

WHATTON & ASLOCKTON PLAYING FIELD TRUST

(Registered Charity - 1135385)

ANNUAL REPORTS AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2013

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Report of the Trustees for the year ended 31 March 2013

Background

The freehold of the playing field was purchased jointly by Aslockton Parish Council and Whatton-in-the-Vale Parish Council in 1994, with the aid of a grant from the Big Lottery Fund.

In May 2006 the Parish Councils entered into a Deed of Dedication with the National Association of Playing Fields (now Fields in Trust). The Deed of Dedication ensures that the playing field will remain a recreational facility in perpetuity for the benefit of the residents of Aslockton and Whatton-in-the-Vale.

The Deed of Dedication also appointed Aslockton Parish Council and Whatton-in-the-Vale Parish Council as the Sole Trustee (the 'Trustee').

On the 7th April 2010 the Whatton and Aslockton Playing Trust was registered with the Charity Commission as a Registered Charity – Number 1135385

Aims and Objectives

The Whatton and Aslockton Playing Field Trust aims to provide sporting and recreational facilities to the residents of Aslockton and Whatton-in-the-Vale.

Structure, Governance and Management

Trustee

The Trustee is Aslockton Parish Council and Whatton-in-the-Vale Parish Council (the 'Parish Councils')

The Parish Councils have established a Joint Sub-Committee to undertake the responsibilities of the Trustee on behalf of the Parish Councils. The members of the Joint sub-committee are as follows:

Cllr. Mansfield Barker (Aslockton Parish Council)

Cllr. Ray Dawson (Whatton-in-the-Vale Parish Council)

Cllr. Barbara Harris (Whatton-in-the-Vale Parish Council)

Cllr. Gregory Redford (Whatton-in-the-Vale Parish Council)

Cllr. Thomas Daws (Aslockton Parish Council)

The Trustee has delegated day to day management of the facility to the Whatton and Aslockton Playing Field Committee.

Committee

In 2006 the Trustee delegated the day-to-day management of the Playing Field to the Whatton and Aslockton Playing Field Committee (the 'Committee').

The Committee comprises:

- Two members appointed by Aslockton Parish Council;
- Two members appointed by Whatton-in-the-Vale Parish Council;
- One member appointed by Aslockton Cranmers Football Club;
- One member appointed by the Greyhounds Football Club;
- One member appointed by Whatton and Aslockton Cricket Club;
- One member appointed by Cranmer Arms Football Club (replacing Whatton United Football Club) and
- Four members elected at the Annual General Meeting.
- The Committee may also co-opt two additional Members.
- Members serve until the Annual General Meeting.

The Chairman, Vice-Chairman, Treasurer and Secretary are elected by the Committee at the committee meeting immediately following the Annual General Meeting.

Members

Name	Tenure	Residence
Cllr. Mansfield Barker	Appointed by Aslockton Parish Council	Aslockton
Bob Crawford	Appointed by the Greyhounds Football Club	Aslockton
Cllr. Thomas Daws	Appointed by Aslockton Parish Council from May 2012	Aslockton
Cllr. Ray Dawson	Appointed by Whatton-in-the-Vale Parish Council	Whatton-in-the-Vale
Martin Hallam	Appointed by Aslockton Cranmers Junior Football Club	Whatton-in-the-Vale
Richard Lambourne	Appointed by Whatton & Aslockton Cricket Club	Bingham
Gerry Nerney	Elected	Aslockton
Cllr. Gregg Redford	Appointed by Whatton-in-the-Vale Parish Council	Whatton-in-the-Vale
Cllr. Nigel Morley	Co-opted	Aslockton
Philip Frost	Co-opted	Aslockton

Officers

Chairman	Gregg Redford
Honorary-Treasurer	Ray Dawson
Secretary	Vacant
Ground Manager (Football Season)	Bob Crawford
Ground Manager (Cricket Season)	Richard Lambourne

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The law applicable to charities in England and Wales, the Charities Act 1993, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Review of the Year

Introduction

The individual elements of the playing field activities are provided in more detail below, but in general the committee has met its objectives in 2012/2013.

