase of stationery, stamps and envelopes and two sum up machines.

#### Mrs K Kelly

£Nil (2020: £130) of expenses were reimbursed to Mrs K Kelly during the year.

## Notes to the Financial Statements for the Year Ended 30 April 2021

According to the Memorandum and Articles of Association of the charitable company, the trustees may receive a benefit from the charity in the capacity of a beneficiary of the charity provided that it is available generally to the beneficiaries of the charity and a director or connected person may enter into a contract for the supply of services (including hockey coaching services).

No trustees have received any other benefits or expenses from the charity during the year.

## 7 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## 8 Tangible fixed assets

	Leasehold improvements £	Plant and machinery £	Total £
Cost			
At 1 May 2020	594,867	479	595,346
At 30 April 2021	594,867	479	595,346
Depreciation			
At 1 May 2020	53,106	445	53,551
Charge for the year	26,553	9	26,562
At 30 April 2021	79,659	. 454	80,113
Net book value			
At 30 April 2021	515,208	. 25	515,233
At 30 April 2020	541,761	34	541,795
9 Debtors			
		2021 £	2020 £
Prepayments		258	249
Other debtors		20,000	10,000
		20,258	10,249

Debtors includes £20,000 (2020: £10,000) receivable after more than one year.

Notes to the Financial Statements for the Year Ended 30 April 2021

10 Cash and cash equivalents				
			2021 £	2020 £
Cash at bank Other cash and cash equivalents			152,051	161,587 1,578
			152,051	163,165
11 Creditors: amounts falling o	lue within one year	r		
			2021	2020
Accruals			2,010	1,950
12 Provisions				
			Other provision £	Total £
At 1 May 2020 Charged to the statement of reco	gnised gains and lo	sses	(20,000) (10,000)	(20,000) (10,000)
At 30 April 2021		·	(30,000)	(30,000)
Under a licence for use dated annum for 15 years towards future				
13 Funds				
	Balance at 1 May 2020 £	Incoming resources	Resources expended £	Balance at 30 April 2021 £
Unrestricted		. •		
General Unrestricted funds	693,259	4,227	(41,954)	655,532
	Balance at 1 May 2019 £	Incoming resources	Resources expended £	Balance at 30 April 2020 £
Unrestricted				
General Unrestricted funds	727,098	15,640	(49,479)	693,259

Notes to the Financial Statements for the Year Ended 30 April 2021

## 14 Analysis of net assets between funds

	Unrestricted funds £	Total funds at 30 April 2021 £
Tangible fixed assets	515,233	515,233
Current assets	172,309	172,309
Current liabilities	(2,010)	(2,010)
Provisions	(30,000)	(30,000)
Total net assets	655,532	655,532
	Unrestricted funds	Total funds at 30 April 2020
	£	2020 £
Tangible fixed assets		. — -
Tangible fixed assets Current assets	£	£
•	£ 541,795	£ 541,795
Current assets	£ 541,795 173,414	£ 541,795 173,414

## 15 Related party transactions

There were no related party transactions in the year other than those disclosed in Note 6.

# Chartered Accountants' Report to the Trustees on the Preparation of the Unaudited Statutory Accounts of Tavistock Hockey Club for the Year Ended 30 April 2021

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Tavistock Hockey Club for the year ended 30 April 2021 as set out on pages 7 to 16 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at http://www.icaew.com/en/members/regulations-standards-and-guidance/].

This report is made solely to the Board of Directors of Tavistock Hockey Club, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the accounts of Tavistock Hockey Club and state those matters that we have agreed to state to the Board of Directors of Tavistock Hockey Club, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Tavistock Hockey Club and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that Tavistock Hockey Club has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and results of Tavistock Hockey Club. You consider that Tavistock Hockey Club is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Tavistock Hockey Club. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Francis Clark LLP Chartered Accountants North Quay House Sutton Harbour

Plymouth Devon

PL4 ORA

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