The Playing Field is lucky in having a pro-active and dedicated committee who not only give their time freely to attend and contribute to our monthly meetings and thus the overall management of the field, but many also contribute to the practical maintenance of the facilities.

Overview of Results for the Year

The total income for the year amounted to £6,712 (Prior Year £7,095), including gross Income from Fund Raising activities of £3,060 (Prior Year £3,554).

Operating Costs were £4,256 (Prior Year £3,247) producing an excess of Income over Expenditure before Extraordinary Maintenance Costs of £902 (Prior Year: £294). Extraordinary Maintenance Costs of £- (Prior year £760) were incurred during the year.

The Profit Transferred to reserves was £902 (Prior Year: £890).

The Bank position was a positive balance of £5,030 compared with the prior year figure of £5,403.

Sports areas

On behalf on the committee I would like to thank our Ground Managers for their work in ensuring that all our playing surfaces remain 'playable'. Both our Ground Managers, Bob Crawford (Football season) and Richard Lambourne (Cricket Season) give their time to ensure that our playing surfaces remain in the best condition possible.

The Cranmer Arms Football Club use the Senior Pitch alternating with the Greyhounds Football Club.

The Playing Field continues to support youth sport with Aslockton Cranmer Juniors and the junior side of Whatton and Aslockton Cricket Club.

Pavilion

Ad-hoc repairs have been made to the Pavilion during the year.

Diamond Jubilee Village

The Playing Field hosted the Diamond Jubilee celebrations in June 2012 and as a consequence there was no Village Gala during the year under review.

Forward projects

Pavilion

The Pavilion committee will continue to examine options for replacing the current pavilion.

GR Redford

CHAIRMAN of the Whatton and Aslockton Playing Field Committee
on behalf of the Trustee –May 2013

Operating Profit and Loss Account

	Note	Year Ended 31 st March 2013 £'s	Year Ended 31 st March 2012 £'s
Income from Ground Rental	2	1,190	1,111
Income from Pavilion Rental	3	662	630
Net Income from Fund Raising Activities	4	1,506	1,251
Parish Council Funding Contribution	5	1,800	1,800
Revenue Grants	6	-	
Other income	8	-	
TOTAL INCOME		5,158	4,792
Subscriptions, Licenses etc	9	35	60
Printing and Stationary	10	-	50
Postage and Delivery	11	-	4
Professional Fees	12	300	343
Insurance - Liability	13		-
Insurance – Building and Contents	14	312	436
Water Charges	15	52	116
Equipment and Field Safety checks	16	76	76
Rent – Meetings	17	29	(28)
Council Tax	18	161	139
Web Site	19	64	65
Grass Cutting	20	1,535	1,225
Pavilion Maintenance	21	476	19
Ground and Boundary Maintenance	22	857	382
Trade Waste disposal	23	-	48
Play Equipment Maintenance Reserve	32	200	200
Ground Maintenance Reserve	33	100	100
Miscellaneous Expenses	24	-	(93)
TOTAL EXPENSES		4,256	3,142
Profit before extra-ordinary items		902	1,650
Extra-ordinary Maintenance	25	-	760
PROFIT – TRANSFERRED TO RESERVES	35	902	890

Adopted by the Committee on 29th May 2013.

Balance Sheet

	Note	Year Ended 31 st March 2013 £'s	Year Ended 31 st March 2012 £'s
FIXED ASSETS			
Equipment		638	
Total Fixed Assets		638	127
CURRENT ASSETS			
Current Account	26	5,030	5,403
Prepayments	27	734	(11)
Cash-in-hand and Petty Cash	28	183	0
Sales Ledger	29	589	880
TOTAL CURRENT ASSETS	30	6,536	6,272
CREDITORS DUE WITHIN ONE YEAR			
Purchase Ledger	33	20	147
Accruals	34	-	301
TOTAL CREDITORS		20	447
NET CURRENT ASSETS		6,516	5,825
Total assets less current liabilities		7,155	5,952
CAPITAL AND RESERVES			
General Reserve	35	3,000	3,000
Play Equipment Reserve	31	600	400
Maintenance Reserve	32	300	200
Capital Reserve		3,255	2,352
		7,155	5,952

Adopted by the Committee on the 29th May 2013.

Cash Flow Statement

	Year Ended 31 st March 2013 £'s	Year Ended 31 st March 2012 £'s
OPERATING ACTIVITIES		
Net Income	902	890
Adjustments to reconcile net income to cash		
Decrease (Increase) in outstanding debtors	291	(225)
(Increase) Decrease in Prepayments	(617)	430
(Increase) Decrease in outstanding creditors	(127)	(38)
Increase (Decrease) in Play Equipment Reserve	200	200
Increase (Decrease) in Ground Reserve	100	100
Increase (Decrease) in accruals	(428)	(200)
Net Cash provided by Operating activities	321	528
INVESTING ACTIVITIES		
Equipment	(512)	
Net cash absorbed by investing activities	(512)	
FINANCING ACTIVITIES		
Movement in Reserves	-	600
Net Cash provided by Financing Activities	-	0
Net cash change for the period	191	1,128
Cash at beginning of the period	5,403	4,276
Cash at the end of the period	5,212	5,403

Adopted by the Committee on the 29th May 2013.

Accounting Policies and Other information

Accounting Policies

Introduction

The financial statements have been prepared under the historical cost convention.

Income and Expenditure

Where income is received in advance, recognition is deferred and included in creditors and where entitlement arises before income is received the income is accrued.

Where expenditure is made prior to the service or goods being provided the 'unused' element of the cost are carried forward into the next financial year as a 'prepayment'. Where goods or services have been received, but not yet invoiced, the amount is included in these accounts as an accrual.

No amounts are included in the financial statements for services donated by volunteers.

Reserves

Surpluses are transferred to Reserves, in the following manner:

- General Reserve – The target level for the General Reserve is an amount equal to the anticipated annual expenditure. Any surpluses are applied firstly to this reserve to maintain the target level of £3,000 per 2011/2012
- Capital Reserve - To fund future Capital Projects

Where donations or fund raising activities are for specific purpose proceeds of such donations or funding-raising will be allocated directly to the specified reserve.

Charity Status

The Whatton and Aslockton Playing Field Trust is a Registered Charity - Registration Number: 1135385.

Notes to the Accounts

1. These notes amplify various issues in the Accounts. The number in the 'Note' column in the Profit and Loss and Balance Sheet relates to these notes.
2. **Ground Rental** is derived from the four sports clubs using the facilities. The clubs are invoiced in November of each year.
3. **Pavilion Rental** is derived from the four sports club the facility. The clubs are invoiced in November of each year.
4. **Net Income from Fund Raising Activities** in the year under review relates to Income from the provision of Food and the Licensed Bar at the Diamond Jubilee event. A detailed analysis of the Event Income and Expenditure in provided below:

GROSS INCOME

Jubilee Event – Bar Income	£2,030	
Jubilee Event – Food Income	£1,030	<u>£3,060</u>
TOTAL INCOME		£3,060
Cost of Sales		(£1,554)
GROSS PROFIT		<u>£1,506</u>
Expenses		(£-)
<u>NET INCOME FROM FUND RAISING ACTIVITIES</u>		<u>£1,506</u>

5. **Parish Council Funding Contribution** reflects the Annual Contribution towards the running costs of the Playing Field by Aslockton and Whatton-in-the-Vale Parish Councils.
6. **Revenue Grants** – there were no revenue grants during the year.
7. **Donations and Sponsorship** – There was no Donations during the year.
8. **Other Income** – there was no other income for the year.
9. **Subscriptions, Licenses etc.** represents the cost of the Event License for events, Small Lotteries Fee. As no applicable raffles are planned the Small Lotteries license has not been renewed.
10. **Printing and Stationary** – Represents the cost of Printing and Stationary which was zero in the year.
11. **Postage and Delivery** – there was no expenditure in the year.
12. **Professional Fees** – represents the cost of the preparation of the Annual Accounts, Charity Commission and HMRC returns.
13. **Insurance Third Party and Play Equipment** – The Liability through Whatton-in-the-Vale Parish Council as the freehold owner. The Play Equipment is not insured for damage. An accrual of £200 per annum is made to cover repairs to the equipment see Note 32.
14. **Insurance Building and Contents**- The cost of the building and contents insurance for the Pavilion.
15. **Water Charges** - The cost of the metered water supply.

16. **Equipment and Field Safety Checks**- the cost of the annual RoSPA annual play equipment check.
17. **Rent** reflects the cost of hiring the Jubilee Hall for meetings. The Pavilion is used for meetings as much as possible in order to reduce costs.
18. **Council Tax** reflects the Council Tax payment made to Rushcliffe Borough; the actual cost includes a statutory 80% reduction applicable to Registered Charities.
19. **Fund Raising Expenditure** – is included as part of the Net Income from Fund Raising Activities. Details are included in Note 4.
20. **Grass Cutting** – the field is cut by Whatton and Aslockton Cricket Club during the Cricket Season and the Greyhounds Football Club in the football season.
21. **Pavilion Maintenance** no costs were incurred during the year.
22. **Ground and Boundary Maintenance** reflect the cost of hedge cutting and the strimming of the field edges.
23. **Trade Waste disposal** there were no changes during the year.
24. **Miscellaneous Expenses** represents the cost of chains and locks and the reversal of the deposit for the hire of the marquee.
25. **Extra-Ordinary Maintenance** There was no extra-ordinary costs within the year (proper year: £760) all maintenance expenditure is included in the 'Expenditure' section of the accounts.
26. **Current Account** represents the funds held at the National Westminster Bank Limited, Bingham Branch.
27. **Prepayments**
Prepayments represents expenditure which relates to costs after the 2012-2013 year.
28. **Cash-in-hand and Petty Cash** - the figure represents Petty Cash.
29. **Sales Ledger** - represent the outstanding debtors at the year end.
30. **Purchase Ledger** represents outstanding supplier invoices.
31. **Accruals** represent provision for costs incurred in the year for which an invoice has not yet been received.
32. **Capital and Reserves and Financing Movements**

	General Reserve £s	Play Equipment Reserve £s	Maintenance Reserve £s	Capital Projects Reserve £s	Total £s
Reserve brought forward	3,000	400	200	2,352	5,952
Release and Transfer Allocated in the Year	-	200	100	903	1,202
CLOSING RESERVES	3,000	600	300	3,255	7,155

Notice of Annual General Meeting

Notice of the 6th Annual General Meeting of the Whatton & Aslockton Playing Field Trust in
The Pavilion, Dark Lane, Whatton-in-the-Vale

At 7:30 pm

On Wednesday 29th May 2013

AGENDA

1. Presentation and adoption of the Accounts for the Year-ended 31st March 2013.
2. Election of a maximum of Four Committee Members in accordance with Clause 2 of the Rules Governing the Conduct of the Management Committee.
3. Any other business.

Notes:

The Committee consists of:

Two members appointed by Aslockton Parish Council

Two members appointed by Whatton-in-the-Vale Parish Council

One member appointed by Aslockton Cranmer FC

One member appointed by The Greyhounds FC

One member appointed by Whatton and Aslockton Cricket Club

One member appointed by Cranmer Arms FC and

Four members elected by the residents of Aslockton, Scarrington and Whatton-in-the-Vale.

Nominations for proposed Elected Members may be presented at the meeting. Residents of Aslockton, Scarrington and Whatton-in-the-Vale aged 18 years and over are entitled to vote. Extract from the rules: 'Every matter must be decided by majority decision of those present and voting. The Chairman may cast a second or casting vote only if there is a tied vote.'